

"Your College
in Your Community"

ARCHIVES



**SMITHERS
HOUSTON
STEWART
&
THE HAZELTONS**

FALL COURSES 1994

Check Us Out!

**SAVE FOR
FUTURE REFERENCE**

MESSAGE FROM THE DIRECTOR

Northwest Community College is proud to maintain the word 'community' in its name. It is our mission to see that adult learners have equitable access to quality learning opportunities where they live and work. This is a challenging task in the College's Eastern Region which serves more than a dozen communities from Stewart and Kitwanga to Houston. Thus, it is essential that we work closely with other organizations to put limited resources to the most effective use. It is also essential that we have good communication with community members in order to identify needs, opportunities and resources.

We invite individuals and groups to come forward with their ideas. Let us know how you see the College serving your needs or working with you to better serve the community. Northwest Community College is your college, whether you are seeking academic advice, wanting to use the Learning Resource Centre, taking a community education course or enrolling in a full time program. Consider how we can be part of your learning throughout life.

Ivan Thompson
 Director, Eastern Region

GENERAL INFORMATION

REGISTRATION

Registration will be accepted at the college beginning in late August. Registration and course fees, except for the programs designated otherwise, are required in full at the time of registration or at the beginning of each semester. Invoicing arrangements can be made.

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

TUITION

ABE and Office Careers:
 \$29.15 per week full-time and
 \$14.70 per week part-time (12.5 hrs. or fewer per week).
 Payable on a semester basis in advance.

Credit Courses:
 \$38.80 per credit hour (audited or attempted).
 Payable in full at time of registration.

Part-time and short term courses:
 Fees are indicated in each course description.
 Payable in full at time of registration.

CEC sponsored students who do not pay tuition fees to the college are required to pay a student activity fee of \$2.05/week (full time) or \$1.15/week (half time) payable on a semester basis in advance.

STUDENT ADVISING

The Student Advisor is available to assist students and the general public with selecting courses and programs appropriate to their defined career goals. We have information from all across Canada on colleges, universities, correspondence courses and careers. The Student Advisor will assist with scholarship, bursary and loan applications. Call the college centre in your area to arrange an appointment with the Student Advisor.

REFUND POLICY

1. Full refunds will be made only if a course is cancelled by the college or if a student withdraws 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.
5. Part-time credit courses 100% of tuition less an administration charge of \$10.00. There will be no refund given if withdrawing after the second class.

GENERAL INFORMATION

THANK YOU

...to School District No. 54 and No. 88 for your co-operation and the use of school facilities.

SMITHERS

COLLEGE OFFICE HOURS

The college is open from 8:00 am - 4:15 pm Monday to Friday. It is also open 6:30 - 9:00 pm Monday to Thursday.

LEARNING RESOURCE CENTRE

The Learning Resource Centre is open during the same hours as the college. Resources include educational videos, reading and reference materials as well as access to our campus library in Terrace. The Learning Resource Centre is available for use by students and the public.

THANK YOU

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

FACILITY RENTAL

The college will rent rooms for groups to hold meetings, workshops, etc. Rental is \$35 per day per room if your group is charging a fee for people to attend your event. If there is not a fee then there is no charge for room use. Call the college to book your space.

ADMINISTRATION

- Ivan Thompson Director - Eastern Region
- Mary Ellen Perrault Administrative Officer
- Ross Hoffman Coordinator, Extension Services
- Sheila Peters Student Advisor
- Carol Palm Centre Clerk
- Mary Hiemstra Day Clerk
- Linda Bruhjell-Heinrichs Evening Clerk



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DIPLOMA IN ADULT EDUCATION Back Cover

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

COMPUTER COURSES

BUYING A NEW COMPUTER

Are you confused by the technical terms used in the computer industry (386, 486, SX, DX, RAM, hard drive, etc)? Would you like more information before making a decision to purchase? This course is designed to help you understand the terminology and capabilities of various computer models and why this investment will be so important to you and your family for educational, business or recreational use. Register by Nov. 4. **Course Fee: \$50.00**

Instructor: Kevin Widen
 College Centre Rm. 108
 Sat., Nov. 12 & 19
 1:00 - 4:00 pm

CARING FOR YOUR COMPUTER

This course is designed to give participants an understanding of how to maintain and perform routine operations on their computers such as: installation of software, preventive maintenance, troubleshooting, memory management, software performance tuning and an introduction to the use and benefits of networking. Register by Nov. 18. **Course Fee: \$65.00**

Instructor: Kevin Widen
 College Centre Rm. 108
 Sat., Nov. 26 & Dec. 3
 1:00 - 4:00 pm

INTRODUCTION TO DOS

Learn to use basic DOS commands and take more control of your computer. The copy, rename, delete, type and format commands will be covered as well as creating directories, file naming, conversions and other DOS basics. This course covers DOS commands only, therefore some computer experience is required. For a beginner's overview of computers see "Introduction to Computer Applications." Register by Sept. 26. **Course Fee: \$75.00 plus text if required.**

Instructor: Kevin Widen
 College Centre Rm. 108
 Mon., Oct. 3 - 17
 1:00 - 4:00 pm

INTRODUCTION TO COMPUTER APPLICATIONS

This seven session 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 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. **Course Fee: \$175.00**

Instructor: Kevin Widen
Session 1 (Register by Sept. 7)
 College Centre Rm. 108
 Wed., Sept. 14 - Oct. 26
 6:30 - 9:30 pm

Session 2 (Register by Sept. 23)
 College Centre Rm. 108
 Sat., Oct. 1 - Nov. 12
 9:00 am - 12:00 noon

INTRODUCTION TO DOS & WINDOWS

This course introduces the basic concepts involved in using DOS based microcomputers for business applications; it will also include an introduction to the Windows environment. Register by Sept. 13. **Course Fee: \$100.00 plus text.**

Instructor: Sandy Clark
 College Centre Rm. 108
 Tues., & Thurs., Sept. 20 - Sept. 29
 1:00 - 4:00 pm

MICROSOFT EXCEL

Microsoft Excel is a Windows spreadsheet program useful for creating tables of numbers and data. This program is often used for accounting and budgeting purposes but is also useful for creating graphs or for basic database management. This course will move through basic spreadsheet topics such as creating, saving, printing, entering and manipulating mathematical functions, database management and producing graphs from spreadsheet data. Register by October 26. **Course Fee: \$115.00 plus text.**

Instructor: Kevin Widen
 College Centre Rm. 108
 Wed. Nov. 2 - Nov. 23
 6:30 - 9:30 pm

COMPUTER COURSES

MICROSOFT WINDOWS

This course introduces Windows software, mouse usage, various parts of a typical Windows screen and the use of MS DOS commands from within Windows. The course also covers customizing the set-up of Windows installing new programs through Windows. This course will be useful to those who expect to be using programs which operate in the Windows environment. Register by Nov. 23. **Course Fee:** \$75.00 plus text.

Instructor: Kevin Widen
College Centre Rm. 108
Wed., Nov. 30 - Dec. 14
6:30 - 9:30 pm

WORD FOR WINDOWS

This course introduces the learner to Word for Windows. It will include mouse skills, use of the Windows menu bars, document formatting and editing skills. Typing skills are recommended. Register by Sept. 27. **Course Fee:** \$135.00 plus text.

Instructor: Sandy Clark
College Centre Rm. 108
Tues. & Thurs., Oct. 4 - Oct. 20
1:00 - 4:00 pm

MICROSOFT WORD FOR WINDOWS

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 MS Word. The course covers an introduction to basic Window concepts, creating, saving and printing documents, grammar and spell checking, selection, sorting, graphics, merging, and customizing Word. Suggested preparation: previous word processing experience or an introduction to computer applications course. **Course Fee:** \$115.00 plus text.

Instructor: Kevin Widen
Session 1 (Register by Sept. 6),
College Centre Rm. 108
Mon. & Fri. Sept. 12 - 23
1:00 - 4:00 pm

Session 2 (Register by Nov. 10)
College Centre
Sat., Nov. 19 - Dec. 10
9:00 am - 12:00 noon

WORDPERFECT 5.1

This course provides an introduction to word processing. Students will learn to create, store and revise basic business documents using text enhancement, editing and formatting features. Typing skills are recommended. Register by Oct. 21. **Course Fee:** \$135.00 plus text.

Instructor: Sandy Clark
College Centre Rm. 108
Tues. & Thurs., Oct. 25 - Nov. 10
1:00 - 4:00 pm

THE PEOPLE'S LAW SCHOOL (No charge)

CONTRACT LAW FOR CONSUMERS

This class covers the rights of consumers before, during and after a purchase. The instructor will provide information on careful shopping; guarantees & warranties; contracts; trouble-shooting & issuing complaints. Monday, Nov. 7, 7:00 - 9:00 pm. Location to be announced.

CRIME PREVENTION & SAFETY

It seems crimes against persons and property are increasing. How do we protect ourselves and our children? Find out what you can do to increase your security by attending the **Free Law** class. Monday, Sept. 26, 7:00 - 9:00 pm. Location to be announced.

NATIVE LAND CLAIM ISSUES

Come to this class and learn more about Native land claims. The instructor will discuss historical and cultural issues as well as recent land claims cases (e.g., the Gitksan Wet'suwet'en); the effect of these decisions and land claims specific to your area. Monday, Oct. 17, 7:00 - 9:00 pm. Location to be announced.

PROFESSIONAL & PERSONAL DEVELOPMENT

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 or 4 licence. Participants must have a valid driver's licence. **Course Fee:** \$150.00 includes manual.

Instructor: BV Driving School
Session 1 - register by Oct. 7
College Access Centre (above Mr. Mike's)
Oct. 17 - 22
Mon. - Fri., 6:30 - 10:00 pm
Sat., 9:00 am - 4:00 pm

Session 2 - register by Nov. 7
College Access Centre (above Mr. Mike's)
Nov. 14 - 19
Mon. - Fri., 6:30 - 10:00 pm
Sat., 9:00 am - 4:00 pm

ANIMAL BIOLOGY

This general survey course will examine the cell biology, genetics, physiology and ecology of both invertebrate and vertebrate animals. Lectures and laboratories will focus on local fauna. Laboratories will include introduction to the use of microscopes, animal dissections, critical observations, and experimental design. Register by Sept. 8. **Course Fee:** \$175.00 plus GST. Text, \$5.00. This is a non credit course.

Instructor: Regina Saimoto
Smithers Secondary Rm. 6 & Old Chem. Lab.
Tues. & Thurs., Sept. 20 - Nov. 10
7:00 - 10:00 pm

CALLIGRAPHY

This is an introductory course in the fine art of calligraphy. Time will be committed to eight hours of practice sessions which will cover the five main styles of calligraphy. The cost of this course includes all necessary materials including a calligraphy kit. Register by Sept. 28. **Course Fee:** \$55.00 plus GST.

Instructor: Cathy Whalen
College Centre Rm. 110
Wed., Oct. 5 - 26
7:00 - 9:00 pm

CHANGING YOUR RESPONSE TO STRESS

Learn effective relaxation exercises. Stress, if allowed to get out of hand, can have adverse effects on physical, mental and emotional well being. Participants should wear loose, comfortable clothing and bring a mat and pillow to lay on. Register by Oct. 26. **Course Fee:** \$40.00 plus GST.

Instructor: Barri Blix
Smithers Secondary Music Room
Wed., Nov. 2 - 16
7:15 - 9:15 pm

CREATIVE WRITING

This creative writing class will consist of 15 hours of classroom participation designed to help students develop their writing skills in the fields of short stories, poetry, and novel composition. Classes will focus on plot, setting, character, mood and tempo development. As well, instruction will include effective letter writing for personal or business correspondence. Students will have the opportunity to write, evaluate, and edit their own projects. Register by Sept. 6. **Course Fee:** \$100.00 plus GST.

Instructor: Monty Bassett
College Centre Rm. 109
Mon., Sept. 12 - Oct. 17
7:00 - 9:30 pm

EXAM WRITING WORKSHOP

Writing exams for Open Learning, CGA, CMA, or GED? Got the shakes? This free workshop will help prepare you to effectively demonstrate your knowledge. Includes test writing strategies and stress management. The timing is designed to help with the GED exams scheduled for November and January. Offered as part of NWCC's student success program, this workshop is open to the community. **No charge.**

Instructor: Bev Davidson
Session 1 (Register by Nov. 4)
 College Centre Rm. 109
 Wed., Nov. 9
 6:30 - 9:30 pm

Session 2 (Register by Dec. 30)
 College Centre Rm. 109
 Wed., Jan. 4
 6:30 - 9:30 pm

FOODSAFE

This program was developed by the BC Restaurant and Food Service Association, Training and Technology and the Capital Regional District. Learn about food-borne illness, personal hygiene, safe serving and dispensing methods, food protection and preparation, and dishwashing methods. Upon successful completion of the course, a certificate will be issued. The college will schedule extra Foodsafe courses on request. **Course Fee: \$55.00**

Instructor: Susan Butt
Session 1 - register by Oct. 12
 Location: TBA
 Wed. & Thurs., Oct. 19 & 20, 6:30 - 9:30 pm
 Sat., Oct. 22, 9:00 am - 1:30 pm

Session 2 - register by Nov. 16
 Location: TBA
 Wed. & Thurs., Nov. 23 & 24, 6:30 - 9:30 pm
 Sat., Nov. 26, 9:00 am - 1:30 pm

GROUP PROCESSES - University of Victoria

The purpose of this course is to provide direct experience of basic group processes, build your knowledge and skills, and increase your awareness of individuals in a small group context. Topics include analysis of group decision making; discovery and discussion methods in group learning; study of group interaction in classrooms, family life, counselling and mental health. First portion of course is devoted to skill development, second part to analysis, theory and research. Registration procedures for University of Victoria are available at NWCC and must be completed prior to Sept. 9. **Course Fee: \$426.00**

Instructor: Dr. Susan Bryant
 College Centre Portable Classroom
 Sat. & Sun. Sept. 17 - Nov. 20
 9:00 am - 5:00 pm

Please note that the delivery of this course does not guarantee the delivery of a Masters in Counselling degree program.

HEARING LOSS TESTING

Industrial hearing testing is a requirement of the WCB regulations for workers routinely exposed to noise levels in excess of 85 dBA. This is the noise of a carpenter's hand saw or a loud dishwasher. The hearing test takes approximately 15 minutes and tests each ear for its ability to hear tones at 7 different frequencies, and includes counselling concerning the wearing of hearing protection. Any workers who think they have suffered hearing loss due to their employment may initiate a claim with WCB. All test results are kept confidential. Register by Sept. 23. **Course Fee: \$15.00** at time of registration plus \$20.00 payable at time of hearing test to examiner.

Examiner: Don Gillespie, Bulkley Audio Lab
 College Centre - Mobile Van
 Sat., Oct. 1
 10:00 am - 4:00 pm

EVOLUTION - PLANT & ANIMALS

Plant and animal evolution will be examined in this course. Evolutionary theory and processes will be introduced with a focus on evolutionary ecology. Climatic and bio-geographic events relevant to the development of the local fauna and flora will be discussed in more detail. Laboratories will illustrate evolutionary trends discussed in lectures. Register by Nov. 8. **Course Fee: \$125.00 plus GST. Text \$3.50** This is a non credit course.

Instructor: Regina Saimoto
 Smithers Secondary Rm. 3
 Tues. & Thurs, Nov. 22 - Dec. 15
 7:00 - 10:00 pm

INTRODUCTION TO BASIC AUTOMOBILE MAINTENANCE

Participants who would like to learn more about how their car operates and how to do their own basic maintenance will be pleased with the theory and practical applications. If you have something specific you would like covered in this course, please indicate when registering. Theory includes basic engine and power transmission fundamentals and the need for preventative maintenance. Practical applications will include engine oil and filter changes, air and fuel filter changes, battery boosting, anti-freeze changing and testing, checking and topping up brake fluid, transmission and differential oils, headlamp and turn signal bulb replacement, locating and changing fuses, and replacing flat tires. Register by Nov. 9. **Course Fee: \$90.00 & GST**

Instructor: John Lombardi
 Location: TBA
 Wed. & Thurs., Nov. 16 - 17
 6:00 - 10:00 pm

NEW HEALING

This course focuses on a paradigm of healing to nurture wholeness for the human being to realize his/her potential for health. These four evenings will be taught by Jean Christian with Biz Bastian and Marina Muzzel as guest presenters. Jean is a practising healer using a broad spectrum of the new healing modalities. The guest speakers are practitioners/recipients of one or more aspects of new healing. The many modes of healing now present will be integrated with previous and emerging practices. Register by Oct. 27. **Course Fee: \$45 plus GST.**

Instructor: Jean Christian
 Location: TBA
 Thurs., Nov. 3 - 24
 7:00 - 9:30 pm

SOLUTION FOCUSED RELATIONSHIP COUNSELLING

This three day workshop is for counsellors, church ministers, social workers, peer counsellors and concerned individuals. Participants will become acquainted with the basic skills and awareness of solution focused relationship counselling. Objectives covered will be to formulate attainable goals, assist others to practice successful conflict de-escalation and conflict resolution techniques, conduct solution oriented as opposed to problem focused interviews, use a solution oriented/interactional approach, and to reflect on the role that personal values, experiences and beliefs have on "getting stuck" in relationship counselling. Register by Oct. 27. **Course Fee: \$10.00 plus GST.**

Instructor: Dr. Tom Strong
 Location: TBA
 Thurs., & Fri., Nov. 3 & 4 and
 Fri., Dec. 2
 9:00 am - 4:30 pm

PHOTOGRAPHY FOR AMATEURS

Are you interested in improving your photography skills or in developing and printing your own black and white film? Then this is the opportunity you've been waiting for. This basic photography course will cover the features of the 35 mm camera, film, lighting techniques and flash operations. The instructor will also show how to master the basic functions of the 35 mm camera to produce the best possible photographs and the process used to develop and print black and white film. Students must supply their own 35mm camera and be prepared for extra expenses such as film and paper for making prints (approx. \$20.00). Register by Sept. 12. **Course Fee: \$75.00 plus GST.**

Instructor: Lorne Clarke
 College Centre Rm. 110
 Mon., Sept. 19 - Nov. 21
 7:00 - 9:30 pm

PRE-NATAL

Pregnancy and child-bearing are major personal life experiences. This program provides parents with the knowledge of the essential components of healthy pregnancy. Each series consists of seven classes. The first two classes include physical and emotional changes as well as aspects of nutrition, lifestyle choices and exercise. The next five classes include practical information skills and strategies for dealing with the labour and delivery process, relaxation techniques, breathing awareness, care for the mother and child upon delivery as well as infant care and feeding techniques. A hospital tour is included. **Course Fee: \$100.00**

Session 1 - register by Aug. 30
 Instructor: Lorraine Rycroft
 Location: TBA
 Tues., Sept. 6 - Nov. 1
 7:00 - 9:00 pm

Session 2 - register by Oct. 5
 Instructor: Marg Taylor
 Location: TBA
 Wed., Oct. 12 - Dec. 7
 7:00 - 9:00 pm

Session 3 - register by Nov. 29
 Instructor: Lorraine Rycroft
 Location: TBA
 Tues., Dec. 6 - Feb. 1995
 7:00 - 9:00 pm

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.



THE SECRETS OF ADVERTISING

In the challenging economy of the 1990's, many people will ultimately choose to start and maintain a small company in order to maintain an income. For small companies advertising is essential for survival, but frequently out of reach to those who most need it because all the methods they have heard about - radio, television and print - are priced beyond the bounds of limited budgets. Larry Bennett has a quarter of a century of advertising, marketing, public relations and communications experience with a wide variety of organizations. In his presentation he will work with participants to help them understand the principles of advertising. He will also help in developing advertising strategies to provide the greatest effect for the lowest cost. Topics covered will include radio, television, and print advertising and networking as well as the all important, "word of mouth" advertising. Participants are encouraged to also take the Introduction to Creative Writing and Journalism course. Register by Nov. 1. **Course Fee: \$70.00**

Instructor: Larry Bennett
 Location: TBA
 Tues., Nov. 8
 8:30 am - 12:00 noon

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

Learn how to recognize warning symbols and health risks associated with hazardous products in the work place. Learn how to interpret the information provided by the material safety data sheets for safe handling and the appropriate protection required to handle such products. WCB certificate awarded upon successful completion. **Course Fee: \$45.00**

Instructor: John Lombardi
Session 1 - register by Sept. 30
 College Centre Rm. 110
 Sat., Oct. 8
 1:00 - 5:00 pm

Session 2 - register by Oct. 28
 College Centre Rm. 110
 Sat., Nov. 5
 1:00 - 5:00 pm

CONFLICT MINIMIZATION

The purpose of this workshop is to equip participants with skills and knowledge that effectively minimize the amount of conflict experienced in work or other relationships. Register by Nov. 10. **Course Fee: \$10.00 plus GST.**

Instructor: Dr. Tom Strong
 Location: TBA
 Fri., Nov. 18
 9:00 am - 4:30 pm

INTRODUCTION TO CREATIVE WRITING AND JOURNALISM

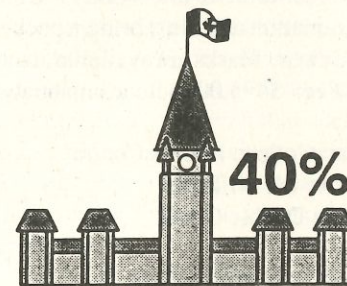
Participants will learn what creative writing and journalism are, what these should accomplish, elements of successful advertising, how to work out difficult writing problems, how to create your own personal writing style, creative writing techniques and methods to stimulate your thoughts. Participants will also learn tips on how to get published and what makes a news story. Register by Oct. 31. **Course Fee: \$100.00 plus GST.**

Instructor: Larry Bennett
 Location: TBA
 Mon., Nov. 7
 8:30 am - 4:30 pm

BASIC INSTRUCTIONAL TECHNIQUES

This workshop is designed for those individuals who may find themselves instructing and/or training adults whether it be on-the-job or for pleasure. Course contents include characteristics of the adult learner, learning styles, writing performance objectives, preparing for and delivering a lesson plan, as well as evaluating learning outcomes. Register by Oct. 7. **Course Fee: \$50.00.**

Instructor: Bev Davidson
 College Centre Rm. 104
 Fri. & Sat., Oct. 14 - 15
 Fri. 6:30 - 9:30 pm
 Sat. 9:00 am - 4:00 pm



Silent Partner

Estate & Business Planning

"Bottom Line"

Presented by: Roger Latta & Company Ltd.
 Financial Planners

Special Guest: Mr. Michael McMahon C.A., L.L.B.
 Tax Specialist

Place: Aspen Banquet Room

Date: Oct. 3 & 4

Time: 7:00 - 10:00 pm

Register By: Sept. 14

Course Fee: \$125.00

A. Estate and Business Planning Bottom Line

Revenue Canada is essentially a silent partner owning 40% of your capital gain assets. In reality, a ticking

- time bomb if tax planning opportunities are ignored.
- Is it time to explore what liabilities are at stake in your estate and where the funds will come from to cover them?
 - Holding companies can sometimes attract double taxation.
 - Are the funds being created in the most tax efficient, estate preserving form?

B. Family and Business Planning

Have you considered:

- "Freezing" the tax bill?
- Transferring the tax liability?
- Deferring the tax payment?

C. What about you?

- Do you eventually want a payday? (ie: do you have a plan to sell the business and turn it into cash or income without the ongoing burden of management?)
- Is it of any importance that your business is left alive and functioning after you retire?

OCCUPATIONAL FIRST AID

LEVEL I

Workers' Compensation Board Regulations require two Level I 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. This course includes CPR, obstructed airways management, care of the unconscious patient and control of deadly bleeding. **Course Fee: \$75.00**

Location: College Access Centre
(above Mr. Mike's)
Instructor: Debbie Godin

Session 1 - register by Sept 6
Sat., Sept. 10
8:30 am - 5:00 pm

Session 2 - register by Oct 11
Sat., Oct. 15
8:30 am - 5:00 pm

Session 3 - register by Nov. 18
Sat., Nov. 26
8:30 am - 5:00 pm

LEVEL I WITH TRANSPORTATION ENDORSEMENT

This 8 hour course is designed to prepare Occupational First Aid Attendants, Level I, with the skills and knowledge needed to move and transport injured/ill workers to medical aid. Evaluation is done by the instructor. Ticket expires upon the expiry date of the Occupational First Aid Level I Certificate. **Course Fee: \$75.00**

Location: College Access Centre
(above Mr. Mikes)
Instructor: Debbie Godin

Session 1 - register by Sept. 6
Sun., Sept. 11
8:30 am - 5:00 pm

Session 2 - register by Oct 11
Sun., Oct. 16
8:30 am - 5:00 pm

Session 3 - register by Nov. 18
Sun., Nov. 27
8:30 am - 5:00 pm

LEVEL II

This 36 hour course applies to corporations which require a first aid attendant on staff and are situated within a twenty minute radius of a hospital. It is designed for workplaces that are calling an ambulance rather than having to prepare patient for transportation. This course is open to persons 16 years of age or older; however, at the workplace the worker who has a valid certificate and is under the age of 19 must be under the direct supervision of a person 19 years of age or older who has a valid Level III certificate. A two year Level II First Aid Certificate will be awarded when marks on the examination exceed seventy percent. Register by Nov. 22. **Course Fee: \$375.00**

Instructor: Debbie Godin
College Access Centre (above Mr. Mike's)
Mon. - Fri., Nov. 28 - Dec. 3
8:30 am - 4:30 pm

LEVEL III

In this 77 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. **Course Fee: \$495.00** includes manuals.

Location: College Access Centre
(above Mr. Mike's)
Instructor: Debbie Godin

Session 1 - register by Sept. 9
Mon. - Fri., Sept. 23 - Oct. 7
8:30 am - 4:30 pm
(Note: Starts Fri., Sept. 23)

Session 2 - register by Oct. 10
Mon., Wed., & Sat., Oct. 17 - Nov. 19
Mon. & Wed., 6:00 - 10:00 p.m.
Sat., 8:30 am - 4:30 pm

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 Skills, Training & Labour. Also Sanctioned by the Labour Council of BC. **Course Fee: \$450.00** per session.

Location: Java's restaurant
Instructor: Kolbuc & Associates

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 the most difficult employees. Register by Oct. 4.

Tues. - Fri., Oct. 11 - 14
8:30 am - 4:30 pm

Part II Group Skills

This session will focus on increasing your understanding of how groups work, identifying your leadership style and building positive leadership skills, improving your understanding of what motivates people and applying 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 Nov. 8.

Tues. - Fri., Nov. 15 - 18
8:30 am - 4:30 pm

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. This session will take place Jan. 10 - 13, 1995. Registrations will be accepted beginning December 14, 1994.

Part IV New Skills For The Nineties (3 days)
Dates to be announced.

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

Ross Hoffman,
Mary Ellen Perrault
Extension Services, 847-4461



STEPS TO SUCCESS FOR SMALL BUSINESS

MAKING THE MOST OF YOUR HUMAN RESOURCES

This three day workshop will develop skills in the following areas:

INTERPERSONAL SKILLS - Participants can expect to gain a knowledge of what constitutes effective interpersonal communication and greater awareness of their own personal styles and ways of relating to people.

CONFLICT RESOLUTION - Participants will learn to harness the energy inherent in conflict by recognizing the different styles of dealing with conflict and identifying which style is appropriate and when it should be applied.

UNDERSTANDING THE STRENGTHS & WEAKNESSES OF BASIC LEADERSHIP STYLE - and discovering the way to choose a suitable leadership style for a particular person or occasion.

SELLING WITH INTEGRITY & SUCCESS - Excellent sales people understand where their real values lie, what drives them and their customers. Participants will focus on motivation, influence and negotiating skills that are applicable within your company in dealing with sales staff and customers.

A key building block of this workshop is the **PERFORMAX PERSONAL PROFILE** that is a very effective tool to deal with leadership styles. It will give participants a clear comment on the strengths and weaknesses of their individual blend of personality styles, plus insights on how they adapt to pressure and change, and how to adapt to other personality styles.

Register by Oct. 12. **Course Fee:** \$399.00 per person

Instructor: Ryane Consulting

Location: TBA

Thurs. - Sat., Oct. 27 - 29

9:00 am - 4:30 pm

TOURISM - THE PROFESSIONAL CHALLENGE

TAKE THE PROFESSIONAL PATH IN TOURISM EDUCATION

Northwest Community College in co-operation with the Pacific Rim Institute of Tourism will provide a range of courses in the following areas throughout the Fall semester.

Formal Dining Etiquette and Service
Front Line Personnel
Professional Hospitality
Professional Telephone Techniques
Serving It Right
Superhost
Waiter/Waitress Training

It is our intention to provide the quality of training that will attract, develop and sustain a tourism workforce capable of providing internationally competitive standards of service to visitors travelling to and within British Columbia.

Please register your interest by contacting NWCC at 847-4461 by September 15.

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.

OBSERVING & RECORDING ECE 134 (3) TELECONFERENCING

This course is an introduction to observing and recording the behaviour of young children. It is intended to support students' understanding of general sequences of growth and development as well as the unique development of individual children. Students will observe children's behaviour as well as classroom practices, and will use observation information as a basis for curriculum and guidance planning. Students will need to have daytime access to a childcare centre in order to carry out assignments and complete course. Register by Sept. 6.

Course Fee: \$116.40 plus text.

Instructor: Nancy Hogue

College Centre Rm. 107

Tues., Sept. 13 - Dec. 13

7:00 - 9:00 pm

HEALTH, SAFETY, & NUTRITION ECE 213 (3) TELECONFERENCING

This practical course focuses on methods of providing safe healthy environments for groups of infants/toddlers and children with special needs, consistent with provincial regulations. The emphasis is on physical care, outlining procedures used for providing for daily living needs, as well as specialized practices (e.g. use of equipment, administration of medication), for under 3's and preschool special needs individuals. This course is offered face to face once a month (Sept., Oct., Nov.) over 3 weekends (Fri. evening, Sat. all day and Sun. morning). Attendance is mandatory for all three weekends. One weekend will be in Terrace, the other two locations depend on student enrollments. **Prerequisites:** Basic ECE certificate. Register by Sept. 6. **Course Fee:** \$116.40 plus text.

Instructor: TBA

Location: TBA

Dates: TBA

Times: As indicated above.

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

SOCIAL SERVICE WORKER/TEACHER ASSISTANT

SSW 153(3): HUMAN GROWTH & DEVELOPMENT

This course offers a study of the growth and development of people, taking a life span approach - from prenatal development to birth and infancy, through childhood, adolescence, adulthood and to old age. Growth is seen as an ongoing human process with different physical, emotional, social and cultural aspects at each age and phase. Register by Sept. 6. **Course Fee:** \$195 plus text.

Instructor: Maureen Fox

Location: TBA

Tues., Sept. 13 - Dec. 20

6:30 - 10:00 pm

Prerequisite: English 12 or equivalent or satisfactory performance on placement test.

Pending funding and sufficient interest, NWCC is planning to offer the following additional courses in the Social Service Worker program: SSW 151(3) Counselling Skills, Winter 1995; and SSW 162(3) Counselling Skills 2, Spring 1995. The entire Social Service Worker Certificate program can be completed on campus at NWCC in Terrace or by distance learning through the Open Learning Agency. Additional prerequisites may apply. For more information contact the Student Advisor.

OFFICE CAREERS

The Office Careers programs are designed to provide students with the knowledge and skills necessary to function effectively in the workplace. Courses include a range of computer skills, software programs, bookkeeping and written communication skills.

Individuals may choose to take one or more courses during the evenings or days 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. Intake for day students is in September, evening students in September and January.

Entry level programs available for those with no previous training and/or experience include Clerk-Typist and Clerk-Bookkeeper. Advanced options available in Word Processing.

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 am - 12:00 noon
1:00 pm - 3:30 pm

Evening Program: Monday - Thursday
6:30 pm - 9:30 pm

Fee: Payable by semester. (Sept. - Dec. \$437.25)
\$29.15/wk full-time (13 or more hours/wk)
\$14.70/wk part-time (12.5 or fewer hours/wk)
\$25 application fee

Instructors: Bev Davidson, Terrie McAloney, & Sandy Clark Instructor's Aide: Heather Anderson

NOTE: Anyone wanting to enroll for September 1994 or January 1995 should make an appointment with the Student Advisor.

ENTRY LEVEL

Common Courses

To receive a certificate 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/Windows
COMP 105: Introduction to Word Processing
COMP 115: Introduction to Database
KYBD100: Keyboarding
MSTD 100: Master Student
OFFPR 101: Office Procedures
OFFPR 106: Office Simulations
OFFPR 110: Records Management
TYPG 101: Basic Business Typing

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

ENTRY LEVEL

Clerk-Bookkeeper

In addition to the common courses students must complete:

ACCT 101: Bookkeeping Fundamentals
ACCT 102: Routine Bookkeeping Procedures
COMP 110: Introduction to Spreadsheets
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.

OFFICE CAREERS

ENTRY LEVEL

Clerk-Typist

In addition to the common courses students must complete:

BCPT 106: Advanced Computer Speed
DICT 103: Transcription Operation
COMP 135: Introduction to Microsoft Word
TYPG 102: Advanced Business Typing

Completion of the Clerk-Typist 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: Word for Windows Wordprocessing
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.

The evening program will take registration during the week of September 6 - 12. Students can take a full program or selected courses. The following courses are offered as credit courses within the Office Careers program. However, they can also be taken as non-credit courses in which the prerequisites will not apply. Previous computer experience and some typing skills are recommended for the word processing courses. Classes are delivered at the specified times; however, students will have computer lab access from 6:30 - 9:30 pm Mon. - Thurs.

KEYBOARDING 100

An introduction to the keyboard and development of touch typing.

Mon. & Wed., Sept. 6 - Dec. 16
7:00 - 8:00 pm
\$88.20 plus text

ACCOUNTING 101

An introduction to bookkeeping fundamentals.

Mon. & Wed., Sept. 7 - Nov. 9
8:00 - 9:00 pm
\$147.00 plus text

COMP 100 INTRODUCTION TO DOS/WINDOWS

Introduces the basic concepts involved in using DOS based microcomputers for business applications; it will also include an introduction to the Windows environment.

Tues. & Thurs., Sept. 20 - Oct. 13
7:00 - 9:00 pm
\$58.80 plus text

COMP 135 INTRODUCTION TO MICROSOFT WORD

Introduces the learner to Word For Windows. It will include mouse skills, use of the Windows menu bar, document formatting, and editing skills. Typing skills are recommended.

Tues. & Thurs., Oct. 18 - Nov. 10
7:00 - 9:00 pm
\$58.50 plus text

COMP 105 INTRODUCTION TO WORD PROCESSING

Provides an introduction to word processing using Wordperfect 5.1. Students will learn to create, store and revise basic business documents using text enhancement, editing, and formatting features. Typing skills are recommended. Prerequisite Comp 100 and Keyboarding 100.

Tues. & Thurs., Nov. 15 - Dec. 8
7:00 - 9:00 pm
\$58.80 plus text

WILDERNESS GUIDING SKILLS

This intensive program is designed to meet the increasing demand for well-trained personnel in the outdoor guiding industry. Graduates find work as wranglers, trail cooks, hunting, fishing and trail guides as well as in other areas of adventure tourism.

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, plant identification and many other topics. Students have the opportunity to study hunter or angler guiding and ecotourism in some depth.

The program runs from mid-April to mid-June. Anyone wishing more information should contact Northwest Community College, Box 3606, Smithers, BC, V0J 2N0. An application package will be sent out in mid-December. Applications will be accepted starting (not before) Jan. 9, 1995. As this program fills up quickly it is advisable to have an application ready for delivery on that date. A deposit of \$500 is required at the time of application and is non-refundable after March 15, 1995.

Costs for the program (based on last year's costs and subject to change) are \$686 for tuition and \$1200 for food and lodging.

LAND RESOURCE MANAGEMENT

Throughout the fall and winter, the College Centre in Smithers will offer, in cooperation with the Bulkley Forest District and other organizations, a series of seminars to provide accurate information and stimulate productive dialogue relating to the many land use processes underway in the Bulkley Valley area. Example topics are:

- Bulkley District Land Resource Management Plan
- Protected Areas Strategy
- First Nations Treaty Negotiations
- Forest Renewal Program
- Forest Practices Code
- Bulkley Timber Supply Review
- Bulkley Socio-Economic Analysis

Contact the College Centre and watch the Interior News for details.

ADULT BASIC EDUCATION (ABE)

ABE AT THE SMITHERS CENTRE

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 9:00 a.m. to 12 noon and from 1:00 to 4:00 p.m., Monday to Friday. Alec Deas is the instructor.

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 space available.

Some of the courses are free: ask the instructor what the fees are for your course and if payment is required. Fees are \$29.15 to attend full time per week or \$14.70 for part-time per week and these are payable on a semester basis. Costs for the fall semester (Sept. - Dec.) are \$437.25 for full time and \$220.50 for part time. You must also pay a \$25.00 application fee 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.

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, and 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. 25 & 26, 1994. A completed application form must be received by the Ministry of Education at least 28 days before the testing date. The test fee of \$40.00 may be paid by certified cheque or money order payable to the Minister of Finance.

GED PREPARATION

The focus is on writing skills and mathematics. Intended as a review, this instruction will improve the students test writing skills for English and Math. Topics include short essay writing, sentence correction, arithmetic and some algebra. To enroll make an appointment with the student advisor. Regular student fees apply.

Instructor: Alec Deas
College Centre Rm. 109
Mon. - Thurs., Sept. 15 - Nov 24
1:00 - 3:30 pm

DEVELOPMENTAL EDUCATION or ACADEMIC OPTIONS

The college has entered into a partnership with School District #54 and the Canada Employment Centre in order to expand educational opportunities in the community. A Pathfinder computer managed learning system was purchased by Canada Employment and set up in the Bulkley Valley Learning Centre adjacent to the main College building. Students who are enrolled at the College will have the option to complete the requirements for the G.E.D. and complete subjects which are prerequisites for entrance to college and university programs either in our Adult Basic Education classroom or in the Pathfinder Lab. Both programs are open daily Monday to Friday. The Bulkley Valley Learning Centre is also open three evenings a week. Our Student Advisor, Sheila Peters and our A.B.E. Instructor, Alec Deas can help you decide which option will best suit your needs. Students who wish to complete their Dogwood Certificate will be registered with School District #54.

CAREER DEVELOPMENT PROGRAM

A comprehensive training program 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, individual and group support.

Program 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. Apply at Northwest Community College in Smithers by September 23, 1994. No registration fee.

College Centre

Oct. 11, 1994, - Mar. 17, 1995

9:00 am - 3:00 pm

ENGLISH AS A SECOND LANGUAGE

Pending funding and sufficient interest, NWCC is planning to continue the English as a Second Language/Language Instruction for Newcomers to Canada program. This program is for landed immigrants and Canadian citizens who would like to improve their English language skills.

Apply at Northwest Community College in Smithers by September 6.

College Centre Rm. 109

Mon. - Wed., Sept. 12 - Mar. 15

6:30 - 10:00 pm

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 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

GENERAL INFORMATION

For information on admissions, registrations, fees, and refund policies, please see the regional College Calendar. **ONLY PAID REGISTRATIONS WILL BE ACCEPTED.**

A THANK YOU...

- to those people who contribute to our program by suggesting courses and instructors, or by offering to teach courses themselves.
- to those who participate in our programs. Your contribution and participation helps us offer a variety of quality courses to our community.

Thank you to School District 54 for your co-operation. The use of school facilities enables us to offer a wider variety of programs for the residents of Houston and surrounding area.

LEARNING RESOURCE CENTRE (LIBRARY)

The Learning Resource Centre is open to all residents of Houston and the College region. You do not need to be a student or staff member to access the vast collection of books, videos, periodicals, government documents, etc. housed throughout the College region.

Free access to the collection is available through the College computer to the "online catalogue". If you have a PC at home, simply dial up!

Datapac address: 65100028

User name: NWCAT

For further information phone us at 845-7266 or drop in and visit us during office hours 8:00 a.m. to 4:30 p.m. weekdays.

EDUCATIONAL ADVISOR - TERRI STEWART

The Houston Centre of Northwest Community College offers the free services of an educational advisor. The advisor is available to help any member of the community seeking information on colleges, universities and correspondence courses all across Canada.

She also provides assistance and information for those individuals looking for financial aid or needing help filling out forms.

If you are thinking about a career change or are not sure what career you may be suited to, ask for an appointment for the Strong Interest or computer Choices program.

PLEASE MAKE ADVANCE APPOINTMENTS

845-7266

EARLY CHILDHOOD DISTANCE EDUCATION

E.C.E. 134: Observing & Recording (3 credits)

This course is an introduction to observing and recording the behaviour of young children. It is intended to support students' understanding of general sequences of growth and development as well as the unique development of individual children. Students will observe children's behaviour as well as classroom practices, and will use observation information as a basis for curriculum and guidance planning.

INSTRUCTOR: TBA

Tues., Sept. 13 - Dec. 13

7:00 - 9:00 p.m.

FEE: \$116.40 plus text

*****Course Requirements*** - Students will need to have daytime access to a Childcare Centre in order to carry out assignments and complete the course.**

WINTER COURSE OFFERINGS:

E.C.E. 104: Health, Safety & Nutrition

E.C.E. 206: Working With Families

E.C.E. 213: Health, Safety & Nutrition (3 credits)

This practical course focuses on methods of providing safe, healthy environments for groups of infants/toddlers and children with special needs, consistent with provincial regulations. The emphasis is on physical care, outlining procedures used for providing for daily living needs, as well as specialized practices (e.g. use of equipment, administration of medication), for under 3's and preschool special needs individuals. **Pre-register by Sept. 6.**

This course is offered face to face once a month (Sept., Oct. & Nov.) over 3 weekends (Friday evening, Saturday all day and Sunday morning). Attendance is mandatory for all three weekends.

INSTRUCTOR: TBA

Location: one weekend in Terrace, the other two locations depend on student enrolments.

FEE: \$116.40 plus text

*****Pre-requisites*** - Basic E.C.E. Certificate.**

PROVINCIAL INSTRUCTOR DIPLOMA PROGRAM

The Provincial Instructor Diploma Program provides individuals with opportunities to develop instructional competencies in the design, management and evaluation of instruction for adults. This program consists of 6 courses of 30 hours each and a final assignment. The diploma is offered by the Ministry of Skills, Training & Labour and is recognized at public and private colleges throughout the province.

For detailed information see inside back cover.



ADULT BASIC EDUCATION

GENERAL INFORMATION

The Adult Basic Education program gives all adults in the College region a chance to upgrade their skills and knowledge of english, mathematics, and the sciences. Courses are offered to teach basic reading and mathematics through the Grade 12 level. You may enter this program at any time during the year as space permits. A math and english assessment is completed at the start to determine your initial placement. Instruction is individualized and self-paced. The time required to complete the course depends on your initial placement and your pace through the course material. You may attend on a full-time basis, taking as few or as many courses as is practical for your needs. The program is designed to enhance employment opportunities and to prepare you for further Vocational/Career/Technical programs or University level programs.

ADMISSION

Applicants must have been away from the public school system (high school) for at least one year. They must be capable of concentrated independent study. Admission to persons under 18 years is subject to additional criteria. Details are available at the College Centre.

ENTRY LEVEL TRADES TRAINING/TRAC (COMMON CORE)

Theoretical portions of the common Core program are available at the Houston Centre either through correspondence or on site training.

G.E.D.

This is a course for adults who did not complete secondary school and wish to prepare to write a Ministry of Education Grade 12 equivalency exam under the General Education Development Program. Adults will study for five tests: English Literature, English Grammar, Science, Social Studies, and Mathematics. These classes will help you to prepare for the tests.

Fall Semester - September - December // Winter Semester - January - March

See College Calendar for full description of fees and regulations.

(FEES PAYABLE BY THE SEMESTER)

DATE: Mon. - Fri., starts Tues. Sept. 6, 1994.

TIME: Daytime - Mon. - Thurs., 8:30 a.m. - 3:30 p.m.

Evening - Wed., 6:30 - 9:30 p.m.

INSTRUCTOR: Sandi Lavallie

G.E.D. EXAMS

The examinations are administered by the College for the Ministry of Education. Application forms are available at the College office. Basic requirements are that you must be at least 19 years of age, out of school (high school) for at least one full academic year, and satisfy residency standards. Testing will be held at the Houston College Centre on the following dates subject to finalization by Victoria.

1994: Sept. 30, Oct. 1

Nov. 25, 26

1995: Jan. 13, 14

March 3, 4

Apr. 28, 29

June 9, 10

Applications must be in Victoria six weeks prior to exam date. Examination fee is \$40.00 payable to the Minister of Finance and must accompany your application. Application forms are available at all Colleges.

PROJECT LITERACY HOUSTON

VOLUNTEER LITERACY PROGRAM

Are you interested in becoming a tutor? ... Do you know someone who needs help with reading and writing skills? ... Contact the Project Literacy Houston Co-ordinator Lynn Florey at 845-2727.

ADULT BASIC LITERACY TUTOR TRAINING

***** BE A TUTOR *** BE A FRIEND *****

Share your knowledge of reading and writing with another adult who wants to improve his/her skills; become a volunteer tutor. This workshop will provide you with knowledge about the reading and writing processes and strategies for tutoring adult literacy students. **Pre-register by Sept. 9.**

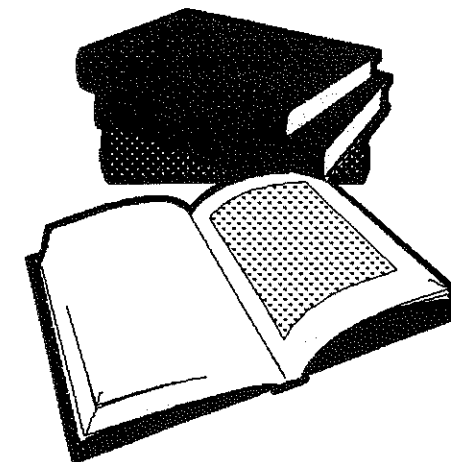
INSTRUCTOR: Sandi Lavallie

Tues., Fri., Sat., Sept. 20 - Oct. 1

Tues., & Fri., 7:00-9:30 p.m.

Sat., 9:00 a.m. - 4:00 p.m.

NO FEE



CAREER/TECHNICAL/VOCATIONAL/TRADES

OFFICE CAREERS

The Office Careers program provides students with the knowledge and skills necessary to function effectively in a modern office. These programs are designed to serve the needs of full-time students and part-time students actively engaged in (or planning to return to) the business community.

Entry level certificate programs include:

CLERK-TYPIST, approx. 7 mos.

CLERK-BOOKKEEPER, approx. 8 mos.

This is a four-day week program, Monday-Tuesday-Thursday-Friday.

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

See the regional College Calendar for a full description of fees and regulations.

HOW TO APPLY

Application forms are available at the College Centre. Applicants are required to write an English and Math assessment before entry. For further information make an appointment with the Education Advisor.



CAREER/TECHNICAL/VOCATIONAL/TRADES

PART TIME OFFICE CAREERS CREDIT COURSES

COMPUTER SPEED

This course provides computer skill building using Cortez Peters. A computer speed of 35 NWPM is required.

INSTRUCTOR: Hilda Capak

Mon. to Fri., Oct. 3 - 31

2:45 p.m. - 4:15 p.m.

FEE: \$73.50 plus text and disk

PROOFREADING

This course is designed to give the student the skills which are required in a business office. Emphasis is on the student's knowledge of proofreading techniques and gives the student practical editing assignments which contain errors of the kinds commonly found in business correspondence.

INSTRUCTOR: Hilda Capak

Tues. & Fri., Nov. 1 - Dec. 16

8:30 a.m. - 10:00 a.m.

FEE: \$102.90 plus text

INTRO TO WORDPROCESSING

This course provides an introduction to word processing. Students will learn to create, store and revise basic business documents using text enhancement, editing and formatting features. Merge, spell and thesaurus utilities are included.

Pre-requisite: Keyboarding 100.

INSTRUCTOR: Hilda Capak

Tues. & Fri., Sept. 6 - Nov. 8

Sept. 6 - Oct. 28, 12:45 pm - 2:30 pm

Oct. 31 - Nov. 8, 3:00 pm - 4:15 pm

FEE: \$147.00 plus text and disk

ROUTINE BOOKKEEPING PROCEDURES

This course introduces special journals, payroll, adjustments to bad debts, depreciation, inventory controls, accrued revenue and expense and financial statements for corporations. **Pre-requisite: Accounting 101.**

INSTRUCTOR: Hilda Capak

Mon. to Fri., Oct. 27 - Jan. 20

10:15 a.m. - 11:45 a.m.

FEE: \$161.70 plus text

INTRO TO SPREADSHEETS

This course provides an introduction to spreadsheets. Topics include: creating a spreadsheet (including a budget), using the copy command and creating formulas.

INSTRUCTOR: Hilda Capak

Tues. & Fri., Nov. 15 - Feb. 3

Nov. 15 - Dec. 16, 3 pm - 4:15 pm

Jan. 3 - Feb. 3, 12:45 - 2:30 pm

FEE: \$147.00 plus text and disks

KEYBOARDING

This course is an introduction to the electronic typewriter and its operation, mastery of the keyboard and development of touch control. Speed requirement on completion: 25 NWPM.

INSTRUCTOR: Hilda Capak

Mon. to Fri., Sept. 6 - Oct. 28

2:45 p.m. - 4:15 p.m.

FEE: \$117.60 plus text and disk

MANUAL FILING

This course will focus on the most common filing systems - alphabetic, geographic, numeric, and alpha-numeric. Students will prepare cross references and locate, charge out and follow up requested records.

INSTRUCTOR: Hilda Capak

Tues. & Thurs., Oct. 31 - Dec. 16

12:45 p.m. - 2:30 p.m.

FEE: \$102.90 plus text

BOOKKEEPING FUNDAMENTALS

This course discusses the study of accounting based on a service business organized as a sole proprietorship and a merchandising business organized as a partnership. Topics include: analyzing and journalizing transactions, general journal, posting to general ledger, six and eight-column worksheets, preparing financial statements.

INSTRUCTOR: Hilda Capak

Mon. to Fri., Sept. 6 - Oct. 25

10:15 a.m. - 11:45 a.m.

FEE: \$117.60 plus text

CAREER/TECHNICAL/VOCATIONAL/TRADES

COMPUTER COURSES

INTRODUCTION TO DOS

(Non-Credit)

Participants will learn terminology, how to use the keyboard, basic DOS commands and how to manage disks and files. This course also provides further training in the Disk Operating System such as the creation and use of subdirectories, menu creation and batch files. Recommended for anyone wishing to take further computer courses. **Pre-register by Sept. 23.**

INSTRUCTOR: Indra Manhas

Mon., Wed., Fri., Oct. 3 - 14

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

FEE: \$115.00 plus text & disks

WORDPERFECT 5.1

(Non-Credit)

Learn the basics of wordprocessing using one of the most popular programs available. Step-by-step instructions to create, save, edit and print documents as well as copying, manipulating text, using enhancement features and formatting. Some advanced options such as tables, columns and merging will be covered, time permitting. **Pre-register by Oct. 3.**

INSTRUCTOR: Indra Manhas

Mon., Wed., Fri., Oct. 17 - 28

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

FEE: \$125.00 plus text & disks

INTRODUCTION TO DOS

(1 Credit)

Participants will learn how to create, copy and delete files and to create and use directories effectively. DOS commands will be used to manage files on floppies and hard drives. **Pre-register by Sept. 23.**

INSTRUCTOR: Glenna Brundige

Tues. & Thurs., Oct. 4 - Nov. 3

7:00 - 10:00 p.m.

FEE: \$180.00 plus text & disks

WINDOWS BASICS

(Non-Credit)

This course introduces Windows software, mouse usage, various parts of a typical Windows screen and the use of MS-DOS commands from within the Windows environment. It will be of interest to the computer user who expects to be using Windows programs such as "Word for Windows". **Pre-register by Sept. 23.**

INSTRUCTOR: Glenna Brundige

Sat., Oct. 1 - 15

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

FEE: \$105.00 plus disks and text

SIMPLY ACCOUNTING FOR DOS

This course provides an introduction to computerized accounting using Simply Accounting (previously Bedford). Students will be able to establish company records, maintain daily transactions using the general journal, accounts receivable and payable, the payroll features and create financial statements.

---- REGISTER YOUR INTEREST ----

WORDPERFECT 5.1

(1 Credit)

Participants will learn how to produce, design, revise and print documents. Special features such as merging, column layout, creating tables and outlines plus spellchecking will also be practised. **Pre-register by Oct. 28.**

INSTRUCTOR: Laurel Hutton

Tues. & Thurs., Nov. 8 - Dec. 8

7:00 - 10:00 p.m.

FEE: \$180.00 plus text & disks

**REGISTER EARLY!
DO IT TODAY!**

CAREER/TECHNICAL/VOCATIONAL/TRADES

COMPUTER COURSES

WORD FOR WINDOWS

(Non-Credit)

Students will learn file organization, creating documents, using WYSIWYG (what you see is what you get) and the Windows interface as well as menu functions, combining text graphics, images and data in a single document and automating job routines. Competent typing skills are an asset. This would be an ideal course for a participant who is proficient in another word processor program and wishes to convert to Microsoft Word. A non-credit NWCC certificate will be issued upon successful completion. **Pre-register by Oct. 7.**

INSTRUCTOR: Glenna Brundige

Sat., Oct. 22 - Nov. 5

9 a.m. - 3:30 p.m.

FEE: \$130.00 plus disks and texts

MICROSOFT EXCEL

(Non-Credit)

Microsoft Excel is a Windows spreadsheet program, useful for creating tables of numbers and data. This program is often used for accounting and budgeting purposes but is also useful for creating graphs or for basic database management. This course will move through basic spreadsheet topics, such as creating, saving, printing, entering and manipulating mathematical functions, database management and producing graphs from spreadsheet data. **Pre-register by Oct. 28.**

INSTRUCTOR: Glenna Brundige

Sat., Nov. 12 - 26

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

FEE: \$105.00 plus disks and text

BASIC MICROCOMPUTER TRAINING

A four week program designed for those individuals who have basic office and typing skills and wish to upgrade those skills with computer training.

Participants will receive instruction and hands-on training in wordprocessing, spreadsheets and databases. Topics covered include Introduction to DOS, WordPerfect 5.1, Lotus 1-2-3 and Word for Windows. Successful completion will earn a Basic Microcomputing certificate as proof of sufficient background for work with computers and computer software at an introductory level. **Pre-register by Oct. 14.**

INSTRUCTOR: Indra Manhas

Mon. - Fri., Oct. 31 - Nov. 28

8:30 a.m. - 3:00 p.m.

FEE: \$750.00 plus texts & disks

Assistance with tuition may be available through Canada Employment. For further information in this regard please contact Brenda Allen at 845-2602.

CD ROM DEMONSTRATION WORKSHOP

Participants will be given a three hour demonstration on how a CD ROM works plus a variety of CD ROM features to include MultiMedia Encyclopedia, Aldus PhotoStyler - Photo Editing capabilities, colour printing from CD ROM, plus entertainment CD's and the current lists available. **Pre-register by Oct. 21.**

INSTRUCTOR: Ed Groot

Wed., Nov. 2

6:30 - 9:30 p.m.

FEE: \$32.00 plus GST

**IT IS IMPORTANT TO PRE-REGISTER
THE COURSE OF YOUR CHOICE MAY BE CANCELLED BECAUSE
OF LOW ENROLLMENT, OR MAY ALREADY BE FILLED UP.**

DAYTIME CREDIT COMPUTER COURSES

COMPUTER CAMPS FOR YOUNGSTERS

KIDS COMPUTERS 6-8 yrs.

This course has been designed to challenge the younger computer user. Participants will learn how to use a variety of fun learning software while Mom and Dad are preparing for the busy holiday season. Participants are asked to bring a non-sugar snack for break. **Pre-register by Nov. 18.**

INSTRUCTORS: Laurel Hutton &
Glenna Brundige

Sat., Dec. 3 - 17

12:30 - 3:30 p.m.

FEE: \$45.00 plus GST

KIDS COMPUTERS 9-12 yrs.

This course has been designed with the 9-12 year old computer user in mind. Each participant will learn how to use a variety of challenging, fun learning software, while Mom & Dad get some Christmas shopping done. Participants are asked to bring a non-sugar snack for break. **Pre-register by Oct. 26.**

INSTRUCTORS: Laurel Hutton &
Glenna Brundige

Sat., Nov. 12 - 26

12:30 - 3:30 p.m.

FEE: \$45.00 plus GST

CAREER/TECHNICAL/VOCATIONAL TRADES

AIRBRAKES

Drivers are prepared for a written and practical test on the operation and maintenance of airbrake systems for either on- 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 Brake endorsement, individuals must be at least 16 years of age to obtain a Class 5 drivers' licence, 18 to obtain a Class 3 licence and 19 to obtain a Class 1 or 4 licence. **Pre-register two weeks before course start date.**

AIRBRAKES 1

Mon.- Sat., Sept. 12 - 17

Mon.- Fri., 6:30 - 10:30 p.m.

Sat. 8:00 a.m. - 5:00 p.m.

FEE: \$150.00 plus text & GST

AIRBRAKES 2

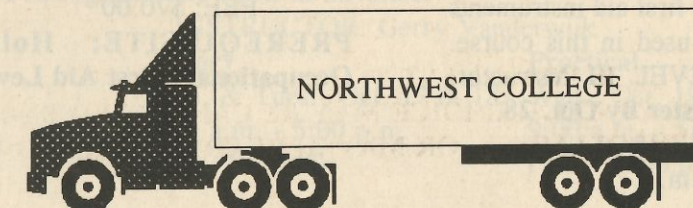
Mon.- Sat., Nov. 21 - 26

Mon.- Fri., 6:30 - 10:30 p.m.

Sat. 8:00 a.m. - 5:00 p.m.

FEE: \$150.00 plus text & GST

INSTRUCTOR: Judy Daye
Bulkley Valley Driving School



CAREER/TECHNICAL/VOCATIONAL/TRADES

OCCUPATIONAL FIRST AID COURSES

INSTRUCTOR: Roger Cloutier
Northwest First Aid Training Centre

FIRST AID LEVEL I

Occupational 1st Aid Level I is a one day program designed to provide life saving First Aid Skills to workers in industry.

PREREQUISITES: Minimum age 16, and the physical ability to perform first aid skills as required to complete the learning tasks. Evaluation of students is done by the instructor. Successful completion results in WCB issued Occupational 1st Aid Level I certificate, valid for two years. Pre-register at least two weeks prior to course date.

Session 1

Sat., Sept. 10
8:00 a.m. - 5:00 p.m.
FEE: \$70.00

Session 2

Sat., Nov. 19
8:00 a.m. - 5:00 p.m.
FEE: \$70.00

FIRST AID LEVEL II

By recommendation of employees and employers of B.C., LEVEL II First Aid is now introduced for 1994. In order to bridge the gap between LEVEL I (SFA) and LEVEL III (IFA), we offer this 30 hour comprehensive course which includes recognition of airway, breathing, circulation, (including bleeding and CPR), emergencies and their management. LEVEL II First Aid also includes the complete assessment of the patient and teaches you to recognize many other serious injuries, ie. spinals, fractures, burns, poison, and electrocution. A much more detailed course than LEVEL I, this course teaches you not only to recognize serious injuries but also how to deal with them. The main focus is on superior pre-hospital care for the critically injured. Many first aid instruments not used in LEVEL I are used in this course. Taught by a qualified LEVEL III instructor. Minimum age 16. Pre-register by Oct. 28.

Mon.- Fri., Nov. 7 - 11
9:00 a.m. - 4:00 p.m.
FEE: \$325.00

FIRST AID LEVEL III

This five week course is a complete course in First Aid. Participants will learn theory and practical skills of basic life support. LEVEL III includes one and two man 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. Also the student will learn assessment skills and problem solving for various injuries he/she may face in industry or at home. Upon successful completion of this course, students are awarded a two-year WCB Industrial First Aid LEVEL III ticket. Students must have their own personal pocket mask. Pre-register by Sept. 30.

Mon. Wed. & Sat., Oct. 11 - Nov. 12
Mon. & Wed., 6:30 - 10:30 p.m.
Sat., 8:00 a.m. - 5:00 p.m.
FEE: \$495.00

TRANSPORTATION ENDORSEMENT

This course is designed to prepare Occupational First Aid Attendants, Level 1, with the skills and knowledge needed to move and transport injured/ill workers to medical aid. Topics covered are patient handling and lifting techniques, spine board and basket stretcher immobilization techniques, patient assessment and treatment during transport, transportation vehicles, aircraft transportation and applied First Aid Regulations. Pre-register by Sept. 2.

Sat. Sept 17
8:00 a.m. - 5:00 p.m.
FEE: \$70.00

PREREQUISITE: Holder of valid Occupational First Aid Level I Certificate.

CAREER/TECHNICAL/VOCATIONAL/TRADES

INFANT/CHILD CPR

CPR is a life support technique used when a person is not breathing and when the heart has stopped beating. Learning Infant/Child CPR provides you with the information you need to act quickly should your child ever be in this emergency situation. This is a non-certificate course. Pre-register by Sept. 9.

Sat., Sept. 24
8:00 a.m. - 4:00 p.m.
FEE: \$45.00

ST. JOHNS FIRST AID

INSTRUCTOR: Cesar Isidoro

EMERGENCY FIRST AID

This course gives instruction in artificial respiration, cardiopulmonary resuscitation (CPR), recognition and treatment of shock, controlling bleeding and recognition and treatment of choking. It is also useful in adequately preparing someone for emergencies at home and to those participating in outdoor activities. Pre-register by Oct. 28.

Sat., Nov. 5
8:00 a.m. - 5:00 p.m.
FEE: \$60.00 plus texts

STANDARD FIRST AID

This course gives instruction in artificial respiration, cardiopulmonary resuscitation (CPR), recognition and treatment of shock, controlling bleeding, recognition and treatment of choking, child CPR, treatment of fractures, head and spinal injuries, burns, management of multiple injuries and splinting fractured limbs. Participants will be able to adequately care for the injured until such time that emergency medical services personnel or medical help is available. First aid courses of this type are a prerequisite for many businesses and industry. Pre-register by Oct. 28.

Sat., Nov. 12 & 19
8:00 a.m. - 4:00 p.m.
FEE: \$90.00 plus text

FALLING & BUCKING

This two-day course is for experienced fallers wishing to receive certification. The course is designed to refresh and reinforce your knowledge, skills and attitudes required to function as a safe and productive faller. Successful completion will earn the participant a Northwest Community College certificate approved by WCB. Pre-register one week in advance.

INSTRUCTOR: Gerry Vanderwijk

Theory

Mon. & Tues., Oct. 17 & 18
8:00 a.m. - 5:00 p.m.
FEE: \$150.00

Practical

Wed., Oct. 19
9:00 a.m. - 5:00 p.m.
FEE: \$100.00 plus travel

CAREER/TECHNICAL/VOCATIONAL/TRADES

CASHIER TRAINING

Participants will learn touch-cashiering on electronic cash registers plus how to use scanners. Some of the topics covered will include making change, foreign currency exchange, customer relations, the difficult customer, cash shortages, hold-ups and security. Math skills are an asset. Minimum grade 10. A non-credit NWCC certificate will be issued upon successful completion. **Pre-register by Oct. 21.**

INSTRUCTORS: Holly Deglow & Hank Buter
Mon. - Thurs., Oct. 31 - Nov. 3
7:00 - 10:00 p.m.
Super Valu Store
FEE: \$105.00

ADVERTISING YOUR HOME BASED/ SMALL BUSINESS

Learn the principles of advertising and develop strategies to provide the greatest effect for the lowest cost. Topics covered include: radio advertising, TV advertising, print advertising, networking and the all-important use of word-of-mouth advertising.

INSTRUCTOR: Larry Bennett
Tues., Oct. 4
9:00 a.m. - 4:00 p.m.
FEE: \$85.00

BUDGETING FOR SMALL BUSINESS

Knowing the basic principals of maintaining a set of books provides business owners with a clear understanding of how well or badly their business is operating, where cost savings may be achieved, where profits may be increased and the best times of the year for investments, the purchase of new equipment or the payment of company dividends.

INSTRUCTOR: Larry Bennett
Mon., Oct. 3
1:00 - 4:00 p.m.
FEE: \$45.00

TEAM BUILDING

Participants will practice the "team concept" using problem-solving exercises identifying the group's ability to work as a team. Topics to be covered are identifying communicator types, building trust and its importance to the "team", communication skills and their application, team creativity, effective listening skills and basic conflict resolution skills.

Pre-register by Oct. 11.
INSTRUCTOR: Doug Smith
Tues., Oct. 25
9:00 a.m. - 4:00 p.m.
FEE: \$85.00

VOLUNTEERING WORKSHOP

This one day workshop will present participants with an overview of the challenges facing the volunteer organization, and the need for specific strategies to deal with those challenges. Topics will include the definition of a volunteer, what motivates a volunteer, the benefits of volunteering, volunteer pitfalls, the importance of leadership, what a group dynamic is all about, plus strategies to WIN volunteers and keep them coming. **Pre-register by Oct. 14.**

INSTRUCTOR: Doug Smith
Mon., Oct. 24
9:00 a.m. - 4:00 p.m.
FEE: \$85.00

WORKPLACE HAZARDOUS MATERIALS (WHMIS)

Learn how to recognize warning symbols and health risks associated with HAZARDOUS products in the workplace. Learn how to interpret the information provided by M.S.D.S. (Material Safety Data Sheets) for safe handling and the appropriate protection required to handle such products. WCB certificate awarded upon successful completion. **Pre-register by Nov. 1.**

INSTRUCTOR: John Lombardi
Mon., Nov. 14
9:00 a.m. - 12 noon
FEE: \$45.00 plus text

CAREER/TECHNICAL/VOCATIONAL/TRADES

COASTAL NAVIGATION

This seminar is being offered again for those owning pleasure crafts who wish to refresh or upgrade their knowledge of coastal navigation. Topics covered: chart and chart projections, basics of navigation plus navigation safety. Seminar outline is available upon registration. A Northwest Community College certificate of attendance will be issued upon completion of the seminar. **Pre-register by Oct. 7.**

INSTRUCTOR: Alan Zittlau
Fri. - Sun., Oct. 21 - 23
Fri., 6:00 - 9:00 p.m.
Sat. & Sun., 9:00 a.m. - 5:00 p.m.
FEE: \$160.00

*******FREE*******

PEOPLE'S LAW SCHOOL COURSES

STARTING A SMALL BUSINESS - THE LEGAL ASPECTS -

The idea of starting a small business is attractive to many people. You can be your own boss and control your own work environment. However, there are many choices to make and questions to answer such as ... What type of business association is best when starting? What are the guidelines for obtaining capital? What steps are involved in registering or incorporating a business? Find the answers to these questions by attending the free law class. **Pre-register by Sept. 16.**

Tues., Sept. 27
7:00 - 9:00 p.m.

CRIME PREVENTION FOR BUSINESS

Come to this free law class to learn about some areas of crime relevant to small businesses. The instructor will talk about what you can do to prevent and reduce crime in the business setting. Some areas to be discussed are shoplifting (apprehension & legal rights of all involved), NSF cheques procedures (how to handle NSF cheques and circulation of regular & NSF lists), and more. **Pre-register by Oct. 14.**

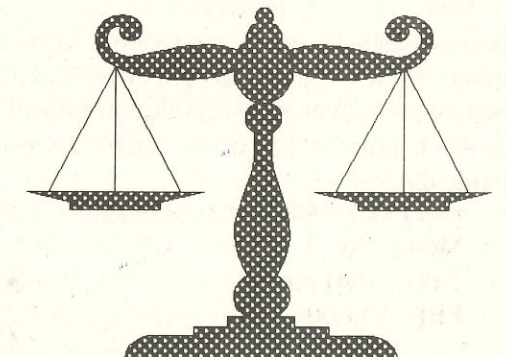
Tues., Oct. 18
7:00 - 9:00 p.m.

LIVING WILLS

ADVANCE HEALTHCARE DIRECTIVES

Living Wills and Advance Healthcare Directives are ways of making known to your family and physician your wishes regarding treatment in the event you yourself are not able to make that decision. While legislation is being considered, it is not a legal document in B.C.. Come and find out about "proxy" and treatment directives, living wills, how the Criminal Code might apply, doctors' and healthcare facilities' roles and responsibilities and much more at this free law class. **Pre-register by Oct. 21.**

Tues., Nov. 1
7:00 - 9:00 p.m.



LEARNING OPPORTUNITIES - NON CREDIT

BASIC AUTO MAINTENANCE (INTRODUCTION)

Participants will learn the basic operating principals of the automobile power train. They will learn how to safely boost a vehicle with a dead battery, and how to change a flat tire. Students will also learn how to change the engine oil, filter and check the various fluid levels in the vehicle. This course will be of interest to new drivers and to older operators of motor vehicles who would like to learn how their car operates and learn how to do their own basic maintenance. **Pre-register by Sept. 26.**

INSTRUCTOR: John Lombardi
Houston Secondary School - Auto Shop
Tues. & Thurs., Oct. 11 - 18
Oct. 11 & 14, 6:30 - 9:30 p.m.
Oct. 18 6:30 - 8:30 p.m.
FEE: \$55.00 plus GST

SMALL ENGINE REPAIR

Participants will be introduced to two and four cycle engines, their uses, theory and operation, fuel systems and governors, lubrication and cooling systems, ignition and air-intake systems. Troubleshooting and practical repairs will also be covered. **Pre-register by Oct. 7.**

INSTRUCTOR: John Lombardi
Houston Secondary School - Auto Shop
Tues. & Thurs., Oct. 20 - Nov. 10
6:30 - 9:30 p.m.
FEE: \$115.00 plus GST

C.O.R.E.

This course deals with the six sections of hunter training. Ethics, gun safety, animal and bird identification, survival and first aid will all be covered. Minimum age 10 years. **Pre-register by Aug. 26.**

INSTRUCTOR: Sonny Perkinson
Mon., Wed., Thurs., Sept. 6 - 15
7:00 - 9:15 p.m.
FEE: \$90.00 plus GST

SPANISH - Conversational

BIENVENIDO A LA ALEGRIA Y ENCANTO DEL IDIOMA ESPANOL!

Do you wish to acquire enough knowledge of Spanish to meet your needs as a tourist or business traveller? We have the course for you. This course is for those wishing to enrich their learning in another language. Lessons will cover an introduction to the Spanish language plus much more. The last session will be a pot luck lunch prepared by the students following recipes written in Spanish. **Pre-register by Sept. 23.**

INSTRUCTOR: Violeta Schwartz
Tues. & Thurs., Oct. 4 - Dec. 8
7:00 - 8:30 p.m.
FEE: \$100.00 plus GST

CONDUCTING EFFECTIVE MEETINGS

An effective meeting doesn't just happen, it is planned that way. Learn how to plan your meetings to achieve the maximum results. Topics include preparation for meetings, staying on track and sticking to the schedule, generating and guiding discussion, handling problem participants and follow-up after the meeting. **Pre-register by Sept. 30.**

INSTRUCTOR: Al Gorley
Thurs., Oct. 13
7:00 - 10:00 p.m.
FEE: \$5.00 plus GST

ACUPRESSURE

An introduction to the ancient oriental healing method with an explanation from both the traditional and modern viewpoints. A number of first aid points that can be treated by acupressure will be demonstrated in a hands-on session. Bring a foamy and wear loose fitting clothing. **Pre-register by Sept. 23.**

INSTRUCTOR: Dr. Gary Murdock
Mon., Oct. 3
7:00 - 9:00 p.m.
FEE: \$20.00 plus GST

LEARNING OPPORTUNITIES - NON CREDIT

HOMEOPATHIC MEDICINE

Learn the basic theory of how homeopathic medicine works and how it is practised. **Pre-register by Oct. 7.**

INSTRUCTOR: Dr. B. Gawiuk
Mon., Oct. 17
7:00 - 10:00 p.m.
FEE: 12.00 plus GST

HOMEOPATHIC FIRST AID

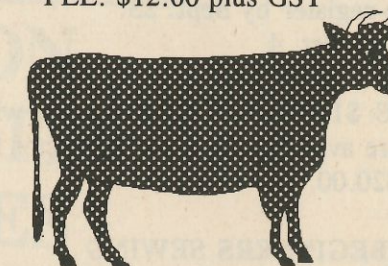
A review of some frequently used remedies and common problems. **Pre-register by Oct. 7.**

INSTRUCTOR: Dr. B. Gawiuk
Wed., Oct. 19
7:00 - 10:00 p.m.
FEE: \$12.00 plus GST

HOMEOPATHY FOR ANIMALS

This session will cover the homeopathic treatment of some common problems encountered with your animals. **Pre-register by Oct. 14.**

INSTRUCTOR: Dr. B. Gawiuk
Mon., Oct. 24
7:00 - 10:00 p.m.
FEE: \$12.00 plus GST



EAST INDIAN COOKING

Samosa and pakora are the East Indian equivalent of our hors d'oeuvres. Participants will learn the steps to prepare these delicious dishes, plus become familiar with the spices from India. Bring a container to take some home to share with your family. **Pre-register two weeks prior to course start date.**

SAMOSA

INSTRUCTORS: Narinder Saroya
Jaswinder Bul
Sat., Oct. 1
9:00 a.m. - 2:00 p.m.
FEE: \$35.00 plus GST
PLACE: Elks Hall

PAKORA

INSTRUCTOR: Narinder Saroya
Jaswinder Bul
Sat., Oct. 8
9:00 a.m. - 2:00 p.m.
FEE: \$35.00 plus GST
PLACE: Elks Hall

UKRAINIAN COOKING

Perogies are one of the Ukrainian dishes enjoyed by many. Participants will prepare, cook and taste this favourite dish. Bring a container to take some home to share with your family. **Pre-register by Nov. 4.**

INSTRUCTOR: Sharon Solotwinski
Sun., Nov. 13
9:00 a.m. - 3:00 p.m.
FEE: \$30.00 plus GST
PLACE: 3227 4th Street

TRAVEL NIGHT

Northwest Community College and Uniglobe Priority Travel will again invite you to a fun filled Travel Night. This evening will feature a short talk, and visual presentation followed by coffee, wine and snacks. We will also be giving away some fun door prizes. **Admission will be by ticket ONLY. Tickets \$3.00 plus GST. Participants must be 19 years of age.**

Register in advance at NWCC
DATE, TIME & PLACE TO BE
ANNOUNCED.

LEARNING OPPORTUNITIES - NON CREDIT

CRAFTS BY BRASS THIMBLE DESIGNS

INSTRUCTOR: Gloria Halvorson

HARVEST TURKEY WREATH

Greet your guests with Tom Turkey, a 15" folk turkey sitting in a grape vine wreath with autumn leaves and raffia. Some machine stitching is required (great for the beginner sewer). **Pre-register by Sept. 23.**

Tues., Oct. 4

7:00 - 10:00 p.m.

FEE: \$18.00 plus GST & supplies which are available from the instructor for \$20.00.

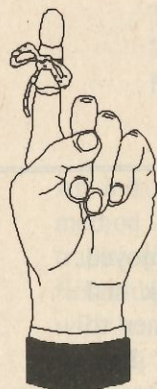
BEGINNERS SEWING

Always wanted to learn to sew? Then this is the class for you. We will cover how to use your sewing machine, assembling and cutting out a pattern, sewing and pressing a simple garment. Make and take home a project. **Participants are to bring their own sewing machine and a bag lunch. Pre-register by Sept. 30.**

Sat., Oct. 15

10:00 a.m. - 4:00 p.m.

FEE: \$40.00 plus GST & supplies which are available from the instructor for a maximum of \$25.00.



MICROWAVE SILK DYEING

Silk dyeing in your microwave? Yes, come out and try your microwave for "instant" artistic gratification, create exciting color designs in minutes on scarves or fabrics. Make and take home a scarf. **Pre-register by Nov. 4.**

Tues., Nov. 15

7:00 - 9:00 p.m.

FEE: \$18.00 plus GST & supplies available from the instructor for \$10.00.

CAROUSEL HORSES

Just in time for that special someone on your Christmas list. Come and learn to create your own carousel horse with lace potpourri saddle, beads, ribbon, roses and a beautiful boa feather mane and tail. Bring a bag lunch. **Pre-register by Nov. 4.**

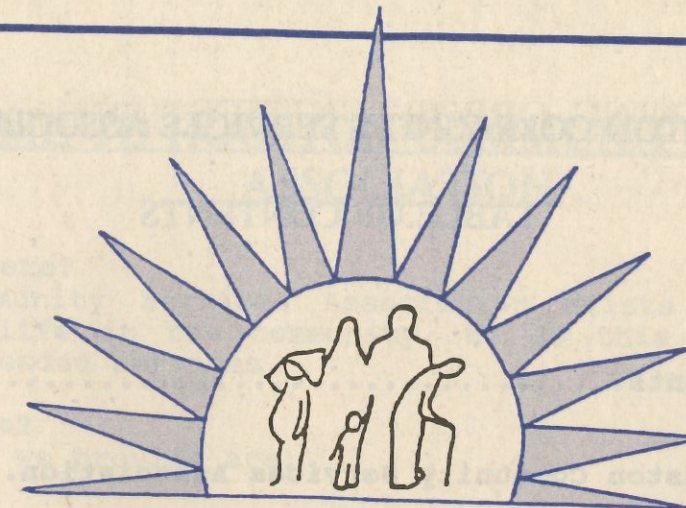
Sat., Nov. 19

9:00 a.m. - 4:00 p.m.

FEE: \$40.00 plus GST & supplies available from the instructor for \$36.00.

**EACH CLASS HAS A MINIMUM AND A MAXIMUM LIMIT
REGISTER EARLY --- DO IT TODAY!**

- 16 -



HOUSTON COMMUNITY SERVICES ASSOCIATION



**3487 - 9TH
STREET**

HOUSTON, B.C. VOJ 1Z0

(604) 845- 3 4 8 4

**Fax
845
3482**

**Fax
845
3482**

HOUSTON COMMUNITY SERVICES ASSOCIATION

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WELCOME TO HOUSTON COMMUNITY SERVICES ASSOCIATION

Why are we here?

Houston Community Services Association exists to enhance the quality of life in the community. We do this by planning and developing needed services.

What do we do?

The services we provide are:

- Family Support Program
- Outreach Program
- Employment Opportunity Program
- Mentally Challenged Life Skills Program
- Special Services to Children
- START Program

For Who?

These services are available to anyone. Just drop in or phone. There is no cost.

Where?

Houston Community Services is located on the corner of Butler Avenue and Ninth Street, next door to Sears. Our street address is 3487 Ninth Street.

When?

Please call to book an appointment or leave a message on the answering machine. For further information please contact HCSA at 845-3484. Our office hours are Monday to Friday, 8:30 - 4:30.

What we are here for...

- We are here to listen.....
not to work miracles.
- We are here to help people discover what they are feeling.....
not make feelings go away.
- We are here to help people identify their options.....
not to decide for them what they should do.
- We are here to discuss steps with people.....
not to take the steps for them.
- We are here to help people discover their own strength.....
not to rescue them and leave them still vulnerable.
- We are here to help people discover they can help themselves.....
not to take responsibility for them.
- We are here to help people learn to choose....
not to make it unnecessary for them to make difficult choices.
- We are here to provide support for changes.**

HOUSTON COMMUNITY SERVICES ASSOCIATION BOARD OF DIRECTORS

Jackie Blankenagel - Board Chairperson
Leslie Woodbeck - Vice - Chairperson
Mary Johnson - Director
Claudine Ketchell - Director
Louene Paquette - Director
Marcia Duthie - Director

STAFF MEMBERS

Denise Manahan - Coordinator
Marianne Dekker & Aldea Lavallie - Family Support Workers
Nancy Aatelma - Employment Opportunity Worker
Stacey Stewart - Outreach Worker
Diane Batley - Mentally Challenged Life Skills Worker
Otto Koldyk, Judith Hamblin, Kim Klassen &
Stacey Stewart - Child Care Workers
Travis White & Suzanne Murray - START Facilitators

PHILOSOPHY AND OBJECTIVES

PHILOSOPHY

It is the society's goal to enhance the quality of life in the community through the planning and development of services in the community. These services are to be provided in co-operation with existing agencies, without the purpose of lucrative gain.

OBJECTIVES

It is the purpose of Houston Community Services to promote, conduct, and sponsor programs designed to alleviate some of the problems encountered by the citizens of Houston and area. We aim to meet these needs by:

- 1) Identifying the needs of the community
- 2) Establishing the priorities of these needs
- 3) Assuming the responsibility of establishing these services
- 4) Evaluating the effectiveness of these services
- 5) Applying for and allocating funds available from the Government of the Province and other sources
- 6) Using any profits from these programs for the promotion of the society

EMPLOYMENT OPPORTUNITY PROGRAM

- * To actively seek job opportunities and assist clients who are experiencing barriers to finding or maintaining steady employment in the Houston area, as bounded by Walcott Road and Broman Lake.
- * Actively market special needs clients, those persons who have barriers to employment.
- * Provide client centred counselling to enhance the employability of those persons such as, but not limited to, resume writing, life skills, improving self-esteem, job search and interviewing techniques, assertiveness, goal setting and prioritizing, transferable skills awareness and support.
- * Develop one to three year Action Plans for clients.
- * Assist in the placement of special needs clients using the Canada Employment Centre and other government and other community programs and services.
- * Referral of clients to existing social agencies who can assist in enhancing personal life functioning.
- * Act as a referral and consultation agency for various government and non-government agencies.
- * Conduct non-financial monitoring for special needs clients who have been placed in employment using Canada Employment Centre programs.
- * Provide client centred workshops for the employment disadvantaged target groups (aboriginal peoples, persons with disabilities, visual minorities, SAR's, youth, displaced/older workers, the long-term unemployed, immigrants and ex-offenders) to enhance their job readiness.
- * Continue to support and assist the displaced workers who have been affected by local industry lay offs.
- * Identify employers in the geographic area who may be prepared to employ special needs clients.

For more information please contact the

Employment Opportunity Worker
845-3484

This program is funded by Human Resources Development Canada.

MENTALLY CHALLENGED LIFE SKILLS PROGRAM

Program Goal:

A non-residential program which strives to ensure the participant is able to maintain a safe and less restrictive environment which will enhance their ability to function independently within their community.

Program Objectives:

1. To enable mentally challenged adults to become more responsible and independent in their daily lives.
2. To promote and follow through with community integration and socialization.
3. To interact with parents, guardians and educators to create meaningful work and social opportunities.
4. To provide individuals with work placements in integrated community based settings.
5. To reinforce and facilitate in a positive manner.

Mentally Challenged Life Skills Worker: Diane Batley

This program is funded by the Ministry of Social Services

FAMILY SUPPORT PROGRAM

Goal:

To provide confidential, non-judgemental support to any family member in any situation.

Objectives:

1. To provide support to young mothers, pregnant teens, young parents, teens and parents with young children in pursuing positive life styles and educational goals.
2. To contact the potential client group through an educational program outlining available services.
3. To provide workshops and support groups on a regular basis.

Family Support Workers provide one-to-one services such as;

- | | |
|------------------------|---|
| * Priority Setting | * Budgeting |
| * Problem Solving | * Time Management |
| * Self-Esteem Building | * Life Skills |
| * Emotional Support | * Parenting Skills |
| * Teen Support | * Anger Management |
| * Stress Management | * Referrals to appropriate agencies, etc... |

Workshops and support groups as follows:

How to Talk So Kids Will Listen and Listen So Kids Will Talk.

This is a basic communication workshop for parents and/or caregivers. This workshop may provide information on how to understand and acknowledge children's feelings, and also to gain a better understanding of children.

Date - Sept. 20 - Nov. 1, 1994. Tuesday nights.

Time - 7:00 - 9:00 pm

Registration deadline - Sept. 14, 1994

S.T.E.P. Teen.

This workshop is designed to help parents raise confident, self-reliant teenagers. This workshop may help you understand why teens misbehave. It may help you to learn how to build a family relationship based on mutual respect and cooperation. Questions, such as these will be answered. How can I keep my teen out of the drug scene? What signals serious teen depression? When should parents/caregivers share responsibility for homework?

Course will be offered if there is enough public interest (845-3484).

Babysitter's Training:

This is a training course for 12 year olds and up. This course teaches young people their rights and responsibilities in their role as a babysitter. This course also provides information on first aid, safety and nutrition.

Date - Sept. 22 - Nov. 1, 1994. Thursday nights.

Time - 6:30 - 8:30 pm

Registration deadline - Sept. 15, 1994

Early Childhood S.T.E.P.:

This workshop is designed for parents with children 0-5 years of age. The objective of this workshop is to help parents gain parenting skills, build self-esteem within children, improve communication skills and to build healthy family relationships. The workshop may help parents to better understand their children's needs and abilities and to apply this understanding to effective parenting.

Course will be offered if there is enough public interest (845-3484).

Nobody's Perfect:

This is a support group for moms and dads with children under the age of 5 years old. The agenda for these sessions will depend on the needs of the individuals in the group. The program's goals are:
*To help parents increase their knowledge and understanding of their children.

*To increase mutual support among parents.

*To increase self image and coping skills.

*To effect positive change in their behaviour towards children.

Date - Oct. 26 - Nov. 30, 1994. Wednesday nights.

Time - 7:00 - 9:00 pm

Registration deadline - Oct. 21, 1994

S.T.E.P. Systematic Training For Effective Parenting:

S.T.E.P. is a nine session parenting program that gives parents and caregivers a practical and effective method for raising responsible, confident children.

Course will be offered if there is enough public interest (845-3484).

Call 845-3484, and ask for Aldea or Marianne to make an appointment, arrange a home visit, or to sign up for workshops or support groups. Office hours are 8:30 to 4:30, Monday to Friday.

This program is funded by the Ministry of Social Services

Northwest Community College
Stewart Centre
Located in the Stewart Secondary School

Office Hours: Monday To Thursday, 9:00 a.m. - 12 noon
Or By Appointment

636-9184 (Phone) or 636-2770 (Fax)

Gail Radley, Community Education Administrator

STUDENT ADVISING

We will assist you with selecting courses and programs at NWCC or any other educational institution. We have calendars from other colleges and universities in B.C. and information on financial aid for students. As well, our Choices computer program will help you determine career goals and opportunities. **Drop in during office hours or call 636-9184 to arrange an appointment.**

REGISTRATION

We encourage you to pre-register to ensure a seat in the courses of your choice. Courses are filled on a first come first served basis. Payment in full one week prior to the start date will guarantee a seat. If there is not minimum enrolment on the specified registration deadline, the course may be cancelled.

THANK YOU!!

A big thank you to the staff and principal of the Stewart Secondary School and to School District #88 for sharing their facilities with us. Both the use of our office and classroom is given rent free, allowing the College to offer a variety of courses to the residents of Stewart and area.

Stewart Advisory Committee

The following are representatives of the NWCC Stewart Advisory Committee. This committee meets at least twice a year to give feedback and make suggestions regarding past and upcoming College programs. If you have any suggestions please feel free to discuss them with an Advisory Committee member or contact the College office.

Garry Hubbard	Darlene Cornell	Denis Gregoire
Bryan Ballance	Mary-Ann Heggie	Frank Armitage
Les Deacon-Rogers	Donna Caruso	

**STUDENTS MUST REGISTER FOR COURSES AT LEAST ONE WEEK BEFORE
THE START DATE OR THEY MAY BE CANCELLED DUE TO
INSUFFICIENT REGISTRATION**

ADULT BASIC EDUCATION

General Information

The Adult Basic Education program gives adults a chance to upgrade their skills and knowledge of English and Math to the Grade 12 level. You may enter this program at any time during the year. Instruction is individualized and self-paced. The time required to complete a course depends upon your initial placement and your pace through the course material. The program is designed to enhance employment opportunities and to prepare you for further Vocational/Career/Technical programs or University level programs.

G.E.D.

General Education Diploma is a course for adults who did not complete secondary school and wish to prepare to write a Ministry of Education Grade 12 Equivalency Exam. Students will study for five tests: English Literature, English Grammar, Science, Social Studies, and Mathematics. The classes will assist you in preparing for these tests. G.E.D. exams are administered by NWCC for the Ministry of Education. Application forms are available at the College office. Testing will be held at the Stewart Centre on the following dates subject to finalization by Victoria.

November 25/26, June 9/10

Applications to write G.E.D. exams must be in Victoria six weeks prior to the exam date. Examination fee is \$40.00 payable to the Minister of Finance and must accompany your application.

ADMISSION

Applicants must have been away from the public school system (high school) for at least one year. They must be capable of concentrated independent study. Admission to persons under nineteen years of age is subject to additional criteria.

TIME: Monday & Tuesday, 6:00 p.m. - 8:00 p.m.

Wednesday & Thursday, 6:00 p.m. - 7:45 p.m.

DATES: September 12/94 to June 8/95

TUITION: \$10.00 per week

INSTRUCTOR: Kim Kazimer & Cathy Kennedy

INVEST

This computer program is designed for students working on ABE or GED to the grade ten level. It incorporates basic skills instruction in reading, writing, and mathematics. Beginning at the literacy level, the lesson content changes progressively, giving students a challenging program of learning. Invest is designed for students to work at their own pace in a flexible and comprehensive learning environment focused on adult needs. No computer experience is necessary to complete the course material.

EARLY CHILDHOOD EDUCATION BY AUDIOTELECONFERENCING FALL 1994 COURSES

ECE 134: Observing & Recording

This course is an introduction to observing and recording the behaviour of young children. It is intended to support students' understanding of general sequences of growth and development as well as the unique development of individual children. Students will observe children's behaviour as well as classroom practices, and will use observation information as a basis for curriculum and guidance planning.

Sept. 13 - Dec. 13, Tuesdays, 7:00 p.m. - 9:00 p.m.

Course Cost: \$116.40 Text: T.B.A.

Location: All campuses

*Course Requirements: Students will need to have daytime access to a Childcare Centre in order to carry out assignments and complete course.

ECE 213: Health, Safety and Nutrition

This practical course focuses on methods of providing safe, healthy environments for groups of infants/toddlers and children with special needs, consistent with provincial regulations. The emphasis is on physical care, outlining procedures used for providing for daily living needs, as well as specialized practices (e.g. use of equipment, administration of medication) for under 3's and preschool special needs individuals. This course is offered face to face once a month (Sept., Oct. & Nov.) over 3 weekends (Friday evening, Saturday all day and Sunday morning). Attendance is mandatory for all three weekends.

Course Cost: \$116.40 Text: T.B.A.

Location: One weekend in Terrace, the other two locations depend on student enrolments.

Pre-requisites: Basic E.C.E. Certificate

Winter Course Offerings: ECE 104: Health, Safety & Nutrition

ECE 206: Working With Families

PEOPLE'S LAW SCHOOL

WRITING YOUR WILL

This class outlines the basic aspects of writing and legalizing a Will. The instructor will discuss the information that should be contained in a Will, what property can be disposed of in a Will, what makes a Will valid, the role of the Notary Public, how a Will is revoked or changed, the importance of appointing guardians and what happens when there is no Will.

DATE: Monday, October 3, 7:00 p.m. - 9:00 p.m. NO FEE

STARTING A SMALL BUSINESS - THE LEGAL ASPECTS

You have a great business idea! Now you need to know the steps involved to register or incorporate a small business. This session presents the pros and cons of various business structures, guidelines for obtaining capital, the legal aspects of purchasing an existing business, the role of the lawyer/notary public, and resource services available for small businesses.

DATE: Tuesday, November 1, 7:00 p.m. - 9:00 p.m. NO FEE

DISTANCE EDUCATION

NWCC and the Open Learning Agency are offering the following credit courses by Distance Education. Contact NWCC at 636-9184 to obtain course outlines and costs. (International fees are waived for Hyder students)

WORKPLACE LEADERSHIP FOUNDATION (Certificate Program)

- WKPL 110 Leadership Skills
- WKPL 120 Operational Aspects of Management
- WKPL 130 Interpersonal Skills
- WKPL 140 Financial Aspects of Management
- WKPL 150 Human Resource Development
- WKPL 160 Information Technology for Managers
- WKPL 190 Workplace Project

This program is designed so you can develop your knowledge about supervisory management issues and develop the skills you need to improve your ability to manage at a supervisory level in the workplace. Because the program is realistic and practical, it will let you demonstrate your ability and initiative to your current employer. It will also be an excellent professional development opportunity which will help you as your career progresses. The program is subdivided into six areas, each of which forms one course of the program. **To receive a certificate from this program you must complete all six courses, plus the Workplace Project.**

BUSM 104: SOMETHING VENTURED; STARTING YOUR OWN BUSINESS

This telecourse introduces you to the skills necessary to manage a small business, whether you are just starting out or are in the early stages of operation. The emphasis is on planning and understanding the basics of small business management. You will learn how to investigate and evaluate business opportunities, how to acquire the skills and knowledge needed to establish a new firm, how to market products or services, how to manage the human and fiscal demands of a business, and how to meet the organization's social and legal responsibilities.

BUSM 113: FIRST-LINE MANAGEMENT SKILLS

This course should help you be more effective as a supervisor or manager with responsibilities for planning and overseeing what others do. You will learn that managing people goes far beyond merely applying a set of hard and fast rules. You will become more adept at examining issues from differing points of view; you will more readily see the unique characteristics of each on-the-job situation and you will become more sensitive to the ways that successful managers deal with employees on an individual basis. To take this course you must have current or recent work experience in a position with supervisory responsibility. There are seven tutor-marked assignments and a work-based project.

FIRST AID COURSES

OCCUPATIONAL FIRST AID LEVEL I (WCB Survival First Aid)

Designed by the WCB to give basic pre-hospital care to the sick or injured pending the arrival of qualified help. This 8 hour course is a prerequisite for many industries. Basic techniques for coping with emergencies involving choking, breathing distress, bleeding control, unconsciousness, and spinal and limb injuries. Upon successful completion students will receive a WCB certificate valid for two years. This course does not include the transportation endorsement. **Minimum age is 16 years.**

DATE: TBA **Please register your interest.**

INSTRUCTOR: Julie Walsh

FEE: \$70.00

RED CROSS CHILDSAFE

This course is designed for parents or babysitters age 16 and over. You will learn about the principle of accident prevention and the safety of children by recognizing hazards. You will also learn basic first aid and CPR skills and how to react to infant or child choking emergencies.

DATE: TBA **Please register your interest.**

INSTRUCTOR: Julie Walsh

FEE: \$50.00

ST. JOHN'S STANDARD FIRST AID

This comprehensive first aid course provides students with specific knowledge and skills to recognize when first aid is needed, give first aid at the accident scene, know when to summon more qualified help, and how to prevent accidents through the development of safety oriented lifestyles. The course includes a C.P.R. component, and contains approximately 2.5 hours of homework and a minimum of 70% on the final exam is essential to successful completion and granting of a 3 year certificate. Students must be 19 years of age or older.

DATE: TBA **Please register your interest.**

INSTRUCTOR: Ivan Low

FEE: \$100.00 + \$35.00 for student manuals

**WATCH FOR OCCUPATIONAL FIRST AID LEVEL 3
IN THE SPRING CALENDAR**

CAREER/TECHNICAL/VOCATIONAL

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. 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 license, 18 to obtain a Class 3, and 19 to obtain a Class 1, 2, or 4. Participants must have a valid driver's license.

DATE: TBA **Please register your interest.**

INSTRUCTOR: Dave Dams

FEE: \$175.00 (Manuals Available at Government Agent Office)

WHMIS

(Workplace Hazardous Materials Information System)

Learn how to recognize the warning symbols and health risks associated with hazardous products in the work place. Learn how to interpret the information provided by the material safety data sheets for safe handling and the appropriate protection required to handle such products. WCB certificate awarded upon successful completion of this 4 hour course.

DATE: Sept. TBA **Please register your interest.**

INSTRUCTOR: Ivan Low

FEE: \$35.00

COMPUTER COURSES

The following courses are offered in Stewart on an on-going basis. They are self-paced courses delivered via CD ROM allowing students to work on their own. Tutor support is available. **Drop in to the college for more information or a demonstration.** These courses are available for students to receive college transfer credit from NWCC or the University of Alaska Southeast. International student fees have been waived for Hyder residents.

Effective Business Writing (15 hrs.) \$100.00

Introduction To Personal Computers & DOS (10 hrs.) \$ 75.00

Lotus 1-2-3 Version 2.2 (18 hrs.) \$125.00

Microsoft Access 1.0 For Windows (27 hrs.) \$200.00

Microsoft Excel 4.0 For Windows (18 hrs.) \$200.00

Microsoft Powerpoint 3.0 For Windows (9 hrs.) \$125.00

MS-DOS Fundamentals (15 hrs.) \$100.00

Windows 3.1: Differences & Features (18 hrs.) \$125.00

Word For Windows 2.0, Basic (18 hrs.) \$125.00

Word For Windows 2.0, Advanced (18 hrs.) \$125.00

WordPerfect 5.1 (27 hrs.) \$120.00

WordPerfect 5.1 For Windows (18 hrs.) \$125.00

STUDENT MANUALS ARE OPTIONAL AND PRICED IN ADDITION TO THE REGULAR COURSE FEE LISTED ABOVE

INTRODUCTION TO COMPUTER APPLICATIONS

This five session 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 material which has 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 September 21.**

DATE: September 28 - October 26, Wednesdays

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

INSTRUCTOR: Dennis Muldrew

FEE: \$100.00

GENERAL INTEREST

CONDUCTING EFFECTIVE MEETINGS

An effective meeting doesn't just happen, it is planned that way. Learn how to plan your meetings to achieve the maximum results. Topics include meeting preparation, staying on track and sticking to the agenda, generating and guiding discussion, handling problem participants and meeting follow-up. **Register by October 11.**

DATE: Tuesday, October 11

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

INSTRUCTOR: Ann Burton

FEE: \$18.00 + GST

WOODWORKING FOR BEGINNERS

It's tool time! This 27 hour course will orient you to a woodworking shop and the equipment used for woodworking projects. You will design and construct the project of your choice from start to finish. Project materials are in addition to course registration fees. **Register by September 29.**

DATE: October 6 - December 1

TIME: Thursdays, 6:30 - 9:30 p.m.

INSTRUCTOR: Eric Drew

FEE: \$150.00 + GST

EARTHQUAKE PREPAREDNESS SEMINAR

Prepare your family before the shaking starts! Do you know what to do in the event of an earthquake and how to prepare in advance? Learn where the safe spots and the danger spots are in your home, how to practice drills, and basic first aid.


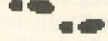

DATE: TBA **Please register your interest.**

INSTRUCTOR: Julie Walsh

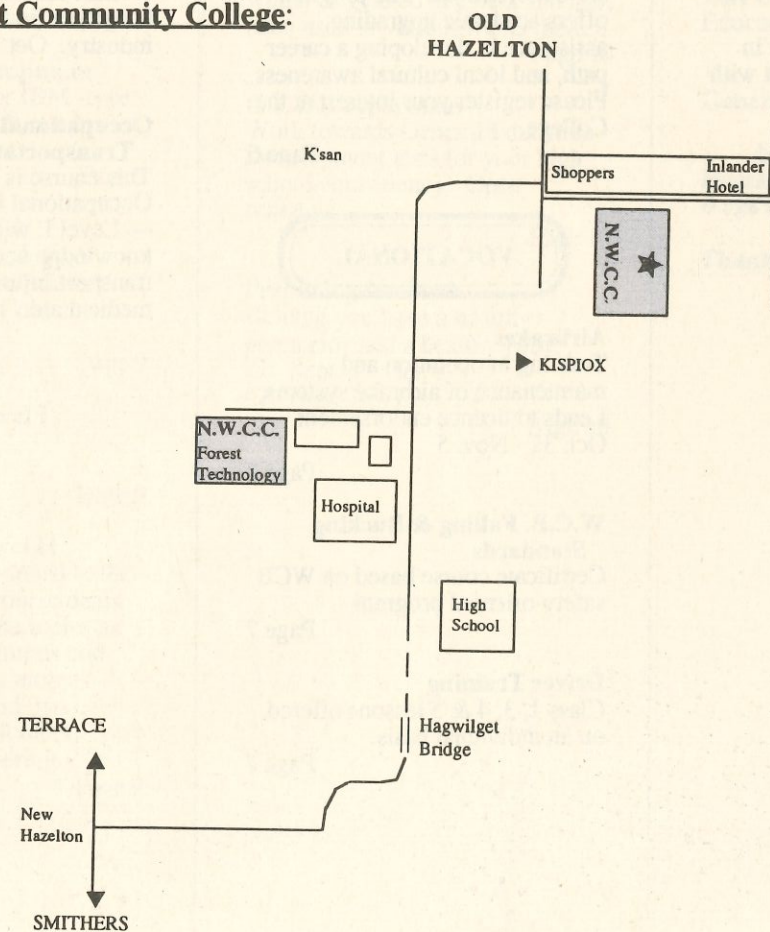
FEE: \$10.00 + GST

Hazelton Campus

REGISTRATION IS EASY . . .

<p>Phone-In</p> 	<p>By Phone: Phone in your registration and mail in your cheque. Registrations will not be confirmed until payment is received. If you are being sponsored, fax us a sponsorship letter. Phone number: 842-5291 Fax number: 842-5813</p>
<p>Walk-In</p> 	<p>In Person: Visit our office and register. N.W.C.C. accepts: cheques, cash or your VISA . We are located on Omenica Street, Old Hazelton, next door to the Sunrise Cafe. The Northwest Community College is open for walk-in registrations from 8:30 a.m. until 4:30 p.m., Monday through Friday.</p>
<p>Mail-In</p> 	<p>By Mail: Send a letter of registration, along with either a cheque or money order payable to N.W.C.C.. Mail to: Northwest Community College, P.O. Box 338, Hazelton, B.C., V0J 1Y0.</p>

Map to Northwest Community College:



COURSES AT A GLANCE

COLLEGE CREDIT / CERTIFICATE

Addiction Resource Worker
18-month certificate program of training for para-professional work in the addictions field.
Page 4

Adult Basic Education
Mature students study at their own pace to upgrade their skills and knowledge for further career goals.
Page 4

Early Childhood Education
Certificate program to prepare for work with young children. Teleconferencing.
Page 5

Forest Technology
27-month Diploma program in technical forest management with focus on integrated resource planning. Uses cooperative education model of work and study.
Page 6

EXTENSION PROGRAMS

Extension Services
N.W.C.C.—Hazelton offers assistance to community groups in developing their training proposals.
Page 6

Tourism Entrepreneurial
This program is designed to provide the skills, knowledge and practical experience to enable participants to pursue business opportunities in the tourism sector.
Page 6

Transitions
For 17 - 24 year old people who are out of school. The program offers academic upgrading, assistance in developing a career path, and local cultural awareness. Please register your interest at the College.
Page 6

VOCATIONAL

Airbrakes
Training in operation and maintenance of airbrake systems. Leads to licence endorsement. Oct. 31 - Nov. 5
Page 7

W.C.B. Falling & Bucking Standards
Certificate course based on WCB safety-oriented program
Page 7

Driver Training
Class 1, 3, 4 & 5 lessons offered on an individual basis.
Page 7

FIRST AID / SAFETY PROGRAMS

Red Cross First Aid / C.P.R. Courses
Wide range of certificate courses offered.
Page 7

Occupational First Aid — Level I
Basic aid techniques including CPR. W.C.B. certificate.
Course #1: Sept. 26 & 29 (Hazelton)
Course #2: Oct. 7 (Kitwanga)
Page 8

Occupational First Aid — Level III
W.C.B. certificate course to become a first aid attendant in industry. Oct. 15 - Nov. 19
Page 8

Occupational First Aid Transportation Endorsement
This course is designed to prepare Occupational First Aid Attendants — Level I, with the skills and knowledge needed to move and transport injured/ill workers to medical aid.
Page 8

BUSINESS / COMPUTER PROGRAMS

Accounting 101 (2 credits)
The basics of accounting. Journals, posting, payroll, and more.
Page 8

Accounting 102 (3 credits)
The Merchandising Business; the subsidiary ledger system; the columnar journal; cash control and banking; completing the accounting cycle for a Merchandising Company and payroll accounting.
Page 8

Foodsafe
Training in safe food handling practices. Certificate issued.
Page 8

Introduction to Computers
Basic information for IBM -type computers with a look at a few programs.
Page 9

Keyboarding
Learn to type or refresh your typing skills with a self-paced computer program. Convenient drop-in basis.
Page 9

WordPerfect — Level I
Learn the basics of wordprocessing.
Page 9

WordPerfect — Level II
Using the skills introduced in the Level I course, this course deals with such intermediate topics as file management, columns and math, simple macros, merges (labels, envelopes, and lists), sorting, headers and footers, including page numbering.
Page 9

LEARNING OPPORTUNITIES

Babysitter Training
Red Cross certificate course teaches child care skills with emphasis on child safety.
Page 9

Custody & Access
People's Law School. Nov. 8
Page 9

Feathered Nest: Down Quilts
Make a 100% down-filled quality quilt in just 2 evenings. 8 hours. Nov. 9 - 16.
Page 9

Tai Chi
This course is a soft martial art which originated in China and has been used in various forms there.
Page 10

G.E.D. Preparation
Work towards General Education Development tests for your high school equivalency. Open schedule.
Page 10

Preparing for Birth
Helping you have a healthy pregnancy and a healthy baby.
#1: Sept. 7 - Oct. 9
#2: Nov. 16 - Dec. 14
Page 10

ITEMS OF INTEREST

Adult Literacy Page 11

Canadian Citizenship Preparation
College support for anyone studying to become a Canadian citizen.
Page 11

Choices
Use a computer program to learn about your job possibilities.
Page 11

Student Success Page 11

Gift Certificate
Education—an intelligent gift.
Page 5

General Information Page 12

Hazelton Staff Page 12

Thanks Page 12

COLLEGE CREDIT / CERTIFICATE

ADDICTION RESOURCE WORKER

The Addiction Resource Worker program resumed operation in January 1994. This 18 month program enables students to acquire basic skills at the entry level in the addictions field.

The program is modelled after the Co-operative Education model which formally integrates practical and academic learning with personal experience, ensuring the students gain the necessary skills to be competent in the addictions field.

The program consists of 6 terms of which Term 3 and Term 5 are work placement terms. During academic terms the university credit courses will be open to the public.

Applicants should meet with a Student Advisor when applying to full time programs. Applications for the January '95 program should be submitted now.

Courses open to the public:

(Sept. - Dec.)	Sociology 102
(Jan. - Mar.)	Psychology 101 English 151

For more information please call 842-5291.

ADULT BASIC EDUCATION

The Adult Basic Education Program prepares students for admission to career and vocational programs or post secondary studies and/or for employment which requires secondary school education. The program includes courses comparable to secondary school. Students can (space permitting) start at any time between September and June, and work days Monday through Friday and one evening a week (Wed.).

When a student starts the program, an instructor will find out what the student already knows and what he or she wants to do, and then will design a personalized program to help the student achieve his/her goal. Students will study at their own pace, with direction and assistance from the instructor. See the N.W.C.C. calendar for a complete program description.

The program is intended primarily for adults and not as a substitute for secondary school for students of high school age.

Admission Requirements - Prospective students must:

1. be over 18 years of age, or
2. have already earned grade 12 standing, or
3. be 17 years of age and out of school for at least one year. (The number of spaces available to students under 18 may be limited).
4. applicants should meet with a student advisor when applying to full time programs.

Financial Aid And Sponsorship

There is financial assistance available for A.B.E. students who qualify. Contact the Student Advisor for information. Sponsorship from government agencies and native bands may be available. Students must contact the agencies directly. It is recommended that you apply early.

INSTRUCTOR: Pat Hayes

CONTINUOUS INTAKE

September 6, 1994 to June 23, 1995

Monday - Friday 8:30 a.m. - 4:00 p.m.

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

College Centre

\$29.15 per week full-time

\$14.70 per week part-time

\$2.05 per week for Manpower sponsored students

(fewer than 12.5 hours per week)

Application Fee: \$25.00

Book Deposit: \$50.00

The fee will be assessed from the week in which the student starts until the week that the student stops. Partial weeks are not pro-rated. Students pay by the semester from the week that they start through to the end of the semester.

GENERAL EDUCATIONAL

DEVELOPMENT TESTS (G.E.D.)

G.E.D. tests are administered by the College for the Ministry of Education. The five tests are designed to measure your level of achievement in Writing Skills (including a written essay), Social Studies, Science, Mathematics, Literature and the Arts. A grade 12 secondary school equivalency certificate is awarded by the Ministry to candidates who pass all five tests. The Department of Education does not guarantee that a G.E.D. certificate will be accepted by every employer or every post secondary institution. To write the tests, you must be at least 19 years of age, out of high school for at least one academic year, and a B.C. resident. Your application must be sent to the Ministry at least 3 weeks BEFORE the scheduled test date. Application forms and G.E.D. textbooks are available at the College.

EXAMINATION DATES FOR HAZELTON:

DEADLINE FOR APPLICATION	TESTING DATE
Sept. 2 '94	Sept. 30 / Oct. 1 '94
Feb. 3 '95	March 3 & 4 '95
May 12 '95	June 9 & 10 '95

EARLY CHILDHOOD EDUCATION (TELECONFERENCING)

ECE 134 (3): Observing and Recording

This course is an introduction to observing and recording the behaviour of young children. It is intended to support students' understanding of general sequences of growth and development as well as the unique development of individual children. Students will observe children's behaviour as well as classroom practices, and will use observation information as a basis for curriculum and guidance planning.

* **Course Requirements:** Students will need to have daytime access to a Childcare Centre in order to carry out assignments and complete course.

INSTRUCTOR: Rosemarie Goodwin

College Centre

Sept. 13 - Dec. 13

Tuesdays; 7 p.m. - 9 p.m.

\$116.80 plus textbooks

ECE 213 (3): Health, Safety and Nutrition

This practical course focuses on methods of providing safe, healthy environments for groups of infants / toddlers and children with special needs, consistent with provincial regulations. The emphasis is on physical care, outlining procedures used for providing for daily living needs, as well as specialized practices (e.g. use of equipment, administration of medication), for under 3's and preschool special needs individuals. **Pre-requisites:** Basic E.C.E. Certificate

This course is offered face to face once a month (Sept., Oct. and Nov.) over 3 weekends (Friday evening, Saturday all day, and Sunday morning). Attendance is mandatory for all three weekends.

INSTRUCTOR: T.B.A.

Location: One weekend in Terrace, the other two locations depend on student enrollments.

Sept. 13 - Dec. 13

Tuesdays; 7 p.m. - 9 p.m.

\$116.80 plus textbooks



GIFT CERTIFICATE

Give the gift of education as a birthday present, for graduation or at Christmas. Northwest Community College has gift certificates available to be used towards program tuition fees. For more information, call 842-5291.





FOREST TECHNOLOGY

The Forest Technology Co-operative Program at Northwest Community College is unique not only in British Columbia, but also in Canada. The program features integrated resource management planning, site-specific silvicultural prescriptions, an ecological perspective, inter-personal communication, technical skills and native resource management philosophy. Students entering the Forest Technology Program should be prepared to participate in rigorous field exercises in all types of terrain and weather conditions.

The program uses the Cooperative Education model which integrates the student's academic study with work experience. As the work placement builds practical, technical and academic skills, it enhances the students' awareness of the scope and variety of occupations available to them. All employment opportunities are approved by the College to ensure suitability, and students on work terms are monitored by the faculty or Co-op staff with work-site visits. Students are hired by participating employers and receive wages comparable to employees with similar positions. Co-operative work terms run from May to September each year. The program starts in September of each year, and runs for 27 months.

Applicants should meet with a Student Advisor when applying to full time programs

★ ★ ★ NEW ★ ★ ★

The Forest Technology program course credits are transferable to the University of Northern British Columbia's Natural Resources "Degree" program.

The Forest Technology program has also received accreditation by the Association of Applied Science Technologists and Technicians of British Columbia (ASTTBC).

STUDENT SUCCESS

Are you struggling to keep up in one of your courses? Would some extra help enable you to meet your goals?

The college offers free of charge a variety of services to registered students in full-time programs. The services include confidential peer tutoring upon request, and a series of study skills—including exam tips, stress management, research skills, time management. For more information or to request a service—contact Marion Oke, Student Advisor at 842-5291.

EXTENSION PROGRAMS

EXTENSION SERVICES

N.W.C.C.—Hazelton offers the services of a community liaison officer who will work closely with community groups to develop their training proposals. The services also include assistance in writing proposals, seeking funding, liaison with funding agencies, outlining curriculum, and establishing a steering committee.

Feel free to drop by or call to discuss any idea(s) that you may have regarding community training.

TOURISM ENTREPRENEURIAL PROGRAM

The intent of this 1 year certification program is to train participants in business development, and management skills in order to capitalize on the rapidly growing tourism market. Training will culminate with upper level courses in supervision, leadership, and business planning skills to suit individual aspirations for businesses and economic development, a complete business plan will be drawn up in this course.

At time of printing, this program was at the proposal stage and will begin in the Fall if there is enough interest and funding is in place. Please contact the Northwest Community College at 842-5291 for further details.

TRANSITION PROGRAM

Are you between 17 to 24 years old? Out of school? Maybe thinking about going back to school and getting an "education"? You might be thinking about a career, but don't yet know what you would want to work at, and what skills you need for it.

The Transitions program will assist you in:

- acquiring academic upgrading
- determining a career path
- creating greater community awareness
- enhancing self-evaluation and personal growth

The program will consist of seven components: orientation, academic upgrading, cultural awareness, community resources, career development, self management, and computer literacy. Sponsorship may be available. Six month program beginning in October 1994. As there will be limited enrollment, please register early.

At time of printing, this program was at the proposal stage and will begin in the Fall if there is enough interest and funding is in place. Please contact the Northwest Community College at 842-5291 for further details.

VOCATIONAL

AIRBRAKES

This course prepares drivers for a written and practical test on the operation and maintenance of airbrake systems for either on-highway or off-highway vehicles. Successful completion will result in the addition of an airbrakes endorsement to your driver's licence. You should hold a valid driver's licence at the time of the course. Fee includes manual. Deadline for registration: Oct. 10.

INSTRUCTOR: Judy Daye
Forest Tech. Building
Oct 31 - Nov. 5

Mon. - Fri.; 6:30 p.m. - 10 p.m.
and Sat. 9 a.m. - 4 p.m.
\$150

FALLING AND BUCKING TRAINING

The Workers' Compensation Board (W.C.B.) Falling and Bucking Standards Course will help individuals meet the requirements for W.C.B. certification. Individuals who successfully complete this course will be able to describe and demonstrate the Standards for the following:

- personal protective equipment
- fire prevention & suppression
- safe chainsaw handling
- backing and limbing
- undercuts and backcuts
- emergency evacuation procedures
- planning the falling area
- chainsaw maintenance
- falling the tree
- falling snags
- dangerous falling & backing practices
- adverse weather conditions

Field assessment included, date to be announced. Upon successful completion of classroom component and field assessment, participants will receive Northwest Community College certification.

INSTRUCTOR: Ben Dubeau
Forest Tech. Building
Oct. 25 & 27; 6:30 - 9:30 p.m.
Oct. 29; 9 a.m. - 4 p.m.
\$150

DRIVER TRAINING:

NWCC - Hazelton offers a registration service for those who wish to take driver training lessons. Once you are registered, the instructor will contact you to arrange a time and place for your lessons.



CLASS 1 LESSONS

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. Additional single lessons can be purchased as needed. Driving skills will be evaluated on an ongoing basis. Theory relating to driving a class 1 vehicle will be presented according to the needs of each individual. Lessons are 2 hours long.

Prerequisites: minimum age of 19, valid B.C. driver's license, class 1 learner's permit and Airbrakes certification.

INSTRUCTOR: Judy Daye
\$137.50 per lesson

CLASS 3 LESSONS

Beginners must take six lessons. Individuals with a minimum of 75 hours of experience in driving Class 3 vehicles may choose to take three lessons. Additional single lessons can be purchased as needed. Driving skills will be evaluated on an ongoing basis. Theory relating to driving a class 3 vehicle will be presented according to the needs of each individual. Lessons are 2 hours long.

Prerequisites: minimum age of 18, valid B.C. driver's license, Class 3 learner's permit and Airbrakes certification.

INSTRUCTOR: Judy Daye
\$137.50 per lesson

CLASS 4 & 5 LESSONS

Students may register for one or more lessons depending on individual needs. Prerequisites: minimum age of 16 and possession of a learner's permit.

INSTRUCTOR: Judy Daye
\$35 per lesson

FIRST AID / SAFETY

RED CROSS FIRST AID & C.P.R. COURSES

N.W.C.C. in Hazelton offers a range of Red Cross certificate courses including

- C.P.R. — all 5 levels
- Babysitter
- Emergency First Aid (8 hrs.)
- Standard First Aid (16 hrs.)
- Wilderness First Aid (30 hrs.)



The Red Cross system is very flexible and courses can be tailored to meet the needs of any client group (i.e. nurses, teachers, daycare workers, fire volunteers, etc.). Call us to arrange a course for you, or to register your interest for an upcoming course.

OCCUPATIONAL FIRST AID — LEVEL I

Previously known as Survival First Aid, this revised course provides training in basic first aid and includes C.P.R. You will learn to give the injured a better chance for survival until more qualified help arrives. Successful students will receive W.C.B. certificates good for 2 years. Fee includes booklet & certification.

Course #1: INSTRUCTOR: Carol Ann Lees
Mountainview United Church
Sept. 26 & 29
Mon. & Thurs., 6:00 p.m. - 10:00 p.m.

Course #2: Gitwangak Education Society
A.B.E. Building
Oct. 7, 8:30 a.m. - 4:30 p.m.
\$70

★ Courses can be arranged for groups on request. ★

OCCUPATIONAL FIRST AIDE CERTIFICATE — TRANSPORTATION ENDORSEMENT

Level I attendants required to work more than 20 minutes from medical aid must have transportation endorsement. We are offering this course upon request, minimum class size of eight. This course is designed to prepare Occupational First Aid Attendants, Level I, with the skills and knowledge needed to improve and transport injured/ill workers to medical aid.

OCCUPATIONAL FIRST AID — LEVEL III

Previously known as Industrial First Aid, this comprehensive course covers the emergency medical techniques needed to be a first aid attendant in industry. It provides the information and training to prepare you for the Workers Compensation Board exam leading to certification. Students should be prepared for intensive work and home study. Applicants must meet the following prerequisites:

1. Must be at least 16 years of age.
2. First time applicants need to arrange for a medical examination at their own expense and complete a W.C.B. medical form.

NOTE: Fee includes all books & exam fees. Pocket masks are on sale at the College.

INSTRUCTOR: Janie Olson
Deadline to register: Sept. 30
Mountainview United Church
Oct. 15 - Nov. 19
Mon. & Wed.: 6:30 - 10 p.m.
and Sat.: 9 a.m. - 4 p.m.
Sessions: 17
\$495

BUSINESS / COMPUTER PROGRAMS

ACCOUNTING 101 (2 credits)

Bookkeeping Fundamentals

This course discusses the study of accounting based on a service business organized as a sole proprietorship and a merchandising business organized as a partnership. Topics include: analyzing and journalizing transactions, general journal, posting to general ledger, six and eight column worksheets, preparing financial statements.

INSTRUCTOR: Kerrie MacLean
College Centre
Sept. 27 - Nov. 29
Tues.; 7 - 10 p.m.
Sessions: 10
\$124 plus Text & Workbook

ACCOUNTING 102 (3 credits)

Routine Bookkeeping Procedures

This course introduces special journals, payroll, adjustments to bad debts, depreciation, inventory controls, accrued revenue and expense and financial statements for corporations. Pre-requisite: Accounting 101.

INSTRUCTOR: Kerrie MacLean
College Centre
Jan. 10 - May 23, 1995
Tues.; 7 - 10 p.m.
Sessions: 15
\$181 (Same Text & Workbook purchased for Acct. 101)

FOODSAFE

If you're concerned about the potential hazards of unsafe foodhandling practices, invest in this course for you or your employees. Designed by the B.C. Restaurant and Food Service Association, it provides training in the procedures and conditions necessary for the prevention of foodborne illnesses. Successful students will receive certificates from the B.C. Ministry of Health. Courses will be arranged at the request of businesses, employers and other groups.

Level I (Basic) designed for kitchen and restaurant staff and all foodhandlers.

Level II (Advanced) is for food managers and supervisors of foodhandlers.

FOODSAFE SELF-LEARNING

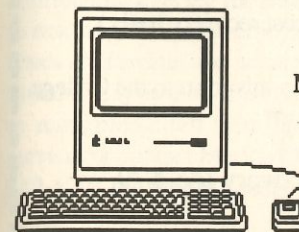
Individuals may learn at their own pace in their own home or at the College, with this package. A tutor is available if you wish to have assistance.

\$40
(Student must also pay a \$50 refundable deposit for the foodsafe kit.)

★ ★ Courses can be arranged on request ★ ★

INTRODUCTION TO COMPUTERS

Learn how a computer works in this "hands on" course for beginners. Topics covered are: system structure, IBM / DOS, and a brief look at a few programs. For example, Lotus 1-2-3, Word-Perfect, and Keyboarding. This course aims at demystifying computers and giving a glimpse of their versatility. Hands on computer work will allow participants to become user friendly.



INSTRUCTOR: T.B.A.
College Computer Lab
Sept. 22, 29 & Oct. 3
Mon. & Thurs.; 7 - 9:30 p.m.
Sessions: 3
\$49

KEYBOARDING (SELF-PACED)

If you wish to learn to type, refresh your typing skills, or just get acquainted with a computer keyboard, use this self-paced computer program to your advantage. Drop-in at your convenience during the times listed. Workbooks are available from the College for classroom use. Instructional sessions will be arranged on request.

College Computer Lab
Dates: T.B.A.
Open Registration
\$29

WORDPERFECT 5.1 - LEVEL I

An introduction to the basic capabilities of this powerful wordprocessing software program.

INSTRUCTOR: T.B.A.
College Centre
Oct. 6 - Oct. 24
Mon. & Thurs., 7 - 10 p.m.
Sessions: 6
\$104

WORDPERFECT 5.1 - LEVEL II

An advanced course for those who have completed Level I or who are already proficient in the use of the program. Topics included are customizing the settings, keyboard merging, graphics, tables, and an introduction to macros. Fee includes manual.

INSTRUCTOR: T.B.A.
College Centre
Oct. 31 - Nov. 17
Tues., 7 - 10 p.m.
Sessions: 6
\$104

LEARNING OPPORTUNITIES

BABYSITTER TRAINING

This course is designed for students 11 - 15 years old. They will cover first aid, fire safety, accident prevention and how to care for and entertain children at various stages of development. Fee includes manual. Space is limited so register early.

INSTRUCTOR: Bridie O'Brien
Location: T.B.A.
Sept. 27 & 29; Oct. 4, 7, & Oct. 11
3:45 p.m. - 5:45 p.m.
Sessions: 5
\$35 + GST

CUSTODY & ACCESS

Custody and access of children is the most emotional of all issues when a relationship breaks down. If you would like to know about the types of custody; the ways access can take; the rights of third parties and more, attend the free law class.

People's Law School
Dates: T.B.A.
FREE

FEATHERED NEST: DOWN QUILTS

Make a 100% downfilled quilt, for yourself or for others, a gift of warmth to last a lifetime. You will learn to construct your quilt so the down does not shift — superior to store-bought ones — and at a lower cost. Down and ticking can be supplied by the instructor (from approx. \$145 - \$224), or recycle down from old jackets, for example, to reduce your costs. Registration is essential by October 26/94. When registering, please pick up a supply list, state the size of the quilt you wish to make (crib to King size), and whether you wish to buy materials from the instructor. Bring your sewing machine.

INSRUCTOR: Terrie McAloney
Forest Tech. Building
Nov. 9 & 16
Wed.; 6 - 10 p.m.
\$39 + GST

REGISTER EARLY TO AVOID

DISAPPOINTMENT

First Come - First Served

Only paid registrations will hold a seat.

TAI CHI

This course is a soft martial art which originated in China and has been used in various forms there for approximately 2,000 years or more. Its soft flowing movements stimulate the circulation of "chi" or "bio-electrical" energy as it is referred to in the West. It enhances flexibility, balance and poise and when done properly, strengthens particularly the legs but also internal organs promoting better metabolic functioning of the entire body. Video tapes will be available at the course for an additional \$10 to be paid to the Instructor.

INSTRUCTOR: Michael LeBaron
 Location: T.B.A.
 Oct. 8 & 9
 Sat. & Sun., 9 a.m. - 4 p.m.
 \$ 64 + GST

G.E.D. PREPARATION

Study with other adults, as you prepare for the General Educational Development tests at your own pace. Please see page 5 for more information.

INSTRUCTOR: Pat Hayes
 College Centre, Room 109
 Continuous Intake
 Wednesdays, 6:30 - 9:30 p.m.
 \$10 + GST

PREPARING FOR BIRTH

Have a healthy pregnancy and a healthy baby: attend pre-natal classes. N.W.C.C. in Hazelton offers a complete package of pre-natal instruction to help expectant parents meet the challenges of childbearing. Come with a partner or a friend, if you wish, to all or part of the series. The best chance for a healthy pregnancy and a healthy baby is to be as informed as you can be, as early as you can. So register as early in your pregnancy as possible.

Each course consists of 5 sessions that focus on the stages of pregnancy, nutrition, fetal development, labour and delivery and post-partum. There is a reunion of the group after the birth of your babies.

COURSE #1: Sept. 7 - Oct. 9
 Wednesdays; 7 p.m. - 9 p.m.

COURSE #2: Nov. 16 - Dec. 14
 Wednesdays; 7 p.m. - 9 p.m.

The program also supports a drop-in information series of "Pre-Natal Days" at the Wrinch Memorial Hospital.

The next scheduled dates are:
 Friday, Sept. 23; 1 - 3 p.m.
 Friday, Nov. 25; 1 - 3 p.m.



PRE-NATAL REGISTRATION FORM

N.W.C.C. - Hazelton's Pre-Natal program is a community service. It is financially supported in part by the Ministry of Health and Wrinch Memorial Doctors' Services. A minimum \$10 administration fee is charged or a contribution to the costs of the course will be accepted. (Course fee would be \$79 per student/couple on a cost recovery basis.)

When you register, please hand in this form to the College with one of the options checked off.

I will pay the cost recovery fee \$79.

OR

I will make a contribution towards the course costs.
 \$ _____

OR

I will pay the \$10 administration fee.

Name: _____

Address: _____

Postal Code: _____ Phone: _____

Due Date: _____

Signature: _____

Office Use:

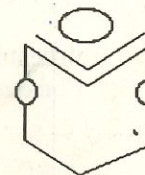
C.P.#: _____ Receipt#: _____

ALL COURSES REQUIRE
 ADVANCED PAID REGISTRATION

ITEMS OF INTEREST

ADULT LITERACY

Many adults in British Columbia are functionally illiterate. They have difficulty with the basic reading, writing and computational skills which are necessary in our modern print-based society. Project Literacy Hazelton is offering confidential tutoring for basic literacy, to help those adults to read as quickly and enjoyably as possible. The teaching times are flexible and are arranged to suit each individual. Students pay no fees. If you know of an adult who would like to read, please tell them about our private, free tutoring service, or contact Marion Oke, Student Advisor, at 842-5291 for further details.



CANADIAN CITIZENSHIP PREPARATION

N.W.C.C. - Hazelton, now has available all the materials you need to study to become a Canadian citizen. As well, you may study with support from an instructor if you wish. The materials cover information on Canada's form of government, the privileges, rights and responsibilities of citizenship, and a general overview of Canada's history and geography.

INSTRUCTOR: Pat Hayes
 College Centre
 Sept. 6 - Dec. 16
 Wed.; 6:30 - 9:30 p.m.
 Free

CHOICES

The average person changes jobs about every four years. Four out of ten workers are in some stage of career change at any given time. Some move on to better jobs. Some must find new jobs due to changes in technology or layoffs. Some leave their jobs due to injuries on or off the job.

Choices, a computer program that provides comprehensive information about occupations, is available to you at the College. Choices will help you to sort out what is important to you. It will also help you find good career prospects. To use the program, please call to make an appointment with Marion Oke, Student Advisor, at 842-5291.

STUDENT SUCCESS

Are you struggling to keep up in one of your courses? Would some extra help enable you to meet your goals?

The college offers free of charge a variety of services to registered students in full-time programs. The services include confidential peer tutoring upon request, and a series of study skills—including exam tips, stress management, research skills, time management. For more information or to request a service—contact Marion Oke, Student Advisor at 842-5291 to book an appointment.

13 GOOD REASONS FOR GOING TO NORTHWEST COMMUNITY COLLEGE IN HAZELTON:

1. Culturally relevant approach
2. Student advising and support services
3. Student Success Program
4. Co-op programs
5. Part-time and Full-time studies
6. Low cost
7. Academic upgrading
8. Student-organized activities & recreation
9. General interest courses
10. Career / Vocational programs
11. Small, friendly classes
12. Close to home & friends
13. University Credit programs, Distance education

**DOES YOUR BUSINESS
 OR ORGANIZATION HAVE
 A SPECIFIC WORKSHOP
 OR COURSE THEY WOULD
 LIKE TO SEE OFFERED WITH
 NORTHWEST COMMUNITY
 COLLEGE IN HAZELTON?
 The College can set up courses at
 your request. Contact Debby
 Jackson at 842-5291.**



GENERAL INFORMATION

STUDENT ADVISING

The Student Advisor is available to assist students and the general public with selecting courses and programs appropriate to their defined career goals. Resources available at the Hazelton Centre include information about correspondence and college and university programs throughout B.C. and Canada. The Student Advisor will assist with scholarship, bursary and loan applications. Call the College at 842-5291 to make an appointment with the Student Advisor.

TUITION AND FEE INFORMATION

Unless otherwise stated, all fees must be paid in full at time of registration. Payment may be made by cash or cheque.

UNIVERSITY CREDIT

\$38.80 per credit hour (attempted or audited)
No Maximum.

PAYABLE ON SEMESTER BASIS IN ADVANCE.

VOCATIONAL & A.B.E.

\$29.15 per week for full-time attendance
\$14.70 per week for part-time attendance
(fewer than 12.5 hours per week)

PAYABLE ON SEMESTER BASIS IN ADVANCE.

OTHER FEES

Late Registration	\$10.00
Book & Tool Deposit	\$50.00
Late Payment	\$10.00
Application Fee	\$25.00
Reinstatement	\$25.00

Students in C.E.I.C. sponsored seats do not pay tuition but are required to pay a student activity fee of \$2.05 per week. This applies to students in vocational and credit programs.

REFUNDS

General Conditions

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 prior to the course start date.
2. Refunds requested prior to the course start date will be assessed a \$10.00 administrative fee.
3. For courses with a tuition fee of \$10.00 or less, refunds will be given only for conditions as in #1.

PART-TIME COURSES

1. Notification to the College office of withdrawal before the second class - 100% of tuition less an administration charge of \$10.00.
2. Withdrawal after second class of a course - NO REFUND.
3. Special registration and refund policies apply to courses labelled as "Designated Courses". NO REFUNDS will be made after the pre-registration date unless the space can be sold to another student.

HAZELTON STAFF

Kate Greenall	Assistant Director
Debby Jackson	Administrative Officer
Marion Dundas - Oke	Student Advisor / Student Success Coordinator
Pat Egan	Community Liaison Officer
Margaret Brown	Centre Clerk
Leah Marshall	Clerk
Carol Pritchard	Clerk
Pat Hayes	A.B.E. Instructor
Bev Clifton	A.R.W. Coordinator
Ted Eberle	A.R.W. Instructor
T.B.A.	F.T.P. Coordinator / Instructor
Harold Reedy	F.T.P. Instructor
Allen Johnson	F.T.P. Instructor
Mathis Duerst	F.T.P. Technical Assistant
Steve Tonnesen	Computer Instructor

THANK YOU

Thanks to our Advisory Committee for their input and support.

Eve Hope	Gail Lowry
Alice McDougall	Sadie Harris
Lorna Janzé	Chris Patsey
Helen Roisum	John Gryba
Village of Hazelton	Brian Atherton

Thank you...

... to all of you who contributed to our Continuing Education by suggesting courses and instructors or by offering to teach courses yourselves. Your contribution and participation in our program helps us offer a variety of quality courses to the community.

... to School District No. 88 for its co-operation and the use of school facilities.

... to Gitanmaax Radio, and CFBV for assistance in promotion of our activities.

PROVINCIAL INSTRUCTOR DIPLOMA PROGRAM

The Provincial Instructor Diploma Program provides individuals with opportunities to develop instructional competencies in the design, management and evaluation of instruction for adults. This program consists of 6 courses of 30 hours each and a final assignment.

The Diploma is offered by the Ministry of Skills, Training, & Labour and is recognized at public and private colleges throughout the province. For information on university transfer credit to degrees in Adult Education, contact Program Development at Vancouver Community College at the number listed below. Don't miss the opportunity to enrol in this exciting and practical program.

Interested individuals can register for the entire program or for specific courses by contacting Vancouver Community College at 1-443-8424, or Bev Davidson at NWCC. Courses cost \$275.00 each except 102B which is \$300.00 including textbook.

101	Instructional & Curriculum Design	Oct. 14, 15, 16, 28, 29, 30	(T)
104A	Eval of Learning & Instruction B	Nov. 18, 19, 20, Dec. 2, 3, 4	(S)
102B	Elements of Instruction B	Feb. 3, 4, 5, 17, 18, 19	(T)
104B	Eval of Learning & Instruction A	Mar. 10, 11, 12, 24, 25, 26	(T)
102A	Elements of Instruction B	Apr. 7, 8, 9, 21, 22, 23	(S)
103	Use/Design of Instructional Media	May 5, 6, 7, 19, 20, 21	(S)

(S) Smithers (T) Terrace

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 Program Development, Vancouver Community College at 1-443-8424 or Bev Davidson, NWCC. Courses cost \$410.00 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.

301	College Organization & Context	Sept. 16, 17, 18, 30, Oct. 1, 2	(T)
302	Intro to Developmental Psychology	Nov. 25, 26, 27, Dec. 9, 10, 11	(T)
405	Cooperative Education	Jan. 13, 14, 15, 27, 28, 29	(T)



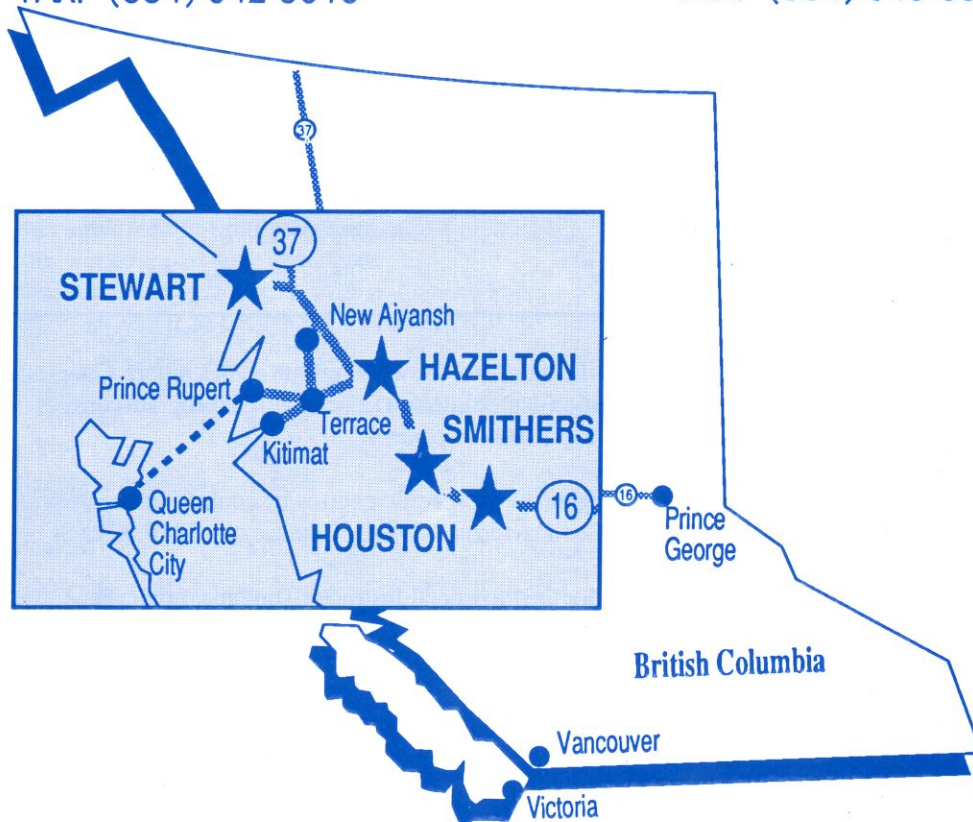
Serving our
EASTERN REGION IN NORTHWESTERN B.C.

THE HAZELTONS

Omineca Street
P.O. Box 338,
HAZELTON, B.C. VOJ 1Y0
Phone: (604) 842-5291
FAX: (604) 842-5813

HOUSTON

3411 - 10th Street
P.O. Box 1277
HOUSTON, B.C. VOJ 1Z0
Phone: (604) 845-7266
FAX: (604) 845-3521



SMITHERS

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

STEWART

9th Avenue
P.O. Box 919
STEWART, B.C. VOT 1W0
Phone: (604) 636-9184
FAX: (604) 636-2770