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Phone:
842-5291



WINTER - SPRING
COURSES



1994

REGISTRATION IS EASY . . .

Phone-In



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

Walk-In



In Person: Visit our office. Bring the registration form, located on page 15 of this brochure, along with a cheque, cash or your VISA card to Northwest Community College, 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.

Mail-In



By Mail: Send the registration form, located on page 15 of this brochure, 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.

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



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

Diploma in Adult Education
Advanced qualification, transfer credit to University of Alberta B.Ed. in Adult Ed. Page 6

Early Childhood Education
Certificate program to prepare for work with young children. Teleconferencing. ECE 122: Curriculum Development II 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 5

Open Learning Agency
From university credit courses to programs of current interest on T.V. Page 5

Provincial Instructor Diploma Program
30 hours of courses which can all be completed in the Northwest. Page 6

Student Success
Page 5

EXTENSION PROGRAMS

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

Career Exploration Program
A Career Exploration program to assist you back into the workforce. Jan. 24 - Feb. 24. Page 6

Entrepreneurial Program
If you have an idea for a business, turn it into a reality with the skills and knowledge this program offers. Based on college & university accredited courses. Sept. '94 - June '95. Page 6

Parenting Plus
Share with other parents those common child-rearing problems and learn new skills to become the best "teacher" your child can have. Nov. 1/94 - Apr. 30/95. Page 7

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. Jan. - June '94 or Oct. '94 - Apr. '95 Page 7

VOCATIONAL

Airbrakes
Training in operation and maintenance of airbrake systems. Leads to licence endorsement. Apr. 18 - 23 Page 7

Falling & Bucking Training
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

Traffic Control Flagging
Revised certificate course needed to work with traffic around road maintenance & construction areas. March - T.B.A. Page 8

HEALTH / FIRST AID / SAFETY PROGRAMS

Childsafe
Red Cross course focusses on prevention and also managing common first aid problems associated with home & children. Feb. 12. Page 8

Preparing for Birth
Helping you have a healthy pregnancy and a healthy baby. #1: Jan. 19 - Feb. 16 #2: Feb. 15; Mar. 30 - Apr. 27 #3: May 7; June T.B.A. Page 9

Red Cross First Aid / C.P.R. Courses
Wide range of certificate courses offered. Page 8

Industrial First Aid
W.C.B. certificate course to become a first aid attendant in industry. Course #1: Feb. 12 - Mar. 26 Course #2: Apr. 16 - May 28 Page 8

Instructor Training - Red Cross
Opportunity for training from basic levels to specialized options. Page 8

Survival First Aid
Basic aid techniques including CPR. W.C.B. certificate. Course #1: Feb. 19 Course #2: Mar. 29 & 30. Page 9

BUSINESS PROGRAMS

Cashier Training
Be first in line for a job; get hands-on training on electronic cash registers. Course #1: Apr. 28 Course #2: Apr. 30 Page 10

Foodsafe
Training in safe food handling practices. Certificate issued. Page 10

SuperHost
Learn to give effective and pleasant service to customers and clients. May 7 Page 10

COMPUTER PROGRAMS

DOS Basics
Learn basic DOS commands to manage disks, files and directories. Mar. 1 - 15. Page 10

How to Buy a Computer
Demystify the language describing microcomputer systems by learning the basic concepts and vocabulary. Jan. 27 Page 10

Introduction to Computers
Basic information for IBM -type computers with a look at a few programs. Feb. 1 - 22. Page 10

Keyboarding
Learn to type or refresh your typing skills with a self-paced computer program. Convenient drop-in basis. Jan. 26 - May 27 Page 11

Lotus 1-2-3: Level II
Spreadsheet program on IBM type computers. Advanced level. Page 11

WordPerfect 5.1: Level II
Learn the more advanced features of wordprocessing. Mar. 29 - May 3. Page 11

LEARNING OPPORTUNITIES

Apple Growing in the Hazeltons
All you need to know to produce healthy, tasty apples in your own yard. Mar. 1 - 15. Page 11

Framing Art Work
Theory and practice in hands-on sessions with an Emily Carr College of Art & Design instructor. March 5 & 6. Page 12

G.E.D. Preparation
Work towards General Education Development tests for your high school equivalency. Open schedule. Page 12

Home Alone
Focus is on self-care and safety for 10 to 12 year olds who may be home alone at times. Also good for 8 to 10 year old siblings. Feb. 28 - Mar. 17. Page 12

Landlord & Tenant Law
People's Law School workshop on the legal rights and responsibilities of landlords & tenants. March 1. Page 12

Map & Compass Reading
Learn the skills & tools needed when you're outdoors to help you find your way. May 17 & 24. Page 13

Meditation
Use meditation to help you with stress or pain, or just for personal growth. Feb. 10 - Mar. 17. Page 13

Spice for Life
Experiment with spices, cook some East Indian dishes & eat them too! Feb. 2 - 23. Page 13

ITEMS OF INTEREST

Adult Literacy Page 13

Canadian Citizenship Preparation
College support for anyone studying to become a Canadian citizen. Page 13

Choices
Use a computer program to learn about your job possibilities. Page 13

Gift Certificate Education—an intelligent gift. Page 11

General Information Page 14

Hazelton Staff Page 14

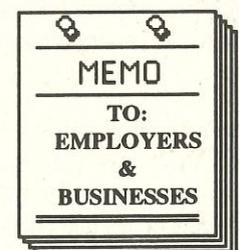
Thanks Page 14

Would you like to teach? Page 15

What would you like to learn? Page 15

Mail-In Registration form Page 15

Do you have a place for rent? Page 16



Page 16

COLLEGE CREDIT / CERTIFICATE

ADDICTION RESOURCE WORKER

The Addiction Resource Worker program is resuming 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.

Courses open to the public:

- | | |
|-----------------------|---------------------------------|
| Term I (Jan. - Mar.) | Psychology 101
English 151 |
| Term II (Mar. - June) | Psychology 102
Sociology 101 |
- 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).

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

January 4, 1994 to June 30, 1994

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

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

College Centre

\$26.75 per week full-time

\$13.50 per week part-time

\$2.05 per week for Manpower sponsored students

(fewer than 15 hours per week)

DEPOSIT: \$50.00 book deposit

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
Feb. 11	March 11 / 12
May 13	June 10 / 11

EARLY CHILDHOOD EDUCATION (TELECONFERENCING)

ECE 122 (3): Curriculum Development II

This course is a continuation of ECE 102, with the curriculum focus on planning social studies, science, sensory, math, music and movement activities for young children. Pre-requisites: Student meets ECE Basic entrance requirements. Contact the ECE Co-ordinator at 635-6511, if you have any questions about prerequisites. There will be at least one Saturday Workshop in Terrace scheduled sometime during the semester.

INSTRUCTOR: Rosemarie Goodwin

College Centre

Jan. 11 - Apr. 26

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

\$106.80 plus textbooks



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.

★ ★ ★ 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).

OPEN LEARNING AGENCY

O.L.A. allows you to choose the learning style that suits you best: independent study, telecourses, classroom-based and teleconferencing. The three facets of O.L.A. are outlined below. For more information on study programs available, contact the Student Advisor at 842-5291.

Open University is a degree-granting B.C. public university and the coordinating body for university level open learning throughout B.C. You can enroll in courses delivered by all participating institutions such as: S.F.U., U. Vic., and U.B.C.

Open College offers correspondence programs in such areas as:

- Adult Basic Education
- Human Services
- Trades
- Electronics
- Literacy training
- Business

Knowledge Network introduces education through broadcast television. Topics of programs cover a variety of interests such as:

- Arts
- Social & Political Issues
- International Film
- Science & Technology
- Environment
- Children's Programming

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, please call 842-5291.

COORDINATOR: Marion Oke

Office Hours: Thursdays; 9 a.m. - 4 p.m.

PROVINCIAL INSTRUCTOR DIPLOMA PROGRAM

The Provincial Instructor Diploma Program provides participants with the knowledge, skills, and experiences to develop courses and related instructional materials; to communicate and instruct in various learning environments; and to develop a range of evaluation instruments and techniques. The program, co-sponsored by the Ministry of Advanced Education and Vancouver Community College, consists of six 30-hour courses and a major assignment. Upon successful completion of the program, candidates receive a Ministry of Education diploma. Courses are offered locally, on weekends, with each course scheduled to run on two weekends over a three week period. Interested individuals can register for the entire program or for specific courses by contacting Vancouver Community College at 1-443-8424. Courses offered this term in the Northwest are:

- **Elements of Instruction (A)**
ID102A
Jan. 8 - 10 ; 21 - 23 in Terrace
- **Elements of Instruction (B)**
ID102B
Feb. 4 - 6; 18 - 20 in Smithers
- **Evaluation of Learning & Instruction (A)**
ID104A
Mar. 4 - 6 ; 18 - 20 in Terrace
- **Use & Design of Instructional Media**
ID103
Apr. 8 - 10; 22 - 24 in 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. Courses cost \$410.00 each. Courses offered this term in the Northwest are:

- **Effective Instructional Strategies with Adult Learners (206)**
Jan. 14 - 16; 28 - 30
- **Microcomputers in Education (203)**
Mar. 11 - 13; 25 - 27
- **Educational Leadership (204)**
May 13 - 15; 27 - 29



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.

CAREER EXPLORATION PROGRAM

This five week program is designed to assist individuals to get back into the workforce working in an area of their choice. To be eligible for the program, you must presently be receiving Unemployment Insurance, have just applied for it, or be receiving social assistance. The program will cover such topics as: resumé writing, communications, interview skills, self esteem and will involve job-shadowing. A certificate will be issued upon completion

COORDINATOR: Bridie O'Brien
Forest Tech. Building
Jan. 24 - Feb. 24
Mon. - Fri.
Free

ENTREPRENEURIAL PROGRAM

The Entrepreneurial program will help develop the necessary knowledge and skills to successfully operate a business. As well, this program presents you the option to further your education in the future, as some of the components will be accredited College and University courses in Business and Management programs.

Participants must have a business in mind before admission into course; the proposed business must be in the Hazelton area. At the end of this course, participants will have a fully developed business plan ready for submission to funding agencies.

Proposed courses:

- Accounting
- Business English
- Computers
- Business Law
- Marketing
- Business Management
- Taxation
- Self-Government
- Mathematics of Finance

Dates: Sept. 5'94 - June 23'95
Mon. - Fri.; 9 a.m. - 4 p.m.
Funded by external agencies.

PARENTING PLUS

The Parenting Plus program will be based on a holistic approach; a learning experience for both the parent(s) and the child(ren). Child care for pre-schoolers will be made available in the same building to allow for integrated learning. This is a chance to share with other those common child rearing problems. It is a time to have fun with your friends and your children, as you learn new skills. You are your child's most important teacher, and we all want to have the best teachers we can for our children! The components of the program are: Self Management, Gitksan Culture, Parenting Roles, Child Development, Basic Upgrading, Community Resources, Health & Nutrition, Family Systems, Handiwork, Child's Play, Love Means Discipline, and your child in school. November 1, 1994 - April 30, 1995. **Deadline to register: September 30, 1994.** Funded by external agencies.

TRANSITIONS

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.

Proposed dates: #1: Jan. 4 - June 30 '94
#2: Oct. 3 '94 - Apr. 21 '95
Mon. - Fri.; 9 a.m. - 3 p.m.
Funded by external agencies.



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. Fee includes manual. **Deadline for registration: April 5, 1994.**

INSTRUCTOR: Judy Daye
Forest Tech. Building
April 18 - 23
Mon. - Fri. : 6:30 p.m. - 10 p.m.
and Sat. 9 a.m. - 4 p.m.
\$150

FALLING AND BUCKING TRAINING

By June 20, 1994, The Workers Compensation Board expects all fallers to be trained in the knowledge, skills and attitudes required to function as a safe and productive faller. The college is currently finalizing a W.C.B. approved course and expects to be able to deliver it early in 1994. Upon successful completion, participants will receive Northwest Community College certification. Please register your interest at the College and you will be contacted when course details are finalized.

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
\$125 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
\$125 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
\$32 per lesson

TRAFFIC CONTROL FLAGGING

This is a new course that is under development. The course will be longer, more in-depth and will have new certification. Marks will be based on both practical and theoretical knowledge. The course will be held the end of March and will be advertised on the radio and in the local newspaper.

HEALTH/FIRST AID/SAFETY

CHILDSAFE

This course will be based on the Red Cross course that focusses on prevention of accidents through educating parents and caregivers and by changing the environment. Topics include recognizing home hazards and managing common first aid situations. C.P.R. and rescue breathing techniques will also be demonstrated. Fee includes a manual.

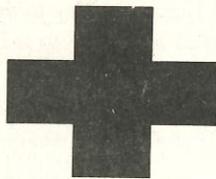
INSTRUCTORS: Janie Olson & Joanne Harvey
Location: T.B.A.
Feb. 12
Sat.; 9 a.m. - 4 p.m.
\$49

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.



**REGISTER EARLY TO AVOID
DISAPPOINTMENT**

**First Come - First Served
Only paid registrations will hold a seat.**

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, and pocket mask.

Course #1: INSTRUCTOR: Alice Reiter
Deadline to register: Jan. 31
Kitwanga Community Hall
Feb. 12 - Mar. 26

Mon. & Wed. : 6:30 - 10 p.m.
and Sat.: 9 a.m. - 4 p.m.

Course #2: INSTRUCTOR: Janie Olson
Deadline to register: Apr. 5
Location: T.B.A.
Apr. 16 - May 28

Mon. & Wed. : 6:30 - 10 p.m.
and Sat.: 9 a.m. - 4 p.m.

Sessions: 17
\$495

INSTRUCTOR TRAINING — RED CROSS

N.W.C.C. - Hazelton, is hosting a series of instructor training opportunities from basic levels to specialized options. Anyone with basic training can register for the options only.

Please register directly with the Red Cross:

103 - 1268 Fifth Avenue

Prince George, B.C.

V2L 3L2

Phone: 564-6566

Deadline for registration: January 24, 1994.

INSTRUCTOR: Rebecca Knowles

College Centre

February 4 - 8, 1994

Basic course: C.P.R., Standard First Aid

Fri. 6 - 10 p.m. & Sat. & Sun. 9 a.m. - 5 p.m.

\$200

Option #1: Childsafe

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

\$50

Option #2: Peoplesavers ; First Aid for Teachers

Tues. 6:30 p.m. - 10:30 p.m.

\$35

SURVIVAL FIRST AID

Give the injured a better chance for survival pending the arrival of more qualified help. Learn the basic first aid techniques including C.P.R. to cover emergency situations away from medical help. Course covers control of bleeding, artificial respiration, evaluation of injuries & choking. The course is requisite for employees in many industries. Successful students will receive W.C.B. certificates in good standing for 2 years.

INSTRUCTOR: Bruce Johnson

Location: T.B.A.

Course #1: Feb. 19

Sat.; 9 a.m. - 4 p.m.

Course #2: Mar. 29 & 30

Tues. & Wed.; 6 - 10 p.m.

\$60

★ Courses can be arranged for groups on request. ★

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 7 sessions. The 1st session looks at the early stages of pregnancy (1st and 2nd trimesters). The following 5 sessions focus on the 3rd trimester of pregnancy, labour and delivery, and post-partum. This section is ideal as a refresher, not just for first-time moms. The last session is a reunion of the group after the birth of your babies.



COURSE #1: Jan. 19 - Feb. 16 (3rd trimester)
Wednesdays; 7 p.m. - 9 p.m.

COURSE #2: February 15 (1st & 2nd trimester)
Saturday; 9 a.m. - 12 noon
Mar. 30 - Apr. 27 (3rd trimester)
Wednesdays; 7 p.m. - 9 p.m.

COURSE #3: May 7 (1st & 2nd trimester)
Saturday; 9 a.m. - 12 noon
T.B.A. June (3rd trimester)
Wednesdays; 7 p.m. - 9 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**

BUSINESS PROGRAMS

CASHIER TRAINING

Learn skills that will put you first in line for a job. This course will give you hands-on training on electronic cash registers as well as cover the elements of customer service.

INSTRUCTOR: Kerrie MacLean
College Centre
Course #1: April 28
Thurs.; 7 - 10 p.m.
Course #2: April 30
Sat.; 9:30 - 12:30 p.m.
\$24

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

SUPERHOST

The competitive edge for any business is the quality of service you provide to your customers. What makes good service? People do! From gas station attendants to bank clerks, restaurant services and tour guides, everyone plays an important role in attracting customers and meeting their needs.

SuperHost helps to create a strong basis of communication and customer relation skills. It also teaches practical and effective skills. The basic objectives of this made-in-B.C. certificate program are professionalism and pride. SuperHost workshops are conducted by trained SuperHosts in our area.

INSTRUCTOR: Alice Maitland
College Centre
May 7
Sat.; 9 a.m. - 4:30 p.m.
\$27

COMPUTER PROGRAMS

DOS BASICS

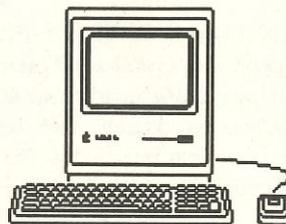
A "must" for understanding the essentials of computer operations. This course covers basic DOS commands to manage disks, files and directories. This information is a good preparation for taking any application software courses. Fee includes manual.

INSTRUCTOR: Russell Collier
College Computer Lab
Mar. 1 - 15
Tues.; 7 - 10 p.m.
Sessions: 3
\$54

HOW TO BUY A COMPUTER

Do computer ads confuse you? Do you understand the language describing microcomputer systems? This course will provide answers to many of your questions for IBM compatible machines. You will learn basic concepts and vocabulary; about CPU's, RAM, DOS, high/low density floppy disk drives, disks, mice and modems among others.

INSTRUCTOR: Russell Collier
College Computer Lab
Jan. 27
Thurs.; 7 - 10 p.m.
\$19



INTRODUCTION TO COMPUTERS

Learn how a computer works in this "hands on" course for beginners. Topics covered are: system structure, IBMDOS, 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.

INSTRUCTOR: Russell Collier
College Computer Lab
Feb. 1 - 22
Tues.; 7 - 10 p.m.
Sessions: 4
\$39

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
Jan. 26 - May 27
Wed.; 8 a.m. - 10 a.m. & 3 - 5 p.m.
Fri.; 8 a.m. - 10 a.m.
Open Registration
\$29

LOTUS 1-2-3: LEVEL II

For students who have completed Level I or who are already proficient in the use of the program, this course covers advanced commands within the spreadsheet, creating and manipulating database, and working with macros. Fee includes manual.

INSTRUCTOR: Paul Gendron
College Centre
March. 3 - April 14
Thurs.; 7 - 10 p.m.
Sessions: 6
\$89

WORDPERFECT 5.1 - LEVEL II

An advanced course for those who have completed Level I or who 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: Russell Collier
College Centre
March 29 - May 3
Tues. 7 - 10 p.m.
Sessions: 6
\$89

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 Karine at 842-5291.



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.



LEARNING OPPORTUNITIES

APPLE GROWING IN THE HAZELTONS

From determining your root stock to learning about the developing tree, pruning and tree training, this course will cover all you need to know to produce your own healthy, tasty apples in a garden-size orchard. You will also learn about reclaiming old and abandoned apple trees. There will be hands-on demonstrations and visits to local "orchards".

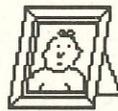
The instructor, who is an orchard horticulturalist from the Okanagan, will have winter hardy dwarf root stock available for "adoption" at a nominal cost if you wish to develop your own stock. You can bud different varieties on the stock and transplant it from the nursery to your garden by Spring '95.

INSTRUCTOR: Bruce Haskins
Forest Tech. Building
Feb. 21 - Mar. 14
Mon.; 7 - 9:30 p.m.
plus 2 Saturdays - T.B.A.
Sessions: 6
\$49

FRAMING ART WORK

(Emily Carr College of Art & Design)

This workshop will cover such topics as colour co-ordination, mat selection, frames, glass, and the types of framing equipment available. The instructor will demonstrate techniques, show videotapes on framing and colour design theories, and provide information on suggested readings and suppliers. During the hands-on sessions, participants will become familiar with the mathematics of framing, cut mats, mount art work, assemble frames, and complete projects. Participants are encouraged to bring work for framing consultation with respect to suitable material, techniques, and approximate costs.



To be provided by participant

- Notebook; pen/pencils
- Personal two-dimensional works, maximum 55 cm x 75 cm (22" x 30") to discuss framing/presentation options.

INSTRUCTOR: Ed Warkentin is a registered Certified Picture Framer (C.PF.). He founded the Canadian Picture Framers Scholl which has been in operation for 6 years. Previously, he taught and worked at the British Columbia Institute of Technology as an Applied Science Technologist.

Forest Tech. Building
March 5 & 6
9 a.m. - 4 p.m.
\$60 + GST
supply fee \$10 + 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 4 for more information.

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

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QUESTIONS ?
CONTACT N.W.C.C. AT
842-5291.

HOME ALONE

From time to time, 10 - 12 year old young people are home alone after school, on weekends, or in the mornings. This program focusses on self-care and safety for that age group. Topics include: parent/child expectations and ground rules; contracting for being Home Alone; safety and handling emergencies; responsibility and accountability; effective use of time; effective coping with Home Alone "fears".

Parents are asked to attend class 1 & 6 of the program. Any siblings 8 - 10 years old who may be home alone with the older child may also attend. The program involves classroom work, an assignment and an exam. Fee includes a student and a parent manual.

INSTRUCTOR: Bridie O'Brien
John Field School
Feb. 28 - Mar. 17
Mon. & Thurs.; 3p.m. - 5p.m.
\$39 + GST
Sessions: 6
plus \$9 per sibling

NOTE
The Home Alone program will be offered at various schools and various times. Please call 842-5291 to check when the program is offered in your area.

LANDLORD AND TENANT LAW

Although rent controls are a protection of the past, under B.C.'s Residential Tenancy Act, both landlords and tenants have clearly defined and enforceable rights and responsibilities. The instructor will discuss:

- how to prevent problems or deal with existing ones
- damage deposits and claims
- eviction notices
- the roles of the Arbitrators and the Courts
- community resources available for assistance

INSTRUCTOR: People's Law School
College Centre
March 1
Tues.; 7 - 9 p.m.
Free

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**ALL COURSES REQUIRE
ADVANCED PAID REGISTRATION**
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MAP & COMPASS READING

Hunters, berrypickers, hikers—put the Search & Rescue team out of a job: don't get lost. Learn to read maps, use a compass, and get an introduction to aerial photos. The first evening will be classroom instruction; the second will be field work, so please wear appropriate clothes.

Bring a compass to the class. If you wish to buy a professional quality compass [also scale, protractor], please let us know when registering (approx. \$60).

Deadline for registration: May 10
INSTRUCTORS: Hazelton Search & Rescue
Forest Tech. Building
May 17 & 24
Tues.; 7 - 10 p.m.
Sessions: 2
\$10 + GST

MEDITATION

Many people have found that meditation has helped in pain control, stress release and relief as well as getting to know yourself better and spiritual growth. These sessions will begin with an understanding of what is meditation, where it comes from, and will take you through a learning progression. The program also involves exercises at home, keeping a notebook or journal, and some colour therapy (bring crayons).

INSTRUCTOR: Kelly Wolfenden
College Centre
Feb. 10 - Mar. 17
Thurs.; 7:30 p.m. - 9:00 p.m.
Sessions: 6
\$49 + GST

SPICE FOR LIFE — EAST INDIAN COOKING

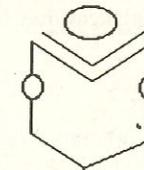
A treat for your tastebuds: experiment with the wide range of East Indian spices. Learn to cook simple East Indian meals, as well as some unusual foods. Four sessions will take you from flat bread (roti) to lentils, vegetables, meats and special dishes. The fifth session will be a sit down meal prepared by you for your class and invited guests. Bring containers to take food home. Spices and pickles will be available for sale by the instructor.

INSTRUCTOR: Santosh (Mary) Rush
Hazelton Secondary School
Feb. 2 - 23 (5th session T.B.A.)
Wed.; 7 - 9 p.m.
\$39 +GST (ingredients extra)

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 Ruth Cooper or Anne Yunkw.



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
Jan. 4 - June 30
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 the Student Advisor.

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

\$35.60 per credit hour (attempted or audited)

CAREER

All courses Maximum per semester \$534.00

PAYABLE ON SEMESTER BASIS IN ADVANCE.

VOCATIONAL & A.B.E.

\$26.75 per week for full-time attendance

\$13.50 per week for part-time attendance

(fewer than 15 hours per week)

PAYABLE ON SEMESTER BASIS IN ADVANCE.

OTHER FEES

Late Registration	\$10.00
Book & Tool Deposit	\$50.00
Late Payment	\$10.00
Acceptance Deposit	\$50.00
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

Anne Yunkws	Assistant Director
Karine Poznanski	Administrative Officer
Diane Jules-Muldon	Student Advisor
Marg Brown	Centre Clerk
Leah Marshall	Clerk
Carol Pritchard	Clerk
Pat Hayes	A.B.E. Instructor
Bev Clifton	A.R.W. Coordinator
Shane Campbell	F.T.P. Coordinator/Instructor
Harold Reedy	F.T.P. Instructor
Allen Johnson	F.T.P. Instructor
Mathis Duerst	F.T.P. Technical Assistant
Kate Greenall	Community Liaison Officer
Bridie O'Brien	Part-time Instructor
Kathy Clay	Part-time Instructor
Marion Oke	Student Success Coordinator

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.

WE WOULD LIKE TO HEAR FROM YOU...

WOULD YOU LIKE TO TEACH?

Do 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 continuing education program. Teacher certification is not a prerequisite for teaching in the continuing education program. If interested, please fill out the tear slip below. Someone from N.W.C.C. 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 Continuing Education Program.

Name: _____

Address: _____

Town: _____ Postal Code: _____

Telephone No. Res: _____ Bus: _____

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 Northwest Community College to offer, please fill out the slip below. If you or someone you know has the expertise in that area, and might like to teach it, please indicate that too.

Course: _____

Possible Instructor: _____

Address: _____

Town: _____ Postal Code: _____

Telephone No. Res: _____ Bus: _____

N.W.C.C. MAIL IN REGISTRATION FORM

SURNAME: _____ FIRST NAME: _____

ADDRESS: _____ TOWN: _____

POSTAL CODE: _____ TELEPHONE No. Res. _____ Bus. _____

COURSES	START DATE	FEE
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

PLEASE CHECK BROCHURE DESCRIPTION TO SEE IF GST IS APPLICABLE

7% GST (if applicable)

Enclose cheque or money order made out to N.W.C.C.

TOTAL FEE: \$ _____

Complete this form and mail to:

N.W.C.C., Box 338, Hazelton, B.C., V0J 1Y0



MEMO

TO: EMPLOYERS / BUSINESSES
FROM: NORTHWEST COMMUNITY COLLEGE - HAZELTON
RE: JOB SKILLS TRAINING FOR YOUR EMPLOYEES

.....

**WHEN YOU WISH TO OFFER TRAINING FOR YOUR EMPLOYEES,
CHECK OUR LIST OF REASONS TO GIVE US A CALL:**

- √ LOCAL INSTRUCTORS AND RESOURCES
- √ QUICK RESPONSE
- √ FEES NEGOTIATED FAVOURABLY FOR EACH COURSE
- √ NO "MINIMUM" NUMBER REQUIRED
- √ AT YOUR LOCATION IF DESIRED OR POSSIBLE
- √ WIDE RANGE OF COURSES OFFERED — SAMPLE THESE:

- | | |
|------------------------|-----------------------|
| • FOODSAFE | • BOOKKEEPING |
| • FIRST AID | • COMPUTER COURSES |
| • SUPERHOST | • TYPING |
| • TELEPHONE TECHNIQUES | • MEDICAL TERMINOLOGY |
| • CASHIER TRAINING | • DEFENSIVE DRIVING |

WANTED TO RENT



Do you have rentable space in your house? Would you like to assist College students with their accommodation needs.... Northwest Community College in Hazelton enrolls many students from out of town. These students are often seeking rental accommodation or room and board. Their length of stay varies from eighteen months to two and a half years. If you are interested in renting to college students and making extra cash please write the details of accommodation, and your requirements and we will add them to our housing list. **The College only supplies a list of available accommodation and assumes no responsibility for the actions or agreements of students and/or landlords.** Information needed for housing list:

Contact Person: _____

Phone: Res. _____ Bus. _____ Rent: \$ _____

Available: _____

Heat: _____ Location: _____

Comments: _____

CENTRAL REGION

TERRACE

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

Nass Valley

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

EASTERN REGION

SMITHERS

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

Hazelton

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

Houston

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

Stewart

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

SOUTHERN REGION

KITIMAT

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

WESTERN REGION

PRINCE RUPERT

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

Queen Charlotte Islands

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

