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NWCC  
NORTHWEST COMMUNITY COLLEGE



WINTER - SPRING  
COURSES



1994

Phone:  
845-7266

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\*\*\*\*\* A WORD ABOUT WAITING - DON'T \*\*\*\*\*

REGISTER EARLY ----- DO IT TODAY

### CAREER PLANNING

Northwest Community College offers the services of an Educational Advisor free to the community.

Make an appointment in advance to meet the ADVISOR - TERRI STEWART 845-7266.

### GENERAL INFORMATION

Admissions, registrations, fees, and refund policies, please see the College Calendar.



## 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 to 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.

Winter Semester - January - March  
FEES: \$321.00 (FULL-TIME)  
\$162.00 (PART-TIME)

Spring Semester - April - June  
FEES: \$321.00 (FULL-TIME)  
\$162.00 (PART-TIME)

### FEES PAYABLE BY SEMESTER

DATES: Mon. - Fri., starts Tues. Jan. 4, 1994.

TIME: Daytime - Mon. - Thurs., 8:30 a.m. - 3:30 p.m.  
Fri., 8:30 - 11:45 a.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.

Jan. 14/15, Mar. 11/12, Apr. 29/30, June 10/11

**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 Apr. 1.

INSTRUCTOR: Sandi Lavallie  
Tues., Fri., Sat., Apr. 15 - 26  
Tues., & Fri., 7:00-9:30 p.m.  
Sat., 9:00 a.m. - 4:00 p.m.  
NO FEE

### ENGLISH AS A SECOND LANGUAGE TUTOR TRAINING (ESL)

This two day workshop will provide you with guidelines and strategies for tutoring adult ESL students. **PRE-REQUISITE: Basic Literacy Tutor Training.** Pre-register by May 6.

CO-ORDINATOR: Lynn Florey  
Fri., & Sat., May 20 & 21  
Fri., 7:00 - 9:30 p.m.  
Sat., 9:00 a.m. - 4:00 p.m.  
NO FEE



### TEST PREP & WRITING SKILLS

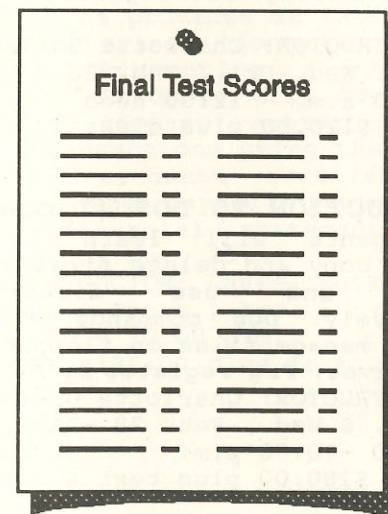
Workshops will explore a number of strategies useful in preparing for and writing various types of tests - for example, ABE, GED, Correspondence, timed, multiple choice, short answer, essay, and College Entrance. When signing up, please indicate the type of tests you would like to focus on.

Pre-register by Apr. 1.

INSTRUCTOR: Steve Zubak  
Wed. & Thurs., Apr. 13 & 14  
6:30 - 9:30 p.m.  
FEE: \$35.00

### YES YOU CAN

- \* Learn New Skills
- \* Obtain that new job
- \* Upgrade your present skills
- \* Pass your GED
- \* Meet new people
- \* Experience new things





## 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.

INSTRUCTOR: Hilda Capak

#### **HOW TO APPLY**

Application forms are available at the College Centre. The next entrance to this program will take place in September 1994. Applicants are required to write an English and Math Assessment before entry. For further information make an appointment with the Education Advisor.



### COMPUTER COURSES

#### **INTRODUCTION TO DOS**

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 Jan. 21.**

INSTRUCTOR: Charlotte Gorley  
Mon. Wed. Fri., Jan. 31 - Feb. 9  
9:00 a.m. - 12:00 noon  
FEE \$105.00 plus text & disks

#### **WORDPERFECT 5.1**

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 Feb. 11.**

INSTRUCTOR: Charlotte Gorley  
Mon. Wed. Fri., Feb. 23 - Mar. 7  
9:00 a.m. - 12:00 noon  
FEE \$120.00 plus 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 Feb. 18.**

INSTRUCTOR: Charlotte Gorley  
Mon. & Wed., Feb. 28 - Apr. 11  
7:00 - 10:00 p.m.  
FEE \$180.00 plus text & disks

**ONLY PAID REGISTRATIONS  
WILL BE ACCEPTED**

**REGISTER EARLY - DO IT TODAY**

## CAREER/TECHNICAL/VOCATIONAL/TRADES

### **KEYBOARDING**

This course is designed for people whose busy schedules have made it difficult for them to bring or keep their keyboarding "up to speed" with the computer age. Use this course as a refresher or to develop keyboarding skills for the first time. **Pre-register by Feb. 18.**

INSTRUCTOR: Laurel Hutton  
Tues. & Thurs., Mar. 1 - 22  
7:00 - 9:00 p.m.  
FEE \$90.00 plus text & disks

### **WINDOW BASICS**

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 Feb. 25.**

INSTRUCTOR: Charlotte Gorley  
Mon. Wed. Fri., Mar. 9 - 18  
9:00 a.m. - 12:00 noon  
FEE \$105.00 plus disks 5x3

### **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. **Pre-register by Mar. 25.**

INSTRUCTOR: Laurel Hutton  
Tues. & Thurs., Apr. 5 - May 12  
7:00 - 10:00 p.m.  
FEE \$185.00 plus text & disks

**EACH CLASS HAS A MINIMUM AND A  
MAXIMUM LIMIT**

**REGISTER EARLY - DO IT TODAY**

### **WORDPERFECT 5.1(1 credit)**

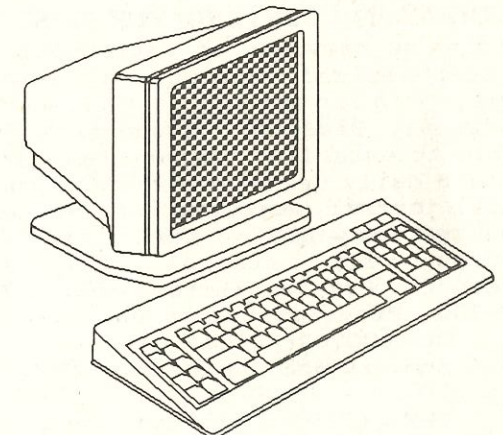
Participants will learn how to produce, design, revise and print documents. Special features such as merging, column layout, creating tables and outlines plus spellchecking will also be practised. **Pre-register by April 1.**

INSTRUCTOR: Charlotte Gorley  
Mon. & Wed., Apr. 13 - May 16  
7:00 - 10:00 p.m.  
FEE \$180.00 plus text and disks

### **WORD FOR WINDOWS**

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 other Word Processor software and wishes to convert to Microsoft Word. A non-credit NWCC certificate will be issued upon successful completion. **Pre-register by May 6.**

INSTRUCTOR: Glenna Brundige  
Tues. & Thurs., May 17 - June 2  
7:00 - 10:00 p.m. 6x3 = 18  
FEE \$120.00 plus text & disks





## CAREER/TECHNICAL/VOCATIONAL/TRADES

### **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 Apr. 8.**

INSTRUCTOR: Indra Manhas  
Mon. - Fri., Apr. 18 - May 13  
8:30 a.m. - 3:00 p.m.  
FEE \$744.00 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.

## DAYTIME CREDIT COMPUTER COURSES

### **INTRODUCTION TO SPREADSHEETS**

This course provides an introduction to spreadsheets using Lotus 1-2-3. Topics include: creating a spreadsheet (including a budget), using the copy command, creating formulas and graphs. **Pre-requisite: COMP 100. Pre-register by Jan. 24.**

INSTRUCTOR: Hilda Capak  
Tues. & Fri., Feb. 4 - Mar. 1  
1:00 - 3:00 p.m.  
FEE \$67.50 plus text & disks

### **SIMPLY ACCOUNTING FOR DOS**

This course provides an introduction to computerized accounting using Simply Accounting software (previously Bedford). Students will be able to establish company records, maintain daily transactions using the general journal, accounts receivable, accounts payable, the payroll features and create financial statements. **Pre-requisites: ACCT 102, COMP 100. Pre-register by Jan. 28.**

INSTRUCTOR: Hilda Capak  
Mon. to Fri., Feb. 21 - Mar. 21  
10:15 - 11:45 a.m.  
FEE \$67.50 plus text & disks

### **INTRODUCTION TO DATABASE**

This course provides an introduction to databases. Topics include: creating and modifying a database and sorting and printing reports. **Pre-requisite: COMP 100. Pre-register by Feb. 24.**

INSTRUCTOR: Hilda Capak  
Mon. to Fri., Mar. 4 - 29  
1:00 - 3:00 p.m.  
FEE \$67.50 plus text & disks

### **INTRODUCTION TO ACCPAC**

This course provides an introduction to the special features and capacities of the ACCPAC accounting system using the General Ledger. Students will be able to establish company records, set up various journals and financial statements. **Pre-requisites: COMP 100, ACCT 102. Pre-register by Mar. 4.**

INSTRUCTOR: Hilda Capak  
Mon. to Fri., Mar. 22 - Apr. 21  
10:15 - 11:45 a.m.  
FEE \$67.50 plus text and disks

**CLASSES FILL EARLY --- REGISTER TODAY**

## CAREER/TECHNICAL/VOCATIONAL/TRADES

### **COMPUTER CAMPS FOR YOUNGSTERS**

#### **COMPUTER CAMP 6-8 yrs.**

During each session these summer camps will teach participants -

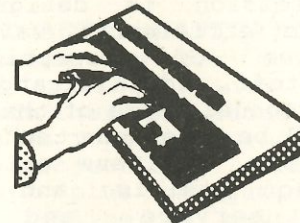
- to use paintbrush feature of Windows to create graphics
- mouse skills
- to use calculator features
- math programs/games
- reading programs/games
- word processing/letter writing
- educational software

Bring a snack for break time, parents are welcome.

**SESSION I:** Mon. - Wed., July 11 - 13  
9:00 a.m. - 12:00 noon  
FEE \$40.00 plus disks

**SESSION II:** Tues. - Thurs., Aug. 2 - 4  
9:00 a.m. - 12:00 noon  
FEE \$40.00 plus disks

INSTRUCTOR: Charlotte Gorley  
**Pre-register two weeks before course start date.**



#### **COMPUTER CAMP 9-12 yrs**

During each of these two camps students will learn -

- basic DOS and hard disk management
- use of the write feature of Windows
- how to use the calculator feature of Windows
- how to use the paintbrush feature of Windows to create graphics
- mouse skills
- booting
- formatting disks (and dangers of)
- using Edit to create batch files
- to use address & calendar to load games on to hard drive (into directories)
- what are exe and bat files?
- math, reading games
- word processing/letter writing
- educational software

Bring a snack for break time. Parents are welcome.

**SESSION I:** Mon. - Wed., July 18 - 20  
9:00 a.m. - 12:00 noon  
FEE \$40.00 plus disks

**SESSION II:** Mon. - Wed., Aug. 8 - 10  
9:00 a.m. - 12:00 noon  
FEE \$40.00 plus disks

INSTRUCTOR: Charlotte Gorley  
**Pre-register two weeks prior to course start date.**

### **SUMMER COMPUTING/TROUBLESHOOTING FOR ADULTS**

The following subjects will be covered during each session:

- basic DOS
- directory structures
- undelete and unformat
- backing up disks with hard drives
- write protecting disks and files
- batch files in menus
- batch files as safety features
- formatting
- using EDIT

**SESSION I:** - Mon.-Thurs., July 4 - 7  
9:00 a.m. - 12:00 noon  
FEE \$60.00 plus disks

**SESSION II:** - Mon.-Thurs., Aug. 15 - 18  
9:00 a.m. - 12:00 noon  
FEE \$60.00 plus disks

INSTRUCTOR: Indra Manhas  
**Pre-register two weeks prior to course date.**



## CAREER/TECHNICAL/VOCATIONAL/TRADES

### ACCOUNTING 102

This course introduces special journals, payroll, adjustments to bad debts, depreciation, inventory controls, accrued revenue and expense and financial statements for corporations. Pre-requisite: ACCT 101. Pre-register by Jan. 4.

INSTRUCTOR: Hilda Capak  
Mon. & Thurs., Jan. 10-Mar. 10  
1:00 - 3:00 p.m.  
FEE \$ 135.00 plus texts

### FBDB BOOKKEEPING FOR SMALL BUSINESS

At the end of this course you will know how to set up and maintain a set of financial records for a small business by performing all the bookkeeping functions from recording initial transactions to preparing financial statements. Pre-register by Jan. 4.

INSTRUCTOR: Susan Leuenberger  
College Centre  
Tues. & Thurs., Jan. 11 - Feb. 10  
6:30 - 9:30 p.m.  
FEE \$120.00 plus text

### OFFICE PROCEDURES 101

This course will introduce students to basic office procedures with emphasis on human relations and communication skills. Areas of study include: telephone, mail, research skills, rights and responsibilities and job preparation. Pre-register by Jan. 10.

INSTRUCTOR: Hilda Capak  
Mon. to Fri., Jan. 24-Feb. 11  
8:30 - 10:00 a.m.  
FEE \$40.50 plus disks

### MAPS & COMPASS READING

Participants will learn compassing and map reading skills for the backcountry adventurer. Learn the proper use of a compass, how to determine bearings, and calculate distances. Course includes a basic introduction to map reading and aerial photography interpretation. Course content is suitable for skiers, hikers, snowmobilers, hunters, etc. Minimum age 14. Pre-register by Feb. 9.

INSTRUCTOR: Tracey Strong  
Sat., Feb. 19, 9:00 a.m. - 5:00 p.m.  
FEE \$65.00

### 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 Mar. 18.

INSTRUCTORS: Holly Deglow &  
Hank Buter  
Super Valu Store  
Mon. - Thurs., Mar. 28 - 31  
7:00 - 10:00 p.m.  
FEE \$75.00

### PROFESSIONALLY SPEAKING

The Professionally Speaking Seminar stresses the importance of presenting a positive image through telephone communications. This three hour training session is designed to enhance the efficiency, value and effectiveness of receptionists, clerical staff, administrators and service personnel. Some of the topics covered will be telephone techniques, call handling, business etiquette, communication skills and tips, customer service and team development. Pre-register by Jan. 21.

INSTRUCTOR: Karen Wall  
Tues., Feb. 1  
9:00 a.m. - 12:00 noon  
FEE \$65.00

## CAREER/TECHNICAL/VOCATIONAL/TRADES

### 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.

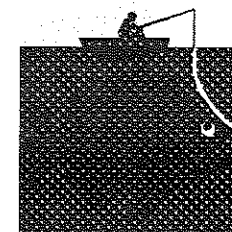
### FALLERS & BUCKERS

By June 30, 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 developing the course and plan to start delivering it by early January 1994. Successful completion will earn a WCB approved Northwest Community College certification. Please register your interest at the College and you will be contacted when course details are finalized.

### COASTAL NAVIGATION

This seminar is 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 Mar. 27.

INSTRUCTOR: Andrew Batko  
Fri. to Sun., Apr. 8 - 10  
Fri. 6:00 - 9:00 p.m.  
Sat. & Sun., 9:00 a.m. - 5:00 p.m.  
FEE \$155.00



### 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 Mar. 25.

INSTRUCTOR: John Lombardi  
Houston Secondary School - Auto Shop  
Tues. & Thurs., Apr. 5 - 26  
6:30 - 9:30 p.m.  
FEE \$115.00 plus GST

### BASIC AUTOMOBILE MAINTENANCE

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 Apr. 15.

INSTRUCTOR: John Lombardi  
Houston Secondary School - Auto Shop  
Tues. & Thurs., Apr. 28 - May 5  
Apr. 28 & May 3 6:30 - 9:30 p.m.  
May 5 6:30 - 8:30 p.m.  
FEE \$55.00 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 Apr. 8.

INSTRUCTOR: Sonny Perkinson  
Mon. Wed. Thurs., Apr. 18 - 28  
7:00 - 9:15 p.m.  
FEE \$90.00 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-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 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.**

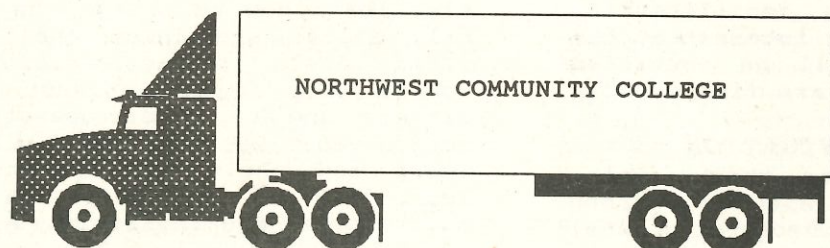
#### **AIRBRAKES 1**

Mon.- Sat., Feb. 28- Mar. 5  
Mon.- Fri., 6:30 - 10:30 p.m.  
Sat., 9:00 a.m. - 5:00 p.m.  
FEE \$150.00

#### **AIRBRAKES 2**

Mon.- Sat., May 9 - 14  
Mon.- Fri., 6:30 - 10:30 p.m.  
Sat., 9:00 a.m. - 5:00 p.m.  
FEE \$150.00

INSTRUCTOR: Judy Daye  
Bulkley Valley Driving School



### **FAMILY FARM ESTATE PLANNING CHECKLIST**

This course will provide farm families with an estate planning checklist and communication tool to facilitate the intergenerational transfer of family farms. It will provide families with 1. directions to seek further information. 2. guidelines to arrive at conclusions. 3. a negotiation format, and 4. pertinent questions for consideration by qualified professionals.

INSTRUCTOR: Howard Joynt, Farm Management Branch  
Fri., Feb. 11, 7:00 - 10:00 p.m.  
FEE \$25.00

## **WHY WAIT FOR SPRING REGISTER NOW**

## CAREER/TECHNICAL/VOCATIONAL/TRADES

### FIRST AID COURSES

#### **LEVEL I**

(Formerly WCB SURVIVAL FIRST AID)  
Designed by the WCB to give basic pre-hospital care to the sick or injured pending the arrival of more qualified help. This 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. It is also a useful course for the outdoor recreationalist. Successful students will receive a WCB Survival First Aid Certificate, good for two years. **Minimum Age 16 years. Pre-register by Apr. 4.**

INSTRUCTOR: Roger Cloutier  
Northwest First Aid Training Centre  
Sat., Apr. 16, 8:00 a.m. - 5:00 p.m.  
FEE \$60.00

#### **LEVEL II**

(Occupational First Aid)  
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, spinal, 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 Feb. 18.**

INSTRUCTOR: Roger Cloutier  
Northwest First Aid Training Centre  
Mon. - Fri., Feb. 28 - Mar. 4  
9:00 a.m. - 4:00 p.m.  
FEE \$300.00

#### **LEVEL III**

(Formerly INDUSTRIAL FIRST AID)  
(Crash)  
**Pre-register by Mar. 18th**  
**Minimum age 16**  
Mon. - Fri., Mar. 28 - Apr. 8  
8:00 a.m. - 5:00 p.m.  
FEE \$495.00

#### **LEVEL III**

(Formerly INDUSTRIAL FIRST AID)  
(Five Week Course)

Both of the above courses are 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 and other life saving skills. Hard collars and transport 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. **Minimum age 16. Pre-register by Mar. 18.**

INSTRUCTOR: Roger Cloutier  
Northwest First Aid Training Centre  
Mon. Wed. & Sat., Jan. 31 - Mar. 4  
Mon. & Wed., 6:30 - 10:30 p.m.  
Sat., 8:00 a.m. - 5:00 p.m.  
FEE \$495.00

#### **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 Apr. 29.**

INSTRUCTOR: Roger Cloutier  
Northwest First Aid Training Centre  
Sat., May 14 8:00 a.m. - 4:00 p.m.  
FEE \$45.00



## CAREER/TECHNICAL/VOCATIONAL/TRADES

### APPROVED FIRE MANAGEMENT TRAINING

In co-operation with Northwest Community College, B.C. Forest Service is offering the following Fire Management courses. These courses are part of the pre-requisites to obtain Forest Service Certification in the various areas of Fire Management.

#### FUNDAMENTALS OF FIRE FIGHTING - Series 130 -

Trainees will learn the basic concepts of fire behaviour and fire fighting techniques. Such things as line building, burning off, pump and chainsaw operation and mop-up will be covered.

**Pre-requisites for the course:**  
16 years of age plus SIN #.

**Pre-requisite for certification:**

1. A favourable written Doctor's report.
2. Successful completion of Fundamentals of Fire Fighting course.
3. First Aid Level II (formerly Survival First Aid)
4. Workplace Hazardous Materials (WHMIS) certificate.
5. Fifteen (15) certifiable days of actual fire fighting duties within the previous two years.

**Pre-register by June 24.**

INSTRUCTOR: Jim Highsted  
Houston Fire Hall

Mon., July 4 9:00 a.m. - 5:00 p.m.  
FEE \$10.00

#### LEVEL I

##### (Formerly SURVIVAL FIRST AID)

Designed by the WCB to give the injured a better chance for survival pending on the arrival of more qualified help. This course is a pre-requisite for employees in many industries. Basic techniques for coping with emergencies involving breathing, bleeding, unconsciousness and crushed chests are taught. It is also a useful course for the outdoor recreationalist. Successful students will receive a WCB Survival First Aid Certificate, good for two years. **Pre-register by June 24.**

INSTRUCTOR: Roger Cloutier  
Northwest First Aid Training Centre  
Tues., July 5 8:00 a.m. - 5:00 p.m.  
FEE \$60.00

#### 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 June 24.**

INSTRUCTOR: John Lombardi

Wed., July 6 9:00 a.m. - 12:00 noon  
FEE \$30.00

#### FIRE LINE FINANCE & TIMEKEEPING (Series 260)

Students will learn the use of standard forms for the purpose of keeping time records of all fire line personnel and estimating fire costs; the setup of a timekeeper's office and commissary at a fire camp, and the use of a two-way radio. Upon successful completion students will receive B.C. Forest Certification. **Pre-register by June 27.**

INSTRUCTOR: Jim Highsted  
Houston Fire Hall

Thurs. July 7 9:00 a.m. - 5:00 p.m.  
FEE \$10.00



## EMILY CARR

### COLLEGE OF ART AND DESIGN OUTREACH PROGRAM

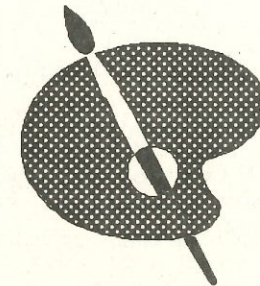
#### PAINTING - MEDIUM OF CHOICES

Participants will concentrate on concerns about their work by focusing on their background and clarifying artistic goals. The instructor will provide individual critiques and evaluations applicable to all media and subject matter. He will also present slides of his own work and a contemporary and historical selection. **Pre-register by Feb. 25.**

INSTRUCTOR: Richard Reid  
Sat. & Sun., Mar. 5 & 6

9:00 a.m. - 5:00 p.m.

\$60.00 plus GST & Supplies



## PEOPLES' 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 the 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. **Pre-register by Jan. 28.**

Wed., Feb. 9, 7:00 - 9:00 p.m.  
NO FEE

#### CRIME PREVENTION & SAFETY

Crime prevention is about people working together. Find out how to protect yourself, your home and your family against break-ins and theft. The instructor will discuss a few simple techniques to discourage crime in your home, to your personal safety, and to your family, by making them 'street-wise'. **Pre-register by Feb. 25.**

Wed., Mar. 9, 7:00 - 9:00 p.m.  
NO FEE

#### ENVIRONMENTAL ISSUES & THE LAW

How can the law help us clean up pollution? The instructor will examine the kinds of environmental issues that affect our lives and the current legislation related to these issues. As well, there will be a discussion of the legal and social means by which people can effectively participate in safeguarding the environment. **Pre-register by Apr. 8.**

Mon., Apr. 18, 7:00 - 9:00 p.m.  
NO FEE

#### NOTARIES PUBLIC:

##### What is their Role

Do you have a document that needs to be written and certified, or a simple Will to be written, or documents to be prepared for a real estate transaction - then head to your local notary public. Notaries public perform some of the same functions as lawyers. There are several situations where you can use a notary public instead of a lawyer. Come to this interesting class and find out more. **Pre-register by Apr. 29.**

Mon., May 9, 7:00 - 9:00 p.m.  
NO FEE



## LEARNING OPPORTUNITIES

Houston Community Services and Northwest Community College offer the following Learning Opportunities.

### **GETTING IN TOUCH**

A support group for all who are touched by adoption, adoptees, adoptive parents and their family members.

FACILITATORS: Aldea Lavallie  
Marianne Dekker  
Houston Community Services  
Wed., starts Jan. 1, monthly  
7:00 - 9:00 p.m.  
NO FEE

### **SIBLINGS WITHOUT RIVALRY**

A basic communication workshop for parents and caregivers to help siblings live with each other so parents can live too. Pre-register by Jan. 4.

FACILITATORS: Aldea Lavallie  
Marianne Dekker  
Houston Community Services  
Tues., Jan. 11 - Feb. 8  
7:00 - 9:00 p.m.  
NO FEE

### **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. Pre-Register by Jan. 4.

FACILITATORS: Aldea Lavallie  
Marianne Dekker  
Houston Community Services  
Wed., Jan. 12 - Mar. 2  
7:00 - 9:00 p.m.  
NO FEE



### **BABYSITTER TRAINING**

A training course for 12 year olds and up. This course teaches young people their rights and responsibilities in their role as a babysitter. It also provides information on first aid, safety, and nutrition, etc. Pre-register two weeks prior to class start date.

SESSION 1: Thurs., Jan. 13 - Feb. 17.  
7:00 - 8:30 p.m.

SESSION 2: Thurs., Apr. 14 - May 19  
7:00 - 8:30 p.m.

FACILITATORS: Marianne Dekker  
Aldea Lavallie  
Houston Community Services  
FEE \$12.00 each session

### **NOBODY'S PERFECT**

A parenting program and support group for parents of children aged 0-5 years of age. The program and materials are designed to meet the needs of parents who are young, single, low income, socially, cultural and/or geographically isolated. Pre-register by Mar. 11.

FACILITATORS: Marianne Dekker  
Aldea Lavallie  
Houston Community Services  
Thurs., Feb. 24 - Mar. 31  
7:00 - 9:00 p.m.  
NO FEE

### **HOW TO TALK SO KIDS LISTEN**

A basic communication workshop for parents and/or caregivers. This workshop provides information on how to understand and acknowledge children's feelings, and also to gain better understanding of children. Pre-register by Feb. 18.

FACILITATORS: Aldea Lavallie  
Marianne Dekker  
Houston Community Services  
Thurs., Mar. 1 - Apr. 19  
7:00 - 9:00 p.m.  
NO FEE

## ECE BY "AUDIOTELECONFERENCING"

### **ECE 122: - 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.

Instructor: Rosemarie Goodwin  
Tues., Jan. 11 - Apr. 19  
7:00 - 9:00 p.m.  
FEE \$106.80 plus text

### **ECE 250: - PART II - SPECIAL EDUCATION CURRICULUM PLANNING**

This practical course prepares students for planning and presenting materials/activities appropriate for facilitating the development of special needs children. Activity planning for all areas of curricula is outlined. Presentation involves hands-on experiences with materials/activities, as well as theory behind these.

Instructor: Karen Chrysler  
Wed., Jan. 12 - Apr. 20  
FEE \$106.80 plus text

## LEARNING OPPORTUNITIES

### **CREATIVE WRITING**

Participants will learn what the creative writing process is, how to use it, how to break writer's block, how to work out difficult writing problems, understanding of basic elements of a writing style, how to create your own personal writing style, tips on what works and what doesn't, and tips on how to get published. Pre-register by Jan. 28.

INSTRUCTOR: Larry Bennett  
Tues., Feb. 8  
9:00 a.m. - 12:00 noon  
FEE \$45.00 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 Feb. 22.

INSTRUCTOR: Al Gorley  
Thurs., Mar. 3, 7:00 - 10:00 p.m.  
FEE \$5.00 plus GST

### **JOURNALISM AND ADVERTISING SEMINAR**

Participants will learn what journalism is, what it should accomplish, the elements of a journalistic style, techniques for print media, radio and television, plus what a news story is and why, what advertising is, the elements of a successful print ad, TV ad, and radio ad. How to use creative writing techniques to discover good ideas, how to break writer's block, methods to stimulate your thoughts, brain storming and mind mapping. Pre-register by Jan. 28.

INSTRUCTOR: Larry Bennett  
Tues., Feb. 8,  
1:00 a.m. - 4:00 p.m.  
FEE \$45.00 plus GST

### **TIPS TO IMPROVE YOUR WRITING SKILLS**

Does the thought of writing give you the willies? Do you run for cover if anyone asks you to be recording secretary? Learning a few basic principles could help you write that club report, that school paper or that long overdue letter to Aunt Mabel, and, what's more, you could even learn to enjoy doing it. Come prepared to practise. Pre-register by Mar. 4.

INSTRUCTOR: Grace Hols  
Wed., Mar. 16, 7:00 - 9:00 p.m.  
FEE \$15.00 plus GST



## LEARNING OPPORTUNITIES

### CONVERSATIONAL DUTCH

Do you want to learn how to speak the language of your ancestors or use the Dutch language for your general interest, travel, or business reasons, then this is the course for you. This Dutch course is designed for students who have little or no previous knowledge of the language with the emphasis on the use of everyday Dutch. Each session of this course will satisfy the student's practical needs. Minimum age 10. Courses held at the College. Pre-register two weeks prior to course start date.

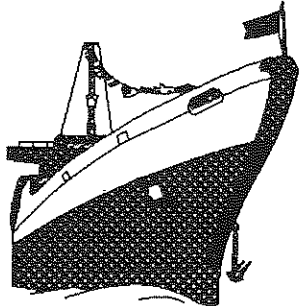
**SESSION I:** Wed. & Sat., Feb. 9- Mar. 9  
Wed., 7:00 - 8:30 p.m.  
Sat., 9:00 - 10:30 a.m.  
FEE \$55.00 plus GST

**SESSION II:** Wed. & Sat., Apr. 6 - May 4  
Wed., 7:00 - 8:30 p.m.  
Sat., 9:00 - 10:30 a.m.  
FEE \$55.00 plus GST  
INSTRUCTOR: Marianne Dekker

### TRAVEL NIGHT

Northwest Community College and Uniglobe Priority Travel 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 or Uniglobe Priority Travel.  
DATES, TIME & PLACE TO BE ANNOUNCED



### PERSONAL INCOME TAX WORKSHOP

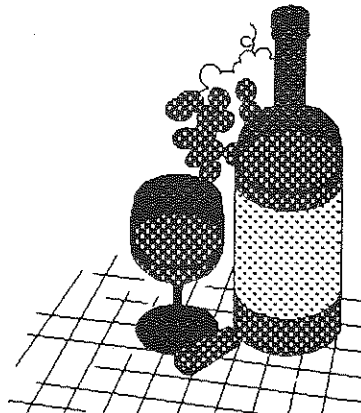
In an effort to assist you in the completion of your tax form, this class will examine the personal tax form giving a brief overview of each section, making special note of the deductions you may be eligible for. Highlights of the 1994 changes and RRSP changes will also be covered. There will be time allotted for questions. Pre-register by Feb. 11.

INSTRUCTOR: Susan Leuenberger  
College Centre  
Thurs., Feb. 24  
7:00 - 10:00 p.m.  
FEE \$15.00 plus GST

### WINE TASTING

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

INSTRUCTOR: Ralph Troschke  
Sat., Mar. 12  
9:00 a.m. - 4:00 p.m.  
FEE \$36.00 plus GST & text





## 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

