

# NWCC

NORTHWEST COMMUNITY COLLEGE  
EASTERN REGION



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# FALL 1995

PROUDLY SERVING . . .

THE HAZELTONS, HOUSTON, SMITHERS &  
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## A THANK YOU

- To those people who contribute to our programs 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 communities.
- To School Districts 54 and 88 for your co-operation. The use of school facilities enables us to offer a wider variety of programs for the residents of the Eastern Region.

## LEARNING RESOURCE CENTRE LIBRARY

The learning resource centre is open to all residents of 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's "on-line catalogue". If you have a PC at home, simply dial up!

Datapac address: 65100028

User name: NWCAT

For further information phone your local college centre or drop in and visit us during office hours.

## FACILITY RENTAL

The college will rent rooms for groups to hold meetings, workshops, etc. Rental is \$50 per day and \$25 per evening 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 your local college to book your space.

## ADMISSION AND REGISTRATION

Northwest Community College is prepared to admit individuals with any level of qualification. Students may be required to meet specific program pre-requisites through academic upgrading at the College before they can be enrolled in the program of their choice.

College admission procedures ensure equal opportunity of access to programs for students who have the academic qualifications required by the program and are able to begin studies when space is available.

International students will be accepted in some programs if space is available. Canadians and landed residents who apply for admission with a reasonable lead time will not be denied access as a result of international student placement.

## Application Procedure for Credit Courses and Programs

All new students are strongly encouraged to talk with a Student Advisor before applying to the College. Appointments can be arranged by contacting the nearest centre.

To apply for a program at the College an applicant should;

1. Obtain an application for admission from the centre to which she/he is planning to apply.
2. Complete and return the application form to the centre he/she wishes to attend along with:
  - high school transcripts\*
  - official transcripts of any post-secondary schooling\*;
  - a non-refundable application fee of \$25
  - some programs will require additional documentation.
3. Applications that have not met all of the above requirements will not normally be processed. In the event that a conditional acceptance is offered it can be suspended if stated deadlines are not met. This would allow other qualified applicants to be offered a space.

### \*NOTE:

Official transcripts can usually be obtained from the Registrar's office at the last post-secondary institution attended. High school transcripts can be obtained by contacting the last high school attended. Applicants who are unable to obtain transcripts through the normal process should contact the Centre they are applying to or attach a note to the application so that an alternate assessment may be arranged where possible.

### Registration

Students are required to register (complete all forms and pay all fees) on or before the date specified in their acceptance letter.

Students waiting for a student loan to be processed may defer the payment of their fees by contacting the Registration Office.

Students whose fees are being paid by a sponsoring agency must present a letter to this effect at the time of registration. A charge of \$25 will be made to those agencies failing to supply this letter and wishing to authorize invoicing by telephone.

### Late Registration

A \$10 late registration fee will be assessed to any student:

1. registering after the first week of classes in a credit course, or
2. registering after the first day of classes in a vocational program.

## REFUND POLICY

### 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 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. Special registration and refund policies apply to courses labelled "Designated Courses". 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 the tuition fee less the administration charge. Before the pre-registration date the general refund conditions apply.



## SERVICES AVAILABLE TO STUDENTS

### Advising (Educational)

Educational Advisors provide students with up-to-date information on college services, policies, procedures, facilities, programs and courses. Advisors have knowledge of all college programs as well as programs (particularly university transfer), and courses at other educational institutions. Advisors are prepared to assist students with developing educational plans and with course planning. They are available to help students define and work towards their educational goals. Potential students interested in applying to the College may make an appointment to speak to an Educational Advisor. Students are encouraged to phone their local campus to make an appointment.

### Bookstore Services

Textbooks and course materials for College courses and programs are available at College campuses as well as general interest books, stationery, backpacks, clothing and memorabilia. The staff also provide a special order service for any book from anywhere. Services are available to students, faculty, staff and the community.

### Career Resources

Each Centre has calendars, books and periodicals with information on a wide variety of topics including career planning, personal development, college and university programs.

### Co-operative Education

Co-operative Education is a program that formally integrates academic studies with related work experience. It provides an opportunity to learn by doing.

Students alternate periods of full-time study with periods of full-time productive work in business, industry or government. All employment opportunities for co-operative education students are approved by the College to ensure suitability and students on a work term are monitored by the College with on-site visits.

Students undertake more than one work term allowing them exposure to a variety of experiences and insight into the various opportunities within their chosen careers. The close liaison between the College, the employer and the student results in many benefits for each.

Co-operative Education is currently offered in the Community Resource Worker, Business Administration, Natural Resource, and Forest Technology program.

### Financial Aid

You may wish to contact the Educational Advisor in your centre if you have questions about financing your education.

## SERVICES FOR STUDENTS WITH DISABILITIES

The college offers a range of services and/or equipment to students with disabilities. If you think you may require support services due to a disability please contact Elizabeth Snyder, Services for Students With Disabilities, Northwest Community College, local 5237.

## NORTHWEST COMMUNITY COLLEGE AWARDS

### SCHOLARSHIPS

#### Northwest Community College Entrance Scholarships

Recent secondary school graduates from within the College Region and with high academic standing who enroll in Northwest Community College full-time programs could be eligible to apply for a tuition reduction in the form of an entrance scholarship. The amount of the tuition reduction will be based on the average of the grades on the "Transcript of Grades":

A average	=	100% of tuition
B+ average	=	75% of tuition
B average	=	50% of tuition

Applicants for these awards must have graduated from a recognized secondary school program within the Northwest Community College region (School Districts 50, 52, 54, 80, 88 & 92) not more than 12 months prior to their start date at the College.

Application deadlines are:

September 30th following high school graduation for students who commence classes September - December.

January 30th following high school graduation for students who commence classes January - June.

Applications to defer an award for up to 18 months after graduation will be considered where students are not able to start within the 12 month requirement as a result of being on a waitlist, or, where students choose to work or travel during the year following graduation. An application for entrance scholarship, along with a written request for deferral, must be submitted by September 30th of the graduation year.

For further information contact the education advisor at any college centre or your school counsellor.

### BURSARIES

Several bursaries are made available through the generous donations of businesses, community groups and individuals. Application forms are available at all college centres. Completed applications submitted at your local centre are forwarded to the Financial Awards Committee for review.





## ADULT BASIC EDUCATION/COLLEGE PREPARATION

Some people enter the ABE program to complete entrance requirements for career training for programs like nursing, forest technology or office careers. Some attend to learn English as their second language. Still others improve their opportunities for employment by improving their English, math, computer or science skills. Students enter the program throughout the year as space in the class permits. If you want to take ABE courses, make an appointment with the student advisor at the Hazelton, Houston or Smithers Centres. The advisor will help you determine which courses to take and the cost.

### Admission Requirements

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, OR
4. be recommended by their principal.

The number of spaces available to students under 18 may be limited - please contact your local college centre. Students must discuss their background and plans with an advisor or instructor when applying to the program.

### How to Apply

Applications can be obtained from your college centre and can be submitted at any time.

### Dates and Location

The program is available from September to June at all College centres and throughout the summer in Terrace and Kitimat. Students can (space permitting) start the program at any time during the year.

### Fees

Fundamental Level students are not charged tuition but will be assessed the Student Association Fee.

### Financial Aid and Sponsorship

There is financial assistance available for ABE students who qualify. The Adult Basic Education Student Assistance Plan (ABESAP) provides funds for tuition. Sponsorship from government agencies and native bands may be available.

### Program Outline

The ABE program has three levels and a Provincial Diploma for completing the fourth. The levels and general requirements for completion are:

#### ABE Fundamental Certificate

- completion of 2 courses at the 020 level.

#### ABE Intermediate Certificate

- completion of English, Math, Science and Socials courses at the 030 level.

#### ABE Advanced Certificate

- completion of English, Math, Science and one option at the 040 level.

#### ABE Provincial Diploma

- English 050 plus 3 options at the 050 level and a math course at the Advanced Level.

Students should talk with their instructor or an advisor to obtain assistance in choosing the most appropriate courses to achieve their particular goals.

Students can study individual courses to meet specific program requirements.



## BC FORESTRY CONTINUING STUDIES NETWORK



The **BC Forestry Continuing Studies Network** is an organization committed to delivering high quality continuing education in sustainable Forest Resource Management.

The **Northwest Delivery Centre** services all communities in the Northwest and is based at the Northwest Community College. The Delivery Centre office is located in Smithers, BC.

Some of the courses to be offered in fall of 1995 are:

*Introduction to Engineering Requirements for Forest Practices Code*  
*Forest Road Construction Practices and Procedures*  
*Bridge and Culvert Maintenance*  
*Gully Assessment Procedures*  
*Watershed Assessment Procedures*  
*Stream Channel Assessment and Prescription*  
*Stand Level Biodiversity Workshop*  
*Land and Resource Management Planning Courses*

If you are interested in any of the courses above please call the Northwest Delivery Centre at 847-8833 or fax 847-3537.

We would be pleased to add you to our mailing list so you will receive our calendar of activities and notice of other course offerings.



## COMMUNITY RESOURCE WORKER PROGRAM

This program was formerly known as the Addiction Resource Worker Program. It will be delivered from the Smithers Centre starting September, 1995. It is now a 20 month diploma program with a certificate option available for those who complete the first ten months of the program.

Students will receive foundational training for careers in social services and health settings. As well, two specialties, Addictions and Youth, will be available to be taken concurrently with the core courses. A Mental Health speciality will be offered in Terrace.

The program retains its focus on a community-based holistic approach to implementing changes in lifestyle. It is important for students to recognize the need for a healthy lifestyle if they plan to work with youth and/or in the field of substance abuse. The program is not intended to be part of a person's recovery process but rather to teach helping skills to assist others with implementing lifestyle changes.

The demand for skilled workers in both the fields of substance abuse and youth is growing and the educational requirements for these workers are also increasing. The CRW program will enable students to acquire the basic skills required at the entry level for para-professionals in these fields. As well, the program contains many university credit courses which transfer widely to B.C. colleges and universities.

### Admission Requirements

1. Grade 12 or equivalent with English 12 or Communications 12 or ABE English 040 or mature student.
  2. Current immunizations and tuberculin screening certified on the College's Immunization Record.
  3. Completion of the College's medical assessment.
  4. All applicants must successfully complete an English placement test.
  5. Submit a personal resume detailing work and/or volunteer experience along with a one page letter of intent.
  6. Submit a minimum of two reference letters that may help demonstrate suitability for this program.
- N.B. For recovering individuals, one letter must be from a person working in the addictions field attesting to continued sobriety for at least three years preceding the program start date.*
7. All applicants will be required to participate in a personal interview which may help students determine their personal suitability to this program, prior to acceptance.

*Note: Students should be aware that a criminal record search may be required before they can obtain a work placement. The presence of certain crimes on a record would make practicum placement and graduation impossible.*

Each application will be reviewed by the Admissions Committee established by NWCC.

### How to Apply

Applications may be obtained from your local college centre and should be submitted immediately.

### Dates and Location

The program begins each year in September and finishes in June of the following year; those wishing to exit with a CRW certificate will complete in June, 1996. The diploma program will finish in June, 1997. This program is available on a part time basis; however, the college does not guarantee part time students the opportunity to complete the certificate or diploma in Smithers as it may be delivered in other college communities after it has been completed at the Smithers Centre. Anyone wishing to sign up for part-time courses should contact the Smithers Centre to see which courses have room available. Applicants wishing CRW courses must apply to the program; those wishing university credit courses which are a part of the CRW program need apply only to the university credit program.

## FIRST AID

Northwest Community College offers a variety of courses in First Aid. Since both the Workers' Compensation Board of BC and The Canadian Red Cross Society have changed and upgraded their courses, **all employers should check with WCB to determine the appropriate course for their company's operation.** NWCC will be pleased to schedule on request, additional first aid courses. If the dates scheduled in this brochure are not suitable please contact your local centre to discuss dates that will work best for you.

### WORKERS' COMPENSATION BOARD OF BC (WCB) COURSES

#### LEVEL 1 (formerly Survival First Aid)

This is an 8 hour emergency first aid course designed to meet WCB standards. The course provides an introduction to basic life support techniques. Level 1 is designed by WCB for industrial requirements. It is a good basic first aid course for anyone interested in emergency care.

#### LEVEL 1 WITH TRANSPORTATION ENDORSEMENT

This 8 hour 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. Level 1 is a prerequisite to the Transportation segment.

#### LEVEL 2 (new course)

Level 2 is a new 35 hour course designed to meet WCB standards for an intermediate first aid course. This course provides the fundamentals of emergency care until the ambulance arrives.

#### LEVEL 3 (formerly Industrial First Aid)

Level 3 is a course designed to meet WCB standards for an Occupational First Aid Attendant. Completion of this course entitles the student to take the Workers' Compensation Board exam.

NWCC offers this course in 77 hour and 105 hour formats. The 77 hour course is offered in evening sessions and day sessions. The 105 hour course is offered in day sessions only. The longer 105 hour course is recommended for students not already possessing a ticket or ticket holders who feel they would benefit from the additional course time.

### THE CANADIAN RED CROSS SOCIETY'S VITAL LINK PROGRAM

#### Vital Link Standard First Aid

This is an 18 hour course designed to teach the fundamentals of emergency care and first aid. Cardiopulmonary Resuscitation (CPR) is included.

#### Vital Link Emergency First Aid

This is an 8 hour course designed to provide an introduction to basic life support techniques. Cardiopulmonary Resuscitation (CPR) is included.

#### VITAL LINK CARDIOPULMONARY RESUSCITATION (CPR)

##### (Canadian Heart Foundation Standards)

Four levels of courses are available, each covering basic life support skills, how to recognize a heart attack, what to do if a person is choking and one person CPR. The courses are (*note the changes in names*):

**HEARTSAVER** (formerly 'A' level) - a 4 hour course concentrating on adults.

**HEARTSAVER PLUS** (formerly 'B' level) - a 6 hour course concentrating on infants, children and adults.

**BASIC RESCUER** (formerly 'C' level) - an 8 hour course concentrating on infants, children and adults. Two-person CPR is included.

**INFANT & CHILD** (formerly 'D' level) - a 6 hour course concentrating on infants and children.

#### CHILDSAFE

This is an 8 hour course designed to do more than teach emergency first aid for infants and children. Its main premise is that accidents can be prevented by educating the adult, changing the environment and educating the child. This is done through interactive sessions involving accident prevention and safety education.



## FOREST TECHNOLOGY

The Forest Technology Co-operative program at Northwest Community College is accredited by Applied Science Technologists and Technicians of British Columbia. The program features integrated resource management planning, site specific silvicultural prescriptions and 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.

### Co-operative Education

The Co-operative Education model integrates the student's academic study with work experience. As the work placement builds practical, technical and academic skills, it enhances the student's 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 of each year.

*To qualify for a first work term placement, students must:*

- have successfully completed all the first semester courses and be registered in all the second semester courses, and
- have attended the co-op education work orientation seminars (Co-op 100).

*To qualify for a second work term placement, students must:*

- have received credit for all previous courses in their program, and
- have received credit for the previous work term by writing a satisfactory work term report.

To graduate from the Forest Technology Co-operative Education program, students must receive credit for all courses and at least two work terms.

### Admission Requirements

Grade 12 with English 12 or Communications 12, Biology 11 and Math 11 or English 040, Math 040 and Biology 040. Students lacking formal prerequisites may be admitted to the program if they can demonstrate mastery of equivalent knowledge and skills.

### How to Apply

Applications may be obtained from your local college centre and should be submitted as early in the spring as possible.

### Dates and Location

The program starts in late August with a mandatory Fall Camp. The Forest Technology program is available each year at the Hazelton Centre.

### Special Note: Fall Camp

All Term One courses are introduced at Fall Camp as well as the outdoor principles of orienteering, first aid and safety. Students must bring sleeping bags.

## NATURAL RESOURCES CERTIFICATE PROGRAM

### GENERAL INFORMATION

The Natural Resources Certificate Program will allow students to develop a broad understanding of the biological, earth science and cultural systems relevant to natural resource management. They will also develop technical knowledge and skills which can be immediately applied to a broad range of natural resource employment activities.

Upon completion of the one year Natural Resources Certificate a number of options are available. These include:

- seeking employment;
- continuing to a natural resources technology diploma program and Forest Technology, Integrated Resource Management or other area (Marine Technology is being considered);
- continuing to an Associate Degree Program (Environmental Sci.);
- accepting employment and returning to one of the academic options at a later date.

It is the intent of Northwest Community College to provide maximum opportunities for graduates of the Natural Resources Certificate Program. Every effort will be made to accommodate time and/or location preferences for participation in subsequent diploma or associate degree programs.

An initial full time program offering of the Natural Resource Certificate Program will take place in Houston. Similarly, it will be offered as the revised first year of the Forest Technology Program in Hazelton (already at maximum enrollment).

### CO-OPERATIVE EDUCATION

The Co-operative Education model integrates the student's academic study with work experience. As the work placement builds practical, technical and academic skills, it enhances the student's awareness of the scope and variety of occupations available to them. Students are hired by participating employers and receive wages comparable to employees with similar positions. Co-operative work placements normally run from May to September.

### ADMISSIONS REQUIREMENTS

Grade 12 or equivalent and English 12, Communications 1 or English 045/050; Math 11 or Math 040; and Biology 11 or Biology 040. Chemistry 11 is highly recommended and will be required by September 1997. Students lacking formal prerequisites may be admitted to the program if they can demonstrate mastery of equivalent knowledge and skills on the program's placement guides.

A current resume; a letter indicating reasons for wanting to enter the Natural Resources Certificate Program; and two letters from employment or academic references who support your decision to enter the program.

### NOTE:

*For those who do not meet the admission requirements, the College will be offering Transition programs designed to prepare students for entry into subsequent offerings of the Natural Resource Certificate Program. Please see and Education Advisor for more information.*

### DATES

Start date August 28, 1995.

### FEES (SUBJECT TO CHANGE WITHOUT NOTICE)

Approximately \$700 per semester

(Includes program tuition, student membership, and registration fees.)

Approximately \$1745 for first semester

(Includes camp fees, co-op fees, book and tool deposit, personal equipment, textbooks and handout materials)



## OFFICE CAREERS

The Office Careers program provides students with the knowledge and skills necessary to function effectively in the workplace. 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 communities.

Entry level certificate programs include Clerk-Typist and Clerk-Bookkeeper. These programs are intended for students with no previous training and/or experience. The programs prepare students for entry level jobs in most clerical and bookkeeping occupations.

An advanced certificate is available in Word Processing for those with previous training and/or experience.

Those with previous training and/or experience who wish to upgrade their skills in a specific area may register for specific courses.

Students who have previously earned a certificate in an Office Careers Program may update their certificates by registering for those courses which have changed since the student was initially awarded the certificate.

### Part-time Studies

All certificate programs are designed to offer flexibility for the part-time student. Students may vary their workload and timetable to meet their own particular needs.

### Admission Requirements

#### Entry Level Programs

Grade 10 or GED or English 030 and Math 030 or Math 031. Students lacking the formal prerequisites who have business experience may be admitted to the program if they can demonstrate mastery of equivalent knowledge and skills. Please contact the educational advisor for further information.

#### Advanced Standing

Some secondary school courses may be accepted towards a Northwest Community College certificate. Please contact your College centre for more information.

#### How to Apply

Applications can be obtained from your local College centre and can be submitted at any time.



### ENTRY LEVEL

#### COMMON COURSES

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

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

#### CLERK-TYPIST

In addition to the common courses students must complete:

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

Completion of the Clerk-Typist Certificate program requires approximately seven months of full-time study (including Common Courses).

#### 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	Spreadsheet Applications

Completion of the Clerk-Bookkeeper Certificate program requires approximately eight months of full-time study (including Common Courses).

### DISTANCE EDUCATION

ACCT 101	Bookkeeping Fundamentals
ACCT 102	Routine Bookkeeping Procedures
BCPT 104	Computer Speed
BENG 102	Spelling and Vocabulary
BUSM 101	Business Machines
COMP 115	Introduction to Database
KYBD 100	Keyboarding
OFPR 110	Records Management
TYPG 101	Basic Business Typing

Fees: Application Fee: \$25  
Tuition: \$16.35 per week  
Photocopy Fee: \$10  
Required Texts

This delivery method is offered from the Smithers Centre. Please contact Sandra Clark for further information at 604-847-4461 or fax 604-847-4568.

## OFFICE CAREERS DISTANCE EDUCATION

The following selection of Office Career credit courses is available by Distance Education:

ACCT 101	Bookkeeping Fundamentals
ACCT 102	Routine Bookkeeping Proc.
BCPT 104	Computer Speed
BENG 102	Spelling and Vocabulary
BUSM 101	Business Machines
COMP 115	Introduction to Database
KYBD 100	Keyboarding
OFPR 110	Records Management
TYPG 101	Basic Business Typing

Fees: Application Fee: \$25  
Tuition: \$16.35 per week  
Photocopy Fee: \$10  
Required Texts

For information please call the Smithers Centre at 604-847-4461 or fax 604-847-4568, Attention: Co-ordinator Sandra Clark.



## 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 1-604-871-7488, For information on the programs only, contact Bev Davidson at NWCC, Smithers Campus 847-4461. Contact Sheila McDonald for scheduling at 635-6511 local 5413. Courses cost \$275 each except 102B which is \$300 including textbook.

COURSE	DESCRIPTION	DATES	TYPE
101	Instructional & Curriculum Design	Sept. 29, 30, Oct. 1, 13, 14, 15	(PR)
102A	Elements of Instruction A	Nov. 3, 4, 5, 17, 18, 19	(S)
102B	Elements of Instruction B	Jan. 26, 27, 28, Feb. 9, 10, 11	(T)
103	Use/Design of Instructional Media	Feb. 23, 24, 25, Mar. 8, 9, 10	(T)
104A	Evaluation of Learning & Instruction A	Mar. 29, 30, 31, Apr. 12, 13, 14	(S)
104B	Evaluation of Learning & Instruction B	May 3, 4, 5, 17, 18, 19	(PR)

(S) Smithers (T) Terrace (PR) Prince Rupert  
The Provincial Instructor Diploma is delivered regionally.

## 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 additional 30 hour courses.

Interested individuals can register for the entire program or for specific courses by contacting Program Development, Vancouver Community College at 1-604-871-7488. For program information only, contact Bev Davidson, NWCC, Smithers Campus, 847-4461. For information on scheduling contact Sheila McDonald, NWCC Terrace at 635-6511 local 5413. Courses cost \$410 each.

Entrance requirements are similar to requirements for the Provincial Instructor Diploma; however, ID 101 Instructional & Curriculum Design is a prerequisite for ID 201 College Organization & Its Educational Context.

ID 104B Evaluation of Learning & Instruction Part B is a prerequisite for ID 304 Educational Leadership.

COURSE	DESCRIPTION	DATES	TYPE
303	Microcomputers in Education	Oct. 13, 14, 15, 27, 28, 29	(T)
304	Educational Leadership	Jan. 19, 20, 21, Feb. 2, 3, 4	(T)
301	College Organization and Its Educational Context	Feb. 16, 17, 18, Mar. 1, 2, 3	(T)
302	Introduction to Developmental Psychology	May 17, 18, 19, 31, June 1, 2	(T)

(T) Terrace

## TRANSITIONS/PRE-REQUISITE PROGRAM

### TRANSITION / COLLEGE PREPARATION

Transition level has the opportunity to be offered throughout the College region utilizing instructor-led Adult Basic Education upgrading courses and career, study and work skills modules where applicable. The proposed curriculum for this level matches the prerequisites of the certificate level of the Natural Resources Program. Students that are working towards the certificate level of the Natural Resources Program must complete all components. Students working on achieving their prerequisites for a college or university entrance program may take the applicable courses in the program part-time, such as Math 11 / 040, English 12 / 045 / 050, Biology 11 / 040, Chemistry 11 / 040, and Introduction to Computers.

TYPE	DESCRIPTION	HOURS*
ABE	Math 11/040	170 required
ABE	English 12/045/050	170 required
ABE	Biology 11/040	170 required
ABE	Chemistry 11/040	170 required **
T	Intro to Natural Res.	30 advance cr (Certificate)
S	Outdoor Safety I	45 advance cr (Certificate)
S	Intro Computers***	30 recommended
S	First Aid - Level I	15 recommended
S	Student Success I	30 recommended
S	Work Orientation I	15 recommended

TOTALS 845

\* - Estimated maximum hours; based on student competency levels

\*\* - Chemistry 11/040 is highly recommended for entry into the certificate level and will be required in the fall of 1997.

\*\*\* - Introduction to computers, including introduction to DOS, keyboarding, and wordprocessing

T - Technology course; course credit into certificate year

S - Skills-based course; certification where applicable

ABE - Adult Basic Education upgrading course; may have applied curriculum but must have Grade 11 or Grade 12 equivalency

Course Date: Hazelton: October 16/95 to June 16/96 (tentative)

Houston: October 16/95 to May 15/96 (tentative)

Prerequisites: Grade 10 or equivalent written ABE placement guide.

For more information in Hazelton, please make an appointment to see Marion Oke, the Educational Advisor.

For more information in Houston, please make an appointment to see Sandi Lavallie, the Educational Advisor.



## UNIVERSITY CREDIT PROGRAM

Northwest Community College will be offering a selection of university credit courses in its Eastern Region in 1995/96. All university credit courses carry transfer credit to BC universities, university-colleges and other colleges. Studies have shown that students who transfer from community colleges to university do as well as, or better than, those who proceed directly from high school to university. Students who start at NWCC will realize significant financial advantages when compared to those who travel to university.

These courses have been selected to fill a variety of educational needs. Biology 101, 102 and Geography 160 all fulfil the elementary school teacher's education lab science requirement. History 105 and 106 and English 101 and 102 also fulfil some elementary school teacher education admission requirements. The courses will also help fill elective and pre-requisite requirements for those seeking a Bachelor of Arts Degree. For more information about course selection, contact your nearest college centre's educational advisor.

### Admission Requirements

1. Students coming directly from high school are expected to have Grade 12 graduation.
2. Students coming from Adult Basic Education programs may use ABE courses in place of the equivalent high school courses.
3. Most science courses have specific pre-requisites which must be met. In some cases instructors will conditionally admit students lacking formal pre-requisites.
4. Most first year Social Science and Humanities courses do not have specific pre-requisites.

### How to Apply

Applications are available from your nearest college centre. All university credit courses are open to qualified part-time students; specify which courses you want to take and at which location. The courses listed below are available in the centres specified; as some are attached to other programs, seats may be limited. You are urged to contact your nearest college centre immediately to find out which courses have openings; all applications should be submitted to the Smithers Centre.

Applications for courses beginning in the winter semester should be submitted as soon as possible after September 15, 1995.

### Dates and Location

Fall semester courses begin the second week in September and run through to the third week in December. Winter courses begin in January.

Courses will be offered in Hazelton, Houston and Smithers Centres. See individual centres for detailed course offerings.

## WILDERNESS GUIDING SKILLS

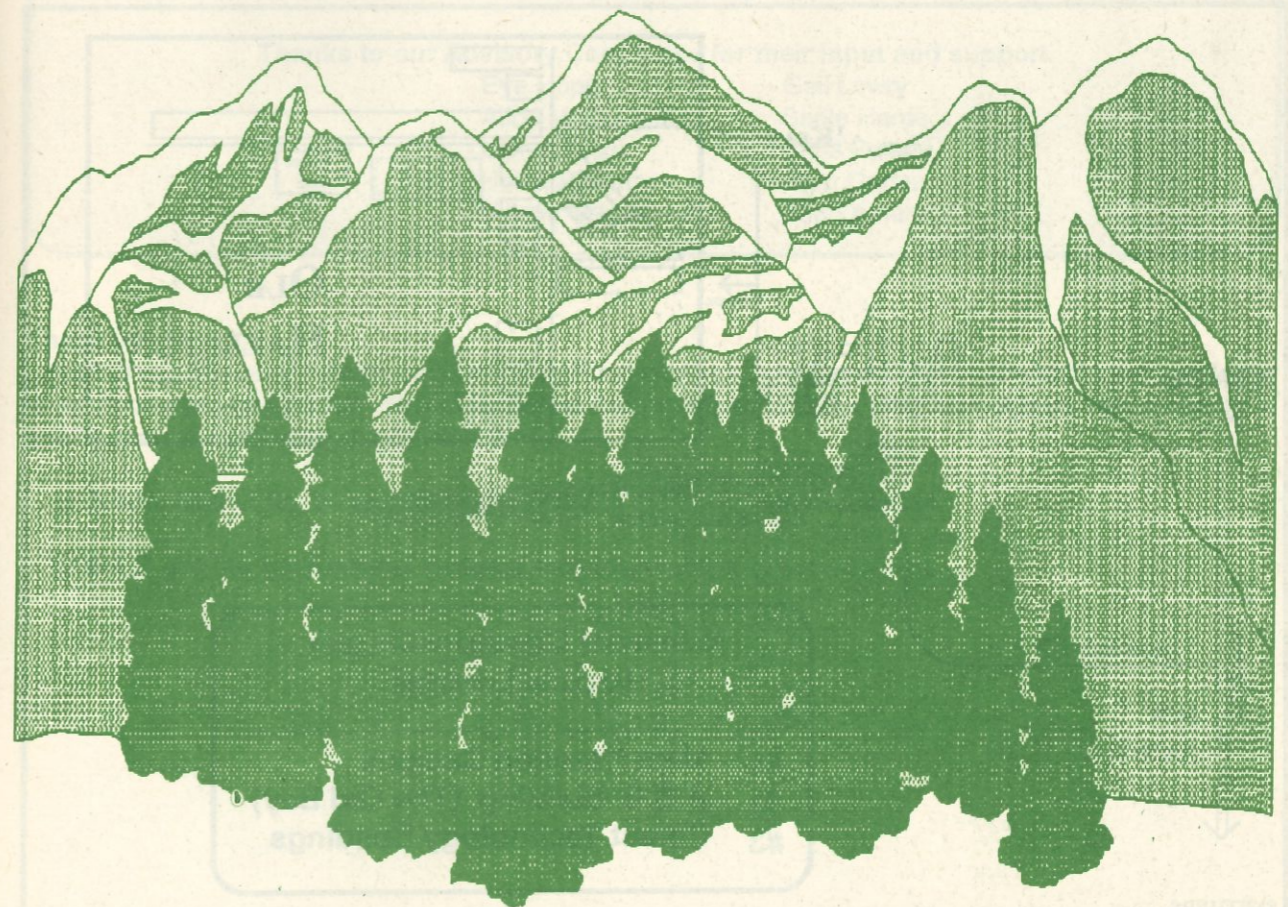
This intensive program is designed to meet the increasing demand for well trained personnel in the outdoor guiding industry. Graduates find work as wranglers, trail cooks, hunting, fishing and trail guides as well as in other areas of adventure tourism.

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, canoeing, plant identification and many other topics.

The program runs from April to June. Anyone wishing more information should immediately contact Northwest Community College in Smithers to receive an application package. A deposit of \$500 is required at the time of application and is non-refundable. There is also a \$25 application fee which must be included with the application.

Costs for the program (subject to change) are \$1050 for tuition and \$1875 for food, lodging, and equipment rental.

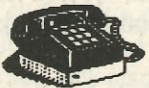

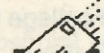
People interested in the 1996 Wilderness Guiding Skills program are welcome to contact the college to be put on our mailing list.

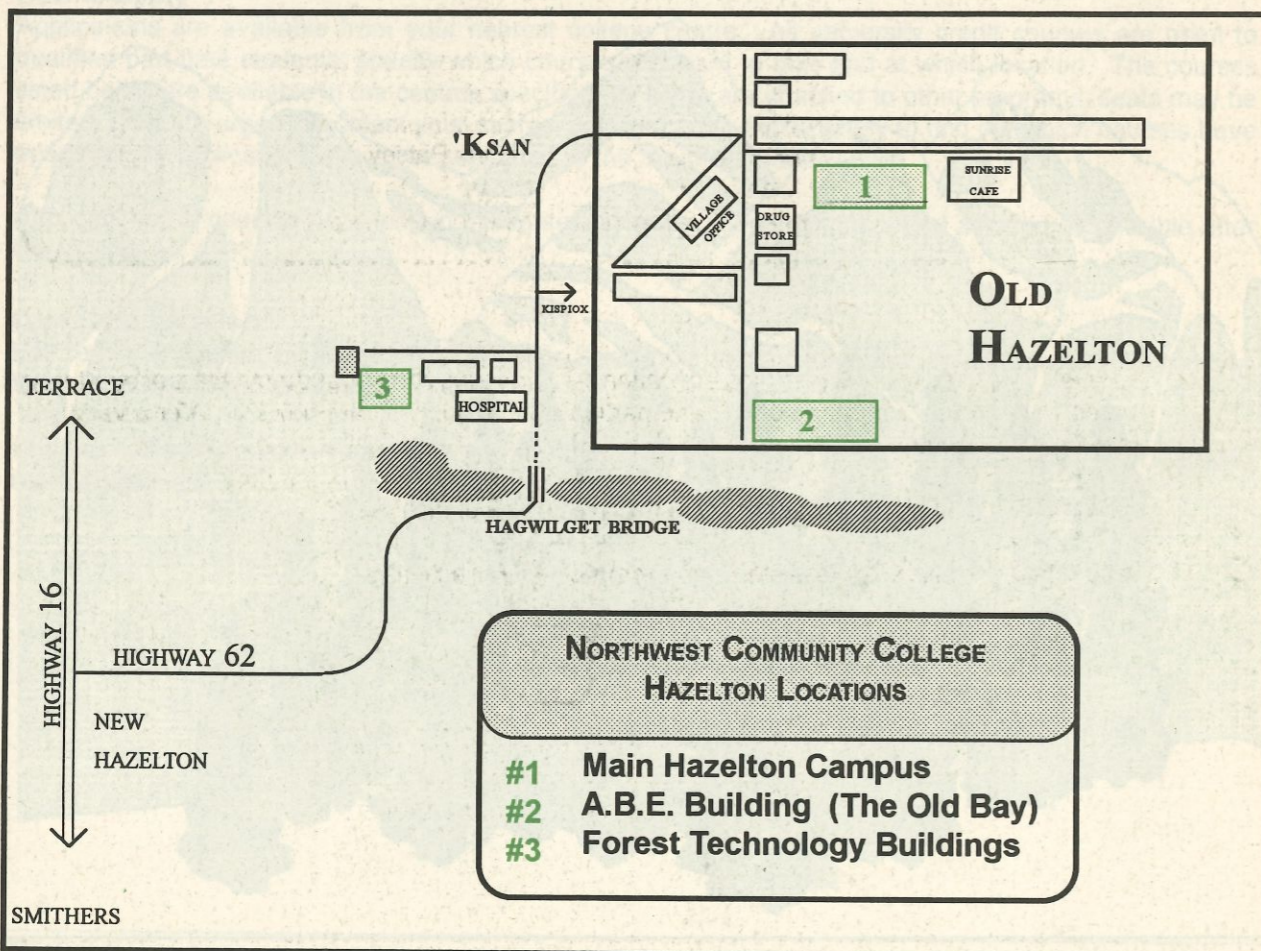




# Hazelton Campus

## REGISTRATION IS EASY ...

<p><b>Phone-In</b></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><b>Walk-In</b></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 hours are as follows:</p> <table border="0"> <tr> <td>Monday</td> <td>8 a.m. - 4 p.m.</td> <td>Thursday</td> <td>8 a.m. - 8 p.m.</td> </tr> <tr> <td>Tuesday</td> <td>8 a.m. - 8 p.m.</td> <td>Friday</td> <td>8 a.m. - 4 p.m.</td> </tr> <tr> <td>Wednesday</td> <td>8 a.m. - 4 p.m.</td> <td>Closed</td> <td>Weekends &amp; Holidays</td> </tr> </table>	Monday	8 a.m. - 4 p.m.	Thursday	8 a.m. - 8 p.m.	Tuesday	8 a.m. - 8 p.m.	Friday	8 a.m. - 4 p.m.	Wednesday	8 a.m. - 4 p.m.	Closed	Weekends & Holidays
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Tuesday	8 a.m. - 8 p.m.	Friday	8 a.m. - 4 p.m.										
Wednesday	8 a.m. - 4 p.m.	Closed	Weekends & Holidays										
<p><b>Mail-In</b></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>												



## HAZELTON STAFF

Kate Greenall .....	Assistant Director
Debby Jackson .....	Administrative Officer
Marion Dundas - Oke .....	Educational 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
Mathis Duerst .....	F.T.P. Coordinator/Instructor
Harold Reedy .....	F.T.P. Instructor
Allen Johnson .....	F.T.P. Instructor
Tracey L. Strong .....	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 BVL D and the Interior News for assistance in promotion of our activities.



**ADULT BASIC EDUCATION**

Some people enter the ABE program to complete entrance requirements for career training programs like nursing, forest technology or office careers. Some attend to learn English as their second language. Others improve their opportunities for employment by improving their English, math, computer and science skills. Students enter the program throughout the year as space in the class permits. If you want to take ABE courses, make an appointment with the student advisor at the Hazelton, Houston or Smithers Centres. The advisor will help you determine which courses to take and the cost.

**ADULT BASIC EDUCATION**

For detailed description refer to the regional course description. Classes in Hazelton are as follows:

- Monday 9 am - 3 pm
- Tuesday 9 am - 3 pm
- Wednesday 9 am - 3 pm
- Thursday 9 am - 3 pm
- Friday 9 am - 12 noon

Wednesday evening classes TBA

**12 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

**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 5 tests: English Literature, English Grammar, Science, Social Studies, and Mathematics. These classes will help you to prepare for the test.

**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.

**EXAMINATION DATES FOR HAZELTON**

DEADLINE FOR APPLICATION	TESTING DATE
Sept. 1, 1995	Sept. 29 & 30, 1995
March 29, 1996	April 26 & 27, 1996
May 17, 1996	June 14 & 15, 1996



**TRANSITIONS**

**TRANSITION / COLLEGE PREPARATION**

Transition level has the opportunity to be offered throughout the College region utilizing instructor-led Adult Basic Education upgrading courses and career, study and work skills modules where applicable. The proposed curriculum for this level matches the prerequisites of the certificate level of the Natural Resources Program. Students that are working towards the certificate level of the Natural Resources Program must complete all components. Students working on achieving their prerequisites for a college or university entrance program may take the applicable courses in the program part-time, such as Math 11 / 040, English 12 / 045 / 050, Biology 11 / 040, Chemistry 11 / 040, and Introduction to Computers.

TYPE	DESCRIPTION	HOURS*
ABE	Math 11/040	170 required
ABE	English 12/045/050	170 required
ABE	Biology 11/040	170 required
ABE	Chemistry 11/040	170 required **
T	Intro to Natural Res.	30 advance cr (Certificate)
S	Outdoor Safety I	45 advance cr (Certificate)
S	Intro Computers***	30 recommended
S	First Aid - Level I	15 recommended
S	Student Success I	30 recommended
S	Work Orientation I	15 recommended
<b>TOTALS</b>		<b>845</b>

- \* - Estimated maximum hours; based on student competency levels
- \*\* - Chemistry 11/040 is highly recommended for entry into the certificate level and will be required in the fall of 1997.
- \*\*\* - Introduction to computers, including introduction to DOS, keyboarding, and wordprocessing
- T - Technology course; course credit into certificate year
- S - Skills-based course; certification where applicable
- ABE - Adult Basic Education upgrading course; may have applied curriculum but must have Grade 11 or Grade 12 equivalency

Course Date: October 16/95 to June 16/96 (tentative)

Prerequisites: Grade 10 or equivalent written ABE placement guide.

For more information, please make an appointment to see Marion Oke, the Educational Advisor.





## DISTANCE ED TELECONFERENCING

### E.C.E. 123: ISSUES IN FAMILY LIVING

This course examines the patterns and structures of family life, the influences on family and diversity of family from one culture and class to another. The purpose of this course is to provide insights that will influence the student's ability to provide support for families in child care settings. Maximum enrollment is 8 students per centre.

**INSTRUCTOR:** T.B.A.  
**LOCATION:** College Centre, Room 108  
**DATE:** Sept. 12 - Dec. 19  
**DAY/TIME:** Tuesdays, 7 - 9 p.m.  
**SESSIONS:** T.B.A.  
**FEE:** \$128.40 + textbook

### E.C.E. 208: ADMINISTRATION SKILLS FOR E.C.E. PROFESSIONALS

This post basic E.C.E. core course is concerned with the study of policies and procedures necessary for the operation of high quality E.C.E. facilities. The course includes provincial government policies, facility management, staff relations, evaluation procedures and planning change. Maximum enrollment is 8 students per centre.

**INSTRUCTOR:** Nancy Hogue  
**LOCATION:** College Centre, Room 108  
**DATE:** Sept. 13 - Dec. 20  
**DAY/TIME:** Wednesdays, 7 - 9 p.m.  
and at least one Saturday  
workshop during the semester  
**SESSIONS:** T.B.A.  
**FEE:** \$128.40 + textbook

Watch for these courses coming up in the winter semester:

- E.C.E. 128
- E.C.E. 202

To aid in making educational choices, the Hazelton Educational Advisor has the following tools available:

- Choices
- Strong Interest Inventory
- Discover

Please refer to the index for further details.

## CONTINUING EDUCATION

NWCC Hazelton offers the services of a Community Liaison Officer and an Administrative Officer who will work closely with individuals, groups, industry or communities to develop their training proposals. Staff are experienced in providing training programs or courses in the areas of career exploration, vocational training or upgrading and general interest. This service includes assistance in writing proposals, securing funding, developing curriculum and establishing steering committees.

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

### CAREER DEVELOPMENT PROGRAM

A comprehensive twenty-one week training program aimed at meeting the academic, personal, and career development needs of a wide variety of adults. Training opportunities include communication skills, computer literacy, personal development and career development.

Personal development topics include goal-setting, self-esteem, identifying strengths and interests, and communication skills. Career development will include workplace changes, job trends, career planning, job search strategies, interview skills, job shadowing and work experience. Community awareness topics will include volunteerism, community resources, and First Nations's issues. Resume enhancing training such as Foodsafe, Superhost and First Aid will also be included.

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

NWCC is planning to offer this program in October/November 1995, conditional on funding approval. Enrolment is limited so register early. This program ran in the spring of 1995 and was highly successful.

## CONTINUING EDUCATION

### MANAGEMENT SKILLS FOR SUPERVISORS

Highly recommended by supervisors throughout B.C., this hands-on management training program includes role-plays, self-scoring inventories, video case studies, discussions, and promotes direct practical applications.

**INSTRUCTOR:** Kolbuc & Associates

#### Part I - Interpersonal Skills

Learn how to recognize win/lose situations, establish a climate for effective communication, improve your problem solving skills, improve employee performance, increase your understanding of human behaviour and deal effectively with the most difficult employee. Register by: September 5, 1995.

**LOCATION:** College Centre  
**DATE:** Sept. 26 - 29  
**DAY/TIME:** Tues. - Fri., 8:30 am - 4:30 pm  
**SESSIONS:** 4  
**FEE:** \$450

#### Part II - Group Skills

This session will focus on increasing your understanding of how groups work, identifying your leadership style and building positive leadership skill, improving your understanding of what motivates people and applying nonmonetary 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: October 12, 1995.

**LOCATION:** College Centre  
**DATE:** Oct. 31 - Nov. 3  
**DAY/TIME:** Tues. - Fri., 8:30 am - 4:30 pm  
**SESSIONS:** 4  
**FEE:** \$450

#### Part III - Administrative Skills

Topics covered include using performance reviews to coach and counsel employees, improving performance objectives, essentials of effective orientation and training techniques, writing effective memos and reports, and time and stress management techniques. Register by: November 17, 1995.

**LOCATION:** College Centre  
**DATE:** Dec. 5 - 8  
**DAY/TIME:** Tues. - Fri., 8:30 am - 4:30 pm  
**SESSIONS:** 4  
**FEE:** \$450

## FUTURE PROGRAMS

Northwest Community College is interested in offering the following courses. They can be delivered on a contract basis or through individual registration. If you, your group, agency, or community is interested in the following courses please call Pat Egan, Community Liaison Officer, at the college 842-5291.

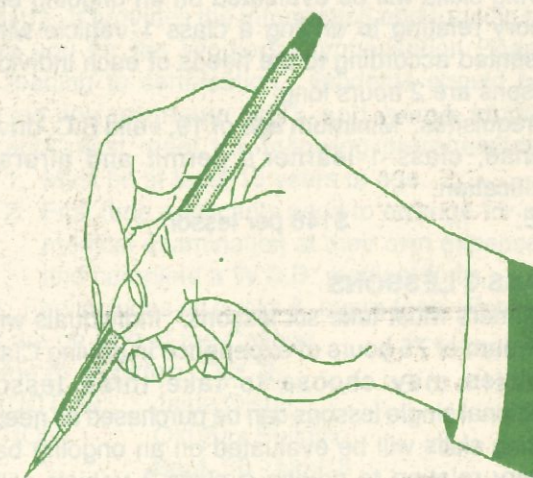
### RESIDENT CARE-HOME SUPPORT WORKER

The Resident Care-Home Support Worker program prepares an individual to function as a valuable member of a health care team. The graduate will be able to provide care, under supervision, to assist clients in meeting basic needs to achieve the highest possible quality of life.

Graduates will be employable as Home Support Workers working in a client's home, or as Continuing Care Assistants functioning as members of a team in facilities providing personal care, intermediate care and extended care in group homes.

Upon successful completion graduates receive a Resident Care-Home Support Worker Certificate which is recognized provincially.

Admission requirements: Grade 10 or A.B.E. Intermediate or G.E.D. NWCC is planning to offer this program in November of 1995, conditional on funding approval. Please call the college, at 842-5291 and register your interest.





## VOCATIONAL

### AIRBRAKES

The aim of this course is to prepare 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. 20.**

**INSTRUCTOR:** Judy Daye  
**LOCATION:** Forest Technology Building  
**DATE:** Oct. 30 - Nov. 3  
**DAY/TIME:** Mon. - Fri., 6 pm - 9:30 pm  
 Sat., 9 am - 4:30 pm  
**SESSIONS:** 6  
**FEE:** \$175

### 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.

**INSTRUCTOR:** Judy Daye

### 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.

**FEE:** \$148 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.

**FEE:** \$148 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.

**FEE:** \$39 per lesson

### NET MENDING

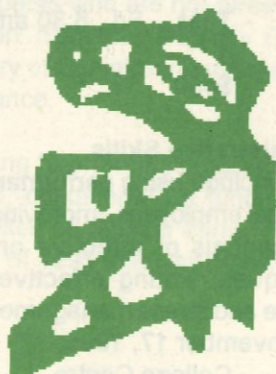
This 30 hour basic net mending course covers knot tying for mending gill nets as well as various ways to cut nets for repair.

**INSTRUCTOR:** Freda Lattie  
**LOCATION:** TBA  
**DATE:** Nov. 20 - 24  
**DAY/TIME:** Mon. - Fri., 9 am - 4 pm  
**SESSIONS:** 5  
**FEE:** \$256

If response warrants, NWCC will offer a follow-up "Net Hanging" course. Date and times TBA.

### W.C.B. FALLING & BUCKING STANDARD COURSE

N.W.C.C. offers a W.C.B. approved course for fallers who want further training in the knowledge, skills and attitudes necessary to work productively and safely. The course involves 12 hours of classroom instruction and a field assessment at the participant's workplace. Upon successful completion of the classroom and field assessment components participants will receive Northwest Community College Certification. Course may be offered in January 1996. Please contact the College, at 842-5291 and register your interest.



## HEALTH/FIRST AID

### 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.

**INSTRUCTOR:** TBA  
**LOCATION:** Old Bay Building

#### COURSE #1

**DATE:** Sept. 23  
**DAY/TIME:** Sat., 8:30 am - 5:30 pm

#### COURSE #2

**DATE:** Nov. 18  
**DAY/TIME:** Sat., 8:30 am - 5:30 pm  
**SESSIONS:** 1  
**FEE:** \$75

Courses can be arranged  
for groups on request



### 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.

### OCCUPATIONAL FIRST AID 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.

**Pre-requisite: Occupational First Aid Level I**

### 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.

**Deadline to register: Oct. 2.**

**INSTRUCTOR:** Janie Olson  
**LOCATION:** Old Bay Building  
**DATE:** Sept. 30 - Nov. 8  
**DAY/TIME:** Mon. & Wed., 6 - 9:30 pm  
 Sat., 9 am - 4 pm

**SESSIONS:** 18  
**FEE:** \$545



**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. 13 - Oct. 11 (3rd Trimester)

Wed., 6:30 pm - 8:30 pm

Plus a reunion, date TBA

**COURSE #2:** Nov. 8 - Dec. 6 (3rd Trimester)

If a course or program tempts you,  
do not wait until the last minute to  
register.

Some courses fill up immediately;  
others are cancelled if insufficient  
interest is shown in advance.

**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 \$25 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 \$25 administration fee.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Due Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**OFFICE USE**

C.P. #: \_\_\_\_\_

Receipt #: \_\_\_\_\_

**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

**LOCATION:** College Centre

**DATE:** Sept. 26 - Dec. 5

**DAY/TIME:** Thurs., 6:30 - 9:30 pm

**SESSIONS:** 10

**FEE:** \$242  
(includes text & working papers)

**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

**LOCATION:** College Centre

**DATE:** Jan. 18 - Apr. 25, 1996

**DAY/TIME:** Tues., 6:30 - 9:30 pm

**SESSIONS:** 15

**FEE:** \$211 (Same text & workbook  
purchased for Acct. 101)

**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, WordPerfect, 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:** Steve Tonnesen

**LOCATION:** College Computer Lab

**DATE:** Sept. 12, 14 & 19

**DAY/TIME:** Tues. & Thurs., 6:30 - 9 pm

**SESSIONS:** 3

**FEE:** \$59

**DOS BASICS**

To get the maximum enjoyment and productivity from your computer, you need a clear understanding of its operating system. This course focuses on DOS commands which include file and disk management. A good course for individuals planning on taking any application software course.

**INSTRUCTOR:** Steve Tonnesen

**LOCATION:** College Computer Lab

**DATE:** Sept. 26, 28 & Oct. 3

**DAY/TIME:** Tues. & Thurs., 6:30 - 9 pm

**SESSIONS:** 3

**FEE:** \$59

**INTRODUCTION TO WINDOWS 3.1**

An overview of the major features of the Windows operating system. Topics covered will include using Windows Accessories, the Control Panels, and the File Manager, as well as installing Windows software from disks.

**INSTRUCTOR:** Steve Tonnesen

**LOCATION:** College Computer Lab

**DATE:** Oct. 10 - 26

**DAY/TIME:** Tues. & Thurs.

6:30 pm - 9:30 pm

**SESSIONS:** 6

**FEE:** \$148 (includes manual)

**MICROSOFT EXCEL FOR WINDOWS VER. 5.0**

Microsoft Excel is a spreadsheet application program that is useful for all kinds of numerical analysis. It is useful for accounting, numerical data analysis and statistical analysis. Topics include spreadsheet concepts, text and numeric entry, basic and advanced formulas, functions, creating graphs of data, formatting for presentation output, spreadsheet design and layout, templates, range names and printing.

**INSTRUCTOR:** Steve Tonnesen

**LOCATION:** College Computer Lab

**DATE:** Nov. 28 - Dec. 14

**DAY/TIME:** Tues. & Thurs.

6:30 pm - 9:30 pm

**SESSIONS:** 6

**FEE:** \$148 (includes manual)





**MICROSOFT WORD FOR WINDOWS VER. 6.0**

This course introduces the learners to Word for Windows 6.0. Topics covered are basic document creating and editing, spell checking, text formatting, paragraph formatting, page formatting, graphics, mail merges, templates (using and creating), and wizards for creating letters, resumes, memos and newsletters.

**INSTRUCTOR:** Steve Tonnesen  
**LOCATION:** College Computer Lab  
**DATE:** Nov. 2 - 23  
**DAY/TIME:** Tues. & Thurs.  
 6:30 pm - 9:30 pm  
**SESSIONS:** 7  
**FEE:** \$161 (includes manual)

**PERSONAL MONEY MANAGEMENT**

Are you living beyond your financial means? Perhaps from paycheck to paycheck? This may be the course for you. Some of the topics covered are: Effective:

- Banking, budget (household) - planning
- Record Keeping - recording expenses and income as well as net worth statements
- Credit and Interest - compound interest, credit cards
- Credit Bureau, impulse buying
- Value for Money
- Comparison Shopping
- Mortgages
- Vehicle Purchases and Payments
- Lease vs. Buy

**INSTRUCTOR:** Harold Reedy  
**LOCATION:** College Centre  
**DATE:** Oct. 18 - Nov. 8  
**DAY/TIME:** Wed., 6:30 - 9 pm  
**SESSIONS:** 4  
**FEE:** \$71 + GST

**LEARNING OPPORTUNITIES****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 lunch. Participants will need to bring their own sewing machine. Pre-register by October 18, 1995.

**INSTRUCTOR:** Gloria Halvorson  
**LOCATION:** Forest Tech. Building  
**DATE:** Oct. 28  
**DAY/TIME:** Sat., 9 am - 4 pm  
**SESSIONS:** 1  
**FEE:** T.B.A. + GST

**BABYSITTER TRAINING**

This course is designed for students 11 - 15 years of age. The students 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:** Brandi Smith  
**LOCATION:** Old Bay Building  
**DATE:** Sept. 16 & 23  
**DAY/TIME:** Saturdays, 9 am - 1:30 pm.  
**SESSIONS:** 2  
**FEE:** \$44 + GST

**G.E.D. PREPARATION**

Study with other adults, as you prepare for the General Educational Development tests at your own pace. G.E.D. Preparation will be offered for three terms.

**INSTRUCTOR:** TBA  
**LOCATION:** College Centre  
**Term 1:** Sept. - Dec., 1995  
**Term 2:** Jan. - Mar., 1996  
**Term 3:** Apr. - June, 1996

Students must register for each term. Classes will be held one evening per week, evening to be announced at a later date. Please see testing dates under the Adult Basic Education section.

**FEE:** \$15 + GST

**S.T.E.P. TEEN**

Systematic Training For Effective Parenting. This workshop is designed to help parents raise confident, self-reliant teenagers. Participants will receive help in understanding their teen's behaviour, and how to build a family relationship based on mutual respect and co-operation. There will be emphasis on the following questions:

- i) How do I keep my teen(s) out of the drug scene?
- ii) What signals serious teen depression?
- iii) When should parents/caregivers share responsibility for homework?

**INSTRUCTOR:** T.B.A.  
**LOCATION:** College Centre  
**DATE:** Oct. 19 - Nov. 30 (Thurs.)  
 Dec. 5, 7 & 12 (Tues. & Thurs.)  
**TIME:** 6:30 pm - 8:30 pm  
**SESSIONS:** 10  
**FEE:** \$94 + GST

**PEOPLE'S LAW SCHOOL SEMINARS**

The following free seminars will be offered depending upon the number of people who express interest.

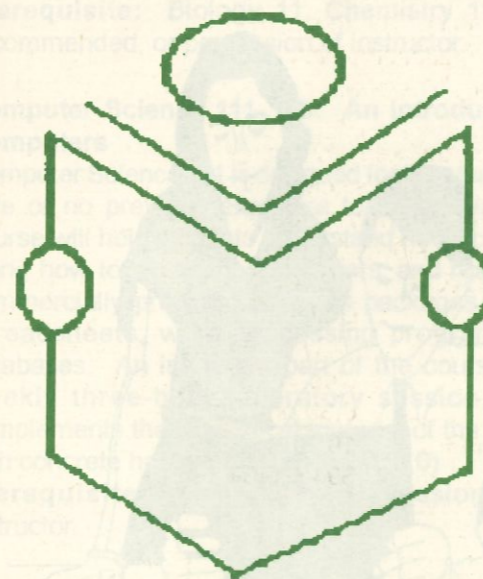
- I) Young Offenders Issues
- II) Starting a Small Business (Legal Aspects)

For more information, please call the College at 842-5291.

**INSTRUCTOR:** TBA  
**LOCATION:** College Centre  
**DATE:** TBA  
**DAY/TIME:** 7 - 9 pm  
**SESSIONS:** 1  
**FEE:** Free

**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 Kate Greenall, Assistant Director, at 842-5291 for further details.

**C.O.R.E.**

Successful completion of the Conservation and Outdoor Recreation Education course is mandatory for all residents applying for their first hunting licence. Like many other activities, hunting has many facets. One of the most important is the realization of the possible hazards. We all must be conscious that the possibility exists for accidents. C.O.R.E. is an educational program designed to ensure that prospective new hunters meet acceptable standards of knowledge and skill for safe and ethical participation in hunting. This course is approximately 18 hours long. Home study is also available. For more information regarding this course please contact Sharon Mason, Facilitator at 842-6913.

**PUBLIC AWARENESS**

People who would like to see an AIDS workshop given here in the Hazeltons in the near future may register their interest by calling 842-5234, local #166. Ask for Judy Peterson. Call between 9 am - 12 noon.

**OFFICE CAREERS  
DISTANCE EDUCATION**

The following selection of Office Career credit courses is available by Distance Education:

Computer Speed	BCPT 104
Spelling & Vocabulary	BENG 102
Business Machines	BUSM 101
Introduction to Database	COMP 115
Keyboarding	KYBD 100
Records Management	OFPR 110
Basic Business Typing	TYPG 101
Routine Bookkeeping Procedures	ACCT 102
Bookkeeping Fundamentals	ACCT 101

**Fees:**

Application fee: \$25  
 Tuition: \$16.35/wk  
 Plus required texts.

For information please refer to information contained in the regional section at the front of this brochure or call the Smithers Centre 604-847-4461 or fax 604-847-4568, Attention: Co-ordinator Sandra Clark.



## CAREER COUNSELLING

### 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.

FEE: \$10

### DISCOVER

At many points throughout your life you will be faced with making career decisions. These decisions will effect things like where you work, the type of job you get, your training or educational needs and your salary. You will greatly improve your chances at making successful decisions if you approach them in a systematic way, using an organized decision-making process.

DISCOVER is a carefully designed career planning program that will provide you with information about yourself, occupations, schools, and programs of study. It will help you use this information to make decisions.

DISCOVER will NOT tell you what to do or give you easy answers for your career decisions, but it can ease the process! After you use DISCOVER, you may want to discuss your results with an educational advisor.

### STRONG INTEREST INVENTORY

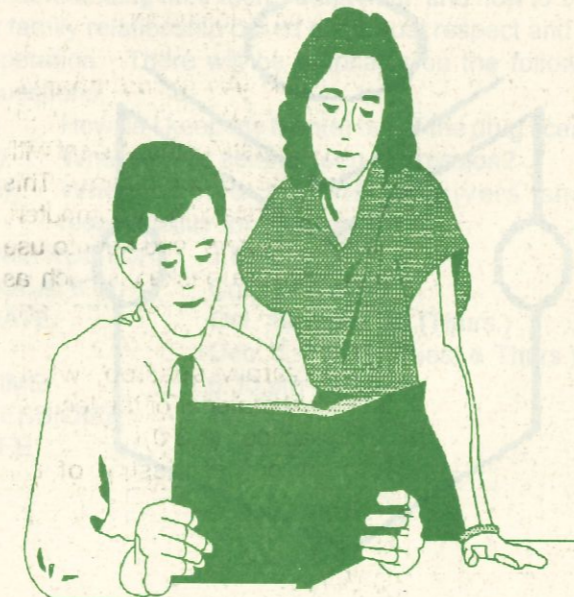
The Strong Interest Inventory can be a useful tool in your career planning process. It is based on the belief that people with similar interests are often attracted to the same kind of work, feel comfortable with others who share similar interests, and are more likely to be successful in a work environment that reflects those interests. You will be asked questions on topics such as occupations, school subjects, activities and leisure to determine your interests.

The Strong Interest Inventory takes approximately half an hour to complete. The information is sent off-site to be scanned by computer, and the results are returned to the College where the Educational Advisor will interpret the results with you. Cost for the Strong Interest Inventory is \$8.50. For more information, please contact Marion Oke, Educational 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, Educational Advisor at 842-5291 to book an appointment.



## UNIVERSITY CREDIT COURSES

### Fall Semester (Sept. - Dec.)

\*English 151 (3)

TBA

Instructor: Sheila Peters

Biology 101 (3)

Tuesdays

Instructor: Rosamund Pojar

Computer Science 111 (3)

TBA

Instructor: TBA

### Winter Semester (Jan. - April)

Geography 160 (3) TBA

Biology 102 (3) TBA

### English 151-3-0: Technical Writing

This course is under development.

### Biology 101 - 3.0: Introductory Biology I

A basic introductory course in general biology. The course covers the diversity of life, introductory biochemistry and cell biology and introductory animal and plant physiology. Laboratories include the scientific method, microscopy and major kingdoms of organisms. Experimental techniques and observation skills are emphasized. (3,3,0)

**Prerequisite:** Biology 11, Chemistry 11 highly recommended, or permission of instructor.

### Computer Science 111- 3.0: An Introduction to Computers

Computer Science 111 is designed for the student with little or no previous exposure to computers. This course will help students understand how computers work, how to work with computers, and how to use commercially prepared software packages such as spreadsheets, word processing programs, and databases. An important part of the course is the weekly three-hour laboratory session, which complements the theoretical material of the lectures with concrete hands-on practice. (3,3,0)

**Prerequisite:** Math 11 or permission of the instructor.

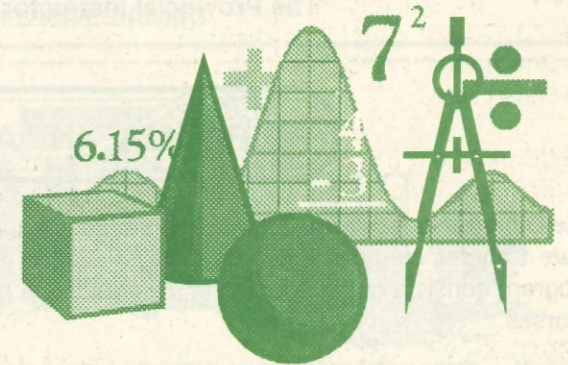
### Geography 160-3.0: Physical Geography

The study of landforms, geological processes, soils and their impact on human culture. Emphasis is to be placed on the description of landforms and soils and the processes which form them. Laboratory experience focuses on soils, fossils, map and air photo skills and field examinations of landforms. Field trips to examine local features and to collect field data are required and may be scheduled for weekends. (3,3,0)

### Biology 102 - 3.0: Introductory Biology II

A continuation of Biology 101. The course covers genetics, evolution and ecology. Laboratories include genetics, reproduction and development, evolutionary processes and ecology. Field trips, including a two day weekend trip, may be held. (3,3,0)

**Prerequisite:** Biology 101 or permission of instructor.





## 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 1-604-871-7488. For information on the programs only, contact Bev Davidson at NWCC, Smithers Campus 847-4461. Contact Sheila McDonald for scheduling at 635-6511 local 5413. Courses cost \$275 each except 102B which is \$300 including textbook.

101	Instructional & Curriculum Design	Sept. 29, 30, Oct. 1, 13, 14, 15	(PR)
102A	Elements of Instruction A	Nov. 3, 4, 5, 17, 18, 19	(S)
102B	Elements of Instruction B	Jan. 26, 27, 28, Feb. 9, 10, 11	(T)
103	Use/Design of Instructional Media	Feb. 23, 24, 25, Mar. 8, 9, 10	(T)
104A	Evaluation of Learning & Instruction A	Mar. 29, 30, 31, Apr. 12, 13, 14	(S)
104B	Evaluation of Learning & Instruction B	May 3, 4, 5, 17, 18, 19	(PR)

(S) Smithers (T) Terrace (PR) Prince Rupert  
The Provincial Instructor Diploma is delivered regionally.

## 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 additional 30 hour courses.

Interested individuals can register for the entire program or for specific courses by contacting Program Development, Vancouver Community College at 1-604-871-7488. For program information only, contact Bev Davidson, NWCC, Smithers Campus, 847-4461. For information on scheduling contact Sheila McDonald, NWCC Terrace at 635-6511 local 5413. Courses cost \$410 each.

Entrance requirements are similar to requirements for the Provincial Instructor Diploma; however, ID 101 Instructional & Curriculum Design is a prerequisite for ID 301 College Organization & Its Educational Context.

ID 104B Evaluation of Learning & Instruction Part B is a prerequisite for ID 304 Educational Leadership.

303	Microcomputers in Education	Oct. 13, 14, 15, 27, 28, 29	(T)
304	Educational Leadership	Jan. 19, 20, 21, Feb. 2, 3, 4	(T)
301	College Organization and Its Educational Context	Feb. 16, 17, 18, Mar. 1, 2, 3	(T)
302	Introduction to Developmental Psychology	May 17, 18, 19, 31, June 1, 2	(T)

(T) Terrace

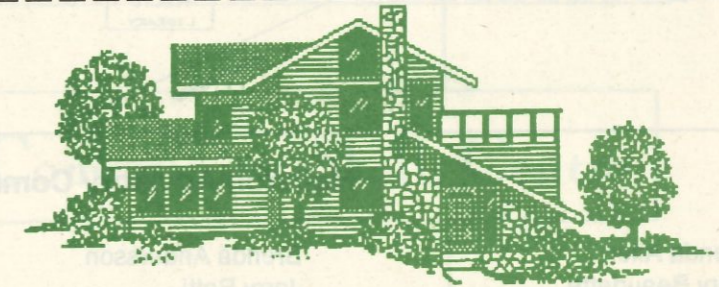
## MEMO

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
    - FIRST AID
    - SUPERHOST
    - TELEPHONE TECHNIQUES
    - CASHIER TRAINING
  - BOOKKEEPING
  - COMPUTER COURSES
  - TYPING
  - MEDICAL TERMINOLOGY
  - 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.** Please mail to: N.W.C.C., Box 338, Hazelton, B.C., V0J 1Y0. Information needed for housing list:

Contact Person: \_\_\_\_\_

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

Available: \_\_\_\_\_

Heat: \_\_\_\_\_ Location: \_\_\_\_\_

Comments: \_\_\_\_\_



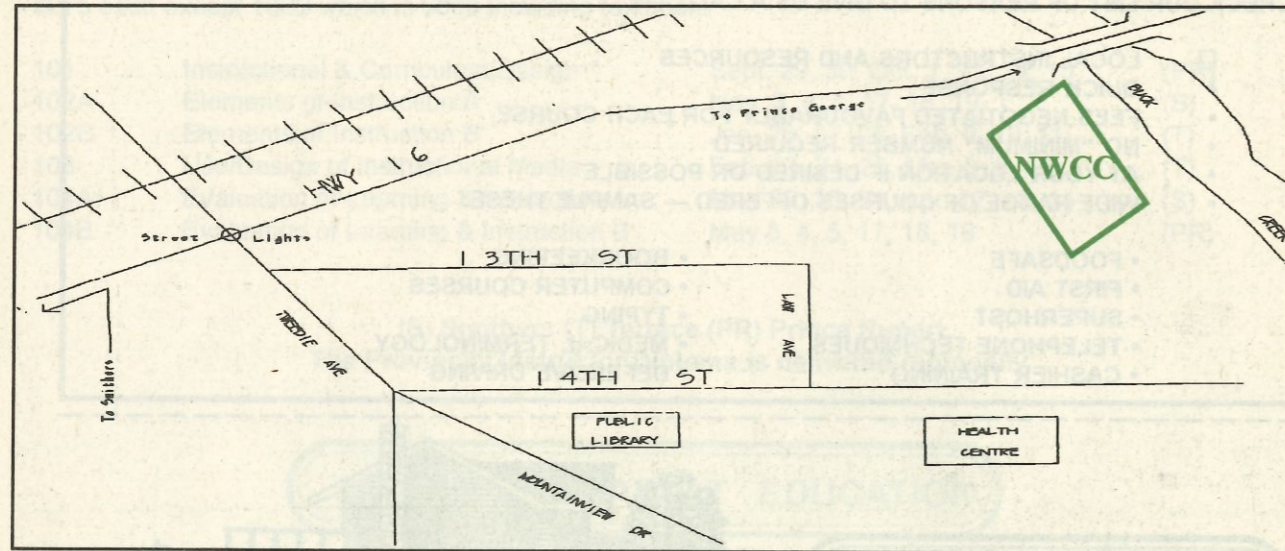
# Houston Campus

**Houston Campus Office Hours**  
Monday - Friday, 8 am - 4:30 pm

**Mailing Address**  
Box 1277, Houston, BC V0J 1Z0

**New Street Address**  
3221 West 14th St., Houston, BC

**Phone** 845-7266  
**Fax** 845-3521



## Houston Advisory Committee

Brenda Allen  
Gary Beaudette  
Alan Campbell  
Crystal Parras  
Penny Tiljoe  
Bill Vinning

Brenda Andersson  
Jerry Botti  
Christine Dickinson  
Mary Robinson  
Simon Turner  
Hanne White

Kerry Austman  
Alan Boyd  
Shannon Euverman  
Grant Stevens  
Ivan Thompson

## HOUSTON STAFF

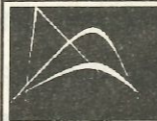
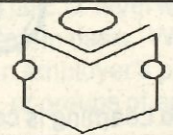
Brenda Andersson .....	Assistant Director, Houston
Charlotte Gorley .....	Centre Clerk
Dawn Hipkiss .....	Receptionist/Cashier
Sandi Lavallie .....	Instructor, ABE
Terri Stewart (on leave) .....	Education Advisor
Ivan Thompson .....	Director, Eastern Region
Tanya Widmark .....	Administrative Officer

# The Learning Centre



**Northwest Community College**

**Houston Link to Learning**



**Morice Community Skills Centre**

**Houston Storefront School**





## NORTHWEST COMMUNITY COLLEGE

Since moving into the new building in December 1994, Northwest College has undergone considerable growth and change. These changes result in expanding options for the residents of Houston and area. The addition of the computer network lab, Pathfinders and Invest software means more access to computers and a wider range of options for both students and community members.

In January 1995 the community demonstrated overwhelming support for a Natural Resource Certificate program enabling the college and industry to join their resources to offer this viable program. As a result of this joint effort we are now enrolling students in the Natural Resource Certificate Program. For the first time NWCC is offering university credit courses. English 151, Biology 101, Biology 102, Computer Science 111 and Geography 160 are available this fall and winter.

Northwest Community College is proud to be a partner in "The Learning Centre" and looks forward to offering training along with the other partners to increase the opportunities for learning and expand our services.

## HOUSTON LINK TO LEARNING

Houston Link to Learning is continuing to celebrate the "Year of Lifelong Learning" with its new partnership in the Learning Centre.

Our one-to-one tutoring program will continue. We have installed a computer in our office, for the use of learners and tutors, with typing, spelling, math and reading programs as well as word processing capabilities.

A new program, Lunchroom Learning, will place computers in local sawmill lunchrooms. This will involve workers as volunteer tutors to assist other workers in improving math, reading and computer skills as well as individually required computer applications.

We have also installed two public use computers in the Houston Public Library. These computers are complete with word processing, spreadsheet, database, various educational and general interest programs. As well, CD ROM capabilities will allow the library to purchase reference and research materials on CD's.

Houston Link to Learning will continue to offer educational and literacy workshops to the community.

Please contact our office with your suggestions and questions.

### LEARN FOR YOUR LIFE!

#### LINK TO LEARNING STAFF

Dee McCrae ..... Co-ordinator

## MORICE COMMUNITY SKILLS CENTRE

The Morice Community Skills Centre prides itself on being part of Houston's innovative model for training and education. Houston is leading the way in one-stop training and education. The Community Skills Centre is housed in the same physical space as Northwest Community College, Houston Link to Learning and the Houston Storefront School (School District #54), now known as the "The Learning Centre". We are striving to obtain improved access to all levels of education and training under one roof. We feel that by providing the public with a system that takes fewer steps to access training and education we will be removing barriers to training and education that some students may face.

The Morice Community Skills Centre's priority will be to fill gaps in current education delivery in the Houston area. We are here to compliment current programming, not duplicate it. We see our clients as being from a variety of backgrounds - employed with local industry, income assistance recipients, unemployment insurance recipients, re-entrants to the work force - coming to us with a variety of educational levels. We predict a large amount of individualized training and training of employees to specific employer needs.

The Community Skills Centre will enhance capacity and access to education and training resources not currently available in the community; be a focal point for bringing together community resources to bridge between training, education and work, provide effective training relevant to current and on-going community needs.

Community Skills Centre students will be able to access classes across North America through the satellite down-link lines and video-conferencing. We can offer general upgrading, up to a G.E.D. level with our computer assisted learning network that will be open extended hours and available on a drop-in basis. We will have three interactive multi-media stations that will be portable and able to be moved to an employer's place of business for easy access. We can also tailor custom training to meet specific employers, or groups of employers needs.

If you have any ideas about training that is not currently being offered that you would like to see locally, please let us know. We are open to suggestions and willing to discuss any training needs individuals or employers may have.

#### Our Mission Statement - Why are we here?

- To provide one-stop community training and retraining opportunities.
- To enhance capacity and access to education and training resources not available in the community.
- To be a focal point for bringing together community resources to bridge between training, education and work.
- To provide effective training relevant to current and on-going community needs.

For more information on the Morice Community Skills Centre and its programming you can contact us at "The Learning Centre" at 845-7266.

#### MORICE COMMUNITY SKILLS CENTRE STAFF

Brenda Allen ..... Education Consultant  
Brenda Andersson ..... Interim Manager  
Patty Bruce ..... Administrative Assistant



## HOUSTON STOREFRONT SCHOOL

**Q. What is the Houston Storefront School?**

**A.** The Storefront is a place to learn. Students who attend the Storefront will actually be Houston Secondary School students but will learn in an alternative, more flexible environment.

**Q. Where is the Storefront located?**

**A.** The Houston Storefront School is located right beside the new Northwest Community College across from the Health Centre.

**Q. Who goes to the Storefront?**

**A.** Anybody who is sixteen years of age or older, and has not graduated from high school, is eligible to attend the Houston Storefront School.

**Q. Is the Storefront like traditional schools?**

**A. No!** Students who attend the Storefront will not be learning in a regular classroom situation. Students are assessed for their learning strengths and weaknesses. They are then given an individual plan that will allow them to attain their educational goal. The Storefront will offer courses that lead to High School graduation.

*Example: A student dropped out of Grade 9 and has decided to come back for more education.*

This student would be assessed by the Storefront staff, and be given a program that would allow him to complete Grade 9. If he/she decided to continue there would be an opportunity to take Grade 10 and even 11 & 12 at the Storefront.

*Example: A student did not get enough courses to graduate but left school after a Grade 12 year.*

This student could take those courses at the Storefront that would enable him/her to earn a Dogwood Certificate.

*Example: A student has a part-time job and cannot attend Houston Secondary regularly.*

This student could attend the Storefront on a part-time basis that could accommodate both work and school.

**Q. What makes education at the Houston Storefront School different?**

**A.** 1. The hours are flexible. The Storefront will be open Monday - Thursday 8:30 a.m. to 9:00 p.m. (Times are approximate).

2. The Storefront has a Pathfinder Learning System. This is a computerized management system that allows students to progress from one assignment or skill to the next on their own. The Storefront staff are available to help when students need assistance, but much of the learning is self-directed. Each student will have his/her own "pathway" and will progress at an individual pace. When mastery level of 80% is achieved for a particular concept, the student may progress to the next step. When enough concepts are mastered the student will be granted credit for that particular course.

3. The commitment that the student makes can be flexible. Each student can progress at a pace that is comfortable for his/her ability and lifestyle. If a student wants to finish an entire grade of schooling at an accelerated pace then he/she must be prepared to make a serious commitment, and attend full time hours. However, if a student can only attend part time, the Storefront can accommodate this. A part time student must be prepared to spend a longer time in order to achieve his or her goal. Credit at the Storefront is not earned by attendance, but by accomplishment.

4. Staff is present to help students reach their educational goals. They will assist in any way possible, but it is the students themselves who will master the material and earn the credit.

If you are interested in more information about the Storefront School contact Mr. Pugh at 845-7217.

### Houston Storefront Staff

Al Pugh ..... Instructor

## THANK YOU

Northwest Community College, Houston wishes to extend a hearty thank you to the following:

- to all the students who enroll in our courses
- to all individuals who participate in our programs by instructing
- radio station CFBV for advertising our programs and courses
- the Chamber of Commerce for their ongoing support
- TV Channel 10 for advertising our programs and courses
- the Houston Today newspaper for including our programs and courses in their Community Calendar column
- local restaurants for placing our placemats on their tables

## HOUSTON LINK TO LEARNING

Help for adult students.

One-on-one tutoring.

Free and confidential.

You choose what to learn.

You choose when to learn.

If you are an adult needing help in reading and writing, or some other course material, we can provide a tutor for you.

We supply one-on-one tutor services to adult learners at a variety of levels.

All tutoring is free and confidential.

We need volunteer tutors in a variety of subjects and levels.

All volunteer tutors are trained.

To find out more call: 845-2727

Dee McRae  
Coordinator

## CAREER DEVELOPMENT PROGRAM

Pending funding approval we plan on offering another Career Development Program.

A comprehensive five month 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, personal development and career development.

Personal development topics include goal setting, self esteem, identifying strengths and interests and communication skills. Career development will include work place changes, job trends, career planning, job search strategies, interview skills, job shadowing and work experience. Community awareness topics will include volunteerism, community resources, and cross cultural awareness. Resume enhancing training such as Foodsafe, SuperHost and first aid will also be included.

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

Planned start date is Oct. 16. Enrollment is limited so register early.



## COLLEGE CREDIT/CERTIFICATE

## ADULT BASIC EDUCATION

General Information: See regional course description on page 6.

Fees payable by the semester or week.

INSTRUCTOR: Sandi Lavallie

DATE: Mon. - Fri.  
Starts Tues., September 5, 1995

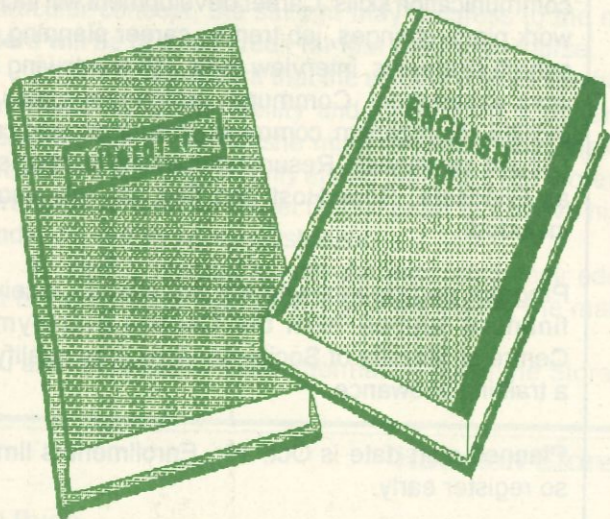
TIME: Daytime: Mon. - Thurs.  
8:30 am - 3:30 pm  
Fri., 8:30 am - 11:45 am  
Evening: Wed.  
6:30 pm - 9:30 pm

FEES: Full-Time Students:  
Tuition:  
\$32.10 per week or \$462.24 per semester including student fees.

Part-Time Students:  
Tuition:  
\$16.35 per week or \$235.44 per semester including student fees.

Students working at the Fundamental Level in ABE (up to grade 10) pay only the student association fees.

All students pay a non-refundable registration fee of \$25 for each 12 month period.



## 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 5 tests: English Literature, English Grammar, Science, Social Studies, and Mathematics. These classes will help you to prepare for the test.

## 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:

Sept. 29,30/95	Nov. 24,25/95
Jan. 12,13/96	Mar. 1,2/96
Apr. 26,27/96	June 14,15/96

Applications must be in Victoria 6 weeks prior to exam date. Examination fee is \$40 payable to the Minister of Finance and must accompany your application. Application forms are available at all college centres.

## TRANSITIONS/PRE-REQUISITE

Pending funding approval we plan on running a Transitions/Pre-Requisite Program.

Do you have your pre-requisites, - Math 11, Biology 11, English 12 and computers? This 7.5 month program will give you entrance requirements for Forest Technology, Dental Assistant, Natural Resource Management, etc. Make an appointment with the educational advisor now as there are limited seats available. Course starts Oct. 16, 1995.

## UNIVERSITY CREDIT COURSES

## Fall Semester (Sept. - Dec.)

\*English 151 (3)

TBA

Instructor: Sheila Peters

Biology 101 (3)

Tuesdays

Instructor: Rosamund Pojar

Computer Science 111 (3)

TBA

Instructor: TBA

## Winter Semester (Jan. - April)

Geography 160 (3) TBA

Biology 102 (3) TBA

## English 151-3-0: Technical Writing

This course is under development.

## Biology 101 - 3.0: Introductory Biology I

A basic introductory course in general biology. The course covers the diversity of life, introductory biochemistry and cell biology, and introductory animal and plant physiology. Laboratories include the scientific method, microscopy and major kingdoms of organisms. Experimental techniques and observation skills are emphasized. (3,3,0)

**Prerequisite:** Biology 11, Chemistry 11 highly recommended, or permission of instructor.

## Computer Science 111- 3.0: An Introduction to Computers

Computer Science 111 is designed for the student with little or no previous exposure to computers. This course will help students understand how computers work, how to work with computers, and how to use commercially prepared software packages such as spreadsheets, word processing programs, and databases. An important part of the course is the weekly three-hour laboratory session, which complements the theoretical material of the lectures with concrete hands-on practice. (3,3,0)

**Prerequisite:** Math 11 or permission of the instructor.

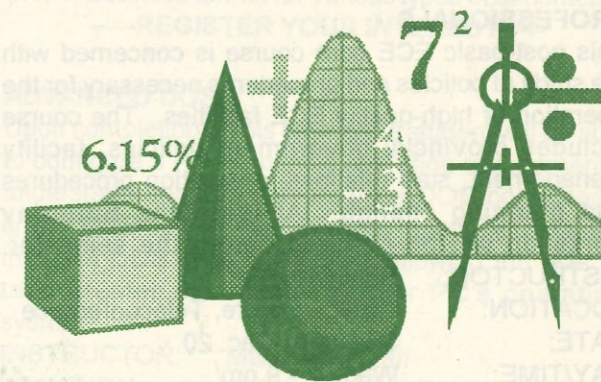
## Geography 160-3.0: Physical Geography

The study of landforms, geological processes, soils and their impact on human culture. Emphasis is to be placed on the description of landforms and soils and the processes which form them. Laboratory experience focuses on soils, fossils, map and air photo skills and field examinations of landforms. Field trips to examine local features and to collect field data are required and may be scheduled for weekends. (3,3,0)

## Biology 102 - 3.0: Introductory Biology II

A continuation of Biology 101. The course covers genetics, evolution and ecology. Laboratories include genetics, reproduction and development, evolutionary processes and ecology. Field trips, including a two day weekend trip, may be held. (3,3,0)

**Prerequisite:** Biology 101 or permission of instructor.





**EARLY CHILDHOOD EDUCATION****EARLY CHILDHOOD EDUCATION  
FALL TELECONFERENCING COURSES**

Courses begin the week of September 11 and end the week of December 18.

**E.C.E. 123 ISSUES IN FAMILY LIVING**

This course examines the patterns and structures of family life, the influences on family and diversity of family from one culture and class to another. The purpose of this course is to provide insights that will influence the student's ability to provide support for families in child care settings.

**INSTRUCTOR:** TBA  
**LOCATION:** College Centre, Teleconference  
**DATE:** Sept. 12 - Dec. 19  
**DAY/TIME:** Tues., 7 - 9 pm  
**SESSIONS:** 15  
**FEE:** \$128.40 plus text

**E.C.E. 208 ADMINISTRATION SKILLS FOR ECE PROFESSIONALS**

This post-basic ECE core course is concerned with the study of policies and procedures necessary for the operation of high-quality ECE facilities. The course includes provincial government policies, facility management, staff relations, evaluation procedures and planning change. At least one Saturday workshop will be required during the semester.

**INSTRUCTOR:** Nancy Hogue  
**LOCATION:** College Centre, Teleconference  
**DATE:** Sept. 13 - Dec. 20  
**DAY/TIME:** Wed., 7 - 9 pm  
**SESSIONS:** 15  
**FEE:** \$128.40 plus text

*Note: Students that have completed at least two-thirds of the basic ECE program can request permission to take the course from the ECE co-ordinator or course instructor (which needs to include ECE 123 and ECE 128).*

**FREE EDUCATIONAL  
WORKSHOPS**

Northwest Community College is offering workshops that will break down barriers to your educational success. Some workshop topics include:

**Test Writing****Self Esteem****Financial Budgeting****Essay & Report Writing****Computer Skills****Spelling & Punctuation****Grammar Skills**

Dates and times will be announced or call 845-7266 for more information and to register. Please feel welcome to suggest additional topics. Class size is limited.

**BUSINESS/COMPUTER  
PROGRAMS****QUICKEN 4 FOR WINDOWS**

Complete computerized personal financial management. Students will set up accounts and enter transactions to track their own bank, credit card, loan, asset and investment accounts. Familiarity with Windows required.

**INSTRUCTOR:** Katherine Anderson  
**LOCATION:** College Centre, Room 2  
**DATE:** Oct. 16 - 28  
**DAY/TIME:** Mon. & Wed., 7 - 9 pm  
Sat., 8 am - 12 noon  
**SESSIONS:** 6  
**FEE:** \$140 plus text & disks

**QUICKBOOKS FOR WINDOWS**

Small business bookkeeping made easy. Students will set up accounts and enter their own business information. Track bank accounts, manage accounts payable and receivable, generate invoices, perform easy bank reconciliations, and create financial statements. Familiarity with Windows required.

**INSTRUCTOR:** Katherine Anderson  
**LOCATION:** College Centre, Room 2  
**DATE:** Nov. 6 - 18  
**DAY/TIME:** Mon. & Wed., 7 - 9 pm  
Sat., 8 am - 12 noon  
**SESSIONS:** 6  
**FEE:** \$140 plus text & disks

**ACCOUNTING 101**

Keep track of your business transactions so that you can make sound financial decisions. Take the guesswork out of debits and credits. Know how to put together financial statements. Course will require 5-7 hours of homework per week.

**INSTRUCTOR:** Hilda Capak  
**LOCATION:** College Centre, Room 1  
**DATE:** Oct. 2 - Dec. 14  
**DAY/TIME:** Mon. & Thurs., 6:30 - 9 pm  
**SESSIONS:** 19  
**FEE:** \$375 plus text & disks

**PAGEMAKER INTRODUCTION**

Aldus Pagemaker is a powerful graphic design program which will enable you to produce great-looking documents with a Windows environment. Through a series of class projects, students will learn page design, spacing, font selection, leading and kerning. Also Story Editor, a handy built-in word-processing feature, along with importing files and creating layouts for mixed formats.

**INSTRUCTOR:** Glenna Brundige  
**LOCATION:** College Centre, Room 2  
**DATE:** Sept. 30 - Oct. 1  
**DAY/TIME:** Sat. & Sun., 9 am - 3 pm  
**SESSIONS:** 2  
**FEE:** \$140 plus text & disks

**WORDPERFECT 6.0  
(Non-Credit)**

For those with WordPerfect 5.1 experience, this course will cover tables, advanced merge and macros, reports with table of contents and indexes, producing forms, graphics and special features new in WordPerfect 6.0 including watermarks and copy-paste editing. Emphasis is on maximizing the benefits of the features of WordPerfect 6.0 using a mouse and proper business format for various types of documents.

-----REGISTER YOUR INTEREST-----

**ADVANCED DOS**

Upon completion of this course the student will be able to configure a PC to specific operating requirements, understand and use seldom-used DOS commands, create DOS batch files to perform repetitive tasks and interpret DOS error commands allowing the user to take greater advantage of their PC's operating system.

**INSTRUCTOR:** Marshall Duzan  
**LOCATION:** College Centre, Room 2  
**DATE:** Nov. 7 - 30  
**DAY/TIME:** Tues. & Thurs., 7:15 - 9:15 pm  
**SESSIONS:** 8  
**FEE:** \$150 plus disks





**LOTUS SMARTSUITE**

Word processors, spreadsheets and databases have come a long way. Lotus SmartSuite is a suite of compatible programs that integrate with one another. This suite consists of AmiPro, Lotus 1-2-3, Freelance Graphics and Approach. Pre-requisite: Intro to DOS. Course dates are as follows:

**AMIPRO INTRODUCTION**

Upon completion of this hands-on workshop, students will be able to:

- launch AmiPro and customize the screen
- use and customize Smarticon sets
- create, save, open and print documents
- apply character, paragraph and document formatting
- use styles to ensure consistency
- add headers/footers to a document
- use find and replace
- use the spell checker, thesaurus and grammar checker.

**Pre-requisites:** Windows Introduction or equivalent. Some knowledge of PC's and some keyboard skills would be an asset.

**INSTRUCTOR:** Laurel Hutton  
**LOCATION:** College Centre, Room 2  
**DATE:** Sept. 13 & 14  
**DAY/TIME:** Wed. & Thurs., 8 am - 3:30 pm  
**SESSIONS:** 2  
**FEE:** \$200 plus text & disks

**AMIPRO ADVANCED**

Upon completion of this hands-on workshop, students will be able to:

- apply, create and modify styles
- use AmiPro's outline mode
- generate a table of contents using outline
- insert and edit power fields
- generate an index
- create and manipulate frames
- create, use, save and print glossaries
- create and modify tables and add formulas
- create merge documents
- record, run and edit macros.

**Pre-requisites:** AmiPro Introduction or equivalent. Participants should be familiar with opening, saving and printing documents, selecting text, setting tabs, and basic character, paragraph and page formatting.

**INSTRUCTOR:** Laurel Hutton  
**LOCATION:** College Centre, Room 2  
**DATE:** Sept. 27 & 28  
**DAY/TIME:** Wed. & Thurs., 8 am - 3:30 pm  
**SESSIONS:** 2  
**FEE:** \$200 plus text & disks

**LOTUS 123 INTRODUCTION**

Upon completion of this hands-on workshop, students will be able to:

- use multiple worksheets in a Lotus file
- set a default drive and directory
- create, save, retrieve and print a spreadsheet
- use formulas and functions
- lock titles on large spreadsheets
- add style items to a worksheet
- create a graph.

**Pre-requisites:** Windows Introduction or the equivalent.

**INSTRUCTOR:** Indra Manhas  
**LOCATION:** College Centre, Room 2  
**DATE:** Sept. 20 & 21  
**DAY/TIME:** Wed. & Thurs., 8 am - 3:30 pm  
**SESSIONS:** 2  
**FEE:** \$200 plus text & disks

**LOTUS 123 ADVANCED**

Upon completion of this hands-on workshop, students will be able to:

- use range names and range search
- use the @IF and @ISERR functions
- protect cells and files from changes
- combine, extract and link files
- use database functions
- use lookup tables and what-if analysis

**Pre-requisites:** Lotus for Windows 4.0 Introduction or equivalent.

**INSTRUCTOR:** Indra Manhas  
**LOCATION:** College Centre, Room 2  
**DATE:** Oct. 3 & 4  
**DAY/TIME:** Wed. & Thurs., 8 am - 3:30 pm  
**SESSIONS:** 2  
**FEE:** \$200 plus text & disks

**FREELANCE GRAPHICS**

Upon completion of this hands-on workshop, students will be able to:

- produce and run a screenshow
- create, save, open and print a presentation
- work with text blocks
- format the presentation by adding styles and using SmartMasters
- draw objects
- create charts

**Pre-requisites:** Windows Introduction or equivalent and familiarity with a word processing application.

**INSTRUCTOR:** Laurel Hutton  
**LOCATION:** College Centre, Room 2  
**DATE:** Oct. 11 & 12  
**DAY/TIME:** Wed. & Thurs., 8 am - 3:30 pm  
**SESSIONS:** 2  
**FEE:** \$200 plus text & disks

**APPROACH INTRODUCTION**

Upon completion of this hands-on workshop, students will be able to:

- understand database concepts
- create and save a database table
- import data files into Approach, export tables from Approach

**Pre-requisites:** Windows Introduction or equivalent, understanding of the basic DOS concepts of files, directories and subdirectories. Familiarity with at least one software application such as a word processor or spreadsheet.

**INSTRUCTOR:** Indra Manhas  
**LOCATION:** College Centre, Room 2  
**DATE:** Oct. 18 & 19  
**DAY/TIME:** Wed. & Thurs., 8 am - 3:30 pm  
**SESSIONS:** 2  
**FEE:** \$200 plus text & disks

**APPROACH ADVANCED**

Upon completion of this hands-on workshop students will be able to:

- create and use Find Requests
- create multi-table reports
- design forms and reports

**Pre-requisites:** Approach Introduction  
**INSTRUCTOR:** Laurel Hutton  
**LOCATION:** College Centre, Room 2  
**DATE:** Oct. 25 & 26  
**DAY/TIME:** Wed. & Thurs., 8 am - 3:30 pm  
**SESSIONS:** 2  
**FEE:** \$200 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 before Sept. 18.**

**Session I**

**INSTRUCTOR:** Indra Manhas  
**LOCATION:** College Centre, Room 2  
**DATE:** Sept. 25  
**DAY/TIME:** Mon., 8:30 am - 3 pm  
**SESSIONS:** 1  
**FEE:** \$70 plus text & disks

**Session II**

**INSTRUCTOR:** Glenna Brundige  
**LOCATION:** College Centre, Room 2  
**DATE:** Oct. 14  
**DAY/TIME:** Sat., 8 am - 3 pm  
**SESSIONS:** 1  
**FEE:** \$70 plus text & disks

**DOS 6.22****(Non-Credit)**

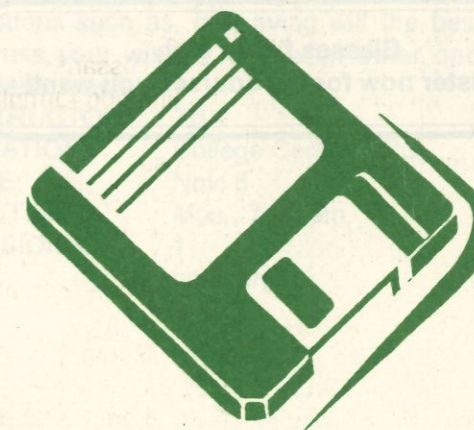
Participants will learn how to create, copy and delete files and to create and use directories effectively. DOS commands will be used to manage files on floppies and hard drives.

**INSTRUCTOR:** Marshall Duzan  
**LOCATION:** College Centre, Room 2  
**DATE:** Oct. 3 - Nov. 2  
**DAY/TIME:** Tues. & Thurs., 7:15 - 10:15 pm  
**SESSIONS:** 10  
**FEE:** \$275 plus text & disks

**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.

**INSTRUCTOR:** Glenna Brundige  
**LOCATION:** College Centre, Room 2  
**DATE:** Nov. 25 - Dec. 2  
**DAY/TIME:** Sat., 8 am - 3 pm  
**SESSIONS:** 2  
**FEE:** \$112 plus text & disks





### 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.

**INSTRUCTOR:** Glenna Brundige  
**LOCATION:** College Centre, Room 2  
**DATE:** Oct. 30 - Nov. 4  
**DAY/TIME:** Mon. & Wed., 6:30 - 9:30 pm  
 Sat., 8 am - 3 pm  
**SESSIONS:** 3  
**FEE:** \$112 plus text & disks

### BUSINESS WRITING

Ever sat down to write something you want others to read? This course is for you. It addresses the most common grammar, style, punctuation and mechanics problems persistent in letter, memo and report writing. Not sure where to place that comma, come and find out in a friendly environment. **Registration deadline August 31.**

**INSTRUCTOR:** Twyla Hurley  
**LOCATION:** College Centre, LRC and Room 3  
**DATE:** Sept. 7 - 28  
**DAY/TIME:** Thurs. & 1 Tues., 6:30 - 8:30 pm  
**SESSIONS:** 5  
**FEE:** \$90 plus GST

Classes fill up early  
Register now for the courses you want!

## OFFICE CAREERS DISTANCE EDUCATION

The following selection of Office Careers credit courses is available by Distance Education.

Computer Speed	BCPT 104
Business Machines	BUSM 101
Keyboarding	KYBD 100
Basic Business Typing	TYPG 101
Bookkeeping Fundamentals	ACCT 101

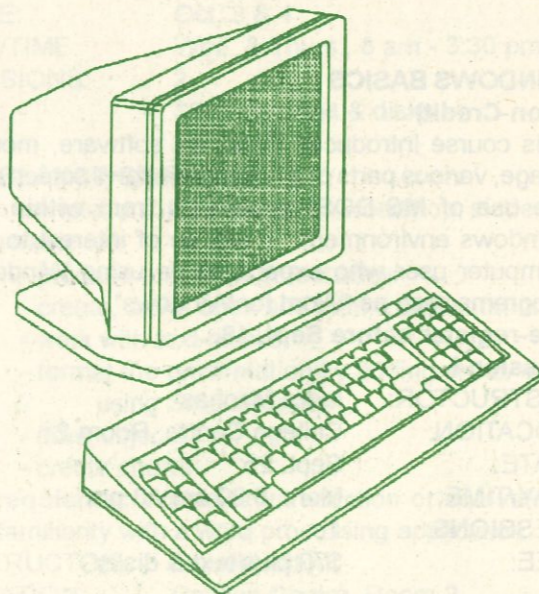
Spelling & Vocabulary	BENG 102
Introduction to Database	COMP 115
Records Management	ACCT 102

#### Fees:

Application Fee: \$25  
 Tuition: \$16.35/wk  
 Photocopy Fee: \$10  
 Plus required texts

For information please call the Smithers Centre (604) 847-4461 or fax (604) 847-4568. Attention: Co-ordinator Sandra Clark.

For information regarding the Office Careers Program, please refer to the regional information section of this brochure.



## FUTURE PROGRAMS

### FAMILY DAY CARE

Are you currently operating a family day care? Are you interested in providing childcare in your home? This program will interest you!

Family day care consists of 6 courses:

Introduction to Family Day Care: FAM 01  
 Understanding Child Development: FAM 02  
 Understanding Children's Behaviour: FAM 03  
 Health, Safety & Nutrition: FAM 04  
 Planning Children's Experiences: FAM 05  
 Operation of a Family Day Care: FAM 06

With the completion of all 6 courses, plus the 8 hour child safe course (offered through the college) a student will receive a Family Day Care Certificate. For information please call 845-7266 and make an appointment with the education advisor.

### ENTREPRENEURIAL SKILLS

The entrepreneurial skills program would provide learners with basic management skills with a focus on the skills needed to successfully manage a small scale operation. This goal would be achieved through a mixture of classroom instruction, case studies, group discussions, projects and mentorships with local small business owners.

## INVEST

This is a computer-based program for people working on ABE or GED to the Grade 10 level. Students work at their own pace on reading, writing, and math. INVEST is designed for adult learners. No computer experience necessary.



## PEOPLE'S LAW SCHOOL

### YOUNG OFFENDERS ISSUES

There has been much discussion recently about the Young Offenders Act and its ability to protect youth and also allow for sentencing appropriate to the crime. This class discusses the guiding principles and scope of the Act, the trial process, sentencing and appeals, and new and proposed changes to the Act.

**INSTRUCTOR:** TBA  
**LOCATION:** College Centre, LRC  
**DATE:** Dec. 4  
**DAY/TIME:** Mon., 6:30 - 8:30 pm  
**SESSIONS:** 1  
**FEE:** no charge

### CRIME PREVENTION & SAFETY FOR WOMEN

The instructor will highlight ways women can prevent crimes from happening at home, on the street, in their car, on public transportation, while babysitting and in public places. There will also be a discussion of resource materials available and places where courses in self-defence are offered.

**INSTRUCTOR:** TBA  
**LOCATION:** College Centre, LRC  
**DATE:** Oct. 2  
**DAY/TIME:** Mon., 7 - 9 pm  
**SESSIONS:** 1  
**FEE:** no charge

### LIVING WILLS

Living wills and euthanasia have received considerable interest by the press and general public in the past two years. A living will is a way of making known to your family and physician your wishes regarding treatment in the event you yourself are not able to make that decision. To be discussed are questions such as, is a living will the best way to express your wishes, and what other options are available now?

**INSTRUCTOR:** TBA  
**LOCATION:** College Centre, LRC  
**DATE:** Nov. 6  
**DAY/TIME:** Mon., 7 - 9 pm  
**SESSIONS:** 1  
**FEE:** no charge



## 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 604-871-7488, For information on the programs only, contact Bev Davidson at NWCC, Smithers Campus 604-847-4461. Contact Sheila McDonald for scheduling at 604-635-6511 local 5413. Courses cost \$275 each except 102B which is \$300 including textbook.

101	Instructional & Curriculum Design	Sept. 29, 30, Oct. 1, 13, 14, 15	(PR)
102A	Elements of Instruction A	Nov. 3, 4, 5, 17, 18, 19	(S)
102B	Elements of Instruction B	Jan. 26, 27, 28, Feb. 9, 10, 11	(T)
103	Use/Design of Instructional Media	Feb. 23, 24, 25, Mar. 8, 9, 10	(T)
104A	Evaluation of Learning & Instruction A	Mar. 29, 30, 31, Apr. 12, 13, 14	(S)
104B	Evaluation of Learning & Instruction B	May 3, 4, 5, 17, 18, 19	(PR)

(S) Smithers (T) Terrace (PR) Prince Rupert  
The Provincial Instructor Diploma is delivered regionally.

## 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 additional 30 hour courses.

Interested individuals can register for the entire program or for specific courses by contacting Program Development, Vancouver Community College at 604-871-7488. For program information only, contact Bev Davidson, NWCC, Smithers Campus, 604-847-4461. For information on scheduling contact Sheila McDonald, NWCC Terrace at 604-635-6511 local 5413. Courses cost \$410 each.

Entrance requirements are similar to requirements for the Provincial Instructor Diploma; however, ID 101 Instructional & Curriculum Design is a prerequisite for ID 301 College Organization & Its Educational Context. ID 104B Evaluation of Learning & Instruction Part B is a prerequisite for ID 304 Educational Leadership.

303	Microcomputers in Education	Oct. 13, 14, 15, 27, 28, 29	(T)
304	Educational Leadership	Jan. 19, 20, 21, Feb. 2, 3, 4	(T)
301	College Organization and Its Educational Context	Feb. 16, 17, 18, Mar. 1, 2, 3	(T)
302	Introduction to Developmental Psychology	May 17, 18, 19, 31, June 1, 2	(T)

(T) Terrace

## FIRST AID/HEALTH

### RED CROSS CHILDSAFE

This course covers safety and accident prevention in the home, infant/child choking and CPR, bleeding, broken bones and poisons. Upon successful completion participants will receive "Level D" certification.

**Pre-register 1 week prior to course start date.**

INSTRUCTOR:	Cindy Chipchase Northwest First Aid Training
LOCATION:	Upstairs in the mall
DATE:	Dec. 9
DAY/TIME:	Sat., 8 am - 5 pm
SESSIONS:	1
FEE:	\$75

### LEVEL I OCCUPATIONAL FIRST AID

Occupational First Aid Level I is a one-day program designed to provide life-saving first aid skills to workers in industry.

**PRE-REQUISITES:** 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 First Aid Level I certificate, valid for two years. Pre-register at least two weeks prior to course date.

#### Session I

INSTRUCTOR:	Roger Cloutier Northwest First Aid Training
LOCATION:	Upstairs in the mall
DATE:	Sept. 23
DAY/TIME:	Sat., 8 am - 5 pm
SESSIONS:	1
FEE:	\$75

#### Session II

INSTRUCTOR:	Roger Cloutier Northwest First Aid Training
LOCATION:	Upstairs in the mall
DATE:	Nov. 25
DAY/TIME:	Sat., 8 am - 5 pm
SESSIONS:	1
FEE:	\$75

### LEVEL III OCCUPATIONAL 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.

INSTRUCTOR:	Roger Cloutier Northwest First Aid Training
LOCATION:	Upstairs in the mall
DATE:	Oct. 11 - Nov. 12
DAY/TIME:	Mon. & Wed., 6 - 10 pm Sat., 8 am - 5 pm
SESSIONS:	15
FEE:	\$545

### 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, spineboard and basket stretcher immobilization techniques, patient assessment and treatment during transport, transportation vehicles, aircraft transportation and applied first aid regulations.

#### Session I

INSTRUCTOR:	Roger Cloutier Northwest First Aid Training
LOCATION:	Upstairs in the mall
DATE:	Sept. 24
DAY/TIME:	Sun., 8 am - 5 pm
SESSIONS:	1
FEE:	\$75

#### Session II

INSTRUCTOR:	Roger Cloutier Northwest First Aid Training
LOCATION:	Upstairs in the mall
DATE:	Nov. 26
DAY/TIME:	Sun., 8 am - 5 pm
SESSIONS:	1
FEE:	\$75



**CRITICAL INCIDENT STRESS DEBRIEFING**

Critical incident stress is the emotional, physical and cognitive reaction to a critical incident. It can lead to reduced performance, emotional, physical or cognitive problems subsequently resulting in poor work performance, family stress, personality shifts and a variety of other problems. Participants will learn how to recognize the signs and symptoms, keys to defusing on-the-job and post-incident plus the do's and don'ts.

**INSTRUCTOR:** Colleen Plug  
**LOCATION:** College Centre, LRC  
**DATE:** Sept. 30  
**DAY/TIME:** Sat., 10 am - 2 pm  
**SESSIONS:** 1  
**FEE:** \$10

**LEVEL III RENEWAL**

This 35 hour course covers all emergency medical techniques considered to be the responsibility of the first aid attendant providing emergency care in industry. Pre-reading material available upon registration.

**INSTRUCTOR:** Roger Cloutier  
 Northwest First Aid Training  
**LOCATION:** Upstairs in the mall  
**DATE:** Nov. 6 - 10  
**DAY/TIME:** Mon. - Fri., 8:30 am - 4:30 pm  
**SESSIONS:** 5  
**FEE:** \$400

**FIRST RESPONDER - HAZARDOUS MATERIALS AWARENESS TRAINING**

This WCB recognized course will focus on the methods used when identifying potentially hazardous incidents involving hazardous materials and the response actions that must be taken for personal and public safety. This course meets the nationally accepted standard - NFPA 472 "Standards for Professional Competence of Responders to Hazardous Materials". This course also includes the basic WHMIS requirements. WCB certification upon successful completion.

**INSTRUCTOR:** Ray Hollenberg  
 Northwest Response Ltd.  
**LOCATION:** College Centre, LRC  
**DATE:** Oct. 19  
**DAY/TIME:** Thurs., 8:30 am - 5:30 pm  
**SESSIONS:** 1  
**FEE:** \$225

**FOODSAFE**

"Foodsafe" is a sanitation program designed to train food handlers on the procedures and conditions necessary for the prevention of foodborne illnesses. It is intended for personnel working in restaurants, cafeterias, hospitals, retirement homes and grocery stores, but the emphasis will be on safe household practices including safe canning, storing, and meat handling. Information will be provided on hamburger disease, salmonella, beaver fever and botulism. This program was designed by the Ministry of Public Health.

**Pre-register one week in advance.**

**INSTRUCTOR:** Shiranthini Hensman  
**LOCATION:** College Centre, LRC  
**DATE:** Oct. 12 - 26  
**DAY/TIME:** Thurs., 6:30 - 9:30 pm  
**SESSIONS:** 3  
**FEE:** \$100

**TRADES/CAREER/VOCATIONAL****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 airbrake 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.

**AIRBRAKES I**

**INSTRUCTOR:** Judy Daye  
 BV Driving School  
**LOCATION:** College Centre  
**DATE:** Sept. 18 - 23  
**DAY/TIME:** Mon. - Fri., 6:30 pm - 10:30 pm  
 Sat., 8 am - 5 pm  
**SESSIONS:** 6  
**FEE:** \$175 plus text

**AIRBRAKES 2**

**INSTRUCTOR:** Judy Daye  
 BV Driving School  
**LOCATION:** College Centre  
**DATE:** Nov. 20 - 25  
**DAY/TIME:** Mon. - Fri., 6:30 pm - 10:30 pm  
 Sat., 8 am - 5 pm  
**SESSIONS:** 6  
**FEE:** \$175 plus text

**GENERAL INTEREST****WOODWORKING ORIENTATION**

This course is designed to aid individuals who plan to register for beginner woodworking classes. Participants will learn the how-to's of basic drafting, instrument reading plus transposing from mind to wood.

**INSTRUCTOR:** Bruce Hamblin  
 Country Treasures Ltd.  
 Bruce Hamblin's shop

**Session 1**

**DATE:** Sept. 26  
**DAY/TIME:** Tues., 7 - 9:30 pm  
**SESSIONS:** 1  
**FEE:** \$15 plus GST

**Session 2**

**DATE:** Sept. 28  
**DAY/TIME:** Thurs., 7 - 9:30 pm  
**SESSIONS:** 1  
**FEE:** \$15 plus GST

**WOODWORKING (BEGINNERS)**

Do you enjoy working with wood or have you always wanted to give it a try? Participants will learn the safe operation and use of a variety of machines and tools plus basic woodworking techniques. A good selection of projects will be completed suitable for Christmas gift giving. A project will be completed each session. Pre-requisite: Woodworking Orientation.

**INSTRUCTOR:** Bruce Hamblin  
 Country Treasures Ltd.  
**LOCATION:** Bruce Hamblin's shop  
**DATE:** Oct. 3 - Dec. 5  
**DAY/TIME:** Tues., 7 - 9:30 pm  
**SESSIONS:** 10  
**FEE:** \$156 plus GST and \$100 supplies

**INSTRUCTOR:** Bruce Hamblin  
 Country Treasures Ltd.  
**LOCATION:** Bruce Hamblin's shop  
**DATE:** Oct. 5 - Dec. 7  
**DAY/TIME:** Thurs., 7 - 9:30 pm  
**SESSIONS:** 10  
**FEE:** \$156 plus GST and \$100 supplies

**WOODWORKING (ADVANCED)**

Have you always wished you could master projects as found in woodworking magazines? Learn to safely use a variety of shop equipment in different and innovative ways. Learn how to interpret and transpose patterns and to use homemade jigs. Participants will complete at least two projects suitable for gifts or your own use. Participants must have completed Woodworking Beginners or have previous cabinet making experience.

**INSTRUCTOR:** Arnold Amonson  
 Tru Square Enterprises Ltd.  
**LOCATION:** Bruce Hamblin's shop  
**DATE:** Oct. 2 - Dec. 11  
**DAY/TIME:** Mon., 7 - 9:30 pm  
**SESSIONS:** 10  
**FEE:** \$125 plus GST and \$80 supplies

**INSTRUCTOR:** Arnold Amonson  
 Tru Square Enterprises Ltd.  
**LOCATION:** Bruce Hamblin's shop  
**DATE:** Oct. 4 - Dec. 6  
**DAY/TIME:** Wed., 7 - 9:30 pm  
**SESSIONS:** 10  
**FEE:** \$125 plus GST and \$80 supplies

**BUDGETING & FINANCIAL MANAGEMENT**

Are you living beyond your financial means? Perhaps from paycheque to paycheque? Would you like this to change? If so, this is the course for you!

**INSTRUCTOR:** Jan Christianson  
**LOCATION:** College Centre, Room 1  
**DATE:** Sept. 26 - Oct. 5  
**DAY/TIME:** Tues. & Thurs., 7 - 9 pm  
**SESSIONS:** 4  
**FEE:** \$45 plus GST

**CANINE OBEDIENCE**

Health, behavioural psychology, obedience and confirmation will be the focus of this workshop. Training will be breed-specific. All dogs must have proof of up-to-date vaccination shots. Family members are welcome to observe hands-on training from 1 - 4 pm.

**INSTRUCTOR:** Bob Haslett  
 BV Canine Services  
**LOCATION:** College Centre  
**DATE:** Sept. 9 & 23  
**DAY/TIME:** Sat., 9 am - 4 pm  
**SESSIONS:** 2  
**FEE:** \$90 plus GST



**INTERIOR DECORATING**

Want to spruce up your home/office with new creative decorating ideas? This workshop will cover color schemes, re-decorating on a limited budget and the importance of harmony and mood in a room. Bring pictures or a video of one room in your home you'd like improved. Refreshments and a snack will be provided.

**INSTRUCTOR:** Terri Stewart  
Terri's Dream Designs  
**LOCATION:** College Centre, Room 1  
**DATE:** Oct. 17  
**DAY/TIME:** Tues., 7 - 9:30 pm  
**SESSIONS:** 1  
**FEE:** \$16 plus GST

**CALLIGRAPHY**

The basics of broad-pen calligraphy will be covered in this course, including layout basics and everyday calligraphy. Students must supply their own calligraphy pen.

**INSTRUCTOR:** Cathy Whalen  
**LOCATION:** College Centre, LRC  
**DATE:** Oct. 14 - Oct. 28  
**DAY/TIME:** Sat., 1 - 4 pm  
**SESSIONS:** 3  
**FEE:** \$85 plus GST and supplies

**SPANISH****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.

**INSTRUCTOR:** Violetta Schwartz  
**LOCATION:** College Centre, Staffroom  
**DATE:** Oct. 16 - Nov. 15  
**DAY/TIME:** Mon. & Wed., 6:30 - 8 pm  
**SESSIONS:** 10  
**FEE:** \$90 plus GST

**C.O.R.E.**

This course deals with the 6 sections of hunter training. Ethics, gun safety, animal and bird identification, survival and first aid will all be covered. Minimum age 10 years.

**INSTRUCTOR:** Tom's Contracting & Custom Gun  
**LOCATION:** College Centre, LRC  
**DATE:** Aug. 28, 29, 31, Sept. 4, 6  
**DAY/TIME:** Mon. - Thurs., 6:30 - 9 pm  
**SESSIONS:** 5  
**FEE:** \$98 plus GST

**WILDERNESS SURVIVAL**

The 5 basic needs for survival in any situation are heat, shelter, water, food and a positive attitude. This course would be of benefit to everyone who enjoys snowmobiling, skiing, hunting, hiking or any other outdoor activities. Upon successful completion participants will have the confidence, knowledge, skills and ability to fend for themselves in a survival situation. Participants should be in good physical health. Includes 3 days practical (in the bush) experience. Supply list available upon registration.

**Pre-requisite: Level 1 Occupational First Aid.**

**INSTRUCTOR:** Rob Sanders  
Shock Wave Contracting  
**LOCATION:** College Centre, Staffroom  
**DATE:** Oct. 30 - Nov. 4  
**DAY/TIME:** Mon. - Sat., 8 am - 5 pm  
**SESSIONS:** 6  
**FEE:** \$475 plus supplies

**HOUSTON COMMUNITY SERVICES**

Houston Community Services provides workshops, support groups and one-to-one services on a regular basis. Phone 845-3484 and ask for Marianne Dekker or Stacey Stewart.

One-to-one services are:

- \* Self-esteem building, stress management, anger management, parenting skills, communication skills, conflict resolution, teen and family support, time management and budgeting.
- \* Support groups are: "Getting in Touch" and "Attention Deficit Hyperactivity Disorder".

Workshops offered this fall are:

**BABYSITTER TRAINING**

This is a training course for 12 years old and up. The course teaches young people their rights and responsibilities in their role as a babysitter. Included is information on first aid, CPR, safety and nutrition.

**INSTRUCTOR:** Marianne Deckker or Stacey Stewart  
**LOCATION:** Houston Community Services  
**DATE:** Sept. 12 - Oct. 24  
**DAY/TIME:** Tues., 6:30 - 8:30 pm  
**SESSIONS:** 7  
**FEE:** \$12

**NOBODY'S PERFECT**

This is a support group for moms and dads with children under the age of 5 years old. The agenda depends on the needs of the individuals in the group. Program 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.

**INSTRUCTOR:** Marianne Dekker or Stacey Stewart  
**LOCATION:** Houston Community Services  
**DATE:** Sept. 14 - Oct. 26  
**DAY/TIME:** Thurs., 12 noon - 3 pm  
**SESSIONS:** 7  
**FEE:** no charge

Depending on the interest we can offer either:

**STEP-TEEN**

STEP-TEEN is a workshop designed to help parents raise confident, self-reliant teenagers. This workshop will help you understand your teen's behaviour, and how to build a family relationship based on mutual respect and cooperation.

**HOW TO TALK SO KIDS WILL LISTEN OR HOW TO LISTEN SO KIDS WILL TALK** is 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 a better understanding of children.

**STEP-TEEN** Thurs., Sept. 21 - Nov. 23  
**SESSIONS:** 10

**HOW TO TALK** Thurs., Sept. 21 - Nov 2  
**SESSIONS:** 7

7:00 - 9:00 pm  
FEE: \$16



**DZE L K'ANT FRIENDSHIP CENTRE SOCIETY  
HOUSTON OUTREACH OFFICE**

This is a non-profit organization. Currently we are an Outreach Office from the Dze L K'ant Friendship Centre Society in Smithers.

There are several programs we offer. For example:  
Drug & Alcohol Counsellor  
Family Support  
Pregnancy Outreach Program  
Advocacy.

We offer workshops the first and third Tuesday of each month. These workshops are educational or health orientated with a craft workshop and are held at Northwest Community College, Teleconference Room from 9:30 am to 3 pm. Everyone is welcome at no charge. To register for any of the workshops contact Penny Tiljoe at 845-2131 or fax 845-2136.

**September 5/95**

9:30 am  
Stay Healthy: S.T.D.  
with Carlin Miroslaw, Skeena Health Unit Nurse  
1 pm  
Dreamcatcher  
with Brenda Wilson, Program Director  
Location: NWCC, Teleconference Room

**September 19/95**

9:30 am  
Breast Cancer Awareness  
with Audrey Soroake, Health Promotion Worker  
1 pm  
Picture Frames  
with Brenda Wilson, Program Director  
Location: NWCC, Teleconference Room

**October 3/95**

9:30 am  
Stay Healthy, Keeping Colds & Flus Away From You  
with Carlin Miroslaw, Health Nurse  
1 pm  
Making Barretts  
with Brenda Wilson, Program Director  
Location: NWCC, Teleconference Room

**October 17/95**

9:30 am  
Children & Solvent Inhalent Abuse  
with Morley Moore, Drug & Alcohol Counsellor  
1 pm  
Craft TBA  
with Brenda Wilson, Program Director  
Location: NWCC, Teleconference Room

**November 7/95**

9:30 am  
Stay Healthy; Nutrition in Children  
with Carlin Miroslaw & Nutritionist  
1 pm  
Photo Albums (bring your own photo album)  
Location: NWCC, Teleconference Room

**November 21/95**

9:30 am  
Child Injury Prevention  
with Skeena Health Unit - Facilitator TBA  
1 pm  
Christmas Ornaments (great for Christmas gifts)  
with Tina Froese  
Location: NWCC, Teleconference Room

**PREGNANCY OUTREACH**

This free program will help you have a healthy baby. Learn how to choose the best foods for you and your unborn child, learn more about labour and delivery, receive milk coupons if you are in financial need, get help to control your use of tobacco, alcohol or drugs. Drop-ins every Friday from 1-3 pm at the Health Centre Conference Room. Guest speaker the first Friday of the month. If you would like to take part in this program or need more information please contact:  
The Houston Health Centre  
3202 - 14th Street  
Houston, BC  
or call 845-2294 and ask for the pregnancy outreach worker.

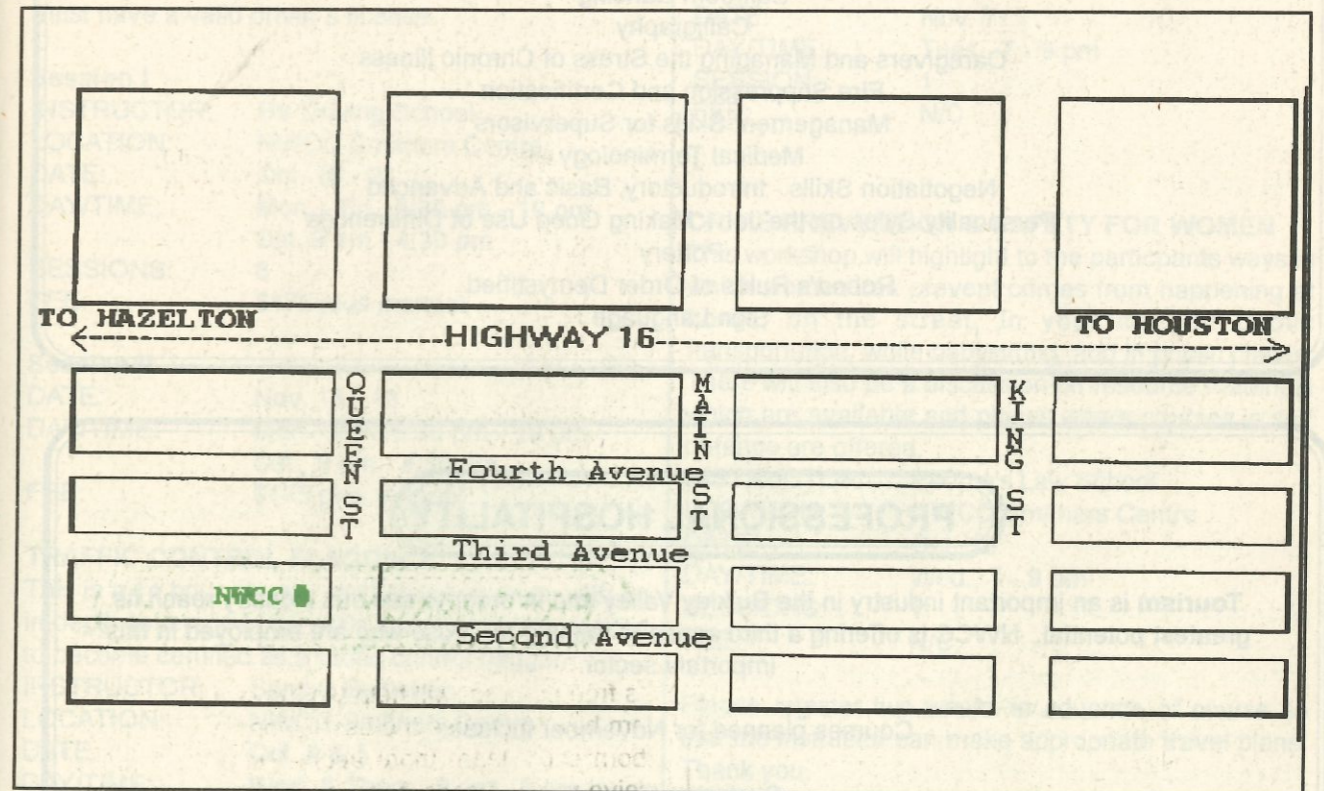
*Smithers Campus*

**COLLEGE OFFICE HOURS**

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

**FACILITY RENTAL**

The college will rent rooms for groups to hold meetings, workshops, etc. Rental is \$50 per day per room (\$25/half day) 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.



**SMITHERS NON-INSTRUCTIONAL STAFF**

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



## CONTINUING EDUCATION

In an effort to be more responsive to community requests the continuing education department of Northwest Community College is prepared to offer courses on a demand basis.

Please contact our office at 847-4461 if you wish training in specific programs, or if you would like training scheduled at different times than those presented in this brochure. We will gladly reschedule and we look forward to providing these new services and opportunities to you.

The following courses are some course suggestions. Please let us know if these are of interest to you and what dates you prefer for scheduling.

Thank you.

Balancing the Demands of Work, Relationships and Play  
 Ballroom Dancing  
 Calligraphy  
 Caregivers and Managing the Stress of Chronic Illness  
 Fire Suppression and Certification  
 Management Skills for Supervisors  
 Medical Terminology  
 Negotiation Skills - Introductory, Basic and Advanced  
 Personality Syles on the Job - Making Good Use of Differences  
 Pottery  
 Robert's Rules of Order Demystified  
 Sign Language

## PROFESSIONAL HOSPITALITY

**Tourism** is an important industry in the Bulkley Valley and in order to see this industry reach its greatest potential, NWCC is offering a third series of training for those who are employed in this important sector.

Courses planned for November include:

Customer Service  
 Understanding Customer Expectations (including Cultural Awareness)  
 Dining Etiquette  
 Self Esteem and Assertiveness Training  
 Time Management  
 Stress Management  
 Dealing with Conflict  
 SuperHost  
 Foodsafe

Please contact NWCC Smithers 847-4461 to register your interest in any or all of the above seminars.

## TRADE/CAREER/VOCATIONAL

### 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 airbrakes endorsement, individuals must be a least 16 years of age to obtain a Class 5 driver's licence; 18 to obtain a Class 3 license and 19 to obtain a Class 1 or 4 licence. Participants must have a valid driver's licence.

#### Session I

INSTRUCTOR: BV Driving School  
 LOCATION: NWCC Smithers Centre  
 DATE: Oct. 16 - 21  
 DAY/TIME: Mon. - Fri., 6:30 pm - 10 pm  
 Sat. 9 am - 4:30 pm  
 SESSIONS: 6  
 FEE: \$175 plus manual

#### Session II

DATE: Nov. 13 - 18  
 DAY/TIME: Mon. - Fri., 6:30 pm - 10 pm  
 Sat., 9 am - 4:30 pm  
 FEE: \$175 plus manual

### TRAFFIC CONTROL FLAGGING

This is a 14 hour course, held over two days, with an in-depth coverage of the skills and information needed to become certified as a traffic control flagger.

INSTRUCTOR: Sandra Bohleber  
 LOCATION: NWCC Smithers Centre  
 DATE: Oct. 4 & 5  
 DAY/TIME: Wed. & Thurs., 9 am - 5 pm  
 SESSIONS: 2  
 FEE: \$90

## PEOPLE'S LAW SCHOOL

### ICBC AND PERSONAL INJURY

It is often much easier to assess the damage to your car than to put a value on your personal injury. This class offers an explanation of the benefits available and their limitations. The role of the insurance adjuster is also covered as well as instructions on how to make a claim, jury trials and settling out of court. This information is invaluable and will help you to be more aware of how you or your family should handle claims under ICBC.

INSTRUCTOR: John Perry, Solicitor  
 LOCATION: NWCC Smithers Centre  
 DATE: Nov. 7  
 DAY/TIME: Tues., 7 - 9 pm  
 SESSION: 1  
 FEE: N/C

### CRIME PREVENTION & SAFETY FOR WOMEN

This workshop will highlight to the participants ways in which women can prevent crimes from happening at home, on the street, in your car, on public transportation, while babysitting, and in public places. There will also be a discussion on resource materials which are available and places where courses in self defence are offered.

INSTRUCTOR: People's Law School  
 LOCATION: NWCC Smithers Centre  
 DATE: Oct. 18  
 DAY/TIME: Wed., 7 - 9 pm  
 SESSIONS: 1  
 FEE: N/C

Please register two weeks in advance of course so that the instructor can make appropriate travel plans. Thank you.



## PEOPLE'S LAW SCHOOL

### WILLS AND ESTATES

Have you ever thought about what would happen in the event that you died and you had not prepared a will? A will is your opportunity to disperse property and possessions according to your wishes, and does protect your beneficiaries from unnecessary stress and tax implications. This class will discuss how to make a will and what you should include in your will; what restrictions exist; the probate of an estate; what forms are necessary; the people to contact; the notary public and where to forward the forms upon their completion.

**INSTRUCTOR:** People's Law School  
Dale Perry, Solicitor

**LOCATION:** NWCC Smithers Centre

**DATE:** Nov. 29

**DAY/TIME:** Wed., 7 - 9 pm

**SESSIONS:** 1

**FEE:** N/C

## ADULT BASIC EDUCATION

Most people enter the ABE program to complete entrance requirements for career training programs like nursing, forest technology or office careers. Some attend to learn English as their second language. Others improve their opportunities for employment by improving their English, math, computer and science skills. Students enter the program throughout the year as space in the class permits. If you want to take ABE courses, make an appointment with the student advisor at the Hazelton, Houston or Smithers Centres. The advisor will help you determine which courses to take and the cost.

The College ABE program begins on September 5. The program operates Monday to Friday from 9 am to 12 noon and from 1 pm to 4 pm. Students attend full or part-time.

## UNIVERSITY CREDIT COURSES

### Fall Semester (Sept. - Dec.)

English 101 (3)

Tuesdays 6:45 pm - 10 pm

Instructor: Sheila Peters

\*English 151 (3)

TBA

Instructor: Sheila Peters

Psychology 101 (3)

Monday 6:45 pm - 10 pm

Instructor: Ted Eberle

Sociology 101 (3)

Wednesday 3:30 pm - 6:45 pm

Instructor: Bev Clifton

History 105 (3)

Thursday 6:45 pm - 10 pm

### Winter Semester (Jan. - April)

English 101 (3) TBA

Psychology 101 (3) TBA

Sociology 102 (3) TBA

History 106 (3) TBA

### English 101-3.0: Literature and Composition I

Reading and discussion of modern short fiction and poetry. Lectures on composition. Written assignments based on analysis of the literature read and subjects of general interest. (3,0,0)

### English 151-3.0: Technical Writing

This course is under development.

### Psychology 101-3.0: Introductory Psychology I

This course surveys models and theories relevant to the various areas of psychology by examining the psychologists' research. Specific topics include perspectives and methods, biology of behaviour, human development, sensation, perception, consciousness, and conditioning and learning. The classes include lectures, structured experiences, discussions and audio-visual presentations. (3,0,0)

### Sociology 101-3.0: Introductory Sociology I

Through a variety of sociological perspectives we will examine how different groups view the structure of society. Through brief lectures, audio visual presentation and small group discussions we will explore major topics in the discipline of sociology: culture, socialization, gender roles, crime and deviance. (3,0,0)

### History 105-3.0: Canada to the Mid-Nineteenth Century

This is an attempt to make the more remote past of this country meaningful to us today. We will examine the interrelationship between native people and newcomers, the nature of French-Canadian society and the politics of economic and social development in Ontario.

## TRAINING PROGRAMS FOR BUSINESS, INDUSTRY, 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 co-ordination among groups, professional consultation, customized program development and delivery in areas such as:

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

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

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

**Note:** For more information, contact:  
Ross Hoffman or  
Mary Ellen Graham  
847-4461



## BULKLEY VALLEY LEARNING CENTRE

The college has entered into a partnership with School District #54 and the Ministry of Human Resources and Development 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 who want to complete the requirements for G.E.D. or complete subjects which are prerequisites for entrance to college and university programs can do so either in our Adult Basic Education classroom or in the Learning Centre.

Both programs are open daily Monday to Friday. The Bulkley Valley Learning Centre is also open four evenings a week. Our Educational Advisor, Sheila Peters and our ABE Instructor, Alec Deas, can help you decide which option will best suit your needs. Students who wish to complete courses toward their Dogwood Certificate will be registered with School District #54.

## WILDERNESS GUIDING SKILLS

The Wilderness Guiding Skills program takes place April to June each year. This is an extremely popular program with excellent employment prospects in traditional guiding and adventure tourism sectors. For more details please refer to the regional course description in this brochure.

## ENGLISH AS A SECOND LANGUAGE

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. **This program is designed for beginners.**

Apply at Northwest Community College in Smithers by September 6, 1995.

LOCATION: College Centre  
 DATE: Sept. 11, 1995 - Mar. 27, 1996  
 DAY/TIME: Mon. - Wed., 6:30 - 10 pm  
 FEE: No charge

## OFFICE CAREERS

The Office Careers program hours in Smithers are Monday to Friday 9 am to 3:30 pm (days) and Monday to Thursday 6:30 pm to 9:30 pm (evenings).

The instructors are Bev Davidson, Terrie McAloney and Sandra Clark. The instructor's aide is Heather Anderson.

For details pertaining to course offerings please refer to the descriptions in the regional section.

### Full-time

Sept. - Dec.  
 (\$32.10 per week, 12.5 or more hours per week)  
 Plus \$25 application fee.

### Part-time

Sept. - Dec.  
 (\$16.35 per week, 12.5 or fewer hours per week)  
 Plus \$25 application fee.

Registration for the evening program is from September 5 to September 11, 1995. Students may register for a full program or take selected courses.

### KEYBOARDING (KYBD 100)

An introduction to the keyboard and development of touch typing.

Mon., Wed., Thur., Fri., Sept. 11 - 29 (3weeks)  
 9:30 - 11:30 am  
 \$49.05 plus text

### Evening

Mon. & Wed., Sept. 6 - Dec. 13 (3 months)  
 7 - 8 pm  
 \$235.44 plus text

### INTRODUCTION TO DOS/WINDOWS (COMP 100)

Introduces the basic concepts involved in using DOS based computers. An introduction to the Windows environment is also included.

Mon. & Wed., Oct. 2 - Nov. 1 (5 weeks)  
 9 - 11 am  
 \$81.75 plus text

### Evening

Tues. & Thurs., Sept. 12 - Oct. 12  
 7 - 9 pm  
 \$81.75 plus text

The Office Careers program will take registration for the following courses. These courses are offered as credit courses within the Office Careers program; however, they can also be taken as non-credit courses in which case prerequisites do not apply. Previous computer experience and some keyboarding skills are recommended for the word processing courses. Classes are delivered at the specified times; however, students will have access to the computer lab and classrooms from 9 am - 4 pm Monday to Friday as long as another class is not in session and during the evening from 6:30 pm to 9:30 pm Monday to Thursday.

**Please note if you have not been a NWCC student within the last 12 months a one-time \$25 application fee will apply when registering for one or more of the following courses.**

For more information on the Office Careers program, please refer to the regional section of this brochure.

### ACCOUNTING 101 (ACCT 101)

An introduction to bookkeeping fundamentals.  
 Tues. & Thurs., Oct. 3 - Dec. 7 (10 weeks)  
 1 - 2 pm class  
 2 - 3:30 pm instructor available  
 \$163.50 plus text

### ACCOUNTING 102 (ACCT 102)

Advanced accounting procedures.  
 Mon. & Wed., Nov. 20 - Mar. 6  
 8 - 9 pm  
 \$245.35 plus text





## OFFICE CAREERS DISTANCE EDUCATION

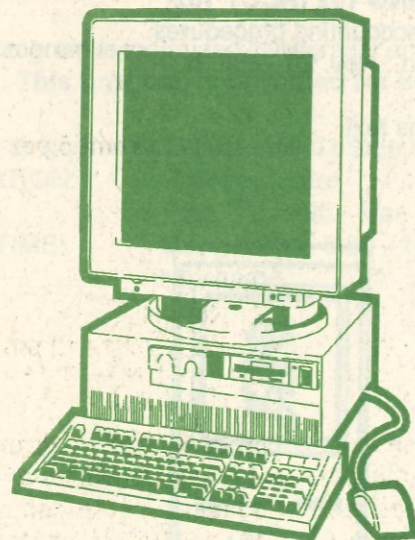
The following selection of Office Career credit courses is available by Distance Education:

Computer Speed	BCPT 104
Spelling & Vocabulary	BENG 102
Business Machines	BUSM 101
Introduction to Database	COMP 115
Keyboarding	KYBD 100
Records Management	OFPR 110
Basic Business Typing	TYPG 101
Routine Bookkeeping Proc.	ACCT 102
Bookkeeping Fundamentals	ACCT 101

### Fees:

Application fee: \$25  
Tuition: \$16.35/wk  
Photocopy Fee: \$10  
Plus required texts.

For information please call the Smithers Centre 604-847-4461 or fax 604-847-4568, Attention: Co-ordinator Sandra Clark.



## EXAM WRITING WORKSHOPS

Writing exams for Open Learning, CGA, CMA, High School or GED? Got the shakes? This free workshop will help prepare you to effectively demonstrate your knowledge. It includes test writing strategies and stress management. The timing is designed to help with the GED exams scheduled for Sept. 29 and 30 and Nov. 24 and 25.

INSTRUCTOR: Bev Davidson  
LOCATION: NWCC - Rm 109  
DATE: Sept. 25  
Please register before Sept. 15  
DAY/TIME: Mon. 6:30 - 9:30 pm  
FEE: N/C

INSTRUCTOR: Bev Davidson  
LOCATION: NWCC  
DATE: Nov. 8  
DAY/TIME: Wed. 9 - 12 noon  
FEE: N/C

INSTRUCTOR: Bev Davidson  
LOCATION: NWCC  
DATE: Nov. 8  
DAY/TIME: Wed. 6:30 - 9:30 pm  
FEE: N/C

### BASIC INSTRUCTIONAL TECHNIQUES

This workshop is designed for those individuals who may find themselves instructing and/or training adults whether it be for on-the-job training or for pleasure. Course content includes characteristics of the adult learner, learning styles, writing performance objectives, preparing for and delivering a lesson plan, as well as evaluating learning outcomes.

INSTRUCTOR: Bev Davidson  
LOCATION: NWCC - Smithers  
DATE: October 21, 1995  
DAY/TIME: Sat., 9 am - 3:30 pm  
1/2 hour lunch  
SESSIONS: One  
FEE: TBA

## FIRST AID/HEALTH

NWCC will be pleased to schedule any first aid courses that you require at times other than what is scheduled here. Please call the centre 847-4461 to plan alternative dates.

### OCCUPATIONAL FIRST AID - LEVEL 1

Worker's Compensation Board regulations require two Level 1 First Aid attendants on jobs sites which employ one to ten employees. Certificates achieved are valid for two years upon successful completion of this 8 hour course. This course includes CPR, obstructed airways management, care of the unconscious patient and control of deadly bleeding. Participants must be 16 years of age. This class is in demand and is limited to twelve participants according to WCB regulations. Please register early to ensure your placement.

#### Session I

INSTRUCTOR: Deborah Godin  
LOCATION: NWCC Main Street Access (above Mr. Mike's)  
DATE: Sept. 18  
DAY/TIME: Mon., 8:30 am - 5 pm  
SESSIONS: 1  
FEE: \$75

#### Session II

DAY/TIME: Mon., Nov. 20

### FOODSAFE

Learn about food-borne illness, personal hygiene, safe serving and dispensing methods, food protection and preparation, dishwashing methods. A Certificate will be issued upon successful completion of the course.

#### Session I

INSTRUCTOR: Susan Butt  
LOCATION: NWCC Smithers Centre  
DATE: Oct. 24, 25, 26  
DAY/TIME: Tues., Wed., Thurs.  
6:30 pm - 9:30 pm  
SESSIONS: 3  
FEE: \$95

#### Session II

DATE: Nov. 21, 22, 23  
DAY/TIME: Tues., Wed., Thurs.,  
6:30 pm - 9:30 pm  
FEE: \$95

### LEVEL 1 WITH TRANSPORTATION ENDORSEMENT

This 8 hour 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. Evaluation is done by the instructor. Ticket expires upon the expiry date of the Occupational First Aid Level 1 Certificate. Participants must be 16 years of age. Level 1 Certificate is a prerequisite to taking the transportation endorsement.

#### Session I

INSTRUCTOR: Deborah Godin  
LOCATION: Main Street Access (above Mr. Mike's)  
DATE: Sept. 19  
DAY/TIME: Tues., 8:30 am - 5 pm  
SESSIONS: 1  
FEE: \$75

#### Session II

Daytime: Tues., Nov. 21

### OCCUPATIONAL FIRST AID - LEVEL III

In this 82.5 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.

#### SESSION I

INSTRUCTOR: Deborah Godin  
LOCATION: NWCC Main Street Access (above Mr. Mike's)  
DATE: Sept. 22 - Oct. 6  
DAY/TIME: Mon. - Fri., 8:30 am - 5 pm  
SESSIONS: 11  
FEE: \$545

#### SESSION II

77.5 hours  
DATE: Oct. 9 - Nov. 11  
DAY/TIME: Mon., Wed., 6 pm - 10 pm  
Sat., 8:30 am - 5 pm  
FEE: \$545

These courses have been scheduled in accordance with the examination dates set for Smithers by WCB. If these dates are not suitable please contact the Smithers Centre 847-4461 to discuss alternatives. Please keep in mind that we must comply with WCB dates for examination of participants.



### CPR - LEVEL C - BASIC RESCUER

Level C CPR covers eight hours of heartsaver techniques. Participants will learn to detect the signs and signals for action in heart attack situations, obstructed airway management, and what action should be taken when the patient is conscious or unconscious. This course will include training on one and two rescuer CPR, child and infant CPR, obstructed airway and recovery position on all of the above.

INSTRUCTOR: Gladys Atrill  
LOCATION: NWCC 1315 Main Street,  
(above Mr. Mike's)  
DATE: Nov. 25  
DAY/TIME: Sat., 9 am- 6 pm  
SESSIONS: 1  
FEE: \$60

### CHILDSAFE

Do you know how to handle an emergency? Learn the basic skills that could save a child's life, bleeding and breathing, choking and poisons, shock and burns, and CPR. You can make your home a safer place by learning step by step procedures. Easy to use first aid reference book included in fee. Take this course today. Ideal for new moms, dads, baby-sitters, childcare workers, teachers and grandparents. Red Cross certification granted upon successful completion of course.

INSTRUCTOR: Gladys Atrill  
LOCATION: NWCC 1315 Main Street  
(above Mr. Mike's)  
DATE: Oct. 14  
DAY/TIME: 8:30 am - 5 pm  
SESSIONS: 1  
FEE: \$55

### PRENATAL

Pregnancy and child-bearing are major personal life experiences. This program provides parents with the knowledge of the essential components of a healthy pregnancy. Participants are requested to come with a pillow and dressed in comfortable clothing in order to perform some exercises. Each series consists of seven classes. The first two classes cover 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.

INSTRUCTOR: Marg Taylor  
LOCATION: TBA  
DATE: Sept. 19 & 26  
Early sessions  
Nov. 7 - Dec. 5  
Labour & Delivery sessions  
DAY/TIME: Tues., 7 pm - 9 pm  
SESSIONS: 7  
FEE: \$100

Persons interested in prenatal sessions at other times please leave name and phone number at the college office. Additional courses are planned with early sessions starting in October, and completing the labour and delivery sessions in January and February. Spring and summer 1996 schedules are still being arranged.

Note: 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.

### FIRST RESPONDER - HAZARDOUS MATERIALS AWARENESS TRAINING

This WCB recognized course will focus on the methods used when identifying potentially hazardous incidents involving hazardous materials and the response actions that must be taken for personal and public safety. This course meets the nationally accepted standard - NFPA 472 "Standards for Professional Competence of Responders to Hazardous Materials" This course also includes the basic WHMIS requirements.

Hazardous Materials Awareness Training is the first of three levels and is a prerequisite course for the next level - Hazardous Materials Operations Training. The instructor will bring together personal experience as a Hazardous Materials Technician and live video coverage of hazardous materials incidents. Course material will be provided. Certification upon passing exam (80% score to pass)

INSTRUCTOR: Ray Hollenberg  
LOCATION: NWCC  
DATE: Oct. 26, 1995  
DAY/TIME: Thurs., 8:30 am - 5:30 pm  
SESSIONS: 1  
FEE: TBA

## EARLY CHILDHOOD EDUCATION

### EARLY CHILDHOOD EDUCATION FALL TELECONFERENCING COURSES

#### E.C.E. 123: ISSUES IN FAMILY LIVING

This course examines the patterns and structures of family life, the influences on family and diversity of family from one culture and class to another. The purpose of this course is to provide insights that will influence the student's ability to provide support for families in child care settings.

INSTRUCTOR: TBA  
LOCATION: Teleconference site  
Smithers Centre  
DATE: Sept. 12 - Dec. 19  
DAY/TIME: Tues., 7 - 9 pm  
FEES: \$128.40

#### E.C.E. 208: ADMINISTRATION SKILLS FOR E.C.E. PROFESSIONALS

The post basic E.C.E. core course is concerned with the study of policies and procedures necessary for the operation of high quality E.C.E. facilities. This course includes provincial government policies, facility management, staff relations, evaluation procedures and planning change.

INSTRUCTOR: Nancy Hogue  
LOCATION: Teleconference site  
Smithers Centre  
DATE: Sept. 13 - Dec. 20  
DAY/TIME: Wed., 7 - 9 pm and at least one  
Saturday workshop during the  
semester.  
FEES: \$128.40

**REGISTER NOW!!  
SPACES ARE FILLING FAST!**

Winter Offerings:  
E.C.E. 128 and E.C.E. 202  
(January - April 1996)

## GENERAL INTEREST

### A NEW YOU

This course is for every woman. Learn how to improve and enhance your personal awareness and self-image. Come and enjoy three evenings focused on developing positive self-esteem, improving/enhancing your personal appearance including discovering the style and colours that suit you best. Time and stress management techniques will also be covered.

INSTRUCTOR: TBA  
LOCATION: NWCC  
DATE: Nov. 14, 15, & 16  
DAY/TIME: Tues. Wed. & Thurs.  
7 - 9:30 p.m.  
SESSIONS: 3  
FEE: \$45

### INTERIOR DECORATING & DESIGN

By defining the elements of both decorating and design the instructor makes it easy for you to create the home decor that is just right for you and your family. Elements as space planning, lighting and traffic flow, colour selection, window treatments, furniture styles and the practical aspects of reupholstering and slipcovering will be covered. Decorating is about who you are and what you want and most importantly "should always be fun". Ideas and techniques for decorating your home for the Christmas season will be introduced.

INSTRUCTOR: Pat Saya/Professional Designer &  
Interior Decorator  
LOCATION: TBA  
DATE: Nov. 29, 30 & Dec. 1  
DAY/TIME: Wed. Thurs. & Fri. 6 - 10 pm  
SESSIONS: 3  
FEE: \$125 plus GST

### CREATING MANDALAS

Join others in a relaxing and informative evening creating mandalas. Mandalas are a Hindu or Buddhist graphic symbol of the universe. Create your own personal graphic symbol which reveals who you are at the moment. Making mandalas can be calming and tension-relieving.

INSTRUCTOR: Judy Ellis  
LOCATION: NWCC Rm 109  
DATE: Oct. 16  
DAY/TIME: Mon., 7:30 - 10 pm  
SESSIONS: 1  
FEE: \$30 includes supplies



## 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 1-604-871-7488. For information on the programs only, contact Bev Davidson at NWCC, Smithers Campus 847-4461. Contact Sheila McDonald for scheduling at 635-6511 local 5413. Courses cost \$275 each except 102B which is \$300 including textbook.

101	Instructional & Curriculum Design	Sept. 29, 30, Oct. 1, 13, 14, 15	(PR)
102A	Elements of Instruction A	Nov. 3, 4, 5, 17, 18, 19	(S)
102B	Elements of Instruction B	Jan. 26, 27, 28, Feb. 9, 10, 11	(T)
103	Use/Design of Instructional Media	Feb. 23, 24, 25, Mar. 8, 9, 10	(T)
104A	Evaluation of Learning & Instruction A	Mar. 29, 30, 31, Apr. 12, 13, 14	(S)
104B	Evaluation of Learning & Instruction B	May 3, 4, 5, 17, 18, 19	(PR)

(S) Smithers (T) Terrace (PR) Prince Rupert  
The Provincial Instructor Diploma is delivered regionally.

## 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 additional 30 hour courses.

Interested individuals can register for the entire program or for specific courses by contacting Program Development, Vancouver Community College at 1-604-871-7488. For program information only, contact Bev Davidson, NWCC, Smithers Campus, 847-4461. For information on scheduling contact Sheila McDonald, NWCC Terrace at 635-6511 local 5413. Courses cost \$410 each.

Entrance requirements are similar to requirements for the Provincial Instructor Diploma; however, ID 101 Instructional & Curriculum Design is a prerequisite for ID 301 College Organization & Its Educational Context.

ID 104B Evaluation of Learning & Instruction Part B is a prerequisite for ID 304 Educational Leadership.

303	Microcomputers in Education	Oct. 13, 14, 15, 27, 28, 29	(T)
304	Educational Leadership	Jan. 19, 20, 21, Feb. 2, 3, 4	(T)
301	College Organization and Its Educational Context	Feb. 16, 17, 18, Mar. 1, 2, 3	(T)
302	Introduction to Developmental Psychology	May 17, 18, 19, 31, June 1, 2	(T)

(T) Terrace

## COMPUTER COURSES

The computer courses listed here are the ones that have been requested by members of the community.

We are also able to offer training on other software programs and computer applications. Please contact our office at 847-4461 if you wish training on specific programs, or if you would like training scheduled at different times other than those presented here. We will gladly reschedule and we look forward to providing these new services and opportunities to you.

Some examples are:

Microsoft Office, including database "Access"  
Advanced levels of Excel, MS Word and WordPerfect 6.0  
MS Works  
Internet  
CAD

### INTRODUCTION OF COMPUTER APPLICATIONS

This four session course provides an introduction to computers for people who have never used a computer before. Students will gain experience with DOS, Windows, Word for Windows, Lotus 1-2-3, and dBase III. This course is intended to prepare students to use home computers or as an incentive to take more advanced courses in wordprocessing, spreadsheets, etc.

INSTRUCTOR: Sandra Clark  
LOCATION: NWCC - Rm. 108  
DATE: Sept. 19 to Oct. 10  
DAY/TIME: Tues., 1 pm - 4 pm  
FEE: \$100

Please note if you have not been a NWCC Student within the last 12 months a one time \$25 application fee will apply when registering for one or more of the following courses.

### KEYBOARDING (KYBD100)

An introduction to the keyboard and development of touch typing.

INSTRUCTOR: Terrie McAloney  
LOCATION: NWCC Room 108  
DATE: Sept. 11 - 29 (3 weeks)  
DAY/TIME: Mon., Wed., Thurs., Fri.  
9:30 - 11:30 am  
FEE: \$49.05 plus text

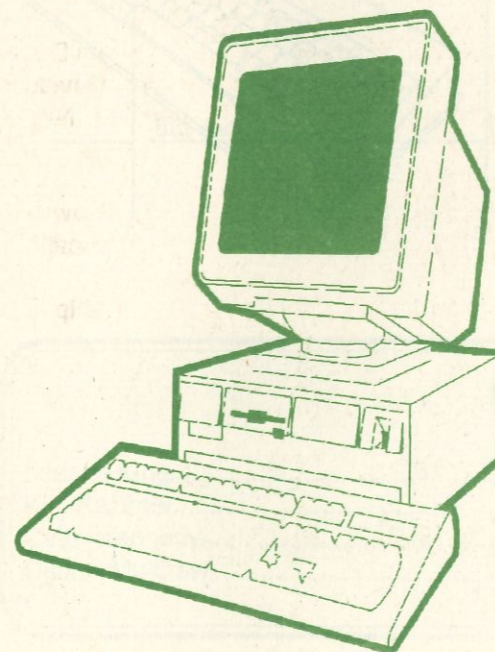
INSTRUCTOR: Sandra Clark  
LOCATION: NWCC Room 108  
DATE: Sept. 6 - Dec. 13 (3 months)  
DAY/TIME: Mon. & Wed., 7 - 8 pm  
FEE: \$235.44 plus text

### INTRODUCTION TO DOS/WINDOWS (COMP 100)

Introduces the basic concepts involved in using DOS based microcomputers. An introduction to the Windows environment is also included.

INSTRUCTOR: Terrie McAloney  
LOCATION: NWCC Room 108  
DATE: Oct. 2 - Nov. 1 (5 weeks)  
DAY/TIME: Mon & Wed, 9 - 11 am  
FEE: \$81.75 plus text

INSTRUCTOR: Sandra Clark  
LOCATION: NWCC Room 108  
DATE: Sept. 12 - Oct. 12  
DAY/TIME: Tues. & Thurs., 7 - 9 pm  
FEE: \$81.75 plus text.





**COMP 135 INTRODUCTION TO MICROSOFT WORD**

An introduction to wordprocessing using Word for Windows. This course includes mouse skills, use of the Windows menu bar, document formatting and editing skills. Basic keyboarding skills are recommended. (see KYBD100)

**INSTRUCTOR:** Terrie McAloney  
**LOCATION:** NWCC Room 108  
**DATE:** Nov. 6 - Dec. 8  
**DAYTIME:** Mon. & Wed. 9 - 11 am  
**FEE:** \$81.75 plus text.

**INSTRUCTOR:** Sandra Clark  
**LOCATION:** NWCC Room 108  
**DATE:** Oct. 17 - Nov. 16  
**DAY/TIME:** Tues. & Thurs. 7 - 9 pm  
**FEE:** \$81.75 plus text

**INTRODUCTION TO WORD PROCESSING (WPRO105)**

An introduction to wordprocessing using WordPerfect 5.1. Students may also use Microsoft Word 2.0, Word 6.0 or WordPerfect 6.1 for this course. Students will learn to create, store and revise basic business documents using text enhancement, editing and formatting features. Basic keyboarding skills are recommended. (see KYBD100)

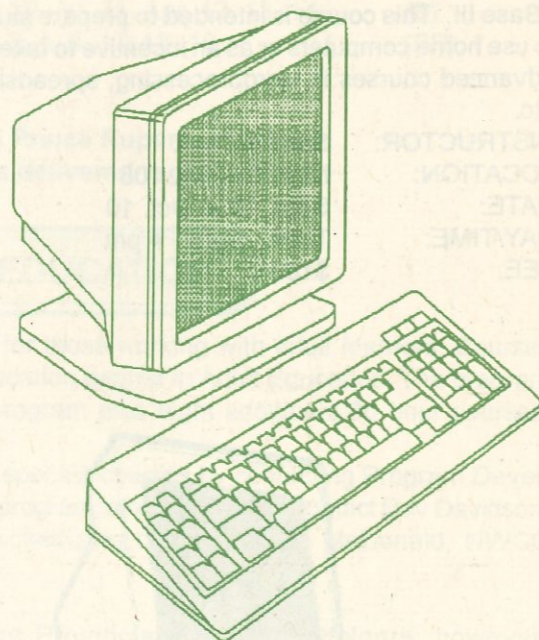
**INSTRUCTOR:** Terrie McAloney  
**LOCATION:** NWCC Room 108  
**DATE:** Nov. 6 - Dec. 8 (5 weeks)  
**DAY/TIME:** Mon. & Wed., 9 - 11 am  
**FEE:** \$81.75 plus text

**INSTRUCTOR:** Sandra Clark

**SIMPLY ACCOUNTING**

This fully integrated accounting program is popular due to its ease of use and reasonable price. The general ledger, accounts payable, accounts receivable and payroll modules will be covered. This course will also include instruction on practical management of paperwork and filing which coincides with computer printouts. Recommended preparation: a basic understanding of standard bookkeeping skills, computers, and MS DOS.

**INSTRUCTOR:** Cindy Elliot  
**LOCATION:** SSS - Computer Lab  
**DATE:** Oct. 17 - 26  
**DAY/TIME:** Tuesday & Thursday 6:30 - 9:30  
**FEE:** \$140



**Register Early!**  
**Classes fill up**  
**quickly!**

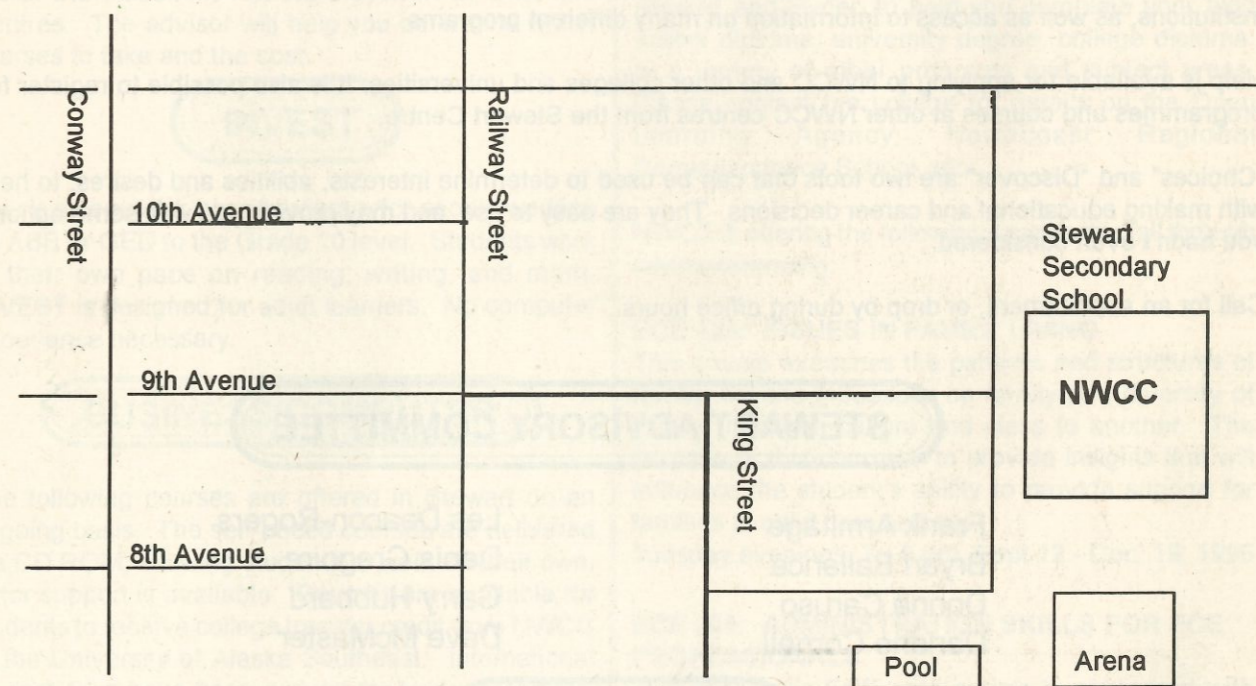
# Stewart Campus

Northwest Community College  
 Stewart Centre  
 Located in the Stewart Secondary School

Office Hours: Monday to Thursday  
 9 am - 12 noon  
 Or by Appointment

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

**Leanne King**  
 Community Education Administrator

**STEWART STAFF**

Leanne King.....Community Education Administrator  
 Kim Kazimer.....Adult Basic Education Instructor  
 Cathy Kennedy.....Adult Basic Education Instructor  
 Dennis Muldrew.....Computer Tutor



## THANK YOU

School District #88, Stewart Secondary School staff and students, Dave McMaster, Elaine Douglas, Lorraine Kunderman and Jody Ross, Delmer Smith, Dennis Muldrew, Wendy Clarke at Can-AI Communications, the Advisory Committee, and everyone else who helps make the college possible in Stewart.

## PRE-REGISTRATION AND REGISTERING YOUR INTEREST

The pre-registration date is not the last date on which you can register for a course. It is, however, the day on which a decision is made whether or not to run a course. If there is not a sufficient number of students registered in order to recover costs, the course will be cancelled. It is in your best interests then to register as soon as you decide you want to take a course.

## ADVISING

Educational Advising is available at the Stewart Centre. We have a selection of calendars from other institutions, as well as access to information on many different programs.

Help is available for applying to NWCC and other colleges and universities. It is also possible to register for programmes and courses at other NWCC centres from the Stewart Centre.

"Choices" and "Discover" are two tools that can be used to determine interests, abilities and desires, to help with making educational and career decisions. They are easy to use, and may provide you with some options you hadn't even considered.

Call for an appointment, or drop by during office hours.

## STEWART ADVISORY COMMITTEE

Frank Armitage  
Bryan Ballance  
Donna Caruso  
Darlene Cornell

Les Deacon-Rogers  
Denis Gregoire  
Garry Hubbard  
Dave McMaster

## 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 Stewart College Centre on the following dates subject to finalization by Victoria:  
November 24 & 25/95      March 1 & 2/96      June 14 & 15/96

Applications must be in Victoria 6 weeks prior to exam date. Examination fee is \$40 payable to the Minister of Finance and must accompany your application. Application forms are available at all college centres.

## ADULT BASIC EDUCATION

Please refer to the Regional Information section for detailed information on the ABE program.

Student assistance and tutoring is available in Stewart at the following times:

Monday 6:00 to 8:00 pm

Tuesday 5:00 to 8:45 pm

Wednesday 6:00 to 7:45 pm

Students can begin studies any time during the year.

Most people enter the ABE program to complete entrance requirements for career training programs like nursing, forest technology or office careers. Some attend to learn english as their second language. Others improve their opportunities for employment by improving their english, math, computer and science skills. Students enter the program throughout the year as space in the class permits. If you want to take ABE courses, make an appointment with the student advisor at the Hazelton, Houston, Stewart or Smithers Centres. The advisor will help you determine which courses to take and the cost.

## INVEST

This is a computer-based program for people working on ABE or GED to the Grade 10 level. Students work at their own pace on reading, writing, and math. INVEST is designed for adult learners. No computer experience necessary.

## BUSINESS/COMPUTER

The following courses are offered in Stewart on an ongoing basis. The self-paced courses are delivered via CD ROM, allowing students to work on their own. Tutor support is available. 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. Drop in to the college for a demonstration!

Introduction to Personal Computers & DOS  
Lotus 1-2-3 (Version 2.2)  
Microsoft Access 1.0 for Windows  
Microsoft Excel 4.0 for Windows  
Microsoft Powerpoint 3.0 for Windows  
MS-DOS Fundamentals  
Windows 3.1  
Word for Windows (Version 2.0) Basic  
Word for Windows (Version 2.0) Advanced  
WordPerfect 5.1  
WordPerfect 5.1 for Windows

## STARTING A SMALL BUSINESS

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

INSTRUCTOR: TBA

LOCATION: Stewart Secondary School

DATE: Sept. 28

DAY/TIME: Thursday, 7 - 9 pm

SESSIONS: 1

FEE: Free of charge - sponsored by People's Law School

## DISTANCE EDUCATION

There are several options available to residents of Stewart and Hyder, to help you complete your high school diploma, university degree, college diploma, or a variety of other programs and subject areas. Please contact the college for details on the Open Learning Agency, Northcoast Regional Correspondence School, etc.

NWCC is offering the following courses this fall through teleconferencing:

### ECE 123: ISSUES IN FAMILY LIVING

This course examines the patterns and structures of family life, the influences on family and diversity of family from one culture and class to another. The purpose of this course is to provide insights that will influence the student's ability to provide support for families in child care settings.

Tuesday evenings, 7 - 9 pm, Sept. 12 - Dec. 19, 1995.

### ECE 208: ADMINISTRATION SKILLS FOR ECE PROFESSIONALS

This post basic ECE core course is concerned with the study of policies and procedures necessary for the operation of high quality ECE facilities. The course includes provincial government policies, facility management, staff relations, evaluation procedures and planning change.

Wednesday evenings, 7 - 9 pm, Sept. 13 - Dec. 20, 1995 and at least one Saturday workshop during the semester.

These courses are filling quickly. Register soon. Coming in January 1996: ECE 128 and ECE 202.



## 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 1-604-871-7488. For information on the programs only, contact Bev Davidson at NWCC, Smithers Campus 847-4461. Contact Sheila McDonald for scheduling at 635-6511 local 5413. Courses cost \$275 each except 102B which is \$300 including textbook.

101	Instructional & Curriculum Design	Sept. 29, 30, Oct. 1, 13, 14, 15	(PR)
102A	Elements of Instruction A	Nov. 3, 4, 5, 17, 18, 19	(S)
102B	Elements of Instruction B	Jan. 26, 27, 28, Feb. 9, 10, 11	(T)
103	Use/Design of Instructional Media	Feb. 23, 24, 25, Mar. 8, 9, 10	(T)
104A	Evaluation of Learning & Instruction A	Mar. 29, 30, 31, Apr. 12, 13, 14	(S)
104B	Evaluation of Learning & Instruction B	May 3, 4, 5, 17, 18, 19	(PR)

(S) Smithers (T) Terrace (PR) Prince Rupert  
The Provincial Instructor Diploma is delivered regionally.

## 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 additional 30 hour courses.

Interested individuals can register for the entire program or for specific courses by contacting Program Development, Vancouver Community College at 1-604-871-7488. For program information only, contact Bev Davidson, NWCC, Smithers Campus, 847-4461. For information on scheduling contact Sheila McDonald, NWCC Terrace at 635-6511 local 5413. Courses cost \$410 each.

Entrance requirements are similar to requirements for the Provincial Instructor Diploma; however, ID 101 Instructional & Curriculum Design is a prerequisite for ID 301 College Organization & Its Educational Context.

ID 104B Evaluation of Learning & Instruction Part B is a prerequisite for ID 304 Educational Leadership.

303	Microcomputers in Education	Oct. 13, 14, 15, 27, 28, 29	(T)
304	Educational Leadership	Jan. 19, 20, 21, Feb. 2, 3, 4	(T)
301	College Organization and Its Educational Context	Feb. 16, 17, 18, Mar. 1, 2, 3	(T)
302	Introduction to Developmental Psychology	May 17, 18, 19, 31, June 1, 2	(T)

(T) Terrace

## FIRST AID AND HEALTH

There are several first aid and health courses which can be offered in Stewart. As with the trades courses, we are able to arrange dates and times to help with training of employees, and/or will set up a course when there has been sufficient interest registered. Courses available include (but are not limited to):

Occupational First Aid Level III (to be offered in Spring 1996)

Occupational First Aid Level II

Occupational First Aid Level I

Transportation Endorsement

Red Cross Childsafe

Emergency First Aid

Standard First Aid

People Savers

CPR

WHMIS

Foodsafe

Babysitting

Please call 636-9184 to register your interest.

## STEWART READING CLUB

Interested in getting together on a monthly basis to discuss a good book? The group will meet on the second Thursday of each month, beginning on September 14th. Meeting time is 8 pm, in the Stewart Public Library. Come prepared for lively discussion! The club's first selection, to be discussed in September, is The Invitation, by Joan Haggerty, and we will be getting ready to read The Bean Trees by Barbara Kingsolver for October's meeting. For more information, please call the 636-2380, 636-9184 or 636-2570.

## OTHER IDEAS

We are always looking for new and exciting courses to offer. Some possibilities for the spring of '96 include gold panning, interior decorating (wouldn't you like to learn the secrets to having a great-looking house?), photography, and of course, computer courses.

## GENERAL INTEREST

### CANINE OBEDIENCE

Blah blah blah Ginger blah blah blah. That's what your dog (insert appropriate name) thinks you are saying when you talk to her! This course will help you and your best friend understand each other, and live together in harmony. All dogs must have up-to-date immunizations, and a collar and leash. A certificate in Ginger's name will be awarded upon completion of the course.

INSTRUCTOR: Caroline Gutierrez

LOCATION: TBA

DATE: TBA

DAY/TIME: TBA evenings

SESSIONS: 10 x 1 hour

FEE: \$30 + GST

Please register your interest, and you will be informed of the details as soon as they are available. Maximum number of participating couples is 15.

### CREATIVE WRITING

Have you always had the hidden ambition to become a(n):  
prize-winning essayist?  
best-selling author?  
award-winning poet?  
dynamic short story creator?  
self-fulfilled journal writer?  
notorious reporter?

Join in a reflective journey of self-discovery and personal fulfilment. Hone your editing skills. Take time for yourself. Writing will be accomplished on Macintosh computers (no experience necessary - crash course provided). Various genres will be covered, based on student interest.

INSTRUCTOR: Susanne Wyss

LOCATION: Stewart Secondary School

DATE: October 4 to November 22

DAY/TIME: Wednesday, 7 - 9 pm

SESSIONS: 8

FEE: \$80 + GST



### GLORIOUS GARMENTS!

Spend a weekend with Kitwanga's renowned fabric artist Elizabeth Pelsma, creating one-of-a-kind garments. She will take you step-by-step through the process of making wearable art pieces that are simple but stunning. Basic sewing skills are needed, as well as your own equipment.

**INSTRUCTOR:** Elizabeth Pelsma  
**LOCATION:** Stewart Secondary School  
**DATE:** October 27 to 29  
**DAY/TIME:** Friday 7-10 pm, Saturday 9-5, Sunday 9-4  
**SESSIONS:** 3  
**FEE:** \$90 + GST + materials

Please register at least 2 weeks in advance to allow time to plan your projects and obtain the necessary fabrics and supplies.

### INVESTMENT SEWING

Make a vest for yourself, or make a wonderful Christmas gift. Learn the basics of sewing a lined or unlined vest, including pattern choice and fit, fabric choice, layout and cutting, sewing, and embellishments. A break will be allowed for purchase of materials. Some ideas from "Glorious Garments" may be explored in further detail.

**INSTRUCTOR:** Leanne King  
**LOCATION:** Stewart Secondary School  
**DATE:** Nov 2, 16, 23  
**DAY/TIME:** Thursdays, 7:00-9:30 pm  
**SESSIONS:** 3  
**FEE:** \$45 + GST + materials

### 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, appointing guardians, and what happens when there is no Will.

**INSTRUCTOR:** TBA  
**LOCATION:** Stewart Secondary School  
**DATE:** TBA  
**DAY/TIME:** TBA  
**SESSIONS:** 1  
**FEE:** Free of charge - sponsored by People's Law School

### PARENTING FOR EDUCATION

Believe that your involvement is key to your child's educational success. Increase your confidence that you can do it. Understand the reciprocal relationship between home and school. Learn how you can promote your child's success in education both in and out of school.

This seminar is for parents, conveying the importance of the home-school partnership in helping children succeed in school. The seminar develops the understanding, confidence, and skills you need to become positively involved in your children's education.

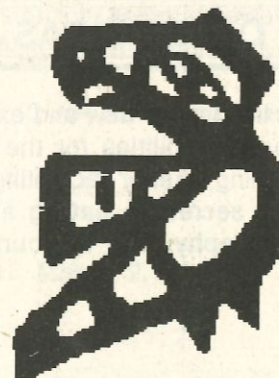
It employs a variety of teaching techniques to present information that will allow you to be more effectively involved in assisting your children in a lifetime of learning before, during, and after the school years.

**INSTRUCTOR:** Bonnie Harper  
**LOCATION:** Stewart Secondary School  
**DATE:** Sept. 26, Oct. 3, 10, 17, 24  
**DAY/TIME:** Tuesdays, 7:30 - 9:30 pm  
**SESSIONS:** 5  
**FEE:** \$100 - Free for residents of Stewart, Hyder and surrounding areas.

### SEWING KNITS

Spend four evenings learning how to create beautiful casual and dressy garments using knit fabrics. Includes sessions on pattern choice and fit, fabric types, layout and cutting, and sewing and finishing. Excellent resources, including patterns and books, will be available for purchase from the instructor. A two-week break will be taken to allow for purchase of materials.

**INSTRUCTOR:** Leanne King  
**LOCATION:** Stewart Secondary School  
**DATE:** Sept 21, Oct 5, 12, 19  
**DAY/TIME:** Thursdays, 7 - 9:30 pm  
**SESSIONS:** 4  
**FEE:** \$60 + GST + materials



## TRADES

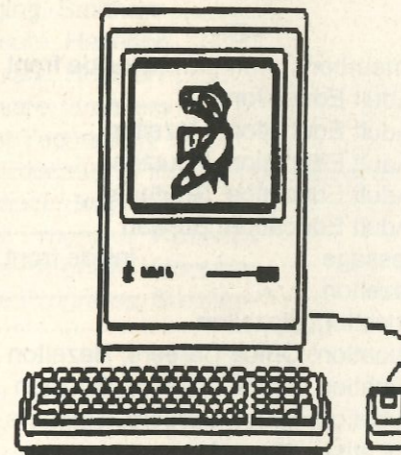
A variety of courses are available through the college, both in Stewart and at other centres. Please call 636-9184 if you are interested in any of the following:

- Airbrakes
- Traffic Control/Flagging
- WHMIS
- Commercial Vehicle Inspection
- Driver Training
- Log Scaling
- Falling/Bucking
- Career Development
- Basic Forest Worker Skills

A course can be set up to meet the needs of a group of individuals or to assist a company in training their employees. Names of interested individuals will be collected, and when sufficient interest has been shown, a course will be scheduled.

## OFFICE CAREERS

For more information on the Office Careers program and Distance Learning please refer to the regional pages of this brochure.



## NEW DIRECTIONS IN DISTANCE LEARNING

Due to the cooperative efforts of School District #88, the Northcoast Regional Correspondence School, Open Learning Agency, Northwest Community College and others, we plan to offer a new and exciting access to education in Stewart.

For 1995/96, *New Directions in Distance Learning* (NDDL) will provide a multimedia environment for learning which will span elementary, secondary and post-secondary programs, teacher professional development programs, and university credit courses. NDDL will provide interactive instructional programs in mathematics, science, languages, humanities, and applied skills. The program will include a combination of scheduled interactive television programming with self-paced instructional materials.

Depending on enrolment and pre-registration commitments, we are able to provide the following courses:

### Secondary Courses

Biology 11/12, Law 12, French 11, Calculus 12, Data Processing 11/12, Information Technology 11/12, Introductory Math 11, Math 11/12, Chemistry 11/12, Physics 11/12, Science and Technology 11, Writing 12, Career and Personal Planning 11/12 and Electronic Internship "Work Experience"

### Post-Secondary Programs

First-year university transfer including Sociology 101/102, Canadian politics, Psychology 101/102, and History 120/121.

These courses are just the beginning of what looks to be an almost unlimited number of courses and programs which could be offered in this manner. More courses are being developed for implementation in the near future.

For more information or for a demonstration (beginning in September, if all goes well), please call or drop by the college office.



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## COURSES AND DATES TO NOTE

## GIFT CERTIFICATE ORDER FORM

I WANT TO GIVE:

Recipient \_\_\_\_\_ Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Code \_\_\_\_\_

GIFT CERTIFICATE FOR:  \_\_\_\_\_ DOLLARS TO BE USED TOWARD OUR COURSE FEES

FULL ENROLLMENT IN \_\_\_\_\_ OFFERED ON \_\_\_\_\_

AT \_\_\_\_\_ COST OF COURSE \_\_\_\_\_  
Date and Time \_\_\_\_\_ Location \_\_\_\_\_

FROM: Name \_\_\_\_\_ Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Code \_\_\_\_\_

CHECK ONE:  Cash or Money Order  Cheque  Visa Expiry Date \_\_\_\_\_

Phone Number \_\_\_\_\_ Signature \_\_\_\_\_

SEND CERTIFICATE AND COURSE CATALOGUE TO ME  
 SEND CERTIFICATE AND COURSE CATALOGUE TO RECIPIENT, BY \_\_\_\_\_

### 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 \_\_\_\_\_

How can they be reached? \_\_\_\_\_

Your name \_\_\_\_\_

Your phone \_\_\_\_\_ Work \_\_\_\_\_

Address \_\_\_\_\_

### 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 in the information requested 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 \_\_\_\_\_

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

SURNAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ TOWN \_\_\_\_\_

POSTAL CODE \_\_\_\_\_ TELEPHONE Home: \_\_\_\_\_ Work \_\_\_\_\_

COURSES	START DATE	FEE

PLEASE CHECK BROCHURE DESCRIPTION TO SEE IF GST IS APPLICABLE 7% GST (if applicable)

TOTAL FEE \_\_\_\_\_

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

Complete this form and mail to the N.W.C.C. Centre in your area:

SMITHERS  
P.O. Box 3606  
Smithers, BC  
V0J 2N0

HOUSTON  
P.O. Box 1277  
Houston, BC  
V0J 1Z0

HAZELTON  
P.O. Box 338  
Hazelton, BC  
V0J 1Y0

STEWART  
P.O. Box 919  
Stewart, BC  
V0T 1W0



## CENTRAL REGION

### Terrace

5331 McConnell Avenue  
Terrace, B.C. V8G 4X2  
Phone: (604) 635-6511  
FAX: (604) 635-6268

### Nass Valley

c/o Wilp Wilxo'oskwhl Nisga'a  
St. Peters Hall, P.O. Box 219  
New Aiyansh, B.C. V0J 1A0  
Phone: (604) 633-2292/2293  
FAX: (604) 633-2463

## EASTERN REGION

### THE HAZELTONS

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

### HOUSTON

3221 - 14th Street West  
P.O. Box 1277  
Houston, B.C. V0J 1Z0  
Phone: (604) 845-7266  
FAX: (604) 845-3521

### SMITHERS

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

### STEWART

9th Avenue  
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

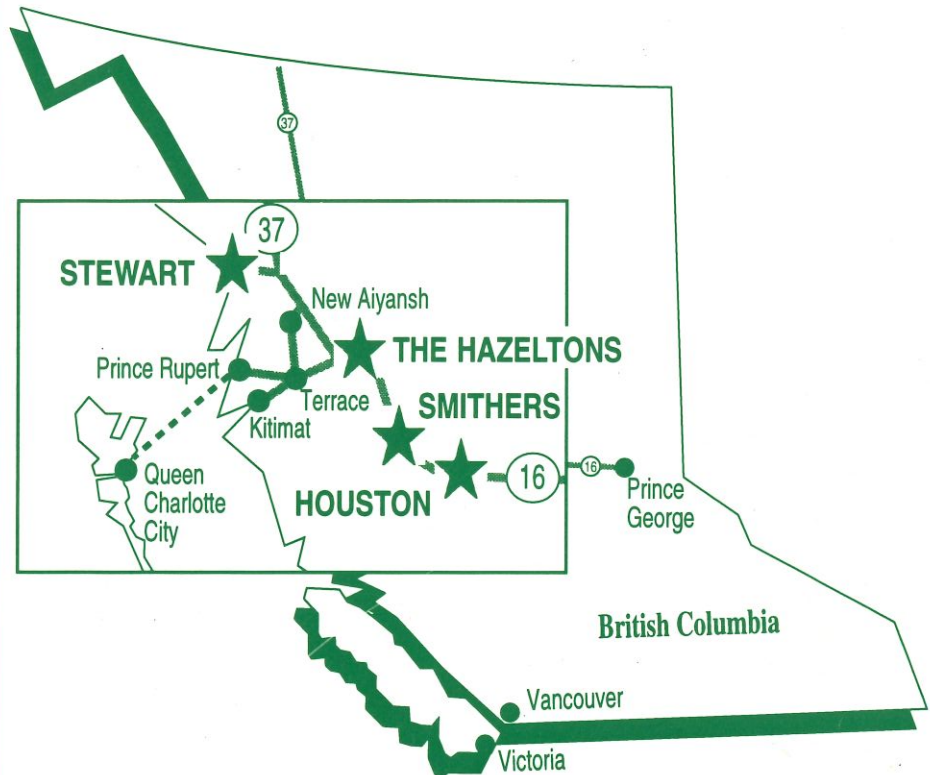
## WESTERN REGION

### 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



*Stop By Your  
Community Campus  
Today!*