

**NWCC**  
NORTHWEST COMMUNITY COLLEGE

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### MESSAGE FROM THE DIRECTOR

At Northwest Community College, we see serving communities as the most important thing we do. We are trying to make more and more educational opportunities available to people where they live and work. This can be a challenging task in the college's Eastern region which serves more than a dozen towns and villages from Stewart to Houston. Thus, it is important that we work closely with people to determine what is needed and practical ways of providing it.

We invite you to come forward with ideas. Let us know how the college can serve you. Northwest Community College is your college, whether you are seeking academic advice, using library resources, taking continuing education courses or attending a full time program. Consider how we can be part of your learning throughout life.

Ivan Thompson  
Director, Eastern Region

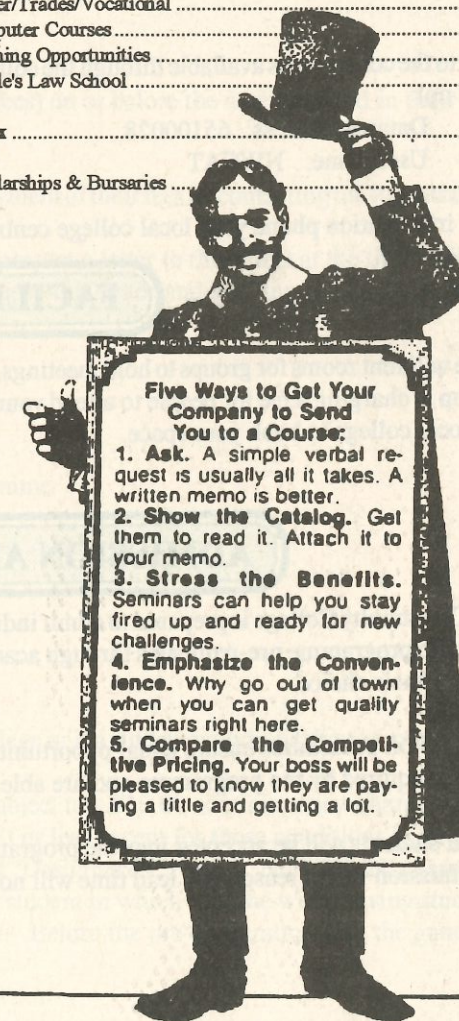


## DATES TO REMEMBER

Jan. 2	New Year's Day Holiday
Jan. 3	Registration & Commencement of Full-time Classes
	Co-op Work Term begins
Jan. 13/14	GED exams in Houston & Smithers
Jan. 27	Last day for official withdrawal from trimester courses
Feb. 24	Last day for official withdrawal from semester courses
Mar. 3/4	GED exams in Hazelton & Houston
Mar. 17	Public school spring break begins
Mar. 27	Public school students return to school
Apr. 3	ARW Term VI begins
Apr. 14	Good Friday Holiday
Apr. 17	Easter Monday Holiday
Apr. 21	Last day for official withdrawal from trimester courses
Apr. 28	Last day of classes for ARW & ECE
Apr. 28/29	GED exams in Houston & Smithers
May 1	Extended practicum for ECE
May 8	Co-op Work Term begins, FST. TECH., BADM Year 2
May 22	Victoria Day Holiday
June 9/10	GED exams in Hazelton, Houston, Smithers & Stewart
June 23	Last day for programmes ending in June
June 30	ARW Term VI ends
July 3	Canada Day Holiday
Aug. 2	B.C. Day Holiday
Aug. 26	BADM Year 2 ends
Sept. 4	Labor Day Holiday
Sept. 5	First day of fall classes

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## A THANK YOU

- To those people who contribute to our program by suggesting courses and instructors, or by offering to teach courses themselves.

- To those who participate in our programs. Your contribution and participation helps us offer a variety of quality courses to our communities.

Thank you 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 to the "online 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 \$50.00 per day and \$25.00 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 programme pre-requisites through academic upgrading at the College before they can be enrolled in the programme of their choice.

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

International students will be accepted in some programmes 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

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 programme at the College an applicant should:

1. Obtain an application for admission form for the centre she/he is planning to apply to from any of our centres.
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 \$25.00
  - some programmes 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.
4. During the two weeks before the start of a programme spaces are open to any qualified applicant who is prepared to complete the registration process.

### \*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 \$25.00 will be made to those agencies failing to supply this letter and wishing to authorize invoicing by telephone.

### Late Registration

A \$10.00 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 programme.

### 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 \$10.00 administration charge.
3. There will be no refunds for courses with tuition fees of \$10.00 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, programmes and courses. Advisors have knowledge of all college programmes as well as programmes (particularly university transfer), and courses at other educational institutions. Advisors are trained 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 programmes 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 programmes.

### Co-operative Education

Co-operative Education is a programme 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 Addiction Resource Worker, Business Administration and Forest Technology programmes.

### 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.

## ADDICTION RESOURCE WORKER

The field of substance abuse is growing and ever-changing much the same as the demand for skilled workers in this area of study. The Addiction Resource Worker Co-operative programme is an 18 month programme which enables students to acquire basic skills at the entry level in the addictions field.

The ARW programme focuses on a community-based holistic approach to implementing changes in lifestyle. It is very important for students to recognize the need for a healthy lifestyle if they plan on working in the field of substance abuse. The programme 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.

### 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 with work site visits. Students are hired by participating employers and receive wages comparable to employees with similar positions.

### 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 programme.

*N.B.*

*For recovering individuals, at least one letter must be from a person working in the addictions field attesting to continued sobriety for at least three years preceding the programme start date.*

7. All applicants will be required to participate in a personal interview which may help the student to determine their personal suitability to this programme, 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 co-op placement and graduation impossible.*

*Each application will be reviewed by the Admissions Committee established by Northwest Community College.*

### How to Apply

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

### Dates and Location

The programme begins in January and completes in June of the following year at the Hazelton centre. The programme begins with a mandatory orientation camp.

## ADULT BASIC EDUCATION/COLLEGE PREPARATION

The Adult Basic Education program prepares students for a job or further training that requires high school education. Students may also want to upgrade their high school marks and courses. The courses are similar to those taught in BC high schools. Students can start at any time during the year, space permitting.

When a student starts, the instructor will find out what the student already knows and what they want to know. Then the instructor and student work together to make a learning program for that student. Students work at their own pace with instructor support.

This program is intended for adults.

### 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 programme.

### How to Apply

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

### Dates and Location

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

### Programme Outline

The ABE programme has four levels. Students earn a NWCC certificate for completing each of the first 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 programme requirements.

## FOREST TECHNOLOGY

The Forest Technology Co-operative programme at Northwest Community College is accredited by Applied Science Technologists and Technicians of British Columbia. The programme 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 programme 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 programme, 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 programme, 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 programme 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 programme starts in September with a mandatory Fall Camp. The Forest Technology programme is available each year at the Hazelton Campus.

### 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.

## FIRST AID

Northwest Community College offers a variety of courses in First Aid. Both the Workers' Compensation Board of BC and The Canadian Red Cross Society have changed and upgraded their courses this year.

### COURSE DESCRIPTIONS:

#### 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 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.

## OFFICE CAREERS (Under Review)

The Office Careers programme provides students with the knowledge and skills necessary to function effectively in a modern office. These programmes 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 programmes include the Clerk-Typist and Clerk-Bookkeeper. These programmes are intended for students with no previous training and/or experience. The programmes 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 Programme 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 programmes are designed to offer flexibility for the part-time student. Students may vary their workload and timetable to meet their own particular need.

##### Admission Requirements

###### Entry Level Programmes

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 programme if they can demonstrate mastery of equivalent knowledge and skills. Please contact the student 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.

###### Dates and Locations

The following certificates are offered in the following centres:

*Houston Centre* - Clerk-Typist, Clerk-Bookkeeper and Word Processing

*Smithers Centre* - Clerk-Typist, Clerk-Bookkeeper and Word Processing

*Please contact your local college centre for a detailed listing of offerings and schedules.*

### Entry Level

#### COMMON COURSES

All students in the Clerk-Typist or Clerk-Bookkeeper programme 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
COMP 105	Introduction to Word Processing
COMP 110	Introduction to Spreadsheets
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

#### Clerk-Typist

In addition to the common courses students must complete:

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

Completion of the Clerk-Typist Certificate programme 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 120	Introduction to Accpac Simply
COMP 125	Introduction to Accpac GL
COMP 130	Lotus Applications

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

#### ADVANCED OPTIONS

##### Word Processing

WPRO 200	DOS Procedures
WPRO 205	Windows Fundamentals
WPRO 210	Microsoft Word for Windows
WPRO 220	WordPerfect Wordprocessing
WPRO 225	Computer Timings
WPRO 230	Word Processing Exercises

Pre-requisite: Clerk-Typist

Completion of the Word Processing Certificate programme requires approximately two months of full-time study.

## OFFICE CAREERS DISTANCE EDUCATION

Starting in January, 1995, a selection of Office Careers credit courses will be 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: \$25.00

Tuition: \$14.70/wk

Plus required texts.

Please call the Smithers Centre for more information.

## 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 winter/spring 1995 are:

*Basic Map and Compass Use*  
*BC Coastal Fish/Forestry Guidelines*  
*Forest Road Deactivation*  
*Fundamentals of Project Management*  
*Silviculture Contracting in BC*  
*Wildlife Danger Tree Assessment*  
*Watershed Restoration Program Overview*

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.

## 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 1-871-7488, or Bev Davidson at NWCC, Smithers Campus 847-4461. Courses cost \$275.00 each except 102B which is \$300.00 including textbook.

102B	Elements of Instruction B	Feb. 3, 4, 5, 17, 18, 19	(T)
104B	Evaluation of Learning & Instruction B	Mar. 10, 11, 12, 24, 25, 26	(T)
102A	Elements of Instruction A	Apr. 7, 8, 9, 21, 22, 23	(S)
103	Use/Design of Instructional Media	May 5, 6, 7, 19, 20, 21	(S)

(S) Smithers (T) Terrace

## DIPLOMA IN ADULT EDUCATION

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

Interested individuals can register for the entire program or for specific courses by contacting Program Development, Vancouver Community College at 1-871-7488 or Bev Davidson, NWCC, Smithers Campus, 847-4461. Courses cost \$410.00 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 204 Educational Leadership.

405	Cooperative Education	Jan. 13, 14, 15, 27, 28, 29	(T)
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(T) Terrace

## WILDERNESS GUIDING SKILLS

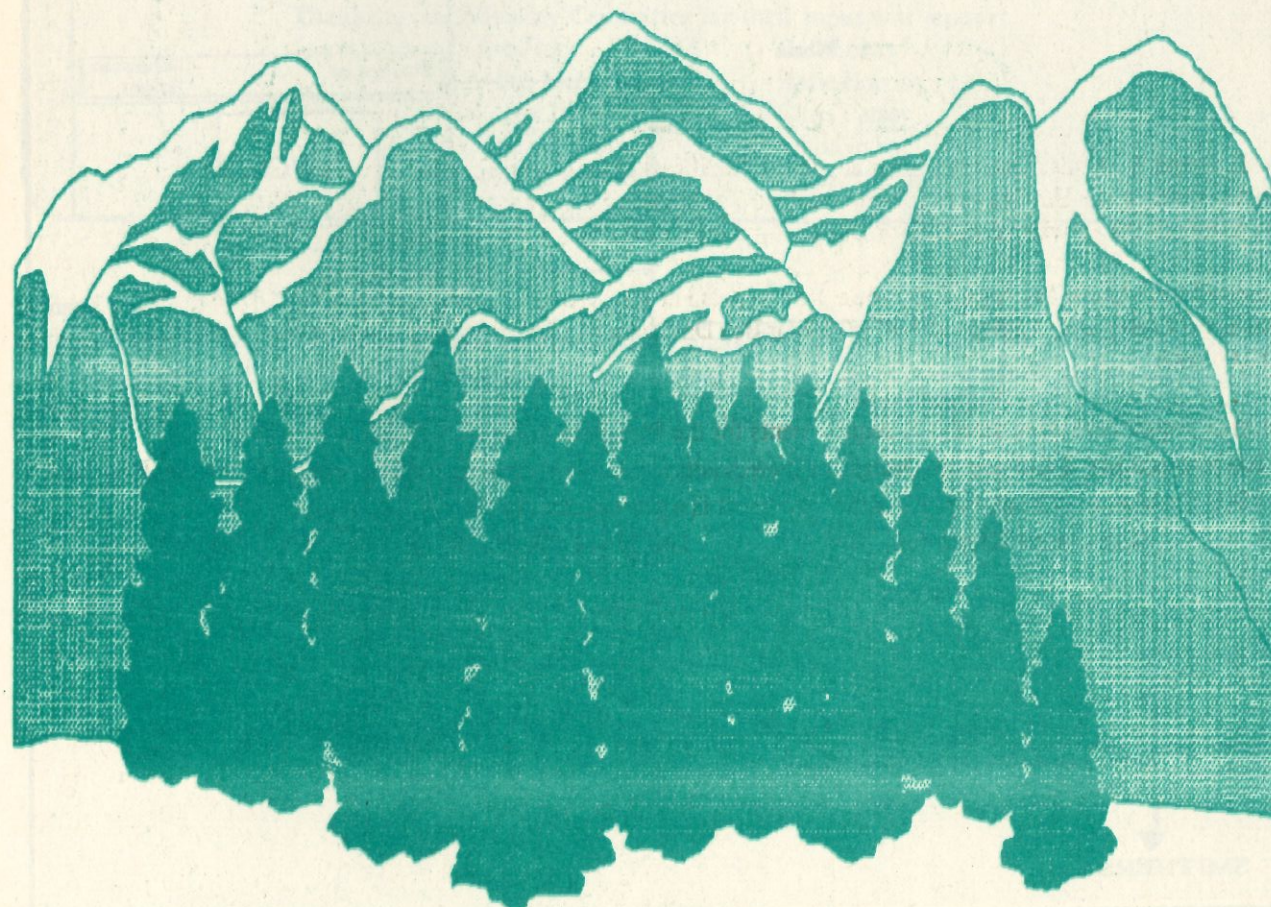
This intensive program is designed to meet the increasing demand for well trained personnel in the outdoor guiding industry. Graduates find work as wranglers, trail cooks, hunting, fishing and trail guides as well as in other areas of adventure tourism.

Students live about 10 km from Smithers in a setting simulating an outfitter's camp. They set up the camp, cook, study, work and live in it. They are also responsible for the care of several horses and receive riding instruction. Workshops and courses are held on photography, first aid, client/guide relationships, bear behaviour, camp cooking, plant identification and many other topics.

The program runs from April 9 - June 24. Anyone wishing more information should immediately contact Northwest Community College, in Smithers to receive an application package. Applications will be accepted starting (not before) Jan. 9, 1995. As this program fills up quickly it is advisable to have an application ready for delivery on that date. A deposit of \$500.00 is required at the time of application and is non-refundable after March 15, 1995. There is also a \$25.00 application fee which must be included with the application.

Costs for the program (subject to change) are \$987.00 for tuition and \$1875.00 for food, lodging, and equipment rental.


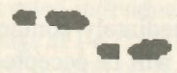

People interested in the 1996 Wilderness Guiding Skills program are welcome to contact the college to be put on our mailing list.

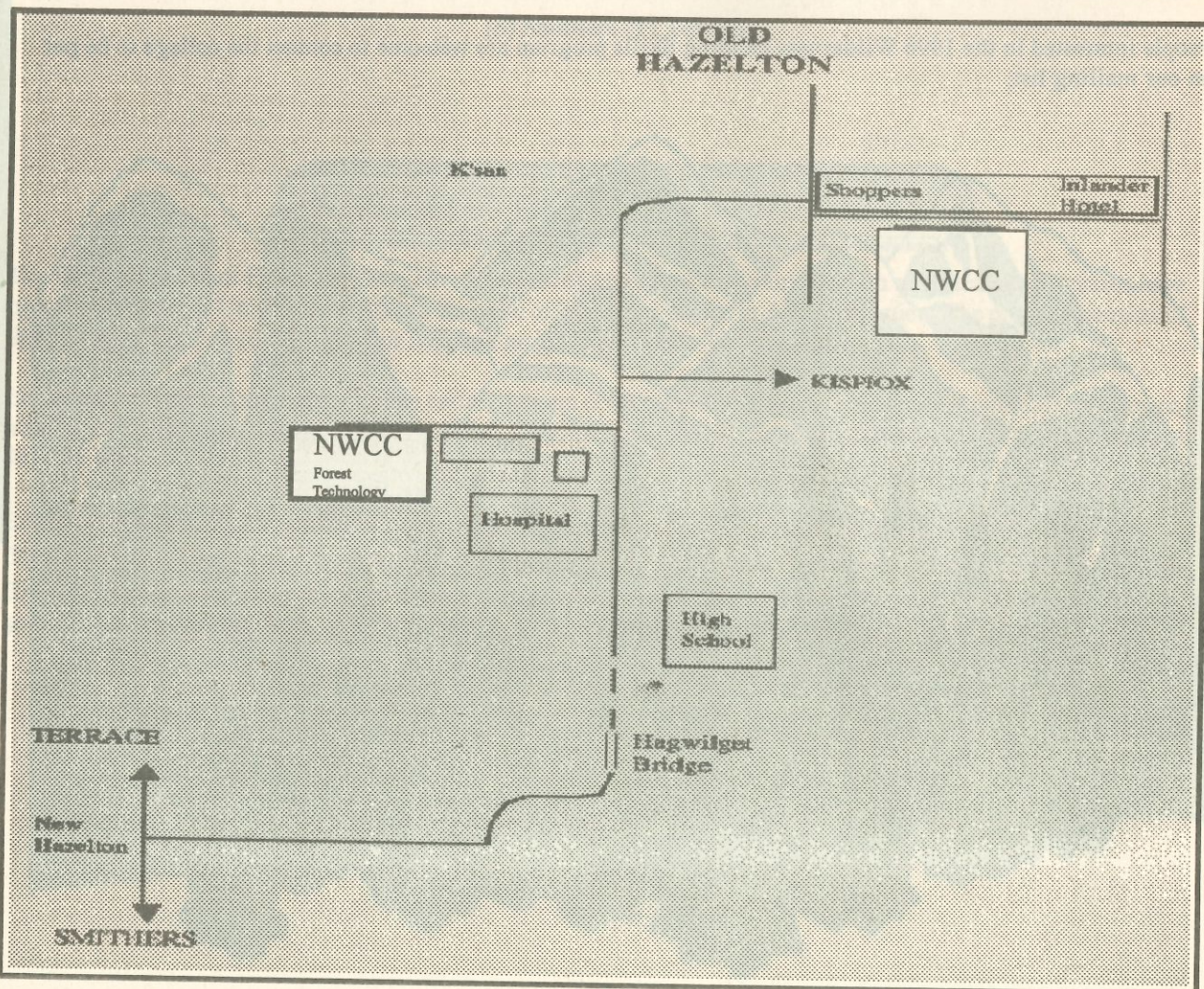




# Hazelton Campus

## REGISTRATION IS EASY...

<b>Phone-In</b> 	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
<b>Walk-In</b> 	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: 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
<b>Mail-In</b> 	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.



## HAZELTON STAFF

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

## THANK YOU

Thanks to our Advisory Committee for their input and support.

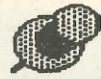
Eve Hope	Gail Lowry
Alice McDougall	Sadie Harris
Lorna Janzé	Chris Patsey
Helen Roisum	John Gryba
Village of Hazelton	Brian Atherton

### Thank you...

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

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

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



# MEMO

**TO:** EMPLOYERS / BUSINESSES

**FROM:** NORTHWEST COMMUNITY COLLEGE - HAZELTON

**RE:** JOB SKILLS TRAINING FOR YOUR EMPLOYEES

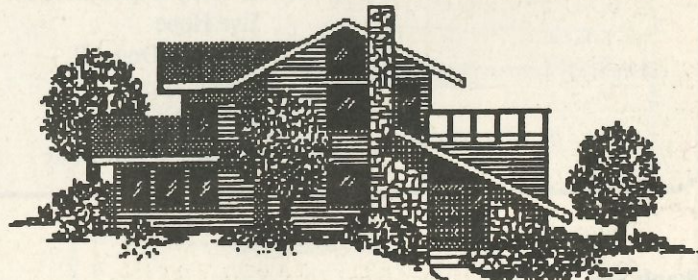
.....

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

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

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

## WANTED TO RENT



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

## UNIVERSITY CREDIT COURSES

The following courses will be offered this term (Jan. to March), through the Addiction Resource Worker Program. For more information on the schedule please call the college at 842-5291.

### ENGLISH 151 - 3.0

#### English for Human Oriented Careers

Methods and forms of technical writing, including letters, resumés, short reports, and communications with media. Lectures and exercises in grammar, vocabulary and style. Students will also read and discuss some modern literature. (This course only transfers to UVic) (3,0,0)

\$116.40 plus textbooks

### PSYCHOLOGY 101 - 3.0

#### Introductory Psychology 1

In the introductory psychology courses, Psychology 101 and 102, you will discover some of the reasons why we think, feel and act as we do. The classes consist of lectures, structured experience, discussions and films, as well as other audio-visual presentations. Topics for this course include: a perspective of psychology; life-span psychological development; the biology of behaviour, perception; altered states of consciousness; conditioning and learning; and memory. This course should be followed by Psychology 102. (3,0,0)

\$116.40 plus textbooks

### ADULT BASIC EDUCATION

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

- Monday 9 a.m. - 3 p.m.
- Tuesday 9 a.m. - 3 p.m.
- Wednesday 9 a.m. - 3 p.m. & 6:30 p.m. - 9:30 p.m.
- Thursday 9 a.m. - 3 p.m.
- Friday 9 a.m. - 12 noon

### GENERAL EDUCATIONAL DEVELOPMENT TESTS (G.E.D.)

For detailed description see the regional course section.

## EXAMINATION DATES FOR HAZELTON:

DEADLINE FOR APPLICATION	TESTING DATE
Feb. 3, 1995	March 3 & 4, 1995
May 12, 1995	June 9 & 10, 1995

## EXTENSION PROGRAMS

### EXTENSION SERVICES

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

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

### CAREER DEVELOPMENT PROGRAM

A comprehensive twenty-week 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 First Nation's issues. Resumé 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.

This program will begin January 5, 1995. Enrolment is limited so register early.

### NEW OPPORTUNITIES - A CAREER EXPLORATION PROGRAM

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

This program will begin in February 1995. Enrolment is limited so register early.

**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. Completion of Parts I, II, and III lead to a Provincial Certificate from the Ministry of Skills, Training, and Labour. Also sanctioned by the Labour Council of B.C.

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.

Location: Terrace Campus, Room 2002

Tues. to Fri., Feb. 7 - 10

\$425

**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 non-monetary motivational techniques, learning how to conduct more effective meetings as well as when to make independent decisions versus when to involve others in problem-solving and decision-making.

Register by Jan. 6.

Location: Gitwangak Education Centre

Tues. to Fri., Jan. 10 - 13/95

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

\$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 Mar. 17.

Location: Gitwangak Education Centre

Tues. to Fri., March 28-31/95

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

\$450

**Part IV - New Skills For The Nineties**

Supervising with style by being a master at understanding the behaviour of others and yourself.

Location: Gitwangak Education Centre

Wed. - Fri., May 10 - 12

\$350

This program is designed with each part building on the skills of the previous session. However, each section can stand alone as a complete and separate learning experience.

**FUTURE PROGRAMS**

Northwest Community College is interested in offering the following courses in the spring of 1995.

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.

**GILL NET MAINTENANCE AND REPAIR**

A thirty (30) hour course covering general construction of a mesh, net mending, and net patching. Dates and course fees have yet to be determined.

**YOUTH AND CONFLICT: Skills Development Program (Justice Institute of B.C.)**

Courses would be delivered in Hazelton. This program would be suitable for counsellors, social workers, child and youth workers, and other people working with youth in conflict. Some courses are electives in the Justice Institute's Conflict Resolution Certificate Program. Titles would include "Working with Anger and Aggression in Youth", two days; "Engaging Withdrawn and Resistant Youth", two days; "Mediating Parent-Teen Conflict: Creating Agreements for Change", three days; "Problem Solving With Youth, two days.

**FRONT LINE TRAINING FOR RESIDENTIAL SETTINGS (Justice Insitute of B.C.)**

A five day certificate course delivered by the Justice Institute of B.C. This is a generic program designed to provide front-line workers with the basic skill required to work effectively withing a variety of residential settings.

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

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

**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: Feb. 13.**

INSTRUCTOR: Judy Daye

Forest Tech. Building

Feb. 27 - Mar. 4, Mon. - Fri.; 6:30 p.m. - 10 p.m.

Sat. 9 a.m. - 4:30 p.m.

\$150

**DRIVER TRAINING**

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

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.

\$137.50 per lesson

**CLASS 3 LESSONS**

Beginners must take six lessons. Individuals with a minimum of 75 hours of experience in driving Class 3 vehicles may choose to take three lessons. Additional single lessons can be purchased as needed. Driving skills will be evaluated on an ongoing basis. Theory relating to driving a class 3 vehicle will be presented according to the needs of each individual. Lessons are 2 hours long. Prerequisites: minimum age of 18, valid B.C. driver's license, Class 3 learner's permit and airbrakes certification.

\$137.50 per lesson

**CLASS 4 & 5 LESSONS**

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

\$35 per lesson

**TRAFFIC CONTROL FLAGGING**

This certification is required for those monitoring, controlling, and directing traffic in and around road maintenance and construction areas. Fee includes exam and certification. Individuals who successfully complete this course will receive wallet card certificates valid for two years. Note: Occupational First Aid Level I Certificate is recommended prior to taking this course.

INSTRUCTOR: Sandy Bohleber

Forest Tech. Building

April 22 & 23

Sat. & Sun., 8 a.m. - 5 p.m.

\$90

**HEALTH / FIRST AID****RED CROSS FIRST AID & C.P.R. COURSES**

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

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

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

**OCCUPATIONAL FIRST AID — LEVEL I**

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

INSTRUCTOR: Carol Ann Lees

Mountainview United Church

Course #1: Feb. 4

Sat., 8:30 a.m. - 4:30 p.m.

Course #2: March 25

Sat., 8:30 a.m. - 4:30 p.m.

\$70

★Courses can be arranged for groups on request★

**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.

**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: Jan. 31/95**

INSTRUCTOR: Janie Olson  
Mountainview United Church  
Feb. 11 - Mar. 20  
Mon. & Wed. : 6:30 - 10 p.m.  
Sat.: 9 a.m. - 4 p.m.  
Sessions: 15  
\$495

**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:** Jan. 18 - Feb. 15 (3rd Trimester)  
Wednesdays; 7 p.m. - 9 p.m.
- COURSE #2:** Mar. 29 - Apr. 26 (3rd Trimester)  
Wednesdays; 7 p.m. - 9 p.m.
- COURSE #3:** May 17 - June 14 (3rd Trimester)  
Wednesdays; 7 p.m. - 9 p.m.

**PRE-NATAL REGISTRATION FORM**

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

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

I will pay the cost recovery fee \$79.

OR

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

OR

I will pay the \$10 administration fee.

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

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

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

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

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

Office Use:

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



...  
All Courses Require  
Advanced Paid Registration  
...

**BUSINESS / COMPUTER  
PROGRAMS****ACCOUNTING 101 (2 credits)****Bookkeeping Fundamentals**

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

INSTRUCTOR: Kerrie MacLean

College Centre

Jan. 12 - Mar. 16

Thurs., 7 - 10 p.m.

Sessions: 10

\$124 plus text & workbook

**ACCOUNTING 102 (3 credits)****Routine Bookkeeping Procedures**

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

INSTRUCTOR: Kerrie MacLean

College Centre

Jan. 10 - Apr. 18, 1995

Tues., 7 - 10 p.m.

Sessions: 15

\$181

(Same text & workbook purchased for Acct. 101)

**DOS BASICS**

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

INSTRUCTOR: Steve Tonnesen

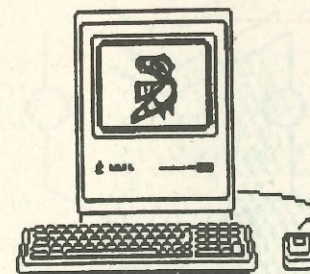
College Computer Lab

Feb. 16 - 23

Tues. & Thurs., 7 - 9:30 p.m.

Sessions: 3

\$59

**FOODSAFE**

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

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

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

**FOODSAFE SELF-LEARNING**

Individuals may learn at their own pace in their own home or at the college, with this package.

\$40

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

★ Classroom courses can be arranged on request ★

**INTRODUCTION TO COMPUTERS**

Learn how a computer works in this "hands on" course for beginners. Topics covered are: system structure, IBM / DOS, and a brief look at a few programs. For example, Lotus 1-2-3, 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

College Computer Lab

Feb. 2, 7 & 9

Tues. & Thurs., 7 - 9:30 p.m.

Sessions: 3

\$ 59

**INTRODUCTION TO WORDPERFECT 6.0 FOR  
WINDOWS**

This course introduces the learners to WordPerfect 6.0 for Windows. Topics covered are: mouse skills, basic document creation, speller, grammatik, editing, templates, merges, reports and graphics.

INSTRUCTOR: Steve Tonnesen

Mar. 28 - Apr. 13, 7 - 10 p.m.

\$128

**KEYBOARDING (SELF-PACED)**

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

College Computer Lab  
Dates dependent on Computer Lab availability  
Open Registration  
\$ 29

**LOTUS 1-2-3 (MDP 04)**

This DOS based application has been the spreadsheet of choice since the earliest years of the IBM PC. Although Windows applications are quickly gaining popularity, many businesses still use this product. Topics include spreadsheet concepts, text and numeric entry, basic and advanced formulas, functions, text and cell formatting, spreadsheet design and layout, worksheet templates, range names and printing. The course will also include a brief overview of graphic chart creation and keyboard macros. Prerequisite: Computer Fundamentals.

INSTRUCTOR: Steve Tonnesen  
College Centre  
Apr. 18 - May 9  
Tues. & Thurs., 7 - 10 p.m.  
Sessions: 7  
\$148

**WORDPERFECT 5.1 - LEVEL I**

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

INSTRUCTOR: Steve Tonnesen  
College Centre  
Mar. 2 - 21  
Mon. & Thurs., 7 - 10 p.m.  
Sessions: 6  
\$128

**LEARNING OPPORTUNITIES****G.E.D. PREPARATION**

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

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

**APPLE GROWING IN THE HAZELTONS**

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

The instructor, who is an orchard horticulturalist from the Okanagan, will have winter hardy dwarf root stock available for "adoption" at a nominal cost if you wish to develop your own stock. You can bud different varieties on the stock and transplant it from the nursery to your garden by spring 1996.

INSTRUCTOR: Bruce Haskins  
Forest Tech. Building  
Feb. 20, 27, Mar. 6, 13  
Mon., 7 - 9:30 p.m.  
plus 2 Saturdays (3 hours each) Dates T.B.A.  
\$59 + GST

**GOURMET COOKING**

Experiment with a wide range of gourmet dishes. Learn to cook simple gourmet meals, from entres to a full course meal. After the first class students will be given a choice of dishes to prepare and will be responsible for supplying their required ingredients. Students are asked to bring an apron.

INSTRUCTOR: Brad Vennard  
Hazelton Secondary School - Foods Classroom  
Dates & Course Fees: T.B.A.  
Sessions: 5

**PEOPLE'S LAW SCHOOL SEMINARS**

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

- i) Seniors Benefits - Am I getting them all? (T.B.A.)
- ii) Family Violence Issues (January)
- iii) Planning your Will (February)
- iv) Child Apprehension (March)
- v) Young Offenders Issues (April)

For more information about dates and times, please call N.W.C.C. at 842-5291.

College Centre  
7 - 9 p.m.  
FREE

**PUBLIC SPEAKING**

For those individuals interested in learning how to speak in public or merely wanting to improve communication skills in the workplace, club, or organization, this course is for you. This course will provide insight into such valuable skills as impromptu speaking, presenting a toast, speech preparation and constructive evaluation. We are looking at offering this course late in March, or early April depending on number the of individuals who express interest.

INSTRUCTOR: L. David McCreery  
College Centre  
Feb. 6 - Mar. 27  
Mon.; 7:30 - 9:30 p.m.  
FREE

**RUTS**

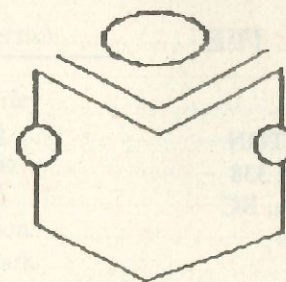
(A seminar on being stuck and wanting personal change.)

The Instructor for this seminar is Tom Strong, PhD., the Director of the Bulkley Valley Critical Incident Stress Management Society (Voluntary Position). Dr. Strong has an extensive background in psychology and has worked in many different environments both as a counsellor and as a facilitator. In this seminar Dr. Strong will provide an overview on psychology and interpersonal factors that contribute to being in ruts that seem inescapable.

INSTRUCTOR: Tom Strong, PhD.  
College Centre  
March 29  
Wed., 7 - 9 p.m.  
\$47 + GST

**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.

**CANADIAN CITIZENSHIP PREPARATION**

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

INSTRUCTOR: Pat Hayes  
College Centre  
Jan. 3 - June 16  
Wed.; 6:30 - 9:30 p.m.  
Free

**CHOICES**

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

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

**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. 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 a.m. - 12 noon.

**STUDENT SUCCESS**

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

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

**EARLY CHILDHOOD EDUCATION**

**E.C.E. 104 HEALTH, SAFETY AND NUTRITION**

This course provides students with an understanding of the basic principles of health, safety and nutrition for adults as well as preschool children. The course will focus on nutritional meal planning, signs and symptoms of communicable diseases, disease prevention, signs of abuse and neglect and assessing a facility for safety

**INSTRUCTOR:** Rosemarie Goodwin  
Tues., Jan. 10 - Apr. 25  
7:00 p.m. - 9:00 p.m.  
**FEE:** \$116.40 plus text \$67.37

**DOES YOUR BUSINESS OR ORGANIZATION HAVE A SPECIFIC WORKSHOP OR COURSE THEY WOULD LIKE TO SEE OFFERED WITH NORTHWEST COMMUNITY COLLEGE IN HAZELTON?**

The college can set up courses at your request. Contact Debby Jackson at 842-5291.

**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:

<b>SMITHERS</b>	<b>HOUSTON</b>	<b>HAZELTON</b>	<b>STEWART</b>
P.O. Box 3606	P.O. Box 1277	P.O. Box 338	P.O. Box 919
Smithers, BC	Houston, BC	Hazelton, BC	Stewart, BC
V0J 2N0	V0J 1Z0	V0J 1Y0	V0T 1W0

# Houston Campus

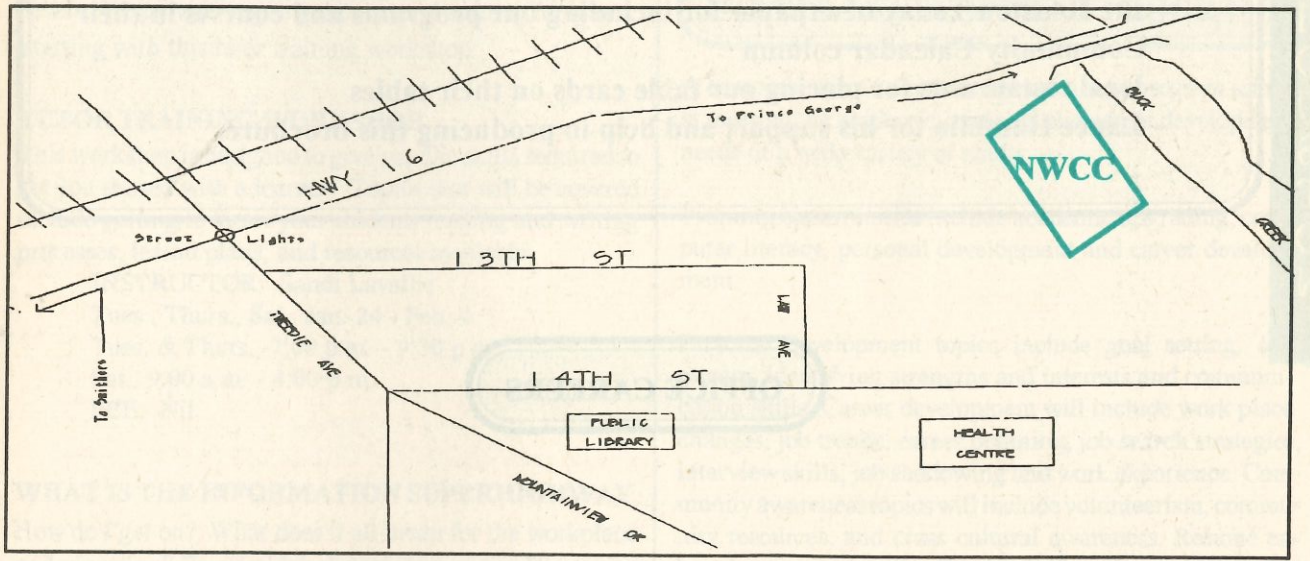
**Houston Campus Office Hours**  
Monday - Friday, 8:00 a.m. - 4:30 p.m.

**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**

Grant Stevens	EDO	Hanne White	Christine Dickinson
Jerry Botti	Gary Beaudette	Dale Johnson	Josie Doherty
Brenda Allen	Jackie Blankengel	Amy Johnson	Calvin Isidoro
Verne Strain	Simon Turner	Kerry Austman	Santokh Manhas
Penny Tiljoe	Mary Robinson	Shannon Euverman	Al Gorley
Ivan Thompson	Brenda Andersson	Alan Campbell	

**Administration**

Brenda Andersson	Assistant Director, Houston
Hilda Capak	Instructor, Office Careers
Charlotte Gorley	Centre Clerk
Patty Janning	Receptionist/Cashier
Sandi Lavallie	Instructor, ABE
Terri Stewart	Education Advisor
Ivan Thompson	Director, Eastern Region
Tanya Widmark	Administrative Officer

## 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 table cards on their tables
- Lance Hamblin for his support and help in producing this brochure.

## OFFICE CAREERS

General information: See regional course descriptions.  
Fees payable by semester.

INSTRUCTOR: Hilda Capak  
DATES: Mon., Tues., Thurs. & Fri.  
TIME: 8:30 am - 4:30 pm  
FEE: Full-time \$378.95 per semester

Part-time varies with individual course length

## PART-TIME COURSES

English Grammar - BENG 103  
Intro to Dos - COMP 100  
Intro to Database - COMP 115  
Advanced Business Typing - TYPG 102  
Intro to Simply Accounting - COMP 120  
Intro to AccPac plus G/L - COMP 125  
Lotus Application - COMP 130

For detailed information regarding part-time courses contact the registration office.

## PROJECT LITERACY HOUSTON

## VOLUNTEER LITERACY PROGRAM

Are you interested in becoming a tutor?...Do you know someone who needs help with reading and writing skills?...Contact the Project Literacy Houston Co-ordinator Dee McRae at 845-7266.

## VOLUNTEERING

A Chance to Grow  
Make a difference in someone's life. Become a tutor in our literacy program. We need volunteer tutors at a variety of levels. We provide ongoing support and training for tutors, starting with this tutor training workshop.

## TUTOR TRAINING WORKSHOP

This workshop is designed to give you the skills required to get you started with a learner. Topics that will be covered include getting to know your student, reading and writing processes, lesson plans, and resources available.

INSTRUCTOR: Sandi Lavallie  
Tues., Thurs., Sat., Jan. 24 - Feb. 4  
Tues. & Thurs., 7:00 p.m. - 9:30 p.m.  
Sat., 9:00 a.m. - 4:00 p.m.  
FEE: Nil

## WHAT IS THE INFORMATION SUPERHIGHWAY

How do I get on? What does it all mean for the workplace and education? Email and the Internet are some of the topics to be covered in this workshop. This workshop is for beginner to intermediate computer users.

INSTRUCTOR: TBA  
Date TBA  
FEE: Nil

## READING TO CHILDREN

Come to an evening workshop with Toni Spokes to learn about sharing literature with young children. Toni will be talking about types of stories, rhymes, and games for ages birth to 5 years. Creative storytelling ideas will be explored. She will also show you how to use the library. Optional follow-up sessions with your child will be offered.

INSTRUCTOR: Toni Spokes  
Tues., Jan. 24  
7:00 p.m. - 9:00 p.m.  
FEE: Nil

## ENGLISH GRAMMAR

Do you speak and write to people in your job? Do you use correct grammar? Come to this fun 2.5 hour workshop that will fine tune your speaking and writing skills. Topics covered will include common errors, bad habits, and using available software.

INSTRUCTOR: Helen Luddit  
Thurs., Feb. 9                      Wed., Feb. 15  
7:00 p.m. - 9:30 p.m.              8:30 a.m. - 11:00 a.m.  
FEE: Nil                                      FEE: Nil

## CAREER DEVELOPMENT PROGRAM

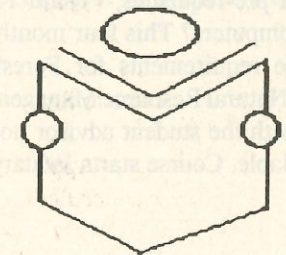
A comprehensive seventeen week training program aimed at meeting the academic, personal and career development needs of a wide variety of adults.

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. Resumé enhancing training such as Food Safe, 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.

This program will begin January 3, 1995. Enrolment is limited so register early.



## COLLEGE CREDIT/CERTIFICATE

### ADULT BASIC EDUCATION

General Information: See regional course descriptions.

Fees payable by the semester.

INSTRUCTOR: Sandi Lavallie

DATE: Mon. - Fri.

Starts Tues., January 3, 1995

TIME: Daytime: Mon. - Thurs.,

8:30 a.m. to 3:30 p.m.

Fri., 8:30 a.m. to 11:45 a.m.

Evening: Wed.,

6:30 p.m. to 9:30 p.m.

FEES: Full-Time Students:

Tuition:

\$27.10 per week or \$352.30 per semester

Student Fees: \$2.05 per week or \$26.65

per semester

Total: \$29.15 per week or \$378.95 per

semester

Part-Time Students:

Tuition:

\$13.55 per week or \$176.15 per semester

Student Fees: \$1.15 per week or \$17.25

per semester

Total: \$14.70 per week or \$220.50 per

semester

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

All students pay a one-time non-refundable registration fee of \$25.00

## PRE-REQUISITE TRAINING

Do you have your pre-requisites, - Math 11, Biology 11, English 12 and computers? This four month program will give you entrance requirements for Forest Technology, Dental Assistant, Natural Resource Management etc. Make an appointment with the student advisor now as there are limited seats available. Course starts January 3, 1995.

## 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.

Jan. 13 & 14/95      Mar. 3 & 4/95

Apr. 28 & 29/95      Jun. 9 & 10/95

Applications must be in Victoria 6 weeks prior to exam date. Examination fee is \$40.00 payable to the Minister of Finance and must accompany your application. Application forms are available at all college centres.

## ENGLISH AS A SECOND LANGUAGE

Come to this class to learn and improve your English skills. Learn the English you need to know, including banking, shopping and the post office.

Classes are held Monday to Friday, 9:00 to 12:00 noon. New year start up will be Jan. 3, 1995.

Please feel free to drop in and watch the class. No charge.

## EARLY CHILDHOOD EDUCATION

### EARLY CHILDHOOD EDUCATION WINTER TELECONFERENCING COURSES

Courses begin the week of January 9-13 and end the week of April 24-28

#### E.C.E. 104 HEALTH, SAFETY AND NUTRITION

This course provides students with an understanding of the basic principles of health, safety and nutrition for adults as well as preschool children. The course will focus on nutritional meal planning, signs and symptoms of communicable diseases, disease prevention, signs of abuse and neglect and assessing a facility for safety. **Pre-register by Jan. 3.**

INSTRUCTOR: Rosemarie Goodwin

Tues., Jan. 10 - April 25

7:00 p.m. - 9:00 p.m.

FEE: \$116.40 plus text \$67.37

#### E.C.E. 206 WORKING WITH FAMILIES

This course presents fundamental principles and practices of effective communication for caregivers working with families of under 3's and children with special needs. It explores perspectives of both caregivers and parents on caring for children, with an emphasis on the diversity of families, and the role of caregiver in facilitating a better understanding between home and school care. **Pre-register by Jan. 4.**

INSTRUCTOR: Karen Chrysler

Wed., Jan. 11 - April 26

7:00 p.m. - 9:00 p.m.

FEE: \$116.40 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. Workshops include:

#### Test Writing

FACILITATOR: Mike Monkman

Thurs., Jan. 12

3 pm

#### Self Esteem

FACILITATOR: Maraleze Swart

Thurs., Jan. 19

12 noon

#### Financial Budgeting

FACILITATOR: Royal Bank

Thurs., Feb. 2

TBA

#### Essay & Report Writing

FACILITATOR: Violetta Swartz

Thurs., Feb. 16

3 pm

#### Computer Skills

FACILITATOR: Indra Manhas

Thurs., Mar. 9

10 am

#### Spelling & Punctuation

FACILITATOR: Violetta Swartz

Thurs., Mar. 23

3 pm

#### Grammar Skills

FACILITATOR: Violetta Swartz

Thurs., Apr. 13

3 pm

Phone 845-7266 to register. Class size is limited. **Pre-register 1 week prior to workshop date.**



## COMPUTER COURSES

### 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 index, 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. **Pre-register by Mar. 20.**

INSTRUCTOR: Laurel Hutton  
Mon. & Wed., Mar. 27 - Apr. 12  
6:30 p.m. - 9:30 p.m.  
FEE: \$160.00 plus text and disk

### MICROCOMPUTING TRAINING

Designed for those individuals who wish to enhance their employment opportunities by adding computer skills to their office training. Participants will receive instruction plus hands-on training in word processing, spreadsheets and file management.

Upon successful completion, participants will receive a Microcomputing Certificate plus certification for the credit course. **Pre-register by April 24.**

INSTRUCTOR: Indra Manhas  
Mon. - Fri., May 1 - June 5  
8:30 a.m. - 3:00 p.m.  
FEE: \$1148.00 (\$9.18 per training hour) plus text and disk

### DOS/WINDOWS INTRODUCTION

(Non-Credit)

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

**Pre-register by Jan. 31.**

INSTRUCTOR: Indra Manhas  
Tues., & Thurs., Feb. 7 - Mar. 2  
9:00 a.m. - 11:00 a.m.  
FEE: \$138.00 plus text and disk

### WORDPERFECT 5.1

(Non-Credit)

Learn the basics of wordprocessing using one of the most popular programs available. Step-by-step instructions to create, save, edit and print documents as well as copying, manipulating text, using enhancement features and formatting. Some advanced options such as tables, columns and merging will be covered, time permitting. **Pre-register by Mar. 1.**

INSTRUCTOR: Indra Manhas  
Wed., Mar. 8 - Apr. 5  
9:00 a.m. - 3:00 p.m.  
FEE: \$175.00 plus text and disk

Mon. & Fri., Mar. 13 - April 28  
9:00 a.m. - 11:00 a.m.  
FEE: \$175.00 plus text and disk

### COMPUTER DIAGNOSTICS/MAINTENANCE

Take a tour through the inside of a PC! This course will cover preventive maintenance, diagnosing hardware problems, upgrading your PC's capabilities, installing cards and memory, the basic concepts of repair, and disaster prevention. **Pre-register by Feb. 21.**

INSTRUCTOR: David Lawrence,  
Comsol Computers  
Tues. & Thurs., Feb. 28 - Mar. 2  
7:00 p.m. - 9:00 p.m.  
FEE: \$35.00 plus GST

### WORDPERFECT 5.1

(1 Credit)

Participants will learn how to produce, design, revise and print documents. Special features such as merging, column layout, creating tables and outlines plus spellchecking will also be practised. **Pre-register by Jan. 23.**

INSTRUCTOR: Indra Manhas  
Mon., & Wed., Jan. 30 - Mar. 8  
6:30 p.m. - 9:30 p.m.  
FEE: \$230.00 plus text and disk



## COMPUTER COURSES

### DOS/WINDOWS

(1 Credit)

Participants will learn how to create, copy and delete files and to create and use directories effectively. DOS commands will be used to manage files on floppies and hard drives. **Pre-register by Jan. 24.**

INSTRUCTOR: TBA  
Tues., & Thurs., Jan. 31 - Mar. 9

### WINDOWS BASICS

(Non-Credit)

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

**Pre-register by Jan. 27.**

INSTRUCTOR: TBA  
Sat., Feb. 4 - Feb. 11  
8:00 a.m. - 12:30 p.m.  
FEE: \$115.00 plus text and disk

### WORD FOR WINDOWS

(Non-Credit)

Students will learn file organization, creating documents, using WYSIWYG (what you see is what you get) and the Windows interface as well as menu functions, combining text graphics, images and data in a single document and automating job routines. Competent typing skills are an asset. This would be an ideal course for a participant who is proficient in another word processor program and wishes to convert to Microsoft Word. A non-credit NWCC certificate will be issued upon successful completion. **Pre-register by Feb. 10.**

INSTRUCTOR: TBA  
Sat., Feb. 18 - Mar. 4  
9:00 a.m. - 3:30 p.m.  
FEE: \$160.00 plus text and disk

### 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. **Pre-register by Apr. 17.**

INSTRUCTOR: Gordon Ablett  
Tues. & Thurs., Apr. 4-27  
6:30 - 8:30 p.m.  
FEE: \$145.00 plus disk

### MICROSOFT EXCEL

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

---REGISTER YOUR INTEREST---

### SIMPLY ACCOUNTING FOR DOS

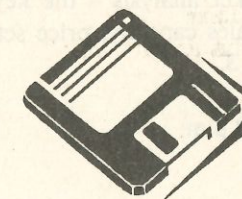
This course provides an introduction to computerized accounting using Simply Accounting (previously Bedford). Students will be able to establish company records, maintain daily transactions using the general journal, accounts receivable and payable, the payroll features and create financial statements.

---REGISTER YOUR INTEREST---

### INTRODUCTION TO PAGEMAKER

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: R.J. Smith  
---REGISTER YOUR INTEREST---



## ENTREPRENEURIAL TRAINING

### BUSINESS TRAINING SEMINARS

The following seminar modules are set up as a complete program or can be taken separately to suit individual preferences.

The program is designed as a series of practical applications of the essential ingredients for successfully operating a small business. The objective is to focus on the entrepreneurial aspects of business rather than the academics. Once the participant has grasped the realities of business management they can go on to learn technical approaches specific to their needs and for the refinement of their businesses. If new to business or planning to start a business, this program will show how to develop attitudes and philosophies that will enhance success.

Bring a bag lunch.

Each module is \$120.00. Anyone that registers for all five will receive personal counselling with Bob McHue.

### FIRING UP YOUR BUSINESS

Developing the "Dream Chart", analyzing a business in stages for positive growth, business philosophies of the '90's, realistic approaches to raising capital, and selling business goals and objectives. **Pre-register by Feb. 17.**

Sat., Feb. 25  
9:00 a.m. - 4:00 p.m.  
FEE: \$120.00

### HANDS ON MANAGEMENT

Keeping records and monitoring success, how to develop management controls, cash flow forecasting and budgeting, managing a business, knowing what to manage and how.

Sat., Mar. 4  
9:00 a.m. - 4:00 p.m.  
FEE: \$120.00

### CAN IT BE DONE?

Market planning/market analysis - the key to success, forecasting realistic sales capacity, price setting, profits.

**Pre-register by Mar. 3.**

Sat., Mar. 11  
9:00 a.m. - 4:00 p.m.  
FEE: \$120.00

### GETTING YOUR MONEY'S WORTH

Credit - managing receivables and payables; advertising strategies - setting ad and promotion budgets that will pay off; making business decisions. **Pre-register by Mar. 10.**

Sat., Mar. 18  
9:00 a.m. - 4:00 p.m.  
FEE: \$120.00

### ALL THE OTHER STUFF

Things to know about business law, insurance; a look at import/export; do you need a computer? How to effectively use business advisors (concludes with a panel discussion with guest advisors). **Pre-register by Mar. 17.**

Sat., Mar. 25  
9:00 a.m. - 4:00 p.m.  
FEE: \$120.00

### FBDB BOOKKEEPING FOR SMALL BUSINESS

At the end of this course you will know how to set up and maintain a set of financial records for a small business by performing all the bookkeeping functions from recording initial transactions to preparing financial statements. **Pre-register by Jan. 9.**

INSTRUCTOR: Susan Leuenberger  
Mon. & Wed., Jan. 16 - Feb. 15  
6:30 p.m. - 9:30 p.m.  
FEE: \$145.00 plus text



## BASIC FOREST SKILLS

This two week program consists of four components designed to prepare participants for employment in forest worker development.

Sponsorship may be available through the Ministry of Social Services or Human Resources Development.

### FOREST WORKER SKILLS

Do you want to enhance your employment opportunities? Are you having trouble finding employment? This course will cover basic power saw and bush saw skills, juvenile spacing and pruning. Also includes general safety in the bush as well as minimizing risk from bear attack and other animal close range contacts. List of required supplies available upon registration. **Pre-register by Mar. 20.**

INSTRUCTOR: Rob Sanders  
Mon.-Fri., Mar. 27-Apr. 3  
8:00 a.m. - 5:00 p.m.  
FEE: \$485.00 plus supplies

### 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.**

INSTRUCTOR: Roger Cloutier  
**Session II**  
Sat., Apr. 1  
8:00 a.m. - 5:00 p.m.  
FEE: \$70.00

### MAP AND COMPASS READING

Participants will learn compassing and map reading skills for the backcountry adventurer. Learn the proper use of a compass, how to determine bearings, and calculate distances. Course includes a basic introduction to map reading and aerial photography interpretation. Course content is suitable for skiers, hikers, snowmobilers, hunters, etc. Minimum age 14. **Pre-register by Mar. 28.**

INSTRUCTOR: Tracey Strong  
Tues., Wed., Thurs., Apr. 4 - 6  
8:30 a.m. - 4:30 p.m.  
FEE: \$228.00

### TRANSPORTATION ENDORSEMENT

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

**Session I**  
Sat., Jan. 28  
8:00 a.m. - 5:00 p.m.  
FEE: \$70.00

**Session II**  
Sat., April 8  
8:00 a.m. - 5:00 p.m.  
FEE: \$70.00

### FALLING & BUCKING

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

INSTRUCTOR: Jerry Vanderwijk  
---REGISTER YOUR INTEREST---

## FIRST AID/HEALTH

## INFANT/CHILD CPR

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

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

INSTRUCTOR: Roger Cloutier

## Session I

Fri., Mar. 10  
8:00 a.m. - 4:00 p.m.  
FEE: \$48.00

## Session II

Sat., Jun. 17  
8:00 a.m. - 4:00 p.m.  
FEE: \$48.00

## 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.**

INSTRUCTOR: Roger Cloutier

## Session I

Sat., Jan. 21  
8:00 a.m. - 5:00 p.m.  
FEE: \$70.00

## Session II

Sat., Apr. 1  
8:00 a.m. - 5:00 p.m.  
FEE: \$70.00



## 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

## Session I (Crash)

Mon. - Fri., Apr. 3 - 13  
8:00 a.m. - 5:00 p.m.  
FEE: \$495.00

## Session II

Mon., Wed., Sat., Feb. 6 - Mar. 11  
Mon. & Wed., 6:00 p.m. - 10:00 p.m.  
Sat., 8:00 a.m. - 5:00 p.m.  
FEE: \$495.00

## MASSAGE FOR RELAXATION

Participants are shown how to give a relaxing head and back massage. Enroll with a friend as you will need a partner to work with during the workshop. Ladies should wear a 2-piece swim suit or halter top. Track pants are ideal. Oil provided. Bring a pad to lie on, 2 large towels, 2 pillows and a pen. **Pre-register by Mar. 3.**

INSTRUCTOR: Barri Blix

Sat., Mar. 11  
9:00 a.m. - 3:00 p.m.  
FEE: \$35.00 plus GST

## 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: Glenda Vanderende

Mon., Feb. 27 - Mar. 13  
6:30 p.m. - 9:30 p.m.  
FEE: \$95.00

## 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. **Pre-register 2 weeks prior to course start date.**

## AIRBRAKES I

Mon. - Sat., Feb. 13 - Feb. 18  
Mon. - Fri., 6:30 p.m. - 10:30 p.m.  
Sat., 8:00 a.m. - 5:00 p.m.  
FEE: \$150.00 plus text

## AIRBRAKES 2

Mon. - Sat., Apr. 3 - 8  
Mon. - Fri., 6:30 p.m. - 10:30 p.m.  
Sat., 8:00 a.m. - 5:00 p.m.  
FEE: \$150.00 plus text

INSTRUCTOR: Judy Daye  
Bulkley Valley Driving School

## TRAFFIC CONTROL - (FLAGGING)

Learn the duties and responsibilities of a flag person, including flagging signals and signing, traffic co-ordination, use of equipment, dress, manner and bearing. Includes a practical session. NWCC certification will be issued upon successful completion. **Class limit 16. Pre-register 1 week prior to course start date.**

INSTRUCTOR: Sandra Bohleber

## SESSION I

Sat. & Sun., Apr. 1 & 2  
8:00 a.m. - 5:00 p.m.  
FEE: \$90.00

## SESSION II

Sat. & Sun., Apr. 8 & 9  
8:00 a.m. - 5:00 p.m.  
FEE: \$90.00

## COMMERCIAL VEHICLE INSPECTION

This program is for journeyed mechanics who wish to become commercial motor vehicle inspectors. The course includes training in both the practical inspection methods, and administrative procedures to be used in the implementation of the commercial vehicle inspection program. Successful completion of this program provides eligibility to write the Inspection Exam at a Provincial Motor Vehicle Office. **Pre-requisite: B.C. TQ.**

**Pre-register by March 20.**

INSTRUCTOR: John Lombardi

Mon. - Sat., Mar. 27 - Apr. 1  
Mon.-Fri., 6:00 p.m. - 10:30 p.m.  
Sat., 8:00 a.m. - 4:30 p.m.  
FEE: \$200.00 plus manuals

## LEARNING OPPORTUNITIES

## 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.

**Pre-register by Apr. 11.**

INSTRUCTOR: Sonny Perkinson

Tues., Wed., Thurs., Apr. 18 - 27  
7:00 p.m. - 9:00 p.m.  
FEE: \$98.00 plus GST

## 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. **Class limit is 10.**

**Pre-register by**

INSTRUCTOR: Violetta Schwartz

Mon. & Wed., Feb 1 - Apr. 10  
6:30 - 8:00 p.m.  
FEE: \$125.00 plus GST

## INSTRUCTION TECHNIQUES

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

INSTRUCTOR: Bev Davidson

Sat., Jan. 21  
9:00 a.m. - 3:30 p.m.  
FEE: \$65.00 plus GST and materials

## LEARNING OPPORTUNITIES

### HOME RENOVATION - Permits & Licenses

Thinking of improving or adding to your home? This class covers permits and licenses, using a contractor/sub-contractors, fees required, inspections, costs, financing and more. **Pre-register by Apr. 26.**

INSTRUCTOR: People's Law School  
Wed., May 3  
7:00 p.m. - 9:00 p.m.  
FEE: NIL

### 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! **Pre-register by Feb. 1.**

INSTRUCTOR: Jan Christianson  
Tues. & Thurs., Feb. 7 - 16  
7:00 p.m. - 9:00 p.m.  
FEE: \$45.00 plus GST

### SENIORS' BENEFITS

If you are a senior or someone who helps a senior with their financial affairs, this seminar is for you. Discussion will cover the various benefits and entitlements available to seniors. **Pre-register one week in advance.**

INSTRUCTOR: People's Law School  
Date TBA  
7:00 p.m. - 9:00 p.m.  
FEE: Nil

### TOUR THROUGH PERSONAL TAX FORM

This class will examine the personal tax form giving a brief overview of each section, making special note of the income that must be declared and the deductions you may be eligible for. **Pre-register by Feb. 13.**

INSTRUCTOR: Susan Leuenberger  
Mon., Feb. 20  
6:30 p.m. - 9:30 p.m.  
FEE: \$20.00 plus GST

### PLANNING YOUR WILL

What should be in a will, what happens if there is no will, what can and can't be included in a will, how to change a will and more. **Pre-register by Jan. 31.**

INSTRUCTOR: People's Law School  
Tues., Feb. 7  
7:00 p.m. - 9:00 p.m.  
FEE: NIL

### WOMEN AND COMMUNITY

Women's role in South Asian community life will be identified. The life style in the community, the nature of relationships between generations, and between men and women will be discussed. The problems involved in maintaining this ethnic family life style within the Canadian cultural milieu will be dealt with.

**Pre-register by April 24.**

INSTRUCTOR: Vanaja Dharuvarajan  
Mon., May 1  
6:30 p.m. - 9:00 p.m.  
FEE: Nil

### VIOLENCE AGAINST WOMEN

This presentation will focus on identifying the nature and causes of violence in South Asian families and how women react to it. The types of intervention strategies appropriate in this context will also be dealt with. The relevance of available resources in Canadian society for this ethnic group will be discussed. **Pre-register by Apr. 24.**

INSTRUCTOR: Vanaja Dharuvarajan  
Mon., May 1  
1:00 p.m. - 3:30 p.m.  
FEE: Nil

### WOMEN & THE LAW

This class gives a brief overview of the legal issues significant to women. Topics to be discussed are women's rights regarding common-law marriage, separation and divorce, financial matters such as obtaining a loan or mortgage, property rights in a relationship, pensions, credit ratings and more. **Pre-register by Mar. 29.**

INSTRUCTOR: People's Law School  
Wed., Apr. 5  
7:00 p.m. - 9:00 p.m.  
FEE: NIL

### HORSE HOOF CARE

Basic care of your horse's feet is the focus of this course. This course will cover the basic anatomy of a horse's foot, unshod and shod hoof care, plus emergency action before the veterinarian or farrier comes. You will also learn how to safely pull a shoe or refasten a loose shoe as well as evaluate a good shoeing job. Day two will be a field trip with demonstrations and discussions on live horses. **Pre-register by March 10.**

INSTRUCTOR: Dieter Jilge  
Sat., Mar. 18 - 25  
9:00 a.m. - 1:00 p.m.  
FEE: \$150.00 plus GST

## ARTS & CRAFTS

### EAST INDIAN COOKING

Samosa and pakora are East Indian hors d'oeuvres. Participants will learn the steps to prepare these delicious dishes, plus become familiar with the spices from India. Bring a container to take some home to share with your family. **Pre-register 2 weeks prior to start date.**

INSTRUCTORS: Narinder Saroya & Jaswinder Bul

<b>SAMOSA</b>	<b>PAKORA</b>
Wed., Mar. 29	Wed., Apr. 5
6:00 p.m. - 10:00 p.m.	6:00 p.m. - 10:00 p.m.
FEE: \$46.00 plus GST	
PLACE: Houston Sec. School	

### COUNTRY HERB COLLECTION

Make 9 cute little bunnies, fill their tummies with your favorite herbs, hang them on a wooden pine rack and you've got yourself a unique country herb collection. **Pre-register by Feb. 3.**

INSTRUCTOR: Gloria Halvorson  
Sat., Feb. 11  
9:00 a.m. - 12:00 p.m.  
FEE: \$24.00 plus GST and supplies

### 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. **Pre-register by Feb. 14.**

INSTRUCTOR: Terri Stewart  
Terri's Dream Designs  
Tues., Feb. 21  
7:00 p.m. - 9:30 p.m.  
FEE: \$16.00 plus GST

### STAINED GLASS

Beautify your home and surprise friends with homemade stained glass creations! During the 8 sessions you will be able to do at least 3 small projects to become familiar with tools and materials. Work at your own pace on projects you choose from a wide variety of options such as: windows or window hangings, kaleidoscope, Tiffany lamps, boxes, mirrors, etc. **Pre-register by Jan. 18.**

INSTRUCTOR: Jack Vanderveen  
Wed., Feb. 8 - Mar. 29  
7:30 p.m. - 10:00 p.m.  
FEE: \$105.00 plus GST and supplies

### SPRING WREATH

Welcome in spring with this bright and cheery wreath, full of fresh spring colors, flowers, ribbons and baby animals. It's guaranteed to make the snow melt faster and the sun shine warmer. **Pre-register 1 week prior to start date.**

INSTRUCTOR: Gloria Halvorson  
Sat., Mar. 11  
9:00 a.m. - 12:00 p.m.  
FEE: \$24.00 plus GST and supplies

### WOODWORKING

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 available to accommodate most ability levels and interests. Supply costs will vary according to projects selected. **Pre-register by Feb. 14.**

INSTRUCTOR: Bruce Hamblin  
Tues., Feb. 21 - Apr. 25  
7:00 p.m. - 9:30 p.m.  
FEE: \$113.00 plus GST and supplies

### WOODEN COUNTRY DOLL

Make this quick and easy 11" wooden country doll. Dress her up and personalize her - use your imagination; add a basket, add flowers; add a hat or add them all! **Pre-register 1 week prior to start date.**

INSTRUCTOR: Gloria Halvorson  
Sat., Feb. 25  
9:00 a.m. - 12:00 p.m.  
FEE: \$24.00 plus GST and supplies

### 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 (available from the college at a discount price). **Pre-register by Apr. 13.**

INSTRUCTOR: Cathy Whalen  
Sat., Apr. 22 - May 6  
1:00 p.m. - 4:00 p.m.  
FEE: \$70.00 plus GST and supplies

### FABRIC-COVERED BASKETS

Line a wicker basket, make a padded lid with ruffles and you've got a great gift basket for Easter treats, preserves, baking, sewing projects, etc. **Pre-register 1 week prior to start date.**

INSTRUCTOR: Gloria Halvorson  
Sat., Apr. 1  
9:00 a.m. - 12:00 p.m.  
FEE: \$24.00 plus GST and supplies

## HOUSTON COMMUNITY SERVICES

The following courses are offered by Houston Community Services, To register phone 845-3484. Instructors are Aldea Lavallie and Marianne Decker.

### NOBODY'S PERFECT

This is a support group for moms and dads with children under the age of 5 years old. The agenda will depend 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.

Mon. Mar. 27 - May 8  
11:00 am - 1:00 pm

## PERSONAL SKILLS

### SIDESTEPPING THE POWER STRUGGLE

This day-long workshop is intended for people who feel that too much of their time is lost to futile power struggles with others with whom they must live, work or relate. The workshop aims to help participants develop awarenesses and skills that help them sidestep unproductive power struggles. If you are a person who has felt your buttons being too easily "pushed" by others, this workshop should be of some help.

INSTRUCTOR: Tom Strong, Ph.D.  
Wed., April 26  
8:00 a.m. - 5:00 p.m.  
FEE: \$140.00

### STARTING OVER AGAIN

This seminar is an introduction to issues commonly experienced by individuals who have been in situations that have recently ended. Coming to terms with the ending of important relationships while finding the confidence to develop new, more satisfying ones will be discussed. Pre-register by March 16.

INSTRUCTOR: Tom Strong, Ph.D.  
Thurs., March 23  
7:00 p.m. - 9:00 p.m.  
FEE: \$48.00 plus GST

### BABYSITTER TRAINING

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

#1 - Wed. Jan 18 - Mar 1

6:30 - 8:30 pm

#2 - Wed. Apr. 5 - May 17

6:30 - 8:30 pm

### S.T.E.P. TEEN

This workshop is 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 co-operation. Questions such as these will be answered. How do I keep my teen out of the drug scene? What signals serious teen depression? When should parents/caregivers share responsibility for homework?

Tues. Feb 7 - Apr. 11

7:00 - 9:00 pm

### RUTS

This seminar will provide an overview on psychological and interpersonal factors that contribute to being in ruts that seem inescapable. From this overview, some general principles for change derived from the ideas of depth, cognitive and family psychotherapies will be presented. Some discussion regarding application of these ideas to general and personal circumstances will follow.

INSTRUCTOR: Tom Strong, Ph.D.

Thurs., April 6

7:00 p.m. - 9:00 p.m.

FEE: \$48.00 plus GST

### DIFFUSING HOSTILITIES

On average, employees spend 30% of their work time trying to resolve interpersonal conflicts. This one-day, highly interactive training seminar will help you in dealing more effectively with interpersonal conflict. The program uses a combination of group activities, lecturettes, videos and role-plays for a complete learning experience.

INSTRUCTOR: Phil Kolbuc

Tues., Feb. 21

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

FEE: \$140.00



## COMMUNITY BAND

Playing a musical instrument is fun, but it's even more fun in a group, and that's just what this class will offer - an opportunity for experienced or intermediate musicians to play with a group and have fun. You will be playing a variety of music including marches, overtures and popular music. Arrangements can be made for instrument rental. Pre-register by Jan. 10.

INSTRUCTOR: Lauren Hearn

Tues., Jan. 17 - June 6

7:30 p.m. - 9:00 p.m.

FEE: \$250.00 plus GST



## FUTURE PROGRAMS

Northwest Community College in Houston is planning to offer the following courses in 1995. They can be delivered on a contract basis or through individual registrations. If you, your group, company or agency is interested in the following please call the college at 845-7266 to pre-register your interest.

### LOTUS SMARTSUITE 2

Word processors, spreadsheets and data bases have come a long way. Lotus SmartSuite 2 is a suite of compatible programs that integrate with one another. This suite consists of AmiPro, Lotus 1-2-3, Freelance Graphics and CC Mail. Training will begin in January 1995.

### COMPUTER APPLICATIONS IN FOREST ROAD DESIGN

Based on actual data, participants will use ROADENG to complete the design of a forest road haul. Topics include: Microsoft Windows introduction, elements of forest road design, analysing field data, horizontal and vertical alignment and mass haul diagrams.

### BASIC HOME WIRING

Planning to build a new home, renovate an older one, simply need to wire for a hot tub, or change a breaker? Learn how to do these jobs safely, plus the requirements your contractor needs in preparation for the electrical inspector.

### RESIDENT CARE-HOME SUPPORT WORKER.

This is a six month program with practicum and classroom sessions. Graduates will be employable as home support workers working in a client's home or as a continuing care assistant.

### FAMILY DAY CARE

This six month program provides formal training to current family day care providers (licensed or informal) as well as to individuals wishing a career operating their own family day care.

### ENTREPRENEURIAL TRAINING

An entrepreneur is someone whose eyes are wide open, who sees windows of opportunity that other people don't. This course will teach you practical things, such as writing a business plan, informing you about regulations that may affect your venture, plus help you analyze your thinking process.

### PRE-REQUISITE TRAINING

Do you have your pre-requisites, - Math 11, Biology 11, English 12 and computers? This four month program will give you entrance requirements for Forest Technology, Dental Assistant, Natural Resource Management, etc. Make an appointment with the student advisor now as limited seats are available. Course starts January 3, 1995

### BASIC HOME PLUMBING

This course is for those wishing to do some home renovations. Participants will learn the to do's and the not to do's in order to meet the building inspectors requirements.

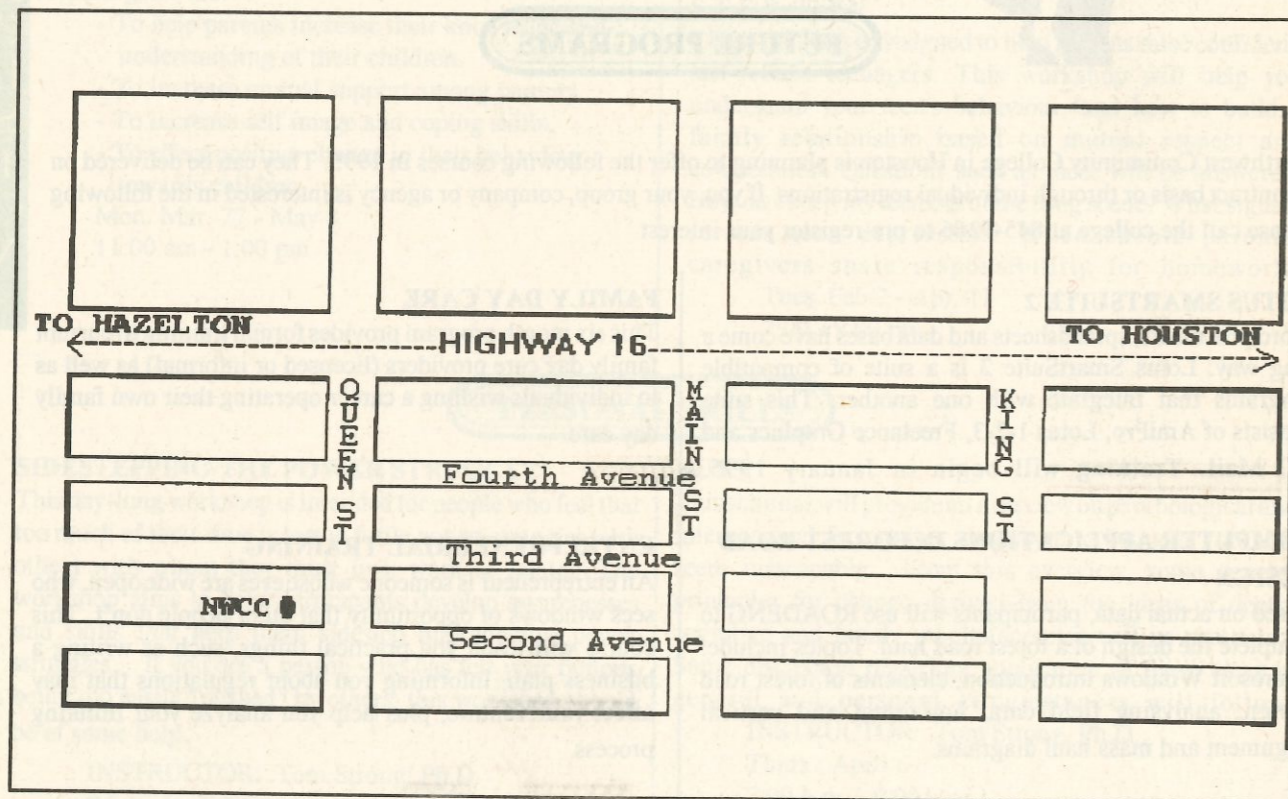
# Smithers Campus

## COLLEGE OFFICE HOURS

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

## 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.



## ADMINISTRATION

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

## COMPUTER COURSES

### NWCC MICROCOMPUTING CERTIFICATE

This certificate can be obtained by completing *Introduction to Computer Applications, Introduction to Wordperfect 6.0 For Windows or Introduction to Microsoft Word, and Introduction to Spreadsheets, either Lotus or Excel. Please indicate this when you register.*

### INTRODUCTION TO COMPUTER APPLICATIONS

This seven session course provides an extensive introduction to computers for people who have never used a computer before. Students will gain hands-on experience with the most common computer applications for home and business use. Topics include basic terminology, word processing, spreadsheets (simple tables of numbers), Windows and file management. Class time will include both personal instruction and independent assignments designed to reinforce the concepts which have been covered. This course is intended to prepare students for using their home computers, or for more advanced courses in word processing, spreadsheets, etc. **Register by Jan. 13**

Instructor: Kevin Widen  
Sat., Jan. 21 - Mar. 4  
9:00 am - 12:00 noon  
Course fee: \$175.00

### INTRODUCTION TO 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 to take more advanced courses in word processing, spreadsheets, etc. **Register by Jan. 10**

Instructor: Sandy Clark  
Tues., Jan. 17 - Feb. 7  
1:00 - 4:00 pm  
Course fee: \$95.00

### INTRODUCTION TO MICROSOFT WORD (COMP 135)

Introduces the learner to MS Word for Windows. It will include mouse skills, use of the Windows menu bar, document formatting and editing skills. Typing skills are recommended. **Register by Jan. 3.**

Instructor: Sandy Clark  
Tues. & Thurs., Jan. 10 - Feb. 9  
7:00 - 9:00 pm  
Course fee: \$73.50 plus text and \$25.00 application fee if not already paid.

### INTRODUCTION TO SPREADSHEETS (COMP 110)

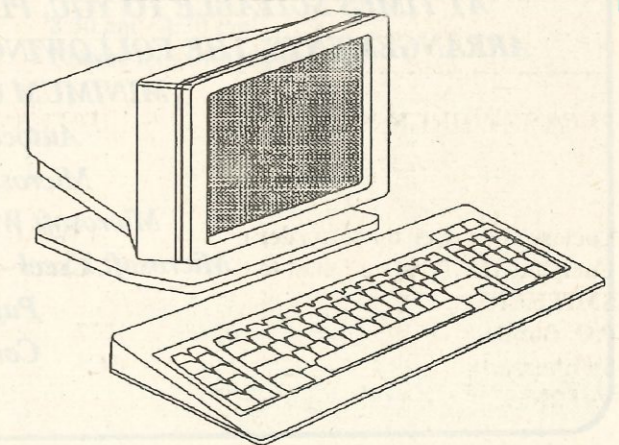
Provides an introduction to the use of spreadsheets. Using Lotus 1-2-3 students will design, create and print simple spreadsheets using formulas, function and copy commands, various menu features, printing and graphs are also practiced. **Register by Mar. 21.**

Instructor: Sandy Clark  
Tues. & Thurs., Mar. 28 - Apr. 27  
7:00 - 9:00 pm  
Course fee: \$73.50 plus text and \$25.00 application fee if not already paid.

### INTRODUCTION TO WORDPERFECT 6.0 FOR WINDOWS

This course introduces the learner to WordPerfect 6.0 for Windows. Topics covered are: mouse skills, basic document creation, speller, grammatik, editing, templates, merges, reports and graphics. **Register by Jan. 23.**

Instructor: Terrie McAloney  
Mon., Jan. 30 - Feb. 20  
1:00 - 4:00 pm  
Course fee: \$95.00



## COMPUTER COURSES

### MICROSOFT EXCEL - LEVEL I

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

**Register by Mar. 24.**

Instructor: Kevin Widen  
 Fri. & Sat., Mar. 31 - Apr. 8  
 Fri., 7:00 - 9:00 pm  
 Sat., 10:00 am - 3:00 pm  
**Course fee: \$125.00 plus text**

### MICROSOFT EXCEL - LEVEL II

This course is designed for people who have already learned the basics of Excel. The topics covered will be building complex charts, designing an extensive database, entering and sorting data, finding, editing and extracting data, creating, modifying and programming macros and customizing menus. **Register by Apr. 14.**

Instructor: Kevin Widen  
 Fri. & Sat., Apr. 21 - 29  
 Fri., 7:00 - 9:00 pm  
 Sat., 10:00 am - 3:00 pm  
**Course fee: \$125.00 plus text**

### PAGEMAKER - INTRODUCTION FOR IBM

Aldus PageMaker is a powerful graphic design program which will enable you to produce great looking documents within a Windows environment. Through a series of class projects, students will learn page design and layout, typesetting features such as alignment, 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. **Register by Feb. 20.**

Instructor: R. J. Smith  
 Mon. & Thurs., Feb. 27 - Mar. 13  
 1:00 - 4:00 pm  
**Course fee: \$185.00 plus text and disks**

### 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 computers and MS DOS and basic bookkeeping skills. **Register by Feb. 14.**

Instructor: Cindy Elliot  
 Tues. & Thurs., Feb. 21 - Mar. 2  
 6:30 - 9:30 pm  
**Course fee: \$130.00**

We will be pleased to schedule a second evening course in Simply Accounting during March or April if you register your interest by the end of February.

## PROFESSIONAL & PERSONAL DEVELOPMENT

### ADVANCED ENGLISH AS A SECOND LANGUAGE

This course is designed to meet the needs of persons who are learning English as a second language, and who have already learned the fundamentals and want to work towards fluency. **Register by Jan. 11.**

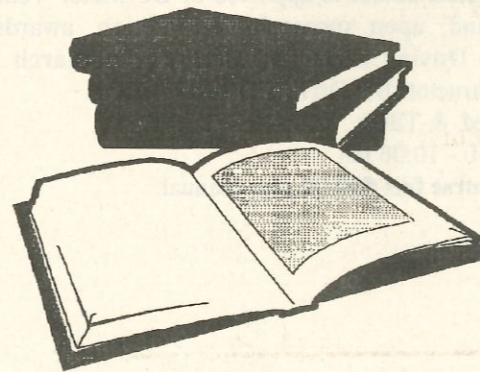
Instructor: TBA  
 Wed., Jan. 18 - Mar. 29  
 7:00 - 9:30 pm  
**Course fee: \$100.00**  
 (An alternate day may be arranged if necessary.)

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

Instructor: BV Driving School  
**Session 1 - Register by March 6**  
 March 13 - 18  
 Mon. - Fri., 6:30 - 10:00 pm  
 Sat., 9:00 am - 4:30 pm  
**Course fee: \$150.00 includes manual**

**Session 2 - Register by April 17**  
 April 24 - 29  
 Mon. - Fri., 6:30 - 10:00 pm  
 Sat., 9:00 am - 4:30 pm  
**Course fee: \$150.00 includes manual**



### A NEW YOU - POISE & MODELLING

This is the course for every woman. Learn how to improve and enhance your personal awareness and self-image. Come and enjoy six interesting and informative evenings with one of Canada's top models. Donna Demarco has enjoyed over twenty years of modelling throughout Canada and the States, as well as owning and operating her own modelling school in Toronto. She will focus on introducing you to a new personal awareness in the world of fashion, cosmetics and include methods to help build confidence. This course also includes exposure to many aspects of etiquette to improve your sense of well being in every situation.

**Register by Jan. 17.**

Instructor: Donna Demarco  
 Mon. - Thurs., Jan. 24 - Feb. 1  
 (Starts on Tues., Jan. 24)  
 7:00 - 9:30 pm  
**Course fee: \$250.00 plus GST**

### BEING MALE & GRAPPLING WITH THE CHALLENGES OF RELATIONSHIPS

This course will look at the challenges of being male in the 90's. Many men feel emotionally distant in the relationships they have with their partners, children and friends. This workshop has been developed to help men look beyond the limiting myths that prescribe a masculinity that has no need for emotional closeness. After examining the social and other messages which inhibit male views on the possibilities for closeness, attention and practice will be devoted to the risks and skills involved in responding to the challenges of relationships. By completing this workshop, men should feel more empowered to be respectfully proactive in meeting personal emotional needs in their relationships.

**Register by March 31.**

Instructor: Tom Strong  
 Sat., April 8  
 8:30 am - 4:30 pm  
**Course fee: \$130.00 plus GST**

**IF YOU WISH TO HAVE ANY OF THE FOLLOWING PROGRAMS SCHEDULED AT TIMES SUITABLE TO YOU, PLEASE CALL THE COLLEGE TO MAKE ARRANGEMENTS. THE FOLLOWING COURSES WILL BE ARRANGED FOR A MINIMUM OF SIX PEOPLE:**

*Autocad - Level 1*  
*Microsoft Windows*  
*Microsoft Word For Windows*  
*Microsoft Excel - Beginner of Advanced*  
*Pagemaker*  
*Corel Draw*

## PROFESSIONAL & PERSONAL DEVELOPMENT

### BICYCLE MAINTENANCE

Students will learn what is involved in performing a general tuneup on a bicycle. Basic and advanced wheel truing techniques, derailleur settings and adjustments, brake adjustments and all drive train settings and features will be explained and demonstrated. There will be discussions on bike fit, various lubricants and applications, as well as which basic and advanced tools should be used for repairs. The latest innovations and advancements in this exciting sport will be covered during this course. **Register by April 21.**

Instructor: Peter Krause & Randy Jenssen  
Sat., April 29  
9:00 am - 5:00 pm  
Course fee: \$75.00 plus GST

### BUYING & SELLING A HOME

This class will help you determine what to look for when you buy a house and how to decide whether to sell your own home or use the services of a real estate agent. Included in the discussion are the roles of the real estate agent, property appraiser, lawyer and the notary public; the types of home ownership; the interim agreement; title searching; the steps in a conveyance; agreement of sale; and the transfer of property. There will be a question and answer period, time permitting. **Register by March 27.**

Instructor: People's Law School  
Mon., April 3  
7:30 - 9:30 pm  
No charge

### CROSS COUNTRY SKIING & SKI TOURING

Break away from groomed trails and lift areas and discover the countryside on skies. This course will cover equipment selection and care as well as basic techniques. Time will be split between classroom instruction and a one-day ski trip. Participants are asked to bring their own ski equipment. **Register by Jan. 24.**

Instructor: Roger McColm  
Tues. & Thurs., Jan. 31 & Feb. 2, 7 - 9 pm.  
Sun., Feb. 5., 9:00 am - 4:30 pm  
Course fee: \$60.00 plus GST

### CANOEING - FLATWATER LEVEL I - IV

You will be amazed at the skills you will learn on this course. More than you could imagine at this level! Flatwater canoe courses take students from a total beginner level to an accomplished tandem and solo paddler, having total control of the canoe. Emphasis is placed on safe and competent handling of canoes in all weather and flatwater situations. This course is a prerequisite for all other canoeing courses. Canoes, paddles and lifejackets are available for rent. **Register by June 20.**

Instructor: Northern Sun Tours  
Tues. & Thurs., June 27 & 29, 6:00 - 10:00 pm  
Fri. - Sun., July 1 - 3, 9:00 am - 5:00 pm  
Course fee: \$150.00 plus GST

### COASTAL NAVIGATIONAL SKILLS

In response to numerous requests a basic course in coastal navigation is being offered. This eight session series will cover the following topics: the earth, latitude, longitude, degrees, minutes, meridians, position; buoys, beacons, charts; the course - plotting positions, bearings, directions; the boat's track - plotting, direction and distance; the fix - establishing the boat's position; dead reckoning position, estimating position; tides, leeway, tidal streams; magnetism - variation and deviation; counteracting leeway, tidal streams, variation and deviation. **Register by Jan. 30.**

Instructor: Geoff Fitzgerald  
Mon., Feb. 6 - Mar. 27  
7:00 - 9:30 pm  
Course fee: \$130.00 plus GST

### DEFENSIVE DRIVING

Learn to drive defensively, cope with adverse road conditions and avoid accidents caused by other drivers' mistakes. This course is geared toward teenagers, those about to apply for their first licence, those who drive as part of their job, as well as all pleasure drivers. This Canada Safety Council course is approved by BC Motor Vehicle Branch and, upon successful completion, awards a Defensive Driving certificate. **Register by March 22.**

Instructor: BV Driving School  
Wed. & Thurs., Mar. 29 - 30  
6:30 - 10:00 pm  
Course fee: \$50.00 plus manual.

## PROFESSIONAL & PERSONAL DEVELOPMENT

### EXAM WRITING WORKSHOP

Writing exams for Open Learning, CGA, CMA, or GED? Got the shakes? This free workshop will help prepare you to effectively demonstrate your knowledge. It includes test writing strategies and stress management. The timing is designed to help with the GED exams scheduled for Jan. 13 & 14 and April 28 & 29. Offered as part of NWCC's student success program, this workshop is open to the community.

Instructor: Bev Davidson  
Session 1 - Register by Jan. 6  
Tues., Jan. 10  
6:30 - 9:30 pm  
No charge

Session 2 - Register by Mar. 31  
Wed., April 5  
6:30 - 9:30 pm  
No charge

### FALLER BUCKER COURSE

This course is approved by WCB and consists of seventeen modules ranging in topics from safe chainsaw handling and maintenance, first aid, fire prevention and safety to planning the falling area, the procedures for undercuts and back cuts, bucking and limbing, falling snags and coverage of various falling difficulties. The presentation of the information and skills training takes place in both the classroom and field. It is suitable for experienced fallers with at least two years experience, however it is recommended that new fallers take this course as well in order to perform their work safely and efficiently. Testing is required upon completion and the instructor will advise which students qualify for certification. **Register by April 17.**

Instructor: Fred Adair  
Mon. - Wed., April 24 - 26  
8:30 am - 4:30 pm  
Course fee: \$250.00

### FRENCH (CONVERSATIONAL)

This ten hour course is ideal for individuals wishing to learn the basic expressions of everyday conversation. It is also suitable for French students of any age who require extra help or practice. The emphasis will be on the fun side of learning. Danielle Parent is from Val-Alain Quebec. She has taught both French and English courses, as well as worked as a bilingual executive secretary in Quebec, Alberta and BC.

Instructor: Danielle Parent  
Session 1 - Register by Feb. 28  
Tues., March 7 - April 4  
7:00 - 9:00 pm  
Course fee: \$75.00 plus GST

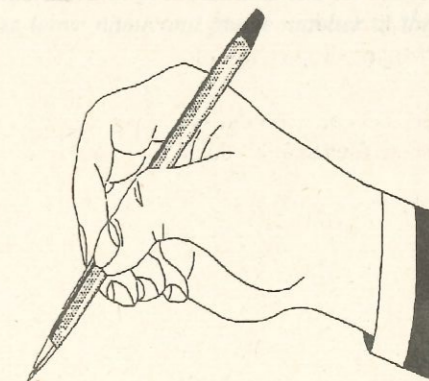
Session 2 - Register by April 4  
Tues., April 11 - May 9  
10:00 am - 12:00 noon  
Course fee: \$75.00 plus GST

### FOODSAFE

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

Instructor: Susan Butt  
Session 1 - Register by March 1  
Wed. & Thurs., March 8 & 9, 6:30 - 9:30 pm  
Sat., March 11, 9:00 am - 1:30 pm  
Course fee: \$55.00

Session 2 - Register by April 19  
Wed. & Thurs., April 26 & 27, 6:30 - 9:30 pm  
Sat., April 29, 9:00 am - 1:30 pm  
Course fee: \$55.00





## PROFESSIONAL & PERSONAL DEVELOPMENT

### GEOLOGY OF NORTHWESTERN BC

The geology of northwestern BC will be presented in a three part series of illustrated lectures and field trips. Learn how the theory of plate tectonics (movement) can explain the present spectacular distribution of geological features. See how the last period of glaciation has dramatically altered the landscape. Field trips will include a Smithers to Terrace transect, the Tsax lava beds, Driftwood area, McDonald Lake area, and the Telkwa coal fields. **Register by April 21.**

Instructor: Daryl Hanson

Fri., April 28, May 12 & 26,

7:00 - 9:00 pm

Sat., April 29, May 13 & 27, Time: TBA

**Course fee:** \$110.00 plus GST for all lectures and field trips or \$35.00 plus GST per field trip.

### HASSLE FREE DECORATING & DESIGN

Patricia Saya has been a designer and interior decorator for twenty-five years. She can take the fear out of "do-it-yourself" decorating. By defining the elements of both decorating and design, Pat makes it easy for you to create the home decor that is just right for you and your family. Dealing with such elements as space planning, lighting and traffic flow, Pat leads gently into colour selection, window treatments, furniture styles, and the practical aspects of reupholstering and slipcovering. Decorating is about who you are and what you want and should always be fun. The framework will come from Pat. You will be amazed at the creativity and style that will come from you. **Register by April 11.**

Instructor: Patricia Saya

Tues. & Thurs., April 18 & 20, 7:00 - 10:00 pm

Sat., April 22, 9:00 am - 4:30 pm

**Course fee:** \$125.00 plus GST

### INTRODUCTION TO FAMILY SYSTEMS APPROACHES IN COUNSELLING

Family systems approaches to counselling are strikingly different than most individual-formed forms of counselling. At the heart of these approaches is the belief that all behaviours are logical within the contexts experienced by the individuals seeking help. Developing a systemic view of difficulties involves consideration of factors like complementary behaviours in relationships (eg. pursuer-distances), patterns that support problematic beliefs that warrant problematic experience, and the view that being in relationships means coordinating meaning and action. Psychotherapy theorists regard the development of family systems approaches to counselling on a par with the shift that occurred when physics went from the ideas of Newton to the ideas of Einstein. **Register by Feb. 28.**

Instructor: Tom Strong

Tues., & Wed., Mar. 7 & 8

9:00 am - 4:00 noon

**Course fee:** \$10.00 plus GST

### INTRODUCTION TO HEALING TOUCH

A practical look at using your hands for healing, including discussion of the human energy field and techniques effective for promoting pain relief, relaxation and a sense of well being. This training will help you in assisting yourself and others in relieving pain, stress reduction and personal awareness. The techniques presented are useful for people of all ages. Brenda Anderson has a Bachelor of Science in Nursing, and has studied with the American Holistic Nursing Association, and is certified as a healing touch practitioner. As well as her general practice in the community, she also works with the Hospice Society.

Keith Bassett has also studied in the healing touch programs. She has been involved in a local practice for several years. Brenda and Keith have been teaching therapeutic touch as a team for the past two years. **Register by Jan. 31.**

Instructors: Brenda Anderson & Keith Bassett

Tues. & Thurs., Feb. 7 - 16

7:30 - 9:30 pm

**Course fee:** \$45.00 plus GST

## PROFESSIONAL & PERSONAL DEVELOPMENT

### LOG SCALING - INTERIOR METRIC

This course teaches methods of grading, measuring and scaling logs to BC Forest Service specifications. It prepares students for the Ministry of Forests scaling examination required to obtain a log scaling license. Students will require a hard hat, work boots, calculator, 15 meter measuring tape and a clipboard. The examination fee is not included in the course cost. Some reimbursement of fees may be possible through CEC or Ministry of Advanced Education. Contact your local office for further information. Exam date set by Ministry of Forests will be in the first week of May. Please indicate your preference for course location, Smithers or Hazelton. **Pre-requisites:** Minimum Grade 11 Math with metric and 70% pass on the math pre-test administered by NWCC prior to registration. **Register by Mar. 1**

Instructor: Jay Baker

Mon. - Fri., 8:30 am - 5:00 pm

Dates: Apr. - May

**Course fee:** \$595.00

(plus \$50.00 exam fee payable at time of exam)

### LOOKING AT FOOD, MOOD, MIND, APPETITE & OVERALL WELLNESS

March is nutrition month and the theme for 1995 is "Celebrating the Pleasure of Eating." As a means to promoting this and with the intention of reaching all those in the community who wish to enhance their diet, we are offering this course in four sessions. Each is designed to provide information and practical methods in which you can enjoy a healthy diet to promote vitality and wellness for yourself and your family. The instructor will show how food effects stress and stress effects food. Come to participate, learn, taste and enjoy. **Register by Feb. 22**

Instructor: Wendy Marion Orienti

Wed., Mar. 1 - 29

10:00 am - 12:00 noon

**Course fee:** \$45.00 plus GST

### MANAGING THE STRESS OF CHRONIC PAIN

Pain is both a physical and emotional experience. When pain is chronic it also poses challenges to the individual's morale, close relationships and lifestyle. The purpose of this introductory workshop is to help participants develop skills and awareness that will help to reduce the intensity and frequency of the pain they suffer. **Register by April 14.**

Instructor: Tom Strong

Fri., April 21

8:30 am - 4:30 pm

**Course fee:** \$130.00 plus GST

### PRENATAL

Pregnancy and child-bearing are major personal life experiences. This program provides parents with the knowledge of the essential components of 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. **Register by Feb. 28.**

Instructor: Marg Taylor

Tues., March 7 & 14 (Early Bird)

Tues., Apr. 4 - May 2 (Birth Prep.)

7:00 - 9:00 pm

**Course fee:** \$100.00

*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. Persons interested in prenatal sessions for May, June or July please leave name and phone number at the college office.*

## PROFESSIONAL & PERSONAL DEVELOPMENT

### RUTS - A SEMINAR ON BEING STUCK AND WANTING PERSONAL CHANGE

In this seminar Dr. Strong will provide an overview on psychological and interpersonal factors that contribute to being in ruts that seem inescapable. From this overview, some general principles for change derived from the ideas of depth, cognitive and family psychotherapy will be presented. Some discussion regarding application of these ideas to general and personal circumstances will follow. **Register by March 15.**

Instructor: Tom Strong  
Wed., Mar. 22  
7:00 - 9:00 pm  
Course fee: \$48.00 plus GST

### STARTING OVER AGAIN

This seminar is an introduction to issues commonly experienced by individuals who have been in relationships that have recently ended. Drawing from the perspectives of grief counselling, relationship therapy, family-of-origin theory and clinical experience, Dr. Strong will discuss issues involved in coming to terms with the ending of important relationships while finding the confidence to develop new, more satisfying relationships. **Register by March 29.**

Instructor: Tom Strong  
Wed., April 5  
7:00 - 9:00 pm  
Course fee: \$48.00 plus GST

### THINK ON YOUR FEET

This is a highly practical course which is designed to help participants organize thoughts quickly, select the main persuasive points, analyse the needs of the audience, keep the focus of the presentation clear, be confident and relaxed in front of a group, and make the message come alive. Teaching methods emphasize learning by doing, and participants will get direct feedback from instructor and peers. **Register by Jan. 30.**

Instructor: Ryan Consulting  
Mon. - Tues., Feb. 6 - 7  
9:00 am - 4:30 pm  
Course fee: \$235.00 plus GST

### TRAFFIC CONTROL FLAGGING

This is a newly-revised course which is 14 hours (2 days) in duration with more in-depth coverage of the skills and information needed to become certified as a traffic control flagger.

**Session 1 - Register by March 17**  
Instructor: Sandra Bohleber  
Sat. & Sun., Mar. 25 & 26  
9:00 am - 5:00 pm  
Course fee: \$90.00

**Session 2 - Register by March 24**  
Mon. & Tues., Apr. 3 & 4  
9:00 am - 5:00 pm  
Course fee: \$90.00

### TRANSPORTATION OF DANGEROUS GOODS

This training session covers regulations regarding the transportation of dangerous goods, and how they are applied when shipping by road in Canada and the US. Topics include: introduction to the transportation of dangerous goods regulations; the classification of dangerous goods; responsibilities of shippers/consignors, transport in bulk; transport of hazardous material; incident reporting and emergency response planning, etc. **Register by April 17.**

Instructor: Fred Adair  
Mon. - Tues., April 24 - 25  
7:00 - 10:00 pm  
Course fee: \$50.00

### WILDERNESS COOKING

Discover various ways to prepare delicious and nutritious meals in the backcountry. Course will cover menu ideas, dehydrating, vacuum sealing and use of pre-packaged food items. Participants will take one meal from the stage of planning & preparation for storage, through to preparation for cooking and serving. **Register by March 14.**

Instructor: Gladys Atrill  
Tues., Wed., & Thurs., Mar. 21 - 30  
7:00 - 10:00 pm  
Course fee: \$130.00 plus GST

## PROFESSIONAL & PERSONAL DEVELOPMENT

### WILLS & ESTATES

A will is your opportunity to disperse property and possessions according to your wishes. This class will discuss how to make a will and what should be included in your will; what restrictions exist; the probate of an estate; what forms are necessary; people to contact; the notary public; where to forward the forms upon their completion and what happens in the event that there is no will. **Register by April 17.**

Instructor: People's Law School  
Mon., April 24  
7:00 - 9:00 pm  
No charge

### WINTER SAFETY & SURVIVAL

This course is aimed at anyone using the outdoors, whether for work or recreation. Emphasis is placed on skills basic to survival such as emergency shelter building, fire lighting, signalling, and navigation. **Register by Jan. 13.**

Instructor: Northern Sun Tours  
Sat. & Sun., Jan. 21 - 22  
Time: 9:00 am - 5:00 pm  
Course fee: \$135.00 plus GST

### TAX LAWS & YOU

Charge up those calculators! Tax time has arrived, once again. The instructor will highlight the changes in personal tax regulations; the G.S.T. and its implications; deductions that may be claimed, as well as income that must be declared. There will also be a discussion of tax laws affecting family law concerns, such as maintenance orders.

Instructor: People's Law School  
Mon., Feb. 13  
7:00 to 9:00 pm  
No charge

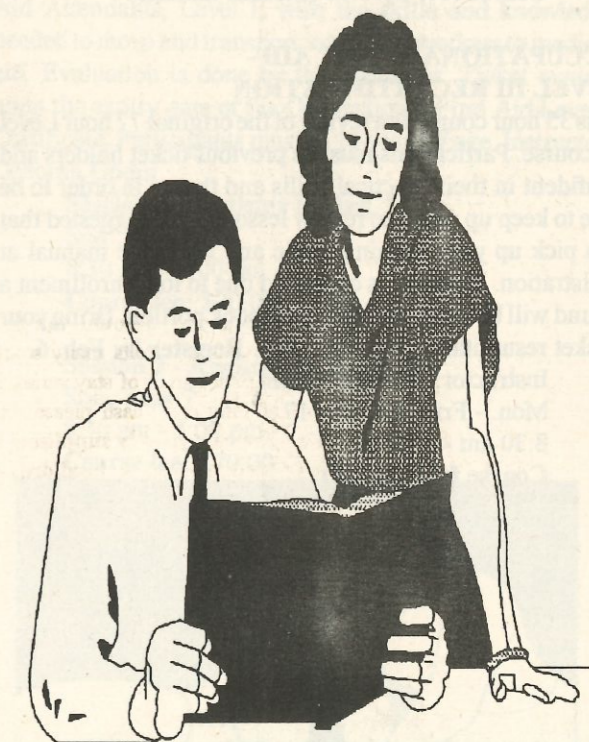
## SOCIAL SERVICE WORKER

### SSW 151(3) - COUNSELLING SKILLS I:

This course introduces the student to the basic processes and content of effective communication and helping skills. Prerequisite: English 12 or equivalent or satisfactory performance on placement test. **Register by Jan. 6.**

Instructor: Fiona Ramsey  
Wed., Jan. 11 - Apr. 26  
6:30 - 10:00 pm  
Course fee: \$195.00 plus text

*Note: Pending funding and sufficient interest, NWCC is planning to offer the following additional courses in the Social Service Worker program: SSW 162(3) Counselling Skills 2, Spring 1995; and SSW 153(3) Human Growth & Development, Fall 1995. The entire Social Service Worker Certificate program can be completed on campus at NWCC in Terrace or by distance learning through the Open Learning Agency. Additional prerequisites may apply. For more information contact the Student Advisor.*



## FIRST AID

### OCCUPATIONAL FIRST AID - LEVEL III

In this 77 hour course, participants will learn the theory and practical skills of basic life support including one and two man CPR, obstructed airway management, rescue breathing, hemorrhage control, oxygen therapy, application of "hard" cervical collars and new procedures in patient care. Participants must be 19 years of age or older in order to write the Workers' Compensation Board examination and must bring a pocket resuscitation mask to class. Masks are available at the Safety Shop.

Instructor: Deborah Godin

**Session 1 - Register by Feb. 20**

Mon., Wed., & Sat., Feb. 27 - April 1

Mon. & Wed., 6:00 - 10:00 pm.

Sat., 8:30 am - 5:00 pm

Review day: April 19

**Course fee: \$495.00 includes manuals**

**Session 2 - Register by March 27**

Mon. - Fri., April 3 - 18

8:30 am - 5:00 pm

(Note: Ends Tues., April 18)

**Course fee: \$495.00 includes manuals**

### OCCUPATIONAL FIRST AID - LEVEL III RECERTIFICATION

This 35 hour course is a review of the original 77 hour Level III course. Participants must be previous ticket holders and confident in their practical skills and theory in order to be able to keep up with the review lessons. It is suggested that you pick up your training guide and reference manual at registration. If course is cancelled due to low enrollment a refund will be given for all but the book portion. Bring your pocket resuscitation mask to class. **Register by Feb. 6.**

Instructor: Deborah Godin

Mon. - Fri., Feb. 13 - 17

8:30 am - 5:00 pm

**Course fee: \$345.00**

### RED CROSS STANDARD

This 24 hour course will provide you with the first aid basics you will require to preserve life and promote healing in emergencies. A comprehensive program which teaches first aid skills in artificial respiration, obstructed airway manoeuvres, CPR (Level B) for adults, child, infant, one person CPR, deadly bleeding control, shock management, choking management, secondary assessment and treatment of injuries and wounds. **Register by Feb. 28.**

Instructor: Gladys Atrill

Tues., Thurs., & Sun., Mar. 7 - 19

Tues. & Thurs., 6:00 - 10:00 pm

Sun., 9:00 am - 6:00 pm

**Course fee: \$150.00**

### WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

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

Instructor: John Lombardi

**Session 1 - Register by Feb. 10**

Sat., Feb. 18

1:00 - 5:00 pm

**Course fee: \$45.00**

**Session 2 - Register by March 10**

Sat., March 18

1:00 - 5:00 pm

**Course fee: \$45.00**

**Session 3 - Register by May 12**

Sat., May 20

1:00 - 5:00 pm

**Course fee: \$45.00**

## FIRST AID

### 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. You should take this course today. Ideal for new moms, dads, baby-sitters, childcare workers, teachers or parents in general. Red Cross certification granted upon successful completion of course.

Instructor: Deborah Godin

**Session 1 - Register by Feb. 3**

Sat., Feb. 11

8:30 am - 5:00 pm

**Course fee: \$55.00**

**Session 2 - Register by April 21**

Sat., April 29

8:30 am - 5:00 pm

**Course fee: \$55.00**

### CPR - LEVEL A

Level A CPR covers four 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. Instructor will cover one operation CPR including rescue breathing and chest compressions. **Register by Jan. 23.**

Instructor: Northern Sun Tours

Mon., Jan. 30

6:00 - 10:00 pm

**Course fee: \$35.00**

### CPR - LEVEL C - BASIC RESCUER

Will include modules on one-rescuer and two-rescuer CPR, child and infant CPR, obstructed airway and recovery position on all of the above.

Instructor: Gladys Atrill

**Session 1 - Register by Jan. 30**

Mon. - Tues., Feb. 6 - 7

6:00 - 10:00 pm

**Course fee: \$50.00**

**Session 2 - Register by Feb. 17**

Sat., Feb. 25

9:00 am - 6:00 pm

**Course fee: \$50.00**

### OCCUPATIONAL FIRST AID - LEVEL I

Workers' Compensation Board Regulations require two Level I first aid attendants on job sites which employ one to ten employees. Certificates achieved are valid for two years upon successful completion of the 8 hour course. This course includes CPR, obstructed airways management, care of the unconscious patient and control of deadly bleeding. Participants must be 16 years of age. Instructor: Deborah Godin

**Session 1 - Register by Jan. 27**

Sat., Feb. 4

8:30 am - 5:00 pm

**Course fee: \$70.00**

**Session 2 - Register by April 28**

Sat., May 6

8:30 am - 5:00 pm

**Course fee: \$70.00**

### LEVEL I WITH TRANSPORTATION ENDORSEMENT

This 8 hour course is designed to prepare Occupational First Aid Attendants, Level I, with the skills and knowledge needed to move and transport injured/ill workers to medical aid. Evaluation is done by the instructor. Ticket expires upon the expiry date of the Occupational First Aid Level I Certificate. Participants must be 16 years of age. Instructor: Deborah Godin

**Session 1 - Register by Jan. 27**

Sun., Feb. 5

8:30 am - 5:00 pm

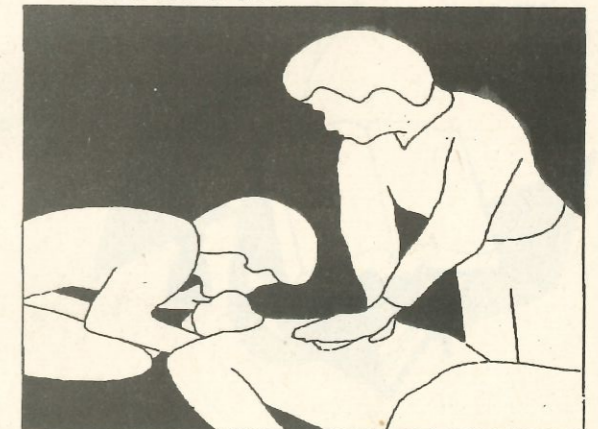
**Course fee: \$70.00**

**Session 2 - Register by April 28**

Sun., May 7

8:30 am - 5:00 pm

**Course fee: \$70.00**



## OFFICE CAREERS

The Office Careers program hours in Smithers are Mon. - Fri., 9:00 am - 3:30 pm (days) and Mon. - Thurs, 6:30 - 9:30 pm (evenings). The instructors are: Bev Davidson, Terrie McAloney, and Sandy Clark. The instructor aide is Heather Anderson. For more details please refer to the regional course descriptions.  
Fees payable by semester:

**Full-time:**  
Jan. - Mar. \$378.95  
April - June \$349.80  
(\$29.15/wk full-time; 13 or more hours/wk)  
Plus \$25.00 application fee.

**Part-time:**  
Jan. - Mar. \$191.10  
April - June \$176.40  
(\$14.70/wk part-time; 12.5 or fewer hours/wk)  
Plus \$25.00 application fee.

*Note: The following courses are offered as credit courses within the Office Careers program. However, they can also be taken as non-credit courses in which the prerequisites will not apply. Previous computer experience and some typing skills are recommended for the word processing courses. Classes are delivered at the specified times; however, students will have computer lab access from 6:30 - 9:30 pm, Mon. - Thurs. Please note \$25.00 application fee applies for these courses also.*

### KEYBOARDING 100

An introduction to the keyboard & development of touch typing.

Instructor: Sandy Clark  
Mon. & Wed., Jan. 19 - Apr. 12  
7:00 - 8:00 pm  
\$205.80 plus text

### COMP 110 INTRODUCTION TO SPREADSHEETS

Provides an introduction to the use of spreadsheets. Using Lotus 1-2-3 students will design, create and print simple spreadsheets using formulas, function and copy commands, various menu features, printing and graphs are also practiced.

Instructor: Sandy Clark  
Tues. & Thurs., Mar. 28 - Apr. 27  
\$73.50 plus text

### COMP 135 INTRODUCTION TO MICROSOFT WORD

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

Instructor: Sandy Clark  
Tues. & Thurs., Jan. 10 - Feb. 9  
7:00 - 9:00 pm  
\$73.50 plus text



## ADULT BASIC EDUCATION

The times for the Adult Basic Education program hours in Smithers are: Mon. - Fri., 9:00 am - 4:00 pm. The instructor is Alec Deas. For more details please refer to the regional course descriptions Fees payable by semester:

**Full-time:**  
Jan. - Mar. \$378.95  
April - June \$349.80  
(\$29.15/wk full-time; 13 or more hours/wk)  
Plus \$25.00 application fee.

**Part-time:**  
Jan. - Mar. \$191.10  
April - June \$176.40  
(\$14.70/wk part-time; 12.5 or fewer hours/wk)  
Plus \$25.00 application fee.

## EARLY CHILDHOOD EDUCATION WINTER TELECONFERENCING

Courses begin the week of January 9-13 and end the week of April 24-28

### E.C.E. 104 HEALTH, SAFETY AND NUTRITION

This course provides students with an understanding of the basic principles of health, safety and nutrition for adults as well as preschool children. The course will focus on nutritional meal planning, signs and symptoms of communicable diseases, disease prevention, signs of abuse and neglect and assessing a facility for safety. **Pre-register by Jan. 3.**

INSTRUCTOR: Rosemarie Goodwin  
Tues., Jan. 10 - April 25  
7:00 p.m. - 9:00 p.m.  
FEE: \$116.40 plus text \$67.37

### E.C.E. 206 WORKING WITH FAMILIES

This course presents fundamental principles and practices of effective communication for caregivers working with families of under 3's and children with special needs. It explores perspectives of both caregivers and parents on caring for children, with an emphasis on the diversity of families, and the role of caregiver in facilitating a better understanding between home and school care. **Pre-register by Jan. 4.**

INSTRUCTOR: Karen Chrysler  
Wed., Jan. 11 - April 26  
7:00 p.m. - 9:00 p.m.  
FEE: \$116.40 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).*

## EXTENSION SERVICES

### TRAINING PROGRAMS FOR BUSINESSES, GOVERNMENT AGENCIES & OTHER ORGANIZATIONS

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

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

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

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

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

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



## DEVELOPMENTAL EDUCATION OF ACADEMIC OPTIONS

The college has entered into a partnership with School District #54 and the Canada Employment Centre in order to expand educational opportunities in the community. A Pathfinder computer-managed learning system was purchased by Canada Employment and set up in the Bulkley Valley Learning Centre adjacent to the main college building. Students who are enrolled at the college will have the option to complete the requirements for G.E.D. and complete subjects which are prerequisites for entrance to college and university programs either in our Adult Basic Education classroom or in the Pathfinder Lab.

Both programs are open daily Monday to Friday. The Bulkley Valley Learning Centre is also open four evenings a week. Our Student 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 their Dogwood Certificate will be registered with School District #54.

## ENGLISH AS A SECOND LANGUAGE

NWCC is continuing to offer 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.

Ongoing registration takes place at Northwest Community College in Smithers. There is no registration fee. Students do pay a student activity fee of \$1.15 per week.

Instructor: Dorothy Giesbrecht  
Instructor Aide: Ruth Murdoch  
College Centre Rm. 109  
Mon. - Wed., Jan. 3 - Mar. 15  
(Starts Tues., Jan. 3)  
6:30 - 10:00 pm

## ADVANCED ENGLISH AS A SECOND LANGUAGE

This course is designed to meet the needs of persons who are learning English as a second language, and who have already learned the fundamentals and want to work towards fluency. **Register by Jan. 11**

Instructor: TBA  
Wed., Jan. 18 - Mar. 29  
7:00 - 9:30 pm  
Course fee: \$100.00  
(An alternate day may be arranged if necessary.)

## WILDERNESS GUIDING SKILLS

The Wilderness Guiding Skills program will take place April 9 - June 24. Costs for the program (subject to change) are \$987.00 tuition and \$1875.00 for food, lodging and equipment rental. There is also a \$25.00 application fee. For more details please refer to the regional course descriptions.

## TOURISM - THE PROFESSIONAL CHALLENGE

As tourism grows in the Bulkley Valley and as we endeavour to build this industry to its greatest potential, the need for a higher standard of service has become evident as identified by tourists visiting our communities.

The following courses are offered in 3 hour sessions in order that interested individuals and employees of the hospitality industry can attend without taking too much time away from their work.

### PROFESSIONAL HOSPITALITY FOR MANAGERS & SUPERVISORS

These sessions of the Professional Hospitality program provide a comprehensive look at the benefits of tourism to northern British Columbia and the economy. Learn how you can develop and motivate your staff to deliver "service excellence." Each session will focus on learning the skills required for effective supervision, communication, and developing positive attitudes. Time management and personnel conflicts will also be addressed. The program's objectives are to provide the opportunity for quality education in the hospitality profession to individuals or businesses which make their living in this industry.

Instructor: Kerrie MacLean  
Session 1 - Register by Feb. 6  
Mondays, Feb. 13 to 27  
9:00 am - 12:00 noon  
Course fee: \$100.00

Session 2 - Register by Feb. 27  
Mondays, Mar. 6 to 20  
6:00 - 9:00 pm  
Course fee: \$100.00

### PROFESSIONAL HOSPITALITY FOR FRONT-LINE PERSONNEL

These sessions focus on "How to Deliver Service Excellence" and cover proper dining etiquette and procedures, waiter, waitress training and professional telephone techniques for all front line staff.

Instructor: Kerrie MacLean  
Session 1 - Register by Feb. 8  
Wednesdays, Feb. 15 to Mar. 1  
9:00 am - 12:00 noon  
Course fee: \$100.00

Session 2 - Register by Feb. 27  
Mondays, Mar. 6 to 20  
1:00 - 4:00 pm  
Course fee: \$100.00

Session 3 - Register by Mar. 1  
Wednesdays, Mar. 8 to 22  
1:00 - 4:00 pm  
Course fee: \$100.00

## ADVENTURE TOURISM

In order to serve the currently identified needs of existing owners and operators in the outdoor recreation industry, we plan to offer two short courses on the following topics:

### Marketing Your Operations Managing Risk

These courses will be offered in January or February. Each course will be delivered as a five day (30 hours) module. The programs will utilize curriculum and materials developed by the Open Learning Agency in cooperation with the Pacific Rim Institute of Tourism and Tourism BC. They are recognized by the Association of Tourism Professionals and meet current industry standards.

For updated information regarding specific times and cost contact NWCC at 847-4461.

# Stewart Campus

Northwest Community College  
Stewart Centre  
Located in the Stewart Secondary School

Office Hours: Monday to Thursday  
9:00 a.m. - 12 noon  
Or by Appointment

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

**Leanne King**  
Community Education Administrator

**STUDENTS MUST REGISTER AND PAY FOR A COURSE AT LEAST ONE WEEK BEFORE THE START DATE OR THE COURSE MAY BE CANCELLED DUE TO INSUFFICIENT REGISTRATION**

## THANK YOU!

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

## Stewart Advisory Committee

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

Frank Armitage	Bryan Ballance
Donna Caruso	Darlene Cornell
Les Deacon-Rogers	Denis Gregoire
Garry Hubbard	Dave McMaster

## DISTANCE EDUCATION

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

### WORKPLACE LEADERSHIP FOUNDATION (Certificate Program)

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

This program is designed to develop your supervisory management skills and to improve your ability to manage at a supervisory level in the workplace. The program is realistic and practical, and will allow you to demonstrate your ability and initiative to your current employer. The program will also be an excellent professional development opportunity. Workplace leadership is subdivided into six areas, each of which forms one course of the program. To receive a certificate from this program you must complete all six courses, plus the Workplace Project.

Many other courses are available through the Open Learning Agency, including BUSM 131, a course designed to help with setting up the books for a small business. Contact NWCC for more information.

## FIRST AID COURSES

### OCCUPATIONAL FIRST AID LEVEL III

This is a complete course in first aid. Participants will learn the 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, bag valve mask, control of bleeding, hard collars, transportation skills and other life saving skills. The student will also learn assessment skills and problem solving for various injuries he/she may face on the job site or at home. Upon successful completion of this course (including written and practical exams), students are awarded a two-year WCB ticket. Students must have their own personal pocket mask, which may be purchased from the instructor.

Register by April 10, 1995

INSTRUCTOR: Midge Close  
Fri. - Sun., Apr. 21, 22, 23, 28, 29, 30  
Fri. - Sun., May 5, 6, 7, 11, 12, 13, 14  
Friday evenings, 6 to 10 pm,  
Saturdays and Sundays 8 am to 5 pm.  
Special extra session Thursday, May 11  
6 to 10 pm.

Bring a bag lunch for full day sessions.  
TESTING will take place the week of May 15 to 19.  
FEE: \$595.00 includes all manuals

### OCCUPATIONAL FIRST AID LEVEL I

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

Please register your interest.

### RED CROSS CHILDSAFE

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

Please register your interest.

INSTRUCTOR: Julie Walsh  
FEE: \$50.00

### Other Red Cross courses available:

Emergency First Aid (8 hours)  
Standard First Aid (24 hours)  
People Savers  
CPR

If you are interested in any of the above courses, please contact the college. If enough interest is shown, the course

## ADULT BASIC EDUCATION/COLLEGE PREPARATION

### ABE/GED INSTRUCTION

Please refer to the front of this brochure for a description of the ABE/GED programme.

INSTRUCTORS: Kim Kazimer and Cathy Kennedy

September 12/94 to June 8/95

Mon., & Tues., 6:00 pm - 8:00 pm

Wed., & Thurs., 6:00 pm - 7:45 pm

### INVEST

This is a computer program for students working on ABE or GED to the grade 10 level. Students work at their own speed on reading, writing and math. Students start at the level they are comfortable with. INVEST is made for adult learners. No computer experience necessary.

## CAREER/TRADES/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. To receive certification, the Motor Vehicle Branch written test must be taken within 30 days of course completion. Participants must have a valid driver's license. Although there is no age restriction to obtain an air brakes endorsement, individuals must be at least 16 years of age to obtain a Class 5 driver's license, 18 to obtain a Class 3, and 19 to obtain a Class 1, 2, or 4.

Please register your interest.

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

### TRAFFIC CONTROL/FLAGGING

Learn the duties and responsibilities of a flagperson, including flagging signals, signing, traffic coordination, use of equipment, dress, manner and bearing. Dress to suit weather conditions as this course includes a practical session. Recognized by the Workers Compensation Board. Upon successful completion students will receive a certificate valid for two years. Register by April 27.

INSTRUCTOR: Sandi Bohleber

DATE: Sat., & Sun., May 6 & 7

9:00 am - 5:00 pm

FEE: \$90.00

### WHMIS

(Workplace Hazardous Materials Information System)

Learn how to recognize the warning symbols and health risks associated with hazardous products in the work place. In addition learn how to interpret the information provided by the material safety data sheets for safe handling and the appropriate protection required to handle such products. WCB Certificate awarded upon successful completion of this 4 hour course. Register by January 11.

INSTRUCTOR: Ivan Low

DATE: January 18, 1995. Wednesday evening

6:00pm to 10:00pm.

FEE: \$45.00

## COMPUTER COURSES

The following courses are offered in Stewart on an on-going 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 more information or a demonstration.)

Introduction To Personal Computers & DOS

(10 hrs.) \$ 75.00

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

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

Microsoft Excel 4.0 For Windows (18 hrs.) \$125.00

Microsoft Powerpoint 3.0 For Windows (9 hrs.) \$75.00

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

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

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

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

WordPerfect 5.1 (27 hrs.) \$200.00

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

Student manuals are optional and are priced in addition to the regular course fee listed.

## COMPUTERS AND COMMUNICATION (CRUISING THE INFORMATION HIGHWAY)

Investigate the world of computer communications. This course is a tour of computer communications from simple office LAN's to the INTERNET. Learn some of the skills you will need to travel the "information highway". You will be introduced to *gopher,archie,veronica,mosaic,freenets and the world wide web.*

*Don't be road kill on the information highway!*

Register by March 27.

INSTRUCTOR: Dennis Muldrew

Mon., April 3, 10, 25, May 1

6:30 - 9:30 pm.

FEE: \$100.00 includes lab fees.

## INTRODUCTION TO COMPUTER APPLICATIONS

Back by popular demand! This four session course provides an extensive introduction to computers for people who have never used a computer before, or feel very uncomfortable doing so. Students will gain hands-on experience with common computer applications for home and business use. Topics will include basic terminology, word processing, spreadsheets (simple tables of numbers), Windows and file management. Class time will include both personal instruction and independent assignments designed to reinforce the material which has been covered. This course is intended to prepare students for using their home computers or for more advanced computer courses.

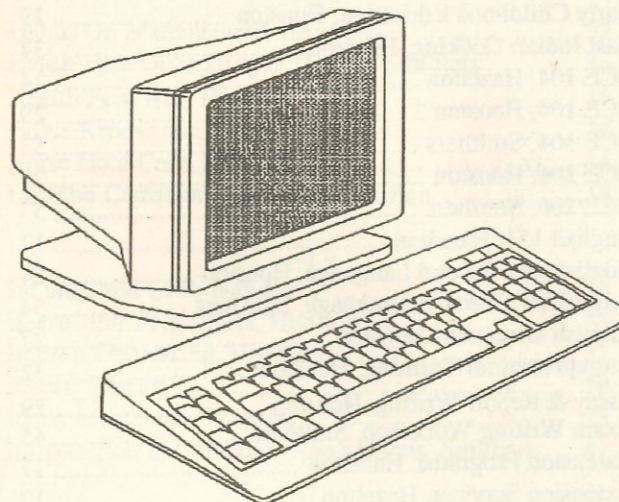
Register by February 23.

INSTRUCTOR: Dennis Muldrew

Thurs., March 2, 9, 16, 30

6:30 - 9:30 pm.

\$100.00 includes lab fees.



## LEARNING OPPORTUNITIES

### PARKA-MAKING

McPhee Workshop calls it "Creative clothing for the Canadian climate." It's also a lot of fun to make and wear! This full weekend course will provide you with all the instruction you need to create a beautiful parka, or other coat of your choice. An instructor is going to brave our winter roads to come show us how to create clothing that is also a work of art. There will be a pre-planning meeting before the course dates to decide what you want to make, and to order the supplies. Materials for an adult parka average \$200.00. What better way to spend a weekend in January!

Register by January 2.

INSTRUCTOR: Julie Griffiths,

McPhee Workshop

Fri., Sat., and Sun., Jan. 20, 21, 22

Preplanning session: Thursday, January 5.

FEE: \$145.00 plus GST

## PEOPLE'S LAW SCHOOL

These one-evening courses are provided free of charge by the People's Law School and NWCC. In order for the course to take place, you must pre-register by the date indicated, or the class could be cancelled due to insufficient enrollment.

### CONSUMER CREDIT

What is consumer credit and how does it affect you! There are pitfalls to avoid when buying on credit and this class will help you to recognize them and deal with them in an effective way so as to reduce mounting debts. The instructor will discuss credit grantors; special types of contracts; terms and protections; cost involved; credit information reporting; and collection agencies.

Register your interest.

TBA

FEE: Nil

### WOMEN & THE LAW

This class gives a brief overview of some of the legal issues of significance to women. Some of the topics which will be discussed are women's rights regarding legal and common-law marriage, separation and divorce; financial matters such as obtaining a loan or mortgage; property rights in a relationship; pensions; credit ratings and more. Register by May 25.

TBA

FEE: Nil

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## 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 programmes 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 programme 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.

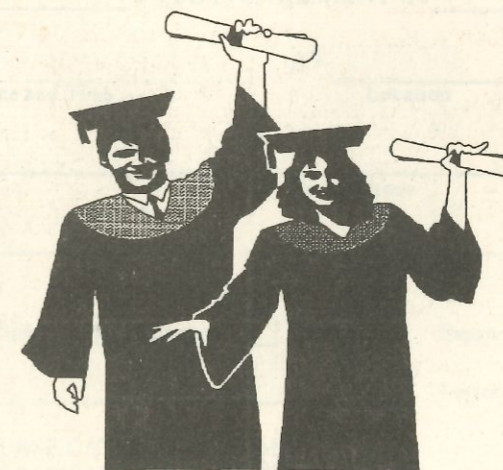
January 30th following high school graduation for students who commence classes January - June.

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 student 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 re



## COURSES AND DATES TO NOTE

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

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

## 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

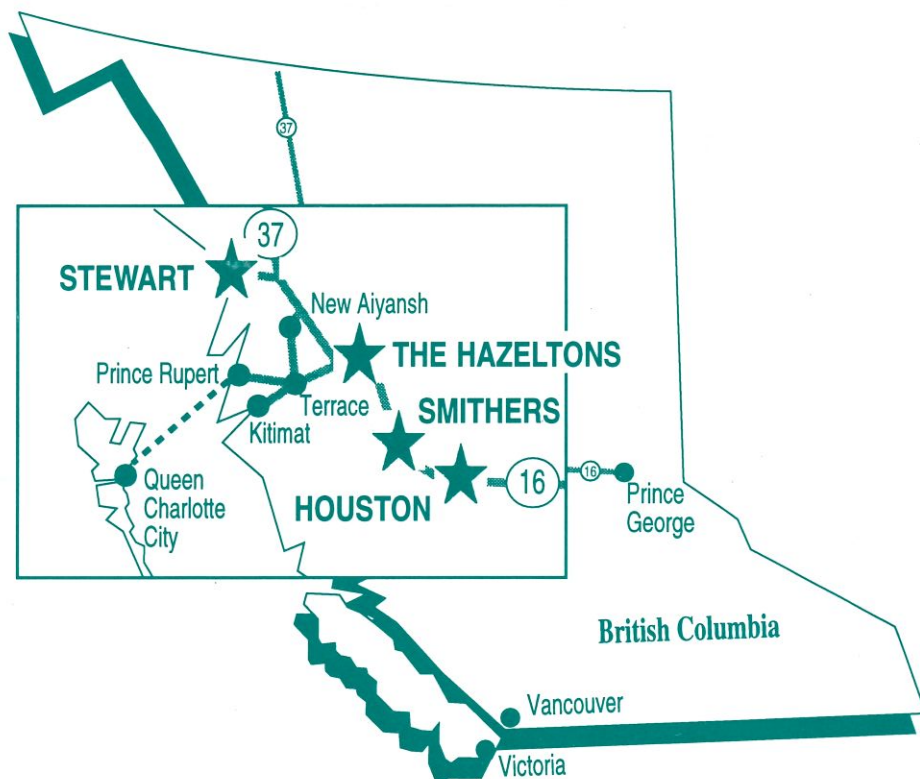
## WESTERN REGION

### 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



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