

# NWCC

NORTHWEST COMMUNITY COLLEGE  
EASTERN REGION



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Fall Camp (NRES program), Hazelton, photo by Marion Oke



Salmon Glacier, Stewart, photo by Leanne King

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Houston, photo by George Rhoades



Wilderness Guiding, Smithers, photo by Ivan Thompson

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## FALL 1996

PROUDLY SERVING . . .

THE HAZELTONS, HOUSTON, SMITHERS & STEWART

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DATES TO REMEMBER	1996	1997
	Aug. 5	B.C. Day Holiday
Aug. 29	NRES start date	Jan. 6
Aug. 31	Co-op Summer Work Terms end	Jan. 17
Sept. 2	Labour Day Holiday	Jan. 17
Sept. 3	Commencement of classes for Fall semester	Feb. 28
Sept. 13	Last day for LATE registration & course changes for Career & U/C programs	Mar. 28
Oct. 14	Thanksgiving Day Holiday	Mar. 31
Oct. 25	Last day for official withdrawal - Fall semester	Apr. 25
Nov. 11	Remembrance Day Holiday	Apr. 28
Dec. 13	Last day of classes for Career & U/C programs	Apr. 30
Dec. 20	Last day of classes for CCP & Vocational programs	May 19
Dec. 25	Christmas Day Holiday	May 30
Dec. 26	Boxing Day Holiday	June 27
Dec. 27	Possibly CLOSED	July 1
Dec. 30	Possibly CLOSED	Aug. 4
Dec. 31	Possibly CLOSED Forestry / NRES 2nd Co-op Work Term ends	

## SAVE THIS BOOKLET!

It contains more than 100 courses, workshops and special events that can ...

- Make you better at your job
- Help you succeed in business
- Teach you new technical skills
- Open the door to new hobbies and crafts
- Expand your knowledge and enjoyment of life
- Introduce you to new friends

.....

" It is never too late to become what you might have been."

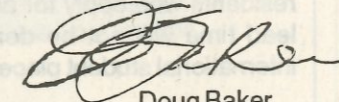
"In life, it is not what you are afraid of that matters, it is what you do about it"

— Hank the Cow Dog

## Welcome to Northwest Community College . . .

As our world changes at an increasing rate, our need to learn new job skills accelerates. Also our desire for quality in our lives necessitates we learn hobbies, arts and recreational skills. We work and live with other people and yearn to understand and improve the character and satisfaction levels in those relationships. Trends and new ideas are important to most of us. It is the responsibility of the public post-secondary education system to make these opportunities available to our communities. Access to learning is the primary objective of Northwest Community College. I invite all members of our communities to advise us on the courses they need, and to utilize our services.

Thank you,



Doug Baker  
Director  
Eastern Region

### MESSAGE FROM THE DIRECTOR

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As this brochure is published well in advance of the session commencement the College reserves the right to make any changes deemed necessary, such as the cancellation or adjustment of programs and courses, changes in fee structure and other regulations or services. The College makes every effort at the time of printing to ensure accuracy but in the interests of the communities we serve, the College reserves the right to revise the statements in this calendar are not to be regarded as an irrevocable contract between the student and the College.

The brochure is only intended to provide an overview of the programs at Northwest Community College. It is not possible in a book of this size to introduce each course or program in great detail. Persons wishing more details on course/programmes or other information printed in this brochure are invited to contact any of our NWCC College Centres, addresses and telephone numbers are listed on the back cover.

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General Information .....	02 - 18
Hazelton Campus .....	19 - 30
Houston Campus .....	31 - 44
Smithers Campus .....	45 - 54
Stewart Campus .....	55 - 56
Index .....	58 - 60
Feedback Report .....	61
Gift Certificate Order Form .....	62
Would You Like to Teach? .....	62
Would You Like to Learn? .....	62
Mail In Registration Form .....	63

### ABOUT THIS BROCHURE

### TABLE OF CONTENTS

## THANK YOU

- To those people who contribute to our programs by suggesting courses and instructors, or by offering to teach courses.
- To those who participate in our programs. Your contribution and participation helps us offer a variety of interesting and challenging courses to our communities.
- To School Districts 54 and 88 for your co-operation. The use of school facilities enables us to offer a wider variety of programs for the residents of the Eastern Region.

## LIBRARY / LEARNING RESOURCE CENTRE

The Learning Resource Centre (LRC) is open to all residents of the college region. You do not need to be a student or staff member to borrow the collection of books, videos, periodicals, government documents, etc. housed throughout the college region.

Free access to the collection is available through the college computer's on-line catalogue. If you have a PC at home, simply dial up!

Datapac address: 65100028

or

Internet: NORADM.NWCC.BC.CA

User name: NWCAT

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

## FACILITY RENTAL

The college will rent rooms for groups to hold meetings, workshops, etc. Rental is \$50 per day and \$25 per evening. If you are a non-profit Community Service Organization the fee may be waived. Call your local college to book your space.

## ADMISSION AND REGISTRATION

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

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

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

### APPLICATION PROCEDURE

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

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

1. Complete and return an application form to the centre he/she wishes to attend along with:
  - high school transcripts\*;
  - official transcripts of relevant post-secondary schooling\*;
  - a non-refundable application fee of \$25.00;
  - any additional documentation noted in the program section.
2. Applications that have not met all of the above requirements will not normally be processed. In the event that a conditional acceptance is offered it can be suspended if stated deadlines are not met. This would allow other qualified applicants to be offered a space.

#### \* NOTE:

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

## REGISTRATION

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

Students waiting for a student loan to be processed may defer the payment of their fees by making arrangements with the Educational Advisor.

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.

## FEES AND REFUNDS

### APPLICATION FEE

A \$25.00 non-refundable application fee is charged to those applying for admission to certificate, diploma and associate degree programs. This fee is waived for students returning within 12 months of their last NWCC enrollment.

### DEPOSITS (refundable)

Book & Tool \$50.00 (some programs)

### INTERNATIONAL STUDENTS

International students are assessed fees at a level that offsets the cost of their training to the Provincial Government. Please contact the Registrar for information on programs available to international students and the fees levied for the current year.

### LATE REGISTRATION

A \$10.00 late registration fee may be charged to any student who has been attending classes without being registered. For credit based programs, this will apply only after the last date for registration and course change as noted in the "Dates to Remember" section of this brochure.

### OFFICIAL TRANSCRIPTS

There is a charge of \$5.00 for each official transcript.

### TUITION AND STUDENT FEES

#### 1. Continuing Education Programs & Courses

The College offers a variety of continuing education programs and courses in communities throughout the region. For information on available training and costs, contact the college centre nearest you.

2. **Semester Based Programs** - with maximum Includes the following programs:  
Business Administration, Community Resource Worker, Early Childhood Education and Natural Resource Worker. .... \$43.24 Per Credit  
Semester maximum \$648.60
3. **Semester Based Programs** - no maximum University Credit ..... \$43.24 Per Credit
4. **Vocational Programs - Full-time\***  
Includes the following programs:  
Career & College Preparation, Adult Special Education and Office Administration \$6.55 Per Day
5. **Vocational Part-time\***  
Students enrolled in vocational programs 12.5 hours per week or less ..... \$3.40 Per Day

#### \*NOTE

Although fees for vocational programs are calculated per day, fees are collected on a semester basis.

#### 6. Senior Citizens (age 65 or over)

Senior citizens are eligible for tuition-free enrollment in many NWCC courses. This exemption does not apply to any charges for materials, books or supplies that other students in the course are required to pay. Further information can be obtained from the college campus nearest you.

## REFUNDS

### Continuing Education Programs & Courses

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. Withdrawal before second class - 100% of fees, less a \$10.00 administration charge.
3. Withdrawal after second class - NO REFUND.
4. Special registration and refund policies apply to courses labelled "designated". 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.

### Semester Based Programs

1. Withdrawal before the end of the 1st week - 80% of tuition and student fees.
2. Withdrawal during the 2nd, 3rd, or 4th week - 50% of tuition and student fees.
3. Withdrawal after the 4th week - NO REFUND.

### Vocational Programs - Full & Part-time

On registration, students in vocational programs are required to pay tuition, calculated on a daily basis, to the end of the semester in which they are registered. A full refund of tuition and student fees paid beyond the date of completion or withdrawal will be made.

## SERVICES AVAILABLE TO STUDENTS

### Advising (Educational)

Educational Advisors provide up-to-date information on college services, programs, courses, and financial aid as well as some career planning. They have information on programs available in B.C., across Canada, and internationally. Whether or not you plan to attend Northwest Community College, you are welcome to phone your local campus to make an appointment to see an Educational Advisor to discuss educational and career plans.

### Bookstore Services

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

### Career Resources

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

### Co-operative Education

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

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

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

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

### Financial Aid

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

## SERVICES FOR STUDENTS WITH DISABILITIES

A range of services and/or equipment are available to students with disabilities to pursue their education. If you think you may require some services please contact the Office of Services for Students with Disabilities at least four weeks before the start of classes.

For more information contact the College Centre nearest you, and make arrangements to talk to Elizabeth Snyder at local 5237.



## NORTHWEST COMMUNITY COLLEGE AWARDS

### SCHOLARSHIPS

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

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

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

#### Application deadlines are:

Sept. 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 Educational Advisor at any college centre or your school counsellor.

### BURSARIES

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



## CAREER AND COLLEGE PREPARATION

Career and College Preparation (CCP) program was formerly known as Adult Basic Education (ABE) program. Some people enter the CCP program to complete entrance requirements for career training for programs like Nursing, Natural Resources or Office Administration. Some attend to learn English as their second language, or to improve their opportunities for employment by improving their English, Math, Computer or Science skills.

Students enter the program throughout the year as space in the class permits. If you want to take CCP courses, you must meet with an Educational Advisor or an Instructor before entering CCP. The purpose of this meeting is to ensure that you have chosen the correct courses or programs. The advisor will also help you determine the cost. Students should talk with their instructor or an advisor to obtain assistance in choosing the most appropriate courses to achieve their particular goals.

Students can study individual courses to meet specific program requirements.

### Admission Requirements

1. be over 18 years of age, OR
2. have already earned grade 12 standing, OR
3. be 17 years of age and out of school for at least one year, OR
4. be recommended by their principal.

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

### How to Apply

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

### Dates and Location

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

### Fees

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

### Financial Aid and Sponsorship

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

### Program Outline

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

#### ABE Fundamental Certificate

- completion of 2 courses at the 020 level.

#### ABE Intermediate Certificate

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

#### ABE Advanced Certificate

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

#### ABE Provincial Diploma

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



**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 the Fall 1996 are listed below:

- Learning How Adults Learn*
- Audit Level Soil Disturbance Surveys*
- Wildlife/Danger Tree Assessment*
- Introduction to Harvesting Methods*
- Forest Road Construction - Practices & Procedures*
- Stand Level BioDiversity for Forest Workers*
- Field Identification of Soil Properties & Classification*

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

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

**COMMUNITY RESOURCE WORKER PROGRAM**

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

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

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

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

University credit courses within the program are open to the public.

**Dates & Location**

Contact the Educational Advisor in Smithers, for more information or to register your interest at 847-4461. Program start date: TBA.

\*\*\*\*\*

"The art of conversation is the art of hearing as well as of being heard."

— William Hazlett (1926)

"Nobody ever listened himself out of a job."

— Calvin Coolidge,  
13th President of the United States (1923 - 29)

**THE NEW CANADA AND THE GLOBALIZATION SHUFFLE**

**SPECIAL LECTURE BY:  
GWYNNE DYER, JOURNALIST / BROADCASTER**

**TOURING THE HAZELTONS, SMITHERS & HOUSTON AREA**

**SEPTEMBER 30, 1996**

**GWYNNE DYER** has worked as a freelance journalist, columnist, broadcaster and lecturer on international affairs for more than 20 years, but he was originally trained as an historian. Born in Newfoundland in 1943, he received degrees from Canadian, American and British universities and held academic appointments at the Royal Military Academy Sandhurst and Oxford University before giving up his day job in 1973.

Since then, his major activity has been his twice-weekly column on international affairs, which is published by 150 papers in some 30 countries.

His first television series, the seven-part National Film Board (NFB) documentary 'War', was aired in 45 countries in the mid-80's. One episode, 'The Profession of Arms', was nominated for an Academy Award. The accompanying book, also titled 'War', won the Columbia University School of Journalism award in 1986.

Since then, Dyer has been involved in about another dozen hours of television documentaries. The three-part NFB-CBC series 'The Defence of Canada \ La Défense du Canada' won a Gemini in 1987. His more recent works include the 1994 CBC series 'The Human Race', a personal inquiry in four parts into the roots, nature and future of human politics (which won a Gemini award in Toronto this year), and 'Protection Force', a three-part NFB series on Canadian peacekeepers in Bosnia first aired in 1995 (also nominated for a Gemini).

He has been making radio documentaries for the CBC since the late '70's. Notable recent ones include 'The Gorbachev Revolution', a seven-hour series based on Dyer's experiences in Eastern Europe and the former Soviet Union in 1987-90, and 'Millenium', a six-hour series on the emerging global culture that began its first network broadcast on 'Sunday Morning' and 'Ideas' programmes in late March 1996.

Some papers using Dyer's columns include:

**IN CANADA:**

- ♦ Montreal Gazette
- ♦ Toronto Star
- ♦ Winnipeg Free Press
- ♦ Edmonton Journal
- ♦ Calgary Herald
- ♦ Victoria Times-Colonist
- ♦ Vancouver Province
- ♦ Terrace Times

**For further information please contact the  
Northwest Community College, Smithers Campus, at  
847- 4461.**

## TRANSITION/COLLEGE PREPARATION PROGRAM

### Transition / College Preparation

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

TYPE	DESCRIPTION	HOURS*
ABE	Math 11/040	168 required
ABE	English 12/045/050	168 required
ABE	Biology 11/040	177 required
ABE	Chemistry 11/040	168 required **
T	Intro to Natural Res.	30 advance cr (Certificate)
S	Outdoor Safety I	45 advance cr (Certificate)
S	Intro Computers***	30 recommended
S	First Aid - Level I	15 recommended
S	Student Success I	30 recommended
S	Work Orientation I	15 recommended
TOTAL		846

\* Estimated maximum hours; based on student competency levels

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

\*\*\* Introduction to Computers, including introduction to DOS, keyboarding, and wordprocessing

T Technology course; course credit into certificate year

S Skills-based course; certification where applicable

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

**Course Date:** October 7, 1996 - May 9, 1997

**Prerequisites:** Grade 10 or equivalent written ABE placement guide.

For more information in Hazelton, contact the Educational Advisor, at 842-5291.

For more information in Houston, contact: Sandi Lavallee, Educational Advisor, at 845-7266.



## FIRST AID

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

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

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

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

#### LEVEL 1 WITH TRANSPORTATION ENDORSEMENT

This 8 hour course is designed to prepare Occupational First Aid Attendants, Level 1 with the skills and knowledge needed to move and transport injured/ill workers to medical aid. Level 1 is a prerequisite to the Transportation segment.

#### LEVEL 2 (new course)

Level 2 is a new 36 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.

## NATURAL RESOURCES CERTIFICATE PROGRAM

### General Information:

The Natural Resources Certificate Program is a one year Co-operative education program that allows students to develop a broad understanding of the biological, earth science and cultural systems relevant to natural resource management. Students will also develop technical knowledge and skills in surveying, mapping, data collection, computers, safety, and cross culture sensitivity which can be immediately applied to a broad range of natural resource employment activities.

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

- ♦ seeking employment;
- ♦ continuing to a Natural Resources Technology Diploma either in Forest Technology or Integrated Resource Management.
- ♦ continuing to an Associate Degree Program (Environmental Science);
- ♦ accepting employment and returning to one of the academic options at a later date.

Currently, the Certificate level is being offered in Terrace, Houston, and Hazelton. Please see an Educational Advisor for more information.

### Co-operative Education:

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

### Admission Requirements:

Grade 12 or equivalent and English 12 or English 045/050/055 (minimum 'C' requirement); Math 11 or Math 040 (minimum 'C' requirement); and Biology 11 or Biology 040 (minimum 'C' requirement). Chemistry 11 is highly recommended and will be required by September 1997. Students lacking formal prerequisites may be admitted to the program if they can demonstrate mastery of equivalent knowledge and skills on the program placement guide. Student must submit a current resume, a letter indicating reasons for wanting to enter the Natural Resources Certificate Program, and two letters from employment or educational references who support your decision to enter the program.

### NOTE:

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

**Dates:** Start date August 1997.

### 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 will be given a list of required gear needed when registering.

### Fees (Subject to change without notice):

Approximately \$700 per semester (Includes program tuition, student membership, and registration fees.)  
Approximately \$1745 for first semester (Includes camp fees, co-op fees, book and tool deposit, personal equipment, textbooks and handout materials)

## FOREST TECHNOLOGY DIPLOMA PROGRAM

After successfully completing the one year Natural Resource Certificate program, the Forest Technology Co-operative program at Northwest Community College represents a second and third year Forestry Diploma option.

This program is accredited by Applied Science Technologists and Technicians of British Columbia. The program features theory and technical skills in forest measurements, log scaling, engineering, harvesting, protection, forest health, and silviculture as well as integrated resource management planning and other resource activities related to forestry. Students will also examine the history of the First Nations of the Northwest Coast as well as discussion of contemporary issues.

Students entering the Forest Technology program should be prepared to participate in rigorous field assignments 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 term runs from May to December between the second and third year of the program (effectively a second work term, after completing the first work term in the Natural Resources program.)

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

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

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

### Admission Requirements

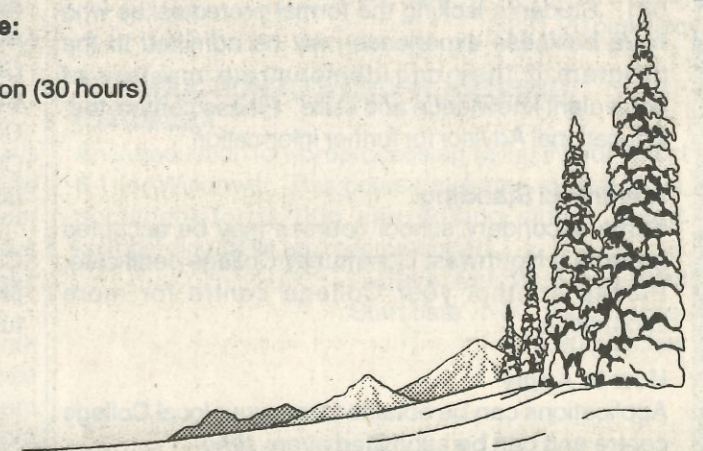
Successful completion of the Natural Resources Certificate Program. A planning process is currently underway which seeks to accommodate all students in the second year of the Forest Technology program.

### Dates and Location

The program starts September 9, 1996. Please contact an Educational Advisor for more information.

### Courses open to the public if space is available:

- ♦ Statistics
- ♦ Engineering II - "ROADENG" computer section (30 hours)



## OFFICE ADMINISTRATION

The Office Administration program, formerly known as Office Careers, provides students with the knowledge and skills necessary to function effectively in the workplace. These programs are designed to serve the needs of full-time students and part-time students actively engaged in (or planning to return to) the business communities.

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

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

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

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

### Part-time Studies

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

### Admission Requirements:

#### Entry Level Programs

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

#### Advanced Standing

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

#### How to Apply

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

## OFFICE ADMINISTRATION

### Office Assistant Certificate (Smithers & Terrace)

OADM 100	Student Success (Master Student)
OADM 120	Grammar
OADM 125	Written Communication
OADM 130	Spelling
OADM 140	Proofreading
OADM 150	Oral Communication
OADM 160	Electronic Communication
OADM 165	Job Search
OADM 170	Office Dynamics
OADM 180	Records Management
OADM 190	Business Machines
OADM 200	Keyboarding I (Speed)
OADM 205	Keyboarding II (Speed)
OADM 210	Operating Systems (DOS/Windows)
OADM 220	Word Processing
OADM 230	Database
OADM 250	Keyboarding Applications
OADM 260	Business Simulation
OADM 270	Automated Office Simulation

Completion of the Office Assistant Certificate Program requires approximately five months of full-time study.

### Clerk-Typist

Office Assistant Certificate; and

BCPT	106	Advanced Computer Speed
DICT	101	Transcription Operation
COMP	135	Introduction of Microsoft Word
TYPG	102	Advanced Business Typing
BCPT	104	Computer Speed

Completion of the Clerk-Typist Certificate program requires approximately two months of full-time study

### Clerk-Bookkeeper

Office Assistant Certificate; and

ACCT 101	Bookkeeping Fundamentals
ACCT 102	Routine Bookkeeping Procedures
COMP 110	Introduction to Spreadsheets
COMP 120	Introduction to Accpac Simply
COMP 125	Introduction to Accpac GL
COMP 130	Spreadsheet Applications
BCPT 104	Computer Speed

Completion of the Clerk-Bookkeeper Certificate program requires approximately three months of full-time study.

## Word Processing

Clerk Typist Certificate; and

WPRO 200	DOS Procedures
WPRO 205	Windows
WPRO 210	Word for Windows - Advanced
WPRO 220	WordPerfect for Windows
WPRO 225	Computer Training
WPRO 230	Word Processing Simulation

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

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

## OFFICE ADMINISTRATION DISTANCE EDUCATION

The following selection of Office Administration credit courses are available by Distance Education:

ACCT 101	Bookkeeping Fundamentals
ACCT 102	Routine Bookkeeping Procedures
OADM 130	Spelling
OADM 180	Records Management
OADM 190	Business Machines
OADM 200	Keyboarding I
OADM 205	Keyboarding II
OADM 230	Database
OADM 250	Keyboarding Applications
OADM 260	Business Simulation

FEES:	Application Fee:	\$25
	Tuition:	\$16.45 per week
	Photocopy Fee:	\$20
	Required Texts:	costs vary

**NOTE:** The entire Office Assistant Certificate is not available by Distance Education. Students will need to travel to Smithers, Kitimat or Terrace to complete certificate requirements.

### KEYBOARDING (OADM 200)

If you have avoided the computer, or hunt and peck is your style, NOW is the time to learn the New Basic Life Skill of keyboarding. Learners will learn the proper keyboarding fundamentals. No previous computer experience is necessary. Participants will work at their own speed.

Intake the first Monday of every month  
\$16.45 per week plus text  
Days: M - F; 9 am - 3 pm  
Evenings: M - Th; 6:30 pm - 9:30 pm

## INTRODUCTION TO DOS/WINDOWS (OADM 210)

Introduces the basic concepts involved in using DOS based computers. This course will provide the learner with the skills necessary to identify the parts of the computer, use DOS commands to create, copy, store and delete files, use other DOS commands to customize and manage the hard drive, explore Windows 3.1, and use Windows File Manager.

Days: M & W; 1 pm - 3 pm  
Start date: Sept. 30 (5 weeks)  
\$74.80 plus text

Evenings: T & Th; 7 pm - 9 pm  
Start date: Sept. 10 (5 weeks)  
\$74.80 plus text

## ACCOUNTING 101 (ACCT 101)

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

Days: T & Th; 1 pm - 2:30 pm, class  
2:30 pm - 3:30 pm, instructor available  
Start date: Oct. 1 (10 weeks)  
\$156.40 plus text

Evenings: M & W; 8 pm - 9 pm  
Start date: Sept. 9 (10 weeks)  
\$156.40 plus text

## ACCOUNTING 102 (ACCT 102)

The course introduces special journals, payroll, adjustments to bad debts, depreciation, year end adjustments and financial statements. A merchandising company is used to introduce these topics as well as inventory control.

Prerequisite: ACCT 101.

Evenings: M & W; 8 pm - 9 pm  
Start date: Nov. 18 (14 weeks)  
\$231.20 plus text

## INTRODUCTION TO WORDPROCESSING (OADM 220)

An introduction to wordprocessing using WordPerfect 6.1 for Windows. This course includes mouse skills, document formatting and editing skills. Basic keyboarding skills are recommended.

Days: M & W; 1 pm - 3 pm  
Start date: Nov. 13 (5 weeks)  
\$78.20 plus text



### INTRODUCTION TO WORDPROCESSING (OADM 220)

An introduction to wordprocessing using Word 6.0 for Windows. This course includes mouse skills, use of the Word menu bar, document formatting and editing skills. Basic keyboarding skills are recommended.

Days: T & Th; 7 pm - 9 pm  
Start date: Oct. 15 (5 weeks)  
\$78.20 plus text

### INTRODUCTION TO WORDPROCESSING (OADM 220)

An introduction to Windows 3.11 and Wordprocessing using Word 6.0 for Windows. This course includes: one session on Windows 3.11, mouse skills, use of the Word menu bar, document formatting and editing skills. Basic keyboarding skills are recommended.

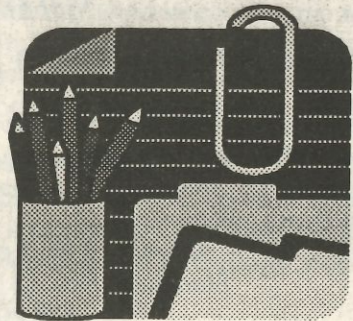
Days: T; 1 pm - 4 pm  
Sept. 24 - Nov. 12 (8 weeks)  
\$115.60 plus text

### INTRODUCTION TO THE INTERNET AND ELECTRONIC MAIL

Everyone is talking about the "Internet," but what exactly is it? This introductory course will supply you with the answers. You will take a cruise on the information Superhighway, stopping to visit some of the more interesting sites along the way. Basic computer skills will be beneficial. World Wide Web, electronic mail, FTP, Telnet and Usenet will be covered.

Days: Th; 1 pm - 3 pm  
Sept. 26 - Oct. 24 (5 weeks)  
\$68 plus text

Evenings: W; 7 pm - 9 pm  
Sept. 25 - Oct. 23 (5 weeks)  
\$68 plus text



## EARLY CHILDHOOD EDUCATION

### ATTENTION

#### All E.C.E. Teleconference Students!

It has come to the attention of the E.C.E. Program Coordinator that a number of E.C.E. Teleconference students have not completed FORMAL ADMISSION requirements for the program.

Requirements for all E.C.E. courses are:

1. Formal Admission Form.
2. English 12 or successful completion of an English placement test.
3. One letter of reference attesting to your suitability to work with children.
4. A brief summary of why you want to enrol in the Early Childhood Education program.
5. 30 hours of documented work experience in a child care setting. (\*This can be waived by the coordinator.)
6. An interview with the coordinator.

Additional requirements for practicum courses (E.C.E. 125, 126 and 127) are:

1. Completion of Medical Form
2. An up-to-date immunization record and current TB test.
3. Completion of a criminal record search.

**In order to receive a transcript and credit for your courses, please complete these admission requirements.**

#### For Special Service Assistants

To receive credit for E.C.E. courses, you are also required to complete formal admission requirements. The advantage for you is that you can continue to take any suitable E.C.E. course in the future AND you will be able to transfer these credits to the Special Service Assistants Program (currently in a planning phase) more easily.

Please contact your local college centre for an admission package.

For further information, contact Rosemare Goodwin, Coordinator, Early Childhood Education at (604) 638-5419.

**NOTE: These teleconferencing courses have a maximum enrollment of 8 students per centre.**

#### E.C.E. 220 - 3.0: Programming for Infant/Toddlers

This course provides the theoretical foundations for planning infant and toddler programs, by close examination of the relationship between early child development, the various components of quality programming and the caregiver.

Prerequisite: ECE Basic Level. Instructor: TBA

All Centres - Teleconferencing Room

Sept. 9 - Dec. 9

M; 7 pm - 9 pm

plus a Saturday workshop

14 sessions

\$129.72 + textbook

#### FAM 01 - Introduction To Family Daycare

This course gives an overview of all aspects of operating a Family Daycare. It introduces the individual to the mechanics of running a Family Daycare as a home-based business. This course would be of interest to potential and existing family day care providers, parents and those considering a career change. This is the first of six courses in the Family Daycare Program. Prerequisite: completion of Grade 10 -- \* Students must enrol by September 12 to ensure delivery of course materials.

Laura Jobb

All Centres - Teleconferencing Room

Sept. 26 - Nov. 28

Th; 7 pm - 9 pm

10 sessions

\$60 + textbook (approx. \$45)

#### E.C.E. 140 - 3.0:

##### Psychology of Human Development (Part I)

This course provides students with an introduction to the theories, methods, concepts and research findings relevant to normal human development through the life span. The importance of individual differences, the effects of heredity and environment and the ethical issues involved in research are discussed. Application of a child care situations are explored in lectures in reference to children and their families. Students will be required to read from the text and other references as required. Prerequisite: Completion of ECE program Admission requirements OR Current ECE student.

Instructor: TBA

All Centres - Teleconferencing Room

Sept. 10 - Dec. 10

T; 7 pm - 9 pm

plus a Saturday workshop

14 sessions

\$129.72 + textbook

#### E.C.E. 135 - 3.0:

##### Working with Children Requiring Extra Support

This course is being offered in a Modularized format for presentation in various Regional Communities as part of the work of the Supported Child Care Transition Project. It explores both the personal and societal values and attitudes towards persons with special needs. The course will be for Credit and Non-Credit and will be open to Parents, Family Daycare Providers, Community Health Workers, Social Workers, and Early Childhood Practitioners who wish to gain more understanding in this area.

Contact Karen Chrysler at 635-6511, Local 5290 for final dates and locations.

**NOTE: This course will be held LIVE in the Eastern Region. The location of this course will be determined by the centre that has the most registered students.**

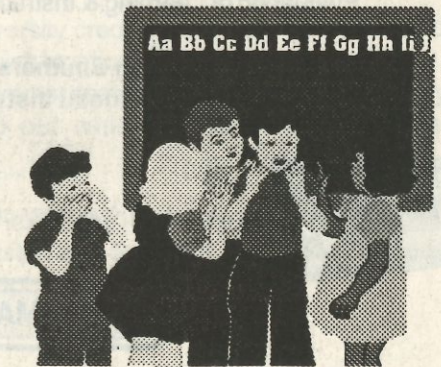
Karen Chrysler

Fall 1996

14 sessions

Maximum enrollment: 24 students

\$129.72 + textbook



## MEMO

Classes fill early, and  
registrations are accepted  
on a first come basis.  
Register early!

## PROVINCIAL INSTRUCTOR DIPLOMA PROGRAM

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

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

Interested individuals can register for the entire program or for specific courses by contacting Vancouver Community College at 1-604-871-7488. For information on the programs only, contact Bev Davidson at NWCC, Smithers Campus 847-4461, local 5808. Contact Sheila McDonald for scheduling at 635-6511, local 5413. Courses cost \$275 each except 102B which is \$300 including textbook.

### 1996 - 1997

101	Instructional & Curriculum Design	Oct. 04, 05, 06, 18, 19, 20	(T)
102A	Elements of Instruction A	Nov. 01, 02, 03, 15, 16, 17	(T)
102B	Elements of Instruction B	Jan. 24, 25, 26, Feb. 07, 08, 09	(S)
104A	Evaluation of Learning & Instruction A	Feb. 21, 22, 23, Mar. 07, 08, 09	(PR)
103	Use/Design of Instructional Media	Apr. 04, 05, 06, 18, 19, 20	(PR)
104B	Evaluation of Learning & Instruction B	May 02, 03, 04, 16, 17, 18	(S)

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



## DIPLOMA IN ADULT EDUCATION

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

Interested individuals can register for the entire program or for specific courses by contacting Program Development, Vancouver Community College at 1-604-871-7488. For program information only, contact Bev Davidson, NWCC, Smithers Campus, 847-4461, local 5808. For information on scheduling contact Sheila McDonald, NWCC Terrace at 635-6511, local 5413. Courses cost \$410 each.

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

AD400 Native Adult Learner Nov. 1,2,3, 15, 16, 17 (T)

### NOTE:

Presently, there are not enough registrations to schedule other courses -- people interested in this should register their interest with Vancouver Community College at 1-604-871-7488.

## UNIVERSITY CREDIT PROGRAM

Northwest Community College will be offering a selection of university credit courses in its Eastern Region in 1996/97. All university credit courses carry transfer credit to BC universities, university - colleges and other colleges as well to many institutions outside BC. Studies have shown that students who transfer from community colleges to university do as well as, or better than those who proceed directly from high school to university. Students who start at N.W.C.C. will realize significant financial advantages when compared to those who travel to university.

These courses have been selected to fill a variety of educational needs. Biology 101 and 102 and fulfill the elementary school teacher's education lab science requirement. English 101 and 102 satisfy the first year English requirements needed for virtually all university and many college programs. Psychology is an essential course for anyone seeking a career in the social sciences, health, or related professions. For general interest students, all courses are available on an audit basis which means exams are not required.

### Admission Requirements:

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

### How to Apply:

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

### Dates and Location:

Fall semester courses begin the second week in September and run through the third week in December. Winter courses begin in January. Courses will be offered in Hazelton, Houston and Smithers. See individual centre listings for detailed course information. Courses start the week of Sept. 9, 1996.

### NOTE:

If minimum enrollment is not achieved the course will be cancelled.

Fall (Sept. - Dec.)	Hazelton	Smithers	Houston
	English 151 Biology 101 Computer Science 111	English 101 Psychology 101 Psychology 221 Sociology 205	English 151 Math 161
.....			
Winter (Jan. - Mar.)	Anthropology 111 Biology 102 Computer Science 111 (Cont'd.) Physical Geography 160	Anthropology 112 English 152 English 102 Psychology 102 Math 131	Anthropology 111



**WILDERNESS GUIDING SKILLS**

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

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

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

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

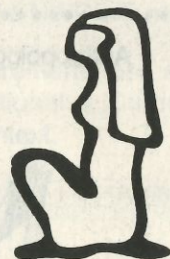


**RAPE AGGRESSION DEFENSE TRAINING**

Rape Aggression Defense Training will be offered to women in the region. This course teaches women the basics of self defense and provides an opportunity to use those skills in a simulated attack.

Instructor: Melissa Munn  
Date: TBA  
Cost: TBA

To register your interest, contact your local campus.  
Hazelton Campus 842-5291  
Smithers Campus 847-4461  
Houston Campus 845-7266  
Stewart Campus 636-9184



# HAZELTON CAMPUS

**12 Good Reasons For Going To Northwest Community College In Hazelton:**

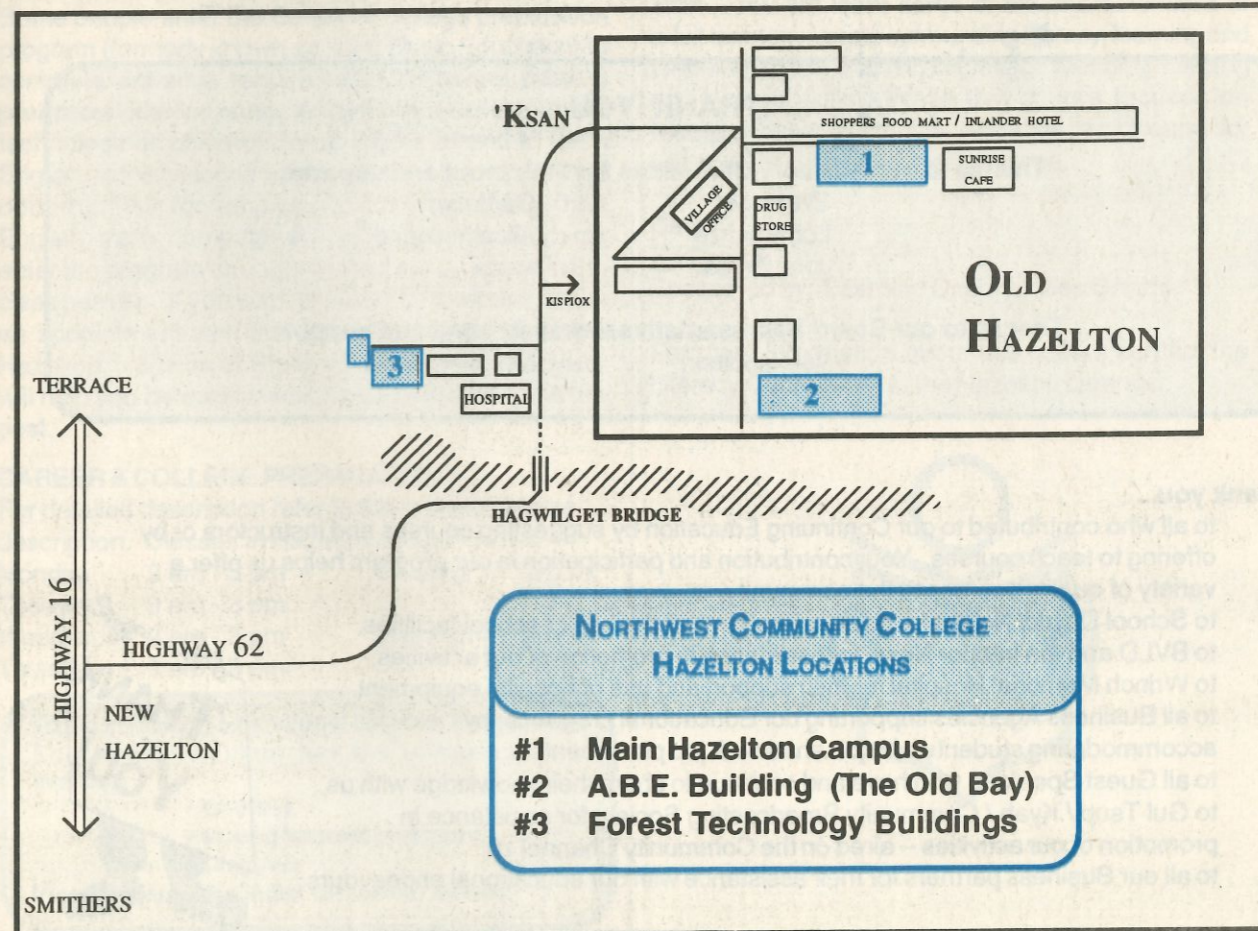
1. Culturally relevant approach
2. Educational advising and support services
3. Student success program
4. Co-op program
5. Part-time and full-time studies
6. Low cost
7. Distance Education
8. Student-organized activities & recreation
9. General interest courses
10. Academic/Career/Vocational programs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

Northwest Community College  
P.O. Box 338  
Hazelton, B.C.  
V0J1Y0  
Telephone: (604) 842-5291  
Facsimile: (604) 842-5813



The Northwest Community College hours are as follows:

Monday	8 a.m. - 5 p.m.
Tuesday	8 a.m. - 8 p.m.
Wednesday	8 a.m. - 5 p.m.
Thursday	8 a.m. - 8 p.m.
Friday	8 a.m. - 5 p.m.
Closed	Weekends & Holidays



**HAZELTON STAFF**

Doug A. Baker .....	Director, Eastern Region
Kate Greenall .....	Centre Manager
Debby Jackson .....	Continuing Education/Administrative Officer
TBA .....	Educational Advisor/Student Success Coordinator
Pat Egan .....	Community Liaison Officer
Margaret Brown .....	Centre Clerk
Leah Marshall .....	Clerk
Carol Pritchard .....	Clerk
Pat Hayes .....	C.C.P. Instructor
Dave Weaver .....	NRES Instructor
Shane Campbell .....	NRES Instructor
Allen Johnson .....	NRES Instructor
Rosamund Pojar .....	NRES Instructor
Colleen Burns .....	NRES Instructor
TBA .....	NRES Technical Assistant/Instructor
Steve Tonnesen .....	Computer Instructor
Karen Erickson .....	Literacy Coordinator
TBA .....	English Instructor, Transition
TBA .....	Biology/Chemistry Instructor, Transition

**THANK YOU**

Thanks to our Advisory Committee for their input and support.

Eve Hope	Gail Lowry
Lorna Janzé	Alice Maitland
John Gryba	

Thanks to our Board Representatives for their input and support.

Val Napoleon	Margaret Brown
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**Thank you...**

- ... to all who contributed to our Continuing Education by suggesting courses and instructors or by offering to teach courses. Your contribution and participation in our program helps us offer a variety of quality courses to the community.
- ... to School District No. 88 for its co-operation and the use of school facilities.
- ... to BVL D and the Interior News for assistance in promotion of our activities.
- ... to Wrinch Memorial Hospital for their support and use of hospital equipment.
- ... to all Business Agencies supporting our Educational programs, by accommodating students with job shadow & job placements.
- ... to all Guest Speakers who have and continue to share their knowledge with us.
- ... to Gul Tsup / Kyah / Community Broadcasting Society for assistance in promotion of our activities -- aired on the Community Channel 10.
- ... to all our Business partners for their assistance with our educational endeavours.



**REGIONAL PROGRAMS/COURSES**

See Regional Information Section for details on the following program/course offerings:

Career & College Preparation .....	Page 5
B.C. Forestry Continuing Studies .....	Page 6
Community Resource Worker Program .....	Page 6
Early Childhood Education .....	Page 14
First Aid .....	Page 9
Transition/College Preparation .....	Page 8
Natural Resources Certificate Program .....	Page 10
Forest Technology Diploma Program .....	Page 11
Office Administration .....	Page 12
Office Administration Distance Education ...	Page 13
Provincial Instructors' Diploma Program .....	Page 16
Diploma In Adult Education .....	Page 16
University Credit Program .....	Page 17
Wilderness Guiding Skills .....	Page 18

**CAREER & COLLEGE PREPARATION**

Some people enter the Career & College preparation program (formerly known as Adult Basic Education) to complete entrance requirements for career training programs like nursing, natural resources, forest technology or office careers. Some attend to learn English as their second language. Others improve their opportunities for employment by improving their English, math, computer and science skills. Students enter the program throughout the year as space in the class permits. If you want to take CCP courses, make an appointment with the Educational Advisor at the Hazelton, Houston or Smithers Centres. The advisor will help you determine which courses to take and the cost.

**CAREER & COLLEGE PREPARATION**

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

Monday	9 am - 3 pm	Evening: 7 - 10 p.m.
Tuesday	9 am - 3 pm	
Wednesday	9 am - 3 pm	Evening: 7 - 10 p.m.
Thursday	9 am - 3 pm	

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

- Choices
- Strong Interest Inventory
- Discover

Please refer to the index for further details.

**HELP WITH THE BASICS (READING, WRITING AND MATH)**

The Learning Opportunities Group Society in partnership with the College offers free tutoring to adults who wish to improve their basic reading, writing and math skills. Students receive free private instruction from a trained tutor. Programs are designed for each student and can serve as a bridge to other College programs. Student-tutor pairs usually meet two or three times per week. The time and place of instruction is arranged to accommodate both the student and tutor.

People who wish to improve their basic reading, writing and math skills, or who wish to volunteer to help in these programs can call the Hazelton Campus at 842-5291, and ask for the Literacy Coordinator.

**NEW!**

**TUTOR TRAINING**

This course is designed for those who wish to help someone with his or her reading, writing and math skills. You will learn some of the characteristics of adult learners, issues surrounding literacy, learning and teaching styles, and strategies for teaching reading and writing skills. While this course focuses on teaching basic skills, it is valuable background for tutors at any level and in any course.

Date: TBA  
 No Charge  
 Sponsored by: Learning Opportunities Group

For more information about this course contact the Literacy Coordinator at the Hazelton campus.



**GED**

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.

**GED EXAMS**

The examinations are administered by the college for the Ministry of Education. Application forms are available at the college office. Basic requirements are that you must be at least 19 years of age, out of school (high school) for at least one full academic year, and satisfy residency standards.

**EXAMINATION DATES FOR HAZELTON**

Testing will be held at the Hazelton College Centre on the following dates subject to finalization by Victoria:

DEADLINE FOR APPLICATION	TESTING DATE
Sept. 6, 1996	Oct. 4 & 5, 1996
Nov. 1, 1996	Nov. 29 & 30, 1996
Dec. 13, 1996	Jan. 10 & 11, 1997
Feb. 7, 1997	Mar. 7 & 8, 1997
Mar. 28, 1997	Apr. 25 & 26, 1997
May 9, 1997	June 6 & 7, 1997

Applications must be in Victoria 6 weeks prior to exam date. Examination fee is \$45 payable to the Minister of Finance and must accompany your application. Application forms are available at all college centres.

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**QUESTIONS ?**

Contact Northwest Community College, Hazelton Campus, at 842-5291.

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**CONTINUING EDUCATION**

NWCC Hazelton offers the services of a Community Liaison Officer and an Administrative Officer who will work closely with individuals, groups, industry or communities to develop their training proposals. Staff are experienced in providing training programs or courses in the areas of career exploration, vocational training or upgrading and general interest. This service includes assistance in writing proposals, securing funding, developing curriculum and establishing steering committees. Feel free to drop by or call to discuss any idea(s) that you may have regarding training.

**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.

Kolbuc & Associates  
\$450 per course

**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.

Sept. 10, 11, 12 & 13  
T - F ; 8:30 am - 4:30 pm  
4 sessions

**Part II - Group Skills**

This session will focus on increasing your understanding of how groups work, identifying your leadership style and building positive leadership skills. Improve your understanding of what motivates people and apply non-monetary motivational techniques. Learn 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.

Nov. 12, 13, 14 & 15  
T - F ; 8:30 am - 4:30 pm  
4 sessions

**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.

Dec. 10, 11, 12 & 13  
T - F ; 8:30 am - 4:30 pm  
4 sessions

**FUTURE PROGRAMS**

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

**BASIC GITXSAN LANGUAGE AND CULTURE**

Are you are interested in learning the basics of the Gitxsan language and culture? Call the College at 842-5291 and put your name on the list. If there is enough interest, we will offer this course one evening per week, from 7:00 p.m. - 9:30 p.m., with a maximum class size of 15 students. Don't miss out, call now!

**RESIDENT CARE-HOME SUPPORT WORKER**

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

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

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

Start date: Sept. '96

Admission requirements: Grade 10 or A.B.E. Intermediate or G.E.D. If you, or your community are interested in this course, please contact NWCC at 842-5291, and register your interest.



**VOCATIONAL**

**DRIVER TRAINING**

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

INSTRUCTOR: Judy Daye

**CLASS 1 LESSONS**

Beginners must take ten lessons. Individuals with a minimum of 150 hours of experience in driving Class 1 vehicles may choose to take five lessons. Additional single lessons can be purchased as needed. Driving skills will be evaluated on an ongoing basis. Theory relating to driving a class 1 vehicle will be presented according to the needs of each individual. Lessons are 2 hours long.

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

FEE: \$151 per lesson



**CLASS 3 LESSONS**

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

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

FEE: \$151 per lesson

**CLASS 4 & 5 LESSONS**

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

FEE: \$43 per lesson



**AIRBRAKES**

The aim of this course is to prepare drivers for a written and practical test on the operation and maintenance of airbrake systems for either on-highway or off-highway vehicles. Successful completion will result in the addition of an airbrakes endorsement to your driver's licence. You should hold a valid driver's licence at the time of the course. Fee includes manual.

**Deadline for registration: Oct. 23**

*Judy Daye*  
Oct. 28 - Nov. 2  
M - F ; 6 pm - 9:30 pm  
Sat., 9 am - 4:30 pm  
6 sessions  
\$180

**DEFENSIVE DRIVING**

Become acquainted with the techniques of defensive driving with this B.C. Safety Council approved program. New drivers and those who are renewing their licences are encouraged to attend, but everyone could become a better driver by learning how to drive defensively. Upon successful completion of this course, participants will be issued a B.C. Safety Council Certificate.

*Judy Daye*  
Sept. 30  
Sat.; 9 am - 4 pm  
\$71

**NEW!**

**NET MENDING**

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

*Freda Lattie*  
Nov. 4 - 8  
M - F ; 9 am - 4 pm  
\$256

**Does your group have a specific workshop or course they would like to see offered in the Hazelton's?**

**GIVE US A CALL!**

**For groups of 10 or more, the College can set up specific courses at your request.**

**Contact Debby at 842-5291.**

**HEALTH/FIRST AID**

**OCCUPATIONAL FIRST AID — LEVEL I**

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

*Instructor: Bruce Johnson*  
1 session  
\$85



**COURSE #1**  
Sept. 21  
Sat., 8:30 am - 5:30 pm

**COURSE #2**  
Nov. 16  
Sat., 8:30 am - 5:30 pm

**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 twelve. 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.

**Prerequisite: Occupational First Aid Level I**

**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 can be arranged upon request.

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

*Velma Sutherland*  
Oct. 14, 15 & 17  
M, T & Th ; 6 pm - 9:30 pm  
\$73

**FOODSAFE**

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

*Velma Sutherland*  
Nov. 12, 14 & 18  
M, T & Th ; 6 pm - 9:30 pm  
\$73

**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.

*Roger Cloutier*  
Sept. 30 - Oct. 11  
M - F, 8:30 am - 5 pm  
\$575

**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, delivery and post-partum. There is a reunion of the group after the birth of your babies.

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

**COURSE #1:** Sept. 11 - Oct. 9 (3rd Trimester)  
**COURSE #2:** Nov. 6 - Dec. 4 (3rd Trimester)

*Lifelong Learning  
is for  
Everyone!*

**PRE-NATAL REGISTRATION FORM**

N.W.C.C. - Hazelton's Pre-Natal program is a community service. It is financially supported in part by the Ministry of Health and Wrinch Memorial Doctors' Services. A minimum \$25 administration fee is charged or a contribution to the costs of the course will be accepted. (Course fee would be \$79 per student/couple on a cost recovery basis.)

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

I will pay the cost recovery fee \$79.

OR

I will pay the \$25 administration fee.

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

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

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

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

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

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



Office Use

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

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

## BUSINESS/COMPUTER PROGRAMS

NEW!

### INTRODUCTION TO DOS/WINDOWS/WORD FOR WINDOWS

This course introduces the basic concepts involved in using DOS based computers. The course also provides the learner with skills necessary to identify the parts of the computer, use DOS commands to create, copy, store and delete files. There will be exercises that will familiarize the learner with MS Word for Windows. Topics include: mouse skills, creating, saving, printing, closing and retrieving, selecting text, formatting, margins, setting tabs, creating form letters, merge, tables, reports, newsletters.

Kerrie MacLean  
Sept. 17 - Oct. 10  
T & Th; 6:30 - 9 p.m.  
7 sessions  
\$154 includes manual

NEW!

### ADVANCED WORD FOR WINDOWS

This course is designed to familiarize the learner with hands-on instruction in the advanced concepts of word processing Microsoft Word for Windows. Topics include: creating, saving, printing, closing and retrieving, navigating, selecting text, formatting, margins, tabs, forms, tables, reports, desktop publishing, integration with other applications.

Kerrie MacLean  
Oct. 22 - Nov. 14  
T & Th; 6:30 - 9 pm  
9 sessions  
\$154 includes manual

NEW!

### ACCOUNTING 150 (3 CREDITS)

Accounting 150 is concerned with basic methodology and logic of; recording transactions and maintaining books of account for service and merchandising concerns; preparation and interpretation of financial statements; recording, reconciling and valuing cash, account receivable, inventory and plant and equipment.

Kerrie MacLean  
Sept. 16 - Dec. 17  
M; 6:30 - 9:30 pm  
(Last session held on a Tues.)  
15 sessions  
\$214 + text

♦ ♦ ♦ ♦  
**ALL COURSES REQUIRE  
ADVANCED PAID REGISTRATION**  
♦ ♦ ♦ ♦

### 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 time listed. Instructional sessions will be arranged on request.

*Intake depends on Computer Lab availability*  
Open Registration  
\$33

NEW!

### MAKING THE BUTTERFLIES FLY IN FORMATION Overcome the fear of public speaking and keep your audience listening.

This workshop will provide a simple, straightforward approach. It will help you:

- \* overcome unfounded fears
- \* accelerate your self-confidence
- \* acquire essential communication skills
- \* prepare your ideas in a logical, interesting format
- \* connect with your audience
- \* adapt to the needs and size of the group
- \* find ways to continually improve your communication skills
- \* and MAKE THE MOST OF EVERY SPEAKING OPPORTUNITY!

Barbara Campbell  
Oct. 2  
W; 9 am - 4 pm  
1 session  
\$76 + GST

NEW!

### MARKETING 150 (3 credits) Introduction to Marketing

An introduction to marketing principles and management focusing on the problems of the marketing manager in the measurement of marketing opportunities and the allocation of marketing effort. Emphasis is on decision-making in a marketing context.

Kerrie MacLean  
Sept. 18 - Dec. 19  
W; 6:30 - 9 p.m.  
(Last session held on a Thurs.)  
15 sessions  
\$214 + text



NEW!

### MEETINGS THAT WORK!

#### Shorter and More Productive Meetings

Without the right planning and direction, meetings often deteriorate into unfocused, time-wasting discussions that don't achieve anything. You'll learn how to determine when and if a meeting is needed; develop an effective agenda; keep discussions on track and on time; and encourage participation. Your options are many, you'll learn ways to improve the next meeting you attend.

Barbara Campbell  
Sept. 25  
W; 9 am - 4 pm  
1 session  
\$76 + GST

## LEARNING OPPORTUNITIES

### BABYSITTER TRAINING

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

Brandi Smith  
Sat.; 9 am - 1:30 pm  
2 sessions  
\$49 + GST

Course #1: Oct. 5 & 12 (Hazelton)  
Course #2: Oct. 19 & 26 (Kispiox)



### G.E.D. PREPARATION

Study with other adults, as you prepare for the General Educational Development tests at your own pace. G.E.D. Preparation will be offered for three terms. Students must register for each term. Classes will be held Monday & Wednesday evenings. Please see testing dates under the Career & College Preparation section.

Pat Hayes  
M & W; 7 pm - 10 pm  
Term 1: Sept. - Dec., 1996  
Term 2: Jan. - Mar., 1997  
Term 3: Apr. - June, 1997

Must pay fees that apply to Career & College Preparation Program see page 3 in the Regional section of this brochure.

### HOW TO BECOME A CERTIFIED COACH!

Levels 1 - 3 of the National Coaching Certification Program (NCCP) are composed of three different components: Theory, Technical and Practical. After completing all three components of Level 1, coaches receive a 'Passport' that officially recognizes their accomplishments as a certified coach at that level.

**THEORY** teaches important principles of coaching such as planning, sport safety, skill analysis and growth and development.

Shannon Murdoch  
Sept. 21 & 22

Sat. & Sun., 8:30 am - 4:15 pm  
2 sessions  
\$84 + GST

NEW!

**+ TECHNICAL** presents the skills and drills of each sport as well as sport-specific information on rules of play, equipment and skill development.

**NOTE:** Depending on interest, NWCC may look at offering a Technical component as well.

**+ PRACTICAL** provides coaches with feedback on their ability to apply coaching knowledge through self, peer or examiner evaluation.

**= CERTIFIED**

NEW!

### INTIMIDATED BY YOUR CAMERA?

The camera is a mysterious beast with all those gadgets, numbers and instructions. This one day session has been designed for those with little or no experience with photography. You will learn how to operate all the features of a 35mm SLR (Single Lens Reflects) camera and take pictures effectively. You will be taught how to use a flash and other accessories, how to care for your camera, and how to use your camera to make creative, interesting photographs. Topics of discussion will include Light Camera Action (F stops, Seconds, Light metering) as well as slide film photography and filters.

There will be a walk-around field trip in the afternoon. Be prepared to take some exciting shots. Materials needed for this course include: 35 mm SLR camera, one roll of 35 mm - 100 ASA film, and one roll 35 mm - 400 ASA film.

Kerrie MacLean  
Oct. 5

Sat.; 9 am - 4 pm  
1 session  
\$46 + GST



**NEW!****TAI CHI**

Tai-Chi is a "Soft" martial art that originated in China and has been used in various forms there for 2,000 years or more.

It can enhance flexibility, balance and poise. When done properly, can strengthen particularly the legs and internal organs promoting better metabolic functioning of the entire body.

Tai Chi movements are slow -- the exercises are often recommended to elderly people on a direction towards fitness, but people of all ages benefit from the sense of "meditation in motion" that comes from being very aware and conscious of the body and mind during the exercises.

Michael LeBaron

Oct. 12 & 13

Sat. & Sun. ; 9 am - 5 pm

2 sessions

\$78

Thank you

to everyone who submitted new  
course ideas!

### OFFICE ADMINISTRATION DISTANCE EDUCATION

The following selection of Office Administration credit courses are available by Distance Education:

ACCT 101	Bookkeeping Fundamentals
ACCT 102	Routine Bookkeeping Procedures
OADM 130	Spelling
OADM 180	Records Management
OADM 190	Business Machines
OADM 200	Keyboarding I
OADM 205	Keyboarding II
OADM 230	Database
OADM 250	Keyboarding Applications
OADM 260	Business Simulation

FEES:	Application Fee:	\$25
	Tuition:	\$16.45 per week
	Photocopy Fee:	\$20
	Required Texts:	costs vary

**NOTE:** The entire Office Assistant Certificate is not available by Distance Education. Students will need to travel to Smithers, Kitimat or Terrace to complete certificate requirements. For more information please see page 13.

### ITEMS OF INTEREST

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

Successful completion of the Conservation and Outdoor Recreation Education course is mandatory for all residents applying for their hunting licence. The course contains interesting information about outdoor survival, hunter safety, wildlife, gun handling, and first aid. Register early, as classes fill up quickly. Participants must be 14 years of age and older to register for course. You may purchase CORE book at any bookstore. Phone 842-6913 for next course dates.



Sharon Mason

\$30 (includes exam fees)

**C.O.R.E. - HOME STUDY**

If you answer yes to the following criteria, you are eligible to study for the C.O.R.E. tests independently:

- ♦ experience in hunting
- ♦ familiar with the outdoors
- ♦ familiarity with firearms
- ♦ some first aid training (preferably)

The instructor will provide an orientation session before you begin. You will be tested with the regular class. Contact Sharon at 842-6913.

Sharon Mason

\$14 for both exams (practical & written)

**NEW!**

### UPPER SKEENA AIDS AWARENESS PROJECT, UNITED CHURCH HEALTH SERVICES

Individuals, families, organizations and workplaces wanting to learn more about AIDS, are invited to register their needs with this community guided project.

Possible ways the project can serve you include:

- ♦ Literature
- ♦ Dramatic Presentations
- ♦ Videos
- ♦ Informational Displays
- ♦ Workshops

The facilitator's office and project resource centre is located in the Wrinch Memorial Hospital. The part-time facilitator, Barbara J. Sterritt, can be contacted by leaving messages at:

Telephone: (604) 842-5530  
Facsimile: (604) 842-5865  
Email: [bjsterritt@publink.com](mailto:bjsterritt@publink.com)  
Mail: Bag 100, Hazelton, B.C., V0J 1Y0

Persons interested in volunteering for Project activities, or for being part of the Community Health Advisory Committee which guides the Project, are welcome to also convey that interest to the facilitator.

### CAREER COUNSELLING

**CHOICES**

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

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

FEE: \$10

**DISCOVER**

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

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

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

**STRONG INTEREST INVENTORY**

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

The Strong Interest Inventory takes approximately half an hour to complete. The information is sent off-site to be scanned by computer, and the results are

returned to the College where the Educational Advisor will interpret the results with you. Cost for the Strong Interest Inventory is \$8.50. For more information, please contact the Educational Advisor, at 842-5291.

**STUDENT SUCCESS**

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

A variety of services are available to students to help them reach their goals, while enrolled in College courses or programs. These services are free of charge to students, and include the following: peer tutoring, computer tutoring, personal counselling and study skills seminars, available upon request. For more information or to request a service, contact the Educational Advisor at 842-5291.

**NEW!****DISTANCE EDUCATION SUPPORT**

Studying by correspondence or distance education can be lonely, and sometimes frustrating. If you are currently enrolled in a distance education course, or planning to enrol in one, you may be interested in meeting other distance education students on a regular basis, and sharing your concerns, frustrations and your triumphs. For those students requiring extra academic help, it may be possible to arrange a tutor. If you are interested in meeting other distance education students, and/or finding a tutor, please contact the Educational Advisor at 842-5291.

EDUCATION IS THE  
KEY TO SUCCESS





**UNIVERSITY CREDIT COURSES**

These courses are offered as part of the Natural Resource program and are available to the general public as space permits. All of the courses have university and college transfer credit and can be audited. Contact the Hazelton Centre for exact dates and times; make an appointment with a educational advisor to find out more about course transfers.

Sept. 9 - Dec. 20  
\$129.72 + text

**Biology 101 - 3.0: Introductory Biology I - Cells, Diversity and Physiology**

A basic introductory course in general biology. The course covers the diversity of life, introductory biochemistry and cell biology and introductory animal and plant physiology. Laboratories include the scientific method, microscopy and major kingdoms of organisms. Experimental techniques and observation skills are emphasized. (3,0,0) Prerequisite: Biology 11, Chemistry 11 highly recommended, or permission of instructor.

Instructor: Rosamund Pojar

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

Computer Science 111 is designed for the student with little or no previous exposure to computers. The course will help students understand in a general way how computers work, how to work with computers, and how to use commercially prepared software packages such as spreadsheets, word processing programs, and databases to solve problems of common interest. An important part of the course is the weekly three-hour laboratory session, which complements the theoretical material of the lectures with concrete hands-on practice. (3,0,0) Prerequisite: Math 11 or permission from the instructor. Recommended that students with previous knowledge of computers are encouraged to register instead for one of the more advanced courses in Computer Science.

Instructor: TBA

**English 151 - 3.0: Technical Writing I**

Methods and forms of technical writing, including letters, resumes, short reports, and communications with media. Lectures and exercises in grammar, vocabulary and style. Students will also read and discuss some modern literature. (3,0,0) Prerequisite: English 12 or permission from the instructor.

Instructor: Colleen Burns

**Please note:**

Students may also register for University Credit Courses offered at Smithers or Houston Centres if scheduling allows. Please see page 17.

**PEOPLE'S LAW SCHOOL**

NWCC is looking at offering the following FREE People's Law School Classes:

**FAMILY VIOLENCE ISSUES**

Family violence is a serious problem in our society. The instructor of this law class will discuss the "cause" and cycle of domestic violence and the history of the law and which laws apply today. Included in the discussion is information on what to do if you and/or your children are assaulted; the role of the police, victim services programs and other agencies that can assist the victim and the offender.

**FEDERAL BENEFITS FOR SENIORS**

A representative from the Income Security Program will discuss the various federal benefits available to seniors such as — Old Age Security; Guaranteed Income Supplement; the Canada Pension Plan and Unemployment Insurance. An explanation of how you qualify and how to apply for these benefits will be given.

Please register your interest by calling 842-5291. If interest warrants, the classes will be offered.

**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: Housing - 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: \_\_\_\_\_

If you have additional comments please attach to form.

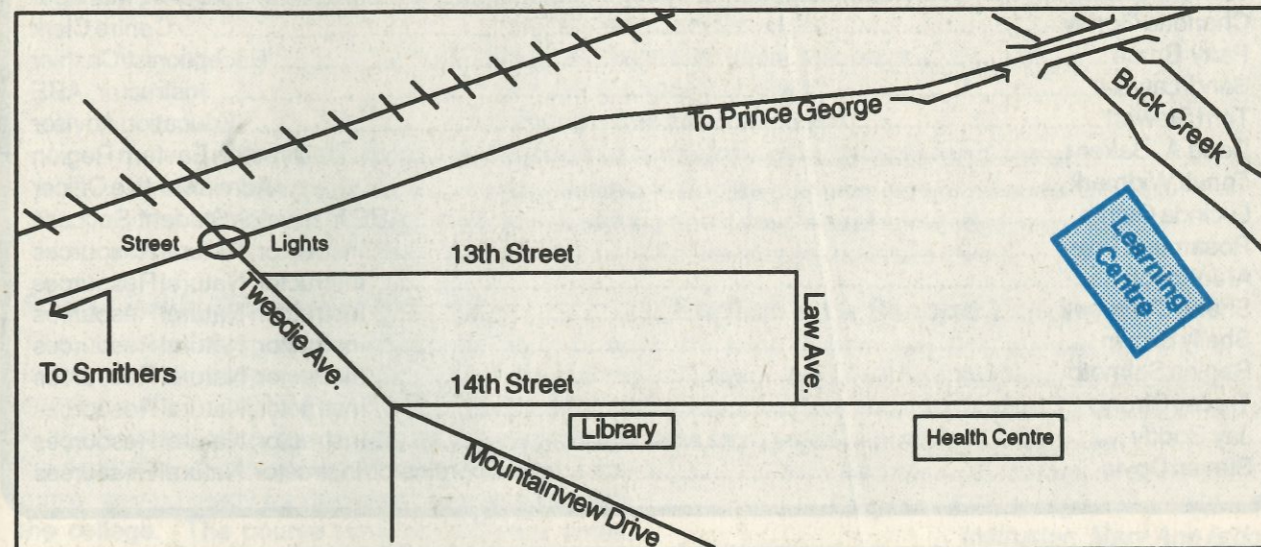
**HOUSTON CAMPUS**

**Houston Campus Office Hours**  
Monday to Thursday, 7 am - 9:30 pm  
Friday, 7 am - 4:30 pm

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

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

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



**THE LEARNING CENTRE**

<b>Northwest Community College</b>	
<b>Houston Link to Learning</b>	
<b>Morice Community Skills Centre</b>	
<b>Houston Storefront School</b>	

## N.W.C.C. Houston Centre Advisory Committee

Brenda Andersson	Mike Bryce	Garry Beaudette
Jerry Botti	Alan Boyd	Alan Campbell
Christine Dickinson	Shannon Euverman	Bill Vinning
Mary Robinson	Herjinder Parmar	Penny Tiljoe
Simon Turner	Ivan Thompson	Bill Warner
Hanne White	Student Association Rep.	Diane Smith

### HOUSTON STAFF

Brenda Andersson	Centre Manager
Charlotte Gorley	Centre Clerk
Patty Bruce	Receptionist/Cashier
Sandi Lavallie	Instructor, ABE
Terri Stewart	Education Advisor
Doug A. Baker	Director, Eastern Region
Tanya Widmark	Administrative Officer
Lucinda Clarke	ABE Instructor/Student Success
Rosamund Pojar	Instructor, Natural Resources
Al Johnson	Instructor, Natural Resources
Shane Campbell	Instructor, Natural Resources
Shelly Brown	Instructor, Natural Resources
Regina Saimoto	Instructor, Natural Resources
Tracey Strong	Instructor, Natural Resources
Jay Boddy	Instructor, Natural Resources
Steven Doyle	Coordinator/Instructor, Natural Resources

### NORTHWEST COMMUNITY COLLEGE

Fall is the time of year when many of us turn our thoughts to learning, whether it is our children returning to the school system, or as adults considering skills needed for a hobby or in the work place. This fall the Houston Centre of Northwest Community College has attempted to provide the community with a cross section of courses from which to choose. Some of our programming is standard fare, such as First Aid and Air Brakes. We are also offering a number of courses which have been successful in the past such as Super Basic Computers and Spanish. New for the fall, is the scheduling of computer courses for shift workers ( see page 38 for details), Guitar, Fly Casting, and Tai Chi. As well as a number of journeyman upgrade courses will be offered throughout the fall and spring.

First year of the Natural Resource Management program will once again be offered in Houston. Programs in Adult Basic Education and Pre-Requisite / Transitions will continue in the fall.

The partners in The Learning Centre are continuing to work towards integrated programming. As a team we continue to identify areas of expertise and program delivery. We are looking forward to an exciting fall and a demanding winter. Stop in at the centre and experience the new learning opportunities available.

### HOUSTON LINK TO LEARNING

Houston Link to Learning is a community literacy group, and a partner in the Learning Centre.

**We provide help for adult students.  
We provide one-on-one tutoring  
that is free and confidential.  
You choose what to learn.  
You choose when to learn.**

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

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

All tutoring is free and confidential.

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

We have a large demand for tutors in Math and English grammar, as well as some specialty courses like Accounting. If you are wondering about your area of knowledge, give us a call.

All volunteer tutors are trained. For training courses, see below.

#### **Super Basic Computer Course**

This course is designed for anyone with little or no experience. If you are scared to death of computers, computer-shy, or unable to get near one because your kids are always on it, this course is for you. You will have fun with a mouse, play on a keyboard, learn some terms, and be ready for the basic courses offered by the college. The course runs two different times, mornings and evenings. Each course is a total of four hours.

Date/Time: **Evenings:** 6:30 - 8:30 pm  
Sept. 16 & 18  
**Mornings:** 10:30 am - 12:30 pm  
Sept. 16 & 18

Instructor: Kathy Anderson & Dee McRae

Cost: Free

Sponsored by: Houston Link to Learning

#### **English as a Second Language**

We hope to offer two ESL classes starting in late January. There will be a **Beginner** and an **Advanced** class if we have enough students. Dates and times will be arranged. There will be a course fee.

*Beginner ESL: to register call 845-2727*

*Advanced ESL: to register call 845-2727*

*Instructor: Mary Ann Isidoro*

#### **Tutor Training**

You can be an efficient tutor to an adult student. In this course you will learn about the adult student, lesson planning, and strategies for reading and learning. While the course covers basic literacy topics, it is valuable background for tutors at any level, in any course. Please call for information and to be put on our contact list.

*Instructor: Dee McRae*

To register in one of our courses call either 845-2727 or 845-7266.

**For more information call:**

**845-2727**

### LINK TO LEARNING STAFF

Dee McRae ..... Co-ordinator

**MORICE COMMUNITY SKILLS CENTRE**

The Morice Community Skills Centre has had a very positive first year of operation in The Learning Centre. Our mandate was and is to: identify and fill gaps in current education and training programming, act as a broker for education and training in the community and to provide a central information point for education and training. We feel that the Morice Community Skills Centre has had a very positive effect on the clients we serve, and hope to remain doing so in the future.

Programming we are currently running includes:

**Basic Skills Upgrading** - Upgrading of basic math, reading, writing and computer skills within a computer assisted learning environment. We offer individualized, self-paced upgrading on a Star 2010 computer assisted learning system. You can work on the subjects you choose and at the hours you choose. We have extended hours of operation including four evenings a week and have a qualified Adult Basic Education instructor in the lab to assist learners. The Star 2010 is ideal for those preparing for their G.E.D. that may need additional practice on specific skills. We can also customize programs for learners wishing to upgrade Math for apprenticeship entrance.

**Business Development Training** - This is a program for the personal development of independent Business Owners and their employees. The objectives include: to provide business owners/managers with the knowledge, skills, ideas and support to improve management techniques, increase profitability and compete successfully in today's business and economic environment; to promote stability and growth in the local business community; and to provide the opportunity to enhance their communication, marketing, and technological skills through a series of workshops, seminars and presentations.

**Specific Industry Training** - Training programs specific to your industry or your employees can be arranged. Courses such as: computer applications, basic air-conditioning and refrigeration, mechanical upgrades, antilock braking systems. PLC's and hydraulics, and quality control are just a few of some of the training opportunities we can provide.

**Community Internet Access** - Yes, it's finally here! You can now gain Internet access through the Skills Centre, at no cost to you. Feel free to stop by the Centre and surf the Net!

**Video Conferencing** - Video conferencing is a great alternative to traveling for meetings, training or seminars. We can connect with interactive video technology to a number of sites in B.C. and around the world. Four of our rooms are wired for our video conferencing equipment so we can accommodate groups of many different sizes.

**Room and Equipment Rental** - We can arrange for your trainers to have the equipment and space necessary to carry out training for your employees. We have a network lab that can accommodate up to 18 learners, three multi-media machines with laser disk players, audio and video conferencing and meeting rooms.

**Interactive Computer Based Training Programs** - No longer are you bound to taking courses that there is a demand for. With the laser disc and CD ROM CBT programs, we can bring in a course for one person. These courses are self-paced and the equipment can be moved to your work site to facilitate employee training.

And more... feel free to bring us your ideas. We are here to provide services that may not be available through other agencies. If you need help with training or have requests for courses please call us. We can be reached at The Learning Centre in Houston at 845-7266.

**MORICE COMMUNITY SKILLS CENTRE STAFF**

Brenda Allen ..... Manager  
 Robert Smith ..... Training Consultant  
 Dawn Potvin ..... Administrative Assistant  
 Teresa Galbraith ..... Bookkeeper/Receptionist

**HOUSTON STOREFRONT SCHOOL**

**Facts about Houston Storefront School:**

1. People must apply - space is limited, but students move out of the program and into the program.
2. Students may have to be wait-listed.
3. Operational hours are from 8:30 a.m. - 4:00 p.m. every day and 6:00 p.m. - 9:00 p.m. Monday and Tuesday evenings.
4. Currently offer 25 courses including:

English 9	English 10
Math 9	Math 10
Math 9 (A)	Math 10 (A)
Science 9	Science 10
Social Studies 9	Social Studies 10

English 11	English 12
Communications 11	Communications 12
Math 11	Law 12
Introductory Math 11	Geography 12
Math 11 (A)	Family Management 12
Earth Science 11	Consumer Ed. 12
Social Studies 11	
Family Management 11	
Foods Preparation 11	

Provincial career and personal planning courses are also available at the Storefront School.

More senior courses are currently being developed.

5. All programs are self paced and hours of attendance are flexible.
6. To be eligible, students must be 16 years old and must not have a provincial graduation certificate.



**Houston Storefront Staff**

Al Pugh ..... Instructor  
 Carol Bruniski ..... Human Service Worker  
 Dave MacMillan ..... District Principal - Alternative Education  
 Dee McRae ..... Instructor, N.W.C.C.

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
- local restaurants for placing our tablecards on their tables
- all the organizations who include our newsletters in their mailouts

CAREER & COLLEGE PREPARATION

CAREER AND COLLEGE PREPARATION

General Information: See regional course description on page 5.

Fees payable by the semester or week.

INSTRUCTOR: Sandi Lavallie

DATE: Mon. - Fri.  
Starts Tues., September 3, 1996

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

FEES: Full-Time Students:  
\$504.35 includes tuition & student fees

Part-Time Students:  
\$252.17 includes tuition & student fees

"THESE FEES MAY BE SUBJECT TO CHANGE"

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

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

G.E.D.

This is a course for adults who did not complete secondary school and wish to prepare to write a Ministry of Education Grade 12 equivalency exam under the General Education Development Program. Adults will study for 5 tests: English Literature, English Grammar, Science, Social Studies, and Mathematics. These classes will help you to prepare for the test.

G.E.D. EXAMS

The examinations are administered by the college for the Ministry of Education. Application forms are available at the college office. Basic requirements are that you must be at least 19 years of age, out of school (high school) for at least one full academic year, and satisfy residency standards.

Testing will be held at the Houston College Centre on the following dates subject to finalization by Victoria:

DEADLINE FOR APPLICATION	TESTING DATE
Sept. 6, 1996	Oct. 4 & 5, 1996
Nov. 1, 1996	Nov. 29 & 30, 1996
Dec. 13, 1996	Jan. 10 & 11, 1997
Feb. 7, 1997	Mar. 7 & 8, 1997
Mar. 28, 1997	Apr. 25 & 26, 1997
May 9, 1997	June 6 & 7, 1997

Applications must be in Victoria 6 weeks prior to exam date. Examination fee is \$45 payable to the Minister of Finance and must accompany your application. Application forms are available at all college centres.

UNIVERSITY CREDIT COURSES

These courses are offered as part of the Natural Resource program and are available to the general public as space permits. All have university and college transfer credit and can be audited. Contact the Houston Centre for exact dates and times; make an appointment with an educational advisor to find out more about course transfers.

**English 151 - 3.0: Technical Writing I**  
Methods and forms of technical writing, including letters, resumes, short reports, and communications with media. Lectures and exercises in grammar, vocabulary and style. Students will also read and discuss some modern literature. (3,0,0)  
Prerequisite: English 12 or permission from the instructor.

TBA  
Sept. 9 - Dec. 20  
\$129.72 + text

**Math 161 - 4.0: Applied Math**  
Topics include fractions, order of operations, proportion and rate, perimeter, area and volume, trigonometry, algebra, graphics, business math and statistics.  
Prerequisite: Math 11 or permission of instructor.

Alex Deas  
Sept. 9 - Dec. 20  
\$172.96 + text

**Please note:** Students may also register for University Credit courses at the Smithers and Hazelton Centres too, if scheduling allows. Please see page 17.

STUDENT SUCCESS

Northwest Community College offers a number of free services to help students make the most of their studies. These include tutoring, peer tutoring and tutorials upon request, study skills, advising, grammar and computer workshops and more. For more information call 845-7266.

REGIONAL PROGRAMS/COURSES

See Regional Information Section for details on the following program/course offerings:

Career & College Preparation .....	Page 5
B.C. Forestry Continuing Studies .....	Page 6
Community Resource Worker Program .....	Page 6
Early Childhood Education .....	Page 14
First Aid .....	Page 9
Transition/College Preparation .....	Page 8
Natural Resources Certificate Program .....	Page 10
Forest Technology Diploma Program .....	Page 11
Office Administration .....	Page 12
Office Administration Distance Education ...	Page 13
Provincial Instructors' Diploma Program .....	Page 16
Diploma In Adult Education .....	Page 16
University Credit Program .....	Page 17
Wilderness Guiding Skills .....	Page 18

OFFICE ADMINISTRATION DISTANCE EDUCATION

The following selection of Office Administration credit courses are available by Distance Education:

ACCT 101	Bookkeeping Fundamentals
ACCT 102	Routine Bookkeeping Procedures
OADM 130	Spelling
OADM 180	Records Management
OADM 190	Business Machines
OADM 200	Keyboarding I
OADM 205	Keyboarding II
OADM 230	Database
OADM 250	Keyboarding Applications
OADM 260	Business Simulation

FEES: Application Fee: \$25  
Tuition: \$16.45 per week  
Photocopy Fee: \$20  
Required Texts: costs vary

**NOTE:** The entire Office Assistant Certificate is not available by Distance Education. Students will need to travel to Smithers, Kitimat or Terrace to complete certificate requirements. For more information please see page 13.

NEW!

**BUSINESS/COMPUTER PROGRAMS**

In an effort to accommodate the schedules of shift-workers and others with varying routines Northwest Community College is endeavoring to provide computer courses on a flexible schedule. Many of the following courses will be held both in the afternoons as well as evenings.

**SUPER BASIC COMPUTER COURSE**

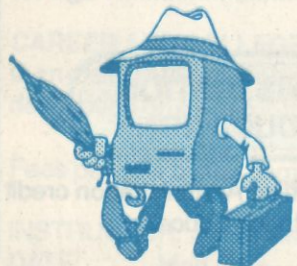
This course is designed for anyone with little or no computer experience. If you are scared to death of computers, computer-shy, or unable to get near one because your kids are always on it, this course is for you. You will have fun with a mouse, play on a keyboard, learn some terms, and be ready for the basic courses offered by the college.

**Course #1**

Houston Link to Learning  
Sept. 16 & 18  
M & W; 11:30 am - 1:30 pm  
2 sessions  
No Charge

**Course #2**

Houston Link to Learning  
Sept. 16 & 18  
M & W; 6:30 pm - 8:30 pm  
2 sessions  
No Charge



**COMPUTER CONFIDENCE**

A good place to start for those with little or no computer experience. This course is designed for those who may be apprehensive about computers and would like an introduction to the capabilities and applications of microcomputers for home or business use. This short course is general in nature and provides hands-on experience to acquaint you with the world of computing in an informal and supportive atmosphere. Topics include hardware, software, DOS, word processing and spreadsheets.

**Course #1**

Brenda Allen  
Sept. 23 - 30  
M & W; 10:30 am - 1:30 pm  
3 sessions  
\$107 plus disk

**Course #2**

Glenna Brundige  
Sept. 23 - 30  
M & W; 6 pm - 9 pm  
3 sessions  
\$107 plus disk

**BASIC COMPUTER KEYBOARDING**

This course is an introduction to the computer keyboard and its operations. Using Typing Tutor, participants will learn to touch type and improve their typing speed.

**Course #1**

Indra Manhas  
Oct. 8 - 16  
T & W; 10:30 am - 12 noon  
4 sessions  
\$83 plus text and disk

**Course #2**

Glenna Brundige  
Oct. 9 - 17  
W & Th; 6 pm - 7:30 pm  
4 sessions  
\$83 plus text and disk

**WINDOWS BASICS**

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

**Course #1**

Brenda Allen  
Oct. 21 - 30  
M & W; 10:30 am - 1:30 pm  
4 sessions  
\$131 plus text and disk

**Course #2**

Glenna Brundige  
Oct. 21 - 30  
M & W; 6 pm - 9 pm  
4 sessions  
\$131 plus text and disk

**WORD FOR WINDOWS**

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

**Course #1**

Indra Manhas  
Nov. 6 - 14  
W & Th; 10:30 am - 1:30 pm  
4 sessions  
\$131 plus text and disk

**Course #2**

Glenna Brundige  
Nov. 6 - 14  
W & Th; 6 pm - 9 pm  
4 sessions  
\$131 plus text and disk

**MICROSOFT WORKS FOR WINDOWS**

This popular home use program consists of a word processor (i.e. letters, signs, notices), database (i.e. personal address books, music collections, club mailing lists), and spreadsheet (i.e. budgets and other financial applications.) Many more uses will be discovered as the program is learned. Students must have their own licensed copy of Microsoft Works and bring it with them to each class.

**Katherine Anderson**

Nov. 18 - 26  
M, T, W, Th; 7:30 pm - 9:30 pm  
Sat.; 9 am - 4 pm  
7 sessions  
\$96 plus text and disk

**QUICKBOOKS**

Quickbooks for Windows is an easy to use bookkeeping system for small business. Students will learn to manage bank accounts, prepare financial statements, invoice customers (cash and charge sales), manage liabilities (bills and loans) and print cheques, invoices and reports. No prior knowledge of bookkeeping is necessary, but students should be familiar with Windows.

**Kathy Anderson**

Sept. 17 - 28  
T, Th; 6:30 pm - 9 pm  
Sat.; 9 am - 12 noon  
6 sessions  
\$106 plus text and disks

**QUICKEN**

Quicken for Windows can help you organize and track all your personal finances: bank accounts (chequing and savings), assets (home and car), liabilities (loans and credit cards) and investments (stocks and mutual funds). Prepare a budget and track budgeted versus actual expenses. Students should be familiar with Windows.

Register your interest.

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**QUESTIONS ?**  
Contact Northwest Community College,  
Houston Campus, at 845-7266.

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**COMPUTER TUTORING**

Don't have time for scheduled classes? Courses you wish to take are not offered or are cancelled due to lack of interest? Think about one-on-one tutoring in your home or business. Schedule would be arranged at your convenience. WordPerfect, Word for Windows, Ami Pro, Lotus 1-2-3, Simply AccPac Accounting, DOS. If you don't see a course offered that you need, please give us a call.

**Laurel Hutton**

Flexible schedule for your convenience  
\$25 per hour

NEW!

**Transfer Credit**  
to Office Administration courses available by  
Distance Education — see page 37.

**KEYBOARDING APPLICATIONS**

**OADM 200 (1 Credit)**

If you have avoided the computer, or hunt and peck is your style, NOW is the time to learn the new basic life skill of keyboarding. Learners will learn proper keyboarding fundamentals. No previous computer experience is necessary. The learners will work at their own speed.

**Indra Manhas**

Sept. 9 - 20  
M, W, Th & F; 9 am - 11 am  
8 sessions  
\$170 plus text and disk

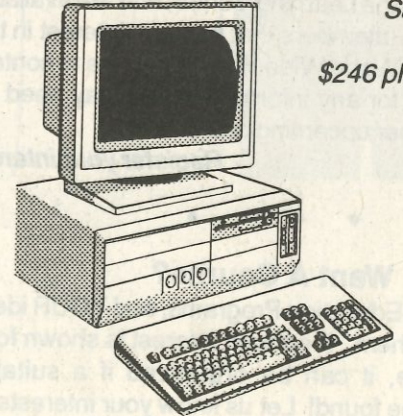
NEW!

**WORDPROCESSING OADM 220 (1 Credit)**

An introduction to Windows 3.11 and wordprocessing using Word 6.0 for Windows. This course includes: one session on Windows 3.11, mouse skills, use of the Word menu bar, document formatting and editing skills. Basic keyboarding skills are recommended.

**Indra Manhas**

Oct. 5, 19, Nov. 2, 16 & 30  
Sat., 9 am - 4 pm  
5 sessions  
\$246 plus text and disk



HOUSTON

HOUSTON

**NEW!**

**INSTALLING YOUR MODEM**

Are you planning to connect to the Internet? Will your present modem be adequate? Are you considering a new modem? What kind should you get? Ivan will answer these and other questions about your modem and demonstrate how to install and configure your system so you too can get on-line.

Ivan Widen

Oct. 17

Th, 6:30 pm - 9:30 pm

1 session

\$37 plus 2.31 GST

**FIRST AID / HEALTH**

**CHILDSAFE**

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

Roger Cloutier

Northwest First Aid Training

Sept. 21

Sat., 9 am - 5 pm

1 session

\$75



**CPR**

This course will cover recognizing the signals and responding to cardiovascular emergencies, accessing the Emergency Medical System, rescue breathing and treatment for conscious and unconscious choking situations.

Roger Cloutier

Northwest First Aid Training

Sept. 22

Sun., 8 am - 5 pm

1 session

\$85

**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. Certificates issued upon successful completion.

Shiranthini Hensman

Oct. 21 - 23

M, T; 6:30 pm - 10 pm

W; 6:30 pm - 9:30 pm

3 sessions

\$104 plus text

**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.

Roger Cloutier

Northwest First Aid Training

1 session

\$85

**Course 1**

Sept. 7

Sat., 8 am - 5 pm

**Course 2:**

Nov. 16

Sat., 8 am - 5 pm

**TRANSPORTATION ENDORSEMENT**

This course is designed to prepare Occupational First Aid Attendants, Level I with the skills and knowledge needed to move and transport injured/ill workers to medical aid. Topics covered are patient-handling and lifting techniques, spineboard and basket stretcher immobilization techniques, patient assessment and treatment during transport, transportation vehicles, aircraft transportation and applied first aid regulations.

Roger Cloutier

Northwest First Aid Training

1 session

\$85

**Course 1:**

Sept. 8

Sun., 8 am - 5 pm

**Course 2:**

Nov. 17

Sun., 8 am - 5 pm

**LEVEL III OCCUPATIONAL FIRST AID**

Participants will learn theory and practical skills of basic life support. LEVEL III includes one- and two-person 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.

Roger Cloutier

Northwest First Aid Training

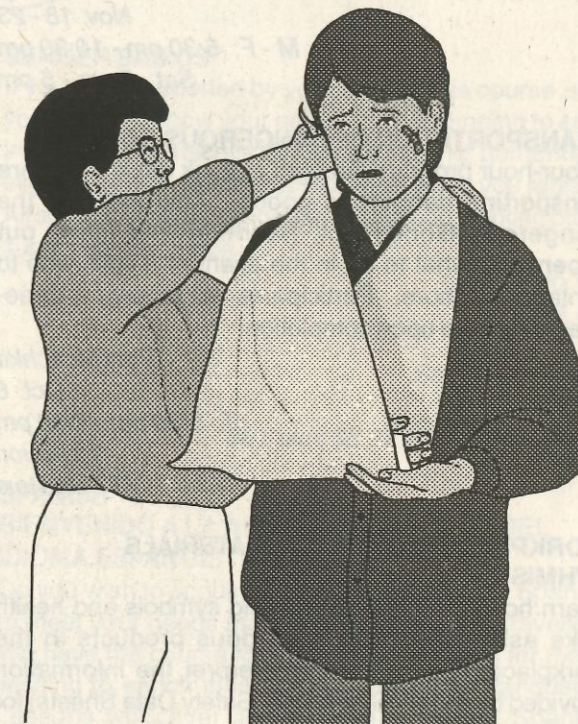
Oct. 7 - Nov. 9

M & W, 6:30 pm - 10:30 pm

Sat., 8 am - 5 pm

14 sessions

\$575



**NEW!**

**PREVENTING CHILDHOOD INJURIES**

Injuries are the leading cause of death and disability among children and youth. Most of these injuries can be prevented. This workshop will outline the leading causes of childhood injuries and give simple ways to predict and prevent them.

Kristen Hull

Sept. 19

Th; 7 pm - 8:30 pm

1 session

\$9 plus .63 GST

HOUSTON

HOUSTON

**Want A Course?**

These are your Education Programs, and YOUR ideas can be part of them. If enough interest is shown for a special course, it can be organized if a suitable instructor can be found! Let us know your interests by calling 845-7266.

## 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.

Judy Daye  
BV Driving School  
6 sessions  
\$180 + text  
**Course 1:**  
Sept. 30 - Oct. 5  
M - F; 6:30 pm - 10:30 pm  
Sat., 8 am - 5 pm

**Course 2:**  
Nov. 18 - 23  
M - F; 6:30 pm - 10:30 pm  
Sat., 8 am - 5 pm

### TRANSPORTATION OF DANGEROUS GOODS

A four-hour program directed at truck drivers who are transporting dangerous goods. This includes the Dangerous Goods Act, handling and filling out paperwork, what to do in the event of a spill, who to contact and more. Participants will receive a three-year certificate upon completion.

Paul Monchka  
Oct. 8  
T; 5:30 pm - 9:30 pm  
1 session  
\$77 plus text

### WORKPLACE HAZARDOUS MATERIALS (WHMIS)

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

John Lombardi  
Oct. 7  
M; 5:30 pm - 9:30 pm  
1 session  
\$53 plus text

## GENERAL INTEREST

### CANINE OBEDIENCE

Behaviour and obedience will be the focus of these lessons. The dogs will learn to come when called, lead properly, sit stay, down stay and stand stay. All dogs must have proof of up-to-date vaccination shots. Northwest Community College non-credit certificates of accomplishment will be issued.

Gwen Hopper  
Sept. 7 - Oct. 26  
Sat., 9 am - 4 pm  
8 sessions  
\$79 plus 5.53 GST

### CREATIVE MEMORIES - PHOTO ALBUMS

Don't let your photo memories fade away. Countless photographs are stored in shoe boxes or drawers waiting to be organized for enjoyable viewing. Family albums are chronicles, capturing moments shared with the most important people in your lives, and meaningful legacies of memories which can be shared with families now and with generations to follow.

Rachel Bertles  
Oct. 5  
Sat., 9:30 am - 3:30 pm  
1 session  
\$72 plus 5.04 GST plus supplies

### FIRST TIME HOME BUYERS

This course is designed to aid the first time home buyer through the purchase agreement, financing, building inspection, agency disclosure and much more. No extra fee if you wish to bring a partner. Please bring your questions.

Tanya Belsham  
Oct. 2  
W; 7 pm - 9 pm  
1 session  
\$24 plus 1.68 GST

### FLY CASTING

Now is the time to learn the art of fly casting. Course will include the basic flies, knots, casting the dry fly, accuracy casting, and the roll cast. A must for any fisherperson (beginner or advanced). It just may be the hobby you're looking for. Bring your own fly rod and a bag lunch.

Gord Boyce  
Sept. 28  
Sat., 9:30 am - 4:30 pm  
1 session  
\$40 plus 2.80 GST

NEW!

### FLY TYING FOR BEGINNERS

Learn the basic art of fly tying. Topics include wet and dry fly construction, proportion and material choice, plus many fly tying and fly fishing related topics. Ask for a list of tools and materials when you register. Bring a bag lunch.

Gord Boyce  
Sept. 14 - 21  
Sat., 9:30 am - 4:30 pm  
2 sessions  
\$60 plus 4.20 GST and supplies

NEW!

### BEGINNERS' GUITAR (Teens & Adults)

Get down and boogie with that guitar that sits in the closet! Students will learn to play songs in a style suited to most styles of popular music (rock, country and folk). They will learn to strum first position chords in two keys, as well as to use a capo to transpose into other keys. Participants in the course will need a guitar, several medium gauge nylon picks, a capo (the orange and black cloth kind are inexpensive and work well) and at least half an hour a day to practise. A duotang with course materials will be provided.

David Conway  
Sept. 30 - Dec. 16  
M; 6:30 pm - 7:30 pm  
10 sessions  
\$69 plus \$4.76 GST plus supplies

NEW!

### JAZZY JACKET

Learn a variety of fabric piecing, stitching and embellishing techniques to create a one-of-a-kind garment. Jackets will be featured however, if you would rather create a vest, feel free! Detailed course outline and supply list available upon registration.

Elizabeth Pelsma  
Sept. 21 & 22  
Sat. & Sun., 9:30 am - 5 pm  
2 sessions  
\$92 plus \$6.44 GST plus supplies

NEW!

### LOW COST EATING

Come and learn how to prepare healthy, low cost meals. This course combines classroom lectures with a hands-on cooking class. The first two classes will include information on healthy eating, budgeting and a shopping tour on how to get more for your money. The next two classes will provide hands-on instruction on making low cost but delicious meals. Quick and easy meals will also be discussed.

Joanne Kovanchak  
Sept. 30 - Oct. 9  
M & W; 6:30 pm - 9:30 pm  
4 sessions  
\$107 plus 7.49 GST

### PHOTOGRAPHY

This course will help you to master your camera in time to capture the beautiful fall colours. It will cover camera basics: film, composition, exposure and lenses. Includes two field trips.



Simon Jeffery  
Sept. 28 - Oct. 26  
Sat., 9:30 am - 11:30 am  
5 sessions  
\$64 plus 4.48 GST and supplies

NEW!

### SERGER BASICS

If you feel threatened by your serger, this course is for you! You will know your serger from beginning to end - from threading the machine to flat locking; gathering to elastic insertion. Pick up a supply list when you register. All students should bring a serger in good working order, supplies and a lunch.

Colleen Hooper  
Oct. 4 & 5  
F; 7 pm - 9 pm  
Sat.; 9 am - 4 pm  
2 sessions  
\$91 plus \$6.37 GST plus supplies

### SPANISH BIENVENIDO A LA ALEGRIA Y ENCANTO DEL IDIOMA ESPANOL!

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

Violetta Schwartz  
Sept. 24 - Oct. 24  
T & Th; 6:30 pm - 8 pm  
10 sessions  
\$109 plus 7.63 GST

Classes fill early, and  
registrations are accepted  
on a first come basis.  
Register early!

**NEW!**

**TAI CHI**

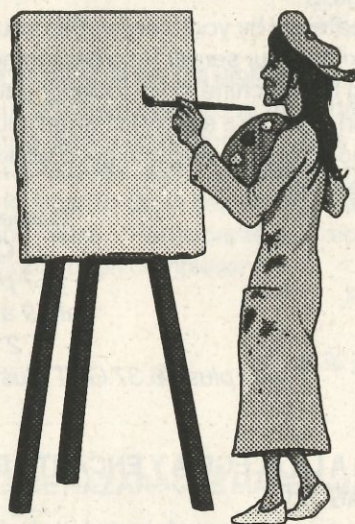
Tai Chi is a form of exercise that strengthens the body while being non-jarring. It rejuvenates by promoting flexibility and encouraging the body's organs and circulative system to work properly. Tai Chi aids relaxation and can help to lead one to a deeper understanding of self over time. Martial and self defense skills can be acquired.

*Michael LeBaron*  
Sept. 28 - Oct. 6  
Sat. & Sun., 9 am - 5 pm  
4 sessions  
\$183 plus 12.81 GST

**WATERCOLOUR BASICS**

Discover the beauty of watercolours while learning the basic skills. Kathy, a local accomplished artist, will provide an interactive hands-on environment, while teaching you about paints, colours, brushes and paper. An assortment of watercolour techniques will be covered - wet on wet, as well as wet on dry and many watercolour tricks. Come and discover your creative side. Ask for a supply list when you register.

**Register your interest**



**WILLOW WREATHS**

Enjoy a fun filled evening with Glenda, a skilled weaver who has been teaching the art of willow weaving for several years. Using local willows she will guide you in creating your one-of-a-kind wreath. Don't miss the opportunity to weave wreaths from nature. Supply list available upon registration.

*Glenda Ferris*  
Nov. 4  
M; 6:30 pm - 9:30 pm  
1 session  
\$35 plus supplies

**EARLY CHILDHOOD EDUCATION**

These ECE courses will be held by teleconferencing at all the centres. For more detailed descriptions and prerequisites please see pages 14 & 15.

**NOTE: These teleconferencing courses have a maximum enrollment of 8 students per centre.**

**E.C.E. 220 - 3.0: Programming for Infant/Toddlers**  
Instructor: TBA  
All Centres - Teleconferencing Room  
Sept. 9 - Dec. 9  
M; 7 pm - 9 pm  
plus a Saturday workshop  
14 sessions  
\$129.72 + textbook

**FAM 01 - Introduction To Family Daycare**  
Laura Jobb  
All Centres - Teleconferencing Room  
Sept. 26 - Nov. 28  
Th; 7 pm - 9 pm  
10 sessions  
\$60 + textbook (approx. \$45)

**E.C.E. 140 - 3.0: Psychology of Human Development (Part I)**  
Instructor: TBA  
All Centres - Teleconferencing Room  
Sept. 10 - Dec. 10  
T; 7 pm - 9 pm  
plus a Saturday workshop  
14 sessions  
\$129.72 + textbook

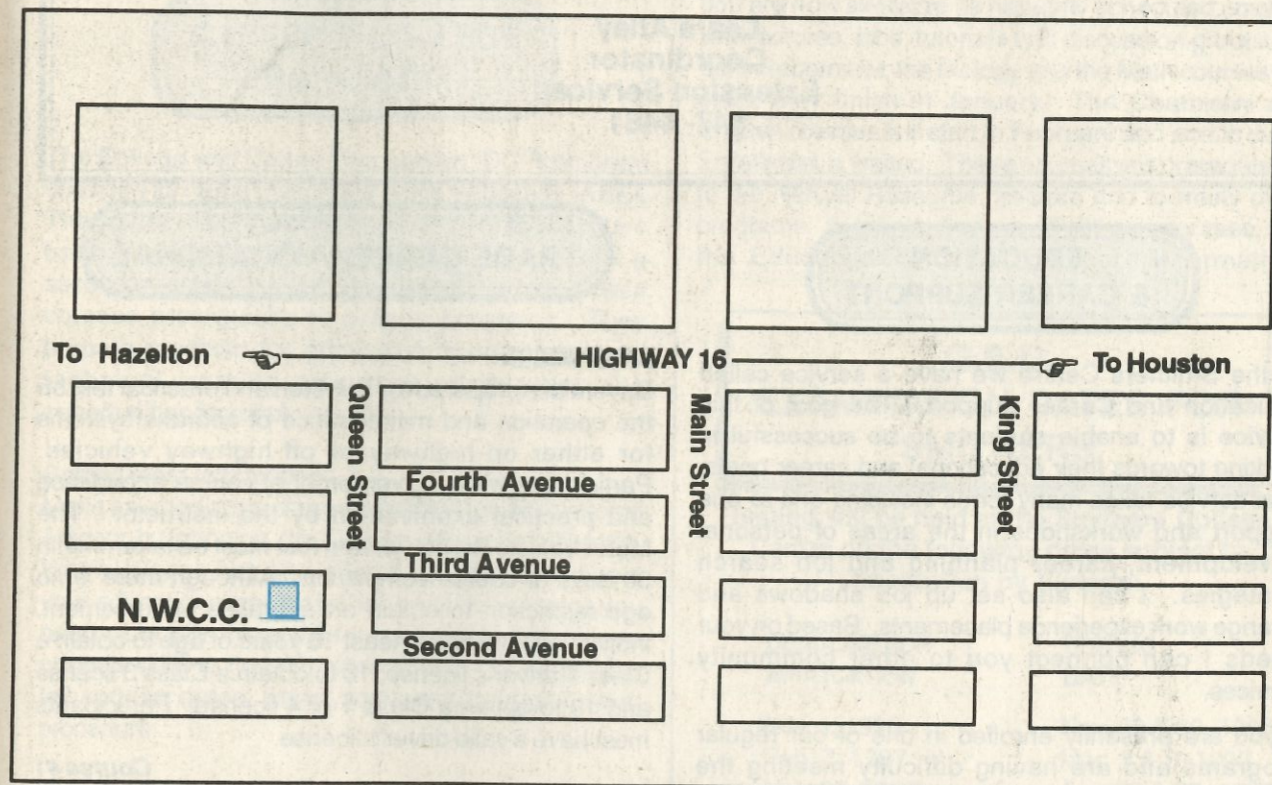
**E.C.E. 135 - 3.0: Working with Children Requiring Extra Support**  
**NOTE:** This course will be held LIVE in the Eastern Region. The location of this course will be determined by the centre that has the most registered students.  
Karen Chrysler  
Fall 1996  
14 sessions  
Maximum enrollment: 24 students  
\$129.72 + textbook

**SMITHERS CAMPUS**

**COLLEGE OFFICE HOURS**

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

**Note:** In order to avoid course cancellations, it is important that the College be notified of your registration one week in advance of the course date. We do not like to see courses cancelled, but we do not need sufficient numbers in order to run them.  
Thanks for your consideration.



**SMITHERS NON-INSTRUCTIONAL STAFF**

- Laara Atley ..... Coordinator - Extension Services
- Doug A. Baker ..... Director - Eastern Region
- Mary Hiemstra ..... Day Clerk
- Ross Hoffman ..... Education Career Support
- Carol Palm ..... Centre Clerk
- Sheila Peters ..... Educational Advisor



## TRAINING PROGRAMS FOR BUSINESS, INDUSTRY, GOVERNMENT AGENCIES & OTHER ORGANIZATIONS

Bulkley Valley organizations face unique challenges in meeting their special training needs. The Northwest Community College's Extension Services department delivers high quality, flexible training, and education that is responsive to the economic, social, cultural and developmental needs of the communities in the College's eastern region and beyond. Recognizing the critical interdependency between the communities and College, we strive to:

- ♦ integrate the resources of the College and communities
- ♦ assist communities to develop and implement educational plans
- ♦ help individuals and groups effectively manage change
- ♦ supplement and complement existing courses and programs.

To discuss programming needs and opportunities, contact:

**Lara Atley**  
Coordinator  
Extension Services  
847- 4461

## EDUCATION & CAREER SUPPORT

At the Smithers Centre we have a service called Education and Career Support. The goal of this service is to enable students to be successful in working towards their educational and career goals. This service takes many forms including one to one support and workshops in the areas of personal development, career planning and job search strategies. I can also set up job shadows and arrange work experience placements. Based on your needs I can connect you to other community services.

If you are presently enrolled in one of our regular programs and are having difficulty meeting the demands, or if you are considering enrolling in one of our programs and are aware of things that might interfere with your success, I may be able to assist you in developing strategies that lead to positive solutions. For more information, or assistance contact Ross Hoffman at 847- 4461.

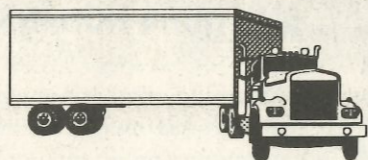
**PRE-REGISTRATION**  
Fees must be paid one week prior to the commencement of the class to guarantee your space.

## TRADE/CAREER/VOCATIONAL

### AIRBRAKES

Drivers are prepared for a written and practical test on the operation and maintenance of airbrake systems for either on-highway or off-highway vehicles. Participants will be given proof of course attendance and practical examination by the instructor. The Motor Vehicle Branch written test must be taken within 30 days of course completion. Although there is no age restriction to obtain an airbrakes endorsement, individuals must be at least 16 years of age to obtain a Class 5 driver's license; 18 to obtain a Class 3 license and 19 to obtain a Class 1 or 4 license. Participants must have a valid driver's license.

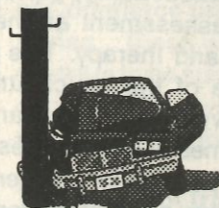
**Course #1**  
BV Driving School  
Sept. 16 - 21  
M - F, 6:30 pm - 10:30 pm  
Sat. 9 am - 4:30 pm  
6 sessions  
\$180 plus manual



**Course #2**  
Nov. 4 - 9  
M - F, 6:30 pm - 10:30 pm  
Sat., 9 am - 4:30 pm  
6 sessions  
\$180 plus manual

### DEFENSIVE DRIVING

Become acquainted with the techniques of defensive driving with this B.C. Safety Council approved program. New drivers and those who are renewing their licences are encouraged to attend, but everyone could become a better driver by learning how to drive defensively. Upon successful completion of this course, participants will be issued a B.C. Safety Council Certificate.



Judy Daye  
Oct. 19  
Sat., 8:30 am - 5:30 pm  
1 session  
\$75 includes text

## CAREER & COLLEGE PREPARATION

The College and Career Preparation (CCP) program changed its name from Adult Basic Education (ABE). The courses in the program enable people to acquire basic language and numerical skills, to complete a secondary school education equivalent, or to complete courses prerequisite to college programs. They prepare students for admission to vocational and technical training programs or increase the opportunities for employment.

### Getting More Information

Make an appointment to see the College Educational Advisor by phoning the College office at 847-4461. When you see her, she will ask you questions about your educational goals and tell you which courses you need. Usually there will be an assessment of your present skills to find the place to start. She can also tell you the dates, times, costs and the registration procedure.

### How the Courses Run

Students start any of the courses during the college year from September to June. In many of the courses, students work on their own in the classroom. They complete the course materials at their own pace. Attendance is full time or part time. Some courses are also available in a lecture, lab and tutorial format. The instructor leads and guides the students at a set pace.

### What's Available in Smithers?

- ♦ Literacy - beginning to read, write and use numbers
- ♦ Basic English and Arithmetic skill development
- ♦ English language skills for speakers of other languages
- ♦ Math, English and Science courses to the grade 12 level
- ♦ GED test preparation
- ♦ Intermediate, Advanced and Provincial Diploma courses

### What's New?

Classes with lectures, labs, tutorials and small group discussions. You may prefer regularly scheduled classes that are led by an instructor. Biology 11 or 040, Math 11 or 040, Chemistry 11 or 040 and English 12 or 050 are now available as regularly scheduled courses with lectures, labs, tutorials and discussion groups. In early September, the Biology and the Math courses will start; they finish in January. The Chemistry and English courses will start in February and end in June. Enrollment is limited. These courses are prerequisites to the Natural Resource program and to many other programs. If you need one or all of these courses, see the Educational Advisor for more information.

## G.E.D. EXAMINATION DATES FOR SMITHERS

Testing will be held at the Smithers College Centre on the following dates subject to finalization by Victoria:

DEADLINE FOR APPLICATION	TESTING DATE
Nov. 1, 1996	Nov. 29 & 30, 1996
Feb. 7, 1997	Mar. 7 & 8, 1997
Mar. 28, 1997	Apr. 25 & 26, 1997
May 9, 1997	June 6 & 7, 1997

Applications must be in Victoria twenty-eight days prior to exam date. Examination fee is \$45 payable to the Minister of Finance and must accompany your application. Application forms are available at all college centres.

### ENGLISH AS A SECOND LANGUAGE

This ESL program is sponsored by Citizenship and Immigration Canada and is free of charge. For details, please turn to page 50.

## UNIVERSITY CREDIT COURSES

These courses are available to the public for university transfer credit or to audit for general interest. English 101, in combination with English 102, satisfies the first year English requirements needed for virtually all university and many college programs. Psychology and Sociology are part of NWCC's Community Resource Worker and Social Service Worker programs and are essential courses for anyone seeking a career in the social sciences, health or related professions. For more information about these courses, make an appointment with the educational advisor; phone 847-4461.

To apply - complete an application form available at any college centre and return to the Smithers campus with a \$25.00 application fee.

### ENGLISH 101 - 3.0: LITERATURE & COMPOSITION I

Reading and discussion of modern fiction, poetry and drama. Lectures on grammar and style. Written assignments based on analysis of the literature read, personal experience and subjects of general interest. (3,0,0)

*Sheila Peters*  
Sept. 9 - Dec. 16  
M, 6:30 - 9:30 p.m.  
\$129.72 + text  
Minimum enrollment: 15

### PSYCHOLOGY 101-3.0: INTRODUCTORY PSYCHOLOGY I

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

*Ted Eberle*  
Sept. 10 - Dec. 17  
T, 3:30 - 6:30 p.m.  
129.72 + text  
Minimum enrollment: 15

**Don't delay,  
Register today!**

### PSYCHOLOGY 221 - 3.0: ABNORMAL PSYCHOLOGY & THERAPY I

A second year elective psychology course for students interested in learning more about psychological disorders and therapy. Recommended for students who plan to work or are working in a mental health related setting. In this course we start with a thorough examination of the historical antecedents, current theoretical perspectives, and assessment as they relate to abnormal psychology and therapy. This is followed by a review of some of the psychiatric disorders including perspectives on causes and treatment. Specific topics this semester include stress, health and adjustment disorders; personality disorders; anxiety disorders and dissociative and somatoform disorders. (3,0,0) Prerequisites: Psychology 101 and 102 or permission of instructor.

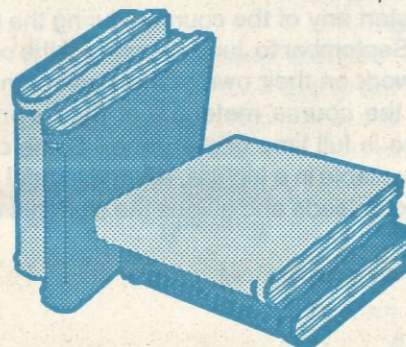
*Ted Eberle*  
Sept. 12 - Dec. 19  
Th, 1 pm - 4 p.m.  
\$129.72 + text

### SOCIOLOGY 205-3.0: SOCIOLOGY OF THE FAMILY

A description and analysis of family structure in modern industrial societies. Topics include theoretical perspectives of family and family change, mate selection, marriage and divorce, gender roles and power within families, child-rearing, variant family forms, family law and policy issues related to family. (3,0,0) Prerequisite: Introductory Sociology or Anthropology or permission of instructor.

*Bev Clifton Percival*  
Sept. 12 - Dec. 19  
Th, 9 am - 12 noon  
\$129.72 + text

**Please note:** Students may also register for University Credit courses at the Hazelton or Houston Centres, if scheduling permits. Please see page 17.



## BRIDGE THE DISTANCE BETWEEN IDEAS AND ACTION

In order to remain effective and competitive in today's new economy, it is vital that every member of the workforce be prepared and equipped with the skills required in today's marketplace. It is also vital that we approach these new challenges with a positive and energetic attitude.

During 1995 and 1996 Northwest Community College in partnership with the Smithers District Chamber of Commerce provided a series of twenty-five workshops called the Smithers Community Success Series. These workshops are designed to improve your expertise and business skills so that you can continue to be successful in these new economic conditions. Plans are underway to provide another series during the fall and winter of 1996 - 1997. Please notify the College or the Chamber of your interest and/or suggestions for this upcoming series.

**This series of training will include the following seminars and workshops:**

- Cultural Awareness - Valuing Diversity in the Marketplace and the Community
- Customer Service - Extending Yourself and Achieving Services Excellence
- Effective Communication Skills - Including both Written and Verbal Formats
- Effective Promotional and Marketing Techniques
- Effective Public Relations - The power of Networking
- Employment Standards Guide
- Human Resource Planning and Organizational Development
- Increasing Employee Productivity
- Insights into Personality Style - Making good use of each person's style
- Managing and Resolving Conflict in the Workplace
- Managing People Through the Turmoil of Change
- Professional Sales Techniques - For all types of business transactions
- Professional Telephone Skills
- Self Esteem and Assertiveness Training
- The Value of Performance Appraisals
- Time and Stress Management

## CONTINUING EDUCATION

We at Northwest Community College strive to be as responsive as possible to community requests and suggestions. The Continuing Education Department is prepared to offer courses if sufficient interest is expressed. We require your name, phone number, the name or type of program you are interested in, and your preferred time frame. We look forward to providing this service to you.

Some course suggestions are:

- ♦ CORE
- ♦ Medical Terminology
- ♦ Sign Language
- ♦ Wet'suwet'en Language & Culture Courses
- ♦ Women In the Non-traditional Workplace

To discuss programming needs and opportunities contact:

**Lara Atley**  
Coordinator  
Extension Services  
(604) 847- 4461

## ENGLISH AS A SECOND LANGUAGE

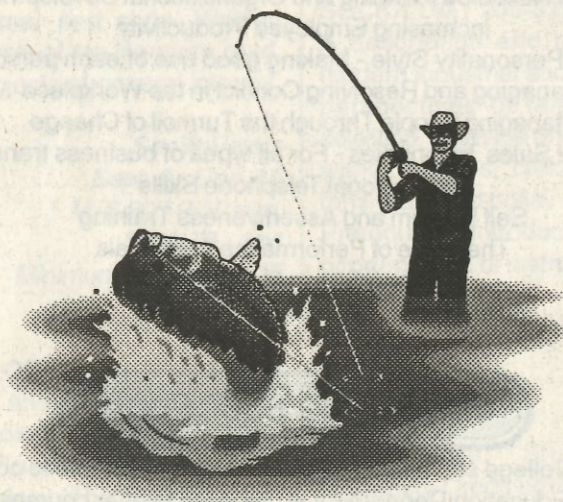
This program is for landed immigrants and Canadian citizens who would like to improve their English language skills. This program is designed to serve students at different levels. To guarantee individual attention only a limited number of students is accepted. There is no fee.

**Apply at NWCC in Smithers by September 5, 1996.**

Instructor: Dorothy Giesbrecht  
 Location: NWCC, Smithers campus  
 Date: Fall Semester - September 16 - December 18, 1996  
 Winter Semester - January 6 - March 26, 1997  
 Day/Time: Mon., Tues., & Wed., 6:30 p.m. to 10:00 p.m.

## WILDERNESS GUIDING SKILLS

The Wilderness Guiding Skills program takes place April to June each year. This is an extremely popular program with excellent employment prospects in traditional guiding and adventure tourism sectors. For more details please refer to the regional course description in this brochure (Page 18).



## BULKLEY VALLEY LEARNING CENTRE

In order to expand educational opportunities in the community, Northwest Community College has established a partnership with School District #54 and Human Resources Development Canada. A Pathfinder computer-managed learning system was purchased by HRD and set up in the Bulkley Valley Learning Centre adjacent to the main college building. Students who are enrolled at the college who want to complete the requirements for G.E.D. or complete subjects which are prerequisites for entrance to college and university programs can do so either in our Career and College Preparation classroom or in the Learning Centre.

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

## OFFICE ADMINISTRATION

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

Instructors: Bev Davidson  
 Terrie McAloney  
 Sandra Clark

Instructor's Aide: Heather Anderson.

For details about course offerings please refer to the descriptions in the regional section, page 14.

### Full-time (days)

The full-time program's next intake is September, 1996. Apply at the Smithers Centre.

### Part-time (evenings) Jan. - June

The Office Administration program is available on a part-time basis in the evening. Continuous intake as space permits. \$16.45 per week plus \$25 application fee. Monday to Thursday, 6:30 pm - 9:30 pm.

The Office Administration program will also take registrations for selected courses, for more detailed information on the courses please see pages 12 & 13 of this brochure. These courses are offered as credit courses within the Office Administration program; however, they can also be taken as non-credit courses in which case prerequisites do not apply. Previous computer experience and some keyboarding skills are recommended for the word processing courses. Classes are delivered at the specified times; however, students will have access to the computer lab and classrooms from 9 am - 4 pm Monday to Friday as long as another class is not in session and during the evening from 6:30 pm to 9:30 pm Monday to Thursday.

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

For more information on the Office Administration program, please refer to the regional section of this brochure, page 12.

## OFFICE ADMINISTRATION DISTANCE EDUCATION

The following selection of Office Administration credit courses are available by Distance Education:

ACCT 101 Bookkeeping Fundamentals  
 ACCT 102 Routine Bookkeeping Procedures  
 OADM 130 Spelling  
 OADM 180 Records Management  
 OADM 190 Business Machines  
 OADM 200 Keyboarding I  
 OADM 205 Keyboarding II  
 OADM 230 Database  
 OADM 250 Keyboarding Applications  
 OADM 260 Business Simulation

FEES: Application Fee: \$25  
 Tuition: \$16.45 per week  
 Photocopy Fee: \$20  
 Required Texts: costs vary

**NOTE:** The entire Office Assistant Certificate is not available by Distance Education. Students will need to travel to Smithers, Kitimat or Terrace to complete certificate requirements. For more information please see page 13.

## REGIONAL PROGRAMS/COURSES

See Regional Information Section for details on the following program/course offerings:

Career & College Preparation ..... Page 5  
 B.C. Forestry Continuing Studies ..... Page 6  
 Community Resource Worker Program ..... Page 6  
 Early Childhood Education ..... Page 14  
 First Aid ..... Page 9  
 Transition/College Preparation ..... Page 8  
 Natural Resources Certificate Program ..... Page 10  
 Forest Technology Diploma Program ..... Page 11  
 Office Administration ..... Page 12  
 Office Administration Distance Education ... Page 13  
 Provincial Instructors' Diploma Program ..... Page 16  
 Diploma In Adult Education ..... Page 16  
 University Credit Program ..... Page 17  
 Wilderness Guiding Skills ..... Page 18

## COMPUTER COURSES

**Reminder:** In order to avoid course cancellations, it is important that the College be notified of your registration one week in advance of the course date. We do not like to see courses cancelled, but we do need sufficient numbers in order to run them. Thanks for your consideration.

### INTRODUCTION TO COMPUTER APPLICATIONS

This is a six session course and provides an introduction to computers for people who have never used a computer before. Students will gain experience with DOS, Windows, Wordprocessing and Spreadsheet applications. This course is intended to provide students with the understanding and information needed to feel comfortable using a computer and as an incentive to pursue more advanced courses.

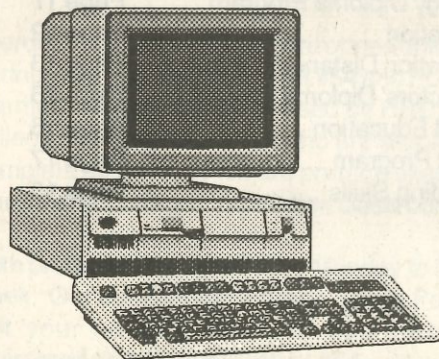
Sandra Clark  
Oct. 31 - Dec. 5  
Th, 3 pm - 5 pm  
6 sessions  
\$100 + text

**NEW!**

### MICROSOFT ACCESS

This is an introductory course to Microsoft Access which will introduce the student to the concept of a database, including fields, records, indexes, and files. The course will end with creating queries and reports on a database created in class. The student will be expected to have some computer experience and a basic working knowledge of Microsoft Windows and the use of a mouse. At the end of the course, the student will be able to design and build a basic database, enter information into it, index the file, and create a query or report on the information held within the database. The student will also have an understanding of the structure of a database and the difference between a flat and a relational database.

David Blasko  
Sept. 28, Oct. 5, 19 & 26  
9 am - 12 noon  
4 sessions  
\$125 + text



### SIMPLY ACCOUNTING / DOS ENVIRONMENT

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. Prerequisites: A good basic understanding of standard manual bookkeeping skills and basic computer skills, including DOS.

Cindy Elliot  
Oct. 3  
T & Th, 6:30 pm - 9:30 pm  
4 sessions  
\$125

## FIRST AID/HEALTH

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

### OCCUPATIONAL FIRST AID - LEVEL 1

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

**Course #1**  
Deborah Godin  
Sept. 9  
M, 8:30 am - 5:30 p.m.  
1 session  
\$85

**Course #2**  
Sept. 14  
Sat., 8:30 am - 5:30 p.m.  
1 session  
\$85

**Course #3**  
Deborah Godin  
Sept. 18  
W, 8:30 am - 5:30 p.m.  
1 session  
\$85

**Course #4**  
Sept. 23  
M, 8:30 am - 5:30 p.m.  
1 session  
\$85

**Pre-registration  
Fees must be paid one week prior to the  
commencement of the class to  
guarantee your space.**

### 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, patient assessment and treatment during transport, transportation vehicles, aircraft transportation and applied first aid regulations. Prerequisite: Occupational First Aid, Level 1.

**Course #1**  
Deborah Godin  
Sept. 10  
T, 8:30 am - 5:30 p.m.  
1 session  
\$85

**Course #2**  
Sept. 15  
Sun., 8:30 am - 5:30 p.m.  
1 session  
\$85

**Course #3**  
Deborah Godin  
Sept. 19  
Th, 8:30 am - 5:30 p.m.  
1 session  
\$85

**Course #4**  
Sept. 24  
T, 8:30 am - 5:30 p.m.  
1 session  
\$85

### OCCUPATIONAL FIRST AID - LEVEL III

In this 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. No prerequisites.

**Course #1**  
Deborah Godin  
Sept. 30 - Oct. 11  
M - F, 8:30 am - 5:30 p.m.  
10 sessions  
\$575 includes texts

**Course #2**  
Deborah Godin  
Oct. 14 - Nov. 16  
M & Th, 6 pm - 10 p.m.  
Sat., 8:30 am - 5:30 pm  
15 sessions  
\$575 includes texts



**Note to Participants:** Please allow for an extra day to the course time in order to write the Level III course exam. Exams are scheduled by W.C.B. the week following the course. You will be notified of exam dates by your instructor at the second or third class session.

### FOODSAFE

If you're concerned about the potential hazards of unsafe foodhandling practices and want to learn about foodborne illness, personal hygiene, safe serving and dispensing methods, food protection and preparation, and dishwashing methods this is the course to take. Recommended by the Skeena Health Unit for all persons preparing food for public consumption. A certificate will be issued upon successful completion of this course.

**Course #1**  
Northwest Nutrition Consulting - Joanna Kovanchuk  
Sept. 23 - 25  
M - W, 6:30 pm - 9:30 p.m.  
3 sessions  
\$100



**Course #2**  
Joanna Kovanchuk  
Oct. 28 - 30  
M - W, 6:30 pm - 9:30 p.m.  
3 sessions  
\$100

### PRENATAL

Pregnancy and child-bearing are major personal life experiences. This program provides parents with knowledge of the essential components of a healthy pregnancy. Participants are requested to come with a pillow and dressed in comfortable clothing in order to perform some exercises. Each series consists of seven classes. The first two classes cover physical and emotional changes as well as aspects of nutrition, lifestyle choices and exercise. The next five classes include practical information skills and strategies for dealing with the labour and delivery process, relaxation techniques, breathing awareness, care for the mother and child upon delivery as well as infant care and feeding techniques. A hospital tour is included.

**Course #1**  
Sue Skeates & June MacLaurin  
Aug. 8 - Sept. 12  
Th., 7 pm - 9 p.m.  
6 sessions  
\$100



**Course #2**  
Sue Skeates & June MacLaurin  
Oct. 31 - Dec. 5  
Th., 7 pm - 9 p.m.  
6 sessions  
\$100

**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.

**GENERAL INTEREST**

**NEW!**

**ARMCHAIR GARDENING**

A gardening course with a difference. A guided, practical exploration into cold climate gardening. Discover the best perennials and annuals for northern gardeners. Learn what vegetables valley gardeners are growing. Participate in bulk ordering of seeds. Discover the secrets of propagating your own plants. Build a light stand to assist in germination. Learn first-aid for your lawn, trees and shrubs. Enjoy the benefits of a kitchen garden; learn to cook with herbs that you have grown.

Some examples of topic areas for discussion will include annuals, perennials, hardiness zones, herbs, seeds and seed exchange, gardening information and the Internet, working with seed, plant propagation, garden pests and controls, soil building, composting, lighting systems, vegetables, preserving what you harvest, garden design, micro-climates, record keeping (journal), botanical nomenclature, some physiology and pruning.

Tracey Strong is a second generation valley gardener who has journeyed from the reluctant weeding of the family potato patch to what has become a garden growing obsession. Her current gardening interests are dahlias, sunflowers, shade gardening and, of course, the obligatory vegetables. The course format will include instructor handouts, guest lectures, slides, videos, and some practical application. All levels of gardening experience and interests are welcome. Please bring a three ring binder to the first class.

Tracey Strong

Oct. 24 - Mar. 13

Th., 7 pm - 10 pm

(check at time of registration for exact dates)

\$95 + GST



**CLASSES**

**FILL QUICKLY AND  
REGISTRATIONS**

**ARE ACCEPTED ON A FIRST PAID  
BASIS.**

**REGISTER EARLY!**

**Deutsch:  
Schritt für Schritt**

**NEW!**

**GERMAN FOR BEGINNERS**

Learn the basics of the German language under instruction of a qualified native German teacher and collaboration of the Goethe Institute, Vancouver. This course is 24 hours at NWCC's Smithers Centre. **Pre-register by Sept. 12.**

Marianne Perez

Sept. 19 - Dec. 5

Th, 6:30 pm - 9 pm

12 sessions

\$105 + GST, plus text

**NEW!**

**GERMAN LANGUAGE, CULTURE & DISCUSSION  
GROUP**

**Möchten Sie Ihr DEUTSCH auffrischen?**

Ideen, Erfahrungen, Erinnerungen, aktuelle Themen auf DEUTSCH mit einer Gruppe von Gleichgesinnten auf DEUTSCH austauschen? Dienstag, um 18:30 - 21:00 Uhr. **Bitte teilen Sie uns Ihr Interesse bis zum 12.09.96 mit, rufen Sie uns einfach an!**

**IN CO-OPERATION  
WITH:**

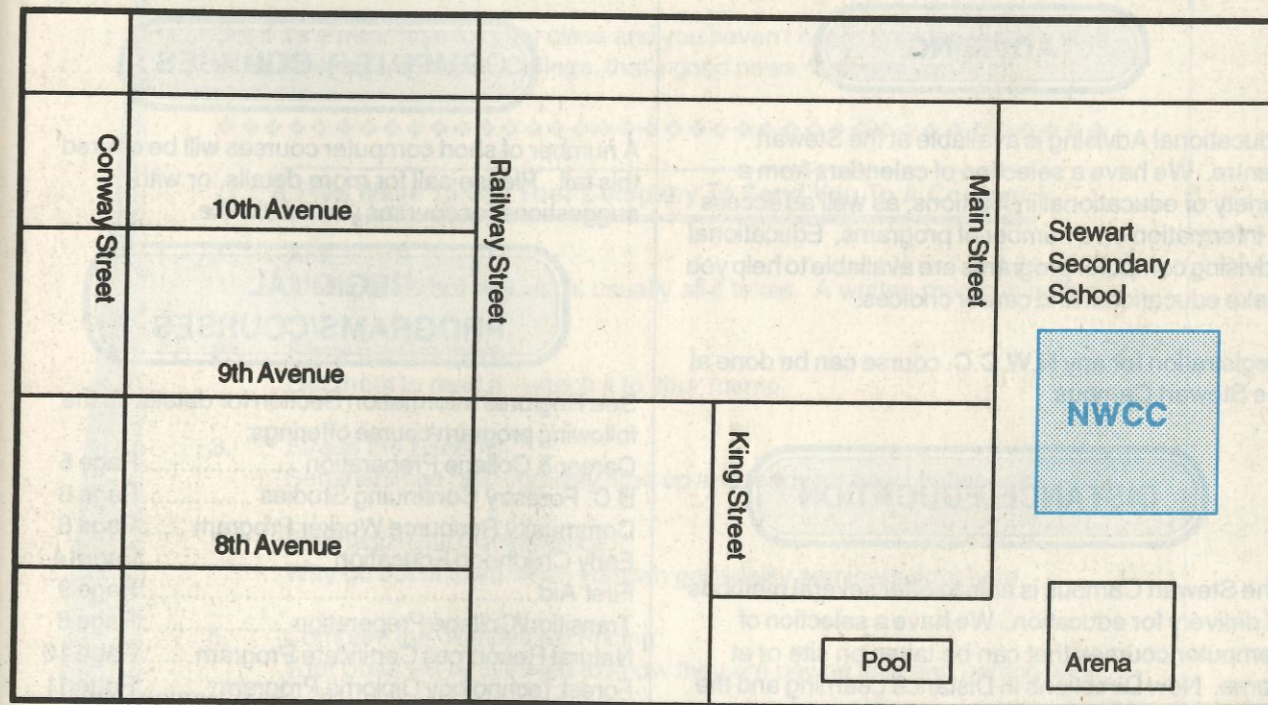


**STEWART CAMPUS**

Located in Stewart Secondary School  
824A Main Street  
P.O. Box 919  
Stewart, B.C.  
V0T 1W0

Office Hours: Monday and Thursday  
9 am - 4 pm  
Or by Appointment

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



**STEWART STAFF**

Leanne King ..... Community Education Administrator  
Kim Kazimer ..... Career and College Preparation Instructor

## THANK YOU!

A big thank you to the teachers, principal and support staff of 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.

## COLLEGE & CAREER PREP. / GED

Tutors are available upon request to assist you in attaining your educational goals. A full range of courses are available, as well as preparation for writing the G.E.D. Students may begin studies anytime.

## ADVISING

Educational Advising is available at the Stewart Centre. We have a selection of calendars from a variety of educational institutions, as well as access to information on a number of programs. Educational Advising computer programs are available to help you make educational and career choices.

Registration for any N.W.C.C. course can be done at the Stewart Campus.

## DISTANCE EDUCATION

The Stewart Campus is able to offer several methods of delivery for education. We have a selection of computer courses that can be taken on site or at home. New Directions in Distance Learning and the Open Learning Agency are opening new horizons in interactive distance education. For more information, please stop by or call.

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### QUESTIONS ?

Contact Northwest Community College,  
Stewart Campus, at 636-9184.

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## GENERAL INTEREST COURSES

Throughout the year we offer a variety of courses to appeal to the hobbyist in you. There are courses on parenting, legal issues, pet care, babysitting, sewing, woodworking, etc. Please contact the college with your ideas and suggestions for courses you would like to see offered, or those you would like to instruct.

## FIRST AID, HEALTH, AND TRADES

Occupational First Aid and Airbrakes courses are offered on a regular basis. Please call to register your interest.

Traffic Control Flagging takes place in the spring. A variety of other courses are available, and can be arranged at your request.

## COMPUTER COURSES

A number of short computer courses will be offered this fall. Please call for more details, or with suggestions for courses you would like.

## REGIONAL PROGRAMS/COURSES

See Regional Information Section for details on the following program/course offerings:

Career & College Preparation .....	Page 5
B.C. Forestry Continuing Studies .....	Page 6
Community Resource Worker Program .....	Page 6
Early Childhood Education .....	Page 14
First Aid .....	Page 9
Transition/College Preparation .....	Page 8
Natural Resources Certificate Program .....	Page 10
Forest Technology Diploma Program .....	Page 11
Office Administration .....	Page 12
Office Administration Distance Education ...	Page 13
Provincial Instructors' Diploma Program .....	Page 16
Diploma In Adult Education .....	Page 16
University Credit Program .....	Page 17
Wilderness Guiding Skills .....	Page 18

Feel free to drop by or call to discuss any idea(s) that you may have regarding community training. Watch your mailbox for a regular newsletter with much more up-to-date information.

## No News is Good News

When you register (paid the tuition, or handed in a confirmation sponsorship letter from your sponsor) for any of our classes at Northwest Community College, don't wait by your phone or camp by your mailbox. The only time you will hear from us is:

- If there is a change in the location, time, or date.
- If the course is full, and you have to be waitlisted for the next one.
- If the course has been cancelled due to low enrollment

So, if it's almost time for your class and you haven't heard from the friendly staff at Northwest Community College, that's good news, it means you're in!



## Five Ways To Get Your Company To Send You To A Course:

1. Ask.  
A simple verbal request is usually all it takes. A written memo is better.
2. Show the Brochure.  
Get them to read it - attach it to your memo.
3. Stress the Benefits.  
Seminars can help you stay fired up and ready for new challenges.
4. Emphasize the Convenience.  
Why go out of town when you can get quality seminars right here.
5. Compare the Competitive Pricing.  
Your boss will be pleased to know they are paying little and getting a lot.



Thank you . . .  
To everyone who submitted new course ideas!

# INDEX

<b>A</b>	
Accounting 150, Hazelton .....	26
Admission and Registration .....	2
Advanced Word for Windows, Hazelton .....	26
Advising, Stewart .....	56
Airbrakes, Houston .....	42
Airbrakes, Hazelton .....	24
Airbrakes, Smithers .....	46
Armchair Gardening, Smithers .....	54
<b>B</b>	
Babysitter Training, Hazelton .....	27
Basic Computer Keyboarding, Houston .....	38
Basic Gitksan Language and Culture .....	23
Basic Skills Upgrading, Morice Com. Skills Centre .....	34
BC Forestry Continuing Studies Network .....	6
Beginners' Guitar (Teens & Adults), Houston .....	43
Biology 101 - Introductory Biology I, Hazelton .....	30
Bridge the Distance Between Ideas and Action, Smithers .....	49
Bulkley Valley Learning Centre, Smithers .....	50
Business/Computer Programs, Hazelton .....	26
Business Development Trng., Morice Com. Skills Centre .....	34
Business/Computer Programs, Houston .....	38
<b>C</b>	
C.O.R.E., Hazelton .....	28
C.O.R.E. - Home Study .....	28
Canine Obedience, Houston .....	42
Career and College Preparation .....	5
Career & College Preparation, Smithers .....	47
Career & College Preparation, Houston .....	36
Career Counselling, Hazelton .....	29
Career & College Preparation .....	21
Childsafe, Houston .....	40
Choices, Hazelton .....	29
Class 1 Lessons, Hazelton .....	23
Class 3 Lessons, Hazelton .....	23
Class 4 & 5 Lessons, Hazelton .....	23
College & Career Prep./GED .....	56
Community Internet Access, Morice Com. Skills Centre .....	34
Community Resource Worker Program .....	6
Computer Tutoring, Houston .....	39
Computer Courses, Stewart .....	56
Computer Confidence, Houston .....	38
Computer Science 111 - Intro. to Computers, Hazelton .....	30

Computer Courses, Smithers .....	52
Continuing Education, Hazelton .....	22
Continuing Education, Smithers .....	49
CPR, Houston .....	40
Creative Memories - Photo Albums, Houston .....	42
<b>D</b>	
Defensive Driving, Smithers .....	47
Defensive Driving, Hazelton .....	24
Deutsch: Schritt fur Schritt, Smithers .....	54
Diploma in Adult Education .....	16
Discover, Hazelton .....	29
Distance Education Support, Hazelton .....	29
Distance Education, Stewart .....	56
Driver Training, Hazelton .....	23
<b>E</b>	
E.C.E. 220, Houston .....	44
E.C.E. 135, Houston .....	44
E.C.E. 140, Houston .....	44
Early Childhood Education, Houston .....	44
Early Childhood Education .....	14
Education & Career Support, Smithers .....	46
English as a Second Language, Houston Link to Learning .....	33
English 151 - Technical Writing I, Hazelton .....	30
English as a Second Language, Smithers .....	50
English as a Second Language, Smithers .....	47
English 101 - Literature & Composition I, Smithers .....	48
English 151 - Technical Writing I, Houston .....	37
<b>F</b>	
Facility Rental .....	2
FAM 01 - Introduction to Family Daycare, Houston .....	44
Fees and Refunds .....	3
First Aid/Health, Houston .....	40
First Aid, Health and Trades, Stewart .....	56
First Aid Level I, Houston .....	41
First Aid Level I, Hazelton .....	24
First Aid/Health, Smithers .....	52
First Aid Level III, Hazelton .....	25
First Aid Level III, Smithers .....	53
First Time Home Buyers, Houston .....	42
First Aid Level I, Smithers .....	52
First Aid Level III, Houston .....	41
First Aid .....	9
Fly Tying for Beginners, Houston .....	43
Fly Casting, Houston .....	42
Foodsafe, Houston .....	40
Foodsafe, Smithers .....	53
Foodsafe Level II, Hazelton .....	25
Foodsafe Level I, Hazelton .....	24

Forest Technology Diploma Program .....	11
Future Programs .....	23
<b>G</b>	
G.E.D., Houston .....	36
G.E.D., Hazelton .....	22
G.E.D. Preparation, Hazelton .....	27
G.E.D. Examination Dates, Smithers .....	47
G.E.D. Exams .....	36
G.E.D. Exams .....	22
G.E.D. Examination Dates for Hazelton .....	22
General Interest, Smithers .....	54
General Interest Courses, Stewart .....	56
German Language, Culture & Discussion Group, Smithers .....	54
German for Beginners, Smithers .....	54
Gwynne Dyer, Journalist/Broadcaster .....	7
<b>H</b>	
Hazelton Thank You .....	20
Hazelton Staff .....	20
Hazelton Campus .....	18
Help with the Basics (Reading, Writing & Math) ..	21
Houston Storefront Staff .....	35
Houston Staff .....	32
Houston Campus .....	31
Houston Storefront School .....	35
Houston Link to Learning .....	33
Houston Thank You .....	36
How to Become a Certified Coach, Hazelton .....	27
<b>I</b>	
Installing Your Modem, Houston .....	40
Interactive Computer Based Trng. Programs .....	34
Intimidated By Your Camera, Hazelton .....	27
Intro. to DOS/Windows/Word for Windows, Hazelton .....	26
Introduction to Computer Applications, Smithers ..	52
Items of Interest, Hazelton .....	28
<b>J</b>	
Jazzy Jacket, Houston .....	43
<b>K</b>	
Keyboarding (self paced), Hazelton .....	26
Keyboarding Applications - OADM 200, Houston ..	39
<b>L</b>	
Learning Opportunities, Hazelton .....	27
Library/Learning Resource Centre .....	2
Low Cost Eating, Houston .....	43

<b>M</b>	
Making the Butterflies Fly in Formation, Hazelton .....	26
Marketing 150, Hazelton .....	26
Math 161 - Applied Math, Houston .....	37
Meetings That Work, Hazelton .....	27
Mgmt. Skills Part III - Administrative Skills .....	22
Mgmt. Skills Part II - Group Skills .....	22
Mgmt. Skills Part I - Interpersonal Skills .....	22
Mgmt. Skills For Spvrs .....	22
Microsoft Access, Smithers .....	52
Microsoft Works for Windows, Houston .....	39
Morice Community Skills Centre .....	34
<b>N</b>	
N.W.C.C. Houston Centre Advisory Committee ..	32
Natural Resources Certificate Program .....	10
Net Mending, Kispiox .....	24
Northwest Community College, Houston .....	32
Northwest Community College Awards .....	4
<b>O</b>	
Office Administration, Smithers .....	51
Office Administration Distance Education, Houston .....	37
Office Administration Distance Education, Hazelton .....	28
Office Administration .....	12
Office Administration Distance Education .....	13
Office Administration Distance Education, Smithers .....	51
Other Organizations, Smithers .....	46
<b>P</b>	
Photography, Houston .....	43
Prenatal, Smithers .....	53
Prenatal Registration Form, Hazelton .....	25
Preparing for Birth, Hazelton .....	25
Preventing Childhood Injuries, Houston .....	41
Provincial Instructor Diploma Program .....	16
Psychology 101 - Introductory Psychology I, Smithers .....	48
Psychology 221 - Abnormal Psychology & Therapy I, Smithers .....	48
<b>Q</b>	
Quickbooks, Houston .....	39
Quicken, Houston .....	39
<b>R</b>	
Rape Aggression Defense Training .....	18
Regional Programs/Courses, Houston .....	37
Regional Programs/Courses .....	21
Regional Programs/Courses, Stewart .....	56





### 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 Continuing Education Department to offer, please fill out slip below. If you or someone you know has expertise in that area, and might like to teach it, please indicate that too.

Course: \_\_\_\_\_

Possible Instructor: \_\_\_\_\_

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

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

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

Phone Number: \_\_\_\_\_

### What 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 Continuing Education courses. Teacher certification is not a prerequisite for teaching in the adult program. If interested, please fill out the slip below. Someone from the Continuing Education staff will contact you. Thank you for your interest.

I have a special interest or talent in:

\_\_\_\_\_ and would like to be considered for a teaching position in the Continuing Education courses.

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

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

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

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

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

## GIFT CERTIFICATE ORDER FORM

I want to give \_\_\_\_\_  

Recipient	Home Phone #	Work Phone #

Address	Town	Province

A gift certificate for:

\$ \_\_\_\_\_ Dollars: to be used towards course fees.

Fill in Amount

Full enrollment in \_\_\_\_\_ offered on \_\_\_\_\_

Course Name	Date & Time

at \_\_\_\_\_ Cost of Course is: \_\_\_\_\_ + \_\_\_\_\_ = \$ \_\_\_\_\_  

Location of Course	Tuition	GST if Applicable	Total

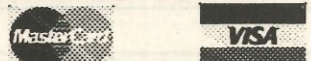
From: \_\_\_\_\_  

Name	Home Phone #	Work Phone #

Address	Town	Province

Method of Payment (check one):  Cash or Money Order  Cheque  
 Visa  Mastercard

Card Number:     -    -    -    Expiration Date:   /



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

Send gift certificate and course catalogue to me.

Send gift certificate and course catalogue to recipient, by \_\_\_\_\_



**CENTRAL REGION  
TERRACE**

5331 McConnell Avenue  
Terrace, B.C. V8G 4X2  
Phone: (604) 635-6511  
Fax: (604) 635-5432

**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  
SMITHERS**

3966 - 2nd Avenue  
P.O. Box 3806  
Smithers, B.C. V0J 2N0  
Phone: (604) 847-4461  
Fax: (604) 847-4568

**HAZELTON**

1525 Omineca Street  
P.O. Box 338  
Hazleton, B.C. V0J 1Y0  
Phone: (604) 842-5291  
Fax: (604) 842-5813

**HOUSTON**

"The Learning Centre"  
3221 - 14th Street, West  
P.O. Box 1277  
Houston, B.C. V0J 1Z0  
Phone: (604) 845-7268  
Fax: (604) 845-3521

**STEWART**

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

**SOUTHERN REGION  
KITIMAT**

606 Mountainview Square  
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. V9J 1A8  
Phone: (604) 624-6054  
Fax: (604) 624-4920

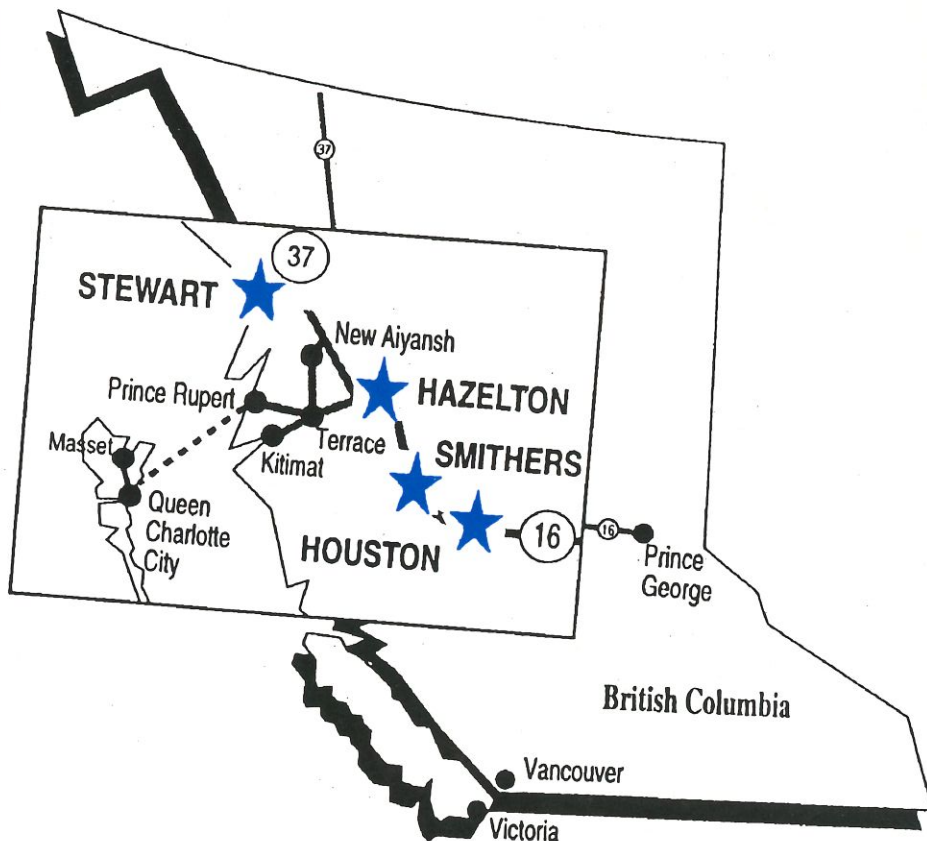
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P.O. Box 289  
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Phone: (604) 626-3627  
Fax: (604) 626-3699

**QUEEN CHARLOTTE CITY**

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

# Northwest Community College



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