

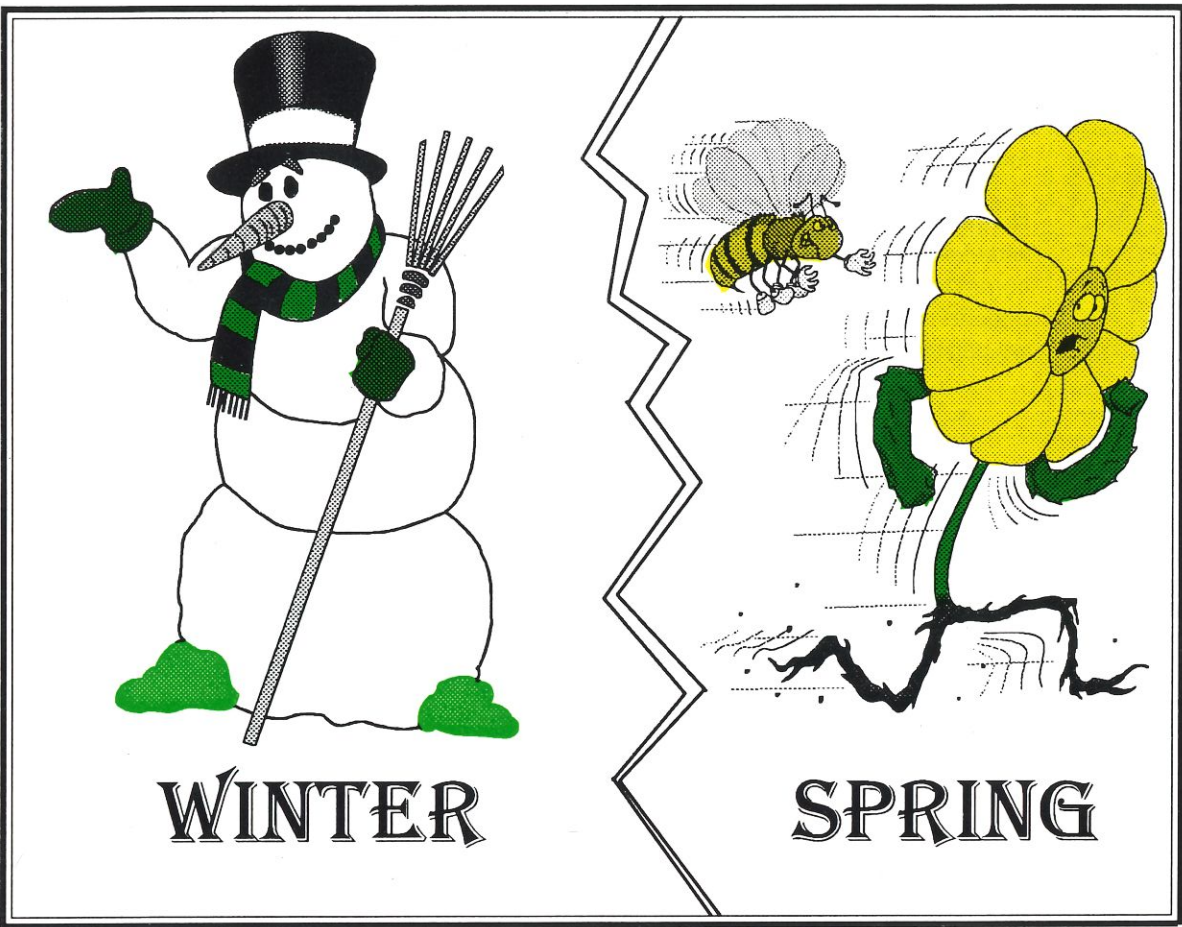
NORTHWEST COMMUNITY COLLEGE

EASTERN REGION



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THE HAZELTONS, HOUSTON, SMITHERS &
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**MESSAGE
FROM
THE
EDITOR**

1995 has proven to be an exciting year for Northwest Community College in the Eastern Region.

This fall the new Transition and Natural Resources Certificate programs are being offered in Hazelton and Houston. These two programs are part of a fully ladder curriculum which provides students with the knowledge and skills to not only enter the workforce, but also go on to further studies into the Forest Technology Diploma program, offered in Hazelton, or degree levels at University.

A new Community Resource Worker program in Smithers builds on the strengths of the former Addiction Resource Worker Program in Hazelton. The new program is a 20 month diploma program with a certificate option available for those who complete the first 10 months of the program.

Many of the courses in these new career programs carry university credit. These courses combined with some additional stand-alone courses make it possible for students to complete a full first year university program in the Bulkley Valley.

Northwest Community College is a community based institution drawing its leadership from a wide spectrum of community people. Our staff are a dedicated team devoted to ongoing commitment to high quality educational programs delivered in the communities where people live and work. We are proud of what we have to offer and want to know what more we can do. Please let us know.



**DATES
TO
REMEMBER**

Jan. 1	New Years Day Holiday
Jan. 2	Registration and Commencement of Classes
Jan. 12 ...	Last day for LATE registration & course changes for Career & U/C programs
Feb. 23	Last day for official withdrawal from semester courses
Apr. 5	Good Friday Holiday
Apr. 8	Easter Monday Holiday
Apr. 26	Last day of E.C.E. classes
May 6	Co-op work term begins, Forest Tech.
May 20	Victoria Day Holiday
June 28	Last day for programmes ending in June
July 1	Canada Day Holiday

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A THANK YOU

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

LEARNING RESOURCE CENTRE LIBRARY

The learning resource centre is open to all residents of the college region. You do not need to be a student or staff member to access the collection of books, videos, periodicals, government documents, etc. housed throughout the college region.

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

Datapac address: 65100028
User name: NWCAT

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

FACILITY RENTAL

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

REFUND POLICY

General Conditions

1. Full refunds will be made only if a course is cancelled by the College or if a student withdraws from a course for medical or bereavement reasons before the course starts.
2. All refunds for reasons other than those identified in #1 are subject to a \$10 administration charge.
3. There will be no refunds for courses with tuition fees of \$10 or less except for those conditions in #1.
4. Special registration and refund policies apply to courses labelled "Designated Courses". NO REFUNDS are made after the pre-registration date unless the space can be sold to another student in which case the withdrawing student will be refunded 100% of the tuition fee less the administration charge. Before the pre-registration date the general refund conditions apply.

ADMISSION AND REGISTRATION

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

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

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

Application Procedure for Credit Courses and Programs

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

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

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

*NOTE:

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

Registration

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

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

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

Late Registration

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

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

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're planning to attend Northwest Community College, you're 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, and students on a work term are monitored by the College with on-site visits.

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

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

Financial Aid

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

SERVICES FOR STUDENTS WITH DISABILITIES

The college offers a range of services and/or equipment to students with disabilities. If you think you may require support services due to a disability please contact Elizabeth Snyder, Services for Students With Disabilities, Northwest Community College, 635-6511 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:

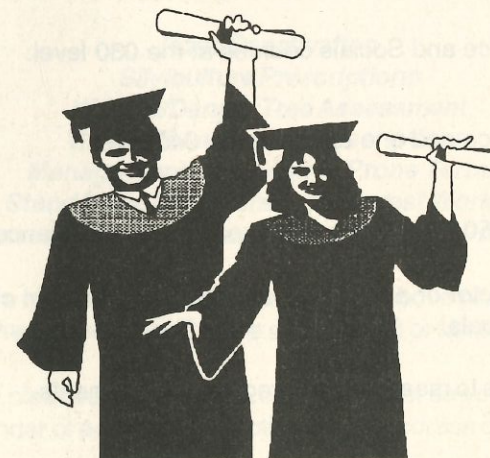
Sept. 30th following high school graduation for students who commence classes September - December.
January 30th following high school graduation for students who commence classes January - June.

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.



ADULT BASIC EDUCATION/COLLEGE PREPARATION

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

Admission Requirements

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

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

How to Apply

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

Dates and Location

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

Fees

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

Financial Aid and Sponsorship

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

Program Outline

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

ABE Fundamental Certificate

- completion of 2 courses at the 020 level.

ABE Intermediate Certificate

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

ABE Advanced Certificate

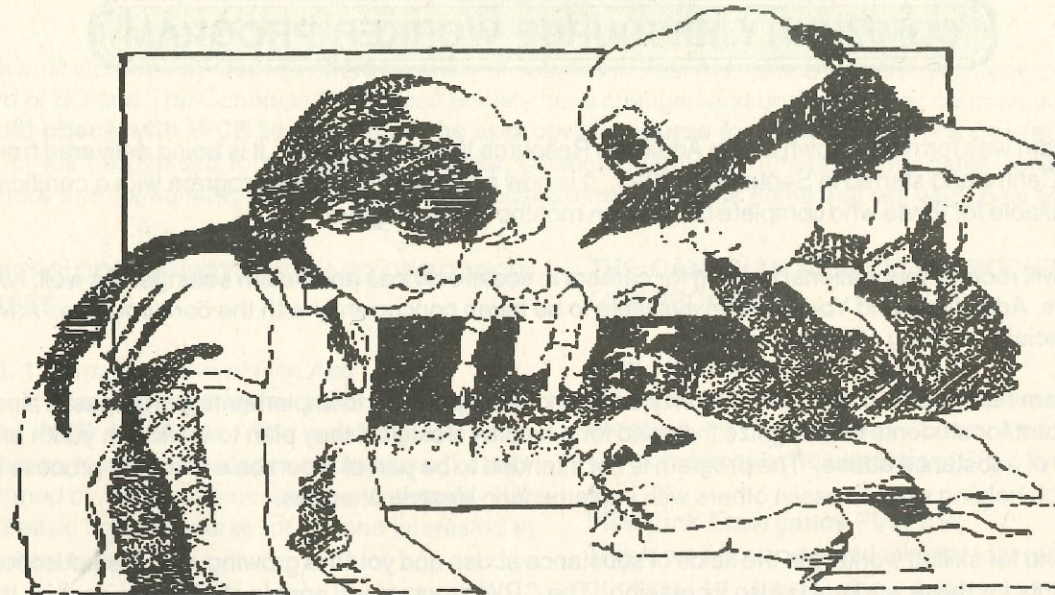
- completion of English, Math, Science and one option at the 040 level.

ABE Provincial Diploma

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

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

Students can study individual courses to meet specific program requirements.



BC FORESTRY CONTINUING STUDIES NETWORK



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

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

Some of the courses to be offered in the Winter/Spring 1996 are listed below:

*Road Deactivation
Silviculture Prescriptions
Wildlife/Danger Tree Assessment
Stand Management Prescriptions
Management of Landslide Prone Terrain
Stand Level BioDiversity for Forest Workers
Gully Assessment Procedures & Management Prescriptions*

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. Please contact the Educational Advisor in Smithers.

Dates & Location

The next intake date and location for this program is not yet known. Watch for further announcements.

NORTHWEST WOMEN'S HEALTH CONFERENCE

BODY, MIND, AND SPIRIT WELLNESS!

MAY 9 & 10, 1996
in Prince Rupert



Welcomes Men and Women of the Northwest

Covering Subjects Ranging From:
Self-Esteem - Job Stress - Body Health Issues - Family Violence

Register at your local Northwest Community College campus!

FIRST AID

Northwest Community College offers a variety of courses in First Aid. Since both the Workers' Compensation Board of BC and The Canadian Red Cross Society have changed and upgraded their courses, **all employers should check with WCB to determine the appropriate course for their company's operation.**

NWCC will be pleased to schedule on request, additional first aid courses. If the dates scheduled in this brochure are not suitable please contact your local centre to discuss dates that will work best for you.

WORKERS' COMPENSATION BOARD OF BC (WCB) COURSES

LEVEL 1 (formerly Survival First Aid)

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

LEVEL 1 WITH TRANSPORTATION ENDORSEMENT

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

LEVEL 2 (new course)

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

LEVEL 3 (formerly Industrial First Aid)

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

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



THE CANADIAN RED CROSS SOCIETY'S VITAL LINK PROGRAM

Vital Link Standard First Aid

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

Vital Link Emergency First Aid

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

VITAL LINK CARDIOPULMONARY RESUSCITATION (CPR)

(Canadian Heart Foundation Standards)

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

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

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

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

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

CHILDSAFE

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

TRANSITIONS/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. The proposed curriculum for this level matches the prerequisites of the Certificate level of the Natural Resources Program. Students that are working towards the Certificate level of the Natural Resources Program must complete all components. Students working on achieving their prerequisites for a college or university entrance program may take the applicable courses in the program part-time, such as Math 11 / 040, English 12 / 045 / 050, Biology 11 / 040, Chemistry 11 / 040, and Introduction to Computers.

TYPE	DESCRIPTION	HOURS*	
ABE	Math 11/040	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: Fall 1996

Prerequisites: Grade 10 or equivalent written ABE placement guide.

For more information in Hazelton, contact:
Marion Oke, Educational Advisor, at 842-6291.

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



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, Communications 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's placement guides. 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 1996.

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)

Courses open to the public if space is available:
Biology 101 & 102, Geography 160, Anthropology 111, Computer Science 111, and English 151.

FOREST TECHNOLOGY

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 program, students must receive credit for all courses and at least two work terms.

Admission Requirements

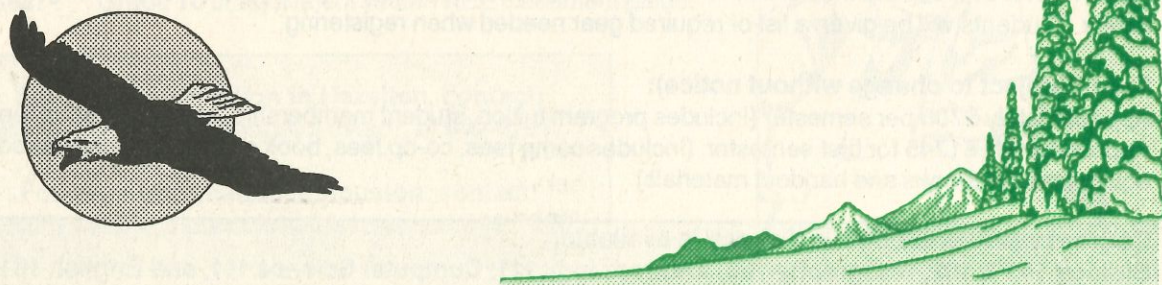
Successful completion of the Natural Resources Certificate Program. A planning process is currently underway which seeks to accommodate all students in the second year of the Forest Technology program. Locations to be determined.

Dates and Location

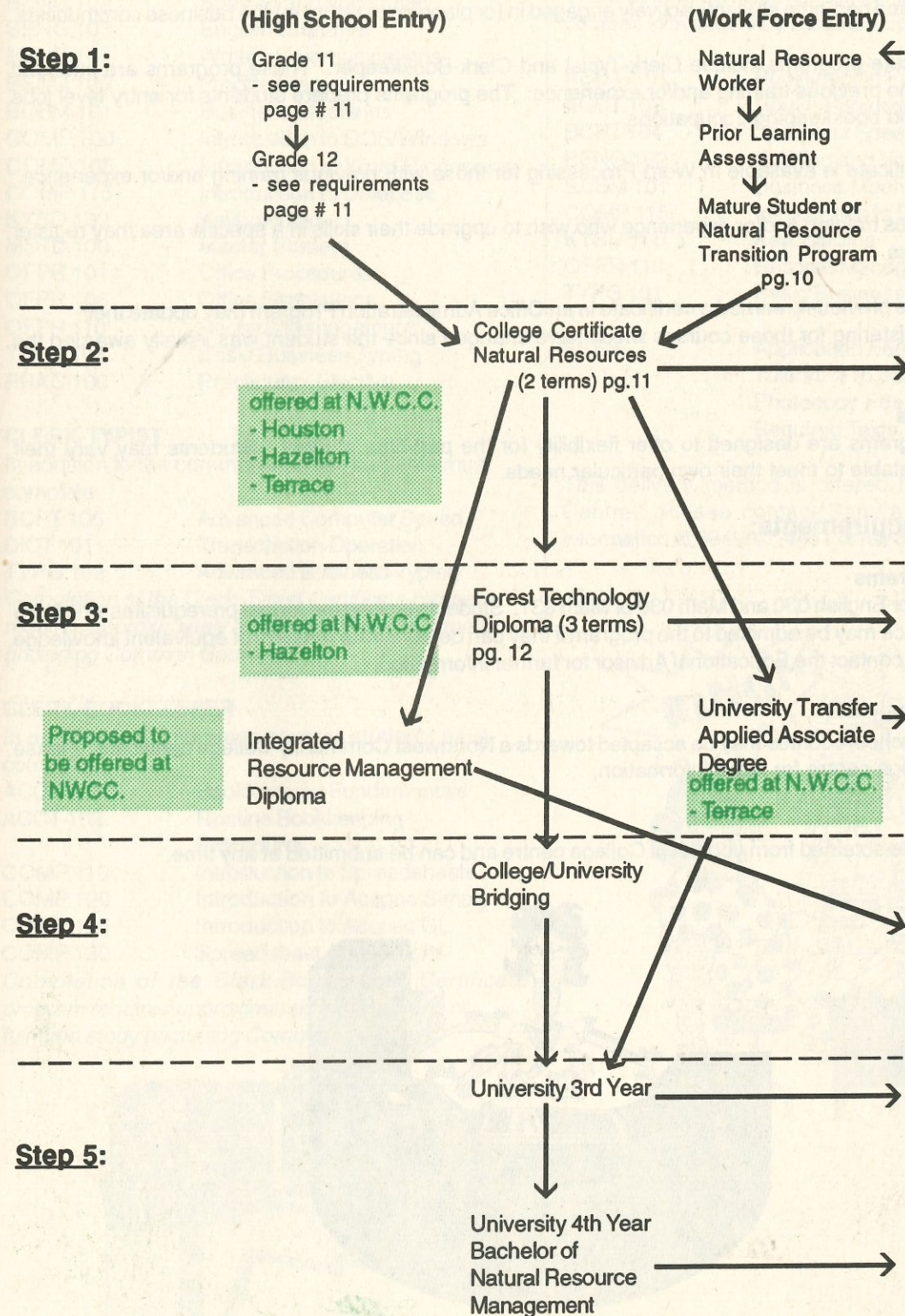
The program starts in late August. The Forest Technology program is available each year at the Hazelton Centre.

Courses open to the public if space is available:

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



Natural Resources Education Sequence



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

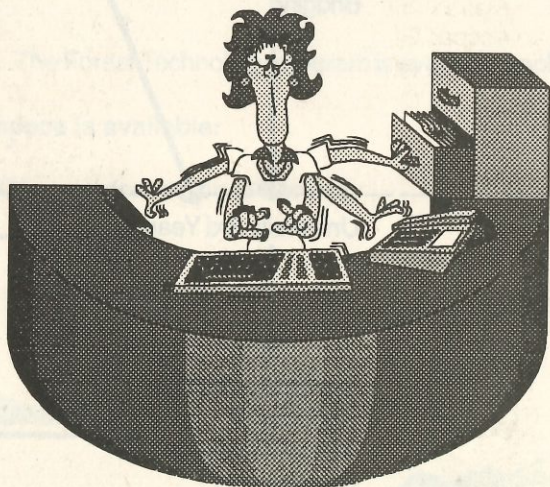
Grade 10 or GED or English 030 and Math 030 or Math 031. Students lacking the formal prerequisites who have business experience may be admitted to the program if they can demonstrate mastery of equivalent knowledge and skills. Please contact the Educational Advisor for further information.

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.



ENTRY LEVEL

COMMON COURSES

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

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

CLERK-TYPIST

In addition to the common courses students must complete:

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

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

CLERK-BOOKKEEPER

In addition to the common courses students must complete:

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

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



OFFICE ADMINISTRATION DISTANCE EDUCATION

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

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

FEES:

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

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



PROVINCIAL INSTRUCTOR DIPLOMA PROGRAM

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

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

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

102B	Elements of Instruction B	Jan. 26, 27, 28, Feb. 9, 10, 11	(T)
103	Use/Design of Instructional Media	Feb. 23, 24, 25, Mar. 8, 9, 10	(T)
104A	Evaluation of Learning & Instruction A	Mar. 29, 30, 31, Apr. 12, 13, 14	(S)
104B	Evaluation of Learning & Instruction B	May 3, 4, 5, 17, 18, 19	(PR)
102A	Elements of Instruction A	May 17, 18, 19, 31, June 1, 2	(PR)

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



DIPLOMA IN ADULT EDUCATION



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

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

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

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

304	Educational Leadership	Jan. 19, 20, 21, Feb. 2, 3, 4	(T)
301	College Organization and Its Educational Context	Feb. 16, 17, 18, Mar. 1, 2, 3	(T)
302	Introduction to Developmental Psychology	May 17, 18, 19, 31, June 1, 2	(T)

(T) Terrace

UNIVERSITY CREDIT PROGRAM

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

These courses have been selected to fill a variety of educational needs. For more information about course selection, contact your nearest college centre's educational advisor.

Admission Requirements:

1. Students coming directly from high school are expected to have Grade 12 graduation.
2. Students coming from ABE programs may use ABE courses in place of equivalent high school pre-requisites.
3. Most science courses have specific pre-requisites which must be met. In some cases, instructors will conditionally admit students lacking 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; please specify which courses you want to take and at which location
(PLEASE NOTE - YOU MAY ENROLL FOR COURSES AT MORE THAN ONE LOCATION IF SCHEDULING PERMITS.)

Dates and Location:

The winter semester begins the week of Jan. 8, 1996 and ends in late April. Classes are usually held once a week. For detailed information, see course listings for individual centres or contact the college directly.

Winter Courses -- apply immediately if you're interested.

Winter (Jan. - Apr.)	Houston	Smithers	Hazelton
	Biology 102 Physical Geography 160 Anthropology 111	Sociology 102 Psychology 102 English 102 Anthropology 112	Biology 102 Physical Geography 160 Anthropology 111
Spring (May and June)		Computer Science 111 Smithers only	



WILDERNESS GUIDING SKILLS

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

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

The program runs from April to June. Anyone wishing more information should immediately contact Northwest Community College in Smithers to receive an application package. A deposit of \$500 is required at the time of application and is non-refundable after March 15, 1996. 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.



HAZELTON CAMPUS

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

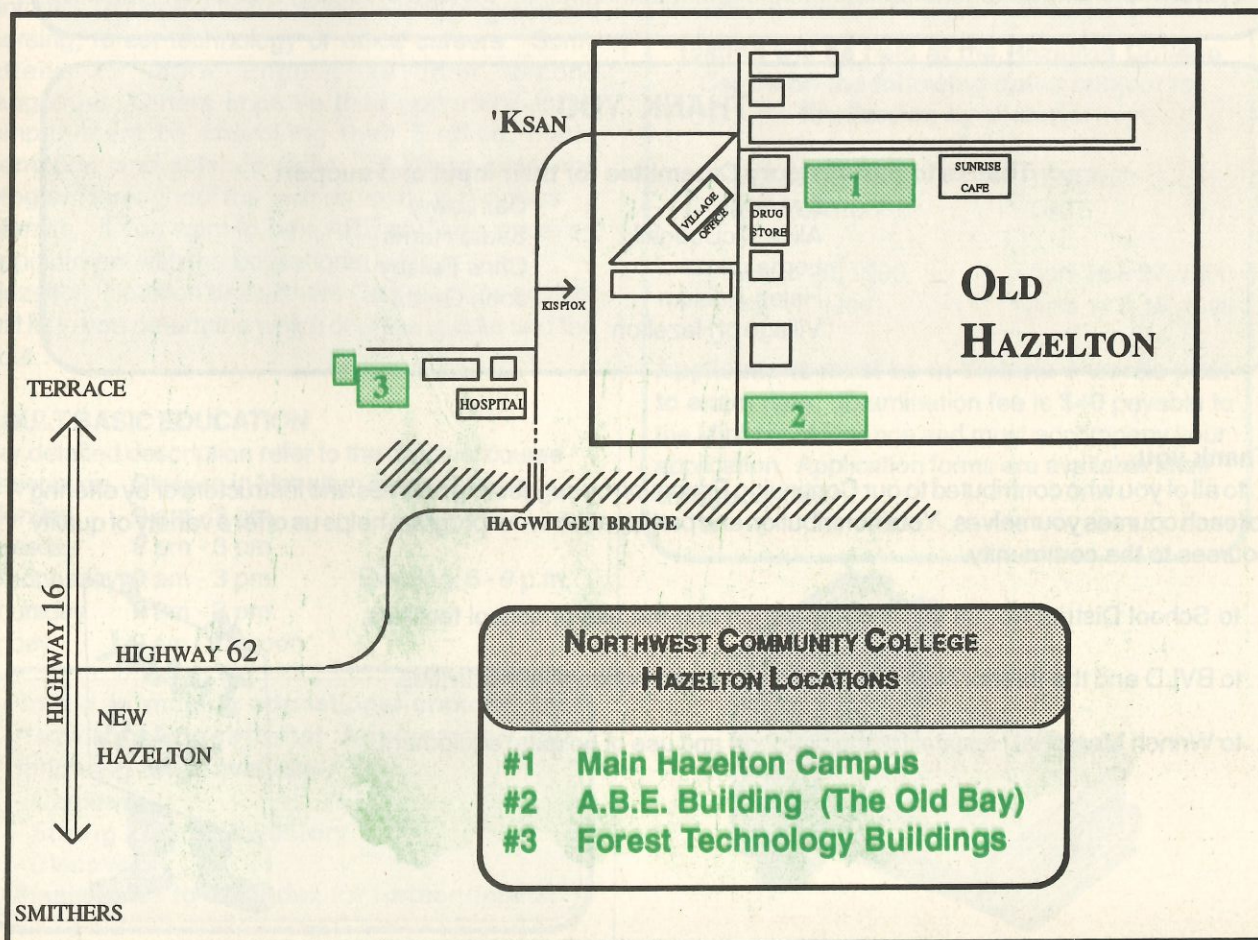
1. Culturally relevant approach
2. Educational advising and support services
3. Student success program
4. Co-op program
5. Part-time and full-time studies
6. Low cost
7. Distance Education
8. Student-organized activities & recreation
9. General interest courses
10. Academic/Career/Vocational programs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

Northwest Community College
P.O. Box 338
Hazelton, B.C.
V0J 1Y0
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	Assistant Director
Debby Jackson	Continuing Education/Administrative Officer/Work Experience Coordinator
Marion Dundas Oke	Educational Advisor/Student Success Coordinator
Pat Egan	Community Liaison Officer
Margaret Brown	Centre Clerk
Leah Marshall	Clerk
Carol Pritchard	Clerk
Pat Hayes	A.B.E. Instructor
Dave Weaver	F.T.P. Coordinator/Instructor
Harold Reedy	F.T.P. Instructor
Allen Johnson	F.T.P. Instructor
Rosamund Pojar	F.T.P. Instructor
Colleen Burns	F.T.P. Instructor
Tracey L. Strong	F.T.P. Technical Assistant/Instructor
Steve Tonnesen	Computer Instructor
Karen Erickson	Literacy Coordinator
Kathy Clay	Instructor, Career Development
Fiona Ramsay	Instructor, Career Development
Jayeson Shaffer	Instructor, Career Development
Kerrie MacLean	Computer Instructor/Transition Coordinator
Siobhan Tarry	English Instructor, Transition
Veima Sutherland	Biology/Chemistry Instructor, Transition

THANK YOU

Thanks to our Advisory Committee for their input and support.

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

Thank you...

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

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

... to BVLD and the Interior News for assistance in promotion of our activities.

... to Wrinch Memorial Hospital for their support and use of hospital equipment.



REGIONAL PROGRAMS/COURSES

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

Adult Basic Education	Page 6
B.C. Forestry Continuing Studies	Page 7
Community Resource Worker Program	Page 8
First Aid	Page 9
Transition/College Preparation	Page 10
Natural Resources Certificate Program	Page 11
Forest Technology Diploma Program	Page 12
Office Administration	Page 14
Office Administration Distance Education ...	Page 15
Provincial Instructors' Diploma Program	Page 16
Diploma In Adult Education	Page 16
University Credit Program	Page 17
Wilderness Guiding Skills	Page 18

ADULT BASIC EDUCATION

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

ADULT BASIC EDUCATION

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

Monday	9 am - 3 pm	
Tuesday	9 am - 3 pm	
Wednesday	9 am - 3 pm	Evening: 6 - 9 p.m.
Thursday	9 am - 3 pm	
Friday	9 am - 12 noon	

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.

G.E.D.

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

G.E.D. EXAMS

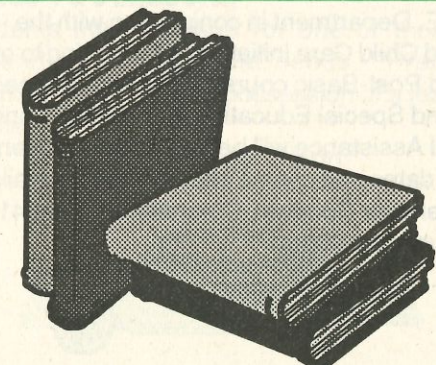
The examinations are administered by the college for the Ministry of Education. Application forms are available at the college office. Basic requirements are that you must be at least 19 years of age, out of school (high school) for at least one full academic year, and satisfy residency standards.

EXAMINATION DATES FOR HAZELTON

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

DEADLINE FOR APPLICATION	TESTING DATE
March 29, 1996	April 26 & 27, 1996
May 17, 1996	June 14 & 15, 1996

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



EARLY CHILDHOOD EDUCATION

E.C.E. 128: MODELS AND METHODS OF PARENT INVOLVEMENT

A practical course that supports the theories explored in E.C.E. 123. The student will examine and practice strategies for establishing and maintaining effective partnerships with parents and families, considering cross-cultural communication and childrearing practices. (3,0,0)

INSTRUCTOR: Rosemarie Goodwin
LOCATION: College Centre, Room 108
DATE: January 9 - April 23, 1996
 plus a Saturday workshop
DAY/TIME: Tuesdays, 7 - 9 p.m.
SESSIONS: T.B.A.
TEXT: Home, School & Community by Gestwicki
ENROLLMENT: Maximum 8 per centre
FEE: \$128.40 + textbook

E.C.E. 202: INFANT, TODDLER CARE & GROWTH

A foundation course that examines major theories and influences on prenatal, perinatal, infant, and toddler development. The focus is on typical growth and development, emphasizing the effects of parenting styles, caregiving, and the environment on the child's development. (3,0,0)

INSTRUCTOR: Maureen Fox
LOCATION: College Centre, Room 108
DATE: January 8 - April 22, 1996
 plus a Saturday workshop
DAY/TIME: Mondays, 7 - 9 p.m.
SESSIONS: T.B.A.
TEXT: Infants, Toddlers & Caregivers by Gonzales-Mena
ENROLLMENT: Maximum 8 per centre
FEE: \$128.40 + textbook

SUMMER INSTITUTE

The E.C.E. Department in conjunction with the Supported Child Care Initiative, is proposing to offer Basic and Post-Basic courses, Practica In Special Needs, and Special Education Assistants Training. (Financial Assistance will be available to students.) Tentative dates and course offerings will be available from Rosemarie Goodwin, Co-ordinator, 638-5419, after January 2, 1996.

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.

INSTRUCTOR: Kolbuc & Associates
LOCATION: College Centre
DATE: The following courses can be arranged upon request
DAY/TIME: Tues. - Fri., 8:30 am - 4:30 pm
SESSIONS: 4
FEE: \$450

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.

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.

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.

FUTURE PROGRAMS

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

BASIC GITXSAN LANGUAGE AND CULTURE

Are you 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, 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 recognized provincially.

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.

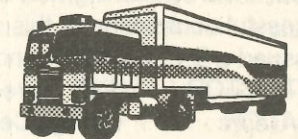
INSTRUCTOR: Judy Daye

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: \$148 per lesson



CLASS 3 LESSONS

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

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

FEE: \$148 per lesson

CLASS 4 & 5 LESSONS

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

FEE: \$39 per lesson



AIRBRAKES

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

Deadline for registration: Feb. 19

INSTRUCTOR: Judy Daye
LOCATION: Forest Technology Building
DATE : Feb. 26 - March 2
DAY/TIME: Mon. - Fri., 6 pm - 9:30 pm
 Sat., 9 am - 4:30 pm
SESSIONS: 6
FEE: \$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.

INSTRUCTOR: Judy Daye
LOCATION: College Centre
DATE: January 20
DAY/TIME: Sat., 9 a.m. - 12 noon
 1 p.m. - 4 p.m.
SESSIONS: 1
FEE: \$65

W.C.B. FALLING & BUCKING STANDARD COURSE

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

**TRAFFIC CONTROL FLAGGING**

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

INSTRUCTOR: Sandy Bohleber
LOCATION: Forest Tech. Building
DATE: April 20 & 21
DAY/TIME: Sat. & Sun., 8 a.m. - 5 p.m.
FEE: \$90

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
LOCATION: Old Bay Building
SESSIONS: 1
FEE: \$85

COURSE #1

DATE: January 27
DAY/TIME: Sat., 8:30 am - 5:30 pm

COURSE #2

DATE: March 23
DAY/TIME: 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 eight. This course is designed to prepare Occupational First Aid Attendants, Level I, with the skills and knowledge needed to improve and transport injured/ill workers to medical aid.

Pre-requisite: Occupational First Aid Level I

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.

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

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.

Courses can be arranged upon request.

**PREPARING FOR BIRTH**

Have a healthy pregnancy and a healthy baby: attend pre-natal classes. N.W.C.C. in Hazelton offers a complete package of pre-natal instruction to help expectant parents meet the challenges of childbearing. Come with a partner or a friend, if you wish, to all or part of the series. The best chance for a healthy pregnancy and a healthy baby is to be as informed as you can be, as early as you can. So register as early in your pregnancy as possible.

Each course consists of **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: Jan. 17 - Feb. 14 (3rd Trimester)
COURSE #2: Mar. 27 - Apr. 24 (3rd Trimester)
COURSE #3: May 15 - June 12 (3rd Trimester)

**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 Winch Memorial Doctors' Services. A minimum \$25 administration fee is charged or a contribution to the costs of the course will be accepted. (Course fee would be \$79 per student/couple on a cost recovery basis.)

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

I will pay the cost recovery fee \$79.

OR

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

OR

I will pay the \$25 administration fee.

Name: _____

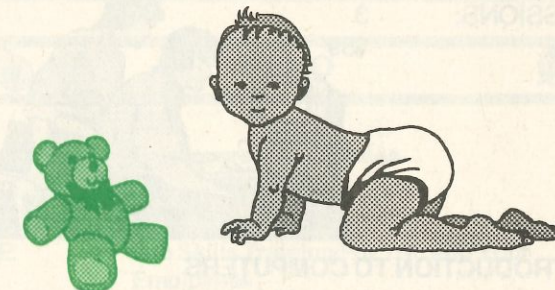
Address: _____

Town: _____ Province: _____

Postal Code: _____ Phone: _____

Due Date: _____

Signature: _____



OFFICE USE

C.P.#: _____

Receipt #: _____

BUSINESS/COMPUTER PROGRAMS

ACCOUNTING 102 (3 CREDITS) ROUTINE BOOKKEEPING PROCEDURES

This course introduces special journals, payroll, adjustments to bad debts, depreciation, inventory controls, accrued revenue and expense and financial statements for corporations.

Pre-requisite: Accounting 101.

INSTRUCTOR: Kerrie MacLean
LOCATION: College Centre
DATE: Jan. 15 - Apr. 22, 1996
DAY/TIME: Mondays., 6:30 - 9:30 pm
SESSIONS: 15
FEE: \$211

(Same text & workbook purchased for Acct. 101)

DOS BASICS

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

INSTRUCTOR: Kerrie MacLean
LOCATION: College Computer Lab
DATE: Feb. 13, 15, 20
DAY/TIME: Tues., 6:30 - 9 p.m.
Thurs., 7 - 10 pm
SESSIONS: 3
FEE: \$59



INTRODUCTION TO COMPUTERS

Learn how a computer works in this "hands-on" course for beginners. Topics covered are: system structure, IBM /DOS, and a brief look at a few programs. For example, Lotus 1-2-3, WordPerfect, and keyboarding. This course aims at demystifying computers and giving a glimpse of their versatility. Hands on computer work will allow participants to become user friendly.

INSTRUCTOR: Kerrie MacLean
LOCATION: College Computer Lab
DATE: Feb. 27, 29, & Mar. 5
DAY/TIME: Tues. & Thurs., 6:30 - 9 pm
SESSIONS: 3
FEE: \$59

INTRODUCTION TO WINDOWS 3.1

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

INSTRUCTOR: Kerrie MacLean
LOCATION: College Computer Lab
DATE: Mar. 26, 28, & Apr. 2, 4, 9, 11.
DAY/TIME: Tues. & Thurs.
6:30 pm - 9:30 pm
SESSIONS: 6
FEE: \$148 (includes manual)

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.

LOCATION: College Computer Lab
DATE: Depend on Computer Lab availability
Open Registration
FEE: \$33

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 Proc.
BCPT 104	Computer Speed
BENG 102	Spelling and Vocabulary
BUSM101	Business Machines
COMP115	Introduction to Database
KYBD 100	Keyboarding
OFPR 110	Records Management
TYPG 101	Basic Business Typing

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

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

LEARNING OPPORTUNITIES

APPLE GROWING IN THE HAZELTONS

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

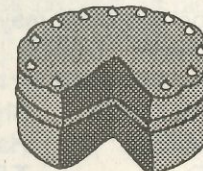
The instructor, who is an orchard horticulturalist from the Okanagan, will have winter hardy dwarf root stock available for "adoption" at a nominal cost if you wish to develop your own stock. You can bud different varieties on the stock and transplant it from the nursery to your garden by spring 1996.

INSTRUCTOR: Bruce Haskins
LOCATION: Forest Tech. Building
DATE: Feb. 19, 26 & Mar. 4, 11.
DAY/TIME: Mon., 7 - 9:30 p.m.
Pruning Dates: March 16, 9 a.m. - 12 noon
March 23, 9 a.m. - 12 noon
SESSIONS: 6
FEE: \$61 + GST

CAKE DECORATING FOR BEGINNERS

Learn to create beautiful cakes for special occasions through demonstrations and hands-on practice. The course covers basic borders, basket weaves roses, rosebuds, drop flowers, writing and leaves. A supply list will be available when you register.

INSTRUCTOR: Debbie Sullivan
LOCATION: Hazelton Secondary, Foods Room
DATE: March 27, Apr. 3 & 10
DAY/TIME: Wed., 6:30 - 8:30 p.m.
SESSIONS: 3
FEE: \$31 + GST



G.E.D. PREPARATION

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

INSTRUCTOR: Steve Tonnesen
LOCATION: College Centre
DAY/TIME: Wed., 6 - 9 p.m.
Term 1: Jan. - Mar., 1996
Term 2: Apr. - June, 1996

Students must register for each term. Classes will be held Wednesday evenings. Please see testing dates under the Adult Basic Education section.

FEE: \$15 + GST

HORSES: BASIC RIDING

Spring means back in the saddle . . . so whether you're a beginner or a novice, this clinic may be just what you need to keep on top of things! Participants will learn proper positioning of legs, hands & feet when performing the walk, jog/trot and canter/lope. The participants will also receive instruction on how to maintain proper positioning while communicating aids to the horse. Participants are recommended to wear footwear with a heal. Instructor will provide excellent training, keeping safety first. **Register early, space is limited.**

INSTRUCTOR: Yvonne Deboer
LOCATION: Kispiox Rodeo Grounds
DATE: May 24, 25, & 26.
DAY/TIME:

Group 1 - Session 1: Friday 5:00 pm - 6:45 pm
Session 2: Saturday 9:30 am - 10:45 am
Session 3: Sunday 11:00 am. - 12:45 pm

Group 2 - Session 1: Friday 7:00 pm - 8:45 pm
Session 2: Saturday 2:00 pm - 3:45 pm
Session 3: Sunday 9:30 am. - 10:45 am

Group 3 - Session 1: Saturday 11:00 am - 12:45 pm
Session 2: Saturday 4:00 pm - 5:45 pm
Session 3: Sunday 2:00 pm. - 3:45 pm

SESSIONS: 3
FEE: \$86 + GST

MEMO

TO: Employers / Businesses
FROM: N.W.C.C. - Hazelton
RE: Job Skills Training For You and Your Employees

When you wish to offer training for your employees, check our list of reasons to give us a call:

- ♦ Local instructors and resources
- ♦ Quick response
- ♦ Fees negotiated favourably for each course
- ♦ No "minimum" number required
- ♦ At your location if desired or possible
- ♦ Wide range of courses offered - sample these:
 - ♦ Typing
 - ♦ Foodsafe
 - ♦ Telephone techniques
 - ♦ Bookkeeping
 - ♦ Medical Terminology
 - ♦ First Aid
 - ♦ Cashier training
 - ♦ Computer courses
 - ♦ Defensive driving
 - ♦ SuperHost
- ♦ plus many more !

GETTING MORE OUT OF RIDING

Once you and your horse know the basics of riding as a team, what's next? The possibilities are endless. Teaching your horse to back up through obstacles, maneuvering your horse so you can open a gate without getting off its back. Teaching your horse to turn and respond on a light rein. Walk over or around 'scary' things. Anything that could make your riding more rewarding and more pleasurable can be addressed.

Pre-requisite: It is recommended that participants have a sound knowledge of Basic Riding before advancing to this level. **Register early, space is limited.**

INSTRUCTOR: Yvonne Deboer

LOCATION: Kispiox Rodeo Grounds

DATE: June 21, 22 & 23

DAY/TIME:

Group 1 - Session 1: Friday 5:00 pm - 6:45 pm
Session 2: Saturday 9:30 am - 10:45 am
Session 3: Sunday 11:00 am. - 12:45 pm

Group 2 - Session 1: Friday 7:00 pm - 8:45 pm
Session 2: Saturday 2:00 pm - 3:45 pm
Session 3: Sunday 9:30 am. - 10:45 am

Group 3 - Session 1: Saturday 11:00 am - 12:45 pm
Session 2: Saturday 4:00 pm - 5:45 pm
Session 3: Sunday 2:00 pm. - 3:45 pm

SESSIONS: 3

FEE: \$86 + GST

**ITEMS OF INTEREST****LITERACY****Development of a Literacy Action Plan**

In British Columbia one person in every three has problems reading, writing and communicating. This means that people may not have the skills to use printed materials that they face at work, at home and in their community. They may not be able to use manuals and forms required to do their job. They may not be able to read their telephone bill. They may not be able to read to their children. They may not be able to read notices and reports about community events and issues.

Northwest Community College and the Learning Opportunities Society want to develop a plan to improve literacy skills in our communities. We need ideas and support from community groups, house groups, business, labour, and individuals to develop this plan. Together we can find ways to help people improve their communication skills and handle written information easier.

If you are interested in becoming involved in the development of a literacy action plan or know of an adult who would like to improve their literacy skills please contact Karen Erickson, Literacy Coordinator, 842-5291.

C.O.R.E.

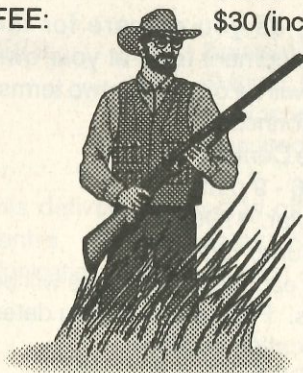
Successful completion of the Conservation and Outdoor Recreation Education course is mandatory for all residents applying for their hunting licence. The course contains interesting information about outdoor survival, hunter safety, wildlife, gun handling, and first aid. Register early, as classes fill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

INSTRUCTOR: Sharon Mason

LOCATION: Hazelton Secondary School

TIME: T.B.A.

FEE: \$30 (includes exam fees)

**CORE - 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 able to be tested with the regular class. Contact Sharon at 842-6913.

INSTRUCTOR: Sharon Mason

FEE: \$14 for both exams
 (practical & written)

PUBLIC AWARENESS

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

CAREER COUNSELLING**CHOICES**

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

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

**STUDENT SUCCESS**

Are you struggling to keep up in one of your courses? Would some extra help enable you to meet your goals? The college offers free of charge a variety of services to registered students in full-time programs. The services include confidential peer tutoring upon request, and a series of study skills—including exam tips, stress management, research skills, time management. For more information or to request a service—contact Marion Oke, Educational Advisor at 842-5291 to book an appointment.

UNIVERSITY CREDIT COURSES

Winter Semester (January - April)

Anthropology 111

Native People of Canada (3 hrs./week)

INSTRUCTOR: Bev Clifton Percival

DATE/TIME: T.B.A.

COST: \$127.20 + text

Biology 102

(3 hr. lecture, 6 hr. lab weekly)

INSTRUCTOR: Rosamund Pojar

DATE/TIME: T.B.A.

COST: \$127.20 + text

Geography 160

Physical Geography (3 hr. lecture, 3 hr. lab weekly)

INSTRUCTOR: T.B.A.

DATE/TIME: T.B.A.

COST: \$127.20 + text

Anthropology 111 - 3.0: Native People of Canada

A course dealing with the nature and diversity of Canadian Indian and Inuit traditional cultures and lifestyles. We will also examine the history of European colonialism in Canada and the impact it had on Canadian native peoples. Finally we will review some of the important issues in contemporary native affairs. (3,0,0)

Biology 102 - 3.0: Introductory Biology II

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

Prerequisite: Biology 101 or permission of instructor

Geography 160-3.0: Physical Geography

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

Please note:

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

WANTED TO RENT

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

Please mail to: N.W.C.C.
Box 338
Hazelton, B.C.
V0J 1Y0.

Information needed for housing list:

Contact Person: _____

Phone: Res. _____

Bus. _____

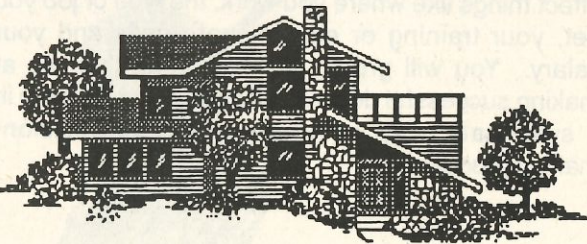
Rent: \$ _____

Available: _____

Heat: _____

Location: _____

Comments: _____



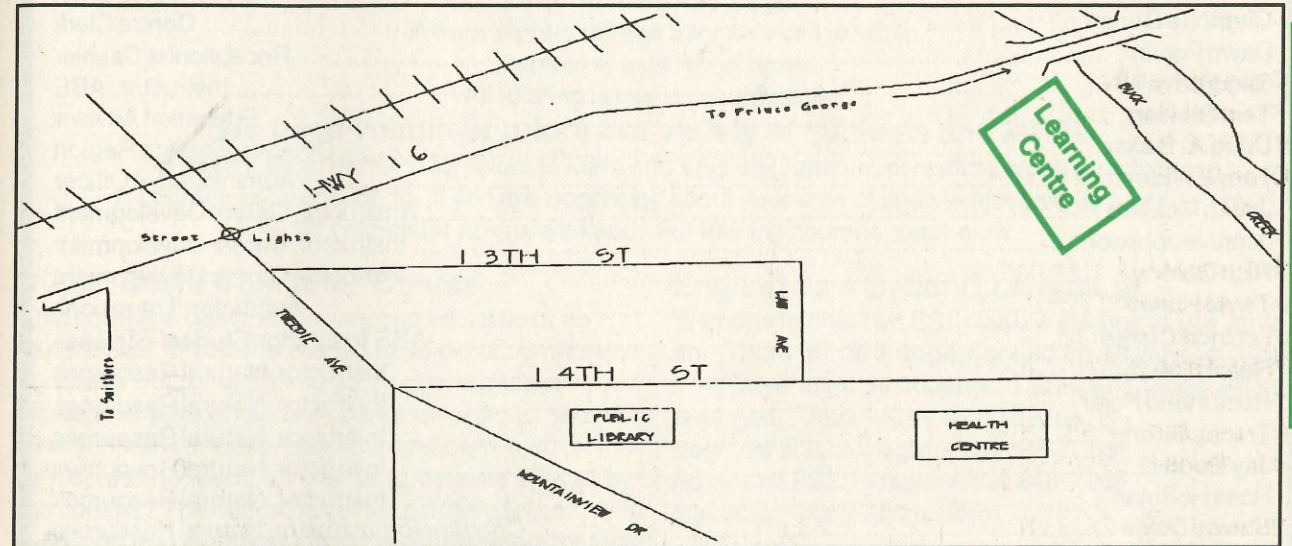
HOUSTON CAMPUS

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

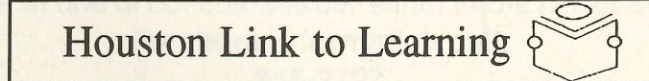
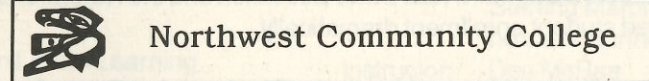
Mailing Address
Box 1277, Houston, BC V0J 1Z0

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

Phone 845-7266
Fax 845-3521



The Learning Centre



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

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

Mike Bryce
Alan Boyd
Shannon Euverman
Harjinder Parmar
Ivan Thompson
Student Association Rep.

Gary Beaudette
Alan Campbell
Bill Vinning
Penny Tiljoe
Bill Warner
Diane Smith

HOUSTON STAFF

Brenda Andersson	Assistant Director, Houston
Charlotte Gorley	Centre Clerk
Dawn Potvin	Receptionist/Cashier
Sandi Lavallie	Instructor, ABE
Terri Stewart	Education Advisor
Doug A. Baker	Director, Eastern Region
Tanya Widmark	Administrative Officer
Judith McLean	Instructor, Career Development
Jeannie Johnson	Instructor, Career Development
Rich Derooy	Instructor, Career Development
Twyla Hurley	Instructor, Transitions
Lucinda Clarke	ABE Instructor/Student Success
Harold Reedy	Instructor, Natural Resources
Rosamund Pojar	Instructor, Natural Resources
Tracey Strong	Instructor, Natural Resources
Jay Boddy	Instructor, Natural Resources
Ross Hoffman	Instructor, Natural Resources
Steven Doyle	Coordinator/Instructor, Natural Resources

NORTHWEST COMMUNITY COLLEGE

Northwest Community College is pleased to announce the commencement of the Transitions and Career Development classes in October. Along with Adult Basic Education and the Natural Resource Certificate program, these classes have increased student enrollment dramatically.

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

HOUSTON LINK TO LEARNING

Houston Link to Learning is 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: 7 - 9 p.m.
Monday, January 15
Wednesday, January 17
Mornings: 10 - 12 noon
Tuesday, January 16
Thursday, January 18

Instructor: Kathy Anderson
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 845-7266
Advanced ESL: to register call 845-7266
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.

Date/Time: Monday & Wednesday, 7 - 9:30 p.m.
Starting March 4, running 8 evenings,
no class during Spring Break

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 is now up and running in The Learning Centre. Our mandate 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.

Programming we are currently running includes:

Basic Skills Upgrading - Upgrading of basic math, reading and writing 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 A.B.E. 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.

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, PLCs and hydraulics, and quality control are just a few examples of some of the training we can provide.

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 disc players, audio and video conferencing and meeting rooms.

Interactive Computer Based Training Programs - No longer are you bound to taking courses that there is 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 Training Consultant
 Brenda Andersson Interim Manager
 Patty Bruce Administrative Assistant

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 Wednesday evenings.
4. Currently offer 23 courses including:

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

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

English 11
 Communications 11
 Math 11
 Introductory Math 11
 Math 11 (A)
 Earth Science 11
 Social Studies 11
 Family Management 11

English 12
 Communications 12
 History 12
 Geography 12
 Family Management 12

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

THANK YOU

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

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

ADULT BASIC EDUCATION

ADULT BASIC EDUCATION

General Information: See regional course description on page 6.

Fees payable by the semester or week.

INSTRUCTOR: Sandi Lavallie

DATE: Mon. - Fri.
Starts Tues., January 2, 1996

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

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

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

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

G.E.D.

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

G.E.D. EXAMS

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

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

Jan. 12,13/96 Mar. 1,2/96
Apr. 26,27/96 June 14,15/96

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

BASIC FOREST COURSES

This four week program consists of seven components designed to prepare participants for employment in forest worker development. Participants registering for all seven components may be eligible for sponsorship through the Ministry of Social Services, Band Offices, or Human Resources Development. These courses include both classroom theory and practical on-site training. Participants must have transportation to on-site training. Total fee for all 7 components is \$1734.

Level I Occupational First Aid	June 1
Transportation Endorsement	June 2
Wilderness Survival	June 3 - 9
Basic Forest Science	June 11 & 12
Forest Worker Skills	June 12 - 21
Map & Compass Reading	June 24 & 25
Tree Planting	June 26 - 28

LOCATION: Upstairs at the Mall

INSTRUCTORS: Roger Cloutier
Northwest 1st Aid Training Agency

Rob Saunders
Shock Wave Contracting

Mike Daniels - Highland Forestry

LEVEL I OCCUPATIONAL FIRST AID

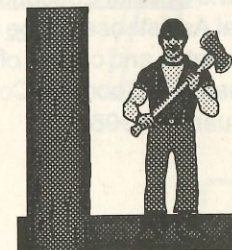
Occupational First Aid Level I is a one-day program designed to provide life-saving first aid skills to workers in industry. Sessions: 1.

DAY/TIME: Sat., 8 a.m. - 5 p.m.
FEE: \$85

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. Sessions: 1

DAY/TIME: Sun., 8 a.m. - 5 p.m.
FEE: \$85



WILDERNESS SURVIVAL

The 5 basic needs for survival in any situation are heat, shelter, water, food and a positive attitude. This course would be of benefit to everyone who enjoys snowmobiling, skiing, hunting, hiking or any other outdoor activities. Upon successful completion participants will have the confidence, knowledge, skills and ability to fend for themselves in a survival situation. Participants should be in good physical health. Includes 3 days practical (in the bush) experience. Supply list available upon registration. Sessions: 7

DAY/TIME: Mon. - Sun., 8 a.m. - 5 p.m.
FEE: \$485 + supplies

BASIC FOREST SCIENCE

The main objective of this course is to teach participants how the forest lives and works and to develop a better understanding on how to manage our forests in the future for the benefit of wildlife, humans and the trees and plants that grow there. Course outline available upon registration. Sessions: 2

DAY/TIME: Tues., Wed., 8 a.m. - 5 p.m.
FEE: \$165

MAP & COMPASS READING

Participants will learn compass and map reading skills, a must for anyone working in the outdoors. Learn the proper use of a compass, how to determine bearings and calculate distances. Sessions: 2

DAY/TIME: Mon., Tues., 8 a.m. - 5 p.m.
FEE: \$105

FOREST WORKER SKILLS

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

DAY/TIME: Thurs., Fri., 8 a.m. - 5 p.m.
SESSIONS: 2
FEE: \$564

TREE PLANTING

The objective of this course is to give participants an introduction to basic tree planting skills while working safely and efficiently with each other. A course outline is available upon registration.

DAY/TIME: Wed., Thurs., Fri., 8 a.m. - 5 p.m.
SESSIONS: 3
FEE: \$245

UNIVERSITY CREDIT COURSES

Winter Semester (January - April)

Anthropology 111 Native People of Canada (3 hrs./week)
 Instructor: Bev Clifton Percival
 Dates/Times: T.B.A.
 Cost: \$127.20 + text

Biology 102 (3 hr. lecture, 6 hr. lab weekly)
 Instructor: Rosamund Pojar
 Dates/Times: T.B.A.
 Cost: \$127.20 + text

Geography 160 Physical Geography (3 hrs. lecture, 3 hrs. lab weekly)
 Instructor: T.B.A.
 Dates/Times: T.B.A.
 Cost: \$127.20 + text

Anthropology 111 - 3.0: Native People of Canada
 A course dealing with the nature and diversity of Canadian Indian and Inuit traditional cultures and lifestyles. We will also examine the history of European colonialism in Canada and the impact it had on Canadian native peoples. Finally we will review some of the important issues in contemporary native affairs. (3,0,0)

Biology 102 - 3.0: Introductory Biology II
 A continuation of Biology 101. The course covers genetics, evolution and ecology. Laboratories include genetics, reproduction and development, evolutionary processes and ecology. Field trips, including a two day weekend trip, may be held. (3,3,0)
Prerequisite: Biology 101 or permission of instructor

Geography 160-3.0: Physical Geography
 The study of landforms, geological processes, soils and their impact on human culture. Emphasis is to be placed on the description of landforms and soils and the processes which form them. Laboratory experience focuses on soils, fossils, map and air photo skills and field examinations of landforms. Field trips to examine local features and to collect field data are required and may be scheduled for weekends. (3,3,0)

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

EARLY CHILDHOOD EDUCATION

E.C.E. 128: MODELS AND METHODS OF PARENT INVOLVEMENT

A practical course that supports the theories explore in E.C.E. 123. The student will examine and practice strategies for establishing and maintaining effective partnerships with parents and families, considering cross-cultural communication and childrearing practices. (3,0,0)

INSTRUCTOR: Rosemarie Goodwin
LOCATION: NWCC, Teleconferencing Room
DATE: January 9 - April 23, 1996 plus a Saturday workshop
DAY/TIME: Tuesdays, 7 - 9 p.m.

SESSIONS: 16
TEXT: Home, School & Community by Gestwicki

ENROLLMENT: Maximum 8 per centre
FEE: \$128.40 + textbook

E.C.E. 202: INFANT, TODDLER CARE & GROWTH

A foundation course that examines major theories and influences on prenatal, perinatal, infant, and toddler development. The focus is on typical growth and development, emphasizing the effects of parenting styles, caregiving, and the environment on the child's development. (3,0,0)

INSTRUCTOR: Maureen Fox
LOCATION: NWCC, Teleconferencing Room
DATE: January 8 - April 22, 1996 plus a Saturday workshop
DAY/TIME: Mondays, 7 - 9 p.m.

SESSIONS: 16
TEXT: Infants, Toddlers & Caregivers by Gonzales-Mena

ENROLLMENT: Maximum 8 per centre
FEE: \$128.40 + textbook

SUMMER INSTITUTE

The E.C.E. Department in conjunction with the Supported Child Care Initiative, is proposing to offer Basic and Post-Basic courses, Practica In Special Needs, and Special Education Assistants Training. (Financial Assistance will be available to students.) Tentative dates and course offerings will be available from Rosemarie Goodwin, Co-ordinator, 638-5419, after January 2, 1996.

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:

Adult Basic Education	Page 6
B.C. Forestry Continuing Studies	Page 7
Community Resource Worker Program	Page 8
First Aid	Page 9
Transition/College Preparation	Page 10
Natural Resources Certificate Program	Page 11
Forest Technology Diploma Program	Page 12
Office Administration	Page 14
Office Administration Distance Education ...	Page 15
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 Proc.
BCPT 104	Computer Speed
BENG 102	Spelling and Vocabulary
BUSM 101	Business Machines
COMP 115	Introduction to Database
KYBD 100	Keyboarding
OFPR 110	Records Management
TYPG 101	Basic Business Typing

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

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



BUSINESS/COMPUTER PROGRAMS

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:

INSTRUCTOR: Kathy Anderson
Houston Link to Learning
Classroom 2
DATE: Jan. 15 - 17
DAY/TIME: Mon. & Wed., 7 - 9 p.m.
SESSIONS: 2
FEE: no charge

Course 2:

INSTRUCTOR: Kathy Anderson
Houston Link to Learning
Classroom 2
DATE: Jan. 16 - 18
DAY/TIME: Tues. & Thurs., 10 - 12 noon
SESSIONS: 2
FEE: 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.

INSTRUCTOR: Indra Manhas
LOCATION: Classroom 2
DATE: Jan. 29 - Feb. 5
DAY/TIME: Mon. & Thurs., 6:30 - 9:30 pm
SESSIONS: 3
FEE: \$58 + disk (approx. \$1.50)

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

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.

INSTRUCTOR: Indra Manhas
LOCATION: Classroom 2
DATE: Feb. 8 - 19
DAY/TIME: Mon. & Thurs., 6:30 - 8 pm
SESSIONS: 4
FEE: \$40 + disks (approx. \$1.50)

WINDOWS BASICS

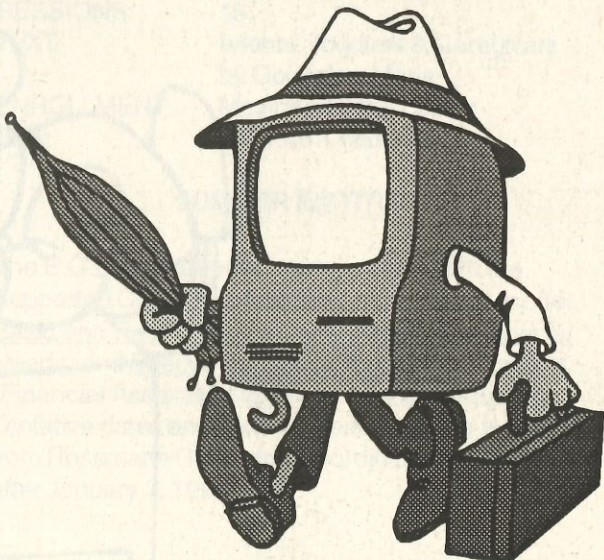
This course introduces Windows software, mouse usage, various parts of a typical Windows screen and the use of MS-DOS commands from within the Windows environment. It will be of interest to the computer user who expects to be using Windows programs such as "Word for Windows".

Course 1:

INSTRUCTOR: Indra Manhas
LOCATION: Classroom 2
DATE: Feb. 17 - 24
DAY/TIME: Sat., 8:30 am - 3:30 pm
SESSIONS: 2
FEE: \$125 + text & disks (approx. \$25)

Course 2:

INSTRUCTOR: Glenna Brundige
LOCATION: Classroom 2
DATE: Feb. 22 - March 4
DAY/TIME: Mon., Thurs., 6:30 - 9:30 p.m.
SESSIONS: 4
FEE: \$125 + text & disks (approx. \$25)



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:

INSTRUCTOR: Indra Manhas
LOCATION: Classroom 2
DATE: March 2 - 9
DAY/TIME: Sat., 8:30 a.m. - 3:30 p.m.
SESSIONS: 2
FEE: \$125 + text & disks (approx. \$25)

Course 2:

INSTRUCTOR: Glenna Brundige
LOCATION: Classroom 2
DATE: March 25 - April 4
DAY/TIME: Mon. & Thurs., 6:30 - 9:30 pm
SESSIONS: 4
FEE: \$125 + text & disks (approx. \$25)

MICROSOFT EXCEL 5

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

Course 1:

INSTRUCTOR: Indra Manhas
LOCATION: Classroom 2
DATE: Apr. 11 - 22
DAY/TIME: Mon., Thurs., 6:30 - 9:30 p.m.
SESSIONS: 4
FEE: \$125 + text & disk (approx. \$25)

Course 2:

INSTRUCTOR: Glenna Brundige
LOCATION: Classroom 2
DATE: Apr. 27 - May 4
DAY/TIME: Sat., 9 am - 4 pm
SESSIONS: 2
FEE: \$125 + text & disk (approx. \$25)

MICROSOFT WORKS FOR WINDOWS

Microsoft Works for Windows is an integrated software package consisting of word processor, spreadsheet, database and communications modules. Students will be led through exercises using all modules except for communications (which will be covered as an appendix). A familiarity with Windows is required.

INSTRUCTOR: Kathy Anderson
LOCATION: Classroom 2
DATE: April 13 - 20
DAY/TIME: Sat., 9 a.m. - 4 p.m.
SESSIONS: 2
FEE: \$144

COMPUTER DIAGNOSTICS

Take a tour through the inside of a PC! This course will identify all hardware components of a new Multimedia Personal Computer. It will also cover upgrading a PC's capabilities, installing cards and memory, diagnosing hardware and software problems, basic repairs and preventative maintenance. Become more familiar with your PC!

INSTRUCTOR: Ivan Widen
LOCATION: Classroom 2
DATE: April 16 - 25
DAY/TIME: Tues., Thurs., 7 - 9 p.m.
SESSIONS: 4
FEE: \$65

DOS 6.22

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

FBDB BOOKKEEPING FOR SMALL BUSINESS

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

INSTRUCTOR: Susan Leuenberger
Pleasant Valley Accounting
LOCATION: NWCC
DATE: Jan. 15 - Feb. 14
DAY/TIME: Mon. & Wed., 6:30 - 9:30 p.m.
SESSIONS: 10
FEE: \$180 + text

MICROCOMPUTER TRAINING

In preparation for returning to the workforce, this 6 week program is designed for those individuals who have basic office and typing skills and now wish to upgrade those skills with computer training. Participants will receive face to face instruction plus hands-on training with software currently in use by business and industry. Topics covered will include DOS, Windows, Microsoft Office or Lotus SmartSuite. Successful completion will include a N.W.C.C. non-credit Basic Microcomputing certificate. **Participants may be eligible for sponsorship. Make an appointment with the Educational Advisor for further details.**

INSTRUCTOR: Indra Manhas
LOCATION: Classroom 2
DATE: May 6 - June 14
DAY/TIME: Mon. - Fri., 8:30 a.m. - 3 p.m.
SESSIONS: 29
FEE: \$1275

FUTURE PROGRAMS

FAMILY DAY CARE

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

Family day care consists of 6 courses:
 Introduction to Family Day Care: FAM 01
 Understanding Child Development: FAM 02
 Understanding Children's Behaviour: FAM 03
 Health, Safety & Nutrition: FAM 04
 Planning Children's Experiences: FAM 05
 Operation of a Family Day Care: FAM 06

With the completion of all 6 courses, plus the 8 hour child safe course (offered through the college) a student will receive a Family Day Care Certificate. Tentative start date is January 15, 1996. For information please call 845-7266 and make an appointment with the education advisor.

ENTREPRENEURIAL SKILLS

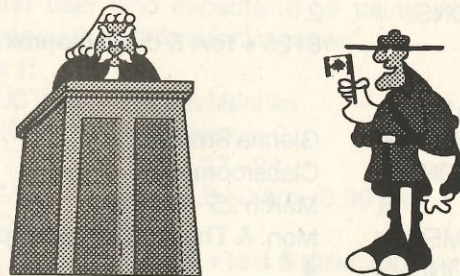
The entrepreneurial skills program would provide learners with basic management skills with a focus on the skills needed to successfully manage a small scale operation. This goal would be achieved through a mixture of classroom instruction, case studies, group discussions, projects and mentorships with local small business owners. Spring 1996.

PEOPLE'S LAW SCHOOL

IMMIGRATION PROCEDURES

The instructor will explain the Immigration Act and Regulations with reference to recent changes. As well, there will be a discussion of the different methods of immigrating to Canada; the responsibilities of a sponsor; the point system; the application process and how long it will take.

INSTRUCTOR: Claire Davidson
LOCATION: NWCC
DATE: Jan. 31
DAY/TIME: Wed., 7 - 9 p.m.
SESSIONS: 1
FEE: no charge



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.

INSTRUCTOR: Claire Davidson
LOCATION: NWCC
DATE: Feb. 28
DAY/TIME: Wed., 7 - 9 p.m.
SESSIONS: 1
FEE: no charge

WILLS & ESTATES

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

INSTRUCTOR: TBA
LOCATION: NWCC
DATE: March 27
DAY/TIME: Wed., 7 - 9 p.m.
SESSIONS: 1
FEE: no charge

FAMILY & GROUP DAYCARE: LEGAL ASPECTS

What are the legal considerations when starting and running a family or group daycare? To be discussed are the provincial and federal laws that apply; child protection and abuse laws; liability of the facility, staff and volunteers, and more. This class is for everyone involved in daycare - parents too!

INSTRUCTOR: Claire Davidson
LOCATION: TBA
DATE: April 24
DAY/TIME: Wed., 7 - 9 p.m.
SESSIONS: 1
FEE: no charge

INVEST

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

HOSPITALITY COURSES

This three week program is designed to prepare participants for employment in the hospitality field.

You may register for an individual course or the whole series.

CASHIER TRAINING

Participants will learn touch-cashiering on electronic cash registers plus how to use scanners. Some of the topics covered will include making change, foreign currency exchange, customer relations, the difficult customer, cash shortages, hold-ups and security. Math skills are an asset. Minimum grade 10. A non-credit N.W.C.C. certificate will be issued upon successful completion.

INSTRUCTOR: Henk Buter & Holly Deglow
LOCATION: Super Valu
DATE: March 25 - 28
DAY/TIME: Mon. & Wed., 6:30 - 9:30 p.m.
SESSIONS: 4
FEE: \$160



SUPERHOST / CUSTOMER RELATIONS

SuperHost is a community-based program that offers a framework for the people of British Columbia to work together in improving the quality of service and hospitality we offer visitors.

INSTRUCTOR: Shirley Higgins
LOCATION: NWCC
DATE: April 1 - 3
DAY/TIME: Mon. & Wed., 6:30 - 9:30 p.m.
SESSIONS: 3
FEE: \$110 includes text

WORKPLACE HAZARDOUS MATERIALS (WHIMIS)

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.

INSTRUCTOR: J. Lombardi Holdings Ltd.
LOCATION: NWCC
DATE: April 4
DAY/TIME: Thurs., 6:30 - 9:30 p.m.
SESSIONS: 1
FEE: \$26 + textbooks

FOODSAFE

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

INSTRUCTOR: Shiranthini Hensman
LOCATION: NWCC
DATE: April 9 - 11
DAY/TIME: Tues., Wed., 6:30 - 10 p.m.
 Thurs., 6:30 - 9:30 p.m..
SESSIONS: 3
FEE: \$100

Persons registering for the entire series may be eligible for sponsorship.

Total tuition for Hospitality Series is \$396.

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.

INSTRUCTOR: Roger Cloutier
 LOCATION: Upstairs in the Mall
 DATE: May 18
 DAY/TIME: Sat., 9 a.m. - 5 p.m.
 SESSIONS: 1
 FEE: \$75



HOMEOPATHY FIRST AID

A review of some frequently used remedies and common problems.

INSTRUCTOR: Dr. B. Bastian
 LOCATION: NWCC
 DATE: March 11
 DAY/TIME: Mon., 6:30 p.m. - 9:30 p.m.
 SESSIONS: 1
 FEE: \$19 + \$1.33 GST

HOMEOPATHY MEDICINE

Learn the basic theory of how homeopathic medicine works and how it is practised.

INSTRUCTOR: Dr. B. Bastian
 LOCATION: NWCC
 DATE: March 4
 DAY/TIME: Mon., 6:30 p.m. - 9:30 p.m.
 SESSIONS: 1
 FEE: \$19 + \$1.33 GST

HOMEOPATHY FOR ANIMALS

This session will cover the homeopathic treatment of some common problems encountered with your animals.

INSTRUCTOR: Dr. B. Bastian
 LOCATION: NWCC
 DATE: March 25
 DAY/TIME: Mon., 6:30 p.m. - 9:30 p.m.
 SESSIONS: 1
 FEE: \$19 + \$1.33 GST

LEVEL I OCCUPATIONAL FIRST AID

Occupational First Aid Level I is a one-day program designed to provide life-saving first aid skills to workers in industry. **PRE-REQUISITES:** Minimum age 16, and the physical ability to perform first aid skills as required to complete the learning tasks. Evaluation of students is done by the instructor. Successful completion results in WCB issued Occupational First Aid Level I certificate, valid for two years. Pre-register at least two weeks prior to course date.

INSTRUCTOR: Roger Cloutier
 Northwest First Aid Training
 LOCATION: Upstairs in the mall
 SESSIONS: 1
 FEE: \$85

Course I:

DATE: Jan. 6
 DAY/TIME: Sat., 8 am - 5 pm

Course 2:

DATE: April 13
 DAY/TIME: Sat., 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-man CPR, obstructed airway management, assisted breathing skills by pocket mask and bag valve mask, control of bleeding, hard collars, transportation skills and other life-saving skills. Also the student will learn assessment skills and problem-solving for various injuries he/she may face in industry or at home. Upon successful completion of this course, students are awarded a two-year WCB Industrial First Aid Level III ticket. Students must have their own personal pocket mask.

INSTRUCTOR: Roger Cloutier
 Northwest First Aid Training
 LOCATION: TBA
 FEE: \$575

Course I:

DATE: Feb. 5 - March 9
 DAY/TIME: Mon. & Wed., 6:30 - 10:30 pm
 Sat., 8 am - 5 pm
 SESSIONS: 15

Course II:

DATE: Mar. 30, 31, Apr. 1 - 4, Apr. 9 - 12
 DAY/TIME: Mon. - Fri., 8 a.m. - 5 p.m.
 SESSIONS: 10

TRANSPORTATION ENDORSEMENT

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

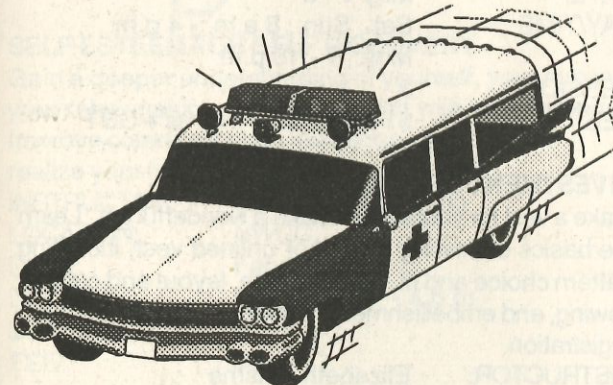
INSTRUCTOR: Roger Cloutier
 Northwest First Aid Training
 LOCATION: Upstairs in the Mall
 SESSIONS: 1
 FEE: \$85

Course I:

DATE: Jan. 7
 DAY/TIME: Sun., 8 a.m. - 5 p.m.

Course 2:

DATE: April 14
 DAY/TIME: Sun., 8 a.m. - 5 p.m.



Register
 early classes fill up
 quickly!

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.

INSTRUCTOR: B.V. Driving School
 LOCATION: Community Hall, Room 102
 SESSIONS: 6
 FEE: \$180

Course I:

DATE: Feb. 12 - 17
 DAY/TIME: Mon. - Sat., 4:30 pm - 10:30 pm

Course 2:

DATE: Apr. 15 - 20
 DAY/TIME: Mon. - Fri., 6:30 pm - 10:30 pm

TRAFFIC CONTROL FLAGGING

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

INSTRUCTOR: Sandra Bohleber
 SJB Traffic Control
 LOCATION: NWCC
 DATE: March 30, 31
 DAY/TIME: Sat., Sun., 8 a.m. - 5 p.m.
 SESSIONS: 2
 FEE: \$90



GENERAL INTEREST

AVOIDING BURNOUT

Are you burned out? Do you tire more easily, feel cynical, forgetful, irritable and out of touch? Are you working harder and accomplishing less? This workshop will provide participants with an opportunity to experience a range of techniques and approaches to bypass burnout from work related causes.

INSTRUCTOR: Margarita Bruehler
 LOCATION: TBA
 DATE: Feb. 2
 DAY/TIME: Fri., 8:30 a.m. - 3:30 p.m.
 SESSIONS: 1
 FEE: \$75

CRAFTS

Northwest Community College and Brass Thimble Designs can offer you a variety of craft courses. For example:

- ◆ Carousel Horses
- ◆ Seasonal Wreaths
- ◆ Wooden Country Dolls
- ◆ and much more.

Register your interest and we'll contact you with course dates when sufficient numbers have been reached.

C.O.R.E.

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

INSTRUCTOR: Sonny Perkinson
 LOCATION: NWCC
 DATE: Apr. 15 - 26
 DAY/TIME: Mon., Wed., Fri., 7 - 9 p.m.
 SESSIONS: 6
 FEE: \$105 + \$7.35 GST = \$112.35

DRIED FLORAL ARRANGING

Capture the joy of creating your own arrangements, using dried flowers. You will learn the basic steps to design beautiful flower arrangements. Participants must bring wire cutters, scissors, a plastic container and a glue gun.

INSTRUCTOR: Timeless Blossoms
 Rose Lucier
 LOCATION: NWCC
 DATE: Feb. 24
 DAY/TIME: Sat., 1 - 4 p.m.
 SESSIONS: 1
 FEE: \$22 + supplies (approx. \$25)



FEMINIST APPROACHES TO LITERATURE AND LANGUAGE

Through a combination of presentation and group discussion, the instructor will explore the ways in which gender affects reading, writing and the use of language.

INSTRUCTOR: Andrea Lebowitz
 LOCATION: Seniors Activity Centre
 DATE: April 1
 DAY/TIME: Mon., 1 - 4 p.m.
 SESSIONS: 1
 FEE: no charge

FIREARMS SAFETY

To acquire firearms in Canada, you need a Firearms Acquisition Certificate (FAC). A federal law requires that when you apply for an FAC you must prove that you have successfully completed a course or test in the safe handling and use of firearms, and the laws relating to them. Successful completion of this course, both in the written and practical field, will enable you to submit your application for an FAC.

INSTRUCTOR: Ross Davidson
 LOCATION: NWCC
 DATE: May 4 - 6
 DAY/TIME: Sat., Sun., 8 a.m. - 4 p.m.
 Mon., 7 - 10 p.m.
 SESSIONS: 3
 FEE: \$140 includes exams + GST

INVESTMENT SEWING

Make a vest for yourself, or make a wonderful gift. Learn the basics of sewing a lined or unlined vest, including pattern choice and fit, fabric choice, layout and cutting, sewing, and embellishments. Supply list available upon registration.

INSTRUCTOR: Elizabeth Pelsma
 LOCATION: NWCC
 DATE: April 27 & 28
 DAY/TIME: Sat. & Sun., 9:30 a.m. - 5 p.m.
 SESSIONS: 2
 FEE: \$76 + \$5.32 GST + supplies

NATURE WRITING

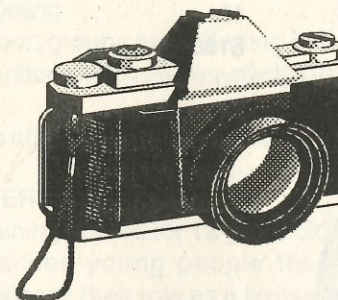
This workshop will investigate nature writing by women in Canada. Through a combination of presentation and group discussion the instructor will pursue the topic of the way in which gender affects the production and reception of nature writing by women

INSTRUCTOR: Andrea Lebowitz
 LOCATION: NWCC
 DATE: April 1
 DAY/TIME: Mon., 7 - 10 p.m.
 SESSIONS: 1
 FEE: no charge

PHOTO PHUN

This class is to help you understand your 35mm camera and to have fun taking pictures. You will be taught about: types of film, F stops, shutter speed, depth of field, double exposures, filters, and some black and white techniques. You will need to bring your camera (preferably empty of film), your manual, if possible, and a roll of 12 exposure colour film. If you have lenses, filters, flashes, etc., bring them along too.

INSTRUCTOR: Simon Jeffery
 LOCATION: NWCC
 DATE: March 9 - 30
 DAY/TIME: Sat., 9:30 - 11:30 a.m.
 SESSIONS: 4
 FEE: \$45 + \$3.15 = \$48.15



SELF ESTEEM FOR SELF DISCOVERY

Gain a deeper understanding of yourself, your history, your relationships and get in touch with your feelings. Improve communication techniques and begin to realize your full potential.

INSTRUCTOR: Questers Consulting
 LOCATION: NWCC
 DATE: Feb. 10 - 17
 DAY/TIME: Sat., 10 a.m. - 4 p.m.
 SESSIONS: 2
 FEE: \$75

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 potluck lunch prepared by the students following recipes written in Spanish.

INSTRUCTOR: Violetta Schwartz
 LOCATION: NWCC
 DATE: Feb. 12 - Mar. 13
 DAY/TIME: Mon. & Wed., 6:30 - 8 p.m.
 SESSIONS: 10
 FEE: \$95

STRESS MANAGEMENT

Feeling drained? Overwhelmed? If you are a parent, worker, student or manager, this workshop is a supportive place for you. We will focus on specific ways to create more balance and well being in everyday life.

INSTRUCTOR: Margarita Bruehler
 LOCATION: Seniors Activity Centre
 DATE: Feb. 1
 DAY/TIME: Thurs., 8:30 a.m. - 3:30 p.m.
 SESSIONS: 1
 FEE: \$85

TIPS ON BUYING YOUR FIRST COMPUTER

Bytes, ram, megahertz, what are they? Software, printers, modems, CD roms, what should you buy to meet your needs without breaking your budget. This informative workshop will give participants some helpful tips on questions to ask when buying your first home computer.

INSTRUCTOR: Ivan Widen
 LOCATION: Classroom 2
 DATE: March 5
 DAY/TIME: Tues., 7 - 10 p.m.
 SESSIONS: 1
 FEE: \$27. + \$1.89 GST = \$28.89

WHAT DO I WANT TO DO WITH THE REST OF MY LIFE?

Take some time to re-evaluate your life, explore new choices and opportunities. In a group setting learn effective strategies for defining and achieving your goals.

INSTRUCTOR: Questers Consulting
 LOCATION: NWCC
 DATE: March 5 - 12
 DAY/TIME: Tues., 7 - 10 p.m.
 SESSIONS: 2
 FEE: \$45

WOODWORKING ORIENTATION

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

INSTRUCTOR: Bruce Hamblin
 Country Treasures Ltd.
 LOCATION: Bruce Hamblin's shop
 DATE: Feb. 6
 DAY/TIME: Tues., 7 - 9:30 pm
 SESSIONS: 1
 FEE: \$20 + \$1.40 GST = \$21.40

WOODWORKING BEGINNER

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

Pre-requisite: Woodworking Orientation.

INSTRUCTOR: Bruce Hamblin
Country Treasures Ltd.

LOCATION: Hamblin's Shop

DATE: Feb. 13 - Apr. 16

DAY/TIME: Tues., 7 - 9:30 pm

SESSIONS: 10

FEE: \$158 + \$11.06 GST = \$169.06

WOODWORKING ADVANCED

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

Prerequisite: Woodworking Beginners or previous cabinet making experience.

INSTRUCTOR: Arnold Amonson
Tru Square Enterprises Ltd.

LOCATION: Hamblin's shop

DATE: Feb. 14 - Apr. 17

DAY/TIME: Wed., 7 - 9:30 pm

SESSIONS: 10

FEE: \$180



HOUSTON COMMUNITY SERVICES

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

One-to-one services are:

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

Workshops offered this season are:

BABYSITTER TRAINING

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

INSTRUCTOR: Mark Zagwyn
LOCATION: Houston Community Services
SESSIONS: 7
FEE: \$12

Course 1:

DATE: Jan. 23 - Mar. 5
DAY/TIME: Tues., 6:30 - 8:30 pm

Course 2:

DATE: Apr. 2 - May 14
DAY/TIME: Tues., 6:30 - 8:30 pm

**NOBODY'S PERFECT**

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

- ◆ To help parents increase their knowledge and understanding of their children
- ◆ To increase mutual support among parents
- ◆ To increase self-image and coping skills
- ◆ To effect positive change in their behaviour towards children.

INSTRUCTOR: Marianne Dekker
LOCATION: Houston Community Services
DATE: TBA
DAY/TIME: TBA
SESSIONS: TBA
FEE: no charge



Depending on the interest we can offer either:

- ◆ Early Childhood S.T.E.P.
- ◆ S.T.E.P. (Systematic Training for Effective Parenting)
- ◆ S.T.E.P. TEEN
- ◆ How to Talk So Kids Will Listen and How To Listen So Kids Will Talk
- ◆ Siblings Without Rivalry

DATE: TBA
FEE: \$16
INSTRUCTOR: Marianne Dekker

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

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

There are several programs we offer. For example:

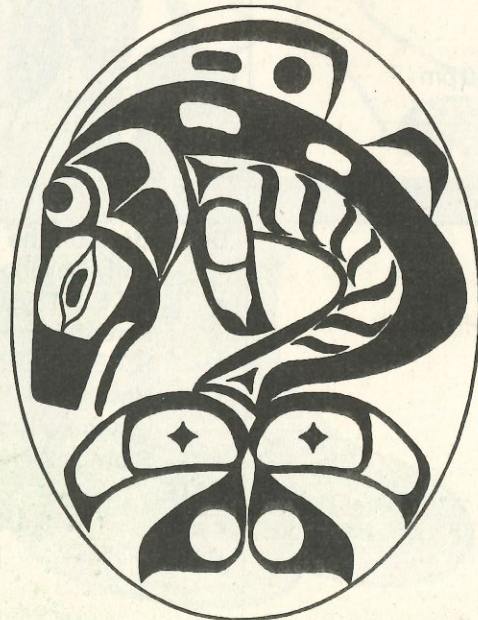
- ♦ Drug & Alcohol Counsellor
- ♦ Family Support
- ♦ Pregnancy Outreach Program
- ♦ Advocacy

We offer workshops the first and third Tuesday of each month at the Northwest Community College Teleconferencing Room from 9:30 a.m. - 3:00 p.m., brown bag lunch. These workshops are educational or health orientated with a craft workshop to follow each morning workshop. Everyone is welcome and bring a friend. To register for any of the workshop contact Penny Tiljoe at 845-2131 or fax 845-2136.

All workshops are T.B.A., here is an example of the topics of workshops that we offer. Breast Cancer Awareness, Child Injury Prevention, Stay Healthy Workshops with Topics: Keeping Colds & Flu's Away From Your Children, Talking About Birth Control and S.T.D.'s With Your Children, Nutrition, Nutrition & Children, Children and Solvent Inhalant Abuse, Time Management, possible Anger Management, Stress Management, Native Dancers, Spiritual Healer, Cross Cultural Awareness, Stay In School Initiative - for school children, Resume - Covering Letters, Job Search Techniques, Interview Techniques, Identifying Interest Skills, Parenting Skills, TB Testing, Let's Talk About Smoking, Osteoporosis, AIDS Awareness, Sugar Diabetes Workshop, How to Talk So Your Kids Will Listen, Sibling Without Rivalry, STEP - Normal & Teens, and Nobody's Perfect.

Craft Workshops: Native Beading, Dream Catchers, Native Beaded Barrettes, Knapsacks made from bandannas, Christmas Decorations, Picture Frames, and more.

Please contact the Dze L K'ant Friendship Centre Society, Houston Outreach Office for topics of the workshops, Penny Tiljoe at 845-2131 or fax 845-2136.



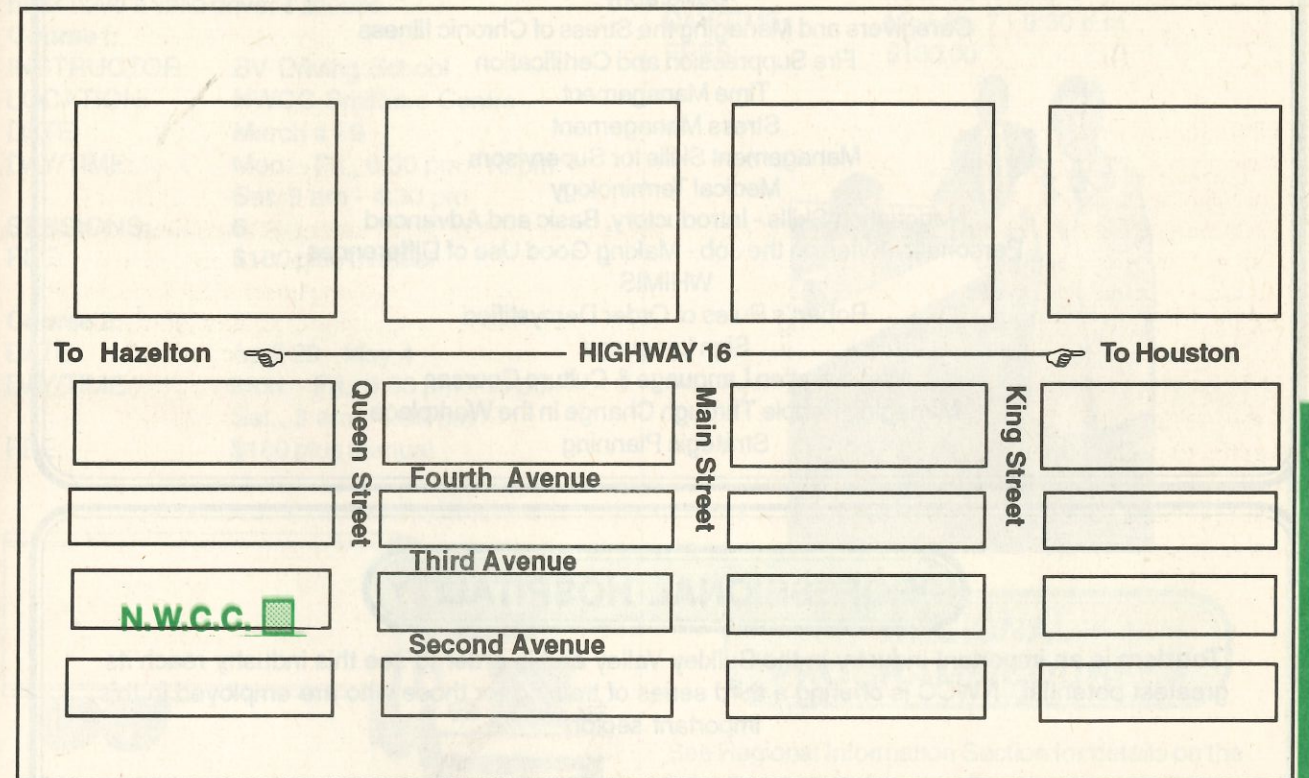
SMITHERS CAMPUS

COLLEGE OFFICE HOURS

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

FACILITY RENTAL

The college will rent rooms for groups to hold meetings, workshops, etc. Rental is \$50 per day per room (\$25/half day). If your group is a non-profit Community Organization the fee may be waived. Call the college to book your space.



SMITHERS NON-INSTRUCTIONAL STAFF

- | | |
|-------------------------|---|
| Mary Ellen Graham | Administrative Officer/Continuing Education |
| Mary Hiemstra | Day Clerk |
| Ross Hoffman | Education Career Support |
| Carol Palm | Centre Clerk |
| Sheila Peters | Educational Advisor |
| Doug A. Baker | Director - Eastern Region |

CONTINUING EDUCATION

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

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

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

- Balancing the Demands of Work, Relationships and Play
 - Internet
 - Calligraphy
- Caregivers and Managing the Stress of Chronic Illness
 - Fire Suppression and Certification
 - Time Management
 - Stress Management
- Management Skills for Supervisors
 - Medical Terminology
- Negotiation Skills - Introductory, Basic and Advanced
- Personality Styles on the Job - Making Good Use of Differences
 - WHIMIS
- Robert's Rules of Order Demystified
 - Sign Language
- Wet'suwet'en Language & Culture Courses
- Managing People Through Change in the Workplace
 - Strategic Planning

PROFESSIONAL HOSPITALITY

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

Courses planned for 1996 include:

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

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

TRADE/CAREER/VOCATIONAL

AIRBRAKES

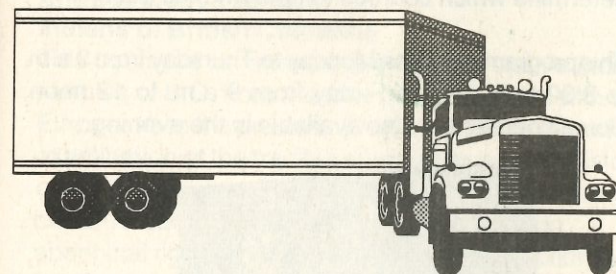
Drivers are prepared for a written and practical test on the operation and maintenance of airbrake systems for either on-highway or off-highway vehicles. Participants will be given proof of course attendance and practical examination by the instructor. The Motor Vehicle Branch written test must be taken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

INSTRUCTOR: BV Driving School
LOCATION: NWCC Smithers Centre
DATE: March 4 - 9
DAY/TIME: Mon. - Fri., 6:30 pm - 10 pm
 Sat. 9 am - 4:30 pm
SESSIONS: 6
FEE: \$180 plus manual

Course 2:

DATE: April 29 - May 4
DAY/TIME: Mon. - Fri., 6:30 pm - 10 pm
 Sat., 9 am - 4:30 pm
FEE: \$180 plus manual



TRAFFIC CONTROL FLAGGING

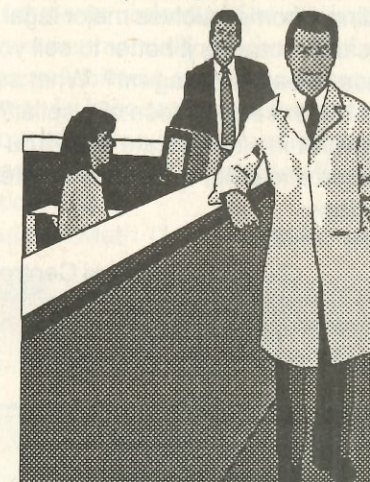
This is a 14 hour course, held over two days, with an in-depth coverage of the skills and information needed to become certified as a traffic control flagger.

INSTRUCTOR: Sandra Bohleber
LOCATION: NWCC Smithers Centre
DATE: TBA
DAY/TIME: TBA, 9 am - 5 pm
SESSIONS: 2
FEE: \$90

MEDICAL TERMINOLOGY

This course will be of special interest to hospital staff working in clerical positions, office staff in a doctor's office, people anticipating a career in the health care field or people already working in this field wishing to review and brush up on their medical terminology. Basic anatomy will be studied and then attention will be given to each body system in greater detail. Major disease conditions which pertain to these systems, their symptoms and treatment will also be covered. There is no textbook for this course; however, participants will be expected to have a medical dictionary on hand for each class.

INSTRUCTOR: Grace Brown RN
LOCATION: NWCC - Room T.B.A.
DATE: Feb. 12 to May 6
DAY/TIME: Monday 7 - 9:30 p.m.
FEES: \$180.00



REGIONAL PROGRAMS/COURSES

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

Adult Basic Education	Page 6
B.C. Forestry Continuing Studies	Page 7
Community Resource Worker Program	Page 8
First Aid	Page 9
Transition/College Preparation	Page 10
Natural Resources Certificate Program	Page 11
Forest Technology Diploma Program	Page 12
Office Administration	Page 14
Office Administration Distance Education ...	Page 15
Provincial Instructors' Diploma Program	Page 16
Diploma In Adult Education	Page 16
University Credit Program	Page 17
Wilderness Guiding Skills	Page 18

PEOPLE'S LAW SCHOOL

TAX LAWS & YOU

Charge up those calculators, tax time has arrived once again. The instructor will highlight the changes in tax regulations; GST and its implications; deductions that may be claimed as well as income that must be declared - a question period will follow. Class size is limited, so be sure to register early.

INSTRUCTOR: TBA
 LOCATION: NWCC - Smithers Centre
 DATE: Feb. 7, 1996
 DAY/TIME: Wednesday 7 - 9 p.m.
 SESSION: 1
 FEE: No charge

BUYING AND SELLING A HOME OR PROPERTY

Buying or selling a home involves major legal and financial considerations. Is it better to sell your home privately or use a real estate agent? What are the concerns of a buyer versus those of a seller? What is the role of a lawyer in a real estate deal? You can find answers to these and other questions by attending this free law class:

INSTRUCTOR: TBA
 LOCATION: NWCC - Smithers Centre
 DATE: March 20, 1996
 DAY/TIME: Wednesday 7 - 9 p.m.
 SESSION: 1
 FEE: No charge



CRIME PREVENTION & SAFETY FOR WOMEN

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

INSTRUCTOR: People's Law School
 LOCATION: NWCC Smithers Centre
 DATE: April 17
 DAY/TIME: Wed., 7 - 9 pm
 SESSIONS: 1
 FEE: No charge

FAMILY LAW

This class will deal with rights and responsibilities of a family unit, such as marriage, separation, divorce, child protection, custody and access, responsibilities and rights between spouses and as parents. Class size is limited, so be sure to register early.

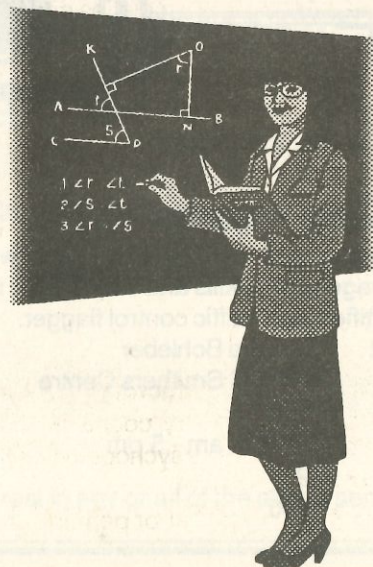
INSTRUCTOR: TBA
 LOCATION: NWCC - Smithers
 DATE: May 8, 1996
 DAY/TIME: Wednesday 7 - 9 p.m.
 SESSION: 1
 FEE: N/C

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

ADULT BASIC EDUCATION

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

This program operates Monday to Thursday from 9 a.m. to 3:30 p.m. and on Friday from 9 a.m. to 12 noon. Some courses are also available in the evening.



UNIVERSITY CREDIT COURSES

Winter Semester (January - April)

Anthropology 112

Indians of British Columbia

Instructor: Bev Clifton Percival
 Dates/Times: Tues., 9 a.m. - 12 noon
 Cost: \$127.20 + text

English 102

Instructor: Sheila Peters
 Dates/Times: Tues. evenings (Jan. 9 - Apr. 16)
 6:30 p.m. - 9:30 p.m.
 Location: Room 110/111
 Cost: \$127.20 + text

Psychology 102

Instructor: Ted Eberle
 Dates/Times: Mon. evenings (Jan. 8 - Apr. 15)
 6:30 p.m. - 9:30 p.m.
 Location: TBA
 Cost: \$127.20 + text

Sociology 102

Instructor: Bev Clifton Percival
 Dates/Times: Wed. afternoons (Jan. 10 - Apr. 17)
 Location: TBA
 Cost: \$127.20 + text

Anthropology 112 - 3.0: Indians of British Columbia

This course is an introductory study of native Indian peoples of B.C. from the time prior to contact with the Europeans to the present. Emphasis will be placed on examination of the traditional societies and the history of the European colonial impact. Finally, selected current issues such as land claims, education, aboriginal rights, Indian status and political actions will be discussed. (3,0,0)

English 102 - 3.0: Literature and Composition II

Reading and discussion of modern fiction and drama. Written assignments based on analysis of the literature read. (3,0,0) Prerequisite: English 101 or permission of the instructor.

Psychology 102 - 3.0: Introductory Psychology II

Specific topics include memory, cognition, motivation, emotion, stress, personality, psychopathology, therapy and social psychology. (3,0,0) Prerequisite: Psychology 101 or permission of the instructor.

Sociology 102 - 3.0: Introductory Sociology II

This course examines the major institutions of society and some of the major trends of modern society. Religion, minority groups, education, politics, urbanisation, industrialisation and social movements will form the basis of the course. (3,0,0)

Spring Session (May - June)

Computer Science 111

- An Introduction to Computers
 Details will be available in April.
 Cost: \$127.20 + text

Computer Science 111 - 3.0: An Introduction to Computers

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

Prerequisite: Math 11 or permission of the instructor.

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

EDUCATION & CAREER SUPPORT

At the Smithers Centre we have a new 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.

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

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

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

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

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

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

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

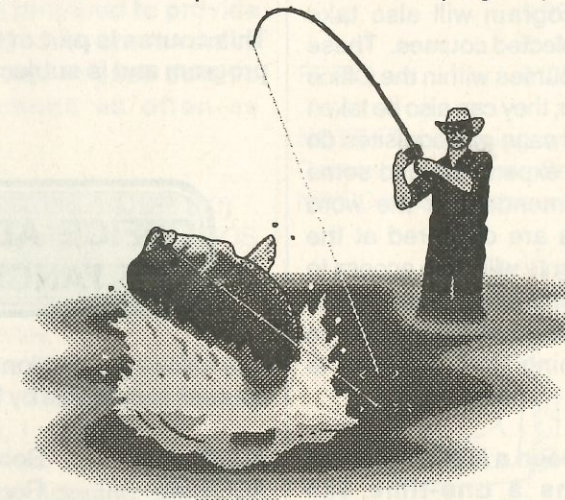
BULKLEY VALLEY LEARNING CENTRE

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

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

WILDERNESS GUIDING SKILLS

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



ENGLISH AS A SECOND LANGUAGE

NWCC is planning to continue the English as a Second Language/Language Instruction for Newcomers to Canada program.

This program is for landed immigrants and Canadian citizens who would like to improve their English language skills. **This program is designed for beginners.**

Apply at Northwest Community College in Smithers by January 15, 1996.

INSTRUCTOR: Dorothy Giesbrecht
LOCATION: College Centre
DATE: January 22 - April 3, 1996
DAY/TIME: Mon - Wed. 6:30 - 10 p.m.
FEE: No charge

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).

The instructors are Bev Davidson, Terrie McAloney and Sandra Clark. The instructor's aide is 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. \$16.35 per week plus \$25 application fee. Monday to Thursday, 6:30 p.m. - 9:30 p.m.

The Office Administration program will also take registrations for the following selected courses. 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 14.



INTRODUCTION TO DOS/WINDOWS (COMP 100)
Introduces the basic concepts involved in using DOS based computers. An introduction to the Windows environment is also included.

Mon. & Wed., Feb. 5 - Mar. 15 (5 weeks)

1 - 3 p.m.

\$98.10 plus text

This course is part of the Office Administration program and is subject to standard tuition charges.

COMP 110 - INTRODUCTION TO SPREADSHEETS
Provides an introduction to the use of spreadsheets. Using Lotus 1-2-3 and Excel students will design, create and print simple spreadsheets using formulas, function and copy commands, various menu features, printing and graphs are also practiced.

INSTRUCTOR: Sandra Clark

LOCATION: NWCC, Room 108

DATE: Feb. 13 - Mar. 14

DAY/TIME: Tues. & Thurs., 7 - 9 p.m.

FEE: \$81.75 + Text

This course is part of the Office Administration program and is subject to standard tuition charges.

OFFICE ADMINISTRATION DISTANCE EDUCATION

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

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

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

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

COMPUTER COURSES

The computer courses listed here are often requested by members of the community.

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

Some examples are:

Microsoft Office, including database "Access"

Advanced levels of Excel, MS Word and

WordPerfect 6.0

MS Works

Internet

CAD

Due to the increasing demand for these computer courses, please be prepared to provide your first and second preference for course dates and times. The college will repeat course offerings to meet the demand as often as necessary.

INTRODUCTION TO DOS/WINDOWS (COMP 100)
Introduces the basic concepts involved in using DOS based microcomputers. An introduction to the Windows environment is also included.

INSTRUCTOR: Terrie McAloney

LOCATION: NWCC Room 108

DATE: Feb. 5 - Mar. 15 (5 weeks)

DAY/TIME: Mon & Wed, 1 - 3 p.m.

FEE: \$98.10 plus text

This course is part of the Office Administration program and is subject to standard tuition charges.

INTRODUCTION OF COMPUTER APPLICATIONS
This four session course provides an introduction to computers for people who have never used a computer before. Students will gain experience with DOS, Windows, Word for Windows, and Spreadsheets. This course is intended to prepare students to use home computers or as an incentive to take more advanced courses in wordprocessing, spreadsheets, etc.

INSTRUCTOR: Sandra Clark

LOCATION: NWCC, Room 108

DATE: Jan. 16 - Feb. 6

DAY/TIME: Tues., 1 - 4 p.m.

FEE: \$100

INTERNET YOUR GUIDE TO THE WORLD ON-LINE

In this three hour hands-on workshop you will learn how to tap into thousands of on-line sources of information on The Information Superhighway. You will learn how to access the Internet through mainframes, service providers and homebased PC's. Through hands-on experience on a computer terminal you will practice how to set up e-mail messages, personal ID's and Internet node addresses and see how to reach millions of people now on-line.

There will be a lot of show and a bit of tell but the emphasis is more on the doing so that participants get lots of practice in travelling around the Internet, which will give you the experience and confidence to go for it on your own.

INSTRUCTOR: Management Consultants
International

LOCATION: NWCC, Room 108

DATE: Jan. 17 & 18

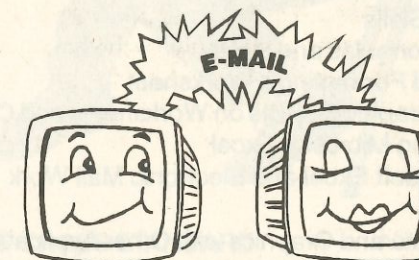
DAY/TIME: 9 a.m. - 12 noon - a.m. workshop

1:30 - 4:30 p.m. - p.m. workshop

7 - 10 p.m. - evening workshop

FEE: \$125.00 per workshop

NOTE: This training, which is part of the Smithers Community Success Series, is being offered by NWCC in partnership with the Chamber of Commerce.



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. Recommended preparation: a basic understanding of standard bookkeeping skills, computers, and MS DOS.

INSTRUCTOR: Cindy Elliot

LOCATION: Senior Sec. School
Computer Lab

DATE: March 5, 7 12 & 14

DAY/TIME: Tues. & Thurs., 6:30 - 9:30 p.m.

FEE: \$140

MICROSOFT OFFICE

Training on the Microsoft Office Professional program will cover two full day workshops or be divided into five, three hour sessions. This training will be offered several times through the months of January to April. Please indicate your preference for evening, weekend or full day workshops. The number of participants is limited to sixteen in each course. MICROSOFT OFFICE includes:

MICROSOFT WORD FOR WINDOWS

Typing and Revising
Finding and Replacing
AutoCorrect and AutoText: Reusing Text and Graphics
Displaying and Printing Fonts
Formatting Paragraphs
Formatting and Sorting Lists
Automatic Formatting and Styles
Page Design and Layout
File Management
Using Word with Other Applications
Assembling Documents with Mail Merge

MICROSOFT POWERPOINT

Creating Presentations and Slides
Working with PowerPoint Objects
Putting Text on Slides
Adding Visuals to Slides
Notes, Handouts, Slide Shows and Printing

MICROSOFT EXCEL

Essential Skills
Creating Formulas and Links
Editing and Formatting a Worksheet
Creating Graphic Objects on Worksheets and Charts
Customizing Microsoft Excel
How Microsoft Excel and Electronic Mail Work Together
Sharing Data and Graphics with Other Applications

MICROSOFT ACCESS DATABASE PROGRAM

The participants will discover how to create applications that you and others can use to effectively manage data. In addition, you will be shown how to use Access Basic to go beyond what you can accomplish using only the Microsoft Access interface, extending and customizing your application to fit your needs.

INSTRUCTOR: TBA
LOCATION: NWCC - Room 108

DATES:
Session I: Jan. 22 - Feb. 19
Mon., 6:30 - 9:30 p.m.

Session II: Feb. 26 - Mar. 25
Mon., 6:30 - 9:30 p.m.

Session III: Feb. 13 - Mar. 12
Tues., 1 - 4 p.m.

FEE: \$125.00
NOTE: This training, which is part of the Smithers Community Success Series, is being offered by NWCC in partnership with the Chamber of Commerce.

FIRST AID/HEALTH

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

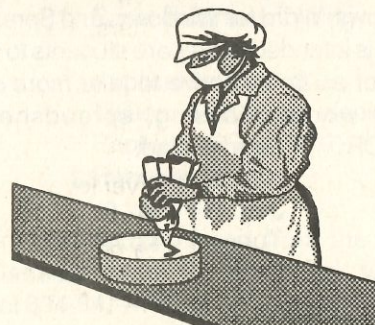
OCCUPATIONAL FIRST AID - LEVEL 1

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.

INSTRUCTOR: Deborah Godin
LOCATION: NWCC (Portable)
DATE: Feb. 3
DAY/TIME: Sat., 8:30 am - 5 pm
SESSIONS: 1
FEE: \$85

FOODSAFE

Learn about food-borne illness, personal hygiene, safe serving and dispensing methods, food protection and preparation, dishwashing methods. A Certificate will be issued upon successful completion of the course. Contact the College at 847-4461 for more information.



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: 82.5 hours
INSTRUCTOR: Deborah Godin
LOCATION: NWCC (Portable)
DATE: May 31 - June 14
DAY/TIME: Mon. - Fri., 8:30 am - 5 pm
SESSIONS: 11
FEE: \$575

Course 2: 77.5 hours
DATE: Mar. 9 - Apr. 10
DAY/TIME: Mon., Wed., 6 pm - 10 pm
Sat., 8:30 am - 5 pm
FEE: \$575

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

CPR - LEVEL C - BASIC RESCUER

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

INSTRUCTOR: Gladys Atrill
LOCATION: NWCC (Portable)
DATE: Apr. 16 & 18
DAY/TIME: Tues. & Thurs., 6 - 10 p.m.
SESSIONS: 2
FEE: \$70

NOTE:
CPR Level C includes Heartsaver levels A and B. Participants who want to pursue A or B can achieve it through this program. Please notify the Instructor of your preference.

CHILDSAFE

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

INSTRUCTOR: Gladys Atrill
LOCATION: NWCC (Portable)
DATE: Mar. 16
DAY/TIME: Sat., 8:30 am - 5 pm
SESSIONS: 1
FEE: \$65



RED CROSS STANDARD

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

INSTRUCTOR: Gladys Atrill
LOCATION: NWCC - Portable
DATE: Feb. 6, 8, 13, 15, 17
DAY/TIME: Tuesday & Thursday 6 - 10 p.m.
Saturday 8:30 a.m. to 5:30 p.m.
FEES: \$160.00

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:
INSTRUCTORS: Sue Skeates & June MacLaurin
LOCATION: NWCC Portable
DATE: Early sessions
 Jan. 11, 18, 25, Feb. 1, 8
 Labour & Delivery sessions
DAY/TIME: Thursday 7 to 9 p.m.
SESSIONS: 5
FEE: \$100.00

Course 2:
DATE: Tuesday, Jan. 9, 16
 Early Sessions
 Thurs., Mar. 14, 21, 28 Apr. 4, 11
 Labour & Delivery sessions
TIME: 7 to 9 p.m.
SESSIONS: 7
FEE: \$100.00

Course 3:
DATE: April 18, 25
 Early Sessions
 June 13, 20, 27, July 4, 11
 Labour & Delivery sessions
DAY/TIME: Thursday 7 to 9 p.m.
SESSIONS: 7
FEE: \$100.00

Note: Some funds are available through a grant for those who are unable to pay part or all of the course registration fee. Please inquire at the college for more information.



EARLY CHILDHOOD EDUCATION

E.C.E. 128: MODELS AND METHODS OF PARENT INVOLVEMENT

A practical course that supports the theories explored in E.C.E. 123. The student will examine and practice strategies for establishing and maintaining effective partnerships with parents and families, considering cross-cultural communication and childrearing practices. (3,0,0)

INSTRUCTOR: Rosemarie Goodwin
LOCATION: NWCC, Teleconferencing Room
DATE: January 9 - April 23, 1996
 plus a Saturday workshop
DAY/TIME: Tuesdays, 7 - 9 p.m.
SESSIONS: T.B.A.
TEXT: Home, School & Community
 by Gestwicki

ENROLLMENT: Maximum 8 per centre
FEE: \$128.40 + textbook

E.C.E. 202: INFANT, TODDLER CARE & GROWTH

A foundation course that examines major theories and influences on prenatal, perinatal, infant, and toddler development. The focus is on typical growth and development, emphasizing the effects of parenting styles, caregiving, and the environment on the child's development. (3,0,0)

INSTRUCTOR: Maureen Fox
LOCATION: NWCC, Teleconferencing Room
DATE: January 8 - April 22, 1996
 plus a Saturday workshop
DAY/TIME: Mondays, 7 - 9 p.m.
SESSIONS: T.B.A.
TEXT: Infants, Toddlers & Caregivers
 by Gonzales-Mena

ENROLLMENT: Maximum 8 per centre
FEE: \$128.40 + textbook

SUMMER INSTITUTE

The E.C.E. Department, in conjunction with the Supported Child Care Initiative, is proposing to offer Basic and Post-Basic courses, Practica In Special Needs, and Special Education Assistants Training. (Financial Assistance will be available to students.) Tentative dates and course offerings will be available from Rosemarie Goodwin, Co-ordinator, 638-5419, after January 2, 1996.

GENERAL INTEREST

FEMINIST APPROACHES TO LITERATURE AND LANGUAGE

Through a combination of presentation and group discussion, the instructor will explore the ways in which gender affects reading, writing and the use of language.

INSTRUCTOR: Andrea Lebowitz
 Associate Professor of English
 and Associate Dean of Arts -
 Simon Fraser University
LOCATION: NWCC - Portable
DATE: April 2, 1996
DAY/TIME: Tuesday 9 a.m. - 12 noon
FEES: Nil

AMATEUR RADIO BASIC QUALIFICATION

This twelve hour course will provide successful students with their Amateur Radio Basic qualification. You will gain knowledge in electronics, radio communication equipment, policy and regulations. From there, individuals can complete further studies into the numerous other aspects of international communications.

INSTRUCTOR: Peter Greengrass
LOCATION: TBA
DATE: Feb. 10, 17, & 24
DAY/TIME: Sat., 9 a.m. - 1 p.m.
FEE: \$50

HOW TO WRITE YOUR LIFE STORY

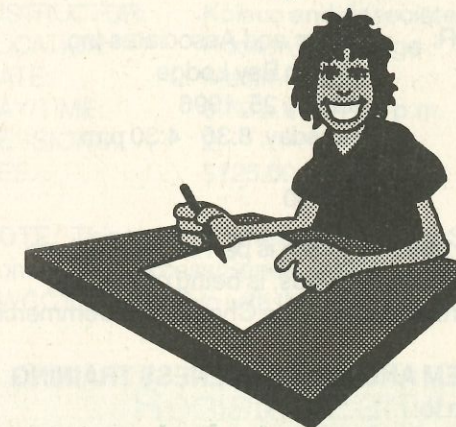
If your children have been urging you to record the stories of your youth, bring a pencil and a piece of paper and lets get started. Step by step guidelines demonstrate how to organize your pictures and documents. This course will cover not only record pertinent dates and data but will also focus on personal glimpses of your life that will be cherished by many generations to come. June Fuller Moulton, is a novelist, freelance writer and family historian from Burns Lake, B.C.

INSTRUCTOR: June Fuller Moulton
LOCATION: NWCC -Room 110 - 111
DATE: March 2 & 9
DAY/TIME: Saturdays, 1 - 4 p.m.
SESSIONS: 2
FEE: \$50.00

NATURE WRITING

This workshop will investigate nature writing by women in Canada. Through a combination of presentation and group discussion the instructor will pursue the topic of the way in which gender affects the production and reception of nature writing by women.

INSTRUCTOR: Andrea Lebowitz
LOCATION: NWCC - Portable
DATE: April 2, 1996
DAY/TIME: Tuesday 1 - 4 p.m.
FEES: No charge



PROFESSIONAL DEVELOPMENT

HUMAN RESOURCE PLANNING AND ORGANIZATIONAL DEVELOPMENT

Provide your managers and employees with the necessary skills to be effective in todays workplace. You will explore all aspects of Human Resource Planning (HR) and Organization Development (OD) and how vision and mission drive the HR/OD process. You will determine if your current methods are being used effectively and develop Human Resource Plans for improvement. You will explore the dynamics of divergent thinking and mind-mapping as tools to facilitate the HR/OD process back at work.

INSTRUCTOR: Kolbuc and Associates Inc.
LOCATION: Hudson Bay Lodge
DATE: January 24, 1996
DAY/TIME: Wednesday, 8:30 - 4:30 p.m.
SESSIONS: One
FEES: \$125.00

NOTE: This training, which is part of the Smithers Community Success Series, is being offered by NWCC in partnership with the Chamber of Commerce.

PROFESSIONAL DEVELOPMENT

INCREASING EMPLOYEE PRODUCTIVITY

This course is designed to provide you with the information needed to learn the basis of "Value Management" as used by most Fortune 500 companies. You will explore motivation through the work of two eminent researchers in this field and learn how to apply motivational theory. You will learn how and when to give effective feedback to improve work satisfaction and productivity.

INSTRUCTOR: Kolbuc and Associates Inc.
LOCATION: Hudson Bay Lodge
DATE: January 25, 1996
DAY/TIME: Thursday, 8:30 - 4:30 p.m.
SESSIONS: One
FEES: \$125.00

NOTE: This training, which is part of the Smithers Community Success Series, is being offered by NWCC in partnership with the Chamber of Commerce.

SELF ESTEEM AND ASSERTIVENESS TRAINING

You will learn to:

- ♦ Identify and distinguish between assertive, indirect and aggressive behaviour.
- ♦ Analyze situations in ways that will lead to productive outcomes (recognize self-defeating messages, unfounded assumptions, or mistaken beliefs about yourself.)
- ♦ Explain how non-verbal behaviour (your eye contact, posture, etc.) can affect situations and how your body language affects your communications.
- ♦ Use appropriate verbal skills (making "I" statements) so that others clearly understand your message.
- ♦ Demonstrate giving criticism, accepting feedback, making and dealing with requests, all in a direct, yet sensitive manner.
- ♦ State ways of dealing effectively with hostile or non-communicative customers, co-workers or the public. Identify your personal rights and explain how these fit into the work situation with management, employees, or superiors.
- ♦ Apply this assertiveness positively in your work situation

INSTRUCTOR: Ryane Consulting
LOCATION: Hudson Bay Lodge
DATE: Feb. 5
DAY/TIME: 8:30 a.m. - 4:30 p.m.
SESSIONS: 1
FEE: \$125.00

TIME AND STRESS MANAGEMENT

This workshop will assist you in developing:

- ♦ A new consciousness of time
- ♦ Knowledge of sound time management principles
- ♦ The skill to utilize your time logs
- ♦ A team problem-solving process to develop solutions to at least three major time management concerns.

- ♦ More high satisfaction use of your time

MANAGING AND RESOLVING CONFLICT

Participants attending this workshop will:

- ♦ Discuss sources of conflict and identify the conditions, internal and external, that affect those conflicts.
- ♦ Identify five conflict resolution strategies and develop an awareness of the typical ways you deal with conflicts.
- ♦ Practice effective strategies/methods for responding to conflict situations.
- ♦ Practice communication skills for conflict situations such as: listening, asking questions, probing and being assertive.
- ♦ Increase your understanding and ability to manage anger in yourself and others.

INSTRUCTOR: Ryane Consulting
LOCATION: Hudson Bay Lodge
DATE: Feb. 6
DAY/TIME: 8:30 a.m. - 4:30 p.m.
SESSIONS: 1
FEE: \$125.00

EFFECTIVE COMMUNICATIONS TRAINING

Written Communications

- ♦ Proposals: The selling document
- ♦ Reports: The need for clear/understandable reports
- ♦ Business letters: Etiquette and formats
- ♦ News Releases: why they are effective advertising tools
- ♦ Corporate Image: Importance of visual impact/consistent image

Verbal Communication

- ♦ Meetings - Leading and participating effectively
- ♦ Interviews - tips for interviewer and interviewee
- ♦ Presentations "Know Your Audience"
- ♦ How to prepare and deliver an effective presentation
- ♦ What captures attention and understanding?
- ♦ How to deal with questions

INSTRUCTOR: Cutting Edge Consulting
LOCATION: Hudson Bay Lodge
DATE: Feb. 12, 19 & 28
DAY/TIME: 8:30 a.m. - 4:30 p.m.
SESSIONS: 3
FEE: \$125.00 per day

ACHIEVING SERVICE EXCELLENCE

This course will help you to assess your present level of service, both internally and externally, and develop specific action plan for achieving service excellence.

- ♦ We will provide you with practical techniques for getting all employees to understand and care about customer service.
- ♦ You will be provided with a proven effective tool on how to read customers to better address their objectives and inquires.
- ♦ Review the sale process greeting, getting, gaining, discovering and meeting customer needs.

INSTRUCTOR: Kolbuc and Associates
LOCATION: Hudson Bay Lodge
DATE: March - T.B.A.
DAY/TIME: 8:30 a.m. - 4:30 p.m.
SESSIONS: 1
FEE: \$125.00

PERFORMANCE APPRAISAL STANDARDS AND PAY

- ♦ You will learn how to establish meaningful job expectations and descriptions.
- ♦ You will learn how to structure and give a good performance appraisal interview.
- ♦ You will explore the pro's and con's of merit increment and performance standards ie. Management by Objective.

HUMAN RIGHTS AND LABOUR RELATIONS

- ♦ You will be taken through the jungle of legislation that applies to you to understand your rights and obligations as an employer in terms of hiring, firing and treatment of employees.

INSTRUCTOR: Kolbuc and Associates
LOCATION: Hudson Bay Lodge
DATE: March - T.B.A.
DAY/TIME: 8:30 a.m. - 4:30 p.m.
SESSIONS: 2
FEE: \$125.00 per day

FINANCIAL PLANNING AND MANAGEMENT

Working with your Banker/Accountant

This session will be tailored to meet the specific financial planning and management needs and current skill level of the group. Areas anticipated to be covered include:

- ♦ Understand product management and cash flow.
- ♦ How and when to make capital investments.
- ♦ Maintaining a good set of books electronically or manually.
- ♦ What to look for in a Banker/Accountant.
- ♦ Tax Planning Strategies.

INSTRUCTOR: Kolbuc and Associates
LOCATION: Hudson Bay Lodge
DATE: March - T.B.A.
DAY/TIME: 8:30 a.m. - 4:30 p.m.
SESSIONS: 2
FEE: \$125.00 per day

NOTE: This training, which is part of the Smithers Community Success Series, is being offered by NWCC in partnership with the Chamber of Commerce.

Register Early!
 Classes fill up quickly!



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 benefits.
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.

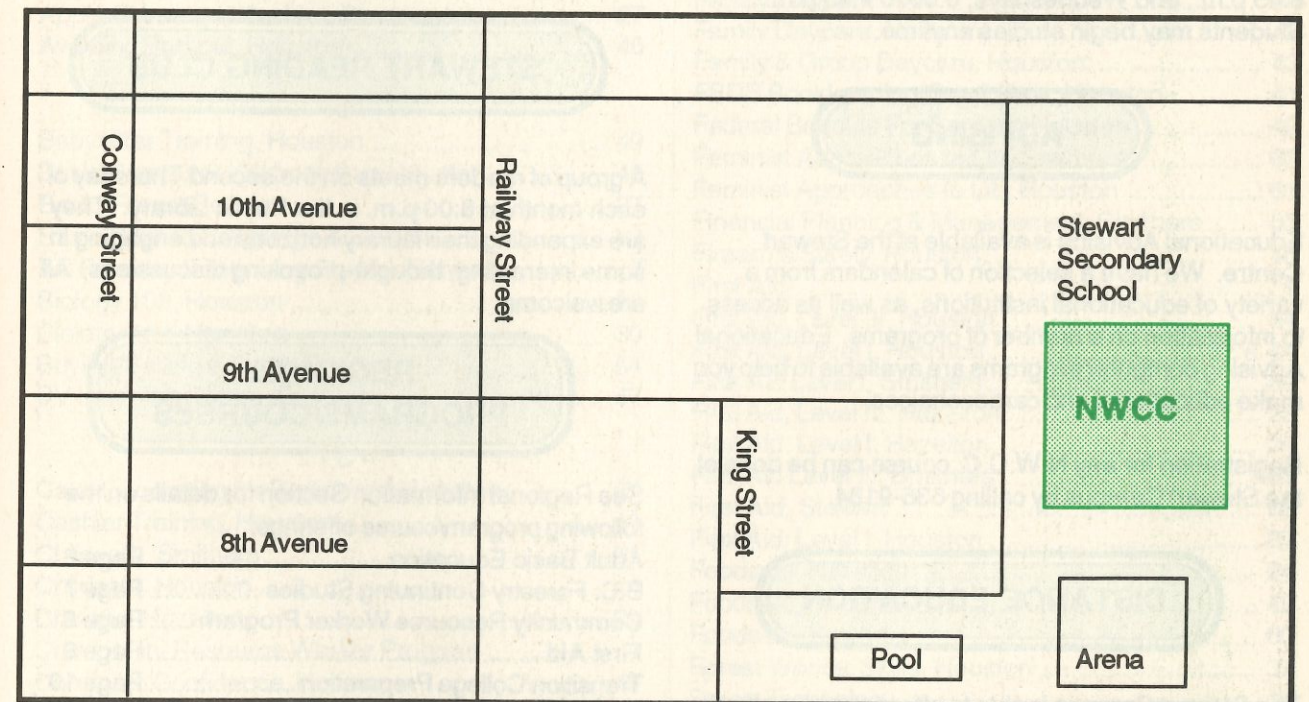
Thank you . . .
To everyone who submitted new course ideas!

STEWART CAMPUS

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

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

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



STEWART STAFF

Leanne King.....Community Education Administrator
Kim Kazimer.....Adult Basic Education Instructor
Cathy Kennedy.....Adult Basic Education Instructor

THANK YOU!

A big thank you to the staff and principal 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.

ADULT BASIC EDUCATION/G.E.D.

Tutors are available three evenings per week to assist you in attaining your educational goals. A full range of Adult Basic Education courses are available, as well as preparation for writing the G.E.D. Drop by Mondays from 6:00 to 8:00 p.m., Tuesdays, 5:00 to 8:45 p.m., and Wednesdays, 6:00 to 7:45 p.m. 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 by calling 636-9184.

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.

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

Courses are usually offered on a seasonal basis (Traffic Control Flagging in the Spring).

Courses can be arranged at the request of businesses or groups of individuals.

STEWART READING CLUB

A group of readers meets on the second Thursday of each month at 8:00 p.m. in the Public Library. They are expanding their literary horizons and engaging in some interesting, thought-provoking discussions. All are welcome.

REGIONAL PROGRAMS/COURSES

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

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Community Resource Worker Program	Page 8
First Aid	Page 9
Transition/College Preparation	Page 10
Natural Resources Certificate Program	Page 11
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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.

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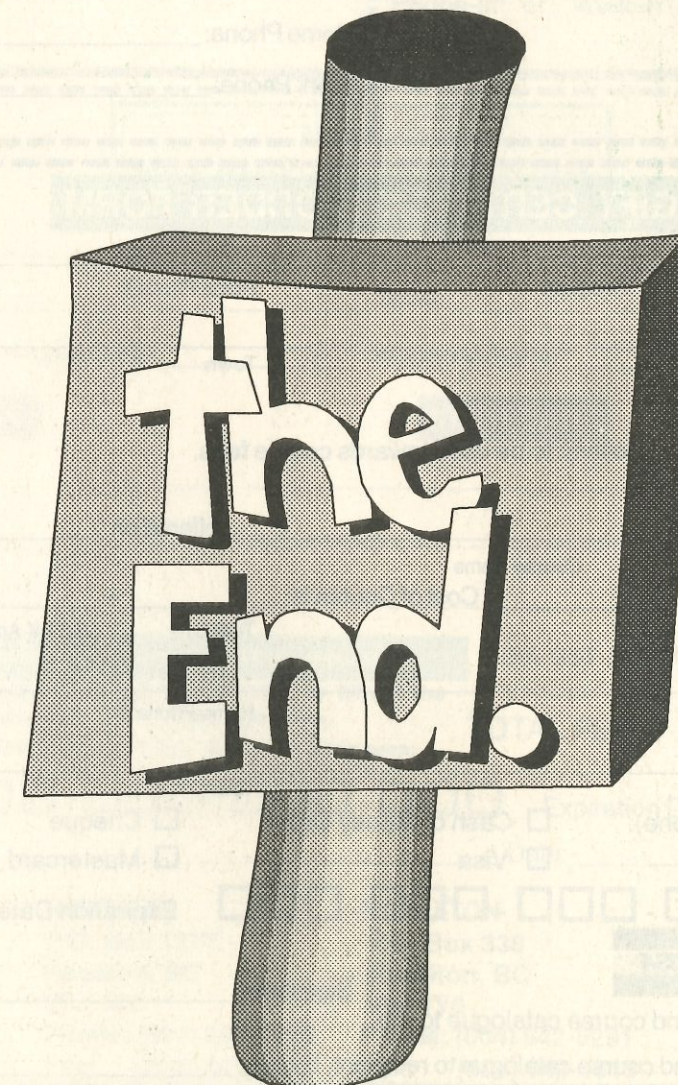
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What Would You Like To Learn?

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 _____

REGISTRATION IS EASY . . .

Four easy ways to get a seat in the course you want:

PHONE-IN

(The Easiest Way)



You can register over the telephone with either a Mastercard or Visa card. **Please have all the information requested on the mail-in registration form before calling.**

WALK-IN

(The Most Personal Way)



You may register in person by going to the Northwest Community College Administration Building in your area. See addresses and phone numbers listed at bottom of this page. Northwest Community College accepts: Cash, Cheques, Visa or Mastercard.

MAIL-IN

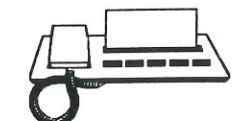
(The Postal-Service Way)



Simply complete the registration form (or a copy of one) and send it to the Northwest Community College Administration Building in your area. Please use one registration form for each person registering. If the course is schedule to start in 7 days, please use the "Phone-in" or "Walk-in" system.

FAX-IN

(The High-Tech. Way)



Have your FAX transmit a completed registration form to our FAX machine by calling the college in your area. Be sure to include your Mastercard, or Visa number, and expiration date, **OR** a sponsorship letter from your sponsor authorizing permission to invoice their organization. **Available 24-hours a day.**

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



Surname: _____ First Name: _____

Address: _____ Town: _____

Province: _____ Postal Code: _____ Telephone Home: _____ Work: _____

COURSE	START DATE	FEE
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please check brochure descriptions to see if GST is applicable 7% GST (if applicable)

Enclose cheque, money order (made out to N.W.C.C.), or fill out the credit card number with expiration date, and sign form.

Complete this form and mail to the N.W.C.C. Centre in your area: **TOTAL FEE** \$ _____

Card Number: _____ Expiration Date: _____

Signature: _____ Date: _____

- | | | | |
|---|---|--|--|
| SMITHERS
P.O. Box 3606
Smithers, BC
V0J 2N0
Phone: (604) 847-4461
Fax: (604) 847-4568 | HOUSTON
P.O. Box 1277
Houston, BC
V0J 1Z0
Phone: (604) 845-7266
Fax: (604) 845-3521 | HAZELTON
P.O. Box 338
Hazelton, BC
V0J 1Y0
Phone: (604) 842-5291
Fax: (604) 842-5813 | STEWART
P.O. Box 919
Stewart, BC
V0T 1W0
Phone: (604) 636-9184
Fax: (604) 636-2770 |
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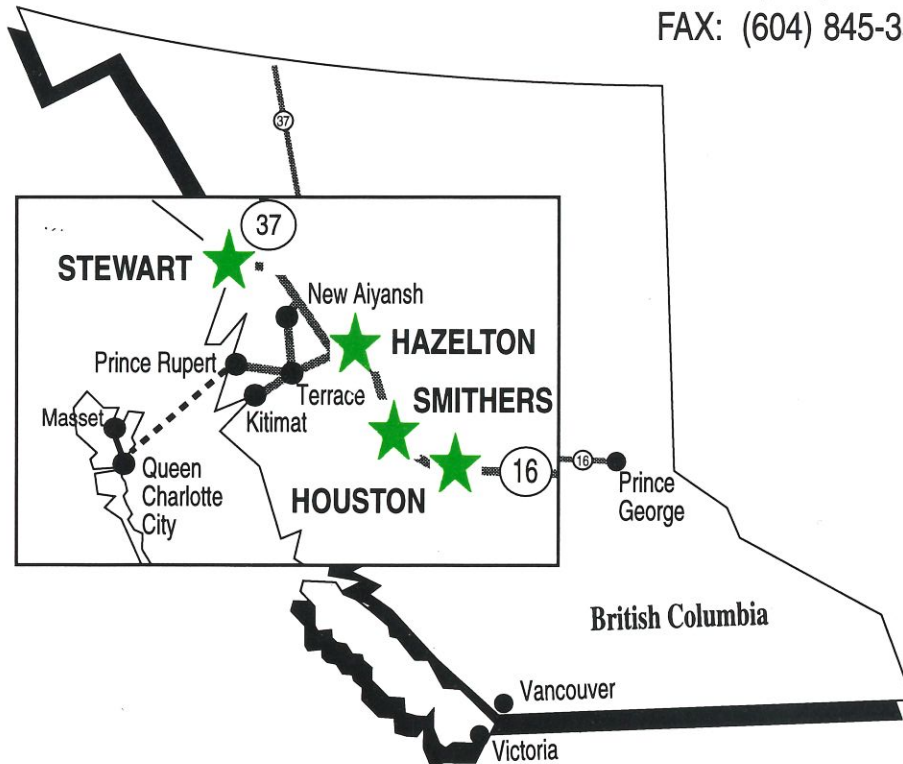
Serving our
EASTERN REGION

THE HAZELTONS

1525 Omineca Street
P.O. Box 338
HAZELTON, B.C. V0J 1Y0
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