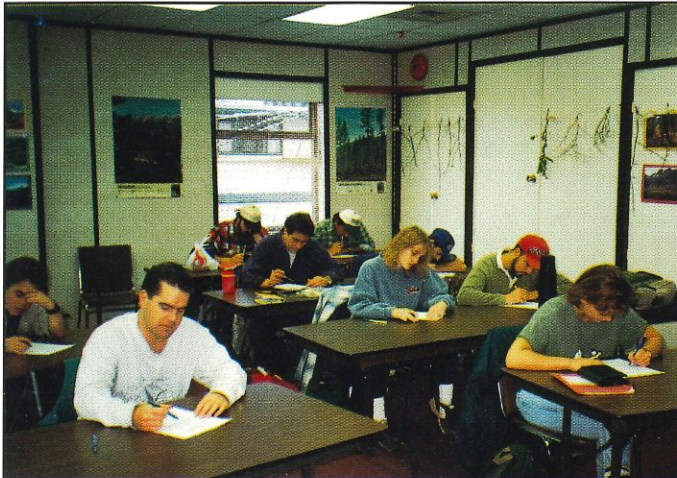


# NORTHWEST COMMUNITY COLLEGE EASTERN REGION



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842-5291



Hazelton Campus

WINTER - SPRING  
1997



Houston Campus



Smithers Campus

PROUDLY  
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THE HAZELTONS, HOUSTON  
& SMITHERS

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DATES TO REMEMBER	1997	
	Jan. 1	Jan. 6
	Commencement of Spring semester; Jan. Apr. Co-op Terms begin	Last day for LATE registration and course changes for Career and U/C programs
Feb. 28	Mar. 28	Mar. 31
Last day for official from semester courses	Good Friday Holiday	Easter Monday Holiday
Apr. 25	Apr. 28	Apr. 30
Last day of classes for U/C & Career programs	Extended Practicum begins for ECE	Jan. - Apr. Co-op work terms end
May 19	May 30	June 27
Victoria Day Holiday	ECE Extended Practicum ends	Last day of classes for programs ending in June
July 1	Aug. 4	
Canada Day Holiday	B.C. Day Holiday	

**SAVE THIS BOOKLET!**

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

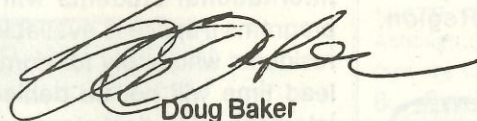
- \* Make you better at your job
- \* Help you succeed in business
- \* Teach you new technical skills
- \* Open the door to new hobbies and crafts
- \* Expand your knowledge and enjoyment of life
- \* Introduce you to new friends



Photo credits: Hazelton - Shane Campbell; Houston - Alison Luddit; Smithers - Gladys Atrill

**Welcome to Northwest Community College . . .**

Every few months a new innovative technique or piece of equipment comes along which we must learn about or attempt mastery. The College's Strategic Plan attempts to anticipate the changes Northwest Community College should make to continue to provide relevant accessible learning opportunities. The increased availability of internet based learning activities and the use of other distance techniques will become more prevalent to our services in the next few months. We are attempting to offer more ways people can utilize the College to meet their lifestyle and career needs. Please use the coupon in this catalogue to tell what you would like to see offered in future.

Thank you,  
  
 Doug Baker  
 Director  
 Eastern Region

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

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

Regional Information .....	02 - 13
Hazelton Campus .....	14 - 26
Houston Campus .....	27 - 45
Smithers Campus .....	45 - 60
Index .....	61 - 62
Feedback Report .....	63
Gift Certificate Order Form .....	64
Would You Like to Teach? .....	64
Would You Like to Learn? .....	64
Mail In Registration Form .....	65

**MESSAGE FROM THE DIRECTOR**

**ABOUT THIS BROCHURE**

**TABLE OF CONTENTS**

## THANK YOU

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

## LIBRARY / LEARNING RESOURCE CENTRE

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

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

Datapac address: 65100028

or

Internet: NORADM.NWCC.BC.CA

User name: NWCAT

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

## FACILITY RENTAL

The College will rent rooms for groups to hold meetings, workshops, etc. For charitable or non-profit community service organizations the fee may be waived. Call the College to book your space.

## ADMISSION AND REGISTRATION

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

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

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

### APPLICATION PROCEDURE

All new students are strongly encouraged to talk with an educational advisor before applying to the College. Appointments can be arranged by contacting the nearest centre.

*To apply for a program at the college an applicant should:*

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

### \* NOTE:

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

## REGISTRATION

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

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

Students whose fees are being paid by a sponsoring agency must present a letter to this effect at the time of registration. A charge of \$25.00 will be made to those agencies failing to supply this letter and wishing to authorize invoicing by telephone.

## FEES AND REFUNDS

### APPLICATION FEE

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

### DEPOSITS (refundable)

Book & Tool \$50.00 (some programs)

### INTERNATIONAL STUDENTS

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

### LATE REGISTRATION

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

### OFFICIAL TRANSCRIPTS

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

### TUITION AND STUDENT FEES

#### 1. Continuing Education Programs & Courses

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

2. **Semester Based Programs** - with maximum Includes the following programs:  
Business Administration, Community Resource Worker, Early Childhood Education and Natural Resource Worker. .... \$44.90 Per credit  
Semester maximum \$673.50
3. **Semester Based Programs** - no maximum University Credit ..... \$44.90 Per credit
4. **Vocational Programs - Full-time\***  
Includes the following programs:  
Career & College Preparation, Adult Special Education and Office Administration \$6.80 Per day
5. **Vocational Part-time\***  
Students enrolled in vocational programs 12.5 hours per week or less ..... \$3.65 Per day

### \*NOTE

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

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

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

## REFUNDS

### Continuing Education Programs & Courses

1. Full refunds will be made only if a course is cancelled by the College or if a student withdraws from a course for medical or bereavement reasons before the course starts.
2. Withdrawal before second class - 100% of fees, less a \$10.00 administration charge.
3. Withdrawal after second class - NO REFUND.
4. Special registration and refund policies apply to courses labelled "designated". NO REFUNDS are made after the pre-registration date unless the space can be sold to another student in which case the withdrawing student will be refunded 100% of the tuition fee less the administration charge. Before the pre-registration date the general refund conditions apply.

### Semester Based Programs

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

### Vocational Programs - Full & Part-time

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

## SERVICES AVAILABLE TO STUDENTS

### Educational Advising

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 BC, across Canada, and internationally. Whether or not you plan to attend Northwest Community College, you are welcome to phone your local campus to make an appointment to see an educational advisor to discuss educational and career plans.

### Bookstore Services

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

### Career Resources

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

### Co-operative Education

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

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

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

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

### Financial Aid

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

## SERVICES FOR STUDENTS WITH DISABILITIES

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

For more information contact the college centre nearest you and make arrangements to talk to Elizabeth Snyder at local 5237.



## BURSARIES

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



## CAREER AND COLLEGE PREPARATION

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

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

### Admission Requirements

Must be over 18 years of age, OR have already earned grade 12 standing, OR be 17 years of age and out of school for at least one year, OR be recommended by their principal. The number of spaces available to students under 18 may be limited - please contact your local college centre. Students must discuss their background and plans with an advisor or instructor when applying to the program.

### How to Apply

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

### Dates and Location

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

### Fees

Fundamental level students are not charged tuition, but will be assessed the student association fee.

### Financial Aid and Sponsorship

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

### Program Outline

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

#### ABE Fundamental Certificate

- completion of 2 courses at the 020 level.

#### ABE Intermediate Certificate

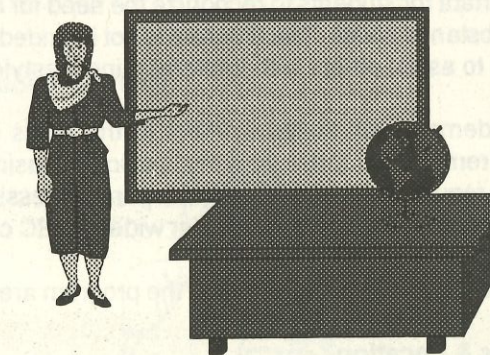
- completion of English, Math, Science and Socials courses at the 030 level.

#### ABE Advanced Certificate

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

#### ABE Provincial Diploma

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



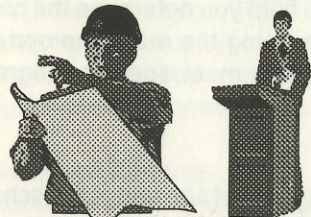
## BC FORESTRY CONTINUING STUDIES NETWORK

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

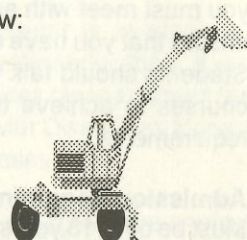
The **Northwest Delivery Centre** services all communities in the Northwest and is based at Northwest Community College. The Delivery Centre office is located in Smithers, BC.



Some of the courses to be offered in the Spring 1997 are listed below:



*Fish Habitat Rehabilitation*  
*Management of Landslide Prone Terrain*  
*Stand Level Bio-diversity*  
*Wildlife Danger Tree Assessor's Course*  
*Field Identification of Soil Properties & Classification*  
*Biogeoclimatic Ecosystems in the Prince Rupert Forest Region*  
*Soil Conservation*



If you are interested in any of the courses above, please call Cathy Stanton at the **Northwest Delivery Centre** at 847-8833 or fax 847-3537. We would be pleased to add you to our mailing list so you will receive our calendar of activities and notice of other course offerings.

## COMMUNITY RESOURCE WORKER PROGRAM

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

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

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

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

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

### Dates & Location

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

## COMMUNITY MENTAL HEALTH

This is a Douglas College Continuing Education Certificate Program

In cooperation with Douglas College's Health Education Centre, Northwest Community College's Smithers Centre is offering this Community Mental Health Program.

Please see page 57 for detailed course information.

## MANAGEMENT SKILLS FOR SUPERVISORS

This course is a 12 day series incorporating three components, each a separate learning experience.

- ♦ Highly recommended and proven by supervisors throughout British Columbia.
- ♦ Hands-on management training with direct practical application.
- ♦ Includes role-plays, self-scoring inventories, video & movie case studies, mini-lectures and structured experiences which provide a balanced program.

Instructor: Phil Kolbuc, Management Consultant (Phil has over 10 years of experience in training supervisory staff).

For detailed course information, please see page 54.

## TRANSITION/COLLEGE PREPARATION PROGRAM

Transition level is offered throughout the College, region utilizing instructor-led upgrading and career courses as well as study and work skills modules where applicable. Instructor-led means the instructor gives daily lessons at specified times for students at the same level of learning. The curriculum for this program matches the prerequisites of the certificate level of the Natural Resources Program.

**Course Date:** Next offering will be Fall, 1997.

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

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

For more information in Houston, contact Terrie Stewart, Educational Advisor, at 845-7266.

For more information in Smithers, contact Sheila Peters, Educational Advisor, at 847-4461.



## UNIVERSITY CREDIT PROGRAM

Northwest Community College will be offering a selection of university credit courses in its Eastern Region in 1997. All university credit courses carry transfer credit to BC universities, university - colleges and other colleges as well to many institutions outside BC. Studies have shown that students who transfer from community colleges to university do as well as, or better than those who proceed directly from high school to university. Students who start at NWCC will realize significant financial advantages when compared to those who travel to university.

These courses have been selected to fill a variety of educational needs. Biology 102 fulfils the elementary school teacher's education lab science requirement. English 102 satisfies part of the first year English requirements needed for virtually all university and many college programs. Math 131 is a statistics course needed for many social work programs. Psychology is an essential course for anyone seeking a career in the social sciences, health, or related professions. For general interest students, all courses are available on an audit basis which means exams are not required.

### Admission Requirements:

1. Students coming directly from high school are expected to have Grade 12 graduation.
2. Students coming from Career and College Preparation Programs may use CCP courses in place of equivalent high school courses.
3. Most science courses have specific prerequisites which must be met. In some cases, instructors will conditionally admit students lacking formal prerequisites.
4. Most first year Social Science and Humanities courses do not have formal prerequisites.

### How to Apply:

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

### Dates and Location:

Courses will be offered in Hazelton, Houston and Smithers. See individual centre listings for detailed course information.

### NOTE:

If minimum enrollment is not achieved, the course will be cancelled. Students signing up for three or more university credit courses are eligible for BC student loan assistance.

Jan. - Apr.

Hazelton

Anthropology 111  
Biology 102  
Geography 160

Smithers

English 102  
English 152\*  
Psychology 102  
Math 131

Houston

Anthropology 111  
Biology 102  
Geography 160

\*Limited transfer credit.



## NATURAL RESOURCES CERTIFICATE PROGRAM

The Natural Resources Certificate Program is a one year co-operative 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.

The Natural Resources Program is based out of the Hazelton and Houston NWCC centres. Please see Hazelton, page 24 and Houston, 35 for detailed program information.

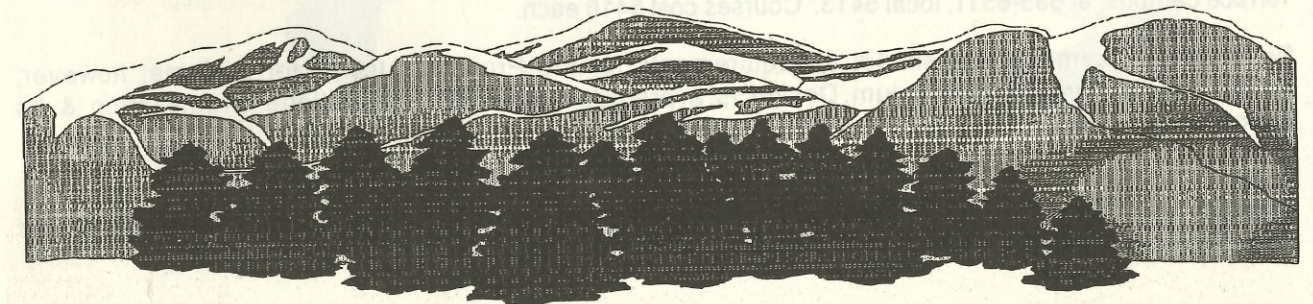
## FOREST TECHNOLOGY DIPLOMA PROGRAM

After successfully completing the one year Natural Resource Certificate Program, the Forest Technology Co-operative Program at Northwest Community College represents a second and third year Forestry Diploma option. This program is accredited by Applied Science Technologists and Technicians of British Columbia.

The Forest Technology Diploma Program is based out of the Smithers NWCC centre. Please see page 52 for detailed program information.

## WILDERNESS GUIDING SKILLS

The Wilderness Guiding Skills Program takes place from April to June each year, based out of the Smithers centre. The program is extremely popular with excellent employment prospects in traditional guiding and adventure tourism sectors. For more details, refer to page 49.



## 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.

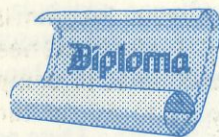
The diploma is offered by the Ministry of Education, Skills and Training and is recognized at public and private colleges throughout the province. For information on university transfer credit to degrees in Adult Education, contact Program Development at Vancouver Community College at the number listed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

Interested individuals can register for the entire program or for specific courses by contacting Vancouver Community College at 1-250-871-7488. For information on the programs only, contact Bev Davidson at NWCC, Smithers Campus 847-4461, local 5808. Contact Sheila McDonald, NWCC, Terrace campus, for scheduling at 635-6511, local 5413. Courses cost \$275 each except 102B which is \$300 including textbook.

### 1997

102B	Elements of Instruction B	Jan. 24, 25, 26, Feb. 07, 08, 09	(S)
104A	Evaluation of Learning & Instruction A	Feb. 21, 22, 23, Mar. 07, 08, 09	(PR)
103	Use/Design of Instructional Media	Apr. 04, 05, 06, 18, 19, 20	(PR)
104B	Evaluation of Learning & Instruction B	May 02, 03, 04, 16, 17, 18	(S)
102A	Elements of Instruction A	May 30, 31, June 1, 13, 14, 15	(S)

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



## DIPLOMA IN ADULT EDUCATION



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

Interested individuals can register for the entire program or for specific courses by contacting Program Development, Vancouver Community College at 1-250-871-7488. For program information only, contact Bev Davidson, NWCC, Smithers campus, 847-4461, local 5808. For information on scheduling contact Sheila McDonald, NWCC Terrace campus, 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.

### NOTE:

Presently, there are not enough registrations to schedule other courses -- people interested in this should register their interest with Vancouver Community College at 1-250-871-7488.

## OFFICE ADMINISTRATION

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

Entry level certificate programs include Office Assistant, 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.

The entire Office Administration program is available in Smithers, Kitimat and Terrace. See page 50 for further information.

## 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 Procedures
OADM 130	Spelling
OADM 180	Records Management
OADM 190	Business Machines
OADM 200	Keyboarding I
OADM 205	Keyboarding II
OADM 230	Database
OADM 250	Keyboarding Applications
OADM 260	Business Simulations

FEES:	
Application fee:	\$25
Tuition:	\$18.25/week
Photocopy fee:	\$20
Required texts:	costs vary

**NOTE:** The entire Office Administration Program is not available by distance education. Students will need to travel to Smithers, Terrace or Kitimat to complete certificate requirements. See page 50 for further information.



## EARLY CHILDHOOD EDUCATION

### ATTENTION

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

It has come to the attention of the E.C.E. program coordinator that a number of E.C.E. Teleconference students have not completed admission requirements for the program.

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

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

Additional requirements for **practicum** courses:

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

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

#### For Special Service Assistants

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

Please contact your local college centre for an admission package.

For further information, contact Rosemarie Goodwin, Coordinator, Early Childhood Education at (250) 638-5419.

**NOTE: These teleconferencing courses are offered in all centres and have a maximum enrollment of 8 students per centre.**

#### ECE 219 - INFANT & TODDLER CURRICULUM PLANNING

The purpose of this course is to design developmentally appropriate program activities, through the practical application of developmental theories. It provides hands-on experiences with materials and activities suitable for infant and toddlers. The course provides opportunity for development of comprehensive program resources. Students are required to attend one or more Saturday workshops. **Prerequisite:** ECE Basic Level.

*Marc Battle*  
Jan. 13 - Apr. 21  
M, 7 pm - 9 pm  
\$134.70 plus text

#### ECE 141 - PSYCHOLOGY OF HUMAN DEVELOPMENT

This course is a continuation of ECE 140 and examines development in spheres from the school years to adolescence through adulthood. Students are required to attend one Saturday workshop. **Prerequisite:** ECE 140.

*Larisa Tarwick*  
Jan. 14 - Apr. 22  
T, 7 pm - 9 pm  
\$134.70 plus text

#### ECE 203 - SPECIAL NEEDS CARE & GROWTH

This course provides a theoretical framework for working with special needs individuals. Through an historical perspective, the philosophy behind controversial issues and the resulting impact on legislation and models of care is explored. The course also presents information on techniques to evaluate development of individuals and discusses the impact of atypical development on the person, families and community. Students will be required to attend at least one Saturday workshop. **Prerequisite:** ECE Basic Level.

*Instructor: TBA*  
Jan. 16 - Apr. 24  
Th, 7 pm - 9 pm  
\$134.70 plus text



#### ECE 253 - AUGMENTATIVE COMMUNICATIONS, SECTION 1

This course serves as an introduction to language and communication development and methods of enhancing these skills in special populations. Practical strategies for facilitating communication, both through interaction styles and through use of communication aids, are provided. A basic understanding of the types and purposes of augmentative communication systems are presented. This course will be a combination of teleconference and weekend workshops and classroom lectures at the Terrace campus.

**Prerequisite:** ECE Basic Level.

*Instructor: TBA*  
4 weekends in May & June and July 2 - July 4  
Times: TBA (45 hours)  
\$134.70 plus text

**The following ECE courses take place at the Summer Institute, Terrace campus.**

#### ECE 253 - AUGMENTATIVE COMMUNICATIONS, SECTION 2

A continuation of ECE 253, Section 1. See the above course description. **Prerequisite:** ECE Basic Level.

*Instructor: TBA*  
M - F, July 7 - 25  
Times: TBA (45 hours)  
\$134.70 plus text

#### ECE 213 - HEALTH, SAFETY & NUTRITION

This practical course focuses on methods of providing safe, healthy environments for groups of infants, toddlers and children with special needs, consistent with provincial regulations. The emphasis is on physical care, outlining procedures used for providing for daily living needs, as well as specialized practices (eg. use of equipment, administration of medication), for infant and toddlers and school aged special needs individuals. **Prerequisite:** ECE Basic Level.

*Instructor: TBA*  
M - F, July 7 - 25  
Times: TBA (45 hours)  
\$134.70 plus text

#### ECE 251 - SPECIAL NEEDS: PRACTICUM I

This course will provide the student with opportunities to observe and have practical experience in an integrated or specialized preschool centre. **Prerequisite:** ECE Basic Level.

*Karen Chrysler*  
M - F, July 7 - 25  
8:30 am - 4 pm  
\$134.70 plus text

#### ECE 251 - SPECIAL NEEDS: PRACTICUM II

This course continues to build on the skills developed in ECE 251 (Practicum I) through practical experiences in another integrated or specialized preschool centre. The student will take on a supervisory role responsible for programming, guiding, administration and family involvement. **Prerequisite:** ECE 251 (Practicum I).

*Karen Chrysler*  
M - F, July 7 - 25  
8:30 am - 4:00 pm  
\$134.70 plus text



### MEMO

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



# 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

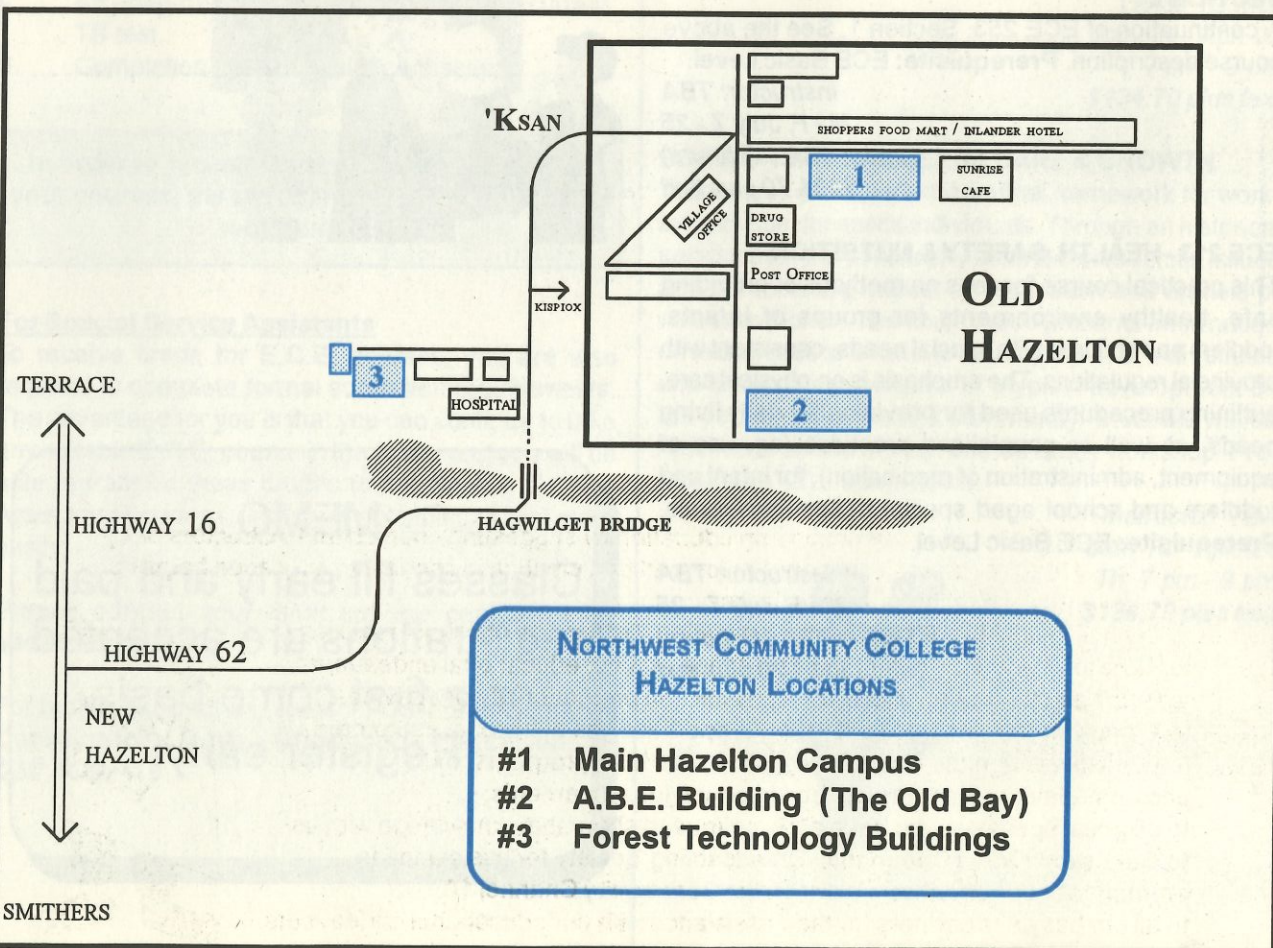
Northwest Community College  
 P.O. Box 338  
 Hazelton, B.C.  
 V0J 1Y0



Telephone: (250) 842-5291  
 Facsimile: (250) 842-5813

.....  
**The Northwest Community College hours are as follows:**

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



SMITHERS

## HAZELTON STAFF

Doug A. Baker .....	Director, Eastern Region
Kate Greenall .....	Centre Manager
Debby Jackson .....	Continuing Education/Administrative Officer
Colleen Burns .....	Educational Advisor/Student Success Coord./NRES Instructor
Cheryl O'Connell .....	Community Liaison Officer
Margaret Brown .....	Centre Clerk
Leah Marshall .....	Clerk
Carol Pritchard .....	Clerk/NRES Technical Assistant
Pat Hayes .....	C.C.P. Instructor
Dave Weaver .....	NRES Instructor
Shane Campbell .....	NRES Instructor
Allen Johnson .....	NRES Instructor
Rosamund Pojar .....	NRES Instructor
J Boddy/Kerrie MacLean .....	Computer Instructor
Karen Erickson .....	Literacy Coordinator
Siobhan Tarry .....	English Instructor, Transition
Doug Donaldson .....	Biology Instructor, Transition
June MacLaurin .....	Resident Care-Home Support Worker Instructor/Coordinator
Fiona Ramsay .....	Resident Care-Home Support Worker Instructor
Kathy Clay .....	Resident Care-Home Support Worker Instructor/IBT

## THANK YOU

Thanks to our Advisory Committee for their input and support.

Eve Hope	Gail Lowry	Sheila Ryan
Lorna Janzé	Alice Maitland	Jim Angus
John Gryba	Gen McDougall	Jessica Mikolayczyk

Thanks to our Board Representatives for their input and support.

Sandra Martin	Margaret Brown
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### Thank you...

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



**REGIONAL PROGRAMS**

See regional information section for details on the following program offerings:

- Career & College Preparation ..... Page 5
- Community Mental Health ..... Page 7
- B.C. Forestry Continuing Studies ..... Page 6
- Community Resource Worker Program ..... Page 6
- Early Childhood Education ..... Page 12
- Transition/College Preparation ..... Page 7
- Natural Resources Certificate Program ..... Page 9
- Forest Technology Diploma Program ..... Page 9
- Management Skills For Supervisors ..... Page 7
- Office Administration ..... Page 11
- Office Administration Distance Education .. Page 11
- Provincial Instructors' Diploma Program ..... Page 10
- Diploma In Adult Education ..... Page 10
- University Credit Program ..... Page 8
- Wilderness Guiding Skills ..... Page 9

**CAREER & COLLEGE PREPARATION**

Some people enter the Career and College Preparation Program (formerly known as Adult Basic Education) to complete entrance requirements for various career training programs. Some attend to learn English as a second language. Others improve their opportunities for employment by improving their English, Math, Computer and Science skills. Students enter the program throughout the year as space in the class permits. If you want to take CCP courses, make an appointment to see the educational advisor at your local college campus. The advisor will help you determine which courses to take and the cost.

Are you working on course material by distance education or correspondence?

Are you looking for a quiet structured place to work?

Are you working shift work, and want to upgrade on some courses?

Are you interested in completing high school courses?

Do you need tutor support?

Are you a high school student looking for tutor support in Math English or the Sciences?

You can enroll in part time CCP and attend up to 12 hours per week. Students may also enroll full time if their schedule permits. Contact the local college campus to make arrangements.

For detailed description refer to the regional section.

Classes in Hazelton are as follows:

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

To aid in making educational choices, the Hazelton educational advisor has the following tools available:  
 • Choices  
 • Strong Interest Inventory  
 Please refer to the index for further details.

**DISTANCE EDUCATION SUPPORT**

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

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

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

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

**TUTOR TRAINING**

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

Sponsored by Learning Opportunities Group  
 Date: TBA  
 No charge

**GED**

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

**GED EXAMS**

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

**EXAMINATION DATES FOR HAZELTON**

Testing will be held at the Hazelton college centre on the following dates:

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

Applications must be in Victoria 28 days prior to exam dates. Examination fee is \$45 payable to the Ministry of Finance and must accompany your application. Application forms are available at all college centres.

**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 Procedures
- OADM 130 Spelling
- OADM 180 Records Management
- OADM 190 Business Machines
- OADM 200 Keyboarding I
- OADM 205 Keyboarding II
- OADM 230 Database
- OADM 250 Keyboarding Applications
- OADM 260 Business Simulation

FEES:

Application fee:	\$25
Tuition:	\$18.25 per week
Photocopy fee:	\$20
Required texts:	costs vary

**NOTE:** The entire Office Administrative program is not available by distance education. Students will need to travel to Smithers, Kitimat or Terrace to complete certificate requirements. For more information please see page 50.

**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.

????????

**QUESTIONS ?**

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

????????

## VOCATIONAL

### DRIVER TRAINING

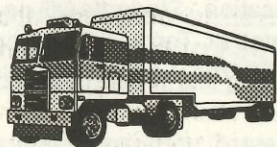
NWCC - Hazelton offers a registration service for those who wish to take driver training lessons. Once you are registered, the instructor will contact you to arrange a time and place for your lessons.

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 BC driver's license, class 1 learner's permit and airbrakes certification.

\$151 per lesson



### CLASS 3 LESSONS

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

\$151 per lesson

### CLASS 4 & 5 LESSONS

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

\$43 per lesson

### AIRBRAKES

The aim of this course is to prepare drivers for a written and practical test on the operation and maintenance of airbrake systems for either on-highway or off-highway vehicles. Successful completion will result in the addition of an airbrakes endorsement to your driver's licence. You need a valid driver's licence at the time of the course. Fee includes manual. **Deadline for registration: Oct. 23.**

Judy Daye

Mar. 10 - 15

M - F, 6 pm - 9:30 pm

Sa, 9 am - 4:30 pm

\$185

### DEFENSIVE DRIVING

The Defensive Driving course has been designed to help you become a safer driver. In this course you will have the opportunity to learn what is involved in driving defensively, why and how various types of motor vehicle collisions occur, and what it takes to prevent them. You will be provided with a standard of driving excellence that you can use to evaluate and improve your own driving.

Judy Daye

Feb. 8

Sa, 9 am - 4 pm

\$65

### TRAFFIC CONTROL FLAGGING

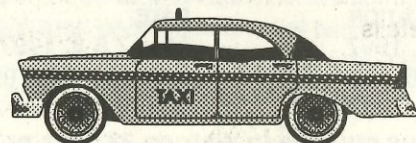
This certification is required for those monitoring, controlling, and directing traffic in and around road maintenance and construction areas. Individuals who successfully complete this course will receive wallet card certificates valid for two years. **Note:** Occupational First Aid Level I certificate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

Sandy Bohleber

Apr. 12 & 13

Sa & Su, 8 am - 5 pm

\$145



## EARLY CHILDHOOD EDUCATION

These ECE courses will be held by teleconferencing at all Northwest Community College centres. For more detailed descriptions and prerequisites please see pages 12 & 13. **NOTE: These teleconferencing courses have a maximum enrollment of 8 students per centre.**

### ECE 141 - PSYCHOLOGY OF HUMAN DEVELOPMENT

Larisa Tarwick

Jan. 14 - Apr. 22

T, 7 pm - 9 pm

plus a Saturday workshop

\$134.70 plus text

### ECE 203 - SPECIAL NEEDS CARE & GROWTH

Instructor: TBA

Jan. 16 - Apr. 24

Th, 7 pm - 9 pm

plus a Saturday workshop

\$134.70 plus text

### ECE 219 - INFANT & TODDLER CURRICULUM PLANNING

Marc Battle

Jan. 13 - Apr. 21

M, 7 pm - 9 pm

plus a Saturday workshop

\$134.70 plus text

### ECE 253: AUGMENTATIVE COMMUNICATIONS, SECTION 1

This course will be a combination of teleconferencing, weekend workshops and classroom lectures at the Terrace campus.

Instructor: TBA

4 weekends in May/June and July 2 - July 4

\$134.70 plus text

**Note:** ECE 253 - Augmentative Communications, Section 2; ECE 213 - Health, Safety & Nutrition; and ECE 251 - Special Needs Practicum I and II will be held at the Summer Institute, Terrace campus. See pages 12 and 13 for details.



## FIRST AID/HEALTH

### OCCUPATIONAL FIRST AID — LEVEL I

This 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 WCB certificates valid for 2 years.

Bruce Johnson

#### COURSE 1

Feb. 1

Sa, 8:30 am - 5:30 pm

\$85

#### COURSE 2

Mar. 8

Sa, 8:30 am - 5:30 pm

\$85



### OCCUPATIONAL FIRST AID LEVEL I: 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 ten. This course is designed to prepare Occupational First Aid Attendants, Level I, with the skills and knowledge needed and transport injured or ill workers to medical aid. **Prerequisite:** Occupational First Aid Level I.

### FOODSAFE

If you're concerned about the potential hazards of unsafe foodhandling practices, invest in this course for you or your employees. Designed by the BC 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 BC Ministry of Health. Courses can be arranged upon request.

Velma Sutherland

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

Feb. 24, 27 & Mar. 3

M, & Th, 6 pm - 9:30 pm

\$73

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

Apr. 14, 17 & 21

M, & Th, 6 pm - 9:30 pm

\$73

**OCCUPATIONAL FIRST AID — LEVEL III**

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. **Prerequisites:** Must be at least 16 years of age. First time applicants need to arrange for a medical examination at their own expense and complete a WCB medical form.

*Roger Cloutier*  
Mar. 31 - Apr. 11  
M - F, 8:30 am - 4:30 pm  
\$595

**PREPARING FOR BIRTH**

Have a healthy pregnancy and a healthy baby: attend prenatal classes. NWCC in Hazelton offers a complete package of prenatal instruction to help expectant parents meet the challenges of child-bearing. 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.

**Course 1**  
Jan. 22 - Feb. 19  
W, 6:30 pm - 8:30 pm

**Course 2**  
Mar. 26 - Apr. 23  
W, 6:30 pm - 8:30 pm

**Course 3**  
May 21 - June 18  
W, 6:30 pm - 8:30 pm

LIFELONG  
LEARNING  
IS FOR  
EVERYONE

**NEW!**


**LABOUR & DELIVERY REFRESHER COURSE**

For moms and partners who are going to have another child, we invite you to attend our labour and delivery refresher classes. These classes will be held together with the regular prenatal classes in the second and third weeks. We aim to review what physically occurs in labour and delivery and what couples can do to cope better. A labour room tour is also included.

**Course 1**  
Jan. 29 & Feb. 5  
W, 6:30 pm - 8:30 pm

**Course 2**  
Apr. 2 & 9  
W, 6:30 pm - 8:30 pm

**Course 3**  
May 28 & June 4  
W, 6:30 pm - 8:30 pm

 **PRENATAL REGISTRATION FORM**

NWCC - Hazelton's Prenatal program is a community service. It is financially supported in part by the Ministry of Health and Wrinch Memorial Doctors' Services. Course fees are \$79; however, a minimum \$45 administrative fee will be accepted as a contribution to the costs of the course if individuals are unable to meet the cost of recovery fees of \$79.

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

I will pay the cost recovery fee \$79.  
or  
 I will pay the \$45 administration fee.  
or  
 I will pay \$25 Refresher Course fee.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Town: \_\_\_\_\_ Province: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
Signature: \_\_\_\_\_

Office Use

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

**BUSINESS/COMPUTER PROGRAMS**

**INTRODUCTION TO DOS/WINDOWS/WORD FOR WINDOWS**

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

*Kerrie MacLean*  
Jan. 28 - Feb. 18  
T & Th, 6:30 pm - 9 pm.  
\$159

**ADVANCED WORD FOR WINDOWS**

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

*Kerrie MacLean*  
Mar. 11 - Apr. 8  
T & Th, 6:30 pm - 9 pm  
\$174

**NEW!**

**EXCEL FOR WINDOWS: THE BASICS TO ADVANCED**

This course is designed to familiarize the learner with Excel Basics advancing through to more complex spreadsheet applications. Topics covered include: inputting data, editing, macros, using built in functions, graphs, data base and professional spreadsheet design. Fee includes training manual.

*Kerrie MacLean*  
Apr. 15 - May 13  
T & Th, 6:30 pm - 9:00 pm  
\$174

**KEYBOARDING (SELF-PACED)**

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

*Intake depends on computer lab availability.*  
Open registration  
\$34

**MARKETING 150 (3 CREDITS)**

The foundation of the marketing concept involves developing an understanding of the needs and desires of the customers, and then striving to serve those needs. There will be information provided on essential definitions with explanations of some of the basic concepts on which marketing is based. Discussion around new product strategies and barriers to their success. Also exercises on the role of brands, brand names, and trademarks. Case studies and videos will be reviewed. 3 credits towards Business Administration diploma. Prerequisite to Small Business Management. Fee includes text.

*Kerrie MacLean*  
Feb. 19 - May 28  
W, 6:30 pm - 9:30 pm  
\$294



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

## LEARNING OPPORTUNITIES

## GED PREPARATION

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

Pat Hayes

M & W, 7 pm - 10 pm

Term 2: Jan. - Mar., 1997

Term 3: Apr. - June, 1997

Must pay fees that apply to Career & College Preparation Program. See page 5 in the regional section of this brochure.

## PHOTO FUN

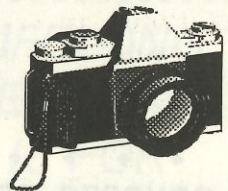
The camera is a mysterious beast with all those gadgets, numbers and instructions. This one day session has been designed for those with little or no experience with photography. You will learn how to operate all the features of a 35mm SLR (Single Lens Reflex) camera and take pictures effectively. You will be taught how to use a flash and other accessories, how to care for your camera, and how to use your camera to make creative, interesting photographs. Topics of discussion will include light camera action (f-stops, seconds, light metering) as well as slide film photography and filters. There will be a walk-around field trip in the afternoon. Be prepared to take some exciting shots. Materials needed for this course include: 35 mm SLR camera, one roll of 35 mm - 100 ASA film, and one roll 35 mm - 400 ASA film.

Kerrie MacLean

May 24

Sa, 9 am - 4 pm

\$46 plus GST



## 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, manoeuvring 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. **Prerequisite:** It is recommended that participants have a sound knowledge of basic riding before advancing to this level. Register early, space is limited.

Yvonne Deboer

NEW!

## Course 1

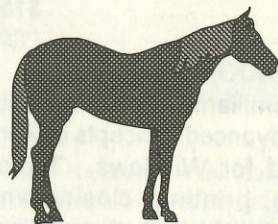
May 10 - 12

F, 5 pm - 6:30 pm

Sa, 9:30 am - 11 am

Su, 11:30 am - 1 pm

\$86 plus GST



## Course 2

May 10 - 12

F, 7 pm - 8:30 pm

Sa, 11:30 am - 1 pm

Su, 9:30 am - 11:00 am

\$86 plus GST

## Course 3

May 10 - 12

Sa, 1:30 pm - 3:00 pm

S, 3:30 pm - 5 pm

Su, 1:30 pm - 3 pm

\$86 plus GST

NEW!

## APPLE GROWING IN THE HAZELTONS

Join 3 previous classes in learning how a tree grows and how to develop your own apple trees. Bruce Haskins, formerly an orchard apple and nursery worker in the Okanagan, will share his knowledge on the following topics: Choosing Root Stock; Budding; Orchard Layout; Varieties, Harvest and Preserving; Soils; Tree Training; Pruning; Renewing old trees and encouraging a good grade of apple!

Bruce Haskins

Feb. 24, Mar. 3, 10 & 24

M, 7 pm - 9:30 pm

Pruning Dates: Apr. 5 & 12

Sa, 9 am - 12 noon

(hands on demonstration)

\$71 plus GST

## SUPERHOST FUNDAMENTAL WORKSHOP

Superhost Fundamentals is about focusing on the needs of visitors and customers to our communities. The skills and techniques you will learn are the fundamentals of service professionalism including:

- ♦ importance of excellent customer service skills;
- ♦ communication and the skills required to make your communication effective;
- ♦ how to listen to your customers in a way that shows that you care about them and their needs;
- ♦ the value of tourism to our province and our communities.

Courtesy, friendliness and professionalism are essential ingredients of successful tourism industry operations. Superhost encourages us to take pride in ourselves, in what we do and in where we live. Successful candidates will receive certification recognized by Tourism BC.

Deb Jackson

Feb. 19

W, 8:30 am - 4:30 pm

\$60 plus GST

NEW!

## THERAPEUTIC TOUCH

Therapeutic touch is a method of using the hands to direct human energies to help or heal someone who is ill. More specifically it is used for:

- \* promotion of relaxation
- \* relief of pain
- \* decreasing anxiety, tension & stress
- \* accelerating wound healing
- \* promoting a general sense of well being

Therapeutic touch can work in conjunction with all traditional as well as contemporary healing and helping modalities. It was originally developed as an extension of professional skills for persons in the health field but is now taught increasingly to lay people as well. At this time it is taught in more than 80 colleges and universities in Canada and the United States, and in over 68 foreign countries. **Prerequisites:** A strong motivation to help or heal.

Instructor: Kathy Clay, CHTP, Instructor

Certified through the American Holistic Nurses Association, Kathy has over 8 years experience.

Feb. 22, Sa, 9 am - 4 pm &

Feb. 27, Th, 7 pm - 9 pm

\$69 plus GST

\*\*\*\*\*

Thank you  
to everyone who submitted new  
course ideas!

\*\*\*\*\*

## ITEMS OF INTEREST

## C.O.R.E.

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

Sharon Mason

\$30 (includes exam fees)



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

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

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

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

Sharon Mason

\$14 for both exams (practical & written)

## UPPER SKEENA HIV &amp; AIDS AWARENESS PROJECT, UNITED CHURCH HEALTH SERVICES

Individuals, families, organizations and workplaces wanting to learn more about HIV & AIDS, are invited to register their needs with this community guided project. Possible ways the project can serve you include:

- \* Literature
- \* Videos
- \* Workshops
- \* Dramatic presentations
- \* Informational displays

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

Telephone: (250) 842-5530

Facsimile: (250) 842-5865

Email: bjsterit@mail.netshop.net

Mail: Bag 100, Hazelton, BC, V0J 1Y0

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

## NATURAL RESOURCES CERTIFICATE PROGRAM

### General Information:

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

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

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

Currently, the certificate level is being offered in Terrace, Houston, and Hazelton. Please see an educational advisor for more information.

### Co-operative Education:

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

### Admission Requirements:

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

### NOTE:

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

**Dates:** Start date August 1997.

### Special Note: Fall Camp

All term one courses are introduced at Fall Camp as well as the outdoor principles of orienteering, first aid and safety. Students will be given a list of required gear 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)



## CAREER COUNSELLING

### CHOICES

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

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

Fee: \$10

### STRONG INTEREST INVENTORY

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

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

### STUDENT SUCCESS

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

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

## RESIDENT CARE-HOME SUPPORT WORKER

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

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

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

**Admission requirements:** Grade 10 or ABE Intermediate or GED.

This Program is currently running at our NWCC facility on the hospital grounds. Program dates: Nov. 4, 1996 - May 9, 1997. **If interest warrants, we will review the possibility of offering a second program in the Fall of '97.**

For further information regarding our Resident Care-Home Support Worker Program, or any other program, please call our office at 842-5291.



**EDUCATION IS THE  
KEY TO SUCCESS**



**UNIVERSITY CREDIT COURSES**

These courses are available to the general public for university transfer credit or to audit for general interest. They may be used as electives for general degree credits or to satisfy degree requirements. For example, both Biology 102 and Geography 160 satisfy the lab course requirement for elementary teacher certification. Anthropology is a recommended course for anyone entering the social services or educational fields.

**ANTHROPOLOGY 111 - 3: 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 people. Finally we will review some of the important issues in contemporary native affairs.

*Bev Clifton-Percival*  
Jan. 8 - Apr. 16  
W, 1 pm - 4 pm  
\$134.70 plus text

**BIOLOGY 102 - 3: INTRODUCTORY BIOLOGY II**

A continuation of Biology 101, the course covers genetics, evolution and ecology. Labs include genetics, reproduction and development, evolutionary processes and ecology. Field trips may be held. 3 hour lecture & 3 hour lab per week. **Prerequisite:** Biology 101 or permission of the instructor.

*Rosamund Pojar*  
Jan. 7 - Apr. 22  
T, 9 am - 4 pm  
\$134.70

**GEOGRAPHY 160 - 3: PHYSICAL GEOGRAPHY**

The study of landforms, geological processes, soils and their impact on human culture. Emphasis is to be placed on the description of soils and landforms and the processes which form them. Examples from throughout the world are studied. Lab experience focuses on soils, fossils, map and air photo skills and field exams of landforms. Field trips are held. 3 hour lecture & 3 hour lab per week.

*Stephen Doyle*  
Jan. 6 - April 28  
M, 9 am - 4 pm  
\$134.70

**Please note:**

Students may also register for university credit courses offered at Houston or Smithers centres if scheduling allows. Please see pages 34 and 48.



**CLASSES**

**FILL QUICKLY AND REGISTRATIONS**

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

**REGISTER EARLY!**



**WANTED TO RENT**

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

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



Information needed for housing list:

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

Phone: Res. \_\_\_\_\_

Bus. \_\_\_\_\_

Rent: \$ \_\_\_\_\_

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

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

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

If you have additional comments please attach to form.

**Houston Campus**

**Houston Campus Office Hours**

Monday to Thursday, 7 am - 9:30 pm  
Friday, 7 am - 4:30 pm

**Mailing Address**

Box 1277, Houston, BC V0J 1Z0

**Street Address**

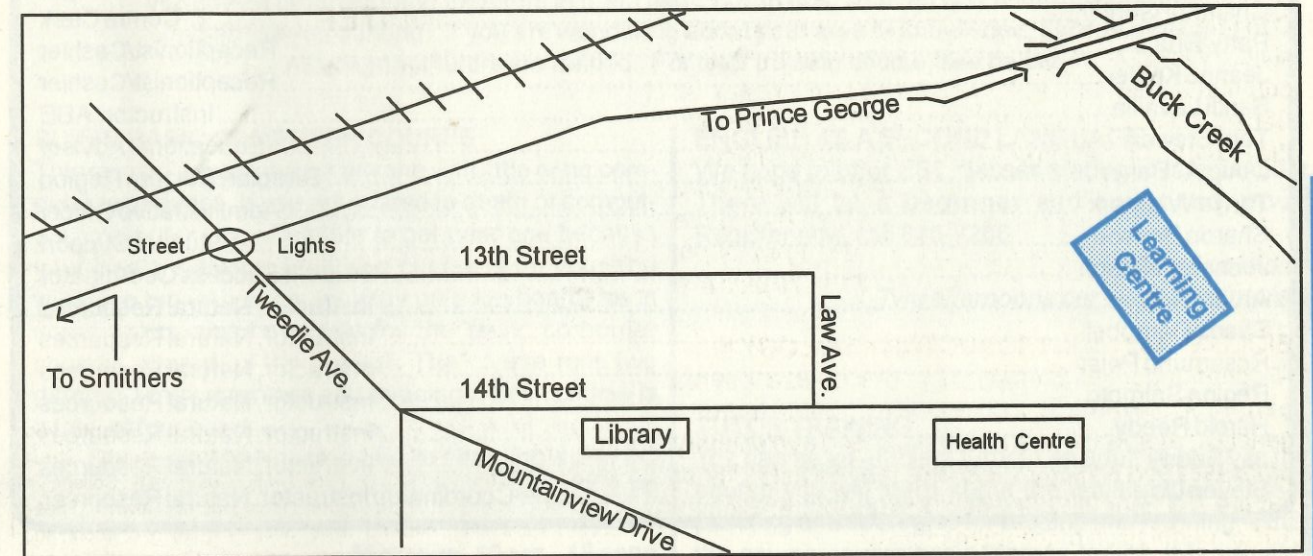
3221 West 14th St., Houston, BC

**Phone**

845-7266

**Fax**

845-3521



**THE LEARNING CENTRE**



**Northwest Community College**

**Houston Link to Learning**



**Morice Community Skills Centre**

**Houston Storefront School**



## N.W.C.C. HOUSTON CENTRE ADVISORY COMMITTEE

Brenda Andersson  
Shannon Euverman  
Leah Hubensky  
Gerry Madden  
Chris McDougall  
Bill Vinning

Garry Beaudette  
Ed Ferraro  
Susan Johnson  
Bev McDicken  
Penny Tiljoe  
Bill Warner

Mike Bryce  
Bonnie Hawley  
Cheryl Kelly  
Chris McDougall  
Simon Turner  
Hanne White

## HOUSTON STAFF

Brenda Andersson	Centre Manager
Charlotte Gorley	Centre Clerk
Patty Bruce	Receptionist/Cashier
Jeanne Kehler	Receptionist/Cashier
Sandi Lavallie	Instructor, ABE
Teri Stewart	Educational Advisor
Doug A. Baker	Director, Eastern Region
Tanya Widmark	Administrative Officer
Sharon Benson	Student Support
Jeannie Johnson	Student Success Coordinator
Al Johnson	Instructor, Natural Resources
Shane Campbell	Instructor, Natural Resources
Rosamund Pojar	Instructor, Natural Resources
Regina Saimoto	Instructor, Natural Resources
Harold Reedy	Instructor, Natural Resources
Jay Boddy	Instructor, Natural Resources
Steven Doyle	Coordinator/Instructor, Natural Resources

## NORTHWEST COMMUNITY COLLEGE

As the new year is about to begin, many of us find ourselves reflecting upon the year about to pass. For the Houston Centre it has been a year filled with challenges and changes. We are constantly looking for better ways to provide access to training and skills, working in partnership with other training providers.

The Centre Advisory Committee has set itself the task of reviewing the College's five year Strategic Plan. The goal is to provide the centre with input on creating a local Operational Plan. If anyone is interested in becoming involved in the process, please contact Ed Ferrero, Chair of the College Advisory Committee.

We are continuing to offer a cross section of courses to the community. For the winter semester we are offering two first year university credit courses: Geography 160 and Anthropology 150. Both will be offered in the late afternoon and/or evening time slots. Sign up early as seats in the courses are limited.

The Houston Centre is endeavoring to meet community needs and we welcome any and all feedback from individuals or organizations. Call or stop by the Centre to give us your ideas or comments.

From the staff of the Houston Centre, have a happy and safe holiday season and may the new year bring health and prosperity to each of you.

## HOUSTON LINK TO LEARNING

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

**Learn what you want  
Learn when you want.  
Free, flexible learning for busy adults.**

If you are an adult needing help in reading, writing, math, 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 tutor training course, see below.

### 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 computer courses offered by the college. The course runs two different time - mornings and evenings. Each course is a total of four hours.

Sponsored by Houston Link to Learning & NWCC

Jan. 27 & 29

M & W

Mornings: 10 am - 12 noon

Evenings: 7 pm - 9 pm

No charge

### ENGLISH AS A SECOND LANGUAGE

We hope to offer ESL classes starting in late January. There will be a **beginner** and **advanced** group. Register now, call 845-7266

Mary Ann Isidoro

Two afternoons per week for 3 months

1 pm - 3 pm

\$50

### 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. For more information call Dee McRae 845-2727.

Dee McRae

Starts Mar. 3 (8 classes, no classes during spring break)

M & W, 7 pm - 9:30 pm

No charge

## LINK TO LEARNING STAFF

Dee McRae ..... Co-ordinator



## MORICE COMMUNITY SKILLS CENTRE

The Morice Community Skills Centre has had continued success as one of the Learning Centre partners. The course offerings and student numbers are ever increasing. The Skills Centre's mandate remains; to identify and fill in gaps in current education and training programming, to act as a broker for education and training in the community and to provide a central information point for education and training. For more information, feel free to phone or come in and talk to us.

Programming we are currently running includes:

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

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

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

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

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

**Room and Equipment Rental** - We can arrange for your trainers to have the equipment and space necessary to carry out training for your employees. We have a network lab that can accommodate up to 18 learners, 3 multi-media machines with laser disk players, audio and video conferencing and meeting rooms.

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

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

### MORICE COMMUNITY SKILLS CENTRE STAFF

Brenda Allen.....	Manager
Shirley Higgins.....	Training Consultant
Vivien Millin.....	Career and Education Consultant
Dawn Potvin.....	Administrative Assistant
Teresa Galbraith.....	Bookkeeper/Receptionist
Bill Leber.....	Instructor
J Boddy.....	Instructor
Sandi Lavallie.....	Instructor

## HOUSTON STOREFRONT SCHOOL

### Facts about Houston Storefront School:

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

English 9  
Math 9  
Math 9 (A)

Social Studies 9  
Science 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  
Food Preparation 11  
Forestry 11 (Pending)  
Data Processing 11 (Pending)  
Accounting 11 (Pending)

English 12  
Communications 12  
Law 12  
Geography 12  
Family Management 12  
Consumer Ed. 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
Carol Bruniski.....	Human Service Worker
Dave MacMillan.....	District Principal - Alternative Education
Dee McRae.....	Instructor, N.W.C.C.

**THANK YOU**

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

- To all the students who enroll in our courses
- To all individuals who participate in our programs by instructing
- Radio station CFBV for advertising our programs and courses
- The Chamber of Commerce for their ongoing support
- TV Channel 10 for advertising our programs and courses
- Local restaurants for placing our tablecards on their tables
- All the organizations who include our newsletters in their mailouts

**CAREER & COLLEGE PREPARATION**

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

**GETTING MORE INFORMATION**

Make an appointment to see the educational advisor by phoning the college at 845-7266. When you see the advisor, you will be asked questions about your educational goals in order to determine which courses you need. Usually there will be an assessment of your present skills to find the place to start. You can also find out dates, time, costs and the registration procedure from the educational advisor.

**HOW COURSES RUN**

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

**WHAT'S AVAILABLE IN HOUSTON?**

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

**WHAT'S NEW?**

Classes with lectures, labs, tutorials and small group classes that are led by an instructor. Biology 040(11), Math 040(11), Chemistry 040(11) and English 050(12) are now available as regularly scheduled courses with lectures, labs, tutorials and discussion groups. These courses are prerequisites to the Natural Resource Program and to many other programs. If you need one or all of these courses, see the educational advisor for more information.



**GED**

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

**GED EXAMS**

These 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 high school for at least one full academic year, and satisfy residency standards.

**EXAMINATION DATES FOR HOUSTON**

Testing will be held at the Houston college centre on the following dates:

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

Applications must be in Victoria 28 days prior to exam date. Examination fee is \$45 payable to the Minister of Finance and must accompany your application. Application forms are available at all college centres.

**OFFICE ADMINISTRATION ON SITE & SELF PACED**

The following selection of Office Administration credit courses are available on site, in Houston, on a part-time basis. See fees in distance education section. For course descriptions and further information refer to the NWCC calendar and/or make an appointment with the educational advisor.

- OADM 200 Keyboarding I
- OADM 205 Keyboarding II
- OADM 220 Wordprocessing
- OADM 130 Spelling
- COMP 110 Introduction to Spreadsheets

**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 Procedures
- OADM 180 Records Management
- OADM 190 Business Machines
- OADM 230 Database
- OADM 250 Keyboard Applications
- OADM 260 Business Simulation

FEES:

Application fee:	\$25
Tuition:	\$18.25 per week
Photocopy fee:	\$20
Texts:	costs vary

**NOTE:** The entire Office Administration program is not available by distance education. Students will need to travel to Smithers, Kitimat or Terrace to complete certificate requirements. For more information please see page 50.

**REGIONAL PROGRAMS**

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

- Career & College Preparation ..... Page 5
- B.C. Forestry Continuing Studies ..... Page 6
- Community Resource Worker Program ..... Page 6
- Early Childhood Education ..... Page 12
- Transition/College Preparation ..... Page 7
- Natural Resources Certificate Program ..... Page 9
- Forest Technology Diploma Program ..... Page 9
- Office Administration ..... Page 11
- Office Administration Distance Education .. Page 11
- Provincial Instructors' Diploma Program ..... Page 10
- Diploma In Adult Education ..... Page 10
- University Credit Program ..... Page 8
- Wilderness Guiding Skills..... Page 9
- Community Mental Health..... Page 7
- Management Skills For Supervisors..... Page 7

## UNIVERSITY CREDIT COURSES

These courses are offered as part of the Natural Resources Program and are available to the general public as space permits. All have university and college transfer credit and can be audited. Contact the Houston centre for exact dates and times; make an appointment with the educational advisor to find out more about course transfers. See page 26 and 48 for university credit courses offered in Hazelton and Smithers.

**ANTHROPOLOGY 111 - 3: NATIVE PEOPLES 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 people. Finally we will review some of the important issues in contemporary native affairs.

*Ross Hoffman*  
Jan. 7 - Apr. 15  
T, 5 pm - 8 pm  
\$134.70 plus text

**BIOLOGY 102- 3: INTRODUCTORY BIOLOGY II**

A continuation of Biology 101, the course covers genetics, evolution and ecology. Labs include genetics, reproduction and development, evolutionary processes and ecology. Field trips may be held and may be scheduled for weekends. 3 hour lecture & 3 hour lab per week. **Prerequisite:** Biology 101 or permission of instructor.

*Rosamund Pojar*  
Jan. 6 - Apr. 21  
M, 9 am - 4 pm  
\$134.70 plus text

**GEOGRAPHY 160 - 3: PHYSICAL GEOGRAPHY II**

The study of landforms, geological processes, soils and their impact in human culture. Emphasis is to be placed on the description of soils and landforms and the processes which form them. Examples from throughout the world are studied. 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 hour lecture & 3 hour lab per week.

*Stephen Doyle*  
Jan. 8 - Apr. 23  
W, 1 pm - 8 pm  
\$134.70 plus text

## EDUCATIONAL ADVISOR

The educational advisor provides information to students and the general public on the following:

- ♦ Any program, course or post secondary training and admission requirements
- ♦ Career or vocational options concerning career paths and educational choices, which include computer-based career programs
- ♦ Funding sources, bursaries, student loans and grants
- ♦ Distance education/correspondence courses
- ♦ Courses, programs and services available within the Learning Centre and all Northwest Community College campuses.

To make an appointment to see the educational advisor, call 845-7266 and ask to meet with the advisor.

## STUDENT SUPPORT

Student Support provides students with services and supports that improve access to the Learning Centre, reduces barriers to learning and contribute to students reaching their educational and career goals. For more information, call the Student Support Specialist at 845-7266.

## STUDENT SUCCESS

Northwest Community College offers a number of free services to help Learning Centre students make the most of their studies. These include workshops, small group tutorials and individual tutoring. For more information, call the Student Success Coordinator 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 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 040 or Chemistry 11 (minimum 'C' requirement). Students lacking formal prerequisites may be admitted to the program if they can demonstrate mastery of equivalent knowledge and skills on the program placement guide. Student must submit a current resume, a letter indicating reasons for wanting to enter the Natural Resources Certificate Program, and two letters from employment or educational references who support your decision to enter the program.

**NOTE:**

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

**Dates:** Start date August 1997.

**Special Note: Fall Camp**

All term one courses are introduced at Fall Camp as well as the outdoor principles of orienteering, first aid and safety. Students will be given a list of required gear when registering.

**Fees (subject to change without notice):**

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



## BUSINESS/COMPUTER PROGRAMS

### SUPER BASIC COMPUTERS

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 computer courses offered by the college. This course runs two different times, mornings and evenings. Each course is a total of 4 hours.

Dee McRae

#### Course 1

Jan. 27 - 29

M & W, 10 am - 12 noon

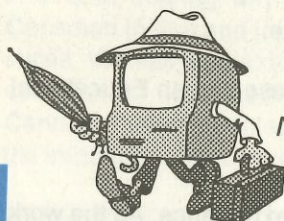
No charge (you will need a disk)

#### Course 2

Jan. 27 - 29

M & W, 7 pm - 9 pm

No charge (you will need a disk)



NEW!

### COMPUTER BASICS

This course is a good place to start for those with little or no computer experience. It is designed for those who may be apprehensive about computers and would like an introduction to the capabilities and applications of microcomputers. You will receive hands-on experience in an informal and supportive atmosphere. Topics include hardware, software, formatting disks, copying files and disks, mouse usage, various part of a Windows screen and the use of MS-DOS commands from within the Windows environment.

Indras Manhas

#### Course 1

Feb. 3 - 10

M & W, 6:30 pm - 9:30 pm

\$80.25 plus disk

#### Course 2

Feb. 8 - 15

Sa, 8 am - 12:30 pm

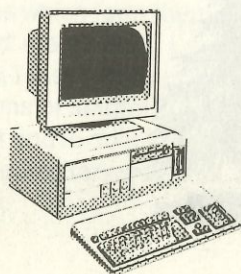
\$80.25 plus disk

#### Course 3

Feb. 18 - 25

T & Th, 6:30 pm - 9:30 pm

\$80.25 plus disk



NEW!

### COMPUTER BASICS - NIFTY FIFTIES+

The days of slamming erasers together outside the school door to clean them are gone. Now it's more like staying after class to clean up the hard drive on a computer! Do you ever think that all the new technology is a little overwhelming and that the kids are picking it up so fast that it's impossible to catch up? This is a basic computer class for anyone 50 years of age or older; it's for people that didn't have computer class after recess and would like to explore these machine with others who are learning about them for the first time on their own. This basic class starts with turning the machine on and teaches a bit about the way a computer works and what you can do with them.

Bill Leber

Mar. 5 & 6

W & Th, 6:30 pm - 9:30 pm

\$70 plus disk

NEW!

### COMPUTERS FOR KIDS

Do you want your child to get the most out of the computer? Do you want their school projects and reports to have a professional look? This course is designed for youths 10 to 14 years old and will introduce them to the world of computers. This hands-on course includes the following programs and applications: Windows, Word Processing and Desktop Publishing, including draw features.

Glenna Brundige

Feb. 24 - Mar. 5

M & W, 4 pm - 6 pm

\$60 plus disk

NEW!

### TROUBLESHOOTING AND MAINTAINING YOUR PC

Save yourself \$\$ by troubleshooting your computer before you call the repair person. Find out how to apply practical, step-by-step strategies to diagnose and solve hardware and software malfunctions, streamline your system and boost its performance. **Prerequisite:** Knowledge of basic computer functions.

Brenda Allen & Sandi Lavallie

Apr. 1 & 3

T & Th, 6:30 pm - 9:30 pm

\$70 plus disk

NEW!

### INTRODUCTION TO SPREADSHEETS

Spreadsheets are often used for household or small business accounting and budgeting. This hands-on introductory course will cover basic spreadsheet topics such as icons, tool bars, basic formulas, changing fonts and column widths and moving around the work sheet, plus opening, closing and saving files. **Prerequisite:** Completion of Computer Basics course or knowledge of basic computer operations.

Indra Manhas

Mar. 10 - 17

M & W, 6:30 pm - 9:30 pm

\$80.25 plus disk

NEW!

### INTRODUCTION TO COMPUTER PROGRAMMING

Have you ever wondered how computers actually follow directions? Does it seem like sometimes it's the computer always telling you what to do? Well, here is your chance to take command of that brain in a box and show it who is really in charge! A program is just a list of instructions and here you'll learn how to write a simple program that tells the computer what to do. **Prerequisite:** Knowledge of basic computer operations.

Bill Leber

Feb. 26

W, 6:30 pm - 9:30 pm

\$35 plus disk

NEW!

### MANAGING YOUR MONEY WITH SPREADSHEETS

Do you know where your money goes every month? In this class you will develop a spreadsheet/cheque register that tracks your income and expenses, performs an easy reconciliation and gives you the necessary information to create a workable budget. For beginning spreadsheet users who have completed the Computer Basics and Introduction to Spreadsheets courses, or who have knowledge of basic computer operations and basic spreadsheet applications. Participants should bring with them to class their cheque register, last 2 bank statements and ideas for other home use spreadsheet applications.

Kathy Anderson

Mar. 24 & 26

M & W, 6:30 pm - 9:30 pm

\$70 plus disk

NEW!

### NAVIGATING WITH CONFIDENCE

Are you still unsure of the best way to get anywhere on the Internet? Let us show you some tricks for narrowing down searches, picking out key words and phrases and getting what you need faster and with less work. This 3 hour session will provide the Internet surfer with the necessary tools to "get where they want to go". **Prerequisite:** Basic computer knowledge, including Windows, and a basic knowledge of the Internet.

Brenda Allen

Mar. 13

Th, 6:30 pm - 9:30 pm

\$35 plus disk

NEW!

### PRESENTING A PROFESSIONAL YOU

Have fun creating a more professional first impression for employers. During this 6 hour course you will learn tricks to spruce up your old resume and learn the Word 6.0 for Windows program at the same time. You will create professional looking cover letters, resumes and follow-up letters as you learn short cuts in Word 6.0. **Prerequisite:** Basic computer knowledge, including Windows.

Brenda Allen

Feb. 24 - Mar. 3

M & Th, 6:30 pm - 8:30 pm

\$70 plus disk

NEW!

### WRITING A LETTER WITH CLOUT

There are times when it is necessary to get your point across in a professional manner. Whether it's a letter of complaint, a business proposition, or a good news/bad news letter, having your correspondence organized in an accepted format can make the difference in achieving your goal. In this class you will be using MS Word to write a standard business letter. **Participants should be familiar with MS Word.**

Bill Leber

Apr. 2

W, 6:30 pm - 9:30 pm

\$35 plus disk

NEW!

### HOUSEHOLD INVENTORIES USING MICROSOFT ACCESS

Record your household's contents quickly and easily on computer. Call up and print lists sorted by room, year of purchase, owner, value, color, or any other category you feel is important. Pictures can be included as well. **Prerequisite:** Completion of Computer Basics course or knowledge of basic computer operations.

J Boddy

Mar. 4 - 18

T, 6:30 pm - 8:30 pm

\$70 plus disk

**PRESENTATIONS ON POWERPOINT**

Bring your ideas or develop them in class. By working on a real life example you will develop a presentation that could be used in your business or personal life. This is a beginners course on using powerpoint as a technique for organizing and developing a presentation to your target audience. Through two evening sessions you will a) be exposed to the basics of Powerpoint and building overheads and b) be provided with some hints on standing up in front of an audience to present your finished product. Each session will be informal and will concentrate on providing a comfortable and enjoyable atmosphere. A class evaluation will be filled out at the end of the session.

Michael Buirs  
Apr. 10 & 15  
Th & T, 6:30 pm - 8:30 pm  
\$85 plus disk

Does your group have a specific workshop or course they would like to see offered in HOUSTON?

GIVE US A CALL !

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

Contact Tanya at 845-7266.

**FIRST AID / HEALTH****CHILDSAFE**

Designed for parents and caregivers of children up to 10 years of age. Includes choking, CPR, bleeding management and common first aid situations. Certificate will be valid for 3 years.



Cindy Chipchase  
Mar. 29  
Sa, 8 am - 5 pm  
\$85

**CHILDHOOD INJURY PREVENTION**

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



Instructor: TBA  
Feb. 10  
M, 7 pm - 8:30 pm  
\$1 plus GST

**EMERGENCY FIRST AID**

This course covers initial assessment, rescue breathing, choking, CPR, bleeding, unconsciousness, shock and secondary assessment. Includes certification in HeartSaver Plus level of CPR, which is valid for 2 years.

Cindy Chipchase  
Feb. 8  
Sa, 8 am - 5 pm  
\$85

**STANDARD FIRST AID**

This course covers all elements of Emergency First Aid as well as injuries due to heat and cold, poisons, medical conditions, bone and joint injuries, head and spinal injuries and moving and transportation. Includes certification in HeartSaver Plus level of CPR, which is valid for 2 years.

Cindy Chipchase  
Mar. 8 - 9  
Sa & Su, 8 am - 5pm  
\$170

**BASIC RESCUER (Formerly CPR "C")**

This CPR course includes signals and action for cardiovascular emergencies, accessing the Emergency Medical System, rescue breathing and treatment for conscious and unconscious choking problems. Course is taught to Heart & Stroke Foundation guidelines.

Cindy Chipchase  
Apr. 19  
Sa, 8 am - 5 pm  
\$85

**FOODSAFE**

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

Shiranthini Hensman  
Mar. 24 - 26  
M, T, 6:30 pm - 9:30 pm  
W, 6:30 pm - 10 pm  
\$125 plus text

**LEVEL I OCCUPATIONAL FIRST AID**

This is a one day program designed to provide life-saving first aid skills to workers in industry. **Prerequisite:** Minimum age 16 and physical ability to perform first aid skills as required to complete the learning tasks. Evaluation of students is performed by the instructor. Successful completion results in WCB issued Occupational First Aid Level I certificate, which will be valid for 2 years.

Roger Cloutier

**Course 1**

Jan. 25  
Sa, 8 am - 5 pm  
\$85

**Course 2**

Mar. 15  
Sa, 8 am - 5pm  
\$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 regulation.

Roger Cloutier

**Course 1**

Jan. 26  
Su, 8 am - 5 pm  
\$85

**Course 2**

Mar. 16  
Su, 8 am - 5pm  
\$85

**LEVEL III OCCUPATIONAL FIRST AID**

Participants will learn theory and practical skills of basic life support. Level III includes one and two person CPR, obstructed airway management, assisted breathing skills by pocket mask and bag valve mask, control of bleeding, hard collars, transportation skills and other life-saving skills. Participants will also learn assessment skills and problem solving for various injuries he/she may face in industry or at home. Upon successful completion, of this course, students are awarded a two-year WCB Industrial First Aid Level III ticket. Students must have their own personal pocket mask.

Roger Cloutier

**Course 1:**

Feb. 3 - Mar. 8  
M & W, 6:30 pm - 10:30 pm  
Sa, 8 am - 5 pm  
\$595

**Course 2:**

Apr. 1 - 12  
M - Sa, 8 am - 5 pm  
Note: Course starts T, Apr. 1  
\$595

**Course 3:**

June 2 - 13  
M - F, 8 am - 5 pm  
\$595

## TRADES/CAREER/VOCATIONAL

**NEW!**

### DEFENSIVE DRIVING - BEGINNER DRIVERS

If you are a beginner driver who would like to show how good your driving skills are and you would really like the family car all week, this course will benefit you! Become acquainted with the techniques of defensive driving with this BC 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 BC Safety Council Certificate.

Paul Monchka  
Apr. 5  
Sa, 9 am - 4 pm  
\$80

**NEW!**

### DEFENSIVE DRIVING - 60+

If you are a senior (the 60+ group) and would like to brush up on the driving skills you have gained over the years, as well as learn some new driving techniques, this course will benefit you. Become acquainted with the techniques of defensive driving with this BC Safety Council approved program. Upon successful completion of this course, participants will be issued a BC Safety Council Certificate.

Paul Monchka  
Apr. 19  
Sa, 9 am - 4 pm  
\$80

### TRANSPORTATION OF DANGEROUS GOODS

This is a 4 hour program directed at truck drivers who are transporting dangerous goods. This includes the Dangerous Goods Act, handling and filling out paperwork, what to do in the event of a spill, who to contact and more. Participants receive a 3 year certificate upon completion.

Paul Monchka  
Mar. 1  
Sa, 9 am - 1 pm  
\$77

### TRAFFIC CONTROL FLAGGING

This is a 16 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.

Sandra Bohleber  
Mar. 22 & 23  
Sa & Su, 8 am - 5 pm  
\$112.50 plus texts

**NEW!**

### INTERIOR LOG SCALING AND GRADING

This course will provide theory on interior log scaling and grading, along with practical experience in a saw-mill log yard. The knowledge gained in this course is applied to many forestry applications. At the end of the course students are encouraged to take the provincial Ministry of Forests' examination, and, upon passing, will become licenced interior log scalers. You will require proper safety and work clothing as per WCB regulations for all field courses. **Prerequisites:** You must take a basic math pre-test and obtain a minimum 75% mark. Experience in species identification would be an asset. Supply list is available upon registration.

Jay Baker  
Apr. 1 - May 2  
M - F, 4 pm - 9 pm  
\$900 plus text and supplies

### WORKPLACE HAZARDOUS MATERIALS (WHMIS)

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

John Lombardi  
Mar. 12  
W, 5:30 pm - 9:30 pm  
\$53 plus text

**NEW!**

### WATERSHED RESTORATION

This program consists of 14 components designed to prepare participants for entry level employment in the forest sector. The course includes both classroom theory and practical on-site training. The objectives are: 1. To provide participants with the coordinated training and support required to protect and restore local aquatic habitats. Course contents will emphasize the importance of watershed resources and encourage communication and cooperation in watershed restoration. 2. To provide participants with life saving first aid skills. 3. To provide participants with wilderness survival skills. **Prerequisites:** Must be a minimum of 16 years of age, have grade 9 or 10 basic education, reading and writing skills and be in good health and physical condition.

**Register your interest.**  
Start date will be Feb., 1977  
Times vary: morning, afternoon, evening  
Fees: TBA

### AIRBRAKES

Drivers are prepared for a written and practical test on the operation and maintenance of airbrake systems for on and 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 driver's licence, 18 to obtain a Class 3 licence and 19 to obtain Class 1 or 4 licence.

Judy Daye

**Course 1**  
Feb. 10 - 15  
M - F, 6:30 pm - 10:30 pm &  
Sa, 8 am - 5 pm  
\$180 plus text

**Course 2**  
Apr. 14 - 19  
M - F, 6:30 pm - 10:30 pm &  
Sa, 8 am - 5 pm  
\$180 plus text

**NEW!**

### PERSONAL CAREER PLANNING

Career planning involves gathering information, both about yourself and about the job market. It involves assessing your skills and abilities and the demands of a job, combining that information and making decisions based on that information. If you are entering or re-entering the labour force, seeking further education or considering a career change, this three hour introduction to career planning will be helpful. Learn how to evaluate your interests, skills, values and needs and relate them to educational choices and career plans. Course fees may be used as credit towards further assessment/testing services through the Morice Community Skills Centre.

Vivien Millin  
Mar. 12  
W, 6:30 pm - 9:30 pm  
\$26.80 plus GST

### 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, from performing all the bookkeeping functions and recording initial transactions to preparing financial statements.

Susan Leuenberger  
Jan. 6 - Feb. 5  
M & W, 6:30 pm - 9:30 pm  
\$188 plus text

### GENERAL PESTICIDE APPLICATOR

This course is designed to provide basic information on the proper use and handling of pesticides in the following categories: agriculture crop (general & orchardist), industrial vegetation, landscape and garden, noxious weeds, and forestry. An examination will not be given as part of this course. Participants wishing to write the examination are advised to contact the Ministry of Environment for details.

**Register your interest.**

## GENERAL INTEREST

### DECORATE YOUR HOME WITH FLARE

Come out for an evening and learn tips on how to decorate your home, office or business. Learn about color schemes, balancing and utilizing space, how to accessorize, window, floor and wall treatments and steps to take to renovate, redecorate or build a room or home. Participants should bring pictures or videos of their home for ideas. Refreshments provided.

Terri Stewart  
Feb. 20  
Th, 7 pm - 9 pm  
\$25 plus GST

### FLAT WATER CANOEING

Are you tired of going where your canoe takes you? Do you think those little boats are just too tippy? This course will take you from beginner to master of your craft. Learn to competently paddle your canoe forward, backward, sideways and diagonally, both tandem (that's two in a canoe and solo (just one). Flatwater canoeing is a certifiable program with the Recreational Canoeing Association of BC and includes safety and rescue training. **Each participant must supply a canoe, paddle, life jacket, change of clothes and a bag lunch.** Rentals of canoes and paddles are available from the instructor at an additional cost.

Northern Sun Tours Ltd.  
June 7 - 14  
Sa & Su, 9 am - 6 pm  
\$175 plus GST and supplies

**NEW!****VEGETABLE GARDEN PLANNER**

This is a one evening and one day workshop designed to assist the home gardener in designing a vegetable garden. Helpful tips on locating the garden, soil analysis, determining your family's vegetable needs, selecting seed, growing transplants, companion planting, herbs for the kitchen garden, putting it all together (garden design), extending the growing season and irrigation techniques. The course format will include instructor handouts, slides and some practical applications. All levels of gardening experience and interest are welcome.

*Tracey Strong*  
Apr. 3 & 5

Th, 7 pm - 9 pm  
Sa, 10 am - 3 pm  
\$67.50 plus GST

**NEW!****ISLANDS AND OTHER FLOWER BEDS**

This is a one evening and one day workshop to introduce the home gardener to the basic concepts surrounding the planning and design of flower borders. Includes helpful tips on determining the shape of your border, selecting and combining perennials and annual flowers for continual bloom. The course format will include instructor handouts, slides and an opportunity to plan your own flower border. All levels of gardening experience and interest are welcome.

*Tracey Strong*  
May 1 & 3

Th, 7 pm - 9:30 pm  
Sa, 10 am - 3 pm  
\$67.50 plus GST

**NEW!****ARMCHAIR GARDENING**

This is a gardening course with a difference - a guided, practical exploration into cold climate gardening. Some examples of topic areas for discussion will include annuals, perennials, hardiness zones, herbs, seeds and seed exchange, germinating seed, plant propagation, soil building, composting, vegetables, weed control, garden design, micro-climates, record keeping (journal) and obtaining gardening information using the Internet. The course format will include instructor handouts, slides, videos and some practical applications. All levels of gardening experience and interest are welcome.

*Tracey Strong*  
Feb. 11 & 25

Mar. 11 & 25

Apr. 8 & 22  
T, 7 pm - 9 pm  
\$95 plus GST

**CANINE OBEDIENCE - LEVEL 1**

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

**NEW!**

*Gwen Hopper*  
May 6 - June 24  
T, Class 1 - 6 pm - 7 pm  
T, Class 2 - 8:30 pm - 9:30 pm  
\$85.50 plus GST

**CANINE OBEDIENCE - LEVEL 2**

These lessons will cover completion of the competition level. **Prerequisite:** Completion of Canine Obedience Level 1.

*Gwen Hopper*  
May 6 - June 24  
T, 7:15 pm - 8:15 pm  
\$85.50 plus GST

**NEW!****GUITAR - INTERMEDIATE**

This course is intended for students who have already mastered the skills learned in the beginners' guitar course. They should be able to switch the first position chords D, E minor, A 7th, G, E 7th, A minor and C well enough to stay in time playing songs. (First position chords are the easy ones with some open strings up near the head of your guitar.) Students will be taught to play songs using the first position chords F, D minor, E, B 7th, C 7th and G 7th, and to add single note bass runs between chords. If there is sufficient interest and ability, students can also be shown how to finger pick and how to use barre chords. Participants in the course will need a guitar, several medium gauge nylon picks, and a capo (the orange and black cloth kind are inexpensive and work well). A duotang with course materials will be provided.

*David Conway*  
Jan. 6 - Mar. 10  
M, 6:30 pm - 7:30 pm  
\$69 plus GST and supplies

**NEW!****BEAR ENCOUNTER SURVIVAL**

Be warned: there are more bears around than there used to be and they are more likely to attack people. This course will cover bear behaviour, bear avoidance and encounters, proper use of bear sprays and encounter survival strategy. A film interview of Steven Herrero is shown plus a slide show that puts the information into a visual context. Each participant receives an information package.

*Gary Shelton*  
Start date: Apr. or May - TBA  
\$95 plus GST

**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. Participants must be 10 years of age or older to register for this course.

*Sonny Perkinson*  
Mar. 3 - 13  
M, T & Th, 7 pm - 9 pm  
\$111.20 plus GST

**JAZZY JACKETS**

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

*Elizabeth Pelsma*  
Apr. 26 - 27  
Sa & Su, 9:30 am - 5 pm  
\$92 plus GST and supplies

**SERGER BASICS**

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

*Colleen Hooper*  
Apr. 4 & 5  
F, 7 pm - 9 pm  
Sa, 9 am - 4 pm  
\$91 plus GST and supplies

**CREATIVE MEMORIES - PHOTO ALBUMS**

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

*Denise Holte*  
Mar. 1  
Sa, 9 am - 3 pm  
\$42 plus GST and supplies

**TAI CHI**

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

*Michael LeBaron*  
Mar. 1 - 9  
Sa & Su, 9 am - 5 pm  
\$183 plus GST

**NEW!****ALL ABOUT WILLS**

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 is a living will; what is a power of attorney; who should be your executor; what happens to your estate if you do not have a will and who can contest a will.

*Robert Currie*  
Feb. 3  
M, 7 pm - 9 pm  
\$2 plus GST

**LIVING WITH GRIEF**

Grief is hard work. No one should walk this journey alone. We will provide education on grief and related topics, giving participants the opportunity to share in a personal way. There is a great need for information on grief related services in our community and we will ensure participants receive this information.

*Heather Baker & Christine Piercy*  
Apr. 12  
Sa, 9 am - 4 pm  
\$60 plus GST

**NEW!**

**WATERCOLOUR BASICS**

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

*Violetta Schwartz*  
Feb. 25 - May 13  
T, 7 pm - 9 pm

\$81.50 plus GST and supplies

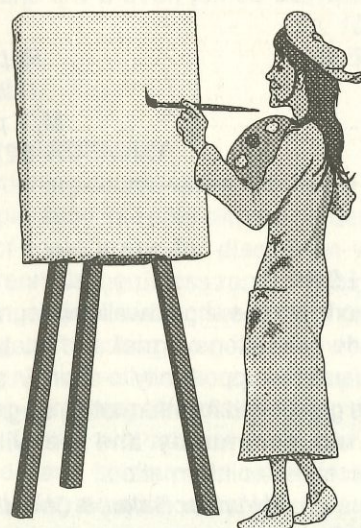
**NEW!**

**INTRODUCTION TO OIL PAINTING**

This workshop offers you an opportunity to see what it's like to a) paint with oils and b) specifically, to paint with a painting knife. This is an "impasto" technique, where the artist uses thick layers of paint to create impressionistic works of art. You will be shown how to use a painting knife to create different strokes and textures and will go home with your own masterpiece painting during the workshop. The introductory workshop concentrates on techniques, so you will use black, white and burnt sienna only.

*Pene Horton*  
Mar. 1

Sa, 9 am - 12 noon  
\$50 plus GST and supplies



**EARLY CHILDHOOD EDUCATION**

These ECE courses will be held by teleconferencing at all Northwest Community College centres. For more detailed descriptions and prerequisites see pages 12 & 13. **NOTE: These teleconferencing courses have a maximum enrollment of 8 students per centre.**

**ECE 141 - PSYCHOLOGY OF HUMAN DEVELOPMENT**

*Larisa Tarwick*  
Jan. 14 - Apr. 22  
T, 7 pm - 9 pm  
plus a Saturday workshop  
\$134.70 plus text

**ECE 203 - SPECIAL NEEDS CARE & GROWTH**

*Instructor: TBA*  
Jan. 16 - Apr. 24  
Th, 7 pm - 9 pm  
plus a Saturday workshop  
\$134.70 plus text

**ECE 219 - INFANT & TODDLER CURRICULUM PLANNING**

*Marc Battle*  
Jan. 13 - Apr. 21  
M, 7 pm - 9 pm  
plus a Saturday workshop  
\$134.70 plus text

**ECE 253: AUGMENTATIVE COMMUNICATIONS, SECTION 1**

This course will be a combination of teleconferencing, weekend workshops and classroom lectures at the Terrace campus.

*Instructor: TBA*  
4 weekends in May/June and July 2 - July 4  
\$134.70 plus text

**Note:** ECE 253 - Augmentative Communications, Section 2; ECE 213 - Health, Safety & Nutrition; and ECE 251 - Special Needs Practicum I and II will be held at the Summer Institute, Terrace campus. See pages 12 and 13 for details.

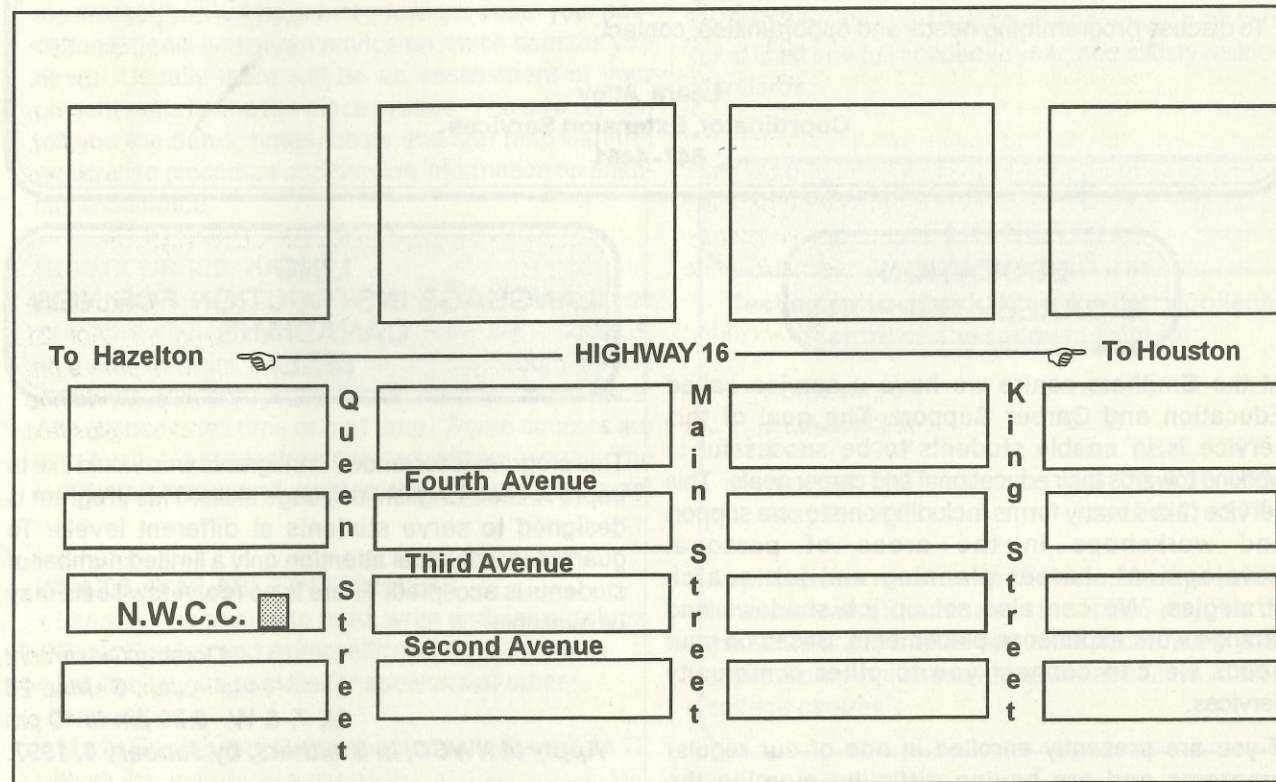


**Smithers Campus**

**COLLEGE OFFICE HOURS**

The college is open from 8 am - 4:15 pm Monday to Friday.  
It is also open 6 pm - 9 pm Monday to Thursday.  
Wednesday: Closed between 11 am - 12 noon

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



**SMITHERS NON-INSTRUCTIONAL STAFF**

- Heather Anderson.....Clerk
- Laara Atley.....Coordinator - Extension Services
- Gladys Atrill.....Program Officer - Continuing Education
- Doug Baker.....Director - Eastern Region
- Mary Hiemstra.....Clerk
- TBA.....Education & Career Support
- Carol Palm.....Centre Clerk
- Sheila Peters.....Educational Advisor



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

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

- ♦ Integrate the resources of the college and communities
- ♦ Assist communities to develop and implement educational plans
- ♦ Help individuals and groups effectively manage change
- ♦ Supplement and complement existing courses and programs.

To discuss programming needs and opportunities, contact:

**Laara Atley**  
Coordinator, Extension Services  
847-4461

## EDUCATION & CAREER SUPPORT

At the Smithers centre we have a service called Education and Career Support. The goal of this service is to enable students to be successful in working towards their educational and career goals. This service takes many forms including one to one support and workshops in the areas of personal development, career planning and job search strategies. We can also set up job shadows and arrange work experience placements. Based on your needs we 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, we may be able to assist you in developing strategies that lead to positive solutions. For more information, or assistance contact Education and Career Support at 847-4461.

## LINC LANGUAGE INSTRUCTION FOR NEW CANADIANS (ESL)

This program is for landed immigrants who would like to improve their English language skills. This program is designed to serve students at different levels. To guarantee individual attention only a limited number of students is accepted. There is no fee. A few seats may be available.

*Dorothy Giesbrecht*  
Jan. 6 - Mar. 26

*M, T, & W, 6:30 pm to 10 pm*

*Apply at NWCC, in Smithers, by January 6, 1997.*

Avoid the disappointment of having courses cancelled - sign up today!  
Northwest Community College needs sufficient registration ahead of time to ensure courses will run.

*You must register, and pay, for any course you are interested in at least one week ahead of time.*

## CAREER & COLLEGE PREPARATION

The College and Career Preparation (CCP) Program, formerly known as Adult Basic Education (ABE) enables people to acquire basic language and numerical skills, to complete a secondary school education equivalent, or to complete courses prerequisite to college programs. They prepare students for admission to vocational and technical training programs or increase the opportunities for employment.

### GETTING MORE INFORMATION

Make an appointment to see the educational advisor by phoning the college office at 847-4461. When you see the advisor, you will be asked questions about your educational goals and given advice on which courses you need. Usually there will be an assessment of your present skills to find the place to start. The advisor can tell you the dates, times, costs and can help with the registration procedure and provide information on financial assistance.

### HOW COURSES RUN

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

### WHAT'S AVAILABLE IN SMITHERS

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

### WHAT'S NEW

In February, Biology 040 (Biology 11) and Chemistry 040 (Chemistry 11) will start. These are regularly scheduled classes with lectures, labs, tutorials and small group discussions. These courses are prerequisites to the Natural Resource program and to many other programs. If you need one or all of these courses, see the educational advisor for more information.

## GED

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

## GED EXAMS

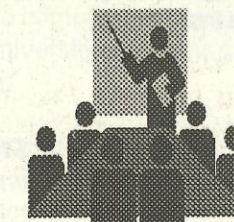
These examinations are administered by the College for the Ministry of Education. Application forms are available at the college office. Basic requirements are that you must be at least 19 years of age, out of high school for at least one full academic year, and satisfy residency standards.

## EXAMINATION DATES FOR SMITHERS

Testing will be held at the Smithers college centre on the following dates:

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

Applications must be in Victoria 28 days prior to exam date. Examination fee is \$45 payable to the Minister of Finance and must accompany your application. Application forms are available at all college centres.



## UNIVERSITY CREDIT COURSES

These courses are available to the general public for university transfer credit or to audit for general interest. They may be used as electives for general degree credits or to satisfy degree requirements. For example, English 102 helps fulfill teaching certification requirements or the general English credits needed for many university and college programs. Math 131 is part of the Forest Technology Diploma program, but also satisfies the general statistics requirements for many social work and science degrees. Psychology 102 is an essential course for anyone seeking a career in the social sciences, health or related professions. For more information about these courses, make an appointment with the educational advisor; phone 847-4461.

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

### ENGLISH 102 - 3: LITERATURE & COMPOSITION II

Reading and discussion of modern short and long fiction. Written assignments and oral presentations are based on analysis of the literature read.

*Sheila Peters*  
Jan. 6 - Apr. 21  
M, 6:30 pm - 9:30 pm  
\$134.70 plus text  
Minimum enrollment: 15

### PSYCHOLOGY 102 - 3: INTRODUCTORY PSYCHOLOGY I

A continuation of Psychology 101, this course includes lectures, structured experiences, and discussions aimed at familiarizing students with current psychological views. Topics include memory, cognition, motivation, emotions, stress, personality, psychopathology, therapy and social psychology. **Prerequisite:** Psychology 101 or permission of the instructor.

*Ted Eberle*  
Jan. 7 - Apr. 22  
T, 4 pm - 7 pm  
\$134.70 plus text  
Minimum enrollment: 15

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

### MATH 131 - 3: INTRODUCTION TO STATISTICS

Students will develop an understanding of the methods of statistics and facility with basic statistical techniques. Topics include descriptive statistics, probability and probability distributions, hypothesis testing, regression and correlation, analysis of variance and non-parametric statistics. **Prerequisite:** Math 11, or equivalent, or permission of the instructor.

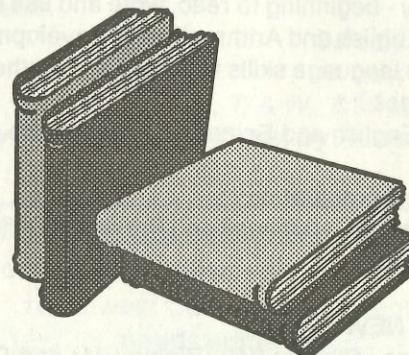
*Al Johnson*  
Jan. 6 - Apr. 28  
M, 5 pm - 8 pm  
\$134.70 plus text

### ENGLISH 152 - 3: ADVANCED TECHNICAL WRITING II\*

Advanced development of English communications skills for career and technical work settings. Applications include technical report writing, field notes, long technical reports, presentation skills, proposal writing and topics relevant to the professional work place. **Prerequisite:** English 151, or equivalent, or permission of the instructor. \*Limited transfer credit.

*Sheila Peters*  
Jan. 6 - Apr. 28  
M, 1 pm - 4 pm  
\$134.70 plus text

**Please note:** Students may also register for university credit courses at the Houston and Hazelton centres too, if scheduling permits. Please see pages 26 and 34.



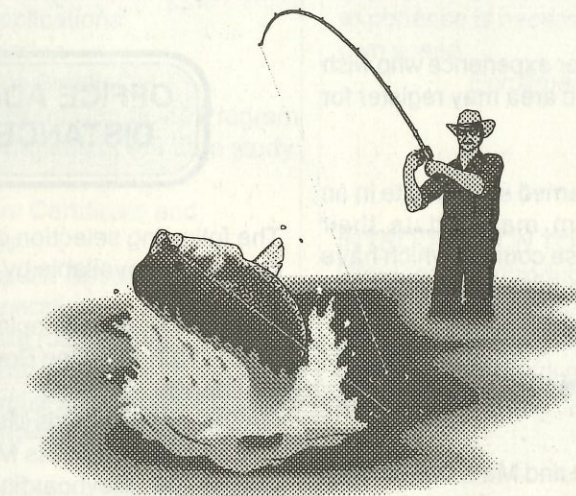
## WILDERNESS GUIDING SKILLS

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, and as assistant guides in the hunting, fishing and soft-adventure tourism businesses.

Students live in a camp setting about 10 km from Smithers. As part of their training, students are responsible for the camp. Workshops and courses are held on guide/client relations, professionalism, safety and first aid, camp and trail cooking, canoeing, small boat safety, horse care and riding, plant identification, photography, bear behavior and many other topics.

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

Costs for the program (subject to change) are \$1083 for tuition and \$1875 for food, lodging and equipment rental.



## BULKLEY VALLEY LEARNING CENTRE

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

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

## OFFICE ADMINISTRATION

The Office Administration Program 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 Office Assistant, 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.

### 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 the College for more information.

#### How to Apply

Applications can be obtained from the College and can be submitted at any time.

## JANUARY INTAKE FOR THE DAY PROGRAM WILL TAKE PLACE ON JANUARY 13, 1997.

The Office Administration Program hours in Smithers are Monday to Friday 9 am to 4 pm (days) and Monday to Thursday 6:30 pm to 9:30 pm (evenings).

Instructors: Bev Davidson  
Terrie McAloney  
Sandra Clark  
Instructor's Aide: Kelly Beadman

#### Part-time (evenings)

The Office Administration Program is available on a part-time basis in the evening. Enrollment as space permits. \$18.25 per week plus \$25 application fee. Monday to Thursday, 6:30 pm - 9:30 pm.

## OFFICE ADMINISTRATION DISTANCE EDUCATION

The following selection of Office Administration credit courses are available by distance education:

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

FEES: Application fee: \$25  
Tuition: \$18.25 per week  
Photocopy fee: \$20  
Required texts: costs vary

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

## OFFICE ADMINISTRATION

### Office Assistant

OADM 100 Student Success (Master Student)  
OADM 120 Grammar  
OADM 125 Written Communication  
OADM 130 Spelling  
OADM 140 Proofreading  
OADM 150 Oral Communication  
OADM 160 Electronic Communication  
OADM 165 Job Search  
OADM 170 Office Dynamics  
OADM 180 Records Management  
OADM 190 Business Machines  
OADM 200 Keyboarding I (Speed)  
OADM 205 Keyboarding II (Speed)  
OADM 210 Operating Systems (DOS/Windows)  
OADM 220 Word Processing  
OADM 230 Database  
OADM 250 Keyboarding Applications  
OADM 260 Business Simulation  
OADM 270 Automated Office Simulation  
Completion of the Office Assistant Certificate Program requires approximately five months of full-time study.

### Clerk-Typist: Office Assistant Certificate and;

BCPT 104 Computer Speed  
BCPT 106 Advanced Computer Speed  
DICT 101 Transcription Operation  
COMP135 Introduction of Microsoft Word  
TYPG 102 Advanced Business Typing  
Completion of the Clerk-Typist Certificate Program requires approximately two months of full-time study.

### Clerk-Bookkeeper: Office Assistant Certificate; and

ACCT 101 Bookkeeping Fundamentals  
ACCT 102 Routine Bookkeeping Procedures  
COMP 110 Introduction to Spreadsheets  
COMP 120 Introduction to Aacpac Simply  
COMP 125 Introduction to Aacpac GL  
COMP 130 Spreadsheet Applications  
BCPT 104 Computer Speed  
Completion of the Clerk-Bookkeeper Certificate Program requires approximately three months of full-time study.

### Word Processing: Clerk Typist Certificate; and

WPRO 200 DOS Procedures  
WPRO 205 Windows  
WPRO 210 Word for Windows - Advanced  
WPRO 220 WordPerfect for Windows  
WPRO 230 Word Processing Simulation  
Completion of the Word Processing Certificate Program requires approximately two months of full-time study.

The Office Administration Program will also take registrations for 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.

### KEYBOARDING (OADM 200)

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

Enrollment the first Monday of every month  
M - F, 9 am - 4 pm or  
M - Th, 6:30 pm - 9:30 pm  
\$18.25 per week plus text

### INTRODUCTION TO SPREADSHEETS

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

Jan. 14 - Feb. 13  
T & Th, 7 pm - 9 pm  
\$83.95 plus text

### ACCOUNTING 102 (ACCT 102)

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

**Prerequisite:** ACCT 101.

Jan. 7 - Apr. 10  
T & Th, 1 pm - 2:30 pm, class  
2:30 pm - 3:30 pm, instructor available  
\$240.90 plus text

## FOREST TECHNOLOGY DIPLOMA PROGRAM

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

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

Students entering the Forest Technology Program should be prepared to participate in rigorous field assignments in all types of terrain and weather conditions.

### Co-operative Education

The co-operative education model integrates the student's academic study with work experience. As the work placement builds practical, technical and academic skills, it enhances the student's awareness of the scope and variety of occupations available to them. All employment opportunities are approved by the College to ensure suitability and students on work terms are monitored by the faculty or co-op staff with work-site visits. Students are hired by participating employers and receive wages comparable to employees with similar positions.

Co-operative work term runs from May to December between the second and third year of the program (effectively a second work term, after completing the first work term in the Natural Resources Program.)

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

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

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

### Admission Requirements

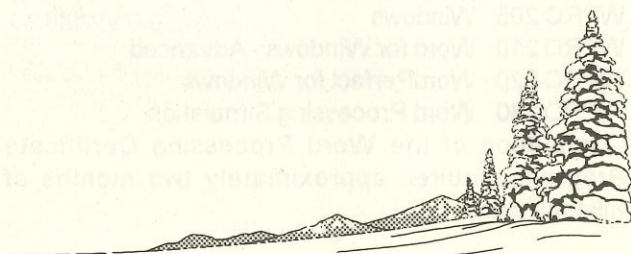
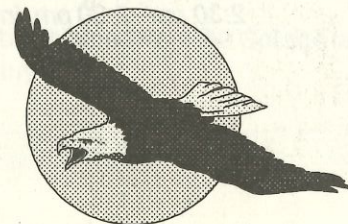
Successful completion of the Natural Resources Certificate Program. A planning process is currently underway which seeks to accommodate all students in the second year of the Forest Technology Program.

### Dates and Location

The program starts September 1, 1997. Please contact an educational advisor for more information.

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

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



## CONTINUING EDUCATION

Northwest Community College strives to be as responsive as possible to community requests and suggestions. The Continuing Education Department is prepared to offer courses if sufficient interest is expressed. We want your ideas about the courses you would like to take or courses you are able to teach. Use the form on page 64 to bring us your ideas.

Gladys Atrill  
Program Officer, Continuing Education  
847-4461

## COMPUTER COURSES

### INTRODUCTION TO COMPUTER APPLICATIONS

Are you still in the computer dark ages? Never even used one before? Don't despair, this is the course for you. You will learn, in a friendly environment, some of the basics of how to use Windows 3.11; and be introduced to the world of MS Office. That includes wordprocessing with MS Word 6.0, spreadsheets with MS Excel, and briefly explore MS PowerPoint. This course is intended to make you feel comfortable using a computer and to prepare you to take more advanced courses.

Sandra Clark  
Jan. 23 - Feb. 27  
Th, 3 pm - 5 pm  
\$100 plus text

### MS WORD 6 FOR WINDOWS - INTRODUCTION

A good course to follow Introduction to Computer Applications. This course will offer an introduction to MS Word 6.0 for Windows. It will include formatting text and documents, with a general overview of file management. You will create, save and retrieve documents while learning the basics of a very powerful word processing package.

Sandra Clark  
Feb. 18 - Mar. 11  
T, 1 pm - 4 pm  
\$100 plus text

### MS WORD 6 FOR WINDOWS - INTRODUCTION

This course will provide an overview of one of the most popular word processors, for people with some previous computing experience, but little experience in Windows or Word. Beginning with an introduction to basic Windows concepts, this course will include creating, saving and printing documents, spell-checking and fonts. **Suggested preparation:** previous word processing experience, or an introductory computing course.

Kevin Widen  
Jan. 22 - 29  
W, 6:30 pm - 9:30 pm  
\$65

### MS WORD 6 FOR WINDOWS - INTERMEDIATE

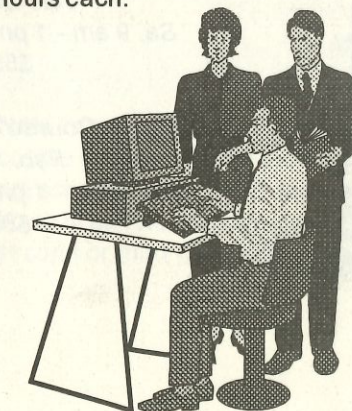
This course is for people with basic knowledge of Windows and MS Word, and who would like to expand their knowledge of its capabilities. Topics will include sorting, graphics, merging, grammar checking and customizing MS Word. **Prerequisite:** MS Word 6 for Windows - Introduction, or instructor's consent.

Kevin Widen  
Feb. 5 - 12  
W, 6:30 pm - 9:30 pm  
\$65

### INTRODUCTION TO MICROSOFT OFFICE 4.3

Office suites integrate several computer applications into one package, and Microsoft (MS) Office is one of the most popular suites. Aimed at students with little computing experience, this course introduces students to basic word processing in MS Word, spreadsheets in MS Excel, preparing displays in MS PowerPoint, database management in MS Access, and transferring data between these programs using the utilities provided by MS Office. Although this course is taught in Windows 3.11 and Office 4.3, there are many similarities with the later versions which were written for Windows95, and most of the concepts in this course are transferable to the later versions of MS Office. Six sessions of three hours each.

Kevin Widen  
Apr. 5 - May 10  
Sa, 9 am - 12 noon  
\$145



### MICROSOFT ACCESS - INTRODUCTION

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

David Blasko  
Feb. 8 - Mar. 1  
Sa, 9 am - 12 noon  
\$125 plus text

### MIRCROSOFT ACCESS - INTERMEDIATE

This is a follow-up to the introductory course. Two more lessons to deal with the development and use of macros and menus. **Prerequisite:** Introductory course in Microsoft Access.

David Blasko  
Mar. 8 & 15  
Sa, 9 am - 12 noon.  
\$65 plus text

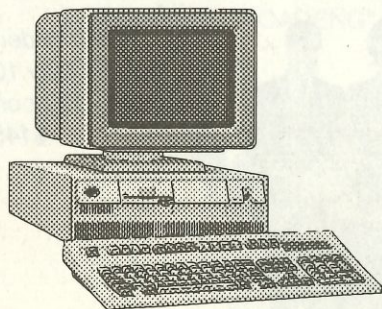
### WEB PAGE DESIGN

Create your own web page! This is an introduction to Internet World Wide Web page design using HTML. Participants will learn how to build a Web page for business or personal use on the Internet. Also covered will be a brief outline of the history and technology of the Internet.

Ian Larsson

Course 1  
Jan. 25  
Sa, 9 am - 1 pm  
\$55

Course 2  
Feb. 1  
Sa, 9 am - 1 pm  
\$55



### MANAGEMENT SKILLS FOR SUPERVISORS

This course is a 12 day series incorporating three components, each a separate learning experience.

- ♦Highly recommended and proven by supervisors throughout British Columbia.
- ♦Hands-on management training with direct practical application.
- ♦Includes role-plays, self-scoring inventories, video & movie case studies, mini-lectures and structured experiences which provide a balanced program.

Instructor: Phil Kolbuc, Management Consultant. (Phil has over 10 years of experience in training supervisory staff.)

#### Part 1: Interpersonal Skills

- Foundation for effective communication
- One-to-one problem solving interview
- Decision making and problem solving
- Transactional analysis and assertive skills

Feb. 18 - 21

T - F, 8:30 am - 4:30 pm

\$425

Registration with payment is requested by Feb. 3

#### Part 2: Groups Skills

- Leadership and motivation
- Team building and leadership
- Conducting effective meetings
- Group problem solving and decision making

Apr. 29 - May 2

T - F, 8:30 am - 4:30 pm

\$425

Registration with payment is requested by Apr. 14

#### Part 3: Administrative Skills

- Performance appraisal
- Training and instructional techniques
- Stress and time management
- Graduation and wrap-up

May 27 - 30

T - F 8:30 am - 4:30 pm

\$425.

Registration with payment is requested by May 12

Participants completing modules 1, 2, and 3 may receive 6 unassigned elective credits on enrollment into the NWCC two year Business Administration Program.

### FIRST AID/HEALTH

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

#### CPR HEARTSAVER

Four hours of training can teach you how to save a life! Learn the ABC's of CPR for adults - what to do when someone's breathing and pulse stops, and what to do when someone is choking. The Heartsaver course is certified by the Canadian Red Cross.

Northern Sun Tours  
Feb. 3  
M, 6 pm - 10 pm  
\$40

#### CPR BASIC RESCUER

This course covers all the material of the Heartsaver, plus child and infant CPR. Recognize the signs and signals of a person in distress - and what to do. Two person CPR is also covered. These skills are easy to learn and can make the difference in keeping someone alive. Basic Rescuer is certified the by Canadian Red Cross.

Northern Sun Tours  
Feb. 15  
Sa, 8:30 am - 5:30 pm  
\$70

#### OCCUPATIONAL FIRST AID - LEVEL 1

Workers' Compensation Board regulations require two Level 1 first aid attendants on job 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 airway management, care of the unconscious patient and control of deadly bleeding. **Participants must be 16 years of age.**

Deborah Godin  
Mar. 12  
W, 8:30 am - 5:30 pm  
\$85



### TRANSPORTATION ENDORSEMENT

This course is designed to give Occupational First Aid attendants, Level 1, the skills and knowledge needed to move and transport injured or ill workers to medical aid. Topics covered are patient-handling and lifting techniques, patient assessment and treatment during transport, transportation vehicles, aircraft transportation and applied first aid regulations. **Prerequisite:** Occupational First Aid, Level 1.

Deborah Godin  
Mar. 13  
Th, 8:30 am - 5:30 pm  
\$85

### OCCUPATIONAL FIRST AID - LEVEL III

In this course, participants will learn the theory and practical skills of basic life support including one and two man CPR, obstructed airway management, rescue breathing, hemorrhage control, oxygen therapy, application of "hard" cervical collars and new procedures in patient care. Participants must be 16 years of age and bring a pocket resuscitation mask to class.

Deborah Godin

Course 1  
Jan. 31 - Feb. 14  
M - F, 8:30 am - 5:30 pm  
\$595

Course 2  
Mar. 10 - Apr. 12  
M & W, 6 pm - 10 pm  
S, 8:30 am - 5:30 pm  
\$595

Course 3  
May 9 - 23  
M - F, 8:30 am - 5:30 pm  
\$595

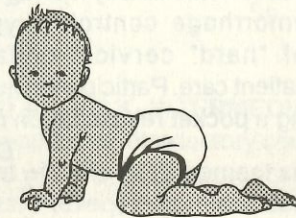
Course 4  
May 30 - June 13  
M - F, 8:30 am - 5:30 pm  
\$595



**Note to participants:** Please allow an extra day for the course in order to write the OFA Level III exam. Exams are scheduled, by WCB, the week following the course. You will be told of exam date, by your instructor, at the second or third class.

**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. Classes cover physical and emotional changes, as well as aspects of nutrition, lifestyle choices and exercise. 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 will be discussed. A hospital tour is included. For information on course dates, contact the Bulkley Valley District Hospital at 847-2611.



**FOODSAFE**

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

Joanne Kovanchuk

**Course 1**

Jan. 27 - 29  
M, T, & W, 6:30 pm - 9:30 pm  
\$100

**Course 2**

Mar. 3 - 5  
M, T, & W, 6:30 pm - 9:30 pm

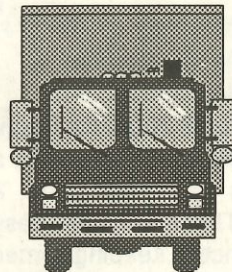


**TRADE/CAREER/VOCATIONAL**

**AIRBRAKES**

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

BV Driving School



**Course 1**

Mar. 3 - 8  
M - F, 6:30 pm - 10:00 pm  
Sa, 9:00 am - 4:30 pm  
\$180 plus manual

**Course 2**

Apr. 21 - 26  
M - F, 6:30 pm - 10:00 pm  
Sa, 9:00 am - 4:30 pm  
\$180 plus manual

**DEFENSIVE DRIVING**

Become acquainted with the techniques of defensive driving with this BC 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 BC Safety Council Certificate.

BV Driving School



Jan. 25

Sa, 8:30 am - 5:30 pm  
\$75

**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.

Sandy Bohleber

Apr. 5 - 6  
Sa & Su, 8 am - 5 pm  
\$125

**COMMUNITY MENTAL HEALTH**

**This is a Douglas College Continuing Education Certificate Program**

In cooperation with Douglas College's Health Education Centre, Northwest Community College's Smithers centre is offering this Community Mental Health Program. **NOTE:** To receive a Douglas College Continuing Education Certificate, students have to pay a \$25 service fee.

**INTRODUCTION TO COMMUNITY MENTAL HEALTH - 48 HOURS**

This program provides a comprehensive range of topics for those providing care for mental health clients in residential facilities, day rehabilitation centres, family care or independent living settings.

Fiona Ramsay, RPN

Jan. 9 - Mar. 13

Fee: Series special \$395 plus texts

Registration, with payment, is requested by Jan. 2

The following modules may be taken as a 48 hour series (for certificate) or individually if space permits.

**1 - Psychosocial Rehabilitation**

Jan. 9  
Th, 6:30 pm - 9:30 pm  
\$30 plus text

**2 - Overview of Psychiatric Disorders & Dual Diagnosis Issues**

Jan. 11  
Sa, 9 am - 4 pm  
\$60 plus text

**11 - Culturally Sensitive Mental Health Care**

Jan. 16  
Th, 6:30 pm - 9:30 pm  
\$30 plus text

**3 - Communication Skills I: Listening and 4 - Communication Skills II: Speaking**

Jan. 25  
Sa, 9 am - 4 pm  
\$60 plus texts

**5 - Management Behavior I**

Jan. 30  
Th, 6:30 pm - 9:30 pm  
\$30 plus text

**6 - Management Behavior II**

Feb. 6  
Th, 6:30 pm - 9:30 pm  
\$30 plus text

**7 - Overview of Psychotropic Medications**

Feb. 15  
Sa, 9 am - 4 pm  
\$60 plus text

**8 - Crisis Management**

Feb. 22  
Sa, 9 am - 4 pm  
\$60 plus text

**12 - Managing Stress and Caring for Yourself**

Feb. 27  
Th, 6:30 pm - 9:30 pm  
\$30 plus text

**9 - Consumer Involvement & Psychiatric Rehabilitation and 10 - Consumer Involvement & Psychiatric Rehabilitation Planning and Goal Setting**

Mar. 8  
Sa, 9 am - 4 pm  
\$60 plus texts

**13 - Role of Community Health Worker Mental Health Worker**

Mar. 13  
Th, 6:30 pm - 9:30 pm  
\$30 plus text

**EARLY CHILDHOOD EDUCATION**

ECE courses will be held by teleconferencing at all Northwest Community College centres. For information on courses see pages 12 & 13.

??????????

**QUESTIONS ?**

Contact Northwest Community College, Smithers Campus, at 847-4461

??????????

## GENERAL INTEREST

### VEGETABLE GARDEN PLANNER

A one evening and one day workshop to assist you in designing your vegetable garden. Helpful tips on locating the garden, soil analysis, determining your family's vegetable needs, selecting seed, growing transplants, companion planting, herbs for the kitchen garden, putting it all together (garden design), extending the growing season and irrigation techniques. All levels of gardening experience and interest are welcome.

*Tracey Strong*  
Apr. 24 & 26  
Th, 7 pm - 9:30 pm  
Sa, 10 am - 3 pm  
\$55 plus GST

### ISLANDS & OTHER FLOWER BEDS

This one evening and one day workshop will introduce you to the basic concepts surrounding the planning and design of flower borders. Helpful tips on determining the shape of your border, selecting and combining perennial and annual flowers for continual bloom. All levels of gardening experience and interest are welcome!

*Tracey Strong*  
May 8 & 10  
Th, 7 pm - 9:30 pm  
Sa, 10 am - 3 pm  
\$55 plus GST

### DRIED FLOWER ARRANGING

Make your own dried flower creations! Learn how to transform dry flowers into centrepieces, wall-hangings and gifts to be proud of. Wendy Brassard of Appreciations Flowers and Gifts will share her expertise with you. At the end of the day, you will take your creations home. You will need to bring your own hot glue-gun to class.

*Wendy Brassard*  
Mar. 8  
Sa, 10 am - 4:30 pm  
\$60 plus GST and materials.



### BOTANY FOR OUTDOOR ADVENTURES

Would you like to learn how to identify the plants you see along the trail using popular guide books - this is the course for you. Join Rosamund Pojar and discover the basics of how to look at plants; how to recognize different families or groups of plants so you can locate them in the guide books quickly - without endless page flipping. Looking at plants in their natural setting is fun, even exciting. Along with learning about trees, shrubs and flowers, discover the Lilliputian world of lichens, mosses and liverworts and the sex life of ferns and horsetails! You will be in the field Sat. and Sun. Bring with you: a copy of your favourite field guide to plants, a hand lens or magnifying glass and your lunch for Saturday and Sunday.

*Rosamund Pojar*  
June 6 - 8  
F, 7:30 pm - 9:30 pm  
Sa, 9 am - 4 pm  
Su, 9 am - 2 pm  
\$70 plus GST

### QUILTING FOR BEGINNERS

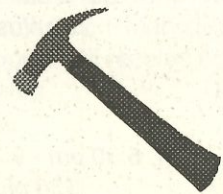
Learn the age old art of quilting. This is a basic course teaching new quilters how to make a pattern, constructing and completing a square, hand quilting and basic applique. A kit to complete a cushion cover will be available from the instructor and must be purchased at the first class. Bring a basic sewing kit, ruler and pencil.

*Gwen Ellis*  
Feb. 4 - Mar. 11  
T, 7 pm - 9 pm  
\$60 plus GST plus materials

### EVERYDAY HOME REPAIRS

This course will save you time and money! Learn how to take care of minor problems in your home yourself. This course will introduce you to practical maintenance and repair tips. Topics include basic plumbing, electrical, weather stripping, carpentry, cabinetry, painting and more. Helpful hints and information on products that are available to make the job easier. You will need to bring some basic tools. Just what you need will be discussed at the first class.

*Peter Hess*  
Feb. 5 - Apr. 2  
W, 7:15 pm - 9:15 pm  
\$65 plus GST



### INTRODUCTION TO PAINTING WITH A KNIFE

Discover the art of oil painting with professional artist Pene Horton. You will discover how to choose painting knives, how to use them, and why they can be more fun than brushes. At the end of the workshop, you will have an abstract on canvas to take home with you. The small class size (just six students) means personal feedback and advice just as you need it!

*Pene Horton*  
Feb. 6  
Th, 7 pm - 10 pm  
\$50 plus GST and supplies

### COLOUR MAGIC WORKSHOP

Using colour "keys" you will discover why painting knives and colour go together so well! In this workshop you will learn various techniques to create the effects you are looking for. Explore contrast and complementary colours and put the colour theory to work as you paint on canvas using the knife strokes you have learned. The small class size (just six students) means a high level of interaction between the instructor and you.

*Pene Horton*  
Feb. 13 & 20  
Th, 7 pm - 10 pm  
\$95 plus GST and supplies

### PHOTOGRAPHY

Photo's blurry? Did you miss that once in a lifetime shot? Make sure you capture those important moments with clear photo's you will treasure forever. Learn how camera's work, which one is right for you, what films to use and how to compose your pictures and expose your film. This course includes field trips for taking pictures that you will critique in a later class. Be confident the next time you take photographs at a wedding or a special family occasion. You need to have a camera and to purchase film.

*Chris Durkin*  
Jan. 21 - Apr. 15  
T, 7 pm - 9 pm &  
Su, (Feb. 9, 16 & Mar. 9) 1 pm - 5 pm  
\$140 plus GST



## Deutsch: Schritt für Schritt

### GERMAN FOR BEGINNERS - LEVEL I

Learn the basics of the German language under instruction of a qualified native German teacher and collaboration of the *Goethe Institut*, Vancouver.

*Marianne Perez*  
Jan. 14 - Apr. 8  
T, 7 pm - 9 pm

\$105 plus GST, plus text

### GERMAN FOR BEGINNERS - LEVEL II

Do you have a basic understanding of the German language? Are you comfortable with the phonetics, numbers, most common vocabulary and verbs? If the answer is yes, then this course is for you!

*Marianne Perez*  
Jan. 16 - Apr. 10  
Th, 7 pm - 9 pm  
\$105 plus GST, plus text

## IN CO-OPERATION WITH:



### ASSERTIVENESS

Stand up for yourself! Learn the difference between assertive, aggressive and unassertive behaviours. Develop the confidence to say what you want to say and how not to offend family, friends, or colleagues. This workshop will help you learn effective ways of dealing with other people in both personal and work relationships. The break between sessions allows participants time to monitor progress they are making. These few hours will make a difference for your lifetime. Handouts will be provided.

Mary Longworth, MS Counselling Psychology  
Feb. 22 & Mar. 8  
Sa, 9 am - 12 noon  
\$75

### BOUNDARIES

This workshop explores the dynamics of personal boundaries. Learn how to avoid getting mixed up in other people's problems. Without personal boundaries, we are vulnerable to various kinds of mistreatment and to offending others. During this workshop participants will learn about different kinds of boundaries, how to counteract problems and how to avoid becoming involved in triangles. Participants will also complete a personal boundary checklist allowing them to expand their knowledge of their own boundary issues. Handouts will be provided.

Mary Longworth, MS Counselling Psychology  
Feb. 15  
Sa, 9:30 am - 4:30 pm  
\$75



## LEGAL SERIES

Northwest Community College in conjunction with the People's Law School of BC is offering the following **FREE** public legal education classes.

### WRITING YOUR WILL

This class outlines the basic aspects of writing and legalizing a will. The instructor will discuss the information that should be contained in a will, what property can be disposed of the will, what makes a will valid, the role of the notary public, how a will is revoked or changed, the importance of appointing guardians and what happens when there is no will.

People's Law School  
Feb. 11  
T, 7 pm - 9 pm  
No charge

### FAMILY LAW ISSUES

The class gives an overview of the various legal issues involved in family law. The instructor will discuss the rights and responsibilities of a family unit, such as marriage - legal and common-law, separation agreements, grounds for divorce, preparing for court, child protection, custody access, maintenance and much more.

People's Law School  
Feb. 25  
T, 7 pm - 9 pm  
No charge

### POWER OF ATTORNEY, COMMITTEESHIP, & LIVING WILLS

Someday you may need someone to take care of your affairs - be prepared now! This class will focus on how the attorney is appointed; what are the attorney's duties and powers, how can a power of attorney be terminated; the notary public's role, what is a committee and when is a committee required; and what are the powers and duties of a committee. Living wills, proxy and treatment directives, and doctors' and health care facilities' roles and responsibilities will be discussed also.

People's Law School  
Mar. 11  
T, 7 pm - 9 pm  
No charge

## INDEX

### A

Accounting 102	51
Admission And Registration	2
Airbrakes, Haz	18
Airbrakes, Hou	41
Airbrakes, Smi	56
All About Wills	43
Anthropology 111, Haz	26
Anthropology 111, Hou	34
Apple Growing In The Hazeltons	22
Armchair Gardening	42
Assertiveness	60

### B

Basic Skills Upgrading, Morice Community Skills Centre	30
BC Forestry Continuing Studies Network	6
Bear Encounter Survival	43
Biology 102, Haz	26
Biology 102, Hou	34
Botany For Outdoor Adventures	58
Boundaries	60
Bulkley Valley Learning Centre, Smi	49
Bursaries	4
Business/Computer Programs, Haz	21
Business/Computer Programs, Hou	36
Business Development Training, Morice Community, Skills Centre	30

### C

Canine Obedience	42
Career & College Preparation	5
Career & College Preparation, Haz	16
Career & College Preparation, Hou	32
Career & College Preparation, Smi	47
Career Counselling	25
Choices, Hazelton	25
Colour Magic Workshop	59
Community Internet Access, Morice Community Skills Centre	30
Community Mental Health	7
Community Mental Health	57
Community Resource Worker Program	6
Computer Courses, Haz	21
Computer Courses, Hou	36 - 38
Computer Courses, Smi	53 - 54
Continuing Education, Haz	17
Continuing Education, Smi	52
CORE, Haz	23
CORE, Hou	43

Creative Memories - Photo Albums	43
----------------------------------	----

### D

Decorate Your Home With Flair	41
Defensive Driving, Haz	18
Defensive Driving, Hou	40
Defensive Driving, Smi	56
Diploma In Adult Education	10
Distance Education Support	16
Dried Flower Arranging	58
Driver Training, Haz	18

### E

Early Childhood Education	12
Early Childhood Education, Haz	19
Early Childhood Education, Hou	44
Early Childhood Education, Smi	57
Educational Advisor	34
Education & Career Support, Smi	46
English 102	48
English 152	48
English As A Second Language, Houston Link to Learning	29
English As A Second Language, Smi	46
Everyday Home Repairs	58
Extension Services	46

### F

Facility Rental	2
Family Law Issues	60
FBDB Booking For Small Business	41
Fees And Refunds	3
First Aid/Health, Haz	19 - 20
First Aid/Health, Hou	38 - 39
First Aid/Health, Smi	55 - 56
Flatwater Canoeing	41
Foodsafe, Haz	19
Foodsafe, Hou	39
Foodsafe, Smi	56
Forest Technology Diploma Program	9
Forest Technology Diploma Program, Smi	52

### G

GED, Haz	17
GED, Hou	33
GED, Smi	47
GED Preparation	22
General Pesticide Applicator	41
Geography 160, Haz	26
Geography 160, Hou	34
German	59
Getting More Out Of Riding	22
Guitar	42



<b>H</b>	
Hazelton Campus .....	14
Help With The Basics (Reading, Writing & Math) .....	16
Houston Campus .....	27
Houston Link To Learning .....	29
Houston Storefront School .....	31
<b>I</b>	
Interactive Computer Based Training Programs	
Morice Community Skills Centre .....	30
Interior Log Scaling .....	40
Introduction To Oil Painting .....	44
Introduction To Painting With A Knife .....	59
Islands & Other Flower Beds, Hou .....	42
Islands & Other Flower Beds, Smi .....	58
<b>J</b>	
Jazzy Jacket .....	43
<b>K</b>	
Keyboarding, Haz .....	21
Keyboarding, Smi .....	51
<b>L</b>	
Labour & Delivery Refresher Course .....	20
Library/Learning Resource Centre .....	2
Living With Grief .....	43
<b>M</b>	
Management Skills For Supervisors .....	7
Management Skills For Supervisors, Smi .....	54
Marketing 150, .....	21
Math 151 .....	48
Morice Community Skills Centre .....	30
<b>N</b>	
Natural Resources Certificate Program .....	9
Natural Resources Certificate Program, Haz .....	24
Natural Resources Certificate Program, Hou .....	35
<b>O</b>	
Office Administration .....	11
Office Administration, Distance Education .....	11
Office Administration, Haz .....	17
Office Administration, Hou .....	33
Office Administration, Smi .....	50

<b>P</b>	
Personal Career Planning .....	41
Photo Fun .....	22
Power Of Attorney, Committeeship & Living Wills .....	60
Prenatal, Smi .....	56
Preparing for Birth, Haz .....	20
Provincial Instructor Diploma Program .....	10
Psychology 102 .....	48
<b>Q</b>	
Quilting For Beginners .....	58
<b>R</b>	
Resident Care-Home Support Worker .....	25
Room and Equipment Rental, Morice Community Skills Centre .....	30
<b>S</b>	
Serger Basics .....	43
Services For Students with Disabilities .....	4
Services Available To Students .....	4
Smithers Campus .....	45
Specific Industry Training, Morice Community Skills Centre .....	30
Strong Interest Inventory, .....	25
Student Success, Haz .....	25
Student Success, Hou .....	34
Student Support .....	34
Super Basic Computer Course, Houston Link to Learning .....	29
Superhost Fundamental Workshop .....	23
<b>T</b>	
Tai Chi .....	43
Therapeutic Touch .....	23
Traffic Control Flagging, Haz .....	18
Traffic Control Flagging, Hou .....	40
Traffic Control Flagging, Smi .....	56
Training Programs for Business, Industry, Government Agencies & Other Organizations .....	46
Transition & College Preparation Program .....	7
Transportation Of Dangerous Goods .....	40
Tutor Training .....	17
Tutor Training, Houston Link to Learning .....	29
<b>U</b>	
University Credit Program .....	8
University Credit Courses, Haz .....	26
University Credit Courses, Hou .....	34
University Credit Courses, Smi .....	48

Upper Skeena Aids Awareness Project .....	23
<b>V</b>	
Vegetable Garden Planner, Hou .....	42
Vegetable Garden Planner, Smi .....	58
Video Conferencing, Morice Community Skills Centre .....	30
<b>W</b>	
Watercolour Basics .....	44
Watershed Restoration .....	40
Wilderness Guiding Skills .....	9
Wilderness Guiding Skills, Smi .....	49
Workplace Hazardous Materials (WHMIS) .....	40
Writing Your Will .....	60

**NOTES**

**FEEDBACK REPORT**

Much time and energy has gone into the production of this brochure so that it is as accurate and useful as possible. Unfortunately, sometimes information is missed or errors occur. If you believe something has been missed or is unclear, please note it below and return to the following address or Fax number. Your feedback will allow next year's brochure to be even better.

Brochure Committee  
NWCC  
Box 3606  
Smithers, BC V0J 2N0  
Fax: (250) 847-4568

Page number(s) if appropriate:

**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 the 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 #
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Address	Town	Province
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A gift certificate for:

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

Fill in Amount

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

at \_\_\_\_\_ Course Name \_\_\_\_\_ Date & Time \_\_\_\_\_

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

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...**



**5 easy ways to enroll in the course YOU want:**

**BYPHONE**

(the easiest way)

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

**WALK-IN**

(the most personal way)

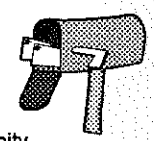
Come in to the Northwest Community College Administration Building in your area. See addresses and phone numbers listed at the back of the brochure. Northwest Community College accepts: Cash, Cheques, Money Orders, Visa or Master card.



**MAIL-IN**

(the postal-service way)

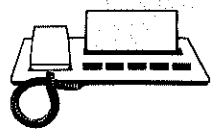
Simply complete the registration form (or a copy of one) and send it to the Northwest Community College Administration Building in your area. Please use one registration form for each person registering. If the course is scheduled to start in 7 days, please use the "Phone-in" or "Walk-in" system.



**FAX-IN**

(the high-tech way)

Fax your completed registration form with your Master/ Visa card number, and expiration date, OR a sponsorship letter from your sponsor authorizing permission to invoice their organization. Available 24-hours a day.



**BYPURCHASE**

**ORDER No.**

(the business-like way)

Organizations enrolling staff for training and development purposes will be invoiced if a purchase order number is quoted.



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

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

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:

**SMITHERS**  
P.O. Box 3606  
Smithers, BC  
V0J 2N0  
Phone: 847-4461  
Fax: 847-4668

**HAZELTON**  
P.O. Box 338  
Hazelton, BC  
V0J 1Y0  
Phone: 842-5281  
Fax: 842-5613

**HOUSTON**  
P.O. Box 1277  
Houston, BC  
V0J 1Z0  
Phone: 845-7266  
Fax: 845-3521

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

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

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

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Telephone Home: \_\_\_\_\_ Work: \_\_\_\_\_

**COURSE** \_\_\_\_\_

**START DATE** \_\_\_\_\_

**FEE** \_\_\_\_\_

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

Expiration Date: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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



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Terrace, B.C. V8G 4X2  
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Fax: (250) 638-5432

**NASS VALLEY**

c/o Wilp Wilxo'oskwhl Nisga'a  
St. Peters Hall, P.O. Box 219  
New Aiyansh, B.C. V0J 1A0  
Phone: (250) 633-2292 / 2293  
Fax: (250) 633-2463

**STEWART**

824 Main Street  
P.O. Box 919  
Stewart, B.C. V0T 1W0  
Phone: (250) 636-9184  
Fax: (250) 636-2770

**EASTERN REGION  
SMITHERS**

3966 - 2nd Avenue  
P.O. Box 3606  
Smithers, B.C. V0J 2N0  
Phone: (250) 847-4461  
Fax: (250) 847-4568

**HAZELTON**

1525 Omineca Street  
P.O. Box 338  
Hazelton, B.C. V0J 1Y0  
Phone: (250) 842-5291  
Fax: (250) 842-5813

**HOUSTON**

"The Learning Centre"  
3221 - 14th Street, West  
P.O. Box 1277  
Houston, B.C. V0J 1Z0  
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Fax: (250) 845-3521

**SOUTHERN REGION  
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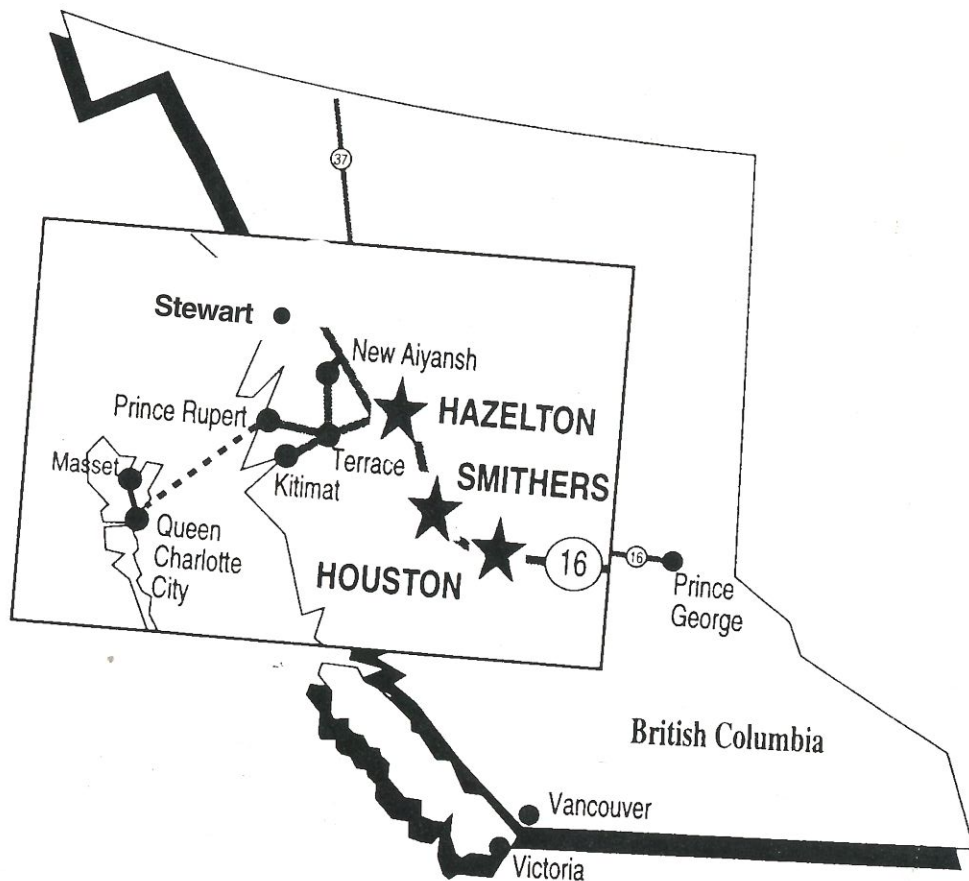
**MASSET**

P.O. Box 289  
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**QUEEN CHARLOTTE CITY**

P.O. Box 67  
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V0T 1S0  
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Fax: (250) 559-8219

# NORTHWEST COMMUNITY COLLEGE



## SERVING BC'S PACIFIC NORTHWEST