

# NWCC

**NORTHWEST COMMUNITY COLLEGE**  
**EASTERN REGION**



WINTER/SPRING 1998



**PROUDLY SERVING . . .**  
**THE HAZELTONS, HOUSTON & SMITHERS**

# 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



### ABOUT THIS BROCHURE

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. They 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 courses/programs or other information printed in this brochure are invited to contact any of our NWCC College Centres. Addresses and telephone numbers are listed on the back cover.



" A mind, once stretched by a new idea, can never return to its original size."



Front Cover Photo: Lloyd Green — Welding Program, 1997

Cover, Layout, Design, Desktop Publishing (Aldus Pagemaker) - Charlotte Gorley, College Services, Houston.

### Welcome to Northwest Community College . . .

As jobs change and employers increase their requirements for new skills to do the same or new types of jobs, the Northwest Community College can provide or locate the appropriate training. We are now providing sites for people to take courses on the internet from UNBC and a variety of other institutions like Open Learning Agency. Ask the Continuing Education Officer or Educational Advisor for available courses in your interest or occupation.

Northwest Community College is also featuring new opportunities to get forestry training through various employers and Forest Renewal BC initiatives. New tourism education programs will be starting this year.

Ask us and we will help you achieve your career or interest goals.

Thank you,

Doug Baker  
Director, Eastern Region

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MESSAGE  
FROM  
THE  
DIRECTOR

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**LIBRARY / LEARNING  
RESOURCE CENTRE**

The Learning Resource Centre (LRC) is open to all residents of the college region. You do not need to be a student or staff member to borrow the collection of books, videos, periodicals, government documents, etc. housed throughout the college region. For further information phone your local college centre or drop in and visit us during office hours.

**SERVICES AVAILABLE TO  
THE PUBLIC**

**ADVISING (Educational)**

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

**BOOKSTORE SERVICES**

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

**CAREER RESOURCES**

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

**FINANCIAL AID**

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

Hazelton	Marion Oke	842-5291
Houston	Terri Stewart	845-7266
Smithers	Sheila Peters	847-4461

**SERVICES FOR STUDENTS  
WITH DISABILITIES**

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

For more information contact the College Centre nearest you, and make arrangements to talk to Elizabeth Snyder at (250) 635-6511, local 5237.



**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, in your area.

**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 upon request, and include the following: peer tutoring, computer tutoring, personal counselling and study skills seminars. For more information or to request a service, contact the Educational Advisor in your area.



**JOB AND CAREER COUNSELLING SERVICES**

Did you know the HAZELTON CAMPUS is providing the following services:

- \* One-on-one employment counselling
- \* Forms for HRDC Training Applications
- \* Resume writing and cover letter tips, handouts and workshops
- \* Tips to help you find a job
- \* The Job Finders Club
- \* You may access the Job Bank at Northwest Community College, Hazelton Campus, Monday - Friday from 8:30 am - 4:00 pm
- \* There is a Job Information Board also located at the Northwest Community College, Hazelton Campus.
- \* Your Job Career Coordinators, Cheryl O'Connell and Debby Jackson are available for interviews by appointment every Tuesday and Thursday
- \* All services are free of charge

Please call in advance to make an appointment.  
(250) 842-5291

**ASSISTED JOB SEARCH  
AND JOB READINESS**

A free program for individuals who are receiving social assistance and are interested in:

- resume preparation
- personal budgeting
- healthy lifestyle
- learning how to use the computer
- career planning
- personal management
- job search skills
- communication skills

This program is offered on a continuous basis. Contact the college to get program details.

Houston Campus - 250-845-7266  
Hazelton Campus - 250-842-5291

**FIRST NATIONS ACCESS COORDINATOR**

The Eastern Region has a First Nations Access Coordinator providing the following services:

**Student Support Services**

Assistance to First Nations students to overcome any barriers they may encounter while attending or attempting entry into NWCC training programs. These services may range from providing assistance in obtaining financial sponsoring to providing assistance in developing a personal educational and career planning goal.

**Student Access and Advising**

Being aware of First Nations students' educational goals, plans and of the programs available to them.

**Student Monitoring**

To provide sponsored student monitor services to bands, as required. This may include providing attendance and performance reports or other information as may be required by a sponsor.

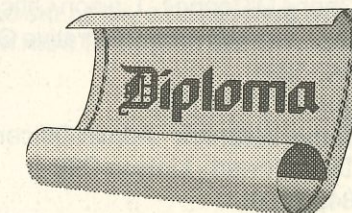
**Cultural Awareness**

To establish and facilitate a Cultural Awareness program for NWCC students and staff. This may include arranging various information, materials and activities for delivery, as required or requested.

**Liaison**

Act as liaison between instructors and Band Education Coordinators and work in conjunction with the First Nations Council for NWCC.

**Please call the College Centre in your area to make an appointment with the First Nations Access Coordinator.**



**EDUCATION & CAREER SUPPORT**

At Northwest Community College 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 the Education and Career Support person in your area.

Hazelton	Marion Oke	842-5291
Houston	Louis Moolman	845-7266
Smithers	Fiona Ramsay	847-4461

**CONTINUING EDUCATION**

NWCC offers the services of a Community Liaison Officer and an Administrative Officer who will work closely with individuals, groups, industry or communities to explore new initiatives to help meet continuing education needs.

The Continuing Education Department is committed to meeting your community's lifelong learning needs in the most responsive, flexible and relevant manner possible.

We invite you to drop by, or call to discuss Continuing Education opportunities available to you.

Hazelton:	Cheryl O'Connell - Liaison Officer Deb Jackson - Administrative Officer 842-5291
Houston:	Tanya Widmark - Admin Officer Terri Stewart - Liaison Officer 845-7266
Smithers:	Gladys Atrill - Program Officer Continuing Education Tracey Strong - Liaison Officer 847-4461

**PRIOR LEARNING ASSESSMENT (PLA):**

If you are an adult thinking about returning to school to train for a new career or to upgrade your existing skills, then you need to know about PLA.

Northwest Community College recognizes that knowledge and skills are acquired through a variety of learning, life and work experiences. Opportunities for flexible assessment and recognition of the knowledge and skills gained through prior experiences will be offered to learners wishing to acquire credit in a course or program at NWCC.

**What is PLA?**

- ♦ Adults generally learn a great deal from work:
  - ♦ experience
  - ♦ volunteer work
  - ♦ on-the-job training
  - ♦ independent study
  - ♦ hobbies
  - ♦ community activities
- ♦ This may be useful for credit towards a program at Northwest Community College. The amount of credit received will be determined by the department offering the credential.
- ♦ PLA is a process enabling learners to demonstrate their knowledge and skills through various means.
- ♦ Using flexible assessment tools, learners will demonstrate mastery of knowledge and skills.

**Eligibility for PLA:**

- ♦ If English is your second language, you may be required to pass an English test.
- ♦ You may be eligible for assessment.

**Recognition of PLA Credits**

Successful course achievement, through Prior Learning Assessment, will be recognized on your transcript.

**Get credit at NWCC by:**

- ♦ challenging a NWCC course. This could include taking an exam, participating in an oral interview, writing a paper, etc.
- ♦ block equivalency for a credential from another post-secondary institution.
- ♦ evaluation of training.
- ♦ transfer of formal course credits from post-secondary institutions.
- ♦ evidence of learning.

PLA may help you graduate sooner or reduce your course load and cost! For more information contact the Educational Advisor in your area.

**WORKSAFE EDUCATION**

The Eastern Region of Northwest Community College has formed a partnership with the Workers' Compensation Board of BC to bring WorkSafe Education courses to your community.

The WorkSafe course material is prepared by the WCB, so content is consistent, regardless of location.

At present there are six WorkSafe Education courses:

**Occupational Safety and Health in Small Business**

Includes "due diligence", WCB worksite inspection policies, workplace safety and health programs, and managing WCB assessments and claims costs.

**Hazard Recognition and Control**

Includes responsibility for workplace inspections, identification, control, and evaluation of hazards; and use of the safety and health regulations.

**Finding Solutions to Musculoskeletal and Repetitive Strain Injury**

Includes prevention of back injuries, repetitive strain injuries and other musculoskeletal (bone, muscle, ligament, tendon, and nerve) disorders.

**Occupational Safety and Health Committee Training**

Includes effective safety and health programs, safety committee functions and responsibilities, workplace inspections, and accident investigations.

**Supervisor Safety Management**

Includes supervision of a safe work environment, safety inspections, accident investigations, and "due diligence".

**Preventing Workplace Violence**

Includes explanations of WCB's regulations on workplace violence; as well as risk assessment, violence prevention, and development of a workplace violence prevention program.

The WorkSafe Education courses may be scheduled over one or two days, or spread over several half-days or evenings. Courses can be specially arranged or customized through the Continuing Education department to suit your company or industry's needs.

**For more information, or to register for a WorkSafe Education course, contact the campus in your community. Hazelton 842-5291 Houston 845-7266 Smithers 847-4461**

<b>OCCUPATIONAL SAFETY &amp; HEALTH IN SMALL BUSINESS</b>	NWFA Training
<b>HOUSTON CAMPUS</b>	
	Tues., Feb. 3
	8 am - 5 pm
	\$85
<b>PREVENTING WORKPLACE VIOLENCE</b>	NWFA Training
<b>HOUSTON CAMPUS</b>	
	Wed., Feb. 4
	8 am - 5 pm
	\$85

<b>MUSCULOSKELETAL &amp; REPETITIVE STRAIN INJURY/ SAFETY &amp; HEALTH COMMITTEE TRAINING</b>	NWFA Training
<b>HOUSTON CAMPUS</b>	
	Wed. & Thurs., Mar. 11 & 12
	8 am - 5 pm
	\$170
<b>SUPERVISORY SAFETY MANAGEMENT</b>	NWFA Training
<b>HOUSTON CAMPUS</b>	
	Fri., Mar. 13
	8 am - 5 pm
	\$85

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**WILDERNESS FIRST AID**

This course covers first aid topics with an outdoor emphasis and is aimed at the backcountry user who does not have immediate access to the Emergency Medical System, and consequently must make some leadership decisions, provide secondary-aid (i.e. shelter) and arrange transport to the EMS using only the materials at hand. Approximately half of this course is taught in the out-of-doors.

Northern Sun Tours  
**HOUSTON CAMPUS**

Mar. 10 - 15  
Tues., Wed., Thurs., Fri., 6 pm - 10 pm  
Sat., Sun., 9 am - 5 pm  
\$299

**WILDERNESS SURVIVAL**

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

Northern Sun Tours  
**HOUSTON CAMPUS**  
Sat. & Sun., Feb. 7 & 8  
9 am - 5 pm  
\$229 plus GST and supplies

**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.

**HOUSTON CAMPUS**  
May 1998

**ADVANCED WILDERNESS FIRST AID**

Northwest Community College's Advanced Wilderness First Aid (AWFA) course incorporates the Workers' Compensation Board of B.C.'s Occupational First Aid Level 1 and Transportation Endorsement, Red Cross Basic Rescue certification and a rigorous wilderness oriented component. This course has been approved by Parks Canada for their guides. Learners who have completed the AWFA course will be able to:

- ♦ perform basic rescuer CPR (the highest level of the Canadian Heart Foundation CPR programs)
- ♦ perform emergency first aid as required
- ♦ recognize and prepare for environmental conditions
- ♦ organize and plan for the transportation of injured victims
- ♦ explain and demonstrate how to care for an injured victim on a long term basis (extended care)
- ♦ prepare first aid and medical kits and procedures for wilderness trips

**Prerequisite:**

It is highly recommended that learners who take this course be physically fit and have a willingness to help people in emergency situations. Participants must be 16 years of age or older.

**Activities and Design:**

The Advanced Wilderness First Aid is divided into two components - indoor instruction and practice; outdoor demonstration and practice. The indoor portion will consist of first aid skills broken down into easy to learn segments. The segments consist of:

- ♦ short lectures
- ♦ instructor demonstration
- ♦ student demonstration

The outdoor portion will consist of demonstrations and practical exercises that will require the application of skills learned indoors. Leadership skills are integrated throughout the course and each student will be given opportunities to practice and demonstrate these skills.

**Length of Course:**

Course is scheduled over 9 days for a total of 72 hours.

If interested in this course, please contact the NWCC centre in your community.

Hazelton 842-5291  
Houston 845-7266  
Smithers 847-4461

**OCCUPATIONAL FIRST AID - LEVEL 1**

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

**The Workers' Compensation Board requires students in Occupational First Aid to provide two pieces of identification prior to certification.** For OFA Level I, students must bring ID to class since certifications are awarded at the end of the day. Check with your college centre to determine which forms of ID are acceptable to WCB.

**HAZELTON CAMPUS**

**Course 1**  
Sat., Feb. 7  
8:30 am - 5:30 pm  
\$85

**Course 2**  
Sat., Mar. 7  
8:30 am - 5:30 pm  
\$85

**HOUSTON CAMPUS**

Roger Cloutier

**Course 1**  
Sat., Jan. 31  
8 am - 5 pm  
\$85

**Course 2**  
Sat., Mar. 14  
8 am - 5 pm  
\$85

**Course 3**  
Sat., May 9  
8 am - 5 pm  
\$85

**SMITHERS CAMPUS**

Deborah Godin

**Course 1**  
Fri., Feb. 20  
8:30 am - 5:30 pm  
\$85

**Course 2**  
Wed., Apr. 1  
8:30 am - 5:30 pm  
\$85

**TRANSPORTATION ENDORSEMENT**

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

**HAZELTON CAMPUS**

**Course 1**  
Sat., Apr. 18  
8:30 am - 5:30 pm  
\$85

**HOUSTON CAMPUS**

Roger Cloutier

**Course 1**  
Sun., Feb. 1  
8 am - 5 pm  
\$85

**Course 2**  
Sun., Mar. 5  
8 am - 5 pm  
\$85

**Course 3**  
Sun., May 10  
8 am - 5 pm  
\$85

**SMITHERS CAMPUS**

Deborah Godin

**Course 1**  
Thurs., Apr. 2  
8:30 am - 5:30 pm  
\$85

**OCCUPATIONAL FIRST AID - LEVEL III**

Participants learn the theory and practical skills of basic life support. Level III includes one and two person CPR, obstructed airway management, assisted breathing techniques, deadly bleeding control, application of hard collars and transportation techniques. Participants are given practical training in patient assessment and appropriate treatment. Upon successful completion, students are awarded a WCB certificate valid for two years. Participants must be 16 years of age and bring a pocket mask to class.

**Students must arrange a day off in the week following the course for the WCB examination.**

**HAZELTON CAMPUS**  
Deborah Godin

**Course 1**  
Mar. 3 - Apr. 4  
Tu. & Th., 5:30 pm - 9:30 pm  
Sat., 8:30 am - 5:30 pm  
\$595

**HOUSTON CAMPUS**  
Roger Cloutier

**Course 1**  
Feb. 2 - Mar. 8  
M & W; 6:30 pm - 10:30 pm  
Sat., 8 am - 5 pm  
\$595

**Course 2**  
Mon. - Fri., Mar. 30 - Apr. 10  
8 am - 5 pm  
\$595

**Course 3**  
Mon. - Fri., June 1 - 12  
8 am - 5 pm  
\$595

**SMITHERS CAMPUS**  
Deborah Godin

**Course 1**  
Mar. 9 - Apr. 11  
M & W; 6 pm - 10 pm  
Sat., 8:30 am - 5:30 pm  
\$595

**Course 2**  
Mon. - Fri., May 8 - 22  
8:30 am - 5:30 pm  
\$595

**Course 3**  
Mon. - Fri., May 29 - June 12  
8:30 am - 5:30 pm  
\$595

February is Heart Month! What better month to take that CPR course you have always thought about? NWCC Smithers and our CPR instructors invite you to join us for one of the following courses, or let us help you put one together for your family or organization.

**CPR - HEARTSAVER**

In just four hours you can learn how to save a life! You will learn how to help someone who is choking; how to tell if a person isn't breathing and what to do about it; and how to perform CPR (cardio-pulmonary resuscitation) on adults. Also, how to recognize the signs and signals of heart attack and how to access the Emergency Medical Services system when you need it.

**SMITHERS CAMPUS**  
Mon., Feb. 16  
6 pm - 10 pm  
\$45

**CPR C - BASIC RESCUER**

Includes all of the material covered in Heartsaver, plus CPR for children and infants and two-rescuer CPR. This class can also serve those who require a CPR - C recertification. Contact the Smithers centre to make arrangements for your recertification.

**SMITHERS CAMPUS**  
Sat., Feb. 21  
9 am - 6 pm  
\$85

**CHILDSAFE**

Children can sometimes be at risk of suffering accidental injury. Learn how to lessen that risk for your children or for the children in your care. This course is designed for parents and caregivers of children up to 10 years of age. Discussion includes choking, CPR, bleeding management and common first aid situations. The overall focus will be on creating a childsafe environment in your home. Upon successful completion of the one day course participants will receive certification valid for 3 years.

Roger McColm  
**HAZELTON CAMPUS**  
Sat., Apr. 4  
8:30 am - 5:30 pm  
\$85

Roger Cloutier  
**HOUSTON CAMPUS**  
Sat., May 16  
8 am - 5 pm  
\$85

**SMITHERS CAMPUS**  
Sat., Feb. 28  
9 am - 6 pm  
\$85

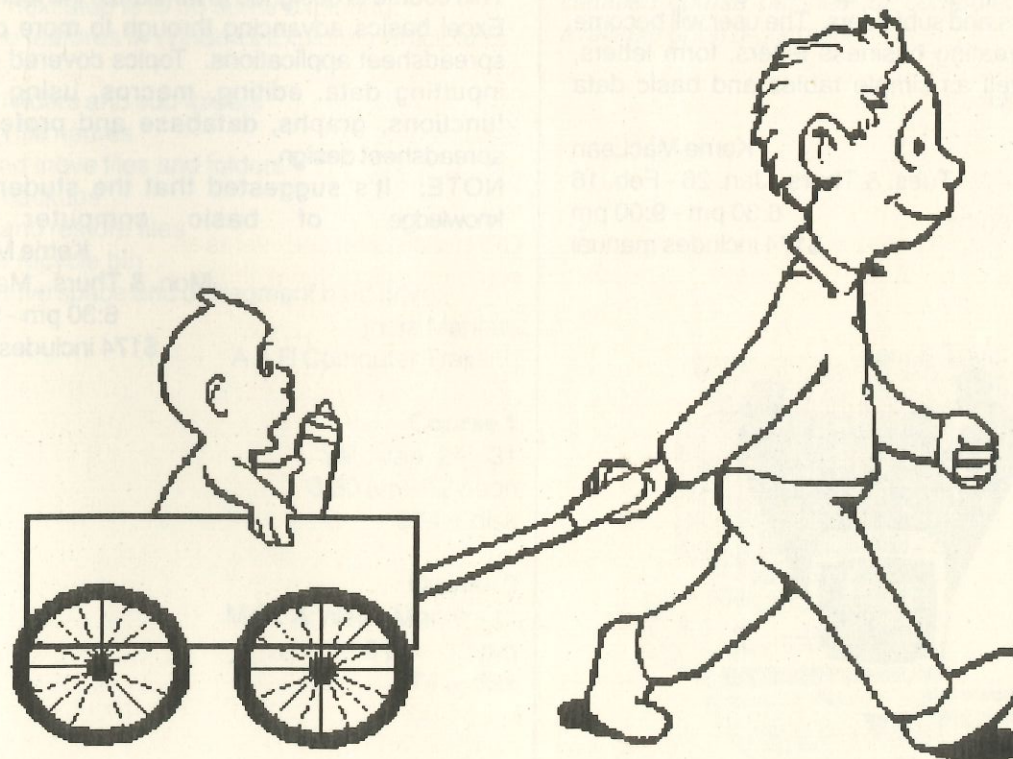
**BABYSITTER TRAINING**

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

Brandi Smith  
**HAZELTON CAMPUS**  
Sat., Apr. 25 & May 2  
9 am - 1:30 pm

\$49 + GST (\$3.43) fee includes manual

**Additional courses may be offered  
subject to enrollment.**  
Call 845-7266 for a list of courses or to  
register your interest.



**COMPUTERS**

**HAZELTON CAMPUS**

**KEYBOARDING (SELF-PACED)**

If you wish to learn to type, refresh your typing skills, or just get acquainted with the computer keyboard, use this self-paced computer program to your advantage. Instructional sessions can be arranged on request. Intake depends on computer lab availability.

Open Registration  
\$34

**INTRODUCTION TO WINDOWS '95**

The Windows '95 component of the course is geared towards the new computer user who has little or no experience with Microsoft Windows '95. By the end of this component the user should be able to comfortably move around in the Windows '95 environment, be able to try their hand at customizing the desktop to suit their preferences, install software for use at home or work, and above all, know where to get help if they need it. MS Word introduces participants to learning about the computer settings as well as using such features as: creating, moving, copying, deleting and renaming folders and subfolders. The user will become familiar with creating business letters, form letters, resumes as well as simple tables and basic data bases.

Kerrie MacLean  
Tues. & Thurs., Jan. 26 - Feb. 16  
6:30 pm - 9:00 pm  
\$174 includes manual



**WINDOWS '95: BEYOND THE BASICS**

This is for the Windows '95 novice who feels ready to move on and explore some of the special features of Windows '95. This course will cover some of the more advanced features of Windows '95 and allow the user to fully understand the capabilities of this operating system.

**Course Content:**

1. Windows '95 Crash Prevention
  - \* Resource Problems
  - \* Hardware Problems
  - \* Software/Configuration Problems
  - \* Updated Windows '95 Components
2. Optional Windows '95 Components
  - \* Windows Setup Extras
  - \* Windows '95 Hidden Extras
3. Prepare for Disaster
  - \* Creating and Using the Startup Disk
  - \* Saving System Information
4. Advance Explorer Settings  
Going Beyond the Basic Management Tools.

Wed., Feb. 18 - Mar. 11  
6:30 pm - 9:00 pm  
\$88.50 includes manual

**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, database and professional spreadsheet design.

NOTE: It's suggested that the student have knowledge of basic computer skills.

Kerrie MacLean  
Mon. & Thurs., Mar. 2 - 26  
6:30 pm - 9:00 pm  
\$174 includes manual

**INTRODUCTION TO THE INTERNET: MASTERING CYBERSPACE (0.5 CREDIT)**

This course provides a comprehensive overview of the Internet. At the end of this course students should feel comfortable with all aspects of the Internet.

**Course Content:**

1. Introduction
  - \* How the Internet Started
  - \* Creation of the Web
  - \* Research Tools
2. Accessing the World Wide Web
  - \* Using Your Browsers
  - \* Summary of Browser Capabilities
  - \* Common Browsers
  - \* Connecting to the Web
3. Advanced Skills
  - \* Electronic Mail Functions
  - \* Downloading
  - \* Sending Files
  - \* Shortcuts

Colin Sutherland  
Wed., Mar. 18 - Apr. 22  
6:30 pm - 9:00 pm  
\$159 includes manual

**HOUSTON CAMPUS**

**WINDOWS EXPLORER**

Now that you have mastered the basics of Windows '95 your next step is to do some exploring.

Using the features in Windows Explorer participants will:

- create folders and sub folders
- change file names
- copy and move files and folders
- create backups
- delete and restore files
- use the recycle bin
- check drive space and defragment hard drive.

Indra Manhas  
A & R Computer Training

**Course 1**  
Sat., Jan. 24 - 31  
8:30 am - 12 noon  
\$74 + disk

**Course 2**  
Mon. & Wed., Mar. 9 - 11  
6 pm - 10 pm  
\$74 + disk

**CAPTURING IMAGES TO THE COMPUTER**

Capture images to disk from Internet websites using a flatbed scanner and a video capture device. Learn to edit, resize and change graphic file types on disk using common shareware programs so you can insert images into word processing documents, letters, posters, presentation programs and webpages.

Matthew Monkman  
Sat., Mar. 7  
10:00 am - 3:00 pm  
\$46 + disk + supplies

**SUPER BASIC COMPUTERS**

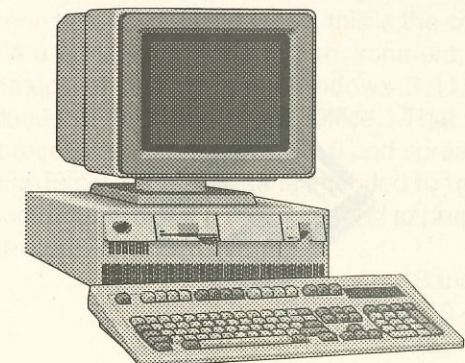
This course is designed for anyone with little or no computer experience. If you are scared to death of computers, computer-shy, or unable to get near one because your kids are always on it, this course is for you. You will have fun with a mouse, play on a keyboard, learn some terms, and be ready for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

Detailed course outlines for computer courses are available upon registration.

Cyndy Howman  
Link to Learning

**COURSE 1**  
Sat, Feb. 7  
10:00 am - 2:30 pm  
FREE

**COURSE 2**  
Tues. & Thurs., Feb. 10 - 12  
6:30 pm - 8:30 pm  
FREE



**HOUSTON CAMPUS**

**COMPUTERS FOR BEGINNERS**

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

Sandi Lavallie  
Brenda Allen

**COURSE 1**

Sat, Feb. 14 - 28  
10:00 am - 3:00 pm  
\$105

**COURSE 2**

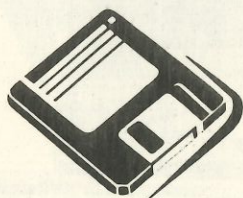
Tues. & Thurs., Feb. 17 - 26  
6:30 pm - 9:30 pm  
\$105 + disk

**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. *Detailed course outlines for computer courses are available upon registration.*

Matthew Monkman

Mon. & Wed., Feb. 23 & 25  
6:30 pm - 9:30 pm  
\$59 + disk



**WINDOWS '95**

This course is geared towards the new computer user who has little or no previous experience with Microsoft Windows '95. By the end of the day, the user should be able to comfortably move around in the Windows '95 environment, be able to try their hand at customizing the desktop to suit their preferences, install software for use at home or work, and above all, know where to get help if they need it. *Detailed course outlines for computer courses are available upon registration.*

Bill Leber

**COURSE 1**

Mon. & Wed., Mar. 2 - 4  
6:00 pm - 9:00 pm  
\$59 + disk + text

**COURSE 2**

Sat., Mar. 14  
9:00 am - 4:00 pm  
\$59 + disk + text

**A TRIP INSIDE A COMPUTER**

Are you curious about what is inside your computer, but were afraid to look? Would you like to feel comfortable doing basic cleaning and preventative maintenance on your computer? This course may be for you! At the end of the course the instructor will be available for 1 hour to answer individual questions.

Sandi Lavallie

Brenda Allen

Tues., Mar. 3

6:30 pm - 9:30 pm  
\$30

**SIMPLY ACCOUNTING**

A popular accounting program due to its ease of use and reasonable price. The general ledger, accounts payable, accounts receivable, and payroll modules will be covered. A particular focus will be on correctly inputting data and setting up your charts to best meet your business needs. **Pre-requisite:** Some background in computers and a knowledge of basic bookkeeping.

Indra Manhas

A & R Computer Training

Tues. & Thurs., Mar. 10, 12, 24, 26  
6:00 pm - 9:00 pm  
\$115 plus text & disk

**HOUSTON CAMPUS**

**QUICKBOOKS**

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

Indra Manhas

A & R Computer Training

Sat., Mar. 21 - Apr. 4

9:00 am - 3:00 pm

\$149 + text + disk

**WORD '97 INTRODUCTION**

This course is designed for those who will use Microsoft Word at home or in the workplace and have little or no experience with the program. Some knowledge of computers and some keyboard skills would be an asset. *Detailed course outlines for computer courses are available upon registration.*

Indra Manhas

A & R Computer Training

**Course 1**

Mon. & Wed., Mar. 23 - Apr. 1

6:30 pm - 9:30 pm

\$109 + text + disk

**Course 2**

Sat., Apr. 18 - 25

9:00 am - 3:30 pm

\$109 + text + disk

**SMITHERS CAMPUS**

**KEYBOARDING 1 (SPEED) - OADM 200**

**SMITHERS CAMPUS**

This course is designed to give the learner the skills necessary to touch-key at a minimum speed of 30 net words per minute (NWPM), on either the typewriter or the computer keyboard with three or fewer errors on an average of three two-minute timings. *Enrollment the first Monday of every month.*

Mon. - Fri.; 9:00 am - 4:00 pm or

Mon. - Thurs.; 6:00 pm - 9:00 pm

\$18.25 per week + text.

**INTRODUCTION TO SPREADSHEETS - OTEC 170  
SMITHERS CAMPUS**

This course provides an introduction to spreadsheets. Topics include: creating a spreadsheet (including a budget), using the copy command, creating and manipulating formulas and creating and printing graphics.

Evenings: Tues. & Thurs; Jan. 13 - Feb. 12

7:00 pm - 9:00 pm

\$83.95 + text

Days: Mon. & Wed., Jan. 12 - Feb. 11

1:00 pm - 3:00 pm

\$83.95 + text

**INTRODUCTION TO THE INTERNET**

If you're still nodding politely when conversations turn to E-MAIL, web pages, and search engines - sign up for this course. You will learn how to get on the INTERNET and how to find what you are interested in.

Terrie MacAloney

Mon., Feb. 9 - 16

7:00 pm - 9:00 pm

\$45

**WORD PROCESSING FOR BEGINNERS**

You will be introduced to popular word processing software and learn how to produce simple, attractive documents. Learn how to create and save files; how to select fonts and how to print.

Terrie MacAloney

Wed., Feb. 11 - Mar. 18

7:00 pm - 9:00 pm

\$100 + text

**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 and spreadsheets with MS Excel. This course is intended to make you feel comfortable using a computer and to prepare you to take more advanced courses.

Sandra Clark

Thurs., Feb. 19 - Mar. 12

3:00 - 5:00 pm

\$100 + text



**HEALTH**

**FOODSAFE - LEVEL I**

Learn safe food-handling practises recommended by the Ministry of Health. This course is suitable for anyone involved in food handling and preparation. Topics covered include food-borne pathogens, hygiene, safe serving and dispensing techniques, and proper clean-up methods. A certificate is issued upon successful completion.

**HAZELTON CAMPUS**

Velma Sutherland  
Mon. & Thurs., Mar. 2, 5 & 9  
6:00 pm - 9:30 pm  
\$94

**HOUSTON CAMPUS**

Shiranthini Hensman  
Apr. 20 - 22  
Mon. & Tues., 6:30 pm - 10:30 pm  
Wed., 6:30 pm - 9:30 pm  
\$125 + text

**SMITHERS CAMPUS**

Joanne Kalkman  
  
**COURSE 1**  
Mon., Tues., Wed., Feb. 16 - 19  
6:30 pm - 9:30 pm  
\$100 includes text

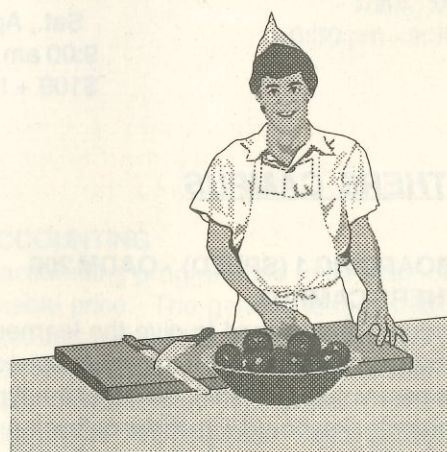
**COURSE 2**

Mon., Tues., Wed., Mar. 9 - 11  
6:30 pm - 9:30 pm  
\$100 includes text

**FOODSAFE - LEVEL II**

This course is designed for those in the food service industry who are responsible for making decisions. The advanced level gives managers/owners the information to make decisions to ensure a high standard of food safety. Topics covered include: Review of Level I, design and maintenance of a food service establishment, managing sanitary practises, and an introduction to the Hazard Analysis Critical Control Point System.  
Prerequisite: Foodsafe Level I

Velma Sutherland  
**HAZELTON CAMPUS**  
Mon. & Thurs., Apr. 14, 16 & 21  
6:00 pm - 9:30 pm  
\$94



**HOMOEOPATHY AND THE HEALING PROCESS**

Homeopathy is an opportunity for true and conscious healing of physical, emotional and psychological illness and disorder. Discover the potential of becoming well through classical homeopathy and the healing relationship. Participate in discussion surrounding the philosophy of homeopathy including the process of illness and the process of healing and how homeopathic substances or medicines can affect the healing process.

Jean Christian, D. Hom., M.H

**HAZELTON CAMPUS**

Mon., Wed., Apr. 8, 15, 20, 22  
\$65 + GST

**SMITHERS CAMPUS**

Wed., Mar. 4 - Apr. 1 (excluding Mar. 18)  
7:00 pm - 9:00 pm  
\$50 + GST

**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.  
Prerequisites: A strong motivation to help or heal.

Kathy Clay, CHTP

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

**HAZELTON CAMPUS**

Sat., Feb. 28, 9:00 am - 4:00 pm  
Thurs., Mar. 5, 7:00 pm - 9:00 pm  
\$69 + GST (\$4.83)

**THE WAY TO A HEALTHY BACK**

Most everyone has experienced back pain at some point in their lives. This is a course for those who are tired of being limited in their activity choices, would like to be more active or for people who want to function through daily life relatively free of back pain. Explore how the back works, how to take care of it and learn some practical ways to maintaining back health and how to help prevent injury. A look at proper posture and overall body alignment, especially in the workplace.

Karen Berezon

**HOUSTON CAMPUS**

Sat., Apr. 4  
9:00 am - 4:30 pm  
\$50 + GST

**SMITHERS CAMPUS**

Sat., Mar. 14  
9:00 am - 4:30 pm  
\$50 + GST

**PLANT MEDICINE**

Discover local, traditional medicinal plants! As you walk through field and forest, you will gather plants for later preparation into traditional medicines. An evening class is devoted to the theory and philosophy of plant medicine, while the Saturday session is spent collecting plants, then preparing several plant medicines. Jean Christian is a master herbologist and has a diploma in homeopathic medicine. She will share her years of experience to help you gain insight into the world of naturally available plant medicines. Bring a gathering basket and a lunch on Saturday.

Jean Christian, D. Hom., M.H.

**HAZELTON CAMPUS**

June 11 & 12  
Fri., 6:30 - 8:30 pm  
Sat., 9:00 am - 3:30 pm  
\$65 + GST

**HOUSTON CAMPUS**

Fri. & Sat., June 5 & 6  
Fri., 6:30 pm - 8:30 pm  
Sat., 9:30 am - 4:00 pm  
\$65 + GST

**SMITHERS CAMPUS**

Thurs., May 21 - 23  
7:00 - 9:00 pm  
Sat., 9:00 am - 4:00 pm  
\$50 plus GST

**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, labour, delivery, post-partum and care of mother and infant.

**HAZELTON CAMPUS**  
**Starting Smart Office**  
**Grace Lynn Daycare Centre Upstairs**

**COURSE 1**  
 Wed., Jan. 14 - Feb. 11  
 6:30 pm - 8:30 pm

**COURSE 2**  
 Wed., Mar. 25 - Apr. 22  
 6:30 pm - 8:30 pm

**COURSE 3**  
 Wed., May 20 - June 17  
 6:30 pm - 8:30 pm

**INTRODUCTION TO MEDICAL TERMINOLOGY**

During this 13 week course you will acquire the fundamentals of medical terminology, including the prefixes, suffixes and roots which combine together to form the language of medicine. You will also study the basic structure of the human body, its various systems and major disease conditions. There will also be practice in speaking and hearing the terms in their proper context. The course will be of particular interest to people with little or no understanding of medical terminology who are presently working in the health care field. (e.g. clerical staff in doctors' offices), those who wish to have a better understanding of medical terms (e.g. emergency medical assistants, first aid attendants, fitness instructors), and those who intend to work in the health care field in the future.

Anne Pickard  
**SMITHERS CAMPUS**  
 Mon., Feb. 2 - May 4 (excluding Mar. 18)  
 7:00 pm - 9:30 pm  
 \$150 + text



**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 administrative fee.

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

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

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

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

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

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

<b>OFFICE USE</b>	
CP#:	Receipt #:

**FOR PRENATAL CLASSES IN SMITHERS  
 CONTACT NURSES CARE PRENATAL  
 AT 847-8959**

**RELAXATION & STRESS REDUCTION THROUGH APPLIED MEDITATION SKILLS**

Learning simple and practical skills to create inner calm and clarity does wonders in the ability to cope with stressful work situations. Communicating from a place of clarity and calm makes a tremendous difference in group dynamics. Try something new, simple and profound to improve your workplace dynamics. One hour relaxation and instructional sessions once a week will offer a better atmosphere for your employees to carry out their work.

Jean Christian  
**HOUSTON CAMPUS**  
 Mon., & Tues., Mar. 30 - Apr. 7  
 12 noon - 1:30 pm  
 \$59 + GST

**AVALANCHE AWARENESS**

This course is for anyone working or playing in mountainous terrain where avalanche dangers may exist. It includes 4 hours of classroom work and an 8 hour field trip. Participants will learn how to identify hazardous situations involving terrain and snow, enhance personal and group safety in mountains and perform effectively in search and rescue situations.

Northern Sun Tours  
**HOUSTON CAMPUS**  
 Feb. 12 & 14  
 Thurs., 6:00 pm - 10:00 pm  
 Sat., 9 am - 4 pm  
 \$125 + GST (\$8.75)

**UPPER SKEENA HIV & AIDS AWARENESS PROJECT  
 UNITED CHURCH HEALTH SERVICES**

Individuals, families, organizations wanting to understand more about HIV & AIDS are urged to contact this community guided project which is located in the Wrinch Memorial Hospital, Hazelton.

Possible ways the project can serve you include:

1. Individual counselling and/or group support for people who are HIV positive and for those close to them who are affected by this serious condition in a loved one
2. Educational resources of literature and videos
3. Arranging for general HIV/AIDS Awareness educational sessions for community groups, schools and workplaces
4. Public awareness informational displays
5. Inservice education for health and social service agencies on intervention strategies for health promotion.

**The part time facilitator, Barbara J. Sterritt, can be contacted by:**

Telephone: 842-5530  
 (the answering machine is checked frequently)  
 Fax: 842-5865  
 Email: bjsterit@mail.netshop.net  
 Mail: P.O. Bag 100, Hazelton, B.C., V0J 1Y0

**THIRD FRIDAY OF THE MONTH  
 11:30 am - 1:30 pm, Hazelton**

A support group for people who are affected by this disease in people close to them, meets in the private and comfortable setting of the apartment above the former Grace Lynn Day Care on the Hospital Grounds. Follow the "Starting Smart" sign at the carport. Call: 842-5530 if you need a ride or if you find that time and date impossible for you.



**GENERAL INTEREST**

**APPLE GROWING IN THE HAZELTONS**

Learn 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

**HAZELTON CAMPUS**

Mon., Feb. 23, Mar. 2, 9, 16

7:00 pm - 9:30 pm

Pruning Dates: Sat., Mar. 28 & Apr. 4

9:00 am - 12 noon

(hands-on demonstration)

\$71 + GST (\$4.97)

**ARGENTINE COOKING**

Explore and experiment with the Argentine flavour of its traditional food. Learn how to prepare humitas, pastel de choclo, tortillas espanolas, and canelones.

Violetta Schwartz

**HOUSTON CAMPUS**

Tues. & Thurs., Mar. 3 - 5

6:30 pm - 9:30 pm

\$40 + GST + supplies

**COOKING FOR CAMP & TRAIL**

Do you like camping, but wish you could have better food while out on your adventure? During this course you will be introduced to lightweight, good tasting foods that you can add to your camping menu. Home dehydration of foods can provide economical, nutritious meals and snacks. You will be introduced to commercially available products, lightweight cookwear and tried and true back-country recipes. You will get to prepare a meal, cook and eat it in an outdoor setting.

Gladys Atrill

**HOUSTON CAMPUS**

May 12 - 16

Tues. & Thurs., 7:00 pm - 9:30 pm

Sat., 11:00 am - 4:00 pm

\$69 + GST includes supplies

**CREATIVE COOKING FOR THE ALLERGY SENSITIVE**

Do you or someone that you cook for have food allergies? Do you need to know how to prepare a wheat-free or corn-free or yeast-free or dairy-free diet? Are you wondering how you will find foods to fill in the gap? In this course, you will learn about recipe substitutions; just what can replace wheat or dairy in your daily diet anyway? Learn new cooking and baking techniques. You will do more than just talk about it in this course - you will get hands-on cooking experience. Nutrition Consultant Bonnie Kumer will help transform your dietary 'restrictions' into an exciting new eating experience! Food cost is included.

Bonnie Kumer RD, Nutrition Consultant

**SMITHERS CAMPUS**

Thurs., Feb. 19 - Mar. 12

6:30 pm - 9:30 pm

\$90 + GST

**NATURAL FOODS COOKING**

What are 'natural foods' and how can you incorporate them into your diet? We all want to improve our health and diet, but often just don't know where to start. Become familiar with ancient grains, soy products, nuts, sea vegetables and beans. Foods that you may find intimidating or mysterious will be de-mystified and transformed into just another kitchen staple. You will get a chance to cook (and taste) fast and flavourful meals that you and your family can enjoy. Just like the ads always say - good and good for you! Food costs are included and you will go home with a handful of easy recipes for use in your own kitchen.

Bonnie Kumer RD, Nutrition Consultant

**SMITHERS CAMPUS**

Tues., Feb 17. - Mar. 10

6:30 pm - 9:30 pm

\$90 + GST

**BASIC HOUSE WIRING AND ELECTRICITY**

Understand how electricity works and learn how to do some basic wiring safely in your own home. This course can save you time and money later, when you do your own simple wiring jobs rather than calling someone in. Several practical wiring sessions are included in this course. You will need to bring some commonly available screwdrivers to class. Details on what to bring will be given the first night.

Alan Pickard

**SMITHERS CAMPUS**

Mon. & Wed., Feb. 2 - Feb. 25

7:00 pm - 9:30 pm

\$70 + GST

**WOODWORKING**

**MULTILEVEL - BEGINNER TO ADVANCED**

Woodworking at all levels - guided construction of student-chosen projects appropriate to student's level. Pre-requisite: Attendance to first class "Shop Introduction and Safety Tips".

Bill Blackburn

**HAZELTON CAMPUS**

Thurs., Mar. 12 - May 14

7:00 pm - 10:00 pm

\$151 + all material costs

(Instructor can give a material list if required.)

**BETTER SNAPSHOTS**

Do you own a point-and-shoot camera? Do you want to know how to get the most out of it? This course provides guidelines and suggestions on how to make your snapshots look great. Consideration will be given to topics like foregrounds and backgrounds; how close the subject should be; the location and arrangement of people; how to deal with bright sunlight and methods to achieve sharp photos. Bring your camera loaded with film. Part of this session will be spent outside working with your camera.

Ted Widen

**SMITHERS CAMPUS**

Sat., Feb. 28

1:00 pm - 5:00 pm

\$30 + GST

**MANUAL CAMERA BASICS**

This course is for folks with manual cameras. If you aren't sure how or why to set an F-stop, and why to choose one shutter speed over another, these classes will help you. Learn how different camera settings relate to each other, and how those settings affect your photographs. Considerations for better composition for your photos will be discussed and practised. Bring your camera and film. You will spend part of your time in the classroom and part outside working with your camera.

Ted Widen

**SMITHERS CAMPUS**

Sat., Mar. 7 - 14

1:00 - 5:00 pm

\$50 + GST

**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: 35mm - 100 ASA film, and one roll 35mm - 400 ASA film.

Kerrie MacLean

**HAZELTON CAMPUS**

Sat., May 23

9:00 am - 4:00 pm

\$51 + GST (\$3.57)

**PHOTO FUN - ADVANCED**

This one day workshop will help individuals discover the world they live in, showing them how to withdraw images from their daily landscape. The workshop is designed for hardy and enthusiastic individuals who are willing to take a walk-about in the afternoon searching for that illusive #10 photograph. The stimulus from working with a group in the same field sharpens perception and develops dynamic interest. Even beginners will display a creative eye that works instantly when a camera is used. Discussion around the following topics: early morning light; slides; equipment; films; composition (line, shape, balance, design); lighting (properties, direction); exposure; flash; black and white photos and depth of field. Feel free to bring some of your recent photographs to class and, if time permits, the instructor is willing to discuss / critique or just give you some tips on ways to enhance your performance.

Materials needed for this course include: 35mm SLR camera, one roll of 35mm - 100 ASA film, and one roll 35mm - 400 ASA film. \*\* Optional: 64 ASA slide film and 1 black and white film.

Kerrie MacLean

**HAZELTON CAMPUS**

Sat., June 20

9:00 am - 4:00 pm

\$51 + GST (\$3.57)

**TIME EXPOSURE PHOTOGRAPHY**

If you already know how your camera works, but want to explore some new techniques, this course is for you. Experiment with slow shutter speeds, shooting with the camera in motion, or with moving objects. An evening outing will provide a chance for shooting long time exposures of stars and objects in the moonlight.

Ted Widen  
**SMITHERS CAMPUS**  
 Sat., Apr. 4 - 11  
 6:00 - 10:00 pm  
 \$50 + GST

**CREATIVE MEMORIES**

"A picture is worth a thousand words..." and when we add words and stories to our photos, they're priceless! You can learn how to create an heirloom photo album. Discover techniques for organizing, cropping, mounting, journaling and much more! Dust off those boxes of old photos (or new ones!) and get them into an album that you, your family and friends can enjoy. Hand-outs are provided for this evening class. Bring 8 - 12 photos and a pair of sharp scissors.

Candace McKinley  
**SMITHERS CAMPUS**

**COURSE 1**  
 Thur., Mar. 12  
 7:00 pm - 9:30 pm  
 \$20 + GST

**COURSE 2**  
 Mon., Mar. 30  
 7:00 pm - 9:30 pm.  
 \$20 + GST

**PICTURE FRAMING - BASIC**

An ideal course for the artist and hobbyist! In this course the participant will: with practice, become proficient at using mat and circle cutters, work with color coordination, completely mat, mount and frame a print with a single mat and double mat, cut creative mat openings. There will also be discussion and practice around needlework stretching and conservation framing.

J. Edwin Warkentin  
**HAZELTON CAMPUS**  
 Mon., Tues., Wed., May 18, 19, 20  
 6:00 pm - 10:00 pm  
 \$79

**COMMUNITY VOLUNTEER INCOME TAX PROGRAM**

This program coordinated by Revenue Canada trains volunteers to assist others in completing their income tax forms. Volunteers help seniors, low income families and physically and mentally challenged people who may find it difficult to fill out their tax returns with individual assistance. There is no charge for this program.

**SMITHERS CAMPUS**  
 Tues., Feb. 17  
 1:00 pm - 5:00 pm  
 No Charge

**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  
**HOUSTON CAMPUS**  
 Tues. & Thurs., May 12 - June 11  
 6:30 pm - 9:30 pm  
 \$188 + text

**CASHIER TRAINING**

Upgrade your skills for a return to the workforce! This 6 hour course will provide learners with electronic cash register training through practical hands-on experience with supermarket procedures. Topics covered include price look-ups, application of sales tax (including GST) as well as discussion around the elements of customer service.

Kerrie MacLean  
**HAZELTON CAMPUS**  
 Sat., Mar. 7  
 9:00 am - 4:00 pm  
 \$69

**CREATIVE WRITING - AN INTRODUCTION**

This course is designed for aspiring writers who consider themselves beginners. Students should have solid skills in grammar. The course will address fluency, creating images, and developing story line, as well as providing practice in editing and critiquing. Basic information on submissions to publishers will be included. Students will be expected to complete writing assignments at home, in addition to writing in class. Instructor - I.J. Wightman is author of the just published Paradise Postponed: Teaching in Africa, and has two self-published books, The Wild Boar Cookbook, and Ocean Falls: The Place and The People. She brings her experience and creativity to share.

I.J. Wightman  
**SMITHERS CAMPUS**  
 Wed., Feb. 11 - Apr. 22  
 7:00 pm - 9:00 pm  
 \$140 + GST

**CREATIVE WRITING**

Wake up your creative spirit! One of the big secrets of writing is that you learn by doing. Writing is a process of discovery. Creative writing is about the unexpected. This course will inspire you to write. There will be class exercises as well as opportunities to bring to class some of your own writing. The focus will be on feeling comfortable with expressing yourself in writing.

Eve Hope  
**HAZELTON CAMPUS**  
 Tues. & Thurs., Feb. 24 & 26, Mar. 3, 5, 10 & 12  
 7:00 pm - 9:00 pm  
 \$59

**EXPERIENCE-BASED ENGLISH LANGUAGE TRAINING - BEGINNER LEVEL**

If English is a new language for you - these classes can help. Your speaking skills will develop along with your reading and writing skills - and with them, your confidence to manage in English. An experience-based training approach will help you improve your confidence in English.

Dorothy Giesbrecht  
**SMITHERS CAMPUS**  
 Tues., Feb. 3 - Apr. 14 (excluding Mar. 17)  
 1:00 - 3:30 pm  
 \$195

**EXPERIENCE-BASED ENGLISH LANGUAGE TRAINING - INTERMEDIATE LEVEL**

If you already have basic English skills, this intermediate level course will help propel you toward a high level of proficiency. Project assignments will make your learning more meaningful and practical.

Dorothy Giesbrecht  
**SMITHERS CAMPUS**  
 Tues., Feb. 3 - Apr. 14 (excluding Mar. 17)  
 7:00 - 9:30 pm  
 \$195

**GERMAN FOR BEGINNERS**

This course will get you started in the German language. With the increasing number of German visitors to our area, a basic understanding of the language can be a great asset, especially to those who provide services to travelers. Greet visitors with a hello in their own tongue and understand basic questions they ask.

Michaela Bork  
**SMITHERS CAMPUS**  
 Tues. & Thurs., Feb. 10 - Apr. 2  
 7:00 pm - 9:00 pm  
 \$105 + GST + text

**SIGN LANGUAGE - BEGINNER**

This course will cover the basic alphabet, numbers and some basic signs for simple communication using American Sign Language techniques.

Sherry Westgarde  
**HOUSTON CAMPUS**  
 Wed., Mar. 4 - Apr. 22  
 6:30 pm - 8:30 pm  
 \$69

**INTRODUCTORY FRENCH**

Are you interested in picking up a second language. Well here's your chance to start! This is French in practical settings - discussing food, traveling, shopping, and news events. At the same time, you will be working through the structure of the language. This just might be the chance for you to catch up to a child you have enrolled in French Immersion. Hand-out materials will be provided.

Huguette Landry  
**SMITHERS CAMPUS**  
 Wed., Feb. 11 - Apr. 22 (excluding Mar. 18)  
 7:00 - 9:00 pm  
 \$95 + GST

**HORSES: BASIC RIDING / GETTING MORE OUT OF RIDING**

Spring means back in the saddle... so whether you're a beginner or a novice, this clinic may be just what you need to keep on top of things! Participants will learn proper positioning of legs, hands and feet when performing the walk, jog/trot and canter/lope. The participants will also receive instruction on how to maintain proper positioning while communicating aids to the horse. Participants are recommended to wear footwear with a heel. Instructor will provide excellent training, keeping safety first. Register early as there are a limited number of horses available for those individuals interested in lessons who do not own a horse.

Yvonne Deboer  
**HAZELTON CAMPUS**  
 Wild Rose Ranch (The Deboer residence / Kispiox Valley)  
 May 22, 23, & 24

Group 1: Session 1: Friday 5:00 pm - 6:15 pm  
 Session 2: Saturday 9:30 am - 10:45 am  
 Session 3: Sunday 11:00 am - 12:15 pm

Group 2: Session 1: Friday 6:45 pm - 8:00 pm  
 Session 2: Saturday 1:00 pm - 2:15 pm  
 Session 3: Sunday 9:30 am - 10:45 am

Group 3: Session 1: Saturday 11 am - 12:15 pm  
 Session 2: Saturday 2:45 pm - 4:00 pm  
 Session 3: Sunday 1:00 pm - 2:15 pm

\$86 + GST (\$6.02)

**QUILTING FOR BEGINNERS**

Learn the age old art of quilting. Join well known quilter Gwen Ellis and you will learn how to make a pattern and how to construct and complete a square. Also covered, hand quilting and basic applique. A kit to complete a cushion cover will be available from Gwen and must be purchased at the first class. Bring a basic sewing kit, ruler and pencil.

Gwen Ellis  
**SMITHERS CAMPUS**  
 Thurs., Feb. 5 - Mar. 12  
 7:00 pm - 9:00 pm  
 \$55 + GST (\$3.85) + materials

**SPEECHES, PRESENTATIONS, AND OTHER SCARY STUFF**

Communication skills are vital in today's business environment. Enhance your technique and build confidence while learning in a supportive atmosphere. Participants will learn the essentials of preparing and delivering various types of presentations. Tips on the use of audio/visual equipment are also included. Whether you are addressing informal groups or large business meetings, this course is for you.

Anne Docherty  
**HAZELTON CAMPUS**  
 Thurs., Feb. 19 & 26 and Mar. 5 & 12  
 6:00 pm - 9:30 pm  
 \$122

**SUPERHOST FUNDAMENTALS 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.

Please register your interest at the **HAZELTON CAMPUS**, (250) 842-5291 and we will confirm dates.

**SELF-DEFENSE FOR WOMEN**

This is a series of 6 evenings which will be focused on the topics of Womens' Self-Defense. The evening will be divided into 3 sections. Warm up, defense techniques and defense strategies. The focus of the course is on building confidence and fitness. Women of all ages, shapes and sizes are welcome. Expect a lot of fun.

Nora Minogue  
**HOUSTON CAMPUS**  
 Tues., Feb. 3 - Mar. 10  
 3:30 pm - 5:00 pm  
 \$35 + GST

**STRESS MANAGEMENT FOR WOMEN**

Whether you are parenting full time or working full time, stress can enter your life and get you down. This evening focuses on strategies to lighten up and have a great time whatever you are doing. Be prepared for a lot of laughter.

Nora Minogue  
**HOUSTON CAMPUS**  
 Wed., Feb. 25  
 10:00 am - 11:30 am  
 \$5 + GST

**WOMEN AND DREAMS**

Each night during sleep we are gifted with messages that can guide us in our waking lives. This evening will focus on methods of getting the most out of our dreams.

Nora Minogue  
**HOUSTON CAMPUS**  
 Wed., Mar. 25  
 10:00 am - 11:30 am  
 \$5 + GST

**WOMEN & FITNESS**

Fitness is an issue that is important to all women. This evening will focus on issues around body image, changing the body shape and general fitness.

Nora Minogue  
**HOUSTON CAMPUS**  
 Wed., Apr. 22  
 10:00 am - 11:30 am  
 \$5 + GST

**WOMEN IN THE WORKFORCE**

Whether you are returning to the work force or trying to change your role in the workforce, this evening focuses on issues around job and career development. Bring your resume!

Nora Minogue  
**HOUSTON CAMPUS**  
 Wed., May 13  
 10:00 am - 11:30 am  
 \$5 + GST

**WOMENS' FILM SERIES**

This is a series of 6 evenings in which we will view and discuss films that focus on Canadian womens' issues and womens' history. The films were produced by a special section of the National Film Board called "Studio D". Many of these films have won national and international film awards. Women have been getting together to "talk things over" for centuries. It's a good tradition. Let's keep it going!

Nora Minogue  
**HOUSTON CAMPUS**  
 Wed., Jan. 14 - Feb. 18  
 11:30 am - 12:30 pm  
 \$2 per evening

**ELDERHOSTEL**

An educational adventure for adults. It is a time for new opportunities and challenges and a way to expand your horizons with people interested in the same things as you. The Hazelton Campus is hosting an Elderhostel Program in July, 1998. Participants will travel to Hazelton to study the history, culture, economy and the relationship amongst the resources. Community members may also register in the program. This is an opportunity to meet people and to learn more about your community and the Northwest.

A program schedule will be available in late May at the Hazelton Campus.

Dates: July 19 -25, 1998  
 Days: Sunday evening through to Saturday morning  
 Time: 8:30 am - 5:00 pm  
 Fee: \$225 includes meals and scheduled activity fees

**FIREARMS SAFETY**

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

Ross Davidson  
**HOUSTON CAMPUS**  
 Sat. & Sun., Apr. TBA  
 8:00 am - 5:00 pm  
 \$139

**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.

Tobe Sprado  
**HOUSTON CAMPUS**  
 Mar. 2 - 12  
 Mon. - Thurs., 6:30 pm - 9:30 pm  
 \$59 + text

**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 Mason at 842-6913.

**HAZELTON**

**DESIGNING WITH PLANTS**

An introduction to the basic concepts surrounding landscape design. Learn to make a site plan for your yard. This course will also include discussion on design fundamentals like colour, form and composition. Helpful tips on determining shapes for your flower border, selecting and combining perennials and annual flowers for continual bloom.

Tracey Strong  
**SMITHERS CAMPUS**  
 Every second Thurs., Feb. 1-, Mar. 5 & 9  
 7:00 pm - 9:30 pm  
 \$35 + GST (\$2.45)

**TRADES TRAINING**

The Eastern Region of Northwest Community College is promoting and developing Trades Training for the year 2000 workforce. In a changing and technology-driven market it is necessary to become multi-ticketed and multi-skilled in order to remain employed. For more information on any upcoming trades programs contact the educational advisor at the nearest NWCC Centre or the **NEW** Trades Training Coordinator **Lloyd Green** at 845-7266. A grade 10 or equivalent is required for all trades programs.

**LEVEL C WELDING TRAINING**

The Level C Certified Welding course is suited for those mill workers, forest workers or contractors that work on or repair equipment. This course offers training in oxy-acy, cutting, shielded metal arc welding and gas metal arc welding. To be certified a person must complete both 10 week sessions and a 5 month welding apprenticeship program.

Cost: \$2190 per 10 week session  
 \$165.50 books  
 \$50 tool deposit

**Houston**  
 April 20 - June 26, 1998

**Smithers**  
 February 2 - April 10, 1998

Fall 1998  
 Spring 1999

Location: Houston High School

Location: Bradford Trucking

**INTRODUCTORY WELDING**

This introductory course will cover oxy-acy cutting and shield metal arc welding on mild steel plate.

Topics covered:

Oxy-Acy Welding

- oxy-acy safety
- setup of equipment
- cutting plate pipe & structural shapes

Shield Metal Arc Welding

- safety
- setup of equipment
- various types of electrodes
- welding in flat, vertical & horizontal positions

**First courses are in Houston.**

**Course 1**  
 Saturdays, May 2 - 23/98

**Course 2**  
 Tues. & Thurs., May 5 - 28/98

**TRADES TRAINING**

**HYDRAULICS TROUBLESHOOTING FOR FORESTRY & MOBILE EQUIPMENT**

This course is designed to assist maintenance personnel at heavy equipment sites in the troubleshooting, repairing, testing and maintaining of mobile equipment hydraulic systems. This course will provide contractors with employees who will save your business money with less down time and more production.

**First course is in Houston during spring break.**

Cost: \$575 for 30 hours

**SMALL ENGINE REPAIR**

This is an introductory course for people who own or operate small machinery powered by two- and four-stroke engines. The course consists of classroom theory and practical hands-on in a shop setting with students bringing their own engines for tear-down inspection and repair. Upon successful completion participants will receive a NWCC certificate.

**Houston**  
 Cost: \$327 for 40 hours  
 Date: April 14 - 30, 1998

**Hazelton**  
 Cost: \$324  
 Date: Feb. 3 - Mar. 12  
 Days: Tues. & Thurs. & possibly one Saturday  
 Time: 6:00 pm - 9:00 pm

**PROFESSIONAL TRUCK DRIVER TRAINING**

This 6 week course will provide students with practical hands-on truck driving experience. Learn to drive logging trucks, low beds, B-liners and gravel trucks in a work environment. The course will include loading and unloading at a work site.

**Courses will be offered in Smithers and Houston.**

Date: Smithers, March - April, 1998

**Sponsorship may be available for EI/UIC recipients.**

**Enrollment is limited to.**

**This program will run pending secured funding.**

**TRADES TRAINING**

**PROFESSIONAL COOKS TRAINING - LEVEL 1**

The Professional Cooks Training teaches all phases of kitchen activity, including the preparation and distribution of food and any other work that is usually performed by a journeyman cook. Along with the 12 week cook training program, students will also take a 9 hour Foodsafe course, a 2 week Level III first aid course, and a 3 week job placement in various food establishments.

**First course is in Smithers, Hazelton dates TBA**

Date: January 19 - May 8, 1998

Location: Smithers Golf and Country Club

**TRAC COMMON CORE AND OCCUPATIONAL CORE**

The Trades Training Access Program (TRAC), through the Provincial Apprenticeship Board provides students with an exposure to the knowledge and skills common to all the various trades specialties within the program before they are required to select a specific trade specialty. Program content includes: safe work practices, using hand and measuring tools, using power tools, erect ladders and scaffolds, weld using oxy-acetylene equipment, assemble basic electrical circuits and preparation for employment.

**First course is in Hazelton at First Nations High School**

Date: January - April, 1998

**HEAVY EQUIPMENT OPERATING FOR FORESTRY WORKERS**

This course is for people wanting to update or learn how to operate heavy equipment in the forest. Equipment will include an excavator/hoe, a processor, feller buncher machine, a buttontop and grapple skidder. Participants will operate equipment in an actual forestry block. It will be on-the-job training. Take this course before summer logging begins!

**First course is in Houston and Smithers Forest Districts**

Date: June - July, 1998 (8 weeks)

**Sponsorship may be available for EI/UIC recipients.**

**Enrollment is limited.**

**These programs will run pending secured funding.**

**WCB FALLING & BUCKING TRAINING STANDARD**

New WCB regulations for fallers will require that as of April 15, 1998 it will be law for all fallers to be certified. By April, 1999 this law will be strictly enforced. If a faller is **not** certified by April 15, 1999 they must take a thirty-day course as well as work with a certified faller for 180 days. This eight-hour training course meets the requirements as specified by WCB. The course consists of two segments - the classroom and the field check. This training is designed for those who already have experience with falling/bucking and who are interested in learning the safety techniques as required by WCB. The field check to be arranged with the course instructor. **Register your interest at the college in your community.**

**VOCATIONAL**

**AIRBRAKES**

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

**NOTE:** 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 license, 18 to obtain a Class 3 license and 19 to obtain Class 1 or 4 license.

Judy Daye

BV Driving School

**HAZELTON CAMPUS**

Mar. 23 & 28

Mon. - Fri., 6:00 pm - 9:30 pm

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

\$185 includes manual

**HOUSTON CAMPUS**

**Course 1**

Feb. 3 - 28

Mon. - Fri., 6:30 pm - 10:30 pm

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

\$180

**Course 2**

Apr. 20 - 25

Mon. - Fri., 6:30 pm - 10:30 pm

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

\$180

**SMITHERS CAMPUS**

**Course 1**

Mar. 9 - 14

Mon. - Fri., 6:30 pm - 10:00 pm

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

\$180 includes manual

**Course 2**

Apr. 28 - May 2

Tues. - Fri., 6:30 pm - 10 pm

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

\$180 includes manual

**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. Upon successful completion, participants will receive a BC Safety Council Certificate.

Judy Daye  
BV Driving School

**HAZELTON CAMPUS**

Sat., Feb. 7

9:00 am - 4:00 pm

**HOUSTON CAMPUS**

**Course 1**

Tues., Wed., Mar. 3 & 4

6 pm - 9:30 pm

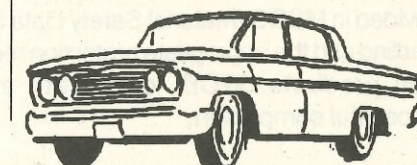
\$35

**Course 2**

Sat., Mar. 7

8:00 am - 4:30 pm

\$35



**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  
HAZELTON CAMPUS

**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.

\$157 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.

\$157 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.

\$49 per lesson

**WHMIS**

Learn how to recognize warning symbols and health risks associated with hazardous products in the workplace. Learn how to interpret the information provided in 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  
HOUSTON CAMPUS  
Apr. 7  
Tues., 6:00 pm - 10:00 pm  
\$55 + text

**TRAFFIC CONTROL FLAGGING**

This certification is 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

**HAZELTON CAMPUS**

Sat. & Sun., Apr. 4 & 5  
8:00 am - 5:00 pm  
\$151

**HOUSTON CAMPUS**

Sat. & Sun., Mar. 21 - 22  
8:00 am - 5:00 pm  
\$119

**SMITHERS CAMPUS**

Sat. & Sun., Mar. 28 & 29  
8:00 am - 5:00 pm  
\$125

**TRAFFIC CONTROL FLAGGING - RENEWAL**

This 4 hour refresher course is for those who hold a Northwest Community College or Northern Lights College Flagging Certificate with expiry date no earlier than March 1996. Participants will be updated with new flagging requirements, discuss difficulties with previous flagging experiences and practice classroom flagging for positioning procedures. Upon successful completion of the verbal quiz and written exam participants will receive a 2 year certificate.

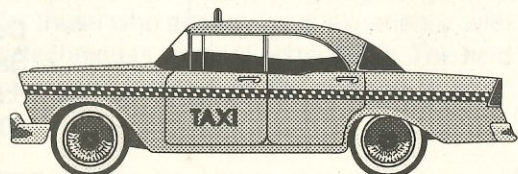
Sandra Bohleber

**HOUSTON CAMPUS**

Fri., Mar. 20  
1:00 pm - 5:00 pm  
\$60

**SMITHERS CAMPUS**

Fri., Mar. 27  
1:00 pm - 5:00 pm  
\$60



**NO NEWS IS GOOD NEWS**

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

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

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

**FIVE WAYS TO GET YOUR COMPANY TO SEND YOU TO A COURSE:**

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





**HOUSTON LINK TO LEARNING**

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

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

Tutors are available for adults working on:

- ♦ basic reading, writing and math
- ♦ the GED
- ♦ distance education / correspondence courses
- ♦ and special interest courses.

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

To inquire about a tutor, to volunteer, or to join a study group call Cyndy at 845-2727.

Houston Link to Learning sponsors the following courses:

**SUPER BASIC COMPUTER COURSE**

If you are scared to death of computers, computer-shy, or unable to get near one because your kids are always on it, this course is for you. You will have fun with a mouse, play on a keyboard, learn some terms, and be ready for the basic courses offered by the college. The course runs two different times, mornings and evenings. Each course is a total of four hours.

Sat., Feb. 7  
10:00 am - 2:30 pm  
No Charge

Tues. & Thurs., Feb. 10 - 12  
6:30 pm - 8:30 pm  
No Charge

**ENGLISH AS A SECOND LANGUAGE**

We will offer ESL classes starting September. There will be a **beginner** and **advanced** group. Register now, call 845-7266.

Mary Ann Isidoro  
3 sessions / week  
Minimum 5

**TUTOR TRAINING**

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

Dee McRae  
March 1998  
No charge

**LINK TO LEARNING STAFF**

Cyndy Howman ..... Co-ordinator



**THE HOUSTON STOREFRONT SCHOOL**

The Houston Storefront School first opened in September 1995 to provide further education for students attending the Houston Alternate School, and others who were at risk of dropping out. Since that time it has changed.

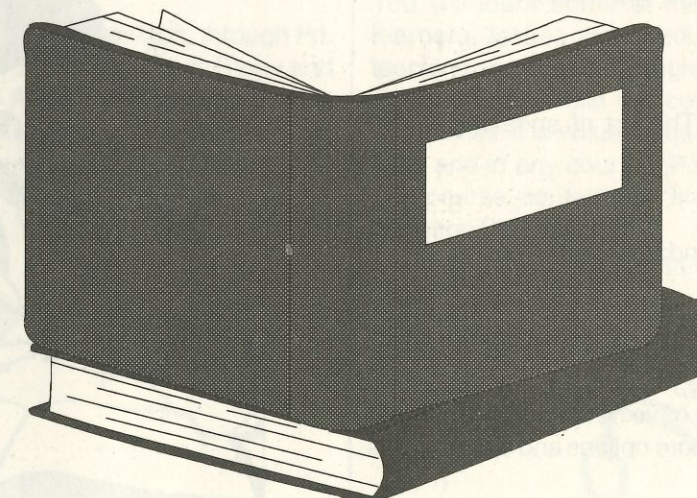
We still provide that education for alternate school students, but our clientele has grown to encompass a variety of people. A number of our students come from the high school to enroll in courses not available at Houston Secondary or who choose to make use of a spare block. We also have Northwest Community College students who make use of our self-paced Pathfinder system to complete upgrading courses, as well as adults who wish to finish their high school diploma.

Admission to our program is easy to determine. First we consider what time an applicant has to put towards study. Fifteen hours a week is suggested. Many adult students are surprised that they do not need to take courses from Grade 9 or 10. If you do not have a high school diploma we determine what courses you require to graduate and set a time for you to begin.

There are no fees and no formal classes, attendance is flexible and the courses are self-paced. Basically, if you have not mastered a topic the program does not move forward until you are ready. If a student has difficulty there is always someone available to provide one-on-one tutoring and assistance.

The school itself is located beside the college in a portable. The setting is almost alarmingly quiet. The flexibility of the program allows students to come and go as they please which leaves the school as a place of study and learning. We provide all textbooks so the students need only supply a binder to keep their assignments in. There are tables for tutoring and individual study carrels for students who prefer a less distracting place to work.

Drop-ins are always welcome to come and talk to us. Currently our hours are 8:30 am - 4:00 pm, Monday to Friday. If dropping by is not convenient, you can call Ross Acree at 845-7800 to discuss any questions you might have.



**Morice Community Skills Centre**  
 "Linking Training to the Workplace"

The Morice Community Skills Centre continues to bring you training and workshops relevant to the workplace.

Winter can be the best time to attend training. Some courses you may be interested in during the coming months are:

**January, 1998**

**WORKPLACE TECHNOLOGY 2000**

— will provide you with the skills needed to survive in today's changing workplace. Computer skills including hardware and software, management skills, and communication skills.

**February, 1998**

**FORESTRY WORKER SKILLS**

— in partnership with Houston Secondary School, an opportunity to get the hands-on training you need to be able to secure employment in the forest industry.

**YOUTH OPTIONS**

March - May

— finally, a program for young people that will provide them with the skills necessary to secure summer employment. Over a period of eight weeks the young people will participate in programs such as Superhost, first aid, Serving it Right, Food Safe, flagging, WHIMIS, cashier training, resume writing and application forms. Be ready for that summer job opportunity!

**MARCH 11**

— Think on Your Feet. The art of speaking under pressure.

**MARCH 12**

— Advanced Managing and Resolving Conflict.

**HOME TO WORK**

— this is a ten week transition program aimed at women who have been out of the workforce for an extended period of time, or who may have never worked. You will have an opportunity to explore options and opportunities available to you.

**Woodlot Management**

**April, 1998**

**April 15** — Advanced Strategic Negotiations

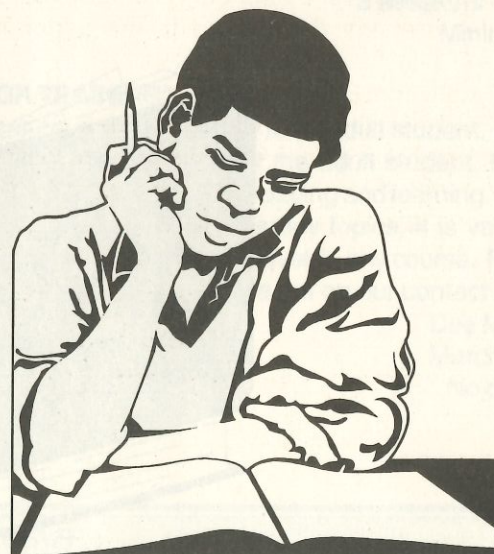
**May, 1998**

**COREL DRAW/WEB PAGE DESIGN**  
**GPS (GLOBAL POSITIONING SYSTEMS)**

Also, watch for the following programs coming in September of 1998:

**COMPUTER TECHNICIAN**

- a 9 month course out of the University of Alberta, this program will prepare you to enter the workforce as a computer systems technician. Register your interest now as space is limited.



**HELP WITH THE BASICS**  
 (HAZELTON CAMPUS)

The Learning Opportunities Group Society in partnership with the college provides help to adults who wish to improve their basic reading, writing and math skills. Students receive free private lessons from a trained tutor. Student-tutor pairs usually meet two or three times per week. The time and place is arranged to suit both the student and tutor.

People who wish to improve their basic reading, writing and math skills, can call the Hazelton Campus at 842-5291, and ask for the Literacy coordinator.

**BULKLEY VALLEY**  
**ENTERPRISE CENTRE**

A resource centre for small business - the Bulkley Valley Enterprise Centre operates in partnership with Northwest Community College and School District #54.

We offer business advisory services, custom design research and business counseling. We have a unique program, "STEP", to solve the entrepreneurial puzzle! There is also a small business library that you are welcome to browse in.

We offer a variety of courses for both the first-time and seasoned business entrepreneur. Call to find out what is available at the centre and in the community.

We are open from 8:30 am - 5:00 pm Mon. through Fri. Drop in and meet the staff: Manager - Freda Stone and Administrative Assistant - Anita Vis. We are located at 3688 Broadway Ave., Smithers. Phone 847-4342 or E-mail: bvecadm@mail.netshop.net

**BULKLEY VALLEY**  
**LEARNING CENTRE**  
 (SMITHERS CAMPUS)

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 want to 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 Monday, Tuesday and Wednesday to 9:00 pm. Our educational advisor, Sheila Peters, and our Career and College Preparation 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.

**TUTOR TRAINING**  
 HAZELTON CAMPUS

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 Society  
 Date: TBA  
 FREE



**EARLY CHILDHOOD EDUCATION**

**SUMMER INSTITUTE JULY 1998**

**ECE 202 - 3.0  
Infant, Toddler Care and Growth**

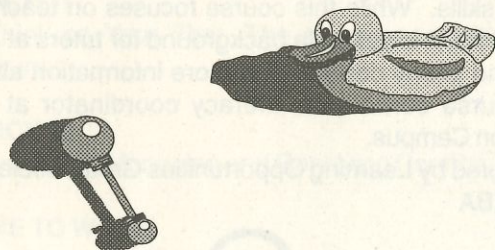
A foundation course that examines major theories and influences on prenatal, perinatal, infant, and toddler development. The focus is on typical growth and development, emphasizing the effects of parenting styles, caregiving, and the environment on development. Prerequisite: ECE Basic Level.

Marc Battle  
Thurs., Jan. 15 - Apr. 30  
and 1 Saturday workshop  
7:00 pm - 9:00 pm  
\$134.70

**ECE 208 - 3.0  
Administration Skills for ECE Professionals**

This Post-Basic ECE Core course is concerned with the study of policies and procedures necessary for the operation of high quality ECE facilities. The course includes provincial government policies, facility management, staff relations, evaluation procedures and planning change. Prerequisite: ECE Basic Level. Note: This is a "Core course" for both infant/toddler and special needs certificates.

Nancy Hogue  
Tues., Jan. 13 - Apr. 28  
and 1 Saturday workshop  
7:00 pm - 9:00 pm  
\$134.70



Northwest Community College will be conducting a Summer Institute in Terrace July 6 - 24, 1998.

Early Childhood Education practitioners can work towards completion of their Special Needs Educator Certificate.

**ECE 250  
SPECIAL EDUCATION CURRICULUM PLANNING PART I**

This course presents methodologies for organizing, executing and evaluating programs for special needs children and adolescents. Information on preparing general service plans and individualized program Plans and overview of techniques for implementing programs will be outlined. Pre-requisite: ECE Basic Level

**ECE 255  
SPECIAL EDUCATION CURRICULUM PLANNING PART II**

This course presents methodologies for organizing, executing and evaluating programs for children with special needs (0-8 years). The process for developing individualized program plans and overview of techniques for implementing programs will be outlined. Pre-requisite: ECE 250

**ECE 251  
PRACTICUM I  
SPECIAL NEEDS**

This course will provide the student with opportunities to observe and have practical experiences in an integrated or specialized preschool centre. Pre-requisite: ECE Basic Level and minimum of one post basic course. (Recommend ECE 250 and ECE 255 and permission of practicum supervisor prior to commencement.)

**ECE 252  
PRACTICUM II  
SPECIAL NEEDS**

This course continues to build on the skills developed in ECE 251 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.

Pre-requisite: ECE 251 and successful completion of ECE 251 or Prior Learning Assessment (PLA) equivalent and permission of the practicum instructor.

**Students can take either ECE 250/255 or ECE 251 or ECE 252.**

**Special Education Assistant students will also be able to access courses during this time. Courses are now in the development stage and details will be available by Spring 1998.**

**FAMILY DAY CARE**

These courses would be of interest to anyone currently operating a Family Day Care or anyone interested in providing childcare in their home. Students who complete all six courses will receive a Family Daycare certificate, and three credits towards the Early Childhood Education certificate.

**INTRODUCTION TO FAMILY DAY CARE**

This course gives an overview of all the aspects of operating a Family Daycare. It introduces the individual to the mechanics of running a Family Daycare as a home-based business. A Family Daycare provides child care in a family atmosphere in the caregiver's home. Topics covered include: administration and communication skills; health, safety and nutrition; program planning; and meeting the needs of the child, parent, caregiver and caregiver's family.

This course is 21 hours of class time with 4 hours of guided observation. This is 1 of 6 courses in the 150 hour Family Daycare Program.

**HAZELTON CAMPUS**  
Mon., Jan. 12 - Feb. 16  
6:30 pm - 9:30 pm  
and Sat; Jan. 31; 9:00 am - 4:00 pm  
\$60 plus text

**Understanding Child Development**  
February 1998

**Understanding Children's Behaviour**  
March/April 1998

**Health, Safety and Nutrition**  
T.B.A.

**Planning Children's Experiences**  
T.B.A.

**Operation of a Family Day Care**  
T.B.A.

For more information call Rosemarie Goodwin at 638-5419. To register contact the Hazelton Campus at 842-5291.



**OFFICE ADMINISTRATION**

The Office Administration Program, offered in Smithers is designed to provide the learner with the knowledge and skills necessary to function effectively in an entry level clerical position in the business community. These programs are designed to serve the needs of full-time and part-time learners. The entry level certificate, Office Assistant, is designed such that learners, upon completion, may enter the work force or continue into advanced level certificates from Office Technology.

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.

Instructors: Terrie McAloney  
Sandra Clark

Instructor Aide: Kelley Beadman

**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.

**Prior Learning Assessment** is available for courses in the Office Administration program.

**How to Apply**

Applications can be obtained from the college and can be submitted at any time. The winter courses start January 6, 1998. Please apply prior to this date for this intake.

**Hours**

The Office Administration program hours are Monday - Friday 9:00 am - 3:30 pm (days - full-time & part-time) and Monday - Thursday 6:00 pm - 9:00 pm (evenings - part-time). Selected courses are available both days and evenings. See listing this section.

**Fees**

\$6.80 per day (full time) \$3.65 per day (part time) — although fees for vocational programs are calculated per day, fees are collected on a semester basis.

Semester 1: September - December

Semester 2: January - March

Semester 3: April - June

**PROGRAM OUTLINES**

**Office Assistant Certificate**

**SMITHERS CAMPUS**

- 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 requires approximately five months of full-time study.*



**Office Technology - Accounting Specialty  
SMITHERS CAMPUS**

*Office Assistant Certificate; and:*

- O TEC 120 Accounting Fundamentals I
- O TEC 125 Accounting Fundamentals II
- O TEC 170 Intro to Spreadsheets
- O TEC 175 Computerized Acct. I
- O TEC 180 Computerized Acct. II
- O TEC 200 Computerized Acct. VI
- O TEC 205 Computer Acct. Simulation
- O TEC 220 Advanced Operating Systems
- O TEC 275 Field Work
- O TEC 280 Computer Speed (optional)

Completion of the Office Technology - Accounting Specialty requires approximately five months of full time study.

**Office Technology - Word Processing Specialty  
SMITHERS CAMPUS**

*Office Assistant Certificate; and:*

- O TEC 120 Accounting Fundamentals
- O TEC 150 Communicating III (Editing)
- O TEC 170 Intro to Spreadsheets
- O TEC 210 Keyboarding IV
- O TEC 220 Advanced Operating Systems
- O TEC 230 Word Processing I
- O TEC 235 Word Processing II
- O TEC 242 Word Processing Simulation
- O TEC 275 Field Work
- O TEC 285 Computer Speed

Completion of the Office Technology - Word Processing Specialty requires approximately five months of full time study.

**SELECTED COURSES**

The Office Administration Program will also take registrations for selected courses. These courses are offered as credit courses within the Office Administration specialties; 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 9:00 am - 4:00 pm Monday to Friday, as long as another class is not in session, and during the evening from 6:00 pm - 9:00 pm, Monday to Thursday.

**KEYBOARDING 1 (SPEED) - OADM 200  
SMITHERS CAMPUS**

This course is designed to give the learner the skills necessary to touch-key at a minimum speed of 15 net words per minute (NWPM), on either the typewriter or the computer keyboard with three or fewer errors on an average of three two-minute timings. *Enrollment the first Monday of every month.*

Mon. - Fri; 9:00 am - 4:00 pm or  
Mon. - Thurs.; 6:00 pm - 9:00 pm

**INTRODUCTION TO SPREADSHEETS - OTEC 170  
SMITHERS CAMPUS**

This course provides an introduction to spreadsheets. Topics include: creating a spreadsheet (including a budget), using the copy command, creating and manipulating formulas and creating and printing graphics.

**Evenings:** Tues. & Thurs; Jan. 13 - Feb. 12  
7:00 pm - 9:00 pm

**Days:** Mon. & Wed., Jan. 12 - Feb. 11  
1:00 pm - 3:00 pm

**CLERK TYPIST/CLERK BOOKKEEPER**

For those students previously enrolled, these certificates are still available. Contact Smithers campus for listing of credit courses.



**DISTANCE EDUCATION**

**OFFICE ADMINISTRATION  
HAZELTON/HOUSTON/SMITHERS**

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

- Otec 120 Bookkeeping Fundamentals (ACCT 101)
- Otec 125 Routine Bookkeeping Procedures (ACCT 102)
- OADM 130 Spelling
- OADM 180 Records Management
- OADM 190 Business Machines
- OADM 200 Keyboarding I
- OADM 205 Keyboarding II
- OADM 250 Keyboarding Applications
- OADM 260 Business Simulation

**FEES:**

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

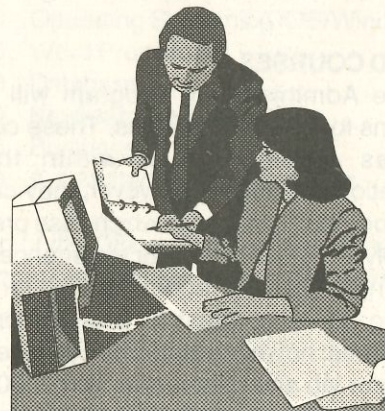
**NOTE:** Selected courses from the Office Administration Program are available by distance education. Students will need to travel to Smithers, Kitimat or Terrace to complete certificate requirements.



**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. Three credits towards Business Administration diploma. Prerequisite to Small Business Management.

Kerrie MacLean  
**HAZELTON CAMPUS**  
Wed., Feb. 19 - May 28  
6:30 pm - 9:30 pm  
\$294 includes textbook



**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 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 - NWCC  
Box 338  
Hazelton, B.C.  
V0J 1Y0

OR

Housing - NWCC  
Box 3606  
Smithers, B.C.  
V0J 2N0

Information needed for housing list:

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

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

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

Rent: \$ \_\_\_\_\_ per month

Damage Deposit : \$ \_\_\_\_\_

What is available? \_\_\_\_\_

What type of heat? \_\_\_\_\_

What utilities are included? \_\_\_\_\_

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

If you have additional comments please attach to form.

**WHY YOU SHOULD ATTEND  
NORTHWEST COMMUNITY COLLEGE**

NWCC offers a wide variety of educational opportunities to serve the needs of adults of all ages. Regardless of whether you are a high school graduate seeking a career, or a parent preparing for university, the college will help you achieve your goals.

The college offers a learning atmosphere that will not be found at a larger institution. Smaller class sizes mean enhanced learning and more instructor/student interaction. Staff at Northwest Community College will ensure that your time spent at your studies is successful and enjoyable.

**To find out more about programs, courses and services or how to prepare yourself for college, call to make an appointment with the educational advisor in your community.**



**Do you have any questions?  
Contact the college in your area.**  
Hazelton 842-5291  
Houston 845-7266  
Smithers 847-4461

**UNIVERSITY CREDIT PROGRAM**

A variety of university credit courses are offered in the Eastern Region. These courses carry transfer credit to BC universities, university-colleges and other colleges and provide an opportunity for students working toward university degrees to satisfy some of the requirements without leaving the community. These courses also provide an opportunity to explore new ideas; they may be audited for general interest as well as taken for credit.

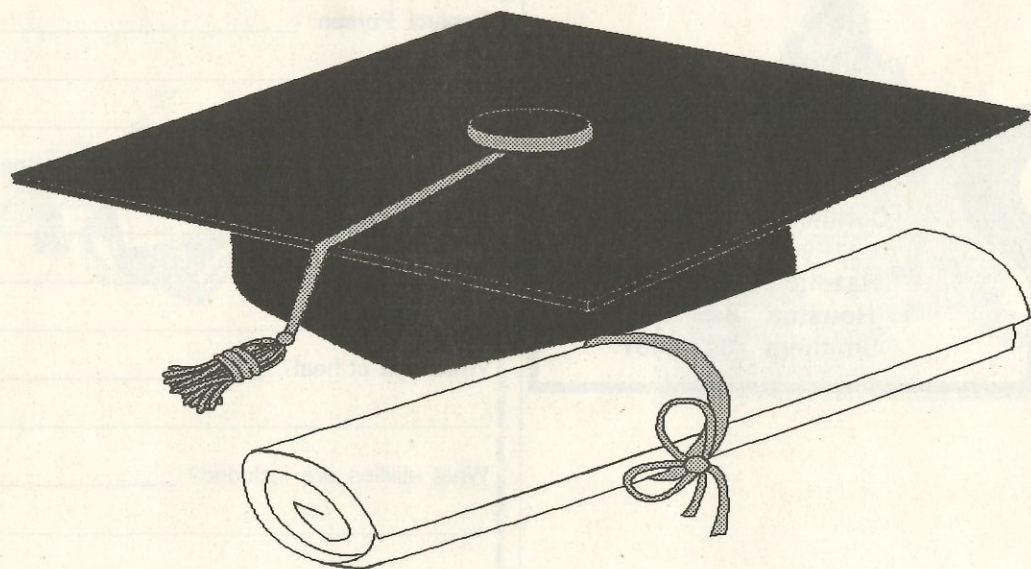
**Admission Requirements:**

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 pre-requisites which must be met. In some cases, instructors will conditionally admit students lacking formal prerequisites.

**Financial Aid:**

Students who register for three courses or more per semester are eligible for BC Student Loans. Special Opportunity Grants are available for selected individuals taking fewer than three courses. Contact your local educational advisor for more information.

While most university credit courses are already underway, we welcome your suggestions about which courses to offer and in which locations for September 1998. We try to offer courses that satisfy some of the requirements for programs such as teacher's training, professional accounting, etc. Some are attached to the Natural Resources and Forest Technology programs (biology, anthropology, geography, statistics, english and computer science) while others are chosen to fill community needs.



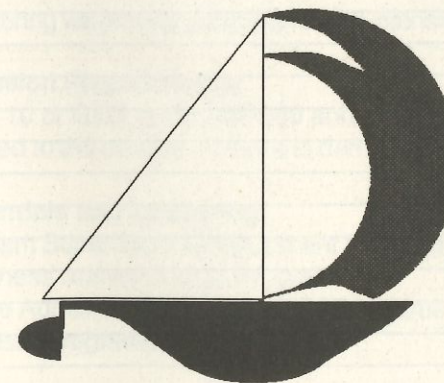
**UNIVERSITY OF NORTHERN BRITISH COLUMBIA**

**ENVIRONMENT AND TOURISM**

UNBC's Resource-Based Tourism program and its Resource Recreation Program are being offered in the Bulkley Valley. The following course offerings may assist in your professional and career development; or simply fulfill a personal interest. Courses will be offered at NWCC's Smithers Campus and can lead to a B.A. in Resource-Based Tourism or a B.Sc. in the Resource Recreation Program, and will also be accredited in NWCC's Resource Tourism Diploma Program and Natural Resources Program.

**BACHELOR OF ARTS IN RESOURCE-BASED TOURISM**

The B.A. degree in Resource-Based Tourism capitalizes on several global forces, including the reality that tourism has become the largest industry and employer in the world. Moreover, one of the fastest growing sectors in tourism is resource-based tourism; those activities and experiences involving interactions with the natural environment (e.g., ecotourism, adventure tourism, cultural tourism.) Accordingly, this unique curriculum focuses on the various components of the burgeoning resource-based tourism sector. Emphasis in the degree is placed on providing students a unique combination of entrepreneurial and resource management skills to allow for the sustainable planning and management of resources, tourists, and small business operations based in the natural environment.



**COURSE OFFERINGS FOR WINTER/SPRING 1998**

**ENVIRONMENTAL STUDIES**

**ENVS 205-3 ENVIRONMENT AND SOCIETY**  
Interactions between humans and their environment; societal responses to environmental change, both naturally and anthropogenically (humanly) induced.

SMITHERS CAMPUS  
Jan. 21 - Apr. 8  
Wed., 6:30 - 9:30 pm  
\$257.10 (includes \$10 UNBC admissions fee) + text.

**RESOURCE RECREATION AND TOURISM**

**RRT 201-3 INTRODUCTION TO RESOURCE RECREATION MANAGEMENT**

Concepts of leisure opportunities, historical development; current problems and trends in outdoor recreation and tourism. Economic impact of resource based recreational development.

SMITHERS CAMPUS  
May 4 - June 8  
Mon., 6:30 - 9:30 pm (plus field trip)  
\$257.10 (includes \$10 UNBC admissions fee) + text.

**RRT 203-3 INTRODUCTION TO RESOURCE-BASED TOURISM**

Survey of the principles and concepts of tourism at the regional, national and international levels. An introduction to the tourism industry and its role in the economy with an emphasis on present resource attractions in Western Canada.

SMITHERS CAMPUS  
May 5 - June 9  
Tues., 6:30 - 9:30 pm (plus field trip)  
\$257.10 (includes \$10 UNBC admissions fee) + text.

For information on UNBC admissions requirements contact your local college centre for a copy of the UNBC calendar, or speak to the educational advisor. Contact the Continuing Education office for information about these programs and courses.



**PRIOR LEARNING ASSESSMENT**

**RETURNING TO LEARNING (PLA 100 - 3 CREDITS)**

The course enables the development of a portfolio which can be used to seek college credits or to serve as a basis for documenting career progression. Learning may have been acquired through work experience, formal and non-formal training, volunteer work, and other life experiences. Individuals will explore career and educational opportunities; identify transferable skills; and prepare a resume; translate work and life experiences into learning outcomes; determine if prior learning is eligible for credit towards Northwest Community College course offering; and formulate an overall education/career plan. This course will guide the learner through the process of reflection, analysis, articulation and documentation of flexible assessment.

This course is being offered on a credit basis. Credit for the course will be awarded when the following portfolio elements have been completed to the satisfaction of both the instructor and the learner:

1. Autobiography/Life History
2. Educational Plan
3. Learning Outcomes Statements
4. Documentation
5. Resume
6. Portfolio Presentation and Assembly
7. Journal Paragraph

Successful completion of this course will enable the learner to:

1. Determine a career path.
2. Identify transferable skills.
3. Write a resume.
4. Develop an educational/career plan.
5. Translate life and work experience into learning.
6. Determine if learning may be eligible for educational credit toward NWCC course offerings.

**HAZELTON CAMPUS**  
DATES: T.B.A.

**MISSION**

*We are a community college committed to respecting and meeting the educational needs of the communities we serve. Our mission is to provide and enable equitable access to quality lifelong learning throughout our college region.*

**VALUES & OPERATING PRINCIPLES**

**A STUDENT CENTERED COLLEGE** - Programs, courses and services will be focused on meeting the learning, developmental and employment needs of the learners we serve.

**STUDENT SUCCESS** - We are committed to removing barriers to student success. We will provide services, programs and resources to foster success.

**RESPECT** - The college treats each person in a fair and equitable fashion, acknowledging and valuing their perspectives and diversity. Northwest Community College will not discriminate on the basis of race, age, colour, ancestry, place of origin, political belief, religion, marital or family status, financial status, physical, mental or learning disability, gender or sexual orientation.

**COOPERATION** - We are committed to working cooperatively and in good faith with our internal and external communities.

**TRUST, HONESTY & INTEGRITY** - We will demonstrate high standards of personal, institutional and professional behaviour.

**COLLABORATION** - We are committed to working collaboratively to optimize learning opportunities and resources.

**ACCESSIBILITY** - We are committed to providing fair and equitable access to learning opportunities and services for the communities we serve.

**OPENNESS TO CHANGE** - We will be relevant, current and innovative in our programs and services and will respond to changes in society and the needs of our learners.

**EMPOWERMENT OF COMMUNITIES** - We are committed to the decentralization of learning opportunities and the central role of communities in determining their educational priorities.

**EMPOWERMENT OF EMPLOYEES** - Our employees actively participate in the decision-making processes at the college through shared responsibility, authority and accountability.

**EMPOWERMENT OF STUDENTS** - We recognize and encourage the active involvement of students in the development and improvement of college programs and services.

**ACCOUNTABILITY** - We will establish and achieve college objectives that are cost effective and open to public review.

**INNOVATION** - We encourage and support creativity and innovation in the development of initiatives that address opportunities for constructive change.



**CHILD SEXUAL ABUSE SUPPORT WORKER CERTIFICATE PROGRAM: Supporting Child, Adolescent, and Adult Survivors (Co-sponsored with the Justice Institute of B.C.)**

This nine-day certificate program is designed for front-line workers and other staff who work in a support capacity with children and adolescents who have been sexually abused, their family members, and adults who were sexually abused in childhood. The program explores the impact of child sexual abuse and the corresponding support needs of the child, adolescent, adult survivor, and their family members. The stages that sexually abused children, adolescents, and adult survivors go through after disclosure, and practical support strategies at each stage will be examined. An overview of the coping mechanisms of survivors will be provided, common crises that prompt a survivor to seek help examined, and a range of relevant treatment models identified. The role of a support worker within the context of the new integrated Ministry for Children and Families will be defined, opportunities for skill development and practise in supportive interventions will be provided, and effective advocacy on behalf of survivors, with systems and other professionals, will be explored. A Certificate of Achievement will be given to registrants who attend all nine days of training and successfully complete a written assignment.

Heather Whiteford, M.S.W. currently works as a family therapist with Family Services of greater Vancouver, and also teaches at Pacific Coast Family Therapy Training Association.

Faye Luxemburg-Hyam has been working as a child and family counsellor, private and agency therapist, and as an educator in the area of child abuse for 23 years.

**HAZELTON CAMPUS**  
March 23 - 27 and April 20 - 23, 1998  
Length: 9 days  
\$1,150

**NORTHWEST COMMUNITY COLLEGE - EASTERN REGION ARE PROVIDING ASSESSMENT AND COUNSELLING SERVICES IN THE COMMUNITIES OF HOUSTON, SMITHERS AND HAZELTON ON BEHALF OF FOREST RENEWAL BRITISH COLUMBIA.**

**Transition Program Criteria**

"An eligible forest worker is any person whose livelihood is derived by working at forest industry employment in harvesting (including salvage, road construction, booming, dry land sort and catering), manufacturing (sawmill, pulp and paper, plywood, shake and shingle, other value added), silviculture or other areas. The following eligibility criteria will be applied:

- minimum 700 hours forest industry employment in most recent year worked;
- AND
- 65% of annual earned income in the forest industry in most recent year worked; AND
- minimum two year attachment to the industry; AND
- unemployment as a result of permanent closure or shift reductions after January 1, 1994, or on a layoff expected to be sixty days or more."

For application forms and appointments please call the campuses at:

Hazelton 842-5291  
Smithers 847-4461  
Houston 845-7266





**CAREER & COLLEGE PREPARATION**

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

**Getting More Information**

Make an appointment to see the College Educational Advisor, in your area, by phoning the college office. The advisor will ask you questions about your educational goals, and tell you which courses you need. Usually there will be an assessment of your present skills to find the place to start. The advisor can also tell you the dates, times, costs and the registration procedure.

**How the Courses Run**

Students start any of the courses during the college year from September to June. In many of the courses, students work on their own in the classroom. They complete the course materials at their own pace. Attendance is full time, half time or quarter 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 at NWCC?**

- ◆ 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.

**HOURS FOR C.C.P. FOR EACH CAMPUS:**

**HAZELTON**

Monday 8 am - 3 pm 6:30 pm - 10 pm  
 Tuesday 8 am - 3 pm  
 Wednesday 8 am - 3 pm 6:30 pm - 10 pm  
 Thursday 8 am - 3 pm

**HOUSTON**

Monday 8:30 am - 2:30 pm  
 Tuesday 8:30 am - 2:30 pm  
 Wednesday 8:30 am - 2:30 pm  
 Thursday 8:30 am - 2:30 pm  
 Friday 8:30 am - 2:30 pm

**SMITHERS**

Monday 9 am - 3:30 pm & 6:30 - 9:30 pm  
 Tuesday 9 am - 3:30 pm  
 Wednesday 9 am - 3:30 pm & 6:30 - 9:30 pm  
 Thursday 9 am - 3:30 pm  
 Friday 9 am - 12 noon



**GENERAL EDUCATION DEVELOPMENT (GED)**

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

**GED EXAMS**

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

**GED SCHEDULE**

Applications must be received by the GED Testing Service office, in Victoria, ON or BEFORE the CUT-OFF-DATE. The cut-off-date is TWENTY-EIGHT (28) DAYS PRIOR to the writing date.

If your application is received by the GED Testing Service AFTER the CUT-OFF-DATE, you will be scheduled for the next testing date available at your requested writing location.

**\*\*\*SPECIAL NEEDS\*\*\***

This is the testing session that is also open to GED Examinees requiring SPECIAL NEEDS adaptations. SPECIAL NEEDS refers to anyone requesting adaptations outside the normally scheduled testing times, days, and testing conditions.

Examinees requiring adaptations must submit a special needs form and medical documentation along with their application form and test writing fees.

The special needs forms are available from your local community college. Due to the time required to investigate and review these cases, examinees requesting special needs adaptations must submit their application form, writing fees, special needs form, and medical documentation to the GED Testing Service as least **SIX WEEKS PRIOR** to the writing date.

**TESTING SESSIONS ARE SUBJECT TO CANCELLATION DUE TO LOW ENROLLMENT.**

Registrations for cancelled sessions will be transferred to the next scheduled session in the same community unless the applicant has specified a second choice for exam location.

Candidates will be notified in advance if cancellation becomes necessary.

Applicants requiring "Special Needs" adaptations should apply for the April session.

TESTING DATE	DEADLINE FOR APPLICATION
MAR. 6/7, 1998	FEB. 6, 1998
APR. 24/25, 1998	MAR. 27, 1998
JUNE 5/6, 1998	MAY 8, 1998

**LOCATIONS FOR EASTERN REGION**

	MAR 6/7	APR 24/25	JUN 5/6
Hazelton	X	X	X
Houston	X	X	X
Smithers	X	X	X

**GED FEES**

First-Time Writing Fee \$45.00

Number of Tests to Rewrite	Cost
Rewrite 1 test	\$25.00
Rewrite 2 tests	\$30.00
Rewrite 3 tests	\$35.00
Rewrite 4 tests	\$40.00
Rewrite 5 tests	\$45.00

All prices include GST

**TRANSITION/ACCELERATED COLLEGE PREPARATION PROGRAM**

**Transition / Accelerated College Preparation**

A Transition program will be offered in Houston utilizing instructor-led high school and Career and College Preparation upgrading and career courses. The courses offered match the prerequisites needed to enter the Natural Resource Management/Forestry Program offered at Northwest Community College or science related programs at other colleges or universities.

There will be 18 seats available. Students can come full-time, half-time or quarter-time. People working on completing their grade twelve dogwood diploma are welcome to attend.

<u>COURSES OFFERED:</u>	<u>Prerequisites</u>
English 12 / CCP 050 .....	English 11 / CCP 040/045
Math 11 / CCP 040 .....	Math 10 / CCP 030
Biology 11 / CCP 040 .....	Science 10 / CCP 030
Chemistry 11 / CCP 040 .....	Science 10 / CCP 030
Computers Selected Studies	
Student Success 100	
<i>Assignments may give credit in more than one course.</i>	

Course date: January 5/98 - April 26/98

Location: Houston Campus

Prerequisite: Grade 10 or equivalent written CCP placement guide.

Placement guides must be written as early as possible.

**TO REGISTER:**

Make an appointment with the educational advisor at the campus nearest to you to discuss options, prerequisites and financial information and sponsorship available.

This program will prepare you for the course load you'll experience in the college and/or university setting. A great program for those adults who have been out of school for awhile and want to pursue a college or university program.

**ENGLISH 12 IS AVAILABLE WEDNESDAY EVENINGS**



**NATURAL RESOURCES PROGRAM**



The Natural Resources Program is the first year of a 2.5 year Natural Resources Diploma Program. On completion of the first year, students may gain employment as a Forest Technician or may continue with one of the three diploma options: Forest Technology, Integrated Resources Management, or Coastal Integrated Resources Management. The Forest Technology option is available at the Smithers Campus, and is accredited with the Applied Science Technologists and Technicians of BC. The IRM option is available at the Terrace Campus, and the CIRM program is available in Prince Rupert.

**Co-operative Education: (optional)**

The Natural Resources Program offers an optional co-op component. Cooperative education integrates the students academic study with work experience. As the work placement builds practical, technical and academic skills, it enhances the students' awareness of the scope and variety of occupations available to them. Students are hired by participating employers and receive wages comparable to employees in similar positions. Cooperative work placements normally run from May to September. Students select the cooperative education option in their first year and they must stay with it to the end of the program.

LOCATION	1998/99	1999/2000	2000/2001
Hazelton	Transition	Certificate	Transition
Houston	Certificate	Transition	Certificate
Smithers	Forest Technology	Forest Technology	Forest Technology
Terrace	Certificate Integrated Resources Management	Certificate Integrated Resources Management	Certificate Integrated Resources Management
Prince Rupert	Coastal Integrated Resources Management	Coastal Integrated Resources Management	Coastal Integrated Resources Management

Part time or modular courses will also be offered at selected sites to enhance access. For more information contact the Educational Advisor in your area.

**Admission Requirements:**

Grade 12 graduation (or equivalent) with

1. English 12 or English 050 with a minimum of **C**, or satisfactory performance in the program's English Placement Test.
2. Math 11 or Math 040 with a minimum of **C**, or satisfactory performance in the program's Math Placement Test.
3. Biology 11 or Biology 040 with a minimum of **C**, or satisfactory performance in the program's Biology Placement Test.
4. Chemistry 11 or Chemistry 040 is highly recommended. **NOTE:** Commencing Fall/98, Chemistry 11 or Chemistry 040 will be required for entry to the certificate level.

Applicants without the formal prerequisites may prove their readiness for the program through a placement test.

Applicants who do not meet the prerequisites for the program can enter the Career and College Preparation program at their local campus.

**Prior Learning Assessment (PLA):**

For more information on Career and College Preparation program and the PLA contact the educational advisor in your area.

More detailed information about NWCC programs is available in the college calendar.



**FOREST TECHNOLOGY DIPLOMA PROGRAM**



After successfully completing the one year Natural Resources Certificate program, the Forest Technology Co-operative program at Northwest Community College provides a Forestry Diploma option. Students complete second year, an eight month co-op work term, and a fifth term to graduate with a Diploma of Technology in Natural Resources.

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, geographic information systems, 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 (optional)**

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.

**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 assistant guides in the hunting, fishing, rafting and eco-tourism fields. Students live in a camp setting and are responsible for its maintenance. Classes cover guide-client relations, professionalism, first aid and safety, camp and trail cooking, canoeing, small craft safety, horse care and riding, horse packing, plant identification, photography, bear behavior and many other topics.

This program runs from April through 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 are (subject to change) \$1083 for tuition and \$1875 for food, lodging and equipment rental.

**SPECIAL EDUCATION ASSISTANT CERTIFICATE PROGRAM**  
- PART OF THE INTEGRATED HUMAN SERVICE PROGRAM -  
HAZELTON CAMPUS

The Hazelton Campus is offering a Special Education Certificate program during 1997-98. This certificate program is a component of the newly developed Integrated Human Services program. The Special Education certificate program prepares students to work at the para-professional level in the field of education. The program emphasizes skills and knowledge required to facilitate the child's integration within a classroom. Special Education Assistants work as teacher aides supporting students with special needs.

The program courses are scheduled part-time over a two year period, this making the training more accessible to members of the community.

The courses scheduled for Hazelton are as follows:

Course: Foundations in Education  
Date/s: January 26 - March 16, 1998  
Day/s: Mondays & Wednesdays  
Time/s: 6:00 pm - 9:00 pm

Course: Health & Nutrition  
Date/s: Jan. 23, 24, Feb. 6, 7, 20, 21, March 6, 7, 21, 1998  
Day/s: Fridays & Saturdays  
Time/s: Fridays 6:00 pm - 9:00 pm & Saturdays 9:00 am - 4:00 pm

Course: Child Oriented First Aid  
Date/s: March 28 & March 29, 1998  
Day/s: Saturday & Sunday  
Time/s: 9:00 am - 4:00 pm

Courses which will be scheduled during July 1998 - March 1999 for completion of Certificate Program include:

- ♦ Interpersonal Communications
- ♦ Teaching and Learning I
- ♦ Augmentative Communications
- ♦ Teaching and Learning II
- ♦ Introduction to Special Needs
- ♦ Curriculum Planning I
- ♦ Curriculum Planning II

Please contact NWCC - Hazelton Campus for more information at 842-5291. **Note:** These courses will also be offered at the Houston & Smithers Campuses, please contact their centres for a schedule of course offerings.

**INTERPERSONAL COMMUNICATIONS**

The course introduces the student to the basic processes and content of effective communication. It defines concepts such as self-concept, perception, non-verbal communication and self-awareness in counseling. The course is geared towards Human Services Students but may be of interest to those with more advanced training who are interested in improving their basic communication skills.

**HAZELTON CAMPUS**

Fri. & Sat.  
Jan. 23, 24, 30, 31  
Feb. 13, 14  
Mar. 6, 7, 27, 28  
Fri., 6:00 pm - 9:00 pm  
Sat., 9:00 am - 4:00 pm  
\$300

**TECHNICAL WRITING**

Methods and forms of technical writing, including letters, resumes, short reports, and communications media. Lectures and exercises in grammar, vocabulary and style. Students will also read and discuss some modern literature.

Mon. & Wed., Jan. 26 - Mar. 23  
6:00 pm - 9:00 pm  
\$300

**FUTURE OFFERINGS:**

- Childsafe
- Foundations in Education
- Intro to Special Needs
- Teaching & Learning I & II
- Curriculum Planning I & II
- Augmentative Communication

For complete course schedule for 1998 - 1999 please contact the Hazelton Campus at 842-5291.

## SPECIAL EDUCATION ASSISTANT

The Special Education Assistant (SEA) option of the Integrated Human Services Program prepares students to work at the para-professional level in the field of education. The program emphasizes skills and knowledge required to facilitate the child's integration within a classroom. Special Education Assistants work under the supervision of classroom or resource teachers, in supporting students with special needs.

This program is currently offered on a part-time basis in some college centres. Ask the advisor in your community for more information.

### Admission Requirements:

1. English 12, or English 050, or English 045 with a C+ or better, OR satisfactory performance on the Integrated Human Service English Placement Test. Applicants requiring the placement test must contact the Admissions Office.
2. Two reference forms must come from an employer, volunteer supervisor, teacher or human service professional, attesting to the applicant's personal suitability for work in human services. Forms are available through the Admissions Office.
3. A resume of your work or volunteer experience and a written statement describing career goals, special interests and reasons for seeking entrance into this program (between 300 - 500 words in length).
4. A minimum of 45 hours of satisfactory work or volunteer experience in the field of social services.

**Note:** Students who have successfully completed University Credit courses will be directly admitted into the SEA program upon request.

Students who have previously been admitted to the CRW, ECE or SSW programs will be directly admitted into the SEA program upon request.

Students who have course credit for CRW, ECE or SSW, which is also applicable to the SEA program, will have their transcripts assessed in 1997 for transfer credit to the SEA program.

**Cost:** Courses for the SEA program are NOT directly funded (base funded) from the Ministry of Education, Skills and Training. Fees are based on COST RECOVERY (a minimum of 16 students @ \$300 per course).

## INSTRUCTOR TRAINING PROVINCIAL INSTRUCTOR DIPLOMA PROGRAM



A Ministry of Education  
Skills, and Training Program



Program Development Department



NWCC

The Provincial Instructor Diploma provides you with instructional skills to teach adults in private and public post-secondary institutions in BC.

Credits are transferable to the University of Alberta Bachelor of Education program offered in Vancouver, Simon Fraser University's Master's Degree in Education on site at Kelowna, Nanaimo, Prince George, Surrey, the Sunshine Coast and Terrace, and the University of the Fraser Valley Bachelor of Arts program at Abbotsford.

The Program consists of six 30 hour courses and a final assignment.

Weekend courses are available at:

### NORTHWEST COMMUNITY COLLEGE

#### 1998

102B	Elements of Instruction B	Jan. 10, 11, 12, 24, 25, 26	(PR)
102B	Elements of Instruction B	Jan. 23, 24, 25, Feb 6, 7, 8	(S)
102B	Elements of Instruction B	Feb. 27, 28, Mar 1, 13, 14, 15	(H)
103	Use & Design of Instructional Media	Apr. 10, 11, 12, 24, 25, 26	(H)
104A	Evaluation of Learning A	Feb. 27, 28, Mar 1, 13, 14, 15	(H)
104B	Evaluation of Learning B	May 1, 2, 3, 15, 16, 17	(S)

(H) Hazelton (S) Smithers (T) Terrace (PR) Prince Rupert

Tuition: \$275.00 per course

**For information or registration please call Vancouver Community College:**

**(604) 871-7488 OR (604) 871-7499**

The Adult Education Diploma together with the Provincial Instructors Diploma comprises 30 credits towards the University of Alberta's Bachelor of Education Degree in adult education. The two diplomas can also be applied towards a masters degree in adult education from Simon Fraser University.

AD 302	Introduction to Developmental Psychology	Jan 16, 17, 18 and 30, 31, Feb. 1
AD 305	Effective Communication Skills for Educators	Feb. 13, 14, 15 and 27, 28, Mar. 1

**FOREST TRAINING CENTRE - SMITHERS**

The Forest Training Centre is an effective and results-oriented organization for identifying and reponding to the training needs of forest workers within the Bulkley Forest District. The following are just some of the features of the Forest Training Centre.

- ♦ assessment and career planning services
- ♦ individualized training schedules
- ♦ Learning Resource Centre for:
  - computer assisted adult basic education
  - education towards GED, Grade 12, etc.
  - tutorial support
  - student success workshops
- ♦ CD Rom and other electronic aids for vocational training and upgrading
- ♦ workplace training through apprenticeship and cooperative education
- ♦ modular technical training in forest and wood technology.

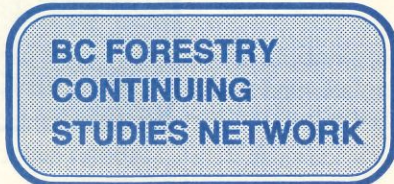
A comprehensive forest industry learning centre which is open for 18 hours for 6 days a week offering:

- ♦ professional support,
- ♦ latest equipment
- ♦ materials for networking and/or individual study including:
  - ♦ Computers
  - ♦ Internet
  - ♦ Email
  - ♦ Tele and video conferencing
  - ♦ CD Rom

The following organizations have indicated their support for this project.

- ♦ Pacific Inland Resources, a division of West Fraser Mills
- ♦ Northern Interior Woodworkers Association
- ♦ Skeena Cellulose Inc., Smithers Lumber Operations
- ♦ Christian Labour Association of Canada
- ♦ NewPro - Northern Engineered Wood Products Inc.
- ♦ International Woodworkers of America, Local 424
- ♦ Silvicon Services Inc.
- ♦ Northwest Community College
- ♦ Human Resources Development Canada
- ♦ Forest Renewal BC
- ♦ Ministry of Education, Skills, Training & Labour

The Forest Training Centre will operate under the direction of a joint advisory committee of employer and employee representatives from the organizations listed above.



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

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

Some of the courses to be offered in the winter of 1998 are listed below:

- Watershed Assessment Procedures**
- Hydrologic & Hydraulic Design of Culverts & Small Bridges**
- Stand Management Prescriptions**
- Wood Quality Attributes & their Practical Implications**
- GPS for Contract Administration**
- Management of Landslide Prone Terrain**
- VDYP/Wintipsy**

Other services the network offers are: Customized training programs, coordination of large events/symposiums, training needs assessments, evaluation of training programs and technical advice on the design/development of effective training activities.

If you are interested in any of the courses or services listed above, please call us at the Northwest Delivery Centre:

**Carmen Wheatley, RPF, Program Manager**  
**Cathy Stanton, Program Assistant**  
**Forestry Continuing Studies Network**  
**Northwest Community College**  
**Box 3606, 3966 2nd Ave.**  
**Smithers, BC V0J 2N0**  
**Telephone (250) 847-8833**  
**Fax (250) 847-3537**

**THANK YOU ...**

The staff of Northwest Community College would like to thank you for sharing your knowledge with us.

The interest and support that you have displayed towards our programs and courses is greatly appreciated.

Thank you for assisting in our educational endeavours.

**N.W.C.C. Hazelton Advisory Committee for their input and support.**

- |             |                |
|-------------|----------------|
| Eve Hope    | Gail Lowry     |
| Lorna Janzé | Alice Maitland |
| John Gryba  | Sheila Ryan    |
| Jim Angus   |                |

**N.W.C.C. Board Representatives for their input and support.**

- |               |                |
|---------------|----------------|
| Sandra Martin | Margaret Brown |
|---------------|----------------|

**Thank you...from the N.W.C.C. Hazelton Campus:**

- ♦ to all who contributed to our continuing education by suggesting courses and instructors or by offering to teach courses. Your contribution and participation in our program helps us offer a variety of quality courses to the community.
- ♦ to School District No. 82 for its co-operation and the use of school facilities.
- ♦ to radio station CFBV 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.

**Thank you...from the N.W.C.C. Houston Campus:**

- ♦ 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

**NWCC Smithers Centre Advisory Committee**

- |                     |                   |
|---------------------|-------------------|
| Christine Dickinson | Elizabeth Wilson  |
| Gord Gunson         | Jeanette Malkow   |
| Judy Morgan         | Lorraine Mitchell |
| Guenter Stahl       | Leah Hubensky     |
| Dave Ryan           | Lyla Wallace      |

**Thank you...from the N.W.C.C. Smithers Campus:**

- ♦ 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 82 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.

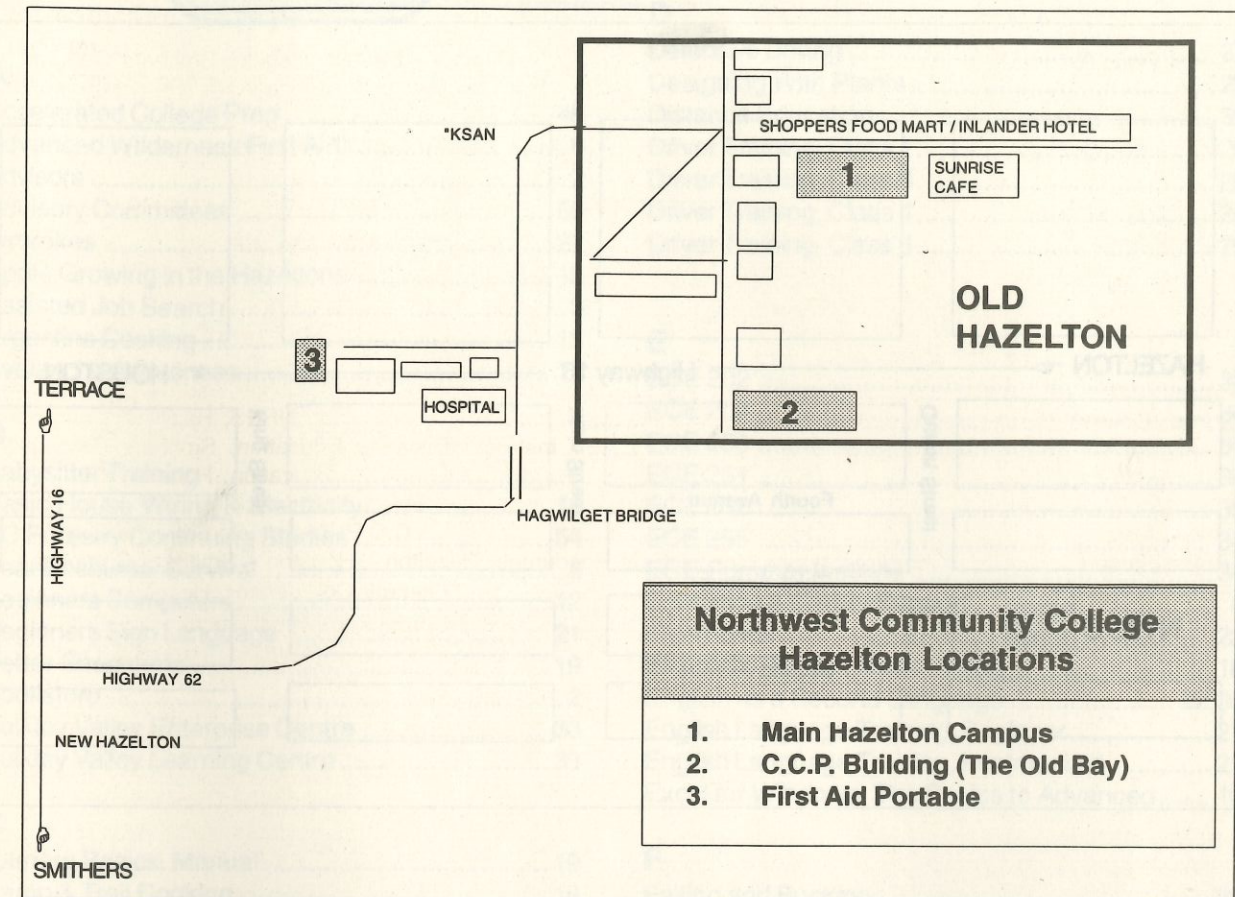
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THANK YOU

**EASTERN REGION STAFF**

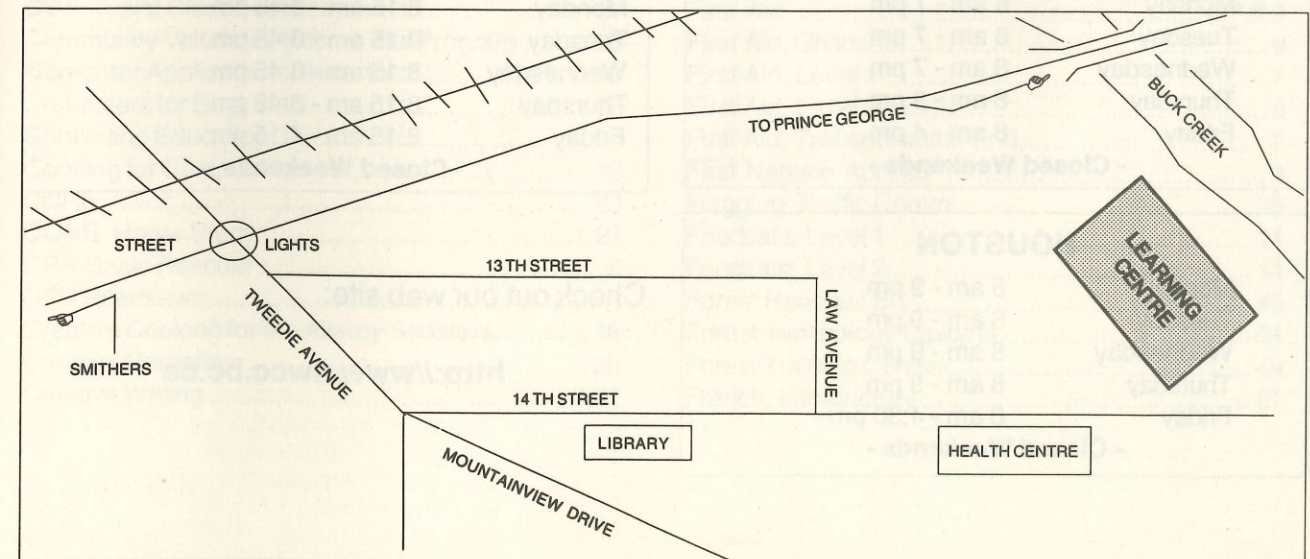
- Baker, Doug A. .... Director - Eastern Region, Smithers Campus
- Andersson, Brenda ..... Centre Manager, Houston Campus
- Greenall, Kate ..... Centre Manager, Hazelton Campus
- Anderson, Heather ..... Clerk, Smithers Campus
- Atrill, Gladys ..... Program Officer - Continuing Education, Smithers Campus
- Beadman, Kelley ..... Instructional Assistant, Smithers Campus
- Boddy, J ..... Instructor, Natural Resources, Hazelton - Houston - Smithers Campuses
- Brown, Margaret ..... Centre Clerk, Hazelton Campus
- Brown, Shelly ..... Instructor, Natural Resources, Houston Campus
- Bruce, Patty ..... Receptionist/Cashier, Houston Campus
- Burns, Colleen ..... Instructor, NRES, Hazelton Campus
- Clark, Sandra ..... Instructor/Distance Education, Smithers Campus
- Clifton Percival, Bev ..... Instructor, Special Education, Hazelton Campus
- Cosman, Mary-Jean ..... Instructor, Special Education, Hazelton Campus
- Deas, Alec ..... C.C.P. Instructor, Smithers Campus
- Doyle, Steven ..... Coordinator/Instructor, Natural Resources, Hazelton - Houston - Smithers Campuses
- Erickson, Karen ..... Literacy Coordinator, Hazelton Campus
- Farenholtz, Glen ..... Co-ordinator, Forest Technology Program
- Gorley, Charlotte ..... Centre Clerk, Houston Campus
- Green, Lloyd ..... Welding Coordinator
- Greene, Murphy ..... First Nations Access Co-ordinator
- Hayes, Patrick ..... C.C.P. Instructor, Hazelton Campus
- Hiemstra, Mary ..... Clerk, Smithers Campus
- Jackson, Debby ..... Continuing Education / Admin. Officer / Career & Job Coordinator, Hazelton Campus
- Jenne, Richard ..... C.C.P. Instructor
- Johnson, Al ..... Instructor, Natural Resources, Hazelton - Houston - Smithers Campuses
- Johnson, Jeannie ..... Career/Education Specialist, Houston Campus
- Kehler, Jeanne ..... Clerk, Houston Campus
- Lavallie, Sandi ..... C.C.P. Instructor, Houston Campus
- Leber, Bill ..... Instructor, Houston Campus
- McAloney, Terrie ..... Instructor, Smithers Campus
- McRae, Dee ..... Instructor, Houston Campus
- Marshall, Leah ..... Clerk, Hazelton Campus
- Moolman, Louis ..... IBT Specialist, Houston Campus
- O'Connell, Cheryl ..... Community Liaison Officer / Career & Job Coordinator, Hazelton Campus
- Oke, Marion ..... IBT/Educational Advisor/Student Success Coordinator, Hazelton Campus
- Palm, Carol ..... Centre Clerk, Smithers Campus
- Pearce, Pat ..... Coordinator, Forest Worker Foundational Skills Program
- Peters, Sheila ..... Educational Advisor, Smithers Campus
- Pojar, Rosamund ..... Instructor, Natural Resources, Hazelton - Houston - Smithers Campuses
- Pritchard, Carol ..... NRES Tech Assistant, Clerk, Hazelton Campus
- Ramsay, Fiona ..... Education and Career Support, Smithers Campus
- Reedy, Harold ..... Instructor, Natural Resources, Hazelton - Houston - Smithers Campuses
- Roulston, Nancy ..... Assistant, Forest Technology Program
- Saimoto, Regina ..... Instructor, Natural Resources, Hazelton - Houston - Smithers Campuses
- Staiger, Katharine ..... Instructor, Smithers Campus
- Stanton, Cathy ..... Program Assistant, Forestry Continuing Studies Network, Smithers Campus
- Stewart, Terri ..... Education Advisor / Community Liaison Officer, Houston Campus
- Strong, Tracey ..... Community Liason Officer
- Sutherland, Colin ..... Instructor, Computers, Hazelton Campus
- Weaver, Dave ..... Instructor, Natural Resources, Hazelton - Houston - Smithers Campuses
- Wheatly, Carmen ..... Program Manager, Forestry Continuing Studies Network, Smithers Campus
- Widmark, Tanya ..... Administrative Officer / Community Liaison Officer, Houston Campus

**HAZELTON CAMPUS**

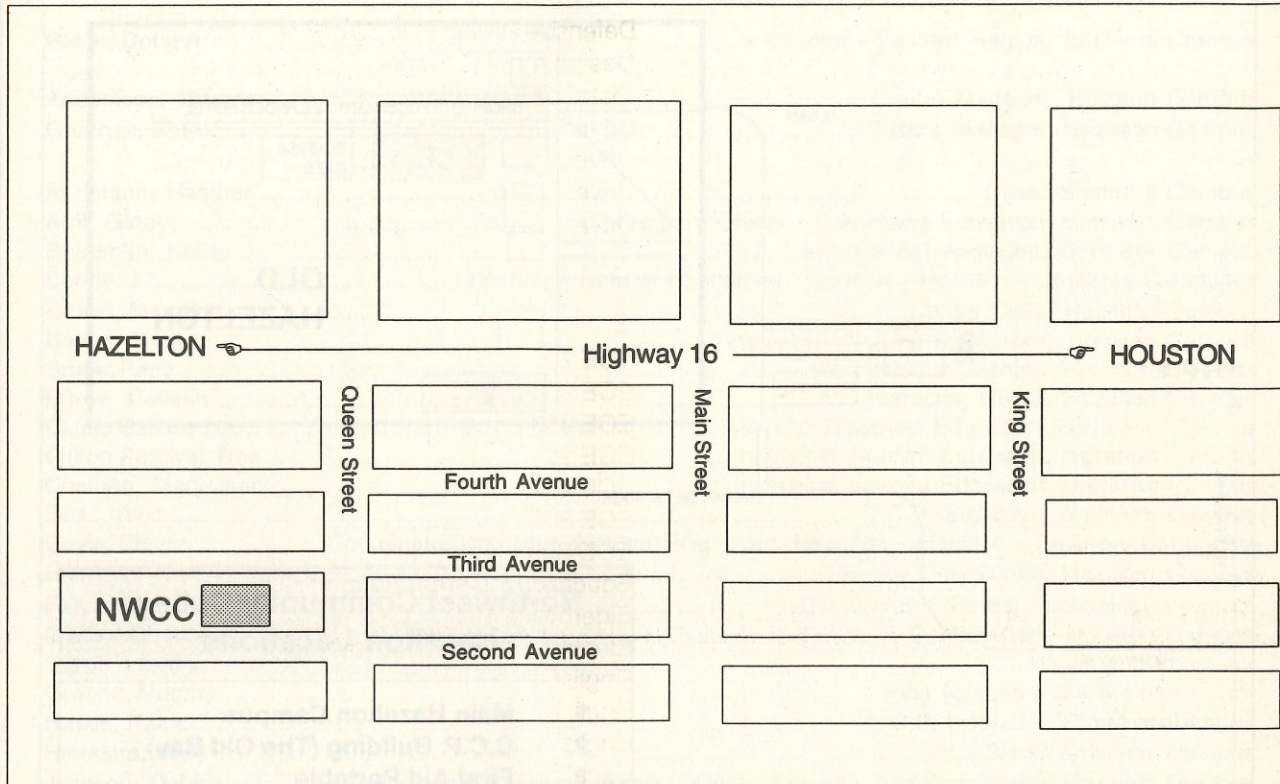


- Northwest Community College  
Hazelton Locations**
1. Main Hazelton Campus
  2. C.C.P. Building (The Old Bay)
  3. First Aid Portable

**HOUSTON CAMPUS**



## SMITHERS CAMPUS



## OFFICE HOURS

### HAZELTON

Monday	8 am - 7 pm
Tuesday	8 am - 7 pm
Wednesday	8 am - 7 pm
Thursday	8 am - 8 pm
Friday	8 am - 4 pm
- Closed Weekends -	

### SMITHERS

Monday	8:15 am - 8:45 pm
Tuesday	8:15 am - 8:45 pm
Wednesday	8:15 am - 8:45 pm
Thursday	8:15 am - 8:45 pm
Friday	8:15 am - 4:15 pm
- Closed Weekends -	

### HOUSTON

Monday	8 am - 9 pm
Tuesday	8 am - 9 pm
Wednesday	8 am - 9 pm
Thursday	8 am - 9 pm
Friday	8 am - 4:30 pm
- Closed Weekends -	

Check out our web site:

<http://www.nwcc.bc.ca>

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**1997-98 COLLEGE BOARD**

Kathleen Bedard	Prince Rupert
Ray Brady	Kitimat
Margaret Brown	NWCC Staff
Alan Campbell	Telkwa
Dennis Carlson	Prince Rupert
Jean Juhas	Haida Gwaii
Rod Arnold	Terrace
Marie Grinstead	NWCC Staff
Darlene Neuman	Stewart
Lorene Plante	New Aiyansh
Marie Sullivan	Kitimat
Judy Tracy	Terrace
Bonny Hawley	Houston
Kathy Freeman	NWCC Student
Trish McKay	Prince Rupert
Beth Davies	NWCC President
Patti Barnes	NWCC Staff

*Board meetings are held approximately every 6 weeks from September through to June of the school year. Agendas are posted throughout the college region or can be obtained from the Board Secretary.*

*Students, staff and the general public are welcome to attend meetings.*

**ABOUT NORTHWEST COMMUNITY COLLEGE**

Northwest Community College was first established at the site of the BC Vocational School in Terrace, BC in 1975. From this beginning, the gradual establishment of college centres in almost all of the communities in the Pacific Northwest region has led to remarkable growth in the programs and services offered by the college. A large percentage of the people who live within the region take advantage of the opportunities available at these centres.

The college is comprised of four geographical regions; the **Eastern Region**, which serves Smithers, Telkwa, the Hazeltons and Houston; the **Southern Region**, serving the communities of Kitimat, Kemano and Kitimaat; the **Central Region**, serving the communities of the Terrace/Thornhill area, the Nass Valley and Stewart, the **Western Region**, serving the communities of Prince Rupert, along the North Coast and the Queen Charlotte Islands/Haida Gwaii. The entire region is 80,450 square kilometres, with a combined population of approximately 80,000.







**CENTRAL REGION  
TERRACE**

5331 McConnell Avenue  
Terrace, B.C. V8G 4X2  
Phone: (250) 635-6511  
Fax: (250) 635-5432

**NASS VALLEY**

c/o Wilp Wilxo'oskwhl Nisga'a  
St. Peters Hall, P.O. Box 219  
New Aiyansh, B.C. V0J 1A0  
Phone: (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  
Phone: (250) 845-7266  
Fax: (250) 845-3521

**SOUTHERN REGION  
KITIMAT**

606 Mountainview Square  
Kitimat, B.C. V8C 2N2  
Phone: (250) 632-4766  
Fax: (250) 632-5069

**WESTERN REGION  
PRINCE RUPERT**

130 First Avenue West  
Prince Rupert, B.C. V9J 1A8  
Phone: (250) 624-6054  
Fax: (250) 624-4920

**MASSET**

P.O. Box 289  
Masset, B.C. V0T 1M0  
Phone: (250) 626-3627  
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**QUEEN CHARLOTTE CITY**

P.O. Box 67  
Queen Charlotte City, B.C.  
V0T 1S0  
Phone: (250) 559-8222  
Fax: (250) 559-8219

# Northwest Community College

<http://www.nwcc.bc.ca>



First Aid

College Preparation

Natural Resources

Forest Technology

Cook Training

Airbrakes

Integrated Human Service

University Credit

Trades

Welding

Literacy

Carpentry

Computers

Office Administration

plus much more!

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