

Northwest
Community
College

Hazelton Campus
(250) 842-5291



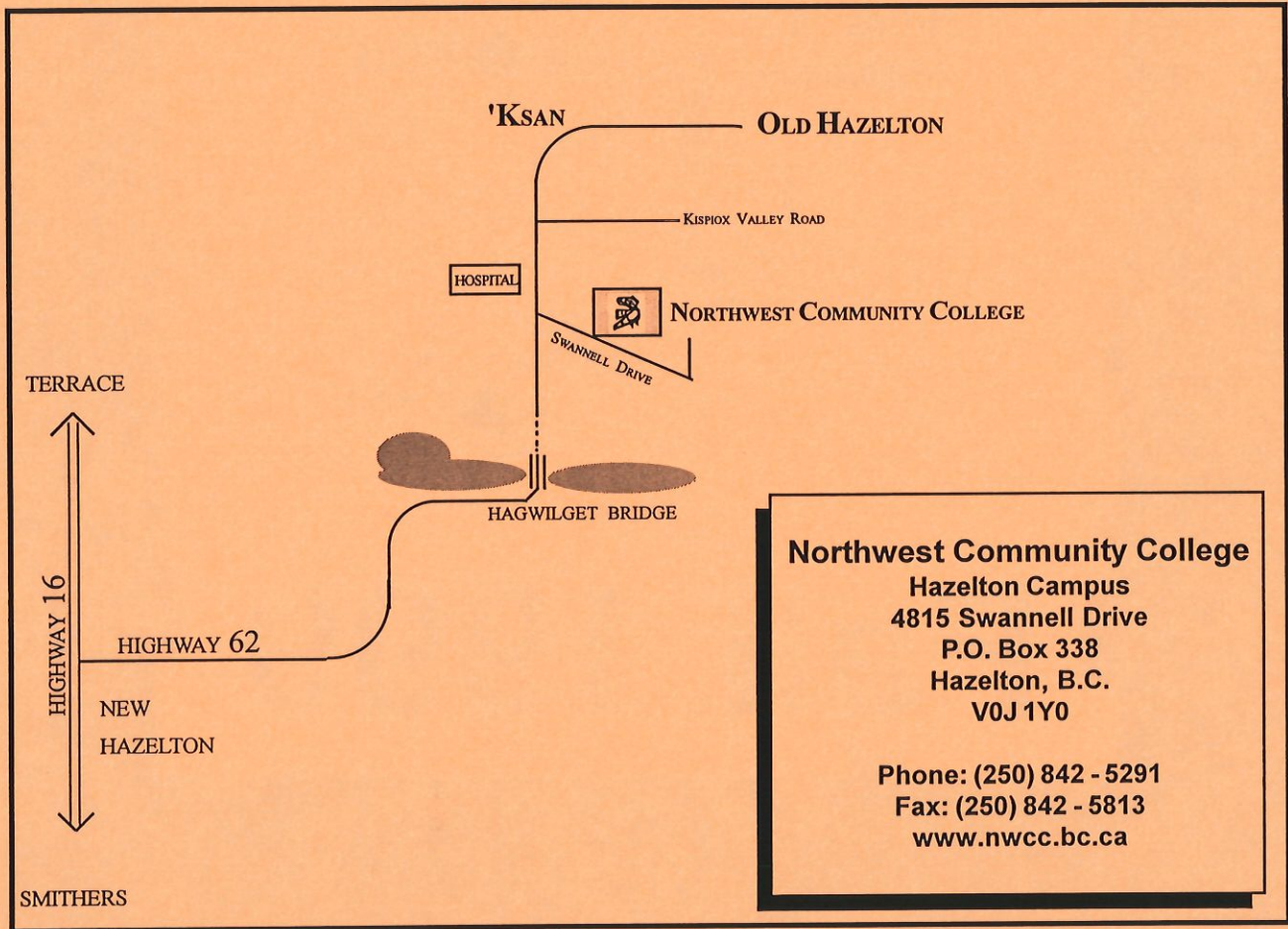
Fall 1999

HAZELTON STAFF

Kate Greenall Centre Manager
 Cindy Savage Continuing Education/Administrative Officer and Community Liaison Officer
 Marion Oke Educational Advisor/Student Success Coordinator
 Murphy Greene First Nations Access Coordinator
 Margaret Brown Centre Clerk
 Leah Marshall Program Assistant/Clerk
 Carol Pritchard Clerk
 Patrick Hayes C.C.P. Instructor
 Sylvia Golke Librarian
 Rob Schuster Information Systems Technician



*We've moved to our
NEW Location,
4815 Swannell Drive,
*drop by for a tour!**



BUSINESS COURSES

BASIC BOOKKEEPING

Students will work on an bookkeeping project and cover all the basic concepts involved in bookkeeping procedures.

Kerrie MacLean
October 18 & 25, 1999
Monday; 6 p.m. - 9 p.m.
\$49 + Text (approx. \$42)

ACCPAC

This 15-hour course will introduce participants to bookkeeping with the computer. This is an introduction to the program, it's key features, how to initially set up your business using computerized system, and how to process monthly transactions.

If you are interested in this course, contact the College at 842-5291 and register your interest. We are looking at offering this in the New Year.

OFFICE ADMINISTRATION DISTANCE EDUCATION

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

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

Distant Education courses take a minimum of 6 weeks to complete.

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

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

LANGUAGES

CONVERSATIONAL SPANISH

During this 8-hour course participants will have the opportunity to learn how to carry out a basic conversation in Spanish, including words used most often for travel and welcoming visitors. Participants will be introduced to resources and learning tools to assist them with learning a new language.

October 6 - 27, 1999
Wednesday; 7 p.m. - 9 p.m.
\$41 + GST

CONVERSATIONAL FRENCH

During this 8-hour course participants will have the opportunity to learn how to carry out a basic conversation in French, including words used most often for travel and welcoming visitors. Participants will be introduced to resources and learning tools to assist them with the development of another language.

November 3 - 24, 1999
Wednesday; 7 p.m. - 9 pm
\$41 + GST

HEALTH

PLANT MEDICINE

Travel to Meziadin and discover local, traditional medicinal plants as you walk through field and forest. A portion of the class is devoted to the theory and philosophy of plant medicine, while the remainder of the session is spent collecting plants, then preparing several plant medicines. Bring a gathering basket and a lunch. You will also need a sharp knife, small shovel, and appropriate clothing for outdoors. Transportation will be provided.

Debbie Good
September 25, 1999
Saturday; 8 a.m. - 5 p.m.
\$66 + GST

MASSAGE THERAPY

Learn easy and effective techniques to help ease away those aches and pains. This six-hour workshop will cover basic massage strokes, how to give a seated massage, and relaxing movements and strokes for a full body massage. You are asked to bring something to pad the table top, two large towels and two pillows. It is ideal if participants could bring a partner so that you are comfortable working with each other. **Register your interest with the college.**

**INTRODUCTION TO TRAUMA AND POST-TRAUMATIC
STRESS REACTIONS LEVELS I & II**

This four day course is for front-line workers, support workers, victim service workers, peer personnel from high-risk professions (emergency health and human services, police and corrections) and other service providers working with trauma survivors in an individual, group, or community context. In the first two days, participants will acquire a basic understanding of trauma, post-traumatic stress, and critical incident stress, and working knowledge of the impact of trauma on individuals, the community, and trauma responders, including responses at the moment of traumatization, short-term and long-term consequences of traumatization, and Post-Traumatic Stress Disorder. Participants will examine the spectrum of trauma responders in the community and consider their relationship to one another.

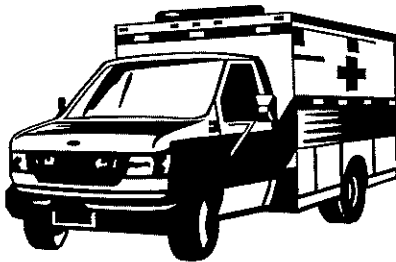
The final two days of training will build on the theoretical foundation presented in the first two days. Participants will review individual responses to trauma from a multi-dimensional perspective and examine the implications for effective treatment planning. Emphasis will be placed on linking a client's troublesome thoughts, feelings, and behaviours to his/her traumatic experience. An overview of specific supportive interventions within the context of a larger treatment system will be presented, as well as the ethical issues and other challenges inherent in working with trauma. A maximum of 22 participants can register for this course.

Introduction to Trauma and Post-Traumatic Stress Reactions Level 1 is the prerequisite for admission to the Traumatic Stress Certificate Program.

Instructor:

Joe Solanto, Ph.D., is a therapist, clinical supervisor, and educator in private practice. He has provided debriefings for front-line staff coping with victims of personal tragedy and natural disasters, and has worked extensively with psychiatrists and other clinicians in diagnostic assessment and treatment-planning processes.

November 23 - 26
8:30 a.m. - 4:30 p.m.
\$670



**WATCH FOR UPCOMING JUSTICE INSTITUTE & NWCC
SPRING COURSES**

Register your interest (call [250] 842-5291) for the following:

**** Grief & Bereavement Level 1 & 2 (4-day workshop) ****

**** Overcoming Trauma in Aboriginal Youth & Families (1-day workshop) ****

INTRODUCTION TO AROMATHERAPY

Aromatherapy is an ancient tradition brought to life in the 20th century. Aromatherapy is the use of pure essential oils that are found in the flower, leaves, seeds, bark, roots and berries of plants. In this course you will learn how these precious oils can enhance your physical, emotional and mental well-being. The course will cover: short history, therapeutic properties of oils, how to use the oils, safety and precautions, and experience the scents.

Sylvie Hutchinson
October 21, 1999
Thursday; 7 p.m. - 10 pm
\$29 + GST

HEALING TOUCH - LEVEL ONE

Healing touch is a multi-leveled program in energy based therapies derived from the multi-cultured ancient art of hands-on healing. It works with the energy of the body to induce deep relaxation and promote self-healing. People of all ages with a variety of health concerns, both acute and chronic, have benefited from these safe, gentle, non-invasive therapies. Scientific research continues to suggest that Healing Touch is helpful in promoting relaxation, reducing pain, and managing stress. It can also be effective in speeding tissue and bone healing, and strengthening the immune system. Healing Touch is used for: surgery, pregnancy and labour, grief, arthritis, depression, PMS, viral infections, headaches, and many other situations. Healing Touch is useful in combination with traditional medicine as part of an effective health care program. **Register your interest with the college.**

FOODSAFE LEVEL 1

Learn safe food-handling practices recommended by the Ministry of Health. This course is suitable for anyone involved in food handling 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.

Velma Sutherland
October 4, 6 & 13, 1999
Monday & Wednesday; 6 p.m. - 9:30 pm
\$100



**EDUCATION IS THE
KEY TO SUCCESS**



FOODSAFE LEVEL 2

This course is designed for those in the foodservice 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 1, design and maintenance of a food service establishment, managing sanitary practices, and an introduction to the Hazard Analysis Critical Control Point System. **Prerequisite: Foodsafe Level 1.**

Velma Sutherland
November 3 - 24, 1999
Wednesday; 6 p.m. - 9:30 pm
\$130

MEMO

*Classes fill early, and
registrations are accepted on a
first come basis.
Register early!
See our \$\$ Dollar Saving Coupon
on page 17 !*

COLLEGE SERVICES

CONTINUING EDUCATION

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

EDUCATIONAL ADVISOR

The Educational Advisor has up-to-date information on Northwest Community College programs, courses, services, policies, procedures and facilities, the Advisor also has information on courses and programs at other educational institutions throughout the province, as well as other parts of Canada. The Advisor can help you develop an educational plan and individual course planning, questions regarding transferring courses between institutions and financial aid. The Advisor can also help with career exploration, and can introduce you to Choices, a computerized career exploration program. To make an appointment to speak to the Advisor, please contact the College at 842-5291.

HERBAL CERTIFICATE PROGRAM

A Douglas College partnership with CORE courses offered through distance learning. Students may enroll at anytime. Contact the college for further details.

Certificate Requirements:

The certificate program is divided into two sections - Part 1: Core Requirements (mandatory courses) and Part 2: Electives. Some courses may be added or deleted from the list of electives as needs arise. Please note that although every effort will be made to schedule as many courses as possible, not all can be offered during one term.

Part 1: Core Requirements: (Distance Education)

All core courses are offered by distance education (correspondence) and involve some form of graded assessment either through homework, final exam, project evaluation, or any combination of these. The core courses are:

- Introductory Herbology ----- \$515
- Botany for Herbology ----- \$395
- Advanced Herbology ----- \$495
- Herbs: Directed Study ----- \$450

Part 2: Electives: (offered at NWCC - Hazelton)

A range of electives that relate to herbalism allows you to choose courses that are applicable to your needs. Courses can be chosen from both Group A and B, but at least two courses must be taken from Group A. Electives may be taken at any time in the program.

Group A (Credit or Non-Credit):

- Bach Flower Counsellor Certificate Program: Level 2 (36 hours = 2 Group A electives)
- Herbal Medicine Making (18 hours)
- Aromatherapy (15 hours)
- Traditional Chinese Medicine: An Introduction (18 hours)
- Herbal Wildcrafting (18 hours)
- Natural Foods Consultant (30 hours worth 2 Group A electives)

Group B (Credit or Non-Credit):

- Bach Flower Remedies: Introductory (12 hours)
- Bach Flower Remedies: Intermediate (12 hours)
- Herb Farming: A tour of the Business (5 hours)
- Herbs for Babies & Small Children (3 hours)
- Herbs for Women (6 hours)



REGISTER YOUR INTEREST FOR THESE CREDIT OR NON-CREDIT COURSE ELECTIVES

BACH FLOWER REMEDIES - LEVEL 1

Bach Remedies, created by Dr. Edward Bach, have been in use with great success for over 60 years. Learn how to use flower essences for alleviating emotional and mental stressors, which impact on the immune system and make us susceptible to physical illness. With the subtle but effective use of flower essences we balance our negative emotional and mental states which affect our physical body and deplete the immune system, thereby achieving a state of well-being and optimum health. Detailed descriptions of the 38 remedies will be discussed along with examples of everyday use.

INTRODUCTION HERBOLOGY

This correspondence course will explore the world of herbs and herbology in this 12-week introduction to the basics of plants as therapeutic agents. A course manual guides the student through each lesson and homework is similar to the classroom course. Students will have access to a tutor, who will grade assignments and answer questions. The course can be started anytime.

BOTANY FOR HERBALISTS

This correspondence course will make you more familiar with plant structure and classification with this 8-week introduction to botany. A course manual guides the student through each lesson and homework is similar to the classroom course. Students have access to a tutor, who will grade assignments and answer questions. The course can be started anytime.

ADVANCED HERBOLOGY

Discover the scientific evidence supporting the use of herbs as medicines with this study of plant chemistry and the pharmacological properties of plants. The research component of this course requires all distance education students to have access to the Internet. Students will have access to a tutor, who will grade assignments and answer questions. The course can be started anytime after the pre-requisite, Introductory Herbology, has been completed.

HERBS: DIRECTED STUDY

Directed Study provides the student an opportunity to pursue a project that is of interest to the student. The other three core courses must be completed before Directed Study is begun. Students are mailed guidelines for the project, and the advisor discusses the project with each student over the phone. Most Directed Study projects require some research and it is the student's responsibility to make use of available resources and purchase any necessary books as required to complete the project. The course can be started anytime after the pre-requisites have been completed. Pre-requisites: Introductory Herbology, Botany for Herbalists, Advanced Herbology.

HERBAL MEDICINE MAKING

Herbal Medicine Making is a hands-on introductory course on making medicines from plants. This course covers the making of herbal infusions and decoctions, fresh and dry plant tinctures, capsules, medicinal oils, salves and ointments, compresses, poultices, and liniments. A basic knowledge of herbs is useful but not essential for this course.

HERBS FOR WOMEN

This workshop is for women who want to understand more about herbal approaches to female health from puberty to post-menopause. You will learn about the female reproductive cycle, the role of hormones, and the problems that can occur during times of stress, illness, pregnancy, and menopause. Topics discussed include endometriosis, fibroids, menstrual irregularities, PMS, hot flashes, vaginal dryness, and osteoporosis.

HERBS FOR BABIES AND SMALL CHILDREN

An informal class, with plenty of opportunity for discussion and information exchange on the herbal approach to treating common childhood health problems such as respiratory infections, ear infections, allergies, rashes, colds, flu and childhood diseases. Learn how to put together an herbal kit for your own children. Babies are welcome.

TRADITIONAL CHINESE MEDICINE: AN INTRODUCTION

An introduction to the fundamentals of Traditional Chinese Medicine, including explanations of yin and yang, Qi (pronounced "chee"), the Five Element theory (wood, fire, earth, metal and water) and how they all fit with flavours, the seasons and the emotions. Learn lifestyle measures appropriate to the climate and to your constitution.

HERBAL WILDCRAFTING

This 18-hour fieldwork course is a dynamic and exciting introduction to Herb Wildcrafting - the ancient art and craft of harvesting and preparing medicines, foods and other commodities from wild plants. As we explore the fields, woods, river canyons and mountains in our area, you will be guided to personally connect with the natural medicines growing freely around us. The focus will be on identification, harvesting, preparation, and uses of each herb we study, with much information presented on the many and varied traditional uses of these healing plants. Many lively stories and case histories from personal experience will be shared. Required text: *Plants of Coastal British Columbia* by Jim Pojar and Andy MacKinnon.

WHOLE FOODS NUTRITION

Can eating certain foods give you more energy, make you feel calmer, increase your brain function or even heal certain diseases? They can certainly help! Ancient oriental food philosophy coupled with modern nutritional knowledge offers the best of both worlds for your palate. Traditional Chinese Medicine applied to cuisine enables you to cool, warm, moisten or dry your condition as needed with the food you eat. Using food as medicine, you can create the kind of health you desire.

TRAFFIC CONTROL FLAGGING REFRESHER

This is a four-hour refresher course for those who hold a Northwest Community College Flagging Certificate. If your flagging certificate expired March 1997 or later, or is soon to expire then this course is for you. For those whose certificate expired before March 1997 please see our full Traffic Control Flagging Course. Participants will be updated with new flagging requirements, discuss difficulties with previous flagging experiences, and practice classroom flagging for positioning procedures. Upon completion of the verbal quiz and written exam, participants will receive a letter of competency valid for three years.



Sandy Bohleber
September 24, 1999
Friday; 5:30 p.m. - 9:30 p.m.
\$67.50

TRAFFIC CONTROL FLAGGING

Be first in line for the flagging jobs that come available in the Spring! This is a certificate course for those monitoring, controlling, and directing traffic in and around road maintenance and construction areas. Individuals who successfully complete this course will receive a wallet card certificate valid for two years. Note: Occupational First Aid Level 1 certification is recommended prior to taking this course.

Sandy Bohleber
September 25 & 26, 1999
Saturday & Sunday, 8 a.m. - 5 p.m.
\$159

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

GIVE US A CALL !

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

Contact the College @ 842-5291.

CHRISTMAS CREATIONS

This year you can make your own Christmas gifts for giving. Join Glenda for this full day workshop and create easy, inexpensive gifts for those on your Christmas list. This hands-on workshop is sure to get you into the Christmas spirit. Students will complete at least two projects and receive an instructional booklet with additional Christmas gift ideas that you can complete at home. Register early, as this workshop is sure to be very popular and spaces are limited. A list of supplies to personalize your project is available at the College upon registration. Students with glue guns and scissors are encouraged to bring these to the workshop.

Glenda Patterson
November 13
Sat.; 9 a.m. - 4 p.m. (1 hour lunch break)
\$42 + GST

DRIVER TRAINING

Northwest Community College, Hazelton Campus, 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.

IMPORTANT INFORMATION:

In order for students to participate in any of the driver training courses they must have a learner's permit from the Motor Vehicle Branch. In order for the participant to be certified the participant must have no outstanding fees with the Motor Vehicle Branch. See course details below:

Instructor: Judy Daye

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 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.

*October 27, 1999
Wednesday; 9 a.m. - 4:30 p.m.
\$65*



CLASS 5 & 7

Students may register for one or more lessons depending on individual needs. Prerequisites: Minimum age of 16 and possession of a learner's permit. Each lesson is one hour long. **\$43 per lesson**

CLASS 4

Class 4 is needed for taxi drivers or passenger vans. Students may register for one or more lessons depending on individual needs. Prerequisites: Minimum age of 19 and possession of a learner's permit. Each lesson is one hour long. **\$43 per lesson**

DRIVER TRAINING WEEK

OCTOBER 25 - 30, 1999

**BOOK YOUR DRIVING LESSONS FOR
PROFESSIONAL LOCAL TRAINING.**

AIR BRAKES

This course prepares drivers for a written and practical test on the operation and maintenance of airbrake systems for either on-highway or off-highway vehicles. Upon successful completion the instructor will give participants proof of course attendance and the practical examination. 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 licence. **Prerequisite:** you should hold a valid driver's licence at the time of the course. Fee includes manual.

Deadline for registration: Oct. 18

*Oct. 25 - 30, 1999
M - F ; 6 pm - 9:30 pm
Sat., 9 am - 4:30 pm
\$185*

CLASS 3 LESSONS

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

Prerequisites: minimum age of 18, valid B.C. driver's license, Class 3 learner's permit and airbrakes certification. **\$157 per lesson**



CLASS 1 LESSONS

Beginners are recommended to take 15 lessons. Individuals with a minimum of 150 hours of experience in driving Class 1 vehicles may choose to take five lessons. Additional single lessons can be purchased as needed. Driving skills will be evaluated on an ongoing basis. Theory relating to driving a class 1 vehicle will be presented according to the needs of each individual. Lessons are 2 hours long.

Prerequisites: Minimum age of 19, valid B.C. driver's license, class 1 Learner's permit and Airbrakes certification. Students have three options:

Option # 1: \$165 per lesson

Option # 2: \$1,570 for 10 lessons (Save \$80)

Option # 3: \$2,265 for 15 lessons (Save \$210)

CULTURAL TOURISM

Tourism is among the most valuable and fastest growing sectors of British Columbia's economy. The tourism industry is important to the economic health of our province. A healthy tourism industry requires a motivated and professional workforce. The new Northwest Community College's Cultural Tourism Certificate Program is the initial entry point or stepping stone in the larger tourism hospitality framework. The Cultural Tourism Certificate Program prepares graduates with the required knowledge, skills and attitudes to work in a front line or supervisory level position within the tourism industry. It combines tourism knowledge and standards of practice with specific cultural tourism field skills. It includes core courses and experience that ensures a minimum level of training which meets provincial curriculum expectations. Upon program completion, it allows learners to continue on with their studies or work immediately.

Start Date: Monday, November 1, 1999

End Date: Friday, May 19, 2000

Courses:	Introduction to Tourism	45 hours
	Accounting 120	30 hours
	Accounting 125	30 hours
	Business Communications	45 hours
	Computer Applications	45 hours
	Human Resource Management	45 hours
	Marketing 1	45 hours
	Organizational Behavior	45 hours
	Cross Cultural Tourism	45 hours
	Cultural Heritage Tourism	45 hours
	First Nations Cultural Communication	45 hours
	Entrepreneurship	45 hours
	Environmental Stewardship	45 hours
	Work Experience	<u>90 hours</u>

TOTAL 645 hours

Prerequisites: Grade 12 with English 12/Communications 12 and Math 11
OR, English 045 or 050, and Math 040, 041, or 045
OR, equivalent on College's Assessment Guide
OR, GED.

Tuition: \$894 per term
two (2) terms:
November - December payment due: October 1999
January - May payment due: January 2000

Books: \$1,500 (approximately)

Part-time Courses: \$295 per course plus cost of book(s).



ACCEPTING APPLICATIONS
IF YOU ARE PLANNING TO ATTEND, APPLY TODAY TO AVOID DISAPPOINTMENT
AS THERE IS LIMITED SEATING AVAILABLE.
APPLICATION DEADLINE: SEPTEMBER 10, 1999.

FIRST AID

Northwest Community College offers a variety of courses in First Aid. Since both the Workers' Compensation Board of BC and The Canadian Red Cross Society have changed and upgraded their courses, **all employers should check with WCB to determine the appropriate course for their company's operation.** If the dates scheduled in this brochure are not suitable, and you have a group of 10 or more participants, please contact the College to discuss dates that will work best for you. **We can set up specific courses at your request. Give us a call @ 842-5291.**

WORKERS' COMPENSATION BOARD OF BC (WCB) COURSES

OCCUPATIONAL FIRST AID LEVEL 1

(formerly Survival First Aid)

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

TRANSPORTATION ENDORSEMENT

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

OCCUPATIONAL FIRST AID LEVEL 2 *(new course)*

Level 2 is a new 36 hour course designed to meet WCB standards for an intermediate first aid course. This course provides the fundamentals of emergency care until the ambulance arrives.

OCCUPATIONAL FIRST AID LEVEL 3

(formerly Industrial First Aid)

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

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



THE CANADIAN RED CROSS SOCIETY'S VITAL LINK PROGRAM

Vital Link Standard First Aid

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

Vital Link Emergency First Aid

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

VITAL LINK CARDIOPULMONARY RESUSCITATION (CPR)

(Canadian Heart Foundation Standards)

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

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

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

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

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

CHILDSAFE

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

OCCUPATIONAL FIRST AID LEVEL 1

The Workers' Compensation Board regulations require two Level 1 first aid attendants on job sites that employ one to ten employees. Certificates achieved are valid up to two years upon successful completion. This course includes CPR, obstructed airways management, care for the unconscious patient, and control of deadly bleeding. Participants must be 16 years of age. WCB requires students to provide two pieces of identification prior to certification. For OFA Level 1, students must bring ID to class, since certification is awarded at the end of the day. Check with the College to determine which forms of ID are acceptable to WCB.

Course 1: September 11, 1999
Saturday, 8:30 a.m. - 5:30 p.m.
\$85

Course 2: September 20, 1999
Monday, 8:30 a.m. - 5:30 p.m.
\$85

Course 3: October 16, 1999
Saturday, 8:30 a.m. - 5:30 p.m.
\$85

Course 4: October 25, 1999
Monday, 8:30 a.m. - 5:30 p.m.
\$85

Course 5: November 6, 1999
Saturday, 8:30 a.m. - 5:30 p.m.
\$85

Course 6: November 18, 1999
Thursday, 8:30 a.m. - 5:30 p.m.
\$85



TRANSPORTATION ENDORSEMENT

This course is designed to prepare Occupational First Aid Level 1 attendants 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 transportation, transportation vehicles, transportation aircraft, and applied first aid regulations.

Course 1: September 21, 1999
Tuesday, 8:30 a.m. - 5:30 p.m.
\$85

Course 2: October 26, 1999
Tuesday, 8:30 a.m. - 5:30 p.m.
\$85

Course 3: November 19, 1999
Friday, 8:30 a.m. - 5:30 p.m.
\$85

OCCUPATIONAL FIRST AID LEVEL 3

Participants learn the theory and practical skills of basic life support. Level 3 includes one and two person CPR, obstructed airways management, control of deadly bleeding, application of hard collars and transportation techniques. Participants are given practical training in patient assessment and appropriate treatment. Upon successful completion participants are awarded a WCB certificate that is valid for two years. **Participants must be 16 years of age. Participants must arrange to be available to take the WCB exam the week following the course.** In order to meet the needs of the participants the Hazelton Campus offers OFA Level 3 courses in two and five week sessions. If you work the five week course would be of value to you. This course is fairly intense, so the first time participants may benefit by the five week course as the study time is increased. NWCC provides an extra 10 hours of classroom time in all Level 3 courses in order to ensure adequate time to practice skills. Level 3 courses also include Red Cross CPR "C" certification (Infant & Child). **First time applicants need to arrange for a medical examination at their own expense and complete a W.C.B. medical form.**

2-Week Course: November 26 - December 10, 1999
Monday - Friday, 9 a.m. - 5:30 p.m.
\$595 (includes texts & exam fee)

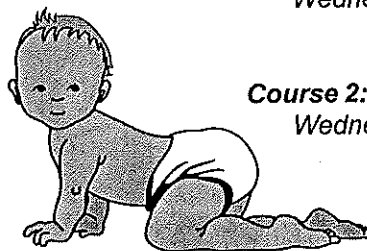
5-Week Course: September 12 - October 14, 1999
Tuesday & Thursday evenings, 6 p.m. - 10 p.m.
Sundays, 9 a.m. - 5:30 p.m.
\$595 (includes texts & exam fee)

CHILDSAFE

Children can sometimes be at risk of suffering from accidental injury. Learn how to lessen the risks for your children, and for children in your care. This course is designed for parents and caregivers of children up to ten 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 this one-day course, participants will receive certification valid for two years.

Course 1: September 1, 1999
Wednesday, 9 a.m. - 5 p.m.
\$85

Course 2: September 15, 1999
Wednesday, 9 a.m. - 5 p.m.
\$85



RED CROSS BASIC RESCUER (CPR LEVEL "C")

In just one day, 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. You will also learn how to recognize the signs and signals of a heart attack and how to access the Emergency Medical Services system when you need it. The Level "C" component also covers CPR for children and infants, and two-person CPR.

Course 1: October 5, 1999

Tuesday, 9 a.m. - 5 p.m.

\$85

Course 2: November 23, 1999

Tuesday, 9 a.m. - 5 p.m.

\$85

GENERAL INTEREST

BABYSITTER'S 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.



Glenda Patterson

October 16 & 23, 1999

Saturday; 9 a.m. - 1:30 p.m.

2 sessions

\$49 + GST (manual included)

BASIC HAIR CUTTING

The purpose of this 9-hour course is to provide participants with an introduction to basic haircutting. Participants will learn the steps to follow when cutting a uniform layered, a tapered, or a solid haircut. If the group is interested, we will learn more of the advantage and disadvantages of the various colouring agents available on the market today. **Students will need to bring the following:** 1 pair of sharp scissors, 1 cape, 6 hairclips, spray bottle, and barber comb. Students will require a model to practice on.

November 8, 10 & 15, 1999

Monday & Wednesday; 6 p.m. - 9 p.m.

\$66 + GST

FLY TYING

Learn how to make your own fishing flies, and be ready for the upcoming season. Participants should contact the college to get a supply list.

Bob Clay

November 8 - 22, 1999

Monday; 7 p.m. - 9 p.m.

\$55 + GST

BOATING SAFETY & BASIC SEAMANSHIP COURSE LEADING TO THE... CANADIAN COAST GUARD PLEASURE CRAFT OPERATOR CARD

Have you heard about the New Boating Safety Regulations?

- as of April 1st, 1999, youth under 16 will need to hold a Pleasure Craft Operator Card.
- as of April 1st, 2002, any person operating a powered pleasure craft under 4 metres (including personal watercraft) will need the Pleasure Craft Operator Card.
- as of April 1st, 2009, all operators of powered pleasure crafts will need the Pleasure Craft Operator Card.
- Persons over the age of 55 on April 1st, 1999, are exempt.
- **Experienced boaters can take a challenge examination by contacting the College at 842-5291.**

Northwest Community College's Boating and Basic Seamanship course is an accredited Boating Safety Course. However, our course actually exceeds Coast Guard requirements and give the boater enough information to safely navigate our local waters. As well, our course includes the VHF Marine Radio Operator Certificate.

Boating Safety and Basic Seamanship represents the minimum amount of information and knowledge needed to safely take a boat off the dock in coastal waters during daylight hours. It is Canadian Coast Guard accredited as a Boating Safety course. Successful completion will earn the Canadian Coast Guard Pleasure Craft Card, a college course completion certificate and a Restricted Radio Operator Certificate.

Topics covered are: Basic boating terminology; Safety equipment and how to use it including basic fire fighting, personal floatation devices and distress pyrotechnics; How to read a chart, plot a magnetic compass course and take a three point fix with a hand bearing compass; Time/Speed/Distance calculations and estimation of fuel consumption; How to read tide and current table; How to secure a boat to a float, toss a heaving line and tie the four basic knots; How and where to anchor; Canadian Aids to Navigation; International Collision Regulations for daylight and restricted visibility including sound signals and dayshapes; How to properly use marine VHF radio and the examination for a Radio Operator Certificate; Basic boat handling; Man overboard recovery; Vessel maintenance; Boating and the Law. *The course is 12 classroom hours. All materials are supplied. Contact the College to register your interest. Challenge Examination: Exam can be written at anytime, make arrangements at the College. Examination Fee: \$20*

COMPUTER PROGRAMS

BASIC & INTERMEDIATE COMPUTER COURSES FOR \$59 OR LESS PER COURSE

Kerrie MacLean
Tuesday & Thursday Evenings
6:30 p.m. - 9:30 p.m.

BEGINNER'S MICROSOFT WORD 97

An introduction to one of the most popular word processors. This course will cover basic Windows concepts, creating, saving, and printing documents, text selection, grammar and spell checking.

September 21 & 23 (6 hours)
\$59

FORMATTING DOCUMENTS IN MICROSOFT WORD 97

An intermediate course in word processing, concentrating on manipulating documents to make them look interesting on the page. Topics will include text boxes, graphics, photographs, fonts (in depth), columns, borders and shading, and how to take control of those annoying autoformatting "features", etc. Suggested preparation: Beginner's Microsoft Word 97, or equivalent experience.

October 5 & 7 (6 hours)
\$59

FILE MANAGEMENT FOR WINDOWS 98

An intermediate course in managing your hard drive. Using Windows Explorer, students will copy and delete files and folders, explore the hard drive, install and remove programs, and learn some of the basics of file types and locations. Suggested preparation: extensive experience in word processing, spreadsheets, or other computer applications.

October 19 & 21 (6 hours)
\$59

TECHNICAL DOCUMENTS IN MICROSOFT WORD 97

An intermediate course in word processing, concentrating on skills which might be needed to produce technical documents. Topics will include: tables, outline mode, table of contents, footnotes, sections, styles, sorting, etc. Suggested preparation: Beginner's Microsoft Word 97, or equivalent experience.

November 2 & 4 (6 hours)
\$59

Note: Computer textbooks can be purchased through the College Bookstore upon student request. There will be no texts required or issued for the scheduled computer courses.

EXCEL BASICS

The student will learn how to open and close a workbook file, move around the worksheet file, inputting data such as a test, making corrections, text alignment, underlining and centering. We will also cover how to save files, assign filenames, use the undo feature, copy and paste, entering values and using basic formulas. Case assignments will be handed out.

November 9 & 11 (6 hours)
\$59

EXCEL - WORKING WITH LARGER WORKSHEETS

The student will learn how to insert/delete rows/columns, titles, how to work with worksheet windows, how to customize your worksheet with fonts, framing and shading. We will also cover print preview functions, page breaks, using special print options and how to make a macro and statistical functions. Case assignments will be handed out.

November 23 & 25 (6 hours)
\$59

MICROSOFT OFFICE 97

This course uses the features of Microsoft Office 97 to switch between computer applications and to share data between applications. This is an interesting course for people who already have experience with word processing, spreadsheets or databases and would like to explore the capabilities that Microsoft Office provides for efficiency.

December 14 (3 hours)
\$29

EXCEL - CHARTS AND DATABASES

The student will learn automatic charting, creating a chart, resizing/moving a chart, deleting a chart, and printing a chart. We will also cover the different chart types (area, column, line, pie, 3D), customizing your chart and data, and changing data. The student will learn how to design and use a database. Topics will include entering data, adding records, deleting records, modifying, sorting and filtering. Case assignments will be handed out.

December 7 & 9 (6 hours)
\$59

KEYBOARDING (SELF-PACED)

If you wish to learn to type, refresh your typing skills, or just get acquainted with a computer keyboard, use this self-paced computer program to your advantage.

Students register by the terms.

Term 1: September to December

Term 2: January - March

Term 3: April to June

Open Registration

Course is based on computer lab availability.

\$34

**BEYOND THE BASICS
ENHANCING YOUR COMPUTER SKILLS
Tuesday & Thursday Evenings
6:30 p.m. - 9:30 p.m.**

MICROSOFT POWERPOINT

Here's an awesome and fun tool for public speakers, teachers, consultant's, etc.... This easy to use program allows you to create professional looking presentations in a matter of minutes. If you would like to move it up a notch you can play the presentation to music.

October 26 & 28 (6 hours)
\$59

OFFICE 97 - MAIL MERGE

Do you send out bundles of form letters? This handy function can cut your work in half! You will learn how to create your main document and a database, and at a click of a button you can merge the two together to print out form letters. You can also use the same database to print out envelopes or labels.

November 16 & 18 (6 hours)
\$59

INTERNET & E-MAIL BASICS

The Information Highway -- have all the information you need at your fingertips! We will show you tips on how to access the internet and find the information you are looking for. Email is a program that you can use to send messages to family, friends, co-workers, other businesses and it doesn't put you on hold! Type your letter and at a click of a button you have sent it! You can also send attachments (i.e. pictures) with your letter.

November 30 & December 2 (6 hours)
\$59

**INTRODUCTORY COURSES FOR THE
WORLD WIDE WEB**

Individual classes for as low as \$29
OR

Purchase the whole set before Sept. 15, 1999
for only \$195

Instructor: Pat Egan Class: Saturdays

INTRODUCTION TO HTML - 3 Hours

This is a basic introduction to Hypertext Markup Language (HTML). After completing this session you will be familiar with the history of HTML, what it can and can't do and be able to create a simple web page with text, headings and links. Keyboarding skills and familiarity with the windows environment would be helpful but not essential.

September 18, 1999
1 p.m. - 4 p.m.
\$29

INTRODUCTION TO WEB GRAPHICS - 3 Hours

This three-hour session builds on *Introduction to HTML*. Following *Introduction to Web Graphics* you will be able to add graphics and colours into your web pages. Topics covered include: file formats, the tag and attributes, images and links, web colours, background colours and tiled background images. If you wish to use your own photo or image come to class early so that it can be scanned. Basic knowledge of HTML (*Introduction to HTML*) is required.

October 2, 1999
1 p.m. - 4 p.m.
\$29

USING TABLES FOR WEB PAGE LAYOUT - 3 Hours

The easiest way to create an attractive layout in a web page is by using tables. Following this introductory session participants will be familiar with the parts of a table, the basic <TABLE> tags and attributes, how to create a simple table and how to add colour to your table. Basic knowledge of HTML (*Introduction to HTML*) is required.

October 16, 1999
1 p.m. - 4 p.m.
\$29

CREATING IMAGE MAPS - 3 Hours

In image maps, different parts of an image activate different links. During this session participants will learn to use an Image Editor and the <MAP> and <AREA> tags to create a client-side image map. If time permits, we will look at some Image Map Utilities which automate the process. Basic knowledge of HTML (*Introduction to HTML*) is required.

October 30, 1999
1 p.m. - 4 p.m.
\$29

INTERACTIVE WEB FEEDBACK FORMS - 3 Hours

One of the simplest ways to make your web page interactive is to provide an opportunity (forms!) for your visitors to fill out questionnaires or provide feedback on the topic of your web site. This course will introduce you to the two elements needed to create forms: <FORM> layout and CGI scripts. Participants will create a fully functional feedback form that generates an email message to the web site creator.

November 13, 1999
1 p.m. - 4 p.m.
\$29



INTRODUCTION TO FRAMES - 4 Hours

Frames remain one of the more contentious elements of HTML. Everyone seems to have a strong opinion about the use of frames. During this session we will look at some good and bad uses of the <FRAMESET> tag. Participants will also create a web page with a very simple set of frames. Frames are an advanced feature of HTML and can be very complex. Participants wishing to take this course should, at a minimum, have a fair knowledge of HTML (at least *Introduction to HTML* and lots of self-teaching) and have also taken *Using Tables for Web Page Layout*.

November 27, 1999
10 a.m. - 3 p.m.
\$39

PROMOTE YOUR WEBSITE - 3 Hours

You've created a web page and now what? This introductory session will get you started with the on-line promotion of your site. Participants in this course will become familiar with:

- ♦ key strategies to first prepare your site so that it is high on the list of query results for the keywords you think people will use to find your site;
- ♦ how search engines rank web pages;
- ♦ registering your site with search engines and directories;
- ♦ finding specialized directories; and
- ♦ checking your site's rank on search engines and directories.

December 11, 1999
1 p.m. - 4 p.m.
\$29

UPGRADING

CAREER & COLLEGE PREPARATION

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

Classes at the Hazelton Campus are as follows:

Monday	8:30 am - 3 pm	Evening: 7 - 10 p.m.
Tuesday	8:30 am - 3 pm	
Wednesday	8:30 am - 3 pm	Evening: 7 - 10 p.m.
Thursday	8:30 am - 3 pm	

G.E.D. PREPARATION

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

Pat Hayes

M & W; 7 pm - 10 pm

Term 1: Sept. - Dec., 1999

Term 2: Jan. - Mar., 2000

Term 3: Apr. - June, 2000

Must pay fees that apply to Career & College Preparation Program

GED & EXAM DATES

This is a course for adults (must be 19 years of age) 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.

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

DEADLINE FOR APPLICATION	TESTING DATE
Sept. 3, 1999	Oct. 1 & 2, 1999
Oct. 29, 1999	Nov. 26 & 27, 1999
Dec. 17, 1999	Jan. 14 & 15, 2000
Feb. 4, 2000	Mar. 3 & 4, 2000
Mar. 31, 2000	Apr. 28 & 29, 2000
May 5, 2000	June 2 & 3, 2000

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

EARLY CHILDHOOD EDUCATION

ATTENTION

All E.C.E. Teleconference Students !

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

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

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

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

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

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

For Special Service Assistants

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

Please contact your local college centre for an admission package.

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



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

IHS 139 (ECE 125) PRACTICUM I (Distance Education only)

This course provides the ECE student with a practical introduction to working with children in a licensed group setting. During this practicum, students will develop positive relationships with children, prepare simple materials, assist children in routines and learning experiences, and function competently in the role of "aide". ****All new ECE Distance Education student must attend this seminar.**

*Instructor: Nancy Hogue
Friday, September 17th, 1999
Orientation Seminar
Terrace Campus, 2 p.m. - 4 p.m.
\$134.70*

IHS 147 (ECE 115) CURRICULUM PLANNING I

This course introduces the student to the concept of developmentally appropriate practice through the planning, evaluating and adapting of curriculum experiences to meet individual and group needs in childcare settings. The student will examine the theories and principals behind the curriculum subject areas, art and language arts with the opportunity to begin exploring creative expression. This course is offered through a combination of Audio Teleconference and Saturday Workshops. Students **must attend** workshops.

*Joan Turecki
Teleconferencing Room
October 25 - December 3, 1999
Monday & Wednesday Evenings
5:30 p.m. - 7:30 p.m.
& Saturday Workshops
\$134.70*

IHS 222 (ECE 202) 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 effect of parenting styles, caregiving, and the environment on development. **Prerequisite:** IHS/ECE Certificate.

*Marc Battle
Teleconferencing Room
September 14 - December 7, 1999
Tuesday Evenings, 5:30 p.m. - 7:30 p.m.
plus a Saturday workshop
\$134.70*

IHS (ECE 113) THE ROLE OF THE EARLY CHILDHOOD EDUCATOR I

This course introduces students to the underlying principles and practices of early childhood education. Students will examine the role of the educator in creating and maintaining nurturing environments for young children, and will examine the historical and social influences which shape the profession.

*Nancy Hogue
Teleconference Room
January 31 - March 31, 2000
Monday & Wednesday Evenings
5:30 p.m. - 7:30 p.m.
\$134.70*

Contact Karen Chrysler at 635-6511, Local 5290 if you have any questions regarding Early Childhood Education.

NOTE: Students must register two weeks prior to class commencement in order to receive course materials in time for class.

PROVINCIAL INSTRUCTOR DIPLOMA PROGRAM

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

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

Interested individuals can register for the entire program or for specific courses by contacting Vancouver Community College at **1-604-871-7488**. Contact Sheila McDonald for scheduling at 635-6511, local 5413. Courses cost \$275 each except 102B which is \$300 including textbook.

1999 - 2000

101	Instructional & Curriculum Design	103	Use/Design of Instructional Media
102A	Elements of Instruction A	104A	Evaluation of Learning & Instruction A
102B	Elements of Instruction B	104B	Evaluation of Learning & Instruction B

Prince Rupert - Northwest Community College

102A	September 17, 18, 19, October 1, 2, 3	2 weekends	Friday, 6 p.m. - 9 p.m., Sat. & Sun, 9 a.m. - 4 p.m.
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104A	January 21, 22, 23, February 4, 5, 6	2 weekends	Friday, 6 p.m. - 9 p.m., Sat. & Sun. 9 a.m. - 4 p.m.
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Smithers - Northwest Community College

102B	October 22, 23, 24, November 5, 6, 7	2 weekends	Friday, 6 p.m. - 9 p.m., Sat. & Sun., 9 a.m. - 4 p.m.
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104B	February 18, 19, 20, March 10, 11, 12	2 weekends	Friday, 6 p.m. - 9 p.m., Sat. & Sun., 9 a.m. - 4 p.m.
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Terrace - Northwest Community College

101	November 19, 20, 21, December 3, 4, 5	2 weekends	Friday, 6 p.m. - 9 p.m., Sat. & Sun., 9 a.m. - 4 p.m.
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103	March 24, 25, 26, April 7, 8, 9	2 weekends	Friday, 6 p.m. - 9 p.m., Sat. & Sun., 9 a.m. - 4 p.m.
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STUDY THIS!



BRING IN THIS COUPON WHEN YOU REGISTER FOR OUR CONTINUING EDUCATION COURSES

(NOTE: THIS DOES NOT INCLUDE OUR COMPUTER PACKAGE SPECIALS.)

2 WEEKS OR MORE BEFORE THE START DATE AND RECEIVE:

\$5.00 OFF COURSE REGISTRATION FEE

VALID AT: NORTHWEST COMMUNITY COLLEGE - HAZELTON CAMPUS, 4815 SWANNELL DRIVE, P.O. BOX 338, HAZELTON, B.C. V0J 1Y0

COUPON EXPIRES: DECEMBER 31, 1999

What Would You Like To See Offered?

Is there some special topic you would like to explore, some skill you've been wanting to develop? If there is a course you would like the Continuing Education Department to offer, please fill out slip below. If you or someone you know has expertise in that area, and might like to teach it, please indicate that too.

Course: _____

Possible Instructor: _____

Address: _____

Town: _____ Province: _____

Postal Code: _____

Phone Number: _____



Would You Like To Teach?

If you have a hobby or special talent in some area that you would like to share with other adults, you might enjoy teaching in our Continuing Education courses. Teacher certification is not a prerequisite for teaching in the adult program. If interested, please fill out the slip below. Someone from the Continuing Education staff will contact you. Thank you for your interest.

I have a special interest or talent in:

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

Name: _____

Address: _____

Town: _____ Province: _____

Postal Code: _____

Home Phone: _____

Work Phone: _____



GIFT CERTIFICATE ORDER FORM

I want to give _____

Recipient

Home Phone #

Work Phone #

Address

Town

Province

A gift certificate for:

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

Fill in Amount

Full enrollment in _____ offered on _____

at _____ Course Name _____ Date & Time _____
 Location of Course Tuition GST if Applicable Total

From: _____ Name Home Phone # Work Phone #

Address Town Province

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

Card Number: - - - Expiration Date: /

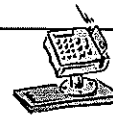


Signature: _____

Send gift certificate and course catalogue to me.

Send gift certificate and course catalogue to recipient, by _____

REGISTRATION IS EASY . . .



5 easy ways to enroll in the course YOU want:

BYPHONE

(the easiest way)



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

WALK-IN

(the most personal way)



Come in to the Northwest Community College Office. Northwest Community College accepts: Cash, Cheques, Money Orders, Visa, Master card and Interac.

MAIL-IN

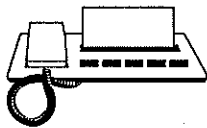
(the postal-service way)



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

FAX-IN

(the high-tech way)



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

BYPURCHASE

ORDER No.

(the business-like way)

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



Method of Payment (check one):

- Cash / Money Order
- Cheque
- Visa
- Mastercard

Enclose cheque, money order (made out to N.W.C.C.), or fill out the credit card number with expiration date, and sign form. Complete this form and mail to Northwest Community College:

HAZELTON
P.O. Box 338
Hazelton, BC
V0J 1Y0
Phone: 842-5291
Fax: 842-5813

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

Surname: _____ First Name: _____

Address: _____ Town: _____

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

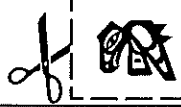
COURSE _____ **START DATE** _____ **FEE** _____

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

TOTAL FEE \$ _____

Card Number - - - - Expiration Date: /

Signature _____
Date _____



September 1999

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 1999

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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 1999

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 1999

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

COURSES I WANT TO TAKE:

PAGE #

REGISTER BY THIS DATE TO USE
COUPON DISCOUNT ON PAGE 17:



Northwest Community College
4815 Swannell Drive
P.O. Box 338
Hazelton, B.C.
V0J 1Y0

Phone: (250) 842-5291 Fax: (250) 842-5813