

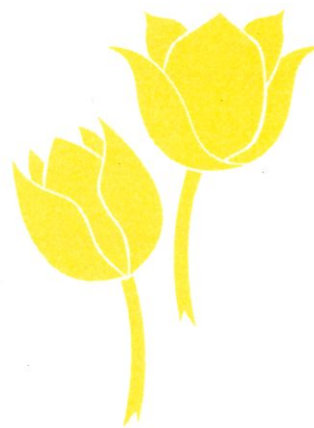
HOUSTON
CENTRE

WINTER/SPRING

2001

JANUARY
TO JUNE

Northwest
Community
College



“An investment in local training is an investment in yourself and your community.”



Welcome to Northwest Community College

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

NWCC Advantage

- ◆ Smaller Classes
- ◆ Credit/Transferable Courses
- ◆ Co-operative Education
- ◆ Diplomas
- ◆ Low Tuition Costs
- ◆ Enhanced Learning
- ◆ Friendly Atmosphere
- ◆ High Quality Courses
- ◆ Job-Related Training
- ◆ More Student-Instructor Contact

Meet the NWCC Staff

Aboriginal Access Coordinator	Murphy Green
Accessibility Services Coordinator	Kym Putnam
Cashier/Receptionist	Joanne Lecomte
CCP Instructor	Sandi Lavallie
CCP Instructor/Regional Coordinator for Literacy	Dee McRae
Centre Manager	Brenda Andersson
Coordinator Continuing Education/Contract Training/Youth Community Action	Rosalinde Moeliker
Continuing Education Programmer	Dawn Potvin
Educational Advisor	April Goffic
Educational Support Specialist/ <i>BC Works!</i> /Employment Advisor	Terri Stewart
ESL Instructor	Mary Ann Isidoro
Information Systems	Rob Schuster
Job Readiness Instructor	TBA
Librarian	Sylvia Golke
Program Support Clerk	Danette Anderson
Senior Centre Clerk/Admissions	Patty Bruce

Thank You

Northwest Community College in Houston would like to extend a Thank You to the following:

- ◆ All our students and participants who enroll in our courses.
- ◆ To all our instructors.
- ◆ CFBV, CJFW and Houston Today for advertising our programs and courses.
- ◆ The Chamber of Commerce for their ongoing support.
- ◆ Local Restaurants and businesses who display our table cards and posters.
- ◆ School District #54 for their continued partnership.
- ◆ Link to Learning for their continued partnership.
- ◆ Industry, Houston Forest Products, Huckleberry Mines, Ministry of Forests and Canfor.

Table of Contents



NWCC Services.....	4-6
Employment Preparation Services.....	7
Houston Storefront School.....	8
Houston Link to Learning.....	8
Mission Statement.....	9
Student Association Events.....	9
College & Career Preparation.....	10
English as a Second Language.....	10
Certified Farrier Program.....	11
Welding.....	12
Heavy Equipment.....	12
Office Assistant & Business Technology.....	13
Northwest First Aid Training.....	14
Computer Courses.....	15-21
SuperHost.....	22
Vocational.....	23
The Great Outdoors.....	24-25
Cooking Series.....	24
General Interest.....	27-28
Business & Communication.....	29
WorkSafe.....	30
Contract Training for Business.....	31
Registration Information.....	32



Services

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Prior Learning Assessment (PLA)

Knowledge acquired through prior life experiences could be valuable in pursuing your educational and career goals. At NWCC we offer the opportunity for flexible assessment of prior experiences. In this way you may be able to acquire credit for a course or program at NWCC based on your previous experience.

PLA may help you reach your educational goals sooner. Students may be able to reduce their course load and the cost of their education. Successful course achievement through PLA will be recognized on your transcripts.

What Qualifies for PLA?

- ◆ Work Experience
- ◆ Volunteer Work
- ◆ On-the-job Training
- ◆ Independent Study
- ◆ Hobbies
- ◆ Community Activities

How is PLA Assessed?

- ◆ Challenge a NWCC course
- ◆ Equivalency from another institution
- ◆ Evaluation of training
- ◆ Transfer of formal course credits
- ◆ Providing evidence of your learning.

Please note: If English is your second language, an English test may be required.

Distributed Learning

Do you wish to learn from the privacy of your home? Distributed learning may be for you. Come talk with the Educational Advisor to see what options are available to you. NWCC provides access to our computer lab for members of the community who are taking courses by distance education or through the Internet. Should you need to use software applications to complete assignments or simply download your assignments from the Internet, **this service is invaluable.**

Cost: \$35 per semester

Time: Please pick up a lab schedule from the College or please contact us for further information 845-7266.



Northwest Community College is equipped for handicapped access. Please feel free to contact us if you have any questions.

Room Rentals

NWCC has a variety of classrooms available for rent including: 2 computer labs, a teleconference room and the Library.

Rental Rates

Room	Computer Lab*
\$25 for half day (1-4 hours)	\$500 for 18 computers
\$50 for full day (5-8 hours)	\$350 for 10 computers

*\$25 for each additional computer after 10. Extra fees may apply if special software needs to be installed.

Book your room and leave the rest to us. We arrange the room, the equipment, refreshments, catering and clean up.

We also have available:

- ◆ Video Conferencing
- ◆ Flip Charts
- ◆ Overhead Projectors
- ◆ TV/VCR
- ◆ Screens
- ◆ Aver Key
- ◆ Slide Projectors
- ◆ Polycom

Students With Disabilities

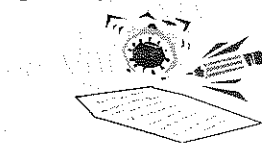
A range of services and/or equipment are available to aid students with disabilities who desire to pursue their education. If you require assistance to attend the College, please contact us, or call Kym Putman directly at 847-4461 local 5806. If possible, please let Kym know your requirements at least four weeks in advance of the course. This will allow time to organize the assistance you may need.

GED Dates (2001)

Testing Dates	Application Deadline
January 12 & 13, 2001	December 14, 2000
March 2 & 3, 2001	February 1, 2001
April 27 & 28, 2001	March 29, 2001
June 1 & 2, 2001	May 3, 2001
July 13 & 14, 2001*	June 14, 2001

*Exam in Terrace Only.

First time testing fee is \$45. First time writers are required to write all five GED tests. Applications must be received and processed by the cut off date-to be able to write on the corresponding testing date.



Services



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Desktop Publishing

This service will save you time! We can create, print, staple, bind and/or fold your newsletter or publication. The costs of this service are as follows:

- ◆ Computer time \$40/hour
- ◆ Other services \$18/hour (folding, binding, stapling)

Scanning

NWCC is equipped with a Hewlett Packard LaserJet 3C Scanner with colour scanning capabilities.

- ◆ We Scan Your Documents - \$10 for 15 minutes
- ◆ You Scan Your Documents* - \$5 for 15 minutes

*There is no instruction available to those using the scanner on their own.



Bookstore

Textbooks and course materials are available at Northwest Community College (Houston Campus). Also available are packsacks, stationery, general interest books, computer software, clothing and college memorabilia. Special orders for books are available as well. See your friendly staff in the front office for help!

Video Conferencing

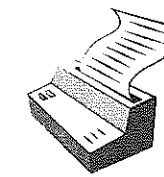
If you or your employer are looking for a way to cut travel costs for meetings, job interviews, or seminars, video conferencing may be for you! This enables you to interact via audio video with people anywhere in the world. We can accommodate small or large groups, and will take care of all aspects of the coordination. Please call for more information and pricing.

Satellite Broadcasts

NWCC is equipped with a satellite dish and controller capable of accessing 16 satellites with numerous channels on each. Therefore any courses, workshops, seminars or special broadcasts can be viewed or videotaped from the satellite. Program access from western North America for professional development and educational programming is available, as well as access to programs from number of colleges and universities in North America.

Typing Tests

Do you need your typing skills assessed? NWCC can provide testing space and equipment for typing tests. Please call for more information and pricing.



Copies & Laminating Services

Colour Photo Laser Copies

Letter Size (8.5 x 11)	\$1.45
Legal Size (8.5 x 14)	\$2.15
Oversize (11 x 17)	\$2.25
Arial Maps	\$2.00

(Please ask about discounts on larger orders)

Photocopying (Black and White)

10 cents per page

Colour Printing

A Hewlett Packard LaserJet 4500 Colour Printer is available.

Letter Size (8.5 x 11)	\$1.25
Legal Size (8.5 x 14)	\$1.50

Also available

Photo Quality Paper (8.5 x 11)	\$1.75
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Laminating

The laminating machine can cover up to 27" in width

Letter Size (8.5 x 11)	\$1.50
Legal Size (8.5 x 14)	\$2.00
Larger Items	\$1.80/foot

Faxing

Local Fax \$1.00 for the first page
10 cents for each additional page.

Long Distance Fax \$1.50 for the first page
50 cents for each additional page.





Services

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Educational Advisor

We are available to help you choose the educational path that best suits your goals. We can provide up-to-date information on all NWCC and other post secondary programs including:

- ◆ College Services
- ◆ Financial Aid
- ◆ Programs & Courses
- ◆ Facilities
- ◆ Policies & Procedures

Our Educational Advisor is trained to assist with developing educational plans and with course planning. For assistance please call 845-7266 to book an appointment.

Education & Career Support

The Education and Career Support person at Northwest Community College is available to assist students to reach their educational goals. Services provided include:

- ◆ One on One Support
- ◆ Workshops
 - Personal Development
 - Career Planning
 - Job Search Strategies
- ◆ Job Shadowing
- ◆ Work Experience Placements
- ◆ Connection to Other Community Services
- ◆ Research Information
 - Career Planning
 - Personal Development
 - College/University Programs

Financial Aid

If you would like to return to school, but are in need of financial assistance, the Educational Advisor may be able to assist you in finding ways to finance your education.

Do you need a hand filling out your student loan application? Contact the Educational Advisor.

Community Access Program (Internet Access)

Through the Community Access Program (CAP) there is free internet access provided to the public, students, instructors and staff. The Internet computers are located in the Learning and Career Resource Centre of NWCC. All users who would like to use the computers are asked to check availability at the front desk and sign in.



Library Resource Centre (LRC)

NWCC's Eastern Region is served by a full time librarian based in Smithers, and traveling to Houston on a rotational basis. Houston college library is open to community members and college students alike. There is no fee for membership. **Services offered include:** library instruction, reference services, interlibrary loans, on-line research databases, and Internet access. **The collection includes:** books, periodicals, videos, CD-ROM, maps, government documents and pamphlets. Log on to our website at www.nwcc.bc.ca for remote access to our library catalogue.

For more information please contact Sylvia Golke at 847-4451 or call 845-7266 Ext. 5836.

First Nations Access Coordinator

The First Nations Access Coordinator provides the following services:

- ◆ Assistance in obtaining financial support
- ◆ Career and Educational Planning
- ◆ Student Access and Advising
- ◆ Monitoring for First Nations sponsored students
- ◆ Cultural Awareness
- ◆ Liaison between college staff, instructors, and Band Education Coordinators.

For more information contact Murphy Green, First Nations Access Coordinator at 845-7266.

Student Success

We appreciate that at times you may have difficulty with a course or a program, so NWCC has services in place to assist you. These include:

- ◆ Peer or Computer Tutoring
- ◆ Personal Counseling
- ◆ Study Skills Seminar

Additional CAP Sites:

- ◆ District of Houston Office
- ◆ Houston Community Services
- ◆ Houston Friendship Centre
- ◆ Houston Public Library
- ◆ Houston Chamber of Commerce



Employment Preparation Services



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BC Works! Program

Contact: Terri Stewart,
Employment Consultant

Phone#: 1-877-277-2288



BC Works! Is an employment service connecting job-ready income assistance recipients with employers. Up to \$3000 in training dollars is available to eligible employers.

- ◆ NWCC provides BC Works! for Houston, Smithers, and Hazelton.

The Employment Consultant will assess training needs for employers at their workplace, develop training plans, and provide on-going support and follow-up to the employer and new employee.

Job Readiness

NWCC, in contract with the Ministry of Social Development & Economic Security, is offering a Job Readiness Program for Social Assistance recipients. The program focuses on personal development, communication skills, career exploration, job search strategies, computer skills, individual assessments & inventories, employment options including entrepreneurship. For further information or to see if you are eligible please contact our Educational Advisor at 845-7266 or Kent Taylor, Training Consultant at 845-7826.

Early Intervention Sessions

People needing Social Assistance/BC Benefits are required to attend an Early Intervention Session at NWCC. In this three hour session clients will learn about the requirements and process to apply and be eligible for social assistance. Job Search skills will also be covered, including resume preparation. Sessions are:

Time: Tuesdays & Thursdays 9:30 am - 12:00 pm
Location: NWCC Learning & Career Resource Centre
Contact: Terri Stewart - Early Intervention Coordinator at 845-5904

Youth Community Action

Are you an employer or a non-profit organization that is in need of a student between the ages of 15 to 24 to complete a project? Then Youth Community Action may be for you. The student will gain community work experience as well as a tuition credit for post-secondary education. For more information about Youth Community Action please contact us at 845-7266.

Career Resource Centre (CRC)

The Career Resource Centre is located in the Library Resource Centre and is open to the general public. The CRC has information on employment opportunities and Internet access to job postings.

Employment Assessments & Career Exploration

For employers, agencies or individuals who require assessment, exploration or testing services, NWCC can administer an interpret a wide variety of aptitude, personality and interest areas. These tests can be used for a variety of reasons including: selection, placement, promotion of employees, determining re-training needs of injured individuals, team building, management skills, career exploration, educational planning and others.

Exploration & Assessments

- ◆ Bridges and Choices
- ◆ Work Readiness Profile
- ◆ Wonderlic Basic Skills Test
- ◆ Personal Style Inventory
- ◆ Canadian Adult Achievement Test
- ◆ Self-Directed Search/Self Directed Search-Career Planning
- ◆ Discover Program
- ◆ Vocational Preference Inventory
- ◆ Myers-Briggs Type Indicator
- ◆ General Aptitude Test Battery
- ◆ Canadian Occupational and Interest Inventory
- ◆ Strong Interest Inventory

Each assessment is available individually or as a package. To make arrangements for an assessment that meets your needs please make at appointment with the Educational Advisor at 845-7266.

Employment Services

(Available at Nadina Community Futures in the Houston Mall). Come in and talk to the friendly Employment Coordinator. She is available to assist both job seekers and employers.

Services include:

Job Board, Resume Preparation, Career Counselling, Job Search & Interview Training, Sponsorship Training, Wage Subsidies, Employment Referrals.

Please come and join us for the following workshops:

Resume Information Session - Jan. 18, 2001 at 1:00 pm
Job Bank Information Session - Jan. 30, 2001 at 1:00 pm
Job Search Information Session - Feb. 15, 2001 at 1:00 pm

For a more complete list of services, programs and workshops available please contact Teresa at 845-2522 Monday to Friday 8:30 am to 4:30 pm.



Partners



Office Hours:
Monday – Friday
8:30 am – 4:00 pm
Phone 845-7800

Programs

The Houston Storefront School offers regular high school courses from grades 9 to 12, which allow students to obtain the credits they require to earn their Dogwood Diploma. Students learn at their own pace and attend flexible hours. All courses for graduation programs are free of charge.

Focus

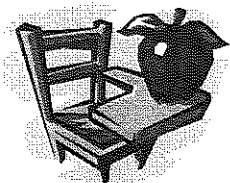
The Houston Storefront School provides clients who are 16 years of age and older with a self-paced program that leads towards earning their secondary school graduation certificate. We also offer courses to high school graduates who wish to upgrade their marks. Students are registered in School District #54 or are sponsored by Northwest Community College for academic upgrading.

Referrals

Students wishing to attend Houston Storefront School must apply in writing. Brochures and application forms are available on-site or at NWCC. There is limited space in this program and students should be aware that they may be placed on a wait list. If you have any questions, or for more information please contact **Ross Acree** (Instructor) or **Kari Niven** (Human Services Worker).

Courses Offered

Forestry 11	English 9 -12
Biology 11	Math 9 -12
Chemistry 11 & 12	Math 9A -11A
Social Studies 9-11	Data Processing 11
History 12	Family Studies 12
Geography 12	Accounting 11 & 12
Intro to Math 11	Consumer Ed 12
Science 9 & 10	Earth Science 11



Houston Link to Learning

Houston Link to Learning is a community literacy group and a partner to the Learning Centre. If you are an adult needing help with reading, writing or other course materials we can match you with a tutor. All tutoring is free and confidential. We need volunteer tutors in a variety of subjects and levels. If you are interested, give us a call. Training is provided to all volunteers.

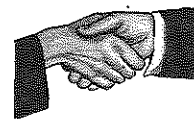
For more information please call 845-2727.



- ◆ You choose what you want to learn
- ◆ You choose when you learn
- ◆ Help for Adult Learners
- ◆ One-on-One Tutoring

Northwest Community College & Partnerships

NWCC strives to provide quality training and works toward achieving the educational goals of the members of our community. We would like to extend a sincere thanks to those who have formed partnerships with us in the past, and look forward to forming effective, viable partnerships in the future. The College can provide flexible, quality training to individuals, business and industry in an effective, positive manner. Contact Rosalinde Moeliker at 845-5901 or Dawn Potvin at 845-5908 for further information.



Click on our Website to learn more about what your Community College has to offer at www.nwcc.bc.ca

Our Website includes information on...
Upcoming courses around the region
Library information
Information on other NWCC Campuses
And much, much more!



Mission Statement & Student Association



Northwest Community College Mission Statement

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 and Operating Principals

- | | |
|--------------------------------|------------------------------|
| ◆ A STUDENT CENTRED COLLEGE | ◆ ACCESSIBILITY |
| ◆ STUDENT SUCCESS | ◆ OPENNESS TO CHANGE |
| ◆ RESPECT | ◆ EMPOWERMENT OF COMMUNITIES |
| ◆ COOPERATION | ◆ EMPOWERMENT OF EMPLOYEES |
| ◆ TRUST, HONESTY AND INTEGRITY | ◆ ACCOUNTABILITY |
| ◆ COLLABORATION | ◆ INNOVATION |

Northwest Community College Calendar of Student Events

Student Association

The Student Association plays a major role in the activities that take place at each centre. Students are encouraged to share their experience and expertise in these areas, and are invited to come forward with their suggestions for recreational programs and events. Anyone interested in events happening should contact their Student Association representative.



Valentine's Day
February 14, 2001

&

National Flag Day
February 15, 2001



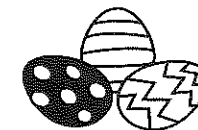
St. Patrick's Day
March 15, 2001

&

International Day of Elimination of
Racial Discrimination
March 21, 2001



Easter
April 19, 2001



Mother's Day
May 14, 2001



Aboriginal Awareness Day
June 21, 2001

&

Year End Wind Up





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Career & College Preparation (CCP)

Courses in the Career and College Preparation (CCP) Program enable people to acquire basic language and numerical skills, to complete a secondary school education equivalent, or to complete course prerequisites for college programs. Courses prepare students for admission to vocational and technical training programs or increase the opportunities for employment or personal growth.

How the Courses Run

Students may 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 material at their own pace. Attendance is full-time or part-time. Some courses are also available in a lecture, lab, and tutorial format. The instructor leads and guides the students at a set pace.

Getting More Information

Make an appointment to see the Educational Advisor by phoning the College. The Advisor will ask questions about your educational goals and help determine the courses you need. Usually, there will be an assessment of your present skills to find the place where you should begin. The Educational Advisor can also tell you the dates, times, costs as well as the registration procedure.

What is available in CCP

- ◆ Literacy – beginning to read, write and use numbers
- ◆ Basic English and arithmetic skill development
- ◆ Math, English, and Science courses to grade 12 level
- ◆ Computer studies beginner to grade 11 level
- ◆ Math, English and computer selected topics (related to students' needs)
- ◆ GED test preparation
- ◆ Intermediate, advanced and provincial diploma courses
- ◆ Instructor support for correspondence courses
- ◆ Adult Dogwood completion

Houston CCP Hours

Monday: 8:30 am to 2:30 pm
6:00 pm to 8:30 pm

Tuesday: 8:30 am to 2:30 pm

Wednesday: 8:30 am to 2:30 pm
6:00 pm to 8:30 pm

Thursday: 8:30 am to 2:30 pm

Fundamental English 020 (Instructor Led)

Pre-Requisites: Basic Reading and Writing Skills
Dates: January 9, 2001 to March 16, 2001
Days: Tuesday, Wednesday, and Thursday
Times: 9:00 am – 11:30 am
Instructor: Dee McRae

This course will help you improve your communication skills. You will work on your reading, writing, grammar, speaking, critical thinking and listening skills using real life situations. You will also learn basic computer, library, time management, study and test writing skills.

Fundamental English 020 leads to:

Intermediate English 030, GED Preparation and the Job Readiness Program

Tuition: Free
Other Fees: NWCC application fee & Student Association Fees



English as a Second Language (ESL)

Classes to help students improve their reading, writing, listening, and speaking skills. The course offers help with English for daily life skills and in the work place. Classes are offered at different times to allow students who are on shift work to attend. Students work at their own pace in basic to intermediate levels.

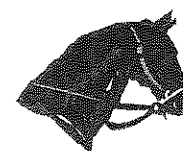
Dates: January 10th to June 29th, 2001
Tuition: FREE
Other Fees: NWCC application fee & Student Association Fees
Instructor: Mary Ann Isidoro

Houston ESL Hours

Monday to Wednesday
9:00 am to 12:00 pm **or** 1:00 pm to 4:00 pm*
**Alternating every two weeks.*

Thursday 9:00 am to 12:00 pm
This class will consist mainly of activities outside the classroom setting. This will include trips to various offices and/or businesses in the area.

Monday to Thursday
6:00 pm to 9:00 pm



Certified Farrier Program

Northwest Community College is offering the first two levels of the Certified Farrier Training program, basic and intermediate. This 17 week program is recognized by the American Farrier Associations. The program consists of eight weeks training per level, plus one week of business development that will prepare students to work as apprentices with certified Farriers, or to become self employed. Students who complete the basic level of the program will be able to cold shoe and work for a certified Farrier.

Completion of the intermediate level will allow a person to undertake most Farrier tasks, except corrective and specialized shoeing. Until graduates have had several years experience in the trade, they will probably need to refer complicated and corrective jobs to Farriers with more experience.

The program involves participation in both theoretical and practical learning environments. Theory classes are conducted in a classroom setting and practical activities are taught in their natural environment. This program is highly recommended for those who possess a genuine passion for horses and is meant to attract those individuals seeking employment in the horse trades industry. Individuals working within the industry seeking additional, formalized training and certification; or those looking for alternate career opportunities within the trade are encouraged to apply. This is a physically challenging occupation and requires a person that is self-motivated and has good communication and salesmanship skills.

Please call us if you are interested in registering for the September 2001 semester or if you would like more information!

**To receive an admission package please call
845-7266 or
Toll-Free 1-877-277-2288**



Farrier Courses Offered



- FARR 111-2.0:** Introduction to Horseshoeing
- FARR 112-3.0:** Introduction to Equine Anatomy
- FARR 113-2.0:** Introduction to Horse Husbandry and Handling
- FARR 114-2.0:** Introduction to Gaits & Forge Work
- FARR 115-2.0:** Introduction to Horse Lameness
- FARR 116-1.0:** Introduction to Specialized Horses
- FARR 211-2.0:** Intermediate Horseshoeing
- FARR 212-3.0:** Intermediate Equine Anatomy
- FARR 213-2.0:** Intermediate Horse Husbandry and Handling
- FARR 214-2.0:** Intermediate Gaits and Forge Work
- FARR 215-2.0:** Intermediate Studies of Lameness
- FARR 216-1.0:** Intermediate Study of Specialized Horses
- FARR 311-2.0:** Advanced Horseshoeing
- FARR 312-3.0:** Advanced Equine Anatomy
- FARR 313-2.0:** Advanced Horse Husbandry and Handling
- FARR 314-2.0:** Advanced Gaits and Forge Work
- FARR 315-2.0:** Advanced Studies of Lameness
- FARR 316-1.0:** Advanced Study of Specialized Horses

Farrier Supplies

Outlined in the admission package is a list of supplies that will be required. Please call NWCC for further information or visit our website at www.nwcc.bc.ca.

Trimming & Horseshoeing

NWCC is currently offering a certified Farrier Program in Houston until February of 2001. We are looking for individuals interested in allowing NWCC to use their horses for shoeing and trimming. Trimming is **FREE**, and shoeing will be \$10.00 per horse plus any miscellaneous expenses. Please contact us at 845-7266 for more information.

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Welding & Heavy Equipment Operator

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Welding

NWCC welding training offers both the level C & B certified welding program. The program is self-paced and modularized. To become a C or B certified welder a person must complete training and a welding apprenticeship to equal 12 months. Previous experience may be credited toward welding hours. Students will have to demonstrate competence in all welding positions.

Please contact the NWCC for complete admission requirements

Level C Course Content

(Students must complete two 12 week sessions)

- ◆ Gas cutting
- ◆ Gas Welding
- ◆ Braze Welding
- ◆ Shielded Metal Arc Welding
- ◆ Flux Core Arc Welding

Level B Course Content

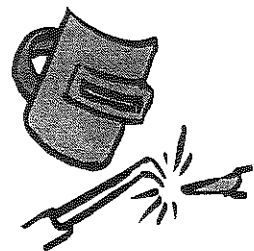
(Students must have a Level C ticket and complete one 12 week session)

- ◆ Shielded Metal Arc Welding II
- ◆ Gas Metal Arc Welding II
- ◆ Welding Quality and Inspection
- ◆ Coded Standards and specifications
- ◆ Blueprint Reading and Metallurgy
- ◆ Aluminum Welding
- ◆ Pipe Welding

Course Dates: (Level B & C)

Date: April 2, 2001 – June 29, 2001

Cost: \$408.00 plus \$50 (refundable) tool deposit



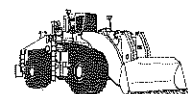
Heavy Equipment Operator

Modularized Excavator Operator and Backhoe/Loader Operator courses are available at NWCC. This training will provide the skills and knowledge to be an entry level operator. Examples of course content include:

- ◆ Site Preparation
- ◆ Preventative Maintenance
- ◆ Check Grades
- ◆ Road reclamation and environmental codes
- ◆ Safety Procedures
- ◆ Equipment Systems
- ◆ Installation of Culverts
- ◆ Identification of road building states

****Please note three weeks are required to coordinate equipment.****

Please call us for more information on this training at
845-7266 or
toll-free at 1-877-277-2288



Professional Truck Driver Training

This 3-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 the work site.

Cost: \$6000
Dates: Available on request
Instructor: TBA

Please call us for more information on this training at
845-7266 or
toll-free at 1-877-277-2288

Other Trades Courses

Northwest Community College can coordinate other trades programs if there is sufficient interest and registration

- ◆ Welder Fitter
- ◆ Automotive Mechanic
- ◆ Outdoor Power Technician
- ◆ Camp Cooking
- ◆ Carpentry



If you have any course ideas or suggestions on what you would like to see offered please call us and we may be able to arrange a course for you.

Office Assistant & Business Technology



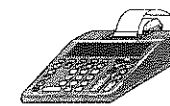
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Business E-Learning - On-Line Computer Training (Offered at the Houston Campus)

Business E-Learning will provide courses that will give the student entry level skills to enter the workforce in the area of office administration. These courses are all done by distance education using Internet and E-mail. Students who wish to continue on and earn an office administration certificate can transfer the courses from E-Learning toward this certificate.

Courses Include

- ◆ Successful E-Learning
- ◆ Keyboarding Speed I
- ◆ Computer Environments
- ◆ Word Processing Applications
- ◆ Business English
- ◆ Human Relations
- ◆ Business Machines



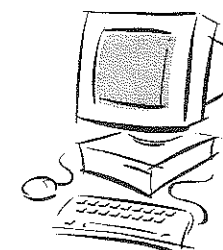
These courses offer flexible start dates. Please call for more information on costs and availability.

Office Assistant Certificate (Offered at the Smithers Campus)

This certificate is designed such that, upon completion learners may enter the workforce or continue on into a specialty certificate in Business Technology.

Courses Include

- ◆ Student Success
- ◆ Keyboarding Speed I
- ◆ Keyboarding Speed II
- ◆ Computer Environments
- ◆ Database
- ◆ Word Processing Applications
- ◆ Automated Office Simulation
- ◆ Communications I
- ◆ Presentations
- ◆ Critical Thinking
- ◆ Teambuilding
- ◆ Job Search
- ◆ Office Dynamics
- ◆ Records Management
- ◆ Business Machines



For more information on any of the above programs please call us at 845-7266 or 847-4461.

Business Technology Certificate (Offered at the Smithers Campus)

The Business Technology Certificate is designed to build on the Office Assistant Certificate to allow the student to specialize in specific areas of interest. Students complete a program that focuses on their chosen specialty area.

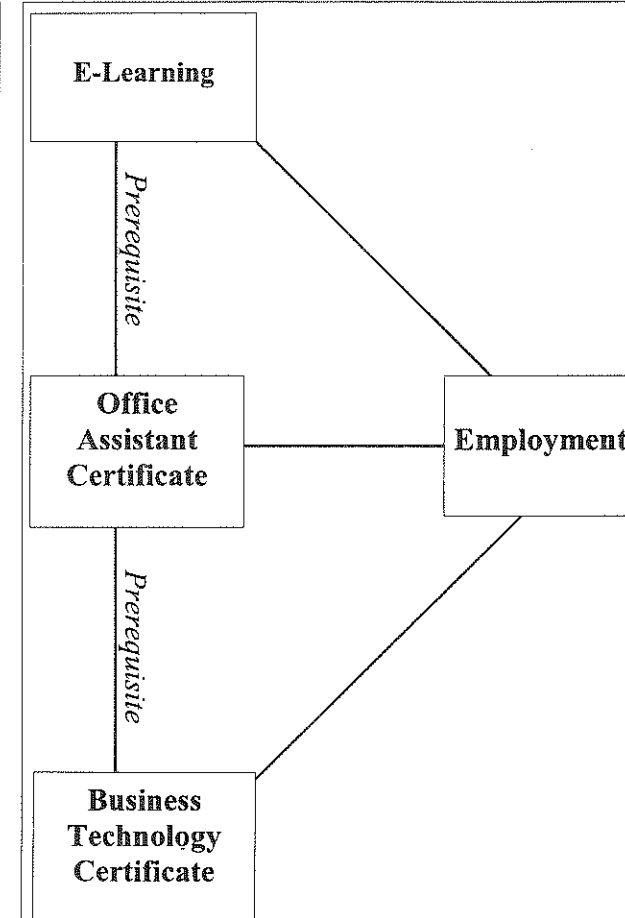
Specialty Areas

- ◆ Accounting Specialty*
- ◆ Word Processing Specialty*
- ◆ General Specialty*
- ◆ Desktop Publishing* (Currently being offered at our Terrace campus only)

*Pre-requisite for all specialties is the Office Assistant Certificate

How to Apply

Please contact your Educational Advisor to obtain an application from your local college centre.





Northwest First Aid Training Agency

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First Aid Level I

The Worker's 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 patients and control of deadly bleeding. Participants must be 16 years of age. The Worker's Compensation Board of BC requires participants to provide 2 pieces of identification prior to certification. For OFA Level I, students must bring their ID to class, since certification is awarded at the end of the day.

Four Different Course Dates for Your Convenience:

Dates to Choose From:
Jan. 20, 2001
Mar. 17, 2001
Apr. 21, 2001
June. 16, 2001

Times: Saturday 8:30 am - 4:30 pm
Cost: \$85.00* (per course)
Instructor: Northwest First Aid Training Agency

Transportation Endorsement

This course is designed to prepare Occupational First Aid Attendants, Level 1 with the skills and knowledge needed to move and transport injured/ill workers to medical aid. Topics covered are patient handling and lifting techniques, spineboard and basket stretcher immobilization techniques, patient assessment and treatment during transport, transport vehicles, aircraft transportation and applied first aid regulations. The Worker's Compensation Board of BC requires participants to provide 2 pieces of identification prior to certification. Students must bring their ID to class, since certification is awarded at the end of the day.

Three Different Course Dates for Your Convenience:

Dates to Choose From:
March 18, 2001
April 22, 2001
June 17, 2001

Times: Sunday 8:30 am - 4:30 pm
Cost: \$85.00* (per course)
Instructor: Northwest First Aid Training Agency

*Cash or Cheque only. Please make cheque payable to Northwest First Aid Training Agency.

First Aid Level III

Participants learn the theory and practical skills of basic life support. Occupational First Aid Level III includes CPR, obstructed airway management, assisted breathing techniques, care for the unconscious patient, 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 2 years. Students must bring a pocket mask to class. Student must also arrange a day off during the week following the course for the WCB examination. The Worker's Compensation Board of BC requires participants to provide 2 pieces of identification prior to certification.

5 Week and 2 Week Courses Offered:

Five Week Course:

Date: Jan. 29, 2001 - March 3, 2001
Time: Monday & Wednesday evenings 6:00 pm - 10:00 pm
Saturdays 9:00 am - 5:00 pm
Cost: \$595.00*
Instructor: Northwest First Aid Training Agency

Two Week Courses (2 separate dates):

Date: March 26, 2001 - April 6, 2001
Time: Monday to Friday 8:30 am - 4:30 pm
Cost: \$595.00*
Instructor: Northwest First Aid Training Agency

OR

Date: May 28, 2001 - June 8, 2001
Time: Monday to Friday 8:30 am - 4:30 pm
Cost: \$595.00*

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 this one day course participants will receive certification valid for 3 years.

Date: Saturday, May 5, 2001
Time: 8:30 am - 5:30 pm
Cost: \$85.00*
Instructor: Northwest First Aid Training Agency



Computer Courses (Instructor Led)



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You asked, and we answered! Check out our new schedule for computer training that includes both daytime and evening courses to choose from. There is something to accommodate all schedules.
Call 845-7266 for more information.

Introduction to Computers & Windows 98

This course is designed to introduce new users to some basics of working with a computer and its components. It also includes an introductory course to teach students how to use the Windows 98 operating system to provide an improved working environment that makes software applications easier to learn and use.

Prerequisites: Participants must have limited experience with a computer and want a thorough introduction to the basics.

Two different times to choose from:

DAYTIME

Dates: January 22 - January 31, 2001
Times: Mondays & Wednesdays 9:00 am - 3:00 pm
Cost: \$200.00 plus text
Instructor: Indra Manhas

OR

EVENING

Dates: January 22 - February 21, 2001
Times: Mondays & Wednesdays 6:00 pm - 8:00 pm
Cost: \$200.00 plus text
Instructor: Amber Hancock

Intermediate Windows 98

Description: This is a continuation of the Level I course that will introduce students to some advanced features available with Windows 98. Topics include: Advanced desktop & control panel features; system security and the MS DOS prompt; improving system performance; communication and maintenance.

Prerequisites: Participants must have taken Windows 98 - Level I course or have equivalent work experience

Two different times to choose from:

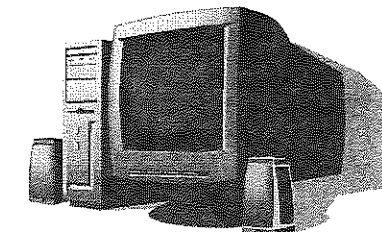
DAYTIME

Dates: February 6 - 7, 2001
Times: Tuesday & Wednesday 9:00 am - 4:00 pm
Cost: \$120.00 plus text
Instructor: Amber Hancock

OR

EVENING

Dates: March 6 - 15, 2001
Times: Tuesdays & Wednesdays 6:00 pm - 9:00 pm
Cost: \$120.00 plus text
Instructor: Rosalinde Moeliker



Houston Link to Learning Presents Two FREE Computer Courses



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. This course is offered FREE of charge by Houston Link to Learning.

Date: January 23, 2001
Time: Tuesday 7:00 pm - 9:00 pm
Cost: FREE
Instructor: Houston Link to Learning

Super Basic Computers

If you are scared to death of computers, computer-shy, or are unable to get near one because your kids are always on it then this course is for you. You will learn to use a mouse, a keyboard, learn some computer jargon, and be ready for the basic computer courses offered by Northwest Community College. This 4-hour course is offered FREE of charge by Houston Link to Learning.

Date: January 16 - 18, 2001
Time: Tuesday & Thursday 7:00 pm - 9:00 pm
Cost: FREE
Instructor: Houston Link to Learning



Computer Courses - Instructor Led

INSTRUCTOR LED COMPUTER TRAINING

MS Word 97 Level I - Beginner

Description: An introductory course designed to teach the student how to use MS-Word in the Windows 95 environment. You will learn how to create, edit, enhance, open and save files, and print documents.

Prerequisites: Participants must have taken the Introduction to the IBM PC and DOS, and Windows 95 - Level I courses, or equivalent work experience. This course does not teach word processing concepts or typing skills.

Two different times to choose from:

DAYTIME

Dates: April 2 - 3, 2001
Times: Monday & Tuesday 9:00 am - 4:00 pm
Cost: \$120.00 plus text
Instructor: Indra Manhas

OR

EVENING

Dates: April 3 - 12, 2001
Times: Tuesdays & Thursdays 6:00 pm - 9:00 pm
Cost: \$120.00 plus text
Instructor: Dwayne Anderson

Also offered by Computer Based Training (CBT)

MS Word 97 Level II - Intermediate

Description: This course will provide a review of MS Word Level I basics and will introduce the learner to the intermediate features of the program. Upon successful completion of the MOUS (see page 20) courseware you should be able to format documents; work with document templates; add headers and footers; add special characters; work with tables and perform simple math calculations; use borders and shading; insert graphics; work with columns; perform mail merges; perform sorts; understand some basic concepts about working with macros; customize Word 97.

Two different times to choose from:

DAYTIME

Dates: April 11 - 12, 2001
Times: Wednesday & Thursday 9:00 am - 4:00 pm
Cost: \$120.00 plus text
Instructor: Indra Manhas

OR

EVENING

Dates: April 18 - 30, 2001
Times: Mondays & Wednesdays 6:00 pm - 9:00 pm
Cost: \$120.00 plus text
Instructor: Dwayne Anderson

Also offered by Computer Based Training (CBT)

MS DOS - Beginner and Intermediate

Description: This is an intermediate course on DOS for those people who are interested in learning more about DOS and how to manage the hard drive on their computer. This course begins with a review of basic DOS commands and then leads into features to consider for managing the computer.

Prerequisites: Participants must have taken the Introduction to Computer course, or have equivalent work experience.

Dates: February 16 - 17, 2001
Times: Friday & Saturday
Friday 5:00 pm - 9:00 pm
Saturday 8:00 am - 5:00 pm
Cost: \$120.00 plus text
Instructor: Rosalinde Moeliker

MS Word 97 Level III - Advanced

Description: This courseware introduces the desktop publishing capabilities of Word 97 as well as working with long documents. Some of the advanced topics include: creating a master documents; using comments and tracking; creating indexes and table of contents; auto summarize; layout templates; columns; desktop publishing features of MS Word; creating forms; using charts and objects.

Prerequisites: Participants must have taken both Word 97 - Level I and Level II courses, or have equivalent work experience. This course does not teach word processing concepts or typing skills

Dates: April 17 - 18, 2001
Times: Tuesday & Wednesday 9:00 am - 4:00 pm
Cost: \$120.00 plus text
Instructor: Amber Hancock



Computer Courses - Instructor Led

INSTRUCTOR LED COMPUTER TRAINING

MS PowerPoint Level I - Beginner

Description: PowerPoint is a dynamic, interactive multimedia presentation software program. Most commonly used for creating and displaying "slides" to serve as visual aids for presentations. This program makes it easy for non-artists to combine text, graphics and other media into multimedia presentations. It helps you to organize your thoughts, powerfully illustrate your ideas, and deliver your message in any setting. While working through a MOUS (see page 20) approved course manual, begin to create visual aids for lectures, training sessions, sales demonstrations, and other presentations.

Prerequisites: Participants must be competent using PC computers and Windows operating systems. Knowledge of using a mouse and keyboard is also required.

Dates: February 16 - 17, 2001
Times: Friday & Saturday
Friday 5:00 pm - 9:00 pm
Saturday 8:00 am - 5:00 pm
Cost: \$120.00 plus text
Instructor: Amber Hancock

Also offered by Computer Based Training (CBT)

MS PowerPoint Level II Intermediate/Advanced

Description: This level II course will introduce students to the intermediate and advanced features of MS PowerPoint. Topics include creating hyperlinks within the presentation; creating master templates; and creating presentations for the Internet.

Date: March 9 - 10, 2001
Time: Friday & Saturday
Friday 5:00 pm - 9:00 pm
Saturday 8:00 am - 5:00 pm
Cost: \$120.00
Instructor: Dave Margerm

Enhancing PowerPoint with Voice

This workshop will introduce participants to the enhancement features of MS PowerPoint. In addition to animation and graphics, presentations can be enhanced using recorded voice. Customize and time your presentations with voice and music. Participants should be familiar with Level I features of PowerPoint.

Date: March 29, 2001
Time: Thursday 6:00 pm - 9:00 pm
Cost: \$30.00 plus text
Instructor: Rosalinde Moeliker

Simply Accounting 7.0 Level I - Beginner

Description: This course is an introductory course that will show students how to use Simply Accounting in the Windows environment. This package has been redesigned to more closely resemble invoices for data entry. Students will learn how to enter transactions for a company.

Prerequisites: Participants must have taken the Introduction to Windows course or equivalent work experience. Students should also have a fundamental understanding of accounting principles.

Dates: January 30 - February 8, 2001
Timea: Tuesdays & Thursdays 6:30 pm - 9:30 pm
Cost: \$120.00 plus text
Instructor: Dave Margerm



Simply Accounting 7.0 Level II - Intermediate

Description: The main objectives of this courseware are to review the setup and conversion of accounting data, and to help you learn to manage a wide scope of transactions you will encounter during regular bookkeeping.

Prerequisites: Participants must have taken the Simply Accounting for Windows - Level I and the Windows 95 courses or equivalent work experience. Students should also have a fundamental understanding of accounting principles.

Dates: February 13 - 22, 2001
Times: Tuesdays & Thursdays 6:30 - 9:30 pm
Cost: \$120.00 plus text
Instructor: Dave Margerm

QuickTax

From the makers of Quicken comes Quicktax: the easiest way to do your taxes at home. The instructor will introduce you to the software package and show you how to process your own tax return. Some features of Quicktax include:

- ◆ 100+ full motion videos with tax advice from top financial experts and priority technical support.
- ◆ Retirement, Loan, Saving and Education planning tools to help you to take control of your financial future
- ◆ On-screen publications offering tax tips including "Jacks on Tax Savings" by Evelyn Jacks
- ◆ Includes the latest tax legislation including new Capital Gains regulations
- ◆ File your tax return over the Internet with a few simple mouse clicks

Date: February 10, 2001
Time: Saturday 9:00 am - 3:00 pm
Cost: \$60.00 plus GST & Software (available at NWCC)
Instructor: Dave Margerm



Computer Courses - Instructor Led

INSTRUCTOR LEAD COMPUTER TRAINING

MS Access 97 Level I - Beginner

Description: This course is an introductory course designed to teach the student how to use the database features of Microsoft Access 97 within the Windows 95 environment. Topics include creating and using a database, creating tables and working with data, queries and creating forms and reports.

Prerequisites: Participants must have taken the Introduction to the IBM PC and DOS and/or Windows 95 - Level I courses, or have equivalent work experience.

Two different times to choose from:

DAYTIME

Dates: February 13 - 14, 2001
Times: Tuesday & Wednesday 9:00 am - 4:00 pm
Cost: \$120.00 plus text
Instructor: Amber Hancock

OR

EVENING

Dates: February 6 - 22, 2001
Times: Tuesdays & Thursdays 6:00 - 9:00 pm
Cost: \$120.00 plus text
Instructor: Amber Hancock

Also offered by Computer Based Training (CBT)

MS Access 97 Level II - Intermediate

Description: This courseware expands on the basic fundamentals of databases: multiple tables, advanced queries, forms and reports design, command buttons and exchanging data.

Prerequisites: Participants must have taken Windows 95 - Level I and Microsoft Access 97 - Level I courses, or have equivalent work experience.

Two different times to choose from:

DAYTIME

Dates: February 27 - 28, 2001
Times: Tuesday & Wednesday 9:00 am - 4:00 pm
Cost: \$120.00 plus text
Instructor: Amber Hancock

OR

EVENING

Dates: February 27 - March 7, 2001
Times: Tuesdays & Wednesdays 6:00 - 9:00 pm
Cost: \$120.00 plus text
Instructor: Amber Hancock

Also offered by Computer Based Training (CBT)

MS Office 97 Integration

Description: The objectives of this courseware are to introduce (experienced users) to the integration features of Office 97.

Students will learn how to switch between applications; exchange information through merging, linking, sharing, and creation of hyperlinks within the MS Office environment.

Who Should Attend: The material in this courseware assumes that the student has completed the Microsoft Office 97 courseware and has a good working knowledge of the IBM PC and Windows 95.

Two different times to choose from:

DAYTIME

Dates: May 7 - 8, 2001
Times: Monday & Tuesday 9:00 am - 4:00 pm
Cost: \$120.00 plus text
Instructor: Amber Hancock

OR

EVENING

Dates: May 8 - 17, 2001
Times: Tuesdays & Thursdays 6:00 pm - 9:00 pm
Cost: \$120.00 plus text
Instructor: Amber Hancock

Would you like more detailed information on computer courses that NWCC offers?

Detailed course outlines are available at the college.



Call 845-7266 or drop by and we can give you a detailed course outline and answer any questions you may have.



Computer Courses - Instructor Led



INSTRUCTOR LEAD COMPUTER TRAINING

MS Excel 97 Level I - Beginner

Description: The main objective of this courseware is to provide an overview of the basic commands, functions and capabilities of Microsoft Excel 97.

Prerequisites: Participants must have taken the Introduction to IBM PC and DOS, and Windows 95 - Level I courses, or have equivalent work experience.

Two different times to choose from:

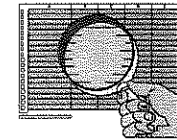
DAYTIME

Dates: March 27 - 28, 2001
Times: Tuesday & Wednesday 9:00 am - 4:00 pm
Cost: \$120.00 plus text
Instructor: Amber Hancock

OR

EVENING

Dates: March 27 - April 5, 2001
Times: Tuesdays & Thursdays 6:00 pm - 9:00 pm
Cost: \$120.00 plus text
Instructor: Dwayne Anderson



Also offered by Computer Based Training (CBT)

MS Excel 97 Level II - Intermediate

Description: This course is a continuation of the Microsoft Excel Level I course in which participants are introduced to the basics of worksheets. You will begin with a review of the basic operations and then move to more advanced topics. Upon successful completion of the MOUS (see page 20) courseware, you will be able to use the: AutoFill handle; create and name ranges of cells; sort a list of data; create and use worksheet outlining; create a web page from an excel worksheet; and apply built in and custom formats.

Prerequisites: The participants must have completed Excel Level I (or instructors' permission) as well as have a good working knowledge of PC computers and Windows operating systems.

Two different times to choose from:

DAYTIME

Dates: April 9 - 10, 2001
Times: Monday & Tuesday 9:00 am - 4:00 pm
Cost: \$120.00 plus text
Instructor: Amber Hancock

OR

EVENING

Dates: April 17 - 26, 2001
Times: Tuesdays & Thursdays 6:00 pm - 9:00 pm
Cost: \$120.00 plus text
Instructor: Dwayne Anderson

Also offered by Computer Based Training (CBT)

MS Excel 97 Level III - Advanced

Description: This is a continuation of Microsoft Excel 97 - Level II courseware and introduces some of the advanced features in Excel 97. This includes: use and creation of templates; validating data; workgroup functions; data analysis; creation of macros and many other features.

Who Should Attend: People who have taken the Excel 97 - Level II course, or have equivalent work experience.

Two different times to choose from:

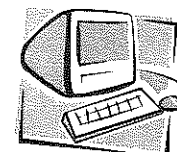
DAYTIME

Dates: April 23 - 24, 2001
Times: Monday & Tuesday 9:00 am - 4:00 pm
Cost: \$120.00 plus text
Instructor: Amber Hancock

OR

EVENING

Dates: May 1 - 10, 2001
Times: Tuesdays & Thursdays 6:00 pm - 9:00 pm
Cost: \$120.00 plus text
Instructor: Amber Hancock



Employees From:
Houston Forest Products, Canfor, Huckleberry Mines and Pleasant Valley Remanufacturing

Coming this January, to accommodate shift workers, a new and flexible course schedule for your computer upgrading needs.



Computer Courses - Instructor Led

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MS Publisher 98 Level I - Beginner

Description: This is an introduction to one of the easiest desktop publishing programs available in the market today. Students will begin with a review of desktop publishing concepts and then look at how to create documents such as newsletters, flyers, and brochures using Publisher 98.

Prerequisites: Participants must have taken the Windows 95 - Level I course and have a good working knowledge of a word processing package (e.g., Word or WordPerfect).

Dates: May 4 - 5, 2001

Times: Friday & Saturday

Friday 5:30 - 9:30 pm

Saturday 9:00 - 4:00 pm

Cost: \$120.00 plus text

Instructor: Rosalinde Moeliker



MS Publisher 98 Level II

Description: This intermediate course will use the skills learned in the Level I MS Publisher course. Participants will learn short-cuts within the software program as well as advertising techniques to enhance the development of professional desktop publishing.

Prerequisites: Participants must have taken the MS Publisher 98 - Level I course and have a good working knowledge of a word processing package (e.g., Word or WordPerfect).

Dates: May 25 - 26, 2001

Times: Friday & Saturday

Friday 5:30 - 9:30 pm

Saturday 9:00 - 4:00 pm

Cost: \$120.00 plus text

Instructor: Rosalinde Moeliker

Front Page 98

Description: This courseware shows how to create web pages consisting of text, graphics, links to other pages, and how to upload pages to a web server with Microsoft FrontPage 98. By the end of this course participants should feel comfortable with working with text and styles; adding elements such as lines, graphics, color, backgrounds and hyperlinks; working with tables and active elements; and lastly creating forms.

Prerequisites: People who have taken Microsoft Windows 95/98 - Level I and are interested in creating and maintaining a web site

Dates: January 29 - February 7, 2001

Times: Mondays & Wednesdays 6:00 pm - 9:00 pm

Cost: \$120.00 plus text

Instructor: Dave Margerm

Microsoft Office User Specialist (MOUS)

The MOUS program is a certification program provided by Microsoft that verifies an end user's expertise in Microsoft Office applications such as Word, Excel, Access and PowerPoint.

Step 1 Determine which Microsoft Office product and level you want to prove your skills on.

The MOUS certification program provides students with two levels of certification to meet the need for varying skill levels. The level you participate in depends on your experience.

- a) *Microsoft Office Proficient/Core Specialist:* This certification verifies a person's ability and general knowledge of Office applications.
- b) *Microsoft Office Expert Specialist:* This certification verifies a person's skills using advanced functions of the Microsoft Office family of products.

Advanced users can prove their comprehensive ability to use all of the Microsoft Office core applications together by passing each basic Expert-level exams, along with a special Integration Exam.

Step 2 Assess your experience and get prepared

You can go to the website www.mous.net where you will find an Exam Preparation Guide that describes a list of skills you will need to demonstrate in order to become a Specialist at the level you choose.

Step 3 Take and pass the Microsoft Office User Specialist Exam

The Specialist Exam is not a written test. It features real-world assignments that are based on the way you actually use your computer. For example, you'll be asked to perform a series of tasks that clearly demonstrate your desktop computing skills.

A typical exam takes less than an hour - and in some cases as little as 30 minutes. It all depends on how efficiently you work.

These exams are available at our Terrace and Prince Rupert Campuses. Please call us at 845-7266 to receive more information.



Computer Based Training



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What is the Difference Between Computer Based Training and Instructor Led Courses?

Computer Based Training (CBT) is study material on CD ROM or Internet. You can learn at your own pace, at your convenience and at your own home. Instructor Led Courses are hands on training with an instructor in a classroom environment.

Courses Available by CBT

◆ MS Word Level I (15 hours)	Cost: \$120.00
◆ MS Word Level II (15 hours)	Cost: \$120.00
◆ MS Access Level I (15 hours)	Cost: \$120.00
◆ MS Access Level II (15 hours)	Cost: \$120.00
◆ MS Excel Level I (15 hours)	Cost: \$120.00
◆ MS Excel Level II (15 hours)	Cost: \$120.00
◆ MS Power Point (6 hours)	Cost: \$60.00
◆ MS Office Integration (6 hours)	Cost: \$60.00
◆ Keyboarding Skills	Cost: \$49.99
◆ WHMIS Workplace Hazardous Materials Information System (2-4 hours)	Cost: \$39.00



Please note that all prices are subject to change without notice due to U.S. & Foreign Exchange Rates.

Also Available by CBT

Microsoft Certified Systems Engineer (MCSE)

MCSE training qualifies you to effectively plan, implement, maintain, and support Microsoft Windows NT Services, Workstations, and Networks. It is a program that is recognized worldwide as the most comprehensive NT Program.

- ◆ Networking Essentials
- ◆ Implementing Windows NT Server 4.0
- ◆ Implementing Windows NT Server 4.0 in the Enterprise
- ◆ Implementing Windows NT Workstation 4.0
- ◆ Microsoft TCP/IP on Windows NT 4.0
- ◆ Internet Information Server 4.0

Recommended: A good understanding of MS DOS and the personal computer, it is also recommended to have completed A+ certification

Cost: \$7000

For more information on Computer Based Training

Certified Novell Administrator (CNA)

CNA is the fastest growing Novell certification in today's market. Learn to handle day to day administration of IntraNetWare and NetWare 4.11. This program will take approximately 60 hours to complete.

A+ Plus Certification

A+ Certification will open the way to advancement in the high-tech industry. This course gives you all the technical material, knowledge and interactive exercises you will need to pass two A+ certification exams. This course is recognized as the Industry Standard Certification to a Computer Service Technician.

Recommended: Basic Understanding of DOS
Cost: \$700



Certified Novell Engineer (CNE)

Let networking be your guide to an independent you.

CNE covers

- ◆ Networking Technologies
- ◆ Novell Netware 4.11 Design
- ◆ Novell Service and Support
- ◆ NetWare 4.11 Administration
- ◆ NetWare 4.11 Advanced Administration
- ◆ NetWare 4.11 Installation
- ◆ Building Intranets with NetWare



SuperHost

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Northwest Community College, in conjunction with Houston & District Chamber of Commerce, is the SuperHost delivery organization for Houston and delivers the following SuperHost products on behalf of Tourism British Columbia.

SuperHost workshops will help you...

- ◆ Choose the right person for the job
- ◆ Motivate and keep good people
- ◆ Be a role model for service
- ◆ Learn from other successful businesses
- ◆ Manage change
- ◆ Take a strategic approach to training and development
- ◆ Create a positive environment for healthy morale

Note: Separate certificates will be awarded for each course.

This Spring we are offering...

Course: SuperHost Fundamentals
Date: April 18, 2001
Time: 8:00 am - 5:00 pm
Cost: \$45.00



Upon completion of this course the participants will be awarded a Ministry of Tourism SuperHost certificate.

SuperHost Workshops Available...

Fundamentals

Fundamentals is a participatory one day workshop that addresses the fundamentals of excellent customer service. From handling customer concerns to first impressions, you will leave with practical tips that work!

Service Across Cultures

Service Across Cultures is a half day workshop that increases your knowledge of the diversity of overseas visitors who come to British Columbia. This workshop challenges cultural biases and misconceptions and provides practical suggestions to improve communication and customer service skills.

Japanese Service Expectations

Japanese Service Expectations is a one day workshop that provides you with a better understanding of the needs, preferences and expectations of our Japanese visitors. You will learn about Japanese customs and protocol and how to tailor your service to better meet their needs. You'll even learn a few basic Japanese words and phrases you can really put to use.

Frontline Management Solutions

Frontline Management Solutions is a one day workshop to show managers and supervisors how to get the best return on their most important investment their people! The workshop continues the SuperHost tradition of practical, fun and insightful information that will assist management to make a difference in the workplace.

Customers with Disabilities

Customers with Disabilities is a half day workshop that increases your awareness of this growing and increasingly mobile market segment. You will learn appropriate language and information that will help you become more sensitive to the needs and requirements of customers with disabilities.

Service in Health Care

Service in Health Care is a one day workshop for all staff, management, volunteers and physicians involved in the health care industry. You'll learn everything from effective listening techniques and handling concerns to managing conflict and dealing with loss.

Do you have ideas for upcoming courses? Please tell us!



We are always trying to come up with new and exciting courses. Call us with your idea and we may be able to program a course based on your interest!



Vocational



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Flagging/Traffic Control

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 letters of competency valid for 3 years.

NOTE: Occupational First Aid Level I is recommended prior to taking this course.

Call 845-7266 to put your name on the interest list today!

Flagging/Traffic Control - REFRESHER

This 4-hour refresher course is for those who hold a Northwest Community College Flagging Certificate with expiry dates no earlier than April 1999. 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 3 years.

Call 845-7266 to put your name on the interest list today!

WHMIS (Instructor Led)

Learn how to recognize warning signals 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.

Call 845-7266 to put your name on the interest list today!

Also offered by Computer Based Training (CBT)



Have you thought of an interesting course idea?

If you have please call us and let us know, and we may be able to program a course based on what your interests are.

Here are some works in progress so far:

- ◆ Outdoor series for women
- ◆ Bartending/Mixology
- ◆ Haircutting
- ◆ Cashier Training

Please call us and let us know if you are interested in these courses and we will do our best to offer them.

Foodsafe Level I

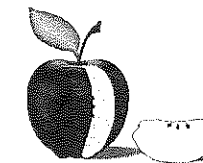
Learn safe food-handling practices recommended by the Ministry of Health. This course is suitable for anyone involved in the preparation and handling of food. Topics covered include: food-borne pathogens, hygiene, safe serving and dispensing techniques, and proper clean-up methods. A certificate will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

Date: March 26 - March 28, 2001

Time: Monday - Wednesday
5:30 pm - 9:30 pm

Cost: \$120.00 plus text

Instructor: Shiranthini Hensman



**Effective July 2000 all food handlers must have foodsafe certificates.*

Airbrakes

The aim of this course is to prepare drivers for written and practical tests 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 license at the time of the course.

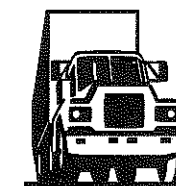
NOTE: Although there is no age restriction to obtain an airbrake endorsement, individuals must be at least 16 years of age to obtain a class 5 license, 18 to obtain a class 3 license, and 19 to obtain a class 1 or class 4 license.

Date: April 23 - 28, 2001

Time: Monday - Friday 6:30 pm - 10:30 pm
Saturday 8:00 am - 5:00 pm

Cost: \$200.00 plus text

Instructor: Judy Daye, BV Driving School





Boat Safety – Pleasure Craft Operator Card

The Pleasure Craft Operator Card is a new initiative by the Canadian Coast Guard to increase the average level of boater knowledge. The aim is to increase boater pleasure as well as cut down on the number of Search & Rescue incidents, and hopefully, reduce the average of 200 watercraft related deaths a year in Canada. The requirement of issuance of the PCOC is that the person demonstrates basic safe boating knowledge.

This can be done by:

- ◆ Taking a Coast Guard Accredited Boating Safety Course (see course description below).
- ◆ Passing the challenge examination (see description below).
- ◆ Or providing proof of having taken a Boating Safety course before April 1, 1999.

The card will be required to operate any powered vessel. This would include personal watercraft and sailboats with an auxiliary engine as well as all power boats and skiffs of any size. As with an automobile license, you must carry the PCOC with you when operating a power driven vessel. There are no age exemptions for seniors.

Boat Challenge Test

Study on your own and challenge the test. Books are available at the college to purchase and study from. The exam takes one to two hours to complete. Just call 845-7266 to book a time to write your Boat Challenge Test.

Date: Call to book a date
Time: Call to book a time.
Cost: \$25.00

Boat Pro

This is a one-day course provided by Power Squadron that will cover boat operation, mandatory equipment requirements, anchoring and navigational aids. Upon completion of the course participants will write the test necessary for the Pleasure Craft Operator Card.

Date: May 12, 2001
Time: Saturday 9:00 am - 5:00 pm
Cost: \$99.00
Instructor: Aqua Pro - Jim Pierce/Ron Nay



Power Squadron

This course provides a general introduction to the safe handling of boats of all types, and is the pre-requisite to all advanced courses. Once successfully complete, membership in CPS is available to the applicant. Material covered includes: types of boats, boat handling, government regulations, nautical charts, aids to navigation, rules of the road, elementary chart plotting and calculations, the compass, bearings and fixes, safety considerations and equipment, lines and knots, anchoring, weather, canals, locks and boating courtesy and customs.

Dates: January 10 - April 18, 2001
Times: Wednesdays 7:00 pm - 9:00 pm
Cost: \$250.00 plus GST
Instructor: Burns Lake Power Squadron



Fly-Casting for Beginners



A hobby fast growing in popularity! Learn the fundamentals of fly-fishing techniques; some time will be spent on regulations as well. In a community such as ours that is so vast in beautiful fishing spots, this course is a must for all local enthusiasts. One evening will be spent in the classroom, and one day will be spent outside testing your newfound skills! Call for further details.

Date: April 24 - April 28, 2001
Time: Tuesday 6:00 pm - 9:00 pm
Saturday 8:00 am - 5:00 pm
Cost: \$25.00 plus GST
Instructor: Tom Blake

Fly-Tying



Are you interested in learning more about fly tying? Do you want to catch the big one? Let our instructor share his experience and knowledge of trout biology with you. Patterns include; leech, chromindie, dragon flies (darnier and gomphus), shrimp, mayfly and the ever deadly fry pattern. Topics covered in this one-day course include, equipment, tools, materials, books, and handouts. All materials and equipment are supplied, although if you have a vise or other equipment, please bring it.

Date: March 10, 2001
Time: Saturday 8:30 pm - 4:30 pm
Cost: \$45.00 plus GST
Instructor: Tom Blake



Firearms Safety - Non-Restricted

To acquire firearms in Canada, you require a Firearms Acquisition Certificate (FAC), also known as a Possession Acquisition License (PAL). 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 in both the written and practical field will enable you to *submit your application* for a non-restricted FAC.



Dates: February 2 - 4, 2001
Times: Friday, Saturday & Sunday
Friday 6:00 pm - 10:00 pm
Saturday 8:00 am - 5:00 pm
Sunday 8:00 am - 3:00 pm*
Cost: \$150.00 plus GST
Instructor: Steve May

*Practical Exams will be on Sunday, course end time will depend on exam completion.

Restricted Firearms Safety Course (CRFSC)

Topics include the new CRFSC, with emphasis on handguns, include; evolution of firearms, major parts and types, basic firearms safety practices, ammunition, operating handgun actions, safe handling and carrying procedures, handgun firing techniques, care of handguns including servicing and cleaning, and responsibilities of the firearm owner/user (safe storage, display and transportation).

Date: Feb. 4, 2001
Time: Sunday 4:00 pm - 9:00 pm
Cost: \$45.00 plus GST
Instructor: Steve May

**Firearms Safety Challenge Test
Restricted or Non-Restricted**

Study on your own and challenge the firearms safety written and practical test. Books are available at the college to purchase and study from. Call 845-7266 to schedule a written and practical exam time.

Date: Feb. 4, 2001
Time: Sunday
Written - 8:30 am
Practical - call to book a time
Cost: \$50.00 plus GST
Instructor: Steve May

If the above time is not convenient please let us know and we can schedule a time that works for you.

Bear Encounter Survival



This course is a one-day classroom presentation that is designed to provide participants with information on how to react during a bear encounter and how to ward off an attacking bear. The primary defense strategies in the material relate to pepper spray use against bears, but the instructor will answer any other questions as well. Individual organizations represented will receive a signed and dated participant list that serves as proof for employee bear safety training as required by the Workers Compensation Board. This course is based on Gary's 30 years of experience in dealing with bears and his continuous research by interviewing bear attack victims. This course was enthusiastically received last year and would be of value to any person who enters bear country for work or recreation. Call and register your interest today!

Date: April 2001
Time: TBA
Cost: \$98.00 plus GST
Instructor: Gary Shelton, Shelton Contracting

Shooting Techniques

Are you interested in learning how to shoot a rifle? *Register your interest* for this hands-on course at the range. Topics to be covered include: parts of the rifle, safety, loading ammunition, shooting stance, and shooting accuracy. Participants will be asked to supply their own rifle and ammunition – call NWCC for further details.

Prerequisite: Non Restricted Firearms Safety Course or PAL (Possession and Acquisition License).

Call 845-7266 to put your name on the interest list today!

C.O.R.E.

Successful completion of the Conservation and Outdoor Recreation Education course is mandatory for all residents applying for their hunting license. 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 beneficial course.

Dates: April 7 - 10, 2001
Times: Saturday & Sunday 8:00 am - 5:00 pm
Monday & Tuesday 6:30 pm - 9:30 pm
Cost: \$159.00 plus GST
Instructor: Frank McDonald

Testing Date: Tuesday April 10, 2001
Testing Time: 6:30 pm – 9:30 pm



Cooking Series

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Cooking Series

Expand and explore your culinary expertise! We are offering a cooking series consisting of *DIM SUM, A Taste of India, Native Cooking and Scrumptious Sushi*. Each course has its own nationality flair that will have your dinner guests coming back for seconds. Take one course, or take them all!

A Taste of India

This course will enlighten you of the art of Indian cooking. Exotic spices and flavours will wet even the fussiest of appetites. Come and enjoy a taste of India.

Date: February 21, 2001
Time: 6:00 pm - 8:00 pm
Cost: \$40.00 plus GST
Instructor: Indra Manhas

DIM SUM

Come join us and learn the basics of preparing a delicious Chinese meal. From egg drop soup, chicken bao and chicken pot stickers, techniques and tips will be shared. Bring your chopsticks and enjoy!

Date: March 7, 2001
Time: 6:30 pm - 9:30 pm
Cost: \$40.00 plus GST
Instructor: Bonnie Hawley



Scrumptious Sushi

Discover the tantalizing tastes of sushi – it's easier than you think, and very delicious! Join us as we learn tasty ideas and techniques of seaweed wrapping, and rice mixtures to create dishes that everyone will try.

Date: February 28, 2001
Time: 7:00 pm - 9:00 pm
Cost: \$40.00 plus GST
Instructor: April Goffic

Native Cuisine

From delicious Bannock to Smoked Salmon – everyone loves Native cuisine! World renowned chef Andy George will show everyone how to add a Native signature to your special meals.

Date: February 7, 2001
Time: 6:30 pm - 9:30 pm
Cost: \$40.00 plus GST
Instructor: Andy George

Wine Making

Enjoy a new hobby in the privacy of your own home! Wine making is extremely popular and allows you to become creative in accordance with your own tastes. Join us as the ladies from the Houston Wine 'n Lager Shoppe show us how it's done. Whether it's a fine chardonnay or zinfandel you want to make. This course is for you!



2 Different Course Dates for Your Convenience

Date: February 6, 2001
Time: Tuesday 6:00 pm - 9:00 pm
Cost: \$40.00 plus GST
Instructor: Deb Osbourne/Kathy Sullivan

Date: May 26, 2001
Time: Saturday 2:00 pm - 5:00 pm
Cost: \$40.00 plus GST
Instructor: Deb Osbourne/Kathy Sullivan

Herbal Oils & Vinegars

Decorate your kitchen or create beautiful gifts of decorator bottles with herbal oils and vinegars! Fresh herbs will be used for you to create a decorative mix of either vinegar or oil, a perfect combination! Use for gourmet cooking or decoration, this course will add some flavour to your kitchen!

You can bring your own herbs, or some will be supplied. Bring your choice of decorative bottles.

Date: May 14, 2001
Time: 6:00 pm - 9:00 pm
Cost: \$35.00 plus GST
Instructor: Tanya Margerm

Do you have a course idea or suggestion?

We are always looking for new and exciting courses that will interest you! Call us today and let us know what you would like to see offered and we will do our best to arrange a course that meets your needs!



General Interest



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Garden Design

Let your imagination come to life in the garden. Learn basic design techniques that will allow you to create a beautiful garden. This 16-hour course includes introductory horticulture information that will be included in your design. Come plan out your next summer project. Drawing skills are *NOT* required! Participants are requested to bring pens, pencils and pencil crayons. Design paper will be provided.

Date: March 28 - May 16, 2001
Time: Wednesday 7:00 pm - 9:00 pm
Cost: \$83.00 plus GST
Instructor: Tanya Margerm

Alpine Planters

The long time planter used in many botanical gardens is the alpine trough. This form of container gardening creates a miniature landscape within a rustic planter. Traditionally these small gardens featured rare perennial plants found in the alpine meadows of Europe. However, now a world of plants are available to the gardener to create an original container landscape. Call us for more information.

Date: June 2, 2001
Time: Saturday 12:00 pm - 3:00 pm
Cost: \$46.00 plus GST & supplies
Instructor: Tanya Margerm

Hanging Baskets

Learn to create a hanging basket for your home in one afternoon. Learn basic horticultural information, plant composition and basket maintenance. Finally, take home your own creation that will be a beautiful part of your summer garden. Bring gardening gloves, all other supplies are included.

Date: May 5, 2001
Time: Saturday 1:00 pm - 4:00 pm
Cost: \$55.00 plus GST
Instructor: Tanya Margerm

Register Today!

Occasionally excellent courses are cancelled because too many people wait until the last minute to register. Our courses are cost recoverable and we need a minimum number of students enrolled before a class can run. Don't wait, register today to avoid disappointment!

Four Ways to Register:



Phone



Fax



Mail



In Person



Stained Glass

Create your own piece of stained glass artwork by learning the basic techniques of cutting, grinding, foiling, soldering and polishing glass. Each student will have a choice of projects and glass. This will be a fun and rewarding way for anyone aged 10 and up to gain a new skill and create their own eye-catching masterpiece! All materials and supplies are included in the tuition.

Date: April 7, 2001
Time: Saturday 10:00 am - 4:00 pm
Cost: \$125.00 plus GST
Instructor: Sherri Morris

Willow Chairs

Give your home or cabin a rustic, wilderness feel to it! Take part in this enjoyable course and come away with a beautiful, hand crafted willow chair. You will be responsible for gathering your own willows (samples are provided for you to reference). You do not need a lot of skill to create a chair only the ability to hold a hammer. Please be sure to get an information package upon registration. Bring a friend and join in on the fun!

Date: April 28, 2001
Time: Saturday 8:00 am - 6:00 pm
Cost: \$65.00
Instructor: Louise Fisher

Oil Painting

Bring out your inner creativity! Beginners and experienced oil painters can learn more about painting techniques and picture composition. Come to the first lesson with a photo or an idea of what you'd like to produce. A supplies list will be provided upon registration.



Date: January 18 - March 29, 2001
Time: 7:00 pm - 8:30 pm
Cost: \$75.00 plus GST
Instructor: Jean Guenther

Garden Style & Design

Come join us as we look not only at a Gardens of the World presentation, but participate in an actual tour around the community to see the beautiful foliage of parks, homes and businesses. This course is very informative for everyone with a green thumb!

Date: May 15 - May 17, 2001
Time: 7:00 pm - 9:00 pm
Cost: \$40.00 plus GST
Instructor: Tanya Margerm



General Interest

Sign Language Beginner Level

This beneficial course will cover the basic alphabet, numbers and some basic signs for simple communication using American Sign Language techniques. Participants will receive a non-credit certificate indicating successful course completion.

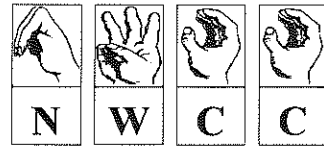
Dates: January 16 - March 20, 2001

Times: Tuesdays 7:00 pm - 8:30 pm

Cost: \$75.00 plus GST

Instructor: Joan Payne

There is a possibility of a Sign Language Intermediate Level course in April. Call and let us know if you are interested.



Dog Obedience (Beginner)

This class is for dogs who are over 9 months of age; behavior and obedience will be the focus of these lessons. The dogs will learn to heel on lead, submission, sit and down stay, and recall. All dogs must have proof of up-to-date vaccination shots. NWCC non-credit certificates of accomplishment will be issued.

Dates: February 6 - March 27, 2001

Times: Tuesdays 6:00 pm - 7:00 pm

Cost: \$90.00 plus GST

Instructor: Gwen Hopper

Please note: If you have a puppy (under 9 months of age) and would like to enroll in the dog obedience course please call us and we will try and arrange a class specifically for you and your puppy!

Dog Obedience (Intermediate)

In the intermediate course, participants will receive a review of materials covered in the beginner course. In addition, they will also learn the following new commands: free heel, stand stay and the finish. All dogs must have proof of up-to-date vaccination shots. NWCC non-credit certificates of accomplishment will be issued.

Prerequisites: All dogs must have taken the Dog Obedience - Beginner course or a basic dog obedience course *before* they can enroll in the intermediate course.

Dates: February 6 - March 27, 2001

Times: Tuesdays 7:00 pm - 8:00 pm

Cost: \$90.00 plus GST

Instructor: Gwen Hopper

NCCP Coaching – Level I Theory

The five levels of the 3M NCCP have been carefully designed to meet the needs of a wide range of coaches, from those who introduce youngsters to sport to those who coach high-performance athletes. Levels 1 – 3 are designed for coaches of developing athletes: community, school, or club-level sports programs and involves three components Theory, Technical, and Practical. The Level I Theory Course will review the essential principles of coaching such as planning, sport safety, skill analysis and development, mental preparation and leadership. This course is step one of the three components to become a certified level I NCCP coach in your sport of choice.

Dates: April 27 - 28, 2001

Times: Friday 6:00 pm - 9:00 pm

Saturday 8:00 am - 5:00 pm

Cost: \$100.00 plus GST & text

Instructor: Loralyn Murdoch



Serving It Right

The *Serving It Right* program is designed to encourage a responsible, caring, and professional approach by licensees and servers to the serving of alcohol in their establishments. Awareness of this information will help you develop a more positive environment for your staff and patrons, a professional image for your establishment, and increased community respect. Whether you are a business owner or a server, this course is a must!

Dates: March 10, 2001

Times: Friday 9:00 am - 2:00 pm

Cost: \$25.00 plus GST & exam fee

Instructor: Terri Stewart

Bach Flower Remedies – Certified Level I International Education Programme Canada

No previous knowledge is required for this course; however, in order to ensure that all Bach Practitioners have the same basic knowledge, this course must be taken before progressing to other levels. This course provides a solid foundation that introduces you to the history and philosophy of Dr. Edward Bach; and gives you detailed information on each of the 38 Bach Flower Remedies. Take an in-depth look at *Rescue Remedy* and its uses and show how you can use the Bach Flower Remedies in everyday situations for yourself, friends, family, plants and animals.

Dates: February 24 - 25, 2001

Times: Saturday & Sunday 10:00 am - 5:00 pm

Cost: \$295.00 plus GST

Instructor: International Education Programme Canada

Business & Communication



Team Building

Using the Myers-Briggs Type Indicator, this one-day seminar will give you the necessary skills for effective team building. Bring your co-workers for an enjoyable day of information and fun, learning to work together as a viable working unit.

Date: May 3, 2001

Time: 9:00 am - 4:00 pm

Cost: \$130.00 plus GST

Instructor: Shirley Higgins

Enhanced Communication Skills Workshop

This course is for new and experienced employees in Customer Service and Sales dealing with customers on the telephone or face-to-face. Upon successful completion students will be able to deal with difficult customers using both caring and defusing strategies, display professional, courteous behavior even while under pressure, enhance existing telephone skills and tone of service, and turn difficult customer situations into opportunities to gain customer loyalty.

Date: May 17, 2001

Time: Thursday 9:00 am - 4:30 pm

Cost: \$265.00 (approximately)

Instructor: Telus Representative

Bookkeeping

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.

To put your name on an interest list for this course please call 845-7266.



Preparing Agendas & Minutes

This one-day workshop gives you an opportunity to learn and practice key skills for preparing well-organized agendas and clear and concise minutes. Preparing good agendas and minutes is a lot harder than people may think. The structures can be complex and difficult, but there are proven rules for success that anyone can use. This course would be a benefit to all administrative assistants, managers, and clerical staff.

To put your name on an interest list for this course please call 845-7266.

Public Speaking

Does the thought of speaking in front of a crowd cause you to break out into a cold sweat? Come and join us for a day to ease your fears, and increase your public speaking confidence! Register your interest today for Public Speaking and you will be talking in front of groups in no time!

To put your name on an interest list for this course please call 845-7266.

Are you interested in learning about Conflict Resolutions and Negotiation Skills?

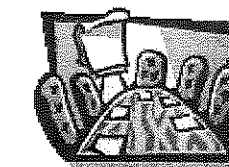
To put your name on an interest list for this course please call 845-7266.

Do you need a place to hold a meeting or a seminar?

NWCC has a variety of classrooms available for rent including two computer labs a teleconference room and a Library.

We can provide catering, refreshments and have equipment available for rent.

Call 845-7266 today to book a room and leave the rest to us!





WorkSafe

WorkSafe courses were developed by the Worker's Compensation Board of BC. Under the new legislation, effective October 1, 1999, of the Workers Compensation (Occupational Health and Safety) Amendment Act, safety representatives or committee members are required to have 8 hours of safety training per year.

WorkSafe Courses Available



- ◆ Joint Health and Safety Committee Training
- ◆ Investigating and Controlling Sprains and Strains
- ◆ Preventing Workplace Violence
- ◆ Hazard Recognition and Control
- ◆ Occupational Health and Safety in Small Business
- ◆ Supervisor Safety Management



Each course requires approximately 8 hours of instruction time, and can be customized for individual businesses/employers.

Would you like more information on WorkSafe?
Contact Rosalinde at 845-5901.

Investigating and Controlling Sprains and Strains

Musculoskeletal injuries (MSI's) are injuries to muscles, tendons, ligaments, joints, nerves, blood vessels, or related soft tissue. MSI's include sprains, strains, and inflammation that may be caused or aggravated by work. This course focuses on providing employers and workers with the tools needed to conduct investigations of MSI's and to develop corrective measures. Successful completion of this course will enable participants to: review job tasks and identify potential risk factors which might cause MSI's; determine causes and contributing factors during investigations of MSI's; use a checklist to identify ergonomic risk factors associated with MSI's; determine ways to control ergonomic risk factors; and explain the key components of the ergonomics (MSI) requirements of the Occupational Health and Safety Regulation

Date: TBA
Time: 8:00 am - 5:00 pm
Cost: \$110.00 (includes a catered lunch)

Joint Health and Safety Committee Training

The purpose of this course is to help participants identify and interpret joint health and safety committee members' functions and duties and to carry out their responsibilities to promote workplace health and safety. Upon successful completion of this course, the participant will be able to: use the OH&S (Occupational Health and Safety) Regulation to find requirements in the Worker's Compensation Board Act; explain the requirements for joint committees and worker health and safety representatives and their responsibilities and entitlements; establish a foundation to develop skills in promoting workplace health and safety, applying this in the process of safety inspections and accident investigations, conducting and participating in constructive committee meetings, working cooperatively to address workers' health and safety concerns.

Date: TBA
Time: 8:00 am - 5:00 pm
Cost: \$110.00 (includes a catered lunch)



Do you have ideas for upcoming courses? Please tell us! We are always trying to come up with new and exciting courses. Call us with your idea and we may be able to program a course based on your interest.



Are you on shift work?

Would you like to see training offered that would fit your schedule?

If you see a course that interests you but does not fit your schedule please call us and we will try to coordinate training that works for you!

Do you have an idea for a course that you would like to see offered at NWCC-Houston? Please contact us and we will do our best to program a course for you. This is your community college and we would like to see what your interests are!

Contract Training for Business

There may be times when you would like to send your employees or yourself to a training session. There are two options available

- ◆ Purchase seats in existing community education courses
- ◆ Let NWCC coordinate and host the training course for you

Common Questions regarding NWCC Course Coordination

◆ Can you provide training on demand?

Yes! NWCC responds to all training needs on an ongoing basis and can respond quickly as you need the training. Any time of the year, the college will meet special training needs. If you don't see it offered - phone and ask.

◆ I would like to phone someone and say "Find out what my employees need to be trained in to work as _____," then have them trained. Can you do that?

Yes! We have trained staff who can research your training needs and then program the necessary courses.

◆ What if we don't have enough people to make a training program viable?

The number of people required for a course varies according to what you feel is viable for you, the cost of the course, and the instructor. To keep training at a reasonable cost, your business can be combined with organizations that have the same training needs.

◆ Can you offer training onsite and/or on weekends?

Most definitely! You decide what is best for your organization and we will work with it.

◆ How much time will it take?

The time it takes to make one phone call or e-mail and give us your information. From there, a trained programmer will take your requirements; find a qualified instructor; arrange the scheduling, facility, equipment, books, certification and other necessary items - and it is done!

How to Reach Us...



Office Hours:

Monday to Thursday 7:30 am to 8:00 pm
Fridays 8:00 am to 4:00 pm

The College is closed for all Statutory Holidays.

Visit our website: www.nwcc.bc.ca

Address:



Northwest Community College
3221 West 14th Street
PO Box 1277
Houston, BC
V0J 1Z0

Phone: 845-7266
Fax: 845-5907*
Toll Free: 1-877-277-2288

**Please note our new fax number:
845-5907*



Registration



We accept Cash, Cheque, Money Order, Visa, and MasterCard

Four Ways to Register



By Phone Please have the registration information ready and call 845-7266 or 1-877-277-2288



In Person Come into the college and register in person.



By Mail Mail your completed registration form along with payment to:

**Northwest Community College
Box 1277
Houston, BC V0J 1Z0**

(Please make cheque payable to Northwest Community College unless otherwise stated.)



By Fax Fax your completed registration form along with payment by Visa or MasterCard to:

845-5907



Northwest Community College Registration Form

Name _____

Home Phone _____

Work Phone _____

Town and Postal Code _____

I wish to register for the following course(s)

Course Name _____

Course Fee _____

Course Name _____

Course Fee _____

Course Name _____

Course Fee _____

\$ _____
Total Fee

Cheque

Money Order

_____ *Card Number & Expiry Date*

What You Should Know...

Fees

Fees are payable at the time of registration. (There will be a \$25 charge for all NSF cheques)

Register Now!

Occasionally excellent courses are cancelled because too many people wait until the last minute to register. Our courses are cost recoverable and we need a minimum number of students enrolled before a class can run. Register early to avoid disappointment!

Full Class?

Go on the Wait List!

If you register for a class and find that it is full - ask to be put on the wait list. If space becomes available, you'll be contacted. Wait lists tell us if a course is in demand, so we will try to offer it again.

Course Cancelled?

Courses may be cancelled due to low enrollment or other reasons. Every effort is made to notify participants. Please provide both day and evening phone numbers when you register, in case we need to reach you.

Refunds

To obtain a full refund you must withdraw from the course at least 3 days before the course start date. If you withdraw less than three days prior to the course there is no refund. Special registration and refund policies apply to courses designated no refund. Full refunds will be issued if the course is cancelled, if the student must withdraw for medical reasons, or for bereavement reasons. **Questions? Please call our office at 845-7266**