



Northwest Community College

THE CORNERSTONE OF COMMUNITY EDUCATION FOR 25 YEARS



*Happiness... it lies in the joy of achievement, in the thrill of creative effort.
— Franklin D. Roosevelt*

*Continuing Education — Hazelton Campus
(250) 842-5291*

WINTER / SPRING 2001

HAZELTON STAFF

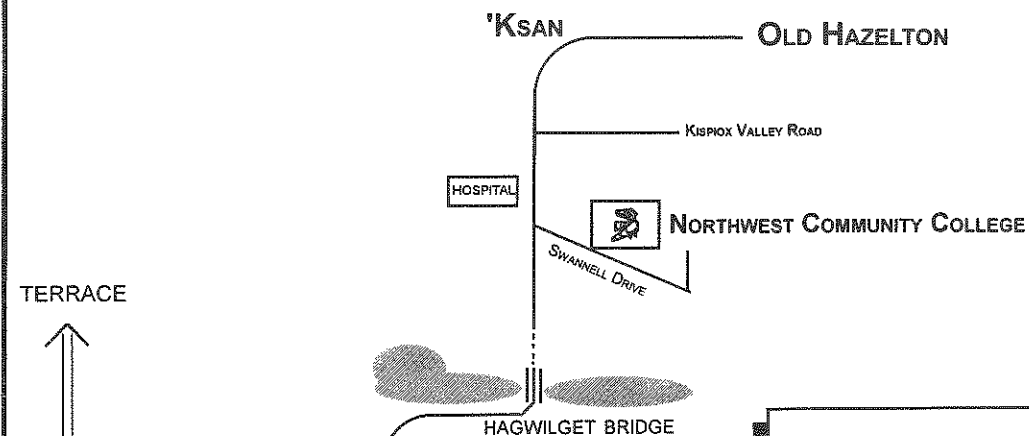
Kate Greenall	Centre Manager
Laurette Lapalme	Program Officer
Colleen Burns	Educational Advisor/Admissions
Murphy Greene	First Nations Access Coordinator / Student Support Specialist
Margaret Brown	Senior Centre Clerk
Leah Marshall	Program Assistant
Carol Pritchard	Evening Clerk
Deitmar Ordowski	C.C.P. Instructor
Gordon Urban	C.C.P. Instructor
Sylvia Golke	Librarian
Rob Schuster	Information Systems Technician



WHAT IS CONTINUING EDUCATION?

The Continuing Education (CE) Department is responsible for the organization and administration of a wide variety of course offerings at Northwest Community College. Our goal is to provide lifelong learning opportunities for community members within the College Region. This includes training necessary for employment, general interest classes, personal development classes, and workshops. The Continuing Education Department will make every attempt to offer courses requested by community members, industry and businesses.

WHERE TO FIND US:



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

Phone: (250) 842 - 5291
 Fax: (250) 842 - 5813
 www.nwcc.bc.ca

REGISTRATION INFORMATION

Please register at least **two weeks** before the class start date. Early registration is essential - only the classes with sufficient enrolment can be held. Seats are filled on a first come, first served basis and may not be reserved. Full payment is required at the time of registration and enrolment is not confirmed until payment has been received.

To register, you can visit our office Monday through Thursday, 8 a.m. - 7:30 p.m. and Fridays 8 a.m. to 4 p.m. Other ways to register for a course are listed at the back of this brochure.



REFUND POLICIES

Course Cancellation

Full refunds will be issued to registered participants when a scheduled course is cancelled by Northwest Community College. **You must return your receipt to be eligible for a refund.** The refund will be processed and mailed to the person or organization that paid the fee. Please allow 2 - 4 weeks for processing.

Northwest Community College reserves the right to cancel or reschedule any course for which enrolment is insufficient.

Withdrawal

Registered participants who do not notify our office of their withdrawal from a course **seven days** prior to the first class and who fail to attend are not eligible for a refund. If you choose to withdraw from any Continuing Education course you will receive a cheque for your registration fee, less a \$10 administrative fee.

For special courses refunds will not be made after the pre-registration date **unless the space can be sold to another person.** The withdrawing student will then be refunded 100% of the fee, less a \$10 administration fee.

Full refunds will be made only if a course is cancelled by the College or if a student withdraws from a course for medical or bereavement reasons before the course starts.

If you paid by Visa or Mastercard your refund will be credited to your card.

CHANGES WITHOUT NOTICE

The course information contained in this brochure is subject to change and revision. While every effort is made to ensure that the content remains valid for the period covered, the student should recognize that changes may occur.

Northwest Community College does not, therefore, guarantee that all of the courses contained in this brochure will remain in their present format.

There may also be courses offered that are not included in this publication as they were still being organized at the time of printing. The community is advised to contact the College at (250) 842-5291 for current course schedules and tuition rates.

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"Education is our passport to the future, for tomorrow belongs to the people who prepare for it today."
 --Malcolm X

GENERAL INTEREST

BABYSITTER'S TRAINING

This course is designed for students 11 - 15 years of age. The participants will cover first aid, fire safety, accident prevention, and how to care for and entertain children at various stages of development. This is a fun, rewarding program for young entrepreneurs to learn safety and awareness.

Glenda Patterson

April 28 & May 5

Saturdays

9 a.m. - 2 p.m.

\$49 (Includes manual)



BASIC SIGN LANGUAGE

Learn the basics of sign language. This 12-hour workshop will teach participants the fundamentals of speaking with your hands. Great for students of all ages!

Charlotte Linford

Course # 1:

March 31 & April 1

Sat. & Sun.; 10 a.m. - 4 p.m.

\$35 + GST

Course # 2:

May 12 & 13

Sat. & Sun.; 10 a.m. - 4 p.m.

\$35 + GST



BRAIDING HAIR

Many people are lucky to have long beautiful hair, but often have a difficult time deciding how to arrange it. Braiding is one of the oldest techniques on earth, and using braids is common in most cultures the world over. Adell will walk you and a partner through different braiding techniques so that you can go home with a head full of new ideas!

Adell Herrigan

February 12

Monday; 5 p.m. - 8 p.m.

\$20 + GST



CREATIVE WRITING

Are you an aspiring writer looking for an excuse to write? Creative Writing is a non-technical course that covers language play, imagination, and creativity. It is stimulating and fun, whether participants have the urge to tell a story, shape a poem, or describe a person or landscape.

Eve Hope

Feb. 5 - March 12

Mondays; 7 p.m. - 9 p.m.

\$50 + GST



FILM DEVELOPMENT

Creating memories through photographs is a personally satisfying experience. Imagine capturing precious moments on film, then bringing them to life with your own hands instead of leaving your film with strangers. This course will cover equipment needed to setup a black and white darkroom, safe operation of a darkroom, and development of black and white film, making a contact sheet, and creating enlargements of your photographs.



Tim Combs

May 12 - Intro. to Darkroom

May 19 - Film Development

May 26 - Print Development

Saturdays; 1 p.m. - 5 p.m.

\$135 + GST

FIREARMS ACQUISITION CERTIFICATE (FAC)

If you have firearms, you must have a license by January 1, 2001. A valid Firearms Acquisition Certificate is considered a license. Call us at (250) 842-5291 to register your interest. For more information check out the Canadian Firearm Centre website at : www.cfc.gc.ca



Brian Dancey

Register your interest.

GENERAL INTEREST

FIRST NATION PLAYWRIGHTS

Stretch your creative muscles and participate in an interactive workshop focused on First Nation plays. Two Friday evenings will allow participants to explore the world of Native Theatre.



Barb Janze

May 4 & 11

Fridays; 5 p.m. - 9 p.m.

\$25 + GST

FUN WITH PHOTOGRAPHY

Are you confused by all the little dials and switches on your camera? Would you like to take stunning photos, but feel afraid to press the wrong button accidentally? During this one-day course you will learn how to conquer your camera to create fantastic photos, and lasting memories. Topics of discussion include: how to use your camera creatively and operate the flash, other accessories and camera care. There will be an afternoon walk around to test your new skill, and each participant should bring their camera, a roll of 35mm 100 ASA film, and one roll of 35mm 400 ASA film.

Kerrie MacLean

June 2

Saturday; 9 a.m. - 4 p.m.

\$52 + GST

INDIAN COOKING

Try one of our most popular and successful evening classes! This 12-hour program will introduce amateur chefs to the delights of authentic Indian cooking from the far East. Savory spices and intriguing ingredients combine to make each dish a delight. Each class is three hours and leaves participants with an entire meal to enjoy, plus new recipes to add to their growing collection.



Mary Rush

Register your interest

\$100 + GST

LANDSCAPE DESIGN

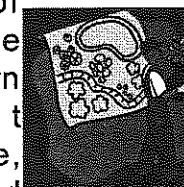
Jodi Friesen, avid landscaper and ecologist shares her knowledge of landscape design. Learn about garden style, form, colour and function. Explore ideas for your own garden. From formal foundation planting to ecologically suited natural gardens.

Jodi Friesen

May 5

Saturday; 11 a.m. - 5 p.m.

\$20 + GST



PET CARE & MAINTENANCE

Our pets are often our precious babies. Learn how to care for your loveable pet with proper maintenance and dog care. Only 2-hours!



Val Rubinato

February 2

Friday; 5 p.m. - 7 p.m.

\$20 + GST

SPANISH - INTERMEDIATE

When the season is cold, and ice and snow are making you blue, think of the warm and sunny places you can go. If you are planning on fleeing the cold northern climate for part of the winter, why not prepare yourself with some basic words and phrases. A fun and challenging way of expanding your vocabulary!

Alejandro Pedrosa

Course # 1:

Jan. 10 - Jan. 31

Wed.; 6:30 p.m. - 9 p.m.

\$47 + GST

Course # 2:

Feb. 7 - Feb. 28

Wed.; 6:30 p.m. - 9 p.m.

\$47 + GST



Please register at least 2 weeks before the class start date of any of the courses listed in this brochure.

GENERAL INTEREST

STAINED GLASS

Join Sherri in one of NWCC's most popular classes! Create your own piece of stained glass artwork by learning the basics of cutting, grinding, foiling, soldering and polishing glass. Each student will have a choice in projects and glass. This is a fun and rewarding way for anyone 10 and up to learn new skills. All materials are included in the tuition.



Sherri Morris

Course # 1: February 3
Saturday; 10 a.m. - 4 p.m.
\$127 + GST

Course # 2: March 3
Saturday; 10 a.m. - 4 p.m.
\$127 + GST

TAI CHI FOR BEGINNERS

Tai Chi is an exercise that helps people attain a high level of fitness. All the forms or patterns are practised slowly and gently, providing people both young and old with full body benefits including increased circulation and flexibility.



Peter Dickson

Course #1: Feb. 10 & 11
Sat. & Sun.; 9 a.m. - 4 p.m.
\$60 + GST

Course #2: March 10 & 11
Sat. & Sun.; 9 a.m. - 4 p.m.
\$60 + GST

TRADITIONAL PLANTS AND MEDICINES WORKSHOPS

Have you ever wonder what alternatives are available for 'contemporary' medicines? There are alternatives that are available, that may be effective for you. Traditional Medicines are all natural, healthful means of maintaining personal well being both on a physical as well as spiritual level.



Bev Anderson

\$50 + GST per workshop

Workshop #1:
Devil's Club Medicines
April 21 & 22 (Earth Day!)
Sat. & Sun.; 10 a.m. - 3 p.m.

Workshop #2:
Spring Tonics
May 26 & 27
Sat. & Sun.; 10 a.m. - 3 p.m.

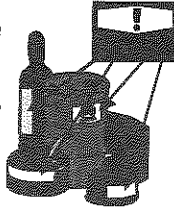
Workshop #3:
Traditional Foods
June 23 & 24
Sat. & Sun.; 10 a.m. - 3 p.m.

Be curious always! For knowledge will not acquire you: you must acquire it.

-- Sudie Back

WHMIS

This computer-based course will teach you 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. Participants can come in on their own time and achieve certification by completing this self-paced course. Course dates and times are flexible -- based on computer lab availability.



Continuous Intake

January 1 - March 31
Monday - Thursday
\$39 + GST

YOGA

Yoga is from the Sanskrit word 'Yug' meaning union {with the Devine}. Increasing general health and flexibility are just two of the obvious benefits of practicing yoga. Each session will increase your general knowledge of this ancient art and provide you with a lifetime of rewards.



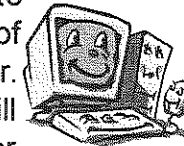
Phillipa Beck

January 22 - March 12
Mondays; 6 p.m. - 7:30 p.m.
\$90 + GST for 10 sessions
or \$10 + GST per session

COMPUTER COURSES

COMPUTER APPLICATIONS (BCPT 150 - 3.0)

This 45-hour course provides a practical hands-on introduction to the operation of the computer. The course will cover computer capabilities and limitations, terminology, and an overview of computer hardware and software. You will also learn to use specific business application software: Windows 98, Word, Excel, Access, Powerpoint, and the Internet. Participants can take this course for credit or audit.



Kerrie MacLean

Feb. 26 - May 1
Tuesdays & Thursdays
6 p.m. - 9 p.m.
\$295 + TEXT

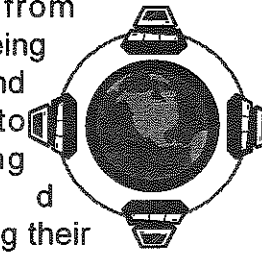
COMPUTER BASICS

Many people haven't had the time or opportunity to learn to properly use a new computer. It's not uncommon to find that although computers have been around for years, you haven't managed to learn the first thing about them! Computer Basics is a step-by-step course to assist participants with using their computers with ease and confidence.

Kerrie MacLean
Feb. 26 - March 14
Mondays & Wednesdays
6 p.m. to 9 p.m.
\$100

WEBPAGE DESIGN

Using the Internet has become a daily occurrence for many people. As more and more exciting doors to information have opened, individuals have taken the leap from simply being a user, and moved to designing and supporting their own Websites. Each section of this course is designed to prepare participants to conquer the Internet with flair. The course includes Introduction to HTML, Web Graphics, Using Tables for Webpage Layout, Creating Image Maps, Interactive Web Feedback forms, Introduction to Frames, and Promote Your Website.



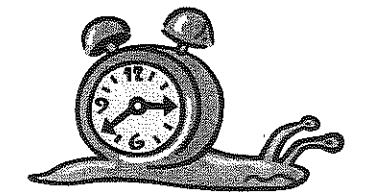
Pat Egan

Feb. 10 - March 17
Saturdays, 1 p.m. to 4 p.m.
\$105

We **CANCELLED** it because we didn't know you wanted it!

Sometimes excellent courses with super instructors 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 **REGISTERED** (Fees are paid) before a class can run.



DON'T WAIT !

AVOID DISAPPOINTMENT !

REGISTER EARLY!

Have an Idea?!



Do you have course ideas that you would like to see offered in the Hazeltons? Would you like to share your expertise? We would like to hear from you!

Send Ideas to:
Program Officer - NWCC
Box 338, Hazelton, BC V0J 1Y0
Phone: (250) 842-5291 Fax: (250) 842-5813
Email: llapalme@nwcc.bc.ca

B.V. DRIVING SCHOOL:

IMPORTANT INFORMATION:

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

DEFENSIVE DRIVING

The defensive driving course has been designed



to help you become a safer driver. In this course you will have the opportunity to learn what is involved in driving defensively, why and how various types of vehicle collisions occur and what it takes to prevent them. You will be provided with a standard of driving excellence that you can use to evaluate and improve your own driving. Upon successful completion, participants will receive a BC Safety Council Certificate.

Register Your Interest
9 a.m. - 4:30 p.m.
\$65

CLASS 7

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



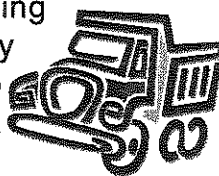
\$43 per lesson

CLASS 3 LESSONS

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

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

\$157 per lesson



AIR BRAKES

This course prepares drivers for a written and practical test on the operation and maintenance of airbrake systems for either on-highway or off-highway vehicles. Upon successful completion the instructor will give participants proof of course attendance and the practical examination. The Motor Vehicle Branch written test must be taken within 30 days of course completion. Successful completion will result in the addition of an airbrakes endorsement to your driver's license. **Prerequisite:** you should hold a valid driver's licence at the time of the course. Fee includes manual.

\$185

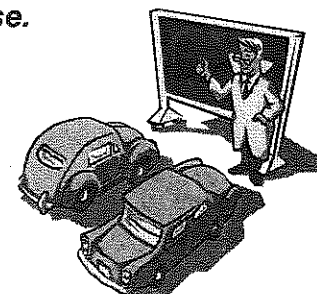
CLASS 1 LESSONS

Beginners are recommended to take 15 lessons. Individuals with a minimum of 150 hours of experience in driving Class 1 vehicles may choose to take five lessons. Additional single lessons can be purchased as needed. Driving skills will be evaluated on an ongoing basis. Theory relating to driving a Class 1 vehicle will be presented according to the needs of each individual. Lessons are 2 hours long. **Prerequisites:** Minimum age of 19, valid B.C. driver's license, Class 1 Learner's permit and Airbrakes certification.

\$165 per lesson

AIM HIGH DRIVING SCHOOL:

Northwest Community College welcomes Aim High Driving School as a provider of the Graduated Licensing Program, approved by I.C.B.C. The BC Ministry of Education has granted two credits (Grade 11) for the I.C.B.C. approved driver education course.



GRADUATED LICENSING PROGRAM

This 18-hour program will be delivered in three 6-hour sessions. Participants earn two Grade 11 credits upon successful completion, and will reduce the learner waiting period by three months! Call to register your interest.



\$752.00

MULTI-LESSON PACKAGE

Six 1-hour lessons of in-car training. Includes driving school car on 6th lesson. Call to register your interest.

\$220

DRIVER TRAINING PREP.

A special one day class to prepare participants to write the Learners Exam. Group rates are available. Call NWCC Hazelton Campus in advance to book your group.

\$50

TRAFFIC CONTROL FLAGGING

TRAFFIC CONTROL FLAGGING REFRESHER

This is a four-hour refresher course for those who hold a NWCC Flagging Certificate. If your flagging certificate expires soon then this course is for you. 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 certificate valid for two years.

Sandy Bohleber
SJB Traffic Control
Friday; 5:30 p.m. - 9:30 p.m.
Course #1: March 30
Course #2: May 25
\$68

TRAFFIC CONTROL FLAGGING

Catch the wave of flagging opportunities that open up during the election year! Be first in line for the flagging jobs that come available in the Spring! This 16-hour certificate course is for those monitoring, controlling, and directing traffic in and around road maintenance and construction areas. Individuals who successfully complete this course will receive a wallet card certificate valid for two years.

Sandy Bohleber
SJB Traffic Control
Sat. & Sun.; 8 a.m. - 5 p.m.
Course #1: March 31 & April 1
Course #2: May 26 & 27
\$159

Do you have a group that needs a course offered here in the Hazeltons?

GIVE US A CALL!

For groups, the College can set up specific courses at your request.

Contact the College @ 842-5291.



NOTE

To make yourself more employable as a flag person, it is recommended that you also take the Occupational First Aid Level 1 course and Transportation Endorsement course.

FOODSAFE LEVEL 1

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

Velma Sutherland
Register your interest \$100



FOODSAFE LEVEL 2

This course is designed for those in the food service industry, who are responsible for making decisions. The advanced level gives managers/owners the information to make decisions to ensure a high standard of food safety. Topics covered include review of Level 1, design and maintenance of a food service establishment, managing sanitary practices, and an introduction to the Hazard Analysis Critical Control Point System. **Prerequisite: Foodsafe Level 1.**

Velma Sutherland
Register your interest \$130

FIRST HOST

First Host is a new program that was developed in direct response to the present need for well-trained tourism professionals. The customer service training skills obtained during this program are transferable into nearly all employment sectors. Since the demand for Aboriginal products is rapidly increasing, more employment opportunities are becoming available for youth employment. This program provides participants with effective customer service skills and a winning attitude. If your group or business is interested in First Host, contact NWCC Hazelton Campus to book your eight hour intensive session.

Jessica Mikolajczyk
\$680 per group



SUPERHOST


This is an 8-hour workshop that addresses the fundamentals of excellent customer service. From handling customer concerns to creating first impressions, you will leave with practical tips that work. The course is perfect for anyone that deals with the public on a regular basis, or to prepare those just entering the work force.



Colleen Burns

Friday; 6:30 p.m. - 8:30 p.m.
Saturday; 9 a.m. - 3 p.m.
Course # 1: March 30 & 31
Course # 2: April 27 & 28
\$62.50

How do you go from where you are to where you want to be? I think you have to have an enthusiasm for life. You have to have a dream, a goal, and you have to be willing to work for it. -- Jim Valvano



REMINDER



Are you planning to take a course featured in this brochure?

Please register at least 2 weeks before the class start date to avoid disappointment!

Northwest Community College offers a variety of courses in First Aid. Since both the Workers' Compensation Board of BC and The Canadian Red Cross Society have changed and upgraded their courses, **all employers should check with WCB to determine the appropriate course for their company's operation.** If the dates scheduled in this brochure are not suitable, and you have a group that needs to be certified, please contact the College to discuss dates that will work best for you. We can set up specific courses at your request. Call us @ (250) 842-5291.

OCCUPATIONAL FIRST AID LEVEL 1

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

Lea Lemky or Deb Godin
Register your interest \$85



TRANSPORTATION ENDORSEMENT

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

Deb Godin
Register your interest \$85

CHILDSAFE

Childsafe is a dynamic 8-hour workshop that will teach you how to make your home a safer place, and will assist you in handling childhood emergencies with confidence. If you are a parent, grandparent, caregiver, or a babysitter -- Childsafe is designed for you!

Deb Godin
Register your interest \$85

OCCUPATIONAL FIRST AID LEVEL 3

In this 88-hour course participants will learn the theory and practical skills of basic life support. Level 3 includes one and two person CPR, obstructed airways management, control of deadly bleeding, application of hard collars and transportation techniques. Participants are given practical training in patient assessment and appropriate treatment. Upon successful completion participants are awarded a WCB certificate that is valid for two years. **Participants must be 16 years of age. Participants must arrange to be available to take the WCB exam the week following the course.** NWCC provides an extra 10 hours of classroom time in all Level 3 courses in order to ensure adequate time to practice skills. Level 3 courses also include Red Cross CPR "C" certification (Infant & Child). **First time applicants need to arrange for a medical examination at their own expense and complete a W.C.B. medical form.**

Deb Godin
Register your interest \$635
(includes texts & exam fee)

UPGRADING - CAREER & COLLEGE PREP. (CCP)

Some people enter the Career & College Preparation Program (formerly known as Adult Basic Education) to complete entrance requirements for further training. Others improve their opportunities for employment by improving their English, Math, Computer and Science skills. Students enter the program throughout the year as space in the class permits.

Application Process:

Fill out an application at the College and bring any high-school or post-secondary transcripts. You may be asked to write an assessment guide which assists in placing you at the correct level. You will be asked to meet with the Educational Advisor, who will help you determine what courses you will need to take to reach your educational goals. The Advisor can tell you about dates, times, cost and the registration procedure. You will be sent a letter - telling you your start date and courses you may register in.

**EDUCATION IS THE
KEY TO SUCCESS**



SELF - PACED CAREER & COLLEGE PREPARATION

You may choose to work on your own, allowing you to set your own schedule to complete your courses. (Students can register to start any time, depending on available space) Applicants must meet with the Educational Advisor and the Instructor to set up their schedule before starting.

Classes at the Hazelton Campus are as follows:
Monday to Friday
9 a.m. - 3:30 p.m.

INSTRUCTOR - LED (ADVANCED)

The Instructor-led Advanced Career and College Preparation (upgrading) program helps adults prepare for college, career, vocational and university courses and for employment. Participants start at the same level, and progress through the courses at the same rate.

The instructor-led CCP will give learners a solid foundation for future Career or University programs. This training provides the participants with self-management skills needed to become successful learners.

Start and End Dates:

Wednesday, January 3, 2001 to Friday, June 29, 2001 (includes a one-week Spring Break March 19 - 24)

Entrance Requirements:

Grade 10 or CCP Level 030 completion.

Careers:

Career programs, such as Nursing, Fisheries, Computer Studies, Teaching (Education), Business Administration, Dental Hygiene and many others, may require these courses as prerequisites.

Program Outline:

The program consists of five Advanced CCP 040 level courses:

- ♦ **Mathematics 040** equivalent to Math 11
- ♦ **English 045** equivalent to Business English (Many programs will accept English 045 in lieu of English 12 - check with an Educational Advisor.)
- ♦ **Biology 040** equivalent to Biology 11
- ♦ **Chemistry 040** equivalent to Chemistry 11
- ♦ **Computer Studies 040** equivalent to Computer Science 11

UPGRADING - G.E.D. / CULTURAL TOURISM

GED & EXAM DATES

This is for adults (must be 19 years of age) who did not complete secondary school and wish to prepare to write a Ministry of Education Grade 12 equivalency exam under the General Education Development Program. Adults will study for 5 tests: English Literature, English Grammar, Science, Social Studies, and Mathematics. Northwest Community College sells the GED Workbook needed to prepare yourself to write the GED Exams.

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

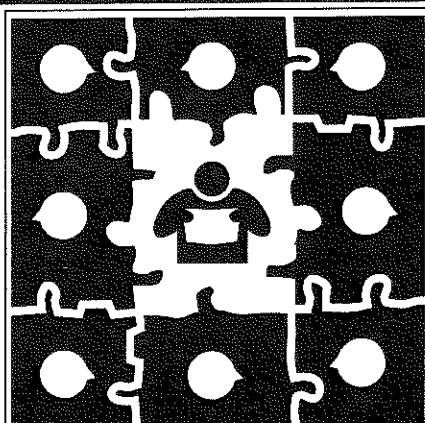
GED Testing will be held at the Hazelton Campus on the following dates subject to finalization by Victoria:

TESTING DATES

March 2 & 3, 2001
April 27 & 28, 2001
June 1 & 2, 2001

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





Do you have all the pieces to the puzzle to achieve your career goals? If not, make an appointment to meet with the Educational Advisor and check out your options!

CULTURAL TOURISM

Are you interested in starting or managing a business? If so, this course is for you! In 1999, 22 million overnight visitors spent 9.2 billion dollars in the province of British Columbia! BC's natural advantages include its spectacular beauty, geographic variety, but most importantly - YOU! Northwest Community College can prepare you to start or manage a business of your choice. The Cultural Tourism Certificate program offers six business courses that are transferable to Northwest Community College's Business Administration Program. The remaining courses introduce participants to unique cultural aspects of this region and will allow you to make the most of your business. This is a perfect opportunity to become your own boss!

Program Courses:

- *Accounting
- *Business Communication
- *Computer Application
- *Human Resource Management
- *Marketing
- *Introduction to Management
- Introduction to Tourism
- Cross Cultural Tourism
- First Nations Cultural Communication
- Entrepreneurship
- Environmental Stewardship
- Work Experience

Tuition:

Full time: \$894 per term (2 terms)

Part time: \$295 per course + textbooks
(For those interested only in Business courses)

Books:

\$800 + GST

Program Entry Requirements:

Grade 12 with English 12, or English 045 or 050, and Math 040, 041 or 045.

Dates:

January 8th to July 6th, 2001

BUSINESS TECHNOLOGY

Selected courses in the Business Technology program are available by Distance Education or Online. To apply, please complete the following process. For answers to questions about the Business Technology Program, make an appointment to meet with the Educational Advisor at (250) 842-5291 or (250) 847-4461.

How to apply:

Fill out a Northwest Community College (NWCC) application form and return it to NWCC - Smithers with the \$25 application fee. Attach high school or college transcripts. Admission to the Business Technology program is on a course by course basis. Applicants must meet the prerequisites for the individual courses in which they wish to enroll. Prerequisites are stated in the course descriptions. If you do not meet these entrance requirements, but think you have the skills to succeed in the program, ask an educational advisor how to proceed.

Send your completed application to Northwest Community College, Box 3606, Smithers, BC, V0J 2N0, or drop it off at the campus in your community, or fax it to (250) 847-4568. Be sure to include your preferred start date. You should be contacted within two weeks either by phone or letter.

Once your application is complete and you have been contacted to begin course work, you should expect to pay the following fees:

BUSINESS TECHNOLOGY DISTANCE EDUCATION

Tuition Fees:

Call the Smithers Campus at 847-4461 for fees.

Books:

Prices vary, a shipping charge will be added where applicable. A book list will be provided upon application.

Courses available by Distance Education:

Word Processing I	2.5 credits
Keyboarding Speed	.5 credits
Business Machines	1.5 credits
Business Simulation	.5 credits
Accounting Fundamentals I	2.0 credits
Accounting Fundamentals II	2.0 credits

Students may complete course work at home or use the facilities available at the college campus in their community. They should expect to come into their local college campus to write tests and submit assignments, which will then be forwarded through the college mail system for marking.

NOTE

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

BUSINESS TECHNOLOGY E-LEARNING

Part-time Tuition Fees (approximately):

See fees listed below.

You are expected to pay fees until the end of the semester in which you register.

Books:

Prices vary, a shipping charge will be added where applicable. A book list will be provided upon application.

Courses available On-Line:

Successful E-Learning	Free
Keyboarding Speed I	\$44.90
Computers & Internet	\$67.35
Business Machines	\$89.80
Business English	\$134.70
Word Processing Level 1	\$89.80
Human Relations	\$44.90

Other courses within the Business Technology Program are currently being developed. For further information please contact an educational advisor.

Students may complete course work at home (require a computer and access to the internet) or use the facilities available at their college campus.

COLLEGE SERVICES

BOOKSTORE SERVICES

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

CAREER RESOURCES

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

CONTINUING EDUCATION

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

DISABILITY SUPPORT SERVICES

A range of services and/or equipment are available to enable students with disabilities to pursue their education. If you require any of the following services please contact the *Accessibility Services Coordinator* at least eight weeks before the start of classes.

SMOKING POLICY

Smoking is NOT permitted in the Campus.



EDUCATIONAL ADVISOR

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

FIRST NATIONS ACCESS COORDINATOR

First Nations Student Access Co-ordinators provide consultation regarding personal and educational matters to First Nations students. Students are able to access services and resources both on and off campus as Co-ordinators provide general information regarding programs and registration procedures, act as a liaison between instructors and Band Council for NWCC and facilitate cultural awareness activities and special events.

GST

Most Continuing Education courses are affected by the GST. Under the provincial legislation, any course that does not lead to a provincially-recognized certificate, diploma or degree will be subject to the GST. All students that are registered in courses that are taxable will be liable to pay the additional seven percent.

HARASSMENT POLICY

Northwest Community College is committed to providing a learning and working environment which is free from sexual and personal harassment. The College considers harassment to be a serious infringement of an individual's fundamental rights.

LIBRARY

Hazelton Campus Library is open to community members and college students alike. There is no fee for membership.

Services offered: library instruction, reference services, interlibrary loans, on-line research databases, internet access, study and meeting space...

Collection includes: books, periodicals, videos, CD-Roms, maps, government documents, pamphlets...

Special Collection: First Nations material.

Internet Access: There is internet access to the college library catalogue:

www.nwcc.bc.ca
click on library or on-line catalogue

For more information contact:
Sylvia at (250) 847-4461
or
Leah at (250) 842-5291

STUDENT SUCCESS

If your academic performance at Northwest Community College is not what you would like it to be, and you want to do something to change that, there is help available. Student Success Co-ordinators at every campus arrange activities designed to help make your experience at the college a successful one. Some of the services include free tutoring, workshops on study skills, individual study skills advising, orientation activities and more. To get full details, contact the Student Success Co-ordinator at your campus.

STUDENT SUPPORT SPECIALIST

The Student Support Specialist offers assessment, support, and referral to students with problems that may not be directly related to their school work, but can interfere with their attendance or success in their classes. This is a confidential service. Community counselling services can also be accessed.

REGISTRATION IS EASY . . .

6 easy ways to enroll in the course YOU want:

BY PHONE

(the easiest way)

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



WALK-IN

(the most personal way)

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



MAIL-IN

(the postal-service way)

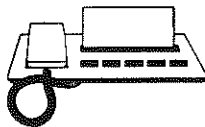
Simply complete the registration form (or a copy of one) and send it to the Northwest Community College. Please use one registration form for each person registering. If the course is scheduled to start in 7 days, please use the "Phone-in" or "Walk-in" system.



FAX-IN

(the high-tech way)

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



E-MAIL

(the other high-tech way)

Email your authorization to invoice to: Imarshall@nwcc.bc.ca

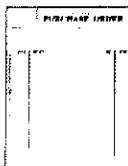


BY PURCHASE

ORDER No.

(the business-like way)

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



Method of Payment (check one):

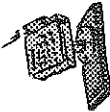
- Cash / Money Order
- Cheque
- Visa
- Mastercard

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

HAZELTON
4815 Swannell Drive
P.O. Box 338
Hazelton, BC
VOJ 1Y0
Phone: (250) 842-5291
Fax: (250) 842-5813
Email: Imarshall@nwcc.bc.ca

Signature _____

Date _____



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

Surname: _____ First Name: _____

Address: _____ Town: _____

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

COURSE

START DATE

FEE

Please check brochure descriptions to see if GST is applicable

7% GST (if applicable)

TOTAL FEE \$ _____

Card Number - - - /

Expiration Date: /