

25th Anniversary (1975 - 2000)



**Northwest
Community
College**

THE CORNERSTONE OF COMMUNITY EDUCATION FOR 25 YEARS



*Opening Doors of
Opportunity!*

Continuing Education

Hazelton Campus

(250) 842-5291

FALL 2000



HAZELTON STAFF

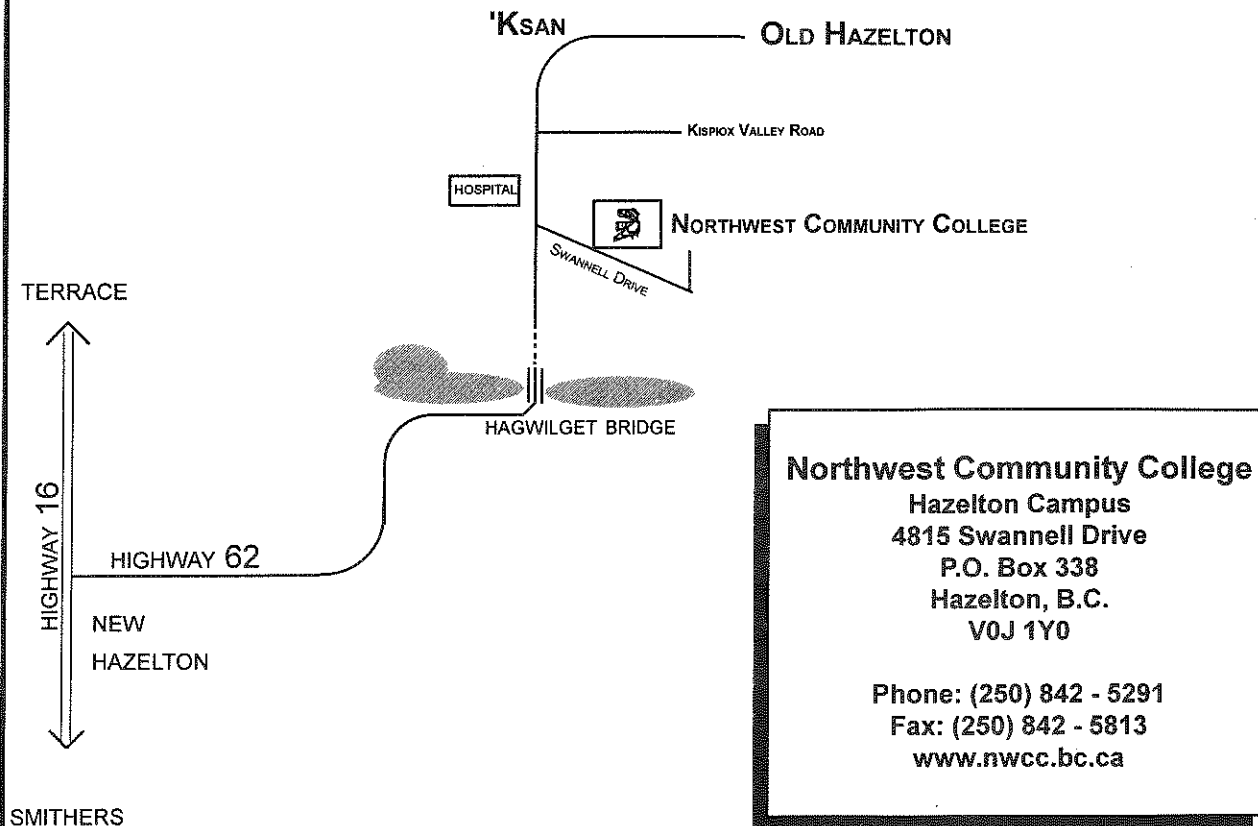
Kate Greenall	Centre Manager
Laurette Lapalme	Program Officer
Colleen Burns	Educational Advisor
Murphy Greene	First Nations Access Coordinator / Student Support Specialist
Margaret Brown	Senior Centre Clerk
Leah Marshall	Program Assistant
Carol Pritchard	Clerk
Deitmar Ordowski	C.C.P. Instructor
Sylvia 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:



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 Friday, 8 a.m. - 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.

TABLE OF CONTENTS

Business Technology	
Business Technology (Distance Education)	5
Business Technology (E-Learning [Online])	5
College Services	13
Computer Courses	
Computer Applications	4
Introduction to the World Wide Web	4
Driver Training	
Airbrakes	3
Class 1	3
Class 3	3
Class 7	3
Defensive Driving	3
Flagging	
Traffic Control Flagging	4
Traffic Control Flagging Refresher	4
General Interest	
Babysitter Training	2
Basic Hair Cutting	2
Conversational French	2
Film Development	2
Firearms Aquisition Certificate (FAC)	3
Fun with Photography	2
Indian Cooking	2
Spanish - Beginner	2
Spanish - Intermediate	2
Stained Glass	3
First Aid	
Childsafe	6
Occupational First Aid Level 1	6
Occupational First Aid Level 3	6
Transportation Endorsement	6
Health / Hospitality	
Foodsafe Level 1	7
Foodsafe Level 2	7
Superhost	7
Programs	
Cultural Tourism Certificate	9
Outdoor Power Equipment Technician	10
Bridges Program	11
Registration	14
University Credit Courses	
Sociology 102	12
Anthropology 203	12
Geography 150	12
History 106	12
Computer Science 111	12
Math 190	12
Geography 225	12
Sociology 205	12
Art 106	12
English 209	12
Upgrading	
Career & College Preparation	7
Instructor-Led Career & College Preparation	8
GED	7

GENERAL INTEREST

BABYSITTER'S TRAINING

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



Register your interest.

BASIC HAIR CUTTING

Seize the opportunity to shape the way your friends look.

During this six-hour course, the instructor will take you through the basic steps of hair-cutting.



Session one introduces clipper cuts; session two covers basic layering, and session three finishes with basic one-length cut and style. Students should bring a pen and paper to class.

Adell Herrigan
Odel's Cut & Style, New Hazelton
December 4, 11 & 18, 2000
Mondays; 5 p.m. - 7 p.m.
\$50 + GST

CONVERSATIONAL FRENCH

During this 12-hour course participants will be able to carry out a basic conversation in French, including words used most often for travel and welcoming visitors. Participants will be introduced to resources and learning tools to assist them with the development of another language. This is an excellent opportunity for parents/guardians with children in French Immersion, or for anyone who wants to add a continental flair to their conversation.

Lorraine Smith-Hnidan
Sept. 18 - Oct. 30, 2000
Mondays; 7 p.m. - 9 pm
\$45 + GST

FILM DEVELOPMENT

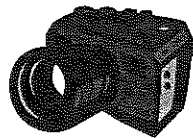
This 12-hour course is for the serious photographer seeking to make the most out of their manual control cameras. Three sessions will cover the five basic areas of photography:

- 1) Manual camera settings for achieving proper exposure;
- 2) The use of various aperture settings to manipulate depth of field;
- 3) Using various shutter speeds to achieve different results;
- 4) The use of bracketing to show the effects of over and under exposure;
- 5) Composition, the creative use of the area within the viewfinder.

Tim Combs
Sept. 9 - 23, 2000
Saturdays; 2 p.m. - 6 p.m.
\$135 + 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 felt afraid to press the wrong button accidentally? During this 7-hour course you will learn how to conquer your camera to create fantastic photos, and lasting memories. Topics of discussion include how to use the flash and other accessories, camera care, and how to use your camera creatively, and effectively. There will be an afternoon walk to test your new skill, and each participant should bring their 35mm camera, a roll of 35mm 100 ASA film, and one roll of 35mm 400 ASA film.



Kerrie MacLean
October 7, 2000
Saturday; 9 a.m. - 4 p.m.
\$52 + GST

INDIAN COOKING

This 12-hour course will introduce amateur chefs the delights of authentic Indian cooking from the far East. Savory spices and intriguing ingredients combine to make each dish a delight.



Harjiit Minhas
Sept. 20 - Oct. 11, 2000
Wednesdays; 7 p.m. - 10 p.m.
Hazelton Secondary School
\$80 + GST

SPANISH - BEGINNER

During this 10-hour course participants will have the opportunity to learn how to carry out a basic conversation in Spanish; including words and phrases commonly required when travelling.

Alejandro Pedrosa
Course # 1:
Sept. 20 - Oct. 11, 2000
Wednesdays; 6:30 p.m. - 9 p.m.
\$41 + GST

Course # 2:
Oct. 18 - Nov. 8, 2000
Wednesdays; 6:30 p.m. - 9 p.m.
\$41 + GST

SPANISH - INTERMEDIATE

Participants will have the opportunity to expand their Spanish vocabulary to include common words and phrases. Perfect for anyone planning on fleeing the cold northern winter!

Alejandro Pedrosa
Course # 1:
Jan. 10 - Jan. 31, 2001
Wednesdays; 6:30 p.m. - 9 p.m.
\$47 + GST

Course # 2:
Feb. 7 - Feb. 28, 2001
Wednesdays; 6:30 p.m. - 9 p.m.
\$47 + GST

STAINED GLASS

Join Sherri and 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:
September 30, 2000
Saturday; 10 a.m. - 4 p.m.
\$127 + GST



Course # 2:
November 25, 2000
Saturday; 10 a.m. - 4 p.m.
\$127 + GST

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

IMPORTANT INFORMATION:

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

Instructor: Judy Daye
BV Driving School

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

GENERAL INTEREST

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 Register your interest.

DRIVER TRAINING

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

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. Deadline for registration: Oct. 2, 2000.

Oct. 16 - 21, 2000
M - F ; 6 pm - 9:30 pm
Sat., 9 am - 4:30 pm
\$185

CLASS 3 LESSONS

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

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

CLASS 1 LESSONS

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

\$165 per lesson



FLAGGING

TRAFFIC CONTROL FLAGGING REFRESHER

This is a four-hour refresher course for those who hold a Northwest Community College Flagging Certificate. If your flagging certificate is soon to expire 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

Course #1: September 8, 2000
Friday; 5:30 p.m. - 9:30 p.m.
\$68

Course #2: March 30, 2001
Friday; 5:30 p.m. - 9:30 p.m.
\$68

Course #3: May 25, 2001
Friday; 5:30 p.m. - 9:30 p.m.
\$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 is a certificate course for those monitoring, controlling, and directing traffic in and around road maintenance and construction areas. Individuals who successfully complete this course will receive a wallet card certificate valid for two years. Note: To make yourself more employable it is recommended that you also take the Occupational First Aid Level 1 course and Transportation Endorsement course.

Sandy Bohleber
SJB Traffic Control

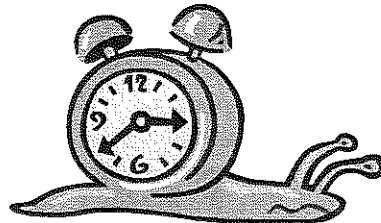
Course #1: Sept. 9 & 10, 2000
Saturday & Sunday
8 a.m. - 5 p.m.
\$159

Course #2: Mar. 31 & Apr. 1, 2001
Saturday & Sunday
8 a.m. - 5 p.m.
\$159

Course #3: May 26 & 27, 2001
Saturday & Sunday
8 a.m. - 5 p.m.
\$159

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 have to be cost-recoverable and we need a minimum number of students REGISTERED before a class can run.



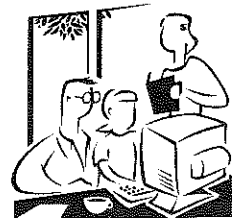
DON'T WAIT!
AVOID DISAPPOINTMENT!
REGISTER EARLY!

COMPUTER COURSES

COMPUTER APPLICATIONS

This 42-hour course provides a practical hands-on introduction to the operation of the computer. The instructor 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.

Kerrie MacLean
October 17 - November 30, 2000
Tuesdays & Thursdays
6 p.m. - 9 p.m.
\$295 + TEXT



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.

INTRODUCTION TO THE WORLD WIDE WEB

Learn how to create your own website and have it up and running in just seven classes! This courses will cover: Introduction to HTML, Introduction to Web Graphics, Using Tables for Web Page Layout, Creating Image Maps, Interactive Web Feedback Forms, Introduction to Frames, and How to Promote Your Website.

Pat Egan
September 16 - October 28, 2000
Saturdays, 1 p.m. to 4 p.m.
\$105

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

Part-time Tuition Fees (approximately):

Sept. 18 - Nov. 29	\$375
Sept. 18 - Dec. 22	\$476
Jan. 8 - Apr. 11	\$476

You are expected to pay fees until the end of the semester in which you register. Fees are under review and are subject to change.

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. Fees are under review and are subject to change.

Books:

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

Courses available On-Line:

September 2000:

Successful E-Learning	Free
Keyboarding Speed I	\$22.45
Business Machines (BTEC 190/260)	\$89.80
Computer Environments	\$44.90

November 2000:

Word Processing Level 1	\$112.25
Business English	\$112.25

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.

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

Course 1: September 10, 2000
Sunday, 8:30 a.m. - 5:30 p.m.
\$85

Course 2: October 1, 2000
Sunday, 8:30 a.m. - 5:30 p.m.
\$85

Course 3: November 18, 2000
Saturday, 8:30 a.m. - 5:30 p.m.
\$85

TRANSPORTATION ENDORSEMENT

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

Deb Godin

Course 1: September 29, 2000
Friday, 8:30 a.m. - 5:30 p.m.
\$85

Course 2: October 2, 2000
Monday, 8:30 a.m. - 5:30 p.m.
\$85

Course 3: November 27, 2000
Monday, 8:30 a.m. - 5:30 p.m.
\$85



CHILDSAFE

Children can sometimes be at risk of suffering from accidental injury. Learn how to reduce the risks for your children, and for children in your care. This course is designed for parents and caregivers of children up to ten years of age. Discussion includes choking, CPR, bleeding management, and common first aid situations. Upon successful completion of this one-day course, participants will receive certification valid for two years.

Register your interest.

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

Sept. 16 - Oct. 19, 2000
Tues. & Thurs. ; 6 p.m. - 10 p.m.
Sat., Sept. 16, 23, Oct. 7, 14
Sun., Sept. 17 & Oct. 8
Weekends: 8:30 a.m. - 5:30 p.m.
\$635 (includes texts & exam fee)

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.

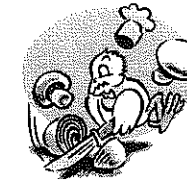
Velma Sutherland
September 17, 2000
Sunday; 8:30 a.m. - 5:30 p.m.
\$100



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
October 14 & 15, 2000
Saturday & Sunday
10 a.m. - 3 p.m.
\$130



CAREER & COLLEGE PREPARATION

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

Classes at the Hazelton Campus are as follows:

Monday 9 am - 3 pm
Tuesday 9 am - 3 pm
6 pm - 8:30 p.m.
Wednesday 9 am - 3 pm
Thursday 9 am - 3 pm
6 pm - 8:30 p.m.

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.

EDUCATION IS THE KEY TO SUCCESS

SUPERHOST

In this 7-hour workshop the instructor will address 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 for those just entering the work force. Register your interest.

Planning to take a course featured in this brochure? Please register at least 2 weeks before the class start date to avoid disappointment!

UPGRADING

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

TESTING DATES

Nov. 24 & 25, 2000
March 2 & 3, 2001
April 27 & 28, 2001
June 1 & 2, 2001

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



UPGRADING

INSTRUCTOR - LED (ADVANCED) CAREER & COLLEGE PREPARATION (CCP)

The Instructor-led Advanced Career and College Preparation (upgrading) program helps adults prepare for college, career, vocational and university courses and for employment. Instructor-led means that all participants start at the same level of academics, progress through the courses at the same rate, and instruction is given through verbal lessons rather than self-paced (on-your-own).

The instructor-led CCP will form a solid foundation for the learners to work from upon entrance to Career/University programs. This training will provide the participants with the self-management skills needed to become successful learners within the classroom setting. Self-management skills such as time management, conflict resolution, goal setting, stress management, and study skills. The participants will further develop their career/educational goals through individual self-assessment and career related tools. The instructor-led model will allow for maximum learning opportunities most conducive to individual learning styles and needs.

Program Start and End Dates:

Monday, September 5, 2000 to Friday, June 29, 2001 (includes a one-week Christmas Break and a one-week Spring Break aligning with elementary/high school breaks.)

Maximum Enrolment: 20 Full-time **Minimum Enrolment:** 16 Full-time

Program Entrance Requirements:

Grade 9 or CCP Level 020 completion

Program Outline:

The program consists of five Intermediate CCP Level 030 courses:

♦ Educational & Career Planning	EDCP 030	45 hours
♦ Science	SCIE 030	120 hours
♦ Math	MATH 030	120 hours
♦ English	ENGL 030	120 hours
♦ Computers	CPST 030	45 hours

And five Advanced CCP 040 level courses:

♦ Math	MATH 040	150 hours
♦ English	ENGL 045	150 hours
♦ Ecological Biology	BIO 040	150 hours
♦ Chemistry	CHEM 040	150 hours
♦ Computers	CPST 040	45 hours

Total Program Hours: 1095 hours


REGISTER EARLY - DON'T BE DISAPPOINTED!

CULTURAL TOURISM CERTIFICATE

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

Start Date: November 6, 2000

End Date: May 18, 2001

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

TOTAL 645 hours



* Transferable to Northwest Community College's Business Administration Program.

Prerequisites: Grade 12 with English 12 and Math 11
or, English 045 or 050, and Math 040, 041, or 045

Tuition: \$894 per term
two (2) terms:
November - December payment due: October 2000
January - May payment due: January 2001

Books: \$800 + GST

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



ACCEPTING APPLICATIONS

IF YOU ARE PLANNING TO ATTEND, APPLY TODAY TO AVOID DISAPPOINTMENT

AS THERE IS LIMITED SEATING AVAILABLE.

APPLICATION DEADLINE: SEPTEMBER 30, 2000.

OUTDOOR POWER EQUIPMENT TECHNICIAN

COURSE DATES:

September 5, 2000 to March 30, 2001

PROGRAM DESCRIPTION:

A graduate of this program will have the entry level technical skills, knowledge, and attitudes to begin work as an apprentice diagnostic and repair technician within the outdoor power equipment trade. Learners will use practical shop facilities to gain competence in a range of service operations. Customer relations skills are emphasized. Skills are developed through hands-on shop experience and other activities. Credit will be given for past experience if learners can demonstrate the required skills and knowledge. This Outdoor Power Equipment Technician (OPET) program is designed to be equivalent to the Ministry of Labour's (ITAC) first year of apprenticeship technical training.

CAREER POTENTIAL:

The outdoor power equipment industry has an on-going need for skilled and suitably qualified repair technicians. Employment opportunities may be found with franchise dealers, independent service shops, equipment rental firms and authorized service depots.

ADMISSION REQUIREMENTS:

1. Grade 10 or GED or CCP Intermediate Level Math and English
or
2. Successful completion of a Northwest Community College Assessment
or
3. Permission of the Instructor

Note: Learners should be aware that many employers require Grade 12 completion prior to employment.



PROGRAM CONTENT:

- ♦ Safe Work Practices
- ♦ Trades Resources
- ♦ Tool Use
- ♦ Mathematics & Physical Science
- ♦ Fasteners & Fittings
- ♦ Introduction to Computers
- ♦ Maintain Good Working Relationships
- ♦ Internal Combustion Engines & Systems
- ♦ Technical Communications
- ♦ Hydraulic Systems
- ♦ Electrical Systems
- ♦ Service Outboard Motors & Systems
- ♦ Welding, Cutting, and Brazing
- ♦ Lift Truck Operation
- ♦ Service Diesel Engine Systems



FEES:

1. Tuition: \$918.00
2. C.S.A. approved safety footwear (WCB regulations)
3. *Refundable Tool Deposit: \$50.00
4. Books/Resources: \$680.00 (approximately)
5. Students are required to provide their own supplies:
 - Pencils Erasers
 - Pens Ruler
 - 3 or 4 three-ring binders
 - Paper (lined and unlined)
 - Scientific Calculator
 - Geometry Set
 - Gloves
 - 3 - 3 1/2 computer disks



* Students are encouraged to purchase a basic set of hand tools (approximately \$700.00, detailed list will be available from the Educational Advisor at the College.)

Have an Idea?!

Do you have any 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 VOJ 1Y0
 Phone: (250) 842-5291
 Fax: (250) 842-5813
 email: llapalme@nwcc.bc.ca

BRIDGES PROGRAM

The overall goal of Bridges is to assist women survivors of abuse to overcome employment barriers that prevent them from making successful transitions to personal and financial independence.

The program is designed to meet that goal by:

- ♦ Assisting women in breaking the abusive cycle by moving from being dependent and other-directed to being independent and self-directed.
- ♦ Providing specific training in "bridging" or transferable skills which will improve learning potential for further training or employment.
- ♦ Enabling an abused woman to develop and implement a goal plan for employment that will support herself and her dependants.

COURSES ARE:

- ♦ Personal Development
- ♦ Individual Assessment
- ♦ Communication Skills
- ♦ Career Exploration
- ♦ Academic Upgrading
- ♦ Job Search Skills
- ♦ Information Technology
- ♦ Introduction to Computers
- ♦ Employment Options including:
 - ♦ Superhost
 - ♦ Cashier Training
 - ♦ Occupational First Aid Level 1
 - ♦ Foodsafe Level 1
 - ♦ Traffic Control Flagging
- ♦ Two-week work placement
- ♦ Plus, Personal and/or group counselling



TUITION:

Referral from Ministry of Social Services or \$2,090.
All applicants will be interviewed.

APPLICATION DEADLINE: December 8, 2000

COURSE DATES: January 8, 2001 to June 1, 2001



UNIVERSITY CREDIT COURSES

The University Credit courses are offered through a partnership with the Gitksan Wet'suwet'en Education Society. To register in these courses, contact Karmen Brillon at (250) 842-2248.

Please note that this is a tentative schedule and is subject to change.

**TERM 3:
SEPT. TO DEC. 2000**

Sociology 102 (3)

Introductory Sociology II

Using a variety of sociological perspectives this course examines the major institutions of society and some of the major trends of modern society. Religion, minority groups, education, politics, urbanization, industrialization and social movements will form the basis of the course. (3,0,0)

Prerequisite: Sociology 101

\$300

Anthropology 203 (3)

First Nations of Northwest Coast I

This course begins with the prehistory and ethnography of the Northwest Coast. Particular issues for examination shall include defining culture areas, interpreting material culture and understanding ceremonial life. Focus shall be on the Tlingit, Haida, Tsimshian, Nisga'a, Gitksan and Haisla nations. (3,0,0)

Prerequisite: Introductory Sociology or Cultural Anthropology.

\$300

Geography 150 (3)

Biogeography, Meteorology and Climatology

An interesting overview of the physical environment and its relationship to human culture and impacts of human activities. Principal topics include: cartography and remote sensing, meteorology, climatology, global environmental problems, and

biogeography. Laboratory experience will focus on map skills and methods in meteorology and biogeography. Field trips to examine local features and to collect data are required and may be scheduled on weekends. (3,3,0)

\$300

History 106 (3)

Canada Since Mid-Nineteenth Century

We will study the historical experiences of Canadians including First Nations, immigrants, workers and women in the context of social, economic and political conditions. Topics include the settlement of the West and British Columbia. (3,3,0)

\$300

**TERM 4:
JAN. TO APRIL 2000**

Computer Science 111 (3)

An Introduction to Computers

Computer Science 111 is designed for the student with little or no previous exposure to computers. The course will help students understand in a general way how computers work, how to work with computers, and how to use commercially prepared software packages such as spreadsheets, word processing programs, and databases to solve problems of common interest. An important part of the course is the weekly three-hour laboratory session, which complements the theoretical material of the lectures with concrete hands-on practice. (3,3,0)

Prerequisite: Math 11

\$300

Math 190 (4)

Principles of Mathematics for the Elementary Teacher

This course will help the prospective elementary teacher understand the mathematical principles of elementary level mathematics. Topics covered will include: sets, functions and logic,

whole number, fractional number, and rational number systems, geometry, and probability and statistics. Students should note this is neither a skills nor a methods course. (4,0,0)

Prerequisite: Math 11 or permission of instructor. Students may not receive credit for this course if they are enrolled in any other university level mathematics course.

\$300

Geography 225 (3)

Regional Geography of British Columbia

Using the concepts and methods of regional geography, this course examines British Columbia in terms of the patterns of its physical and human landscapes. The interaction of climate, geology, biogeography, history, resource utilization, settlement and economic activities are the foundation for discussion of the regions of B.C. and the relationship of the Province to the remainder of Canada, North American Pacific Coast and the Pacific Rim. (3,0,0)

Prerequisite: 15 first year credits.

\$300

Sociology 205 (3)

Sociology of the Family

This course analyzes family structure in modern industrial societies. Topics include theoretical perspectives of family and family change, mate selection, marriage and divorce, gender roles and power within families, child-rearing, variant family forms, family law and policy issues related to family. (3,0,0)

Prerequisite: Introductory Sociology or Anthropology.

\$300

**TERM 4: INTERCESSION
MAY - JUNE 2001
Art 106
(Introduction to Painting II)
English 209
(Creative Writing I)**

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)



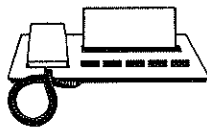
Come in to the Northwest Community College Office. Northwest Community College accepts: Cash, Cheques, Money Orders, Visa, Master card and Interac.

MAIL-IN
(the postal-service way)



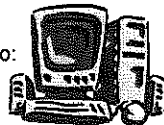
Simply complete the registration form (or a copy of one) and send it to the Northwest Community College. Please use one registration form for each person registering. If the course is scheduled to start in 7 days, please use the "Phone-in" or "Walk-in" system.

FAX-IN
(the high-tech way)



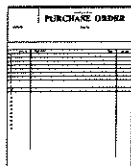
Fax your completed registration form with your Master/ Visa card number, and expiration date, OR a sponsorship letter from your sponsor authorizing permission to invoice their organization. Available 24-hours a day.

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
V0J 1Y0
Phone: (250) 842-5291
Fax: (250) 842-5813
Email: imarshall@nwcc.bc.ca



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

Surname: _____ First Name: _____ Town: _____ Work: _____
 Address: _____ Telephone Home: _____ FEE _____
 Province: _____ Postal Code: _____ START DATE _____
 COURSE _____

Please check brochure descriptions to see if GST is applicable

7% GST (if applicable)

TOTAL FEE \$ _____ Signature _____
 Card Number □□□□ - □□□□ - □□□□ - □□□□ Expiration Date: □□ / □□
 Date _____