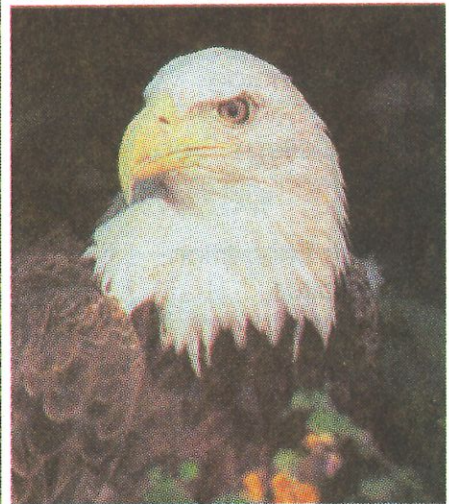
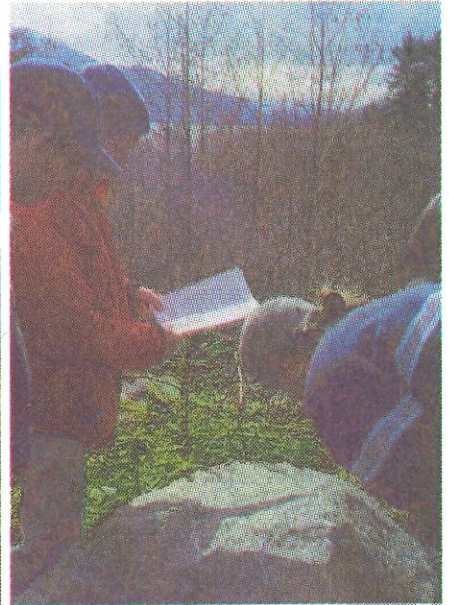
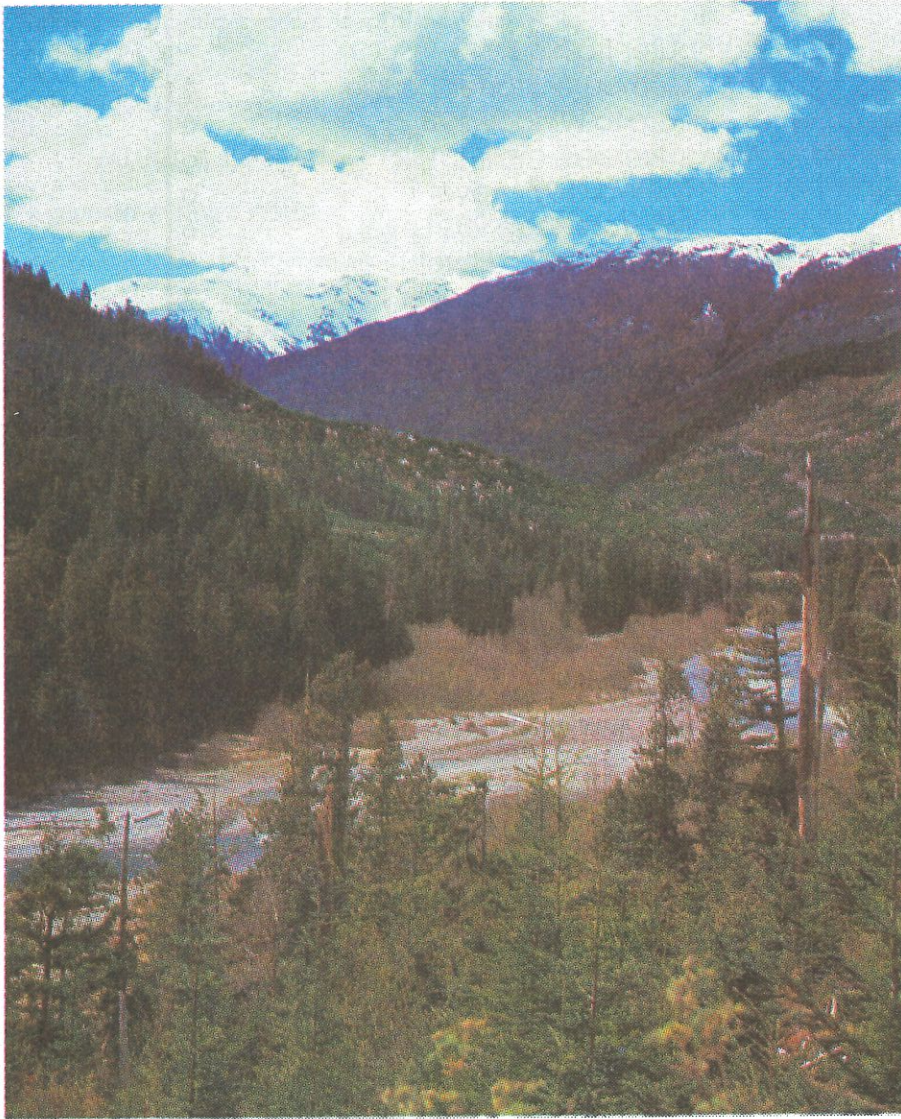


YOUR college
working in *YOUR* community.



FALL 2001 CALENDAR



NORTHWEST
COMMUNITY COLLEGE

KITIMAT, BC CAMPUS

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Kitimat Campus

Northwest Community College

NWCC Mission Statement

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

VALUES & OPERATING PRINCIPLES

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

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

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

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

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

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

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

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

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

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

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

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

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

Dear Kitimat:

The year 2001 brings the continued development of post secondary education at Northwest Community College Kitimat. Our goal is to provide top notch opportunities for lifelong learning in the community of Kitimat. We are offering programs that will help achieve your academic, careers and personal goals.

Our commitment is to quality programs, quality and friendly instructors and programs that fit your interests. Our Program Officer is interested in offering new programs, please let us know how we can serve you! Come in and visit the centre and talk to our advisor, staff and instructors.

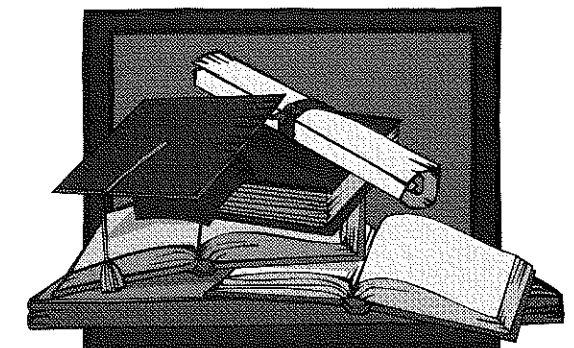
As our mission states we are committed to provide and enable equitable access to quality lifelong learning throughout our College region.

*Larisa Tarwick
Centre Manager*

STUDENT ORIENTATION DAY

September 4

Pizza lunch provided!



General Information

FEES

APPLICATION FEE

A \$25.00 non-refundable application fee is charged to those applying for admission to certificate, diploma and associate degree programs. The \$25.00 fee is waived for students returning within 12 months of their last NWCC enrollment.

INTERNATIONAL STUDENTS

International students are assessed fees at a level that offsets the cost of their training to the Provincial Government. Please contact the Registrar at (250) 635-6511 for information on programs available to international students and the fees levied for the current year.

LATE REGISTRATION

A \$10.00 late registration fee may be charged to any student who has been attending class without being registered. For credit based programs, this will apply only after the last date for registration and course change as noted in the "Dates to Remember" section of this calendar.

OFFICIAL TRANSCRIPTS

There is a charge of \$5.00 for each official transcript.

REINSTATEMENT

There is a \$25.00 charge to reinstate enrollment for a student who has allowed their registration to lapse.

TUITION AND STUDENT FEES

Contract & Continuing Education

The College offers a variety of contract and continuing education programs. For information on available training and costs, contact the Program Officer at Kitimat campus.

Semester Based Programs - semester maximum

Includes the following programs:

- Business Technology, Home Support/Resident Care
- Attendant

| | Per Credit | Maximum Semester |
|-------------------------------|-----------------|------------------|
| Program Tuition | \$ 37.64 | \$ 564.60 |
| Student Assoc./ | \$ 2.37 | \$ 35.55 |
| CFS membership & activity fee | | |
| Registration & | \$ 3.33 | \$ 49.95 |
| Computer Lab fee | | |
| Total | \$ 43.34 | \$ 650.10 |

Senior Citizens (age 65 or over)

Senior citizens are eligible for tuition-free enrollment in many NWCC courses. This exemption does not apply to any charges for materials, books or supplies that other students in the course are required to pay. Further information can be obtained from the campus.

Vocational Programs - Full-time* or Part-time*

Includes the following program: *Career & College Prep (CCP)*

| | Full-Time* Per Day | Part-Time* Per Day |
|---------------------------------------|--------------------|--------------------|
| Program Tuition (not charged for CCP) | \$ 5.70 | \$ 2.85 |
| Student Assoc./ | \$ 0.37 | \$ 0.19 |
| CFS membership & activity fee | | |
| Registration & | \$ 0.50 | \$ 0.50 |
| Computer Lab fee | | |
| Total | \$ 6.57 | \$ 3.54 |

*Note 1: Although fees for vocational programs are calculated per day, fees are collected on a semester basis.

*Note 2: Part-Time means that a student is enrolled in vocational programs less than 12.5 hours per week.

REFUNDS

Continuing Education Programs & Courses

Withdrawal 3 days prior to class - 100% of fees

Withdrawal less than 3 days prior to class - NO REFUND

Special registration and refund policies apply to courses designated as NO REFUNDS. Refunds are made after the pre-registration date unless the space can be sold to another student. The withdrawing student will then be refunded 100% of the fee, less a \$10.00 administration charge. Before the pre-registration date, the regular fund conditions apply.*

Contract Programs & Courses

An 80% refund of tuition and student fees will be given from the time of registration until 14 days after the first scheduled class.

Withdrawal after 14 days - NO REFUND

Semester Based Programs - semester maximum

On withdrawal from a course or courses up until 14 days after the first scheduled class, fees are charged at 20% of total number of credits multiplied by the per credit value.

a) If amount paid is greater than the new charge, a refund is issued b) If amount paid (i.e. tuition deposit or full deferral) is less than the new charge, the student pays the balance.

Withdrawal after 14 days - NO REFUND

* NOTE: 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.

Vocational Programs - full or part-time

On registration, students in vocational programs, are required to pay tuition, calculated on a daily basis, to the end of the semester in which they are registered. A full refund of tuition and student fees paid beyond the date of completion or withdrawal will be made.

Business Technology

The Business Technology program is designed to provide the learner with the knowledge and skills necessary to function effectively in an entry-level office position. This program is designed to serve the needs of full-time and part-time learners. The entry-level certificate, *Office Assistant*, is designed such that, upon completion, learners may enter the workforce or continue on into an advanced level certificate in Business Technology. Each certificate takes up to five months of full-time study to complete.

You will learn how to:

- Set personal and professional standards and meet goals
- Think critically and creatively
- Communicate
- Work as an effective team member
- Apply technical skills and technology
- Apply computational skills

Office Assistant Certificate

| | | |
|---------|---------------|-----------------------------|
| BTEC100 | (0.5 credits) | Student Success |
| BTEC110 | (0.5 credits) | Keyboarding Speed I |
| BTEC115 | (0.5 credits) | Keyboarding Speed II |
| BTEC120 | (1.0 credits) | Computer Environments |
| BTEC125 | (1.0 credits) | Database |
| BTEC130 | (2.5 credits) | Word Processing I |
| BTEC135 | (1.0 credits) | Automated Office Simulation |
| BTEC150 | (2.5 credits) | Communications I |
| BTEC165 | (1.0 credits) | Presentations |
| BTEC170 | (0.5 credits) | Critical Thinking |
| BTEC172 | (0.5 credits) | Teambuilding |
| BTEC175 | (0.5 credits) | Job Search |
| BTEC176 | (0.5 credits) | Office Dynamics |
| BTEC180 | (1.0 credits) | Records Management |
| BTEC190 | (1.5 credits) | Business Machines |

Business Technology - Accounting Specialty

Office Assistant Certificate and completion of:

| | | |
|---------|---------------|--------------------------------|
| BTEC220 | (2.0 credits) | Accounting Fundamentals I |
| BTEC225 | (2.0 credits) | Accounting Fundamentals II |
| BTEC250 | (1.0 credits) | Communications II |
| BTEC260 | (0.5 credits) | Business Math |
| BTEC265 | (0.5 credits) | Business Simulation |
| BTEC270 | (1.0 credits) | Introduction to Spreadsheets |
| BTEC272 | (1.0 credits) | Spreadsheet Applications |
| BTEC275 | (1.5 credits) | Computerized Accounting I |
| BTEC277 | (2.0 credits) | Computerized Accounting II |
| BTEC280 | (1.5 credits) | Computer Accounting Simulation |
| BTEC290 | (3.0 credits) | Field Work |

Part-Time Studies

Learners will be able to register in selected courses, but will not be eligible for a certificate until all certificate requirements are met.

Advanced Standing

You will be given credit for prior learning earned in:

- High school
- CCP
- Informal learning

How to Apply

Applications can be obtained from our campus. Contact our Educational Advisor at 632-4766 for admission dates.



Career & College Prep

CCP courses will help you prepare for further college or university courses, as well as giving you better chances for employment.

Start on your individual career or college path with our extensive course selection from 020 (Grade 9 equivalent) to 050 (Grade 12 equivalent) levels.

You may register full or part time courses in:
English, Math, Sciences, Socials, Computer Studies

We offer a combination of instructor-led classes and self-paced study. You can attend during the day from 9 to 4pm, Monday to Friday, or in the evenings from 6:30 to 8:30pm, Monday to Thursday.

New students can enter the program at the beginning of each semester, in September, January or July. If you are interested in attending, make sure that you come down and apply as soon as possible. The program fills up rapidly and you may have to go on a waitlist until the next semester.

Our Courses are tuition-free. You will have to pay a non-refundable \$25 application fee when you first apply.

NEW THIS FALL 2001 APPRENTICESHIP UPGRADING

We are offering a specialized program this year, in combination with the Career & College Prep department, to give you the opportunity to upgrade in Math, Physics and Science in preparation for the Apprenticeship examination.

Program Details:

- Starts September 17, 2001 and runs until March 29, 2002.
- Held on Monday and Wednesday evening from 6:30 to 9:30 (6 hours weekly).
- Entry prerequisites are Math 10 and English 10 (an entry assessment maybe required).
- Costs include; texts, student and computer lab fees.
- Special accommodations may be made for shift workers.

There are 4 levels in the Kitimat CCP program

The Fundamental Level - Represents Grade 9
3 courses; English, Math and Computers, give the student a Fundamental Certificate

Engl 020 - Fundamental English*
Math 020 - Fundamental Math*
Cpst 020 - Fundamental Computers*

The Intermediate Level - Represents Grade 10
4 courses; English, Math and 2 electives, give the student an Intermediate Certificate

Engl 030 - Intermediate English*
Math 030 - Intermediate Math**
Scie 030 - Intermediate Science**
Sosc 030 - Intermediate Social Studies
EDCP 030 - Education/Career Planning
Cpst 030 - Intermediate Computers*

The Advanced Level - Represents Grade 11
4 courses; English, Math, a Science and an elective, give the student an Advanced Certificate

Biol 040 - Advanced Biology**
Chem 040 - Advanced Chemistry*
Cpst 040 - Advanced Computer Studies**
Engl 040 - Advanced English*
Math 040 - Advanced Algebra*
Phys 040 - Advanced Physics
Sosc 040 - Advanced Social Science**

The Provincial Level - Represents Grade 12 and secondary school graduation
4 courses; English and 3 electives, give the student an Adult Dogwood Diploma

Biol 050 - Provincial Human Biology*
Chem 050 - Provincial Chemistry**
Engl 050 - Provincial English**
Geog 050 - Provincial Geography
Hist 050 - Provincial History
Math 050 - Provincial Math
Phys 050 - Provincial Physics

Note 1: * offered in the Fall 2001

Note 2: ** offered in Winter 2002

Please make an appointment with our Educational Advisor, at 632-4766 to ensure that you choose the courses that are right for you!

Continuing Education

Contract Training

Your organization requires training relevant to your needs which will meet your business objective! Contract training is quality, customized training, oriented to your workplace, campus, or other community facilities which provides high quality, accessible, cost-effective educational opportunities. We will tailor or develop programs to meet your specific requirements. Contract training may include credit courses.

Contract training will provide the knowledge, skills and understanding to meet occupational, personal and/or community needs. The benefits the employer receives include:

- maintaining a competitive edge by having a trained workforce
- increased productivity
- confidentiality: exclusive seminars ensure the discussion of sensitive or proprietary information without fear of exposure to outside sources
- reduced costs of staff turnover
- on-going training allows you to attract and maintain employees
- employees receive hands-on skills and are trained on an as-needed basis
- increased confidence in staff who are trained, reducing stress
- regulatory compliance procedures are maintained.

In-house, on-site customized training brings courses to your company door. Whether we deliver the courses on-site or at the College, instructors will tailor the material to meet your specific needs. Training will be economical, effective and convenient.

For more information contact:
Suad Hashim 632-4766 ext. 5621

On-Line Learning

Do you prefer to learn at your own pace or can't access the College days or evenings? These on-line courses may be for you! You need internet access, and in some cases, specific software. Courses are approximately six weeks in length with two lessons per week.

Visit our website at www.ed2go.com/nwcckitimat for course descriptions and costs. Examples of available courses on-line:

- Internet
- Computer
- Small Business
- Personal Enrichment
- Large Business/Management

Start dates for the Fall are:

- September 12
- October 10
- November 14
- December 12

You must pay your registration fees at the college at least 48 hours in advance of the start date. This allows you time to do the on-line registration and allows us to verify your fee payment.

Airbrakes Certification

This course includes 24 hours of theory and practical instruction on Airbrakes' systems. Upon successful completion of a pre-trip, you will receive credit for the pre-trip (for 30 days) towards the Motor Vehicle Branch Air Endorsement Examination. CSA approved safety footwear is required for the practical instruction.

Prerequisites: Valid BC Driver's License.

| | | |
|----------------|------------|---------------|
| 24 hours | Tues - Fri | 18:30 - 22:30 |
| | Sat | 08:00 - 16:00 |
| Oct 30 - Nov 3 | | \$199 |

Boating Safety

Phone 632-4766 to put your name on a waitlist.

TBA

Computer Courses

Computer Starter Course

This is the place to begin your journey into the world of computer technology. This introductory course is for learners with little or no computer knowledge. It's a *must* to help ensure your successful use of personal computers. Learn the basics of computer hardware and software. Become familiar with computer technology, operating systems, protocols and much more. Instruction is hands-on, interactive and non-intimidating.

6 hours Mon/Wed 18:30 - 21:30
Sept 10 - Sept 12 \$69

Introduction to Windows 98

The purpose of this course is to introduce the new user to the features and benefits of using MS Windows 98. Knowledge of this program is essential in order to effectively and efficiently operate a Windows driven computer and this course should be taken before any "software" courses. A computer's operating system works behind the scenes, translating your commands into a language that the computer can understand. It takes care of those functions that keep your computer operating. While working through a Microsoft Office User Special (MOUS) course manual, learn about Explorer, how to customize your desktop, how to use your control panels, how to create shortcuts and much more.

Note: This course is a prerequisite for some of our computer software courses.

12 hours Mon/Wed 18:30 - 21:30
Sept 17 - Sept 26 \$169

Internet/E-mail

The Internet is a network of networks that connects all kinds of computers around the globe. Using Netscape Communicator, learn to access the World Wide Web, the Internet's application, a distributed browsing and searching system for exploring, viewing, and publishing multimedia documents. Be introduced to the search tools available to help you find the information you need on the web.

Prerequisites: Introduction to Windows 98 or familiarity with the Windows operating system.

9 hours Mon/Wed 18:30 - 21:30
Oct 1 - Oct 10 \$119

Microsoft Word 97 - Level I

This course is designed to introduce new users to the basic operation of Microsoft Word 97. Upon successful completion of this MOUS courseware, you should be able to: start the PC, load Windows 98 and load Word 97; be able to use the mouse and keyboard to make selections; use the Office Assistant; create and edit documents; save, open and close documents; move efficiently within a document; use the Letter Wizard and different document formatting methods; apply text formatting, move and copy text; proof-read and correct your documents using the Spelling and Grammar AutoCorrect, Thesaurus and AutoText features; use the Find and Replace features; use Zoom and Print Preview; print documents; understand file management techniques; change the paper size; create envelopes and labels.

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

12 hours Mon/Wed 18:30 - 21:30
Oct 15 - Oct 24 \$169

MS FrontPage 98 - Level I

Microsoft FrontPage 98 is a Web site creation and management tool that gives users everything they need to easily create and manage web sites, whether you're creating a personal Web page or a corporate Internet or intranet site. Upon successful completion of this MOUS courseware the learner should be able to create web pages consisting of text, graphics, links to other pages, and know how to upload pages to a web server.

Prerequisites: This courseware assumes and requires that you have a good working knowledge of PC's and Windows operating systems. File management and Windows navigation skills are required. You should also be familiar with using a mouse and keyboard.

12 hours Tues/Thurs 18:30 - 21:30
Oct 16 - Oct 25 \$169

MS Office 2000 coming soon!

Computer Courses

MS PowerPoint 97 - Level I

MS Powerpoint 97 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 organize your thoughts, powerfully illustrate your ideas, and deliver your message in any setting. While working through a MOUS approved course manual, you will begin to create visual aids for lectures, training sessions, sales' demonstrations and other presentations.

Upon successful completion of this course, you should be able to do the following: start the PC and PowerPoint 97; use the mouse and keyboard to make selections; create and edit slides; create and edit graphs and charts; save, close and open slide shows; view slides; change the order of the slides; create and print a presentation; develop notes for the slides; develop handouts for the slides; view the presentation; and use PowerPoint viewer.

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

12 hours Tues/Thurs 18:30 - 21:30
Oct 30 - Nov 8 \$169

Microsoft Excel 97 - Level I

MS Excel is a comprehensive graphical spreadsheet program. This number-crunching application will make it easy for you to analyze, report and share your data. MS Excel is a versatile tool that can be used for formatting and tracking financial transactions, budgeting, calculating grades, forecasting economic conditions, investment management, recording scientific data - just about any task that involves repetitive number calculations. Participants will start and run MS Excel 97; use a mouse to select from menus, toolbars, prompts and screens; create and use worksheets and charts; enter, edit and format information on the worksheet; enhance worksheets with fonts and borders; design and build sample worksheets; freeze the titles on large worksheets; view different parts of a worksheet simultaneously; view several worksheets at one time; set up the printer; print worksheets; exit and save your work.

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

12 hours Mon/Wed 18:30 - 21:30
Oct 29 - Nov 7 \$169

Microsoft Access 97 - Level I

MS Access is an information manager that allows users to quickly and efficiently store, organize, retrieve, communicate and manage information. This computerized file cabinet can be a flexible electronic version of an inventory file, to-do lists, notebooks, appointment calendars, a phone book, a card index with names and addresses of your business contacts, a catalogue of your goods and possessions - just about any collection of information. Participants will learn: how to load and exit from Access; how to use the Database Wizard; how to create a new table; how to enter, adjust and delete information in the table; how to sort the records in a table, how to create and use queries, how to create and use forms, how to create mailing labels and reports from the table.

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

12 hours Mon/Wed 18:30 - 21:30
Nov 14 - Nov 26 \$169

Introduction to Accounting TBA
Intro to Simply Accounting TBA

Phone 632-4766 to put your name on the waitlist.



Health & Safety

Childsafe First Aid

Designed for parents and caregivers of children up to ten years of age. Recognizing home hazards, injury prevention, safety education, rescue breathing, choking, CPR, bleeding management and common first aid situations are covered.

7 hours Sat 08:30 - 16:30
Nov 10 \$89

Foodsafe - Level I

A twelve-hour Foodsafe course designed by the Ministry of Health in consultation with the BC Restaurant and Food Services' Association, provides instruction in the safe and sanitary handling, storage and preparation of food. Successful completion of the course and final exam results in certification and registration by the Ministry of Health. This course is designed for all food service workers and is the prerequisite for Foodsafe Level II.

12 hours Sat/Sun 09:00 - 16:00
Nov 17 - Nov 18 \$119

Transportation of Dangerous Goods (Land & Rail)

This six hour course is designed for people who handle and/or transport dangerous goods by land and rail. This course includes the TDG Act, classification, documentation, packaging, placarding, and reporting procedures. A NWCC certificate of course completion valid for three years is issued upon completion.

6 hours Thur 08:30 - 15:30
Oct 11 \$85

WHMIS

WHMIS is information and training in the safe handling, recognition, storage and disposal of controlled products (hazardous materials). Employers must provide education and training in WHMIS which is administered by the WCB. Emergency procedures as well as an understanding of the risk and necessary precautions will help prevent workplace injury or loss of life. A certificate is awarded at completion of the course. Fee includes course materials.

4 hours Wed 08:30 - 12:30
Oct 10 \$55

Occupational First Aid Level I

This eight hour course is designed to provide basic first aid skills. Successful completion results in a WCB issued OFA Level I certificate, valid for two years. Evaluation is conducted by the instructor. Course participants must be 16 years of age and show photo ID. Fee includes textbook.

8 hours Fri 08:30 - 17:30
Nov 2 \$99

8 hours Mon 08:30 - 17:30
Dec 3 \$99

Occupational First Aid Level III

This 70 hour course is based on First Aid theory and practical skill development. OFA Level III certification requires an examination - written, oral, and practical - conducted by the WCB examiner following course completion. Course participants must score at least 70% on all portions of the exam in order to be issued a WCB OFA Level III certificate valid for two years from the date of the exam. A medical is required and participants must be 16 years of age. Course fee includes; text, materials, and exam fee.

70 hours Tues-Sat 08:30 - 16:30
Nov 13 - Nov 17

Mon-Fri 08:30 - 16:30
Nov 19 - Nov 23 \$659

WCB Worksafe

Bill 14 (Oct 14/99) requires workplace safety training. Worksites with 20 or more employees must have an Occupational Health & Safety Committee, while worksites with 9-19 employees must have a Health & Safety representative. These safety committee members and representatives are required to receive at least eight-hours of WCB approved training each year. Six WCB Worksafe programs are designed to reduce worksite injury and ensure a culture of safety within those worksites. Each program is eight-hours long and participants receive a WCB certificate and 0.5 unit credit towards the elective component of the OH&S Program at BCIT.

Module: Investigating & Controlling Strains & Sprains

8 hours Thur 08:30 - 17:30
Nov 1 \$109

Home Support/Resident Care Attendant

NEW THIS FALL 2001

PROGRAM OUTLINE

This is a six month program with practicum and classroom sessions.

| | |
|----------------|---|
| HS/RCA 101-6 | Concepts for Practice |
| HS/RCA 102-3 | Interpersonal Skills |
| HS/RCA 103-3 | Personal Care Skills |
| HS/RCA 104-1.5 | Practice Context for Home Support and Resident Care Attendant |
| HS/RCA 105-1.5 | Professionalism |
| HS/RCA 106-3 | Wellness and Lifestyle |
| HS/RCA 107-3 | Orientation and Student Success |

The Home Support/Resident Care program prepares an individual to function as a valuable member of the health care team. The graduate will be able to provide care, under supervision, to assist clients in meeting basic needs and to achieve the highest possible quality of life.

Graduates will be employable as Home Support Workers working in a client's home, or as Continuing Care Assistants functioning as members of a team in facilities providing Personal Care, Intermediate Care and Extended Care.

Upon successful completion graduates receive a Home Support/Resident Care Certificate which is recognized provincially.

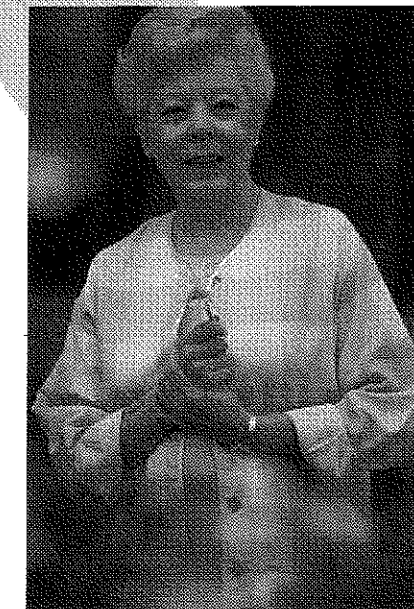
ADMISSION REQUIREMENTS

1. Grade 10 or ABE Intermediate or GED.
2. Current immunizations.

Students should be aware that a Criminal Record Search may be required before they can obtain a practicum placement and that the presence of certain crimes on the record would make practicum placement, graduation and subsequent employment impossible.

HOW TO APPLY

Home Support/Resident Care Attendant application packages are available at our campus.



Forest Technician Certificate Program

**NEW THIS FALL 2001
STARTS SEPTEMBER 13**

Kitimaat Village/Kitimat

The goals of the Forest Technician Certificate program are:

- to provide a quality field-based educational service to students interested in working careers as technicians in forest resources management
- provide recognition of prior training and work in forestry/fisheries as part of certification as a Forest Technician
- to provide employable skills and potential for continued education
- to produce Forest Technicians who, through an educational focus on ecosystem management, will contribute progressively to activities that both utilize and sustain our natural resources

ADMISSION REQUIREMENTS

1. Grade 10 or equivalent.
2. Ability to work outdoors in all weather conditions.

Prospective students should note that a requirement for successful completion of this program is to maintain a 92% level of attendance.

JOB OPPORTUNITIES

Graduates of the program will have the necessary skills to find entry-level employment in forestry, fisheries, and other related fields as data collectors, surveyors, layout technicians, research assistants, environmental assessment technicians, and in nature-based tourism businesses.

PROGRAM DELIVERY

The Forest Technician Certificate program is a continuous 13-week program beginning with orientation days on Thursday, September 13 and Friday, September 14. Approximately 60% of class time will be in the field. Program courses will be delivered in a modular fashion and will be scheduled in either Kitimaat Village or Kitimat. Transportation will be provided for this travel, and for fieldtrips, by the program.

COLLEGE/UNIVERSITY TRANSFER OPPORTUNITY

- courses are transferable to Natural Resource two-year diploma programs at NWCC
- courses may be transferable to other Natural Resource programs in B.C.

COURSES

| | |
|---------|--|
| FET 100 | (3.0 credits) Outdoor & Guiding Skills |
| FET 101 | (1.0 credits) Electrofishing |
| FET 130 | (4.0 credits) Data Collection |
| FET 140 | (3.0 credits) Fish & Wildlife |
| FET 152 | (4.0 credits) Surveying |
| FET 153 | (4.0 credits) Plant ID/Ecology |
| IRM 125 | (3.0 credits) Air Photo & Map/Charts |
| CIRM230 | (3.0 credits) Fish Habitat & Restoration |
| CPT 111 | (3.0 credits) Intro. to GIS |

COSTS

| | |
|-------------------------|-----------|
| Tuition | \$ 673.50 |
| Books | \$ 300.00 |
| Required Equipment | \$ 450.00 |
| Transportation/Lab Fees | \$ 250.00 |

Total Program Cost \$ 1,673.50

HOW TO APPLY

Limited seats are available for this program. Application deadline is August 24. Applications should include:

1. NWCC application form (application fees waived and individual courses pre-listed).
2. Letter of intent explaining why applicant wants to take the program.
3. One reference from individuals such as: educators, natural resource professionals, members of government agencies (Band Councils, Elders, HRDC etc.).
4. Summary of education/training and work experiences (résumé).



Student Success

Since students have many different needs, we have several services you can access.

Educational Advising

Are you unsure about the educational path which leads to your career interest? Do you know which courses or programs are right for you? If you have questions about program requirements, an Educational Advisor is the person you should see. The advisor provides you with information on programs, courses, college services, policies, procedures, facilities at NWCC and learning opportunities at other educational institutions. The advisor provides assistance in developing educational plans, course planning and defining your educational and career goals.

For more information contact:

Educational Advisor (TBA) 632-4766

Accessibility Services

Support is available for those students who have a disability. A wide range of services, equipment and program support are offered.

Services Include:

- Accommodation
- Equipment
- Student Assistants
- Orientation Assistance
- Pre-Registration Assistance
- Physical Accessibility
- Program Support

For more information contact:

Elizabeth Snyder (250) 635-6511 ext. 5496

Education and Career Support Specialist

Are you experiencing difficulties in your life outside of school? The Support Specialist can help you with any problems you encounter. These could be financial problems, problems with your sponsorship, substance abuse, parenting pressures, a housing crisis, discrimination, harassment, abuse issues and self-esteem problems or a complaint. Referrals to counselling can be provided.

The Support Specialist can also help students deal with the Ministry of Social Development and Economic Security, Government Agencies and college services.

For more information contact:

Lynn Gould 632-4766 ext. 5605

Student Success Workshops

Free Academic and Personal Management workshops are open to registered students at the Kitimat Centre. The workshops are conducted by experienced staff who assist students while attending college.

Student Success Workshops include:

- Essay Writing
- Study Skills
- Test Taking Tips
- Goal Setting
- Time Management
- Memory
- Dealing With Stress
- Preparing for Exams

First Nations Student Access & Support

Adjusting to Campus Life?

Our staff can assist you with information on any on/off campus services such as housing and daycare.

Funding or Sponsorship Problems?

The coordinator can assist you to sort out program eligibility and the application process as well as provide liaison with Band Sponsors.

Need Personal Support?

Issues related to home and school can be discussed in a confidential setting. Referrals to counselling can be provided.

Want to take part in First Nations Cultural Workshops?

Wish to participate in a First Nations Peer Support Group?

Prior Learning Assessment & Recognition

Northwest Community College is committed to meeting the needs of, and broadening access for adult learners through the assessment and recognition of prior learning. Prior Learning Assessment (PLA) involves faculty evaluating the knowledge and/or skills an individual may have gained through non-formal education/training or experience and the granting of appropriate credit by NWCC. For more information, please see our Educational Advisor.

Dates to Remember

2001

Sept 3 Labour Day Holiday*
 Sept 4 Fall semester begins for most programs

Oct 8 Thanksgiving Day Holiday*
 Oct 26 **LAST DAY** for official withdrawal from Fall semester - Career & University Credit

Nov 12 Remembrance Day Holiday*

Dec 21 Last day College open prior to Christmas break

Note 1: Please check with your local College Centre regarding specific program start and end dates of programs.

Note 2: Last day for **LATE REGISTRATION** and course changes for **Career** (Business Administration, Computer Technology, Integrated Human Service, Natural Resources) and University Credit is **14 days from the course start date.**

Note 3: Last day to withdraw with **PARTIAL REFUND** from Career (Business Administration, Computer Technology, Integrated Human Service, Natural Resources) and **University Credit** is **14 days from the course start date.**

* All College Centres are closed on Statutory Holidays.

2002

Jan 2 College Centres re-open
 Jan 7 Classes re-commence for most programs

Feb 25 - Mar 1 University Credit Reading Week

Mar 1 **LAST DAY** for official withdrawal from Spring semester - Career & University Credit

Mar 29 Good Friday Holiday*
 Apr 1 Easter Monday Holiday*
 May 20 Victoria Day Holiday*
 July 1 Canada Day Holiday*
 Aug 5 B.C. Day Holiday*
 Sept 2 Labour Day Holiday*
 Sept 3 Fall semester begins for most programs

Oct 14 Thanksgiving Day Holiday*
 Oct 25 **LAST DAY** for official withdrawal from Fall semester Career & University Credit

Nov 11 Remembrance Day Holiday*

Dec 20 Last day College open prior to Christmas break

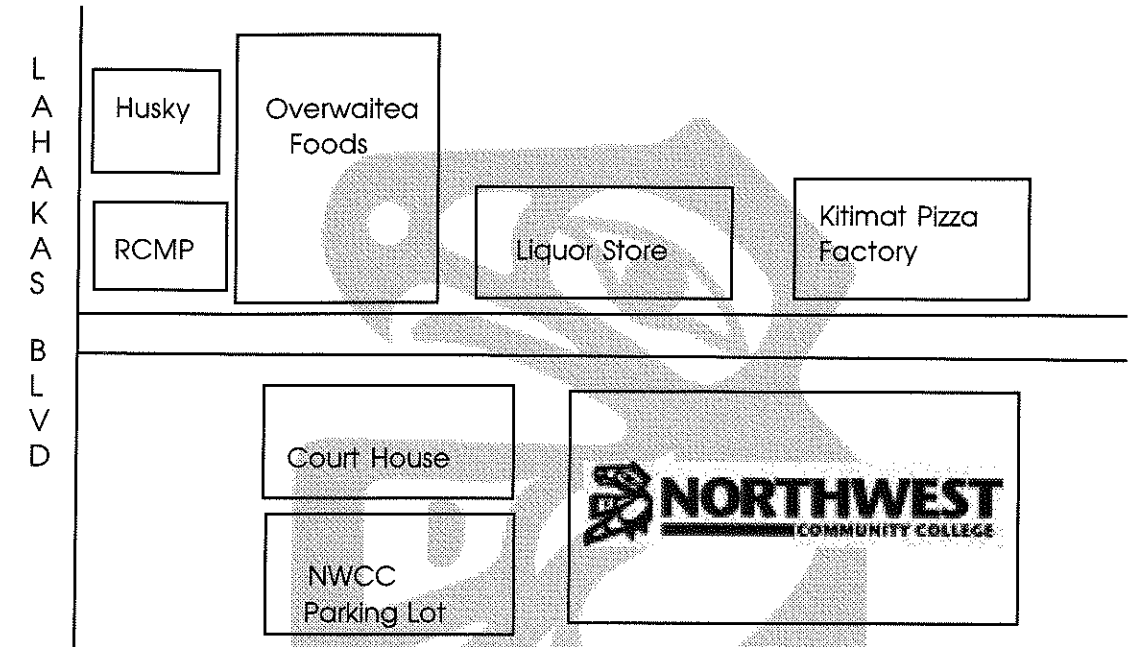


Pictures & Images courtesy of:
 • Microsoft Clipart
 • Ken Downs
 • Gene Lacoste

Campus Information

Where are we?

606 Mountainview Square
 Kitimat, BC V8C 2N2



How can we be contacted?

Telephone: (250) 632-4766
 Fax: (250) 632-5069

Contacts:

| | |
|----------------|---------------------------------------|
| Larisa Tarwick | Centre Manager |
| Suad Hashim | Program Officer |
| Lynn Gould | Education & Career Support Specialist |
| TBA | Educational Advisor |
| Debbie Rocha | Business Technology Coordinator |
| Stella Webster | CCP Coordinator |
| Nancy Gray | Admissions Officer |

When is the office open?

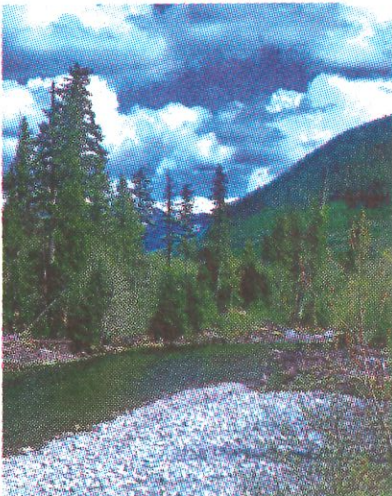
Monday - Thursday
 8:30 am - 4:30 pm
 6:30 pm - 8:30 pm

Friday
 8:30 am - 4:00pm



What's Inside?

- Apprenticeship Upgrading^{New}
- Business Technology
- Career & College Prep
- Continuing Education
- Computer Training
- General Information
- Health & Safety
- Home Support/Resident Care Attendant^{New}
- Forest Technician Certificate^{New}
- Student Success



Visit our website: www.nwcc.bc.ca