

YOUR college working in *YOUR* community



Photo: Jodi Marshall



Photo: Laurette Lapalme



Photo: Margaret Brown

FALL 2001 • CONTINUING EDUCATION



NORTHWEST
COMMUNITY COLLEGE

HAZELTON CAMPUS

CONTINUING EDUCATION

Welcome to Northwest Community College . . .

CONTINUING EDUCATION

The Continuing Education department continues to look for opportunities to better serve our communities. When you identify training and education needs at home or work, please call us at (250) 842-5291. Continuing Education courses and programs are developed in response to contributions and suggestions from community members, advisory committees, and course participants. We welcome the challenge of putting together new courses to help further the learning goals of the people and businesses of the Bulkley/Skeena Valley.

CONTRACT TRAINING

Have you identified a training need within your organization? Northwest Community College is committed to the development and facilitation of customized, on-site, and contract training opportunities in response to identified industry and community needs. We would welcome the opportunity to discuss your organization's needs and provide you with information on programs and services available. Please contact Laurette Lapalme at (250) 842-5291.

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 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 developed/organized at the time of printing. The community is advised to contact the College at (250) 842-5291 for current course schedules and fees.

REGISTER EARLY

Some classes fill quickly, only receipt of payment guarantees a seat in a class. Space is limited so register in advance to avoid disappointment!

COURSE CANCELLATIONS

A minimum enrolment is required to recover the costs of the course. Northwest Community College reserves the right to cancel or reschedule any course for which the enrolment is insufficient. Every attempt will be made to notify you in advance.

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.

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.

TABLE OF CONTENTS

HAZELTON CAMPUS STAFF

Alice Maitland
Centre Manager

Laurette Lapalme
Program Officer

Colleen Burns
Educational Advisor

Murphy Greene
First Nations Access Coordinator

Margaret Brown
Senior Clerk / Admissions Officer

Leah Marshall
Program Assistant

Carol Pritchard
Clerk/Bookstore Clerk

Deitmar Ordowski
Career & College Preparation
Coordinator & Instructor

Gordon Urban
Career & College Preparation
Instructor

Sylvia Golke
Librarian - Eastern Region

T.B.A.
Information Systems Technician

GENERAL INTEREST:

Babysitter Training	4
Basket Twining	4
Cashier Training.....	4
Coaching Theory Level 1	4
Drawing Basics	4
Drawing Intermediate.....	4
East Indian Cooking.....	5
Fire Acquisition Certificate (FAC).....	5
Learning Begins.....	5
Early Learning Canada	5
Rolfing® - Introduction.....	5
Rolfing® - Intermediate.....	5
Stained Glass Jewellery Box	6
Stained Glass Lamp Shades	6
Watercolours.....	6
Yoga	6

COMPUTER TRAINING:

Computer Basics.....	7
Business Computers	7
Microsoft Excel.....	7
Microsoft Access.....	7
Microsoft Word	7
Microsoft PowerPoint.....	7

HEALTH & SAFETY:

Food Safe Level 1	8
Food Safe Level 2.....	8
WHIMIS.....	8

FIRST AID:

Occupational First Aid Level 1	9
Transportation Endorsement.....	9
Childsafe.....	9
Occupational First Aid Level 3	9

SKILLS FOR SUCCESS:

First Host	10
Super Host Fundamentals	10
GED.....	10
Career & College Preparation.....	11
Business Technology.....	12
Fisheries Field Technician Certificate.....	13
Services.....	14
Registration Form.....	15
Prior Learning Assessment (PLA).....	15

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

GIVE US A CALL!

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

Contact the NWCC at (250) 842-5291.

GENERAL INTEREST

BABYSITTER 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. Participants should bring bag lunch/snack.

Glenda Patterson
December 7; 6 - 9 p.m.
December 8; 10 a.m. - 4 p.m.
Friday & Saturday
\$60 includes manual

BASKET TWINING

Learn a skill you can enjoy the rest of your life! The twining method of preparing baskets has traditionally been used by the Gitksan to make containers for berry-picking. The resulting basket is double-warped so that the end product will remain upright even when wet. Twining is done with yellow cedar and the warps with red cedar. The completed projects will result in a small basket with a 2 - 3 inch base. The techniques learned can be taken further as you gain more skill and are able to do larger projects. The instructor has received training in various basket making techniques from nations including Haida and Tsimshian. **Register by October 12th.**

Frances M. Jackson
October 29 - November 9
Monday - Friday
6:30 p.m. - 9:30 p.m.
\$300 + GST
Also: \$60 for cedar materials.

CASHIER TRAINING

Add another skill to your resumé. Cashier Training assists workers with the uses and functions of common cash registers. Topics covered: PLU's, taxes, voiding transactions, and specialized keys.

Kerrie MacLean
November 17
Saturday
9 a.m. - 4 p.m.
\$60 + GST

COACHING THEORY LEVEL 1

This course will be of interest to anyone involved in sporting events, especially regarding youth. Coaching Theory Level 1 will cover essential principals of coaching such as planning, sport safety, skill analysis and development, mental preparation, and leadership. Registration and completion of this program also includes a one year membership in the Coaches Association of BC. (Note the sport you work with most.) **Register by September 5**

Michael Ritchie
September 8 & 9
Saturday & Sunday
9 a.m. - 5 p.m.
\$120 + GST

DRAWING BASICS

Imagine changing your visual focus - to learn that drawing can be a new way to seeing the world around you. Negative space can be a positive concept when used in creating art pieces. Drawing Basics will introduce artists to ideas and techniques, focusing on capturing the real essence of the subject rather than what is simply looks like. Participants attending the 90-minute sessions should equip themselves with regular HB pencils, and regular drawing paper (90 lbs.). Open the gateway to the imagination.

Leah Pipe
September 25 - October 11
Tuesday & Thursdays
7 p.m. - 8:30 p.m.
\$60 + GST

DRAWING INTERMEDIATE

This course follows Drawing Basics. Having covered the essential techniques of creating line drawings, learners can focus on some of the more expressive areas of the human physique. Facial portraits and hands can communicate complex ideas and emotions. Learn to capture feelings on paper for the world to see. Recommended materials: Pencils (HB, 2B, 3H), and regular drawing paper (90 lbs.). **Register by October 12.**

Leah Pipe
October 23 - November 8
Tuesday & Thursdays; 7 p.m. - 8:30 p.m.
\$60 + GST

GENERAL INTEREST

EARLY LEARNING CANADA

Early Learning Canada demonstrates that children are continually learning and that adults have countless opportunities in daily life to provide positive learning experiences and to model effective learning behaviours. It examines additional ways to help children develop the foundations for learning how to learn. There are plenty of hands-on exercises throughout the course.

Rachel Janzé
October 3 - November 21
Wednesdays; 7 p.m. - 9:30 p.m.
\$100 + GST (includes manual)

ROLFING® - INTRODUCTION

Rolfing® is an original and scientifically validated system of body restructuring and movement education. It releases the body's segments - from life-long patterns of tension and bracing, and permits gravity to re-align them. By doing so, it balances the body. Learn to balance your body; rediscover ease of motion, fluidity, grace, integration, and wholeness and to align the body's segments brings its structure into a balanced relationship. This five part workshop presents a complete mini Rolfing® Movement Series as well as information about the principles behind Rolfing®.

Lori Knorr
October 2 - October 16
Tuesdays & Fridays; 6 p.m. - 9 p.m.
\$160 + GST

ROLFING® - INTERMEDIATE

Rolfers® seek to impart insights to the participant to increase their physical awareness and understanding. Our job is to make ourselves as instructors and practitioners obsolete - by empowering people to take charge of their own physical and emotional health. This workshop follows the Introduction to Rolfing® workshop and takes the participants deeper into the blueprint of their physical structure. Introduction to Rolfing® recommended as a prerequisite or an open mind.

Lori Knorr
October 23 - November 6
Tuesdays & Fridays; 6 p.m. - 9 p.m.
\$160 + GST

EAST INDIAN COOKING

Amateur chefs will delight in learning to create savory, complex seeming dishes that stimulate the senses, especially the sense of taste! At the end of each 3-hour session, you can enjoy the full meal you have just prepared, and add more recipes and ingredients to the recipe book you build. Expand your culinary repertoire, take East Indian Cooking. **Register by November 2.**

Mary Rush
November 14 - December 5
Wednesdays
7 p.m. - 10 p.m.
\$160 + GST

FIRE ACQUISITION CERTIFICATE (F.A.C.)

Before you can buy, borrow, trade, or receive as a gift, any firearm, you need a Firearms Acquisition Certificate (FAC). The FAC certificate allows for the purchase (or to obtain) any number of firearms anywhere in Canada, and is valid for a period of five years. Sessions will be set up according to demand and instructor availability. Available to communities in the surrounding region. Call for more details.

Master Trainer: Brian Dancey
Course # 1: September 13 & 14
Course # 2: October 13 & 14
Saturday & Sunday
8:30 a.m. - 5:30 p.m.
\$140 + GST (includes manual)

LEARNING BEGINS -

Parents as Brain Builders

The goal of Learning Begins is to assist parents as they help their children to become "smarter for life". Learning Begins provides information and strategies on the topic of early learning as it relates to a baby's brain development and what adults can do to stimulate baby's brain pathways. In the second session, participants will explore how baby's brain is "wired for learning" before and after they are born. This course provides vital information about essential role parents play in a baby's brain development.

Rachel Janzé
September 10 & 12
Monday & Wednesday
7 p.m. - 9:30 p.m.
\$40 + GST (includes manual)

GENERAL INTEREST

STAINED GLASS JEWELLERY BOXES

You've taken Stained Glass classes and want to learn more OR you haven't taken stain glass classes but you want to learn. There's nothing stopping you from trying the newest offerings at NWCC! Experience creating stained glass "Jewellery Boxes". Have fun while being guided through the process of making stain glass treasures. There is a flower design on the cover, and an acid etched mirror on the inside. Acid etching is another useful and interesting skill that will be learned through this seven-hour workshop. There are several patterns to choose from, and each box is finished with a fine chain and gorgeous box "feet". The completed creation has an appealing, antique quality. All materials and equipment are provided. Seats are limited - register early to avoid disappointment!

Sherri Morris

Course # 1: October 6
Register by September 28.

Course # 2: November 3
Register by October 26.

Course # 3: February 2
Register by January 25.

Saturday
10 a.m. - 5 p.m.
\$130 + GST

STAINED GLASS LAMP SHADES

The lampshade is designed to be on a table lamp base for a total height of 15 inches. The shade itself is 7.15 inches long with 4 sides. A simple but effective design with a 1.5 inch sq. bevelled piece in each panel. This gorgeous piece will enhance any home or office.

Sherri Morris
November 10
Saturday
10 a.m. - 5 p.m.
\$150 + GST

(covers all materials except lamp base)
Register by November 2.

WATERCOLOURS ✓

Watercolours are an easy, simple way of learning to use colour. Watercolours cover product knowledge, materials, brushes, brush strokes, papers, paints, theories of watercolour and image production. Learners should come equipped with a basic watercolour kit (cakes or tubes), a small assortment of brushes (round, pointed, acrylic, hair), and a pad of watercolour art paper.

Leah Pipe
November 20 - December 6
Tuesdays & Thursdays
7 p.m. - 8:30 p.m.
\$60 + GST

YOGA

Imagine being able to bend and relax, to stretch and feel better. Increasing general health and flexibility are just two of the obvious benefits of practising yoga. Each of the 10 sessions will add to your general knowledge of this ancient art and begin to provide you with a lifetime of rewards. If you are interested in improving your health, circulation, flexibility, as well as your peace of mind, Yoga can help you reach your goals. Interested persons can call the college to register immediately.

Erely Silver
September 18 - October 18
Tuesdays and Thursdays
7 p.m. - 8:30 p.m.
\$100 + GST

Have an Idea?

Do you have ideas for upcoming courses?
We would like to hear from you!

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



COMPUTER TRAINING

COMPUTER BASICS

A computer is a basic home and business tool that often doesn't get used the way it is designed to. Reasons range from lack of time, to fear of "pressing the wrong button". This 18-hour evening course will introduce beginners to the basic step-by-step concepts and procedures required to use personal computers.

Kerrie MacLean
October 2 - 18
Tuesdays & Thursdays; 6 p.m. - 9 p.m.
\$110

BUSINESS COMPUTERS (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
October 25 - December 13
Tuesdays & Thursdays; 6 p.m. - 9 p.m.
\$295 + TEXT

It always seems that technology moves faster than we do. Frustration can occur when programs are updated and new features are added. What many people don't realize is that the skills required to operate most computer packages remain the same or very similar in following generations. Using the Shelly Cashman Series manual, learn to use each application in the Microsoft package.

MICROSOFT ACCESS ✓

Microsoft Access is a data managing program that can be custom designed for your needs. Learning outcomes include creating databases, sorting information, and retrieving data. Topics covered: Databases and data managing systems; Access features; Tables and Fields; Adding records; Custom reports.

Kerrie MacLean
February 5 & 7
Tuesday & Thursday; 6 p.m. - 9 p.m.
\$60 + TEXT

MICROSOFT EXCEL ✓

MS Excel is a spreadsheet program that allows you to organize data, complete calculations, make decisions, graph data, and develop professional-looking reports. Learners will also be able to convert Excel files for use on the Web, and to access the Web via Excel. Three areas of Learning cover: Worksheets - what they are and how to use them; Charts - how to develop and read charts for analysis; Databases - learn to manage information.

Kerrie MacLean
January 22 & 24
Tuesdays & Thursdays; 6 p.m. - 9 p.m.
\$60 + TEXT

MICROSOFT WORD ✓

Microsoft Word is a full-featured word processing program that allows you to create professional looking documents such as announcements, letters, resumes, and reports. Word's desktop publishing features can help you to create high-quality brochures, advertisements and newsletters. Learning outcomes include: Features on the MS Word screen; Changing default settings; Entering/modifying text in a document; Importing graphics from files or from the Web; Correcting errors; Saving and printing documents; Using Help features.

Kerrie MacLean
January 15 & 17
Tuesday & Thursday; 6 p.m. - 9 p.m.
\$60 + TEXT

MICROSOFT POWERPOINT ✓

PowerPoint can be utilized to create transparencies, or to display graphs during meetings, or for any type of presentation. This program provides user-friendly tools to create dynamic digital "slide-shows" for home or work. Topics covered: Designing templates, changing features; adding graphics; and displaying presentations.

Kerrie MacLean
January 29 & 31
Tuesdays & Thursdays; 6 p.m. - 9 p.m.
\$60 + TEXT

NOTE:

The same textbook is used for Microsoft Word, Excel, Access and PowerPoint.

HEALTH & SAFETY

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

~~Course # 1: September 15~~

Saturday

Course # 2: October 24

Wednesday

9 a.m. - 5 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

November 17 & 18

Saturday & Sunday

10 a.m. - 4 p.m.

\$130

WHIMIS

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

Apr. 1, 2001 - Mar. 31, 2002

\$39 + GST

*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 pay their
registration fee.*

*Our courses are
cost-recoverable and we need
a minimum number of PAID
REGISTRATIONS before
a course can run.*



DON'T WAIT!

AVOID DISAPPOINTMENT!

REGISTER EARLY!

FIRST AID

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 I.D. to class, since certification is awarded at the end of the day. Check with the College to determine which forms of picture I.D. are acceptable to WCB.

Deb Godin or Lea Lemky

Course # 1: October 17

Wednesday

Course # 2: November 24

Saturday

Course # 3: December 10

Monday

Course # 4: February 23

Saturday

8:30 a.m. - 5:30 p.m.

\$90

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, spine-board, and basket stretcher immobilization techniques, patient assessment and treatment during transportation, transportation vehicles, transportation aircraft, and applied First Aid regulations.

Deb Godin

Course # 1: October 18

Thursday

Course # 2: November 25

Sunday

8:30 a.m. - 5:30 p.m.

\$90

CHILDSAFE

Chilsafe 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 -- Chilsafe is designed for you!

Deb Godin

Course # 1: October 19

Friday

Course # 2: December 1

Saturday

8:30 a.m. - 5:30 p.m.

\$90

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 to 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 WCB medical form.

Deb Godin

Two-Weeker: January 17 - 31

Monday - Friday

8:30 a.m. - 5:30 p.m.

\$659 (includes texts & exam fee)

SKILLS FOR SUCCESS / G.E.D.

FIRST HOST

First Host begins with this statement "After thousand of years of cultural history, what does the future hold?"

Why choose First Host?

- ✓ Provides front-line skills that are in high demand
- ✓ Recognizes the importance and potential of tourism
- ✓ Accessible to all First Nations communities

The First Host workshop includes 8-hours of intensive training and a circle member workbook which participants use during the training sessions and keep for future reference.

First Host also benefits businesses!

- ✓ Provides front-line staff with the tools to attract and maintain a customer base
- ✓ Trains staff to identify and exceed customer needs
- ✓ Increases product and service standards

Jessica Mikolayczyk
Course # 1: November 24
Course # 2: January 26
Saturday; 9 a.m. - 6 p.m.
\$80

SUPER HOST FUNDAMENTALS

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

By the end of the workshop you will be able to:

- ✓ Understand the importance of excellent customer service
- ✓ Describe effective communication
- ✓ Demonstrate how to listen to your customers

Colleen Burns
September 29
Saturday
9 a.m. - 6 p.m.
\$63

GED & EXAM DATES

Adults will study for five 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. 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:

November 23 & 24, 2001
March 1 & 2, 2002
April 26 & 27, 2002
May 31 & June 1, 2002

Eligibility Requirements:

- 19 years of age
- out of public school system for at least one full academic year
- Canadian Citizen or Landed Immigrant
- B.C. resident
- not received a grade 12 graduation certificate from any institution

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 the college centres. It is the applicants responsibility to mail the application to Victoria.

Some of the many reasons people write the GED tests are:

- to receive a high school equivalency diploma;
- to qualify for a better job;
- to gain promotion within their own organization;
- to apply for admission to educational and training institutions;
- for personal satisfaction.

CAREER & COLLEGE PREP.

UPGRADING - CAREER & COLLEGE PREP.

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 (self-paced courses) throughout the year as space in 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, costs and the registration procedure. You will be sent a letter - telling you your start date and courses you may register in.

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 anytime depending on available space) Applicants must meet with the Educational Advisor and the Instructor to set up their schedule before starting.

INSTRUCTOR - LED (ADVANCED)

Students may choose to take a selection of Instructor-led Career and College Preparation courses offered at the Hazelton Campus. In these classes, students start at the same level and progress through the courses at the same rate.

The following Instructor-led courses will be offered in 2001/2002:

Term 1 (Sept. 4 - Feb.8):

Math 0301/0302
Science 030
English 030
English 050
Computer Studies 020
Computer Studies 030 - Continuing in Term 2

Term 2 (Feb. 11 - June 28):

Math 0201/0202
Math 0401/0402
English 040
Biology 040
Computer Studies 030-Continuing from Term 1
Computer Studies 040



Gordon Urban & Deitmar Ordowski
Career & College Preparation

BUSINESS TECHNOLOGY

BUSINESS TECHNOLOGY

The Business Technology Program offered in Hazelton is designed to provide learners with the knowledge and skills necessary to function effectively in an entry-level clerical position in the business community. These courses are designed to serve the needs of full-time, part-time and even single course learners. The entry level certificate, Office Assistant, is designed so that learners, upon completion, may enter the work force or continue into advanced level certificates in Business Technology.

ADMISSION REQUIREMENTS AND INFORMATION

Entry Level Programs: Grade 10, GED, or English 030 and Math 030 or Math 031. Learners lacking the formal prerequisites who have business experience may be admitted to the program if they can demonstrate mastery of equivalent knowledge and skills.

Advanced Standing: Some secondary school courses may be accepted towards an Northwest Community College certificate. Please contact the Educational Advisor at the college for more information.

Prior Learning Assessment: PLA is available for courses in the Business Technology program.

Courses	Face 2 Face	On-Line
BTEC 100 Student Success	x	
BTEC 101 Online Learner Success	x	
BTEC 111 Keyboarding 1		x
BTEC 121 Computer & Internet		x
BTEC 180 Records Management	x	
BTEC 151 Business English		x
BTEC 115 Keyboard Speed 2	x	
BTEC 131 Word Processing		x
BTEC 190/260 Business Machines		x
BTEC 150 Communications Bus. L/M	x	
BTEC 165 Oral Communications/Presentations	x	
BTEC 171 Human Relations		x
BTEC 125 Database	x	
BTEC 135 Automated Office Simulation	x	

Courses offered in Hazelton:

Apply now for the Office Assistant Certificate in Hazelton starting September 4, 2001.

How to Apply:

Fill out a Northwest Community College application form and return it to Northwest Community College with the \$25 application fee. Attach high school or post-secondary transcripts. Admission to the Business Technology program is on a course by course basis. Applications must meet the prerequisites for the individual courses in which they wish to enroll.

Cost:

Approximately \$635.68 full-time + texts;
Approximately \$342.31 part-time + texts.

DISTANCE EDUCATION

Courses available by Distance Education:

Accounting Fundamentals 1 ..2.0 credits
Accounting Fundamentals 2 ..2.0 credits
(Accepting registrations for Fall 2001.)

Cost:

Tuition: \$86.68 (approximately)
Texts \$105.20 (approximately)

E-LEARNING

Courses available On-Line:

Successful E-LearningFree
Keyboarding Speed 1\$45.32 + texts
Computers & Internet\$67.98 + texts
Business Machines\$90.64 + texts
Business English\$135.96 + texts
Word Processing Level 1\$90.64 + texts
Human Relations\$45.32 + texts

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 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.

FISHERIES FIELD TECHNICIAN

FISHERIES FIELD TECHNICIAN CERTIFICATE PROGRAM

JANUARY 28 - MAY 3, 2002

This custom design program has been tailored to enhance the job skills of field workers within or entering the Fishing Industry. Participants can earn up to 28 college credits.

Sample of course offerings:

✓ Fisheries Management & Regulations

This lecture based course focuses on the Federal/Provincial/Territorial and First Nations governing bodies and their relationships to the management, regulation and enforcement of the fishing industry.

✓ Salmon ID and Field Techniques

This practical laboratory courses focuses on salmon. Topics include the identification of B.C. salmon and trout species as adults, fry and smolts, migration behaviour, habitat requirements at each stage, enumeration, sampling techniques and enhancement.

✓ Outdoor Skills

Modules may include, First Aid Level 1 & 2, WHIMIS, Bear Aware, Chainsaw Safety, Firearms Acquisition Certification, Food Safe, Radio Operator Certification and many more...

Most courses will be transferable to the Northwest Community College's Natural Resources Programs. Course listings, tuition fees, textbook and supply lists will be available by September 2001. If you are interested, please contact the Hazelton Campus at 842-5291.

Tyler Eastman

Graduate: Forest Technology Program

"The Forest Technology Program in Hazelton gave me the skills I needed to start up my own business (Terra First Contracting). Contacts made during the program have resulted in long-term working partnerships. The Hazeltons are geographically and culturally diverse, it offered a unique setting for learning, and will always remain one of my favorite places. I encourage others to attend NWCC - Hazelton Campus to share in the wonderful experiences it has to offer."



SERVICES

BOOKSTORE SERVICES

Textbooks and course materials for College courses and programs are available at the College campuses as well as general interest books, stationery, backpacks, clothing and memorabilia. Special orders for books are available as well.

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.

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 college at 842-5291. If possible, please let us know your requirements at least four weeks before the start date of the course. This will allow time to organize the assistance you may need.

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

For more information contact the librarian, Sylvia Golke, at (250) 847-4461.

EDUCATIONAL ADVISOR

Here's a list of way the Educational Advisor can help you:

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

To make an appointment to see the Educational Advisor, contact the College at (250) 842-5291.

FIRST NATIONS ACCESS COORDINATOR

Murphy Greene, First Nations Student Access Coordinator, provides consultation regarding personal and educational matters to First Nations' students. Students are able to access services and resources both on and off campus. He can provide general information regarding programs and registration procedures, act as a liaison between instructors and Band Education Officers. Call Murphy at (250) 842-5291 for more information.

STUDENT SUCCESS/PEER TUTORING

The Student Success Coordinator will work with you to find a solution to whatever study problems you may be having. You can learn more about different study methods, or you may be eligible to receive free tutoring from a more experienced student. Contact the college for more information.

REGISTRATION FORM

Please Print.

Mr. Mrs. Ms. _____

Address: _____ Town: _____ Province: _____

Postal Code: _____ Business Tel.: _____ Home Tel.: _____

Email: _____

Method of Payment (check one):

Cash/Money Order Cheque Visa Mastercard

Card Number:

Expiry Date:

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COURSE	START DATE	FEE
# 1		
# 2		
# 3		
# 4		
# 5		
(Please check brochure description to see if GST is applicable)		GST
		TOTAL



PRIOR LEARNING ASSESSMENT (PLA)

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

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

What qualifies for PLA?

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

How is PLA assessed?

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

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



NORTHWEST COMMUNITY COLLEGE ~ Hazelton Campus

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P.O. Box 338

Hazelton, BC V0J 1Y0

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