

YOUR college
working in **YOUR** community.



Winter/Spring 2002



HOUSTON, BC

The Northwest Community College Advantage

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

SAVE THIS BOOKLET!

The Northwest Community College brochure has more than 100 courses, workshops and special events that can...

- ✓ Increase your chances of getting a job
 - ✓ Help you succeed in business
- ✓ Teach you new skills for work or personal interest
 - ✓ Open the door to new hobbies and crafts
- ✓ Expand your knowledge and enjoyment of life
 - ✓ Introduce you to new friends

First Nations Access Coordinator	Murphy Greene
Accessibility Services Coordinator	Rich DeRooy
Development Education Coordinator/CCP Instructor/Regional Coordinator for Literacy ...	Dee McRae
Career & College Preparation Instructor	Sandi Lavallie
Career & College Preparation Instructor	Tom Chamberlin
Campus Manager	Brenda Andersson
Community Access Program - Youth Intern	Leanne Schurman
Continuing Education/Contract Services/Admissions/Youth Community Action	April Goffic
Continuing Education Programmer	Dawn Potvin
Educational Advisor	Sharon Smith
Employment Advisor/Student Support Specialist/BC Works!	Terri Stewart
English As A Second Language Instructor	Mary Ann Isidoro
Farrier Instructor	TBA
Farrier Instructor	Al Todd
Information Systems	Rick Slavik
Job Readiness Instructor	Rosalinde Moeliker
Regional Librarian	Sylvia Golke
Program Support Clerk	Marni Larocque
Program Support Clerk	Natasha Brien
Senior Campus Clerk/Admissions	Patty Bruce
Welding Instructor	Rick Taylor
Youth Community Action Clerk	Liz Rogalsky
Youth Experiential Learning Instructor	Georgie Watts
Youth Experiential Learning Instructor	Frank McDonald

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

A Message from the Houston Campus Manager

Welcome to the Winter/Spring 2002 programming from Northwest Community College.

2001 will be remembered as the year the world changed. Within the province we experienced a change in governments with the focus on the “New Era”. Government restraint and cutbacks are expected for 2002. As a College, this time of restraint will create a significant financial challenge. We will continue to endeavor to meet community needs while implementing fiscal restraints. We would like to make the community aware of the opportunity to receive educational funding through the Morice Community Skills Centre Legacy fund and encourage local residents to contact the campus for further information.

We would like to take this opportunity to wish the best of luck to all the Career and College Preparation, English As A Second Language and Job Readiness students who are continuing their studies and those who have moved on to other training or work. We would also like to congratulate the Youth Experiential Learning group on completing their work up at the Duck Pond.

We invite you to take some old favorites like Fly Casting and Fly Tying and hope you try out some of our new course offerings like Celtic Carving, Willow Chair and any courses from the House and Home series.

As always we welcome your comments, ideas and suggestions. Please feel free to contact the Centre.

Good luck in all of your educational goals in 2002!

Brenda Andersson,
Campus Manager

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SERVICES

Copying & Laminating Services



Photocopying

Copy Cards can be purchased in \$5, \$10 or \$20 amounts. First time card holders will need to pay a \$2 refundable deposit (refunded on return of the card)

Black and White..... \$.07 cents / page
Colour..... \$.98 cents/ page

Laminating

Covers up to 27" in width

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

Faxing

Local Fax

First Page \$ 1.00
Additional Pages10 cents

Long Distance Fax

First Page \$ 1.50
Additional Pages50 cents

Video Conferencing

If you or your employer are looking for a way to cut travel costs for meetings, job interviews or seminars, video conferencing may be for you! This enables you to interact via audio/video with people anywhere in the world. We can accommodate individual or group needs.

- ✓ \$125/hour, plus any additional line charges.

Satellite Broadcasts



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

Satellite Broadcasts pricing can be requested by calling Northwest Community College, 845-7266.

Room Rentals

Northwest Community College has a variety of classrooms available to the public for rent. They include: 2 computer labs, a teleconference room and classrooms that seat 10-25 people.

Classrooms/Teleconference \$ 25/half day* (1-4 hrs)
Classrooms/Teleconference \$ 50/full day* (4+ hrs)
Computer Lab, seating 10 \$ 350**
Computer Lab, seating 18 \$ 500**

* If you require catering, there will be an additional charge of \$25 per room.

** Additional fees may apply if software needs to be installed.

Please book your room at least two weeks in advance of the date required. We are able to arrange the room, and provide equipment, refreshments catering and clean up.

Room Rental Equipment

We have the following equipment available for your room bookings at the College, upon request.

- | | |
|-----------------------|---------------|
| ✓ Video Conferencing | ✓ Flip Charts |
| ✓ Overhead Projectors | ✓ TV/VCR |
| ✓ Screens | ✓ AverKey |
| ✓ Slide Projectors | ✓ Polycom |

Please contact us for more information on pricing and availability.

Typing Tests

Do you need your typing skills assessed? Typing tests consist of three 5 minute timed tests. Your total words per minute is averaged between three tests. In 20 minutes you will have completed all of the timed tests and have a letter from Northwest Community College verifying your typing speed.

- ✓ \$10 for testing and a letter confirming your score from Northwest Community College.

Call and book an appointment to do your typing test today!

SERVICES

Educational Advisor

Our Educational Advisor is available to help you choose the educational path that best suits your goals. If you've been dreaming about becoming a nurse, architect, social worker, or if you're interested in upgrading your high school requirements, our Educational Advisor can assist you. Our Educational Advisor has up to date information on Northwest Community College, as well as courses/programs throughout Canada. The Advisor is also available to discuss financial aid opportunities. For your convenience appointments during some evenings are available.

Please call 845-7266 to book an appointment with Sharon Smith.

First Nations Access Coordinator

The First Nations Access Coordinator provides the following services:

- ✓ Assistance in obtaining financial support
- ✓ Career and educational planning
- ✓ Student access and advising
- ✓ Monitoring for First Nations sponsored students
- ✓ Cultural awareness
- ✓ Liaison between college staff, instructors and Band Education Coordinators

For more information or to book an appointment contact Murphy Greene, First Nations Access Coordinator at 845-7266.

Students with Disabilities

A range of services and/or equipment is available to aid students with disabilities who are pursuing their education. If you require assistance to attend the College, please contact us or call the Smithers campus at 847-4451 and ask to speak to Rich DeRooy the Accessibility Coordinator.

Career Resource Centre (CRC)

The Career Resource Centre is located in the Learning Resource Centre and is open to the general public. The CRC has information on employment opportunities as well as three Community Access computers for the public to access the Internet. The Career Resource Centre also has calendars for most of the Colleges and Universities in British Columbia, as well as some additional ones throughout Canada. These resources can be used by anyone in the community. These resources must be used in the CRC and cannot be removed; however, you can ask the friendly front office staff to make photocopies for you.



Learning Resource Centre (LRC)

Northwest Community College has a library that is available for community use. Your FREE library card allows you to borrow books from our campus and also to place orders to have books

brought in from other Northwest Community College campuses, as well as from other Colleges and Universities in BC (interlibrary loans). NWCC's Eastern Region is served by a Librarian based in Smithers, who travels to Houston on Thursdays.

Services Offered include: library instruction, reference services, interlibrary loans, on-line research databases and Internet access.

Collection includes: books, periodicals, videos, CD-ROM, maps, government documents and pamphlets. Log onto our website at:

www.nwcc.bc.ca

for remote access to our library catalogue.

For more information please contact Sylvia Golke at 847-4451, Ext. 5836, or call 845-7266/1-877-277-2288

Do you have ideas for upcoming courses? Give us a call!

We are always trying to come up with new and exciting courses. Call us with your idea and we will try to program a course based on your interest! A number of different kinds of training can be brought into your community, all you need to do is get in touch with the College! 845-7266 or 1-877-277-2288.

SERVICES

Employment Services

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

Services include:

- ✓ Job board
- ✓ Resume preparation
- ✓ Career counseling
- ✓ Job search & interview training
- ✓ Sponsorship
- ✓ Training, wage subsidies, employment referrals.

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

Employment Advisor

The Employment and Career Support Specialist at Northwest Community College is available to assist students with their employment skills and explain how employment skills relate back to education.

Services provided include:

- ✓ Connection to other community services
- ✓ Work experience placements
- ✓ Research information: planning, personal development, College/University programs
- ✓ One on one support
- ✓ Job shadowing
- ✓ Workshops: personal development, career planning, job search strategies

For more information please contact Terri Stewart at 845-5904.

Early Intervention Sessions

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

Sessions are:

Time: Tuesdays & Thursdays
9:30 a.m. - 12:00 p.m.

Location: NWCC Learning & Career Resource Centre

Contact: Terri Stewart,
Employment Advisor
845-5904

BC Works! Program

Contact: Terri Stewart
Employment Advisor
Phone: 845-5904 or 1-877-277-2288



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

- ✓ NWCC provides *BC Works!* for Houston, Granisle, Smithers, Telkwa and Hazelton.

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

Employment Assessments & Career Exploration

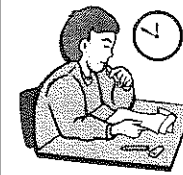
For employers, agencies or individuals who require assessment, exploration or testing services, NWCC can administer and interpret a wide variety of aptitude, personality and interest areas. These tests can be used for a variety of reasons including: selection, placement, promotion of employees, determining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

Exploration & Assessments

- ✓ Myers-Briggs Type Indicator
- ✓ General Aptitude Test Battery
- ✓ Canadian Occupational and Interest Inventory
- ✓ Choices
- ✓ STRONG Interest Inventory

These are just a few of the possible assessments that you can complete at the College. Each assessment is available individually or as a package. To make arrangements for an assessment that meets your needs please make an appointment with the **Employment Advisor at 845-5904.**

SERVICES



GED Dates 2001/2002

Testing Dates

Application Deadline

January 11/12, 2002.....	December 14, 2001
March 1/2, 2002.....	February 1, 2002
April 26/27, 2002.....	April 2, 2002
May 31/June 1, 2002.....	May 3, 2002
July 12/13, 2002*.....	June 14, 2002

**Exam in Terrace Only.*

First time testing fee is \$45. First time writers are required to write all five GED tests. Applications must be received and processed up to and including the **APPLICATION DEADLINE DATE** to be able to write on the corresponding testing date.

Changes to the GED for 2002

Anyone working toward their GED diploma have until December 2001 to pass the current GED Tests. On January 1, 2002, GED Testing Centres throughout the United States and Canada will begin administering a new edition of the tests.

Note: *Any GED candidate who has not successfully completed all five tests by January 1, 2002, will have to start again with the new series to qualify for a GED high school equivalency credential.*

Textbooks for the new GED will be available March 2002. Please ask our bookstore for more information.

Prior Learning Assessment (PLA)

If you are an adult thinking about returning to school to train for a new career or to upgrade your existing skills, then you need to know about PLA.

Northwest Community College recognizes that knowledge and skills are acquired through a variety of learning, life and work experiences. Opportunities for flexible assessment and recognition of the knowledge and skills gained through prior experiences will be offered to learners wishing to acquire credit in a course or program at NWCC.

What is PLA? PLA is a process enabling learners to demonstrate their knowledge and skills through various means.

Get credit at Northwest Community College by:

- ✓ Challenging a NWCC course. This could include taking an exam, participating in an oral interview, writing a paper, etc.
- ✓ Block equivalency for a credential from another post-secondary institution
- ✓ Evaluation of training
- ✓ Transfer of formal course credits from post-secondary institutions
- ✓ Evidence of learning

PLA may help you graduate sooner or reduce your course load and cost!

For more information please contact Sharon Smith, Educational Advisor, at 845-7266.

Contact Us



By Mail/In Person
3221 - 14th Street West
PO Box 1277
Houston, BC V0J 1Z0



By Phone
Local 845-7266
Outside Houston 1-877-277-2288



By Fax
(250) 845-5907



By E-mail
houston@nwcc.bc.ca

COMMUNITY PROJECTS & PARTNERSHIPS



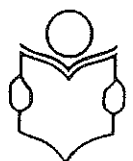
Youth Community Action
 Youth Community Action is an innovative program that provides youth aged 15-24 with community work experience and credit for future post secondary tuition fees. Youth Community Action applications are assessed year round. The majority of placements occur during the summer and fall but many will continue throughout the year (April - March). Sponsors must be one of the following: non profit organization, public sector educational institution, (i.e. schools, school district, community college, university, institutes), local government including municipal and regional government, hospitals and local health boards. YCA is part of Youth Options BC, a provincial government initiative to create opportunities for work experience and skill training for BC youth and to improve access to post secondary education and training.

To become a sponsor or to apply as a youth, please contact April Goffic at 845-7266 or 1-877-277-2288 or for more information check out the YCA web site at www.youth.gov.bc.ca.

Youth Experiential Learning

Youth Experiential Learning is a six month long program that is funded by Human Resources Development Canada. Individuals aged 17-24 will participate in outdoor activities and community projects. This program uses two approaches to developing life skills and work experience for young people. Both outdoor education and service learning provide an opportunity for young people to gain relevant work experience, training and personal development by working with their peers on a community service project. Pick up applications for the April 2002 intake at the front desk of the College.

If you would like more information or if you would like to participate, please call 845-7266.



Houston Link to Learning

If you need help with your reading, writing or math skills we can match you with a tutor. We also offer tutoring to adults for specific course materials. (All tutoring is free and confidential.) We are always looking for volunteer tutors in a variety of subject levels. If you are interested give us a call. Training is provided to all volunteers. Houston Link to Learning is a community literacy group and a partner of the Learning Centre. For more information please call 845-2727.

- ✓ You choose what you want to learn
- ✓ You choose when you learn
- ✓ Help for adult learners
- ✓ One on one tutoring

Community Access Program (Internet Access)

The Community Access Program (CAP) is sponsored by Industry Canada and provides free Internet access to the public. The Internet computers are located in the Learning and Career Resource Centre of NWCC. All users who would like to use the computers are asked to check availability at the front desk and to sign in. Below is a list of CAP partners:

Northwest Community College, Brewstir's Café, District of Houston office, Houston Friendship Centre, Houston Library, Houston Chamber of Commerce, Nadina Community Futures (CFDC)

All of the sites in the community have a strict policy on viewing content. Users will be asked to leave if they are observed using chat lines (MSN, ICQ), downloading music/games or inappropriate websites.

For more information or if you would like to get some free assistance with using the Internet or email, contact 845-7266.

Northwest Community College & Partnerships

NWCC strives to provide quality training and works toward achieving the educational goals of the members of our community. We would like to extend a sincere thanks to those who have formed partnerships with us in the past, and look forward to forming effective, viable partnerships in the future. The College can provide flexible, quality training to individuals, business and industry in an effective, positive manner.

Contact April Goffic or Dawn Potvin at 845-7266 for further information.



CAREER & COLLEGE PREPARATION/UNIVERSITY CREDIT

Do you want to complete your GED or get your Adult Dogwood Diploma? Have you been thinking about starting a new career and need Biology 12 or Math 11 to get into the program? If you said yes to either of the above questions, Career & College Preparation would be a great and inexpensive option for you!

Career & College Preparation (CCP)

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

How the Courses Run

Students may start any of the courses during the college year from September to June. In many of the courses, students work on their own in the classroom. They complete the course material at their own pace. Attendance is full-time or part-time. Some courses are also available in a lecture, lab or tutorial format.

How do I get started?

Make an appointment to see the Educational Advisor by phoning the College at 845-7266. The Advisor will ask questions about your educational goals and help determine the courses you need. Usually there will be an assessment of your present skills to find the place where you should begin. The Educational Advisor can also tell you the dates, times, costs and registration procedure.

What is available in CCP

- ✓ Literacy – basic English, math and computer skill development
- ✓ English, math and computer selected topics (customized)
- ✓ GED test preparation (New test and materials for 2002)
- ✓ English, math and science courses from the Fundamental to the Provincial Level (12)
- ✓ Computer courses from the Fundamental to the Provincial Level (12)
- ✓ Intermediate, advanced and Provincial Diploma courses
- ✓ Instructor support for correspondence courses
- ✓ Adult Dogwood completion

Fees

Students enrolled in this program are not charged tuition fees but must pay the Student Association, registration and computer lab fees. Please call Northwest Community College at 845-7266 for information on these fees.

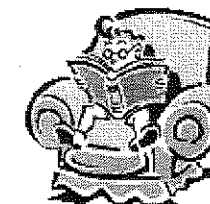
Schedule for CCP

Start date: Jan 7, 2002 End date: June 21, 2002

Monday	8:30 a.m. to 2:30 p.m. & 6:00 p.m. to 8:30 p.m.
Tuesday	8:30 a.m. to 2:30 p.m.
Wednesday	8:30 a.m. to 2:30 p.m. & 6:00 p.m. to 8:30 p.m.
Thursday	8:30 a.m. to 2:30 p.m.

University Credit Courses Available At The Smithers Campus

Biology 102	Introductory Biology II-Genetics, Evolution and Ecology
English 102	Introduction to Literature
English 152	Advanced Technical Writing II
Geography 204	Spatial Analysis and Geographic Information Systems (GIS)
Geography 225	Regional Geography of British Columbia
Psychology 102	Introductory Psychology II
Psychology 221	Abnormal Psychology and Therapy I
Sociology 102	Introductory Sociology II



You can register for these courses at the Houston campus or by calling 847-4451.

INSTRUCTOR LED ENGLISH, ESL & JOB READINESS

Fundamental English (Instructor Led)

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

Fundamental English leads to:

Intermediate English 030, GED preparation and the Employment Preparation program.

Prerequisites:

Basic reading and writing skills

Dates: Jan. 7-March 29, 2002

Days: Tuesday, Wednesday, Thursday

Times: 8:30 - 11:30 a.m.

Instructor: Dee McRae

Fees:

Students enrolled in this program are not charged tuition fees but must pay the Student Association, registration and computer lab fees. Please call Northwest Community College at 845-7266 for information on these fees.



English 050 (Instructor Led)

This course is intended for students who require a provincial level (grade 12) standing in English. There are two main sections to this course: An Introduction to Canadian Literature and Research Paper Writing. Through a study of Canadian literature, students will learn the major characteristics of short stories, novels, poems and plays and will examine and critically discuss fiction selections. Students will also complete two in-depth research papers.

Prerequisites:

English 040 or 045 or placement at the provincial level or by consent of the instructor.

Dates: Jan. 7-March 29, 2002

Days: Monday, Tuesday, Wednesday
Thursday

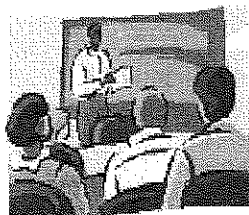
Times: 9:00 - 11:30 a.m.

Instructor: Tom Chamberlin

Fees: Students enrolled in this program are not charged tuition fees but must pay the Student Association, registration and computer lab fees. **Please call NWCC at 845-7266.**

English as a Second Language (ESL)

Northwest Community College offers programs to assist students in acquiring basic English speaking, reading and writing skills. The English as a Second Language (ESL) program is intended for persons whose first language is not English.



The program content and objectives are based on the needs of the students. Introductory programs are available which develop the skills necessary to perform tasks such as making appointments, getting a drivers license, job search, etc. More advanced programs for students who have already completed an introductory program or who already have basic speaking, writing and reading skills are also available.

Times: Monday 9:00-12:00 p.m.;
6:00-9:00 p.m.

Tuesday 11:00-2:00 p.m.

Wednesday 10:00-1:00 p.m.

Thursday 11:00-2:00 p.m.

Fees: Students enrolled in this program are not charged tuition fees but must pay the Student Association, registration and computer lab fees.

Please call NWCC at 845-7266 for information on these fees.

Employment Preparation Program

NWCC, in contract with the Ministry of Human Resources, is offering an Employment Preparation Program for Social Assistance and BC Benefit recipients. The program focuses on personal development, communication skills, career exploration, job search strategies, computer skills, individual assessments inventories and employment options.

For further information or to find out if you are eligible please contact:

Sharon Smith, Educational Advisor, at 845-7266

or

Kent Taylor, Training Consultant, at 845-7826.

TRADES PROGRAMS

Certified Farrier Program

Northwest Community College is offering the beginner, intermediate and advanced levels of the Certified Farrier Training program. The program consists of eight weeks of training per level. After completing the intermediate level one week of business development training will be given to prepare students to work as apprentices with Certified Farriers, or to become self employed.

Students who complete the basic level of the program will be able to cold shoe and work for a Certified Farrier. Completion of the intermediate level will allow a person to undertake most Farrier tasks, except corrective and specialized shoeing. Graduates will need to refer complicated and corrective jobs to Farriers with more experience.

Advanced level students will have completed the beginner and intermediate programs as well as a minimum of one seasons work experience. Those who complete the Advanced Level will be able to perform most jobs with minimal supervision and will be able to write their AFA Certified Farrier exam. Students who complete the program may be able to operate independently and become self-employed.

The program involves participation in both theoretical and practical learning environments. Theory classes are conducted in a classroom setting and practical activities are taught in their natural environment. This is a physically challenging occupation and requires a person that is self-motivated and has good communication and salesmanship skills.

Dates: January 14—May 3, 2002

Tuition: \$545.31 (Beginner & Intermediate)

Supplies & Text: \$1224.69 (approx.)

Instructors: Al Todd & TBA

**Please Note:* All fees are subject to change without notice.

For more information or registration package please contact April Goffic at 845-7266 or Toll-Free 1-877-277-2288

Welding

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

Level C Course Content

(Students must complete two 12 week sessions)

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

Level B Course Content

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

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

Course Dates (Level C & B)

Dates: Apr. 2 - June 21/2002

Fees: \$308.00

Instructor: Rick Taylor

**Please Note:* All fees are subject to change without notice.

For more information contact April Goffic at 845-7266 or Toll-Free 1-877-277-2288.

Other Trades Courses

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

- ✓ Power Engineering
- ✓ Outdoor Power Technician
- ✓ Carpentry
- ✓ Hydraulics
- ✓ Camp Cooking

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

PROVINCIAL INSTRUCTOR DIPLOMA

Provincial Instructor Diploma

The British Columbia Provincial Instructor Diploma is a program that allows people from British Columbia and beyond to find a place to acquire and develop instructional expertise. The Provincial Instructor Diploma is for instructors in public post secondary or private training who are committed to excellence in teaching and learning.

The program offers:

- ✓ Today's strategies and tomorrow's technologies
- ✓ Quality instruction
- ✓ Student centered evaluation
- ✓ Learner centered education
- ✓ Applied learning situations

In spring 2002 Northwest Community College in Houston will be bringing the beginner courses of the Provincial Instructor Diploma to the community.

All courses start on a Friday evening from 6:00 - 10:00 p.m. and on Saturday and Sunday from 9:00 - 4:00 p.m.

Prerequisites to starting the Provincial Instructor Diploma:

- 1) Completion of British Columbia Grade 12 or equivalent, including proficiency in English
- 2) Proof of competency in an area of expertise.
- 3) At least 2 of the following: a letter from an employer indicating current or potential teaching/training role, a letter of recommendation from a public or private post secondary instructor or administrator including abilities as a potential instructor, a one page essay introducing self and describing career goals as an instructor.

This program has been developed by the Ministry of Advanced Education, Training and Technology and is offered by the Centre for Curriculum, Transfer and Technology and Program Development Department at Vancouver Community College.

ID 101 (2.5 credits)

Instructional and Curriculum Design

Dates Offered: May 10, 11, 12 &
May 24, 25, 26, 2002

ID 101 introduces participants to various curriculum design approaches; notably competency-based and outcomes-based models. During the lesson planning section of ID 101, participants are introduced to various methods of instructional design and delivery.

ID 102A (2.5 credits)

Elements of Instruction A

Dates Offered: September 13, 14, 15 &
September 27, 28, 29, 2002

The ID 102A course provides the learner with the knowledge, skills and experience necessary to prepare lesson plans and to deliver instruction using a variety of techniques.

ID 104A (2.5 credits)

Evaluation of Learning & Instruction A

Dates Offered: November 2002

The ID 104A course deals with the practices of measurement and evaluation in education and training. The course provides the knowledge and skills needed to design and implement a comprehensive strategy for obtaining information that can be used to inform learners about their progress and guide them to successful completion. The course will enable participants to plan, construct and use assessment instruments that are appropriate to both the context of instruction and the learners involved.

In order for Northwest Community College to run the Provincial Diploma Program in Houston we need to have an interest list of a minimum of 12 people. Please contact the College to be put on the interest list or if you have any questions about the Provincial Instructor Diploma.

Programs happening at other Northwest Community College campuses...

- ✓ Natural Resources Certificate, Forest Resources Management Diploma Program - Smithers
- ✓ Northwest Field Training School - Smithers
- ✓ Cultural Eco-Tourism - Hazelton

INDUSTRY & BUSINESS TRAINING & CBT

Industry & Business Training

Are you trying to find the right training for your employees? Talk to our staff in the Continuing Education department to get quick and effective solutions! Industry and business training can be customized to your workplace. We will tailor or develop programs to your specific needs. Industry and business provides knowledge, skills and understanding to meet occupational, personal and/or community needs.

The Advantages of Industry & Business Training at Northwest Community College:

- ✓ You will maintain a competitive edge by having a trained workforce.
- ✓ You will have increased productivity.
- ✓ We can provide confidentiality. Exclusive seminars ensure the discussion of sensitive information without fear of exposure to outside sources.
- ✓ Experience reduced costs of staff turnover.
- ✓ Providing ongoing training allows you to attract and maintain employees.
- ✓ Your employees will receive hands-on skills and are trained on an as-needed basis.
- ✓ Your regulatory compliance procedures are maintained.
- ✓ You will be able to be compliant with WCB requirements.

Here are some examples of training we can provide:

- Computers** - Microsoft Office Applications, Operating Systems, Networking, Programming, Technical, Internet, Automated Accounting, Database Management, Desktop Publishing, Spreadsheets.
- Vocational** - Welding, Rigging, Fire Suppression, First Aid, Forestry, Safety, WCB Worksafe.
- Professional Development** - Supervisory Skills, Management Skills, Customer Service, Communication.
- Tourism** - Super Host, Japanese Service Expectations, Service Across Cultures, Customers with Disabilities, Service in Health Care, Frontline Management Solutions, Serving It Right.

All of these and many more can be customized to your specific needs: working with the public, working in the field (forestry or mining) or working in the office.

Continuing Education Programmers
Dawn Potvin or April Goffic
Telephone: 250-845-7266 or 1-877-277-2288
E-mail: houston@nwcc.bc.ca

Computer Based Training (CBT)

Computer Based Training is the ultimate in flexibility for self training. Study anytime, 24 hours a day, 7 days a week. Online training is a perfect solution for employers looking to train their employees or for individuals looking for training outside offered class hours. If you are interested in taking some of the courses mentioned below through Computer Based Training, you can make an appointment to see the Educational Advisor, who will go through an assessment to see if this learning method is appropriate for you. Once the assessment is complete and your fees are paid you will receive an ID name, password and web site to begin downloading your course information.

Below is a small list of what is available through Computer Based Training. **For additional information or pricing please call Northwest Community College or email agoffic@nwcc.bc.ca**

Please Note: The College does not provide books or instructional support for Computer Based Training.

- C++ for Non Programmers
- HTML 4.0
- Dynamic HTML
- Linux
- Unix
- C Programming
- C++
- Visual Basic 6.0
- Microsoft System Management Server 1.2 & 2.0
- A+ Certification
- Java Programming
- iNet Certification
- High Speed Technologies
- Network+ Certification
- e-Business series
- Master CIW Administrator
- Master CIW Site Designer
- Master CIW e-Commerce Designer
- Microsoft Certified Professional
- Oracle and Cisco training

Take a look on page 14 & 15, for additional information on some of these courses.



COMPUTER BASED TRAINING

HTML 4.0

In this course participants will learn how to build HTML pages using text, images, sound, and video. Topics covered include World Wide Web basics, formatting, links, images, multimedia, tables, frames, and linked windows.

A+ Certification

In the Complete A+ Certification Curriculum students will learn the basic terms, concepts, and functions relating to the main microcomputer modules; instruction on installing, configuring, and upgrading the main microcomputer modules and peripherals; the principles, types, and characteristics of motherboards, processors, and memory; the fundamentals of major Operating Systems; procedures for installing, configuring, and upgrading Windows 9X and Windows 2000; procedures for installing, configuring, and upgrading Windows 9X and Windows 2000; and lastly, basic network concepts and terminology.

IBM Certified Specialist

The IBM Certified Specialist - DB2 V6.1/V7.1 User certification role is designed for individuals who are knowledgeable about the fundamental concepts of DB2 Universal Database V6.1 or V7.1, through either hands on experience or formal or informal education. They should have an in-depth knowledge of the basic to intermediate tasks required in day-to-day administration, basic SQL (Structured Query Language), understand how DB2 Universal Database V6.1 or V7.1 is packaged and installed, understand how to create databases and database objects, and have a basic knowledge of database security and transaction isolation.

Unix Fundamentals/Advanced

This curriculum describes how to get started with UNIX, introducing the Common Desktop Environment (CDE) and the terminal window. It introduces files, directories, printing and operations frequently performed on these. It teaches how to manipulate input and output, as well as how to compress and uncompress files. It also introduces the UNIX shell environment, shell functionality, and text patterns. Additionally, this curriculum teaches end users a little about how UNIX works and handles resources. It shows how UNIX can be best used by advanced users in a UNIX-based enterprise.

Visual Basic 6.0

This course will provide students with the knowledge to write a Microsoft Visual Basic-based application that accesses data from a database. In this course, students will be introduced to the Visual Basic environment and its main options and characteristics. Students will also learn the strategy for Universal Data Access and the visual data access tools that make it easy for Visual Basic programmers to create data access applications.

i-Net+

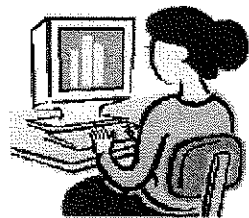
i-Net+ is a certification sponsored by the Computing Technology Industry Association (CompTIA). The i-Net+ certification is vendor-neutral and validates an individual's baseline knowledge of Internet concepts. The exam is designed to validate that Internet technical professionals have the skills to implement and maintain Internet, intranet, and extranet infrastructure and services as well as develop related applications.

Network+

The Network+ curriculum is designed to help candidates prepare for Network+ Certification Exam N10-001, sponsored by the Computing Technology Industry Association (CompTIA). This program certifies the knowledge of networking professionals with 18-24 months experience in the IT industry. This series helps enable an individual to gain a knowledge of networking technology and practices, covering a wide range of vendor and product neutral networking technologies, and can also serve as a prerequisite for vendor-specific IT certifications. Technical managers, system administrators, network administrators, help desk/support people, application developers, and software engineers are some of the types of individuals who would benefit from taking this series.

Microsoft Certified Professional + Site Building

While studying for your MCP + Site Building designation students will work on the following topics: Designing and Implementing Web Sites Microsoft Frontpage 98, Commerce Solutions with Microsoft Site Server, Microsoft Visual InterDev 6.0. At this time we are also offering students the option to also take Frontpage 2000 Designing and Implementing Web Sites at no additional charge.



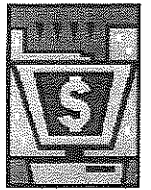
Pricing and additional course information is available by calling **April Goffic at 845-7266 or 1-877-277-2288 or via email at agoffic@nwcc.bc.ca** Anyone interested in participating in Computer Based Training will complete an assessment and then be able to enroll in the training they were looking for.

COMPUTER BASED TRAINING

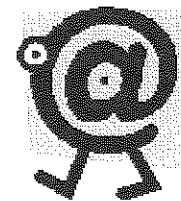
E-Business series

The e-Business series takes participants through eight courses. The first course in the e-Business curriculum focuses on the history, trends, and opportunities around the movement towards e-Business. It compares and contrasts e-Commerce and e-Business. The second course in the e-Business curriculum focuses on technical infrastructure needed to support an e-Business initiative. It focuses on the sub-application level, examining network and protocol options and requirements. It introduces some of the major players in the market and business drivers that could affect an organization's choices. The third course in the e-Business curriculum focuses on the tools, languages and technologies that help drive the e-Business infrastructure. It also covers the strengths and weaknesses of each tool, language and technology. It also covers higher-level software and hardware choices such as web browsers, web servers, web application servers and web enabled databases. The fourth course in the e-Business curriculum examines the security risks and requirements of an e-Business environment e.g. viruses and hoaxes etc. It covers the inherent lack of Internet security and goes on

to cover creating security strategies and policies. It also covers security schemes and tools. It also explains the role of cryptology and cryptographic tools. It introduces client and server side security. Course five covers search engines and portals, on-line shopping and resource management software. It also covers enterprise resource planning and interactive communication software. Course six covers establishing acceptable use policies, email etiquette, company-employee communication and employee-employee communication. Finally, it needs to cover guidelines for building the Intranet and establishing document sharing. This is the seventh course in an eight part series. Subjects covered in this course include marketing strategies, customer relationship management, and selling-chain management. In addition, students will focus on how to use an e-Business environment to better attract, retain, and satisfy customers. The final course examines supply-chain management and the changes needed to create Internet-enabled supply-chain management, establish business-business relationships and electronic procurement.

**High Speed Technologies**

This is a five part series of courses, participants will cover the following topics: network evolution, transmission media, transmission technologies, Wide Area Technology, WAN protocols, wireless, gigabit ethernet, xDSL and cable, learn the history of ISDN, and the development of ISDN standards. Additionally, they will learn the factors influencing the development of B-ISDN, Broadband ISDN services, B-ISDN network architecture, and B-ISDN signaling. Learn the history and overview of Asynchronous Transfer Mode (ATM), the relationship between ATM and B-ISDN, ATM adaptation layer, and ATM cells. Students will also learn about virtual paths and channels, physical layer, ATM traffic control, LAN emulation, traffic management, real-time ATM management, ATM v 10 Gbps Ethernet, and Switched Multimegabit Data Service (SMDS). Learn the history of frame relay, frame relay mode protocol architecture and call control. This course also covers LAPP, congestion in frame relay networks, approaches to congestion control, traffic rate management, explicit congestion avoidance and implicit congestion control. Learn about optical transmission, multiplexing, optical networks, synchronous optical network (SONET) signals, SONET frames. Additionally, students will learn about overheads, pointers, virtual tributaries, SONET networks, synchronous digital hierarchy (SDH), SONET and SDH hierarchies.

**Master CIW Administrator**

Students participating in this program will take 5 courses. The first course in the series covers lessons 1-5 in the CIW Security Professional Series - Course #1: Network Security and Firewalls (2NSF). This course teaches the concepts of security, the elements of a secure system, how to apply encryption principles, the different types of common security attacks, and how to create an effective security infrastructure. The second course teaches protocol layers and security, the resources needed to secure servers, using firewalls, the levels of firewall protection, how to detect and distract hackers, and how to respond to hacker activity. The third course covers the content in the CIW Security Professional Series. This course teaches security principles for Unix and Windows NT systems, implementing account security, implementing file system security, assessing security risks, and reducing risks. The fourth course teaches students about the role of the security auditor, discovery methods that can be used to find weaknesses, auditing server penetration and attack techniques, and the steps of the control phase. The final course in a five part series that teaches students how to automate intrusion detection, how to conduct a log analysis, and how to analyze the results of a security audit and implement solutions to problems identified by the audit.

INSTRUCTOR LED COMPUTER TRAINING

FREE INDIVIDUAL INTERNET/EMAIL TRAINING

Do you want to learn how to use the Internet or get a free email account so you can talk with your family throughout Canada and the world? This is your opportunity to get FREE help. The Community Access Program is all about giving people assistance in getting onto the Internet. This program was developed by Industry Canada and is hosted by a number of organizations in the community. You can use computers at the Library, District of Houston, Chamber of Commerce, Northwest Community College, Friendship Centre and now at Brewstir's Café.



If you are interested in getting free Internet or email training for yourself or someone in your family. Please contact Leanne Schurman at 845-7266. This service is available from January 2—March 31, 2002.

Houston Link to Learning Presents FREE Computer Courses



Introduction to the Internet

If you're still nodding politely when conversations turn to E-mail, Web Pages and Search Engines - sign up for this course. You will learn how to get on the Internet and how to find information on what you are interested in. This course is offered FREE of charge by Houston Link to Learning.

Two Different Course Dates for Your Convenience:

Date: March 13, 2002
Time: Wednesday 7:30 - 9:30 p.m.
Fee: FREE
Instructor: Kathy Anderson - HLL
Min. Required: 6

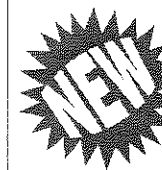


Super Basic Computers

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

Two Different Course Dates for Your Convenience:

Dates: March 26 & 28
Times: Tuesday & Thursday 7:30 - 9:30 p.m.
Fee: FREE
Instructor: Kathy Anderson - HLL
Min. Required: 6



Whatever You Want Computer Training

Does taking 4 nights of training seem like too much? Do you only have a few questions and if you could just have a couple of hours with someone you know you'd be able to get through it? This course can give you the opportunity to get questions answered and let you continue on with the work you need to get done. This course is ideal for anyone on shift work or anyone who can only attend every once in a while. When you register, please mention what specific things you are interested in learning.

- | | |
|---|--|
| ✓ Learn how to turn a computer on and off properly | ✓ Learn how to navigate the Internet |
| ✓ Learn how to save, print and email files in Word | ✓ What is the Internet? Come and find out. |
| ✓ Learn how to use a spreadsheet in Excel | ✓ Learn to get a free email account |
| ✓ Learn the basics of Access | ✓ Learn how to use some basic functions in Outlook |
| ✓ Learn how to create a basic Powerpoint presentation | ✓ Learn how to use Frontpage |
| ✓ Learn how to download from the Internet | ✓ Learn some basic HTML |

These course topics and more are available to you. All you have to do is call and register! If these times don't work for you please call and we will do our best to arrange different times that are more convenient.

Dates: Jan. 23 - May 29, 2002
Times: Wednesdays 7:00 - 8:30 p.m.
Fee: \$20 per drop in session
Instructor: Rosalinde Moeliker

INSTRUCTOR LED COMPUTER TRAINING

MS Word Level 1

In this course you will be introduced to MS Word. You will learn how to use the Word Wizard for typing letters, delete and insert text, spell and grammar check, preview a document and print. You will also learn how to create your own files, print envelopes and mailing labels, use templates, format files using **bold**, *italics*, underline, bullets, borders, shading and symbols. This course will introduce you to using multi-pages, inserting graphics and linking to the world wide web.

Dates: Feb. 7 - 8, 2002
Times: Thursday & Friday 8:30 - 3:30 p.m.
Fee: \$129 plus text
Instructor: Rosalinde Moeliker
Min. Required: 6

Office 2000 Basics

Are you interested in just getting started on a computer and know that you are not quite ready to take a full course on Word, Excel, Access or Powerpoint? This course will give you the opportunity to learn pieces of the Microsoft Office 2000 package and give you the information you need to get started. This is an excellent beginner course!

Date: Jan. 21, 2002
Time: Monday 8:30 - 3:30 p.m.
Fee: \$69 plus text
Instructor: Rosalinde Moeliker
Min. Required: 6

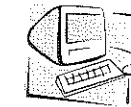
MS Access Level 1

MS Access is a database program that allows the user to store information and search for that information later through queries. In this course we will learn how to open and close the software, create a table, assign field properties, print tables and save, add, edit and delete records, sort records, define a query, use a query wizard and save the query, use the reports wizard and create your own reports.

Dates: April 11 - 12, 2002
Times: Thursday & Friday 8:30 - 3:30 p.m.
Fee: \$129 plus text
Instructor: Rosalinde Moeliker
Min. Required: 6

MS Access Level 2

In this course we will review the course materials in MS Access Level 1 and learn the intermediate operations including how to use multiple tables, advanced queries, forms and reports design, command buttons and how to exchange data.



Dates: April 25—26, 2002
Times: Thursday & Friday 8:30—3:30 pm.
Fee: \$129 plus text
Instructor: Amber Hancock
Min. Required: 6

MS Excel Level 1

In this course you will be introduced to spreadsheets. You will learn how to move around in a spreadsheet, open and close files, place text and numbers, format and use formulas for adding, subtracting, multiplying and dividing.

Dates: Feb. 21 - 22, 2002
Times: Thursday & Friday 8:30 - 3:30 p.m.
Fee: \$129 plus text
Instructor: Rosalinde Moeliker
Min. Required: 6

MS Excel Level 2

In this course you will work on calculating spreadsheets using MIN, MAX, AVERAGE and PRODUCT, as well as PMT, PPMT, 1PMT, SLN, COUNT, COUNTA, COUNTBLANK. You will also learn how to multiply screens, calculate between screens and enhance spreadsheets with charts.

Dates: March 7 - 8, 2002
Times: Thursday & Friday 8:30 - 3:30 p.m.
Fee: \$129 plus text
Instructor: Rosalinde Moeliker
Min. Required: 6

Do you have ideas for upcoming courses? Please tell us! 845-7266



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



INSTRUCTOR LED COMPUTER TRAINING

Simply Accounting Level II

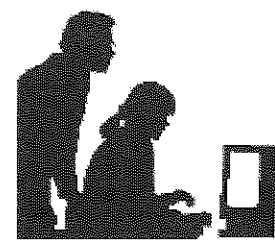
In this course we will review the topics covered in Simply Accounting Level I and work with the intermediate sections of payroll, inventory, year end closing, project module and bank reconciliation. This will help you learn to manage a wide scope of transactions you will encounter during regular bookkeeping.

Dates: Feb 4-13, 2002
 Times: Monday & Wednesday, 6:30-9:30
 Fee: \$129 plus GST + text
 Instructor: Dave Margerm
 Min. Required: 6

How to Create a PowerPoint Presentation

Do you need to create a powerpoint presentation for an upcoming conference or meeting? Would you like to show some computer savvy? In this course we will take you through the steps of creating a presentation and then introduce you to extra presentation features including: custom animation, adding voice over, hyperlinks, adding buttons, timing and actions. Students should bring a topic to work with during class time.

Dates: April 22 - 24, 2002
 Times: Monday & Wednesday 7:00 - 9:00 p.m.
 Fee: \$49 plus GST
 Instructor: Rosalinde Moeliker
 Min. Required: 6

**Individualized Training**

Have you taken a look at all of the training and don't seem to see what you are looking for? Did you see something you really want to take but the times don't work for you? Individualized training is a way for you to take training at times that work for you with an instructor. Call the college and we can set up a times for you to work with an instructor on a variety of different computer program.

Dates: Jan 3-Jun 28, 2002
 Times: To be chosen by you
 Fee: Costs are based on hourly rate for instructor
 Instructor: Indra Minhas

Register Now!

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

Full Class? Go on the Wait List!

If you register for a class and find that it is full, ask to be put on the wait list. If space becomes available you'll be contacted. Wait lists tell us if a course is in demand, so that we can make every effort to offer another session.

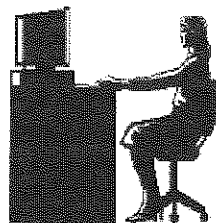
How to Scan Photos and Create CD Photo Albums

Did you get a scanner for Christmas but don't really know how to use it or do you have pictures that you would like to scan and save to CD? In this course we will go through how to operate an HP Scanner and burn those pictures to a CD. Students should bring 2 photos they would like to scan. Each student will be given the opportunity to practice and will go home with basic instructions on how to scan and how to save and burn their photos to CD.

Date: Jan. 31, 2002
 Time: Thursday 7:00 - 9:30 p.m.
 Fee: \$19 plus GST
 Instructor: April Goffic
 Min. Required: 5

Lab Time

Are you doing a course right now and need a computer to access online learning? Use the computers at Northwest Community College for only \$39 per semester. We provide you with a list of lab times available and then you can come in and use the lab at your convenience.



Dates: January 7-May 30, 2002
 Times: Lab schedule provided
 Fee: \$39
 Please note: Any disks must be virus scanned at the front desk prior to using them in the lab.

NORTHWEST FIRST AID TRAINING AGENCY

First Aid Level I

The Worker's Compensation Board regulations require two Level I first aid attendants on job sites which employ one to ten employees. Certificates achieved are valid for two years upon successful completion. This course includes CPR, obstructed airway management, care for the unconscious patient and control of deadly bleeding. Participants must be at least 16 years of age. **The Worker's Compensation Board of BC requires participants to provide two pieces of identification prior to certification.** Students must bring their ID to class, certification will be awarded at the end of the day.

Three Different Course Dates for Your Convenience:

Dates: March 16, 2002 *or*
 April 27, 2002 *or*
 June 1, 2002
 Time: Saturday 8:30 am - 4:30 p.m.
 Fee: \$85* (*per course*)
 Instructor: Northwest First Aid Training Agency
 Min. Required: 10

Transportation Endorsement

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

Two Different Course Dates for Your Convenience:

Dates: March 17, 2002 *or*
 June 2, 2002
 Time: Sunday 8:30 am - 4:30 p.m.
 Fee: \$85* (*per course*)
 Instructor: Northwest First Aid Training Agency
 Min. Required: 10

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

**First Aid Level III**

Participants learn the theory and practical skills of basic life support. Occupational First Aid Level III includes CPR, obstructed airway management, assisted breathing techniques, care for the unconscious patient, deadly bleeding control, application of hard collars and transportation techniques. Participants are given practical training in patient assessment and appropriate treatment. Upon successful completion students are awarded a WCB certificate that is valid for two years. Students must bring a pocket mask to class. Student must also arrange to be available for a day during the week following the course for the WCB examination. **The Worker's Compensation Board of BC requires participants to provide two pieces of identification prior to certification.**

Five Week and Two Week Courses Offered:**Five Week Course:**

Dates: Jan. 28 - March 2, 2002
 Times: Monday & Wednesday evenings
 6:00 - 10:00 p.m.
 Saturdays 9:00 am - 5:00 p.m.
 Fee: \$595*
 Instructor: Northwest First Aid Training Agency
 Min. Required: 12

Two Week Courses:

Dates: May 27 - June 7, 2002
 Times: Monday to Friday
 8:30 am - 4:30 p.m.
 Fee: \$595*
 Instructor: Northwest First Aid Training Agency
 Min. Required: 12

Please note: Students will need to be available the following Monday and Tuesday (Tuesday may not be necessary depending on the exam schedule) to complete their WCB exam.

More Information?

If you require additional information about any of the information in this brochure, please contact us:

- ✓ **In Person** 3221 - West 14th Street
- ✓ **By Fax** 845-5907
- ✓ **By Phone** 845-7266 or 1-877-277-2288
- ✓ **By Mail** Box 1277 Houston, BC V0J 1Z0
- ✓ **By E-Mail** houston@nwcc.bc.ca

WORKPLACE TRAINING

Bear Awareness

Learn the essential skills to avoid a bear attack and injury. This four hour classroom session includes the most up-to-date information on bear awareness. Proper training and preparation could save your life. Structured around WCB standards.

Date: May 13, 2002
 Time: Monday 8:00 - 12:00 p.m.
 Fee: \$29
 Instructor: Brad Lacey, Conservation Officer
 Min. Required: 6

Fire Suppression S-100

This course has been designed to meet the training requirements for forest workers in British Columbia as determined by the Forest Practices Code, Fire Prevention and Suppression Regulation. This course also provides the basic training required for all fire fighters employed by the Ministry of Forests. Topics covered are fundamentals of forest fire fighting, regulations, safety, fire behavior and water delivery systems. Participants are required to complete a written exam (75% or more) and demonstrate the practical components such as pump handling, digging guard and fireline safety in a field session.

Date: May 14, 2002
 Time: Tuesday 8:00 - 5:00 p.m.
 Fee: \$79
 Instructor: Pro Tech
 Min. Required: 8

Fire Suppression Refresher

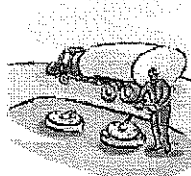
This workshop provides annual retraining for Basic Fire Suppression as required by WCB regulations. Retraining is intended for holders of current S-100 certification and provides review of fire behavior, fire suppression, water delivery systems and safety procedures.

Date: May 15, 2002
 Time: Tuesday 8:00 - 12:00 p.m.
 Fee: \$39
 Instructor: Pro Tech
 Min. Required: 8

Transportation of Dangerous Goods

This course is directed at anyone who is involved in transporting dangerous goods. This includes the Dangerous Goods Act, handling and filling out paperwork, what to do in the event of a spill, who to contact and more. Participants will receive a certificate valid for three years upon completion.

Date: May 1, 2002
 Time: Wednesday 6:00—10:00
 Fee: \$49
 Instructor: John Lombardi
 Min. Required: 8



Supervisor Skills For Forestry Workers

This one day workshop is designed to enhance supervisor skills. The target audience is managers and supervisors who wish to increase workplace productivity through human relations skills. However, employees and those interested in career development are welcome to attend. There are no prerequisites required of interested participants. Workshop topics include management styles; supervisory and leadership skills; setting workplace goals, expectations, and standards; behaviour modification techniques (praises, reprimands, and feedback cycles); motivational techniques; job performance reviews; and employee development. The workshop focus will be partly guided by participant's interest in topic areas. The workshop format will be interactive with lectures, brainstorming, group work, and role-playing. Participants should be prepared to have fun while learning!

Date: May 7, 2002
 Time: 8:00 - 4:00 p.m.
 Instructor: Harold Reedy
 Cost: \$125
 Min. Required: 8

Supervisor Skills 2 day Training Session

This course will provide participants with hands-on training in setting goals, expectations and standards within a workplace and then evaluating employee performance in meeting those goals, expectations and standards. Techniques will be taught on how to give employees specific feedback in order to improve and maintain productivity in a workplace while at the same time promoting employee knowledge and skill development. The format of the workshop will be very interactive with lectures, brainstorming, group work and role playing. Participants should be prepared to have fun while learning! Topics to be covered include: the hiring process, setting workplace goals, effective employee development, evaluating performance, providing feedback, and management styles.

Date: May 13-14, 2002
 Time: Monday & Tuesday 8:00-4:00 p.m.
 Fee: \$189
 Instructor: Harold Reedy
 Min. Required: 8

WORKPLACE TRAINING

Pesticide Applicator

This course is designed for individuals involved in the application of pesticides in any field. This course covers a great deal of information over a relatively short period of time. Completion of this course prepares candidates to write the Ministry of Environment certification exam.

Dates: May 8 - 13, 2002
 Times: Wednesday 6:00 - 10:00 p.m.
 Thursday & Friday 8:00 - 5:00 p.m.
 Monday 8:00 - 11:00 a.m.
 Fee: \$200 plus texts
 Instructor: Ed Morrice
 Min. Required: 10

Students must come to the exam with cash or cheque for \$25 for the exam fee in addition to the tuition fee.

WHMIS (Computer Based Training)

WHMIS (Workplace Hazardous Materials Information System) by CBT is a comprehensive generic training program that meets all regulatory requirements for WHMIS training. The WHMIS course covers an introduction to WHMIS, chemical hazards, controlled products, labels and MSDS (Material Safety Data Sheet). At the end of the two to three hour training session you must complete a test that measures competency in all five areas.

Date: Jan. 7 - June 28, 2002
 Testing Time: Thursdays 1:00 - 4:00 p.m.*
 Fee: \$30

***If this time does not work for you please call to arrange a time that is more convenient.**

SuperHost Fundamentals

SuperHost Workshops are completed in partnership with the Houston Chamber of Commerce and deliver on behalf of Tourism British Columbia. SuperHost Fundamentals is a participatory one day workshop that addresses the fundamentals of excellent customer service. From handling customer concerns to first impressions, you will leave with practical tips that work!



Three Different Course Dates for Your Convenience:

Dates: Feb. 1, 2002 or
 Apr. 26, 2002 or
 May 17, 2002
 Time: 8:00 - 5:00 p.m.
 Fee: \$45 plus text
 Instructor: Rosalinde Moeliker
 Min. Required: 10

Field Operators GPS Training

The field operator's course is designed to introduce participants to GPS concepts and methods relevant to resource inventory surveys and to collect accurate field data in a reliable and consistent manner. Skills that are provided by this course are: correct use of GPS receivers through hands on practical exercises; ability to collect and download complete and useful data; ability to make appropriate GPS data collection decisions in the field; navigation using GPS; note keeping and equipment care, downloading and correcting your data.

Audience: Individuals responsible for collecting GPS data in the field. A typical participant would include content specialists e.g. forest inventory crews, biologists, wildlife and habitat specialists, etc.

Date: April 18, 2002
 Time: Thursday 8:30 - 4:00 p.m.
 Fee: \$349
 Instructor: Terra Pro GPS Survey Ltd.
 Min. Required: 10

Flagging

This certification is for those monitoring, controlling and directing traffic in and round road maintenance and construction areas. Individuals who successfully complete this course will receive letters of competency valid for 3 years.



NOTE: Occupational First Aid Level 1 is recommended prior to taking this course.

Dates: Feb. 12 - 13, 2002
 Times: Tuesday & Wednesday 8:00 - 5:00 p.m.
 Fee: \$99 plus text
 Instructor: Sandra Boehlber
 SJB Traffic Control

Flagging - REFRESHER

This 4-hour refresher course is for those who hold a Northwest Community College Flagging Certificate with an expiry date no earlier than April 2000. Participants will be updated with new flagging requirements, discuss the difficulties with previous flagging experiences and practice classroom flagging for positioning procedures. Upon completion of the verbal quiz and written exam, participants will receive a letter of competency valid for 3 years.

Date: Feb. 12, 2002
 Time: Tuesday 6:00 - 10:00 p.m.
 Fee: \$65
 Instructor: Sandra Boehlber
 SJB Traffic Control

OUTDOOR TRAINING

Firearms Licensing Information

Licensing of firearms for users began on December 1, 1998. Two types of licenses are available: a "possession-only" license; and a "possession and acquisition" license. Your firearms license will identify which class or classes of firearms you are permitted to have: non-restricted (such as rifles or shotguns); restricted (primarily handguns); prohibited (automatic and converted automatic firearms, handguns with a barrel length of 105mm or less, 25 or 32 calibre handguns, and other firearms prohibited by the *Criminal Code* and its regulations). If you have firearms and wish to obtain ammunition you must have been licensed by January 1, 2001. A valid Firearms Acquisition Certificate (FAC) is considered a license.

Possession Only License

If you already have firearms and don't plan to get any more, you will apply for a possession-only license. This license authorizes possession of the firearms that you already own and will allow you to borrow firearms of the same class. A possession-only license is renewable every five years. A notice will be sent reminding you to renew. You do not need to pass the Canadian Firearms Safety Course test to get a possession-only license.

Possession and Acquisition License

Whether you now have firearms or not, if you plan to acquire any, you must obtain a possession and acquisition license. This license will allow you to buy firearms and receive them as gifts, inheritances or in trade. A possession and acquisition license must be renewed every five years. A notice will be sent reminding you to renew. In most cases, you will have to pass the Canadian Firearms Safety course (non-restricted and/or restricted) test to get a possession and acquisition license. There are some exceptions. The Canadian Firearms Safety Course (non-restricted) and Canadian Restricted Firearms Safety course reflect the new law and regulations. To get a possession and acquisition license you must pass the necessary test, UNLESS: 1. You have already passed the test; 2. You have passed a firearms safety course before January 1, 1995 that has been "designated as equivalent" by the Attorney General of Manitoba or Quebec; 3. A Chief Firearms Officer certifies that your knowledge of firearms laws and safe handling practices meets the standards required by the licensing regulations. 4. If you passed the Canadian Firearms Safety course test before February 1, 1999 (covering firearms safety for both non-restricted and restricted firearms) or have received alternate credit, you will not be required to pass the new Canadian Restricted Firearms Safety course test to get a possession and acquisition license for restricted firearms.

For More Information about firearms regulations please contact the information line at 1-800-731-4000 or visit the website at www.cfc.ccaf.gc.ca.

Firearms Safety - Non-Restricted

To acquire firearms in Canada, you require a Possession Acquisition License (PAL), formerly known as the Firearms Acquisition Certificate (FAC). Federal law requires that when you apply for a PAL you must prove that you have successfully completed a course or test in the safe handling and use of firearms and the laws relating to them. Successful completion of this course in both the written and practical field will enable you to *submit your application* for a non-restricted PAL.

Dates: Feb 15-17, 2002 or April 12-14, 2002

Times: Friday, Saturday & Sunday
 Friday 6:00 - 10:00 p.m.
 Saturday 8:00 - 5:00 p.m.
 Sunday 8:00 - 3:00 p.m.*

Fee: \$129 plus GST & text

Instructor: Steve May

Min. Required: 6



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

Firearms Safety Challenge Test - Restricted

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

Date: Feb 17, 2002 or April 14, 2002

Time: Sunday 8:00—3:00

Fee: \$49.00 + GST

Instructor: Steve May

Min. Required: 6

C.O.R.E.

Successful completion of the Conservation and Outdoor Recreation Education course is mandatory for all residents applying for their hunting license. The course contains interesting information about outdoor survival, hunter safety, wildlife, gun handling and first aid. Participants must be 10 years of age or older to register for this course.

Dates: April 6—9, 2002

Times: Saturday & Sunday 8:00 - 5:00 p.m.
 Monday & Tuesday 6:30 - 9:30 p.m.

Fee: \$149 plus GST & text

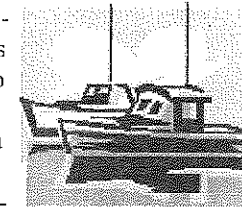
Instructor: Frank McDonald

Min. Required: 8

OUTDOOR TRAINING

Power Squadron

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



Dates: Jan. 9 - April 17, 2002

Times: Wednesdays 7:00 - 10:00 p.m.

Fee: \$250 plus GST

Instructor: Burns Lake Power Squadron

Min. Required: 15

Boat Challenge Test

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

Date: Call to book a date

Time: Call to book a time.

Fee: \$25.00

Bring: *Drivers license to the exam.*

Hiking Safety

During this one day training course Frank will take you through preparing a day pack, the basics of researching a hiking area before you go out, how to communicate, safety measures for day trips and review of a trip planner. In the afternoon your new found skills will be put to the test as you hike Barrett Hat. Students should bring appropriate footwear and a lunch and if students are interested, cameras can also be brought. This course is appropriate for beginner hikers.

Dates: May 25, 2002

Times: Saturday 9:00—4:00

Fee: \$45 plus GST

Instructor: Frank McDonald

Min. Required: 8



Fly Casting

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

Date: TBA

Time: TBA

Fee: \$25 plus GST

Instructor: Tom Blake

Min. Required: 5

Fly Tying

Are you interested in learning more about fly tying? Do you want to catch the big one? Let Tom share his experience and knowledge of trout biology with you. Patterns include leech, chromindie, dragon flies, shrimp, mayfly and more. Topics covered in this one day course include equipment needed, tools, materials, books to use as resources and handouts. All materials and equipment are supplied. If you have a vise or other equipment please bring it.

Date: TBA

Time: TBA

Fee: \$39 plus GST

Instructor: Tom Blake

Min. Required: 5

Comments? Questions? Requests? Please Feel Free to Contact Us:



By Mail

3221 - 14th Street West,
 PO Box 1277, Houston, BC
 V0J 1Z0



By Fax

250-845-5907



By Phone

Local (250) 845-7266
 Outside Houston
 1-877-277-2288



By Email

houston@nwcc.bc.ca

ASSESSMENT COMPONENT OF EMPLOYMENT COUNSELLING (ACEC)

Problem Solving Process (PSP) in Employment Counselling (formerly ACEC)

The Problem Solving Process (PSP) in Employment Counselling (formerly ACEC) addresses the process used in providing initial and ongoing employment counselling services to the client who is experiencing serious labour market difficulties. Within the model presented in the Pre-Reading Textbook, the employment counsellor enters into a collaborative relationship with the client. In and through their collaborative relationship, the client and counsellor explore the client's constraints to employability. The client sequentially identifies and clarifies employability resources and limitations in relation to the employability constraints and develops a means of working with them through formulating a valid action plan. The action plan is aimed at increasing employability and thus, greater labour market self-sufficiency.

This training course was designed by Human Resources Development Canada to prepare employment counsellors to effectively, efficiently and compassionately work with non-job ready clients. Sometimes called the Assessment Component of Employment Counselling (ACEC), the Problem Assessment in Employment Counselling is a collaborative, clarifying, goal setting counselling process. A Certificate will be provided by V.M. Thiessen & Associates to each participant upon successful completion of the course and the post-course assignment.

Pre-Class Work

1. Pre-work consists of approximately 20 hours of study from the text, The Problem Solving Process in Employment Counselling to be picked up by participants before April 12, 2002.
2. Participants must attend the 5-day course.
3. A post-course assignment (a taped interview) must be completed within 60 days of the completion of the course.

Participants must bring:

1. Pre-study textbook
2. Audio tape recorder (AC/DC capability) equipped with a numeric counter. Must take a standard size audio cassette. (Equipped with headphones would be an asset but not totally necessary.)
3. Two blank 90 minute audio cassette tapes
4. Notepaper, pen/pencil for personal use during course.

Post Course work:

The Post-Course Assignment is due no later than 60 days after the course. The assignment consists of an audio-tape of an employment counselling interview with a real client. Prior to submitting a tape for evaluation, the participant needs to analyze the tape and determine if the appropriate steps and communication skills were demonstrated. This taping and analyzing process may need to be repeated more than once, depending on the participant. Once the audiotape and accompanying documentation have been submitted for evaluation, the participant will receive a response in approximately 60 days. After the audiotape has been evaluated, the participant will receive the audiotape, documentation and feedback sheet from the tape evaluator. The feedback sheet will indicate Mastery or Non-Mastery. If the result is Mastery, a certificate will be issued from V.M. Thiessen & Associates. If the result is Non-Mastery, the participant has an additional 60 days to submit another taped employment counselling interview for evaluation.

Prerequisites

Students must have completed grade 12 or equivalent.
Excellent communication, an asset.

Date: April 15-April 19, 2002
Time: Monday-Friday, 8:00-4:00 p.m. daily
Fee: \$595
Text: \$26.75
Assignment Fee: \$100
Total Fees: \$721.75
Instructor: Valerie Thiessen
Min. Required: 12



PERSONAL DEVELOPMENT

Building Your Network: Entrepreneurship

"It's not WHAT you know but WHO you know." Or is it "It's not WHO you know but WHAT you know."? Both are true! Whether you are self-employed, thinking of starting your own business, in sales, or working with others in your current occupation, we all need a relations/networking system. Our relations system can help us acquire and access information, products and services. This course will define what a relations system is (it is much more than just networking); help you develop/design your relations system and determine how you can use it. Participants will leave with their personal template that they can continue to add onto after the course is complete.

Dates: Feb. 4 - Feb. 13, 2002
Times: Mondays & Wednesdays 7:00 - 9:00 p.m.
Fee: \$69
Instructor: RM² Consulting
Min. Required: 7

Stress Management

In this course you will learn what can cause stress and what types of stress exist, after this session we will complete a stress test and then move into creating a wellness plan; followed by breathing exercises and yoga.

Date: Feb. 25, 2002
Time: 9:00 - 12:00 p.m.
Fee: \$19
Instructor: Terri Stewart
Min. Required: 5

Communication Skills Workshop

Have you been told that you are shouting or yelling and think that you are not? Do you have great ideas but can never seem to discuss them when given the opportunity? During this workshop we will talk about the communication skills you currently have and complete an assessment, we will then go into steps to communicating effectively, and what types of communicating there are. You will walk away from this course with a better sense of your style and the communication styles of others.

Date: March 25, 2002
Time: Monday 9:00 - 12:00 p.m.
Fee: \$19
Instructor: Terri Stewart
Min. Required: 5

Time Management

Do you find that you are constantly late or that you can not seem to get the list of things to do completed in the time you thought it should take? This course will give you some tips and insights in how to more effectively manage your time, as well as talk about how time management correlates to self management. We will be discussing personal control, setting priorities, planning, how to deal with interruptions, procrastination, goal setting, scheduling and delegation.

Date: Feb. 18, 2002
Time: Monday 9:00 - 12:00 p.m.
Fee: \$19
Instructor: Terri Stewart
Min. Required: 5

Anger Management

In this course you will learn the techniques and skills needed to manage your anger and to respond to someone else's anger in an appropriate way. We will review anger patterns, develop strategies to manage your anger, in a positive manner and practice these strategies, and also use communication skills to express your own anger or to respond to other's anger in an appropriate manner, given the context of the interaction.

Date: March 11, 2002
Time: Monday 9:00 - 12:00 p.m.
Fee: \$19
Instructor: Terri Stewart
Min. Required: 5

Self Esteem Workshop

Self Esteem is the value we place on ourselves. Self Esteem is something we can change and when you learn how to do this, you will be able to change other things in your life. In this course we will discuss how to take the beginning steps to this change. This course will give you some new ideas on how to help yourself and how to assess yourself. This course is only a start to the work you can do for yourself but provides as an excellent place to begin.

Date: April 8, 2002
Time: Monday 9:00 - 12:00 p.m.
Fee: \$19
Instructor: Terri Stewart
Min. Required: 5



Registration Information

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. **Don't wait! Avoid disappointment! Register Early!**

HOUSE AND HOME

If you were at the Houston Tradeshow this past fall, you couldn't have missed the Home Hardware display of decorating ideas. NWCC in partnership with Home Hardware is going to bring these classes to you, so that you can do these amazing decorating ideas in your own home. Come and join the staff from Home Hardware and learn the techniques to make the ordinary, extraordinary!

Wall Finishes 1

In this course you will learn how to create a number of finishes for your walls including: Roller Magic - specialty rollers are very popular, but they can be expensive to buy, in this section of the course you will learn how to make your own rollers and how to use them; Parchment - you will learn how to create a leather look to your walls with some very simple steps; Limestone - create the look of limestone blocks on your walls; Fossilized Stone - create this stone effect with the illusion of fossils, adding character and dimension that is timeless. Check out more information on this course and see pictures on the effects possible at the College or at Home Hardware.

Dates: Feb. 12, 2002
Times: 7:00 - 8:30 p.m.
Fee: \$19 plus GST, includes supplies
Instructor: Reitsma Home Hardware
Min. Required: 5

Floor Effects

Have you been thinking about getting hard wood floors or tiling in a room in your house, but the cost is a little out of your price range? Come and check out this interesting course and look at some ways to getting around this cost and still having an amazing floor. Check out more information on this course and see pictures of the effects possible at the College or at Home Hardware.

Dates: Jan 22, 2002
Times: 7:00 - 8:30 p.m.
Fee: \$19 plus GST, includes supplies
Instructor: Reitsma Home Hardware
Min. Required: 5

Metal Finishes

Have you been trying to get that pewter or rust colored look in your garden or home? But finding these pieces at a moderate cost can be difficult. This course will give you the opportunity to create your own faux pewter or faux rust planters for your greenhouse or yard. Check out more information on this course and see pictures on the effects possible at the College or at Home Hardware.

Dates: April 23, 2002
Times: 7:00 - 8:30 p.m.
Fee: \$19 plus GST, includes supplies
Instructor: Reitsma Home Hardware
Min. Required: 5

Basic Interior Design

Would you like to spruce your home or office with new, creative decorating ideas? This workshop will cover color schemes, re-decorating on a limited budget and the importance of harmony. This is an excellent course to take before starting in any of the other House and Home courses.

Dates: Jan 29—Feb 7, 2002
Times: Tues & Thurs 7:00—9:00pm
Fee: \$49 plus GST
Instructor: Terri Stewart
Min. Required: 4

Wall Finishes 2

In this course you will learn how to create a number of finishes for your walls including: Frottage/Scrumple - achieve a designer look with these distinct hand rubbed paint effects; Colour Washing - create the look of time worn elegance; Shadowing - the soft richness of suede is rolled on your walls in veils of colours transforming your room into a designer's showplace with this easy paint technique. Check out more information on this course and see pictures of the effects possible at the College or at Home Hardware.

Dates: March 12, 2002
Times: 7:00 - 8:30 p.m.
Fee: \$19 plus GST, includes supplies
Instructor: Reitsma Home Hardware
Min. Required: 5

Glass Effects & Architectural Effects

During these two nights of House & Home you will enjoy two different techniques. During the first night we will begin an easy inexpensive technique to create the elegant look of stained glass. Try this technique on your bathroom windows or side lights for added privacy. During the second night we will complete the glass effect and take a look at crown moulding which adds elegant architectural interest to a room, as well as look at Faux Brick & Stone painting. Check out more information on this course and see pictures of the effects possible at the College or at Home Hardware. For this class, please bring with you a piece of glass that you would like to try this effect on.

Dates: March 26 & April 9, 2002
Times: 7:00 - 9:00 p.m.
Fee: \$39 plus GST, includes supplies
Instructor: Reitsma Home Hardware
Min. Required: 5

GENERAL INTEREST

Beginner Photography

Have you always been interested in taking great pictures, but continually get pictures back from the developer that are blurry or taken in the wrong light—or just don't look the way you thought they'd turn out. During the first class you will learn about indoor photography, Saturday we will go over additional indoor techniques and also go into outdoor photography. Frank McDonald is an excellent local wildlife photographer, please feel free to come to the college and view some of his work.

Dates: April 25 - 27, 2002
Times: Thursday 7:00 - 9:00 p.m.
Saturday 10:00 - 3:00 p.m.
Fee: \$39 plus GST
Instructor: Frank McDonald
Min. Required: 7

Garden Design

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

Dates: April 2 - May 14, 2002
Times: Tuesdays 7:00 - 9:00 p.m.
Fee: \$79 plus GST
Instructor: Tanya Margerm
Min. Required: 6

Tour of Riverside Gardens

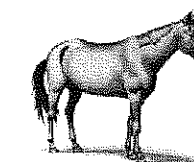
Come and tour the greenhouses with Tanya Margerm. You will walk away from this course with a greater understanding of what can be grown in the North and what grows best in different parts of yard, be it the shade or the "summer" sun.

Date: May 4, 2002
Time: Saturday 1:00 - 4:00 p.m.
Fee: \$19 plus GST
Instructor: Tanya Margerm
Min. Required: 6

Basic Hoof Care

This course covers anatomy, physiology, diseases and deformities of the hoof and leg. Participants will learn how to trim and balance a hoof; first on specimen hooves and by the end of the course, on your own horse. You will learn about the tools used for hoof trimming and their safe and efficient use. Students will be able to bring their own horse for the Sunday class to trim.

Dates: April 12 - 14, 2002
Times: Friday 7:00 - 9:00 p.m.
Saturday & Sunday 9:00 - 4:30 p.m.
Fee: \$179 plus GST
Instructor: Al Todd
Min. Required: 9

**Beginner Picture Framing**

This course introduces the students to the operation of a mat cutter, colour coordination, mat cutting projects including circle and oval openings in the mat, assembling a metal frame, a wood frame, qualities of mat boards and other picture framing essentials. You will complete framing a print on single mat and double mat with an 8x10 metal and wood frame.

Dates: March 19 - 21, 2002
Times: Tues, Wed, Thurs 6:00 - 10:00 p.m.
Fee: \$79 plus GST
Instructor: Ed Warkentin
Picture Framing Institute
Min. Required: 8

Hanging Baskets

Learn to create a hanging basket for your home in one afternoon. Learn basic horticultural information, plant composition and basket maintenance. Finally, take home your own creation that will be a beautiful part of your summer garden. Bring gardening gloves and please specify upon registration whether or not your basket will be a shade basket or a sun basket. All others supplies will be included.

Date: May 11, 2002
Time: Saturday 1:00 - 4:00 p.m.
Fee: \$29 plus GST (all supplies included)
Instructor: Tanya Margerm
Min. Required: 9

Local Garden Tours

Join Tanya Margerm as she takes you on a tour of the local gardens in Houston. During this course you will view a number of homes with established gardens and time permitting; students may get the opportunity for Tanya to look at their yard and discuss specific options to meet your needs.

Date: May 25, 2002
Time: Saturday 1:00 - 4:00 p.m.
Fee: \$19 plus GST
Instructor: Tanya Margerm
Min. Required: 6

GENERAL INTEREST

Math for Parents

This course will cover math skills for parents who need to assist their grade 7, 8 and 9 children. This is an excellent refresher course for anyone who has been away from math for an extended period of time. The math classes will run every other Monday evening. If there is enough interest additional classes will be provided.

Dates: Feb. 4—May 27, 2002
 Times: 6:30—8:00 pm (every other Monday)
 Fee: \$19 per session + GST (9 sessions in total)
 Instructor: Dwayne Anderson
 Min. Required: 6

Beginner Guitar

Have you always wanted to learn how to play guitar? Do you have a dust covered guitar in your closet that you've been meaning to use? Here is your opportunity to begin your "Stairway to Heaven". In this course you will start with the basics of playing a guitar including; tuning, strumming rhythms, chords, scales and finger exercises. You will combine all of these skills and learn how to play a couple of beginner songs.

Dates: Jan. 22 - April 9, 2002
 Times: Tuesdays 6:00 - 7:30 p.m.
 Fee: \$89 plus GST
 Instructor: Jordy Walker
 Min. Required: 8
Bring: Acoustic guitar. You may also bring a pick and tuner, if you have it, however these are not necessary to participate in the class.

Intermediate Guitar

Did you get the basic skills last semester with Jordy or have you taken lessons in the past and feel that you know the basics and want to move forward? This is a great course to get back into playing guitar or picking up where you left off in the last class. Jordy will take you through an introduction to finger styles, understanding rhythm and muted strumming, explore more chords, melody and led playing.



Dates: Jan. 22 - April 9, 2002
 Times: Tuesdays 7:30 - 9:00 p.m.
 Fee: \$89 plus GST
 Instructor: Jordy Walker
 Min. Required: 8

Bring: Acoustic guitar. You may also bring a pick and tuner, if you have it, however these are not necessary to participate in the class.

Art Sessions

Join Jean Guenther as she coaches you through a number of different styles of art. Students should come to the class with an idea or picture of what they would like to sketch or paint in water color or oil. This is a great opportunity to take those art projects out of the closet that you wanted to try five or ten years ago!

**Art Session Options:**
Water Colour Painting

Water Colour painting has been enjoyed for hundreds of years. Beginners can get excellent results after a little practice and these coaching sessions with Jean will help you in gaining experience and skill needed to create art on your own. If you have tried water colour painting in the past this is your opportunity to pick it up again with a great art coach.

Oil Painting

Oil painting has dominated the world for five hundred years. This form of art proves to be popular due to its versatility, offering the artist options to play with the light and darkness of their piece. Oil painting gives a beginner the option to rework sections of the piece as the paint does not dry as quickly, allowing for mistakes to be easily corrected.

Sketching

Sketching or drawing allows you to create works of art with pencil or charcoal. Jean will coach you through the basics and if you have done some sketching in the past, this is an opportunity to enhance and develop your skills.

Note: When registering for this class please mention which art styles you would like to start with. Supply lists are available for each specific type of art. Jean will be coaching each student through the style they choose.

Dates: Jan. 16—March 20, 2002
 Times: Tuesdays 7:30—9:00 p.m.
 Fee: \$49 plus GST
 Instructor: Jean Guenther
 Min. Required: 8

Willow Chairs

Give your home or cabin a rustic, wilderness feel to it! Take part in this enjoyable course and come away with a beautiful, hand crafted willow chair. You do not need a lot of skill to create a chair only the ability to hammer. Bring your spouse or friend to share in the fun and help you build!

Dates: May 3-5, 2002
 Times: Friday 6:00-9:00 pm (Willow Picking)
 Saturday & Sunday 10:00-4:00 p.m.
 Fee: \$89
 Instructor: Louise & Kelly
 Min. Required: 10

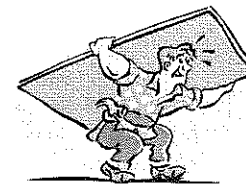
WORKSAFE

WorkSafe

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

WorkSafe Courses Available

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



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

Investigating and Controlling Sprains and Strains

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

Dates: March 7, 2002
 Times: 8:00 - 5:00 p.m.
 Fee: \$120
 Instructor: Bruce Fisher
 Min. Required: 5

Supervisory Safety Management

This course covers due diligence, WCB Officer functions, risk assessment and control, effective crew talks, case study workshops: safety inspection and accident investigations.

Dates: April 4, 2002
 Times: 8:00 - 5:00 p.m.
 Fee: \$120
 Instructor: Bruce Fisher
 Min. Required: 5

Joint Health and Safety Committee Training

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

Dates: Feb 21, 2002
 Times: 8:00 - 5:00 p.m.
 Fee: \$120
 Instructor: Bruce Fisher
 Min. Required: 5

Preventing Workplace Violence

This course covers regulatory requirements, violence risk assessment, violence prevention procedures, violence prevention program and industry specific workshop.

Dates: May 23, 2002
 Times: 8:00 - 5:00 p.m.
 Fee: \$120
 Instructor: Bruce Fisher
 Min. Required: 5

BUSINESS TECHNOLOGY - SMITHERS CAMPUS

Business Technology Faculty: Sandy Clark, Julie Naismith, Kelley Beadman.

The Business Technology Program in Smithers is designed to provide learners with the knowledge and skills necessary to function effectively in an entry-level clerical position. These programs 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 and 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 a NWCC certificate. *Prior Learning Assessment:* PLA is available for courses in the Business Technology program. For more information or to apply please call the Smithers Campus at 847-4461 and/or make an appointment to see the Educational Advisor.

Accounting Specialty (starting Feb. 2002)

Cost: *Approximately* \$650.10 (full-time)
Approximately \$43.34 per credit

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|--------------------------------|----------------------------------|
| ✓ Excel 2000 Applications | ✓ Accounting Fundamentals I |
| ✓ Acc Pac Plus, General Ledger | ✓ Accounting Fundamentals II |
| ✓ Simply Accounting | ✓ Intro to MS Excel 2000 |
| ✓ Communications II | ✓ Keyboarding III (min. 40 nwpm) |
| ✓ Business Math | |
| ✓ Work Experience | |

E-Learning - the following courses are available online

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|----------------------------|----------|---------------|
| ✓ Successful E-Learning | Free | No text |
| ✓ Keyboard Speed I | \$43.34 | Text: \$84 |
| ✓ Computers & The Internet | \$65.01 | Text: \$40 |
| ✓ Word Processing Level I | \$65.01 | Text: \$93.25 |
| ✓ Business English | \$130.21 | Text: \$65.80 |
| ✓ Business Machines | \$65.01 | Text: \$51.45 |
| ✓ Human Relations | \$43.34 | Text: \$68.25 |
- (All costs are approximate)

Apply now for the Office Assistant Certificate starting September 3, 2002

This full time certificate is designed to be delivered over a five month period and provides the learner with the skills necessary for entry into the work force or continuation onto an advanced level certificate in Business Technology. Part time learners and selected courses may be considered based on availability of space.

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|-------------------------|------------------------------|
| Student Success | Job Search & Office Dynamics |
| Team Building | Critical Thinking |
| Presentations | Computer Environments |
| Records Management | Communications I |
| Business Machines | Keyboarding/Word 2000 |
| Intro to MS Access 2000 | Automated Office Simulation |
| Business Simulation | |



Cost: **Approximately** \$650.10 full-time; or \$43.34 per credit

WATCH FOR THIS PROGRAM IN HOUSTON! Students will be able to take this program half time Instructor Led and half time self paced. Ask our Educational Advisor for more information! 845-7266

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HOUSTON CAMPUS

3221 - 14th Street West

Houston, BC V0J 1Z0

Ph. (250) 845-7266 Fax. (250) 845-5907

www.nwcc.bc.ca