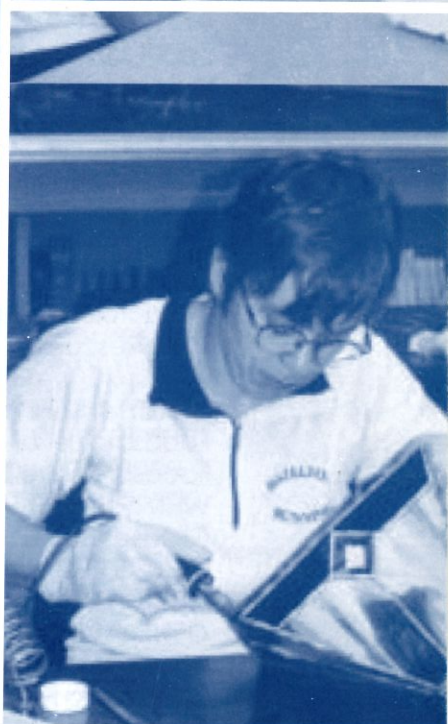


YOUR college

Laurette's Copy

working in **YOUR** community.



Winter/Spring 2002 • Continuing Education



HAZELTON, BC

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Hazelton Campus

Office Staff

The Hazelton Campus Staff are:

Alice Maitland
Campus Manager

Margaret Brown
Senior Clerk / Admissions

Laurette Lapalme
Program Officer - Continuing Education

Leah Marshall
Program Assistant / Receptionist

Carol Pritchard
Bookstore / Clerk

Colleen Burns
Educational Advisor

Murphy Greene
First Nations Access Coordinator

Deitmar Ordowski
Career & College Preparation
Coordinator / Instructor

Gordon Urban
Career & College Preparation Instructor

Marvin Wardle
Career & College Preparation Instructor

Sylvia Golke
Librarian - Eastern Region

Rick Slavik
Information Systems Technician - Eastern Region

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

Phone: (250) 842-5291
Fax: (250) 842-5813

Visit our website at: www.nwcc.bc.ca

Contract Training

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

The advantage of contract training is that it provides knowledge, skills and understanding to meet occupational, personal and/or community needs. The benefits the employer receives include:

- maintaining a competitive edge by having a trained workforce
- increase productivity
- confidentiality; exclusive seminars ensure the discussion of sensitive or proprietary information with out fear of exposure to outside sources
- reduced costs of staff turnover
- on-going training allows you to attract and maintain employees
- employees receive hands-on skills and are trained on an as-needed basis
- increased confidence in staff who are trained, reducing stress
- regulatory compliance procedures are maintained.

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

For more information, phone (250) 842-5291.

Computer Courses

Business Computers

BCPT 150 - 3

Provides practical hands-on introduction to the operation and common business applications of the microcomputer. Computer capabilities and limitations, terminology, an overview of computer hardware and software are discussed. Specific business applications software: windows-based operating system, word-processing, databases, with an emphasis on spreadsheet applications.

Kerrie MacLean
Feb. 26 - April 16, 2002
Tuesdays & Thursdays
6 p.m. - 9 p.m.
\$295 + Text

Computer Basics

You know you want to learn how to use a computer, but there never seems to be a good time or place to begin. NWCC Hazelton offers an introductory computer course that guides beginners through an 18-hour "how to" program. Everything from the "ON" button, to how to navigate in and out of different programs is covered in clear stages.

Kerrie MacLean
February 5 - February 21
Tuesdays & Thursdays
6 p.m. - 9 p.m.
\$110 + Text

Microsoft Word

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

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

Microsoft Excel

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

Kerrie MacLean
January 22 & 24
Tuesday & Thursday
6 p.m. - 9 p.m.
\$60 + Text

Microsoft Powerpoint

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

Kerrie MacLean
January 29 & 31
Tuesday & Thursday
6 p.m. - 9 p.m.
\$60 + Text

Microsoft Access

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

Kerrie MacLean
February 4 & 6
Monday & Wednesday
6 p.m. - 9 p.m.
\$60 + Text

Text
\$ 92.40 + 6.47
+ 7% GST

Computer/Tourism Courses

Computer Based Training

Computer Based Training is the ultimate in flexibility for self-training. Study anytime, 24 hours a day, 7 days a week. On-line training is the 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, you can make an appointment to see the Education Advisor who will go through an assessment to see if this learning method is appropriate for you. Once this assessment is complete and your fees are paid you will receive and ID name, password, and web site to begin downloading your course information. Below is a small list of what is available via Computer Based Training. For additional information or pricing please call Northwest Community College (Houston Campus) toll-free at 1-877-277-2288 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
Hi 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
...and many, many more.

Apply now for Introduction to Tourism. This course is scheduled to start at the end of January 2002.

Introduction to Tourism - TOUR 101 - 3.0

This course provides an overview of the tourism industry, examine the interrelationships between the eight sectors and the economic, environmental, cultural and social impact of tourism. Topics include: sectors of the tourism industry, size, scope and infrastructure, definitions and conceptual models, trends and current issues, travel motivators, career opportunities; ethical issues, tourism and a community-based industry, the geography of tourism in BC and Canada and the role of tourism organizations.

Cultural Heritage Tourism - TOUR 109 - 3.0

This course will interpret cultural and heritage tourism. The importance of using effective, accurate and positive interpretation skills will be emphasized.

Prerequisites: ENGL 10 or ENGL 030

Also included in the Introduction to Tourism course are:

- WHMIS
- Super Host
- Occupational First Aid Level 1
- Serving It Right
- Cashier Training
- Foodsafe Level 1
- Foodsafe Level 2
- Computer Basics
- Customer Service
- Plus much more....

First Aid Courses

Babysitter Training - Red Cross

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

Instructor: Glenda Patterson
February 9, 2002
Saturday
9 a.m. - 6 p.m.
Fee: \$60

Occupational First Aid Level 1

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

Courses can be setup upon request.
\$90

Transportation Endorsement

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

Courses can be setup upon request.
\$90

Occupational First Aid Level 3

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

T.B.A.
January 17 - 31
Monday - Friday
8:30 a.m. - 5:30 p.m.
\$659 (includes texts & exam fee)

Wilderness First Aid - Red Cross

This 35-hour course is aimed at the backcountry user who does not have immediate access to the Emergency Medical System, and consequentially must make some leadership decisions, provide secondary aid (i.e. shelter) and arrange transport to the E.M.S. using only the materials at hand. Approximately half of this course is taught outdoors.

Roger McColm
April 1 - 5
Monday - Friday
9 a.m. - 5 p.m.
\$295

Winter Survival

This course is aimed at anyone using the outdoors, whether for work or recreation. Emphasis is placed on skills basic to survival such as emergency shelter building, fire lighting, signalling, and navigation. This course is three days in length, with two nights spent out.

Roger McColm
February 13 - 15
Wednesday - Friday
starts at 9 a.m.
\$265

Recreation & Safety Courses

Lakewater Levels 1 - 4

This is a 32-hour course of comprehensive instruction. Learn how to canoe safely and effectively! By the end of this course you will have covered how to make your canoe go forward, backward, sideways and diagonally - both tandem (that's two in a canoe) and solo (just you), as well as self rescues and rescue of others.

Roger McColm
Course 1: May 4, 5, 11, & 12; 9:00 - 6:00
Course 2: June 1, 2, 8, & 9; 9:00 - 6:00
Location: T.B.A.
Saturdays & Sundays
9 a.m. - 5 p.m.
Cost \$175 per person

(Does not include equipment, an extra charge of \$100 will get participant an outfitted canoe. As this course covers both tandem & solo, everyone needs their own canoe.)

Movingwater Level III (Tandem)

Once you have the Lakewater skills, learn about river features and how to make them work for you. Whether you are new to the sport or an advanced paddler looking to hone your skills, we have something for everyone! As with all of our courses, safety and rescues are covered in detail. Prerequisite: Lakewater IV or equivalent.

Roger McColm
Friday - Monday; 3.5 days
May 17th; 6:00 p.m. - 10:00 pm;
May 18th, 19th, & 20th, 9:00 a.m. - 6:00
Cost \$265 per person
(Includes all equipment (outfitted canoe, wetsuit, helmet, PFD, Paddles) also includes video feedback. People with their own gear pay \$205) Location: T.B.A.

Movingwater Level III (Tandem)

Once you have the Lakewater skills, learn about river features and how to make them work for you. Whether you are new to the sport or an advanced paddler looking to hone your skills, we have something for everyone! As with all of our courses, safety and rescues are covered in detail. Prerequisite: Lakewater IV or equivalent.

Roger McColm
July 15 - 19
Monday - Friday; 5 days
9:00 a.m. - 6:00 p.m.
\$475 per person
(Includes all equipment as above, people with own gear pay \$400) Location: T.B.A.

Movingwater Level IV (Solo)

5 days
Roger McColm
July 22 - 26
Monday - Friday
9:00 a.m. - 6:00 p.m.
\$525 per person
(Includes all equipment as above, people with own gear \$425)
Location: T.B.A.

Advanced Open Boat

Level 4's looking for more! Learn from Master Instructors how to gain the most from your whitewater playboating! This course will sharpen your river reading and leading skills, and let you work on advanced play moves such as back surfing and hole riding. Prerequisites, Level IV or equivalent.

Roger McColm
Course 1: June 17 - 21
Course 2: July 1 - 5
Monday - Friday
9 a.m. - 6 p.m.
Location: T.B.A.
\$525 per person

Instructor Courses

Location: T.B.A.
Lakewater Instructor; June 10 - 14; \$375
Canoe Tripping Instructor; June 24 - 28; \$425
Movingwater Instructor; July 8 - 12; \$450

River Rescue

This 12-hour course is aimed at people who work or play on, or near moving water. By the end of this course the student will be able to recognise the potential hazards associated with the moving water environment and know how to minimize the risks involved, perform self-rescues, as well as basic techniques for the rescue of others.

Roger McColm
Register your interest.
\$95 per person
(Includes technical rescue equipment)

Health & Safety Courses

Foodsafe Level 1

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

Velma Sutherland
Course can be set up upon request.
\$100

Foodsafe Level 2

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

Velma Sutherland
Course can be set up upon request.
\$130

WHMIS

This computer-based course will teach you how to recognize warning signals and health risks associated with hazardous products in the workplace. Learn how to interpret the information provided in MSDS (Material Safety Data Sheets) for safe handling and the appropriate protection required to handle such products. Participants can come in on their own time and achieve certification by completing this self-paced course. Course dates and times are flexible -- based on computer lab availability.

Continuous Intake
\$39

Childsafe

This safety training program is designed for parents and caregivers of children up to 10 years of age. Participants will learn to recognise home hazards, injury prevention techniques, safety education, rescue breathing, choking, CPR, bleeding management and common first aid situations.

Course can be set up upon request.
\$90

CPR "C"

(Basic Rescuer) This is an 8-hour course concentrating on infants, children and adult CPR.

Course can be set up upon request.
\$90

Northwest Community College offers a variety of courses in First Aid. All employers should check with WCB or The Canadian Red Cross to determine the appropriate course for their company's operation. We can set up specific courses at your request. Give us a call at (250) 842-5291.

General Interest Courses

Cooking Series

Once a month you will have the opportunity to learn how to make inexpensive and delicious cuisine. Learn to create a variety of foods on a limited budget.

Mary Rush
Wednesdays
7 p.m. - 10 p.m.
\$ 40 + GST per course

Course # 1: Spring Rolls & Sushi
February 27

Course # 2: Samosas
March 27

Course # 3: The Fastest Bread on the Planet
April 24

Course # 4: Butter Chicken and Rice
May 29

Course # 5: Pakkorah (Fritters)
June 26

Airbrakes

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

Prerequisites: Valid BC Driver's License.

Judy Daye
April 22 - 27
Monday - Friday
6:30 p.m - 10:30 p.m.
Saturday; 8 a.m. - 5 p.m.
Fee: T.B.A.

Bent Wood Furniture

Spend three rewarding days learning how to create gorgeous bent wood furniture. The instructor takes participants through every stage of creation, from harvesting the wood, custom fitting and planning, assembly, and finishing projects. On the final day students will also receive helpful hints and techniques for marketing their wares. Each participant should bring a bagged lunch, a tape measure, and wear appropriate clothing. Maximum of six participants.

Dusty Cooper
April 26 - 28, 2002
Friday - Sunday
10 a.m. - 4 p.m.
\$270 + GST

Cashier Training

This can be an invaluable skill to add to your resume. Cashier Training assists workers with the uses and functions of common cash registers. Topics covered include PLU's, taxes, voiding transactions, and specialised keys.

Kerrie MacLean
Course # 1: March 23, 2002
Course # 2: April 13, 2002
Saturday
10 a.m. - 4 p.m.
\$60

General Interest Courses

First Nations Governance

This course deals with the important relationships between Aboriginal community members, their elected or appointed leaders, the top manager (ex. Executive Director), and other key stakeholders (ex. Government, suppliers, etc.). It deals with how leaders make decisions and how they are held accountable. It provides Aboriginal leaders with the answers to many questions, such as:

What is our job (i.e. what are our roles and responsibilities)?

What power and authority do we have?

To whom are we accountable?

What skills do we need to be effective leaders?

What are the tools of our job?

What role should our members have?

What is our responsibility to other stakeholders?

Given the many changes in the relationship between Aboriginal people and governments at the constitutional level, in law, and through devolution the course may also be of value to experienced Aboriginal leaders and community members. For example, First Nations leaders (ex. Band councils or tribal organisations) considering the move to self-government and treaties may find the principles and practices set out in this course useful when thinking about how to develop their own constitutions and bylaws.

W. J. Sterritt
February 20th - April 10th
Wednesdays
6 p.m. - 9 p.m.
\$130 + GST

Picture Framing Part 1 - Basic

This is a 12-hour course introducing the participants to the operation of a mat cutter, colour coordination, mat cutting including oval and circle mat openings, assembling a metal frame and a wood frame, characteristics of mat boards and other essentials for picture framing. The picture frames are 8" X 10", as are the mats and the glass. The two main projects are: Completely frame a print (single mat) in a metal frame. Completely frame a print (double mat) in a wood frame. Other exercises include projects designing and cutting decorative mats. All materials are supplied. Then too, the instructors give demonstrations for framing needleworks, conservation framing and object framing. Participants are encouraged to bring their items for framing for discussion and suggestions.

Ed Warketin
March 15 + 16
Friday & Saturday
6 p.m. - 10 p.m.
\$95 + GST

Picture Framing Part 2 - Advanced

This is a 12-hour course continuing from Part 1. In this course, you will acquire valuable skills in the following areas: glass etching; glass mat gilding with gold leaf; French matting; creative mat designs; object framing; stretching canvas oil painting; multi-opening mat; inlay mat; conservation/preservation framing. All required materials and supplies are included

Ed Warketin
March 22 - 23
Friday & Saturday
6 p.m. - 10 p.m.
\$95 + GST

Spanish - Conversational

This custom-made ^{10 hour} 18-hour course will introduce Learners to useful Spanish words and phrases. If you are planning to travel south this winter, knowing how to ask for directions, or the names of common items can be invaluable as well as enjoyable.

Alejandro Pedroso
Jan. 23 - Feb. 13
Wednesdays
6:30 p.m. - 9 p.m.
\$50 + GST

General Interest Courses

Stain Glass

Spend 6 of the most enjoyable hours you have ever used to create your own piece of stained glass artwork by learning the basics of cutting, grinding, foiling, soldering, and polishing glass. Participants can choose from a variety of projects, all of which can be completed in a single session. All materials and equipment are provided. This class is great for people as young as 10 and up. It is recommended that participants bring a bagged lunch.* limited seats available.

Sherri Morris
March 2
Saturday
10 a.m. - 5 p.m.
\$130 + GST

Stain Glass Jewellery Boxes

Have fun being guided through the process of making a functional piece of art you will treasure. A floral pattern enhances the cover, and an acid-etched mirror is built into the inside. There are several patterns to choose from in this 7 hour class, and each box is finished with charming box "feet" and fine chain. The completed creation has an appealing antique appearance. It is recommended that participants bring a bagged lunch.* limited seats available.

Sherri Morris
February 2
Saturday
10 a.m. - 5 p.m.
\$130 + GST

Stain Glass Lampshades

Nothing creates a more stunning fixture than Stain Glass. Designed to fit atop a 15" lamp base, the Stain Glass Lampshade enhances any living space with inset bevelled glass to compliment the colour scheme you choose. It is recommended that participants bring a bagged lunch.* limited seats available.

Sherri Morris
April 13
Saturday
10 a.m. - 5 p.m.
\$150 + GST

Super Host Fundamentals

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

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

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

Colleen Burns
Courses can be set up upon request.
9a.m. - 6 p.m.
\$63

Traffic Control Flagging

A sixteen-hour course that is required for those monitoring, controlling and directing traffic in and around maintenance and construction areas. This course provides in-depth coverage of the skills and information needed to become a qualified traffic control flag person. Certificate valid for two years, issued after successful completion. Course fee includes textbooks.

Sandy Bohleber
March 2002

Traffic Control Recertification

A four-hour recertification course for individuals who have received initial training through NWCC. This course should be taken before your old certificate expires. The new certificate will be valid for two years, issued after successful completion.

Sandy Bohleber
March 2002

Career & College Prep. / G.E.D.

Upgrading - Career & College Prep.

Some people enter the Career & College Preparation Program to complete entrance requirements for further training. Others improve their opportunities for employment by improving their English, Math, Computer and Science skills.

Application Process:

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

Self-Paced Career & College Preparation

Limited space is available for self-paced students. Self-paced students must have their funding in place before they start their courses.

Instructor - Led

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

The following Instructor-Led courses will be offered:

Math 040	Starts middle of January
English 040	Starts January 7th
English 050	Starts January 7th
Biology 040	Starts January 7th
Chemistry 040	Starts January 7th
Computer Studies 040	Starts middle of January

G.E.D. & Exam Dates

Adults will study for five tests: English (Literature & English Grammar), Science, Social Studies, and Mathematics. Northwest Community College sells the G.E.D. Workbook needed to prepare yourself to write the G.E.D. Exams. The examinations are administered by the college for the Ministry of Education. Basic requirements are that you must be at least 19 years of age, out of school (high school) for at least one full academic year, and satisfy residency standards. G.E.D. Testing will be held at the Hazelton Campus on the following dates, subject to finalization by Victoria:

G.E.D. Testing Dates:

March 1 & 2, 2002
April 26 & 27, 2002
May 31 & June 1, 2002
November 22 & 23, 2002

G.E.D. Eligibility Requirements:

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

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

Some of the many reasons people write the G.E.D. Tests are:

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

The Upper Skeena Learning Connection

The Learning Connection is a listing and referral service that connects community people so that they can exchange skills and abilities, meet people and share interests with others. Many people have talents and interests that they would like to share. Other people would like to learn new skills and take up new hobbies but they don't want to do it on their own and a formal course may not be available. The Learning Connection matches individual teachers with individual learners.

To use the service, just call the Learning Shop at **(250) 842-5654** and describe what you would like to teach, learn or share with others. We will record the information and register you for the service. We will then match teachers and learners and people with similar interests. After the referral, participants assume responsibility for making their own arrangements with one another. They determine independently when and where to meet, the length of their meeting, the materials to be used, and whether or not there will be a fee exchange. Often pairs develop some sort of mutual exchange, for example, "You teach me guitar and I will teach you French", or "You teach me guitar and I'll weed your garden."

This service is jointly supported by the Learning Shop and Northwest Community College.

Humanities in the Hazeltons

This is a series of kitchen table discussions on the humanities. Sessional leaders will lead a variety of provocative discussions around philosophy, literature, arts, global politics, and popular culture. Through conversations people will debate how the humanities can help make sense of these influences. These lively sessions will give you a chance to engage in heated but friendly debate with other community members.

These sessions are jointly sponsored by the Learning Shop and Northwest Community College. The sessions will be hosted at the Learning Shop each Wednesday from January 30 to February 27, 2002. Each session will begin at 7 p.m.

Partnership

Youth in the Learning Shop

The Learning Shop hosts a variety of informal learning opportunities for youth. These opportunities for youth. These opportunities include adventure games, drama, music and debate about global issues. Activities are hosted both day and night. For more information or to register your interests contact the Learning Shop at **(250)842-6500**.

upperskeena.ca

upperskeena.ca is a virtual gathering place for people in the Upper Skeena. It provides a list of community events and information about services and resources available in the Upper Skeena. We are working to include discussion groups, on-line conferences and other uses of technology to promote the exchange of information and ideas across the Upper Skeena.

Contact the Learning Shop at
(250)842-6500.

College Services

Accessibility Support Services

If you have a disability, illness or injury which may prevent you from being successful in your studies, contact the College. Support is available ranging from tutoring services, equipment loans and program accommodations.

Bookstore

Textbooks and course materials for college courses and programs are available at the College campuses as well as stationery supplies, backpacks, and a wide variety of sportswear and memorabilia. Special orders for books are available as well.

Career Resources

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

Library

Hazleton Campus Library is open to community members and college students. There is no membership fee.

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

Collection includes: books, periodicals, videos, CD-ROMS, Maps, government documents, pamphlets...

Special Collection: First Nations material.

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

www.nwcc.bc.ca

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

Educational Advisor

The Educational Advisor can provide you with information on programs, courses, college services, policies, procedures, facilities, and learning opportunities at NWCC and other educational institutions. Educational Advisors provide assistance in developing educational plans and course planning. For further information call (250)842-5291 and book an appointment.

First Nations' Access Coordinator

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

Prior Learning Assessment (PLA)

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

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

What qualifies for PLA?

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

How is PLA assessed?

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

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

Registration Information

Register Early

Some classes fill quickly, only receipt of payment guarantees a place in a class. Space is limited so register in advance to guarantee your spot in the class of your choice!

Phone In: (250) 842-5291 ~ Register using Visa or MasterCard, receipts will be mailed.

Drop In: 4815 Swannell Drive ~ Register in person with the Cashier in the Administration Office. The cashier is open Monday to Friday from 8:30 a.m. to 4:30 p.m.

Mail: P.O. Box 338, Hazelton, BC V0J 1Y0 ~ Fill in registration form and send it with cheque or credit card information. Make cheques payable to NWCC. Sorry, no post-dated cheques accepted.

Fax: Fill in the registration form and fax to **(250) 842-5813**. Credit card payments only.

Course Cancellations

A minimum enrolment is required to recover the costs of the course. If that number is not reached, Continuing Education reserves the right to cancel classes. Every attempt will be made to notify participants that have paid in advance. A full refund will be processed automatically unless we are notified of your wish to transfer to another class.

Seniors

Senior citizens (age 65 or over) are eligible for tuition-free enrolment in many NWCC courses subject to the following conditions:

- A fee paying student cannot be displaced. Seniors requesting a fee waiver will be registered conditionally and, should the class fill, be given the option of paying to retain their seat.
- The waiver of the course fee does not include any changes for books or materials that may be required.

Waitlists for Courses

Registrations are accepted on a first come, first-served basis, upon full receipt of tuition fees at the time of registration. If a course is full, your name is placed on a wait list. If the wait list is sufficiently large, another session of the course may be added. Those on the wait list will be contacted and registration will be confirmed upon full receipt of tuition fees.

Should space become available in a course (due to student withdrawals or other factors) the person whose name is first on the wait list will be contacted. If that person cannot be reached, the next person will be contacted.

Fees, Withdrawals and Refunds

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

Withdrawals and requests for refunds made three days prior to the start of class will be subject to a \$10 administration fee. The balance of the course fees will be refunded by cheque, or if fees were paid by credit card, refunded to your card. Receipts will be mailed. As an alternative we would be pleased to hold the registration fee as a credit toward taking another Continuing Education course.

Course fees will **NOT** be refunded for withdrawals made less than three days prior to the start of any course.

Please Type or Print in Black Ink

Mr. Mrs. Ms. _____

Bus. Tel. _____ Home Tel. _____ Email _____

Address _____ Postal Code _____

Payment by: Cheque (payable to NWCC) Money Order Credit Card

Credit Card Information: Visa Mastercard

Card Number _____

Cardholder's Name _____ Expiry Date _____

Signature _____ Date _____

	Course Name	Start Date	Fee
# 1			
# 2			
# 3			
		Total	

Please note Refund Policy above.

Don't forget to add the GST for General Interest courses.



HAZELTON CAMPUS

4815 Swannell Drive

Hazelton, BC V0J 1Y0

Ph. (250) 842-5291 Fx. (250) 842-5813

www.nwcc.bc.ca