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**NORTHWEST COMMUNITY COLLEGE
PRINCE RUPERT**

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SPECIAL THANKS TO

SCHOOL DISTRICT #52

Northwest Community College

appreciates the cooperation and assistance of your staff in our delivery of College programs to the residents of Prince Rupert and area.

TUITION FEES

The following is a general overview of the fees and charges for Northwest Community College courses(Business and Industry, Health and other contract courses will have other fees than the following and will be advertised individually).

Tuition:

Academic: \$23.00 per credit hr per semester up to a maximum \$340 per semester.

Vocational & ABE: \$69.00 per month payable on semester basis

Deposits: (Refundable)

Vocational Book and Tool Deposit: \$50.00
 ABE \$25.00
 Business Careers: \$50.00

Senior Citizen / Disabled Tuition Reduction:

Senior Citizens (age 65 and over) and registered disabled persons are eligible for tuition-free enrollment in many Northwest Community College courses on a STAND-BY basis, provided that space is still available within 24 hours of the commencement of the course. This exemption will not apply to Tool Deposits or to any charges for materials, books and supplies that are levied against other students in the course. Further information on this exemption can be obtained from the College by calling 624-6054.

Sponsored Students:

Students whose fees will be paid by sponsoring agencies are required to present a letter to this effect from the agency concerned before course start date.

Income Tax:

Receipts for tuition totalling over \$100 are income tax deductible. Distance Education students only, may deduct both the cost of their books and tuition. PLEASE KEEP YOUR RECEIPT.

Holidays:

Classes are not normally held on Statutory holidays

LATE REGISTRATION AND REFUND POLICY

General Conditions

1. 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 prior to the course start date.
2. Refunds requested prior to the course start date will be assessed an administration charge of \$10.
3. There will be no refunds for courses with tuition fees of \$10 or less except for those conditions in General Statement #1.

Part-time Courses

(Including all part-time RES Courses and all part-time Vocational Courses)

1. Withdrawal before the second class of a course - 100% of tuition fees less a \$10 administration charge.
2. Withdrawal after the second class of a course - **NO REFUND.**
3. Special registration and refund policies apply to special courses and workshops. - **NO REFUNDS** will be made after the pre-registration date unless the space can be sold to another student, in which case the withdrawing student will be refunded 100% of the tuition fees less a \$10 administration charge.

Academic (Part-time & Full-time)

1. A \$10 "late registration" charge will be assessed to any student registering after the second class or after the second week in standard semester classes.
2. Withdrawal after second class - 80% of tuition fee less a \$10 administration charge.
3. Withdrawal after third class or fourth class - 50% of tuition fee less a \$10 administration charge.
4. Withdrawal after the fifth class - **NO REFUND.**

Vocational (Full-time)

1. Vocational full-time fees are assessed on a calendar month basis, prorated as necessary in the first and last months.

Entry between: 1st - 15th - 100% of monthly fee
16th - 23rd - 50% of monthly fee
24th - 31st - 25% of monthly fee

Leaving before: 1st - 15th - 25% of monthly fee
16th - 23rd - 50% of monthly fee
24th - 31st - 100% of monthly fee

2. Refunds on withdrawal before completion will be 100% of the unused tuition (part months prorated as above) less a \$10 administration charge. (There will be no administrative charge on refunds for students who have completed their program earlier than anticipated when fee payment was made).

ACADEMIC PROGRAM

GENERAL PROGRAM INFORMATION

The Academic Division offers a comprehensive selection of first year university transfer courses in the humanities, social sciences and sciences. You can select a combination of prerequisite and elective courses to complete your first year of studies at Northwest Community College's Prince Rupert Centre; students usually take five courses per semester. You then can transfer to the program of your choice at one of the universities or community colleges in B.C. or elsewhere.

PART-TIME AND EVENING PROGRAM

It is possible to register in one or more courses during the day or in the evening and in that way spread your course work over a number of years at your convenience.

CORRESPONDENCE COURSES

For students unable to attend the College, a correspondence course in English 104 (an equivalent to English 102) is offered.

ADMISSION, REGISTRATION AND COST

The College has an open admission policy. Mature students may be admitted without submission of their high school transcript. However, recent graduates are expected to submit their transcripts.

You can obtain application forms at any College centre. Part-time students may register without have been formally admitted to the College

Registration for all courses will begin immediately. Register in person at the centre nearest you.

CLASSES START SEPTEMBER 8. Last day for late registration or changing of classes is September 21st.

The fee for all courses is \$23.00 per credit hour (\$69.00 for a three credit course) to a maximum of \$340.00 for five or more courses. Most courses consist of three credit hours.

FOR FURTHER INFORMATION CONSULT THE STAFF AT THE LOCAL CENTRE 624-6054.



RUPERT ACADEMIC TIMETABLE

COURSE		DAYS	TIME	INSTRUCTOR
ANTHRO. 101	(ATC)	M	7:00 - 10 p.m.	T.B.A.
BIO. 110	(ATC)	T, W	5:30 - 7 p.m.	SHEPARD (LAB TBA)
BIO 101	(LEC/LAB)	T, TH	9 - 12:30	SHEARER
CHEM. 101	(LEC)	M, W, F	11-12 noon	HIOM
CHEM 101	(LAB)	W	7 - 10 p.m.	HIOM
COMP. SCI.	(LEC)	T, TH	2:30 - 4 p.m.	HIOM
COMP. SCI.	(LAB)	T, TH	4:30 - 6 p.m.	HIOM
E.C.E.	(ATC)	TH	4 - 7 p.m.	TARWICK
ECON. 202	(ATC)	W	7 - 10 p.m.	WEBER
ENGLISH 101		T	7 - 10 p.m.	(TBA)
ENGLISH 101	(ATC)	SAT.	9 - 12 noon	(TBA)
HISTORY 106		M	7 - 10 p.m.	WEBER
MATH 101		M, W, F	3:30 - 5 p.m.	IZUMI
PHYSICS 101	(LEC)	M, W, F	2 - 3 p.m.	HIOM
PHYSICS 101	(LAB)	TH	7 - 10 p.m.	HIOM
POLI. SCI. 203		T	7 - 10 p.m.	WEBER
PSYC. 101	(ATC)	T	7 - 10 p.m.	KLINGNER
PSYC. 101		W	7 - 10 p.m.	KLINGNER
SOC. 101	(ATC)	TH	7 - 10 p.m.	T.B.A.

CORRESPONDENCE COURSES AVAILABLE

ENGLISH 104 CORRES. STANLEY

KEY

ATC - Audio Teleconference LEC - Traditional Lecture
LAB - Laboratory Session CORRES - Mail Based Correspondence

ACADEMIC PROGRAM

UNIVERSITY TRANSFER PROGRAM

BACHELOR OF ARTS

English 101*
Psychology 101
Economics 202
Sociology 101
History 106
Anthropology 101
Lab Science**

BACHELOR OF SCIENCE

English 101*
Mathematics 101*
Biology 101
Physics 101
Chemistry 101
Computer Science 111
Arts Option***

Students in each program would normally enroll in a maximum of five full courses, subject to the following restrictions:

* These courses are mandatory

** Arts students require a first year lab science. Choose from Biology, Chemistry, Physics or Computer Science

*** Science students may take a first year arts option. Choose from Psychology, Political Science, Economics, Sociology, Anthropology, or History.

ACADEMIC PROGRAM

ANTHROPOLOGY 101-3

A general introduction to human biological and cultural history. Students will examine the concepts of evolution, genetics, animal behaviour and race in an attempt to understand what makes us human.

Instructor: T.B.A.

Lecture: Mon, 7-10 p.m

Starts: September 14

BIOLOGY 110-3 (TELECOURSE)

Description as above

Instructor: John Shepard

Lecture: Tues & Wed
5:30 - 7 p.m.

Lab: T.B.A.

Starts: September 8

ACADEMIC PROGRAM

BIOLOGY 101 - 3

A basic introductory course in general biology. The course covers introductory biochemistry, the origin of life, cell biology, DNA and RNA, plant anatomy, physiology and development, and human and animal physiology, anatomy, embryology and histology. Labs will include microscopy and animal and plant anatomy and physiology. Experimental techniques and observation skills will be emphasized.

Instructor: Jean Shearer

Lecture: Tues. 9 - Noon

Lab: Thurs, 9- Noon

Starts: September 8

ENROLL NOW!

ACADEMIC PROGRAM

CHEMISTRY 101-3

This is a basic first-year course in chemistry which will enable students to pursue further courses in all areas of Science and Engineering. Topics will include: A review of some basic principles, including quantum mechanics and electronic configurations, the periodicity of chemical and physical properties, chemical bonding, thermochemistry, properties of gases, and chemical equilibrium in both gases and solutions.

Instructor: John Hiom

Lecture: Mon, Wed, Fri.
11 - 12 a.m.

Labs: Wed, 7-10 p.m.
Starts: September 9



COMPUTER SCIENCE 111-3

This course is intended to provide persons with no previous computing experience with an introduction to computing technology, common uses of computers and the concepts of programming. Students will acquire the skills necessary to begin using the computer as a personal problem-solving tool. The major ideas of programming are introduced using graphics - no advanced mathematics is required. Weekly lab sessions provide an opportunity to use a computer to gain experience with the concepts presented in lectures.

Instructor: John Hiom

Lecture: Tues & Thurs
2:30 - 4:00 p.m.

Labs: Tues & Thurs
4:30 - 6:00 p.m.

Starts: September 8

EARLY CHILDHOOD

EDUCATION 218 - 4

This course will deal with the Care & Guidance of Infants

Instructor: Larissa Tarwick

Lecture: Thurs 4 - 7 p.m.

Starts: September 10

ECONOMICS 201-3

(TELECONFERENCE)

This course will be concerned with the functioning of the market system around the activities of individual units (consumer behavior), theory of the firm and industrial organization. Emphasis will be given to the application of theory to contemporary issues in the private and public sectors (prices, value, theory, collective bargaining, poverty, pollution, advertising).

Instructor: Peter Weber

Lecture: Wed. 7 - 10 p.m.

Starts: September 9

ENGLISH 101-3

Reading and discussion of modern autobiography, fiction and drama. Lectures on grammar and style. Written assignments based on analysis of the literature read, personal experience and subjects of general interest.

Instructor: T.B.A.

Lecture: Tues, 7- 10 p.m.

Starts: September 8

ENGLISH101-3

(TELECOURSE)

Description as above.

Instructor: T.B.A.

Lecture: Sat, 9 - 12 a.m.

Starts: September 12

ENGLISH104 (Correspond)

(equivalent to ENG 102)



HISTORY 106-3

In this course we shall analyze the major themes in more recent developments: economic growth and its impact on society (workers, women and aboriginal people), the problem of foreign ownership and its domestic and international repercussions (from the depression in the 1930s to that of today), nationalism, biculturalism and multi-culturalism (in a historical context of cohesion of society and federal-provincial relations)

Instructor: Peter Weber

Lecture: Mon, 7-10 p.m.

Starts: September 14



MATH 101-4.5

Understanding the present and predicting the future are always easier if things can be described quantitatively. The only certainty over time is that things will change. Math 101 introduces the major tools of calculus and their use. The course is intended to persons interested in or pursuing, further studies in science, engineering and commerce.

Instructor: Mona Izumi

Lecture: Mon, Wed, & Fri.
3:30 - 5:00 p.m.

Starts: September 9

PHYSICS 101 - 3

An analysis of motion, its causes and consequences. High speed motion and Einstein's Special Theory of Relativity. Fundamental properties of fluids, gases, wave motion and sound.

Instructor: John Hiom

Lecture: Mon, Wed, & Fri.
2 - 3 p.m.

Lab: Thurs. 7- 10 p.m.
Starts: September 9

POLITICAL SCIENCE 203-3

(Teleconference)

This course presents a study of the nature of the state, government and politics in the context of socio-political and economic structures. Topics will include elections and electoral behaviour, political parties and ideologies. Significant attention will be given to current events.

Instructor: Peter Weber

Lecture: Tues 7 - 10 p.m.

Starts: September 8

PSYCHOLOGY 101-3

In the introductory psychology courses, Psychology 101 and 102, you will discover some of the reasons why we think, feel and act as we do. The classes consist of lectures, structured experiences, discussions and films, as well as other audio-visual presentations. The topics for this course include: a perspective of psychology; life-span psychological development; the biology of behaviour; perception; altered states of consciousness; conditioning and learning; and memory. This course should be followed by Psychology 102

Instructor: Andre Klingner

Time: Wed. 7- 10 p.m.

Starts: September 9

PSYCHOLOGY 101-3

(TELECOURSE)

Description as above

Instructor: Andre Klingner

Time: Tues 7 - 10 p.m.

Starts: September 8

SOCIOLOGY 101-3

(TELECONFERENCE)

An examination of the structure of society through the major topics in the discipline of sociology: culture, socialization, primary groups, status and role, and association.

Instructor: T.B.A.

Time: Thurs 7 - 10 p.m.

Starts: September 10

ADULT BASIC EDUCATION

GENERAL INFORMATION

The Adult Basic Education program gives all adults in the college region a chance to upgrade their skills and knowledge of English, Mathematics and the Sciences. Students may enter this program at any time during the year (as space permits). Instruction is individualized and self-paced. You may attend on a full-time or part-time basis, taking as few or as many courses as practical for your needs. An evening program is provided for those unable to attend during the day. Completion will not only enhance employment opportunities but also prepare you for further Vocational/Career/Technical programs or university level programs.

REQUIREMENTS FOR ADMISSION

Applicants must:

1. Have been away from the public school system for at least one year;
2. Be capable of concentrated, independent study;
3. Be over 18 years of age (see criteria for underage applicants below);
4. Have a career or educational goal.

UNDER AGE APPLICANT ADMISSION CRITERIA

Above factors apply plus:

1. Written permission from the High School Principal or the Superintendent of the School District;
2. Reasons for leaving school must be fully outlined.
3. Interview with and permission of College staff accompanied by a parent or guardian (where practical);
4. Work experience is an asset. This provides an indication of maturity, career goal, etc.
5. A maximum of two students per class under the age of 18 years will be admitted at any time.

Other applications with special circumstances will be considered on an individual basis by the Centre Director.

Although there is a minimum age requirement for the program, there is no maximum age limit, and students of all ages are encouraged to apply for the program.

ADULT BASIC EDUCATION (DAYTIME)

Location:	N.W.C.C.	Instructors:	Lorie Milmine, John Wood and M.Grinstrand
Date:	Sept 8		
Fee:	\$69.00 per month plus \$25.00 refundable book deposit	Time:	Mon- Fri 9-4 p.m.

ADULT BASIC EDUCATION (NIGHT TIME)

Location:	N.W.C.C.	Instructor:	J. Wood
Date:	Sept 8	Time:	Mon-Thur, 7-10 p.m.
Fee:	\$30.00 per month plus \$25.00 refundable book deposit		

ADULT BASIC EDUCATION

AQUACULTURE

General Overview

Northwest Community College, Prince Rupert Campus, will be offering a one year course in Aquaculture this September. This course is designed to meet the training needs of the expanding Aquaculture industry in the Northwest. In the classroom, students will be trained in a wide range of practical and theoretical subjects. This classroom instruction will be complemented by the practical portions of the course, during which students will gain work experience with operating Aquaculture enterprises.

Requirements for Admission:

Grade 12 graduation, including Biology 12 with Chemistry 11, Physics 11 and Math 11. Good competence in English will also be necessary. Each applicant will be interviewed to assess his/her suitability for the program and this interview, together with the applicant's academic background will determine admission. Mature students and those not meeting all the entrance requirements may, in certain circumstances, be admitted with the permission of the instructor. These applications will be considered by the College on an individual basis.

FIRST SEMESTER

Courses:	Hrs/Wk
Biology 101	6
Aquaculture I	6
Aquaculture II	3
Aquaculture III	3
Aquaculture IV	6
Safe Boating	3
Small Engines	3

SECOND SEMESTER

Courses:	Hrs/Wk
Biology 102	6
Aquaculture I	6
Aquaculture IV	6
Aquaculture V	3
Hydraulics	3
Basic Construction	3
Basic Boating	3

COURSE OUTLINES

Biology 101-102:

Introduction to Biology. A basic university transfer course in general biology.

Aquaculture II:

Water Chemistry, Site Selection, Permits, Licences and Management Plans.

Aquaculture I:

Methods and Techniques in Aquaculture. Techniques and equipment used in the culture of Salmonids. Life Cycles and Biology of Salmonids.

Aquaculture III:

Mariculture: Suitability of a variety of organisms for culture. Methods and techniques for culture of these organisms.

AQUACULTURE

AquacultureIV: Practicum: The field component of the course will likely take the form of weekly work days at local farms and hatcheries, together with summer employment in the Aquaculture industry.

AquacultureV: Aquaculture Project: An individualized project will be undertaken by each student with staff supervision and guidance.

Hydraulics:
An Introduction to Fluid Dynamics, Water Systems, Pumps, Hydraulics and Plumbing Systems as they relate to hatchery design.

Safe Boating:
Small Boat Operation and Safety, including First Aid and Marine Radio Operation.

Small Engine Repair Maintenance: Fundamentals of service and repair and trouble shooting for small engines commonly used in the Aquaculture industry.

Basic Construction Techniques: Introduction to Construction and Fabrication with emphasis on safety and potential applications on an Aquafarm.

Basic Boating:
Tides, Currents, Meteorology, charts and navigation as they apply to small boat operators.

Business Education: Business Report and Letter Writing; Record Keeping; Journals, Ledgers, Invoices, Bookkeeping for Income Tax Records.

Introduction to Computing:
The use of Computer Programs for Small Business and specific experience with programs for Aquaculture.

***Summer Practicum:** 8 weeks work experience on an Aquaculture operation to be arranged for completion of course practicum.

REGISTER NOW!!!

REGISTRATION INFORMATION

REGISTRATION WILL BEGIN IMMEDIATELY

You may register for a day or an evening class:

IN PERSON: At the College Centre
820 3rd Avenue West
Prince Rupert, B.C.
V8J 1M6

INQUIRIES: Please call 624-6054

OFFICE & LEARNING RESOURCE CENTRE

HOURS: Days: Monday - Friday
9 - 5 p.m.
Evenings: Monday - Thurs.
7 - 9:30 p.m.

COME & JOIN US !!

AQUACULTURE

G.E.D. PROGRAM (GRADE TWELVE EQUIVALENCY)

This examination program is for adults who have not completed Grade 12 and who wish to earn a certificate stating they have the knowledge equivalent to a Grade 12 graduate. The exam is actually a series of five tests, one in each of English Language, English Literature, Math, Social Studies and Science.

This may assist you in qualifying for a better job or for a promotion. Many people challenge these tests for their own personal satisfaction. Students may prepare for these tests through home study.

The next testing date for the G.E.D. exam in Prince Rupert is Dec 11 & 12, 1987. You must be 19 years of age prior to writing the G.E.D. exam. The exam fee (\$10.50) must be sent, together with an exam application form (available at the Prince Rupert Campus) to the Ministry of Education, a minimum of three weeks prior to the testing date.

G.E.D. PREP ENGLISH & SOCIAL STUDIES

Instructor: T.B.A. Time: Tues & Thurs 7-10 p.m.
Location: P.R.S.S. Date: September 22
Fee: T.B.A.(plus text)

This course is designed to assist students to prepare for the two English tests and the Social Studies test which make up three of the five-part G.E.D. exam set by the Ministry of Education for Grade 12 equivalency. For tutoring in the two other test areas, register for G.E.D. Prep Math and Science.

G.E.D. PREP MATH & SCIENCE

Instructor: T.B.A. Time: Mon & Wed 7-10 p.m.
Location: P.R.S.S. Date: September 21
Fee: T.B.A. (plus text)

This course is designed to assist student to prepare for the Math and Science exams set by the Ministry of Education for Grade 12 equivalency.

ENGLISH AS A SECOND LANGUAGE

E.S.L. FOR BEGINNERS

Instructor: T.B.A. Location: P.R.S.S.
Date: September 22 Time: Tues & Thurs, 7-9 p.m.
Fee: \$24.00

This course is for people with a low level of spoken English. Emphasis will be placed on the practice of speaking and listening skills.

E.S.L. INTERMEDIATE/ADVANCED

Instructor: T.B.A. Location: P.R.S.S.
Date: September 21 Time: Mon & Wed, 7-9 p.m.
Fee: \$24.00

This course is designed for advanced English as a Second Language students who wish to improve their reading and writing skills in preparation for further vocational training and/or university courses.

G.E.D. / E.S.L.

BUSINESS CAREER PROGRAM

Instructor: Mrs. S. Russell **Time:** Monday through Friday
Date: Sept 1987 - June 1988 8:30 a.m. - 3:30 p.m.
Location: Northwest Community College - Prince Rupert
Fee: \$69.00 per month plus a refundable \$50.00 book deposit

PROGRAM OBJECTIVES:

The two most important objectives are:

1. To train students to a level of proficiency that will make them desirable employees in the business office field; and,
2. To assist students in developing appropriate attitudes toward the jobs for which they are training in order that they may be more successful in their careers.

Normally, most new students will enroll in Clerk-Typist or Clerk Bookkeeper. These programs are fairly general in nature and prepare students for entry level jobs in most clerical and bookkeeping occupations. Some students may desire more advanced and/or specialized training and will go on to the Accounting Option or the Administrative Secretary Option or one of several other more demanding programs. Former students may come back for upgrading after a time in the workforce in order to increase their skills and improve their chances for advancement.

REQUIREMENTS FOR ADMISSION TO PRE-EMPLOYMENT PROGRAMS.

Grade 12 graduation is preferred for all courses. A minimum of Grade 10, A.B.E. Level III or the equivalent is acceptable for Clerk-Typist or Clerk-Bookkeeper programs. Business experience may be accepted in lieu of formal schooling in some cases. Recommended secondary school pre-requisites include Math 11, English 12 and business courses. Some secondary school courses may be accepted for credit toward a Northwest Community College certificate.

PRE-EMPLOYMENT DIPLOMAS

CLERK TYPIST (4-6 MO)

Bus. Machines	BUSM101
Computers	BCPT102
Dicta Typing	DICT101,102
English	BENG102,103 104
Filing	BCPT101
Office Procedures	OFPR101
Proofreading	BENG105
Typing	TYPG101,102

CLERK BOOKKEEPER(4-6 MO)

Accounting	ACCT101,102
Bus. Machines	BUSM101
Computers	BCPT102
English	BENG102,103 104
Filing	BCPT101
Office Procedure	OFPR101
Proofreading	BENG105
Typing	TYPG101
Dicta Typing	DICT101

BUSINESS CAREERS

ADVANCED CLERICAL DIPLOMAS

ADMINISTRATIVE SECRETARY

Clerk Typist subjects PLUS:
 Accounting ACCT101,102
 Business Law BLAW150,151
 Typing TYPG103
 Word Processing WPRO100,101,102
 WPRO103,104,105
 WPRO106
 (BOTH PROGRAMS 8 - 10 MONTHS)

ACCOUNTING

Clerk Bookkeeper subjects PLUS:
 Accounting ACCT150, 151
 Business Law BLAW150,151
 Data Processing BCPT103,150
 Economics ECON150,151

WORD PROCESSING (5 MONTHS)

Basic DOS Procedures WPRO 100
 Concepts & Careers WPRO 101
 Electronic Typewriter WPRO 102
 Easy Writer II WPRO 103 }
 Wordstar WPRO 104 } any three to qualify
 Multimate WPRO 107 } for Word Processing
 Volkswriter Deluxe WPRO 108 }
 Transcription Specialist WPRO 105
 Computer Timed Writing WPRO 106

*NOTE: Students must attain a typing speed of 55 wpm on both computers and electric / electronic typewriters to earn their certificates in WORD PROCESSING.

BUSINESS ADMINISTRATION DIPLOMA Level One

Accounting	ACCT150,151	Communications	BENG150
Data Processing	BCPT150	Economics	ECON150,151
Law	BLAW150,151	Management	MGMT250,251
Mathematics	MATH150,151		MGMT252
		Taxation	TAXN250

* Please Note: Students must attend the Terrace Campus to complete this 2 Year Diploma.

DIPLOMA IN OFFICE MANAGEMENT

	LEVEL ONE	LEVEL TWO	
Typing	101,102	Management	150
Business English	102,103,104,105	Management	151
Office Procedures	101	Law	150,151
Accounting	101,102	Accounting	150,151
Business Mach.	101	Management	250
Bus. Computers	101,102,103	Management	252
Word Processing (any three of)	101,102,105,106 103,104,107,108	plus Plus NINE Optional credits.	

BUSINESS CAREERS

ADMISSION TO ADVANCED OPTIONS:

Normally, students will be required to have obtained a Northwest Community College Business Certificate in a relevant area as a pre-requisite into an advanced option program. A combination of training and/or experience may be acceptable. Please contact the College to have your past experience evaluated.

Part-time students are welcome in both the Business Careers core courses and the advanced options.

ADVANCED DIPLOMAS and COMMERCIAL UPGRADING

Available are an Accounting Option, a Secretarial Option, and a Word Processing Option. Individual courses or combinations may be taken to upgrade your skills to current market level.

BUSINESS COURSE DESCRIPTIONS

Accounting 101-102

The framework of accounting. Financial statement introduction and journals.



Accounting 150

Concerned with basic methodology and logic; recording transactions and maintaining books of account for service and merchandising concerns; preparation and interpretation of financial statements; recording; reconciling and valuation of cash, accounts receivable, inventory and plant and equipment. Preparation of payroll records.

Accounting 151

Concerned with interpretation of income measurement and valuation problems with regard to sources and uses of invested capital. Preparation of financial statements for the various types of business operations, and introduction to financial reporting analysis and interpretation for management purposes. Preparation and setting up of a cash budget and flexible budget.

Business English 102

Spelling and vocabulary building and word usage.

Business English 103

The framework of English language in more depth. Parts of speech, the sentence, punctuation, capitalization and figures.

Business English 104

Business communications, letters, memos, minutes, resumes, job interviews, enunciation and pronunciation.

Business English 150

The student will develop expertise in the communication skills, both written and oral, required in today's business community, and an awareness of the protocol used in business.

Business Law 150/151

The student will acquire an understanding of law as it applies to the business community. As an employer or employee, he/she will be able to recognize legal pitfalls and will have the tools to deal with them.

Business Machines 101

The operation of desk calculators and the application of basic math in decimals, fractions and percentages. Proficiency in the operation of the machines is required.

Computers 102

A hands on introductory course in general computer use and word processing. Students will use two of: Wordstar, Volkswriter, Easywriter, Visicalc and others.

Data Processing 103

A hands-on computer applications course for accounting students. Prerequisite Accounting 102 or equivalent.

Data Processing 150

This course will provide students with sufficient knowledge of data processing, computers and management information systems to prepare them for a successful working relationship with such systems in their future careers. Specific topics include: principles of data processing, programming in the BASIC language, survey of hardware and software, survey of applications of modern computerized information systems in organizations.

Data Processing 250

The exciting challenges of the "information systems revolution" are examined with respect to modern organizations. This

course highlights the characteristics and design of successful management information systems and the impact on the organization and its managers. The role of information systems in decision-making and systems modeling will be emphasized.

Dictatyping 101

The operation of dictating and transcribing machines. Twelve letters.

Dictatyping 102

A programmed course of taped dictation. Seventy letters

Economics 150/151

Career-oriented courses emphasizing the practical approach to the study of the market system and pricing in the first half of the course, with attention focused on aggregate concepts in economics in the second half. Topics covered will be the price system, consumer behaviour and demand, market structures, money and banking, national income, fiscal policy, monetary policy, international trade and public policy.

Filing 101

Filing systems and records management. Various methods of filing and several kinds of systems are studied. Computer systems are introduced.

Management 250

Topics discussed in this course are on current and local issues as they relate to the Canadian business environment. The areas covered include finance and banking, real estate, insurance, investments, personnel planning.

Management 251

An examination of the behavior of people in organizations and small groups. The focus of our attention will be: communications, motivation, leadership, group processes, structure, organizational change, conflict, power and authority.

Management 252

A study of the fundamental functions of a consumer credit department. Attention is given to the legal environment, credit instruments and collateral, credit investigations, collections and the management function.

Mathematics 150

This course will provide the student with skills necessary to solve common, practical business problems that employ the mathematics of finance. Topics covered include simple interest and discount, installment plan financing, amortization and sinking fund schedules, general annuities and bonds. Emphasis on practical problem-solving in business rather than theoretical derivations.

Proofreading 105

This course is designed to give the student the skills which are required in a business office where employees are expected to edit correspondence for good English usage. The course is a self-paced package which emphasizes evaluating the student's knowledge of proofreading techniques and giving the student practical editing assignments which contain errors of the kinds commonly found in business correspondence.

Office Procedure 101

A general course in office procedures. Includes forms of business letters, postal and

telephone information, transportation methods, banking services, purchasing and sales procedures.

Taxation 250

An introductory course in Canadian income tax covering: the computation of income from employment, from business and from property, including capital gains and losses, as well as capital cost allowances; computation of taxable income for individuals, partnerships and corporations.

Typing 101

Basic typing skills. Keyboard and parts of the typewriter. Introductory production typing. Speed to 30 WPM.

Typing 102

Advanced typing. More intensive production. Business forms, tabulation, manuscripts. Speeds over 50 WPM.

Typing 103

Rough draft typing. Concentrates on typing techniques and English skills for typing from rough copy. Speeds over 50 WPM.

Word Processing 100

Basic DOS procedures

Word Processing 101

Introduction to word processing concepts and careers

Word Processing 102

Electronic typewriters

Word Processing 103

Easy Writer II Word Processing

Word Processing 104

Wordstar Word Processor

Word Processing 105

The transcription specialist

Word Processing 106

Computer timings

BUSINESS PROGRAMS - EVENINGS

ACCOUNTING #11183

Instructor: T.B.A.

Date: September 22 - December 10

Time: Tues & Thurs. 7 - 10 p.m.

Location: P.R.S.S.

Fee: \$135.00 plus text

Students registering in this program can work toward credit in Northwest Community College Accounting courses 101/102 and 150/151. The program is based upon a self-paced modular style of instruction that allows the learner to complete the course requirements at his/her own pace. A brief description of the two courses follows. Most students are able to complete one of 101/102 or 150/151 during a semester.

Accounting 101/102: An introduction to basic accounting, this credit course includes the following topics: Balance sheet, Balance Sheet Accounts, Income Statement Accounts, Journal and Ledger, Worksheet and Classified Statements, Closing the Books, Project 1 - Basic Accounting Cycle, Subsidiary Ledgers, Synoptic Journal, Payroll.

Accounting 150/151: Accounting 150 is concerned with basic methodology and logic: recording transactions and maintaining books of account for service and merchandising concerns, preparation and interpretation of financial statements, recording, reconciling and valuation of cash, accounts receivable, inventory and plant and equipment. Preparation of financial statements for various types of business operations and an introduction to financial reporting analysis and interpretation for management purposes. Preparation and setting up a cash budget and flexible budget. This course is recognized by C.G.A. and R.I.A. programs

INTRODUCTION TO TYPING #11184

Instructor: J. Bull

Time: Mon & Wed 7 - 9

Location: PRSS

Date: Sept 21-Nov 25

Fee: \$72.00 plus text

This course is designed to introduce the student to an electric typewriter and touch typing. Emphasis is placed on keyboard and typing technique instruction, with basic drills used to review knowledge. This non-credit course is offered as a prelude to Typing 101.

SPEEDBUILDING #4140

Instructor: Vena Lawal

Time: Mon & Wed 7 - 9 p.m.

Location: N.W.C.C.

Date: September 21 - November 2

Fee: \$36.00

This course is designed for experience typists and stenographers who have previously worked in the field and wish to improve their speed.

FISHERIES AND MARINE TRAINING

Fishing Master Certificate of Service

The D.O.T. regulations reducing the tonnage for fishing vessels requiring a certified master has been passed and will come into effect January 1988.

For those fishermen who have operated a fishing vessel for over one year within the last five years, D.O.T. will issue a Certificate of Service on completion of an approved course. This course has been developed by N.W.C.C. and is of six week's duration and is a no pass/no fail program. Course starts November 2, 1987. **The time to act is now. The Department of Transport has issued the warnings - don't be left behind!**

Certificate Preparation

The Northwest Community College, Marine Training Department, in Prince Rupert offers the Department of Transport certificate preparation programs leading up to the examinations required for Watchkeeping Mate, the Command Endorsement to the Watchkeeping Mate, Fishing Masters IV, III, II and I, Master Minor Waters, Master Small Craft, upgrading tutorials for ON II and ON I levels, and Marine Engineer IV.

The certificate preparation programs are offered in two modes:

1. Full-time daytime courses from 0830 hrs to 1530 hrs, 5 days per week.
2. Continuous intake, self-paced format. This format allows a student to enter at any time during the year, take any part of the program and work at his/her own pace. The D.O.T examinations can be attempted on the fourth Monday of every month except for the month of August. All parts of the program are modular with the examinations attempted on completion of each module. The various levels of certification and modules required are listed below, along with the estimated average time of completion and estimated cost. It is recommended that individuals seeking financial assistance from the Canada Employment Centre, contact the centre in your area as early as possible for the fall programs

MARINE TRAINING

CERTIFICATE PROGRAMS

WATCHKEEPING MATE

041 Chartwork & Pilotage	5 weeks	
061 Navigation Safety	3 weeks	
151 Gen. Ship Knowledge	4 weeks	
021 Nav. Instruments	5 weeks	
161 Gen. Seamanship	3 weeks	
Tuition: \$69.00 per mo.		\$345.00

Additional requirements are:

Standard First Aid	3 days	\$ 55.00
SEN (1) B at PMTI, Van.	2 weeks	\$102.00
MED II(A,B) PMTI, Van.	2 weeks	\$225.00
MED II (C) can be taken at NWCC, Pr. Rupert		
Each DOT exam is \$21.20 with the exception of 161 which is \$42.40		\$127.20
Total tuition and exam fees		\$854.20
Total estimated time 25 weeks		
Refundable book deposit		\$ 50.00

COMMAND ENDORSEMENT

042 Chartwork & Pilotage	5 weeks	
072 Meteorology	3 weeks	
090 Ship Management	1 weeks	
160 Gen. Seamanship	2 weeks	
Tuition fees \$69.00 per mo.		\$189.75

Additional requirements are:

Must hold Watchkeeping Mate Certificate		
SEN II at PMTI, Van.	2 weeks	\$102.00
MED III at PMTI, Van.	1 week	\$130.00
CPR(Part of MED III)		\$ 25.00
Exam fees		\$106.00
Total Tuition and Exam fees		\$552.75
Total Estimated Time 14 weeks		
Refundable Book Deposit		\$ 50.00

HAVE YOU PRE-REGISTERED?

MARINE TRAINING

**FISHING MASTER II
CERTIFICATE**

041 Chartwork & Pilotage	5 weeks	
061 Navigation Safety	3 weeks	
157 Gen. Ship Knowledge	3 weeks	
021 Nav. Instruments	5 weeks	
011 Communications	2 weeks	
072 Meteorology	3 weeks	
099 Ship Management	2 weeks	
168 Gen. Seamanship	3 weeks	
Tuition fees are \$69.00 per mo.		\$448.00

Additional requirements are:

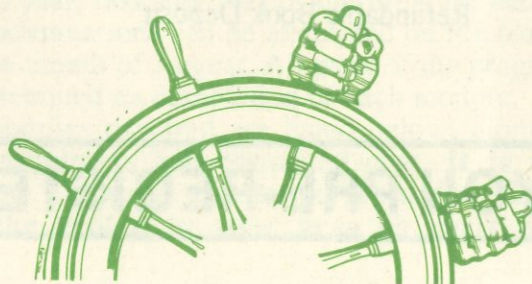
Standard First Aid	3 days	\$ 55.00
SEN I(B) at PMTI, Van.	2 weeks	\$102.00
MED II(A,B) PMTI, Van.	2 weeks	\$225.00
(MED II Part C may be taken at NWCC, Pr. Rupert)		
Examination Fees:		\$190.80
Total Tuition & Exam fees		\$1020.80
Total Estimated Time	31 weeks	
Refundable book deposit		\$ 50.00

**FISHING MASTER III
CERTIFICATE**

041 Chartwork & Pilotage	5 weeks	
061 Navigation Safety	3 weeks	
157 Gen. Ship Knowledge	3 weeks	
020 Nav. Instruments	3 weeks	
011 Communications	2 weeks	
167 Gen. Seamanship	3 weeks	
Tuition fees \$69.00 per mo.		\$327.75

Additional requirements are:

MED I	1 week	\$100.00
Exam fees		\$148.40
Total tuition and exam fees:		\$576.15
Total Estimated Time	20 weeks	
Refundable book deposit		\$ 50.00



**FISHING MASTER IV
CERTIFICATE**

040 Chartwork & Pilotage	4 weeks	
061 Navigation Safety	2 weeks	
020 Nav. Instruments	3 weeks	
166 Gen. Seamanship	3 weeks	
Tuition fees \$69.00 per mo.		\$207.00

Additional requirements are:

MED I	1 week	\$100.00
Exam fees		\$106.00
Total tuition & Exam Fees		\$413.00
Total Estimated time	13 weeks	
Refundable book deposit		\$ 50.00

**MASTER SMALL CRAFT
(40 TON)**

Four week period of tutorials	\$ 69.00
Exam fee	\$ 42.40
Total Tuition and Exam Fees	\$111.40
Refundable book deposit	\$ 50.00

MASTER MINOR WATER

Chartwork & Pilotage	4 weeks	
Ship's Business & Knowledge	4 weeks	
Oral and Practical	4 weeks	
Tuition fees at \$69.00 per mo.		\$207.00

Additional requirements are:

MED II(A,B) at PMTI, Van.	4 weeks	\$225.00
Standard First Aid	3 days	\$ 55.00
Exam fees		\$ 84.40
Total tuition and exam fees		\$571.40
Total estimated time	15 weeks	
Refundable book deposit		\$ 50.00

FISHERMEN'S CERTIFICATE OF SERVICE

A mandatory course required to meet the new D.O.T. regulations reducing the tonnage for fishing vessels requiring a certified master.

Course start date: November 2, 1987
Duration: Six weeks

CEIC sponsorship is available for those who qualify. CEIC has now stated that fishermen no longer require 20 weeks of employment before being referred for a sponsorship for this course.

DON'T LEAVE IT UNTIL IT IS TOO LATE! APPLY NOW!

HOME STUDY PROGRAM

For the mariner who prefers to study at home or while at sea, NWCC has developed and is developing a number of self-instructional modules to help prepare for specific DOT examinations. Students work on their own, however, free tutorial help is available by telephone.

Modules currently available:

040 Chartwork & Pilotage	041 Chartwork & Pilotage
020 Navigating Instruments	061 Navigating Safety
166 General Seamanship	021 Navigating Instruments
011 Communications	072 Meteorology

Fee for each module: \$75.00

For those mariners requiring certificate preparation for certificates other than those listed, arrangements can be made through the Marine Training Department office.

It is recommended that potential students take the sight test and complete all DOT documentation before commencing training.

DOT documents may be obtained from the local Canadian Coast Guard (Ship's Safety Branch) office.

MARINE TRAINING

EVENING COURSES

CELESTIAL NAVIGATION #11293

Location: NWCC Instructor: Ken Robertson
Time: Wed, 7-10 p.m. Dates: Oct. 7 - Dec. 16
Fee: \$60.00

When out of sight of land, fix your position with confidence using a sextant, the sun, moon and stars. This is a course of interest to sport boaters and common seamen alike.

GILLNET MENDING #11292

Location: NWCC Instructor: Freda Lattie
Time: Mon - Fri. 7 - 10 Dates: Sept. 14 - 25
Fee: \$100.00

This 30-hour course will help fishermen improve their netmending skills and techniques. Take this opportunity to get the advice of a net expert and improve your productivity.

SMALL BOAT NAVIGATION & SAFETY #11294

Location: NWCC Instructor: Rick Ogilvie
Time: Tues 7 - 10 p.m. Date: Sept. 15 - Nov. 17
Fee: \$54.00

For the sport boater, the ability to pilot a voyage using available information and aids greatly enhances the joys of boating on the Pacific Northwest coast. Course includes chartwork, rules of the road, boat safety, radar watchkeeping and seamanship. Students are expected to purchase parallel rulers and dividers.

FOR FURTHER INFORMATION regarding Fisheries and Marine Courses and new programs, contact: Capt. Ben West, Director of Marine Programs, Northwest Community College, Prince Rupert, 627-7598



MARINE - EVENING PROGRAM

DECKHAND UPGRADING

Introductory Training for Certificate of Competency - A course for workers employed in the marine industry (towing, fishing, ferries and other areas), who wish to upgrade their skills to a level that will enable them to enter a program of certificate preparation leading up to ship's Master, Mate or Engineer.

The objective is to train a deckhand in the theoretical and practical skills required to carry out his duties in a superior and efficient manner such that he may be selected for training as a ship's officer and may enter an officer's training program with confidence.

There will be some CEIC financial assistance for those applicants who meet their requirements.

REQUIREMENTS FOR THOSE REQUESTING CEIC ASSISTANCE:

- To have a minimum of three months of actual proven sea time on a commercial vessel.
 - To have passed a sight test (unless intending engineer training).
 - Two letters of character reference
 - To have completed CEIC registration.
- TIMES:** 8:30 a.m. - 3:30 p.m., Monday - Friday (Commencing in the fall)
DURATION: 12 Weeks
FEES: \$67.00 per month

REGISTRATION INFORMATION

REGISTRATION WILL BEGIN IMMEDIATELY

You may register for a day or an evening class:

IN PERSON: At the College Centre
820 3rd Avenue West
Prince Rupert, B.C.
V8J 1M6

INQUIRIES: Please call 624-6054

OFFICE & LEARNING RESOURCE CENTRE

HOURS: Days: Monday - Friday
9 - 5 p.m.
Evenings: Monday - Thurs.
7 - 9:30 p.m.

COME & JOIN US !!

MARINE PROGRAM

FIRST AID

HEARTSAVER FIRST AID

This program is for those with experience in first aid, who want to upgrade their skills in C.P.R.

#11348

Instructor: St. Johns
Location: N.W.C.C.
Date: September 12
Time: Saturday, 9 a.m. - 3 p.m.
Fee: \$25.00

#11349

Instructor: St. Johns
Location: N.W.C.C.
Date: October 10
Time: Saturday, 9 a.m. - 3 p.m.
Fee: \$25.00

#11350

Instructor: St. Johns
Location: N.W.C.C.
Date: November 14
Time: Saturday, 9 a.m. - 3 p.m.
Fee: \$25.00

INDUSTRIAL FIRST AID #3500

Instructor: Judy Letendre
Location: N.W.C.C.
Date: October 20 - December 10
Time: Tues & Thurs plus two
Monday evenings
6:30 - 10:30 p.m.
Fee: \$245.00

This course is to prepare students for the Worker's Compensation Board Industrial First Aid examination. It is open to both first-time students and persons wishing to re-qualify.

STANDARD FIRST AID #3499

Instructor: Judy Letendre
Location: N.W.C.C.
Date: November 13, 14 & 15
Time: Friday, 7 - 10 p.m.
Saturday, 9 - 5 p.m.
Sunday, 9 - 5 p.m.
Fee: \$53.00

This course will show you how to manage minor medical emergencies in the home and in public. Included will be: hemorrhage control, artificial respiration, splinting fractures, management of wounds and burns, poisons and instruction in what to do in case of a heart attack, stroke or seizure.



FIRST AID

HEALTH

ALZHEIMER DISEASE SEMINAR #11283

Instructor: Peggy Davenport
Location: N.W.C.C.
Date: October 9
Time: Friday, 7 - 10 p.m.
Fee: \$10.00

Alzheimer's will be studied as a progressive disease process. A compassionate understanding of behavioural changes can be developed through an appreciation of the physical changes which occur within the brain, and the ways the person with Alzheimer's reacts to these types of stress. This understanding is translated into a more affective approach to the care of an individual with Alzheimer's.

The class is for health care workers, family members and friends of people with Alzheimer's as well as others who would like to know more about the disease.

HEALTH, ENERGY & HERBAL MEDICINE #4122

Instructor: Mal Carwithen,
Good Health To You
Location: P.R.S.S.
Date: October 7 - 28
Time: Wednesday 7 - 10 p.m.
Fee: \$25.00

Enjoy four evenings of intensive instruction learning how to:

- * Get and stay healthy instead of fighting disease
- * Beat the flu and the common cold
- * Make and keep your kids healthy from conception on
- * Use herbs, vitamins and minerals to build a stronger, vibrant, energetic body
- * Learn iridology to help you keep track of your body's condition
- * Feed your nerves, control arthritis and beat constipation..

NIGHTMARES & INSOMNIA #11288

Instructor: Dr. Kamal Baig
Location: P.R.S.S.
Date: October 7
Time: Wednesday, 7-10
Fee: \$20.00

Why do we sleep? What happens when we dream? Does dreaming have anything to say about what is happening in our lives? Why do certain dreams terrify us? Why is it hard to sleep?



MASSAGE WORKSHOP

NATURAL WAYS TO COPE WITH PAIN #11347

Our dependency on medication for pain relief is often unnecessary. The aim of this session is to introduce participants to simple, time proven, alternate methods such as massage, relaxation, imagery, cold, heat, exercise, etc. Particular emphasis will be on headaches, back pain, neck and shoulder tension and sports injuries.

This is an intensive, hands-on, six hour workshop. Wear loose, comfortable clothing and be prepared to participate. Bring three large towels, small pillow, blanket and large bowl (suitable to use as a footbath).

Please consult your physician for advice on pre-existing medical conditions before participating.

Instructor: Barri Blix
Registered
Massage Therapist

Location: N.W.C.C.
Date: October 24
Time: Saturday, 9 - 12 & 1-4
Fee: \$35.00
Maximum: 20 students.



PAIN MANAGEMENT #11289

Instructor: Kamal Baig
Location: P.R.S.S.
Date: October 14
Time: 7-10 p.m.
Fee: \$20.00

We know that pain is unpleasant, but can there be any value to it? Which is more intense - physical or psychological pain? What is the nature of suffering? Can we learn to manage pain?

PRE-MENSTRUAL SYNDROME (PMS) #11345

Instructor: Dr. Maureen McTavish
Location: P.R.S.S.
Date: October 14
Time: Wednesday, 7 - 10 p.m.
Fee: \$5.00

Most women, perhaps 85%, have experienced some physiological and psychological symptoms of PMS two to fourteen days preceding their menstrual period. It is estimated that 10% of menstruating women suffer from PMS. They experience severe symptoms that disrupt their lives. Come learn more about PMS and how you can help yourself through dietary changes, vitamin and mineral supplements, etc.

SHIATSU WORKSHOP #4118

Instructor: Barbara White
Location: N.W.C.C.
Date: October 6 & 8
Time: Tues & Thurs 7 - 9 p.m.
Fee: T.B.A.

For more information, please call the college at 624-6054.

NATIVE MEDICINE PLANTS OF THE NORTH COAST#4141

Instructor: Lee Oates
Location: N.W.C.C.
Date: October 2 & 3
Time: Friday 7 - 10 p.m.
Saturday 10 - 4 p.m.
Fee: \$12.00

Learn about the native medicinal plants that grow on the north coast. This slide show and lecture will also include a field trip on Saturday (weather permitting).

PEOPLES LAW SCHOOL

In cooperation with the People's Law School of Vancouver, Northwest Community College will offer **FREE** workshops on various areas of the law that have an effect on everyday life at some time or another. Sessions are informational, to the point and practical. Local lawyers, business people and government officials who have special knowledge or experience in the area to be discussed, will present these workshops. Plan to attend one or more. Please pre-register at least two weeks before each seminar.

COMPUTER LAW - Wed, Oct. 7, 7 - 9 p.m. at P.R.S.S.

This class provides a look at the laws and the controversies dealing with computers. Topics include: copyright, trademark, and proposed criminal code amendments regarding destroying or accessing programs.

NEW DIVORCE LAW - Wed, Oct 14, 7 - 9 p.m. at P.R.S.S.

Our new Divorce Act will shorten the time for divorce, alter the grounds for divorce and aims to improve the enforcement of support, custody and access orders. An examination of this Act and its impact on family law will be discussed.

SENIORS' BENEFITS - Wed, Oct 21, 7 - 9 p.m. at Seniors Centre

An explanation of Old Age Security Pension; Guaranteed Income Supplement; Canada Pension Plan; War Veteran's Allowance; Unemployment Insurance; and much more

WILLS & ESTATES - Wed, Oct 28, 7 - 9 p.m. at Seniors Centre

How a will is made; information contained in a will; how a will is revoked or changed; restrictions; what happens if there is no will; and more.

PEOPLES LAW

COMPUTER EDUCATION

COMPUTER APPLICATIONS

Designed to familiarize the participants with the various methods of using a computer as a tool in business or in the home. Students will be introduced to the various types of software available for computers and will receive hands-on experience with word processing, spreadsheet and graphics software. These courses are not programming courses.

#11322

Instructor: James Whyte
Location: Booth School
Date: Sept 21 - 30
Time: Mon & Wed
7 - 9 p.m.
Fee: \$33.00

#11323

Instructor: James Whyte
Location: Booth School
Date: Sept 22 - Oct 1
Time: Tues & Thurs
7 - 9 p.m.
Fee: \$33.00

COMPUTER SPREADSHEET APPLICATIONS

A course for those students who have completed the Computer Applications course and wish to explore further the practical uses of a general purpose spreadsheet program. At a computer, students will learn the basic commands and methods of operation and then create their own templates for such business applications as sales projections and analysis, budgets, bookkeeping and reports.

#11325

Instructor: James Whyte
Location: Booth School
Date: Oct 5 - 19
Time: Mon & Wed 7 - 9 p.m.
Fee: \$33.00

COMPUTER PROGRAMMING

This course assumes no previous knowledge of computers. The approach will be hands-on and as such, enrollment will be limited. During the course, students will learn how to operate sophisticated programs in the BASIC language.

#11324

Instructor: James Whyte
Location: Booth School
Date: Oct 26 - Nov 4
Time: Mon & Wed, 7 - 9 p.m.
Fee: \$33.00

HAVE YOU PRE-REGISTERED?

COMPUTERS

COOKING

EAST INDIAN #4142

Instructor: Harbajan Sangha
Location: P.R.S.S.
Date: Sept 22 - Oct 13
Time: Tues. 7-9 p.m.
Fee: \$25.00

Exotic foods from the East will tempt your taste buds in this four week course.

INTERNATIONAL FOODS #11336

Instructor: Vena Lawal
Location: P.R.S.S.
Date: Oct 8 - 29
Time: Thursday 7 - 9 p.m.
Fee: \$25.00

Experience foods from Thailand, Jamaica, and the Phillipines in this four week excursion into exotic foods.

JAMAICAN FOOD PREPARATION#4139

Instructor: Fred Nesbeth
Location: P.R.S.S.
Date: Sept. 21 - Oct. 13
Time: Monday, 7 - 9 p.m.
Fee: \$25.00

Taste tempting West Indian foods will be prepared to tantalize your palate.

MEXICAN COOKING - BEG #11326

Instructor: Edna Gruber
Location: P.R.S.S.
Date: Oct 7 - 28
Time: Wednesday 7 - 9 p.m.
Fee: \$25.00

Enchiladas, chiles rellenos are two of the taste-tempting recipes you will explore in a four week tour of Mexican cooking.

MEXICAN COOKING - INT #11327

Instructor: Edna Gruber
Location: P.R.S.S.
Date: Nov 4 - Dec 2
Time: Wednesday 7 - 9 p.m.
Fee: \$25.00

Continue the spice-filled exploration of mexican cooking.

NUTRITIONAL COOKING

The college centre would like to determine if there is enough interest for a six to eight week course in nutritional food preparation. An introductory course for those interested in healthy eating habits, weight loss and learning more about food values. If you are interested, please call the College and place your name on a waitlist.

APPROXIMATE COURSE FEE: \$60.00.

COOKING

CRAFTS

DOLL MAKING #4132

Instructor: Vicky Grainger
Location: P.R.S.S.
Date: Sept 23 - 30
Time: Wed, 7 - 10 p.m.
Fee: \$12.00 plus supplies

Explore different methods of dollmaking used by craftspeople all over the world and how to apply modern materials and safety standards to traditional methods and patterns. A needle modelled, soft doll will be constructed during classes by the students and many other methods will be demonstrated. (Materials list available at the College)

CHRISTMAS DECORATIONS #4129

Instructor: Vicky Grainger
Location: P.R.S.S.
Date: Oct. 28 - Nov. 25
Time: Wed, 7-10 p.m.
Fee: \$20.00 plus supplies

Christmas wreaths, cards, garlands and decorations will be made by students of natural materials such as cones, nuts, driftwood and inexpensive store bought materials. Students will be able to apply learned techniques to a wide range of decorations during the course. A glue gun would be very helpful but is not absolutely required.

COSTUME MAKING #4128

Instructor: Vicky Grainger
Location: P.R.S.S.
Date: Oct. 13-22
Time: Tues & Thurs, 7-10 p.m.
Fee: \$22.00 plus supplies

Learn how to design and to inexpensively make costumes for Halloween or theatre for adults and children. Wigs, make-up and accessories will be dealt with in some detail as well. Students will construct a costume or costumes of their choice during the session. Materials will not be required until second session (Thurs, Oct 15)

FLYTYING WORKSHOP #4117

Instructor: Graham Johnston
Location: N.W.C.C.
Date: October 2 & 3
Time: Friday 7:30 -10
Saturday 10 - 4
Fee: \$35.00

Fly typing is easier than it looks. This workshop will teach you the three basic typing procedures necessary to tie five types of flies that are effective when fishing in B.C. waters. Bring scissors, vice, any material you may have on hand.

CRAFTS

KNITTING #11217

Instructor: Leona Zajak
Location: P.R.S.S.
Date: Sept 21 - Nov 16
Time: Monday 7-9 p.m.
Fee: \$25.00

Knitting needles and wool are all you need to enter the world of knitting. Basic stitches, as well as the advanced will be included.

MACHINE KNITTING #4116

Instructor: Beth Vallee
Location: P.R.S.S.
Date: T.B.A.
Time: T.B.A.
Fee: T.B.A.

If you are interested in taking this course, please call 624-6054 and put your name on the waitlist.

MAKING MONSTERS #4131

Instructor: Vicky Grainger
Location: P.R.S.S.
Date: Dec. 8 - 10
Time: Tues & Thurs 7 - 10 p.m.
Fee: \$12.00 plus supplies

Make a big monster puppet or stuffed monster using a basic monster body (pattern supplied free). The first night the students will have some creative fun applying different noses, horns, tongues, teeth, ears, hair, beards and hats to instructor's basic plain monster and each student will create and sew their own monster by the end of the second night.

PARTIES FOR CHILDREN #4133

Instructor: Vicky Grainger
Location: P.R.S.S.
Date: Oct 6 - 8
Time: Tues & Thurs 7 - 10 p.m.
Fee: \$12.00

Inexpensive and creative children's party ideas from Pooh Bear to Thundercats for birthday and other occasion celebrations. Use one package of wrapping paper to make invitations, tablecloths and other decorations. Ideas will be exchanged and demonstrated.

PUPPET MAKING #4130

Instructor: Vicky Grainger
Location: P.R.S.S.
Date: Nov 10 - Dec 03
Time: Tues & Thurs 7 - 10 p.m.
Fee: \$40.00 plus supplies

Explore the history of primitive to modern puppets, and create and complete several puppets from simple hand puppets to more intricate marionettes. Various mediums will be used: needle scupturing, paper mache and others. Knowledge of machine sewing will be helpful but not required.

CRAFTS

WOODWORKING FOR BEGINNERS #3496

Instructor: Michael Kolesar
Location: P.R. Achievement Centre
Date: T.B.A.
Time: T.B.A.
Fee: T.B.A.

Learn to use the basic tools of carpentry while you complete a small project to use in your home. Please call and put your name on a wait list.

DRIVER'S EDUCATION

DRIVER TRAINING #11344

Instructor: Alfonso Tomas
Location: Prince Rupert
Skeena Driving School
Dates: Wed/Thurs.
9 a.m.-8 p.m.
Sessions: 1 to 10
Fee: \$33.00 per lesson

Do you need a Driver's Licence? Class 5 - Class 4? The road to safe driving starts at the Skeena Driving School. Lessons will cover:

- car controls
- turning manoeuvres
- intersection problems
- lane changing and passing
- parking on grades
- acceleration and braking
- defensive driving
- backing up
- parallel parking
- angle parking

AND A WHOLE LOT MORE

Learn to protect yourself against the "other" driver. Learn to "drive defensively". Students may register for one lesson or the full course, depending on individual needs. Students who take five lessons may use the training car for the road test with the examiner. **STUDENTS MUST REGISTER AT THE COLLEGE.**

DEFENSIVE DRIVING #4125

Instructor: Pat Bryson
Location: P.R.S.S.
Date: T.B.A.
Time: Wed & Thurs, 7 - 10 p.m.
Fee: \$25.00

This course is for general interest or for those people required to take a course in defensive driving by the Motor Vehicle Dept. The goal of this course is to learn to drive defensively, cope with adverse road conditions and avoid accidents caused by other driver's mistakes.

DRIVER'S EDUCATION

PERSONAL DEVELOPMENT

ASTROLOGY FOR A NEW AGE #3495

Instructor: Tristan Senchuk
Location: P.R.S.S.
Date: Sept 23 - Dec 2
Time: Wednesday 7:30 - 9:30 p.m.
Fee: \$30.00

A beginner's introduction to practical astrology. Topics to be covered include: signs, planets, and house interpretations.

BABYSITTING #3498

Instructor: Growing Space Society
Location: P.R.S.S.
Date: Oct 5 - Nov 9
Time: Mon & Wed, 6:30 - 8 p.m.
Fee: \$20.00

PRE-REQUISITE: Registration limited to those **12 year of age and over.** This course is designed for people who babysit and wish to learn new skills or update existing ones in the area of fire safety, protection in the home, child care skills and first aid procedures.

BALANCING YOUR CHEQUEBOOK #11329

Instructor: Pat Moore
Location: N.W.C.C
Date: October 13
Time: Tuesday, 7:30 - 9:30
Fee: \$5.00

Are you frustrated at the end of the month because you cannot make your chequebook balance? This short one evening course will show you the way to happiness.

BEER MAKING #4123

Instructor: Eric Lund
Location: P.R.S.S.
Date: September 28
Time: Monday, 7 - 10 p.m.
Fee: \$10.00

Learn the basics of good beer making.

BRIDGE FOR BEGINNERS #4138

Instructor: T.B.A.
Location: P.R.S.S.
Date: T.B.A.
Time: T.B.A.
Fee: T.B.A.

Learn how to count points, evaluate your hand, bid, re-evaluate during bidding, open lead defense, signal, play the hand and score. A large portion of the time will be spent on practice sessions where the principles can be illustrated. If you are interested in learning these skills, please call and place your name on a waitlist.



ECOLOGY OF THE BOG #4127

Instructor: Vicky Grainger
Location: P.R.S.S.
Date: October 1 - 3
Time: Thursday 7 - 10 p.m.
and Saturday 9 - 4 p.m.
Fee: \$25.00

Explore this unique ecological association. These ancient remnants of arctic plants and soils left by the glaciers as they retreated millions of years ago. Weekend session will be at Oliver Lake.

FRENCH BRAIDING #11335

Instructor: Shama Vohara
Location: P.R.S.S.
Date: Sept 22 - Oct 27
Time: Tuesday, 7 - 8:30
Fee: \$15.00

Learn the techniques for french braiding including day-time and evening styles. Participants must supply their own models.

HARMONY FUN #3497

Instructor: Debbie Redman
Location: T.B.A.
Date: Sept 21 - Nov 16
Time: Monday, 7-8 p.m.
Fee: \$12.00

Would you like to learn more about singing? This course will teach you skills in vocal production; four-part harmony; performance techniques and much more. You will be able to learn a song or two, in harmony, plus have a LOT of fun. **Musical knowledge is NOT necessary.** If you love to sing this course is for you. For more information call Marg Logan at 627-1084.

IMPROVE YOUR CREATIVITY & PROBLEM SOLVING SKILLS #11291

Instructor: Dr. Kamal Baig
Location: P.R.S.S.
Date: October 28
Time: Wednesday, 7 - 10
Fee: \$20.00

If we think we already know the answer to a question, chances are we are not going to give further thought to this question. Creativity is the capacity to find something new in what seems obvious. Find out how to improve **YOUR** creativity in this one evening seminar.

INTERIOR DECORATING #4115

Instructor: Suzan Forman
Location: P.R.S.S.
Date: Oct 5 - Nov 2
Time: Monday, 7-9:30 p.m.
Fee: \$25.00

This course will concentrate on the basic elements of home decorating space, colour, lighting, etc., to provide a basis for creating new design patterns. Participants will have an opportunity to develop their skills in decorating problem areas and express their own creativity at the same time.

INVESTMENTS WORKSHOP

MS. ALISON FLETT and MR. JACK WONG, Investment Brokers from C.M. OLIVER LTD (VANCOUVER) will lead the discussion for those men and women who want to make conservative investment decisions but lack the basic knowledge of the stock market and investment terminology. The instructors will familiarize you with the regulations concerning spousal Registered Retirement Savings Plans and Registered Education Savings Plans. Topics of discussion will be bonds, preferred shares, common shares, warrants and mutual funds. This course will give the investor an understanding of the investment vehicles available and financial planning.

COURSE NAME: AN INTRODUCTION TO THE STOCK MARKET #4136

LOCATION: N.W.C.C.

DATE: OCTOBER 16

TIME: SATURDAY, 1-4 P.M.

FEE: \$20.00

KEEPING THE RECORDS STRAIGHT #11330

Instructor: Pat Moore

Location: N.W.C.C.

Date: Sept 21 - Nov 30

Time: Mon & Wed 730 - 9 p.m.

Fee: \$50.00

This **non-credit** course will demonstrate the procedures used for basic bookkeeping for people in small business. Includes chequebook updating, synoptic, accounts receivable/payable. How to do a bank reconciliation, sales journal, posting to a general ledger, payroll and deductions. Preparation of T4's.

MAP & COMPASS READING - ORIENTEERING#4126

Instructor: V. Grainger

Location: P.R.S.S.

Date: Sept 22 - 26

Time: Tues & Thurs 7 - 10 p.m.

and four hr field trip on the weekend

Fee: \$25.00 plus \$25.00 refundable tool deposit

Learn how to read and use a compass, clinometer, aerial photographs and interpret all kinds of maps, for work or liesure. Weekend session will be out of doors.



PERSONAL DEVELOPMENT

MEMORY TRAINING #4135

Instructor: John Paterson, Memory Dynamics, Vancouver

Location: N.W.C.C.

Date: October 24

Time: Saturday, 9 a.m. - 4 p.m.

Fee: \$38.00

Increase your memory skills. Learn how to remember names and faces, facts and figures, numbers in any capacity, any list of any length, as well as how to overcome absentmindedness. This seminar also contains a section on personal motivation and self-image.

TALKING TO YOUR TEEN #11290

Instructor: Dr. Kamal Baig

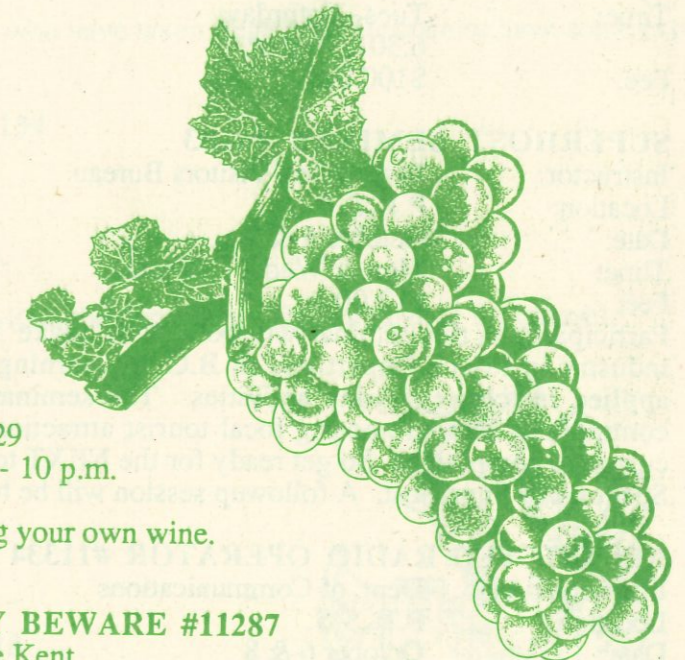
Location: P.R.S.S.

Date: October 21

Time: Wednesday, 7-10

Fee: \$20.00

When we decide to have children, do we truly realize that they are going to grow into adults just as we are and face problems pretty much as we do? Is there anything we can do to make life easier for them. This one evening seminar will discuss the ways and ideas.



WINE MAKING #4124

Instructor: Eric Lund

Location: P.R.S.S.

Date: September 29

Time: Tuesday, 7 - 10 p.m.

Fee: \$10.00

Tips and techniques for making your own wine.

WOMAN ALONE - LADY BEWARE #11287

Instructor: Cst. Darlene Kent

Location: P.R.S.S.

Date: Oct 19 & 21

Time: Mon & Wed 7 - 9 p.m.

Fee: FREE

This seminar will deal with security in the home, on the street or in the car. Overall personal safety will be discussed, including tips on self defense. Alternatives and proper prevention techniques to avoid problem situations will be discussed.

PERSONAL DEVELOPMENT

JOB SKILLS

AIR BRAKES

The purpose of this course is to prepare drivers with written and practical testing on the "Operation and Maintenance of Airbrakes Systems". Successful completion of this course will qualify the student to apply for an airbrake endorsement on his/her license. Valid B.C. Driver's License is required. The class is limited to 16 students. Course runs Tuesday to Friday evening, with a one hour practical exam on Saturday.

Section 1

Instructor: Dawn Bodger
Location: Parker Ford Bldg
Date: Oct 6 - 10
Time: Tues - Saturday
6:30 - 10 p.m.
Fee: \$100.00

Section 3

Instructor: Dawn Bodger
Location: Parker Ford Bldg
Date: Dec 1 - 5
Time: Tues - Saturday
6:30 - 10 p.m.
Fee: \$100.00

Section 2

Instructor: Dawn Bodger
Location: Parker Ford Bldg
Date: Nov 3 - 7
Time: Tues - Saturday
6:30 - 10 p.m.
Fee: \$100.00

SUPERHOST SEMINAR #4183

Instructor: Betty Wier, Visitors Bureau
Location: P.R.S.S.
Date: October 5 & 7
Time: Mon & Wed 7 - 10 p.m.
Fee: \$12.00

Participants in this seminar will be able to make a contribution to the tourist industry in Prince Rupert and in B.C. by learning some basic techniques to be applied in their everyday activities. The seminar covers such topics as good communications, promoting local tourist attractions and activities and handling customer complaints. So get ready for the NEXT tourist season and participate in Section I of Superhost. A followup session will be held in the Winter semester.

RESTRICTED RADIO OPERATOR #11334

Instructor: Dept. of Communications
Location: P.R.S.S.
Date: October 6 & 8
Time: Tues & Thurs 730-9 p.m.
Fee: Free

This three hour course is designed for the sport boater and fisherman and deals with regulations, procedures and emergency communications and radio. **PRE-REQUISITE:** Student must have a sound knowledge of the phonetic spelling alphabet which must be learned in advance of the course by purchasing the Radio-telephone Operator Handbook from the Department of Communications.

JOB SKILLS

TRAFFIC CONTROL TRAINING#11333

Instructor: Peter Stubbert
Location: N.W.C.C.
Date: October 3
Time: Saturday, 1-5 p.m.
Fee: \$25.00

This certification is required by those monitoring, controlling and directing traffic in and around road maintenance and construction areas. Fee includes exam and certification.

LANGUAGES

GERMAN - INTERMEDIATE #11285

Instructor: Bretta Kuntz
Location: P.R.S.S.
Date: Sept 21 - Nov 18
Time: Mon & Wed 7:30 - 9 p.m.
Fee: 36.00 plus text

This course is a followup for those who have taken Beginning German or have some experience in using the language.

ITALIAN - BEGINNERS #4134

Instructor: John Marogna
Location: P.R.S.S.
Date: Sept 21 - Nov 18
Time: Mon & Wed 7 - 9 p.m.
Fee: \$40.00

Be able to speak and write Italian within the first twenty-five minutes of the course!

SPANISH - BEGINNERS #11328

Instructor: Edna Gruber
Location: P.R.S.S.
Date: Oct 6 - Nov 26
Time: Tues & Thurs 7 - 8:30
Fee: \$36.00 plus text

Dos cervezas, por favor! Refine your pronunciation of this important phrase (two beers please) and others, for use in your next foray to Spain



LANGUAGES

MARINE MECHANICAL TRADES PROGRAM

Northwest Community College in Prince Rupert offers this program to those students wishing to seek employment in the Marine industry as mechanical tradesmen or engineering officers. The program consists of three sessions of mechanical training lasting about 21 weeks in total. In addition, students completing the basic program may enroll in two advanced optional courses to increase their area of expertise.

LEARNING FORMAT

All instruction in the trades training program at N.W.C.C. is now available in a self-paced, individualized learning format. This new method of instruction permits trainees to enroll in any one of the several trades training programs whenever the trainee finds it convenient. Students learn at their own speed on an individualized basis. The program allows trainees to enroll on a part-time or full-time basis, select parts of a course needed for specific purposes and receive credit for training completed. Should the student be required to leave his course and return to employment, he is able to receive credit for all training completed prior to termination. Instruction is now available in seven trades at N.W.C.C. The first six weeks of this training, referred to as Mechanical Common Core, can be credited to the mechanical trades.

COURSE PREREQUISITES:

All students entering any of the trades programs are required to be functioning at the Grade 10 equivalency level. Pre-tests are available upon request to assist students in determining whether they have the necessary prerequisites. Intensive Math, Science and English upgrading programs are available to assist students not having the required prerequisites.

FEES: \$69.00 per month plus a \$50.00 refundable book deposit

MECHANICAL COMMON CORE PROGRAM (6 weeks approx.)

This session provides introductory training for all students entering the mechanical trades. They will cover WCB regulations, survival first aid, math, processing technical information, drafting, fire extinguishers and other skills.

PLEASE NOTE: Students who wish to take training as heavy duty mechanics, automotive mechanics or auto body mechanics may complete this Mechanical Trades Core program in Prince Rupert and then transfer to the Terrace Centre or some other B.C. College to complete their training.

MARINE TRADES

MECHANICAL TRADES OCCUPATIONAL CORE (3 WEEKS APPROX.)

This program covers safety on volatile substances, storage, general safety, introduction to mechanical trades, specialized hand tools, specialized power tools, power transmissions, 2 x 4 stroke cycle engines, lead acid batteries, running equipment, describing selected hydraulic systems and components.

MARINE ENGINE MECHANICS (12 weeks approximately)

Students who complete this program will have the necessary skills to begin work as a Marine engine mechanic. The program covers the installation, maintenance, repair and overhaul of all types of gasoline marine engines including outboards, outdrives and inboards. Students will also master skills in the maintenance repair and installation of the various support systems including electrical systems, steering and hydraulics.

ADVANCED PROGRAM IN MARINE DIESEL MECHANICS (12 weeks approx.)

This program is designed to provide the skills needed to work on Marine diesel engines, such as those found in many commercial marine operations. Students will develop skills in the repair, tuneup and overhaul of Marine diesel engines as well as servicing and repair of all engine support systems. Only students who are qualified marine engine mechanics or demonstrate a high degree of mechanical knowledge and experience will be admitted to this advanced program.

ADVANCED PROGRAM IN MARINE ENGINEERING (CLASS IV)

This program is designed to provide tutorial assistance and technical support to students preparing to write exams for the Class IV Marine Engineering Certificate. In order to qualify for this exam program, students must have spent 36 months at sea in an engine room capacity. Remission of this sea time may be granted for time spent in courses such as 1, 2, & 3 above or in marine engine related industrial work.

Instructor: Al Kenny, Dave Hall

Time: 8 a.m.- 3 p.m.

Date: Weekly

Location: Old Parker Ford Building

Fee: \$69.00 per month plus \$50.00 refundable book deposit.

HAVE YOU PRE-REGISTERED?

MARINE TRADES