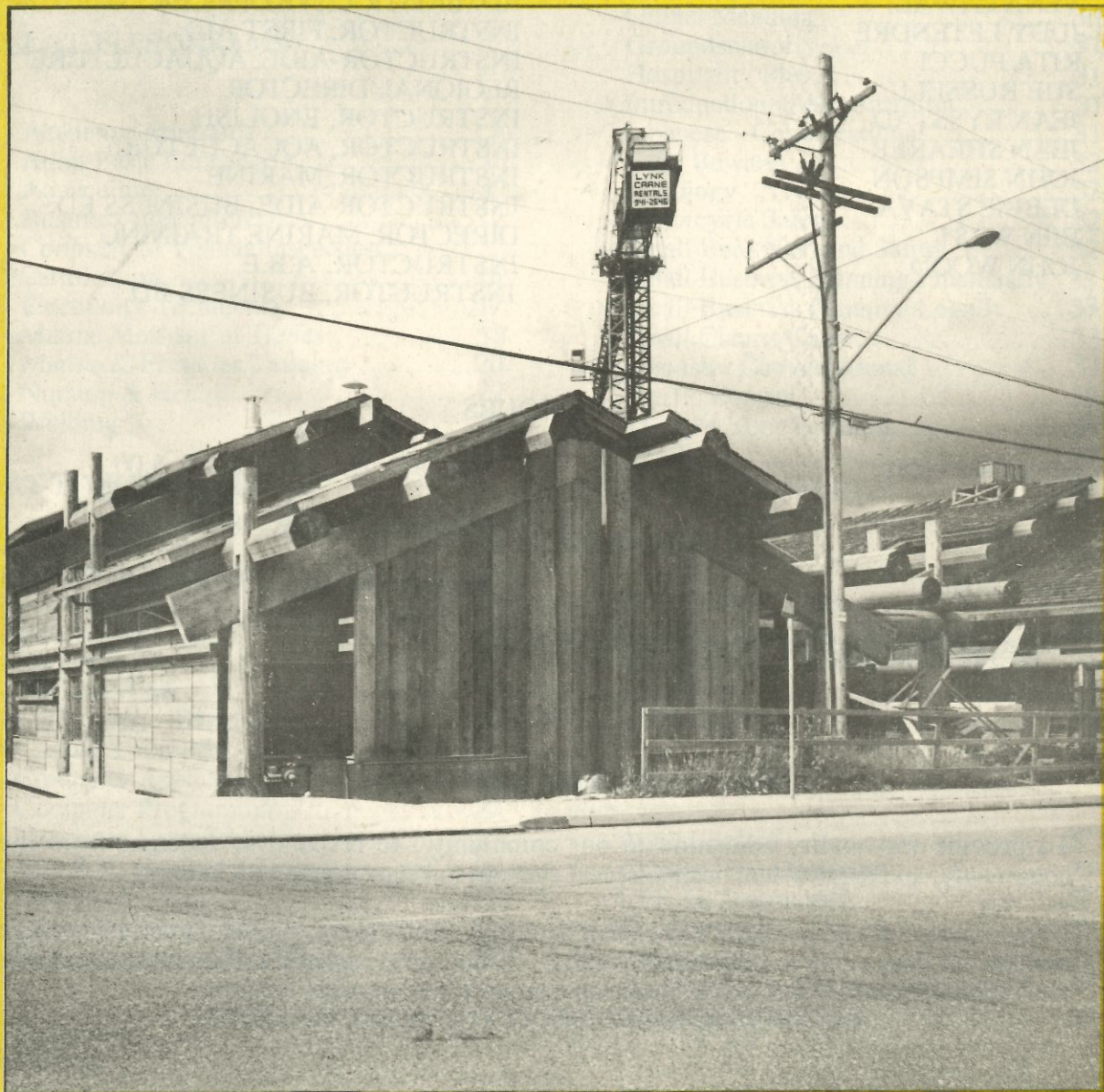
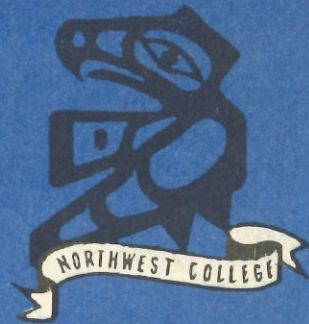


1988 FALL PROGRAMS



**NORTHWEST
COMMUNITY COLLEGE
PRINCE RUPERT**

**PLEASE...
SAVE FOR FUTURE
REFERENCE**

OUR STAFF

KATHY BEDARD	ADMINISTRATIVE SECRETARY
LINDA DAVID	MARINE DEPT. SECRETARY
DIANNE DEDECKER	ADMINISTRATIVE SECRETARY
MARIE GRINSTRAND	INSTRUCTOR, ABE
JOHN HIOM	INSTRUCTOR, SCIENCES
MONA IZUMI	INSTRUCTOR, MATH
AL KENNY	INSTRUCTOR, MARINE TRADES
WAYNE KENNEDY	INSTRUCTOR, WELDING
VENA LAVAL	ADMINISTRATIVE OFFICER
JUDY LETENDRE	INSTRUCTOR, FIRST AID
RITA PUCCI	INSTRUCTOR-AIDE, AQUACULTURE
SUE RUSSELL	REGIONAL DIRECTOR
JEAN RYSSTAD	INSTRUCTOR, ENGLISH
JEAN SHEARER	INSTRUCTOR, AQUACULTURE
JOHN SIMPSON	INSTRUCTOR, MARINE
DEBBIE STAVA	INSTRUCTOR-AIDE, BUSINESS ED.
BEN WEST	DIRECTOR, MARINE TRAINING
JOHN WOOD	INSTRUCTOR, A.B.E.
	INSTRUCTOR, BUSINESS ED.

OUR HOURS

September - May	Monday - Thursday, 8:30 - 5:00
	6:30 - 10:00
	Friday & Saturday, 8:30 - 4:30
June - August	Monday - Friday, 8:30 - 4:30

Classes are not normally held on Statutory Holidays

OUR AIM

To provide top-quality education to our community; to respond to requests from the community; and to grow with technological changes to keep current with industry.

If you wish to attend a course and cannot find it in our calendar, please phone the College and ask for your name to be put on a waitlist. At any time we have sufficient interest from the community, we do our best to locate an instructor and organize a course.

WE NEED TO KNOW WHAT YOU WANT TO KNOW!

OUR THANKS...

To School District #52 and the staff of Prince Rupert Senior Secondary and Booth Junior Secondary School. Without the cooperation of the staff and the use of their facilities we would not be able to offer such a variety of programmes to our community.

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REGISTRATION AND TUITION INFORMATION

REGISTRATION

Begins immediately. You may register for classes in person at the College offices, 130 1st Avenue West, Prince Rupert, V8J 1A8 or by mail to the same address.

Telephone inquiries to 624-6054 are welcome, but registration cannot be taken over the phone as our policy for most classes is first paid, first served!

TUITION

Special courses, contract courses, and evening courses are priced individually. Others are:

ACADEMIC: \$24 PER CREDIT HOUR PER SEMESTER up to a maximum of \$360 per semester, plus an annual \$10 fee for permanent record maintenance.

VOCATIONAL & ABE: \$72 PER MONTH payable on a semester basis, plus an annual \$10 fee for permanent record maintenance.

BOOK & TOOL DEPOSITS (REFUNDABLE)

VOCATIONAL	\$50.00
BUSINESS CAREER	\$50.00
ABE	\$25.00

SENIOR CITIZENS / 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 7 days 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 books and tuition. PLEASE KEEP YOUR RECEIPT.

LATE REGISTRATION AND REFUND POLICY

GENERAL CONDITIONS

1. The College reserves the right to cancel courses that are lacking in enrollment. We sincerely regret any inconvenience this may cause.
2. 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.
3. Refunds requested prior to the course start date will be assessed an administration charge of \$10.
4. There will be no refunds for courses with tuition fees of \$10 or less except for those conditions described in statement #2.

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, and some second year 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.

STUDENTS INTENDING TO REGISTER IN A FULL-TIME PROGRAMME SHOULD SEE A COLLEGE COUNSELLOR CONCERNING TIMETABLING, COURSE SELECTION, AND PREREQUISITES.

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 to suit your work or family schedule.

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 having been formally admitted to the College. Registration for all courses will begin immediately. Register in person at the centre nearest you. **For further information consult the staff at the local centre 624-6054.**

UNIVERSITY TRANSFER PROGRAM

BACHELOR OF ARTS

English 101*
Psychology 101
Economics 202
French 101
Sociology 205
Anthropology 101
Lab Science**

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, Economics, Sociology, Anthropology, or French.

BACHELOR OF SCIENCE

English 101*
Mathematics 101*
Biology 110
Physics 101
Chemistry 101
Computer Science 111
Arts Option***

TAKE YOUR FIRST YEAR OF UNIVERSITY IN PRINCE RUPERT

ACADEMIC

PRINCE RUPERT ACADEMIC TIMETABLE

COURSE		DAYS	TIME	INSTRUCTOR
ANTHRO. 101	(LEC)	T	11:00 - 2:30	MARK
BIO. 110	(ATC) (LAB)	M (TBA)	7:00 - 10 p.m.	KERBY
BIO 101	(LEC)	T, TH	8:30 - 10 a.m.	SHEARER
BIO 101	(LAB)	TH	10:00 - 1 p.m.	SHEARER
CHEM 101	(LEC)	W, F	9:00 - 10:30	HIOM
CHEM 101	(LAB)	M	9:00 - 12:00	HIOM
COMP. SCI. 111	(LEC)	T, TH	3:00 - 4 p.m.	HIOM
COMP. SCI. 111	(LAB)	T, TH	4:30 - 6:30 p.m.	HIOM
E.C.E. 101	(ATC)	W	6:30 - 8 p.m.	T.B.A.
E.C.E. 208	(ATC)	T	8:30 - 10 p.m.	TARWICK
ECON. 202	(LEC)	M	7 - 10 p.m.	WEBER
ENGLISH 101	(ATC)	W	8:30 - 10 p.m.	JORDAN
ENGLISH 101	(LEC)	F	11:30 - 2:30	RYSTTAD
FRENCH 101	(ATC)	S	10 - 11:30 a.m.	PATTERSON
MATH 101	(LEC)	M, W, F	3:30 - 5 p.m.	IZUMI
PHYSICS 101	(LEC)	M, W	1:30 - 3 p.m.	HIOM
PHYSICS 101	(LAB)	TH	7 - 10 p.m.	HIOM
PSYC. 101	(ATC)	T	6:30 - 8 p.m.	KLINGNER
PSYC. 101	(LEC)	W	1 - 4 p.m.	KLINGNER
SOC. 205	(ATC)	TH	7 - 10 p.m.	MARK

KEY

ATC - Audio Teleconference LEC - Traditional Lecture
LAB - Laboratory Session

ACADEMIC

ANTHROPOLOGY 101-3

A general introduction to archaeology, 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: Shannon Mark
Lecture: Tuesday
 11 - 2:30 p.m.
Starts: September 6

**BIOLOGY110-3
(TELECONFERENCE)**

Same as Biology 101

Instructor: Norma Kerby
Lecture: Monday 7 - 10 p.m.
Lab: T.B.A.
Starts: September 12

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. Laboratories will include microscopy and animal and plant anatomy and physiology. Experimental techniques and observations skills will be emphasized.

Instructor: Jean Shearer
Lecture: Tues. & Thurs.
 8:30 - 10 a.m.
Lab: Thurs, 10 - 1 p.m.
Starts: September 12

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 and properties of gases.

Instructor: John Hiom
Lecture: Wed, Fri.
 9 a.m. - 10:30 a.m.
Labs: Mon., 9 a.m. - Noon
Starts: September 7

Prerequisite: Chemistry 11 and Math 11.

COMPUTER SCIENCE 111-3

Computing technology has the potential to significantly enhance the performance of many tasks. This course will introduce persons to the technology, develop skills in the use of computers as a personal, professional, and business problem-solving tool and explore some of the major changes resulting from the common use of computers. Computers are available for student use during weekly lab sessions, some evenings and weekends.

Instructor: John Hiom
Lecture: Tues & Thurs
 3:00 - 4:00 p.m.
Labs: Tues & Thurs
 4:30 - 6:30 p.m.
Starts: September 6

EARLY CHILDHOOD**EDUCATION 101-2****(TELECONFERENCE)****Program Development I**

An introduction to planning and development of programs for pre-school centers, principles of guidance, use of materials, equipment and routines of play.

Instructor: T.B.A.
Lecture: Wednesday,
 6:30 - 8 p.m.
Starts: September 7

EARLY CHILDHOOD**EDUCATION 208**

The student will learn administrative skills, including: personal supervision, conferencing and reporting, public relations, and methods of evaluation. The student will focus these skills on their application in a child care setting.

Instructor: Larisa Tarwick
Lecture: Tues. 8:30 - 10 p.m.
Starts: September 6

ECONOMICS 202-3**(TELECONFERENCE)**

This course will provide a survey of economic activities and institutions and will center on an analysis of the production and distribution of wealth in the capitalist system. Theoretical tools and conceptual models from various schools of thought will be used as guidelines and will be tested for realistic validity in a historical perspective.

Instructor: Peter Weber
Lecture: Monday, 7 - 10 p.m.
Starts: September 12

ENGLISH 101-3

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

Instructor: Jean Rysstad
Lecture: Friday, 11:30 - 2:30
Starts: September 9

ENGLISH 108-3**(TELECONFERENCE)**

See description above for English 101

Instructor: Ian Jordan
Lecture: Wednesday,
 8:30 - 10 p.m.
Starts: September 7

FRENCH 101 - 3**(TELECONFERENCE)**

This is a beginning French course which gives the opportunity to communicate immediately, using materials from the innovative and amusing French in Action series: videotapes, audiotapes, workbooks, and text. Supplementary reading materials ensure equal emphasis on the four language skills: understanding, speaking, reading, and writing. Lab work includes work in a language lab and one immersion weekend.

Instructor: Jo Patterson
Lecture: Saturday,
 10 - 11:30 a.m.
Starts: September 10

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. Calculus provides the mathematical tools necessary to describe and analyze change. Math 101 introduces the major tools of calculus and their use. The course is intended for 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 7

Pre-requisite: A minimum grade of "C" in Algebra 12 or its equivalent.

PHYSICS 101 - 3

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

Instructor: John Hiom
Lecture: Mon & Wed
 1:30 - 3 p.m.
Lab: Thurs. 7- 10 p.m.
Starts: September 7

Pre-requisite: A grade of "C" or better in Physics 11 and Algebra 12 or equivalent.

PSYCHOLOGY 101-3

In the introductory psychology courses, you will discover some of the reasons why we think, feel, and act as we do. The classes consist of lectures, structured experience, 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.

Instructor: Andre Klingner
Time: Wed., 1 - 4 p.m.
Starts: September 7

**PSYCHOLOGY 101-3
(TELECONFERENCE)**

Description as above

Instructor: Andre Klingner
Time: Tuesday,
 6:30 - 8 p.m.
Starts: September 6

SOCIOLOGY 205-3**(TELECONFERENCE)**

The family and related social institutions. Topics include the origin and history of the family, marriage, and children in western society.

Instructor: Shannon Mark
Time: Thurs 7 - 10 p.m.
Starts: September 8

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 you need. 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:	J. Wood and M. Grinstrand
Date:	Sept 6	Time:	Monday - Friday 9:00 am - 4:00 pm
Fee:	\$72.00 per month plus (\$10.00 registration fee)		
Book Deposit:	\$25.00 (refundable)		

ADULT BASIC EDUCATION (NIGHT TIME)

Location:	N.W.C.C.	Instructor:	J. Wood
Date:	Sept 6	Time:	Monday - Thursday 7:00 - 10:00 p.m.
Fee:	\$32.00 per month plus		
Book Deposit:	\$25.00 (refundable)		

AQUACULTURE 88/89

GENERAL OVERVIEW

Commencing in September 1988, we will be offering a 12 month course in Aquaculture. 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 an Aquaculture enterprise.

Contact the Canada Employment Centre EARLY for possible sponsorship.

REQUIREMENTS FOR ADMISSION

Grade 12 graduation including Biology with some Chemistry, Physics, and Maths. Basic 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. On an individual basis, consideration may also be given to mature students. Check with our Student Advisor if you require prep courses prior to registration.

INSTRUCTOR:	Jean Shearer
FEES:	\$72 per month (plus an annual \$10 permanent file maintenance).
BOOK & TOOL DEPOSIT:	\$50 (required from all students)
TIME:	Monday - Friday, 8:30 - 3:30

FALL	Sept - Dec	WINTER/SPRING	Jan-Apr
	(15 wks)		(15 wks)
	Hrs/Wk		Hrs/Wk
Biology 101	6	Biology 102	6
Aquaculture I	6	Aquaculture I	6
Aquaculture II	3	Aquaculture IV	6
Aquaculture III	3	Aquaculture V	3
Aquaculture IV	6	Hydraulics Systems	3
Safe Boating	3	Basic Construction	3
Small Engines	3	Basic Boating	3

Short Course - One Week: Net Pen Construction and Repair

In Addition:

Business Education: business reporting and letter writing, record keeping, journals, ledgers, invoices, and bookkeeping for Income Tax records.

Introduction to Computing: Use of simple word processing, data base and spread sheet programs. Use of the "Fish" program and other specific programs designed for Aquaculturists.

SUMMER PRACTICUM: A two month practicum on an Aquaculture operation for completion of training.

BUSINESS EDUCATION - DAYTIME

Dates: Sept 1988 - June 1989
Time: Monday through Friday 8:30 a.m. - 3:30 p.m.
Location: Northwest Community College - Prince Rupert
Tuition: \$72 per month (plus \$10 permanent record fee)
Book De: plus a refundable \$50 book deposit

Interested students should come in to the College offices and fill out an information sheet. The largest intake occurs in September of each year; however, more students are accepted from our waitlist as seats become available.

Students may enroll in the pre-employment diploma programmes, advanced level diploma programmes, or in the first year of Business Administration. Any of the subjects could also be taken to upgrade skills for re-entering the workforce or to complete diploma requirements for other institutions. All subjects receive credit within the Business Education Department and therefore have completion, passing, and homework expectations.

Subjects necessary to complete the diploma required are detailed below. For course details, please see the section titled Business Course Descriptions.

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.

CLERK TYPIST (4-6 months)

BUSM 101
 BCPT 101
 BCPT 102
 BENG 102, 103, 104, 105
 DICT 101, 102
 OFPR 101
 TYPG 101, 102

ADMIN SECRETARY (8 - 10 mo)

Clerk Typist subjects plus
 ACCT 101, 102
 BLAW 150, 151
 TYPG 103
 WPRO 100, 101, 102, 103, 104, 105, 106

CLERK BOOKKEEPER (4-6 mo)

ACCT 101, 102
 BCPT 101, 102
 BENG 101, 103, 104, 105
 BUSM 101
 DICT 101
 OFPR 101
 TYPG 101

ACCOUNTING (8 - 10 months)

Clerk Bookkeeper subjects plus
 ACCT 150, 151
 BLAW 150, 151
 BCPT 103, 150
 ECON 150, 151

Also available are an Accounting Option, Secretarial Option, or Word Processing Option.

BUSINESS ADMINISTRATION DIPLOMA

ACCT 150,151
 BCPT 150
 BLAW 150,151
 ECON 150,151
 MGMT 150, 151, 250, 251, 252
 TAXN 250

* **Please Note:** Students must at present go to the Terrace Campus to complete this 2 Year Diploma

DIPLOMA IN OFFICE MANAGEMENT

LEVEL ONE

ACCT 101, 102
 BCPT 101, 102, 103
 BENG 102, 103, 104, 105
 BUSM 101
 TYPG 101, 102
 WPRO 100, 101, 102, 103, 104, 105, 106

LEVEL TWO

ACCT 150, 151
 BLAW 150, 151
 MGMT 150, 151, 250, 251
 Plus Nine (9) optional credits

BUSINESS EDUCATION - EVENING

The following CREDIT courses are offered during the evening. They may be taken for general interest or for credit towards a diploma. Please see the following pages for complete course descriptions

ACCT 101/102/150/151
 BLAW 105/151
 BCPT 102
 TYPG 101
 TYPG 102
 WPRO 104
 WPRO 107

Please see the alphabetic part-time section for course details.



(ACCT 101) Accounting 101

The framework of accounting. Financial statement introduction and journals.

(ACCT 102) Accounting 102

Introduction to systems, procedures and specialized journals. Three accounting projects.

(ACCT 150) 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.

(ACCT 151) 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.

(BCPT 101) Filing

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

(BCPT 102) Introduction to Computing

A hands on introductory course in general computer use and word processing. Students will use two of: Wordstar, Volkswriter, Easywriter, Lotus 1-2-3, and others.

(BCPT 103) Computerized Accounting

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

(BCPT 150) Business Computing

A survey of computer applications in business. Description of computers and how they work, their capabilities and limitations, discussions of peripherals. Lab work will include hands-on exposure to spreadsheet, word processing, data base and other business software applications.

(BENG 102) Spelling

Spelling and vocabulary building and word usage.

(BENG 103) Grammar

The framework of the English language including parts of speech, sentence structure and punctuation.

(BENG104) Communications

Business communications, letters, memos, minutes, enunciation, and pronunciation.

(BENG 105) Proofreading

Editing business correspondence for correct English usage, learning proofreading symbols and techniques.

(BLAW 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.

(BUSM 101) Business Machines

Touch operation of desk calculators and the application of basic math for business problem solving.

(DICT 101)

The operation of dictating and transcribing machines.

(DICT 102)

Advanced transcription

(ECON 150 & 151) Micro & Macro Economics

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.

(MGMT 150) Intro Mgmt.

Contemporary management functions including management theories and their practical applications will be discussed.

(MGMT 151) Can. Business

Topics discussed are on current and local issues as they relate to the Canadian business environment. The areas covered include business ownership, marketing, personnel management and the social responsibilities of the business firm.

(MGMT 250) Can. Business

Topics discussed relate to the Canadian business environment. The areas covered include finance and banking, real estate, insurance, investments, and personnel planning.

(MGMT 251) Org. Behavior

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

(MGMT 252) Credit Mgmt.

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.

(OFPR 101) Office Procedures

A general course including business letters, postal and telephone rates, transportation and trade, and banking.

(TAXN 250) Taxation

A 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.

TYPG 101

Basic typing skills, keyboarding and introductory production typing.

TYPG 102

More intensive production, advanced typing skills, business forms, etc.

TYPG 103

Rough draft typing concentrating on typing techniques and English skills.

WPRO100

Basic DOS procedures

WPRO 101

Word processing concepts and careers

WPRO 102

Electronic typewriters

WPRO 103

Easy Writer and Volkswriter

WPRO 104

Wordstar Word Processor

WPRO 105

The transcription specialist

WPRO 106

Wordstar Advanced

WPRO 107

Multimate

COMMERCIAL VEHICLE INSPECTION CERTIFICATION

We are pleased to announce that, in conjunction with the Motor Vehicle Branch, we will be offering training courses in commercial vehicle inspection. In future, successful completion of this course and a provincial exam will be required of a person before he/she can be authorized by the Superintendent of Motor Vehicles to inspect commercial vehicles.

Participants must be the holder of a B.C. Certificate of Qualifications in Automotive Mechanics Repair or Commercial Transport Vehicle Mechanical Repair or Heavy Duty Mechanical Repair

ADMINISTRATIVE PROCEDURES	PRACTICAL
Motor Vehicle Act	Steering Mechanisms
Motor Vehicle Act Regulations	Tie Rod Ends
Commercial Vehicle Inspection Programs	King Pins
Vehicles	Front Wheel Bearings
Facilities	Steering Lash
Inspectors	Brake Adjustment
Inspections	Brake Lining Thickness
Decals	Brake Hoses
Repairs to Vehicles	Drum/Disc Wear
Maintenance	Headlight Adjustment
Enforcement	Trailer Attachment Wear
MVD Appointed Agents	Tire Wear
Motor Vehicle Licence Officer	
Commercial Vehicle Inspection Manual	
Commercial Vehicle Inspection Forms	

A Course Completion Card, similar to that used for the Driver's Licensing Programs' air brake training, will be issued by the College to all students who successfully complete the course. The card signifies that the student has met the minimum entrance qualifications, has attended all of the classes, and has demonstrated his/her mechanical abilities to diagnose defects in accordance with the (Safety and Repair) Inspection Standards. The student will then present the card to any Motor Licence Office and write an Administrative examination which requires 80% pass mark. The student, if successful, will then be issued a certificate by the Superintendent of Motor Vehicles, authorizing him/her to examine vehicles pursuant to Section 215.1 of the Motor Vehicle Act.

LENGTH OF COURSE:	30 hours		
DATES:	Houston -	October 14 - 16	4 - 10 p.m.
	Prince Rupert -	October 24 - 28	4 - 10 p.m.
	Terrace -	November 7 - 18	7 - 10 p.m.
	Kitimat -	November 21 - 25	4 - 10 p.m.
COST:	\$150.00		
INSTRUCTOR:	Dave Dams		

COMMERCIAL VEHICLE INSPECTION

ELECTRONICS TECHNICIAN

The Electronics Technician Program prepares individuals to install, maintain, modify, calibrate, troubleshoot and repair telecommunications, industrial control, computer, entertainment and other electronic systems. The student learns to safely use test equipment to analytically troubleshoot and repair most malfunctioning electronic equipment.

Students may opt to take specific parts of the program for their own use, or to complete the total program and receive a college certificate. Computer aided instruction (CAI) processes used by the college enable a high degree of flexibility.

The Electronics Provincial Core will be offered via CAI (Computer Aided Instruction). This is a unique approach to Electronics in a self study format.

ADMISSION REQUIREMENTS:

Grade Twelve or equivalent ABE Level 4 or adult status with Math 12 and Physics 11. The individual must be well motivated, have a keen analytical mind, problem-solving ability and be willing to give individual attention to detail. People lacking the above qualifications are encouraged to discuss admission to the program anyway. Specialized upgrading is available.

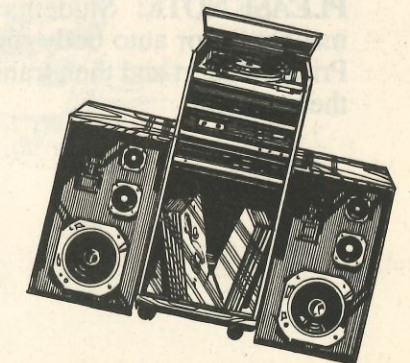
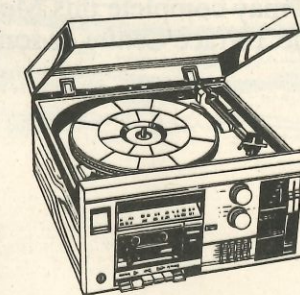
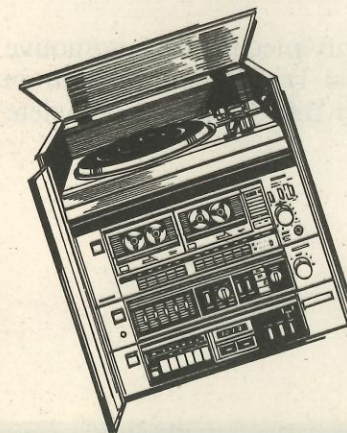
In Prince Rupert, the CAI course will be offered from 9:00 a.m. to 10:00 p.m. on Monday, Tuesday, Wednesday and Thursdays and from 9:00 a.m. to 5:00 p.m. on Fridays. Students may attend days, afternoons, or nights in order to complete the CAI Basic Electronics Program in a shorter time. Lab time is on a first-come, first-served basis and students are required to schedule computer time.

COURSES OFFERED:

1. Direct Current Electronics	120 hours	CAI based
2. Alternating Current Electronics	120 hours	CAI based
3. Semiconductor Devices	120 hours	CAI based
4. Digital Techniques	120 hours	CAI based
5. Microprocessors	180 hours	CAI based
6. Electronic Circuits	120 hours	CAI based

TUITION:

PART-TIME (15 hrs or less)	\$36 per month
FULL-TIME	\$72 per month
TOOL DEPOSIT (refundable)	\$50



ELECTRONICS

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 the advanced optional course to increase their area of expertise.

Instructor: Al Kenny
Time: 8 a.m.- 3 p.m., Monday - Friday
Date: September to June
Location: NWCC
Fee: \$72.00 per month plus \$10.00 registration fee.
Bk. Dep: \$50.00

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.

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.

MECHANICAL TRADES OCCUPATIONAL CORE (3 weeks appr.)

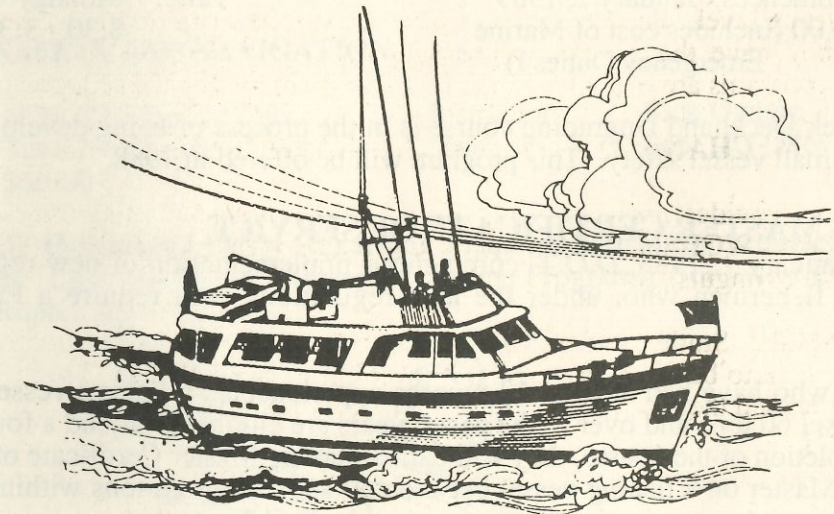
This program covers safety on volatile substances, storage, general safety, introduction to mechanical trades, specialized hand tools, specialized power tools, power transmissions, 2 x 4 stroke cycle engines, lead acid batteries, running equipment, describing selected hydraulic systems and components.

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.



MARINE TRAINING

The Northwest Community College in Prince Rupert offers Marine Training Programs covering all aspects of the Marine and Fishing Industries. The programs give the mariner the opportunity to upgrade his/her knowledge and skills.

The proposed changes to the Canadian Shipping Act, the Marine Regulations and the Labour Code will make certification a necessity rather than a desirable option.

Northwest Community College offers preparation programs for all levels of Marine and Fishing Certificates including the following:

- Fishing Masters (all levels)
- Watchkeeping Mate
- Master Minor Water
- SEN I Part A including ARPA
- Fishing Master Certificate of Service
- Command Endorsement
- Master Small Craft (40 Ton)
- ON I and ON II tutorials

Full-time courses commence in October of each year; however, preparation for certification is available on a tutorial basis all year round.

Financial assistance may be available from the Canada Employment Centre for some of the full-time courses. Contact the Canada Employment Centre for further information well in advance of the October commencement date to see if you qualify.

DECKHAND UPGRADING

A six week course to instruct a deckhand in the theoretical and practical skills required to carry out his duties in a superior and efficient manner. Subjects covered are net mending, marine engine maintenance, chartwork, safety, MED I, Rules of the Road, and general seamanship.

Course Commences: January 2, 1989
Cost: \$190.00 (Includes cost of Marine
Emergency Duties I)

Time: Monday to Friday,
8:30 - 3:30 p.m.

A three week Deckhand Upgrading course is in the process of being developed. Emphasis will be on small vessel safety. This program will be offered in 1988.

FISHING MASTER CERTIFICATE OF SERVICE

Effective January 1, 1988, D.O.T. commenced implementation of new regulations which will affect fishermen who, under the new regulations, will require a Fishing Master's Certificate.

Fishermen who have had at least 12 months experience as a fishing vessel operator on a fishing vessel 60 tons and over in the past 6 years are eligible to attend a four week course. Upon completion of the course, they will earn a Fishing Master Certificate of Service which is valid as Master on a fishing vessel between 60 and 100 gross tons within Home Trade 2 limits. An eyesight examination is also required by D.O.T.

Course Commences: November 7, 1988
Cost: \$190.00 (Includes cost of Marine
Emergency Duties I).

Course Length: Six Weeks
Time: Monday - Friday
8:30 - 3:30 p.m.

HOME STUDY PROGRAM

For the mariner who prefers to study at home or while at sea, NWCC has developed a number of self-instructional modules to help prepare for specific D.O.T. examinations. Students work on their own; however, free tutorial help is available by telephone or a student may work with a tutor at the College when time permits.

Modules currently available are:

- | | |
|----------------------------|----------------------------|
| 040 Chartwork and Pilotage | 041 Chartwork and Pilotage |
| 020 Navigating Instruments | 021 Navigating Instruments |
| 061 Navigation Safety | 166 General Seamanship |
| 151 General Ship Knowledge | |

Fee for each module is \$75.00. Students may register at any time during the year for the self-study program.

MED A1 AND A2

The Ship Safety Branch of Coast Guard has indicated in their publication TP 4957 that commencing September 1988 it is proposed that all seafarers who have over 6 months of accumulated sea time will be required to obtain the MED Certificate A1 or A2 before obtaining further employment. In addition, those mariners seeking upgrading where the MED II is required must also hold the A1 or A2 certificate. It is most likely that this proposal will be approved and implemented. The A1 or A2 programs will be offered in 1988.

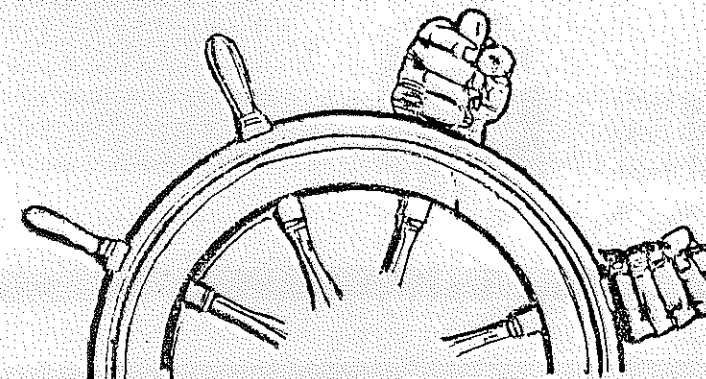
GILLNET MENDING

Please contact the College and put your name on a waitlist. A course will be arranged once we have twenty names. This thirty-hour course will help fishermen improve their netmending skills and techniques. Under the advice of a netmending expert, you should improve your productivity.

SMALL BOAT SAFETY AND NAVIGATION

Location:	N.W.C.C. Room 230	Instructor:	Rick Ogilvie
Time:	Tues 7 - 10 p.m.	Date:	Sept. 20 - Nov. 22
Fee:	\$60.00		

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.



NORTHWEST NURSING PROGRAM

The Northwest Nursing Program is a professional nursing transfer program. Students take the first year of the British Columbia Institute of Technology (BCIT) General Nursing Program at Northwest Community College (NWCC). Upon successful completion of the first year, the student transfers to BCIT, Burnaby, to complete course work in the General Nursing Program. Upon graduation, students will receive a diploma in nursing from BCIT making them eligible to write registration exams for the Registered Nurses Association of B.C. Students would also be eligible for the University of British Columbia and University of Victoria Baccalaureate Nursing Degree Programs, should they wish to continue their nursing education. For those students who would like to undertake the first year program on more of a part-time basis - this option is available to students by taking the Nursing Support Courses in the fall and winter terms and then making application for General Nursing courses for the following year. These same nursing support courses are also available by correspondence through the BCIT Certificate of Credit in Nursing Programme. Academic upgrading is available through the Northwest Community College Adult Basic Education Department.

AS THE 88/89 PROGRAMME IS FULL, APPLICATIONS ARE NOW BEING ACCEPTED FOR THE AUGUST 1989 CLASS.

FOR MORE INFORMATION CALL HEALTH PROGRAMS, NORTHWEST COMMUNITY COLLEGE - TERRACE (635-6511). FOR CAREER OR COURSE ADVISING, CALL THE PRINCE RUPERT CENTER OF NORTHWEST COMMUNITY COLLEGE AT 624-6054.

DID YOU KNOW THAT YOU ARE ONLY A PHONE CALL AWAY FROM THE TERRACE L.R.C. AND ALL ITS SERVICES AND RESOURCES?

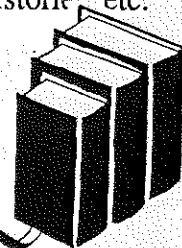
COLLECTION

- Books, reference books, children's books
- Videos, 16mm films, audio cassettes, slides, filmstrips,
- Government documents, disabled file maps, aerial photos, satellite photos.
- Archival manuscripts, books, area newspapers on microfilm, photos, oral histories, etc.

REFERENCES

- Interlibrary loans from other B.C. colleges and universities.
- Help with research questions, term papers, subject searches, general information needs.
- Library instruction sessions

Call
Local 256
From the Prince
Rupert Campus



NURSING — HEALTH

HEALTH CONTINUING EDUCATION

NURSING ASSESSMENT OF THE ELDERLY CLIENT - SEPTEMBER 23

This course is designed for registered and graduate nurses working in intermediate and extended care, adult day care centers, nursing homes, longterm care or home care. It will enable the dedicated professional to gain practical knowledge about collecting nursing information through physical and mental assessment, interview and observation.

Location: P.R. Regional Hospital Boardroom

Cost: \$65

Instructor: Lori Smith

Preregister by: September 6

FOOTCARE OF THE ELDERLY - SEPTEMBER 24

Designed for health and human service workers, nurses aides who work with the elderly in community agencies, longterm care facilities, or at home, this workshop will cover structure and function of the foot, conditions of skin and nail, patho-mechanical and orthopedic deformities, and preventative and palliative care.

Location: P.R. Regional Hospital Boardroom

Cost: \$65

Instructor: Lori Smith

Preregister by: September 6

TWELVE LEAD ELECTROCARDIOGRAPHY - OCTOBER 1 & 2

This two-day workshop will review key monitoring principles and concepts, discuss the essential features of the normal twelve lead E.C.G., introduce a systematic method of analysis, and examine criteria for the identification of common E.C.G. abnormalities. The programme is at the intermediate level, allowing the participant the opportunity to apply the acquired knowledge and skills to everyday work situations.

Location: P.R. Regional Hospital Boardroom

Cost: \$130

Instructor: Peggy Holt

Preregister by: September 12

RECOVERY ROOM NURSING - OCTOBER 4 & 5

This two-day workshop will cover general and regional anaesthetics, admission to recovery room, ongoing assessment, legal responsibilities, recognition of cardiovascular and respiratory complaints and much more. It is designed especially for those working in recovery rooms, either permanently or on a casual basis.

Location: P.R. Regional Hospital Boardroom

Cost: \$130

Instructor: Melissa Marshall

Preregister by: September 19

HEALTH LAW CONFERENCE - OCTOBER 20 & 21

This two-day workshop will appeal to health record administrators, health administrators, physicians, dentists, nurses, physiotherapists, psychologists, board members, lawyers, and more. One day will deal with a basic discussion of law as it affects the collection, use, and retention of information relating to patients in all medical institutions or situations. The second day will present a basic discussion of law as it pertains to consent for treatment.

Location: Inn of the West, Terrace, B.C.

Cost: \$150

Instructor: Lorne Elkin Rozowsky, QC

Preregister by: September 28

NURSING — HEALTH

WELDING PROGRAM

Admission Requirements

As these programs have been set up to be a self-study, self-paced program, applicants should have a minimum of Grade 10 or ABE (BTSD) Level III, although it would be to their advantage, not only on the course, but also in securing employment, to have completed Grade 12 or equivalent (GED). Applicants must be able to work on their own and should possess good reading and comprehension skills.

Dress

Students entering the Provincial Welder Training Program or Welding Upgrading must supply gloves, goggles (No. 5 or 6 lens), welding helmet (No. 10 or 11 lens), measuring tape (metric and imperial), leather jacket and hard-toed boots. **Contact lenses are not permitted.**

Scheduling

In order to accommodate people already in the workforce or those with other commitments, students may attend parttime and choose their own hours within the 3 - 10 timetable (booths and equipment permitting). Once the student has made up his/her schedule, though, it will form a contract that must be adhered to. Attendance records and student records will be kept on this basis.

Dates:	September/88 - June/89	Days:	Monday - Thursday
Tuition:	\$72 per month plus \$50 book/tool deposit	Times:	3:00 - 10:00 p.m. Saturday 9:00 - 4:00 p.m.
Instructor:	Wayne Kennedy	Location:	N.W.C.C

PROVINCIAL WELDER TRAINING PROGRAM

The Welder Training Program is divided into modules; each module covers a welding area such as gas cutting or carbon arc gouging. Some modules cover the same welding area but at different levels. For example, P-4 is SMAW-11 and P-11 is SMAW-11. The curriculum for the modules is the same in all accredited welding training centres in British Columbia.

There are two types of modules: Practical Modules (P-Modules) deal with the actual practice of welding processes; Related Knowledge (RK-Modules) deal with the theoretical knowledge required to competently perform the welding processes.

All modules are competency-based. A trainee welder must perform welding tests to established provincial standards on practical aspects of the module and achieve a minimum standard of 70% on each theory test before being recorded as having completed a module. The same tests and standards are applied in all accredited welding training centres in British Columbia.

Components of C and B tickets and welding upgrading for professionals are available at the Prince Rupert Campus.

We are open to suggestions for courses which may be of interest to companies or individuals.

PART-TIME EVENING PROGRAMS

ACCOUNTING 101, 102, 150, 151 #12815

Date:	September 13 - December 1	Time:	Tuesday & Thursday 7 - 10 p.m.
Location:	P.R.S.S. Room 105	Instructor:	Jean Brien
Fee:	\$135.00 plus text		
Registration by:	September 7		

Students registered in this course can work towards credit in any of the four accounting courses. The programme is based upon a self-paced modular style of learning that allows the student to complete the course at his/her own pace. Each student should be able to complete at least one of ACCT 101, 102, 150 or 151 in a semester. (See daytime section for description of courses.)

ADOPTION PROCEDURES #12816

Date:	September 20	Time:	Tuesday, 7 - 10 p.m.
Location:	N.W.C.C. Room 311	Instructor:	Peoples Law
Fee:	FREE		
Registration by:	September 13		

This class will hope to give an understanding of what is involved and what steps to take in adopting a child. The topics to be discussed are: the types of adoptions, the rights of natural parents, access to records by the adoptee, the rights of the adopted child, consent of adoption, and the legal consequences.

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.

AIR BRAKES #4188

Date:	August 23 - 27	Time:	Tuesday to Friday 6:30 - 10:30 p.m. Saturday - two hours
Location:	N.W.C.C. Room 101	Instructor:	Dave Dams
Fee:	\$100.00		
Registration by:	August 16		

AIR BRAKES #12817

Date:	October 11 - 15	Time:	Tuesday to Friday 6:30 - 10:30 p.m. Saturday - two hours
Location:	N.W.C.C. Room 101	Instructor:	Dave Dams
Fee:	\$100.00		
Registration by:	October 4		

AIR BRAKES #12818

Date:	November 22 - 26	Time:	Tuesday to Friday 6:30 - 10:30 p.m. Saturday - two hours
Location:	N.W.C.C. Room 101	Instructor:	Dave Dams
Fee:	\$100.00		
Registration by:	November 15		

BABYSITTING #12819

Date: October 17 - November 16 Time: Monday & Wednesday
 Location: P.R.S.S. Room 200 6:30 - 8:00 p.m.
 Fee: \$23.00 Instructor: Growing Space Society
 Registration by: October 10

Registration is limited to those 12 years old 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.

BARTENDING - See Hospitality Plus

BUSINESS LAW (BLAW 150) #12820

Date: September 12 - November 23 Time: Monday & Wednesday
 Location: N.W.C.C. Room 324 7:00 - 9:00 p.m.
 Fee: \$100.00 plus text Instructor: Irene Peters
 Registration by: September 6

This CREDIT course (see daytime description) will have homework and examination requirements. Students wishing to take the course for general interest are welcome to do so.

CALLIGRAPHY - BASIC ITALIC #12844

Date: September 13 - November 3 Time: Tuesday & Thursday
 Location: P.R.S.S. Room 200 7:30 - 9:30 p.m.
 Fee: \$50.00 Instructor: Sandy Maguire
 Registration by: September 7

With a few fun filled lessons and lots of practice, you can learn the beautiful and rewarding art of calligraphy. At the first session each student will be given a felt calligraphy pen and paper so learning can begin right away.

CASHIER TRAINING #12823

Date: September 26 - October 3 Time: Monday and Wednesday
 Location: N.W.C.C. Room 230 7:30 - 9:00 p.m.
 Fee: \$30.00 Instructor: Katie Sklapsky
 Registration by: September 17

Touch cashiering on a variety of electronic cash registers, bank deposits, floats, and customer service will be covered in this three session course. Upgrade your skills for a return to the workforce or refresh some of those stale skills.

COMPUTER APPLICATIONS (see also Data Processing)

Familiarize yourself 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.

COMPUTER APPLICATIONS #12824

Date: September 19 - 28 Time: Monday & Wednesday
 Location: Booth School 7:00 - 9:00 p.m.
 Fee: \$37.00 Instructor: James Whyte
 Registration by: September 12

COMPUTER APPLICATIONS #12825

Date: September 20 - 29 Time: Tuesday & Thursday
 Location: Booth School 7:00 - 9:00 p.m.
 Fee: \$37.00 Instructor: James Whyte
 Registration by: September 13

COMPUTER KEYBOARDING - See Introduction to Keyboarding

COMPUTER SPREADSHEETING #12826

Date: October 3 - 17 Time: Monday & Wednesday
 Location: Booth School 7:00 - 9:00 p.m.
 Fee: \$37.00 Instructor: James Whyte
 Registration by: September 26

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, bookkeeping, and reports.

COMPUTER PROGRAMMING #12827

Date: October 19 - 31 Time: Monday & Wednesday
 Location: Booth School 7:00 - 9:00 p.m.
 Fee: \$37.00 Instructor: James Whyte
 Registration by: October 12

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.

C.O.R.E. (Hunter's Training) #12828

Date: September 8 - October 11 Time: Tuesday & Thursday
 Location: N.W.C.C. Room 321 7:00 - 9:30 p.m.
 Fee: \$75.00 Instructor: Wally Robinson
 Registration by: September 2

Conservation and Outdoor Recreation Education is an education programme designed for individuals wanting to obtain a hunting licence in B.C. The purpose of C.O.R.E. is to ensure that new hunters meet minimum standards of knowledge and skill for safe and responsible hunting. A C.O.R.E graduate certificate is required to obtain a B.C. Resident Hunter Number Card.

DATA PROCESSING (BCPT 102) #12847

Date: October 3 - December 12 Time: Monday & Wednesday
 Location: N.W.C.C. Room 320 7:00 - 10:00 p.m.
 Fee: \$110.00 Instructor: Jean Brien
 Registration by: September 26

This CREDIT course is a hands on introductory course in general computer use and word processing. Students will use two of: Wordstar, Volkswriter, Easywriter, Lotus 1-2-3, and others.

DOWNFILLED QUILTS - See Seminars and Workshops

DRIVER TRAINING #12857

Date: September to December Time: Wednesday & Thursday
 Location: N.W.C.C. 9 a.m. to 8 p.m.
 Fee: \$33.00 per session Instructor: Alfonso Tomas
 Registration by: Ongoing

The road to safe driving starts with the Skeena Driving School. Students may register at the College for as many sessions as they feel they need to learn to drive defensively. Students who take five lessons or more may use the instructor's car for the examination. Lessons cover such things as car controls, parking, intersection problems, acceleration and braking, etc.

EMILY CARR - See Seminars and Workshops

FINANCIAL PLANNING FOR WOMEN #12840

Date: November 15 Time: Tuesday, 7 - 10 p.m.
 Location: N.W.C.C. Room 311 Instructor: Peoples Law
 Fee: FREE
 Registration by: November 8

Save for retirement, purchase a home or a vehicle, pursue further education or pay for a special vacation. The instructor will discuss how good financial planning can help you make the most of your income and help you gain financial independence by learning to minimize your taxes and maximize your savings.

FIRST AID - BASIC RESCUER PROFESSIONAL #12829

This course is for those who have first aid and must have CPR for their jobs (eg. dental technicians, nurses, etc.). Those not in a medically-associated profession should see the description for CPR Heartsaver.

Date: September 17 Time: Saturday
 Location: N.W.C.C. Room 260 8:30 - 5:00
 Fee: \$25.00 Instructor: Lewis Levasseur
 Registration by: September 10

FIRST AID - BASIC RESCUER PROFESSIONAL #12830

Date: November 26 Time: Saturday
 Location: N.W.C.C. Room 260 8:30 - 5:00
 Fee: \$25.00 Instructor: Lewis Levasseur
 Registration by: November 19

FIRST AID - BASIC RESCUER PROFESSIONAL #12831

Date: January 14, 1989 Time: Saturday
 Location: N.W.C.C. Room 260 8:30 - 5:00
 Fee: \$25.00 Instructor: Lewis Levasseur
 Registration by: January 7, 1989

**PART-TIME PROGRAMS****FIRST AID - CPR HEARTSAVER #12832**

This course is for those with some first aid and experience who wish to learn CPR. This course is not for those who need CPR for their jobs.

Date: October 15 Time: Saturday
 Location: N.W.C.C. Room 260 8:30 - 5:00
 Fee: \$25.00 Instructor: Lewis Levasseur
 Registration by: October 7

FIRST AID - CPR HEARTSAVER #12833

Date: December 10 Time: Saturday
 Location: N.W.C.C. Room 260 8:30 - 5:00
 Fee: \$25.00 Instructor: Lewis Levasseur
 Registration by: December 3

FIRST AID - CPR HEARTSAVER #12834

Date: February 18, 1989 Time: Saturday
 Location: N.W.C.C. Room 260 8:30 - 5:00
 Fee: \$25.00 Instructor: Lewis Levasseur
 Registration by: February 11

FIRST AID - INDUSTRIAL #12835

This course is to prepare students for the Workmen's Compensation Board Industrial First Aid examination. It is open to both first-time students and persons wishing to re-qualify. Students should fill out W.C.B. examination registration form when registering. Books must be picked up at time of registration so that pre-reading and homework can be done before first class.

Date: November 14 - 25 Time: Mon, Wed, Fri, Sat
 Location: N.W.C.C. Room 260 8:30 - 5:30 p.m.
 Fee: \$295.00 Tues & Thurs
 Instructor: Judy Letendre 1:30 - 5:30 p.m.
 Registration by: November 7

FIRST AID - INDUSTRIAL #12836

Date: November 28 - December 9 Time: Mon, Wed, Fri, Sat
 Location: N.W.C.C. Room 260 8:30 - 5:30 p.m.
 Fee: \$295.00 Tues & Thurs
 Instructor: Judy Letendre 1:30 - 5:30 p.m.
 Registration by: November 21

FIRST AID - INDUSTRIAL #12837

Date: January 3 - February 7, 1989 Time: Tuesday & Thursday
 Location: N.W.C.C. Room 260 6:30 - 10:30 p.m.
 Fee: \$295.00 Saturday
 Instructor: Judy Letendre Jan 7, 21, 28 and Feb. 4
 Registration by: December 23 9 a.m. - 5 p.m.

PART-TIME PROGRAMS

FIRST AID - STANDARD #12838

Date: October 28, 29, 30
 Location: N.W.C.C. Room 260
 Fee: \$55.00
 Registration by: October 21

Time: Friday, 7 - 10 p.m.
 Saturday and Sunday
 9:00 - 5:00

Instructor: Judy Letendre

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 - EMERGENCY #12839

Date: October 25 & 27
 Location: N.W.C.C. Room 260
 Fee: \$45.00
 Registration by: October 18

Time: Tuesday and Thursday
 6:30 to 10:00 p.m.

Instructor: Judy Letendre

Designed by the Worker's Compensation Board to give the injured a better chance for survival pending the arrival of more qualified help. Basic techniques for coping with emergencies involving breathing, bleeding, unconsciousness, and crushed chests are taught. Successful students will receive a WCB Survival First Aid Certificate good for two years.

FIRST AID - BASIC FOR PETS #12845

Date: October 10 & 17
 Location: N.W.C.C. Room 260
 Fee: \$5.00
 Registration by: October 3

Time: Monday
 7:00 - 9:00 p.m.

Instructor: Dr.P. Kennedy, DVM

This two-night course will help you to be alert for warning signs of illnesses in your pet. It will also cover how to spot and deal with fleas, cut nails, take temperatures, etc. Caring for your pet this way will help reduce the cost of owning a pet.

FOOD SAFE #12846

Date: September 13 - 22
 Location: N.W.C.C. Room 324
 Fee: \$25.00
 Preregister by: September 7

Time: Tuesday & Thursday
 7:00 - 9:30 p.m.

Instructor: Dwayne Stroh

A must for anyone working in the food industry, this ten hour course will cover microbiology, foodborne illnesses, personal hygiene, serving and dispensing, food protection and preparation, and more. The course was designed in consultation with the B.C. Restaurant and Food Services Association, Ministry of Post Secondary Education, and the Community Health Services.

G.E.D. - Purchase G.E.D. workbook, and register as evening student with Adult Basic Education programme.

GILLNET MENDING - see Future Courses

HAVE YOU PRE-REGISTERED?

PART-TIME PROGRAMS

GROUNDSCHOOL #12841

Date: October 14, 15, 16
 Location: N.W.C.C. Room 310
 Fee: \$160.00
 Registration by: October 7

Time: Friday 6:00 - 10:00 p.m.
 Saturday & Sunday
 9:00 - 8:00 p.m.

Instructor: Alistair Beaton

Off to the wild blue yonder? Take this two weekend workshop to cover the theory necessary to write the groundschool exam. Flying school starts in February, so don't delay. Once you have completed groundschool and ten hours of flying, you can make arrangements with M.O.T. to write the exam.

HOSPITALITY PLUS #12821

Date: September 19 - October 31
 Location: N.W.C.C.
 Fee: \$75.00
 Registration by: September 12

Time: Monday & Wednesday
 7:30 - 9:30 p.m.

Instructor: Marianne Doherty

Designed for those already in the hospitality industry, this course has lots to offer you. Mixology, drink service, understanding beers and wines, formal dining room service - all this will enable you to do a 100% successful job as a bartender, host or hostess, waiter or waitress. Two martinis, stirred not shaken, please!

HUNTER TRAINING - see C.O.R.E.

INTRODUCTION TO KEYBOARDING FOR COMPUTER USERS #12848

Date: September 12 - 26
 Location: N.W.C.C. Room 320
 Fee: \$45.00
 Registration by: September 5

Time: Monday and Wednesday
 7:00 - 9:00 p.m.

Instructor: Jean Brien

Are you a computer user who is frustrated by your lack of knowledge of the keyboard? Do you wish to use a computer but refrain because you cannot type? This five session course will use a hands-on approach and software dedicated to keyboard proficiency. Once you've finished, why not sign up for Data Processing?

JAPANESE - CONVERSATIONAL #12859

Date: September 27 - November 3
 Location: N.W.C.C. Room 324
 Fee: \$36.00 (plus text)
 Registration by: September 13

Time: Tuesday & Thursday
 7:00 - 9:00 p.m.

Instructor: Mona Izumi

Are "hai karate" the only words you know? Have fun with this beautiful and interesting language so that you can order coffee on your next trip to Tokyo. This course should be of a special of interest to those students who are participating in the exchange trip to Japan.



IT'S IMPORTANT TO PRE-REGISTER

THE COURSE YOU WANT MAY BE CANCELLED BECAUSE OF
 LOW ENROLMENT, OR MAY ALREADY BE FILLED UP.

WE'RE ONLY A PHONE CALL AWAY — 624-6054.

PART-TIME PROGRAMS

LADY BEWARE #12858

Date: September 26 & 28
 Location: N.W.C.C. Room 311
 Fee: \$5.00
 Registration by: September 19

Time: Monday and Wednesday
 7:30 - 9:30 p.m.

Instructor: Const. E. Jones

This two night session is offered in conjunction with the R.C.M.P. to assist women in recognizing potential danger when on their own. One night will be in the classroom and one will cover introductory martial arts.

LANDLORD AND TENANT LAW #12842

Date: September 27
 Location: N.W.C.C. Room 311
 Fee: FREE
 Registration by: September 20

Time: Tuesday, 7 - 10 p.m.

Instructor: Peoples Law

The instructor will discuss how to prevent problems and deal with existing ones, damage deposits and claims, eviction notices, the roles of the Arbitrators, and the Courts, and community resources available for assistance.

MIXOLOGY - See Hospitality Plus

MOTORCYCLE SAFETY #12843

Date: September 23, 24, 25
 Location: N.W.C.C. Room 230
 Registration by: September 10

Time: Friday 6 - 10 p.m.
 Sat & Sun. 9 - 6 p.m.

Fee: \$279.00

Instructor: Lorne David

Motorcycles provide exciting recreation and reliable transportation, but remember today's roadways are crowded and hazardous. Two wheels demand twice as much attention! Professional rider training will help you get off to a safe and successful start. Lorne delivers the B.C. Safety Council curriculum and provides the motorcycles for your practical portion.

NETMENDING - see Future Courses

PET CARE - see First Aid, Basic for Pets

QUILTING - see Seminars and Workshops

SMALL BOAT NAVIGATION AND SAFETY #11304

Date: September 20 - November 22
 Location: N.W.C.C. Room 230
 Fee: \$60.00
 Registration by: September 13

Time: Tuesday, 7:00 - 10:00

Instructor: Rick Ogilvie

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.

SMALL BUSINESS - PLANNING FINANCIALLY #12849

Date: October 18
 Location: N.W.C.C. Room 311
 Fee: FREE
 Registration by: October 11

Time: Tuesday, 7 - 10 p.m.

Instructor: Peoples Law

Careful planning and preparation are keys to success. This class equips you to deal with financial institutions, provides information on tax implications of various business structures and helps you project your financial needs. The booklet "Starting a Small Business" will be available at the class for a nominal fee.

SMALL BUSINESS - PLANNING LEGALLY #12850

Date: October 25
 Location: N.W.C.C. Room 311
 Fee: FREE
 Registration by: October 18

Time: Tuesday, 7 - 10 p.m.

Instructor: Peoples Law

This session presents the pros and cons of various business structures, the steps involved to register or incorporate a small business, guidelines for obtaining capital the legal aspects of purchasing an existing business and resource services available. The booklet "Starting a Small Business" will be available at the class for a nominal fee.

SMALL CLAIMS COURT PROCEDURES #12851

Date: October 4
 Location: N.W.C.C. Room 311
 Fee: FREE
 Registration by: September 27

Time: Tuesday, 7 - 10 p.m.

Instructor: Peoples Law

Small claims court is where money disputes involving amounts of under \$2000 are heard. This class will deal with such questions as how to know when it is worthwhile initiating an action, how to prepare and present your case, how to defend yourself, and how to collect if you win. The booklet "Small Claims Court" will be available at the class for a nominal fee.

SPANISH - CONVERSATIONAL #12822

Date: September 12 - November 7
 Location: N.W.C.C. Room 321
 Fee: \$42.00 (plus text)
 Registration by: September 7

Time: Monday & Wednesday
 7:00 - 9:00 p.m.

Instructor: Edna Gruber

This course is to introduce Spanish, refresh your pronunciation, and enhance your vocabulary.

TRAFFIC CONTROL #12852

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

Date: September 12
 Location: N.W.C.C. Room 311
 Fee: \$25.00
 Registration by: September 7

Time: Monday
 6:30 - 10:30 p.m.

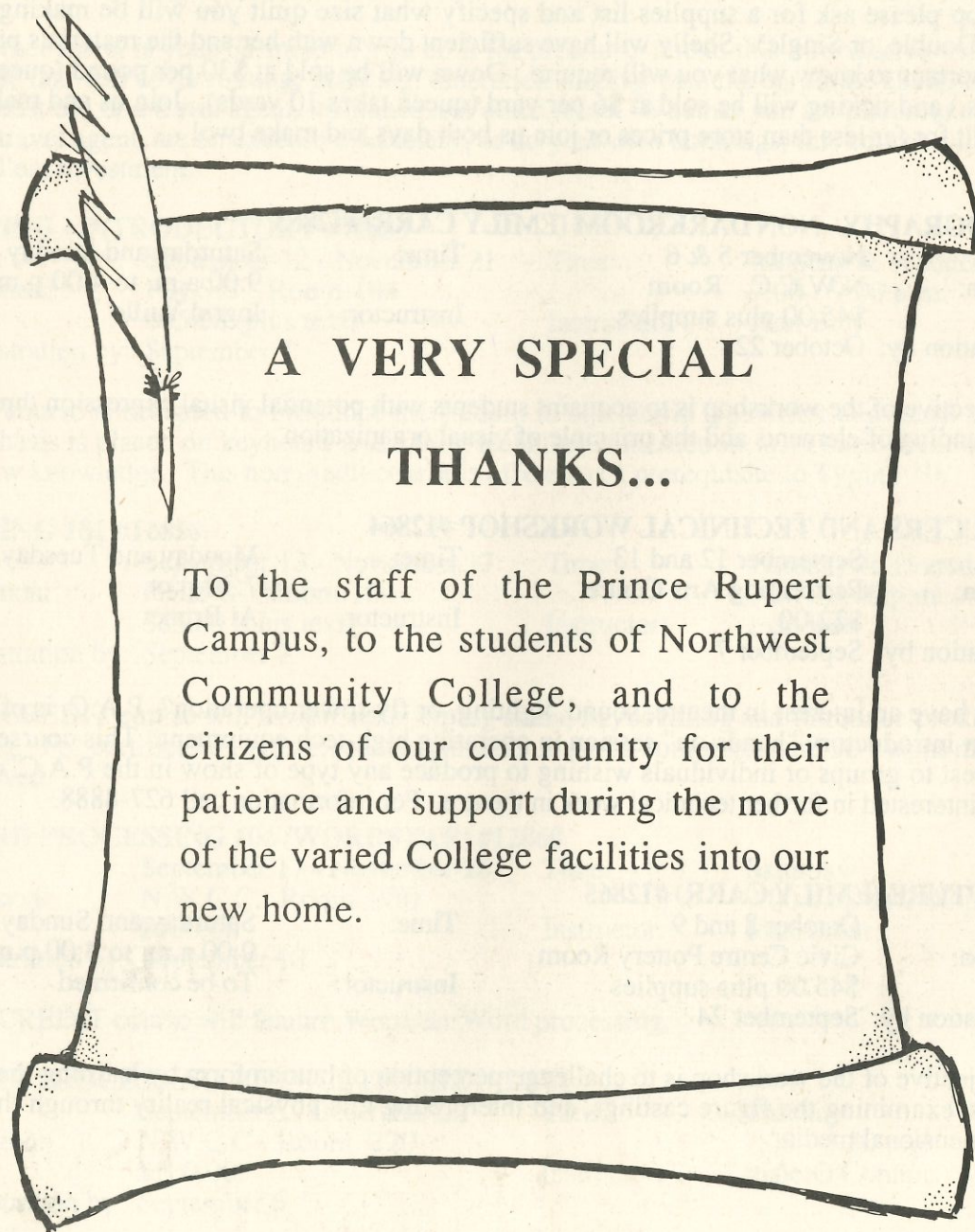
Instructor: Peter Stubbart

TILE MAKING (EMILY CARR) #12866

Date: March 18 & 19, 1989
Location: Civic Centre Pottery Room
Fee: \$45.00 plus supplies
Registration by: March 1, 1989

Time: Saturday and Sunday
9:00 a.m. to 4:00 p.m.
Instructor: Jan Grove

For artists with some experience, this workshop will present tile making as an activity which encompasses a encyclopedia of ceramics techniques as well as concepts from the areas of graphic design and painting.



A VERY SPECIAL

THANKS...

To the staff of the Prince Rupert Campus, to the students of Northwest Community College, and to the citizens of our community for their patience and support during the move of the varied College facilities into our new home.

FUTURE COURSES

ADULT LITERACY

An ongoing project to ensure all people in our community have the opportunity to read. If you know of someone who would benefit from our literacy programme, please have them contact the College. If you are interested in being a volunteer tutor - we can use you! Won't you call us?

CHARTER BOAT OPERATORS

The marine department is in the process of developing a new course for charter boat operators. Designed to cover ships handling, navigation, safety, and other pertinent subjects, this may be the course for you. Are you interested?

CPR FOR INSTRUCTORS

We will be offering a course for potential CPR instructors in late September, early October. There is always a demand for qualified instructors of CPR, so if you are a ticket holder, why not join us?

NETMENDING

Since gillnet mending is a specialty course that requires the use of the netloft, we are compiling a list of interested people before we set course dates. Once we have twenty names, we will organize a time and an instructor, and advise those on the waitlist. Do you need this course?

PHOTOGRAPHY

Amateur or advanced? Colour or black and white? Have you always wanted to use your camera to its full advantage or to know what to look for when buying a camera? Is this for you?

STANDARD FIRST AID FOR INSTRUCTORS

This five day course will prepare people wishing to become instructors in the St. John Ambulance, conventional and modular, up to the emergency and standard level. Students must be a minimum of eighteen years old and hold a valid S.F.A. certificate issued within the previous year. Is this of interest to you?

TRAPPERS COURSE

Planned for a weekend in February, this course will offer the basic skills of trapping. Does this appeal to you?

DO YOU WANT THESE COURSES?

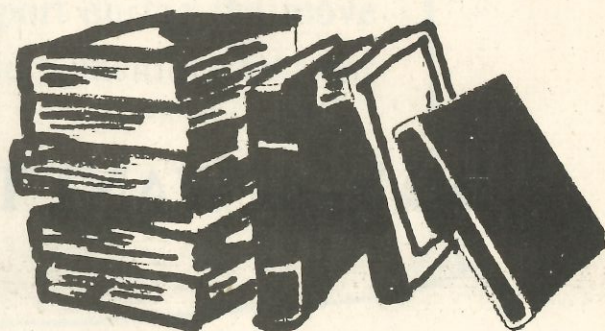
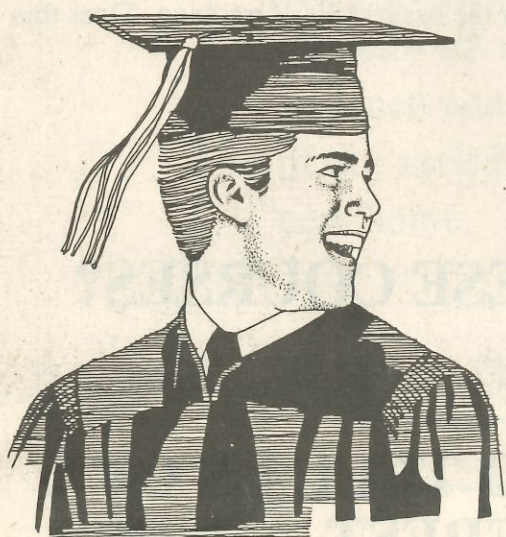
CALL 624-6054 AND TELL US OF YOUR INTEREST

OTHER EDUCATIONAL CHOICES

Do you have such a hectic schedule that you can't attend either a day or night class, course, or programme at N.W.C.C.? Why not let us help you by providing information about the following alternatives?

1. OLA or Open Learning Agency was formerly know as Open Learning Institute. OLA provides distance education courses and programmes in adult basic educational, career, technical, vocational and university transfer courses and programmes.
2. DTN (Discovery Training Network) is a computerized information system designed to rapidly identify training and educational opportunities in B.C., Canada, the U.S.,and Internationally.
3. TELECOLLEGE brings you non-credit courses that you can take at home by watching the KNOWLEDGE NETWORK. Some of the courses on the KNOWLEDGE NETWORK such as English Literature, Biology, or Sociology may help you prepare for entry into some of our university transfer courses.
4. Our mobile computer courses come to you at your work site - or you can sign up for a variety of courses specializing in software such as AccPac, Microsoft, MS-DOS.
5. Not sure what you want to do? If your career aspirations aren't clear, talk to us about "Choices" - the friendly programme that helps you link your strengths and interests to a career.
6. Need help with course selection, career choices, institution choices? See our Student Advisor for assistance.

CALL US AT 624-6054 OR COME IN TO SEE US FOR FURTHER DETAILS



OTHER EDUCATIONAL CHOICES



PRESIDENT'S MESSAGE

The 1988/89 year is a landmark for the College's operation in Prince Rupert. This is the year we will be fully into the North Coast Tribal Council Building.

The original College operation in the city in 1975 was a few programmes in a handful of classrooms in the Amante Building. From there, we have greatly expanded both programmes and facilities to the point where we have developed significant administrative problems from trying to operate in three or four locations. The consolidation of the College into one centre will allow more efficient administration; it will also give both students and staff an increased sense of belonging to the College. As well as the administrative and other operational benefits of the move, we will also appreciate the splendour of the impressive Native architecture and the ideal location.

We're excited about the move; we hope you, the people in the community, will be too.

D.V. George
President

Northwest Community College Centres

Hazelton

Omenica Street,
Box 338,
Old Hazelton, B.C.
V0J 2N0
Telephone: 842-5291

Houston

3411 - 10th Street,
Box 1277,
Houston, B.C.
V0J 1Z0
Telephone: 845-7266

Kitimat

606 Mountainview Square,
Kitimat, B.C.
V8C 2N2
Telephone: 632-4766

Nass Valley

Nisgha School District #92
Tait Street,
General Delivery
New Aiyansh, B.C.
V0J 1A0
Telephone: 633-2225

Queen Charlotte Islands

School District #50,
Box 69,
Queen Charlotte City, B.C.
V0T 1S0
Telephone: 559-8475

Smithers

1070 Main Street,
Box 3606
Smithers, B.C.
V0J 2N0
Telephone: 847-4461

Terrace

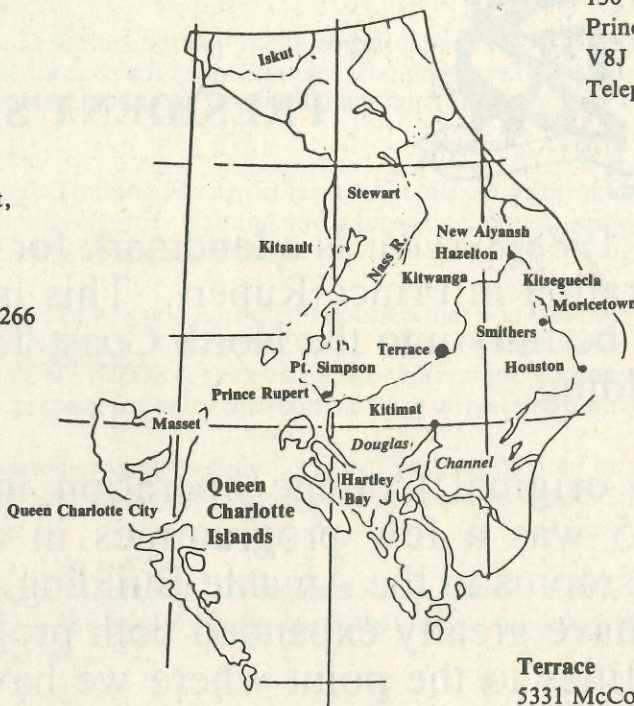
5331 McConnell Avenue,
P.O. Box 726,
Terrace, B.C.
V8G 4C2
Telephone: 635-6511

Stewart

Stewart Secondary School
Stewart, B.C.,
V0T 1W0
Telephone: 636-2238

Prince Rupert

130 - 1st Avenue West
Prince Rupert, B.C.
V8J 4K8
Telephone: 624-6054



FINANCIAL AID

Does the **COST** of **EDUCATION** put a **STOP** to your plans?
\$\$ There is HELP \$\$

Contact Bev Kealty, Financial Aid Officer
635-6511

NORTHWEST COMMUNITY COLLEGE
PROGRESSIVE EDUCATION