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**NORTHWEST
COMMUNITY COLLEGE
PRINCE RUPERT**

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

OUR STAFF

KATHY BEDARD	ADMINISTRATIVE SECRETARY
ROCQUE BERTHIAUME	INSTRUCTOR, SOCIAL SCIENCES
DIANNE DEDECKER	ADMINISTRATIVE SECRETARY
MARIE GRINSTRAND	INSTRUCTOR, ABE
JOHN HIOM	INSTRUCTOR, SCIENCES
LIANNE GAGNON	INSTRUCTOR, L.A.S.E.R.
MONA IZUMI	INSTRUCTOR, MATH
AL KENNY	INSTRUCTOR, MARINE TRADES
WAYNE KENNEDY	INSTRUCTOR, WELDING
JENNIFER KENNEDY	INSTRUCTOR, C.C.A.
VENA LAWAL	ADMINISTRATIVE OFFICER
EMILIA MCCONVILLE	ADMINISTRATIVE SECRETARY
KARL MCKENZIE	INSTRUCTOR, HUMANITIES
ANNA MUNGER	INSTRUCTOR, ABE
CAROL PICKELL	INSTRUCTOR, BUSINESS ED.
SUE RUSSELL	CENTRE DIRECTOR
JEAN SHEARER	INSTRUCTOR, AQUACULTURE
DEBBIE STAVA	INSTRUCTOR-AIDE, BUSINESS ED.
RALPH TROCHKIE	INSTRUCTOR, BUSINESS ED.
JOANNE WATSON	INSTRUCTOR, L.A.S.E.R.
BEN WEST	COORDINATOR, MARINE TRNG.
JOHN WOOD	INSTRUCTOR, A.B.E.

OUR HOURS

September - May	Monday - Thursday, 8:30 - 4:30 6:00 - 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 be more accessible to the community; to continue to expand our programme offerings; and to respond to requests from the population in our region.

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...

Our continued thanks to School District #52 for the use of its facilities when we need them.

TABLE OF CONTENTS

GENERAL INFORMATION

- 2 - N.W.C.C. Prince Rupert
- 4 - Registration and Tuition Information
- 5 - Late Registration and Refund Policy

FULL-TIME PROGRAMMES

- 6-9 - Academic Programs
- 10-12 - Adult Basic Education
- 13 - Aquaculture
- 14-16 - Business Administration
- 17-19 - Business Education
- 20 - Continuing Care Aide
- 22-23 - Marine Mechanical Trades
- 24-25 - Marine & Fisheries Training
- 26 - Welding

PART-TIME PROGRAMMES

- 27 - Accounting
- 27 - Air Brakes
- 27 - Babysitting
- 27 - Business Computer 102
- 28 - Business Law
- 28 - Business Machines
- 28 - Buying Your First Home
- 28 - Calligraphy - Basic
- 28-29 - Cashier Training
- 29 - Community Resources
- 29 - Co-op Housing
- 29 - C.O.R.E. (Hunter's Training)
- 29 - Cross Stitch
- 30 - Downfilled Quilts
- 30-31 - First Aid
- 31 - German - Conversational
- 31 - Gillnet Mending
- 31 - Guitar for Adults
- 31 - Guitar for Children
- 31 - Hearing Impaired

PART-TIME PROGRAMMES CONT.

- 31 - Immigration Law
- 32 - Improvisation for Adults
- 32 - Microsoft Works
- 32 - Occupation Health & Safety
- 32 - Quilting
- 32 - Sewing Leisure Wear
- 33 - Sign Language
- 33 - Small Boat Nav. and Safety
- 33 - Spanish - Conversational
- 33 - Speechcraft
- 34 - Stock & Money Market Analysis
- 34 - Typing
- 34 - Unemployment Insurance
- 34 - Vocal Production I
- 34 - Wills and Estates

SEMINARS

- 35 - Down Filled Quilts
- 35 - Community Resources
- 35 - Conducting Effective Meetings
- 35 - Downfilled Quilts
- 21 - Emily Carr Outreach
- 35 - Management Skills for Supervisors
- 36 - Power Interviews

FUTURE COURSES

- 38 - Creative Expression
- 38 - Compressed Natural Gas Systems
- 38 - Group Dynamics
- 38 - Netmending
- 38 - Performance Management
- 38 - Propane Fuel Systems
- 38 - Smart Talk
- 38 - Time Text
- 39 - Tourism - Dev. for Supervisors
- 39 - Volunteerism
- 39 - Waiter/Waitress Training
- 39 - WHMIS

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: \$27.50 PER CREDIT HOUR PER SEMESTER up to a maximum of \$417 per semester.

VOCATIONAL & ABE \$75.60 PER MONTH payable on a semester basis, OR \$20.00 PER WEEK

ADDITIONAL CHARGES

BOOK & TOOL DEPOSITS	REINSTATEMENT FEE	\$25.00
VOCATIONAL \$50.00	STUDENT ASSOCIATION	\$1/mo.
ABE \$50.00	REGISTRATION FEE	\$10.00
BUSINESS ED. \$50.00	STUDENT ACTIVITY FEE	\$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. Those agencies wishing to confirm over the telephone, will be required to submit an extra administrative charge.

INCOME TAX

Receipts for tuition totalling over \$100 are income tax deductible.

PLEASE KEEP YOUR RECEIPT.

REGISTRATION

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.
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 programme earlier than anticipated when fee payment was made.)

REGISTRATION

ACADEMIC PROGRAMME

GENERAL PROGRAMME INFORMATION

We are pleased to offer a comprehensive selection of first year university transfer courses. 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 programme of your choice at one of the universities or community colleges in B.C. or elsewhere. Transfer tables (applicable to all major universities) are available in our Learning Resource Centre or make an appointment to see our Educational Advisor.

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

PART-TIME AND EVENING PROGRAMME

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 PROGRAMME

BACHELOR OF ARTS

English 101*
Psychology 101
Economics 101
French 101
Sociology 101
Anthropology 111
Lab Science **
History 105
Political Science 101

BACHELOR OF SCIENCE

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

Students in each programme 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.

TAKE YOUR FIRST YEAR OF UNIVERSITY IN PRINCE RUPERT

UNIVERSITY TRANSFER TIMETABLE

DAY	COURSE	TIME	INSTRUCTOR	ROOM
Monday	Chemistry 101	9 - 10 a.m.	J. Hiom	230
	English 101	10 - 11 a.m.	K. McKenzie	230
	Comp. Sc. 101	11 - Noon	J. Hiom	230
	Sociology 101	12:30 - 2 p.m.	R. Berthiaume	230
	Physics 101	1 - 2 p.m.	J. Hiom	240
	Biology 101	2 - 3 p.m.	J. Shearer	240
	English 101	3 - 4:30 p.m.	K. McKenzie	230
	Math 101	3 - 4:30 p.m.	M. Izumi	240
	Psychology 101	6:30 - 9:30 p.m.	J. Kennedy	230
	Economics 101	6:30 - 9:30 p.m.	R. Berthiaume	240
Tuesday	History 105	10:30 - Noon	K. McKenzie	230
	Psychology 101	1 - 2:30 p.m.	J. Kennedy	230
	French Conv.	7:30 - 9 p.m.	C. Cantin	240
	Chem. Lab	9 - Noon	J. Hiom	200
	Comp. Sc. Lab	1 - 4 p.m.	J. Hiom	320
	Anthro. 111	6:30 - 9:30 p.m.	R. Berthiaume	240
Wednesday	Chemistry 101	9 - 10 a.m.	J. Hiom	230
	English 101	10 - 11 a.m.	K. McKenzie	230
	Comp. Sc. 101	11 - Noon	J. Hiom	230
	Sociology 101	12:30 - 2 p.m.	R. Berthiaume	230
	Physics 101	1 - 2 p.m.	J. Hiom	240
	Biology 101	2 - 3 p.m.	J. Shearer	240
	Math 101	3 - 4:30 p.m.	M. Izumi	240
	Political Sc. 101	6:30 - 9:30 p.m.	K. McKenzie	240
	Physics Lab	6:30 - 9:30 p.m.	F. Gale	200
	E.C.E. 102	6:30 - 9:30 p.m.	T.B.A.	230
Thursday	Biology Lab	9 - Noon	J. Shearer	200
	History 105	10:30 - Noon	K. McKenzie	240
	Psychology 101	1 - 2:30 p.m.	J. Kennedy	230
	English 101	3 - 4:30 p.m.	K. McKenzie	230
	Comp. Sc. Lab	1 - 4 p.m.	J. Hiom	320
	E.C.E. 201 (ATC)	7 - 9 p.m.	D. Westermann	230
Friday	Chemistry 101	9 - 10 a.m.	J. Hiom	230
	English 101	10 - 11 a.m.	K. McKenzie	230
	Comp. Sc. 101	11 - Noon	J. Hiom	230
	Physics 101	1 - 2 p.m.	J. Hiom	240
	Biology 101	2 - 3 p.m.	J. Shearer	240
	Math 101	3 - 4:30 p.m.	M. Izumi	240
Saturday	French 101	9 - Noon	C. Cantin	240

ACADEMIC

ANTHROPOLOGY 111

A course dealing with the nature and diversity of Canadian Indian and Inuit traditional cultures and lifestyles. The history of European colonialism in Canada and the impact it had on the Canadian native peoples will also be studied. A review of important issues in contemporary natives affairs will be included.

INSTRUCTOR: R. Berthiaume

LECTURE: Tuesday, 6:30 - 9:30 p.m.

START DATE: September 12

BIOLOGY 101

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 observation skills will be emphasized.

INSTRUCTOR: J. Shearer

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

LAB: Thursday - 9 - Noon

START DATE: September 11

CHEMISTRY 101

In this course, three subjects will be covered. The first is a review of general chemical principles. These principles include the stoichiometric description of chemical reactions as well as a brief history of chemistry as a science. Next, the microscopic descriptions of the natural world, as it relates to chemistry, will be discussed. That is, atomic structure and chemical bonding will be considered. Finally, macroscopic chemistry will be investigated. This discussion will include conservation of energy as it applies to macroscopic chemistry, that is, in terms of thermodynamics.

INSTRUCTOR: John Hiom

LECTURE: Mon, Wed, & Fri - 9 - 10 a.m.

LAB: Tuesday 9 - Noon

START DATE: September 11

COMPUTER SCIENCE 111

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.

INSTRUCTOR: John Hiom

LECTURE: Mon, Wed, Fri - 11 - Noon

LAB: Tues OR Thurs 1 - 4 p.m.

START DATE: September 11

E.C.E. 102

An introduction to curriculum elements as related to child development; includes language, literature, art, music, science, and social studies.

INSTRUCTOR:

LECTURE: Tuesday, 7 - 10 p.m.

START DATE: September 12

E.C.E. 201 (ATC)

Students will learn the process of child development in atypical and typical children from conception to age 3. The utilization of development characteristics of infants and toddlers will help to establish the knowledge base to work with infant base and special needs children.

INSTRUCTOR: D. Westermann

LECTURE: Thursday, 7 - 9 p.m.

START DATE: September 14

ECONOMICS 101

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: R. Berthiaume

LECTURE: Monday, 6:30 - 9:30 p.m.

START DATE: September 11

ENGLISH 101

Literature and Composition

Reading and discussion of modern 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: Karl McKenzie

LECTURE: Mon, Wed, Fri, 10 - 11 a.m.

OR Mon & Thurs, 3 - 4:30 p.m.

START DATE: September 11

FRENCH 101

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. Included as part of the course is a Cole Conversation lab to held Tuesday evenings from 7:30 - 9 p.m.

INSTRUCTOR: C. Cantin

LECTURE: Saturday, 9 - Noon

LAB: Tuesday, 7:30 - 9 p.m.

START DATE: September 16

HISTORY 105

Canada to the Late 19th Century

This is an attempt to make the more remote past of this country meaningful to us today. We shall look at the historic inheritance of English and French speaking Canada in the context of social and economic structures and by way of comparison with similar developments in Europe and the United States. We shall focus on the works of younger scholars and discuss a variety of interpretations.

INSTRUCTOR: Karl McKenzie

LECTURE: Tues & Thurs, 10:30 - Noon

START DATE: September 12

MATH 101 - Calculus I

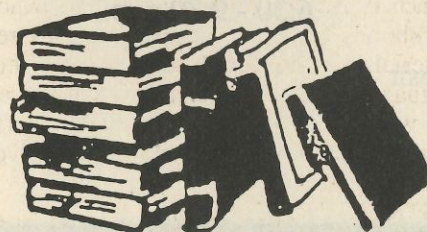
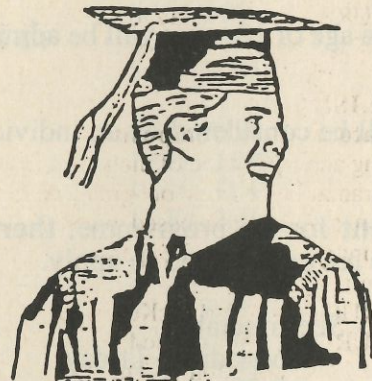
An introduction for students intending to major in the sciences and engineering. Topics presented include limits, derivatives, techniques of differentiation, related rates, curve sketching, optimization, root finding, differentials, antiderivatives, trigonometric, logarithmic, and exponential functions. PREREQUISITE: A minimum of C in Algebra 12 or its equivalent.

INSTRUCTOR: Mona Izumi

LECTURE: Mon, Wed, & Fri

3 - 4:30 p.m.

START DATE: September 11



PHYSICS 101

In this course, three topics of classical physics will be covered, namely Newtonian mechanics of few body systems, fluid mechanics of many body systems, and equilibrium statistical mechanics. In the first, translational and rotational statics and dynamics will be discussed in terms of the following vectors: position, velocity, acceleration, force, and torque. In the second topic, conservation of mass and momentum will be applied to the statics and dynamics of fluids. In the third topic, macroscopic equilibrium statistical mechanics (thermodynamics) will be discussed. The various laws will be discussed using simple principles of calculus.

PREREQUISITES: Physics 11 and Math 11 or equivalent or the permission of the instructor.

INSTRUCTOR: John Hiom

LECTURE: Mon, Wed, & Fri - 1 - 2 p.m.

LAB: Wednesday, 6:30 - 9:30 p.m.

START DATE: September 11

POLITICAL SCIENCE 101

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

INSTRUCTOR: Karl McKenzie

LECTURE: Wednesday, 6:30 - 9:30 p.m.

START DATE: September 13

PSYCHOLOGY 101

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 included in this course are: perspectives of psychology, life-span psychological development, the biology of behaviour, perceptions, altered states of consciousness, conditioning and learning, and memory.

INSTRUCTOR: Jennifer Kennedy

LECTURE: Monday, 6:30 - 9:30 p.m.

OR Tues & Thurs, 1 - 2:30 p.m.

START DATE: September 11

OR September 12

SOCIOLOGY 101

Through a variety of sociological perspectives we will examine how different groups view the structure of society. Through brief lectures, audio-visual presentations, and small group discussions we will explore major topics in the discipline of sociology: culture, socialization, gender roles, aging, crime, and deviance.

INSTRUCTOR: R. Berthiaume

LECTURE: Mon & Wed 12:30 - 2 p.m.

START DATE: September 11

ADULT BASIC EDUCATION

GENERAL INFORMATION

The Adult Basic Education programme gives all adults in the college region a chance to upgrade their skills and knowledge of English, Mathematics, and the Science. You may attend on a full-time or part-time basis, taking as few or as many courses as you need. An evening programme 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 programmes or university level programmes.

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.
5. Attend an orientation session at the College!

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 programme, there is no maximum age limit, and students of all ages are encouraged to apply.

ADULT BASIC EDUCATION (DAYTIME) - See timetable

Location: Room 310/311 Time: Monday - Friday
 Date: September to June 8:30 - 3:30 p.m.
 Fee: \$76.20 per month plus
 \$50.00 refundable book deposit

ADULT BASIC EDUCATION (NIGHT TIME) - See timetable

Location: Room 310 Time: Monday to Thursday
 Date: September to June 6:30 - 9:30 p.m.
 Fee: \$40.00 per month plus
 \$50.00 refundable book deposit

ADULT BASIC EDUCATION TIMETABLE

MONDAY	8:30 - 9:30	MATH 050
	8:30 - 11:45	ENGLISH 030 / ENGLISH 031 / ENGLISH 032
	9:30 - 10:30	MATH 020
	10:45 - 11:45	SCIENCE 030
TUESDAY	12:30 - 3:45	MATH 040
	6:15 - 9:30	MATH 030 / MATH 031 / MATH 032
	8:30 - 9:30	ADV. TECH. MATH
	8:30 - 11:45	TUTORIALS IN ALL SUBJECTS
WEDNESDAY	9:30 - 10:30	PHYSICS 040
	10:45 - 11:45	ENGLISH 030 / ENGLISH 031 / ENGLISH 032
	12:30 - 3:45	MATH 020
	2 - 3:45	CHEMISTRY 040
THURSDAY	6:15 - 9:30	SCIENCE 030
	8:30 - 9:30	MATH 030 / MATH 031 / MATH 032
	8:30 - 11:45	ADV. TECH. MATH
	9:30 - 10:30	TUTORIALS IN ALL SUBJECTS
FRIDAY	10:45 - 11:45	PHYSICS 040
	10:45 - 11:45	ENGLISH 030 / ENGLISH 031 / ENGLISH 032
	12:30 - 3:45	MATH 020
	2 - 3:45	CHEMISTRY 040

BUSINESS ADMINISTRATION

Instructor: Ralph Troschkie
Start Date: September 5
Times: Monday - Friday, 8:30 - 3:45
Tuition: \$75.60 per month
Book Deposit: \$50.00

The first complete year, and selected courses of the second year, of a two year diploma programme in Business Administration is now offered at the Prince Rupert Centre of Northwest Community College. Interested students are invited to come in to the College and fill out an application. Part-time students who wish one or two courses are encouraged to register. Starting in January, 1990, tutorials in any subject for Business Administration will be available on Tuesday evenings.

ADMISSION REQUIREMENTS

Grade 12 graduation or equivalent (G.E.D.) with Algebra 11 is normally required. However, ABE Advanced or work experience in a related business area may be acceptable with the permission of the Centre Director.

COURSE DESCRIPTIONS

(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 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.

(BCPT 153) Business Computing

A hands-on computer applications course for accounting and administration students. Software used will be Bedford Integrated Accounting, ACCPAC, and Lotus 1-2-3.

(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.

(BENG 150) Business English

The student will develop expertise in the communication skills - both written and oral - and an awareness of the protocol used in business.

(ECON 150/151) 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. Topics covered will be consumer behavior, market supplies and demands, money and banking, national income, fiscal policy, monetary policy, international trade, and public policy.

(MGMT 150) Management

This course is an introduction to contemporary management functions. Management theories and their practical applications are examined.

(MGMT 251) Management

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, organization change, conflict, power, and authority.

(MGMT 252) Management

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.

(MATH 150) Mathematics

The course will provide the student with the 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 is on practical problem-solving in business rather than theoretical derivation.

(MATH 151) Mathematics

A basic statistics course for students who have no prior knowledge of the field. The emphasis of the course is on business application of statistical methods; but students in other disciplines will find it relevant and useful.



BUSINESS ADMINISTRATION

BUSINESS ADMINISTRATION TIMETABLE

September 5 - October 23

MONDAY	8:30 - 11:45	Management 150
	12:30 - 3:45	Business Computers 150
TUESDAY	8:30 - 11:45	Economics 150
	12:30 - 3:45	Management 252
WEDNESDAY	8:30 - 3:45	Office Hours
THURSDAY	8:30 - 10:30	Management 150
	10:45 - 11:45	Office Hours
	12:30 - 2:30	Management 252
FRIDAY	8:30 - 11:45	Business Computers 150
	12:30 - 2:30	Economics 150

October 23

Exam Week

October 30 - December 18

MONDAY	8:30 - 11:45	Management 251
	12:30 - 2:30	English 150
TUESDAY	8:30 - 11:30	Economics 151
	2:45 - 3:45	Mathematics 150
WEDNESDAY	8:30 - 3:45	Office Hours
THURSDAY	8:30 - 10:30	Management 251
	10:45 - 11:30	Office Hours
	12:30 - 2:30	Economics 151
FRIDAY	8:30 - 10:30	English 150
	12:30 - 2:30	Economics 151

December 18

Exam Week

January 8 - March 12

MONDAY	8:30 - 11:45	Accounting 150
	12:30 - 2:30	Mathematics 151
TUESDAY	8:30 - 11:45	Law 150
WEDNESDAY	8:30 - 3:45	Offices Hours
THURSDAY	8:30 - 10:30	Accounting 150
	10:45 - 11:45	Office Hours
	12:30 - 2:30	Tutorials
FRIDAY	8:30 - 11:45	Mathematics 151
	12:30 - 2:30	Law 150

March 12

Exam Week

March 26 - May 28

MONDAY	8:30 - 11:45	Accounting 151
	12:30 - 3:45	Business Computers 153
TUESDAY	8:30 - 11:45	Law 151
WEDNESDAY	8:30 - 3:45	Office Hours
THURSDAY	8:30 - 10:30	Accounting 151
	10:45 - 11:45	Office Hours
	12:30 - 2:30	Tutorials
FRIDAY	8:30 - 11:45	Business Computers 153
	12:30 - 2:30	Law 151

May 28

Exam Week

BUSINESS EDUCATION - DAYTIME

Dates:	September - June
Time:	Monday through Friday 8:30 a.m. - 3:30 p.m.
Location:	Rooms 320 - 324
Tuition:	\$75.60 per month (plus \$10 permanent record fee)
Book Dep:	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 needing financial assistance should approach Canada Employment for possible sponsorship.

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.

Diploma prerequisites are detailed below. For course details, please see the Business Course Descriptions.

Requirements for Admission to Pre-employment Programmes

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 programmes. 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
WPRO100, 102, 105, 110, plus 8 credits
from 103, 104, 107, 108, 109 & 130
BCPT 103

CLERK BOOKKEEPER (4-6 mo)

ACCT	101, 102
BCPT	101, 102, 103
BENG	102, 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 150*
MGMT 252*

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

*See Business Administration pages for timetabling 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.

(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, Multimate, and Lotus 1-2-3.

(BCPT 103) Computerized Accounting

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

(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.

(BENG 104) Communications

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

(BENG 105) Proofreading

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

(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

(OFPR 101) Office Procedures

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

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.

WPRO 100

Basic DOS procedures

WPRO 102

Electronic typewriters

WPRO 103

Easy Writer

WPRO 104

Wordstar Word Processor

WPRO 105

The transcription specialist

WPRO 106

Computer Timed Writings

WPRO 107

Multimate

WPRO 108

Volkswriter

WPRO 109

Microsoft Word

WPRO 110

Hard disk management

WPRO 130

Word Perfect

MOBILE COMPUTER CENTRE

Northwest Community College can deliver a wide range of Business Application courses on-site to organizations throughout the College region. With Lap-top computers and a library of software, our business instructors travel throughout the region to bring hands-on computer training to you.

We offer courses, seminars, and workshops at your site, N.W.C.C. centres, or at other suitable facilities

Software packages that we can cover from beginning to advanced levels include:

Lotus 1-2-3-
Multimate
Multiplan
VP Expert
Framework
DBase II/III
First Choice
VP Planner
ACCPAC
more!

Lotus Symphony
Pagemaker
Smart
Bedford
WordStar
Autocad
WordPerfect
New Views
.....and

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

Accounting 101 - 102
Accounting 150 - 151
Business Computing 102
Business Law 150 - 151
Business Machines 101

Please see the part-time section for details

CUSTOM TRAINING DOES YOUR ORGANIZATION HAVE SPECIAL COMPUTER TRAINING NEEDS?

We design complete training strategies and can develop plans that take advantage of government training funds for industry.

GENERAL PUBLIC COURSES

If you haven't seen the computer course that YOU want advertised.....Call 624-6054 and place your name on a waitlist. As soon as we have six people in your area desiring that programme, we will schedule a workshop.

CONTINUING CARE PROGRAMME (Long Term Care)

Date: September 25-February 9, 1990 (no classes Tuesday & Thursday afternoons)
Times: Monday - Friday, 8:30 - 3:30 p.m.
Fees: \$75.60 per month
Deposits: \$50.00
Instructor: Jennifer Kennedy

The goal of this course is to prepare an individual to function as a valuable member of the health care team. The graduate will be able to provide care, under supervision, to assist their clients in meeting basic needs and to achieve the highest possible quality of life. The graduate will be employable as a Home Support Worker working in the client's home, as a Continuing Care Assistant functioning as a member of a team in facilities providing Personal Care, Intermediate Care, and Extended Care and in Group Homes.

PROGRAMME STRUCTURE

The programme is fulltime for sixteen weeks. The first eight weeks (September 25 - November 24) are primarily classroom instruction. The final eight weeks (November 27 - December 15 and January 2 - on) are clinical experience.

The theory portion of the curriculum will cover topics such as:

- Orientation to the Health Care field
- Communication Techniques
- Body Structure and Functions
- Nutrition
- Environmental Concerns
- Growth and Development
- First Aid and CPR
- Personal Assistance.

ADMISSION REQUIREMENTS

The applicant **MUST** have:

1. Completed Grade 10, ABE Intermediate Level or its equivalent.
2. Submit a satisfactory medical examination and immunization record prior to final acceptance.
3. A satisfactory interview where the following will be assessed:
 - desire to work in the health care field;
 - responsibility;
 - communication skills;
 - personal presentation.

CONTINUING CARE AIDE

EMILY CARR OUTREACH COURSES ACROSS THE COLLEGE REGION

PAINTING - KITIMAT

Date: November 4 & 5
Location: M.E.S.S. Room 124
Fee: \$45.00
Time: Saturday & Sunday
9 a.m. to 6 p.m.
Instructor: Ted Kingan

DRAWING & PAINTING - KITIMAT

Date: March 3 & 4, 1990
Location: M.E.S.S. Room 124
Fee: \$45.00
Time: Saturday & Sunday
9 a.m. to 6 p.m.
Instructor: Brian Scott

CERAMICS - PRINCE RUPERT #13738 (Handbuilding and Wheel Throwing)

Date: March 31 - April 1, 1990
Location: N.W.C.C.
Fee: \$45.00
Time: Saturday & Sunday
9 a.m. to 4 p.m.
Instructor: Corrine Boychuk

PAINTING - ACRYLICS, WATERCOLOURS FOR BEGINNERS - PRINCE RUPERT #13739

Date: November 18 & 19
Location: N.W.C.C.
Fee: \$45.00
Time: Saturday & Sunday
9 a.m. to 4 p.m.
Instructor: Nora Blanck

PAINTING - PRINCE RUPERT #13740

Date: February 3 & 4, 1990
Location: N.W.C.C.
Fee: \$45.00
Time: Saturday & Sunday
9 a.m. to 4 p.m.
Instructor: Richard Ried

PAINTING - ACRYLICS & OILS - SMITHERS

Date: October 21 & 22
Location: N.W.C.C. Room 110
Fee: \$45.00
Time: Saturday & Sunday
9 a.m. - 5 p.m.
Instructor: Bill Featherston

PHOTOGRAPHIC LIGHTING - TERRACE

Date: October 14 & 15
Location: N.W.C.C.
Fee: \$45.00
Time: Saturday & Sunday
9 a.m. to 4 p.m.
Instructor: Alex Waterhouse-Haywood

EMILY CARR

MARINE MECHANICAL TRADES

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

Time: 8 a.m. - 3 p.m., Monday - Friday Date: September to June
Location: Shop & Room 101 Fee: \$75.60 per month plus
Bk. Dep: \$50.00 \$10 registration fee.

LEARNING FORMAT

All instruction in the trades training programme 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 programmes whenever the trainee finds it convenient. Students learn at their own speed on an individualized basis. The programme allows trainees to enroll on a part-time or full-time basis. 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 programmes are required to have a 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 programmes are available to assist students not having the required prerequisites.

MECHANICAL COMMON CORE

(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 programme in Prince Rupert and then transfer to the Terrace Centre or some other B.C. College to complete their training.

MARINE MECHANICAL

MECHANICAL TRADES OCCUPATIONAL CORE

(3 weeks appr.)

This programme 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

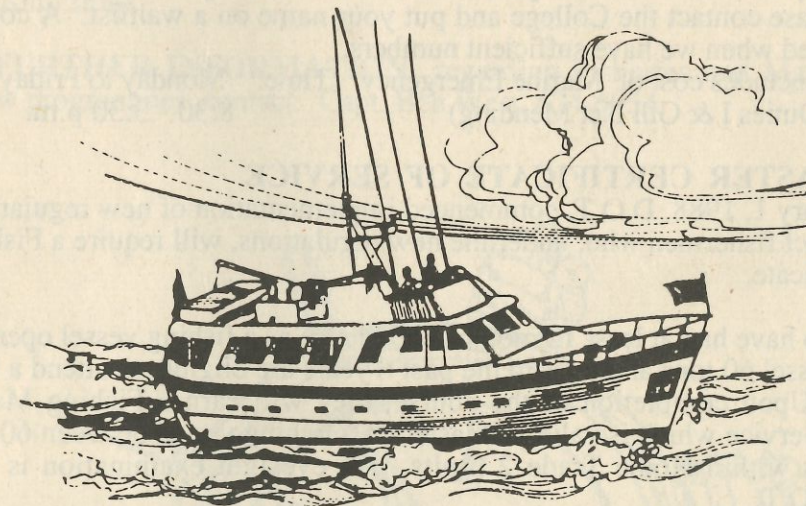
(12 weeks approximately)

Students who complete this programme will have the necessary skills to begin work as a Marine engine mechanic. The programme 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 PROGRAMME IN MARINE DIESEL MECHANICS

(12 weeks approx.)

This programme 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 programme.



MARINE MECHANICAL

MARINE TRAINING

The Northwest Community College in Prince Rupert offers Marine Training Programmes covering all aspects of the Marine and Fishing Industries. The programmes 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.

D.O.T. CERTIFICATE PREPARATION

Northwest Community College offers preparation programmes 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 intro to ARPA- ON I and ON II tutorials
- Fishing Master Certificate of Service
- Command Endorsement
- Master Small Craft (40 Ton)

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.

This course may be offered off campus; however, a contract price will have to be negotiated. Please contact the College and put your name on a waitlist. A course will be scheduled when we have sufficient numbers.

Cost: 250.00 (includes cost of Marine Emergency Duties I & Gill Net Mending) Time: Monday to Friday 8:30 - 3:30 p.m.

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.

Cost: \$190.00 (Includes cost of Marine Emergency Duties I). Course Length: Six Weeks Time: Monday - Friday 8:30 - 3:30 p.m.

MARINE TRAINING

HOME STUDY PROGRAMME

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 MED I programme has now been changed to A1 and A2. Candidates for the Fishing Masters IV and III must hold the A2 certificate. Also, those mariners seeking upgrading where the MED II is required must also hold the A1 or A2 certificate.

GILLNET MENDING

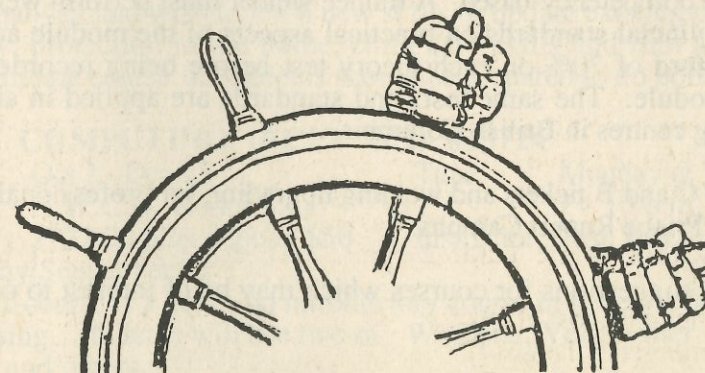
Please contact the College and put your name on a waitlist. A course will be arranged once we have twenty names. This thirty-hour course will help fishermen improve their netmending skills and techniques. Under the advice of a netmending expert, you should improve your productivity.

SMALL BOAT SAFETY AND NAVIGATION #13254

Location: N.W.C.C. Room 240 Instructor: Rick Ogilvie
Time: Tues 7 - 10 p.m. Date: Sept. 26 - Nov. 28
Fee: \$65.00

Course includes chartwork, navigating and boating safety, and some practical seamanship skills.

FOR FURTHER INFORMATION regarding Fisheries and Marine courses and new programmes, contact: Capt. Ben West, 624-6054.



MARINE TRAINING

WELDING PROGRAMME

Admission Requirements

As these programmes 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 Programme 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 part-time 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 - June
Tuition: \$76.20 per month plus \$50 book/tool deposit
Days: Monday - Friday
Times: 3:00 - 10:00 p.m.
Location: Shop & Room 101

PROVINCIAL WELDER TRAINING PROGRAMME

The Welder Training Programme 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.

WELDING

PART-TIME EVENING PROGRAMMES

ACCOUNTING 101 / 102 #13719

Date: September 19 - December 7
Location: P.R.S.S. Room 103
Fee: \$135.00 plus text & workbooks
Time: Tuesday & Thursday 7 - 10 p.m.
Instructor: Jean Brien
Registration by: September 12

Students registered in this course can work towards credit in any of the two 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 or 102 in a semester. (See daytime section for description of courses.)

ACCOUNTING 150/151 #13267

Date: September 12 - December 14
Location: N.W.C.C.
Fee: \$135.00 plus text & workbooks
Time: Tuesday & Thursday 7 - 10 p.m.
Instructor: Tim Mackin
Registration by: September 5

This programme is based on a self-paced modular style of learning that allows the student to complete the course at his/her own speed. Each student should be able to complete at least ACCT 150 or 151 in a semester. (Please see daytime section for description of courses.)

ACTING - See Improvization for Adults

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

BABYSITTING # 13717

Date: October 2 - November 1
Location: P.R.S.S. Room 200
Fee: \$23.00
Time: Monday & Wednesday 6:30 - 8 p.m.
Instructor: Growing Space Society
Registration by: September 25

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. This is a certificate course, so students should be prepared to do homework.

BUSINESS COMPUTING (BCPT 102) #13724

Date: Oct 2 - Dec 13
Location: N.W.C.C. Room 320
Fee: \$137.00 plus deposit \$50
Time: Monday & Wednesday 7 - 10 p.m.
Instructor: Jean Brien
Registration by: September 28

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.

PART-TIME PROGRAMS

BUSINESS MACHINES 101 #13728

Date: September 20 - December 13 Time: Wednesday
 Location: N.W.C.C. 7 - 10 p.m.
 Fee: \$ 85.00 plus text Instructor: Dorothy Grant
 Registration by: September 13

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.

BUSINESS LAW 150 # 13269

Date: September 11 - November 27 Time: Monday & Wednesday
 Location: N.W.C.C. 7 - 9 p.m.
 Fee: \$120.00 plus text Instructor: Irene Peters
 Registration by: September 4

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

BUSINESS LAW 151 #13270

Date: September 12 - November 23 Time: Tuesday & Thursday
 Location: N.W.C.C. 7 - 9 p.m.
 Fee: \$ 85.00 plus text Instructor: Irene Peters
 Registration by: September 5

As the sequel to Business Law 150, students will acquire more understanding of the law as it applies to the business community.

BUYING YOUR FIRST HOME #13712

Date: September 26 Time: Tuesday
 Location: N.W.C.C. 7 - 9 p.m.
 Fee: FREE Instructor: Peoples Law
 Registration by: September 19

There is a lot to consider before you even make an offer on your first home. This introductory class will help you by providing information on the contract of purchase and sale; title searches; mortgages; and the roles and responsibilities of the real estate agent, your lawyer, and the financial institutions. The booklet MORTGAGES AND FORECLOSURES will be available at this class for a nominal fee.

CALLIGRAPHY - BASIC #13726

Date: September 26 - November 21 Time: Tuesday & Thursday
 Location: N.W.C.C. 8 - 10 p.m.
 Fee: \$55.00 plus supplies Instructor: Kim Horbach
 Registration by: September 19

With a few fun filled lessons and lots of practice you can learn the beautiful and rewarding art of calligraphy. Personalize placemats, greeting cards, menus, anything...

CASHIER TRAINING #13257

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.

Date: October 23 - October 30 Time: Monday & Wednesday
 Location: N.W.C.C. 7:30 - 9 p.m.
 Fee: \$50.00 Instructor: Katie Sklapsky
 Registration by: October 16

PART-TIME PROGRAMS**CASHIER TRAINING #13258**

Date: November 6 - November 15 Time: Monday & Wednesday
 Location: N.W.C.C. 7:30 - 9 p.m.
 Fee: \$50.00 Instructor: Katie Sklapsky
 Registration by: October 30

COMMUNITY RESOURCES - WHO'S WHO # 13259

Date: October 19 - November 9 Time: Thursday
 Location: N.W.C.C. 7 - 9:30 p.m.
 Fee: FREE Instructor: Various Panelists
 Registration by: October 12

This course gives agencies an opportunity to provide information about their services through a series of panels and will be of interest to volunteers and the general public. Representatives from Legal Services Society of B.C., the R.C.M.P., North Coast Victim Support Services (NCVSS), Choices: Support to Pregnant and Parenting Youth, Canada Employment Centre, Canada Immigration, and others will be part of the panel.

COMPUTER PROGRAMMES - See Business Computing 102, Microsoft Works**CO-OP HOUSING - AN ALTERNATIVE LIFESTYLE #13714**

Date: October 17 Time: Tuesday
 Location: N.W.C.C. 7 - 9 p.m.
 Fee: \$FREE Instructor: Peoples Law
 Registration by: October 10

Co-ops can provide housing that is secure, affordable, and tailored to special needs. This session outlines how they are formed, the C.M.H.C. programme, membership qualifications, financing, and the responsibilities of those living in a co-op.

C.O.R.E. (Hunter's Training)#13261

Date: October 17 - November 16 Time: Tuesday & Thursday
 Location: N.W.C.C. 7 - 9:30 p.m.
 Fee: 75.00 Instructor: Wally Robinson
 Registration by: October 10

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.

CROSS STITCH #13727

Date: October 23 - December 4 Time: Monday & Wednesday
 Location: N.W.C.C. 8 - 10 p.m.
 Fee: \$35.00 (plus materials) Instructor: Kim Horbach
 Registration by: October 19

Learn this beautiful needlework skill and surprise your mother-in-law with a personalized gift!

PART-TIME PROGRAMS

DOWNFILLED QUILTS #13734

Date: November 4 & 5 Time: Saturday & Sunday
 Location: N.W.C.C. 9 - 4 p.m.
 Fee: \$28.00 Instructor: Shelly Kerr

Registration by: October 27

Join us at either of these one-day workshops and have the satisfaction of saying "I made it myself!", as you present someone with their own downfilled quilt. When registering for this workshop please ask for a supplies list and specify what size of quilt you will be making (King, Queen, Double, or Single).

EMILY CARR - See Emily Carr

FIRST AID - HEARTSAVER - Please call the College at 624-6054 and place your name on the waitlist.

FIRST AID - BASIC RESCUER PROFESSIONAL #13268

Date: November 25 Time: Saturday
 Location: N.W.C.C. 8:30 - 4:30 p.m.
 Fee: \$25.00 Instructor: Linda Cox

Registration by: November 18

FIRST AID - BASIC RESCUER PROFESSIONAL #13263

Date: December 2 Time: Saturday
 Location: N.W.C.C. 8:30 - 4:30 p.m.
 Fee: \$25.00 Instructor: Judy Letendre

Registration by: November 25

FIRST AID - INDUSTRIAL

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 the white pages of homework can be done before first class.**

#13264

Date: September 11 - 22 Time: Monday - Friday
 Location: N.W.C.C. 8:30 - 3:30 p.m.
 Fee: \$320.00 Instructor: Free Spirit Ventures

Register by: September 4

#13266

Date: October 14 - November 12 Time: Saturday & Sunday
 Location: N.W.C.C. 8:30 - 4:30 p.m.
 Fee: \$320.00 Instructor: First Responder Training

Register by: October 7

#13265

Date: November 20 - December 1 Time: Monday - Friday
 Location: N.W.C.C. 8:30 - 3:30 p.m.
 Fee: \$320.00 Instructor: Free Spirit Ventures

Register by: November 13

PART-TIME PROGRAMS**FIRST AID - STANDARD #13262**

Date: November 6 - November 20 Time: Monday & Tuesday
 Location: N.W.C.C. 7 - 9:30 p.m.
 Fee: \$68.00 Instructor: Judy Letendre

Registration by: November 1

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.

G.E.D. - See Adult Basic Education

GERMAN (CONVERSATIONAL) #13730

Date: September 26 - November 16 Time: Tuesday & Thursday
 Location: N.W.C.C. 7 - 9 p.m.
 Fee: \$45.00 plus text Instructor: Barbara Kuschowsky

Registration by: September 19

Come and join us and learn how to converse with all our German visitors.

GILLNET MENDING - see Future Courses

GUITAR FOR ADULTS #13260

Date: September 20 - November 22 Time: Wednesday
 Location: P.R.S.S. 8:30 - 9:30 p.m.
 Fee: \$35.00 Instructor: Jack Sigurdson

Registration by: September 17

During this ten week course, students will learn basic chording, finger picking, strumming, and flat picking. All chord charts and songs will be supplied by the teacher. Students supply their own guitar.

GUITAR FOR CHILDREN #13255

Date: September 20 - November 22 Time: Wednesday
 Location: P.R.S.S. 7:30 - 8:30 p.m.
 Fee: \$35.00 Instructor: Jack Sigurdson

Registration by: September 17

During this ten week course, students will learn basic chording, finger picking, strumming, and flat picking. All chord charts and songs will be supplied by the teacher. Students supply their own guitar.

HEARING IMPAIRED - See Sign Language

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

IMMIGRATION LAWS #13713

Date: October 10 Time: Tuesday
 Location: N.W.C.C. 7 - 9 p.m.
 Fee: FREE Instructor: Peoples Law

Registration by: October 3

This class explains the Immigration Act and Regulations, including the recent changes. The instructor outlines immigration procedures for those applying for visitor status, permanent residency, employment, and study. The booklet **IMMIGRATION & CITIZENSHIP** will be available at the class for a nominal fee.

PART-TIME PROGRAMS

IMPROVIZATION FOR ADULTS #13747

Date: September 25 - December 6 Time: Monday & Wednesday
Location: N.W.C.C. 7 - 9 p.m.
Fee: \$47.00 Instructor: Fae Rattray

Registration by: September 18

Do you want to act and have fun at the same time? If you answered yes to one or both of these questions, then this course is for you. Improvisation is a non-scripted scene involving both body and voice. You will have fun and, at the same time, you will learn some of the fundamentals of acting while getting acquainted with classmates.

MICROSOFT WORKS

An introduction to one of the growing number of integrated programmes which include a word processor, a database, and a spreadsheet in one programme. Students will have hands-on experience and learn to use each of these three computer tools, and also to share data among them.

#13253

Date: October 16 - October 25 Time: Monday & Wednesday
Location: P.R.S.S. 7 - 9 p.m.
Fee: \$40.00 Instructor: James Whyte

Registration by: October 11

#13275

Date: November 21 - November 30 Time: Tuesday & Thursday
Location: P.R.S.S. 7 - 9 p.m.
Fee: \$40.00 Instructor: James Whyte

Registration by: November 14

OCCUPATIONAL HEALTH & SAFETY #13737

Date: October 4 - November 1 Time: Wednesday
Location: N.W.C.C. 7 - 10 p.m.
Fee: \$35.00 Instructor: George Hines

Registration by: September 28

This is a comprehensive course recently developed by the Workers' Compensation Board. It covers a wide range of topics necessary for business and industry to establish and maintain a safe working environment for their employees. Course includes procedures for setting up and administering on site safety programmes. Instructor is from Skeena Cellulose Inc., Safety Division.

QUILTING - See Downfilled Quilts

SAFETY - see Occupational Health & Safety

SEWING LEISURE WEAR #13718

Date: September 27 - November 29 Time: Wednesday
Location: P.R.S.S. 7 - 9:30 p.m.
Fee: \$50.00 plus materials Instructor: Maureen Smith

Registration by: September 20

This course is for people who want to learn to relax and enjoy sewing. You will be working mainly with fleece, knitted fabrics, and cottons. You will have the opportunity to make as many or as few articles as you wish and to work at your own speed. If you prefer, you may bring your own sewing machine or machines will be supplied. Patterns and fabrics will be suggested.

PART-TIME PROGRAMS

SIGN LANGUAGE #13746

Date: October 10 - November 30 Time: Tuesday & Thursday
Location: N.W.C.C. 7 - 9 p.m.
Fee: \$50.00 plus text Instructor: Susan Dahlmann

Registration by: October 3

Don't restrict your ability to communicate to verbal methods. Learn the gentle art of signing and open up your circle of friends.

SIGN LANGUAGE - INTERMEDIATE #13725

Date: October 11 - November 29 Time: Monday & Wednesday
Location: N.W.C.C. Room 7 - 9 p.m.
Fee: \$50.00 plus text Instructor: Susan Dahlmann

Registration by: October 4

For those students who have completed the beginner's course, this programme of study will increase their knowledge of signing.

SMALL BOAT NAVIGATION AND SAFETY #13254

Date: September 26 - November 28 Time: Tuesday
Location: N.W.C.C. Room 240 7 - 10 p.m.
Fee: \$65.00 Instructor: Rick Ogilvie

Registration by: September 19

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.

SPANISH - CONVERSATIONAL #13256

Date: September 18 - November 8 Time: Monday & Wednesday
Location: N.W.C.C. 7 - 9 p.m.
Fee: \$45.00 plus text Instructor: Edna Gruber

Registration by: September 11

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

SPEECHCRAFT #13729

Date: September 25 - November 27 Time: Mondays
Location: Boston Pizza Banquet Room 7:30 - 9:30 p.m.
Fee: \$60.00 Instructor: Dennis Parsons

Registration by: September 19

Speechcraft is unique. It is an eight-session programme to develop your public speaking ability without a classroom structure. Your only grade is the experience, knowledge, and poise you gain. Experienced Toastmasters present the fundamentals of verbal communication in the relaxed, enjoyable atmosphere of the Toastmasters club.



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

STOCK AND MONEY MARKET ANALYSIS #13741

Date: September 19 Time: Tuesday
Location: N.W.C.C. 7 - 10 p.m.
Fee: \$40/person; \$50/couple Instructor: Diana Costain
Registration by: September 12 Jefferson Securities

How to manage your investment dollars for the best return possible. Discuss the considerable choices of investment vehicles and their relevance to the investor. An indepth look at the Stock Markets, the Money Markets, the Securities Industry, and the myriad of investment options available. A hands-on course concentrating on the benefits of specific investments instead of their features.

TYPING - INTRODUCTORY #13744

Date: September 18 - November 29 Time: Monday & Wednesday
Location: P.R.S.S. Room 105 7 - 9 p.m.
Fee: \$85.00 plus textbook Instructor: Jean Bull
Registration by: September 11

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

UNEMPLOYMENT INSURANCE #13716

Date: November 21 Time: Tuesday
Location: N.W.C.C. 7 - 9 p.m.
Fee: FREE Instructor: Peoples Law
Registration by: November 14

This helpful session will explain who is eligible, the procedure involved when you apply for Unemployment Insurance, how your claim works, your responsibilities when you are on U.I., the reports necessary, and the disqualification penalties.

VOCAL PRODUCTION I: #13735

The Basics for Building the "Broadway Belt" Voice

Date: September 11 - November 13 Time: Mondays
Location: Seniors Centre 7:30 - 10:30 p.m.
Fee: \$20.00 Instructor: Debbie Redman
Registration by: September 3 & Lenore Heal

Class includes 1/2 hour of vocal warmups and strengthening exercises, followed by applications of vocal techniques through old and modern signs in four part harmony (barbershop style). Also includes Lots Of Fun!

WILLS & ESTATES #13715

Date: November 7 Time: Tuesday
Location: N.W.C.C. 7 - 9 p.m.
Fee: FREE Instructor: Peoples Law
Registration by: October 31

A will is your opportunity to disperse property and possessions according to your wishes. This class will discuss how to make a will and what should be included; what restrictions exist; the probate of an estate; what forms are necessary; people to contact; where to forward the forms upon their completion; and what happens in the event that there is no will. The booklets WILLS AND ESTATES and POWER OF ATTORNEY will be available at the class for a nominal fee.

PART-TIME PROGRAMS

SEMINARS AND WORKSHOPS

COMMUNITY RESOURCES - WHO'S WHO # 13259

Date: October 19 - November 9 Time: Thursday
Location: N.W.C.C. 7 - 9:30 p.m.
Fee: FREE Instructor: Various Panelists
Registration by: October 12

This course gives agencies an opportunity to provide information about their services through a series of panels and will be of interest to volunteers and the general public. Representatives from Legal Services Society of B.C., the R.C.M.P., North Coast Victim Support Services (NCVSS), Choices: Support to Pregnant and Parenting Youth, Canada Employment Centre, Canada Immigration, and others will be part of the panel.

CONDUCTING EFFECTIVE MEETINGS

Date: Friday, October 27 Location: N.W.C.C.
Time: 9 - 4 p.m. Instructor: Impact Training
Fee: \$145.00 Register by: October 13

A one-day workshop approach to handling groups effectively in formal and semi-formal meeting situations. Special emphasis is placed on the group problem-solving process in a practical format, using video, role-playing, and feedback.

DOWN FILLED QUILTS

Date: November 4 & 5 Time: Saturday & Sunday
Location: N.W.C.C. 9 - 4 p.m.
Fee: \$28.00 Instructor: Shelly Kerr
Registration by: October 27

"I made it myself!" Join us at either of these one-day workshops and have the satisfaction of saying this as you present someone with their own downfilled quilt. When registering for this workshop please ask for a supplies list and specify what size quilt you will be making (King, Queen, Double, or Single). Shelly will have sufficient down with her and the materials precut so it is important to know what you will require. Down and ticking will be sold at the class (queen takes 3 1/2 lbs. of down and 10 yards of ticking).

MANAGEMENT SKILLS FOR SUPERVISORS

This widely acclaimed programme is the ONLY supervisory training programme to be certified and endorsed by the B.C. Business Council and the Ministry of Advanced Education and Job Training. Management Skills for Supervisors is a power-packed programme designed to provide the supervisor/manager with highly useful supervisory skills.

PHASE I - INTERPERSONAL SKILLS

Date: Sept. 25, 26, 27 & Oct 23 Time: Mon, Tues, & Wed
Location: N.W.C.C. 9 - 4 p.m.
Instructor: Impact Training Fee: \$500.00
Register by: September 15

Topics covered: communications for the supervisor; questioning techniques; interviewing for information; problem-solving, interviews, persuasive interviews, etc.

PART-TIME PROGRAMS

PHASE II - GROUP SKILLS

Date: October 24, 25, & 26 & January 22
Time: Tues, Wed, & Thurs.
9 - 4 p.m.
Instructor: Impact Training
Fee: \$500.00
Register by: October 13

Topics covered: leadership: determining suitable management styles, motivation: motivating the "underachiever", running effective meetings: analyzing group performance, etc.

PHASE III - ADMINISTRATIVE SKILLS

Date: January 23, 24 & 25
Time: Tues, Wed, & Thurs.
9 - 4 p.m.
Location: N.W.C.C.
Instructor: Impact Training
Fee: \$500.00
Register by: January 12

Topics covered: performance analysis; training techniques; time management; written communication, etc.

PEOPLES LAW COURSES

Buying Your First Home -	September 26
Co-op Housing -	October 17
Immigration Laws -	October 10
Unemployment Insurance -	November 21
Wills & Estate -	November 7

POWER INTERVIEWS

Date: September 28 & 29
Time: Thursday & Friday
9 - 4 p.m.
Location: N.W.C.C.
Instructor: Impact Training
Fee: \$195.00
Register by: September 14

Three key interviewing situations are explored in a fast-moving two day programme. The Traditional System and how to ask questions that reveal the applicant; the Self-Appraisal Method and how to ensure the applicant reveals what you want to know; the Blended Interview - using a team approach; and, the Behavioral Interview.

STOCK AND MONEY MARKET ANALYSIS #13741

Date: September 19
Time: Tuesday
7 - 10 p.m.
Location: N.W.C.C.
Fee: \$40/person; \$50/couple
Instructor: Diana Costain
Registration by: September 12
Jefferson Securities

How to manage your investment dollars for the best return possible. Discuss the considerable choices of investment vehicles and their relevance to the investor. An indepth look at the Stock Markets, the Money Markets, the Securities Industry, and the myriad of investment options available. A hands-on course concentrating on the benefits of specific investments instead of their features.



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SEMINARS & WORKSHOPS

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 known 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 Educational Advisor for assistance.

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

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

FUTURE COURSES

CREATIVE EXPRESSION THROUGH THE BODY (DRAMA)

The function of movement in drama is to help every person achieve a complete mastery of the physical self thus enabling an emotional harmony to develop regarding the body; leading towards full personal confidence and sensitivity. This course will approach the aspect of speaking with the body rather than with words. You will discover your body as an instrument of expression and creativity using your personal body vocabulary.

COMPRESSED NATURAL GAS FUEL SYSTEMS FOR VEHICLES

A course in installing and services CNG conversions. Prepares students to write the provincial Gas Safety Branch licensing exam.

GROUP DYNAMICS - This workshop will cover skills in effectively leading groups, facilitating discussion, and achieving full participation.

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.

PERFORMANCE MANAGEMENT - This two day workshop advances the modern system of performance management. The system stands independently for use by organizations without a performance appraisal capability or blends with existing systems. Key concepts and techniques for handling the difficult performance interviews are demonstrated and practiced. Techniques of motivation, depth questioning, goal setting with employees, and the setting of realistic performance objectives are features of the programme. Methods of improving the below average achiever, motivating the average performer, and maintaining peak performance are included in this timely and relevant workshop. Your objective on entering and leaving the workshop will be the same. How to get more productivity from your employees with less stress for you and them.

PROPANE FUEL SYSTEMS FOR VEHICLES - This is a course in installing and servicing LPG conversions. Prepares students to write the provincial Gas Safety Branch exam.

SMART TALK - A workshop designed to give the participants poise, confidence, and skills in presenting ideas and information to large and small groups. The format of the course allows each participant to engage in a practice session with video-tape feedback in a non-threatening atmosphere. Special skills in using audio-visual material will be included. Participants will focus on specific skills and techniques to assist them to get audience attention fast, hold it with powerfully presented examples, organize material so others can follow it and close persuasively.

TIME TEXT - Are you overwhelmed by the information explosion? Do you have a need for better priority management? Why not let the Time Text programme introduce you and your organization to its specialized technique of detail and information management. The College would like the opportunity to bring a Time Text workshop to Prince Rupert. If you or your organization is interested in participating, please call the College at 624-6054 and place your name on the waitlist.

TOURISM - DEVELOPMENT OF SUPERVISORS

We will be offering in modular form the seven courses required to receive certification by the Pacific Rim Institute of Tourism. These courses are designed for those who wish to work within the hospitality industry and are already, or would like to be, employed in a supervisory capacity. The modules are: Human Resources Development in Tourism, From Tourism to Tourist, Tourism Marketing for Supervisors, Human Relations in Tourism, Leadership Skills in Tourism, Financial Controls in the Tourism Industry, and Basic Computing Applications in Tourism.

VOLUNTEERISM - This two day workshop would cover managing volunteers effectively, using volunteers as a resource, etc.

WAITER/WAITRESS - DINING ROOM, COFFEE SHOP, AND LOUNGE SERVICE - This course will be offered to those students who wish to enter the field of customer service in the food and beverage industry. It is also appropriate for those already in the industry but who have received no formal training. Students completing the course tend to be proud of their career in public service rather than being "just a waitress".

WHMIS - WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM - WHMIS is a major response to Canadian workers' right to know more about safety and health hazards of materials used in the workplace. WHMIS legislation covers the responsibility of the employer to provide: worker education on controlled products; workplace labeling and identification; and, a material safety data sheet where the employer produces a controlled product. Failure by employers to provide the above can result in charges should an accident occur, or fines should an inspection reveal non-compliance.

DO YOU WANT THESE COURSES? CALL 624-6054 AND PUT YOUR NAME ON A WAITLIST.



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FUTURE COURSES

Northwest Community College Centres

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

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

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

Nass Valley
Nishga School District #92
Tait Street,
General Delivery
New Aiyansh, B.C.
VOJ 1A0
Telephone: 633-2225

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



Prince Rupert
820 - 3rd Avenue West
Prince Rupert, B.C.
V8J 3S1
Telephone: 624-6054

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

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

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

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