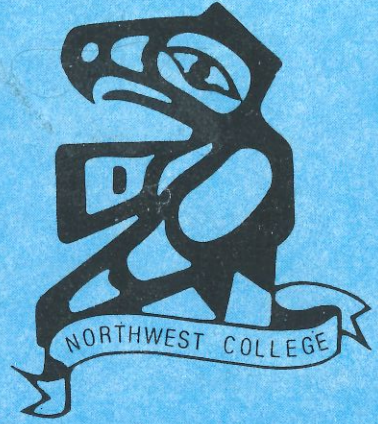


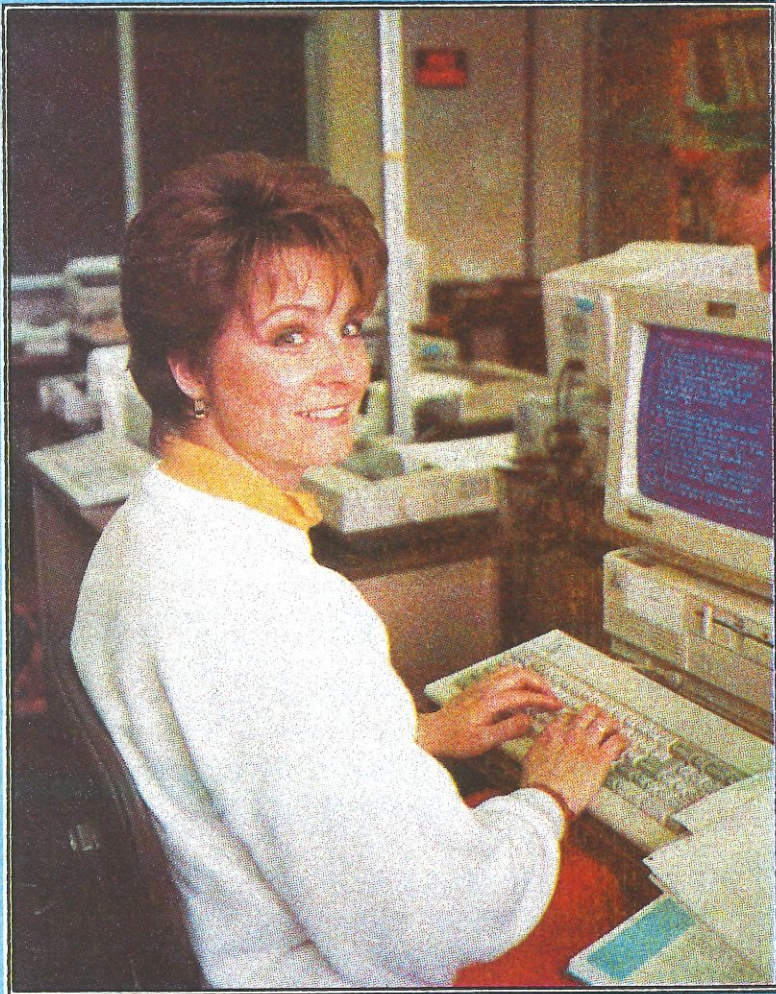
“Your

Community

College”



Kitimat



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Programs

**Come in to 606 Mountainview Square
or give us a call at 632-4766.**



STUDENT ADVISING SERVICE

AVAILABLE AT NWCC,

KITIMAT

Marie Godsell

Have you ever considered returning to school to complete the education you neglected many years ago?

Have you ever thought about pursuing your education by correspondence but don't know what institutions offer distance education?

Do you want to upgrade your skills for future employment opportunities . . . but don't know where to begin?

Have promotions passed you by because other candidates were more qualified?

You can explore all of the above options by making an appointment with our Student Advisor, Marie Godsell. Your education is important and learning something new promotes positive feelings and a higher degree of self esteem.

For a confidential appointment, contact NWCC at 632-4766.

Would you like to learn keyboarding/typing, bookkeeping, basic accounting or computer skills?

Do you dream about a new career but think that it is an impossible goal?

Your youngest child has just started school . . . suddenly you have some spare hours to fill. Perhaps you can spend that time learning a trade or earning credit towards a business diploma.

Do you simply want to learn more about college and university programs across Canada?



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Director's Message,

Clive Hall

As we move into the last decade of the twentieth century, more and more people are realizing that education is becoming essential in ensuring a person's career path. Major industry, which employs more than 60% of the working population of this town, is asking for a higher standard of education than it did a few years ago.

Over the last two years, our major funded programs have increased by approximately 50%. Our Adult Basic Education program now has three streams running; two during the day and one in the evening, so students have a continuous program from 8:00 a.m. to 9:30 p.m. This flexibility is ideal for shift-workers.

Another new area of programming, which began in September, is our Business Administration program. This is a two-year Diploma program which has been strongly supported by our community.

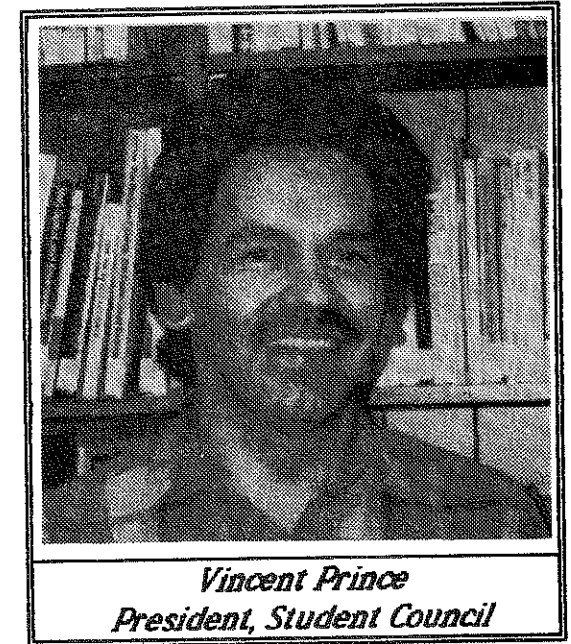
Business Career Training has also been expanded this year with evening courses added to our day program. Demand is still increasing for this area of education.

Hopefully we'll be moving into larger premises this coming year which will give us the space to increase our enrollment yet again.

On behalf of the staff at the Kitimat Campus, I would like to wish you all a very Merry Christmas and a Happy and Prosperous New Year.

**Thank you
to the staff and teachers of School District #80
for your
cooperation and assistance in our programming.**

'Hello' . . . from the NWCC Kitimat Student Council



Just a note to let you know that for the first time, the Kitimat Campus of Northwest College has a Student Council. The elected members are:

President.....	Vincent Prince (Business Administration)
Vice-President.....	Albert Robinson (Office Administration)
Secretary.....	Susie Christianson (Office Administration)
Treasurer.....	Joanne Gill (Office Administration)
A.B.E. Student Rep.....	Tracy Reynolds
E.S.L. Student Rep.....	Fatima Barcelos
Office Admin. Student Rep.....	Kim Campbell
Activity Coordinator.....	Robert Russ (Adult Basic Education)
Faculty Rep.....	Debbie Diehl (Office Admin. Instructor)

The NWCC Student Association is primarily a social group--providing pressure-relief from exams and studies. We're new at this, but several activities have been held. "Pub Nights" began in October and have been deemed a success by both students and the public that participated. And, on Hallowe'en, the costumes at school were a riot!! Baked goods were sold (by donation) in the Student Lounge to raise money for a Christmas party. Other fund-raising activities have been bottle drives and bake sales. We'll be visiting most of our local merchants and businesses in hopes of securing donations of prizes for our many events.

If you have any ideas or suggestions regarding student concerns or events at the College, please let us know.

Visit your campus! We look forward to seeing you.



GENERAL INFORMATION

REGISTRATION POLICIES: Courses are filled on a first come, first served basis. Register at least one week in advance as class sizes are limited and a minimum number of paid students is required before a course begins. Students may register for University Transfer courses up to and including the third class. Register after the third class with the instructor's approval.

For a free course--just phone your name in to register.

For all others--you must pay fees in advance to be guaranteed a space in the class. Do this in person, by mail, or by sending someone for you. We keep wait lists for classes which fill quickly and as new courses are scheduled, call students from these lists.

FEES:

Tuition--varies with each course and must be paid in full at the time of registration.

Administration fee (\$10)--applies to all refund requests and withdrawals, except as noted below.

Late registration charge (\$10)--applies to university transfer courses after the second class, and, for full- or part-time programs, after the fee due date, unless other arrangements have been made in advance.

Refunds--General Conditions: ORIGINAL RECEIPTS ARE REQUIRED

1. Full refund if a course is cancelled by the College or if student withdraws due to medical or bereavement reasons before course start date.
2. Other refunds requested before the course start date will be assessed an administration fee.
3. No refunds for courses with tuition fees of \$10.00 or less except for those conditions in '1' above.
4. You must return your original receipt to the office.

WITHDRAWAL DEADLINES FOR REFUND:

Academic courses--after the second class, 80% of tuition; after third or fourth class, 50% of tuition; after fifth class, no refund. (All less administration fee.)

Vocational full-time programs--refunds due on withdrawal will be prorated to a weekly rate. The administration fee is waived only when a student completes courses earlier than expected.

Part-time courses--no refunds will be made unless the space can be sold to another student before the second class. In this case the withdrawing student will be refunded 100% of the tuition fee, less an administration fee. No refunds after the second class. A "no refund" policy may apply to special courses and workshops.

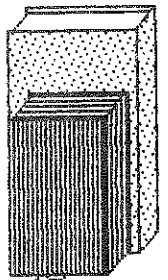
LEARNING RESOURCES:

Students:

Did you know that you are only a phone call away from the Terrace LRC and all its services and resources? As an off-campus student, you have access to all materials available to on-campus students.



- books - videos - cassettes - slides - filmstrips -
- pamphlets - disabled file - aerial & satellite photos -
- microfilmed newspapers - photos - oral histories -
- gov't. documents - maps - archival manuscripts -
- interlibrary loans from BC Colleges & Universities,
- help with research - library instruction sessions



Call us, at local 256, from your nearest College Centre.

FINANCIAL AID: Does the COST of EDUCATION put a stop to your plans? There is help! Financial aid for education takes many forms: loans; scholarships; and bursaries. You may borrow money, interest-free, through the Canada Student Loan or B. C. Loan programs. The College provides over \$16,000 each year in non-repayable bursaries and has a new Entrance Scholarship program which may pay your full tuition. **Contact Bev Kealty, Financial Aid Officer at 635-6511, local 207.** Do not hesitate to apply. You won't receive help unless you do! Don't let the cost of education stand in the way of your future.

SENIOR CITIZENS: If desired, seniors will be wait-listed and enter tuition-free if the minimum enrolment is met and the maximum is not exceeded. Material costs will still apply. All fee-payers will have priority.

DISABLED CITIZENS: As above, except for Academic and Vocational courses, where full tuition applies.

INCOME TAX DEDUCTIONS: As of printing, tuition fees totalling over \$100.00 are tax deductible. **Your original fee receipts must be submitted.**

CANCELLATION OF COURSES: Northwest Community College reserves the right to cancel or postpone any course for which registration does not reach the required minimum, or in which attendance or progress is unsatisfactory.

HOLIDAYS: No classes on--Jan 1, Apr 13 & 16, May 21, 1990.



ACADEMIC

(University Transfer)

Save money by taking first or second year courses at Terrace Campus.

Applications are available at Kitimat campus. Classes begin in Terrace on January 8, 1990.

The Academic Division offers a varied selection of courses in the humanities, social sciences and natural sciences. You can select a combination of required and elective courses towards a college diploma or university degree.

Part-time learners are welcome. Many individuals register for only one or two courses in order to work around their jobs or family commitments. Other people choose to take a specific course that is of special interest to them or which might be of benefit in their employment.

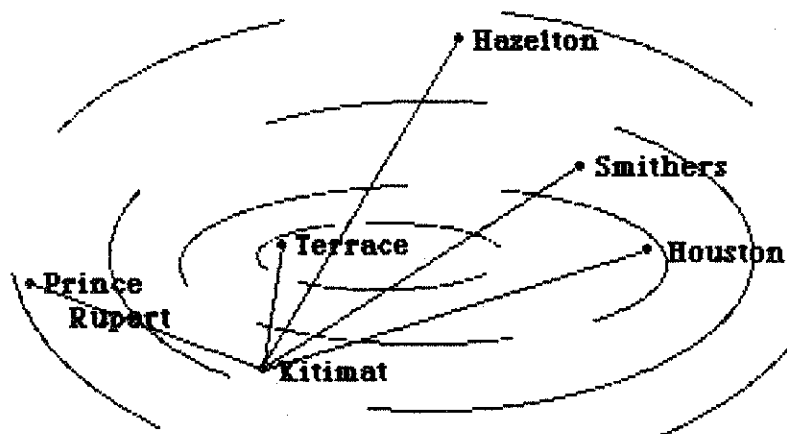
The College has an "open" admission policy. Mature students may be admitted without submission of their high school transcripts. However, recent graduates are expected to submit them.

For further information, contact the Programs Department in Terrace, 635-6511.

Audio Teleconferencing

Audio teleconferencing links students in Kitimat, Hazelton, Houston, Prince Rupert, Smithers, and Terrace with their instructor. Everyone can hear and speak to each other in the 'bridging' of microphones and loudspeaker units.

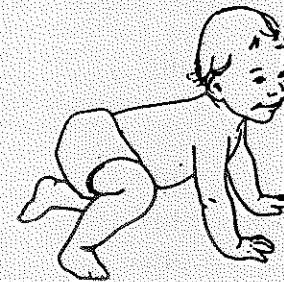
Classes include lectures, audio-visual presentations and interactive seminars. Opportunities will be available weekly for individual discussions by telephone between student and instructor.



CAREER

EARLY CHILDHOOD EDUCATION COURSES by audio teleconferencing:

(The complete ECE program is available at Terrace campus.)



These courses start the week of January 8, 1990, and continue for fifteen weeks.

Cost is \$27.50 per credit, plus books.

Location: Room 1

The prerequisites for both courses are necessary in order to receive credits.

ECE 122 - CURRICULUM DEVELOPMENT II (3 credits)

A continuation of 121 with an emphasis on the curriculum areas of music, science and social studies. This course offers the students an opportunity to explore, experiment, and collect ideas and materials for the preschool classroom.

PREREQUISITE: E.C.E. 121 - Curriculum Development I

Dates: Jan. 10 - April 18

Time: Wednesdays, 7 - 9 p.m. (and 2 to 3 Saturday workshops)

Instructor: Tracie LeBlond

ECE 206 - WORKING WITH FAMILIES (3 credits)

The students will develop skills in working with families, utilizing the team approach. Students will learn to coordinate home and program goals for typical and atypical children in child care settings.



PREREQUISITE: Completion of E.C.E. Basic Program or current registration with BC Licensing Board is essential--completion of E.C.E. 201, 218 or 250 is preferred. Please ask your centre staff for further information if needed.

Dates: Jan. 11 - April 19

Time: Thursdays, 7 - 9 p.m. (and 1 Saturday workshop)

Instructor: Darlene Westerman



ADULT BASIC EDUCATION

Day and evening programs!



Instructors: Terry Stephan, Chris Wozney, & Kay Hall

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, from basic through to provincial levels.

Adult students may enter at any time during the year, as space permits. There is no minimum educational prerequisite for entering the program--an assessment in Math and English will be made at the start to determine your individual placement. One or all subjects may be studied during the term on a full-or part-time basis, and College certificates will be issued upon completion. Instruction is individualized and self-paced, therefore the length of program varies according to initial placement and your own pace through the material. Completion will enhance employment opportunities and prepare you for further Trades/Career/Technical or university level courses. (Local industries now ask for grade 12 with a strong Math & Science background.)

Fees: Fees are paid in advance (based on \$20.00 per week, full-time & \$10.00 per week, part-time) and assessed in four-week intervals. A \$50.00 refundable book deposit is also due. A \$10.00 late fee is assessed when fees are overdue.

Date: Continuous intake from September to June

Time: Monday to Thursday--8 a.m. to 9:30 p.m. & Friday, 8 a.m.-4:30 p.m.

Location: Days, Rooms 6 & 7--Evenings, Room 7

Requirements for admission (Adult Basic Education):

Applicants must:

Have been away from the public school system for at least one year; be capable of concentrated, independent study; be over 18 years of age; and have a career or educational goal. (Admission to persons under 18 years is subject to additional criteria--see below.)

Under-age Application Criteria - The above factors apply plus:

1. Written permission from the Superintendent of School District 80.
2. Written permission from the High School Principal.
3. Reasons for leaving school must be fully outlined. (A behavior problem does not qualify you.)
4. Interview with and permission of College Director, accompanied by a parent or guardian (where practical).
5. Interview with College Counsellor and/or Instructor.
6. Work experience may be an asset, as this provides an indication of maturity and a career goal.
7. A maximum of two under-age students per class may be admitted to the program at any one time.

Other applicants with special circumstances will be considered on an individual basis by the ABE Director's office and the Registrar.

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.



INDEPENDENT LEARNING SKILLS 2 days per week - Roberta Bowen - \$35

A "How To" course that includes how to: set reasonable goals; survey & read a textbook quickly & efficiently; study for & write exams; read more efficiently & with greater comprehension; write precis as a study technique; and think logically. Some vocabulary development and spelling included. Students must have a good command of both spoken & written English to begin this class.

Location: Room 1

Dates: Mon & Tues, Jan 22 - Mar 27, 12:30 - 3 p.m.

GENERAL EDUCATION DIPLOMA (G.E.D.)

The GED is a self-study program for adults who wish to obtain this Ministry of Education diploma. The tests are designed to measure as directly as possible the major generalizations, ideas and intellectual skills that are normally gained through 12 years of formal education. Study at home at your own convenience and apply to write the test when you are ready. Before beginning, students should first ensure that the GED is acceptable for their future plans, especially if they include post-secondary education. If in doubt, please contact our student advisor for assistance. Application forms and the workbook are available at the College. Exam sessions are scheduled by the Ministry of Education and will be held in Kitimat on **January 19/20** and **May 4/5, 1990**.

ADULT LITERACY (Volunteer Tutor Program)

Many adults, for various reasons, cannot read the English language. Confidential tutoring will be available, to help them read as quickly and enjoyably as possible. Volunteers commit the time to teach students to read, on a one-to-one basis, in the home or other suitable environment. There are NO FEES for this program. If you know of someone who would benefit from this program (please stress the confidentiality), or would like to volunteer a few hours a week to tutor (training is provided), please call Kitimat Community Services at 632-3139 and ask for Janette.

INDEPENDENT LEARNING SKILLS 2 days per week - Roberta Bowen - \$35



A "How To" course that includes how to: set reasonable goals; survey & read a textbook quickly & efficiently; study for & write exams; read more efficiently & with greater comprehension; write precis as a study technique; and think logically. Some vocabulary development and spelling included. Students must have a good command of both spoken & written English to begin this class.

Location: Room 1 **Dates:** Mon & Tues, Jan 22 - Mar 27, 12:30 - 3 p.m.

CANADIAN CITIZENSHIP 10 Sessions - Muriel Greenlaw - \$15

Have you wondered how to become a Canadian Citizen? Basic instruction in Canada's history, geography and political system will enable you to meet with the Citizenship Court judge. Understanding English is necessary. A package for prospective Canadian citizens is available, free of charge, at the Courthouse. If you have any questions, please call Muriel at 632-2363.

Location: Room 6 **Dates:** Tuesdays, Feb 6 - Apr 10, 6:30 - 8:30 p.m.

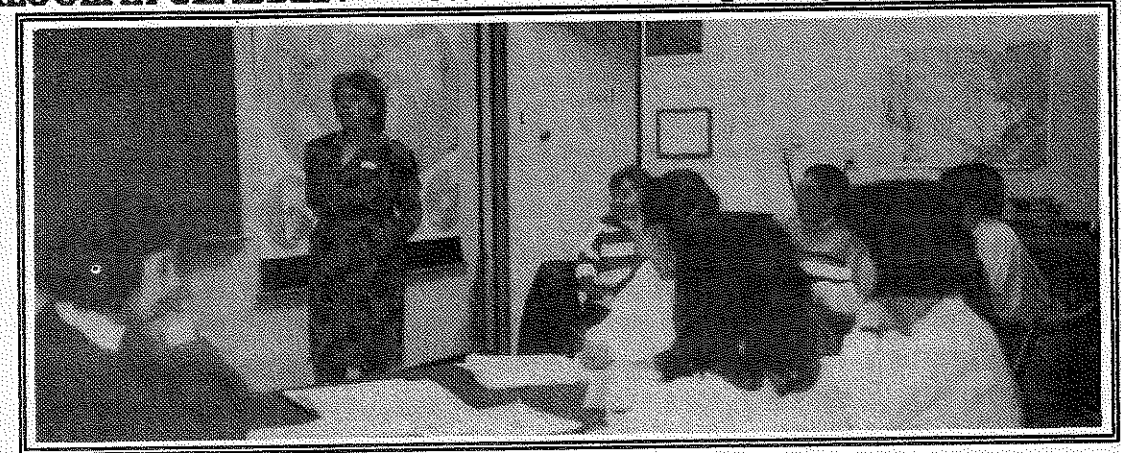


ENGLISH AS A SECOND LANGUAGE

CLASSES BEGIN MONDAY, January 8, 1990

OPEN HOUSE (Jan. 8): 9 - 10:00 a.m. (Registration for new students and class organization in the library.)

REGULAR CLASSES: 10:00 a.m.--following the Open House



BEGINNERS/INTERMEDIATE 4 days per week - Maria Raposo - \$115
Emphasis for beginners will be on the oral practice of everyday English listening, speaking, reading and writing skills. Intermediate students will concentrate on acquisition and usage of vocabulary and grammar, with emphasis on pronunciation.

Location: Room 2 **Dates:** Jan 8 - March 29, Mon to Thur, 9 a.m. - noon

ADVANCED 4 days per week - Roberta Bowen - \$115
Oral & written instruction including extensive vocabulary development; functional reading development, letter writing; resumés, and comprehension skills that will equip students to enter upgrading classes. Recommended for adults who are returning to the classroom after a period of absence and those needing additional help in English fundamentals.

Location: Room 1 **Dates:** Jan 8 - March 29, Mon to Thur, 9 a.m. - noon

CONVERSATIONAL - EVENING 2 eves/week - Maria Raposo - \$60
A new language class in spoken English to benefit students at any level--basic to advanced. Students will learn and review idioms, pronunciation, diction and oral reading.

Location: Room 1 **Dates:** Jan 15 - March 27, Mon & Tues, 6:30 - 9:30 p.m.

Note to Alcan Employees: Alcan will pay English fees for you & members of your family living with you. Your employee # is required when registering.



BUSINESS

BUSINESS ADMINISTRATION--Full-time



Continuation of a two-year Diploma Program in Kitimat which began in September and continues through May. After successful completion of the first two semesters (9 months), students will be granted a Certificate in Business Administration. You may register for one course or the full schedule, although full-time students will be given priority for available spaces.

If you are unable to attend classes, you may register as a self-study student (for the term your course is offered) and arrange for consultation and exams with the instructor.

Applications are available from the Centre office.

Fees: Payable on a semester basis. Maximum \$417 per semester (\$27.50 per credit), plus books, estimated at \$150/term.

Instructor: Bill Ralston

Admission

Requirements: Grade 12 graduation or equivalent (GED) with Algebra 11 is normally required. However, ABE Advanced or work experience in a related business area may be acceptable with permission.

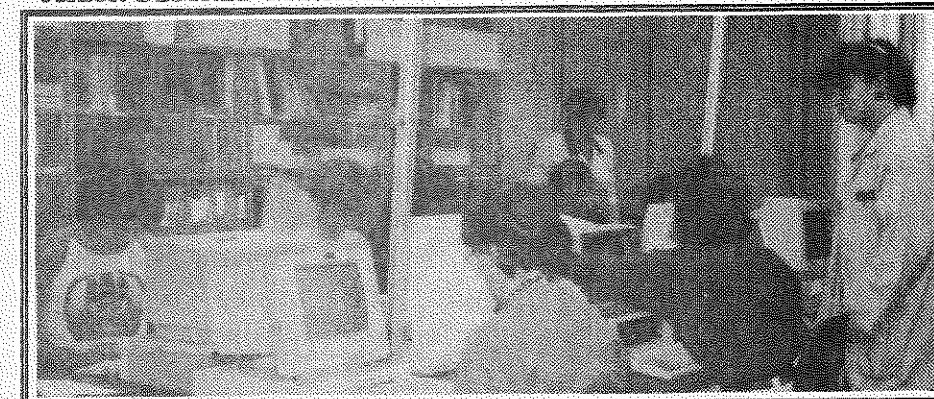
Course Schedule (3 credits per course):

January 8, 1990:		March 26, 1990:	
Accounting 150.....	8:00 - 10:00 a.m.	Accounting 151.....	8 - 10 a.m.
Math 151.....	10:15 - 12:15	Business Law 151.....	10:15 - 12:15
Business Law 150.....	1:00 - 3:00 p.m.	Bus. Computers 153.....	1 - 3 p.m.

BUSINESS CAREERS TRAINING

DAY PROGRAMS: Full- or Part-time, SELF-STUDY FORMAT

STUDENTS ARE ENCOURAGED TO APPLY SEVERAL MONTHS IN ADVANCE OF THEIR DESIRED STARTING TIME TO AVOID DISAPPOINTMENT.



Instructor: Debbie Diehl **Instructor Aide:** Tracy Wherry
Fees: \$20.00 per week/full-time, \$10.00 per week/part-time, payable on a 4-week basis, plus texts and \$50.00 refundable book deposit
Dates: Continuous intake from September to June
Time: Monday to Friday, 8:30 a.m. to 3:30 p.m.

REGISTRATION on a full- or part-time basis is possible. Names are accepted at any time for the wait-list and applicants will be called as spaces become available in the various programs. All programs are set up on a self-study basis. Full-time students may be given priority over part-time students.

PREREQUISITES (Day and evening classes): Grade 12 graduation is preferred--a minimum of Grade 10 or BTSD level III or the equivalent is acceptable, and in some cases, business experience may be accepted in lieu of formal schooling. Fluent English skills are required for all courses and programs, and a working knowledge of the keyboard is required for any computer course. For an individual evaluation of experience, please make an appointment to see the instructor.

Certificate Programs (Clerk-Typist & Clerk-Bookkeeper, see p.17)

The two most important objectives are:

1. To train students to a level of proficiency that will make them desirable employees in the business field, using up-to-date curriculum, technology and methods.
2. To assist students to develop appropriate job attitudes in order that they may be more successful in the careers for which they are training.

(continued next page...)

Advanced options (Certificate Programs)

PREREQUISITE for the following advanced options is a Northwest Community College Clerk-Typist or Clerk-Bookkeeper certificate, or possession of extensive qualifying experience as a dictatypist (50 nwpm minimum) or a clerk stenographer (80 wpm shorthand and 50 wpm typing minimum). Applicants without a certificate should make an appointment with the instructor.

OFFICE MANAGEMENT (20 months)
An advanced option diploma program. There are two parts to the program: Level One--Typing, Word Processing, Office Procedures, Accounting, Business Machines/Math, English, & Business Computers; Level Two--Management, Law and Accounting, plus 9 optional credits.

ACCOUNTING OPTION: (4 months)
(PREREQUISITE: An NWCC Clerk-Bookkeeper certificate or equivalent experience and training) includes Financial Accounting, Law, Credit Management, Business Mathematics and Computerized Programming. For students working towards CGA or RIA certification, the following courses offer credit towards these professional programs: Accounting 150/151; Management 252; Business Law 150/151; Business Computing 150 OR Math of Finance 150

LEGAL STENOGRAPHER (6 months) Includes General Legal Typing, Litigation, Divorce/Family Law, Wills and Estates, Conveyancing, Corporate Law, Legal Dictatyping or Shorthand, Accounting, Vocabulary Studies, Business Machines, Word Processing, & Business Computing.

WORD PROCESSING (5 months)
Includes courses in Word Processing Concepts & applications, Electronic Typewriters, *Volkswriter III*, *Easywriter II*, *Wordstar*, *Wordperfect*, *Microsoft Word* and *Multimate* software packages, Hard Disk Mgmt., and advanced transcription. Further prerequisites are superior skills in spelling, grammar and punctuation, and the ability to use various reference sources.

ADVANCED WORD PROCESSING (4 months)--Includes RAM Resident Applications, Hard Disk Management, Microsoft Windows, Wordstar 2000, Lotus 1-2-3, and Framework software packages. In addition to the above prerequisites, students must have successfully completed the Word Processing Certificate Program.

ADMINISTRATIVE SECRETARY (8 to 12 months)--Includes the full word processing program as described above, as well as Business Law, Rough-draft Typing and Advanced Typing. Students should have superior English skills and the ability to study abstract subjects.

MEDICAL STENOGRAPHER (8 mos.)
Includes Transcription, Medical Terminology & Typing, Office Practice, English, Business Machines, Business Computing & Word Processing.

EVENING PROGRAM: Part-time, SELF-STUDY FORMAT

Instructors: Debbie Taylor & Lori Graham

CLERK-TYPIST & CLERK BOOKKEEPER program courses are offered in the evenings. Students will be called in order from our wait list, so even if you cannot attend immediately, please don't wait to indicate your interest. Students will be assigned class time at two nights per week and, except for computer courses, will have the option of attending on the other two evenings to work on their assignments. The schedule is shown below.



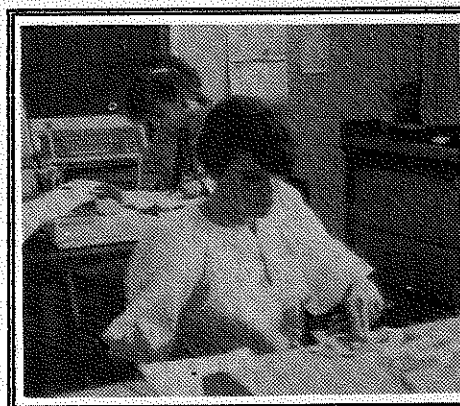
Monday & Wednesday

Business Machines 101
Office Practice 101
Business English 102/103/104/105
Business Computing 102

Tuesday & Thursday

Accounting 101/102
Business Computing 101/103*
Dictatyping 101/102
Typing 101/102

*BCPT 103 includes some written accounting work.



Dates: Sept. through June (Students are called as spaces become available. Call to have your name added to the wait list.)
Class time: 7 to 10 p.m.
Fees: \$10.00 per week, payable on a 4-week basis, plus books

CLERK-TYPIST (4 - 6 months full-time, estimated)
Includes Typing 101/102(50 nwpm), English 102/103/104/105, Office Practice 101, Dictatyping 101/102, Business Machines 101, Bus. Computing 101/102.

CLERK BOOKKEEPER (5-7 months full-time, estimated)
Includes Typing 101 (30 nwpm), Accounting 101/102, Business Machines 101, Office Practice 101, Business English 102/103/104/105, Dictatyping 101, Business Computing 101/102, Computer Accounting 103.

MOBILE COMPUTER CENTRE

With lap-top computers and a library of software, our Business Instructors travel throughout the region to bring hands-on computer training to you. Courses, seminars and workshops can be presented at your site, NWCC campuses or other suitable facilities. Software packages that we can cover from beginning to advanced levels include:

ACCPAC	Multiplan
Autocad	New Views
Bedford	Pagemaker
DBase III+	Smart
First Choice	VP-Expert
Framework	VP-Planner
Lotus 1-2-3	Wordperfect
Lotus Symphony	Wordstar
Multimate	... and more!

CUSTOM TRAINING

Meet your special computer training needs and have your employees productive in the shortest possible time. We can design complete training strategies and develop plans that take advantage of government training funds for industry. All training is delivered at the site most convenient to you--be it your premises or one of our campuses.

GENERAL PUBLIC COURSES

Do you want a computer workshop, but haven't seen the right one advertised? Call the NWCC Campus nearest you. Leave your name, telephone number and name of the program you'd like to learn. When we have 6 people in your area for that topic, we'll schedule a workshop, hopefully within 6 weeks.

**For more information or consultation,
call the Mobile Computer Centre at 635-6511.**

SCHEDULED WORKSHOPS

LOTUS I \$75, includes diskette
Integrate your business applications. Lotus combines word processing, filing/database and an accounting spreadsheet function. This seminar will lead you step-by-step from turning on the IBM-PC to using basic Lotus program commands and applications. **Time:** 7 - 10 p.m.
Dates: Mon to Thur, Feb 12 - 15

Lotus II \$75, includes diskette
If you have worked with a computer spreadsheet program or taken Lotus I, this will interest you! This program will include database command, macros, graphs and file management. The "integrated" approach can meet most organizational needs for a small business or for home management.
Dates: Mon-Thur, Mar 5-8, 7-10 p.m.

MS-DOS Introduction:
Monday, Jan. 22, 7 - 10 p.m., \$40

MS-DOS Intermediate:
Thursday, March 1, 2 - 5 p.m., \$40

SPREADSHEETS (Lotus 1-2-3)
Introduction:
Tuesday, Jan. 23, 7 - 10 p.m., \$40

Intermediate:
Wednesday, Feb. 28, 2 - 9 p.m., \$70

WORD PROCESSING (WordPerfect)
Introduction:
Wednesday, Jan. 24, 7 - 10 p.m., \$40

Intermediate:
Thursday, March 1, 7 - 10 p.m., \$40

ACCPAC ACCOUNTING:
Monday, May 7, 2 - 9 p.m., \$70

BEDFORD ACCOUNTING:
Tuesday, May 8, 2 - 9 p.m., \$70



FIRST AID

Instructor for these courses: Ilona Kenny, First Responder Training
Location: Upper Mall

FIRST AID, CPR 'A'

1 Session - Ilona Kenny - \$25

This is an emergency cardiac care program in which you'll learn about heart attacks, how and when to perform one-rescuer cardiopulmonary resuscitation (CPR), and how to recognize and assist a choking victim.
Date: Wed, Jan 24, 6:30 - 10:30 p.m.

FIRST AID, INDUSTRIAL: Day Course

10 full days (60 hours) - Ilona Kenny - \$300

Time to renew or are you thinking of getting a WCB ticket for job purposes? This two-week "crash" course of intensive first-aid training, leads to the WCB Industrial certificate exams. Successful completion also qualifies you for Survival and CPR First Aid Certificates. Students must be 19 years of age by the end of the program, and meet all medical requirements. Fee includes textbook costs and the exam fee. The exam will be scheduled during the week following the class. (If this is your first attempt at this course, it is recommended that you register for the evening/weekend session below--due to the heavy course load.)

Dates: Mon - Fri, Jan 8 - 19, 8:30 a.m. - 3:30 p.m.

FIRST AID, INDUSTRIAL: Evening/Weekend Course

(Feb 17 to Apr 21--see schedule below for dates/times) - \$300

As above, but extended over a longer period to allow more time for assignments and study. This format is for those taking the course for the first time, and for those unable to attend on weekdays.

Dates: Sat & Sun., 8:30 am - 3:30 pm:

Feb 17/18, Mar 3/24/31, Apr 7/21 AND

Mon & Wed, 7 - 10 pm:

Feb 19/21/26/28, Mar 5/7/14/21

If the first aid course you're interested in is not listed here, call to indicate which one you'd like--a course will be scheduled as soon as there are enough students.

If your group or organization requires a particular course, call and we'll try to schedule it immediately, to suit your needs.

Art

EMILY CARR COLLEGE OF ART OUTREACH WORKSHOPS

In Kitimat, DRAWING & PAINTING

Brian Scott - \$45

Using a variety of materials and techniques, participants will explore various methods of working with line and form in their drawings and paintings. This workshop is suitable for both beginners and experienced artists. Brian Scott has experience as a painter (oil, acrylic & watercolour), art teacher, commercial artist, art gallery and studio operator. He has a strong interest in the history of art and his work has been shown widely. A supply list is available.

Dates: March 3 & 4, Sat & Sun, 9 a.m. to 6 p.m.

Location: M.E.S.S., Room 124

REGISTER BY FEBRUARY 21ST.

OTHER E.C.C.A. WORKSHOPS IN THE AREA:

QUEEN CHARLOTTE ISLANDS

PRINTMAKING, with Olga Froehlich, March 3 & 4, in Queen Charlotte City
SCULPTURE, with Bill Koochin, Feb 17/18 & Feb 24/25, QCC

TERRACE:

MARKETING YOUR ART

March--dates not confirmed at time of printing, \$45

PRINCE RUPERT:

CERAMICS with Corrine Boychuk, \$45 Sat & Sun, Mar 31 & Apr 1/90
Bridges the gap between pottery and sculpture. Discuss ceramics, from early Chinese to Degas and Picasso, from early Japanese to Hammaga and Leach. Demonstrations and assignments using both wheel and handbuilding techniques. Expanding the skills of each participant is emphasized and the group will be given exercises aimed at developing new areas of awareness.

PAINTING (Acrylics & Oils) with Richard Reid, \$45

Approaches the painting concerns of each individual, concentrating on 1-to-1 dialogue based on each participant's background, response to critique and evaluation, and the clarification of goals within a broad art context. Instruction and demonstration of various painting techniques and styles, and an introductory slide discussion. Saturday & Sunday, February 3 & 4/90



GENERAL INTEREST

BRAZILIAN EMBROIDERY - Advanced and Advanced+ \$30, plus kit 2 Sessions, with Gladys Lemky

This talented and patient lady from South Hazelton offers this course for those who have taken the beginners or advanced classes earlier. Add new dimension to your embroidery. This fancy hand-stitching technique mingles traditional embroidery with three-dimensional Brazilian stitches to produce a truly unique product. Sample pillows showing the finished work will be on display in early April. You will attend one session, and have 2 weeks to complete the supplemental instructions and techniques before the second class. Call to see if the pillows and/or kits have arrived. Additional threads will be required, and available from Gladys at class.

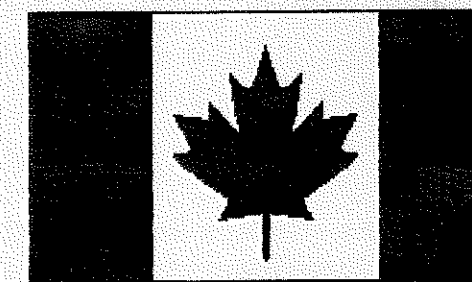
Advanced students will work on a basket of flowers design and learn additional, more intricate stitches to put you in command of a whole new world of stitchery. Emphasis will be on the important stitches learned, understanding instructions, and encouragement in creativity. Kit: approximately \$15

Advanced+ students will work on a Japanese flower garden design.

Kit: approximately \$10

Location: Room 7

Dates: Saturdays, April 21 & May 12, 10 a.m. - 5 p.m.



Canada

CANADIAN CITIZENSHIP

10 Sessions - Muriel Greenlaw - \$15
Have you wondered how to become a Canadian Citizen? Basic instruction in Canada's history, geography and political system will enable you to meet with the Citizenship Court judge.

Understanding English is necessary. A package for prospective Canadian citizens is available, free of charge, at the Courthouse. If you have any questions about the classes, please call Muriel at 632-2363.

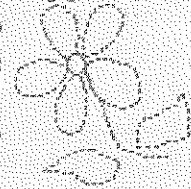
Location: Room 6

Dates: Tues, Feb 6 - Apr 10, 6:30 - 8:30 p.m.

CANDLEWICKING

4 Sessions - Tracy Petley - \$25, plus supplies, \$4

Even if you've never embroidered before, you'll find this craft to be fun and easy. The technique comes from American Colonists who created raised patterns on cotton using plain candlewicks. You will complete a ready-to-hang picture--call to see if our display sample is here. To start, you'll need a 12-inch wooden embroidery hoop (which also serves as a frame), a pair of scissors and \$4.00 to purchase stamped cotton fabric, thread and a needle supplied by the instructor. For the third class, bring one meter of 1 1/2" wide lace, off-white color, and 8 inches of 1/4" wide ribbon, off-white.



Location: Room 6 **Dates:** Saturdays, Feb 3, 17 & Mar 3 & 17, 10 - 11:30 a.m.

COMPASS & MAP READING

1 Session - Bryan Correia - \$5

Learn the basic procedures of chart and compass reading to ensure your safety in navigating on land or water. This will prove valuable whether you go out as a hunter, hiker, or small boat operator. A compass is not necessary at class.

Location: Room 2

Date: Tuesday, Feb 20, 7 - 9 p.m.

CONSERVATION & OUTDOOR RECREATION EDUCATION (C.O.R.E.)

Facilitated by Kitimat Rod & Gun Club Members - \$60

This is the required Hunter Education Program in BC--promoted by our Rod & Gun Club to help ensure that hunters have the safety knowledge and skills they need. You'll receive classroom instruction and actual field practise in the shooting, discharge and safe handling of rifles and shotguns, followed by individual testing. A pass mark is required in both the theory and practical sections in order to be issued a Hunter Number, which is mandatory to obtain a BC Resident Hunting Licence. All books, supplies, materials and exam fees are included in this fee.

Location: Kitimat Rod and Gun Club

Dates: March through April, Mondays, 7 - 10 p.m.,

plus 1 Wed eve. and a Saturday

FLOWERS--PLANNING & ARRANGING

4 Sessions - Carolyn Hazlett - \$20

Plant your garden with Carolyn's suggestions so you include flowers that will be suitable for dried bouquets in the fall. Make a potpourri and/or arrange fresh flowers to enjoy now. The cost of materials used will be extra, and will depend upon your choices.

Location: Unique Flowers

Dates: Wed, March 7 - 28, 7:30 - 9:30 p.m.

FLY TYING

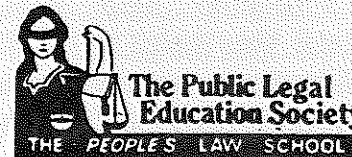
8 Sessions - Arlene Moloney - \$40

This hands-on course will enable you to learn the basics of fly tying and how to construct your own flies. Will include practical skills in tying various types of flies and the use of fly-fishing equipment. A supply list is available at the College. (Material costs are not included in fee.)

Location: Room 2

Dates: Mon & Wed, Mar 5 - Apr 2, 7 - 9 p.m.

LAW:



**QUALIFIED LOCAL INSTRUCTORS
ARE APPOINTED BY THE PUBLIC
LEGAL EDUCATION SOCIETY FOR
THE FOLLOWING COURSES.**

You must register at least one week in advance--call 632-4766.

A TOUR THROUGH THE PERSONAL TAX FORM

Charge up those calculators... it's that time of year again! The instructor will offer an explanation of the various changes in this year's tax form, taxable and non-taxable income, deductions for RRSPs, personal exemptions and special deductions that single parents may claim.

Location: Room 2

Date: Wednesday, February 21, 7:30 p.m.

STARTING A SMALL BUSINESS: Legal Aspects

You have a great business idea! Now you need to know how to register or incorporate a small business. This session presents the pros and cons of various business structures, guidelines for obtaining capital, the legal aspects of purchasing an existing business and resource services available for small businesses.

Location: Room 2

Date: Monday, March 12, 7:30 p.m.

MAKE-UP EVENING

1 Session - Annette D'Hondt - \$7

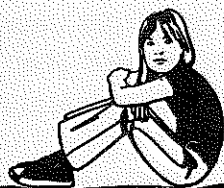
Know your make-up and how to do the best for yourself--what looks most flattering and which colors suit you, whether you're making up for night or day. Annette will demonstrate using a model and will bring information and samples to experiment with yourself.

Location: Room 2

Date: Monday, March 19, 7 - 9:30 p.m.



PARENTING



HOW TO TALK SO KIDS WILL LISTEN/

HOW TO LISTEN SO KIDS WILL TALK

7 Sessions - Louisa Breuker - \$10

Here's help with your on-the-job training as a parent! End confrontation; develop reflective listening, cooperation, autonomy, independence, and self-reliance; listen, hear & understand your child's feelings; help them solve problems. Louisa presents this material to help you gain skills to open communication between you and your children. There are not always cut-and-dried solutions to problems, but join this informal class and unlock the resources you have inside you through group participation. No text is required, but Talk So Kids Will Listen is recommended reading.

Location: Room 6

Dates: Thurs, Feb 8 - Mar 22, 7 - 9 p.m.

SAFE CHILD CARE FOR PARENTS

3 Sessions - Kathi Nelson - \$17

Become more confident in your ability to handle childhood emergencies such as: how to effectively stop a nosebleed; performing CPR on a child or infant; and what to do when a child is choking. Kathi is a fully-qualified nurse and an experienced instructor.

Location: Room 6

Date: Mondays, Apr 2, 9 & 23, 7:30 - 9:30 p.m.



SIBLINGS WITHOUT RIVALRY

7 Sessions - Louisa Breuker - \$30 + text

Most brothers and sisters fight over toys, privileges, love and attention. This book, written by Adele Faber and Elaine Mazlish, challenges the idea that constant, unpleasant conflict between siblings is natural and unavoidable. Using humor, compassion and understanding, "Siblings" shows you many ways to teach your children how to get along. Louisa will lead a relaxed discussion group through the material in the book.

Location: Room 6
Dates: Mondays, Feb 5 - Mar 19, 7 - 9 p.m.

POSITIVE SELF-IMAGE

8 Sessions - Reg Barnes - \$40

Would you like to control your own feelings, eliminate guilt and worry, be free of the need for approval, be self-motivated? Participants will explore their needs, goals and how to arrive. You will learn to use the power of your self. Mr. Barnes has a professional background in education and has made an intensive study of positive thinking. Comments from students: *"Reg obviously believes in what he teaches."* *"A fascinating & very useful course taught by an excellent instructor."* The first evening is free so come out and decide if you want to charge up your life!

Location: Room 6

Dates: Wednesdays, Feb 7 - Mar 28, 7 - 9 p.m.

PSYANKA (UKRAINIAN EASTER EGGS)

8 to 10 hrs. - Patricia Balfour

Learn the intricate and colorful method of traditional Ukrainian Easter egg decorating. You'll follow a step-by-step process to complete a piece of unique art. You may recall Mrs. Balfour's work on display at our Museum: She learned this craft as a teenager, has practiced it over many years and is willing to share what she knows. If there is enough interest by mid-February, we'll schedule a weekend or evening class for March--in time for Easter. Costs would be approximately \$20, plus a kit containing 4 to 5 dyes, wax and a stylus--for about \$15. Call the College at 632-4766.



SIGN LANGUAGE, Beginners

8 Sessions - Yvonne Danroth - \$40

Learn the basic signs necessary to communicate with the deaf--for your job or for self-improvement. You will learn the alphabet, 300-350 signs and how to string them all together into sentences. A fun, no-pressure, but educational course. Students say the instructor *"is easy to understand, patient and extremely helpful"*; *"makes everyone feel comfortable and relaxed."* Please phone Yvonne at 632-4410 if you have any questions or are unsure of your skill level.

Location: M.E.S.S. Room 109

Dates: Thurs, Jan 25 - Mar 15, 7 - 9 p.m.

SIGN LANGUAGE, Intermediate --will be offered in the fall

IT'S IMPORTANT TO PRE-REGISTER!

If you wait, the class you want may have been cancelled because of low enrollment, or may already be filled. Fees must be paid in advance to register.



Languages

FRENCH

Conversational Beginners

8 Sessions - Moreno Guizzo - \$55

A conversational approach for adult beginners on the spoken French language, with the emphasis on communication. The build-up of everyday vocabulary will be a major focus area, with the study of grammatical structures playing a minor role. Topics will include: common salutations; personal information; family; geography; transportation; business. Monsier Guizzo is head of the Language Department at Mount Elizabeth Secondary, and will teach the basics in an informal atmosphere. Register by January 16th.

Location: M.E.S.S., Room 209

Dates: Tuesday, January 23 - March 13, 7 - 9 p.m.

GERMAN

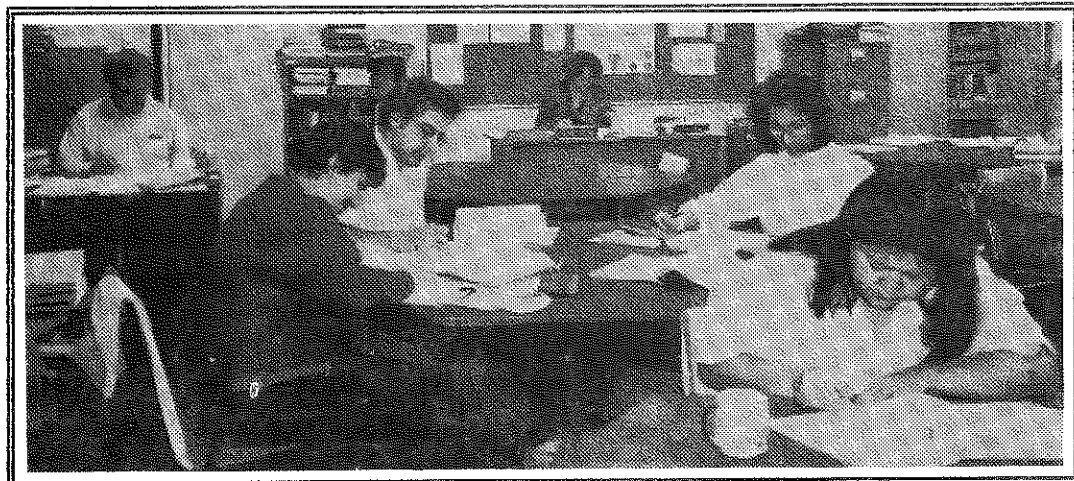
Conversational, Level II (Intermediate/Advanced)

13 Sessions - Barbara Notheis - \$60

The emphasis will be placed on conversation--correct pronunciation, grammar, reading and writing will be included. Classes are held in a pleasant, relaxed atmosphere. Students should have an introductory knowledge of the German language--phrases, colors, numbers, etc. If you're unsure whether this is suitable for you, consult with Barbara at 632-5012.

Location: M.E.S.S., Room 129

Dates: Tues, Jan 30 - Apr 24, 7 - 9 p.m.



RUSSIAN, Level I (Beginners)

8 Sessions - Elaine Krickan - \$40

You will learn to read & write the alphabet, numbers from 1 to 20, and how to pronounce simple words and phrases. There will also be some basic grammar, such as the use of personal and possessive pronouns, gender, the present tense of various verbs. Conversation exercises will be a part of each session. Call Elaine at 632-7813 if you have questions about the course content.

Location: M.E.S.S., Room 129

Dates: Thursdays, Feb 22 - Apr 19, 7:30 - 9:30 p.m. (no class March 22)

SIGN LANGUAGE, Beginners

8 Sessions - Yvonne Danroth - \$40

Learn the basic signs necessary to communicate with the deaf--for your job or for self-improvement. You will learn the alphabet, 300-350 signs and how to string them all together into sentences. A fun, no-pressure, but educational course. Students say the instructor "is easy to understand, patient and extremely helpful"; "makes everyone feel comfortable and relaxed." Please call Yvonne (632-4410) if you have any questions or are unsure of your skill level.

Location: M.E.S.S. Room 109

Dates: Thursdays, January 25 - March 15, 7 - 9 p.m.

SIGN LANGUAGE, Intermediate - Will be offered in the fall.

SPANISH, Beginners

8 Sessions - Francisca Blessing - \$40 + text

Attend, and become conversationally equipped to enjoy your Mexican holiday. The course will include oral and written work--taught by an experienced instructor. If you're unsure whether or not this class is for you, call Francisca at 632-7703 (evenings only).

Location: M.E.S.S. Room 118

Dates: Tuesdays, Apr 3 - May 22, 7 - 9 p.m.

TELECOLLEGE

Gain personal enrichment and new knowledge by studying with the convenience of courses broadcast on television (Knowledge Network), with the support of the Telecollege. Telecourses include: Marketing; Mechanical Universe; Beyond the Mechanical Universe; Sci-Fi, Media and Literature; Sociology; Starting a Small Business; Planning your Retirement; Understanding Human Behavior. For further information, and to register and order texts and guides, contact: Telecollege c/o Northern Lights College--Toll-free number: 1-800-972-0379.



TRADES & VOCATIONAL

AIRBRAKES

6 Sessions plus testing time - Joe Farina - \$100

This class prepares drivers for practical and written tests on the operation and maintenance of air brake systems for either on- or off-highway vehicles. Those taking off-highway exams will be required to pay the Ministry of Transportation an examination fee. To enroll, you must speak and write English fluently and hold a valid BC Driver's License. Manual is included.

Dates: Mon/Tues/Thur, Feb 5/6/8/12/13/15, 6:30 - 9:30 p.m.

Testing day: Saturday, Feb 17, 9 - 4

Location: M.E.S.S. Room 507

ELECTRONICS

\$10.00/week, payable on a four-week basis, plus \$50 deposit

Whether you have 4 hours a week or 15 hours, day or evening, this computer-aided instruction program will fit your schedule. The core program includes:

- AC Electronics
- DC Electronics
- Semiconductors
- Digital Techniques
- Microprocessors
- Electronic Circuits

These modules all require 60 to 180 hours of lab, theory and testing time. Modules completed earn full credit towards the "Provincial Electronics Technician" program. Following the completion of the core program, the student may opt to take a specialty option in Terrace, which is offered when demand is sufficient. Times available are: Monday to Friday, 9 a.m. to 5 p.m., and Monday to Thursday, 6:30 - 9 p.m. Continuous intake from September to June.

We can arrange for INDUSTRIAL ELECTRONIC COURSES to meet the specific needs of the client.

Contact the Electronics Department, 635-6511, Local 280.

GAS FITTERS. CLASS B - Refresher Course

This 20-hour course will be offered when there are enough registrants-- maximum class size is 16. Call to have your name added to the wait list.

SUPERVISOR SAFETY TRAINING

Sat & Sun, Feb 17/18, 8 to 5 - Dave Edwards/Peter Barriscale - \$90

Subjects to be covered in this condensed 6-module program are: Understanding costs, accident prevention, benefits of safety, management, controlling losses; causes & effects, the 'domino sequence', accident investigation; improving group & personal communications re safety; effective inspections & benefits; job observation and pride; special problems faced by supervisors. **Location:** Rm. 7

SPRINKLER SYSTEM SEMINAR

24 hours - \$240

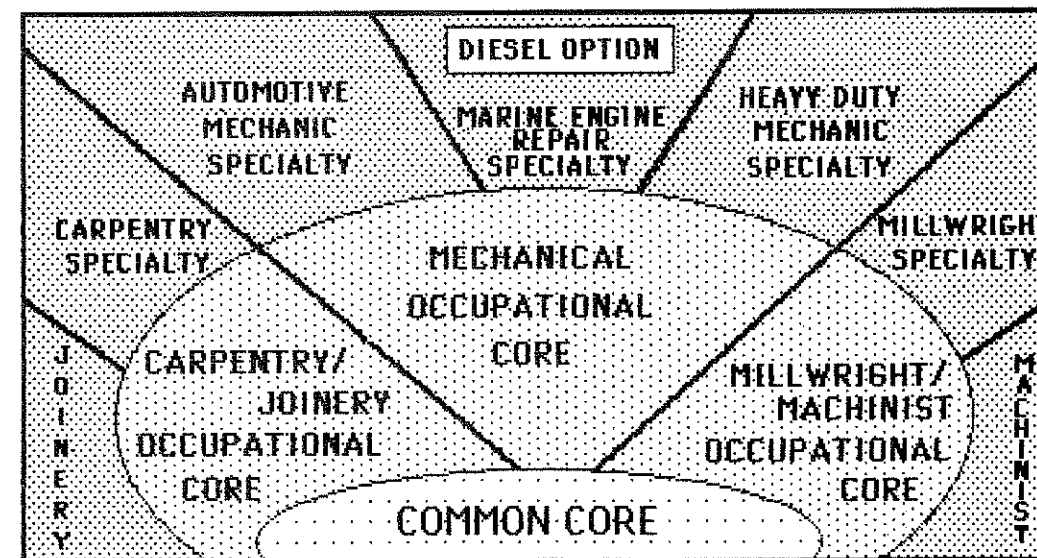
This seminar, on the installation of sprinkler fire protection systems, is offered in conjunction with the District of Kitimat, and is based on the National Fire Protection Association's Standard 13. Specific training will be provided for anyone involved in the design, installation and maintenance of automatic sprinkler systems. The fee includes course notes and NFPA Standard #13. The instructor will be Mr. Neil Nason, BC Branch Manager of the Insurer's Advisory Organization.

Location: Riverlodge

Dates: 3 days, between June 13 & 16, 8:30 am - 5:00 pm

You must register by April 30th--enrollment is limited.

Training Access, often called TRAC, is a flexible approach to learning a trade. This is self-paced learning, studying at your own speed and working on your own, but you will be expected to meet realistic time limits. TRAC is competency-based, which means you will be required to demonstrate your ability to perform each skill by means of written tests and practical evaluations.



COMMON CORE: Allows you to brush up on basic skills and learn those things important in the trade. Information is in separate learning packages and you study each one until you are ready to test your skill. You then move to the next package. Experienced instructors are on hand to help you.

OCCUPATIONAL CORE: After completing Common Core, you will focus on one of several trade areas, such as Mechanics, Carpentry, Millwright or Machinist. Once you have mastered all the skills in your chosen occupational core, you move on to a **SPECIALTY** in the trade of your choice.



OTHER PROGRAMS

AVAILABLE IN THE NORTHWEST:

WELDING (Terrace & Prince Rupert) Self-paced format and open to full or part-time students. For further information, contact the Welding Department at 635-6511, local 286 or 291.

HUMAN SERVICE WORKER (Terrace & Queen Charlotte Island campuses) Opportunities for graduates from this program include child care/native band/financial assistance workers & aides, life skills counsellors, etc.

NURSING (Terrace--applications are being taken for August '90.) The 1st year of the BCIT General Nursing Curriculum is available to nursing students and the public, as space allows--contact the Registrar's office, Terrace campus.

COMMUNITY SUPPORT WORKER (Terrace) Stresses issues in working with people with varying degrees of handicaps/disabilities such as psychology, communications, health care, sociology & program planning.

ADDICTION RESOURCE WORKER (Hazelton, Sept to June) 10-month program, geared for those with some knowledge and/or experience in the addictions field. Training at a para-professional level for area residents to become drug & alcohol counsellors, and meet the demand for well-trained Native Addiction Counsellors.

FORESTRY TECHNOLOGIST (Hazelton, 842-5291) Trains to meet forestry needs--emphasizes photo interpretation, surveying, mapping, timber cruising, silviculture practices, etc.

AQUACULTURE, MARINE ENGINE REPAIR, FISHERIES & MARINE TRAINING are available in Prince Rupert. Call 624-6054.



The following courses can be scheduled throughout the College region whenever demand is sufficient. Please call to register your interest.

BUSINESS & INDUSTRY TRAINING & EDUCATION (BITE): This service delivers a wide range of courses on-site or at other suitable facilities to organizations throughout the College region. Our team of professionals are ready to work with you to build a training plan which will address your short and long term needs in: Custom training; Management Skills; Industry and Trades; Computer Training; Entrepreneurship; Business, Tourism & Hospitality (Bartending, Foodsafe, Superhost). For further information, please contact the B.I.T.E. Dept. at 635-6511, loc. 325.

AUTOMOTIVE HIGH-TECH UPGRADING PROGRAM: Designed to give journeyman mechanics a clear understanding of current automotive electronic control systems through intense theory and hands-on trouble shooting. The program consists of eight separate courses.

PESTICIDE APPLICATOR: This 3-day workshop presents both the theory and practice required for qualification as a pesticide dispenser or applicator. Subjects include: Pesticide Registration, Pesticide & the Environment, Applicator Technology, Labelling & Safety, Laws & Regulations (Federal & Provincial).

TRADE QUALIFICATION (TO) UPGRADING: Upgrade to provincial or inter-provincial standards for various trades, such as Warehousing, Carpentry, Millwright, Welding, Automotive and Heavy Duty. These courses are available on an individual basis through self-study or as required by the Ministry of Labour. For further information, please contact the Ministry of Labour, apprenticeship and Employment Training Program Branch at (Terrace) 638-3211.

CONTINUING CARE ASSISTANT: This 16-week, full-time program prepares graduates to be employable as a Home Support Worker 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. In Terrace January 1990, pending provincial funding.

FOODSAFE: Training on procedures and conditions necessary for the prevention of foodborne illnesses, for those in the food-service industry. Basic program consists of 8 hours' instruction. A recognized certificate in Sanitary Food Handling will be issued upon successful completion.

WORDPERFECT: If your company is changing its computer software to Wordperfect, call 632-4766 to put your name on a wait list. A course will be scheduled by our Mobile Computer Center when we have 6 or more names.

STAFF

Clive Hall--Regional Director
Lola Doering--College Secretary
Carol Larsen--Administrative Officer
Linda Howells--College Clerk
Marie Godsell--Student Advisor

OFFICE HOURS

Monday to Friday:
9:00 a.m. to 4:45 p.m.
Monday to Thursday:
7:00 p.m. to 9:00 p.m.

In Kemano, contact Don McAndrew.

**Northwest Community College 1989-90 Board Membership
Appointed by the Lieutenant-Governor in Council**

Kitimat:

Hans Wagner

Kitwanga:

Elmer Derrick

Masset:

Al Brockley

Nass Camp:

Irene Griffin

Marjorie Spisak

Prince Rupert:

Gail Bergen

Nancy Wilson

Terrace:

Terry Bennett

Larry Krause

John Pousette

NORTHWEST COMMUNITY COLLEGE

606 Mountainview Square
Kitimat, BC V8C 2N2

PHONE: 632-4766

FAX: 632-5069