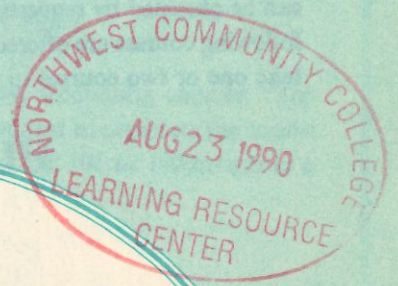


# PRINCE RUPERT

130 First Avenue West  
624-6054



*Northwest  
Community  
College*

## Part-time & General Interest Courses

September - December, 1990

*Gateway to Further Education*

The Staff at the Prince Rupert Campus of Northwest Community College invites you to participate in the course offerings for our Fall semester. A complete description of the fulltime programme offered by our centre can be obtained by requesting our regional calendar, available at any of the Northwest College centres. The following courses are offered as fulltime programmes, however, students may register as part-time students and take one or two courses to fulfill their needs.

## FULL TIME PROGRAMMES

### Adult Basic Education

- Fundamental Level - to Grade 8
- Intermediate Level - Grade 9 & 10
- Advanced Level - Grade 11
- Provincial Level - Grade 12

### Adult Literacy

### Aquaculture

### Business Administration

### Office Administration

- Clerk Typist
- Administrative Secretary
- Clerk Bookkeeper
- Accounting

### Marine Skills

### University Credit

- Anthropology 101-
- Anthropology 111-
- Biology 101-
- Chemistry 101-
- Computer Science 111-
- Computer Science 121-
- Economics 202-
- English 101-
- English 203-
- French 101-
- History 105-
- Math 101-
- Physics 101-
- Political Science 101-
- Psychology 101-
- Sociology 101-
- Sociology 209-
- Early Childhood Education 104-
- Early Childhood Education 213-
- Geography 150-

### Welding

#### OFFICE HOURS

8:30 a.m. - 10 p.m. Monday -Thursday  
8:30 - 4:30 Friday & Saturday



### ACCOUNTING 101/102 #13830

DATE: Sept 25 - Nov 29      TIME: Tues & Thurs, 7 - 10  
LOCATION: P.R.S.S.      INSTRUCTOR: Larry Hope  
FEE: \$140 plus text      REGISTER BY: Sept 18

Students registering in this course can work towards credit in either 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. Students should be able to complete at least one (either ACCT 101 or 102) course in a semester

### ACCOUNTING 150/151 #13831

DATE: Sept 25 - Nov 29      TIME: Tues & Thurs, 7-10  
LOCATION: N.W.C.C.      INSTRUCTOR: Tim Mackin  
FEE: \$140 plus books      REGISTER BY: Sept 18

This programme will be offered on a self-paced modular format that allows students to complete the course at their own speed. Classes will be scheduled during the first class.

### 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.

#15772

DATE: Sept 18 - 22      TIME: Tues & Fri  
LOCATION: N.W.C.C.      6:30-10:30 &  
FEE: \$110      practical on  
REGISTER BY: Sept. 10      Saturday

#15773

DATE: Nov 20 - 24      TIME: Tues & Fri  
LOCATION: N.W.C.C.      6:30-10:30  
FEE: \$110      practical on  
REGISTER BY: September 14      Saturday

### APPRECIATION OF PRINTS - FOR COLLECTION OR INVESTMENT #13850

DATE: Oct 13 & 14      TIME: Saturday, 9 - 5  
LOCATION: N.W.C.C.      Sunday, 9 - 5  
FEE: \$50.00      INSTRUCTOR: Rory Wallace  
REGISTER BY: Oct 5      Emily Carr College

The merits of old prints, engravings, etchings, lithographs, illustrations, old maps; how to classify print techniques; how to discriminate between an original graphic work and a copy or reproduction. Students are encouraged to bring old prints to the workshop for discussion.



**FOR MORE INFORMATION.....  
WE'RE ONLY A CALL AWAY - 624-6054**

**ART EDUCATION #13852**

DATE: Oct 19                      TIME: Friday, 9 - 5  
 LOCATION: TBA                      INSTRUCTOR: Tom Hudson,  
 FEE: \$45                                      Emily Carr College  
 REGISTER BY: October 5

This one day workshop will benefit teachers or those with an interest in art education, and will provide a comprehensive overview of the field. It consists of a lecture, supported by slides and practical demonstrations to cover topics including childrens' growth and creative development, the meaning, possibilities, and exploitation of colour.

**AUTO TUNE UP BASICS #13873**

DATE: Sept 27 - Oct 25                      TIME: Thursday, 7:30-9:30  
 LOCATION: P.R.S.S.                      INSTRUCTOR: Rolf Kursener  
 FEE: \$40 plus supplies                      REGISTER BY: Sept 20

This programme will be for first-time mechanics and those with some experience. Topics covered will include: oil/lub and filter changes, ignition tune ups (plugs/points and condenser changes), the ignition, cooling, lubrication, fuel and carburation systems as well as "trouble-shooting." Join this experienced mechanic and learn the basics of automotive tune ups.

**BABYSITTING #13872**

DATE: Oct 1 - Nov 7                      TIME: Mon & Wed, 6:30 - 8  
 LOCATION: P.R.S.S.                      INSTRUCTOR: Growing Space  
 FEE: \$23                                      REGISTER BY: Sept 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.

**BREADMAKING #13864**

DATE: Sept 24 - Nov 5                      TIME: Monday, 7 - 10  
 LOCATION: P.R.S.S.                      INSTRUCTOR: Joan Trusdale  
 FEE: \$40 plus supplies                      REGISTER BY: Sept 17

Learn the satisfying art of creating your own "staff of life". Sourdough, basic doughs, grain breads, bagels, etc. Come and "knead" with us! Supplies list available at registration.

**BUSINESS LAW 150 #13859**

DATE: Sept 24 - Dec 5                      TIME: Mon & Wed, 7 - 9  
 LOCATION: P.R.S.S.                      INSTRUCTOR: Irene Peters  
 FEE: \$120 plus text                      REGISTER BY: Sept. 17

This CREDIT course will have homework and examination requirements. Students wishing to take the course for general interest are encouraged to do so. This course is also offered in the daytime starting October 25 for Monday 12:30 - 3:30 and Friday, 8:30 - 11:30 a.m.

**CHARTER BOAT OPERATOR #13829 #15764**

DATE: Oct 2 - Dec 13                      TIME: Tues & Thurs, 7-10  
 FEE: \$180                                      INSTRUCTOR: Capt. Gordon Houston  
 LOCATION: N.W.C.C.                      REGISTER BY: Sept. 23

This course is for persons interested in running a charter boat operation. Topics will include chartwork and pilotage, navigation safety (rules of the road), navigating instruments. This course will include MED1 (Small Vessel Safety), emergency first aid, and a restricted radio operator course.

**CHRISTMAS DECORATIONS #13862**

DATE: Nov 14 & 15                      TIME: Wed & Thurs, 7-9:30  
 LOCATION: P.R.S.S.                      INSTRUCTOR: Val McNabb  
 FEE: \$15 plus supplies                      REGISTER BY: Nov 7

Christmas decorations such as centerpieces, ornaments, etc., will be the topic of discussion and practical hands-on work during this two evening workshop full of fun. Supplies will be available for purchase at first class.

**COMPUTERS - BUSINESS COMPUTING 150 (BCPT 150)**

DATE: Sept 3 - Oct 23                      TIME: Monday, Noon - 3  
 LOCATION: N.W.C.C.                      INSTRUCTOR: Ralph Troschke  
 FEE: \$90                                      REGISTER BY: Sept 4

A survey of computer applications in business. Successful completion of this course will enable the student to apply it as credit towards a Business Administration Certificate or Diploma.

**COMPUTERS - COMPUTERIZING YOUR BUSINESS #13856**

DATE: Oct 9                                      TIME: Tuesday, 7-10  
 LOCATION: P.R.S.S.                      INSTRUCTOR: R. Ingvallsen  
 FEE: \$20                                      REGISTER BY: Oct 2

As a manager or owner of a business do you ask yourself questions such as how can you computerize your office, what can be computerized, and how much would it cost? This one evening programme will provide answers to those questions and more.

**COMPUTERS - INTRO TO WORD PROCESSING USING WORDPERFECT #13858**

DATE: Oct 23                                      TIME: Tuesday, 7-10  
 LOCATION: N.W.C.C.                      INSTRUCTOR: R. Ingvallsen  
 FEE: \$25                                      REGISTER BY: Oct 16

This introductory course in WordPerfect will show you the uses of this word processing software. PREREQUISITE: Students must know DOS

**REGISTER NOW FOR EVENING COURSES!!!**

**COMPUTERS - PURCHASING A MICROCOMPUTER #13855**

DATE: Oct 2 TIME: Tuesday, 7-10  
 LOCATION: P.R.S.S. INSTRUCTOR: R. Ingvallsen  
 FEE: \$20 REGISTER BY: Sept 25

Many people, when contemplating the purchase of a microcomputer, are really in the dark as to what they really need. This short programme will help you make a decision regarding buying a system that will fit your needs.

**COMPUTERS - UNDERSTANDING DOS #13857**

DATE: Oct 16 TIME: Tuesday, 7 - 10  
 LOCATION: P.R.S.S. INSTRUCTOR: R. Ingvallsen  
 FEE: \$30 REGISTER BY: Oct 9

Understanding DOS - or disk operating system - is a skill priority for users of computers. Terms such as formatting, disk copy, rename, etc., will be explained. This knowledge is a prerequisite for all other computer courses.

**CORE #13839**

DATE: Sept 18 - Oct 18 TIME: Tues & Thurs, 7 - 9:30  
 LOCATION: P.R.S.S. INSTRUCTOR: Wally Robinson  
 FEE: \$75 REGISTER BY: Sept 11

Conservation and Outdoor Recreation Education is an educational 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 skills for safe and responsible hunting.

**DECORATING WITH FLOWERS #13293**

DATE: Oct 4 - 25 TIME: Thursday, 7 - 9  
 LOCATION: P.R.S.S. INSTRUCTOR: Rosanna Monteleone  
 FEE: \$28 plus supplies REGISTER BY: Sept 27

Do it yourself flower arrangements. Make imaginative displays to bring colour and design in your home in a few easy steps. Learn to make silk and dried flower centerpieces, wall decorations, and celebrate the holidays with candles and wreaths.

**DRIVER'S TRAINING #15759**

DATE: Sept-Dec TIME: Wed & Thurs  
 FEE: \$33.00 per session INSTRUCTOR: Skeena Driving School

Do you need a Driver's Licence? Class 5 - 4? Lessons will cover: car controls, turning manoeuvres, intersection problems, lane changing and passing, parking on grades, acceleration and braking, defensive driving, and whole lot more. Learn to protect yourself against the "other" driver - learn to drive defensively.  
**PREREQUISITE:** Student MUST have a learner's licence.



**EDUCATION IS A LIFELONG ACTIVITY  
 REGISTER NOW!**

**DOWNFILLED QUILTS #15752**

DATE: November 3 or 4 TIME: Saturday, 9 - 4  
 LOCATION: Moby Dick INSTRUCTOR: Shelly Kerr  
 FEE: \$50 plus supplies REGISTER BY: October 27

Join us at either of these one-day workshops. 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).

**EARLY CHILDHOOD EDUCATION 104 (Health & Nutrition) Teleconference**

DATE: September 13 TIME: Thursday,  
 LOCATION: N.W.C.C. 4:30 - 6:30  
 FEE: \$90 plus texts INSTRUCTOR: TBA

Methods of fostering sound health and nutrition practices in the young child. Special emphasis on day care and menu planning. Introduction to first aid and common childhood disorders.

**EARLY CHILDHOOD EDUCATION 213 (Health, Safety, & Nutrition)**

Teleconference

DATE: September 12 TIME: Wednesday, 4:30-6:30  
 LOCATION: N.W.C.C. INSTRUCTOR: TBA  
 FEE: \$90 plus texts

The student will learn skills in managing the health care and nutrition of infants and special needs children from 0 - adult years.

**ECONOMICS 150**

DATE: Sept 4 - Oct 23 TIME: Tues & Thurs,  
 LOCATION: N.W.C.C. 8:30 - 11:30 a.m.  
 FEE: \$90 plus texts INSTRUCTOR: Ralph Troschke

A career-oriented course 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.

**ECONOMICS 151**

DATE: Oct 23 - Dec 21 TIME: Tues & Thurs,  
 LOCATION: N.W.C.C. 8:30 - 11:30 a.m.  
 FEE: \$90 plus texts INSTRUCTOR: Ralph Troschke

See ECONOMICS 150 for a description.

**EFFECTIVE BUSINESS WRITING WORKSHOP #13860**

DATE: Oct 22, 23 & 24 TIME: 8:30 - 3:30  
 LOCATION: Crest Hotel INSTRUCTOR: Ryane Consultants  
 FEE: \$250 REGISTER BY: Oct 8

This practical workshop on written communications will improve participant's basic writing skills for effective letters, memos, and instructions.

**ENGLISH 150 #15757**

DATE: Sept 13 - Nov 15 TIME: Thursday, 7 - 10  
 LOCATION: P.R.S.S INSTRUCTOR: TBA  
 FEE: \$120.00 plus text REGISTER BY: Sept 6

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

**ENGLISH AS A SECOND LANGUAGE (Days)**

DATE: September 10 TIME: Mon - Fri, 9 a.m. - Noon  
 LOCATION: N.W.C.C. INSTRUCTOR: Wendy Abbott  
 FEE: \$11.50 per week INSTRUCTOR: Wendy Abbott  
 PAYABLE PER SEMESTER

**ENGLISH AS A SECOND LANGUAGE (Evenings)**

DATE: September 11 TIME: Tues & Thurs, 7 - 9 p.m.  
 LOCATION: N.W.C.C. INSTRUCTOR: Wendy Abbott  
 FEE: \$11.50 per week INSTRUCTOR: Wendy Abbott  
 PAYABLE PER SEMESTER

**ENTREPRENURIAL SPIRIT (GETTING STARTED IN BUSINESS) #13854**

DATE: Sept 24 TIME: Monday, 7 - 10  
 LOCATION: P.R.S.S INSTRUCTOR: R. Ingvalsen  
 FEE: \$20 REGISTER BY: Sept 17

Attention Entrepreneurs! This course will assist you! Find out where to get help, marketing tips, financing, what type of business (proprietorship/partnership/corporation).

**ENVIRONMENTAL ISSUES AND THE LAW #13841**

DATE: Oct 9 TIME: Tuesday, 7 - 9 p.m.  
 LOCATION: N.W.C.C. INSTRUCTOR: People's Law  
 FEE: FREE REGISTER BY: Nov 5

How can the law help us clean up pollution? The instructor will examine the kinds of environmental issues that affect our lives and the current legislation related to these issues. As well, there will be a discussion of the legal and social means by which people can effectively participate in safeguarding the environment.

FIRST AID - Northwest Community College offers the service of coordinating first aid courses to employers within Prince Rupert and area. If your employees require training in Emergency, Standard first aid or CPR, contact the College at 624-6054.



**PICK UP OUR REGIONAL CALENDAR  
 FOR A COMPLETE LISTING OF OUR  
 FULL TIME COURSES**

**FIRST AID - EMERGENCY FIRST AID**

This dual certification course teaches skills to deal with stopped breathing, severe bleeding, unconsciousness, shock, cardiac arrest, and heart attacks. On successful completion you receive a three year nationally recognized First Aid Certificate and a CPR, Level A certificate in accordance with the Canadian Heart Foundation standards for adults and young people 14 years of age and over. Recognized by WCB of B.C. as equivalent to Survival First Aid (8 hr course).

**#13867**

DATE: Sept. 24 & 25 TIME: Mon & Tues, 6-9  
 LOCATION: N.W.C.C. INSTRUCTOR: Belinda Kuz  
 FEE: \$45 REGISTER BY: Sept. 17

**#13869**

DATE: Oct. 20 TIME: Saturday, 9-5  
 LOCATION: N.W.C.C. INSTRUCTOR: Dianne Ray  
 FEE: \$45 REGISTER BY: Oct. 13

**FIRST AID - INDUSTRIAL FIRST AID #13834**

DATE: Oct 22 - Dec 1 TIME: Oct 22/23/24 6 - 10  
 LOCATION: N.W.C.C. Oct 29/30/31 6 - 10  
 INSTRUCTOR: Judy Letendre Nov 5/6/7 6 - 10  
 FEE: \$320.00 Nov 13/14/15 6 - 10  
 REGISTER BY: Oct 15 Nov 19/21/22 6 - 10  
 Nov 26/28/29 6 - 10  
 Dec 1 8:30-4:30

This course is restricted to persons 19 years of age and will prepare students for the Worker's Compensation Board Industrial First Aid examination. It is open to both first-time students and persons wishing to re-qualify. Books must be picked up at the time of registration so that pre-reading and the white pages of homework can be completed before first class. Students should be prepared to commit many hours of study in order to successfully complete this programme of study. \*NO REFUND AFTER OCT 15 UNLESS SPACE CAN BE SOLD TO ANOTHER STUDENT

**FIRST AID - SAVE YOUR CHILD FIRST AID #13868**

A four and one half hour course covering Infant and Child C.P.R., obstructed airway, basic first aid techniques and safety tips for young children and infants. Participants receive a certificate of attendance.

DATE: Oct 14 TIME: Sunday, 10 -4  
 LOCATION: N.W.C.C. REGISTER BY: Oct 7  
 FEE: \$25



**FOR MORE INFORMATION ON  
 COLLEGE OFFERINGS - CALL 624-6054**

**FIRST AID - SAVE YOUR CHILD FIRST AID #13871**

DATE: Dec 8 TIME: Sat 10 - 4  
 LOCATION: N.W.C.C. REGISTER: Dec 1  
 FEE: \$25

**FIRST AID - STANDARD FIRST AID #13870**

DATE: Nov 23 - Nov 25 TIME: Friday, 7 - 10  
 LOCATION: N.W.C.C. Sat & Sun, 9-5  
 FEE: \$70 REGISTER BY: Nov 16

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

**ST. JOHNS NATIONAL TRAINING AND DEVELOPMENT PROGRAMME**

This programme allows you to be an instructor at the standard first aid, emergency first aid, and CPR level. Prerequisites: Students must be at least 18 years of age and hold a Standard First Aid and CPR ticket within the past year.

**FUNDAMENTALS OF BOOKKEEPING #13853**

DATE: Oct 15 - 27 TIME: Mon, Wed, 7 - 10  
 LOCATION: N.W.C.C. Saturday, 9 - 4  
 FEE: \$130 INSTRUCTOR: R. Ingvallsen  
 REGISTER BY: October 8

Learn the basics of setting up a set of books through to year end statements.

**GED #13836**

DATE: Oct 15 - Nov 26 TIME: Mon & Wed, 7 - 9  
 LOCATION: P.R.S.S. INSTRUCTOR: T.B.A.  
 FEE: \$40 plus book REGISTER BY: Oct 8

This evening programme offers the opportunity to access a tutor to answer the more difficult aspects of the G.E.D. book. Students should first ensure the GED is acceptable for their future plans, especially if their plans include post-secondary education. If in doubt, please contact the educational advisor for assistance.

**GERMAN FOR TRAVELLERS #15751**

DATE: Sept 24 - Nov 5 TIME: Monday & Wednesday  
 LOCATION: P.R.S.S. 7 - 9:30 p.m.  
 FEE: \$50 INSTRUCTOR: Rolf Kursener

REGISTRATION BY: Sept 17

Join the instructor and imagine a tour through Germany. With the use of tapes and semi-immersion language training, students will be able to communicate in any situation that a traveller encounters. Emphasis will be on conversation.

**GERONTOLOGY**

Northwest Community College - Prince Rupert - is working in conjunction with Simon Fraser University to ascertain whether or not there is a need for training in this field. Applicants must have a bachelor degree or post-secondary professional diploma (eg. R.N). Ms. Jenny Shaw from SFU will hold information sessions in the fall. Please call the College at 624-6054 for more information.

**HERITAGE HOMEOWNERS TECHNICAL WORKSHOP #13837**

DATE: November 2 & 3 TIME: Friday, 7 - 10 p.m.  
 LOCATION: N.W.C.C. Saturday, 9 - 4  
 FEE: \$20 INSTRUCTOR: B.C. Community Pride  
 REGISTRATION BY: Oct 19

This technical workshop is for homeowners interested in renovation and/or general upkeep of their homes. Sponsored by the P.R. Heritage Advisory Committee, participants will enjoy this weekend workshop and use the information to look after their "pride and joy."

**HOME SECURITY #13832**

DATE: November 5 TIME: Monday, 7 - 10  
 LOCATION: N.W.C.C. INSTRUCTOR: Const. Reg Pleau,  
 FEE: \$5 Admin. fee REGISTER BY: October 30

Learn how to safeguard your home. Topics for discussion include alarms, locks, lighting, and landscaping, etc. Personal safety will also be discussed.

**HOW TO START A SMALL BUSINESS (MGMT 201) #13851**

DATE: Sept 10 - Dec 17 TIME: Monday, 6:30 - 9:30  
 LOCATION: N.W.C.C. Room 311 INSTRUCTOR: Ralph Troschke  
 FEE: \$90 plus texts REGISTER BY: Sept 3

An introduction to the process of starting a business venture. Emphasis is placed on the need to think things out thoroughly. This starts with your assessment of why you want to start a small business and what you want out of it. The course is open to part-time and fulltime students. The course credit can be used toward the diploma in Business Administration.

**INSURANCE FOR CUSTOMERS #13842**

DATE: Nov 13 TIME: Tuesday, 7 - 9 p.m.  
 LOCATION: N.W.C.C. INSTRUCTOR: People's Law  
 FEE: FREE REGISTER BY: Nov 6

The insuring of one's life and property is something to be considered carefully! The instructor will discuss the basic types of plans, the information required for applications and how that affects coverage, exclusions, risks, and other practical aspects to concern yourself with when purchasing insurance.

**LITERACY TRAINING FOR TUTORS**

Northwest Community College offers free one-to-one literacy training to adults unable to read or write. If you are interested in being a volunteer tutor in either Adult Literacy or E.S.L., please call the College at 624-6054.

### LITERACY - READING & WRITING FOR ADULTS

Are you an adult who never quite mastered the skills of reading and writing? The College offers tutoring services on a confidential, one-to-one level to those that would like to pick up their education where they left off. If you are such a person, or perhaps know of someone who can benefit, call the College at 624-6054 for more information.

### MANAGEMENT SKILLS FOR SUPERVISORS (Provincial Certificate)

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.

#### PART I #13847 - INTERPERSONAL SKILLS

DATE: Sept 24 - 27      TIME: 8:30 - 3:30  
LOCATION: Highliner      INSTRUCTOR: Phil Kolbuc  
FEE: \$375      REGISTER BY: Sept 10

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

#### PART II #13848 - GROUP SKILLS

DATE: Oct 15 - 17      TIME: 8:30 - 3:30  
LOCATION: Highliner      INSTRUCTOR: Phil Kolbuc  
FEE: \$375      REGISTER BY: Oct 1

Topics covered will include: LEADERSHIP: determining suitable management styles; MOTIVATION: motivating the "underachiever: running effective meetings; ANALYZING group performance, etc.

#### PART III #13849 - ADMINISTRATIVE SKILLS

DATE: Dec 3 - 5      TIME: 8:30 - 3:30  
LOCATION: Highliner      INSTRUCTOR: Phil Kolbuc  
FEE: \$375      REGISTER BY: Nov 21

Performance analysis, training techniques, time management, written communications are some of the topics that will be covered.

#### MAXIMIZING YOUR INVESTMENT DOLLAR #15755

DATE: November 8      TIME: Thursday, 7 - 10  
LOCATION: Crest Hotel      INSTRUCTOR: Diana Costain  
FEE: \$35/person \$45/couple      REGISTER BY: Nov 2

Is your investment dollar wasting away? Come and join Diana Costain, well-known investment broker, for an evening of information sharing and learn ways to make your investment dollar go further. Refreshments will be served.

#### MEDICAL TERMINOLOGY #13835

DATE: Sept 18 - Dec 6      TIME: Tues & Thurs, 7 - 9  
LOCATION: P.R.S.S.      INSTRUCTOR: Adrienne Johnson  
FEE: \$150 plus text      REGISTER BY: Sept 11

This course will provide students with the knowledge and skill to take and transcribe medical documents. Students will learn how to build medical words using Greek/Latin prefixes, suffixes, etc.

#### NOTARIES PUBLIC #13843

DATE: Sept 25      TIME: Tuesday, 7 - 9 p.m.  
LOCATION: N.W.C.C.      INSTRUCTOR: People's Law  
FEE: FREE      REGISTER BY: Sept 18

Do you have a document that needs to be written and certified, or a simple will to be written, or documents to be prepared for a real estate transaction - then head to your local notary public.

#### PAPER TOLE #13861

DATE: Oct 17      TIME: Wed & Thurs, 7-9:30  
LOCATION: P.R.S.S.      INSTRUCTOR: Val McNabb  
FEE: \$15 plus supplies      REGISTER BY: Oct 10

Learn to create beautiful, three dimensional pictures in this two evening workshop. Supplies must be purchased at first class.

#### PORTUGUESE FOR BEGINNERS #13863

DATE: Sept 24 - Nov 26      TIME: Monday, 7 - 9  
LOCATION: P.R.S.S.      INSTRUCTOR: Fernanda Figueira  
FEE: \$35      REGISTER BY: Sept 17

Don't you hate to go on holidays and have to carry your dictionary with you to help you? Is Portugal your next dream holiday? After this eight week programme, you'll be able to say the basic words and get around with no problems.

#### R.R.S.P. #15754

DATE: November 9      TIME: Friday, 7 - 10 p.m.  
LOCATION: Crest Hotel      INSTRUCTOR: Diana Costain  
FEE: \$35/person \$45/couple      REGISTER BY: Nov 2

Is your retirement secure? This one evening seminar will discuss RRSP's and RRIF's and annuities and their usage in building capital and ensuring income. Join Diana Costain, renowned Vancouver Investment Broker, for an evening of fun and information sharing. Refreshments will be served.

**IT'S IMPORTANT TO PRE-REGISTER!!**  
THE COURSE YOU WANT MAY BE CANCELLED BECAUSE OF  
LOW ENROLLMENT, OR MAY BE ALREADY BE FILLED UP

**REFRIGERATION OPERATOR #15763**

DATE: Sept 25 - Nov 29      TIME: Tues & Thurs, 7 - 9  
 LOCATION: P.R.S.S.      INSTRUCTOR: Nick Abofaithie  
 FEE: \$350      REGISTER BY: Sept 11

This course is designed for individuals who wish to prepare for the B.C. Ministry of Municipal Affairs Refrigeration Operator's Certificate examination and become proficient refrigeration plant operators. It is also of interest to individuals who have a 4th Class Power Engineer's Certificate and wish to upgrade their knowledge of refrigeration to assist with on-the-job duties.

**SATANIC CULTS - A LOCAL AWARENESS SEMINAR #15756**

DATE: Oct 4      TIME: Thurs 8:30-10 p.m.  
 LOCATION: N.W.C.C.      INSTRUCTOR: Const. D. Parsons  
 FEE: \$5 Admin fee      REGISTER BY: Sept 27

This one evening seminar will inform participants of local concerns. Constable Parsons will provide information to parents and other concerned citizens on the signs of such activity, what to be aware of in regard to changes in personality of those we know. Combined, in part, with Street Drugs #13833, participants can register for two seminars for the price of one.

**SELLING YOURSELF - JOB SEARCH TECHNIQUES #13838**

DATE: Oct 2 - 30      TIME: Tuesday, 7 - 9 p.m.  
 LOCATION: P.R.S.S.      INSTRUCTOR: Elsie Baker  
 FEE: \$35      REGISTER BY: Sept 25

An effective course to help you get that job. The course includes what to say to prospective employers on the telephone, how to fill out application forms properly, how to write your resume, how to develop job lead techniques, and how to sell yourself through proper interview preparation. We will also be rehearsing typical job interviews to give you practice answering interview questions.

**SETTLING AN ESTATE #13845**

DATE: Nov 13      TIME: Tuesday, 7 - 9 p.m.  
 LOCATION: N.W.C.C.      INSTRUCTOR: People's Law  
 FEE: FREE      REGISTER BY: Nov 23

This class will highlight the responsibilities of the executor and lawyer, and discuss the documents required and where to forward them when completed. Collection of assets, payment of debts, distribution of the estate to the beneficiaries and expenses to be expected are discussed.

**SMALL BOAT SAFETY #11235**

DATE: Oct 10 - Nov 14      TIME: Mon & Wed, 7 - 10  
 LOCATION: N.W.C.C.      INSTRUCTOR: Capt. Peter Turner  
 FEE: \$72      REGISTER BY: Oct 3

For the sport boater, the course includes chartwork, rules of the road, boat safety, radar watchkeeping, and seamanship. Students are expected to purchase parallel rulers and dividers.

**STREET DRUGS - THE SIGNS AND SYMPTOMS #13833**

DATE: October 4      TIME: Thursday, 7 - 8:30  
 LOCATION: N.W.C.C.      INSTRUCTOR: Const. Dan Kelly,  
 FEE: \$5 Admin. fee      REGISTER BY: Sept 27

This one evening seminar conducted by the RCMP will offer information of assistance to parents, counsellors, and peer counsellors in regard to the types of street drugs in use and the symptoms to watch out for. Combined with Satanic Cults #15756, participants can register for two seminars for the price of one.

**TATTING FOR BEGINNERS #13866**

DATE: Sept 26 - Oct 17      TIME: Wednesday, 7 - 9  
 LOCATION: P.R.S.S.      INSTRUCTOR: Joan Trusdale  
 FEE: \$30 plus supplies      REGISTER BY: Sept 19

After taking this course you will be sure to receive compliments when you show off the lace that you learned to make.

**TYPING FOR BEGINNERS #13840**

DATE: Sept 24 - Dec 5      TIME: Mon & Wed, 7 - 9  
 LOCATION: P.R.S.S.      INSTRUCTOR: Jean Bull  
 FEE: \$85 plus text      REGISTER BY: Sept 20

Although not a CREDIT course, this programme is a pre-requisite for those interested in developing their keyboard skills and speed to enter Typing 101.

**WOMEN, MONEY, AND RELATIONSHIPS #13846**

DATE: Nov 27      TIME: Tuesday, 7 - 9 p.m.  
 LOCATION: N.W.C.C.      INSTRUCTOR: People's Law  
 FEE: FREE      REGISTER BY: Nov 20

Many women do not consider their own credit rating or financial status until they apply for a loan or mortgage and are turned down. Topics include: property rights in a relationship, credit ratings, pensions, loans, mortgages, and general banking procedures.

**WRITING YOUR WILL #13844**

DATE: Oct 23      TIME: Tuesday, 7 - 9 p.m.  
 LOCATION: N.W.C.C.      INSTRUCTOR: People's Law  
 FEE: FREE      REGISTER BY: Oct 16

This class outlines the basic aspects of writing and legalizing a will. The instructor will discuss the information that should be contained in a will, what property can be disposed of in a will, what makes a will valid, the notary public, how a will is revoked or changed, the importance of appointing guardians and what happens when there is no will.



**FOR MORE INFORMATION.....  
 WE'RE ONLY A CALL AWAY  
 624-6054**



