

PRINCE RUPERT

130 First Avenue West
624-6054



*Northwest
Community
College*

Part-time & General Interest Courses

January - April, 1991

Gateway to Further Education

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The Staff at the Prince Rupert Campus of Northwest Community College invites you to participate in the course offerings for our Spring 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.

FULLTIME PROGRAMMES

Adult Basic Education

-Fundamental Level - to Grade 8 -Intermediate Level - Grade 9 & 10

-Advanced Level - Grade 11 -Provincial Level - Grade 12

Adult Literacy

Business Administration

Office Administration

-Clerk Typist

-Administrative Secretary

-Clerk Bookkeeper

-Accounting

Marine Skills

University Credit

-Anthropology 112

-Anthropology 102

-Biology 102

-Chemistry 102

-Computer Science 111

-Computer Science 122

-E.C.E. 134

-E.C.E. 220

-Economics 201

-English 204

-English 102

-French 102

-History 106

-Geography 160

-Math 102

-Math 131

-Physics 102

-Political Science 102

-Psychology 102

-Sociology 210

-Sociology 102

Welding

OFFICE HOURS

8:30 a.m. - 10 p.m. Monday -Thursday

8:30 - 4:30 Friday & Saturday

REGISTRATION AND TUITION INFORMATION

REGISTRATION

Begins immediately. You must register for classes in person at the College offices, 130 First Avenue West, Prince Rupert.

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.

ACADEMIC & BUS. ADMINISTRATION

\$30 (per credit hour per semester) up to a maximum of \$450 per semester.

VOCATIONAL & ABE

\$23.00 (per week payable in advance for each semester)

Jan-Mar 13 weeks - \$299

Apr-Jun 13 weeks - \$299

ENGLISH AS A SECOND LANGUAGE

\$11.50 (per week payable in advance for each semester)

BOOK & TOOL DEPOSITS

Students in Marine and A.B.E. programmes will be charged a \$50 book/tool deposit.

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.

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.

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 CES Courses and all part-time Vocational Courses)

1. Withdrawal before the second class of course - 100% of tuition fees less a \$10 administration charge.
2. Withdrawal after the second class of 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 & Fulltime)

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 week - 80% of tuition fee less a \$10 administration charge.
3. Withdrawal after third or fourth week class - 50% of tuition fee less a \$10 administration charge.
4. Withdrawal after the fourth week - NO REFUND.

VOCATIONAL (Fulltime)

1. Vocational fulltime fees are assessed on a calendar month basis, payable by semester, 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.)

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 Sciences. You may attend on a fulltime 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.

Placement exams for potential Adult Basic Education students are held every Friday at 10:00 a.m. sharp. There is no fee to take this placement evaluation.

DAILY ADULT BASIC EDUCATION TIMETABLE

COURSE	TIME
*Math 020	08:30-11:45
*English 030/031/032	08:30-11:45
*Math & Science Lectures	08:30-11:45
*English 020	12:30-03:30
*Math 030/031/032	12:30-03:30
*English 040/041/050	12:30-03:30
**All Subjects	06:30-09:30

*Monday through Friday

**Monday through Thursday

A.B.E. MATH & SCIENCE SCHEDULE

MONDAY		THURSDAY	
Math 050	08:30-09:30 a.m.	Chemistry 040	08:30-09:30 a.m.
Math 040	09:30-10:30 a.m.	Science 030	10:45-11:45
Science 030	10:45-11:45 a.m.		
Biology 040	02:30-03:30 p.m.		
TUESDAY		FRIDAY	
Chemistry 040	08:30-09:30 a.m.	Math 050	08:30-09:30 a.m.
Science Lab	09:30-10:30 a.m.	Biology 040	08:30-10:30 a.m.
Science Lab	10:45-11:45 a.m.	Math 040	09:30-10:30 a.m.
		Physics 040	10:45-11:45 a.m.
WEDNESDAY			
Math 040	08:30-09:30 a.m.		
Math 050	09:30-10:30 a.m.		
Physics 040	10:45-11:45 a.m.		
Biology 040	02:30-03:30 p.m.		

BUSINESS ADMINISTRATION

The first complete year, and selected courses of the second year, of a two year diploma programme in Business Administration are now offered. Interested students are invited to come into the College at 130 First Avenue West and find out more!

TERM #3 (JANUARY 7-MARCH 1)

MONDAY
12:30-3:30 BLAW 151

TUESDAY
8:30-11:30 ACCT 150
12:30-4:00 MATH 151

THURSDAY
8:30-11:30 ACCT 150
12:30-4:00 MATH 151

FRIDAY
8:30-11:30 BLAW 151

BREAK WEEK - MARCH 4-8

TERM #4 (MARCH 11-MAY 3)

MONDAY
12:30-3:30 MRTG 150

TUESDAY
8:30-11:30 ACCT 151
12:30-4:00 BENG 150

THURSDAY
8:30-11:30 ACCT 151
12:30-4:00 BENG 150

FRIDAY
8:30-11:30 MRTG 150

THESE COURSES CAN BE TAKEN BY A PART-TIME STUDENT. FOR MORE INFORMATION PLEASE CALL THE COLLEGE AT 624-6054

OFFICE ADMINISTRATION

The Office Administration programmes are designed to provide students with knowledge and skills necessary to function effectively in a modern office. Entry level programmes for those with no previous training and/or experience include:

Clerk Typist
Clerk Bookkeeper
Accounting
Administrative Secretary

Advanced options include:

Accounting
Secretarial
Word Processing

Interested students should come into 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.

Portions of the Office Administration Courses may be taken in the evening. Check our part-time course list for times and dates.



ASK FOR THE
COLLEGE CALENDAR
FOR A
MORE COMPLETE
DESCRIPTION OF THESE
PROGRAMMES

FISHERIES AND MARINE TRAINING

The Marine Training Department at the College centre in Prince Rupert offers Department of Transport certificate preparation programmes for the examinations required for Watchkeeping Mate, the Command Endorsement to the Watchkeeping Mate, Fishing Master IV, III, II, Master Minor Waters, Master Small Craft, and Charter Boat Operator.

Students can enroll in fulltime daytime programmes to receive scheduled instruction starting in September of each year. A number of programmes are available for those who wish to study at home or while at sea. Free telephone or classroom tutorial assistance is available for students enrolled in these programmes.

ADMISSION REQUIREMENTS

It is recommended that prospective students take the sight test and complete all D.O.T. documentation before starting training. D.O.T. documents may be obtained from the local Canadian Coast Guard Ship Safety office or Marine Department at Northwest College.

PREREQUISITE

In order to prepare for maximum success in the fulltime marine programmes, all participants will be expected to take a Math for Mariners programme before entering their programme of choice.

FEES

A \$50 non refundable deposit must accompany the application form and will be applied to the first month's tuition. Regular programme fees are \$23 per week, payable monthly. Additional fees will be charged for MED, SOFA and Netmending programmes.

HOME STUDY MODULES

040 Chartwork and Pilotage
061/061 Navigation Safety
020 Navigating Instruments
151 General Ship Knowledge
166/167 General Seamanship

FEE FOR EACH MODULE \$120

Evening courses for Small Boat Safety and Navigation, Introduction to Marine Operations, and Ship stability will be offered. Details are not confirmed. Call Captain Batko at 624-6054 for more information.

WELDING PROGRAMME

Admission Requirements

As this programme has been set up to be a self-study, self-paced programme, applicants should have a minimum of Grade 10 or ABE (BTSD) level III, although it would be to their advantage, not only for 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.

DATES: JANUARY-JUNE
MONDAY-FRIDAY
6:00-10:00 P.M.
LOCATION: SHOP ROOM 101
TUITION: \$23/week

ACCOUNTING 101/102 #15851

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

DATE: January 22-March 28
TIME: Tues & Thurs 7-10
INSTRUCTOR: Larry Hope
FEE: \$140 plus text & workbook

ACCOUNTING 150 and 151

These CREDIT programmes will be offered with a lecture format that supervises student's progress toward the goal to complete the course within the semester. This programme is creditable to the Business Administration diploma. For information regarding the start dates etc., please call the College at 624-6054.

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 air brake endorsement on his/her license. Valid B.C. driver's license is required.

DATES: February 5-9 or
April 2 - 6 or
June 4 - 8
TIME: Tues-Fri 6:30-10:30
2 hour practical Sat
FEE: \$150

REGISTER EARLY

AUTO TUNE UP BASICS #15841

This programme will be for first-time mechanics and those with some experience. Topics covered will include: oil/lube 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.

DATE: January 24-February 21
TIME: Thurs 7-9
INSTRUCTOR: Rolf Kursener
FEE: \$43 (incl. GST)

BABYSITTING #15795

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.

DATE: April 9-May 9
TIME: Tues & Thurs 6:30-8:00
INSTRUCTOR: Growing Space
FEE: \$25 (incl. GST)

BASIC BOOKKEEPING #15842

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

DATE: January 21-February 2
TIME: Mon/Wed 7-10
Sat 9-4
INSTRUCTOR: Carla Hull
FEE: \$140 (incl. GST)

BRIDGE FOR BEGINNERS #15822

Tired of being "the dummy?" Learn the basics of bridge (including the dummy hand!) and have the opportunity to put your skills to play.

DATE: January 14-30
TIME: Mon & Thurs 7:30-10:00
INSTRUCTOR: Jim Robinson
FEE: \$43 (incl. GST)

BUYING YOUR DREAM HOME WITHOUT THE NIGHTMARES

BUT CAN WE AFFORD IT? #15826

The purchase of a home represents one of the largest expenditures of a lifetime. This session will examine financial planning for the purchase of a home. Incidental expenses involved with home ownership will be reviewed.

DATE: March 6
TIME: Wed. 7-9
INSTRUCTOR: Tony Briglio,
Kaizen Consumers Credit Union
FEE: \$10/person/\$15/couple

HOME IS WHERE THE MORTGAGE IS #15827

This session discusses the basics of buying a home mortgage. Topics include mortgage types, qualification for a mortgage, renewal and cutting mortgage costs. Bring a pocket calculator to class, if you have one.

DATE: March 13
TIME: Wed. 7-9
INSTRUCTOR: Joy Palmeter,
Royal Bank
FEE: \$10 person/\$15 couple

LOST IN THE FINE PRINT #15828

This session will introduce you to general legal aspects of purchasing a home. Topics for discussion include real estate purchase agreements, financing (i.e. mortgages), and transfer of property.

DATE: March 20
TIME: Wed. 7-9
INSTRUCTOR: Paul Johnston,
Punnett & Johnston
FEE: \$10 person/\$15 couple

COME TOUR WITH US #15829

Guidelines for inspecting a house provided.

DATE: March 27
TIME: Wed 7-10
INSTRUCTOR: Pat Quinn-P.R. Realty
FEE: \$10 person/\$15 couple

FOR THOSE WISHING TO ENROLL IN ALL FOUR PROGRAMMES TUITION IS: \$30/PERSON \$50/COUPLE (incl. GST).

BUSINESS LAW 150

Interested students should call the College at 624-6054 and put their name on a waitlist.

CHINESE COOKING #15853

Are you getting tired of steak, french fries, and spaghetti? Why not cook some chinese food for supper? In this course you will learn how to make egg rolls, wonton, chop suey, chow mein, and many more dishes.

DATE: February 6-27
TIME: Wed 7-9
INSTRUCTOR: Kathy Liu
FEE: \$33 plus ingredients (incl. GST)

COMPUTER COURSES

UNDERSTANDING D.O.S. & HARD DISK MANAGEMENT

The knowledge of the disk operating system and being able to manage a hard disk drive are the most important capabilities for the serious computer user.

DATE: January 8 & 10 OR
January 15 & 17 OR
January 22 & 24
TIME: Tues & Thur 7 - 10
INSTRUCTOR: David Sweetnam
FEE: \$48 (incl. GST).

WORD PERFECT #15874

This forty-five hour programme will introduce the basic capabilities for this word processing software.

DATE: January 29 - March 20
TIME: Tue & Thur 7-10
INSTRUCTOR: David Sweetnam
FEE: \$187 (incl. GST).

DESKTOP PUBLISHING WITH WORD PERFECT 5.1 #15865

This course is for those who have mastered the basic working capabilities of Word Perfect and wish to gain further knowledge of the process of desktop publishing.

DATE: April 20 - May 11
TIME: Sat 1-4
INSTRUCTOR: David Sweetnam
FEE: \$134 (incl. GST)

FRAMEWORK III (COMP SC 111)

Learn the intricacies of an integrated programme. D.O.S., Word processing, data bases, spreadsheeting, telecommunications will be covered. This is a first year credit course, but may be audited.

DATE: January 9
TIME: Wed 6:30-9:30
INSTRUCTOR: Dave Sweetnam
FEE: \$90

CORE #15825

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.

DATE: January 28-February 28
TIME: Mon & Thurs. 7-9:30
INSTRUCTOR: Wally Robinson
FEE: \$80 (incl. GST)

CREATIVE WRITING #15844

Frustrated author? A potential best seller collecting dust on a shelf? Now is the time for you to brush off the dust and sharpen the pencil and take advantage of the knowledge and expertise offered in this programme.

DATE: January 21-March 25
TIME: Mon 7-10
INSTRUCTOR: Lawrence Bennet
FEE: \$86 plus text (incl. GST).

DEALING WITH ANGER WORKSHOPS FOR PROFESSIONALS #15869

Throughout the day, occasions arise to incite anger and stress. In these workshops participants will learn the techniques to deal effectively with these situations.

DATE: May 10
TIME: Fri 9:30-4:30
INSTRUCTOR: Jergen Jung
FEE: \$54 (incl. GST)

FOR THE GENERAL PUBLIC #15870

DATE: May 11
TIME: Sat 9:30-4:30
INSTRUCTOR: Jergen Jung
FEE: \$54 (incl. GST)
These workshops will be based on related concerns/interests of those who deal with clients and or family/friends. Please call Kathy at the College at 624-6054 to register your interest.

DICTA TYPING & SPEEDBUILDING - BEGINNERS #15875

Participants will learn the basic techniques of dictatyping as well as have the opportunity to increase their typing speed.

DATE: March 2 - 30
TIME: Sat 9-11 a.m.
INSTRUCTOR: Debbie Stava
FEE: \$50

DOWNFILLED QUILTS

Join us for this workshop and learn to create something that will be treasured for years! When registering, please specify what size of quilt you will be making.

DATE: April 19 or 20
TIME: Fri or Sat 9-4
INSTRUCTOR: Shelly Burton
FEE: \$54 (incl. GST)

COURSE	WEEKDAY	TIME	COST	START DATE	END DATE
BUSINESS AND INDUSTRY					
ACCT 101/102	Tues & Thur	7-10	\$140	Jan 22	Mar 28
ACCT 150/151	TBA	7-10	\$140	Jan 22	Mar 28
Air Brakes	Tues-Fri, Sat	6:30-10:30	\$150	Feb 5	Feb 9
Air Brakes	Tues-Fri, Sat	6:30-10:30	\$150	Apr 2	Apr 6
Air Brakes	Tues-Fri, Sat	6:30-10:30	\$150	June 4	June 8
Dictatyping & Speed	Sat	9-11	\$50	Mar 2	Mar 30
Effective Bus Communication	Thurs	7-10	\$86	Jan 24	Mar 28
Industrial FA	Mon-Fri	8-5	\$350	Jan 14	Jan 25
Industrial FA	Mon-Fri	8-5	\$350	Mar 11	Mar 22
Industrial FA	Mon-Fri	8-5	\$350	Apr 8	Apr 19
Standard FA	Fri, Sat, Sun	6-10/8:30-5	\$70	Feb 1	Feb 3
Emergency FA	Mon & Tues	6-10	\$45	Mar 11	Mar 12
CPR FA	Sun	9-5	\$25	Feb 10	
National Inst Trng FA			\$150	Feb 25	Mar 25
Letter Styles	Mon	7-9	\$54	Apr 8	Apr 17
Mgmt By Objectives	Tues	7-10	\$120	Jan 22	Mar 26
Pesticide Dispenser	Tues/Wed/Thur	9-4	\$75	Apr 2	Apr 4
Traffic Control	Sat	10-4	\$50	Mar 30	
Typing for Beginners	Mon & Wed	7-9	\$80	Jan 14	Mar 20
Shorthand	TBA			Apr 27	
W.H.M.I.S.	Wed	6-10	\$30	Mar 27 & May 27	
CONTINUING EDUCATION					
Auto Tune Up Basics	Thur	7-9	\$43	Jan 24	Feb 21
Babysitting	Tues & Thur	6:30-8	\$25	Apr 9	May 9
Basic Bookkeeping	Mon/Wed/Sat	7-10/9-4	\$140	Jan 21	Feb 2
Bridge for Beginners	Mon/Thur	7:30-10	\$43	Jan 14	Jan 30
Cashier Training	TBA				
Chinese Cooking	Wed	7-9	\$33	Feb 6	Feb 27
DOS	Tues/Thur	7-10	\$48	Jan 8 & 10	
DOS	Tues/Thur	7-10	\$48	Jan 15 & 17	
DOS	Tues/Thur	7-10	\$48	Jan 22 & 24	
Word Perfect	Tues/Thur	7-10	\$187	Jan 29	Mar 20
Desk Top Publishing	Sat	1-4	\$134	Apr 20	May 11
Framework	Wed	6:30-9:30	\$90	Jan 9	Apr 24
CORE	Mon & Thur	7-9:30	\$80	Jan 28	Feb 28
Creative Writing	Mon	7-10	\$86	Jan 21	Mar 25
Down Filled Quilts	Sat/Sun	9-4	\$54	Apr 19 or 20	
Drivers Training	Wed/Thur	9-5	\$40	Jan	June
Embroidery	Thur	7-9	\$22	Mar 7	Mar 28
Four Harness Loom Weaving	Mon	7-9	\$54	Apr 8	May 27
Free-Lance Magazine Writing	Tues/Thur	7-10	\$54	May 7	May 16
French (Conversational)	Thur	7-9	\$38	Jan 24	Mar 14
Green Up	Sat	9-4	\$22	Feb 2	
Harmony International	Mon	8-9:15	0	Jan 14	Mar 14
Home Canning	Mon	7-10	\$54	Feb 11	Mar 18
Jam Making	Mon	7-10	\$27	Jan 21	Feb 4
Jewellery Making	Mon	7:30-9:30	\$11	Mar 4 & 11	
Personal Income Tax	Tues	7-9	\$11	Jan 29	
Powder Puff Mechanics	Mon	7-9	\$25	Jan 21	Feb 4
Home Renovations	Tues	7-9	FREE	Jan 29	
Power of Attorney	Tues	7-9	FREE	Mar 12	
Noise & Nuisance	Tues	7-9	FREE	May 14	
Sailing for Novices	TBA				

COURSE	WEEKDAY	TIME	COST	START	END
Satanic Cults	Wed	7-9:30	\$5	Feb 5	
Serger Workshop	Sat	9-4	\$33	Feb 9	
Soldering for the Homeowner	Sat	9-NOON	\$54	Feb 9	Feb 16
Spanish - Intermediate	Mon/Wed	7-9	\$54	Jan 21	Mar 13
Trades Math	TBA				
Travel Agent	Wed	7-9:30	\$32	Mar 6	Mar 27
WORKSHOPS					
Buying Your Dream					
But Can We Afford It	Wed	7-9	\$10/\$15	Mar 6	
Home is Where The Mortgage Is	Wed	7-9	\$10/\$15	Mar 13	
Lost in Fine Print	Wed	7-9	\$10/\$15	Mar 20	
Come Tour With Us	Wed	7-9	\$10/\$15	Mar 27	
Dealing With Anger					
For Professionals	Fri	9:30-4:30	\$54	May 10	
For the General Public	Sat	9:30-4:30	\$54	May 11	
Effective Customer Service	Thur	6:30-9:30	\$48	Apr 11	
Job Management for Effect Sect	Wed/Thur	8:30-3:30	\$150	Apr 17	Apr 18
Making Sense of Financial Anal	Thur	6:30-9:30	\$48	May 2	
Reading Your Financial Statement	Wed	6:30-9:30	\$48	May 1	
Selecting & Recruiting Personnel	Sat	9-4	\$81	Apr 20	
Winning Strategies for Women	Sat	9-4	\$50	May 11	
ABE Days	Mon - Fri	8:30-3:30	\$23/wk	Jan	June
ABE Evenings	Mon- Thur	6:30-9:30	\$11.50/wk	Jan	June
ESL Days	Mon - Fri	9-NOON			
ESL Evenings	Tues & Thur	7-9			
GED	Mon & Wed	7-9	\$40	Jan 28	Mar 6
GED	Mon & Wed	7-9	\$40	Apr 24	June 5
UNIVERSITY CREDIT					
Anth 102	Tues & Thur	10:30-NOON	\$90	Jan 8	Apr 25
Anth 112	Mon	6:30-9:30	\$90	Jan 7	Apr 22
Bio 102/Bio Lab	Mon & Wed/Thur	12:30-2/1-4	\$90	Jan 7/10	Apr 24/25
Chem 102/Chem Lab	Mon, Wed, Fri/Thur	9-10/9-NOON	\$90	Jan 7/10	Apr 26/25
Comp Sc 111/Comp Sc Lab	Wed/Sat	6:30-9:30/9-NOON	\$90	Jan 9/12	Apr 24
Comp Sc 122/Comp Sc Lab	Tue/Wed	9-NOON/2-3	\$90	Jan 8/9	Apr 23
ECE 134	Thur	7-9	\$90	Jan 10	Apr 25
ECE 220	Wed	7-9	\$90	Jan 9	Apr 24
Econ 201	Wed	7-10	\$90	Jan 9	Apr 24
Engl 102 Sect I	Mon/Wed/Fri	10-11	\$90	Jan 7	Apr 26
Engl 102 Sect II	Mon/Wed	3:30-5	\$90	Jan 7	Apr 24
Engl 204	Tues	6:30-9:30	\$90	Jan 8	Apr 23
Fren 102/Fren Lab	Sat/Tues	9-NOON/7:30-9	\$90	Jan 12/15	Apr 27/23
Geog 160/Geog Lab	Thur/Sat	6:30-9:30/1-4	\$90	Jan 10/12	Apr 25/27
History 106	Tues & Thur	9-10:30	\$90	Jan 8	Apr 25
Math 102	Mon/Wed/Fri	3:30-5	\$135	Jan 7	Apr 26
Math 131	Mon	6:30-9:30	\$90	Jan 7	Apr 22
Poli Sc 102	Tues & Fri	2-3:30	\$90	Jan 8	Apr 26
Psych 102 Sec I	Tues & Thur	3:30-5	\$90	Jan 8	Apr 25
Psych 102 Sect II	Wed	6:30-9:30	\$90	Jan 9	Apr 24
Soci 102	Mon & Wed	2-3:30	\$90	Jan 7	Apr 24
Soci 210	Thur	6:30-9:30	\$90	Jan 12	Apr 25
TOURISM					
Bus. Computer App in Tourism				May	
Tourism Marketing				May	
Super Host				TBA	
Serving It Right				TBA	

DRIVER'S TRAINING

Do you need a Driver's Licence? Class 5 - 4?
Lessons will cover: car controls, turning maneuvers, intersection problems, lane changing and passing, parking on grades, acceleration and braking, and defensive driving.
PREREQUISITE: Student MUST have a learner's licence.

DATE: January - June
TIME: Wed & Thurs
INSTRUCTOR: Skeena Driving School
FEE: \$40 per lesson (incl. GST).

EARLY CHILDHOOD EDUCATION 134 INTRO TO CHILD DEVELOPMENT

A study of child growth and development looking at ages and stages, and theories in the early years. Also, the class will examine and use a number of observation methods to develop a broad repertoire of data-collecting ideas.

DATE: January 10-April 25
TIME: Thur 7-9
INSTRUCTOR: T.B.A.
FEE: \$90

EARLY CHILDHOOD EDUCATION 220 PROGRAMMING FOR UNDER 3

The theory of course planning for under 3's will examine a variety of modules.

DATE: June 9-April 24
TIME: Wed 7-9
INSTRUCTOR: T.B.A.
FEE: \$90

EFFECTIVE BUSINESS COMMUNICATIONS #15845

Effective communication both written and verbal is imperative in today's world. In this course, participants will learn to write memos, letters, and reports that get results.

DATE: January 24-March 28
TIME: Thur 7-10
INSTRUCTOR: Lawrence Bennet
FEE: \$86 plus text (incl. GST).

EFFECTIVE CUSTOMER SERVICE #15812

By paying greater attention to customer service you will gain a marketable advantage over your competition. You will be more aware of the needs of your various customer groups, and you will be equipped to turn a first-time buyer into a long term customer.

DATE: April 11
TIME: Thur 6:30-9:30
INSTRUCTOR: Bob Walsh, FBDB
FEE: \$48 (incl. GST)

EMBROIDERY #15849

Learn basic embroidery stitches with tips on framing, transferring, and original designs. Students will be able to complete one small project.

DATE: March 7 - 28
TIME: Thursday, 7 - 9 p.m.
INSTRUCTOR: Linda "Nina" Swain
FEE: \$22 plus supplies (incl. GST)

ENGLISH AS A SECOND LANGUAGE (ESL)

DECEMBER-JUNE

Morning Classes Mon-Fri 9-Noon
Evening Classes Tues & Thur 7-9 p.m.
Start Date: January 7
Location: Room 310
Instructor: Wendy Abbott

TUTORING TRAINING WORKSHOPS

Tutor training workshops will be offered in January. If you are interested in being a volunteer tutor in either adult literacy or E.S.L., please call the College at 624-6054.



I.F.A.

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 January 7 for January's class
*NO REFUND after March 4 for March's class
*NO REFUND after April 1 for April's class
Unless space can be sold to another student.

DATE: January 14-25 or
March 11-22 or
April 8 - 19
TIME: Mon-Fri 8-5
FEE: \$350

STANDARD FIRST AID #15821

This course will show you how to manage minor medical emergencies in the home and in public.

DATE: February 1-3
TIME: Fri/Sat/Sun
6-10/8:30-5/8:30-5
INSTRUCTOR: St. John's Ambulance
FEE: \$70

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 Kathy at the College at 624-6054.

CPR LEVEL C #15834

This course is for those people who have little or no knowledge of first aid or cardiopulmonary resuscitation. The course is divided up into two sections: 4 hours first aid and 4 hours CPR.

DATE: February 10
TIME: Sun 9-5
INSTRUCTOR: St. Johns
FEE: \$25

ST. JOHNS NATIONAL INSTRUCTOR TRAINING #15835

Successful completion of 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 "C" ticket within the past year. Students must have a pre-test and personal interview.

DATE: February 25-March 23
TIME: Pretest - February 25, 6-10 p.m.
March 6 & 7, 6-9:30 p.m.
March 13 & 14, 6-9:30 p.m.
March 16, 9 a.m. - 5 p.m.
March 18 & 21, 6:30 - 10 p.m.
March 23, 9 - 5 p.m.
INSTRUCTOR: Judy Letendre
FEE: \$150

EMERGENCY FIRST AID #15833

This dual certification courses 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 BC as equivalent to Survival First aid (8 hour course).

DATE: March 11-12
TIME: Mon & Tues 6-10
INSTRUCTOR: Fred Campbell
FEE: \$45

FOR MORE INFORMATION...
CALL 624-6054

FOOD SAFE

This ten hour course is provincially recognized and certificated and it offers instruction in safe food handling practices. **EMPLOYERS** - If you are interested in this programme for your staff, call the College at 624-6054 and place your name on a waitlist.

FOUR HARNESS LOOM WEAVING #15854

Learn four harness loom weaving. You will be able to work on your projects at home. Fun and creative! A \$50 loom deposit will be required.

DATE: April 8-May 27
TIME: Mon 7-9
INSTRUCTOR: Ellen Little
FEE: \$54 (incl. GST)

FREE-LANCE MAGAZINE WRITING

#15866

Topics such as styles, query letters, sources of publisher information, rates, getting paid, and some copywrite and legalities of articles will be discussed.

DATE: May 7-16
TIME: Tues & Thur 7-10
INSTRUCTOR: Dave Sweetnam
FEE: \$54 (incl. GST)

FRENCH (CONVERSATIONAL) #15820

Parlez-vous en francais? This programme will help you recognize and understand replies when you ask for directions and information while visiting a French speaking country.

DATE: January 24-March 14
TIME: Thur 7-9
INSTRUCTOR: Edith Roslee
FEE: \$38 (incl. GST)

**EDUCATION IS A
LIFELONG EXPERIENCE!!**

G.E.D. TUTORING

This evening programme offers the opportunity to access a tutor to answer the more difficult aspects of the G.E.D. book. Next testing dates are March 15 & 16 and June 7 & 8. Student must be 19 years of age prior to writing the exam. The exam fee (\$25.00) must be sent together with an exam application form, to the Ministry of Education a minimum of three weeks prior to the testing date. Application form can be picked up at the College.

DATE: January 28-March 6
April 24 - June 5
TIME: Mon & Wed 7-9
INSTRUCTOR: Patrick Bryne
FEE: \$40

GREEN UP FOR 1991

Being environmentally conscientious includes recycling, composting, and watching what we consume. These and other topics will be discussed.

DATE: February 2
TIME: Sat 9-4
INSTRUCTOR: Recycling Society
FEE: \$22 (incl. GST)

HARMONY INTERNATIONAL #15850

Harmony International is sponsoring Monday nights of fun singing for ladies, featuring Valentine's tunes and songs from the 50's. Come and join us - learn a melody and we'll add a bit of harmony. Music is provided for lyrics. Call Marg for more information at 627-1084

DATE: January 14 - March 4
TIME: Monday, 8 - 9:15 p.m.
INSTRUCTOR: Debbie Redman

HOME CANNING & PRESERVING #15864

Keep the freshness of summer all year round by canning fruit and vegetables.

DATE: February 11-March 18
TIME: Mon 7-10
INSTRUCTOR: Edith Wilkins
FEE: \$54 (incl. GST) plus supplies

JAM MAKING #15863

Learn the techniques of making jams and jellies from fresh and frozen fruit.

DATE: January 21-February 4
TIME: Mon 7-10
INSTRUCTOR: Edith Wilkins
FEE: \$27 (incl. GST)

JEWELLERY MAKING WITH "FIMO"

#15848

Learn the basics of working with Fimo to make earrings, snoods, barettes, and brooches. Students will be able to make at least two different pieces.

DATE: March 4 & 11
TIME: Monday, 7:30 - 9:30
INSTRUCTOR: Linda "Nina" Swain
FEE: \$11 plus supplies (incl. GST)

JOB MANAGEMENT FOR PROFESSIONAL SECRETARIES #15830

Secretaries play a key role as a member of the office team. This two day workshop will assist you in developing your skills in areas such as:

- communications
- conflict resolutions
- time management
- personal motivation/efficiency
- personality management

DON'T MISS THIS ONE!!!!

DATE: April 17-18
TIME: Wed & Thur 8:30-3:30
INSTRUCTOR: Ryane Consultants
FEE: \$150

LETTER STYLES FOR TODAY'S OFFICE #15804

This is a programme for you IF you're tired of seeing the same old letter style in your correspondence or perhaps you want to upgrade your knowledge to re-enter the workplace

DATE: April 8-17
TIME: Mon 7-9
INSTRUCTOR: Jean Bull
FEE: \$54 (incl. GST)

MAKING SENSE OF YOUR FINANCIAL ANALYSIS #15824

The ability to analyze financial data will enable you to introduce more sophisticated management methods into the administration and operation of your business. You'll find it easier to control costs, achieve sales targets, generate sources of capital, increase profits, and compare your annual performance against industry norms.

DATE: May 2
TIME: Thur 6:30-9:30
INSTRUCTOR: Bob Walsh, FBDB
FEE: \$48 (incl. GST)

MANAGEMENT BY OBJECTIVES #15856

Management by objectives is a system of management based on the idea that a business can be made more effective if its goals and objectives are made explicit, if realistic timetables are established for accomplishing these objectives, if regular reviews are held to check progress, and if measurable accomplishments are used in evaluating performance.

DATE: January 22-March 26
TIME: Tues 7-10
INSTRUCTOR: Fred Campbell
FEE: \$120

MEDICAL TERMINOLOGY

This course will provide students with the knowledge and skills to take and transcribe medical documents. Phone the College at 624-6054 and put your name on the waitlist!

PERSONAL INCOME TAX #15868

Is this your first time to fill out a Canada Revenue Taxation form? This one evening tour through the 1990 form will be of assistance to you in forwarding a correctly completed report and thereby possibly speeding up that refund. Students are asked to bring a pocket calculator to class.

DATE: January 29
TIME: Tuesday, 7 - 9 p.m.
INSTRUCTOR: Tracey Haldane
FEE: \$11 (incl. GST)

FREE PEOPLE'S LAW COURSES

HOME RENOVATIONS #15837

Thinking of improving or adding to your home? Before you begin, it is advisable to find out if a permit is necessary and how to obtain one. This class also covers using a contract or sub-contractor, fees required; and ways to minimize risks.

DATE: January 29
TIME: Tues 7-9
INSTRUCTOR: People's Law
FEE: Free

POWER OF ATTORNEY & COMMITTEESHIP #15838

Someday you may have need for someone to take care of your affairs. Be prepared now! This class will focus on how the attorney is appointed, what the attorney's duties and powers are, how a Power of Attorney may be terminated, the notary public's role, what a Committee is and when one is required, as well as what the powers and duties of a Committee are.

DATE: March 12
TIME: Tuesday, 7 - 9
INSTRUCTOR: People's Law
FEE: Free

NOISE & NUISANCE IN THE NEIGHBOURHOOD #15839

Is loud or constant noise a problem in your neighbourhood? This class highlights the municipality by-laws in regard to noise and nuisance problems.

DATE: May 14
TIME: Tuesday, 7 - 9 p.m.
INSTRUCTOR: People's Law
FEE: Free

PESTICIDE DISPENSER CERTIFICATION/LANDSCAPE APPLICATOR COURSE #13113

A general course which will provide basic information to prepare candidates for certification in the proper use and handling of pesticides in the fields of landscape, and for staff who would be involved in selling pesticide products to the public. Vendors who choose to sell pesticide products, other than those designated as Exempted under the British Columbia Pesticide Control Act, are required to have at least one certified dispenser on staff. As well, individuals or businesses applying pesticides on a fee for service basis to gardens, lawns, etc., require certification as landscape applicators.

DATE: April 2-4
TIME: Tues/Wed/ Thur 9-4
INSTRUCTOR: Jerry Vakenti
FEE: \$75

POWDER PUFF MECHANICS #15840

Ladies! Here's your opportunity to gain awareness of the basic operation of your vehicle. Changing oil, tires, and what to do if...will be covered.

DATE: January 21-February 4
TIME: Mon 7-9
INSTRUCTOR: Rolf Kursener
FEE: \$25 (incl. GST)

PROFESSIONAL COOKING TRADES QUALIFICATION PROGRAMME

This programme is designed to help the students prepare for the Tradesmen Qualification exam and will allow a student to work at his/her own pace and in the workplace. It is based on guided independent study practices, which means that a student is never alone but will be in regular contact with an instructor for assistance and guidance. For more information call Northwest College at 624-6054.

READING YOUR FINANCIAL STATEMENT #15823

This seminar is for owner/managers of existing businesses, as well as for future entrepreneurs. It is also for administrators and others who wish to increase their understanding of financial statements.

DATE: May 1
TIME: Wed 6:30-9:30
INSTRUCTOR: Bob Walsh, F.B.D.B.
FEE: \$48 (incl. GST)

REFRIGERATION OPERATOR

Once again the College would like to prepare a waitlist for those students wishing to prepare for this exam. Call the College (624-6054) and register your interest.

SAILING FOR NOVICES #15846

Long to feel the wind in your face, race with the wind, and enjoy the peace and quiet of the open sea? This fun programme is for you! Call the College for more information.

SATANIC CULTS #15806

This one evening seminar will inform participants of local concerns. Constable Parsons will provide information to parents and other concerned citizens about the signs of such activity, and what to be aware of in regard to changes in the personality of those we know.

DATE: February 5
TIME: Wednesday, 7 - 9:30
INSTRUCTOR: Const. D. Parsons
FEE: \$5 (incl. GST)

SELECTING & RECRUITING YOUR PERSONNEL #15805

Customers judge your business by the people they see working for you. Learn to meet, interview, and select employees at this informative class.

DATE: April 20
TIME: Sat 9-4
INSTRUCTOR: Bob Walsh, FBDB
FEE: \$81 (incl. GST)

SERGER WORKSHOP #15855

Was Santa good to you by placing a new serger sewing machine under the tree. Here's your opportunity to find out what the machine can really do!

DATE: February 9
TIME: Sat 9-4
INSTRUCTOR: Audrey McKinnon,
Fabric Boutique
FEE: \$33 (incl. GST)

SHORTHAND

If enough interest is shown in this course we will arrange one! Call the College at 624-6054 and put your name on a waitlist.

SOLDERING FOR THE HOMEOWNER #15819

For the homeowner that would like to be able to fix the "small things" in the home. Soldering wires and piping will be covered along with general safety. Participants will be required to purchase a propane torch before the class.

DATE: February 9-16
TIME: Sat. 9-Noon
INSTRUCTOR: Wayne Kennedy
FEE: \$54 (incl. GST)

SPANISH - INTERMEDIATE #15797

This programme is for those students who have completed the introductory class and wish to continue.

DATE: January 21-March 13
TIME: Mon & Wed 7-9
INSTRUCTOR: Edna Gruber
FEE: \$54 (incl. GST)

TRADES MATH UPGRADING

Are your math skills hampering your chances at advancement within your group or organization? The College will answer inquiries by setting up an evening programme of trades math upgrading. Subjects such as fractions, ratio, algebra, geometry, and trigonometry will be covered. Register your interest in such a programme by calling the College at 624-6054.

TRAFFIC CONTROL

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

DATES: March 30 or April 27
TIME: Saturday, 10 - 4 p.m.
INSTRUCTOR: Joe Skarra
FEE: \$50

TRAVEL AGENT #15843

This course will introduce the participants to the world of travel agents. Tickets, reservations for accommodation and travel will be topics of discussion. This programme is for everyone!

DATE: March 6-27
TIME: Wed 7:30-9:30
INSTRUCTOR: Denni Danieli
FEE: \$32 (incl. GST)

TYPING FOR BEGINNERS #15810

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.

DATE: January 14-March 20
TIME: Mon & Wed 7-9
INSTRUCTOR: Jean Bull
FEE: \$80 plus text

W.H.M.I.S.

(Workplace Hazardous Material Information System)

As of October of 1988, W.H.M.I.S., the Workplace Hazardous Materials Information System, came into effect across Canada. This federally legislated system is designed to provide improved protection for workers against exposure to hazardous materials on the job.

DATES: Wednesday, March 27 or Monday, May 27
TIME: 6-10
INSTRUCTOR: Fred Campbell
FEE: \$30

WINNING STRATEGIES FOR WOMEN #15811

This seminar is for women who need to communicate assertively in order to deal with everyday situations. Lunch will be provided.

DATE: May 11
TIME: Sat 9-4
INSTRUCTOR: Yvonne Werkmann
FEE: \$50 (incl. GST)

PARTNERS IN TRAINING

Did you know that Northwest Community College - Prince Rupert can be your partner in training? In the past year, we have assisted large companies and small business owners to train their staff in:

- *FIRST AID
- Survival, Emergency, Standard and Industrial
- *SKILLS UPGRADING
- Millwright, Gas Fitters, and Rigging
- *INTERPERSONAL SKILLS
- Stress Management, Time Management, Effective People Skills
- *HEALTH TRAINING
- Suicide Prevention, Trauma Management
- *COMPUTER SKILLS
- Word Perfect workshops, day and evening courses in DOS, etc.

We are available to assist you in coordinating "in-house" training for your employees, or perhaps, you have a specific "wish list" of professional development courses that you would like to see offered to individuals. let us know - we'll do all the work of contacting instructors, arranging space/materials, etc. Leave the paper work to us!



TOURISM COURSES

TOURISM SUPERVISORY DEVELOPMENT PROGRAMME

Courses have been designed, under the auspices of Ministry of Advanced Education and Job Training, for those who work within the hospitality industry and are already, or would like to be, employed in a supervisory capacity. Completion of seven modules will lead to Certification by the Pacific Rim Institute of Tourism.

The seven modules include:
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
Basic Computing Applications for Tourism and

Northwest Community College is offering two programmes in this semester:

Basic Computing Applications in Tourism
Tourism Marketing

Call the College at 624-6054 for more information

SUPER HOST

Participants in this programme will be able to make a contribution to the tourist industry in Prince Rupert and in B.C. by learning some basic techniques to be applied in their everyday activities. This programme covers such topics as good communications, promoting local tourist attractions, and activities and handling customer complaints. So get ready for the NEXT tourist season and participate in Superhost! Call the

College and place your name on a waitlist.
FORMAL DINING ETIQUETTE & SERVICE #15867

Increase your knowledge of food/beverage and formal dinner settings in this short two evening workshop. Your skills will be in demand in local restaurants and dining rooms.

DATE: January 28-30
TIME: Mon & Wed 7:30-9:30
INSTRUCTOR: Marianne Glover
FEE: \$55 (incl. GST)

SERVING IT RIGHT #15831

If you are interested in working in an atmosphere that involves the serving of spirits and wine you should get a certificate in "Serving It Right" before March 31/91. Northwest Community College will offer a series of courses during the week of January 21. Call the College at 624-6054 for more information.

CASHIER TRAINING

Interested students should call the College at 624-6054 and place their name on a waitlist

**IT'S IMPORTANT
TO REGISTER
EARLY!**



UNIVERSITY CREDIT TIMETABLE

MONDAY	
Chemistry 102	9-10 a.m.
English 102	10-11 a.m.
Physics 102	11-Noon
Biology 102	12:30-2 p.m.
Sociology 102	2-3:30 p.m.
Comp. Sci. 122	2-3 p.m.
Math 102	3:30-5 p.m.
English 102	3:30-5 p.m.
Anthro. 112	6:30-9:30 p.m.
Math 131	6:30-9:30 p.m.

TUESDAY	
CPSC Lab 122	9-Noon
Anthro. 102	9-10:30 a.m.
History 106	10:30-Noon
Physics Lab	1-4 p.m.
Poli.Sci. 102	2-3:30 p.m.
Psychology 102	3:30-5 p.m.
English 204	6:30-9:30 p.m.
French 102 Lab	7:30-9 p.m.

WEDNESDAY	
Chemistry 102	9-10 a.m.
English 102 (Sect. 1)	10-11 a.m.
Physics 102	11-Noon
Biology 102	12:30-2 p.m.
Sociology 102	2-3:30 p.m.
Comp. Sci. 122	2-3 p.m.
English 102 (Sect. 2)	3:30-5 p.m.
Math 102	3:30-5 p.m.
Economics 201	7-10 p.m.
CPSC 111	6:30-9:30 p.m.
PSYCH 102 (Sect. 2)	6:30-9:30 p.m.
E.C.E. 220	7-9 p.m.

THURSDAY	
Chemistry Lab	9-Noon
Anthro. 102	10:30-Noon
History 106	9-10:30 a.m.
Biology 102 Lab	1-4 p.m.
PSYCH 102 (Sect. 1)	3:30-5 p.m.
Sociology 210	6:30-9:30 p.m.
Geography 160	6:30-9:30 p.m.
E.C.E. 134	7-9 p.m.

FRIDAY	
Chemistry 102	9-10 p.m.
English 102 (Sect. 1)	10-11 a.m.
Physics 102	11-Noon
Comp. Sci. 122	2-3 p.m.
Math 102	3:30-5 p.m.
Poli. Sci. 102	2-3:30 p.m.

SATURDAY	
French 102	9-Noon
Comp Sc 111 Lab	9-Noon
Geography Lab	1-4 p.m.

THE SMALL COLLEGES CONSORTIUM

The following courses can be registered for at Northwest Community College office at 130 First Avenue or call 624-6054 for more information.

Economics 300	Microeconomic Analysis
Economics 310	Economics and Business Statistics
French 201	Introduction to
French History 406	The Enlightenment and the Americas
Math 100 (110)	College Algebra and Trigonometry
Psychology 220	Statistics in the Social Sciences

These courses are offered via teleconferencing.

DO YOU NEED ASSISTANCE IN COURSE SELECTION?
WILL FINANCIAL AID PAVE YOUR WAY TO FUTURE
EDUCATIONAL GOALS?

OUR EDUCATION ADVISOR CAN HELP YOU!
WE ARE ONLY A PHONE CALL AWAY
624-6054

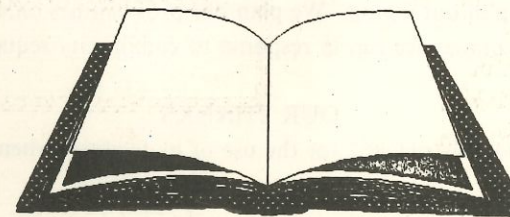
THE FOLLOWING IS THE ADVISOR'S SCHEDULE

MONDAY	9 a.m. - 4 p.m.
TUESDAY	10 a.m. - 5:30 p.m.
WEDNESDAY	9 a.m. - 4 p.m.
THURSDAY	1 p.m. - 7:30 p.m.
FRIDAY	9 a.m. - 4 p.m.

LEARNING RESOURCE CENTRE

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

- *REFERENCE BOOKS
- *VIDEOS
- *INTERLIBRARY LOANS FROM OTHER B.C. COLLEGES AND UNIVERSITIES
- *GOVERNMENT DOCUMENTS, DISABLED FILE MAPS, AERIAL PHOTOS
- *ARCHIVAL MANUSCRIPTS, BOOKS, AREA NEWSPAPER ON MICROFILM
- *HELP WITH RESEARCH QUESTIONS, TERM PAPERS, SUBJECT SEARCHES AND MUCH MORE!



OUR STAFF

WENDY ABBOTT
ANDREW BATKO
KATHY BEDARD
ROCQUE BERTHIAUME
BETTY BISHOP
DIANNE DE DECKER
ANN EPPINGER
LIANNE GAGNON
MARIE GRINSTRAND
VENA HACHKEVICH
JOHN HIOM
MONA IZUMI
DONNA JEFFERY
WAYNE KENNEDY
EMILIA MCCONVILLE
KARL mcKENZIE
ANNA MUNGER
CAROL PICKELL
SUE RUSSELL
JAN SIMONDS
DEBBIE STAVA
DAVE SWEETNAM
RALPH TROSCHKE
GLORIA UBDEGROVE
JO-ANNE WATSON
JOHN WOOD

INSTRUCTOR, ESL/AD. LIT.
INSTRUCTOR, MARINE TRAINING
ADMINISTRATIVE OFFICER
INSTRUCTOR, SOCIAL SCIENCES
NIGHT CLERK
STUDENT SERVICES
COORDINATOR, TOURISM/HOSPITALITY
PROGRAMME DEVELOPMENT
INSTRUCTOR, A.B.E.
STUDENT ADVISOR
INSTRUCTOR, SCIENCES
INSTRUCTOR, MATH
COORDINATOR, A.R.W.
INSTRUCTOR, WELDING
ADMINISTRATIVE SECRETARY
INSTRUCTOR, HUMANITIES
INSTRUCTOR, A.B.E.
INSTRUCTOR, OFFICE ADMIN.
CENTRE DIRECTOR
NIGHT CLERK
INSTRUCTOR-AIDE, OFFICE ADMIN.
INSTRUCTOR, SCIENCES
INSTRUCTOR, BUSINESS ADMIN.
RECEPTIONIST
PROGRAMME DEVELOPMENT
INSTRUCTOR, A.B.E.

OUR HOURS

September-May

Monday-Thursday, 8:30-4:30
6:00-10:00
Friday & Saturday, 8:30-4:30

Classes are not normally held on Statutory Holidays

OUR AIM

To be accessible to the community; to continue to expand our programme offerings; and to respond to requests for courses from the population in our region. We plan our programmes on a three-year cycle, updated each year, but our general interest courses are run in response to community requests.

OUR THANKS

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