

# CONTINUING COMMUNITY EDUCATION & PART-TIME COURSES

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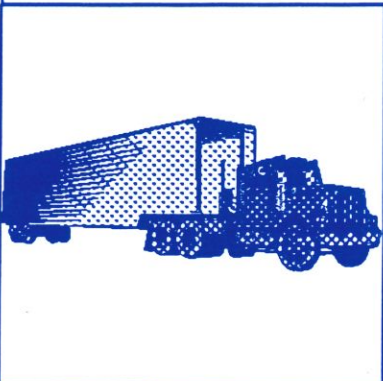


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## NORTHWEST COMMUNITY COLLEGE PRINCE RUPERT



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# STAFF

## ADMINISTRATION

Pat Kucey                      Director, Western Region  
 Greg Wolfe                    Assistant Director

## ADMINISTRATIVE SUPPORT

Emilia McConville          Administrative Assistant  
 Debbie Stava                Administrative Assistant

## STUDENT/COMMUNITY SERVICES

Kathy Bedard                Community Access  
 Dianne De Decker          Admissions  
 Vena Hachkevich            Educational Advisor

## ADULT BASIC EDUCATION

Charles Armstrong          Mathematics  
 Lianne Gagnon              English/Adult Special Ed.  
 Marie Grinstrand            English  
 Sandra Kuhar                Adult Special Education  
 Anna Munger                English  
 John Wood                   Mathematics  
 Ken Shaw                    Mathematics

## BUSINESS ADMINISTRATION

George Broderick  
 Chris Kellman (on leave)  
 John Shepherd

## NAUTICAL

Capt. Andrew Batko

## UNIVERSITY CREDIT

Hondo Arendt                History/Geog  
 Rocque Berthiaume          Anthr/Hist/PoSc  
 David Heinimann            English  
 John Hiom                    Chem/CoSc  
 Mona Izumi                   Mathematics  
 Tirso Morales                Psychology  
 Jean Rysstad                English  
 Barbara Shaw                Biology/Geog  
 Ken Shaw                    Geography  
 David Sweetnam              Physics/Mathematics  
 Yvonne Werkmann            Sociology/Psychology

## WELDING

Wade Johnson

# REFUND POLICY

## GENERAL CANCELLATION CONDITIONS

1. The College reserves the right to cancel courses with insufficient 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 charged a \$10 administration fee.
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 Continuing Education and Vocational Courses)

1. Withdrawal before the second class - 80% 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.

## OFFICE HOURS

Monday-Friday, 8:30 a.m. - 4:30 p.m.

Telephone: (604) 624-6054

Fax: (604) 624-4920

## ADULT BASIC EDUCATION

The Adult Basic Education program enables adults to upgrade their skills and knowledge for their own interest, for pre-employment purposes, or to further their education. We offer courses at the Fundamental level (approx. Grade 8 & 9), Intermediate level (Grade 10), Advanced level (Grade 11), and Provincial level (Provincial diploma).

Our policy is to provide accessibility to all and to use a teaching method suited to students' needs. Students may attend on a fulltime or part-time basis (mornings, afternoons, or evenings). Students taking correspondence courses or preparing to take the G.E.D. exam are encouraged to enrol.

TIMES: Monday - Friday  
LOCATION: NWCC Annex  
MORNING: 9 - 11:45  
AFTERNOON: 12:45 - 3:30  
EVENING: 6:45 - 9:15, T & Th  
FEES: Fulltime: \$29.15/wk  
Part-time: \$14.70/wk

**ADVANCED LEVEL SCIENCES (Gr 11 & 12)**  
Some Grade 11 and 12 level science courses will be offered during the mornings only, Monday through Friday. Check with the educational advisor as to the availability of the course(s) you need.

**ENGLISH AS A SECOND LANGUAGE**  
Classes in English as a Second Language will be available beginning in September. If you are a sponsor of a new Canadian or if you have friends or a member of your family who experiences difficulty with the Canadian language, call the College at 624-6054 or drop by the office at 130 First Avenue West for more information.

**ADULT LITERACY**  
Northwest Community College provides training for volunteers who wish to tutor adults with difficulty in reading and writing. We also have a confidential tutor/student matching service. If you are interested in being a volunteer tutor in either Adult Literacy or ESL, or if you know of someone who would benefit from our service, call the College at 624-6054 and ask for Marie Grinstrand.

## ACADEMIC UPGRADING

### **PRACTICAL MATH FOR EVERYDAY USE #19188**

This program is intended to re-introduce mathematics to individuals. A basic knowledge of addition, subtraction, multiplication, and division will be sufficient to fully participate in all discussions.

Topics to be discussed: earnings and taxes, basic household budgeting, metric conversion, mileage, the Richter scale, discounts and markups, kitchen math, home improvements, ratios and proportions, vacation planning, and rapid math techniques.

DATE: Sept 27-Nov 29  
TIME: Tue 7-9:30  
FEE: \$50 plus text

**GED**  
The examinations are administered by the College for the Ministry of Education. Application forms are available at the College office. Basic requirements are that you must be at least 19 years of age, out of school for a least one full academic year, and satisfy residency standards.

Test dates in Prince Rupert are: Nov 25 & 26, 1994; March 3 & 4, 1995; and, Apr 28 & 29, 1995. Applications and examination fee of \$40 must be received by the Ministry no later than: October 25; February 23; and, March 31 respectively.

## BUSINESS ADMINISTRATION

A two year diploma or one year certificate in Business Administration is available through the Prince Rupert Centre emphasizing careers in General Management and Accounting. Students may choose the option of fulltime or part-time study.

Transferability of Courses: Many of our courses are block transferable for credit to the University Colleges and Open University for credit towards the first two years of study in a Commerce degree. As well, courses articulate with PMAC (Purchasing Management Association of Canada), CIB (Canadian Institute of Bankers), CCUI (Canadian Credit Union Institute), CA (Chartered Accountant), the MOABC (Municipal Officers Association of BC), CMA (Certified Management Accountant), and CGA (Certified General Accountant) programs.

### DAYTIME COURSE SCHEDULE

#### SEPTEMBER-OCTOBER

ACCT 150	M & W 8:30-11:30
ACCT 250	T & Th 6:30-8
BCPT 150 (Sec 1)	T 1-4
BCPT 150 (Sec 1)	M & W 1-2:30
BCPT 150 (Sec 2)	T & Th 6:30-9:30
BCPT 250	M & W 6:30-8
BFIN 250	M & W 2:30-4
ECON 150	T & Th 10-11:30
MGMT 251	T & Th 4-5:30
MGMT 255	T & Th 2:30-4
MARK 251	M, T, W, Th 11:30-1
MATH 150	T & Th 8:30-10

#### OCTOBER-DECEMBER

ACCT 151	M & W 8:30-11:30
ACCT 250	T & Th 6:30-8
BCPT 250	M & W 6:30-8
BENG 150	M, T, W, Th 1-2:30
BFIN 251	M & W 2:30-4
ECON 150	T & Th 10-11:30
MGMT 201	M, T, W, Th 11:30-1
MGMT 251	T & Th 4-5:30
MGMT 255	T & Th 2:30-4
MATH 150	T & Th 8:30-10

### CONTINUING EDUCATION - EVENING

#### BCPT 150 - Business Computing #16805

A survey of computer uses in business today. Description of computers and how they work, their capabilities and limitations, discussion of peripherals. Lab work will involve hands-on exposure to spreadsheets, word processing and data management software applications.

DATE: Sept 6-Oct 25  
TIME: Tue & Thur 6:30-9:30 pm  
FEE: \$275

#### BCPT 250 Accounting Information Systems #16807

This course highlights the characteristics and design of successful information systems and the impact of these systems on the organizations. The role of information systems in decision making and systems modelling is emphasized. Prerequisite: BCPT 150

DATE: Sept 12-Dec 14  
TIME: Mon & Wed 6:30-8  
FEE: \$275

#### ACCT 250 - Intermediate Financial Accounting - #16808

Emphasis is on theory and concepts and analysis of problems that arise in the application to financial accounting. The majority of the course will analyze current monetary assets, inventories and current liabilities. The time value of money, price level changes and financial statement preparation. PREREQUISITE: Accounting 151, Math 150, or permission of instructor

DATE: Sept 6-Oct 27  
TIME: Tue & Thur 6:30-8 pm  
FEE: \$275

Additional courses to be offered in January 95 are: Accounting 251 and others if sufficient demand exists.



## COMMUNICATION COURSES

### COMMUNICATION SKILLS FOR BUSINESS (0TEC 145) #16809

This course may be audited or taken for credit. It is designed to provide an extensive review of English grammar including parts of speech, sentence structure, word usage, possessives and capitalization. Business terminology and vocabulary is emphasized throughout the course.

DATE: Sept 27-Dec 1  
TIME: Tue & Thur 7-10  
FEE: \$250 plus text

### SPANISH FOR BEGINNERS #16810

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

DATE: Sept 26-Nov 21  
TIME: M & W 7-9:30  
FEE: \$85.60 (incl GST)

### FRENCH FOR BEGINNERS #16811

Enjoy this non-credit introduction to French. Vocabulary, pronunciation, and verbal communication will be the focus of the course.

DATE: TBA  
TIME: 7-9:30  
FEE: \$85.60 (incl GST)



## COMMUNITY INTEREST

### BASIC SEWING #16812

Imagine the satisfaction of sewing your own or your family's own clothes, make crafts, etc. Let the instructor introduce you to the basic sewing skills.



DATE: Sept 26-Dec 5  
TIME: Mon & Wed 7-9:30  
FEE: \$85.60 plus materials

### CORE - HUNTER'S TRAINING #16813

Conservation and Outdoor Recreation Education is a program designed for individuals wanting to obtain a hunting licence in BC. The program stresses safe hunting and gun handling practices, wildlife identification, etc.

DATE: Sept 19,20,21,22,26,27,  
TIME: Mon- Thur & Mon & Tue  
6-10 p.m.  
FEE: \$80

### MAP AND COMPASS READING #16814

Hunters, berrypickers, hikers - put the Search and Rescue team out of a job; don't get lost! Learn to read maps and use a compass.

DATE: Sept 24  
TIME: Sat 9-4  
FEE: \$53.50 (incl GST)

### MEMORY TECHNIQUES #16815

Having difficulty remembering names, places, dates, etc? Take advantage of this short four evening workshop to increase your memory techniques.

DATE: Sept 27-Oct 6  
TIME: Tue & Thur 7-9  
FEE: \$32



## COMMUNITY INTEREST

### WOMEN'S HEALTH



### BASIC WELL BEING #16816

Dealing with society's perception and our acceptance of our own body image.

DATE: Oct 12  
TIME: Wed 7-9  
FEE: \$10/includes refreshment

### LIFECHANGES #16817

This one evening seminar will cover the symptoms of osteoporosis, estrogen replacement, and how relationships and attitudes can be affected by menopause. Time will be given for questions to assist in understanding menopause as a natural change in a woman's life and how to handle these changes.

DATE: Oct 5  
TIME: Wed 7-9  
FEE: \$10/includes refreshment



## COMPUTER APPLICATIONS

### EXCEL FOR WINDOWS #16818

This course will provide hands-on practice creating, editing, formatting and printing an electronic spreadsheet.

DATE: Oct 11-27  
TIME: Tue & Thur 7-9:30  
FEE: \$115 plus text

### INTRODUCTION TO COMPUTERS #16819

An introduction to the capabilities of Windows and DOS.

DATE: Sept 27-Oct 6  
TIME: Tue & Thur 7-9:30  
FEE: \$85

### PC CONNECTIONS #16820

Wondering how to access the computer bulletin boards and internet connections available through your home computer? This course is for you!

DATE: Sept 28  
TIME: Wed 7-9:30  
FEE: \$15

### WINDOWS #16821

Learn how windows can be used to integrate the different tasks you perform on your computer. Topics including using the mouse, navigating through windows, program manager, file manager, etc.

DATE: Oct 1  
TIME: Sat 9-Noon  
FEE: \$40

### WORD 6 FOR WINDOWS #16822

Discover how easy it is to create documents with this user friendly software. In a hands-on environment, you will create, edit, save and print documents.

DATE: Oct 3-Nov 14  
TIME: Mon & Wed 7-9:30  
FEE: \$225 plus text

FOR CREDIT COMPUTER COURSES SEE OFFICE TECHNOLOGY

## EARLY CHILDHOOD EDUCATION

### ECE 134 (Observing & Recording) 3 Credits

This course is an introduction to observing and recording the behaviour of young children. It is intended to support students' understanding of general sequences of growth and development as well as the unique development of individual children. Students will observe children's behaviour as well as classroom practices, and will use observation information as a basis for curriculum and guidance planning. Students will need to have daytime access to a Childcare Centre in order to carry out assignments and complete course.

DATE: Sept 13-Dec 13  
 TIME: Tuesday 7-9  
 FEE: \$116.40 plus text

### ECE 213 (Health, Safety and Nutrition) 3 Credits

This practical course focuses on methods of providing safe, healthy environments for groups of infants/toddlers and children with special needs, consistent with provincial regulations. Prerequisite: Basic ECE Certificate.

This course is offered face-to-face once a month (Sept, Oct, and Nov) over 3 weekends (Friday evening, Saturday all day and Sunday morning). Attendance is mandatory for all three weekends.

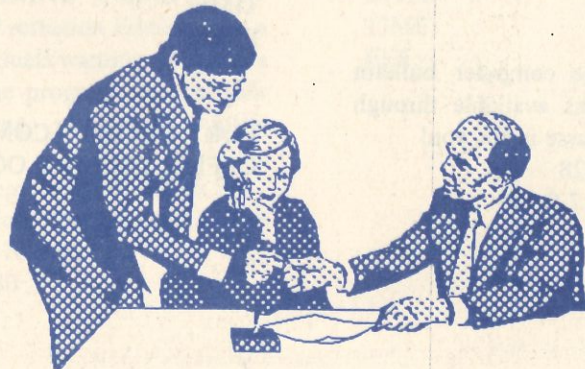
DATE: Sept 30-Nov 27  
 TIME: Fri 6-10  
 Sat 9-4  
 Sun 9-1  
 FEE: \$116.40 plus text  
 LOCATION: One weekend in Terrace, the other two locations depend on student enrollments.

## INTERPERSONAL SKILLS

### INTERPERSONAL SKILLS #16823

Of interest to front line personnel such as store clerks, receptionists and secretaries. Participants will learn valuable knowledge in how to deal with conflict situations and day-to-day interpersonal skills. Register early!

DATE: Oct 31  
 TIME: Mon 9-4  
 FEE: \$175



## MANAGEMENT SKILLS / SEMINARS

### INTERVIEWING SKILLS #16824

The process of hiring people is not only expensive and time consuming but it is also risky as making a poor selection decision can damage your entire organization. This seminar covers active listening skills, questioning skills, and how to gather relevant information through the interview process.

DATE: Oct 19  
 TIME: Wed 7-10  
 FEE: \$65

### MANAGEMENT SKILLS FOR SUPERVISORS - PART IV - NEW SKILLS FOR THE 90'S #16825

This workshop provides an excellent opportunity to master skills learned focusing on interpersonal communication styles, leadership styles and successful negotiating.

DATE: Sept 7 - 9  
 TIME: Wed- Fri 8:30-3:30  
 FEE: \$475

### RESUME WRITING #16826

Your resume is a major tool in getting an interview for a job; often it is the only way that a potential employer can learn about you and the basis on which the employer will decide whether or not to interview you. What does your resume say about you? Does it present you in the most positive light? Discussion of "red flags" and how to avoid them.

DATE: Oct 5  
 TIME: Wed 7-10  
 FEE: \$65

### TEAM BUILDING #16827

Teambuilding and the team approach to operating an organization are recognized as being able to significantly improve productivity in a workplace. This seminar will cover key factors for the success of team building efforts and problems that may arise.

DATE: Oct 26  
 TIME: Wed 7-10  
 FEE: \$65

### WIN/WIN NEGOTIATIONS #16828

How often do you find that negotiation becomes a "haggling session" or that the strongest or most powerful person present seems to "come out on top?" Is there another way to deal with negotiation? This seminar will deal with finding WIN/WIN or optimum solutions to negotiations through effective preparation and active listening.

DATE: Oct 12  
 TIME: Wed 7-10  
 FEE: \$65

### ESTATE & BUSINESS PLANNING "BOTTOM LINE"

Revenue Canada is essentially a silent partner owning 40% of your capital gain assets. In reality, a ticking time bomb if tax planning opportunities are ignored.

- Is it time to explore what liabilities are at stake in your estate and where the funds will come from to cover them?
- Holding companies can sometimes attract double taxation.
- Are the funds being created in the most tax efficient estate preserving form?

### Family and Business Planning

Have you considered:

- "Freezing" the tax bill?
- Transferring the tax liability?
- Deferring the tax payment?

### What about you?

- Do you eventually want a payday? (i.e. Do you have a plan to sell the business and turn it into cash or income without the ongoing burden of management?)
- Is it of any importance that your business is left alive and functioning after you retire?

PRESENTED BY: Roger Latta & Company  
 Financial Planners

SPECIAL GUEST: Mr. Michael McMahon,  
 C.A., L.L.B.  
 Tax Specialist

DATE: Oct 24 & 25  
 TIME: 7-10 Mon & Tue  
 FEE: \$150

Nautical training covers all aspects of the marine and fishing industries. The program gives the mariner the opportunity to upgrade his/her knowledge and skills.

## DEPARTMENT OF TRANSPORT EXAMINATION PREPARATION

Northwest Community College offers preparation programs for all levels of certification including the following:

### WATCHKEEPING MATE

September 26, 1994 - March 31, 1995

Tuition Costs: \$1579.84

(Includes registration at Pacific Marine Training Institute tuition for SEN 1B, MED B1 and B2)

### FISHING MASTER II

November 28 - December 23, 1994

Tuition Costs: \$924.40

(Includes registration at Pacific Marine Training Institute tuition for SEN 1B and MED B2)

### FISHING MASTER III

September 26, 1994 - February 17, 1995

Tuition Costs: \$1112.32

### FISHING MASTER IV

October 24, 1994 - February 6, 1995

Tuition Costs: \$745.12

### COMMAND ENDORSEMENT

November 28, 1994 - March 3, 1995

Tuition Costs: \$880.20

Includes registration at Pacific Marine Training Institute tuition for MED C, MED D, and SEN II)

## CONTINUING EDUCATION (EVENING)

### COASTAL NAVIGATION

This course includes chartwork, navigation and boating safety, as well as some practical seamanship skills.

### MARINE EMERGENCY DUTIES II

For those persons wishing to work in the marine industry, on the ferries, etc., this is an excellent addition to your resume.

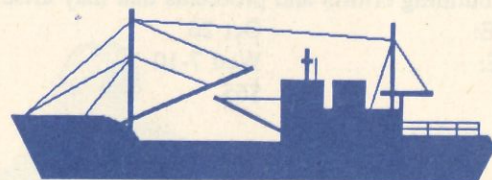
### NETMENDING

This 30 hour course will assist fishermen and shoreworkers improve their netmending skills and techniques. With the advice of an experienced netmending instructor, you should improve your productivity.

### RESTRICTED RADIO OPERATOR

This course is designed to prepare the student to earn their restricted radio operator's licence. A must for all boaters and fishermen.

If sufficient interest is shown, these courses can be offered in the fall or early spring. Please call the College and place your name on a contact card.



## KEYBOARDING SKILLS

### OTEC 105 (KYBD 100) #16830

This course provides an introduction to the mastery of the keyboard, and development of touch control.

DATE: Sept 26-Oct 24

TIME: Mon-Fri 9-Noon

FEE: \$225 (plus books & supplies)

### OTEC 110 (TYPING 101) #16831

This course provides an introduction to the basic elements of production keyboarding.

DATE: Sept 26-Oct 24

TIME: Mon-Fri 1-4

FEE: \$225 (plus books & supplies)

### OTEC 160 (COMP 105) COMPUTER SKILLS #16832

This course provides an introduction to word processing.

DATE: Sept 26-Oct 18

TIME: Mon/Tue/Wed 9-Noon

FEE: \$170 (plus books & supplies)

### OTEC 165 (COMP 100) #16833

This course introduces the basic concepts involved in using DOS based microcomputers for business applications.

DATE: Oct 19-Nov 9

TIME: Mon/Tue/Wed 9-Noon

FEE: \$170 (plus books & supplies)

### OTEC 170 (COMP 110) #16834

An introduction to spreadsheets.

DATE: Oct 25-Nov 21

TIME: Mon-Fri 9-Noon

FEE: \$225 (plus books & supplies)

## ACCOUNTING SKILLS

### OTEC 120 (Accounting 101) #16835

The study of accounting based on a service business organized as a sole proprietorship.

DATE: Sept 26-Oct 24

TIME: Mon-Fri 9-Noon

FEE: \$225 (plus books & supplies)

### OTEC 125 (Accounting 102) #16836

This course will provide additional knowledge in financial and management accounting techniques.

DATE: Sept 26-Oct 24

TIME: Mon-Fri 9-Noon

FEE: \$225 (plus books & supplies)

### OTEC 202 (COMP 120) ACCPAC Simply #16837

This course provides an introduction to computerized accounting using Simply Accounting software.

DATE: Sept 24-Oct 29

TIME: Sat 9-Noon

FEE: \$170 (plus books & supplies)

### OTEC 180 (COMP 125) ACCPAC G/L #16838

Students will be able to establish company records, set up various journals and financial statements.

DATE: Oct 25-Nov 7

TIME: Mon-Fri 1-4

FEE: \$225 (plus books & disks)



## OFFICE TECHNOLOGY PART-TIME

**ACCOUNTING 101/102 (OTEC 120/125) #16839**  
The basics of accounting, journals, posting, payroll and more.

DATE: Sept 27-Dec 1  
TIME: Tue & Thur 7-10  
FEE: \$225 (plus books)

**BEGINNERS TYPING (Non-Credit) #19173**  
This course is designed to introduce the student to computer keyboarding.

DATE: Sept 26-Dec 5  
TIME: Mon & Thur 7-9  
FEE: \$105 (plus book)

**MODERN TECHNOLOGY IN THE WORKPLACE #19174**

Faxes, E-mail, Scanners, computer generated overhead displays, etc. Keep up with the new office/classroom technology to enable you to be a successful business person and instructor.

DATE: Oct 15  
TIME: Sat 9-Noon  
FEE: \$40

**SPEEDBUILDING #19175**

DATE: Sept 26-Nov 25  
TIME: Mon/Tue/Wed 8-9 am  
FEE: \$20/wk

### COLLEGE ADVISING

Changing careers or planning for post-secondary education?

Our Educational Advisor, Vena Hachkevich, can be of assistance.

For an appointment, call

624-6045



## SAFETY AND HEALTH

**OCCUPATIONAL FIRST AID LEVEL 2**

OFA Level Two is a 40 hour program designed to cover all medical techniques considered to be within the responsibility of the attendant in industry. Participants must be 16 years of age and have the physical ability to perform first aid skills required to completed the learning tasks. No previous first aid is required.

Topics to be covered:  
Priority action approach  
Critical interventions of the airway with C-spine control  
Respiratory and circulatory emergencies  
Secondary survey component of the priority action approach  
Assessment, management and identification of the need for medical referral

**Certification**

A level two certificate is valid for two years. Certification requires successful completion (70%) of the written, oral and practical portions conducted by the Officer of the Worker's Compensation Board.

**Section I #19176**

DATE: Oct 11-22  
TIME: Tue-Sat 6-10  
TUITION: \$325  
MASK: \$25

**Section II #19177**

DATE: Nov 28-Dec 2  
TIME: Mon-Fri 8-5 pm  
TUITION: \$325  
MASK: \$25

**OCCUPATIONAL FIRST AID LEVEL 3**

OFA Level Three is a 80 hour program designed to cover all medical techniques considered to be within the responsibility of the Attendant providing emergency care in industry. Participants must be 16 years of age and have the physical ability to perform first aid skills required to complete the learning tasks. No previous first aid is required.

Topics to be covered: Priority action approach; Critical interventions of the airway with C-spine control; Respiratory emergencies; Circulatory emergencies; Rapid transport in supine and lateral positions; Secondary survey component of the priority action approach; Assessment, management and identify the need for referral and identify and manage head, brain and spinal injuries.

**Certification**

Level three certification is valid for two years. Certification requires successful completion (70%) of the written, oral and practical portions conducted by the Officer of the Worker's Compensation Board.

**Section I #19178**

DATE: Oct 11-22  
TIME: Tue-Sat 8:30-4:30  
TUITION: \$450  
MASK: \$25

**Section II #19179**

DATE: Nov 1-Dec 3  
TIME: Tue & Thur 6-10 pm  
Sat 8:30 - 4:30  
TUITION: \$450  
MASK: \$25

### EMPLOYERS

Northwest Community College can respond to your specific training needs for Levels I, II, and III.

## SAFETY & HEALTH

### FOODSAFE

Provincial food sanitation program teaches safe food handling practices. If your restaurant or group needs training call 624-6054 to arrange a suitable date.

### WELDING HEALTH AND SAFETY #19180

This course is designed for welding students, welders, millwrights and plant workers seeking to upgrade their skills and knowledge about safe welding practices. This course will cover concepts such as safe working procedures, gas cylinder storage and care, fire prevention, arc welding equipment usage, etc.

DATE: October 18/19/20  
TIME: 5-10 p.m.  
FEE: \$100 plus \$40 manual

### TRANSPORTATION OF DANGEROUS GOODS #19181

This training session covers regulations regarding the transportation of dangerous goods, and how they are applied when shipping by road in Canada and the U.S. Topics include: introduction to the transportation of dangerous goods regulations, the classifications of dangerous goods, responsibilities of shippers/ consignors, transport in bulk, transport of hazardous material, incident reporting, and emergency response planning, etc.

DATE: Oct 6  
TIME: Thur 9-4  
FEE: \$120

### YOUR BODY & YOU! #19182

\*BCRPA APPROVED\*

Learning to accept our personal body image and dealing with society's perception of the "perfect body." These sessions will promote a healthier outlook towards yourself, your health and your body.

DATE: Oct 19, 26, Nov 2 & 9  
TIME: Wed 7-9  
FEE: \$75

### WHMIS #19183

(Workplace Hazardous Material Information System) This course is designed to provide basic information about the key requirements of WHMIS: controlled product labelling which alerts workers to the identity and dangers of product and to basic safety precautions, material safety data sheets (MSDS) technical bulletins which provide detailed hazard and precautionary information, worker education and training programs, protection of confidential business information.

DATE: Oct 26  
TIME: Wed 6-10 p.m.  
FEE: \$50

## TOURISM

### SUPER HOST #19184

Participants in this programme will be able to make a contribution to the tourist industry in Prince Rupert and in BC by learning some basic techniques to be applied in their everyday activities.

DATE: Sept 27 & 28  
TIME: Tue & Wed 6-10  
FEE: \$10

## TRADES

### AIR BRAKES #19185

Prepares drivers for the written and practical test on the operation and maintenance of air brake systems for either on-highway or off-highway vehicles. Participants will be given proof of course attendance and practical examination by the instructor in order to take the written test at the Motor Vehicle Branch within 30 days of the completion of the course. Participants must be at least 18 years of age with a driver's licence.

DATE: Sept 27-Oct 1  
TIME: Tue-Fri 6-10 pm  
Sat 8:30-4:30  
FEE: \$180

### CFC CERTIFICATION #19186

Heating, Refrigeration and Air Conditioning Technician Certification

This course is based on Environment Canada's Code of Practice for reducing CFC emissions. If you work with refrigerants as a service technician, installer, purchasing or selling agent, you MUST be certified. Individuals will not be able to purchase or sell refrigerants without this certificate. Upon successful completion of this course, applicants will receive a certificate from HRAI on behalf of Environment Canada and the BC Government

DATE: Oct 26  
TIME: Wed 8:30-3:30  
FEE: \$200

CLASS FOR TRAIN THE TRAINERS IN CFC CERTIFICATION CAN BE ARRANGED - OCT 27 CONTACT THE COLLEGE BEFORE SEPT 30.

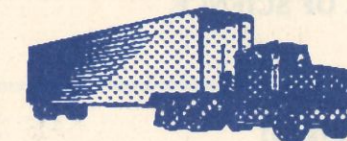
### CLASS ONE/THREE DRIVER'S TRAINING

This course prepares the student to attempt the Motor Vehicle Branch examination for Class One/Three driver's licence.

Participants must already have Class One/Three learners plus air brake endorsement and have no encumbrances (fines due or court charges).

Twenty hours of practical driving experience is provided.

COURSE DATES: Oct 3-11 (Individual schedules will be determined by instructor)  
TIME: 4 hours per day  
FEE: \$1750  
Minimum Registration: 2  
Maximum Registration: 4



### 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.

Details are unavailable. If you would like to register your interest in this class, please call the College and place your name on a contact card.

**REGISTER EARLY!**



# UNIVERSITY CREDIT

The Prince Rupert Centre is pleased to offer a comprehensive selection of first and second year university credit courses. These courses are transferable to all the major universities in the Province of BC.

Students can register in a full or part-time course of study towards a degree in the Arts or Sciences.

## BACHELOR OF ARTS

English  
History  
Anthropology  
Economics  
Political Science  
Psychology  
Sociology

## BACHELOR OF SCIENCE

Biology  
Chemistry  
Computer Science  
Geography (Physical)  
Mathematics and Statistics  
Physics

## ASSOCIATE DEGREES

Two years of fulltime study with Northwest Community College can earn credits towards an Associate Degree. Make an appointment with the Educational Advisor to discuss this possibility.

## FEES

\$38.80 PER CREDIT HOUR

COURSES START SEPTEMBER 7TH WITH ORIENTATION ON SEPTEMBER 6TH AT 9:00 a.m.

## TIMETABLE

Anthro 101	M/W	3:30 - 5:00 pm
Anthro 201	TH	6:30 - 9:30 pm
Biology 101	M/W/F	9:30 - 10:30 am
Biology lab #1	TH	9:00 - Noon
Biology lab #2	TH	1:00 - 4:00 pm
Chemistry 101	M/W/F	8:30 - 9:30 am
Chemistry lab	T	9:00 - Noon
Computer Sc 111	M/W/F	11:00 - Noon
Comp Sc lab 1	TH	9:00 - Noon
Comp Sc lab 2	TH	1:00 - 4:00 pm
English 101 #1	M/W	10:30 - Noon
English 101 #2	M/W	3:30 - 5:00 pm
English 101 #3	T/TH	8:30 - 10:00 am
English 101 #4	T/TH	1:00 - 2:30 pm
English 201	T/TH	3:30 - 5:00 pm
English 209	T	6:30 - 9:30 pm
Geography 150	M/W	2:00 - 3:30 pm
Geography lab	T	9:00 - Noon
Geography 225	T/TH	3:00 - 4:30
History 105	M/W	10:30 - Noon
History 231	T/TH	9 - 10:30 am
Math 101	M/W/TH	3:30 - 5:00 pm
Math 111	M/W/TH	12:30 - 2:00 pm
Math 141	M/Th/F	12:30 - 2:00 pm
Physics 101	M/W/F	1:00 - 2:00 pm
Physics 101 lab	T	1:00 - 4:00 pm
Poli Sci 101	T	2:00 - 5:00 pm
Psyc 101 #1	T/TH	10:30 - Noon
Psyc 101 #2	M/W	6:00 - 7:30 pm
Psyc 201	M/W	6:00 - 7:30 pm
Psyc 221	M/W	8:00 - 9:30 pm
Sociology 101	M/W	12:30 - 2:00 pm
Sociology 205	T	6:30 - 9:30 pm
Sociology 209	T/F	12:30 - 2:00 pm

# UNIVERSITY OF NORTHERN BC OFFERINGS IN PRINCE RUPERT

## FALL

### FIRST NATIONS STUDIES 111 - CULTURE LEVEL I

Starts: September 13, 6:30-9:30 pm  
Location: NWCC

### GEOGRAPHY 301 - CULTURAL GEOGRAPHY

Starts: September 14, 4-7 pm  
Location: NWCC

## SPRING

### FIRST NATIONS STUDIES 112 - CULTURE LEVEL II

### GEOGRAPHY 306 - INTERNATIONAL GEOGRAPHY

FOR MORE INFORMATION, CALL UNBC AT

624-2862  
100 MCBRIDE STREET  
PRINCE RUPERT, BC  
V8J 3E8



## WELDING

The Prince Rupert Centre offers the Provincial Welder's Training program. This is a competency based, self-paced program which is designed to provide learners with the skills required to function as a safe and competent entry level tradesperson. Training is divided into Levels C, B, and A, taking approximately seven months to complete Level C, four months for Level B, and three months to complete Level A.

### ADMISSION REQUIREMENTS:

1. Grade 12 (preferred) OR
2. Grade 10 or GED or ABE Intermediate Level Math and English OR
3. Learners who have significant and relevant prior experience may be admitted, AND
4. Successful completion of a NWCC assessment.

### FEES:

1. Fulltime tuition  
September - December \$434.16  
January - March \$385.92  
April - June - \$343.71
2. Refundable tool deposit of \$50.
3. Purchase of necessary texts and learning resources from the College bookstore.
4. C.S.A. approved safety footwear

### COURSE CONTENT

Please see the College calendar for a complete description of the prescribed curriculum.

COURSE TIMES: Monday - Friday, 8:30-3:30  
LOCATION: Room 101

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# PROVINCIAL INSTRUCTOR DIPLOMA

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The Provincial Instructor Diploma program provides individuals with opportunities to develop instructional competencies in the design, management and evaluation of instruction for adults. This program consists of six courses of 30 hours each and final assignment.

The Diploma is offered by the Ministry of Skills, Training & Labour and is recognized at public and private colleges throughout the province. Don't miss the opportunity to enroll in this exciting and practical program.

101 Instructional & Curriculum Design  
Oct 14, 15, 16, 28, 29, 30 (Terrace)

104A Evaluation of Learning and Instruction B  
Nov 18, 19, 20, Dec 2, 3, 4 (Smithers)

Course fees: \$275 including textbook

To register or for further information contact Bev Davidson, Northwest College, Smithers Centre at 847-4461

OR

the Prince Rupert Centre of Northwest Community College at 624-6054

OR

Program Development, Vancouver Community College at 443-8424

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## SEMINARS

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Let Northwest College provide the necessary training to enable you and your employees to remain motivated in the highly competitive market. Listed below are workshops/seminars that can be presented or the College can tailor the curriculum to meet your specific requirements.

Customer Service  
Team Building  
So, What's Marketing?  
What Price Should You Sell Your Product For?  
Advertising For Small Business  
Win-Win Negotiation  
Importing  
Grow Your Business (for those who want to expand existing Small Businesses)  
Financing a Small Business  
Basic Word Perfect 5.1  
How To Improve Your Business  
Human Rights Code And Employment  
Effective Communication  
Interviewing Skills  
Selling Skills

How To Start A Small Business  
How To Write A Resume  
How To Make Work More Rewarding (Employee Motivation)  
Business Writing  
Exporting/Selling Outside Of Canada  
Tourism Marketing  
Home Based Business (How to start and run one)  
Advanced Word Perfect 5.1  
How To Select Employees  
Managements Skills for Supervisors