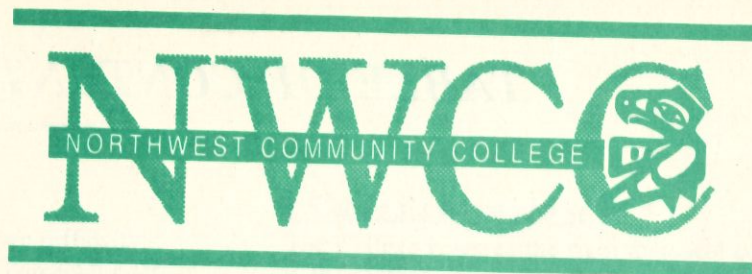
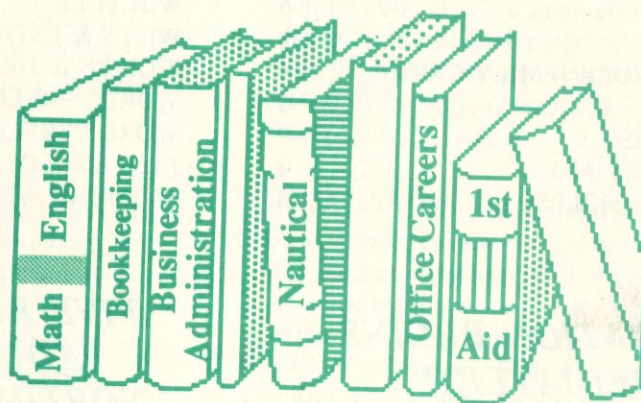


PRINCE
RUPERT

Phone
624-6054



COMMUNITY
EDUCATION
COURSES



WINTER - SPRING
1994

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REGISTRATION BEGINS IMMEDIATELY!

DROP BY OUR OFFICE AT 130 FIRST
AVENUE WEST

OFFICE HOURS:

MONDAY - THURSDAY - 8:30 - 5 p.m. &
6 - 9:30 p.m.
FRIDAY - 8:30 - 4:30 p.m.

CALL 624-6054

FIVE REASONS TO BE AN ADULT STUDENT at NORTHWEST COMMUNITY COLLEGE

- * Increase your marketable skills
- * Increase your job/promotional opportunities
- * To stay current
- * Work towards the completion of a certificate
- * To promote a better sense of self worth

ITEMS OF INTEREST

ADULT LITERACY

Many adults in British Columbia have difficulty with the basic reading, writing and computational skills which are so necessary in our modern print-based society. The College offers confidential tutoring for basic literacy, to help those adults to read as quickly as possible. The teaching times are flexible and are arranged to suit each individual. Students pay no fees.

If you know of an adult who would like to read, please tell them about our private, free tutoring service.

CHOICES

The average person changes jobs about every four years. Four out of ten workers are in some stage of career change at any given time. Some move on to better jobs; some must find new jobs due to changes in technology or layoffs; or some leave their jobs due to injuries on or off the job.

Choices, a computer program that provides comprehensive information about occupational opportunities, is available to you at the College. Choices will help you to sort out what is important to you. It will also help you find good career prospects.

To use the program, please call 624-6054 to make an appointment with the Educational Advisor.

EDUCATIONAL ADVISOR

The educational advisor is available to assist students and the general public with selecting courses and programs appropriate to their defined career goals. Resources available at the Prince Rupert Centre include information about correspondence and college and university programs throughout BC and Canada. The Educational Advisor will assist with scholarship, bursary and loan applications. Call the College at 624-6054 to make an appointment.

CANCELLATION POLICY

The College reserves the right to cancel courses with insufficient enrollment. 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. Refunds requested prior to the course start date will be charged a \$10 administration fee. There will be no refunds for courses with tuition fees of \$10 or less except for those conditions described above.

PART-TIME COURSES

(Including all part-time Community Adult Education and Vocational Courses)
Withdrawal before the second class - 80% of tuition fees less a \$10 administration charge.
Withdrawal after the second class of course - NO REFUND.

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)

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. Withdrawal after third or fourth week of class - 50% of tuition less \$10. Withdrawal after the fourth week - NO REFUND.

VOCATIONAL (Fulltime)

Vocational fulltime fees are assessed on a weekly basis, payable by semester. Refunds on withdrawal before completion will be 100% of the unused tuition less \$10.

CREDIT AND NON CREDIT OFFICE SKILLS

ACCOUNTING 101/102 (Credit) #16987

The basics of accounting. Journals, posting, payroll and more.

DATE: Jan 24-Mar 30
 TIME: Mon & Wed 7-10 p.m.
 INSTRUCTOR: M. De Vera
 FEE: \$225 plus text

TYPING (BEGINNERS - Non Credit) #16988

This course is designed to introduce the student to computer keyboarding.

DATE: Jan 24-Mar 30
 TIME: Mon & Wed 7-9 p.m.
 INSTRUCTOR: J. Bull
 FEE: \$100 plus text

MEDICAL TERMINOLOGY 101 (Credit) #16989

Why not add to your existing secretarial skills? This CREDIT course can qualify you for a rewarding career in the medical field. Please note: several hours of homework each week.

DATE: Jan 24-Mar 31
 TIME: Mon & Thur 7-10 p.m.
 INSTRUCTOR: L. Cousins
 FEE: \$180 plus text

CREDIT & NON CREDIT BUSINESS & MANAGEMENT

ACCOUNTING 151 (3 Credits)

Concerned with interpretation of income measurement and valuation problems with regard to sources and uses of invested capital.

Prerequisite: ACCT 150

DATE: Feb 28-Apr 22
 TIME: Mon & Wed
 8:30-11:30 a.m.
 INSTRUCTOR: M. De Vera
 FEE: \$106.80

MARKETING 150 (3 credits)

An introduction to marketing principles and management, Emphasis is on decision-making in marketing context.

DATE: Jan 4-Feb 25
 TIME: Mon 9-Noon
 Tue 1-2:30 p.m.
 Thur 8:30-10 a.m.
 FEE: \$106.80
 INSTRUCTOR: George Broderick

BUSINESS LAW 152 (4 Credits)

Acquire an understanding of law as it applies to the business community.

DATE: Feb 28-Apr 22
 TIME: Tue & Thur
 8:30-11:30 a.m.
 Tue 2:30-3:30
 INSTRUCTOR: G. Broderick
 FEE: \$142.40

MARKETING YOUR BUSINESS (Non credit) #16998

DATE: Mar 5
 TIME: Sat 9-Noon
 INSTRUCTOR: L. Bennett
 FEE: \$30

ECONOMICS 151 (3 Credits)

Emphasizes the practical approach to the study of the market system and pricing.

DATE: Jan 4-Feb 25
 TIME: Mon/Wed/Thur
 12:30-2:30 p.m.
 INSTRUCTOR: Dave Sweetnam
 FEE: \$106.80

STATISTICS (MATH 151 - 3 Credits)

A basic statistics course for students who have no prior knowledge of the field.

DATE: Jan 4-Feb 25
 TIME: Tue/Wed/Thur 10-Noon
 INSTRUCTOR: D. Sweetnam
 FEE: \$106.80

CERTIFIED MANAGEMENT SKILLS FOR SUPERVISORS

Employers may contract out seats for participating employees. Please provide sufficient lead time to ensure seat availability.

INTERPERSONAL SKILLS - Mar 28-Mar 31

ADMINISTRATIVE SKILLS - June 7-10

GROUP SKILLS - May 3-6

NEW SKILLS FOR THE '90's - Sept 7-9

COURSE FEE: \$475/SESSION

Contact the College at 624-6054 for more information.

COMPUTERS: FOR THE NEW & EXPERIENCED USER

COMPUTERIZED ACCOUNTING (BCPT 154)

(2 credits)

A hands-on application course which introduces accounting students to developments in the field of computerized accounting.

Prerequisites: BCPT 150 and ACCT 101/102 or ACCT 150.

DATE: Feb 28-Apr 22
 Section 1 Mon & Wed
 11:30-2:30 p.m.
 Section 2 Tue & Thur
 11:30-2:30 p.m.
 FEE: \$71.20

DOS WORKSHOP (ADVANCED) #16993

DATE: Feb 26
 TIME: Sat 9-Noon
 INSTRUCTOR: Mid West Telecomm.
 FEE: \$40

WORKING WITH WINDOWS

SECTION 1 #16994 Feb 19
 SECTION 2 #16995 Apr 16
 TIME: Sat 9-Noon
 INSTRUCTOR: Mid West Telecomm.
 FEE: \$40

INTRODUCTION TO COMPUTERS #16991

Word processing, data processing, and spreadsheeting will be the subjects discussed.

DATE: Feb 1-10
 TIME: Tue & Thur 7-9:30 pm
 INSTRUCTOR: Mid West Telecomm.
 FEE: \$85

WORD PERFECT 5.1 (INTRODUCTION) #16996

An introduction to the basic capabilities of this powerful word processing software package.

DATE: Mar 1-Mar 31
 TIME: Tue & Thur 7-9:30 p.m.
 INSTRUCTOR: Mid West Telecomm.
 FEE: \$224 (inc text)

DOS & HARD DRIVE MANAGEMENT #16992

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

DATE: Feb 15-24
 TIME: Tue & Thur 7-9:30 pm
 INSTRUCTOR: Mid West Telecomm.
 FEE: \$85

WORD PERFECT 5.1 WORKSHOP #16997 (ADVANCED)

Graphics, equation screen and importing will be discussed. Student must have a good grasp of basic commands.

DATE: Mar 12
 TIME: Sat 9 a.m.-3 p.m.
 INSTRUCTOR: Mid West Telecomm.
 FEE: \$55

EARLY CHILDHOOD EDUCATION (by teleconferencing)

ECE 122 - Curriculum Development II(3 credits)

This course is a continuation of ECE 102, with the curriculum focus on planning social studies, sciences, sensory, math, music and movement activities for young children.

DATE: Jan 11-Apr 26
 TIME: Tue 7-9 p.m.
 INSTRUCTOR: Rosemary Goodwin
 FEE: \$106.80

ECE 255 - Special Education Curriculum Planning (3 credits)

This practical course prepares students for planning and presenting materials/activities appropriate for the development of special needs children. Activity planning for all areas of curricula is outlined. Presentation involves hands-on experiences with materials/activities, as well as the theory behind these.

DATE: Jan 12 Apr 27
 TIME: 7-9 p.m.
 INSTRUCTOR: Karen Chrysler
 FEE: \$106.80

GENERAL INTEREST: BEAT THE WINTER DOLDRUMS

BREADMAKING #16976

Rise to the occasion! Cinnamon buns, quick breads, Easter and sourdough breads.

DATE: Mar 30-Apr 7
 TIME: Wed & Thur 7-9:30 p.m.
 INSTRUCTOR: E. Wilkins
 FEE: \$37.45 (inc GST)

CANNING FOR GOODNESS SAKE #16974

Serve your family the freshness of summer - even during the winter! Preserves, pickled beets and jams.

DATE: Mar 10 & 17
 TIME: Thur 7-9 p.m.
 INSTRUCTOR: E. Wilkins
 FEE: \$23.54 (inc GST)

CORE (Hunter's Training) #16975

This course will prepare you to apply for a hunter's license.

DATE: Feb 7-15
 TIME: 6-10 p.m.
 INSTRUCTOR: Mon-Thur & Mon/Tue
 W. Robinson
 FEE: \$85.60 (inc GST)

CREATIVE WRITING #16982

Frustrated author? A potential best seller collecting dust on a shelf?

DATE: Feb 7-Apr 25
 TIME: Mon 7-10
 INSTRUCTOR: L. Bennett
 FEE: \$95.04 (inc GST)

FINE WINES & YOU (NO SOUR GRAPES HERE!) #16983

An instructional evening about the romance of wines. Wine need not be pretentious nor mysterious! Understand its allure; the basics of wine making, grape varieties, reading wine labels and more!

DATE: Feb 9
 TIME: Wed 7-10 p.m.
 INSTRUCTOR: M. Glover
 FEE: \$32.10

FRAMING ART WORK (EMILY CARR) #16978

This workshop will cover such topics as colour coordination, mat selection, frames, and more.

DATE: Feb 26 & 27
 TIME: Sat & Sun 9 a.m.-4 p.m.
 INSTRUCTOR: E. Warkentin
 FEE: \$70 plus GST (incl. supply fee)

HORS D'OEUVRES TO GO #16979

Entertain your guests with Angels on Horseback, Quiche Tarts and other goodies!

DATE: Feb 10 & 17
 TIME: Thur 7-9 p.m.
 INSTRUCTOR: E. Wilkins
 FEE: \$27.82 (inc GST)

INTRODUCTION TO JOURNALISM - WRITING FOR IMPACT #16980

DATE: Feb 8-Apr 5
 TIME: Tue 7-9 p.m.
 INSTRUCTOR: L. Bennett
 FEE: \$62.06 (inc GST)

LANDSCAPING #16981

Be the envy of your neighbours with a beautiful garden and lawn.

DATE: TBA
 TIME: Sat 9-3 p.m.
 INSTRUCTOR: A. Fawcett
 FEE: \$32.10 (inc GST)

PHOTOGRAPHY WORKSHOP #16999

DATE: Jan 29
 TIME: Sat 1-4 p.m.
 INSTRUCTOR: L. Bennett
 FEE: \$28.89 (inc GST)

PUBLIC SPEAKING #17000

Cat got your tongue??? This is the course for you!

DATE: Feb 10-Apr 7
 TIME: Thur 7-10 p.m.
 INSTRUCTOR: L. Bennett
 FEE: \$85.60 (inc GST)

TUITION FREE LAW CLASSES TUESDAY NIGHTS 7-9 P.M.

BANKRUPTCY & YOU Feb 22
 CRIME PREVENTION & SAFETY FOR WOMEN Feb 8
 STARTING A SMALL BUSINESS Mar 8
 WILLS & ESTATES Jan 25

SERGER WORKSHOP #16984

Here's your opportunity to find out what your serger machine can really do! Students will be expected to bring their own sergers.

DATE: Mar 12
 TIME: Sat 9 a.m. - 3 p.m.
 INSTRUCTOR: A. McKinnon
 FEE: \$32.10 (inc GST)

SPANISH II #16985

A continuation of beginner's Spanish.

DATE: Mar 7-Mar 30
 TIME: Mon/Wed 7-9:30 p.m.
 INSTRUCTOR: E. Gruber
 FEE: \$85.60 (inc GST)

SUPER HOST #16986

Super Host helps to create a strong basis of communication and customer relation skills.

DATE: Feb 22 & 23
 TIME: Tues/Wed 6:30-10 p.m.
 INSTRUCTOR: Julia Ferguson
 FEE: \$10

UKRAINIAN COOKING #16751

Borscht, cabbage rolls, and perogies are a few of the dishes you can create.

DATE: Feb 16-Mar 9
 TIME: Wed 7-9 p.m.
 INSTRUCTOR: E. Wilkins
 FEE: \$38.52 (inc GST)

WOMEN & HEALTH SEMINAR #16755

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

DATE: Feb 9
 TIME: Wed 7-9 p.m.
 INSTRUCTOR: Dr. Plessis
 FEE: Free

HEALTH AND SAFETY ISSUES

FOOD SAFE

This provincial food sanitation training program teaches people who work in the food services industry about safe food handling practices.

SECTION 1 #16752

DATE: Feb 12
TIME: Sat 8:30 - 4:30 p.m.
INSTRUCTOR: A. Carlson
FEE: \$50

SECTION 2 #16753

DATE: Mar 5
TIME: Sat 8:30 - 4:30 p.m.
INSTRUCTOR: A. Carlson
FEE: \$50

SECTION 3 #16754

DATE: Apr 16
TIME: Sat 8:30 - 4:30 p.m.
INSTRUCTOR: A. Carlson
FEE: \$50

INDUSTRIAL FIRST AID #16977

In this 70 hour course, participants will learn the theory and practical skills of basic life support. Participants must be 19 years of age or older in order to write the WCB examination. Fee includes: mask, examination, and texts.

DATE: Feb 7-Mar 12
TIME: M/Th 6:30-10 p.m.
Sat 8:30- 4:30 p.m.
INSTRUCTOR: R. Cail
FEE: \$490 (inc text, mask, and examination fee)

W.H.M.I.S. (Workplace Hazardous Materials Information System)

A course in this subject can be delivered on demand. Please contact the College and place your name on a contact card.

TRADES & NAUTICAL

AIR BRAKES #16758

The purpose of this course is to prepare drivers with written and practical testing on the "Operation and Maintenance of Airbrakes Systems."

DATE: Feb 1-5
TIME: 6:30-10:30 p.m.
INSTRUCTOR: Tom Logan
FEE: \$180

COMMERCIAL VEHICLE INSPECTION

This programme is for Journeymen mechanics who wish to become commercial motor vehicle inspectors. Classes can be set up on demand. Please contact the College and place your name on a contact list

MARINE EMERGENCY DUTIES A2

Provides understanding of the hazards associated with the marine environment.

A contact list is being established. If you are interested in this program of training, please call the College at 624-6054.

NET MENDING #16757

DATE: Feb 7-11
TIME: Mon-Fri 8:30-3:30
INSTRUCTOR: F. Lattie
FEE: \$160

TRANSPORTATION OF DANGEROUS GOODS #16756

DATE: Jan 24
TIME: Mon 10-5 p.m.
INSTRUCTOR: F. Adair
FEE: \$120