

*Northwest Community
College*

CONTINUING EDUCATION



PRINCE
RUPERT
CENTRE



FALL 1995

"Your Centre for Lifelong Learning"

Continuing Education - Prince Rupert

Brochure Editor: Kathy Bedard

Our Staff

The staff at Northwest Community College has a varied educational background, drawing from educational credentials and experience to present a well-rounded education to the citizens of our community.

Administrative Support -

Genevieve Ducharme Sonja Chambers
Emilia McConville

Continuing Education

Kathy Bedard Debbie Stava

Student Services

Vena Hachkevich Gloria Ubdegrove

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John Shepherd Andrew Batko

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Mona Izumi Barbara Shaw

D. Sweetnam Y. Werkmann

Wade Johnson

Thank you to all the part-time instructors who give of their spare time to share their knowledge and expertise! Without you this brochure would not be possible!

Kathy Bedard
Community Liaison Officer



PRINCE RUPERT CENTRE

Our College Board Representatives

Kathleen Bedard *Dennis Carlson*

Board meetings are held regularly. Agendas are posted throughout the College region. Students, staff and the general public are welcome.

NORTHWEST COMMUNITY COLLEGE

MISSION STATEMENT

"Our mission is to see that adults of Northwestern British Columbia have equitable access to quality learning opportunities where they live and work."

INSIDE

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Admission and Registration

Northwest Community College is prepared to admit individuals with any level of qualification. Students may be required to meet specific program prerequisites through academic upgrading at the College before they can be enrolled in the program of their choice.

Application Procedure (fulltime program)

1. Obtain an application for admission form.
2. Complete and return the application form to the centre you wish to attend, along with:
 - high school transcripts
 - transcripts of post-secondary training.
 - a non-refundable application fee of \$25
 - any other documentation required for individual programs.

Registration for Part-time Programs

includes all part-time Continuing Education and Vocational programs)

1. Registration is on a first-come, first registered basis.
2. Complete a registration form and submit the applicable tuition. (Cheques, Money Orders, VISA are accepted.)
3. Once registered, **you are responsible to show up the first class.** No other contact will be made unless the College cancels the course due to lack of registration or other unforeseen circumstances or changes in start date, location, etc.

Cancellation Policy

General 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 canceled 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

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 fee less a \$10 administration charge.

YOUR FIRST AID TRAINING EXPERT!

The College and Red Cross have joined together to provide a well-rounded training curriculum for industry, sport groups, schools, etc.

We can offer training in:

WCB Certified

Occupational First Aid Level I
Occupational First Aid Level II
Occupational First Aid Level III
Transportation Endorsement

These programs are tested and certified by Worker's Compensation Board guidelines.

Red Cross

Emergency First Aid (8 hours)
Standard First Aid (18 hours)
CPR - Heartsaver
Heartsaver Plus
Basic Rescuer
Infant/Child

All Red Cross programs are taught to the guidelines of the Heart and Stroke Foundation of Canada.

CALL THE COLLEGE FOR ALL YOUR FIRST AID TRAINING NEEDS. (SEE PAGE FIVE FOR A GENERAL SCHEDULE OF COURSES FOR THE FALL)

FREE LAW CLASSES

Northwest Community College, in conjunction with the People's Law School is offering the following FREE public legal education courses.

The People's Law School is a non-profit organization. The goal of this organization is to provide people in all regions of BC with accurate, impartial information about the law.

TO REGISTER CALL THE COLLEGE AT 624-6054

Adoption Procedures - September 19, 7-9

This class will help to give an understanding of what is involved in adopting a child. The topics to be discussed are the type of adoptions; the right of natural parents; access to records by the adoptee; the rights of the adopted child; consent of adoption and its legal consequences; international adoptions and where to go for assistance.

Before You Claim Bankruptcy - October 3, 7-9

The instructor will highlight what you should know before you make such a claim and what influence it will have on your living situation. The topics to be discussed will be: credit and responsibilities; debt counsellor services; debt collection; repossession procedures; Orderly Payment of Debts; legal process of personal bankruptcy; income tax implications and who to contact for more information.

FREE LAW CLASSES



Child Support - Male Rights - October 17, 7-9

This class examines some of the legal aspects of fatherhood and discusses ways in which the legal rights and responsibilities of a father are affected by the break up of a family. The instructor will also discuss father's rights with respect to common-law situations; historical legal presumptions in favour of mothers; maintenance orders and variation; tax implications; adoption orders and remedies for fathers; and much more.

Legal Services and Resources - November 14, 7-9

Do you have a legal problem or query? Before seeing a lawyer, you may be able to find the answer from one of the other legal services or resources available. The instructor will discuss where to get legal assistance at reduced rates and who is eligible, etc.



MANAGEMENT SKILLS FOR SUPERVISORS

This program is highly recommended by supervisors throughout BC. This hands-on management training program includes role-plays, self-scoring inventories, video case studies, discussions, and promotes direct practical application. Completion of Parts I, II and III lead to a Provincial Certificate from the Ministry of Skills, Training and Labour.

Course Fee: \$450 per session
 Location: NWCC or as announced
 Time: 8:30 - 3:30
 Instructor: Kolbuc & Associates

PART I - INTERPERSONAL SKILLS

Learn how to recognize and prevent win/lose situations, establish a supportive climate for effective communication, improve your fact finding and problem solving skills, improve employee performance and increase your understanding of human behavior, and how to deal with the most difficult employees.

Course date: October 3 - 6

Pre-Register by September 19.

No refunds after that date unless the seat can be sold to another participant.

PART II - GROUP SKILLS

This session will focus on increasing your understanding of how groups work, identifying your leadership style and building positive leadership skills, improving your understanding of what motivates people and applying non-monetary motivational techniques, learning how to conduct more effective meetings as well as when to make independent decisions versus when to involve others in problem solving and decision making.

Course date: November 7 - 10

Pre-register by October 24

No refunds after that date unless the seat can be sold to another participant.

PART III - ADMINISTRATIVE SKILLS

Topics covered include using performance reviews to coach and counsel employees, improving performance review skills by providing feedback and setting performance objectives, essentials of effective orientation and training techniques, writing effective memos and reports, and time management and stress management techniques.

Course date: January 9 - 12, 1996

Pre-register by December 19

No refunds after that date unless the seat can be sold to another participant.

PART IV - NEW SKILLS FOR THE 90's

This course provides an overview and review of all the skills gained from the previous three sessions. An excellent way to confirm and round out the training.

Course date: March 13 - 15, 1996

Pre-register by January 29.

No refunds after that date unless the seat can be sold to another participant.

Fee for Part IV: \$375

OTHER SUPERVISORY PROGRAMS UPCOMING

Increasing Your Employees' Motivation

Everyone agrees that employee motivation is a factor in business productivity. Learn to recognize the conditions that promote it, the role of management in motivation, and gather information to create your own motivational techniques!

Course hours: 3 - 6 hours
 Course fee: \$80 approx.

Management By Objectives

Management by objectives is a system of management based on the idea that a business can be made more effective if:

- ** goals and objectives are made explicit;
- ** realistic timetables are established for accomplishing these goals;
- ** regular reviews are held to check progress; and
- ** measurable accomplishments are used in evaluating performance.

Course hours: 30 hours
 Course fee: \$200 approx.

**Education
is a lifelong process!**

FIRST AID

OCCUPATIONAL FIRST AID

LEVEL I

Worker's Compensation Board regulations require two Level I first aid attendants on job sites which employ one to ten employees. Certificates are in good standing for two years upon successful completion of the eight hour course. This course includes CPR, obstructed airways management, care of the unconscious patient and control of deadly bleeding.

Course Fee: \$75
 Session 1: September 18, 8:30 - 4:30
 Session 2: October 27, 8:30 - 4:30
 Session 3: November 13, 8:30 - 4:30

TRANSPORTATION ENDORSEMENT

This eight hour course is designed to prepare OFA Level I attendants with the skills and knowledge needed to move and transport injured/ill workers to medical aid. Evaluation is done by the instructor. Ticket expires upon the expiry day of the OFA Level I certificate.

Course Fee: \$75
 Prerequisite: Participant must hold a valid OFA Level I certificate
 Session 1: September 19, 1 - 9
 Session 2: October 28, 8:30 - 4:30
 Session 3: November 14, 1 - 9

Level II

This 35 hour course applies to corporations which require a first aid attendant on staff and are situated within a twenty minute radius of a hospital. It is designed for workplaces that are calling an ambulance rather than having to prepare patient for transportation. This course is open to person 16 years of age or older; however, at the workplace the worker who has a valid certificate and is under the age of 19 must be under the direct supervision of a person 19 years of age or older who has a valid Level III certificate. A two year Level II OFA will be awarded when marks on the examination exceeds 70%.

This course can be offered on demand. Contact the College if you require this certification.

Course fee: \$375

LEVEL III

In this 70 hour course, participants will learn the theory and practical skills of basic life support including one and two man CPR, obstructed airway management, rescue breathing, hemorrhage control, oxygen therapy, application of hard cervical collars and new procedures in patient care. Participants must be 19 years in order to write the WCB examination and must purchase pocket resuscitation mask.

Course fee: \$495
 Course date: Oct 30 - Dec 2
 M/Th 6 - 9:30
 Saturday 9 - 5

THE CANADIAN RED CROSS SOCIETY'S VITAL LINK PROGRAM

We invite calls from groups and organizations to provide training on demand. If your group needs a certain Red Cross certificate please call the College at 624-6054

VITAL LINK STANDARD FIRST AID

This is an 18 hour course designed to teach the fundamentals of emergency care and first aid. Cardiopulmonary Resuscitation (CPR) is included.

VITAL LINK EMERGENCY FIRST AID

This is an eight hour course designed to provide an introduction to basic life support techniques. CPR is included.

VITAL LINK CARDIOPULMONARY RESUSCITATION (CPR)

(Canadian Heart Foundation Standards)

Four levels of courses are available, each covering basic life support skills, how to recognize a heart attack, what to do if a person is choking and one person CPR. The courses are:

Heart Saver

(formerly "A" level) a 4 hour course concentrating on adults.

Heartsaver Plus

(formerly "B" level) - a six hour course concentrating on infants, children and adults.

Basic Rescuer

(formerly "C" level) - an eight hour course concentrating on infants, children and adults, two person CPR is included.

Infant and Child

(formerly "D" level) - a six hour course concentrating on infants and children

CHILDSAFE

This is an eight hour course designed to do more than teach emergency first aid for infants and children. It's main premise is that accidents can be prevented by educating the adult, changing the environment and educating the child. This is done through interactive sessions involving accident prevention and safety education.

FIRST AID FOR TEACHERS

Serving as an excellent review or introduction to First Aid, this active, intensive three hour workshop is designed for the school situation.

PROFESSIONAL INSTRUCTOR'S DIPLOMA

These diploma courses are offered by the Ministry of Skills, Training and Labour and are recognized at public and private colleges throughout the province. Interested individuals can contact Vancouver Community College at 1-604-871-7488 for registration information, Bev Davidson at our Smithers Centre at 1-604-847-4461 for content information or Sheila McDonald for scheduling at 1-604-635-6511.

The Professional Instructor Development 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 30 hour courses and a final assignment. Courses cost \$275 each except 102B which is \$300 including textbook.

101	Instruction and Curriculum Design	Sept 29,30, Oct 1,13,14,15	Prince Rupert
102A	Elements of Instruction A	Nov 3,4,5,17,18,19	Smithers
102B	Elements of Instruction B	Jan 26,27,28, Feb 9,10,11	Terrace
103	Use/Design of Instructional Media	Feb 23,24,25 March 8,9,10	Terrace
104A	Eval. of Learning & Instruction A	March 29,30,31, April 12, 13, 14	Terrace
104B	Eval. of Learning & Instruction B	May 3,4,5, 17, 18, 19	Prince Rupert

The Diploma in Adult Education is an advanced qualification for those working with adult learners. Courses have transfer credit to the University of Alberta Bachelor of Education degree in Adult Education. The program consists of the courses in the Provincial Instructor Diploma program plus eight 30 hours courses. Courses cost \$410 each.

303	Microcomputers in Education	Oct 13,14,15,27,28,29	Terrace
304	Educational Leadership	Jan 19, 20, 21 Feb 2, 3, 4	Terrace
301	College Organization & Context	Feb 16, 17, 18 Mar 1, 2, 3	Terrace
302	Intro to Development Psychology	May 17, 18, 19, 31, June 1,2	Terrace

Early Childhood Education - Teleconference Programming

ECE 123 - Issues in Family Living

This course examines the patterns and structures of family life, the influences on family and diversity of family from one culture and class to another. The purpose of this course is to provide insights that will influence the student's ability to provide support for families in child care settings

Course dates: Sept 12 - Dec 19

Course times: Tuesday, 7-9

Tuition: \$127.20 plus text

ECE 208 - Administration Skills for ECE Professionals

Concerned with the study of policies and procedures necessary for the operation of high quality ECE facilities. The course includes provincial government policies, facility management, staff relations evaluation procedures and planning change.

Course dates: Sept 9 - Dec 20

Course time: Wednesday, 7-9

Tuition: \$127.20 plus text

Attention Early Childhood Education Students!!!
English 151 - For Human Oriented Careers will be offered in Prince Rupert this fall. Contact the College at 624-6054 for more information.

CERTIFICATION PROGRAMS

Air Brakes

This course prepares drivers for a written and practical test on the operation and maintenance of air brakes systems either on-highway or off-highway vehicles. Successful completion will result in the addition of an air brakes endorsement to your driver's license. You must hold a valid driver's license at the time of the course. Fee includes manual

Time: September 26 - 30

Tuesday - Friday, 6 - 10

Saturday - 8:30 - 4:30

Fee: \$180

Register before: September 18

Cashier Training

Learn the skills of hands-on operation of an electronic cash register and the associated knowledge to make you a good employee of many retail stores in the area.

Time: Register your Interest

Fee: \$50

CFC Certification (Heating, Refrigeration and Air Condition Technician Certification)

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.

Register your interest by calling 624-6054

Commercial Vehicle Inspection

This program is for journeyed mechanics who wish to become commercial motor vehicle inspectors. The course includes training in both the practical inspection methods and administrative procedures to be used in the implementation of the commercial vehicle inspection program. Successful completion of this program provides eligibility to write the Inspection Exam at a Provincial Motor Vehicle office. Prerequisite: BC TQ.

Time: Wed/Thur/Fri, 9 - 4, Sept 20, 21 & 22

Fee: \$200 plus manuals

Register before: Sept 13

Driver's Training - Class One / Three

This course prepares the student to attempt the Motor Vehicle Branch's examination for Class One/Three driver's license. Participants must have a Class One/Three learner's license, air brakes endorsement and no encumbrances (fines due or court charges).

Register your interest by calling 624-6054

ENROLL EARLY!
CASH, CHEQUE OR VISA ARE
ACCEPTED

Flagging

This certification will allow holders to work for employers, agencies and groups requiring the supervision of traffic flow in and around construction sites, parade routes, etc.

Time: Saturday, September 23, 8:30 - 5

Fee: \$80

Food Safe

Designed by the Ministry of Health in consultation with the BC Restaurant and Food Services Association and the Ministry of Advanced Education, the Foodsafe program is a comprehensive course in sanitary food handling practices for food service workers. Successful completion of the course and final exam leads to the Foodsafe Certificate issued and registered by the Ministry of Health.

Section 1: Saturday, October 14 - 8:30 - 5:30

Section 2: M/T/W, October 16 - 18, 7 - 10

Fee: \$50

Mixology & Service

Join the expanding field of hospitality and service by learning the valuable skills of mixology, table service, SuperHost, Serving It Right that will assist you in preparing for a profession in the service industry.

Successful participants of this program will receive a non-credit certificate from Northwest Community College

Time: Register your interest

Fee: \$245



Transportation of Dangerous Goods

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

Date: Wednesday, September 27

Time: 10 am - 4

Fee: \$120

Register before: Sept 20

WHMIS (Workplace Hazardous Material Information Systems)

This course is designed to provide basic information about the key requirements of WHMIS: controlled product labeling 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, and protection of confidential business information.

Date: Wednesday, October 4, 6-10

Fee: \$50

MASTER STUDENT WORKSHOPS

The College is proud to provide assistance to the learners in the Prince Rupert area to assist them become better students with less effort. Learning or updating study skills, test strategies, memory skills, and eliminating or reducing stress is a way to better marks or grades.

These classes are offered at a nominal fee and use the Master Student curriculum. We are sure that all students (secondary and post-secondary, fulltime, or part-time will benefit. **So sign up for:**

Memory Techniques

You never forget! Short of injury to the brain, or disease or death, your brain never loses information. The trick is to perform actions to assist you in bringing up that information when you need it - in exams for example!

Time: Mon & Wed, 7 - 9, September 25 & 27

Fee: \$10

Reading Skills

Learn the skills to gather the important information from books, papers and other articles.

Time: Mon & Wed, 7 - 9, October 2 & 4

Fee: \$10

Test Taking

Clammy hands? Cold sweats? Tense muscles? Just the thought of exams causes one, if not all three of these symptoms in most of us. Learn a few basic techniques for overcoming them!

Time: Mon & Wed, 7-9, October 16 & 18

Fee: \$10

Writing Papers - Creatively!

Writing papers is a task every student must face, however, with a little planning the job can be fun and rewarding for both the writer and the reader.

Date: Mon & Wed, 7 - 9, October 23 & 25



Serger Workshop

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

Date: Saturday, October 7, 9:30 - 4

Fee: \$35.30 (incl. GST)

Spanish for Beginners

Learn Spanish in an atmosphere of friendly conversation. These sessions will be for the beginner, with little or no background in the language

Date: Mon & Wed, 7 - 8:30, September 25 - November 28

Fee: \$85.60 (incl. GST)

Spanish (Intermediate/Advanced)

A course of interest to those who have some Spanish or who have taken the beginners program.

Time: Tues & Thurs, 7 - 8:30, Sept 26 - November 16

Fee: \$85.60 (incl. GST)



WOMEN'S HEALTH CONFERENCE

In May 1996, a conference dedicated to the discussion of women's concerns will be presented in Prince Rupert. The conference will offer seminars, workshops, and sharing sessions in many topics.

The conference is sponsored by PR Friendship House and Northwest Community College.

If you wish further information about this conference, call Kathy Bedard at 624-6054.

NORTHWEST COMMUNITY COLLEGE

"Your Centre for Lifelong Learning"

MARINE PROGRAMS

The Nautical department of NWCC offers a wide variety of courses for professional mariners, and for those persons who wish to upgrade their theoretical knowledge in the area of nautical studies.

Mariners may enroll for the following fulltime programs which are delivered as a preparation for Department of Transport (DOT) certification:

Command Endorsement

Fishing Master II, III and IV

Watchkeeping Mate

ADMISSION REQUIREMENTS

To refresh the basic knowledge of mathematics NAUT 300 - Mathematics for Mariners is offered in September at the beginning of the semester. It is essential that students attend this course.

Students should be aware that the DOT has both sight and sea time requirements for persons intending to write their exams. It is recommended that students attempting DOT exams obtain approval from the Ship Safety department of the Canadian Coast Guard before applying to the program.

Fishing Master IV Nov 14, 1995 - February 12, 1996

Fishing Master III Oct 16, 1995 - February 21, 1996

Fishing Master II Jan 8, 1996 - January 29, 1996

Watchkeeping Mate Oct 2, 1995 - March 29, 1996

Command Endorsement Nov 20, 1995 - February 23, 1996

MARINE PROGRAMS (PART-TIME)

For the sport boater or those wishing to upgrade their marine skills on a part time basis, the following courses are offered:

CHARTER BOAT OPERATOR

In order to receive certification (non-credit) from NWCC for this program of study, a combination of Coastal Navigation, MED A2, and OFA Level I with Transportation Endorsement must be completed.

SMALL BOAT SAFETY

This thirty hour course will cover chartwork and pilotage, basic safety and basic knowledge needed for survival.

DATE: September 25 - October 30

TIME: Monday & Wednesday, 7 - 10

FEE: \$180

Marine Part-time Programs cont....

MARINE EMERGENCY DUTIES A2

Firefighting, cold water survival, and other basic survival skills are taught in this 24 hour course.

Time: Register your interest

NETMENDING

The basics of repairing gill nets will be covered in a thirty hour course. If you are interested in learning this skill, contact the College at 624-6054.

RESTRICTED RADIO OPERATORS

The basic phonetic alphabet is used for communication at sea. This course can be self studied and the exam can be taken through the Dept of Communications.

WELDING

The Prince Rupert centre offers the Provincial Welder's Training program. This program is designed to provide students 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.

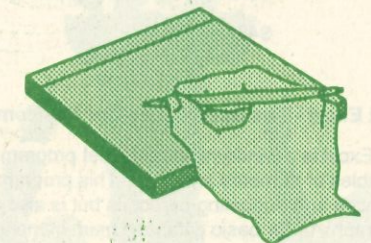
Time: September - June, 8:30 - 3:30, Monday - Friday

WELDING PART-TIME

A two day course is offered for those wishing to gain a basic introductory knowledge of welding skills. Topics to be discussed include: safety, oxygen/acetylene set up, cutting, welding as well as arc welding and gas metal arc welding.

Time: Thursday & Friday, October 19 & 20, 8 am - 4:30

Fee: \$132 (plus supplies)



Sign Up Early!

COMPUTER COURSES



Computer Accounting.....see page eight

Computer Diagnostics/Maintenance

Take a tour through the inside of a PC. This course will cover preventive maintenance, diagnosing hardware problems, upgrading your PC's capabilities, installing cards and memory, the basic concepts of repair and disaster prevention.

Time: Tues & Thurs, 7 - 9, September 26 - 28

Fee: \$45

Introduction to Computers

A computer can be a useful tool for home and business. Some of us are still a little reticent to try them out by ourselves. LET US ease your way into "computerese!" This course will cover word processing, spreadsheeting and database functions in a hands-on approach.

Section 1: Mon & Wed, 7 - 9:30, Sept 18 - 27

Section 2: Tues & Thurs, 7 - 9:30, Sept 19 - Sept 28

Fee: \$90

Introduction to DOS

Many computer users have not had the opportunity to learn the language of the computer, relying instead on the facilities employed in the Windows software. In many offices, DOS driven hardware is still used and this knowledge is necessary as basic computer literacy skill.

Time: Saturday, 9 - Noon, September 30

Fee: \$40

Microsoft Excel - The Spreadsheet for Newcomers

Microsoft Excel is a windows spreadsheet program, useful for creating tables of numbers and data. This program is often used for accounting and budgeting purposes but is also useful for creating graphs or for basic database management.

Time: Tues & Thurs, 7 - 9:30, Oct 3 - Nov 30

Fee: \$265 (includes text and disk)

Upcoming Courses!!!

Novell Networking Accessing the Internet

Publishing a Newsletter with Word 6

Are you the secretary of your group and you want a better way to distribute information? Would you like some pointers on using graphics, pictures, different styles of type and sizes of print? This short three session workshop will show you shortcuts to a nicely formatted newsletter that you can be proud of!

Time: Saturday, 9 - Noon, Oct 21 - Nov 4

Fee: \$75

Windows

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

Section I: Monday, 7 - 10, October 2

Section II: Saturday, 9 - Noon, October 14

Fee: \$50

Windows Word Processing

Learn the basics of Windows, Word 6, and Word Perfect 6 in this forty-five hour program.

Time: Mon & Wed, 7 - 9:30, October 4 - Dec 6

Fee: \$285 (include texts & disks)

Word Perfect 5.1 for Everyone

The basic capabilities of this word processing software will be taught. Special features such as merging, column layout, creating tables and outlines will be practiced.

Time: Tues & Thurs, 7 - 9:30, Oct 3 - Nov 30

Fee: \$265 (includes text and disk)

**Room to Rent?**

Do you have rentable space in your home? Would you like to assist College students with their accommodation needs? Please let us know! We would be happy to post your notice on our student information bulletin board.

The College only supplies a list of available accommodation and assumes no responsibility for the actions or agreements of students and/or landlords.

We invite your posting.

BUSINESS ADMINISTRATION

A two year Business Administration diploma is available at the Prince Rupert Campus in both general management and accounting.

Block Transfer arrangements are in place with University College of the Fraser Valley and the Open Learning Agency to allow degree completion.

Graduates of the program will be prepared for entry level positions in the public and private sector. The courses articulate with:

CGA - Certified General Accountants
CMA - Certified Management Accountants
PMAC - Purchasing Management Assoc. of Can.
CIB - Canadian Institute of Bankers
CCUI - Canadian Credit Union Institute
CA - Chartered Accountants
MOABC -Municipal Officers Association of BC.
UNBC- University of Northern BC (some courses)
UVic- University of Victoria (some courses)

September 5 - October 27

Acct 150	Thurs	6:30 - 9:30
Acct 252	M/W	2:30-5:30
Beng 150	T/Th	9-10:30
Bfin 250	T/Th	10:30-12
Econ 150	T/Th	1-2:30
Mark 150	T/Th	2:30-5:30
Mark 253	M/W	9 - 10:30
Math 150	M/W	10:30 - 12
Mgmt 251	T	6:30 - 9:30
Mgmt 255	M/W	1 - 2:30

October 30 - December 15

Acct 150	Th	6:30 - 9:30
Acct 253	M/W	2:30-5:30
BCPT 150 Sect 1	T/TH	9:30 - 10:30
BCPT 150 Sect 2	M/T/W/Th	2:30-4:00
BEng 150	T/Th	9 - 10:30
BFin 250	T/Th	2:30 - 5:30
Econ 150	T/Th	1 - 2:30
Mark 253	M/W	9-10:30
Mgmt 251	W	6:30-9:30
Mgmt 255	M/W	1-2:30

Full description of course content is available in the regional calendar of Northwest Community College

TUITION: \$42.40 per credit hour
3 credit course = 127.20
4 credit = \$169.60

TRAINING PROGRAMS

**FOR BUSINESS, GOVERNMENT AGENCIES,
INDUSTRY AND OTHER ORGANIZATIONS.**

The North Coast employers and agencies face unique challenges in meeting their special training needs at a reasonable costs. The College will make available a broad spectrum of instructional and professional expertise on a cost recovery basis when needs cannot be met through regular College offerings.

We are able to provide coordination amongst groups, professional consultation, customized program development and delivery in areas such as:

Business and Management
Office and Computer Technology
Trades and Industry
Occupation Health and Safety
Personal/professional Development
Career and Life Planning

When local expertise is not available, we will work in cooperation with other training groups such as:

Justice Institute of BC
British Columbia Institute of Technology
Private training agencies
Other colleges and universities

For more information, contact:

Kathy Bedard or Debbie Stava
phone 624-6054 or fax 624-4920



UNIVERSITY TRANSFER

Anthropology 102	T	1-4
Anthropology 112	Th	6:30-9:30
Biology 101	M/W/Th	1 - 2
Biology 101 lab	Th	9 - Noon
Biology 201	M/W/Th	4-5
Biology 20 1 Lab	M	9 - Noon
Chemistry 101	T/W	3:30 - 5
Chemistry 101 lab	T	6:30-9:30
Comp Sc 111	M/W/F	9 - 10
Comp Sc Lab 1	Th	9 - Noon
Lab 2	Th	2 - 5
Economics 201	M/F	1 - 2:30
English 101	M/W	10:30 - Noon
English 101	T/Th	10:30 - Noon
English 101	W	6:30 - 9:30
English 151	TBA	TBA
English 201	T/F	1 - 2:30
English 203	M	6:30 - 9:30
Geography 150	M/W	10:30 - Noon
Geog Lab	F	9 - Noon
Geography 225	T/Th	9:10:30
History 105	W	6:30 - 9:30
History 231	T/Th	10:30 - Noon
Math 101	M/W/F	8:30 - 10
Math 111	M/W/Th	3 - 4:30
Math 141	M/W/F	10:30 - Noon
Math 190	T/W	1 - 3
Oceanography 208	T	6:30 - 9:30
Physics 101	M/W/F	2 - 3
Physics lab	T	9 - Noon
Poli Science 101	M	6:30 - 9:30
Psychology 101	T/Th	9 - 10:30
Psychology 101	T	6:30 - 9:30
Psychology 201	Th	6:30 - 9:30
Psychology 221	M/W	9 - 10:30
Sociology 101	M/W	2 - 3:30
Sociology 205	Th	2 - 5
Sociology 250	W	6 - 9

TUITION

Application fee for all programs: \$25 non-refundable

COURSE FEE FOR UNIVERSITY CREDIT, BUSINESS ADMINISTRATION AND EARLY CHILDHOOD EDUCATION IS: \$42.40 PER CREDIT HOUR

3 CREDIT PROGRAM = \$127.20
4.5 CREDIT PROGRAM = \$190.80

Please check our College calendar for a complete description of the course and credit.

ASSOCIATE DEGREES AVAILABLE THROUGH THE PRINCE RUPERT CAMPUS

1. Associate Degree in Arts (General)
2. Associate Degree in Arts (Social Science)
3. Associate Degree in Arts (English)
4. Associate Degree in Science (General) with a marine emphasis, to be complete by 96/97)

These Associate Degrees may lead to Bachelor Degrees in various specializations at a university, depending on the requirements of that particular university. All university credit courses carry transfere credit to BC universities, university/colleges, and other colleges. Students intending to acquire a degree at a university can complete their first two years of study at NWCC in most cases.

Associate degrees stand on their own as a considerable achievement.



COLLEGE SERVICES PRINCE RUPERT CENTRE

ADVISING (Educational)

Educational advisors provide students with up-to-date information on College services, policies, procedures, facilities, programs and courses. Advisors have knowledge of all College programs as well as programs (particularly university transfer), and courses at other educational institutions. Advisors are trained to assist students with developing education and course planning. They are available to help students define and work towards their educational goals. Potential students interested in applying to the College may make an appointment to speak with an advisor.

Advising Hours are:

Monday - Friday 8:30 - 4:00.

Those people on shiftwork or who cannot attend a daytime appointment, should call the educational advisor at 624-6054 to arrange an **alternative time**.

BOOKSTORE

Textbooks and course materials for College courses and programs are available at the College campus as well as general interest books, stationery, backpacks, clothing and memorabilia. The staff also provide a special order service for books. These services are available for students and the public.

CAREER RESOURCES

The Centre has calendars, books and periodicals with information on a wide variety of topics includes career planning, personal development, college and university programs.

FINANCIAL AID

Financial supports are available from a variety of resources. Contact the educational advisor for more information.

SERVICES FOR STUDENTS WITH DISABILITIES

The College offers a range of services and/or equipment to students with disabilities. If you require supports such as:

Touch Talker Computers

Therapeutic chairs

Braille/MPrint

Amplified headphones

TV decoder/ CCTV

Talking books

Interpreters

Student Assistants

or you wish further information about the services NWCC can provide, please call Lianne Gagnon, at 624-6054.

STUDENT SUCCESS SERVICES

The College wishes to assist its students towards fulfilling their educational goals. To actively support this endeavour, numerous workshops are offered **FREE OF CHARGE to NWCC students** such as: time management, study skills, memory techniques, notetaking, writing exams, test anxiety, math clinics, computer assistance, public speaking, conflict resolution, English clinics, etc.

These workshops are offered during the day and are well publicized.



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WHAT WOULD YOU LIKE TO LEARN?

Is there some special topic you would like to explore, some skill you've been wanting to develop? If there is a course you would like the continuing education department to offer, please fill out this form and bring/mail it to Northwest College. If you or someone you know has the expertise or knowledge in a certain area, craft, etc., and might like to teach it, please provide the information so we can make contact.

Course _____
 Possible Instructor _____
 Phone Number _____
 Your name _____
 Your phone number _____
 Your address _____

WOULD YOU LIKE TO TEACH?

If you have a hobby or special expertise in some area that you would like to share with other people, you might enjoy teaching in our continuing education program. Teacher certification is not a prerequisite for teaching in the general interest area. If you would like someone from the Continuing Education staff to contact you, please provide the following information:

I am interested in teaching the following:

Name _____
 Phone Number _____
 Address _____

Thank you for your interest in Continuing Education!

GIFT CERTIFICATE ORDER FORM

I would like to give:

Name _____ Home Phone _____
 Address _____

GIFT CERTIFICATE FOR: \$ _____ TO BE USED TOWARD NWCC COURSE FEES
 \$ _____ FULL TUITION
 FOR _____ (PROGRAM)

OFFERED ON _____ AT _____
 (Date & Time) (Location)

CERTIFICATE FROM: _____ PHONE: HOME _____ BUSINESS _____

ADDRESS: _____

PAID BY: CHEQUE _____ CASH _____ VISA _____ (Expiry date _____)

Signature: _____ Phone number: _____

_____ Please send the Certificate and course catalogue to me

_____ Please send the Certificate and course catalogue to the recipient by _____
 (date)

CENTRAL REGION

Terrace

5331 McConnell Avenue
Terrace, B.C. V8G 4X2
Phone: (604) 635-6511
FAX: (604) 635-6268

Nass Valley

c/o Wilp Wilxo'oskwhl Nisga'a
St. Peters Hall, P.O. Box 219
New Aiyansh, B.C. V0J 1A0
Phone: (604) 633-2292/2293
FAX: (604) 633-2463

EASTERN REGION

THE HAZELTONS

Omineca Street
P.O. Box 338,
HAZELTON, B.C. V0J 1Y0
Phone: (604) 842-5291
FAX: (604) 842-5813

HOUSTON

3221 - 14th Street West
P.O. Box 1277
Houston, B.C. V0J 1Z0
Phone: (604) 845-7266
FAX: (604) 845-3521

SMITHERS

3966 2nd Avenue
P.O. Box 3606
SMITHERS, B.C. V0J 2N0
Phone: (604) 847-4461
FAX: (604) 847-4568

STEWART

9th Avenue
P.O. Box 919
STEWART, B.C. V0T 1W0
Phone: (604) 636-9184
FAX: (604) 636-2770

SOUTHERN REGION

Kitimat

606 Mountainview Sq.
KITIMAT, B.C. V8C 2N2
Phone: (604) 632-4766
FAX: (604) 632-5069

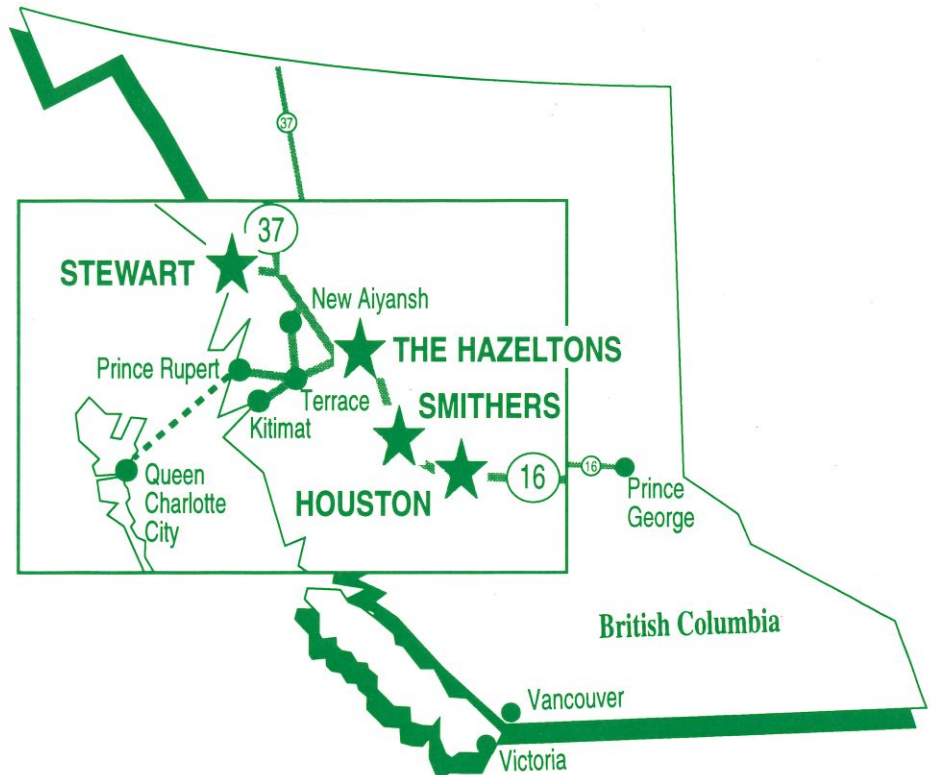
WESTERN REGION

Prince Rupert

130 First Avenue West
Prince Rupert, B.C. V8J 1A8
Phone: (604) 624-6054
FAX: (604) 624-4920

Queen Charlotte Islands

P.O. Box 67
Queen Charlotte City, B.C.
V0T 1S0
Phone: (604) 559-8222
FAX: (604) 559-8219



*Stop By Your
Community Campus
Today!*