

CONTINUING EDUCATION BROCHURE

WINTER/SPRING 1996

COURSES
THAT
ASSIST
WITH
YOUR
LIFELONG
LEARNING
NEEDS!



COOKING
COMPUTERS
FREE LAW
INDUSTRIAL
DRAFTING
AIR BRAKES
CERTIFICATION
SAFETY
MANAGEMENT

January - June

WESTERN REGION STAFF

Prince Rupert

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.

Director - Western Region Beth Davies

Administrative Support

Genevieve Ducharme Sonja Chambers
Emilia McConville

Continuing Education/Extension

Kathy Bedard Debbie Stava
Rhoda Burke

Student Services

Vena Hachkevich Gloria Ubdegrove

Learning Resource Centre

Lawrie McArthur Tim MacDonald

Instructional

Charles Armstrong
Marie Grinstrand
Anna Munger
Ken Shaw
Mona Izumi
Wade Johnson
Sandra Kuhar
John Wood
Andrew Batko
David Heinimann
Yvonne Werkmann
David Archer
Paula Mojak
Shalha Shakerinia

George Broderick
John Shepherd
Hondo Arendt
Tirso Morales
D. Sweetnam
Lianne Gagnon
Jean Rysstad
Chris Kellman
Rocque Berthiaume
Barbara Shaw
Chris Brown
Lawrence Brown
Elsie Baker
David Archer

Queen Charlotte Islands Staff

Assistant Director Sharon Matthews
Community Education Administrator Faye Bealieu

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 & Rhoda Burke

College Board Representatives

Kathleen Bedard & Dennis Carlson
Board meetings are open to the public.
Agendas are available.

GENERAL POLICIES

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 programs)

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. Sorry no Mastercard.)
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 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

1. Withdrawal before the second class - 80% refund 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.

College Mission Statement

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

MANAGERIAL

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. Parts I and II were offered from September - December.

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.

DATE: Jan 9-12
TIME: Tue-Fri 8:30-3:30
INSTRUCTOR: Phil Kolbuc
FEE: \$450

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.

DATE: Mar 13-15
TIME: Wed-Fri 8:30-3:30
INSTRUCTOR: Phil Kolbuc
FEE: \$375

CREATIVE FINANCING FOR SMALL BUSINESS #20481

A difficulty for entrepreneurs starting a small business or expanding one, is raising money. This workshop presents practical methods of raising capital, including: business loans, private investor capital, trade credit,

DATE: Mar 9
TIME: Sat 9 - 4
INSTRUCTORS: G. Broderick/J. Shepherd
FEE: \$150

The Interview Series

The techniques used in interviewing enable sound decisions regarding the person and/or the topic under discussion. If two or more persons from an organization enroll, a group tuition can be discussed with the Continuing Education department.

SELECTION INTERVIEW PROCESS #20428

DATE: Apr 1
TIME: Mon 9-3
INSTRUCTOR: G. Wheeler
FEE: \$125

DISCIPLINE #20413

DATE: Apr 15
TIME: Mon 9-Noon
INSTRUCTOR: F. Campbell
FEE: \$80

OBJECTIVE SETTING & PERFORMANCE REVIEW #20426

DATE: Apr 22
TIME: Mon 9-Noon
INSTRUCTOR: G. Wheeler
FEE: \$80

ABSENTEEISM #20427

DATE: Apr 29
TIME: Mon 9-Noon
INSTRUCTOR: G. Wheeler
FEE: \$80

INDUSTRIAL & TECHNICAL

AIR BRAKE SYSTEMS #20377

Students will receive 24 hours of theory and practical instruction on Airbrakes Systems. Upon successful completion of a pre-trip, you receive credit for the pre-trip for 30 days toward the Motor Vehicle Branch Air Endorsement examination. CSA approved safety footwear required for the practical instruction. **Prerequisites:** Valid BC Drivers License and 18 years of age.

DATE: Feb 20-24
TIME: Tue-Fri 6-10
Sat 8:30-4:30
INSTRUCTOR: B. Hallock
FEE: \$180

AIRBRAKES MAINTENANCE #20438

(Airbrakes for Operators and Mechanics)

For mechanics with limited experience servicing airbrakes and for owners/operators of trucks/fleets. Upon successful completion of this course, the learner will be able to:

- ✧ identify the components of an airbrake system and state their function.
- ✧ disassemble and assemble airbrake valves and foundation brakes.
- ✧ diagnose problems in an airbrake system
- ✧ perform preventative maintenance on airbrake equipped vehicles
- ✧ perform a pre-trip inspection on an airbrake equipped vehicle.

Prerequisite: basic mechanical knowledge & ability.

Preferred: Air Brakes Systems Endorsement

TIME: Monday - Thursday
8:30 - 3:30
INSTRUCTOR: Bud Hallock
FEE: \$225

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. Register your interest by calling 624-6054. Successful completion of this program provides eligibility to write the Inspection Exam at a Provincial Motor Vehicle office. **Prerequisite:** BC TQ.

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 you interest by calling 624-6054.

REGISTER EARLY

CORE (Hunter's Training) #20400

Successful completion of the CORE course is mandatory for all residents applying for their first hunting license. This course is designed to ensure that prospective new hunters meet acceptable standards of knowledge and skills for safe and ethical participation in hunting.

DATE: Feb 5-13
 TIME: Mon-Th/M & Tue 6-10
 INSTRUCTOR: W. Robinson
 FEE: \$80 (plus GST)

CANADIAN FIREARMS SAFETY TRAINING #20429

When applying for a Firearms Acquisition Certificate, it is mandatory that you provide proof that you have passed an approved course or examination. **Applicants for an FAC must be 18 years old.**

This course provides training in: safe handling and use of firearms, laws governing firearms, safe methods for storing, displaying and transporting of firearms, legal and social responsibilities of firearms owners.

DATE: Jan 27-28
 TIME: Sat & Sun 9-5
 INSTRUCTOR: Lobo Shooting Supplies
 FEE: \$135

HIGH ANGLE (ROPE) RESCUE LEVEL I #20420

This course is designed to introduce the student to the safe and reliable techniques of rescuing a victim from an elevated position. The course includes: The Concept of Rope Rescue, Safe Work procedures, Contingency planning, Introduction to related Rescue Equipment, Personal Equipment, Basic rigging techniques, Use of rescue Equipment, Rappelling, Casualty Management, and Practical exercises

DATE: Apr 15
 TIME: Mon 8:30-3:30
 INSTRUCTOR: Tartan Ind.
 FEE: \$275

CONFINED SPACE SAFETY FOR ENTRY AND RESCUE

Hazards common to confined spaces, Safe Operating procedures for confined spaces, Contingency rescue planning, Proper use and care of breathing apparatus, Introduction to rescue equipment, Personal Protective Equipment, Use of rescue equipment, and exercises and rescue techniques, Practical instruction in an actual confined space environment. This one day course is designed to prepare an individual to safely work in and supervise for confined space entry.

LEVEL II #20421

DATE: Apr 16
 TIME: Tue 8:30-3:30
 INSTRUCTOR: Tartan Ind.
 FEE: \$275

LEVEL III #20422

This two day course is designed to provide the student with advanced confined space rescue abilities.

DATE: Apr 17-18
 TIME: Wed & Thur 8:30-3:30
 INSTRUCTOR: Tartan Industries
 FEE: \$450

TRAFFIC CONTROL (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.

Section 1 #20402

DATE: Apr 13
TIME: Sat 8:30-5
INSTRUCTOR: L. Milton
FEE: \$80

Section 2 #20403

DATE: Apr 27
TIME: Sat 8:30-5
INSTRUCTOR: L. Milton

WHMIS (Workplace Hazardous Material Information Systems)

This course is designed to provide basic information about the key requirements of WHMIS: controlled product labelling which alerts workers to the identify and dangers of product and to basic safety precautions, materials 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: Feb 27
TIME: Wed 6-10
INSTRUCTOR: F. Campbell
FEE: \$50

WOMEN'S SELF DEFENSE #20404

A highly effective workshop dealing with both verbal and physical self defense. The class will stress awareness, avoidance, assertiveness and action. Mothers & daughters welcome.

DATE: May 4 & 5
TIME: Sat & Sun 10-4
INSTRUCTOR: D. Geddie
FEE: \$75 (plus GST)

UPGRADING

Interested students may be able to attend ABE in the daytime or evening and either fulltime for part-time.

ADULT BASIC EDUCATION - PART-TIME (EVENING)

DATE: January - June
TIME: Tues & Thurs 6:30 - 9 pm
INSTRUCTOR: C. Armstrong
FEE (January - March) \$209.28
(April - June) \$202.74

ADULT BASIC EDUCATION - DAYTIME

DATE: January - June
TIME: Mon - Friday
8:45 - 2:30

FEES: dependant on course level and hours of registered attendance.

BASIC LITERACY #20443

DATE: Jan 30
TIME: Thur 7-9
INSTRUCTOR:
FEE:

G.E.D TUTORIAL ASSISTANCE #20398

Are you interested in taking the GED testing but would like to have an instructor available to assist you?

DATE: Jan 29-Feb 28
TIME: Mon & Wed 7-9
INSTRUCTOR: L. Booker
FEE: \$65

EARLY CHILDHOOD EDUCATION

ECE 128: MODELS AND METHODS OF PARENT INVOLVEMENT

A practical course that supports the theories explored in ECE 123. The student will examine and practice strategies for establishing and maintaining effective partnerships with parents and families, considering cross-cultural communication and childrearing practices.

DATE: Jan 9-Apr 23
TIME: Tue 7-9
plus a Sat workshop
INSTRUCTOR: R. Goodwin
FEE: \$128.40 plus text

ECE 202 - INFANT, TODDLER CARE AND GROWTH

A foundation course that examines major theories and influences on prenatal, perinatal, infant, and toddler development. The focus is on typical growth and development, emphasizing the effects of parenting styles, caregiving, and the environment on the child's development.

DATE: Jan 8-Apr 22
TIME: Mon 7-9
Plus a Sat workshop
INSTRUCTOR: M. Fox
FEE: \$128.40 plus text

SUMMER INSTITUTE

The ECE Department, in conjunction with the Supported Child Care Initiative, is proposing to offer Basic and Post Basic courses Practica in Special needs, and Special Education Assistants Training. (Financial Assistance will be available to students.) Tentative dates and course offering will be available from R. Goodwin, Coordinator after Jan 2/96.

MARINE SKILLS

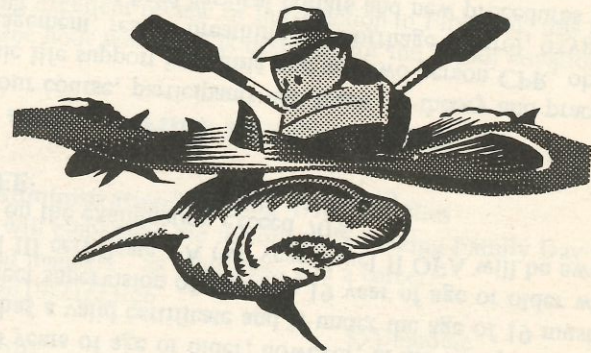
SMALL BOAT SAFETY #20386

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

DATE: Mar 4-Apr 10
TIME: Mon & Wed 7-10
INSTRUCTOR: D. Roslee
FEE: \$180

MARINE EMERGENCY DUTIES (MED A2)

This certified program of study will provide the sport boater with the firefighting and cold water survival skills required in an emergency. The course is 24 hours in duration and includes practical applications. This course can be delivered in the evening and one Saturday. Call 624-6054 to register your interest.



FIRST AID

OCCUPATIONAL FIRST AID - LEVEL I

Worker's Compensation Board regulations require two Level 1 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 airway management, care of the unconscious patient and control of deadly bleeding.

#20419

DATE: Jan 29
TIME: Mon & Wed 6-10
INSTRUCTOR:
FEE: \$75

#20424

DATE: Feb 10
TIME: Sat 8:30-5:30
INSTRUCTOR:
FEE: \$75

#20425

DATE: Mar 9
TIME: Sat 8:30-5:30
INSTRUCTOR:
FEE: \$75

TRANSPORTATION ENDORSEMENT

This eight hour course is designed to prepare OFA Level 1 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 1 certificate.

Course Fee: \$75

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 will call an ambulance rather than having to prepare a patient for transportation. This course is open to persons 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 year 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 exceed 70%.

COURSE FEE: \$375

LEVEL III #20441

In this 70 hour course, participants will learn the theory and practical skills of basic life support including one and two person CPR, obstructed airway management, rescue breathing haemorrhage 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 a resuscitation mask.

DATE: MAY 27 - JUNE 29
TIME: Mon/Thur - 6:30 - 10 pm
Sat - 8:30 - 5 pm

COURSE FEE: \$495

WILDERNESS FIRST AID #20439

This course is aimed at the backcountry user who does not have immediate access to the Emergency Medical System, and consequentially must make leadership decisions, provide secondary-aid (ie. shelter), and arrange transport to the E.M.S., using only the materials on hand. Approximately half of this course is taught outside.

DATE: Mar 21-24
TIME: Thur & Fri
Sat/Sun/Mon/Tue/ Wed

INSTRUCTOR: Northern Sun Tours
FEE: \$260

WILDERNESS (COASTAL) SURVIVAL #20440

Will give participants the knowledge and skills required to survive in an emergency situation, as well as to give them the chance to apply these skills first hand and thus gain the necessary confidence in themselves.

DATE: Mar 28-31
TIME: Thur & Fri 6-10
Sat & Sun in the field
INSTRUCTOR: Northern Sun Tours
FEE: \$240

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 certified, 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.

FAMILY DAY CARE #19267

FAM 05 - Planning Children's Experiences

Offers practical knowledge in planning activities in terms of materials, space requirements, and time management.

Jan 26/29/31/Feb 02/05/07/09

FEE: \$55/module
INSTRUCTOR: E. Skelton

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 four 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. Its 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.

FAMILY DAY CARE #19267

FAM 06 - Administration/Working With Families

This course will emphasize the importance of seeing Family Day Care in a professional manners - as a business and a career.

Feb 12/14/16/19/21/23/26

FEE: \$55/module
INSTRUCTOR: E. Skelton

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.

The Professional Instructor Development Diploma program provides individuals with opportunities to develop instruction 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.

- ✧ 102B Elements of Instruction B
Jan 26, 27, 28, Feb 9, 10, 11 - Prince Rupert
- ✧ 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
- ✧ 102A Elements of Instruction
May 31/June 1 & 2, June 14, 15, 16

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 or Education degree in Adult Education. The program consists of the courses in the Provincial Instructor Diploma program plus eight 30 hour courses. Course cost \$410 each.

- ✧ 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 Introduction to Development Psychology
May 17, 18, 19, 31, June 1, 2 - Terrace

COMPUTERS

AUTOCAD - LEVEL 1

An introduction to AUTOCAD (including AUTOCAD for Windows), using basic drawing creation, editing, view manipulation, text dimension hatching & plotting. Upon successful completion of this course, the learner will be able to use AUTOCAD at Level 1 proficiency.

This twenty-five hour certificated program will be offered if sufficient interest is shown. Please call the College at 624-6054 to register interest.

AUTOCAD LEVEL II

A continuation of AUTOCAD Level I with a focus on increasing production by customizing the AUTOCAD environment. Topics include digitizing, block libraries, introduction lisp, and 3D, attributes, external references, command and menu customization, slides and scripts. Please call the College at 624-6054 to indicate your interest.

INTRODUCTION TO CAD (Computer Assisted Drafting)

This introduction will discuss the basics that this powerful software program can provide.

Section 1 #20482

DATE:	Feb 10-17
TIME:	Sat 9-3
INSTRUCTOR:	P. Falvo
FEE:	\$135

Section 2 #20483

DATE:	Mar 30-Apr 6
TIME:	Sat 9-3
INSTRUCTOR:	P. Falvo
FEE:	\$135

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.

#20444

DATE: Jan 22-31
TIME: Mon & Wed 7-9:30
FEE: \$90

#20445

DATE: Jan 27-Feb 17
TIME: Sat 9-Noon
FEE: \$90

#20446

DATE: Jan 30-Feb 8
TIME: Tue & Thur 1-2:30
FEE: \$90

INTRODUCTION TO MICROSOFT WORKS FOR WINDOWS

This integrated program uses word processing/spreadsheet/databases. Please register your interest by calling 624-6054.

INTRODUCTION TO MICROSOFT WORD #20449

DATE: Feb 12-Mar 14
TIME: Mon & Thur 7-9:30
INSTRUCTOR: TBA
FEE: \$175 (plus disks)

INTRODUCTION TO WINDOWS

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

#20448

DATE: Feb 5
TIME: Mon 7-10
INSTRUCTOR: TBA
FEE: \$50

#20447

DATE: Feb 24
TIME: Sat 9-Noon
INSTRUCTOR: TBA
FEE: \$50

INTRODUCTION TO EXCEL

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. If you are interested in this training, call the College at 624-6054.

INTRODUCTION TO DESK TOP PUBLISHING #20383

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.

DATE: Mar 2-16
TIME: Sat 9-Noon
INSTRUCTOR: C. Armstrong
FEE:

**WOMEN OF THE NORTHWEST
WELLNESS CONFERENCE
"BODY, MIND AND SPIRIT"
May 10-11, 1995**

We believe that holding this educational conference will provide women with access to information on women's issues, build awareness, generate new ideas and create a forum for discussion. The conference will integrate the psychological, physical and spiritual aspects of women's well-being and empowerment.

The conference will include a Friday keynote speaker and reception. Saturday will be composed of panels, workshops, lunch speaker, and full health fair.

Topics Covered include:

Immigrant Women's Issues	Financial Planning
Domestic Violence	Alterative Healing
Depression	Women's Self-Defence
First Nations Women's Issues	Women's Cancers
Mothers and Daughters	Job Stress
Self-Esteem	Parenting
Teen Health Issues	Grief and Loss
Women's Sexuality	Starting a Women's Resource Centre
Communications in Relationships	
Menopause	

FEE: \$15

Register at Northwest Community College. Sponsorship is available for those to which this fee is available. Call Kathy Bedard or Rhoda Burke at 624-6054.

CONTINUING EDUCATION

BABYSITTER TRAINING

More than JUST first aid. This course is designed for students 11-15 years of age. The students will cover first aid, fire safety, accident prevention and how to care for and entertain children at various stages of development. Fee includes manual. Please call 624-6054 to register your interest.

DIABETIC COOKING

A short course in cooking for the diabetic will be offered if sufficient interest is shown. Please call 624-6054

FIRST NATIONS COOKING #20409

DATE: Mar 5 & 7
TIME: Tue & Thur
INSTRUCTOR: D. Young
FEE: \$20 (plus GST)

FOOD SAFE #20382

Successful completion of the course and final exam leads to the Foodsafe Certificate issued and registered by the Ministry of Health.
DATE: Mar 11-13
TIME: Mon-Wed 7-10
INSTRUCTOR: A. Carlson
FEE: \$50

LOW FAT COOKING #20407

Help your heart stay healthy. Learn low fat cooking techniques with a local dietician.
DATE: Jan 29-Feb 14
TIME: Mon & Wed 7-9:30
INSTRUCTOR: A. Carlson
FEE: \$75 plus GST

INTERNATIONAL CUISINE SERIES

Tempt your tastebuds 10 evenings of exotic cuisine. use these hands-on classes in preparing dishes for your family's enjoyment. These classes can be taken individually for \$20 each (plus \$1.40 GST) or \$90 (plus \$6.30 GST) for the whole series.

JAPANESE #20432

DATE: Jan 30-Feb 1
TIME: Tue & Thur 7-9
INSTRUCTOR: M. Izumi

JAMAICAN #20408

DATE: Feb 6 & 8
TIME: Tue & Thur 7-9
INSTRUCTOR: V. Hachkevich

MEXICAN #20410

DATE: Feb 13 & 15
TIME: Tue & Thur 7-9
INSTRUCTOR: E. Gruber

FILIPINO #20431

DATE: Feb 20 & 22
TIME: Tue & Thur 7-9
INSTRUCTOR: P. Burias

EAST INDIAN #20430

DATE: Feb 27 & 29
TIME: Tue & Thur 7-9
INSTRUCTOR: C. Parmar

DRAFTING - INTRODUCTION #20484

Have you always wanted to learn the basics of drafting? Some supplies will be the responsibility of the student. Please call 624-6054 to register your interest.

INSTRUCTOR:

P. Falvo

FREE LAW CLASSES

Northwest Community College has partnered with the People's Law School for the past 20 years to bring FREE Public Legal Education to the residents of the Prince Rupert Area. Using the local expertise in the legal field, the classes are informative and offer an introduction to the subject listed. Please call 624-6054 to register your interest in these short, two hour seminars.

BUYING & SELLING A HOME #20415

This class will help you determine what to look for in buying a house and how to help you decide whether to sell your own home or use the services of a real estate agent. Included in the discussion are: the roles of the real estate agent, lawyer and the notary public; the types of home ownership; the interim agreement; title searching; the steps in a conveyance; agreement of sale and the transfer of property.

DATE: Jan 30
TIME: Tue 7-9

CUSTODY & ACCESS #20417

When a relationship breaks down, the custody and access of children becomes a critical and emotional issue. The instructor will help you understand the legal process by discussing the types of custody, the forms of access, the rights of third parties, court orders and how to enforce them - especially when out of province, and much more.

DATE: March 19
TIME: Tue 7-9

FREE LAW CLASSES

WILLS & ESTATES #20416

A Will is your opportunity to disperse property and possessions according to your wishes. This class will discuss how to make a Will and what should be included in your Will; what restrictions exist; the probate of an estate; what forms are necessary; people to contact; the notary public; where to forward the forms upon their completion and what happens in the event that there is no Will.

DATE: Feb 20
TIME: Tue 7-9

LIVING WILLS #20418

Living Wills and euthanasia have received considerable interest in the media and general public in the past two years. A Living Will is a way of making known to your family and physician, your wishes regarding treatment, in the event you yourself are not able to make that decision. To be discussed are questions such as, is a Living Will the best way to express your wishes and what other options are available now?

DATE: Apr 16
TIME: Tue 7-9

PUBLIC SPEAKING #20437

This program is signed to develop leadership skills as well as teach speaking skills in a seminar workshop format. This eight session program helps participants gain confidence in communication, including writing and delivering speeches, impromptu speaking, the use of audiovisual aids and body language, and effective listening.

DATE: Feb 6-29
TIME: Tue & Thur 7-9
INSTRUCTOR: S. Crowson
FEE: \$30 (plus GST)

SERGER WORKSHOP #20401

Did you receive a Serger for Christmas???
Find out all the things it's capable of!!

DATE: Mar 16
TIME: Sat 9:30-4
INSTRUCTOR: A. McKinnon
FEE: \$33 (plus GST)

SPANISH (Beginners) #20433

Learn Spanish in an atmosphere of friendly conversation.

DATE: Jan 30-Apr 2
TIME: Tue & Thur 7-8:30
INSTRUCTOR:
FEE: \$80 (plus GST)

SPANISH (Intermediate/Advanced) #20385

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

DATE: Jan 29-Apr 1
TIME: Mon & Wed 7-8:30
INSTRUCTOR:
FEE: \$80 (plus GST)

INTRODUCTION TO SEWING #20405

DATE: Apr 15-May 9
TIME: Mon & Wed 7-9
INSTRUCTOR: G. Perry
FEE: \$55 (plus GST & supplies)

SUPER HOST #20406

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

DATE: May 7 & 8
TIME: Tue & Wed 6-10
INSTRUCTOR: J. Ferguson
FEE: \$15 (plus 1.05 for supplies)

MIXOLOGY & SERVICE

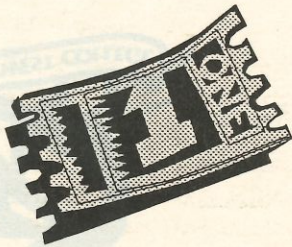
Looking for a part-time or summer job? Join the expanding field of hospitality and service by learning the valuable skills of mixology, table service, SuperHost, Serving It Right and First Aid that will assist you in preparing for a profession in the service industry. Successful participants of this program will receive a non-credit certificate from Northwest Community College.

DATE: July
TIME: Mon-Fri
INSTRUCTOR: TBA
FEE: \$300

WOMEN'S FILM FESTIVAL

Sponsored by Safer Campuses, NWCC & Prince Rupert Transition House, these are films by women for women. Doors open at 9:00 a.m. for coffee. Lunch will be provided. Childcare will also be available. For ticket information call 627-1532. All proceeds to the Women's Monument Project.

DATE: Jan 27
TIME: 10-5
ROOM: 1006 (College Annex)



OFFICE SKILLS

ACCOUNTING 101/102 #20376

This course discusses the study of accounting based on a service business organized as a sole proprietorship and a merchandising business organized as a partnership. Accounting 102 introduces special journals, payroll, adjustments to bas debts, depreciation, inventory controls, accrued revenue and expense and financial statements for corporations.

DATE: Jan 29-Apr 10
TIME: Mon & Wed 7-10
INSTRUCTOR: N. Sparks
FEE: \$275 (plus text)

BEGINNERS TYPING (KEYBOARDING) #20378

This course provides an introduction to the computer keyboard and development of touch control. using the computer to develop speed and accuracy, the student will be introduced to basic document creation, tabulation, centering and basic letter formats. Knowledge of basic computer and/or Windows is an asset.

DATE: Jan 23-Mar 12
TIME: Tue & Thur 7-9
INSTRUCTOR: L. Dobbs
FEE: \$105 (plus text)

ADVANCED KEYBOARDING #20379

This course is designed to increase speed and upgrade practical knowledge of the keyboard. Letter and memo styles will be covered in depth. this course is useful to anyone wishing to enter a clerical field and/or those who currently are and would like to upgrade their skills. Basic Keyboarding and basic knowledge of Windows would be an asset.

DATE: Mar 2-May 4
TIME: Sat 9-Noon
INSTRUCTOR: L. Dobbs
FEE: \$105 (plus text)

NORTHWEST COMMUNITY COLLEGE



OPEN HOUSE

FEBRUARY 21, 1996 7-9 p.m.

- ☼ *DISPLAYS*
- ☼ *FINANCIAL AID INFORMATION*
- ☼ *INFORMATION ABOUT COLLEGE PROGRAMS*
- ☼ *ADVISING APPOINTMENTS*

*JOIN US FOR REFRESHMENTS AND MEET THE STAFF
OF YOUR COMMUNITY COLLEGE.*

CENTRAL REGION

TERRACE

5331 McConnell Ave.
Terrace, B.C. V8G 4X2
Phone: (604) 635-6511
FAX: (604) 638-5432

NASS VALLEY

c/o Wilp Wilko'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

WESTERN REGION

PRINCE RUPERT

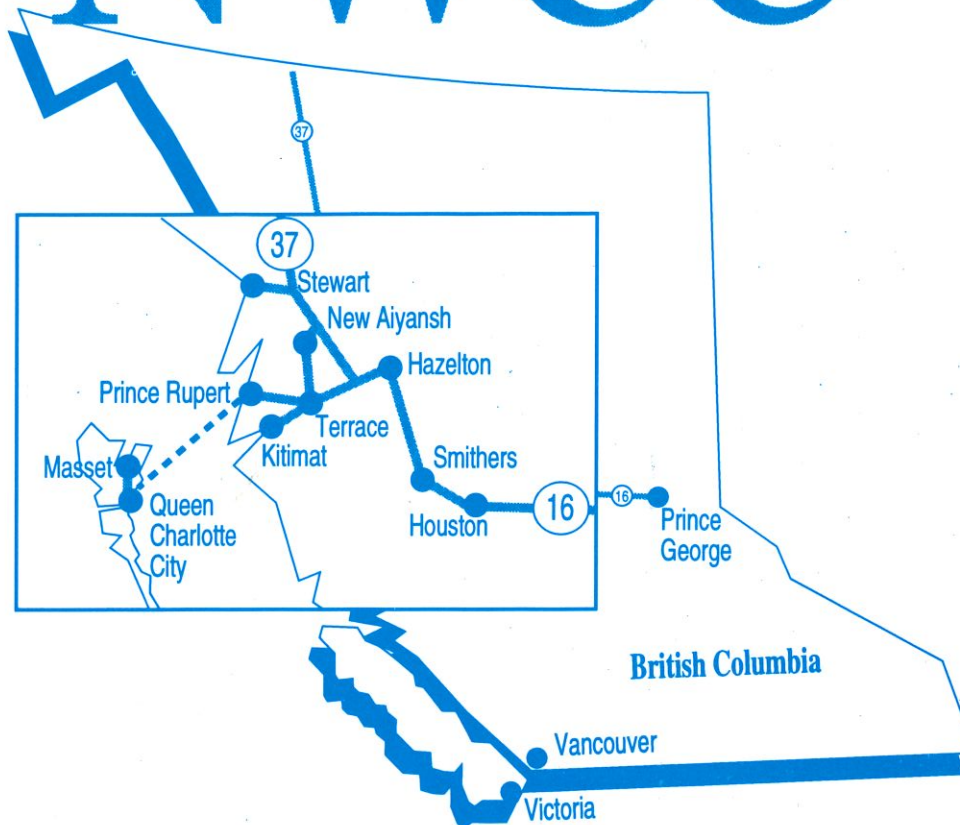
130 First Avenue West
Prince Rupert, B.C. V8J 1A8
Phone: (604) 624-6054
FAX: (604) 624-4920

MASSET

P.O. Box 289
Masset, B.C. V0T 1M0
Phone: (604) 626-3627
FAX: (604) 626-3699

QUEEN CHARLOTTE CITY

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



EASTERN REGION

HAZELTON

1525 Omineca Street
P.O. Box 338,
Hazelton, B.C. V0J 1Y0
Phone: (604) 842-5291
FAX: (604) 842-5813

HOUSTON

THE LEARNING CENTRE
3221 14th Street
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

824 Main Street
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

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