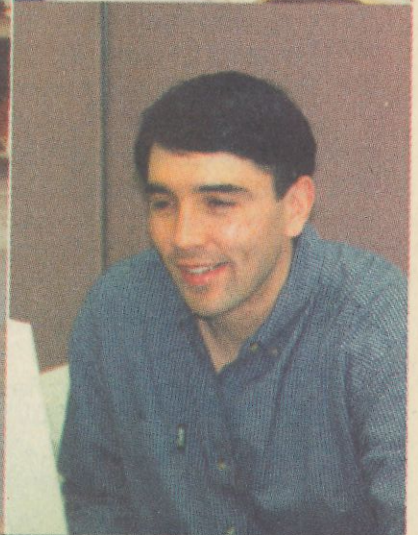
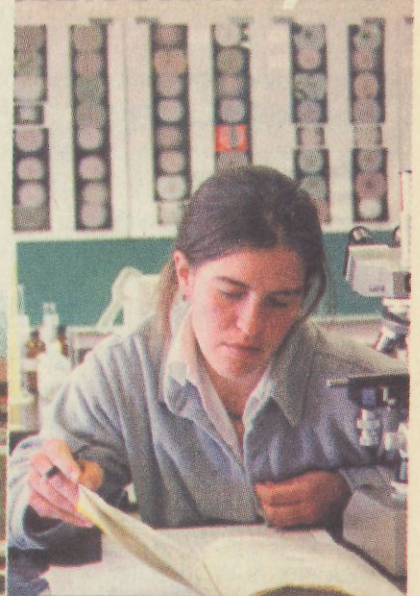


**YOUR** college  
working in **YOUR** community.



**FALL 2001 • CONTINUING EDUCATION**



**NORTHWEST**  
COMMUNITY COLLEGE

**PRINCE RUPERT, BC**



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The Continuing Education Department of Northwest Community College is committed to:

- ✓ Responding quickly to meeting community needs
- ✓ Providing standardized quality learning
- ✓ Operating in a flexible proactive learning environment

### OUR STAFF

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Telephone: (250) 624-6054 or drop by our office located at: 130 1<sup>st</sup> Avenue West.

**If you would like to be notified of upcoming courses by E-mail contact us at [cerupert@nwcc.bc.ca](mailto:cerupert@nwcc.bc.ca) and place your E-mail address on our database.**

## ABOUT NORTHWEST COMMUNITY COLLEGE

### MISSION STATEMENT

We are a community college committed to respecting and meeting the educational needs of the **communities** we serve. Our mission is to provide and enable equitable access to quality lifelong learning throughout our College region.

### PRINCE RUPERT CAMPUS

Northwest Community College in Prince Rupert is one of the fastest growing centres in the College region, with enrollments in full-time programs up almost 20% over the last six years. Because of the city's location on an inner harbour on the north coast, mild marine air keeps the temperatures moderate throughout the year. Prince Rupert was established early in the province's history as a major port, so its architecture and layout are reminiscent of the city of San Francisco.

### STUDENT SERVICES

#### EDUCATIONAL ADVISING

The educational advisor provides students with up-to-date information on college services, policies, procedures, programs and courses. The advisor has knowledge of all college programs as well as programs and courses at other educational institutions and is trained to assist students with developing educational plans and with course planning.

#### BOOKSTORE SERVICES

Textbooks and course materials for college courses and programs are available at our campus as well as general interest books, stationery, backpacks, clothing and memorabilia.

#### FIRST NATIONS STUDENT ACCESS

First Nations Student Access provides consultation regarding personal and educational matters to First Nations students. Students are able to access services and resources both on and off campus as the coordinator provides general information regarding programs and registration procedures, acts

as a liaison between instructors and Band education offices, and works in conjunction with the First Nations Council for NWCC.

#### LIBRARY

A centre of the educational community, the NWCC Library supports excellence in teaching, student success and lifelong learning, through the provision of a diverse range of quality resources and services. Our campus library offers: Reference and research assistance, interlibrary loans, electronic resources, e.g. full text journals, online reference data bases, and a Professional Library staff.

Online catalogue access is available through the college web site.

#### ACCESSIBILITY SUPPORT SERVICES

A range of services and/or equipment are available to enable students with disabilities to pursue their education. If you require any of the following: Scribes/Aides, Tutoring, Equipment Loans, or Referrals, please contact the Accessibility Coordinator.

For specific needs, please apply early.

#### STUDENT SUCCESS

If your academic performance at Northwest Community College is not what you would like it to be, and you want to do something to change that, there is help available. The Student Success Coordinator arranges activities designed to help make your experience at the college a successful one. Some of the services include free tutoring, workshops on study skills, individual study skills advising, orientation activities and more.

#### STUDENT SUPPORT SPECIALIST

The Student Support Specialist offers assessment, support, and referral to students with problems that may not be directly related to their school work, but can interfere with their attendance or success in their classes. This is a confidential service. Community counselling services can also be accessed.



## COURSE OFFERINGS

Full-time programming in Prince Rupert includes University Credit, Welding, Business Administration, Career and College Preparation and English as a Second Language Training. Programs unique to the College are located at the Centre: the Marine program provides theoretical training for mariners, the Coastal Integrated Resources Management Program focuses on resources that are inherent to coastal areas, and the Coastal Eco-Adventure Tourism Certificate Program prepares learners for careers in the adventure tourism sector. Many partnerships have been established with other educational providers, First Nations organizations, and business and industry so that the development and offering of programs specifically meet the diverse needs of the community.

### ADULT SPECIAL EDUCATION

This part-time program is intended to prepare adult special education students to be work ready. Interest and aptitudes of students will be explored; students will develop awareness of worksite expectations, and participate in work place practicums.

### BUSINESS ADMINISTRATION

This program is designed to give students a solid background in business and prepare them for a wide range of careers in the public, private and not-for-profit sectors. The program provides the opportunity to pursue further advanced studies at a host of universities, colleges, and professional associations. The curriculum develops the comprehensive business knowledge and skills necessary to deal in the continually changing needs of business.

### CAREER & COLLEGE PREPARATION

The CCP program helps adults get ready for college, career, vocational and university courses and for employment. Students completing the program can obtain the BC Graduation Diploma (Adult Dogwood). Students can attend either full-time or part-

time, and may start the CCP program at any time during the year, space permitting. Courses may be self-paced or instructor-led.

### COASTAL ECO-ADVENTURE TOURISM

The Coastal Eco Adventure Tourism program is an innovative program designed to address the growing demand for trained professionals in the fields of eco and adventure tourism.

Students will learn from experts in this field who are committed to the promotion of environmental stewardship, respect for biodiversity, and sustainability and ecological integrity. The program incorporates available provincial and/or national certifications that exist within the industry.

This program is highly recommended for those who possess a genuine passion for the outdoors and is meant to attract those individuals seeking employment in the eco-tourism and adventure-tourism sector.

### COASTAL INTEGRATED RESOURCES MANAGEMENT

This program is located in Prince Rupert, home to a wide

variety of natural resource management agencies and organizations. The diverse marine environment provides students an opportunity to study these coastal ecosystems in an integrated fashion.

Due to the extensive fieldwork, enrolling students require quality outdoor wear and field equipment that allows them to perform efficiently in outdoor conditions in all seasons of the year. A list of required and suggested fieldwear and equipment is available from the program coordinator and is supplied to students upon acceptance of their application. Students should be prepared to participate in rigorous physical activities.

### EARLY CHILDHOOD EDUCATION

The ECE program prepares students for employment in Group Day Care, Preschools, Special Needs and Family Day Care programs. The ECE department is currently offering a regional work based Basic Early Childhood Education Program. This flexible training program allows students to remain working in their Childcare centre while obtaining the necessary ECE credentials.

## COURSE OFFERINGS

### ENGLISH AS A SECOND LANGUAGE

ESL programs develop reading, writing and speaking skills. The program content and objectives are based on the needs of the students. Introductory programs are available that develop the skills necessary to perform tasks, such as: making appointments, getting a driving license, searching for a job, etc. More advanced programs for students who have already completed an introductory program or who already have basic speaking, writing and reading skills are also available.

### LITERACY TRAINING

The basic literacy program is intended for students who are non-readers and for those who wish to improve their basic math, reading, writing and spelling skills.

The College supports training programs for people who would like to be a tutor in the Basic Literacy program. If you, or someone you know, would be interested in participating in this program, please contact us.

### WELDING

NWCC offers the Provincial Welders 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.

<h3>UNIVERSITY CREDIT</h3> <p>NWCC offers a two - year Associate Degrees in Arts and Sciences. These Associate Degrees may lead to undergraduate degrees in different specialisations at a university depending upon the requirements of that particular university. University Credit courses carry transfer credit to BC Universities, University-Colleges and other Colleges. Students intending to acquire an undergraduate degree at a university can complete their first two years of study at NWCC. First and second year courses are available on a full-time or selected offerings basis. For course descriptions please see our 2001/2002 College Program Calendar</p>	
<h3>ARTS PROGRAM</h3> <ul style="list-style-type: none"> <li>Anthropology 101 Physical Anthropology and Archaeology</li> <li>Anthropology 112 First Nations of BC</li> <li>Economics 111 Micro Economics</li> <li>English 101 Introduction to Composition and Literature</li> <li>English 151 Technical Writing</li> <li>Geography 225 Regional Geography of BC/Canada</li> <li>History 105 Canadian History</li> <li>Political Science 101 Canadian Politics</li> <li>Political Science 203 International Politics (New - Evening course)</li> <li>Psychology 101 Introduction to Psychology</li> <li>Psychology 221 Abnormal Psychology and Therapy</li> <li>Sociology 101 Introduction to Sociology</li> <li>Women's Studies 101 Intro. to Women's Studies</li> </ul>	<h3>SCIENCE PROGRAM</h3> <ul style="list-style-type: none"> <li>Biology 101 Introduction to Biology</li> <li>Biology 201 Invertebrate Zoology</li> <li>Chemistry 101 Introduction to Chemistry</li> <li>Chemistry 121 principles of Chemistry</li> <li>Computer Science 111 Introduction to Computer</li> <li>Computer Science 121 Programming</li> <li>Geography 110 Humans and the Environment</li> <li>Geography 150 Physical Geography</li> <li>Geography 204 Geographic Information Systems</li> <li>Math 101 Calculus</li> <li>Math 140 Finite Math/Calculus for Social Sciences</li> <li>Math 190 Math for the Elementary Teacher</li> <li>Oceanography 208 Intro. to Oceanography</li> <li>Physics 101 Introduction to Physics</li> </ul>



## OTHER EDUCATIONAL OPPORTUNITIES

### BUSINESS TECHNOLOGY

The Business Technology program is offering two innovative options for students wishing to access program opportunities. These options include access to distance education and E-learning opportunities. For more information contact the Educational Advisor.

### DIPLOMA IN ADULT EDUCATION

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. To register or for more information contact: Program Development Department, Vancouver Community College- King Edward Campus, at (604) 871-7499 or (604) 871-7488.

### GENERAL EDUCATION DEVELOPMENT TESTS

The GED provides an opportunity for adults who did not graduate from secondary school to earn an official document stating that they have a high school equivalency standing. G.E.D tests are administered by the College for the Ministry of Education. Applications must be received by the Ministry of Education, GED Testing Service, 28 DAYS PRIOR to the exam date. Applications are available at the College. Fall testing dates in Prince Rupert are: September 28 & 29 and November 23 & 24

### MICROSOFT OFFICE USER SPECIALIST

MOUS is a certification program provided by Microsoft that verifies a user's expertise in Microsoft Office applications such as Word, Excel, Access, and PowerPoint. For further information on MOUS examinations, please contact the College at 624-6054.

### OPEN UNIVERSITY/OPEN COLLEGE

This public educational institution is committed to providing lifelong learning opportunities to British Columbians. Courses and programs range from high school completion and career, technical and vocational training, to undergraduate university degrees, and various opportunities for non-formal learning such as community based learning circles. For more information call 1-800-663-9711 or visit their website at [www.ola.bc.ca](http://www.ola.bc.ca)

### PROVINCIAL INSTRUCTOR DIPLOMA

The Provincial Instructor Diploma program provides individuals with opportunities to develop instructional competencies in the design, management and evaluation of instruction for adults. For registration and more information, contact Vancouver Community College at the address and phone number listed for the Diploma in Adult Education.

### SIMON FRASER UNIVERSITY

SFU offers the Professional Development Program (a teacher education program) for the Faculty of Education here in the Northwest. The Northwest Teacher Education Consortium (NWTEC) is a collaborative effort between SFU, NWCC and participating school districts. For more information contact the Educational Advisor at 624-6054.

### UNIVERSITY OF NORTHERN BRITISH COLUMBIA

As part of UNBC's commitment to northern BC, the university has established collaborative programs with the three northern colleges, including NWCC. NWCC students can transfer their university credit courses to all UNBC programs. For more information contact the Northwest UNBC regional Office at 1-800-697-7388.

## CONTINUING EDUCATION

The Continuing Education department continues to look for opportunities to better serve our communities. When you identify training and education needs in your home or work, please call us at 624-6054. Continuing Education courses and programs are developed in response to contributions and suggestions from community members, advisory committees, and course participants. We welcome the challenge of putting together new courses to help further the learning goals of the people and businesses of the North Coast.

### EXTENSION SERVICES

Have you identified a training need within your organization? The College is committed to the development and facilitation of customized, on-site, and contract training opportunities in response to identified industry and community needs. We would welcome the opportunity to discuss your company's needs and provide you with information on programs and services available. Please contact Debbie Stava at 624-6054.

### ABOUT THIS BROCHURE

As this brochure is published well in advance of the session, the College reserves the right to make any changes deemed necessary. The College makes every effort at the time of printing to ensure accuracy but in the interests of the communities we serve, the college reserves the right to revise the statements in this

brochure. They are not to be regarded as an irrevocable contract between the student and the college. The brochure is only intended to provide an overview of the programs at NWCC. Persons wishing more information than is printed in this brochure are invited to contact our office at 624-6054.

### TAX DEDUCTIONS

In most cases, you may deduct tuition fees if the total amount exceeds \$100. Save your registration slip for reporting purposes.

### CREDIT COURSES

For credit courses, please allow extra time to complete the admissions process. Register early!

### FULL TIME PROGRAMS & SERVICES

For information on full-time programs drop by our office for our 2001/2002 Academic Calendar and current time tables.

### PAYMENT INFORMATION

Course fees (including GST where applicable) are due at the time of registration. Payment can be made by cash, interac, cheque or money-order made payable to NWCC. All major credit cards are accepted. **Post-dated cheques are not accepted.**

### REFUNDS

1. Withdrawal more than a week prior to class start - full refund less \$10 administration fee.

2. Withdrawal a week prior to class start without medical or family reason - NO REFUND
3. If course is cancelled by College - FULL REFUND.
4. **Once registered, you are responsible to attend the first class. No other contact will be made unless the College cancels or makes changes to the dates or times of the course.**

### IMPORTANT

Registration is not valid until payment is received. All fees are non-refundable (except in situations as listed above) When paying by cheque, please make cheque payable to Northwest Community College.

### NOTE TO EMPLOYERS

For your convenience you may purchase seats in Continuing Education courses for your staff to attend and be invoiced for the fees.

**Oops!** We cancelled a course because we didn't know you wanted it. Sometimes our courses are cancelled when too many people wait until the last minute to register. Our courses have to be cost-recoverable and we need a minimum of students enrolled before a class can run. To avoid any inconvenience to students, we generally cancel under-subscribed courses one week ahead of time.

**Don't Wait  
Avoid Disappointment  
REGISTER EARLY!**



## CONTINUING EDUCATION

### Business & Computers

#### ACCOUNTING FUNDAMENTALS I/II (BTEC 220/225)

Accounting Fundamentals I (BTEC 220) covers accounting based on a service business organized as a sole proprietorship. Accounting principles and procedures are covered to the preparation of financial statements. Level II (BTEC 225) is designed to provide additional knowledge in financial accounting techniques. Learners will study accounting procedures for a proprietorship and a partnership. You will take either Level I or II. Prerequisites: Grade 10 Math or GED or Math 030, and Level I is a prerequisite for Level II. As this is a credit course, please allow extra time for processing of your application.

Date: Sept 11-Nov 15  
Time: Tue & Thur 6:30-9:30  
Instr.: N. Sparks  
Fee: \$350 plus text

#### FIRST LOOK AT COMPUTERS

Do you hear the terms CPU, RAM, Hard Disk, Floppy Disk, Warm Boot, Cold Boot and wonder what people are talking about? This three-hour course introduces you to the basics of computers and their components.

Date: Sept 11  
Time: Tue 6:30-9:30  
Instr.: S. Kruithof  
Fee: \$35

#### INTRODUCTION TO COMPUTERS

Learn to use the most popular Microsoft Programs in this 24-hour course. This course will cover the basics of Windows '98, Word 97 and Excel 97. Upon completion of this course, you will be able to move on to the second level of any of these programs.

Date: Sept 18-Oct 11  
Time: Tue & Thur 6:30-9:30  
Instr.: S. Kruithof  
Fee: \$175

**For Level 1 courses students should have a good working knowledge of Windows 95 and be familiar with using a mouse.**

#### SIMPLY ACCOUNTING LEVEL I

In this computerized accounting course, learn to enter transactions for a company. You should have an understanding of accounting principles.

Date: Nov 27-Dec 6  
Time: Tue & Thur 6:30-9:30  
Instr.: N. Sparks  
Fee: \$90 plus text

#### SIMPLY ACCOUNTING LEVEL II

Continue on from Level I and review the setup and conversion of accounting data. Manage a wide scope of transactions encountered during regular bookkeeping. Topics include General Ledger Operations, Payroll, Inventory & Services Projects, and more.

Date: Dec 11-20  
Time: Tue & Thur 6:30-8:30  
Instr.: N. Sparks  
Fee: \$90 plus text

#### INTRO TO THE INTERNET

This quick course provides you with the full spectrum: from introduction, electronic mail, web surfing - to finding files/programs and down-loading. Windows experience is strongly recommended.

Date: Dec 3-10  
Time: Mon 6:30-9:30  
Instr.: S. Kruithof  
Fee: \$55 plus text

#### CISCO Semester I

The Cisco Networking Academy is designed to teach students the skills needed to design, build, and maintain small to medium size networks.

Date: Sept 11-Dec 1  
Time: Tue 6:30-9:30  
Sat: 9-12  
Instr.: D. Sweetnam  
Fee: \$875

#### CISCO Semester III

Prerequisite is Semester II.

Date: Sept 10-Dec 5  
Time: Mon & Wed 6:30-9:30  
Instr.: D. Sweetnam  
Fee: \$875

#### DIGITAL PHOTOGRAPHY

Explore digital imaging and how to use it best. Find out about the different image file formats and how each is used.

Date: Nov 7-28  
Time: Wed 6:30-9:30  
Instr.: K. Morrison  
Fee: \$90

#### HTML LEVEL I

Learn to use Hypertext Markup Language to link to the World Wide Web. Learn about tags, headings, and more. You should be familiar with the Internet.

Date: Oct 3-24  
Time: Wed 6:30-9:30  
Instr.: K. Morrison  
Fee: \$90 plus text

#### COMPUTERS FOR SENIORS - GETTING STARTED

You'll cover the parts of a computer, how to turn it on, to use a mouse, and to perform simple tasks.

Date: Sept 13  
Time: Thur 6:30-9:30  
Instr.: S. Kruithof  
Fee: \$5

#### INTERNET/E-MAIL FOR SENIORS

Learn the essentials of the Internet, including browsing, Netscape and a quick introduction to e-mail.

Prerequisite: Basic Windows skills.  
Date: Nov 5  
Time: Mon 6:30-9:30  
Instr.: S. Kruithof  
Fee: \$5

#### COMPUTER KEYBOARDING

Are you tired of the "hunt and peck" method of keyboarding? In this course you will learn the "touch" system of keyboarding. If you already know the basics, this course will help you improve your speed. (This course can be taken for credit for students meeting the pre-requisites for

BTEC 110/115, 284 & 285)  
Date: Sept 18-Nov 20  
Time: Tue 7-8:30  
Fee: \$145 plus text

#### WINDOWS ONE

An introduction to Windows designed for beginners with little or no Windows experience. This easy-paced, hands-on course will help to improve your comfort level with Windows, the mouse, and with computers in general.

Date: Sept 10-17  
Time: Mon 6:30-9:30  
Instr.: S. Kruithof  
Fee: \$55 plus text

#### WINDOWS TWO

An in-depth introduction to help you gain a better understanding of the Windows 95 operating system and provide you with the skills and concepts necessary for using Windows applications. You must be familiar with computers and comfortable with a mouse.

Date: Nov 19-26  
Time: Mon 6:30-8:30  
Fee: \$55 plus text

#### ACCESS LEVEL ONE

Learn to load and exit, use the database wizard, create a new table, enter, adjust and delete information within a table, sort records, create and use queries, and more.

Date: Oct 16-25  
Time: Tue & Thur 6:30-9:30  
Instr.: S. Kruithof  
Fee: \$90 plus text

#### ACCESS LEVEL TWO

This course expands on databases: multiple tables, advanced queries, form and report design, and command buttons. Prerequisite: Access Level I or equivalent.

Date: Nov 17-Dec 8  
Time: Sat 9-12  
Instr.: S. Kruithof  
Fee: \$90 plus text

#### EXCEL LEVEL ONE

Learn the basic commands, functions, and capabilities of Excel 97. It's designed for computer users who are new to spreadsheets, or who plan to use Excel only occasionally.

Date: Oct 1-29  
Time: Mon 6:30-8:30  
Instr.: S. Kruithof  
Fee: \$90 plus text

#### EXCEL LEVEL TWO

Continue on from Level One and learn some of the advanced features of this program. Topics include: name ranges, outlines, using lists to store, extracting and summarizing information, and more. Students should have completed the Excel Level 1 course or have a similar knowledge base.

Date: Nov 13-22  
Time: Tue & Thur 6:30-8:30  
Instr.: S. Kruithof  
Fee: \$90 plus text

## CONTINUING EDUCATION

### Computers

#### POWERPOINT LEVEL ONE

PowerPoint is an excellent tool for making interesting presentations. Learn to load, use the mouse and keyboard to make selections, create and edit slides, graphs and charts. Create and print a presentation. Use the PowerPoint Viewer.

Date: Oct 30-Nov 8  
Time: Tue & Thur 6:30-8:30  
Instr.: S. Kruithof  
Fee: \$90 plus text

#### WORD LEVEL ONE

This course is designed to introduce the learner to the basics of Microsoft Word 97 using practical applications such as letters, memos, reports, and envelopes. Learners will progress through a series of topics beginning with the basics of Starting the Word screen to the more advanced techniques such as using Word's Wizards and templates.

Date: Oct 13-Nov 3  
Time: Sat 9-12  
Fee: \$90 plus text  
Instr.: N. Sparks

#### WORD LEVEL TWO

This course will provide a review of Word for Windows basics and will introduce you to the intermediate features of the program. Learn to format documents with styles, add headers and footers, work with columns, insert graphics, perform sorts, understand some basic concepts about working with macros and more!

Date: Nov 17-Dec 8  
Time: Sat 9-12  
Instr.: N. Sparks  
Fee: \$90 plus text



## CONTINUING EDUCATION

### First Aid & General Interest

#### CHILDSAFE

Learn to care for common first aid situations in this course for childcare givers. Injury prevention is also discussed. The Provincial Childcare Licensing Board of BC recognizes Childsafe as a prerequisite.

Date: Oct 13  
Time: Sat 8:30-5  
Instr.: M. Algarvio  
Fee: \$85

#### CPR "C"

Learn adult, child, and infant CPR.

Date: Nov 24  
Time: Sat 8:30-4:30  
Instr.: M. Algarvio  
Fee: \$85

#### MARINE ADVANCED FIRST AID

This Red Cross course will prepare you to carry out the tasks, duties and responsibilities of providing first aid for an accident or illness. All times are Sat & Sun 8:30-5 with a fee of \$125. The instructor will be M. Algarvio. Take only one session.

SESSION I  
Date: Sept 29-30

SESSION II  
Date: Oct 27-28

SESSION III  
Date: Dec 1 - 2

#### RED CROSS STANDARD

Learn all elements of First Aid including heat and cold injuries, poisons, medical conditions, bone, joint, head and spinal injuries. The course includes certification in CPR.

Date: Nov 17 & 18  
Time: Sat & Sun 8:30-5  
Instr.: M. Algarvio  
Fee: \$125

#### OFA LEVEL I

Learn first aid skills for industry. Prerequisite: the physical ability to perform first aid skills and 16 years of age. Certification is valid for two years. The course fee is \$85 including text. The time for all sessions is Saturday 8:30-5. The instructor will be G. Prosser. Take only one session.

SESSION I  
Date: Sept 22

SESSION II  
Date: Oct 20

#### OFA TRANSPORT ENDORSEMENT

Develop practical skill in patient-handling. Successful completion will result in an endorsement to the OFA Certificate.

**Prerequisite: Level I or II.**

Date: Nov 3  
Time: Sat 8:30-5  
Fee: \$85

#### BOARD DEVELOPMENT

Are you a member of a Board? If so, improve your performance by learning about how Boards should function. This workshop focuses on recruitment, governance, effective meetings, and planning processes.

Date: Oct 17 & 24  
Time: Wed 7-9  
Instr.: B. Sutherland  
Fee: \$30

#### CASHIER'S TRAINING

Learn the skills necessary to provide full customer service as a cashier in a local merchandising situation.

Date: Oct 6  
Time: Sat 9-1  
Instr.: K. Sklapsky  
Fee: \$70

#### COOKING SERIES

Tempt your tastebuds with exotic flavours. ALL SUPPLIES ARE INCLUDED IN THE COST.

#### CAKE DECORATING

Give your home-made cakes that professional look. Learn to make a variety of decorations such as piping and flowers.

Date: Nov 8  
Time: Thur 7-9  
Instr.: C. LaSaga  
Fee: \$30

#### CHINESE CUISINE

Learn to make Sweet & Sour Soup, Ginger & Green Onion Shrimp, Special Chow Mein and more. Each of the two classes will be spent preparing a complete meal. No MSG will be used in any of the dishes.

Date: Oct 16- & 18  
Time: Tue & Thur 6:30-9:30  
Instr.: L. Bozman  
Fee: \$45

#### CHRISTMAS COOKIE EXCHANGE

Spend the evening baking Christmas cookies from around the world. Enjoy exchanging cookies with others in the class and go home with a variety.

Date: Nov 27  
Time: Tue 6:30-9:30  
Instr.: J. Fraser  
Fee: \$30

#### DIM SUM

You've enjoyed Dim Sum in restaurants, with this course you can now create it at home. Learn to make delicious Dim Sum and enjoy eating your results. No MSG will be used in any of the recipes.

Date: Oct 25  
Time: Thur 7-9  
Instr.: L. Bozman  
Fee: \$30

#### ELEGANT DESSERTS

Do you ever think that it's just too time-consuming to make fabulous desserts? Hesitate no more! This course will teach you how to make impressive and delectable desserts that your family and friends will appreciate.

Date: Oct 4  
Time: Thur 7-9  
Instr.: C. LaSaga  
Fee: \$30

#### A TASTE OF INDIA

Learn about the spices of India and using those spices, prepare a vegetarian main dish, a Curry main dish, Keema, Roti or Chapati, Gulab Jamin, Pershad and more. Enjoy at home foods you have only tried in restaurants. Bring some containers for any class leftovers.

Date: Oct 9 & 11  
Time: Tue & Thur 6-9  
Instr.: H. Sandhu  
Fee: \$45

#### SUSHI I

Learn to prepare a variety of Sushi and then enjoy eating them. Students will prepare rice for Sushi and make both rolled and pressed Sushi with a variety of seafood, vegetarian fillings and toppings.

Date: Sept 18  
Time: Tue 7-9:30  
Instr.: M. Izumi  
Fee: \$30

#### SUSHI II

Build upon the skills you developed in Sushi I to make additional types of delicious Sushi. After preparing the Sushi, enjoy sharing with others in the class.

Date: Sept 20  
Time: Thur 7-9:30  
Instr.: M. Izumi  
Fee: \$30

#### FLOWER ARRANGING FOR BEGINNERS

Do you admire a well designed flower arrangement? Have you wished you could do this yourself? If so, this course is for you. This two session workshop will introduce you to flower arranging using fresh flowers the first night and dried or silk flowers the second night.

Date: Oct 1-3  
Time: Mon & Wed 6:30-9:30  
Instr.: C. Ferreira  
Fee: \$35 plus supplies

#### YOUR FALL & WINTER GARDEN

This course will discuss what you need to know to create a beautiful winter and spring garden. It will include how and when to plant bulbs, prune and of course the all important clean-up. Bring any questions and, if possible, bring photos of your garden for general discussion in class.

Date: Sept 20  
Time: Thur 7-9  
Instr.: A. Fawcett  
Fee: \$18

#### GRANT PROPOSAL WRITING

Are you trying to obtain grants from government or foundations for your organization? If so, this is the course for you. Learn about the various foundations and granting organizations and their requirements. Learn handy tips for reaching your objectives while meeting the grantors requirements. The workshop facilitator is a successful proposal writer.

Date: Sept 19-26  
Time: Wed 7-9  
Instr.: A. Wilson  
Fee: \$45

## CONTINUING EDUCATION

### General Interest

#### CONVERSATIONAL FRENCH

Develop conversational and listening skills using topics focussed on day-to-day living (shopping, banking, telephone use, dining.) There is an overview of some grammatical structures, with emphasis on conversation and oral comprehension. This course will be of special interest to parents of French Immersion students, to travellers, or to anyone wanting to try a new language.

Date: Sept 18-Nov 20  
Time: Tue 7-9  
Instr.: A. Junkin  
Fee: \$85 plus text

#### CONVERSATIONAL GERMAN

Learn to carry on a conversation, give and take directions, and more in German. The emphasis will be on conversation and oral comprehension. This course will be of special interest to those who are interested in learning more about the German language and culture or anyone wanting to try a new language.

Date: Sept 18-Nov 20  
Time: Tue 7-9  
Instr.: A. Wilson  
Fee: \$85 plus text

#### SIGNED ENGLISH I

Learn the alphabet and practice using everyday signing to communicate with the deaf. Basic communication skills will be taught. This course will be of special interest to anyone who would like to communicate with the deaf.

Date: Sept 20-Dec 13  
Time: Thur 7-8:30  
Instr.: D. Middleton  
Fee: \$85 plus text



## CONTINUING EDUCATION

### General Interest

#### SPANISH *New & Longer Course*

Are you planning to travel to a Spanish-speaking country? This introductory course provides instruction in everyday usage. Have fun while learning this popular language from the instructor whose first language is Spanish.

Date: Sept 17-Nov 28  
Time: Mon & Wed 7-8:30  
Instr.: E. Gruber  
Fee: \$115 plus text

#### MIXOLOGY

Have you ever wondered how to mix a Gimlet, Pina Colada, a Mai Tai or a Zombie? Do you know the difference between a sweet or a dry Manhattan? This two session course will teach you about different liquors and liqueurs and how to mix a variety of drinks.

Date: Oct 29-Nov 5  
Time: Mon 6:30-9:30  
Instr.: D. Dalton  
Fee: \$45

#### RETIREMENT/ESTATE PLANNING

In the first night of this course learn how to prepare to draw an income from your RRSP's and how to maximize your income with the use of some basic planning tips. The Estate planning segment could save you and your estate up to 50% in taxes.

Date: Oct 3 & 10  
Time: Wed 7-9  
Instr.: C. Horcoff  
Fee: \$30

#### SERVING IT RIGHT

This course prepares you for the Provincial Government 'Serving It Right' license exam.

Date: Nov 19  
Time: Mon 6:30-9:30  
Instr.: D. Dalton  
Fee: \$30 plus \$28 exam fee.

#### STAINED GLASS SUN CATCHER

Have you had difficulty choosing a sun catcher? Would you like to create your own? Learn to make a sun catcher of stained glass artwork while learning the basics of cutting, grinding, foiling, soldering and polishing glass. You will have a choice of designs and glass to work with. All materials are included in the tuition.

Date: Sept 29  
Time: Sat 10-4  
Instr.: S. Morris  
Fee: \$135

#### STAINED GLASS JEWELRY BOX

Create your own jewelry box as you learn stained glass techniques. In completing the design for the lid you will utilize the skills of cutting, grinding, foiling, soldering and polishing glass. The base of the box will be an etched glass mirror. You will select the design to etch and learn the technique. A fine chain is soldered on to hold the lid open and beautiful feet are attached as well. The completed box has an appealing, antique quality. All materials are included.

Date: Oct 20  
Time: Sat 10-5  
Instr.: S. Morris  
Fee: \$140

#### STAINED GLASS LAMP SHADE

Create a stained glass lamp shade in a simple but effective design with a 1 1/2" square bevelled piece in each panel. The shade is designed for a table lamp base for a total height of 15". The shade itself is 7 1/4" long and has four sides. In the process of making your lamp shade you will practice the skills of cutting, grinding, foiling, soldering and polishing glass.

All materials are included in the tuition.

Date: Nov 17  
Time: Sat 10-5  
Instr.: S. Morris  
Fee: \$155

#### SUPERHOST FUNDAMENTALS

This workshop addresses the fundamentals of excellent customer service. You will leave with practical tips that work: handling customer complaints, improving customer communications and listening skills.

Date: Oct 20  
Time: Sat 9-4  
Instr.: City of Prince Rupert  
Fee: \$45

#### MANAGING YOUR TIME

Are you always playing "beat the clock?" If so, make an investment in organizing your life and your time by attending this seminar. Learn tips and techniques that will help you spend time more effectively. If managing your time and working smarter appeals to you, then this is the seminar to take.

Date: Oct 11  
Time: Thur 6:30-9:30  
Instr.: S. Beal  
Fee: \$30

#### VOLUNTEER MANAGEMENT

Most organizations rely on volunteers for many or all of their activities. But, many groups have difficulty finding or keeping good volunteers. This workshop focuses on recruitment, orientation, training, motivation and recognition. Learn practical tips and techniques to take back to your group.

Date: Oct 3 & 10  
Time: Wed 7-9  
Instr.: L. Hill  
Fee: \$30

#### BREASTFEEDING COUNSELLOR CERTIFICATE PROGRAM

Breastfeeding Counsellors promote, protect and support breastfeeding families, empowering them to reach their breastfeeding goals. This 13 week certificate program includes a practical component of 38 observational hours.

Date: Sept 29-Nov 23  
Time: Sat 9-4  
Instr.: C. Chouniard  
Fee: \$500

#### FOODSAFE LEVEL I

This one day course is designed for all food handlers. It covers microbiology, foodborne illnesses, personal hygiene and health, serving and dispensing, food protection and preparation, receiving and storing food safely, dishwashing and storage methods. Ministry of Health certificate awarded on successful completion. The fee is \$75, the times are: Saturdays 9-6 with Arlene Carlson instructing. Take only one session.

Session I  
Date: Sept 22

Session II  
Date: Nov 3

#### MANAGING MENOPAUSE NATURALLY

For a woman menopause is perhaps the most crucial transition she will experience in her life. About 95% of women in Western Nations spend approximately 1/3 of their lives in a state of estrogen deficiency. It is estimated that 30% of these women seek out some kind of estrogen replacement to alleviate hot flashes, night sweats, depression and anxiety associated with Menopause.

Choosing estrogen replacement is not an easy decision. A natural therapist believes that herbal medicine, nutritional medicine, homeopathy, diet and lifestyle counselling all have a role in the support of a woman as she passes naturally through menopause.

Date: Oct 17  
Time: Wed 7-9  
Instr.: K. Inkpen  
Fee: \$30

#### MEDICAL TERMINOLOGY

Learn the vocabulary of dental and medical offices and hospitals. Recognize and understand the Greek and Latin roots, prefixes and suffixes that are commonly used in this discipline. This course will provide you with the knowledge needed to transcribe medical documents.

Date: Sept 10-Nov 21  
Time: Mon & Wed 6:30-9:30  
Instr.: P. Silleff  
Fee: \$375 plus text

#### NECK & BACK SELF CARE

Learn healthy habits and exercises to achieve relief from neck, and back pain. This course includes basic anatomic principles related to posture and helps you identify risks in your personal life, which can cause unnecessary pain. You will learn about healthy preventive habits and practice some core strengthening and flexibility exercises. This course is not designed for those with conditions requiring medial treatment. Please wear comfortable clothing.

Date: Sept 24  
Time: Mon 6:30-9:30  
Instr.: S. Kruithof  
Fee: \$30

## CONTINUING EDUCATION

### Health

#### RELAXATION MASSAGE

Massage is the oldest of all tactile therapies, it dates back to Egyptian times and has evolved into a very significant and effective healing art. Relaxation Massage involves simple techniques that can be applied to the entire body to promote a deeply relaxed state and increased sense of well-being.

Date: Oct 20  
Time: Sat 9-12  
Instr.: K. Inkpen  
Fee: \$30

#### HOW TO TALK TO YOUR KIDS ABOUT SEX

An information session for parents of children from preschool to high school. The session is based on the writings of Meg Hickling, and there will be information available to take home on how to talk to your kids about sex.

Date: Oct 16  
Time: Tue 7-9:30  
Instr.: J. Wilde, R.N.,  
A. Taylor, Social Worker  
Fee: \$30

#### MANAGING WORKPLACE STRESS

Stress accumulates and affects us both physically and emotionally. This interactive seminar will explore individual and organizational sources of stress and the resulting consequences. We will focus on possible solutions and identify concrete tactics to try to make it all work in the "real" world." Learn stress management techniques for both personal and professional use.

Date: Oct 9  
Time: Tue 6:30-9:30  
Instr.: S. Beal  
Fee: \$30



## CONTINUING EDUCATION

### Marine & Safety

#### BOATING SAFETY AND BASIC SEAMANSHIP

This course covers the Coast Guard requirements for a Pleasure Craft Operator's card and includes additional material necessary for safe navigation in B.C. coastal waters.

Date: Sept 18-27  
Time: Tue & Thur 6:30-9:30  
Instr.: J. Oliver  
Fee: \$120 (includes text)

#### BOATING SAFETY EXAMINATION CHALLENGE

If you are an experienced boater you may challenge the exam without taking the course. Contact the College to schedule your exam or register for the scheduled exam.

Date: Oct 13  
Time: Sat 9-11  
Instr.: J. Oliver  
Fee: \$25

#### FISHING MASTER IV CERTIFICATE OF SERVICE

Transport Canada regulations require certification of Masters and Mates of fishing vessels of more than 60 Gross Tons. This course will provide the basic knowledge of various methods of determining ship's position, accuracy and errors in chartwork, preparation for pilotage, usage of nautical publications and understanding and calculations of tides. It also includes the application and interpretation of International Regulations for preventing collisions at sea and their Canadian modifications. It is recommended that you contact the Marine Safety Examiner at 627-3045 to discuss your circumstance. They will advise you as to sea time requirements

and necessary courses and examination requirements.

Date: Jan 7-25  
Time: Mon-Fri 8:30-4:30  
Instr.: P. Paulson  
Fee: \$725

#### COASTAL NAVIGATION

This course covers chartwork, pilotage, collision avoidance, meteorology and electronic instruments. It covers the knowledge to safely navigate a small vessel. Participants should have some experience on the water.

Date: Oct 2-Nov 8  
Time: Tue & Thur 6:30-9:30  
Instr.: J. Oliver  
Fee: \$245 plus text

#### MASTER LIMITED CERTIFICATE

If you are considering running a charter vessel of any nature, a Master Limited Certificate is mandatory if the vessel is over 5 gross tons and carries passengers. If you are interested in a Master Limited Certificate you must contact Ship Safety at 627-3045. They will advise you as to sea time requirements and necessary course work and examinations.

Date: Dec 7-21  
Time: Mon-Fri 8:30-4:30  
Instr.: P. Paulson  
Fee: \$415

#### M.E.D. A2 (Marine Emergency Duties)

This certified program of study combines the provision of knowledge with hands-on experience of firefighting and cold water survival skills required in an emergency. The fee for each is \$275. The instructor will be D. James. Take only one session.

#### Session I

Date: Sept 24-27  
Time: Mon-Thur 8:30-4:30

#### Session II

Date: Dec 3-6  
Time: Mon-Thur 8:30-4:30

#### RESTRICTED RADIO OPERATOR

Do you have a license to use the VHF radio on your boat? If not, this course is for you. An Industry Canada Certificate is issued upon successful completion of exam. Prerequisite: A sound knowledge of the phonetic alphabet and pre-reading of course handout. Fee for each is \$50 plus text. The instructor is K. Newton. Take only one session.

#### Session I

Date: Oct 20 Sat 9-4

#### Session II

Date: Dec 15 Sat 9-4

#### C.O.R.E. (Hunter's Training)

This course includes safety in the woods, proper gun handling and game recognition skills. Designed for people who wish to go hunting, C.O.R.E. satisfies BC Provincial requirements for a hunting license.

Date: Sept 17-26  
Time: Mon-Thur 7-10  
Instr.: Lobo Shooting  
Fee: \$115

#### FIREARM'S SAFETY NON-RESTRICTED PAL (Possession Acquisition License)

A PAL is required for the purchase of a firearm.

Date: Nov 19-26  
Time: Mon-Thur 6-10  
Instr.: Lobo Shooting  
Fee: \$125

#### AIR BRAKES

Learn the theory and practice of air brakes systems, and receive a 30 day pre-trip credit for the MVB Air Endorsement Examination. Students require a valid driver's license and steel-toed boots for this course.

Date: Oct 16-20  
Time: Tue-Fri 6-10,  
Sat 8:30-4:30  
Instr.: D. Scott  
Fee: \$200

#### TRANSPORTATION OF DANGEROUS GOODS

This training session will cover regulations regarding the transportation of dangerous goods and their applications for both land and sea.

Date: Oct 24  
Time: Sat 8:30-4:30  
Instr.: K. Newton  
Fee: \$100

#### SWIFT WATER RESCUE

Does your work or recreational activity require you to be on swiftwater? This course is designed to provide you with the necessary skills to rescue personnel in dealing with swiftwater situations. You will be trained in the utilization and adaptation of standard rescue gear and in the usage of innovative rescue equipment in swift water situations. Raven Rescue has specialized in providing swiftwater rescue training for ten years and is affiliated with Rescue III International, the world leader in swiftwater rescue training.

Date: Oct 12-14  
Time: Fri-Sun 8:30-5  
Instr.: Raven Rescue  
Fee: \$395

#### WHMIS

Exposure to hazardous material can contribute to many serious health effects such as lung or kidney damage, cancer, burns and other injuries or illnesses. Some materials can cause fire or explosion. The purpose of WHMIS is to help reduce the likelihood of disease or injury in the workplace. Learn about WHMIS controlled product labelling, material safety data sheets, and the other components of the WHMIS program. This course provides you with an opportunity for hands-on experience in the use and understanding of WHMIS.

Date: Sept 29  
Time: Sat 9-1  
Instr.: K. Newton  
Fee: \$50

#### WCB WORKSAFE CERTIFICATE PROGRAM

WCB has developed six WorkSafe Certificate programs. Participants who successfully complete each program receive a WorkSafe Program Certificate issued by WCB and NWCC. These courses are designed to be flexible, allowing the information to be tailored to meet specific needs. The instructor for all modules will be Kevin Newton.

COURSE TIMES: 8:30 a.m. - 4:30 p.m. FEE: \$100 for each module	
Joint Health & Safety Committee	Wednesday, September 19
Occupational Health & Safety in Small Business	Thursday, September 20
Supervisor Safety Management	Wednesday, October 3
Hazard Recognition & Control	Wednesday, October 17
Investigating & Controlling Sprains & Strains	Wednesday, November 7
Preventing Workplace Violence	Wednesday, November 21



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