

YOUR college
working in **YOUR** community.



Spring 2002 • Continuing Education



NORTHWEST
COMMUNITY COLLEGE

PRINCE RUPERT, BC

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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.

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 are 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 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 before your course commences.

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.

Northwest Community College offers both VUE and Microsoft testing services.



VUE delivers exams for Microsoft, Cisco, CompTIA, Novell, The American College, NASD-R, the UK Teacher Training Agency and many other program sponsors. Exam vouchers can be purchased directly from VUE. For further information, please contact the College.



MOUS exams evaluate a person's overall ability to use Microsoft Office's advanced features, and their ability to integrate them with other software applications. To book an exam, please contact the College.

MESSAGE FROM THE PRESIDENT

Welcome to Northwest Community College. We are a vibrant and community based college serving 10 distinct communities in Northwestern British Columbia. This is an exciting time for the College and the communities we serve - new technologies and increasing globalization are changing the needs of our learners - and we are responding.

Program Offerings

- Adult Special Education
- Business Administration
- Career & College Preparation
- Coastal Eco Adventure Tourism
- Coastal Integrated Resource Management
- Early Childhood Education
- English As A Second Language
- Literacy
- Marine Studies
- Professional Cook Training
- University Credit
- Welding

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

The diverse marine environment around Prince Rupert provides students an opportunity to study the coastal ecosystems in an integrated fashion. Due to the extensive fieldwork, enrolling students require quality outdoor wear and field equipment that performs efficiently in outdoor conditions in all seasons. 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.

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.

UNIVERSITY CREDIT

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. For course descriptions please see our 2001/2002 College Program Calendar

UNIVERSITY CREDIT & BUSINESS ADMINISTRATION SPRING SEMESTER EVENING COURSES

BCPT 150 (Business Computers) Provides a practical hands-on introduction to the operation and common business applications of microcomputers. Specific business applications software includes: Microsoft Word, Microsoft Excel and Microsoft PowerPoint.

Time: Mon & Wed 4:30-6

Instr.: J. Shepherd

ECON150 (Macroeconomics) The course emphasizes the practical approach to the study of aggregate concepts in economics. Topics include: national income, money and banking, fiscal policy, monetary policy, inflation, employment, international trade and public policy.

Time: Tue 6:30-9:30

Inst.: J. Shepherd

MGMT 255 (Human Resource Management)

This course provides an overview of human resource management function. Topics include: personal planning, job analysis and evaluation, staff recruitment and development, performance evaluations, employee compensation and fringe benefits. Prerequisite: MGMT 150.

Time: Wed 6:30-9:30

Inst.: J. Shepherd

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.

ENG 102 (Intro to Literature) A survey course of prose fiction, poetry and drama. Composition skills are also practiced through the writing of critical essays on literature.

Time: Mon & Wed 6:30-8

Instr.: T. Morales

HIST 231 (Germany in the 20th Century)

A study of German society and politics under the Kaiser, in the Weimar Republic, under Hitler and in the two Germanies.

Time: Mon 6-9

Instr.: H. Arendt

PSYC 222 (Abnormal Psychology and Therapy)

Specific topics covered include: mood disorders, suicides, sexual and gender identity disorders, childhood behavioural disorders, schizophrenic and other psychotic disorders.

Time: Tue & Thur 4:30-6

Instr.: T. Morales

WMST 102 (Intro to Women's Issues & History in Canada) An interdisciplinary course that examines the history and social conditions of women in Canada. Arts, literature, history, popular culture, politics and law are considered.

Time: Tue 6-9

Instr.: L. Boschman-Epp

Northwest Community College is community-oriented, and organized to provide educational opportunities in an extremely diverse range of subject areas from adventure tourism, business technology, health sciences, natural resources university credit, and more. Through its Continuing Education department, NWCC is able to make available this broad range of instructional and professional expertise, on a cost-recovery basis, to organizations, agencies and other clients within the NWCC community whose special requirements cannot be met through our regular calendar offerings.

CUSTOMIZED & CONTRACT TRAINING

The College offers contract services, training and consulting in response to specific and unique needs. These services are flexible, innovative and responsive to your training requirements, large or small. If the currently developed location, time or content of a course doesn't meet your needs, or if training does not currently exist, contact the contract training coordinator to discuss your options. Drawing on the resources of Northwest Community College's highly qualified departments, with access to a provincial network of community colleges, and in consultation with you, NWCC can bring timely solutions to your training challenges. Contact Debbie Stava at (250) 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.

CONTINUING EDUCATION STAFF

Debbie Stava, Coordinator
E-mail: stava@nwcc.bc.ca

Nancy Oliver, Program Officer
E-mail: noliver@nwcc.bc.ca

Emilia McConville, Administrative Assistant
E-mail: mcconville@nwcc.bc.ca

ACCOUNTING FUNDAMENTALS I/II (BTEC 220/225) Credit Course

Accounting Fundamentals I covers accounting from a service business perspective. Level II is designed to provide additional knowledge in financial accounting techniques. You will take either Level I or II. **Level I is a prerequisite for Level II.**

Date: Jan 29-April 11
Time: Tue & Thur 6:30-9:30
Fee: \$350 plus text

INTRODUCTION TO COMPUTERS

Learn to use the most popular Microsoft Programs in this 24-hour course that covers the basics of Windows '95, 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: Feb 12-Mar 12
Time: Tue & Thur 6:30-9:30
(Last 3 sessions 7-9)
Fee: \$175 plus text

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: Apr 16-25
Time: Tue & Thur 6:30-9:30
Fee: \$90 plus text

SIMPLY ACCOUNTING LEVEL II

This course will review the setup and conversion of accounting data for basic bookkeeping. Topics include: General Ledger Operations, Payroll, Inventory & Services, Projects, and more.

Date: May 7-16
Time: Tue & Thur 6:30-9:30
Fee: \$90 plus text

INTRODUCTION TO THE INTERNET

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

Date: Mar 26 & 28
Time: Tue & Thur 6:30-9:30
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: Feb 19-May 16
Time: Tue & Thur 6:30-9:30
Fee: \$875

CISCO Semester IV

Semester IV focuses on WAN Services: LAPB, Frame Relay, ISDN/LAPD, HDLC, PPP, and DDR. Prerequisite is Semester III.

Date: Jan 14-Apr 15
Time: Mon & Wed 6:30-9:30
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: Jan 23-Feb 13
Time: Wed 6:30-9:30
Fee: \$90

COMPUTERS FOR SENIORS - GETTING STARTED

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

Date: Feb 5
Time: Tue 6:30-9:30
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: Mar 14
Time: Thur 6:30-9:30
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. Date: Feb 25-Mar 13

Time: Mon & Wed 7-9
Fee: \$90 plus text

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

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: Feb 18-27
Time: Mon & Wed 6:30-9:30
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: Mar 4-13
Time: Mon & Wed 6:30-9:30
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: Apr 2-11
Time: Tue & Thur 6:30-9:30
Fee: \$90 plus text

INTRODUCTION TO POWERPOINT

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: Apr 8-17
Time: Mon & Wed 6:30-9:30
Fee: \$90 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: Feb 4 & 6
Time: Mon & Wed 6:30-9:30
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: Mar 25 & 27
Time: Mon & Wed 6:30-9:30
Fee: \$55 plus text

WORD LEVEL ONE

This 12-hour course is designed to introduce you to the basic operation of Microsoft Word 97.

Date: Feb 11-20
Time: Mon & Wed 6:30-9:30
Fee: \$90 plus text

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.

Date: Apr 8-17
Time: Mon & Wed 6:30-9:30
Fee: \$90 plus text

NEW COMPUTER-BASED TRAINING OPPORTUNITIES

The following new computer based training courses will be offered:

- A+ Certification
- Network Certification
- Microsoft Certified Systems Engineer
-and more

For complete program information, please contact the College at (250) 624-6054

BABYSITTING

This course is designed for young people (12 years and older) who may be responsible for other children or who may be at home alone for a period of time. The Babysitter's course covers the rights and responsibilities of a babysitter, skills for caring for and getting along with children of different ages, basic first aid, how to respond to emergencies and security issues.

Date: Apr 20 & 21
Time: Sat & Sun 9-2:30
Fee: \$40

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: Feb 16
Time: Sat 8:30-5
Fee: \$85

CPR "C"

Learn adult, child, and infant CPR.

Date: Mar 2
Time: Sat 8:30-5
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

SESSION I **SESSION II**
Date: Jan 26 & 27 Feb 23 & 24

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: Apr 13 & 14
Time: Sat & Sun 8:30-5
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

SESSION I **SESSION II**
Date: Feb 9 Apr 6

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.

SESSION I	SESSION II
Date: Feb 28	Apr 20
Time: Thur 8:30-5	Sat 8:30-5
Instr.: K. Waring	K. Waring
Fee: \$85	\$85

CASHIER TRAINING

Learn the skills necessary to provide full customer service as a cashier in a local merchandising situation. The instructor for all sessions will be K. Sklapsky. The fee for each session is \$70. **Take one session only.**

SESSION I	SESSION II
Date: Feb 9	Feb 9
Time: Sat 8-12	Sat 1-5

SESSION III	SESSION IV
Date: Apr 20	Apr 20
Time: Sat 8-12	Sat 1-5

COOKING SERIES

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

CHINESE CUISINE II

Have you taken and enjoyed our Chinese Cooking course? If so, you'll want to try this course as well. Learn to make and enjoy eating different recipes than in Chinese Cooking I. No MSG will be used.

Date: Feb 26 & 28
Time: Tue & Thur 6:30-9:30
Fee: \$45

DIM SUM

You've enjoyed Dim Sum in restaurants, with this course you can 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: Feb 19
Time: Tue 6-9:30
Fee: \$35

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.

Date: Mar 12-14
Time: Tue & Thur 7-9:30
Fee: \$45

PORTUGUESE COOKING

Enjoy a little bit of Portugal by learning to make authentic recipes including main dishes, soups and cookies.

Date: Mar 5 & 7
Time: Tue & Thur 7-9:30
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: Feb 12
Time: Tue 7-9:30
Fee: \$30

SUSHI II

Build upon the skills you developed in Sushi I to make additional types of delicious Sushi.

Date: Feb 14
Time: Thur 7-9:30
Fee: \$30

PREPARING YOUR FAMILY EMERGENCY KIT

Learn what the Provincial Emergency Program thinks you should have in a family emergency kit. Learn how to customize it, and how to store it so that it is readily available for any type of emergency.

Date: Mar 4
Time: Mon 6:30-9:30
Fee: \$35

FLOWER ARRANGING FOR BEGINNERS

This two session course will introduce you to flower arranging using fresh flowers the first night and dried or silk flowers the second night.

Date: Feb 12-19
Time: Tue 7-9:30
Fee: \$35 plus supplies

MAKING FLOWERS OUT OF PAPER

Learn to make Roses, Calla Lilies, Marigolds and Chrysanthemums out of paper. You will learn to cut out the paper petals and then to form the flowers. Once the flowers are made they are covered with wax so that they will retain their colour for a long time. All supplies except for scissors are included in the cost.

Date: Apr 16 & 18
Time: Tue & Thur 6:30-9:30
Fee: \$45 (includes supplies)

FLOWERS FOR SPECIAL OCCASIONS

Make two special flower arrangements, one for St. Patrick's Day and one for Easter.

Date: Mar 13 & 27
Time: Wed 7-9:30
Fee: \$35 plus supplies

LET'S START GROWING GARDENS

Plan and design your garden for colour in all seasons. Learn which plants grow well in Prince Rupert and how to give them a good healthy start.

Date: Apr 9
Time: Tue 7-9
Fee: \$25

GROW YOUR OWN HERBS

Have you wanted to grow your own herbs but are not sure what will do well in this area? If so, this is the course for you. Learn about annual and perennial herbs and which plants will overwinter in this area.

Date: May 16
Time: Thur 7-9
Fee: \$25

GROW YOUR OWN VEGETABLES

Have you had trouble growing vegetables in rainy Prince Rupert? If so, this course is for you. Learn the secrets of success from someone whose vegetables are the talk of the town for perfection. Get tips on what works where.

Date: Apr 3
Time: Wed 7-9
Fee: \$15

MAINTAINING YOUR GARDEN

Learn when and how to prune your plants. Discuss various ways to control pests and what is necessary for general maintenance of your garden.

Date: Mar 12
Time: Tue 7-9
Fee: \$25

IMPROV FOR BEGINNERS

Tongue tied? Stuck for witty repartee? Amazed by the skills of the actors on "What's My Line?" Learn the secrets behind successful improv and improve your self-confidence. Have a blast in this eight week fun filled hands on course. Suitable for complete novices as well as those wishing to hone existing skills. **No classes during Spring Break.**

Date: Feb 20-Apr 17
Time: Wed 7-9
Fee: \$75

G.E.D. EXAMS

The exam is actually a series of five tests, one each in English language, English Literature, Math, Social Studies and Science. Exam dates are March 1 & 2, April 26 & 27, May 31 & June 1 and July 12 & 13. Applications must be received by the Ministry of Education, GED Testing Service ON or BEFORE the CUT OFF date. The cut-off date is TWENTY EIGHT (28) DAYS PRIOR to the writing date.

GED EXAMINATION PREPARATION**English & Social Studies**

This course is designed to assist you as you prepare for the two English tests and the Social Studies test which make up three of the five part GED exam set by the Ministry of Education.

Date: Feb 11-20
Time: Mon & Wed 6:30-9:30
Fee: \$90 plus text

G.E.D. EXAMINATION PREPARATION**Math & Science**

This course is designed to assist you as you prepare for the Math and Science exams set by the Ministry of Education for Grade 12 equivalency.

Date: Feb 12-21
Time: Tue & Thur 6:30-9:30
Fee: \$90 plus text

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 handy tips from a successful proposal writer.

Date: Feb 13-27
Time: Wed 7-9
Fee: \$45

SPANISH

Are you planning to travel to a Spanish-speaking country? This 30 hour introductory course provides instruction in everyday usage of the language.

No Classes during Spring Break.

Date: Feb 4-Apr 22
Time: Mon & Wed 7-8:30
Fee: \$115 plus text

CONVERSATIONAL JAPANESE

Learn to carry on a conversation, give and take directions, and more in Japanese. The course will focus on conversation and oral Comprehension. This 20 hour course will be of special interest to those who are interested in learning more about the Japanese language and culture or anyone wanting to try a new language. **No classes during Spring Break.**

Date: Mar 5-Apr 11
Time: Tue & Thur 7-9
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 20 hour course will be of special interest to anyone who would like to communicate with the deaf. **No classes during Spring Break.**

Date: Feb 5-May 13
Time: Tue 7-8:30
Fee: \$85 plus text

SIGNED ENGLISH II

This is a continuation of the Introductory course. Learn additional signs and practice using everyday signing to communicate with the deaf. **No classes during Spring Break.**

Date: Feb 7-May 16
Time: Thur 7-8:30
Fee: \$85

PORTUGUESE LANGUAGE

This 20 hour course serves as a practical introduction to the spoken language for beginning students and helps travellers pick up enough Portuguese to find their way when in Portuguese speaking countries. **No classes during Spring Break.**

Date: Feb 5-Mar 28
Time: Tue & Thur 7-8:30
Fee: \$85 plus text

MIXOLOGY

Learn about different liquors and liqueurs and how to mix a variety of drinks in this two session course. **You must be 19 years or older to take this course.**

Date: Apr 8 & 15
Time: Mon 6:30-8:30
Fee: \$45

PET CARE

Do you have a cat or dog? Have you wondered what to do if they get hurt? If so, this is the course for you. Learn basic first aid, nutrition and basic care for your pet. Have your pet care questions answered by a knowledgeable professional.

Date: Feb 7
Time: Thur 7-9
Fee: \$10

BASIC PICTURE FRAMING

Learn about the qualities of mat boards and other framing essentials. Practice operating a mat cutter including making circle and oval openings in the mat. Coordinate colours as you assemble both a metal frame and a wood frame.

Date: Mar 8 & 9
Time: Fri 6-10, Sat. 9-5
Fee: \$85

CREATING SCRAPBOOKS AS KEEPSAKES

Have you been thinking of starting a scrapbook but don't know where to start? If so this is the course for you. Learn about safe materials, documenting and its importance, cropping of photos, as well as some do's and don'ts and helpful hints.

Date: Apr 9
Time: Tue 7-9
Fee: \$15

SERVING IT RIGHT

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

Date: May 6
Time: Mon 6:30-9:30
Fee: \$30 plus \$28 exam fee

STAINED GLASS SUN CATCHER

Create your own 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: Apr 6
Time: Sat 10-4
Fee: \$135

SUPERHOST FUNDAMENTALS

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

Date: Mar 9
Time: Sat 9-4
Fee: \$45

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. **Take one session only.**

SESSION I	SESSION II
Date: Feb 16	Apr 8-17
Time: Sat 9-6	Mon & Wed 7-9
Fee: \$75	\$75

SESSION III

Date: May 25
Time: Sat 9-6
Fee: \$75

FOODSAFE LEVEL II

This course covers the BC Food Premises Regulations and advanced procedures for safe food handling operation. Procedures for handling a food-borne illness, housekeeping and pest control are discussed. Restaurant design and layout, along with facilities and equipment are included. The Hazardous Analysis Critical Control Point (HACCP) concept is presented. Prerequisite: Foodsafe Level I. You should also review all material from Level I and pre-read Level II material prior to the course.

Date: Mar 4 & 5
Time: Mon & Tue 9:30-5
Fee: \$155

BOATING SAFETY AND BASIC SEAMANSHIP

Learn basic navigation for BC coastal waters, as well as the Coast Guard requirements for a Pleasure Craft Operator card. Completion of this course may provide a **reduction** on your insurance.

Date: May 14-23
Time: Tue & Thur 6:30-9:30
Fee: \$120

BOATING SAFETY SELF STUDY

Study the booklet and then take the exam. The exam cost is included in the fee of \$40.

BOATING SAFETY EXAMINATION CHALLENGE

If you are an experienced boater you may challenge the exam without taking the course. The fee is \$25. Contact the College to schedule your exam or register for the scheduled exam on Saturday, May 25, 9-11 a.m.

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. **No class Easter Monday.**

Date: Mar 25-May 6
Time: Mon & Wed 6:30-9:30
Fee: \$245

OPERATING YOUR GPS

Do you have a GPS or are you planning to get one? Are you uncertain how to use it? If so, this course is for you. Learn how to tell your position and speed, the distance and time to your waypoint, and your cross track errors. Learn about Way Points, Man Over Board settings and how to use them.

Date: Mar 2
Time: Sat 8:30-12
Fee: \$45

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: Feb 7-21
Time: Mon-Fri 8:30-4:30
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.

SESSION I

Date: Jan 28-31

Time: Mon-Thur 8:30-4:30

SESSION II

Feb 25-28

OUTBOARD ENGINES - THEIR CARE & MAINTENANCE

This course covers the basic maintenance and repair for outboard motors up to 70hp. Learn about basic electrical systems, fuel systems, cooling systems, propeller and controls maintenance

Date: Feb 11-28
Time: Mon & Wed 6:30-9:30
Sat Feb 23 9-4
Fee: \$225

RESTRICTED RADIO OPERATOR

Do you have a license to use the VHF radio on your boat? If not, this course is for you. Prerequisite: A sound knowledge of the phonetic alphabet and pre-reading of course handout. The days are Saturdays, with the times of 9-4. Kevin Newton will be instructing. Fee for each session is \$50. Bring identification to class.

SESSION I

Date: Jan 12

SESSION II

Date: Feb 9

SESSION III

Date: Apr 27

This page is dedicated to

the memory of

Captain Andrew Z. Batko

and

Captain Ben West

BEAR AWARENESS & SAFETY

Be warned: there are more bears around than there used to be and they are more likely to attack people. This course will cover bear behaviour, bear avoidance and encounters.

Date: Apr 6
Time: Sat 9-1
Fee: \$45

CORE (Hunter's Training)

Learn proper gun handling and game recognition skills. This course satisfies BC Provincial requirements for a hunting license.

Date: May 6-14
Time: Mon-Thur 6-10
Fee: \$115

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

A PAL is required for the purchase of a firearm.

Date: Feb 25-Mar 4
Time: Mon-Thur 6-10
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: Apr 2-6
Time: Tue-Fri 6-10, Sat 8:30-4:30
Fee: \$200

BUILDING SERVICE WORKER I

This course is an introduction to the skills required to work in the building service custodial field. Topics include basic cleaning procedures, WHMIS, interior office cleaning, ground rules for custodians, restroom cleaning and daily floor maintenance. The course includes theory and practical demonstration of techniques. More and more employers are requiring that potential custodial employees have some formal service worker training. Certificates issued upon successful completion.

Date: Apr 26-28
Time: Fri 6-10, Sat & Sun 8-5
Fee: \$265

PESTICIDE CERTIFICATION COURSES

There are four dispenser certification categories and 15 application certification categories. Participants **MUST** obtain a current copy of the relevant study package. The study material includes a common core manual which is the same for several categories, plus several booklets specific to the certificate desired. If you require certification in more than one category, you do not need to order duplicate materials. Items can be ordered separately. The cost for each package is approximately \$45 plus taxes, shipping and handling. Order your study package directly from the Office Products Centre at 1-800-282-7955. Information on the certification materials is available on the Ministry of Water, Land, and Air protection web site at:

<http://www.epd.gov.bc.ca/epd/epdpa/ipmp/publications.html>, or call the college at 624-6054.

PESTICIDE APPLICATOR COURSE

This course is for those preparing for certification exams in: forest management, industrial vegetation management, and landscape general. It may also be useful for those wishing to prepare for other application certificates.

Date: May 21-24
Time: Tue 6:30-9:30
Wed & Thur 8:30-4:30
Fri (Exam) 8:30-12
Fee: \$265 plus study kit (approx. \$45)

PESTICIDE DISPENSER COURSE

This course will be of interest to those who work in pesticide retail sales outlets where pesticides are sold to non-professional, home and garden users or hobby farmers. This includes stores that handle nursery stock, hardware stores and agriculture feed stores.

Date: May 24 & 27
Time: Mon & Fri 8:30-12:30
Fee: \$95 plus study kit (approx. \$40)

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: Mar 6
Time: Wed 8:30-4:30
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: Apr 12-14
Time: Fri-Sun 8:30-4:30
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: Mar 1
Time: Fri 8:30-12:30
Fee: \$50

TRAFFIC CONTROL (FLAGGING)

This certification is required for directing traffic in and around road maintenance, and construction area.

Date: Apr 5 & 6
Time: Fri & Sat 8:30-4:30
Fee: \$145

TRAFFIC CONTROL RE-CERTIFICATION

Date: Mar 15
Time: Fri 8:30-12:30
Fee: \$55

ELECTRO FISHING

Northwest Community College in conjunction with Malaspina University College will be offering a 12 hour Electro Fishing course at the Prince Rupert Campus. This course is certified by the Worker's Compensation Board and the Ministry of Environment. At the time of registration the participants will be given a safety equipment list that they will need to provide for the course.

Date: Apr 6 & 7
Time: Sat & Sun 9-4:30
Fee: \$260

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.

Course times are 8:30-4:30. Fee for each is \$100, with Kevin Newton instructing.

- Hazard Recognition & Control
- February 13
- Investigating & Controlling Sprains & Strains
- February 27
- Joint Health & Safety Committee
- March 13
- Preventing Workplace Violence
- March 27
- Supervisor Safety Management
- April 10
- Occupational Health & Safety in Small Business
- May 1

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.

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

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.

Northwest Community College - Prince Rupert Campus

Name	Ext.	Name	Ext.	Names	Ext.
Mial Algarvio	5706	Dave James	5706	David Rekdal	5729
Julio Alvarez	5725	Wade Johnson	5730	Reto Riesen	5735
David Archer	5799	Terri Klassen	5729	Wally Robinson	5706
Hondo Arendt	5736	Elise Kruithof	5741	John Ross	5353
Sherry Beal	5727	Simon Kruithof	5706	Sharon Jo Scott	5713
Leanne Boschman-Epp	5717	Brett Kuntz	5707	Harbajhan Sandhu	5706
Lily Bozman	5706	Natasha Lebedick	5723	Don Scott	5706
Diane Brown	5712	Library	5705	Clive Seabrook	5706
Rhoda Burke	5703	Kaarlene Lindsay	5716	Russ Seldenrich	5706
Arlene Carlson	5706	Dawn Middleton	5706	Patricia Silieff	5706
Ilda Chong	5706	Tim MacDonald	5705	Barbara Shaw	5740
Tim Cooper	5732	Emilia McConville	5798	Ken Shaw	5720
Danielle Dalton	5706	Josh McDonald	5729	John Shepherd	5733
Beth Davies	5700	David McKeever	5719	Katie Skalsky	5706
Brenda Deacon	5706	Pouyan Mahboubi	5729	David Smook	5706
Mercedes de la Nuez	5726	Tirso Morales	5737	Beth Songhurst	5777
Rhonda Edgar	5705	Julie Morris	5725	Nancy Sparks	5706
Andree Fawcett	5706	Cheryl Morrison	5705	Debbie Stava	5707
Connie Ferreira	5706	Anna Munger	5797	Dave Sweetnam	5739
Judy Fraser	5707	Kevin Newton	5706	Judy Thompson	5742
Lianne Gagnon	5731	Joe Oliver	5706	Gloria Ubdegrove	5701
Marie Grindstrand	5728	Nancy Oliver	5706	Kay Waring	5706
Bob Gruber	5706	Judy Parkin	5706	Allan Wilson	5706
Edna Gruber	5706	Phil Paulson	5707	Samson Wong	5732
Vena Hachkevich	5719/5710	Rob Pollock	5729	Marla Yaroshuk-Pryce	5706
Mona Izumi	5738	Gerald Prosser	5706		

Tel: (250) 624-6054 Fax: (250) 624-4920

1-800-310-5331

Website: www.nwcc.bc.ca

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NORTHWEST
COMMUNITY COLLEGE

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