

*Continuing
Education
Spring 1999*



Northwest Community College
Prince Rupert, BC
130 First Avenue West
(250) 624-6054



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**NORTHWEST COMMUNITY COLLEGE
YOUR COMMUNITY PARTNER IN
EDUCATION**



Prince Rupert Campus

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INFORMATION



WELCOME TO NORTHWEST COLLEGE

Northwest Community College in Prince Rupert is one of the fastest growing centres in the College region. You can enroll in courses, seminars and workshops, or complete part-time certificate programs covering many subjects.

Advantages of attending NWCC:

- ▶ Smaller Classes
- ▶ Higher Success Rates
- ▶ High Quality Courses
- ▶ Enhanced Learning
- ▶ Job-Related Training
- ▶ Associate Degrees
- ▶ Diplomas
- ▶ Professional Faculty
- ▶ More Student-Instructor Contact

ABOUT THIS BROCHURE

As this brochure is published well in advance of the session commencement, the college reserves the right to make any changes deemed necessary, such as the cancellation or adjustment of programs and courses, changes in fee structure and other regulations or services. 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 calendar. 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 Northwest Community College. It is not possible in a brochure of this size to introduce each course or program in great detail. Persons wishing more details on courses/programs or other information printed in this brochure are invited to contact our office at (250) 624-6054.

SATISFACTION GUARANTEED!

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CONTINUING EDUCATION

Continuing Education is committed to meeting the lifelong educational needs of people living within the northwest. Our goal is to provide quality credit and non-credit training to meet community needs throughout the year. Whether you require a one-day work-based training course, several courses which transfer into a diploma program, coordination of a special event or a general interest course, we are here to help.

EXTENSION SERVICES

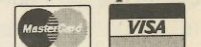
Customized training that can be developed for you and your workplace is the key to this department. Whether it is a one day workshop or a 12 month long program, we can provide courses for you at the worksite or here at the College. The foundation of this department is to provide service that is unsurpassed in excellence and quality. Should you wish to discuss the options of customized training we would welcome the opportunity to meet your company's unique training needs. Contact Debbie Stava at 624-6054.

FACILITY RENTALS

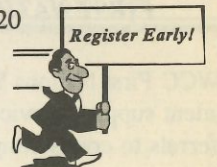
The College will rent rooms for groups to hold meetings, workshops, etc. For charitable or non-profit community service organizations the fee may be waived. Call us at 624-6054 to book your space.

PAYMENT INFORMATION

Registration is on a first qualified, first paid basis. Payment can be made by cash, cheque, debit card, Mastercard, or Visa.



130 1st Ave West
Prince Rupert, BC V8J 1A8
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INFORMATION & SERVICES FOR STUDENTS

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.

TAX DEDUCTIONS

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

EDUCATIONAL ADVISOR

NWCC has an Educational Advisor on staff to assist students with their education/and or career planning, course selection, course transferability, and program content at NWCC and other post-secondary educational institutions.

EDUCATION & CAREER SUPPORT SPECIALIST

If you are a student and experiencing difficulties in your life that are separate from actual school work, this person can assist in dealing with many issues.

FIRST NATIONS STUDENT ACCESS

NWCC First Nations Student Access Coordinator provides student support services, financial aid, student advocacy, referrals to counselling services and community liaison.

STUDENT SUCCESS

Northwest College offers a number of services to help students make the most of their studies. These include peer tutoring, study skills workshops, and more.

LEARNING RESOURCE CENTRE

Our library makes available and accessible, a wide range of services and resources, **free of charge**, to all college students and the community. The role of our LRC is to support teaching, curriculum development, and learning processes of the College community, to instruct members of that community on how to find information, and to encourage lifelong learning.

PRIOR LEARNING ASSESSMENT

If you are thinking about returning to school to train for a new career or to upgrade your existing skills, then you need to know about PLA. NWCC recognizes that knowledge and skills are acquired through a variety of learning, life and work experiences. Opportunities for flexible assessment and recognition of the knowledge and skills gained through prior experiences will be offered to learners wishing to acquire credit in a course or program at NWCC.

SERVICES FOR STUDENTS WITH DISABILITIES

Many services are available for students with disabilities. Some of which include: Scribes, Aides, Tutoring, Equipment Loans and Referrals.

THANK YOU

A special thank you to all our Community Training Partners who enable us to meet the training needs in our community.

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BUSINESS ADMINISTRATION

ACCOUNTING 254: AUDITING

Basic internal auditing procedures and internal control features are covered. Also included are audit program, statutory audits, the audit routine is applied to cash, inventory, accounts receivable, sales, fixed and other assets, accounts payable, purchases, income and other taxes and expenses, specialized audit procedures.

Prerequisite: ACCT 151

Date: May 4-Jun 22
Time: Tue & Thur 6:30-9:30
Instructor: TBA
Fee: \$300

BUSINESS COMPUTING 250: ACCOUNTING INFORMATION SYSTEMS

This course highlights the characteristics and design of successful information systems and the impact of these systems on the organizations. The role of information systems in decision making and systems modelling is emphasized. **Prerequisite:** BCPT 150

Date: Jan 13-Apr 28
Time: Wed 6:30-9:30
Instructor: TBA
Fee: \$300

COMPUTER TRAINING

COMPUTER KINDERGARTEN FOR ADULTS

This user friendly course is for first time computer users. Overcome your fears and discover the wonders of computers in this slow-paced workshop.

Date: Feb 16-Mar 9
Time: Tues & Thur 7-9
Instructor: TBA
Fee: \$95

INTERMEDIATE COMPUTERS

This course is a continuation of Computer Kindergarten. The student will gain practice with the functions of a number of popular software programs, including Microsoft Word 97, Excel 97, and Netscape Navigator. The course provides increased knowledge of computing terminology and functions and practice of file management using Windows 95.

Dates: Apr 13-May 4
Times: Tues & Thur 7-9
Instructor: TBA
Fee: \$95



ADVANCED COMPUTERS

This is the final course in the three course series starting with Computer Kindergarten for Adults.

Date: May 11-Jun 1
Time: Tues & Thur 7-9
Instructor: TBA
Fee: \$95

FUNDAMENTALS OF WEB PAGE DESIGN

Learn the basics of how to write your own World Web pages using HTML - Hypertext Markup Language.

Date: Mar 4-Apr 1
Time: Thur 7-9:30
Instructor: M. Borges
Fee: \$110

INTRODUCTION TO THE INTERNET

This course is a practical, hands-on introduction to the Internet. Learn to use e-mail effectively, browse the World Wide Web, search for specific topics, and learn about "netiquette."

Date: Apr 8-May 13
Time: Thur 7-9
Instructor: M. Borges
Fee: \$95

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E.C.E.



ECE 141 - HUMAN DEVELOPMENT II

This course is a continuation of ECE 140 and examines development in all aspects from school years to adulthood. **Prerequisite: ECE 140**

Date: Jan 12-Apr 19
Time: Tue 7-9 (and 1 Sat workshop)
Instructor: N. Hogue

ECE 213 - HEALTH, SAFETY & NUTRITION

This practical course focuses on methods of providing safe, healthy environments for groups of infants/toddlers and children with special needs, consistent with provincial regulations.

Prerequisite: ECE Basic Level

Date: Mar 1-May 29
Time: Mon 7-9 (Sat workshops)
Instructor: TBA



ECE 220- PROGRAMMING FOR INFANTS/TODDLERS

This course provides the theoretical foundations for planning infant and toddler programs, by close examination of the relationship between early child development, the various components of quality programming, and the caregiver. **Prerequisite: ECE Basic Level**

Date: Jan 4-Apr 15
Time: Thur 7-9 (1 Sat workshop)
Instructor: M. Battle

☛ Fee for each ECE course listed on this page is \$134.70 plus text. For complete course & program descriptions please see our Regional Calendar.

FIRST AID

CHILDSAFE

Do you have responsibility for small children? Would you know what to do if they got hurt? This course is designed for parents and caregivers of children up to 10 years of age. It includes choking, CPR, bleeding management and common first aid situations. In addition to teaching the first aid procedures for various injuries, suggestions for preventing many injuries are presented. The Provincial Child Care Licensing Board of BC recognizes ChildSafe as a pre-requisite for licensing.

Date: Feb 27
Time: Sat 9-5
Instructor: M. Algarvio
Fee: \$70 includes text

OCCUPATIONAL FIRST AID LEVEL I

This eight-hour course is designed to provide life-saving and first aid skills to workers in industry. **Prerequisite:** Minimum age of 16 and the physical ability to perform first aid skills as required to complete the learning tasks.

Session I

Date: Mar 6
Time: Sat 8-4:30
Instructor: C. Mojak
Fee: \$85 includes text

Session II

Date: May 29
Time: Sat 8-4:30
Instructor: C. Mojak
Fee: \$85 includes text

OFA TRANSPORT ENDORSEMENT

This endorsement is required for all Level I and II's who work more than 20 minutes from the hospital.

Prerequisite: Level I or II Certification.

Date: Mar 13
Times: Sat 8-4:30
Instructor: TBA
Fee: \$85

OCCUPATIONAL FIRST AID LEVEL III

Participants will learn theory and practical skills of basic life support. Participants will also learn assessment skills and problem solving for various injuries they may face in industry. Successful completion of this course allows students to take the examination for a two-year WCB Industrial First Aid Level III ticket. The exam will be given early in the week following the course.



Session I

Date: Jan 25-Feb 5
Time: Mon-Fri 8:30-4:30
Instructor: B. Fisher
Fee: \$615

Session II

Date: Apr 26-May 7
Time: Mon-Fri 8:30-4:30
Instructor: TBA
Fee: \$615

GENERAL INTEREST

ARTS & CRAFTS

BASIC PICTURE FRAMING

This 12 hour course provides instruction in using matt and circle cutters, colour coordination, matting, mounting and framing prints with single and double mats. Students will be shown how to do needlework stretching and framing, conservation framing and framing of objects rather than pictures.

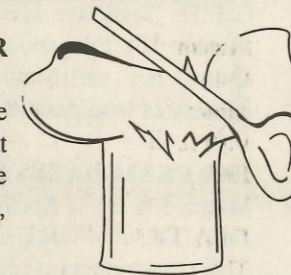
Date: May 15 & 16
Time: Sat & Sun 9-4
Instructor: Picture Framing Institute
Fee: \$75 plus GST

COOKING

HOME BAKING FOR YOUR FAMILY

Do you want to know how to bake delicious tasting "goodies" that keep well. If so, this is the course for you. Learn to make cookies, cinnamon rolls and cakes.

Date: Apr 13-22
Time: Tue & Thur 7-9
Instructor: J. Fraser
Fee: \$50 plus GST (includes supplies)



FAMILY MATTERS

BASIC FINANCIAL PLANNING

This course will teach you the basic concepts and rules of the "Money Game". Learn the keys necessary for basic financial success. The course will cover emergency funds, savings, wills, insurance, credit, debt and ways to get out of it, retirement planning, investments and money saving tips.

Date: Jan 21-Feb 25
Time: Thur 7-9
Instructor: R. Legace
Fee: \$75 plus GST

PET CARE FOR DOGS AND CATS

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 on cats and dogs answered by a knowledgeable professional.

Date: Feb 2
Time: Tue 7-9
Instructor: Dr. P. Kennedy
Fee: \$10 plus GST



Course Cancelled?

Every effort is made to notify participants. Please provide both day and evening phone numbers when you register, in case we need to reach you.

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THE JOYS AND CHALLENGES OF PRESCHOOLERS

We hug them, laugh with them, buy them presents, brag about them, and celebrate them. And yet, when it comes time to give our little ones the guidance they need, many of us hesitate. How can I begin to

teach boundaries to my six-month-old? Should I spank my two-year-old? What can I do about my defiant four-year-old? This course offers practical solutions for every parent and teacher of young children.

Date: Feb 2-Mar 9
Time: Tue 7-9
Instructor: E. Kruithof
Fee: \$60 plus GST

POSITIVE DISCIPLINE

Positive Discipline not only presents an alternative to punishment, it provides parents and teachers with the skills they need to help children develop self-discipline, responsibility, cooperation, problem-solving skills and the confidence and life skills they need to be happy, contributing members of families, classrooms and society.

Date: Apr 13-May 18
Time: Tue 7-9
Instructor: E. Kruithof
Fee: \$60 plus GST

GARDENING



STARTING SEEDS

Learn the basics of growing your own bedding plants. Start your seeds in preparation for later outdoor planting.

Date: Mar 30
Time: Tue 6:30-9:30
Instructor: D. Harasym
Fee: \$20 plus GST

GARDENING THROUGH THE SEASONS

Plan and design your garden for colour in all seasons. Learn which plants to use to allow your garden to look good throughout the year.

Date: May 6
Time: Thur 7-9
Instructor: A. Fawcett
Fee: \$20 plus GST

HANGING BASKETS

Learn how to plan, plant, care for, and use hanging baskets and containers for the maximum effect. This hands-on course will get you started with your first one. Learn the basics of successful container gardening.

Date: Apr 27
Time: Tue 6:30-9:30
Instructor: D. Harasym
Fee: \$20 plus GST

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: Apr 29
Time: Thur 7-9
Instructor: S. Newton
Fee: \$20 plus GST

A WATER POND FOR YOUR GARDEN

A water feature is a beautiful addition to any landscape. If you have ever thought you would like a pond in your garden, this course is for you. Learn the intricacies of planning, designing and installing a water garden in your back yard. Find out the materials needed and the plants to use to set it off.

Date: May 13
Time: Thur 7-9
Instructor: A. Fawcett
Fee: \$20 plus GST

GRADE 12 EQUIVALENCY TEST

G.E.D. Tests are administered by the College for the Ministry of Education. A Grade 12 secondary school equivalency certificate is awarded by the Ministry to candidates who pass all five tests.

1999 EXAM DATES IN PRINCE RUPERT

March 5 & 6 April 23 & 24
June 4 & 5 July 16 & 17

Applications are available at our front office and **must be received by the Ministry of Education in Victoria at least 28 days before the exam date.** Exam Fee: \$45

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LANGUAGES

EFFECTIVE COMMUNICATOR

In today's work environment, being able to express yourself effectively is a crucial skill to have. In this internationally recognized Toastmaster Course (Speechcraft) learn public speaking skills in a positive, supportive and fun environment. The 15 hour course covers dealing with anxiety, preparing, organizing & delivering persuasive speeches, communicating special situations, delivering impromptu talks, and using visual aids.

Date: Jan 22-24
Time: Fri. 7-9
Sat & Sun 9-4
Instructor: Prince Rupert Toastmasters
Fee: \$100 plus GST

HEALTH

FOODSAFE LEVEL I

This course is designed to provide a high level of sanitation training for workers in the food industry. The course content includes microbiology, foodborne illness, food preparation, protection, transport and storage.

Session I

Date: Feb 20
Time: Sat 9-6
Instructor: A. Carlson
Fee: \$75

Session II

Date: May 15
Time: Sat 9-6
Instructor: A. Carlson
Fee: \$75

FOODSAFE II

This course covers the B.C. 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 points (HACCP) concept is presented. Prerequisite: Foodsafe Level I.

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SIGNED ENGLISH II

This is a continuation of the Introductory course. Learn additional signs and practice using everyday signing to communicate with the deaf.

Date: Jan 12-Apr 20
Time: Tue 7-8:30
Instructor: D. Middleton
Fee: \$75 plus GST

SPANISH - BEGINNERS

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

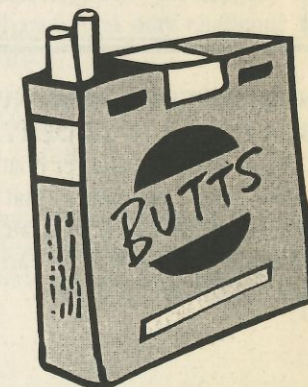
Date: Feb 1-Mar 18
Time: Mon & Wed 7-8:30
Instructor: E. Gruber
Fee: \$75 plus GST

Date: Feb 22 & 23
Time: Mon & Tue 9-4
Instructor: B. Hawkins
Fee: \$120

"KICK BUTT" (Strategies for quitting smoking)

This workshop commemorates World No-Tobacco Day. It will look at the effects smoking has on us and those around us. As well, strategies to quit smoking will be available. Come see Smokey Sue, Mr. Gross Mouth and the Death of a Lung. This workshop would be of interest to anyone in our community, both smokers and non-smokers. Remember, smoking is the #1 preventable cause of death.

Date: May 31
Time: Mon 7-9
Instructor: C. Mankowske, Public Health Nurse
Fee: FREE



HUMAN RESOURCE TRAINING

CONFLICT RESOLUTION

The Conflict Resolution Program is a highly acclaimed program of the Justice Institute of British Columbia. The Certificate Program consists of 110 hours of required courses and 91 hours of electives taken over a period of one to three years. The first course in the program is *Dealing with Interpersonal Conflict*, which focuses on the dynamics and sources of conflict, and explores ways to resolve them more effectively.

RESOLVING CONFLICT IN THE WORKPLACE (CR110B)

This course explores the dynamics of conflict, both generally and in the work environment. Emphasis is on participants' own conflict styles at work, effective communication, and collaborative conflict resolution. This course will be of particular value to managers and supervisors who wish to expand their leadership skills. **This course is equivalent to CR110A. One of the two is a prerequisite for all other courses. Do not take both.**

Date: Mar 25-27
Time: Thur-Sat 9-5
Instructor: Justice Institute of B.C.
Fee: \$625

MANAGEMENT SKILLS FOR SUPERVISORS

This hands-on management training program includes role-plays, self-scoring inventories, video case studies, discussions and promotes direct practical application. This course has three non-transferable credits assigned to the NWCC Business Administration program. All the sections will be taught by Phil Kolbuc of Kolbuc & Associates. The fee for each section is \$460.

PART I - INTERPERSONAL SKILLS

This course will sharpen your skills in conducting a one-to-one problem solving interview. You will learn how to recognize and prevent win-lose situations and increase your understanding of why people behave the way they do.

Date: Mar 29-Apr 1
Time: Mon-Thur 8:30-4:30

PART II - GROUP SKILLS

This course will increase your understanding of supervisory management styles and how it affects employee performance. Learn how to build and maintain an effective team by understanding the dynamics of groups.

Date: May 4-7
Time: Tue-Fri 8:30-4:30

PART III - ADMINISTRATIVE SKILLS

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

Date: June 8-11
Time: Tue-Fri 8:30-4:30

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. Call 624-6054 for information.

MARINE

NORTHWEST COMMUNITY COLLEGE CHARTER BOAT OPERATOR CERTIFICATE

Do you operate a charter boat? Do you want something to show your customers that you have the knowledge necessary to safely operate your vessel? If so, this program is for you. To earn the certificate, you need to take the following courses.

- ✓MAR 042 - Coastal Navigation
- ✓MED A2 - Marine Emergency Duties
- ✓Restricted Radio Operator
- ✓OFA I
- ✓OFA Transport Endorsement

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COASTAL NAVIGATION (MAR 042)

This course covers chartwork and pilotage, collision avoidance, meteorology and electronic instruments. It provides you with the knowledge to safely navigate a small vessel.

Date: Feb 23-Apr 1
Time: Tue & Thur 6:30-9:30
Instructor: TBA
Fee: \$245 includes study notes

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 error. Learn about Way Points, Man Over Board settings and how to use them.

Date: Feb 24
Times: Wed 6:30-9:30
Instructor: D. Sweetnam
Fee: \$45

MED A2 - MARINE EMERGENCY DUTIES

This certified program of study combines the provision of knowledge combined with hands-on experience with the firefighting and cold water survival skills required in an emergency.

Date: Apr 19-22
Time: Mon-Thur 8:30-4:30
Instructor: D. James
Fee: \$225

RESTRICTED RADIO OPERATOR

This course prepares the participants for the exam for a marine restricted radio license. This license is required for anyone who uses VHF in a marine environment. **Prerequisite: A sound knowledge of the phonetic alphabet.**

Date: Apr 24
Time: Sat 9-5 (Exam Sunday)
Instructor: D. James
Fee: \$50 (includes handout)

MARINE DIESEL ENGINES & THEIR CARE

This basic course will provide information on marine diesel engines, the maintenance they require, winterization and trouble shooting.

Date: Feb 2-18
Times: Tue & Thur 6:30-9:30
Instructor: G. Boychuk
Fee: \$95

BOATING SAFETY AND BASIC SEAMANSHIP

Accredited by the Canadian Coast Guard

This course is being offered to coincide with the implementation of mandatory operator proficiency certification, being put into place by the Canadian Coast Guard. Anyone under the age of 55 (in April 1999) who operates a non-commercial, powered vessel (including a sailboat with auxiliary engine) will be required to have a Pleasure Craft Operator Card. The requirement is being phased in by age categories with the card being mandatory for anyone 16 or under by April 1, 1999 and all ages by 2002. A pleasure craft operator card will be given upon successful completion of course.

Session I

Date: Jan 19-28
Time: Tue & Thur 6:30-9:30
Instructor: TBA
Fee: \$120



Session II

Date: Mar 6 & 13
Time: Sat 9-4
Instructor: TBA
Fee: \$120

BOATING SAFETY AND BASIC SEAMANSHIP FOR YOUTH

This course is the same as above, but is restricted to youth 18 years and younger.

Session I

Date: Jan 23 & 30
Time: Sat 9-4
Instructor: TBA
Fee: \$120



Session II

Date: Mar 15-19
Time: Mon-Thur 9-12
Instructor: TBA
Fee: \$120

BOATING SAFETY EXAMINATION CHALLENGE

If you are an experienced boater you may challenge the exam without taking the course.

Date: Feb 20
Time: Sat 9-10:30
Instructor: TBA
Fee: \$20

Further course and examination challenge dates will be established if there is sufficient demand for them. Please call 624-6054 to put your name on an interest list.

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OFFICE ADMINISTRATION

The Office Administration program is designed to provide the learner with the knowledge and skills necessary to function effectively in an entry level clerical position in the business community. While the full-time office administration program is not available at the Prince Rupert campus some portions can be completed by Distance Education. The following components can be completed by distance education:

OADM 130	Spelling
OADM 180	Records Management
OADM 190	Business Machines
OADM 200	Keyboarding I (Speed)
OADM 205	Keyboarding II (Speed)
OADM 250	Keyboarding Applications
OADM 260	Business Simulation
OTEC 120	Accounting Fundamentals I
OTEC 125	Accounting Fundamentals II

For complete details on distance education, please check our College calendar or call our office at 624-6054.

The following OADM courses will be offered on a part-time basis at the Prince Rupert Campus:

ACCOUNTING FUNDAMENTALS I/II(OTEC 120/125 Formerly Acct 101 & 102))

This course (120) discusses the study of accounting based on a service business organized as a sole proprietorship and a merchandising business organized as a partnership. 125 provides additional knowledge in financial accounting techniques.

Date:	Jan 12-Mar 18
Time:	Tue & Thur 6:30-9:30
Instructor:	N. Sparks
Fee:	\$285 plus text

KEYBOARDING - OADM 200/205

This course is designed to give the learner the skills necessary to touch-key at a minimum speed with three or fewer errors on an average of three five-minute timings. The course may be taken for credit for either OADM 200 or 205.

Dates:	Feb 1-Feb 25
Times:	Mon & Wed 7-9
Instructor:	N. Sparks
Fee:	\$145

SAFETY

BEAR AWARENESS AND SAFETY

BC is bear country. Approximately half of the population of grizzly bears and a quarter of the total of black bears in Canada live in our province. In the wilderness you are in their territory - this course emphasizes respect for the animal and their environment and creates an awareness of their behavioural patterns. Students will be exposed to concepts of bear avoidance and what to do should you encounter a bear.

Date:	May 29
Times:	Sat 9-1
Instructor:	M. Algarvio
Fee:	\$30



S-100 FIRE SUPPRESSION

Learn the fundamentals of Fire Fighting! This 16 hour course includes classroom instruction and field work. It meets the training requirements of the Forest Practices Code, Forest Fire Prevention and Suppression Regulations for those who work in B.C. Forests. It also meets the training requirements for individuals hired temporarily by BC Ministry of Forests as firefighters. This is a basic course for all firefighters.



Date:	Apr 14 & 15
Time:	Wed & Thur 8:30-5:30
Instructor:	F. Adair
Fee:	\$225

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OIL SPILL CLEAN-UP PROCESS - MARINE

This course covers environmental considerations; types of shorelines; methods of oil containment; methods of oiled shoreline clean-up; and oily debris handling, storage, and disposal.

Date:	Mar 27
Time:	Sat 9-1
Instructor:	K. Newton
Fee:	\$60

CORE (Hunter's Training)

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

Date:	May 10-17
Time:	Mon-Thur 6-10
Instructor:	W. Robinson
Fee:	\$100 plus GST

GENERAL PESTICIDE APPLICATOR/DISPENSER COURSE

For Prospective Commercial/Applicator/Dispensers including Landscape/Forestry/Weed Control and any other required certification categories.

This three day course will be of interest to individuals working with the application and/or dispensing of pesticides. Training will provide the basics in the proper use of handling pesticides and will prepare participants to challenge the BC Ministry of Environment, Lands and Parks (BC MOELP) Pesticide Dispenser and Applicator exams appropriate to their field of work. The course includes forestry, landscaping, weed control and any other required certification categories.

Date:	TBA (March or April)
Times:	TBA 9-3
Fee:	\$265
Instructor:	David McLernon

Note: Course fee does not include \$40 (approx) fee for study kit. Purchase kit in advance by calling 1-800-282-7955. Be sure to indicate your type of work.

TRAFFIC CONTROL (Flagging)

This certification is required for those monitoring, controlling, and directing traffic in and around road maintenance, and construction area. Fee includes exam and certification.

Date:	May 15-16
Time:	Sat & Sun 9-5
Instructor:	K. Newton
Fee:	\$100

Prince Rupert Campus

TRANSPORTATION OF DANGEROUS GOODS

This training session will cover regulations regarding the transportation of dangerous goods and how they are applied when shipping by road in Canada and the US.

Date:	Mar 3
Time:	Wed 8:30-5
Instructor:	K. Newton
Fee:	\$120

WHMIS

All workers who handle or work in the direct vicinity of hazardous materials must be trained in WHMIS. This course provides an opportunity for hands-on experience in the use and understanding of the WHMIS program.

Date:	Mar 20
Time:	Sat 9-1
Instructor:	K. Newton
Fee:	\$50

WCB WORKSAFE CERTIFICATE PROGRAM

Workers' Compensation Board has developed six WorkSafe Certificate programs. These



programs are a requirement for the business industry in order to meet WCB regulations. Each of the five certificate programs consist of both core and elective modules. Participants who successfully complete each program will receive a WorkSafe Program Certificate issued by WCB and Northwest Community College. Each Program is instructed by K. Newton. The certificates are:

HAZARD RECOGNITION & CONTROL

Includes responsibility for workplace inspections, identification, control, and evaluation of hazards, and use of the safety and health regulations.

Date:	Jan 13 & 14
Time:	Wed & Thur 9-5
Fee:	\$105

FINDING SOLUTIONS TO MUSCULOSKELETAL AND REPETITIVE STRAIN INJURY

Includes prevention of back injuries, repetitive strain injuries and other musculoskeletal (bone, muscle, ligament, tendon, and nerve) disorders.

Date:	Feb 10 & 11
Time:	Wed & Thur 9-5
Fee:	\$105

SUPERVISOR SAFETY TRAINING

Includes supervision of a safe work environment, safety inspections, accident investigations, and "due diligence".

Date: Mar 9 & 10
Time: Tue & Wed 9-5
Fee: \$105

OCCUPATIONAL HEALTH AND SAFETY COMMITTEE TRAINING

Includes effective safety and health programs, safety committee functions and responsibilities, workplace inspections, and accident investigations.

Date: Apr 7-8
Time: Wed & Thur 9-5
Fee: \$125

OCCUPATIONAL SAFETY AND HEALTH IN SMALL BUSINESS

Includes "due diligence", WCB worksite inspection policies, workplace safety and health programs, and managing WCB assessments and claims costs.

Date: May 19 & 20
Time: Wed & Thur 9-5
Fee: \$125

PREVENTING WORKPLACE VIOLENCE

Includes effective safety and health programs, safety committee functions and responsibilities, workplace inspections, and accident investigations.

Date: May 22
Time: Sat 9-5
Fee: \$105

SERVICE

CASHIER'S TRAINING

Learn the skills necessary to provide full customer service as a cashier in a local merchandising situation. Topics will include: keyboarding skills, cash handling and security issues.

Date: Mar 20
Times: Sat 9-1
Instructor: L. Rutherford
Fee: \$50

SUPERHOST FUNDAMENTALS

This participatory one day workshop addresses the fundamentals of excellent customer service. You will leave with practical tips that work; from handling customer complaints, to making first impressions, to improving communications and listening skills. This program is supported by over 150 BC companies.

Dates: Apr 10
Times: Sat 9-4
Instructor: J. Ferguson
Fee: \$45

SUPERHOST ACROSS CULTURES

This half-day workshop provides a better understanding of the different cultures and teaches the skills required to meet the customer service needs of overseas visitors to BC. The workshop profiles visitors from Asian and European countries.

Date: Apr 17
Time: Sat 9-12
Instructor: J. Ferguson
Fee: \$25

SUPERHOST FOR CUSTOMERS WITH DISABILITIES

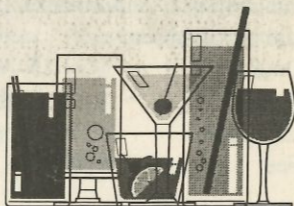
This half-day workshop will increase your awareness of the difficulties experienced when travelling with a disability. The program will provide you with practical advice and language for serving these customers.

Date: Apr 17
Times: Sat 1-4
Instructor: J. Ferguson
Fee: \$25

SERVING IT RIGHT

This course will prepare you for the Provincial Government exam for the Serving It Right license. This license is required by the Provincial Government for any person serving open alcohol to the public.

Date: Mar 5
Time: Fri 1-4
Instructor: M. Glover
Fee: \$30 plus \$28 exam fee



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TRADES TRAINING

AIR BRAKES

Students will receive 24-hours of theory and practical instruction on air brakes systems. Upon successful completion of a pre-trip you will receive credit for the pre-trip for 30 days toward the Motor Vehicle Branches Air Endorsement examination. CSA approved safety footwear is required for the practical instruction. Prerequisites: Valid BC Driver's License and 18 years of age.

Session I

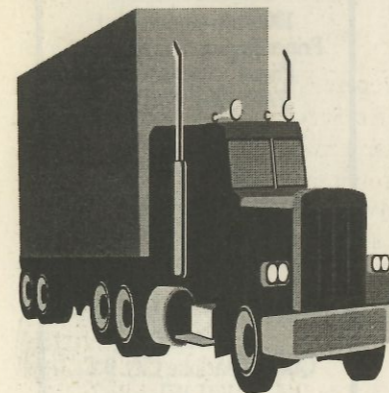
Date: Feb 2-6
Time: Tue-Fri 6-10
Sat 8:30-4:30
Instructor: TBA
Fee: \$190

Session II

Date: May 18-22
Time: Tue-Fri 6-10
Sat 8:30-4:30
Instructor: TBA
Fee: \$190

PROFESSIONAL DRIVER TRAINING-CLASS ONE

This course prepares the student to attempt the Motor Vehicle Branch examination for Class I/III driver's examination. Participants must have their learner's licence (Class I/III), air brakes endorsement and a clean driving abstract. Twenty hours of training will be provided during a one week time period. Each session will run from Monday-Friday 8:30-4:30 and the fee for each session will be \$1800.



Session I

Date: Feb 1-12

Session II

Date: Mar 1-12

Session III

Date: Apr 19-23

Session IV

Date: May 17-21

FORKLIFT TRAINING

There are three options for those interested in forklift training. There is a one week course for those with little or no experience with forklifts. This basic course will teach you what you need to safely operate a forklift. The second option is for those who have been driving a forklift and need to recertify. This one day refresher will provide you with the information you need to know. The third option is for those who already possess a Forklift Certificate or have been driving a forklift for years and wish to challenge the exam. Call 624-6054 to obtain more information or to make arrangements for one of the options.

FORKLIFT TRAINING COURSE

Fee: \$675

FORKLIFT REFRESHER COURSE

Fee: \$150

FORKLIFT RE-CERTIFICATION EXAMINATION CHALLENGE

Fee: \$75

GAS FITTING "B" COURSE

This course is designed to prepare students to write the "B" Gas License examination, which shall entitle the holder, while employed by a contractor, to install and/or alter:

- ✓ Atmospheric appliances with draft hoods which bear the certification mark of an approved testing agency
- ✓ Other appliances and vents up to & including 220kw
- ✓ Piping and atmospheric vents
- ✓ With job site supervision acceptable to the chief inspector by the holder of a Class A gas fitter's license
- ✓ Any appliance in excess of 220kw

In order to be accepted students must hold a TQ in either plumbing, pipe fitting, steam fitting, or refrigeration or be enrolled in the Gas Fitting Apprenticeship program. All applicants must be pre-approved to write the examination. This course is planned for late January. To register your interest contact the College at 624-6054. Seating limited to 12 participants.

Prince Rupert Campus

130 First Avenue West - Telephone: (250) 624-6054 Fax: (250) 624-4920

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CENTRAL REGION

TERRACE

5331 McConnell Ave.
Terrace, B.C. V8G 4X2
Phone: (250) 635-6511
FAX: (250) 638-5432

STEWART

824A Main Street
P.O. Box 919
Stewart, B.C. V0T 1W0
Phone: (250) 636-9184
FAX: (250) 636-2770

SOUTHERN REGION

KITIMAT

606 Mountainview Sq.
Kitimat, B.C. V8C 2N2
Phone: (250) 632-4766
FAX: (250) 632-5069

NASS VALLEY

Wilp Wilxo'oskwhl Nisga'a
St. Peters Hall, P.O. Box 219
New Aiyansh, B.C. V0J 1A0
Phone: (250) 633-2292
FAX: (250) 633-2463

EASTERN REGION

SMITHERS

3966 2nd Avenue
P.O. Box 3606
Smithers, B.C. V0J 2N0
Phone: (250) 847-4461
FAX: (250) 847-4568

HAZELTON

1525 Omineca Street
P.O. Box 338,
Hazelton, B.C. V0J 1Y0
Phone: (250) 842-5291
FAX: (250) 842-5813

HOUSTON

"THE LEARNING CENTRE"
3221 - 14th Street, West
P.O. Box 1277
Houston, B.C. V0J 1Z0
Phone: (250) 845-7266
FAX: (250) 845-3521

WESTERN REGION

PRINCE RUPERT

130 First Avenue West
Prince Rupert, B.C. V8J 1A8
Phone: (250) 624-6054
FAX: (250) 624-4920

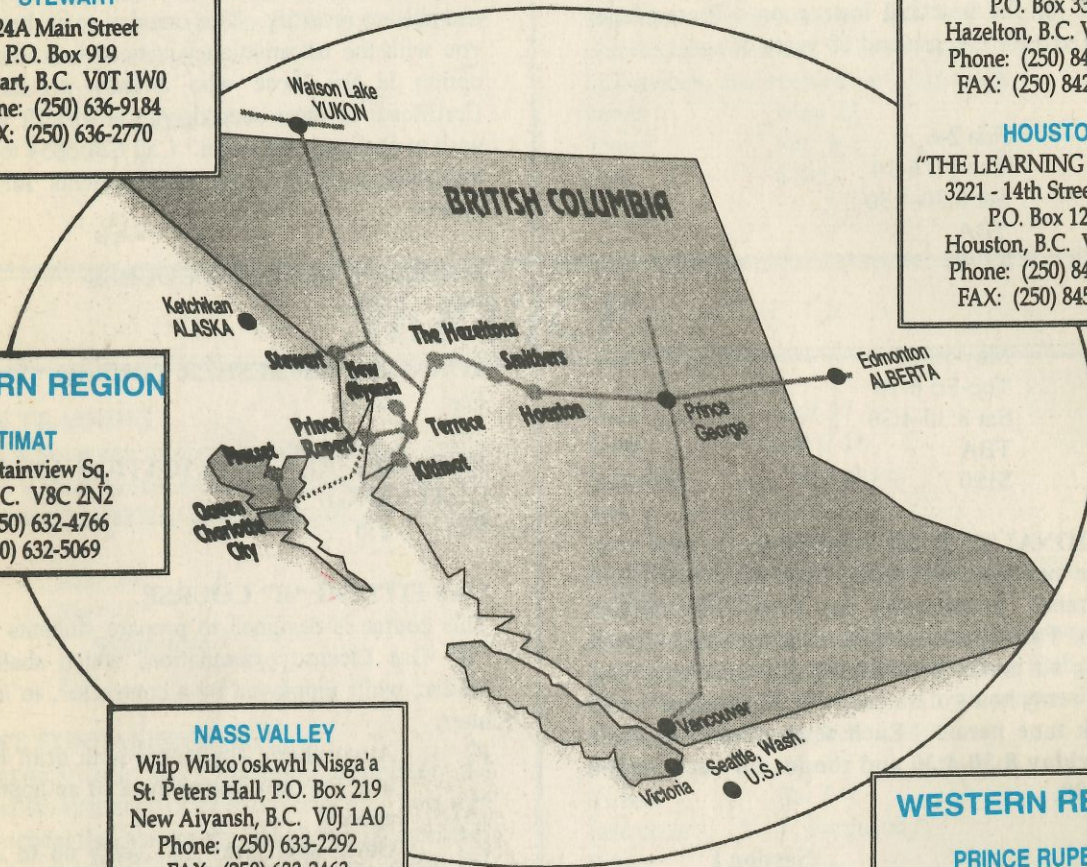
MASSET

P.O. Box 289
Masset, B.C. V0T 1M0
Phone: (250) 626-3627
FAX: (250) 626-3699

QUEEN CHARLOTTE CITY

P.O. Box 67
Queen Charlotte City, B.C.
V0T 1S0
Phone: (250) 559-8222
FAX: (250) 559-8219

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