

Northwest Community College
Continuing Studies

Learning for Work



Learning for Life

Prince Rupert Campus
Spring 1998

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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. At this campus, you can enroll in full and part-time courses, seminars and workshops, or complete part-time certificate programs covering many subjects. **At Northwest College we offer:**

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

DON'T SEE WHAT YOU NEED? WE WOULD BE HAPPY TO PROVIDE CUSTOMIZED PROGRAM DEVELOPMENT AND DELIVERY TO MEET YOUR NEEDS!

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.

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.

SERVICES FOR STUDENTS WITH DISABILITIES

Many services are available for students with

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disabilities, some of which are Scribes, Aides, Tutoring, Equipment Loans and Referrals.

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.

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.

REFUNDS

1. Withdrawal before the second class - 80% refund of tuition fees less a \$10 administration charge. Withdrawal after the second class of course - NO REFUND
2. 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.

PAYMENT INFORMATION

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



Register Early!

130 1st Ave West
Prince Rupert, BC V8J 1A8
(250) 624-6054 Fax: (250) 624-4920



SATISFACTION GUARANTEED!

BUSINESS

ACCOUNTING 101/102 ^{22610 11}

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

Date: Feb 10-Apr 16
Time: Tue & Thu 7-10
Instructor: N. Sparks
Fee: \$285 plus text

BUSINESS MACHINES (OADM 190) ²²⁶⁴⁶

This course is designed to equip the learner with the skill of manual dexterity exemplified in speed and accuracy in performing addition, multiplication, subtraction, and division functions on electronic desk calculators.

Date: Apr 20-June 24
Time: Mon & Wed 7-10
Instructor: TBA
Fee: \$275

CASHIER TRAINING ^{22652 7}

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

Date: Mar 21
Time: Sat 9-1
Instructor: C. Bull
Fee: \$35 plus GST

COMMUNITY VOLUNTEER INCOME TAX PROGRAM ²²⁶⁴⁴

A program coordinated by Revenue Canada to train volunteers to provide free tax assistance to senior citizens, low income families, new Canadians and the physically and mentally challenged.

Date: Feb 26
Time: Thur 1-5
Instructor: Revenue Canada
Fee: Free

SMALL BUSINESS SEMINAR ²²⁶⁴⁵

This program is designed to provide relevant information about income tax and the goods and services tax to small business entrepreneurs, especially those who are in a "start up" phase.

Date: Feb 27
Time: Fri 9-4
Instructor: Revenue Canada
Fee: Free

TAXATION 250 ^{22614 11}

An introductory course in Canadian income tax covering: the computation of income from employment, from business and from property, including capital gains and losses, as well as capital cost allowances; computation of taxable income for individuals, partnerships and corporations.

Prerequisite: ACCT 150.
Date: May 5-July 21
Time: Tues and Thursdays 7-10

Instructor: J. Rektor
Fee: \$325 plus text

MANAGEMENT SKILLS FOR SUPERVISORS

This hands-on management training program includes role-playing, self-scoring inventories, video case studies, discussions and promotes direct practical application. This course has six unassigned elective credits to the NWCC Business Administration program. Each session will be taught by Phil Kolbuc with a \$460 registration fee for each session.

Part I Interpersonal Skills ^{22655 10}

Date: June 2-5
Time: Tue-Fri 8:30-4:30

Part II Group Skills ^{22656 10}

Date: Sept 22- 26
Time: Tue-Fri 8:30-4:30

Part III Administrative Skills ^{22657 10}

Date: Oct 20-23
Time: Tue-Fri 8:30-4:30

COMPUTER TRAINING

INTRODUCTION TO ACCPAC SIMPLY ^{22658 8}

Move into the age of computerized accounting. Participants will be exposed to one of the most popular software applications for small business use.

Date: Apr 21-June 25
Time: Tue & Thur 7-9
Instructor: N. Sparks
Fee: \$285 plus text

BCPT 150 ^{22659 11}

Covers computer uses in business today. Lab work will involve hands-on exposure to spreadsheet, word processing and data management software applications.

Date: Feb 21-June 27
Time: Sat 1-4
Instructor: TBA
Fee: \$285 plus text

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 using IBM compatible computers.

Date: Feb 23-Mar 11
Time: Mon & Wed 7-9
Instructor: TBA
Fee: \$90

WHAT THE HECK IS THE INTERNET?

Do you want to cruise the information superhighway? You can locate educational, financial and even shopping opportunities on the Internet. This course is designed to provide a basic overview of the benefits and the considerations of cruising the information superhighway.

Date: Mar 28
Time: Sat 9-12
Instructor: TBA
Fee: \$30

INTRODUCTION TO KEYBOARDING ^{22662 10}

This course is designed to give the learner the skills necessary to touch type.

Date: Mar 16-Apr 8
Time: Mon & Wed 7-9
Instructor: N. Sparks
Fee: \$90 plus text

POWERPOINT ^{22663 8}

This eight hour session will introduce the learner to the uses and benefits of PowerPoint from a personal and business perspective.

Date: Mar 9-18-19
Time: ~~Mon & Wed 7-9~~ Tues Thurs
Instructor: M. Swenson
Fee: \$75

INTRODUCTION TO WINDOWS 95 ^{22664 8}

This course will provide knowledge of the Windows environment, including use of menus, icons, program manager, file manager, clipboard and the control panel basics.

Date: Mar 21
Time: Sat 9-12
Instructor: TBA
Fee: \$30

INTRODUCTION TO WORD PERFECT 6 ^{22665 10}

An introduction to the basic capabilities of this powerful word processing software package.

Date: Mar 23-June 3
Time: Mon & Wed 7-9
Instructor: L. Dobbs
Fee: \$225 plus text



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CUSTOMER SERVICE EXCELLENCE

PROFESSIONAL FOOD AND BEVERAGE SERVICE 22666 7

This program offers students the opportunity to learn skills required of a food and beverage server in a restaurant or lounge. Examinable occupations will include Food/Beverage Service and Professional Bartending.

Date: Feb 23-Apr 2
Time: Mon-Thur 9-5
Instructor: D. Dalton
Fee: \$625 plus text

Cancelled

BECOMING A CUSTOMER SERVICE SUPERSTAR ~~22666~~ 22667 7

The skills for a professional approach to customer service will be presented in this short program of study. Topics covered will include: teamwork, positive first impressions, effective speaking, active listening, effective telephone skills and interpersonal skills.

Date: Feb 24-Mar 12
Time: Tue & Thur 7-9
Fee: \$125
Instructor: L. Dobbs

Cancelled

SERVING IT RIGHT 22668 10

This license is required by the Provincial Government for any person serving open alcohol to the public.

Date: Feb 21
Time: Sat 9-Noon
Instructor: L. Hill
Fee: \$45 (includes examination fee)

Cancelled

FOODSAFE LEVEL I 22620 8

This provincial food sanitation training program teaches people who work in the food services industry about safe food handling practices. Successful completion of this course and final exam leads to the Foodsafe Level I Certificate issued and registered by the Ministry of Health. All classes instructed by Arlene Carlson.

Date: Feb 7
Time: Sat 9-6
Fee: \$75 plus text

now 8+10

Date: ^{22623 8} Mar 23-26
Time: ²³⁰ Mon-Thur 7:30-9:30

Date: May 2 ^{22669 8}
Time: ²³⁰ Sat 9-6

Date: May 11-14 ^{22624 8}
Time: ²³⁰ Mon-Thur 7:30-9:30

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.

Date: Feb 28
Time: Sat 9-4 ^{22670 cancelled}

Date: Apr 18 ²²⁶⁷¹
Time: Sat 9-4 ²⁶⁰
Instructor: J. Ferguson
Fee: \$45

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: Mar 14 ²²⁶⁷³
Time: Sat 9-12:30 ²⁶⁰
Instructor: J. Ferguson
Fee: \$25 *Cancelled*

SUPERHOST SERVICES 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 25 ²²⁶⁷⁴
Time: Sat 9-12:30 ²⁶⁰
Instructor: J. Ferguson
Fee: \$25

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EARLY CHILDHOOD EDUCATION

SUMMER INSTITUTE JULY 1998

Northwest Community College will be conducting a Summer Institute in Terrace from July 6-24, 1998 and will present courses for the ECE Special Needs Educator Certificate and the Special Education Assistant Certificate Program.

Special Education Assistant students will be able to access 2 courses during this time. Courses are now in the development stage and details will be available by Spring 1998.

Early Childhood Education practitioners can work towards completion of their Special Needs Educator Certificate.

Details of the timetable will be available from the Admissions office by April 1998. Students may enroll in ECE 250 and ECE 255 OR ECE 251 or ECE 252 during the three week institute. Students in a Practicum must complete criminal record search Schedule "E" and have current documentation with regards to immunization and health status prior to enrollment.

SUBSIDY for travel, accommodation and child care will be available for out of town ECE students through the Support Child Care Transition Project.



FIRST AID TRAINING

Courses are regularly scheduled or may be organized on request for employers, community organizations and other interested groups. The College offers the residents of Prince Rupert and the surrounding areas, accredited courses through the Canadian Red Cross Society and Workers Compensation Board of BC (WCB). Fees and course schedules are listed below.

WORKERS COMPENSATION BOARD COURSES

Level I (formerly Survival First Aid)

This is an eight-hour emergency first aid course designed to meet WCB Standards. The course provides an introduction to basic life support techniques. Level I is designed by WCB for industrial requirements. It is a good basic first aid course for anyone interested in emergency care.

Date: Mar 28
Time: Sat 8-5 ²²⁶²⁶
Instructor: Lisa Clarke
Fee: \$85

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Transportation 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: Apr 2
Time: Thur 9-6
Instructor: B. Fisher ²²⁶²⁷
Fee: \$85

Level III (formerly Industrial First Aid)

Level III is a course designed to meet WCB standards for an Occupational First Aid Attendant. Completion of this course entitles the student to take the Workers Compensation Board exam. Prerequisite: Level I or II certification.

Date: Mar 23-Apr 3
Time: Mon-Fri 8:30-4:30 ²²⁶⁷²
Instructor: TBA
Fee: \$615 includes text

FIRST AID

THE CANADIAN RED CROSS SOCIETY'S VITAL LINK PROGRAM

A community partnership has been formed between the Canadian Red Cross Society and Northwest Community College. This partnership will share the resources of both agencies to better serve the residents of the Prince Rupert area.

ChildSafe - this is an eight-hour course designed to do more than teach emergency first aid for infants and children. Its main premise is that accidents can be prevented by educating the adult, changing the environment, and educating the child. The Provincial Child Care Licensing Board of BC recognizes ChildSafe as a pre-requisite for licensing.

Date: Apr 26
Time: Sun 9-5
Instructor: M. Algarvio
Fee: \$70 includes text

Heart Saver (formerly "A" level)
A four hour CPR course concentrating on adults.
Date: Mar 14
Time: Sat 9-1
Instructor: M. Algarvio
Fee: \$45

Heart Saver Plus (formerly "B" level)
A six hour course concentrating on infants, children and adults.
Date: Apr 25
Time: Sat 9-4
Instructor: M. Algarvio
Fee: \$65

WILDERNESS FIRST AID
This course focuses on first aid application in a wilderness setting.
Date: Mar 17-24
Time: Tue-Fri 6-10
Sat & Sun 8:30-4:30
Fee: \$275

GENERAL INTEREST

BEGINNING COUNTED CROSS STITCH

Using your own pattern, learn the basics and the helpful hints that make working with counted cross stitch easier.

Date: Feb 10-17
Time: Tue 7:30-9:30
Instructor: J. Warren
Fee: \$25

INTERNATIONAL COOKING SERIES

Tempt your tastebuds with three courses of exotic cuisine. These courses can be taken individually for \$15 plus GST or \$40 plus GST for the series.

Jamaican
Date: Feb 16 & 18
Time: Mon & Wed 7-9
Instructor: V. Hachkevich

Chinese
Date: Feb 23 & 25
Time: Mon & Wed 7-9
Instructor: C. Liu

Japanese
Date: Mar 10 & 12
Time: Tue & Thur 7-9
Instructor: M. Izumi

VEGETARIAN COOKING
This four session hands on course will introduce you to a number of vegetarian dishes.
Date: Mar 2, 9, 23 & 30
Time: Mon 7-9
Instructor: A. Johnston
Fee: \$30

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GENERAL INTEREST

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 for safe and ethical participation in hunting.

Date: April 27-May 4
Time: Mon-Thur, & Mon 6-10
Instructor: W. Robinson
Fee: \$80 plus GST

DRAWING
Learn to draw what you see through studies of still life, landscape and the figure. The class is tailored to meet the students' needs and skills and is suitable for beginners and for those with experience. Supplies will cost approximately \$30.

Date: Feb 18-Apr 22
Time: Wed 7-10
Instructor: A. Huestis
Fee: \$125 plus GST (plus supplies)

BEGINNER/LOW INTERMEDIATE ENGLISH AS A SECOND LANGUAGE

Improve your speaking and listening in English.

Date: Feb 9-Apr 15
Time: Mon & Wed 7-9
Instructor: TBA
Fee: \$170

GARDENING FOR PRINCE RUPERT

These three sessions instructed by Andree Fawcett will provide you with the knowledge to turn your muskeg into a beautiful garden. Take the sessions individually at \$15 each (plus GST) or all three of them for \$40 (plus GST)

Preparing Your Garden
Everything necessary to prepare your yard from soil conditioning to building your compost.
Date: Feb 26
Time: Thur 7-9

Garden Design
Planning your garden layout.
Date: Mar 5
Time: Thur 7-9

Annuals and Perennials
Learn the differences between them and which grow well in this area.
Date: Mar 12
Time: Thur 7-9

GERMAN BEGINNERS
The main focus of this course is to provide an introduction to the German language as it is spoken, written and read today.
Date: Feb 3-Apr 7
Time: Tue 7-9
Instructor: J. Schwarz
Fee: \$75 plus GST

GERMAN ADVANCED
A continuation of German for Beginners.
Date: Feb 5-Apr 9
Time: Thur 7-9
Instructor: J. Schwarz
Fee: \$75 plus GST & text

INTRODUCTION TO HARDANGER - NORWEGIAN CUTWORK EMBROIDERY
Learn everything necessary to complete a project in this white on white embroidery method.
Date: March 3-17
Time: Tue 7:30-9:30
Instructor: J. Warren
Fee: \$60 plus GST (includes supplies)

"IT'S NOT ALL ABOUT YOU"
This workshop will focus on using humour to deal with stress in the workplace.
Date: Feb 19
Time: Thur 7-9:30
Instructor: B. Sutherland/M. De La Nuez
Fee: \$15 plus GST

Prince Rupert Campus

GENERAL INTEREST

JAPANESE FOR BEGINNERS ²²⁶³⁵

An introduction to spoken Japanese.

Date: Mar 24-Apr 23
 Time: Tue & Thur 7-9
 Instructor: T. Heidelk
 Fee: \$75 plus GST & text

KNITTING ^{7 22633}

This course will teach you to proficiently read knitting patterns as well as provide hands-on application of learned techniques.

Date: Mar 25-Apr 15
 Time: Wed 7:30-9:30
 Instructor: L. Zajac
 Fee: \$40 plus GST

NOBODY'S PERFECT ^{10 22627}

This course is designed for parents of children from birth to five years of age. Learn the parenting skills that are most useful for this age group.

Date: Apr 25 -May 2
 Time: Sat 9-5
 Instructor: S. Beale
 Fee: \$50 plus GST

NUTRITION ON A TIGHT BUDGET ⁷

Learn how to maintain a good nutritional level on a restricted budget. This course is being taught by a registered dietitian.

Date: Apr 25
 Time: Sat 1-3
 Instructor: L. Ezsol
 Fee: \$10 plus GST

DECIDE AS YOU SEW PATCHWORK ⁹

A creative, fun way to make a baby quilt or wall-hanging without pre-planning and in the process, learn the basics for making a quilt of any size.

Date: Apr 1-22
 Time: Wed 7-9:30
 Instructor: K. Miller
 Fee: \$45 plus GST

PET CARE DOGS & CATS ⁷

Learn basic first aid and nutrition for your pet. Have your pet care questions on cats and dogs answered by a knowledgeable professional.

Date: Feb 10
 Time: Tue 7-9:30
 Instructor: Dr. P. Kennedy
 Fee: \$75 plus GST

CREATING & ENJOYING A FINANCIALLY SUCCESSFUL RETIREMENT ⁸

Whether you are retired or planning for it, this workshop will give you the tools to create and enjoy a comfortable retirement.

Date: Feb 28
 Time: Sat 9-12
 Instructor: J. Shepherd
 Fee: \$20 plus GST

SERGER WORKSHOP ^{8 22685}

Here's your opportunity to find out what your serger machine can really do! Students will be expected to bring their own sergers, threads, etc.

Date: Feb 28
 Time: Sat 9-3
 Instructor: M. Cervo
 Fee: \$20 plus GST

SPANISH - BEGINNERS ^{8 22686}

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

Date: Feb 10-Mar 26
 Time: Tue & Thur 7-8:30
 Instructor: E. Gruber
 Fee: \$75 plus GST & text



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GENERAL INTEREST

SPANISH-ADVANCED ^{8 22687}

Did you take Spanish for beginners and want to learn more? Come and increase your practical knowledge of the language.

Date: Feb 9-Mar 25
 Time: Mon & Wed 7-8:30
 Instructor: E. Gruber
 Fee: \$75 plus GST & text

TUTOR TRAINING

Free volunteer tutor training sessions in Adult Literacy and English as A Second Language are delivered several times over the year. Contact Marie Grinstrand for more information at 624-6054.

WOMEN'S SAFETY ^{7 22688}

This self defense seminar emphasizes awareness, avoidance and empowerment for women.

Date: Mar 14 & 15
 Time: Sat & Sun 9-4
 Instructor: S. McDonald & M. Munn
 Fee: \$50 includes text

WRITE TO THE POINT ^{8 22640}

Whether you want to learn how to write newspaper and magazine articles, newsletter, essays, reviews, reports or any other form of prose this course is for you.

Date: May 27-June 17
 Time: Wed 7-9:30
 Instructor: K. Campbell
 Fee: \$40

KIDS KORNER

KEYBOARDING FOR KIDS ^{10 22631}

Enhance your child's computer skills. Eliminating the "hunt & peck" method will provide the skill for a young person to use a computer to the best of her/his ability. For children 9 years and older.

Date: Feb 28-Mar 14
 Time: Sat 10-12
 Instructor: TBA
 Fee: \$45

ORIGAMI FOR KIDS ^{5 22611}

Learn the art of Japanese Paperfolding by making a basket, ball and various birds and animals. For children 10 years of age and older.

Date: Mar 16 & 18
 Time: Mon & Wed 1-2
 Instructor: V. Mallett
 Fee: \$15 Plus GST (Includes materials)

BABYSITTING ^{12 23049}

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.

Date: Mar 20-22
 Time: Fri 4-6 & Sat & Sun 10-2
 Instructor: M. Algarvio
 Fee: \$40 includes text

CROCHETING FOR KIDS ^{5 22606}

Learn to make granny squares and use them to make a variety of projects. A fun course for children 10 years and older.

Date: Mar 17-19
 Time: Tue & Thur 1-2
 Instructor: J. Warren
 Fee: \$10 plus GST



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MARINE

GPS OPERATIONS ^{8 22628}

This is a short course on the global positioning systems.

Date: Feb 4
 Time: Wed 7-10
 Instructor: D. Sweetnam
 Fee: \$35

MASTER SMALL CRAFT ^{8-12 22629 20523}

A course for mariners who operate small commercial vessels. This course is of particular interest to charter boat operators.

Date: Feb 10-Mar 12
 Time: Tue & Thur 7-10
 Instructor: D. Roslee
 Fee: \$245

MED A2 ^{10 22632}

This course will teach how to respond to emergencies such as fires, man overboard, etc.

Date: March 24-27
 Time: Tue-Fri 8:30-4:30
 Instructor: D. James
 Fee: \$225

NETMENDING ^{10 22689}

This course will help you to improve your netmending skills and techniques.

Date: Mar 2-13
 Time: Mon-Fri 7-10
 Instructor: F. Lattie
 Fee: \$180

OCCUPATIONAL SCUBA DIVER UPGRADE ²²⁶⁴³

Effective January 1, 1998, all working divers must have an occupational certification. If you are a new diver this certification must be from a commercial diving school approved by the WCB. Divers presently working without this certification must be upgraded following the Occupational Health and Safety Regulations BC Regulation 296/97.

All divers must apply to the WCB for approval to take this course. It is the participant's/employer's responsibility to provide documentation to qualify

for this upgrade to the prerequisites set by WCB. Upon successful completion of an exam, divers will receive WCB "Unrestricted Occupational Scuba Diver Certification." NWCC's instruction is provided by CODA, Canadian Occupational Divers Agency. CODA has been approved by the WCB of BC to upgrade working scuba divers to the WCB occupational scuba diver standard.

Date: Feb. 9-13
 Time: Mon-Fri 8 am-5:30 pm
 Exam: Sat. Feb. 14 (8 a.m.-12 noon)
 Instructor: CODA
 Fee: \$750 plus texts (approx. \$150)

PROFESSIONAL DIVING INSTRUCTOR PROGRAM

In partnership with the Canadian Diving Institute, Northwest College will be offering the PADI Certified Professional Diving Instructor Program. Call us at 624-6054 to register your interest.

RESTRICTED RADIO OPERATOR ^{9 22630}

This course is designed for the sport boater and those employed in the fishing industry. Prerequisite: A sound knowledge of the phonetic spelling alphabet.

Date: Feb 21
 Time: Sat 9-5
 Exam: Sun 9-10:30
 Instructor: D. James
 Fee: \$50



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PROFESSIONAL DEVELOPMENT

ASSERTIVENESS TRAINING ^{10 22690}

Participants will learn how to become assertive, exploring and adapting learned attitudes and developing communication skills.

Date: Mar 21
 Time: Sat 9-3
 Instructor: L. Hill
 Fee: \$40

CAREER/EDUCATIONAL PLANNING ^{10 22691}

This workshop will help you research, set career options, goals and explore new occupations.

Date: Feb 28
 Time: Sat 9-3
 Instructor: L. Dobbs
 Fee: \$40

COMMUNICATION SKILLS ^{10 22692}

This course is designed to help the student evaluate and improve his or her own personal communication skills. Techniques will be presented in the areas of communication, non-verbal skills, listening, and getting your message across.

Date: Mar 7
 Time: Sat 9-3
 Instructor: L. Hill
 Fee: \$40

INTERVIEW SKILLS ^{9 22693}

Role playing interviews will be an important aspect of this modularized training topic. A personal check list will result after analysis of mock participant interviews conducted during the session.

Date: March 16-18
 Time: Mon & Wed 7-9
 Instructor: L. Dobbs
 Fee: \$40

RESUME WRITING ⁷

This course explores the format and information job seekers will use when developing their individual resumes. Topics will include letter styles, resume styles, and the assessment of individual participant information which will be used to create a professional resume and cover letter.

Date: Mar 24-31
 Time: Tue, Thur, Tue 7-9
 Sat 9-1

Date: Apr 28-May 5
 Time: Tue, Thur, Tue 7-9
 Sat 9-1
 Instructor: L. Dobbs
 Fee: \$120

SAFETY TRAINING

AIR CONDITIONING RETROFIT ^{8 22696}

Any person servicing a motor vehicle air conditioning system must have successfully completed a motor vehicle air conditioning retrofitting course approved by the Ministry. Upon successfully passing the provincial exam, you earn a government certificate of completion.

Date: Mar 18
 Time: Wed 6-10
 Instructor: K. Newton
 Fee: \$107

BEAR AWARENESS ^{8 22697}

BC is bear country, and by taking simple precautions you can avoid conflict with bears. This course also looks at how to survive an encounter.

Date: Mar 21
 Time: Sat 9-1
 Instructor: G. Scaife
 Fee: \$40

Prince Rupert Campus

NORTHWEST COMMUNITY COLLEGE

SAFETY TRAINING

CFC - FREON REMOVAL *22698*

If you work with refrigerants as a service technician, installer, purchasing or selling agent, you MUST be certified. A certificate from HRAI on behalf of Environment Canada and the BC government is granted upon successful completion. Call 624-6054 to register interest.

Date: May 16 *18*
 Time: Sat 8:30-5 *240*
 Instructor: K. Newton
 Fee: \$120

CHAINSAW SAFETY *8 22698*

This safety training course will cover theory and practical application for effective and safe operation of a chainsaw for outdoor occupations.

Date: Apr 4
 Time: Sat 9-4
 Instructor: G. Scaife
 Fee: \$75

FIRE SUPPRESSION *10 22699*

This eight hour course will cover topics such as fire behaviour, control, regulations, reporting and more.

Date: Apr 1
 Time: Wed 8:30-5:30
 Instructor: B. Fisher
 Fee: \$150

TRAFFIC CONTROL (FLAGGING) *10 22700*

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

Date: Mar 21-22
 Time: Sat & Sun 9-5
 Instructor: K. Newton
 Fee: \$100

TRANSPORTATION OF DANGEROUS GOODS *8*

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 6 *22702*
 Time: Fri 8:30-5 *22703*
 Date: Apr 17
 Time: Fri 8:30-5 *22704*

WHMIS - (Workplace Hazardous Materials Information Systems)

All workers who handle or work in the direct vicinity of hazardous materials must be trained in WHMIS. *8*

This introduction to WHMIS course provides an opportunity for the employer/employee to receive hands-on experience in the use and understanding of the WHMIS program.

Date: Mar 18 *22705*
 Time: Wed 8-Noon *1001*

Date: May 9 *22706*
 Time: Sat 8-Noon *323*

Instructor: K. Newton
 Fee: \$50



WORKSAFE CERTIFICATE

Workers' Compensation Board has recently developed five 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 courses. The certificates are:

- Safety and Health in Small Business
- Occupational Health and Safety Committee Training
- Supervisor Safety Training
- Finding Solutions to Musculoskeletal and Repetitive Strain Injury

Participants who successfully complete each program will receive a WorkSafe Program Certificate issued by WCB and Northwest Community College. Watch our advertisement in the local newspapers for dates or call us at 624-6054 to register your interest.

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TRADES TRAINING

AIR BRAKES *23349 22707*

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.

Date & Time: Feb 26 6-10
 Feb 27 6-10
 Mar 5 6-10
 Mar 6 6-10
 Mar 7 8:30-4:30

Date & Time: June 2-6
 Tue-Fri 6-10
 Sat 8:30-4:30

Instructor: D. Beatty
 Fee: \$190

PROFESSIONAL DRIVER TRAINING-CLASS ONE *4-6*

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 license (Class I/III), air brakes endorsement and all fines due or court charges paid in full. 18 hours of practical driving experience is provided.

Date: May 18-29
 Time: Variable

Date: June 22-July 3
 Time: Variable

Instructor: D. Beatty
 Fee: \$1500



STAFF

Cheryl Aman
 David Archer
 Hondo Arendt
 Andrew Batko
 Lynn-Ann Booker
 Chris Brown
 Diane Brown
 Carol Bull
 Rhoda Burke
 Danielle Dalton
 Beth Davies
 Lorrie Dobbs
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 Judy Thompson
 Gloria Ubdegrove
 Yvonne Werkmann
 John Wood



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WE WOULD LIKE TO HEAR FROM YOU

WOULD YOU LIKE TO TEACH?

Do you have a hobby or special talent in some areas that you would like to share with other adults? You might enjoy teaching in our continuing education program. Teacher certification is not a prerequisite for teaching in the continuing education program. If interested, please fill out the tear slip below. Someone from NWCC staff will contact you. Thank you for your interest.

I have special talent in:

_____ and would like to be considered for a teaching position in the Continuing Education Program.

Name: _____

WHAT WOULD YOU LIKE TO LEARN?

Is there some special topic you would like to explore, some skill you've been wanting to develop? If there is a course you would like Northwest Community College to offer, please fill out the slip below. If you or someone you know has the expertise in that area, and might like to teach it, please indicate that too.

Course: _____

Possible Instructor: _____

Address: _____

Town: _____ Postal Code: _____

N.W.C.C. MAIL IN REGISTRATION FORM

LAST NAME: _____ FIRST NAME: _____

ADDRESS: _____

POSTAL CODE: _____ TELEPHONE No. Res. _____ Bus. _____

COURSES	START DATE	FEE
		\$
		\$
		\$
		\$
	7% GST (if applicable)	\$
	TOTAL FEE	\$

Enclose cheque or money order made out to NWCC.
130 First Avenue West, Prince Rupert, BC