

**Northwest Community College**  
**Prince Rupert**



**Continuing Education**  
**Fall 1996**

**Admission and Registration**

Northwest Community College is prepared to admit individuals with any level of qualification. However, students may be required to meet specific program prerequisites through academic upgrading at the College before they can be enrolled in the program of their choice.

**Application Procedure**

(fulltime programs)

1. Obtain an application for admission form.
2. Complete and return the application form to the centre you wish to attend, along with:
  - high school transcripts
  - transcripts of post-secondary training
  - a non-refundable application fee of \$25
  - any other documentation required for individual programs

**Registration for Part-time Programs**

(Includes all part-time Continuing Education and Vocational programs)

1. Registration is on a first-come, first-registered basis.
2. Complete a registration form and submit the applicable tuition. (Cheques, Money Orders, VISA are accepted. Sorry no Mastercard.)
3. Once registered, you are responsible to attend the first class. No other contact will be made unless the College cancels the course due to lack of registration or other unforeseen circumstances or changes in start date, location, etc.

**Cancellation Policy**

General Conditions

1. The College reserves the right to cancel courses with insufficient enrollment. We sincerely regret any inconvenience this may cause.
2. Full refunds will be made only if a course is cancelled by the College or if a student withdraws from a course for medical or bereavement reasons prior to the course start date.
3. Refunds requested prior to the course start date will be charged a \$10 administration fee.
4. There will be no refunds for courses with tuition fees of \$10 or less except for those conditions described in statement #2.
5. Some courses have specific refund policy, i.e. Management Skills, First Aid, Air Brakes

**Part-time Courses**

1. Withdrawal before the second class - 80% refund of tuition fees less a \$10 administration charge.
2. Withdrawal after the second class of course - NO REFUND
3. Special registration and refund policies apply to special courses and workshops. NO REFUNDS will be made after the pre-registration date unless the space can be sold to another student, in which case the withdrawing student will be refunded 100% of the tuition fee less a \$10 administration charge.

**Brochure Staff**

*Kathy Bodard  
Rhoda Burke  
Emilia McConville*

**Thanks to  
School  
District #52**

**for its continued  
support and  
assistance in the  
delivery of CE  
programming.**

**Through the use  
of District's  
facilities the  
College can  
offer specialized  
courses.**

**Thank You!**

## COMPUTER TRAINING/APPLICATIONS

### Instructors

Dianne Green  
David Sweetnam

**BCPT 150 (3 credits)#20647**  
Covers computer uses in business today. Lab work will involve hands-on exposure to spreadsheet, word processing and data management software applications.  
Date: September 23 - November 18  
Time: Mon & Wed, 6:30 - 9:30  
Fee: \$285 (plus text)

**Introduction to Computers #20644**  
This hands-on course will give the necessary knowledge of the operating system's commands used to manage files and disks. Learn to run your application programs from Window's program manager. Explore the many quality programs Windows has to offer. You will be in control of your system.

Date: September 23 - October 2  
Time: Mon & Wed 7 - 9:30  
Fee: \$90

**Windows Mini Workshop #20648**  
(File Manager)  
A three hour workshop to learn how to use Windows file manager and utilities. Create directories, copy, move, associate files, format, backup, virus checking and much more. At the completion of this workshop you will be able to manage files and directories in Windows using the file manager. Prerequisite: some experience with the mouse and DOS is helpful.  
Date: September 28  
Time: Saturday, 9 - Noon  
Fee: \$40

**Windows - The Complete Course**  
Provides knowledge of the Windows environment, including use of menus, icons, program manager, file manager, clipboard and the control panel basics.

**#20646**  
Date: October 3 - 10  
Time: Thursday, 7 - 9:30  
Fee: \$60

**#20639**  
Date: October 17 - 24  
Time: Thursday 7 - 9:30  
Fee: \$60

**Windows/Word for Windows 6.0 #20645**  
Topics include: creating and editing documents, using delete and insert functions, using the mouse to access commands, formatting, moving and copying text, printing, file management, and using the document window.  
Date: October 7 - November 6  
Time: Mon & Wed 7 - 9 pm  
Fee: \$160

**Windows/Word & Excel - Weekend Fast Track #20650**  
Optimize your use of Windows. Learn the basics of using Word and Excel, how to inter-relate them and use many additional features.  
Date: October 4 & 5  
Time: Fri 7-10; Sat. 9 - 3  
Fee: \$90

## INDUSTRIAL/CERTIFICATE TRAINING

### Instructors

Tom Logan  
Dave Beatty

**Air Brakes #20615**  
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: October 1 - 5  
Time: Tuesday - Friday, 6 - 10  
Saturday, 8:30 - 4:30  
Fee: \$180  
Register by September 24

**Class One/Three Driver's Training #20616**  
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: November 4 - 8  
Time: Mon - Fri, (flexible hours)  
Fee: \$1500  
Register by October 28



**CFC - Freon Removal #20614**  
If you work with refrigerants as a service technician, installer, purchasing or selling agent, you **MUST** be certified. Individuals will not be able to purchase or sell refrigerants without this certificate. Successful applicants will receive a certificate from HRAI on behalf of Environment Canada and the BC government.  
Date: September 30  
Time: Monday, 8:30 - 5:30  
Fee: \$120  
Register by September 23

**Commercial Vehicle Inspection #20641**  
This 16-hour course prepares participants to write the Provincial Commercial Vehicle Inspector's license exam. Prerequisites: BC T.Q. in automotive mechanics, heavy duty mechanics, commercial vehicle mechanics or commercial transport trailer mechanic. CSA approved safety footwear must be worn.  
**Note:** According to Motor Vehicle Branch regulations, all outstanding motor vehicle fines **must be paid prior** to issuance of an Inspector's Certificate.  
Date: October 15 - 18  
Time: Tuesday - Friday, 6 - 10 pm  
Fee: \$275 (+ \$35 manual)  
Register by October 8

**Defensive Driving #20621**  
Learn or review your defensive driving skills.  
Date: November 9  
Time: Saturday, 8:30 - 4:30  
Fee: \$80  
Register by November 2

## TAX Deductions

Fees for most Continuing Education courses are eligible for tax deductions. Save your registration slip for reporting purposes.

**INDUSTRIAL/CERTIFICATE TRAINING**

**Instructors**

Arlene Carlson  
Dallas Kerr  
Leanne Milton  
Kevin Newton

**Food Safe**

Successful completion of this course and final exam leads to the FoodSafe Level I certificate issued and registered by the Ministry of Health.

**#20496**

Date: October 19  
Time: Saturday, 8:30 - 5:30  
Fee: \$50

**#20657**

Date: Nov 18, 19 & 20  
Time: Mon/Tues/Wed, 6 - 9  
Fee: \$50

**Pesticide Application/Dispenser's Certificate #20637**

People involved in the application or the dispensing of pesticides must be certified. Exam and certification are provided by the Ministry of Environment.

Date: August 26 - 28  
Time: Mon, Tues, & Wed, 8:30 - 3:30  
Fee: \$160 (plus books \$32/Exam fee \$25) - \$217 total

**Traffic Control (Flagging)**

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

**#20652**

Date: September 21  
Time: Saturday, 8:30 - 5:30  
Fee: \$80

**#20653**

Date: October 5  
Time: Saturday, 8:30 - 5:30  
Fee: \$80

**Transportation of Dangerous Goods (TDG) #20640**

This training session covers regulations regarding the transportation of dangerous goods, and how they are applied when shipping by road in Canada and the US. Topics include: introduction to TDG regulations, the classifications of dangerous goods, responsibility of shippers/consignors, transport in bulk transport of hazardous materials, incident reporting and emergency response planning.

Date: October 24  
Time: Thursday, 8:30 - 4:30  
Fee: \$120

**WHMIS - (Workplace Hazardous Materials Information Systems) #20629**

All workers who handle or work in direct vicinity of hazardous materials must be trained in WHMIS. 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: September 24  
Time: Tuesday, 6 - 10 pm  
Fee: \$50



**GENERAL INTEREST**

**Babysitting #20499**

Designed for youth (10 +) who may be responsible for other children or who may be at home alone. The 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: October 4 - 6  
Time: Fri, 4-6, Sat & Sun, 10 - 2  
Fee: \$25 (plus book \$7)

**CORE - Hunter's Training #20626**

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: Sept 16 - 24  
Time: M/T/W/Th/M/T, 6 - 10 pm  
Fee: \$80 (plus \$5.60 GST)

**Cooking for Kids #19912**

Young people eight years and over, will enjoy this short course. Students will provide their own ingredients and cook along with the instructor.

Date: October 16 - 30  
Time: Wednesday, 6:30 - 8  
Fee: \$15 (plus \$1.05 GST)

**Dough Art for Everyone #20632**

Learn to make whimsical, playful, and decorative items for your home or for gift giving. Young people 8+ are welcome. Supplies list available at registration.

Date: October 28 & 30  
Time: Mon & Wed, 7 - 9  
Fee: \$12 (\$.84 GST)

**Dough Art for Children #20633**

Young people 8 years and over will learn to make Christmas ornaments or a gift for someone special. Supplies list available at registration.

Date: Nov 9 & 16  
Time: Saturday, 1 - 3 pm  
Fee: \$12 (plus \$.84 GST)

**Financial Planning for Women #20493**

If you want to forgive yourself for your past financial follies and get on with the business of improving your money management performance, or if you want to add more tools to your financial tool box, this seminar is for you. It will be light, fun and energizing!

Date: October 19 - 26  
Time: Saturday, 9 - 1  
Fee: \$25 (plus \$1.75 GST)

**Gardening - Soil Making to Landscape Design #20602**

Join Andree Fawcett for this one day workshop. Topics include: soil making, composting, drainage, fertilizing, types of plants, landscaping, etc.

Date: October 5  
Time: Saturday, 9 - 4  
Fee: \$37 (plus \$2.60 GST).

**Instructors**

Charlene Pettit  
Wally Robinson  
Edna Gruber  
Diana Hall  
Joy Palmetier  
Andree Fawcett

**Register Early!!!**

**Northwest Community College**

working with

**Business & Industry**

to provide customized training.

For more information call us at 624-6054.

Instructors

Eleanor Skelton  
Marisa Cervo  
Peggy & Phil Muir  
Diana Hall  
Cynthia Nehring

A

BIG

Thank  
You

to the  
CE instructors  
who have  
taken time  
out of their  
lives to  
share their  
knowledge  
and experience.

**Grandparenting Without Guilt #20658**

In today's society, more and more stress is placed on the parents; either as provider of home and hearth to returning children or providing support and caregiving to their children's children. This short one evening, three hour lecture and discussion will provide a venue to share ideas and concerns.

Date: November 5  
Time: Tuesday, 7 - 9  
Fee: \$5

**Italian Conversation for Adults #20610**

A practical, effective program to help build confidence and accuracy in the Italian language. Comprehensive coverage of basic language structures. Topics include: greetings, shopping, travel, business situations and much, much more.

Date: September 10 - November 28  
Time: Tues & Thurs, 7 - 9  
Fee: \$175 (plus \$12.25 GST)

**Italian Conversation for Young People #20611**

An enjoyable way to learn the Italian language is provided.

Date: September 14 - November 30  
Time: Saturday, 10 - noon  
Fee: \$135 (plus \$9.45 GST)

**Kite Making #20627**

Make and fly your own kite! Kite making can be a family event! (Children under 10 years of age must be accompanied by an adult). Pack a snack as the last hour will be used to fly your creation.

Date: October 5  
Time: Saturday, 10 - 2 pm  
Fee: \$35 (plus \$2.45 GST)

**Knitting #20630**

Learn the basics in this short eight hour evening course. Casting on/off, knit and purl stitches will be covered. A great course for young people 8+.

Supplies list available at registration.  
Date: Sept 23 - Oct 2  
Time: Mon & Wed, 7 - 9  
Fee: \$20 (plus \$1.40 GST)

**Parenting - Surviving Through the Teen Years #20495**

Parenting is not about being perfect; there is no "right" answer. This course will provide a reference point that may help you understand teen developmental issues, provide practical skills to deal with difficult situations and give an opportunity to share and problem solve with others.

Date: October 1 - 10  
Time: Tues & Thurs, 7 - 9  
Fee: \$25 (plus \$1.75 GST)

**Sock Puppets #20634**

Making hand puppets of your own design. Fun, easy and entertaining! Young people 8 years and up are welcome. Supplies list available at registration.

Date: Nov 23 & 30  
Time: Saturday, 1 - 3 pm  
Fee: \$12 (plus \$.84 GST)

**Stuffed Teddy Bears #20631**

For those who want to make a unique gift for a special someone! Your teddy bear is made from fake fur with moveable arms and legs. Basic hand or machine sewing knowledge is beneficial. Supplies list available at registration.

Date: October 7 - 21  
Time: Mon & Wed, 7 - 9 pm  
Fee: \$20 (plus \$1.40 GST)

**SuperHost # 20659**

Want to work in the hospitality or service industry? SuperHost is a first step course that will create a strong basis for communication and customer relations skills.

Date: Nov 18 & 19  
Time: Mon & Tues, 6 - 10  
Fee: \$15 (plus \$1.05 GST)

**Write A Winning Resume #20661**

Presenting ourselves in written form is the most challenging endeavour we undertake when applying for a job. This short one evening workshop will give you the tools to begin.

Date: October 23  
Time: Wed, 7 - 10 pm  
Fee: \$20 (plus \$1.40 GST)

Instructors

Diana Hall  
Julia Ferguson  
Larry Bennet  
Peter Falvo

Ideas &  
Instructors

wanted  
for  
Continuing  
Education  
courses.

Please call  
624-6054

**Improve Your Memory #20660**

Do you find that your memory is not as sharp as it once was? Learn ways to improve it in this short one evening workshop.

Date: October 16  
Time: Wed, 7 - 10 pm  
Fee: \$20 (plus 1.40 GST)

**Drafting #20662**

If you have always wanted to learn the basics of drafting, this course is for you! Supplies will be the responsibility of the learner.

Date: Sept 24 - Oct 29  
Time: Tues & Thurs, 7 - 10  
Fee: \$265 plus supplies

**UPCOMING CONTINUING  
EDUCATION COURSES**

The following courses are not listed in this brochure as details were not available before printing:

- ✓ Accident Investigation
- ✓ Hazardous Materials
- ✓ Fire Extinguisher Maintenance
- ✓ Violence in the Workplace
- ✓ Safety Training
- ✓ Environmental Issues Workshops
- ✓ Basic Woodworking
- ✓ Car Care

....and more!

If you would like further information regarding them, please call the College at 624-6054.

**GENERAL INTEREST**

**Instructors**

Constance Olson  
Esther Bernard  
Dr. A. Plessis  
Catherine  
Bellefontaine

**Benefits of Meditation #20642**

The ancient discipline of meditation can be practiced in many ways. Techniques can include focus on breathing, chanting, or visualization. Meditation's goal is to actively focus the mind to a state of relaxed awareness which is thought to induce relaxation, improve concentration, reduce stress and have an impact on health. This three-hour workshop will assist you in learning how to create and use meditation time in your life.

For the workshop you will need:

- \* a favourite flower
- \* a pillow and blanket
- \* a towel or mat to sit on
- \* water or juice
- \* loose and comfortable clothing

Date: Oct 3  
Time: Thur 7-10  
Fee: \$5

**Introduction to Reflexology #20628**

Reflexology is the practice of massage of your feet, hands or ears. It is an ancient, revived science that deals with the principle that there are reflex areas in the hand, feet and ears that correspond to all glands, organs and other parts of the body.

Date: October 3  
Time: Thursday, 7 - 8 pm  
Fee: \$5

**Introduction to Reiki #20643**

Reiki is intended to be a compliment to and not a substitute for traditional or current medical treatments. Reiki is non-invasive and assists healing in many ways. Share in an informative evening with Constance Olson and enjoy a hands-on demonstration of this ancient healing art.

Date: Oct 10  
Time: Thur 7-10  
Fee: \$5

**Menopause - A Rite of Passage #20498**

We will approach the topic of menopause as a significant passage in women's lives. We will explore how societies define the role of the older woman. Through examination of self-image, a newly defined role for older women in the family and society will be our objective.

Date: October 15 - 24  
Time: Tues & Thurs, 7 - 9  
Fee: \$25 (plus \$1.75 GST)

**Lifechanges - Menopause #20497**

This one evening seminar will cover the symptoms of osteoporosis, estrogen replacement, and how relationships and attitudes can be affected by menopause. Time will be given to questions to assist in understanding menopause as a natural change in a woman's life and how to handle these changes.

Date: October 29  
Time: Tuesday, 7 - 9  
Fee: \$10 (plus .70 GST)

**COOKING/OFFICE SKILLS**

**INTERNATIONAL COOKING SERIES**

Tempt your tastebuds with four courses of exotic cuisine. Use these hands-on classes in preparing dishes for your family's enjoyment. These classes can be taken individually for \$20 each (plus 1.40 GST) or \$70 (plus \$4.90 GST) for the whole series. Recipes will be provided at registration.

**Norwegian #19949**

Date: November 5 & 7  
Time: Tues & Thurs, 7 - 9  
Instructor: H. Starnes

**Hungarian #20494**

Date: November 12 & 14  
Time: Tues & Thurs, 7 - 9  
Instructor: Edna Gruber

**Japanese #19947**

Date: November 19 - 21  
Time: Tues & Thurs, 7 - 9  
Instructor: M. Izumi

**Italian #19914**

Date: November 26 - 28  
Time: Tues & Thurs, 7 - 9  
Instructor: M. Cervo

**Healthful Cooking Using Ayurvedic Concepts**

Food is medicine, medicine is food - "Food is that which is digested, medicine is that which helps to digest." - Dr. R. Svoboda. If you are interested in learning more, Ingrid Bernkopf will instruct an 18 hour class in ayurvedic cooking. Please contact the College at 624-6054 to place your name on a contact card.

**OFFICE SKILLS**

**Accounting 101/102 #20656**

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: Sept 24 - Nov 28  
Time: Tues & Thurs, 7 - 10  
Fee: \$275 plus books

**Keyboarding on Computers #20655**

Learn the home keys and create a better way of using a computer. Keyboarding is a primary skill for all those wishing to operate a computer.

Date: Sept 24 - Nov 31  
Time: Tues & Thurs, 7 - 9  
Fee: \$95

**Keyboarding for Kids #20654**

Enhance your child's computer skills. Eliminating the "hunt & peck" method will allow a young person to use a computer to the best of her/his capability.

Date: October 5 - 26  
Time: Saturday, 1 - 3  
Fee: \$45

**Instructors**

Helen Starnes  
Edna Gruber  
Mona Izumi  
Marisa Cervo  
Nancy Sparkes  
Dianne Green

**Walk In**

registration is ongoing.

**Feel free to stop by in person.**

**Please register early...**

**Our courses fill quickly.**

**Watch for The Continuing Education Offering Of The Office Assistant Certificate in January 1997.**

**Instructors**

Lisa Clark  
Bruce Fisher

Courses are regularly scheduled or may be organized on request to 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 Worker's Compensation Board of BC (WCB). Fees and course schedules are listed below.

**WORKER'S 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.

**Level II (new course)**

This new 35-hour course is designed to meet WCB standards for an intermediate first aid course. This course provides the fundamentals of emergency care until the ambulance arrives.

**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.

**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 Worker's Compensation Board exam.

**SCHEDULED COURSES**

**OFA Level I - # 20617**

Date: September 28  
Time: Saturday, 8:30 - 5:30  
Fee: \$75

**OFA Level I - #20618**

Date: October 29 - 30  
Time: Tues & Wed, 6 - 10  
Fee: \$75

**OFA Level I #20619**

Date: November 16  
Time: Saturday, 8:30 - 5:30  
Fee: \$75

**OFA Level I #20620**

Date: December 3 & 4  
Time: Tues & Wed, 6 - 10 pm  
Fee: \$75

**EMPLOYERS....**

Continuing Education can schedule a course to fit your particular requirements. Call 624-6054 to discuss your needs.

**TAX Deductions**

Fees for most Continuing Education courses are eligible for tax deductions. Save your registration slip for reporting purposes.

**Instructors**

Rose Last  
Charlene Pettit  
Patti Dolan

**THE CANADIAN RED CROSS SOCIETY'S VITAL LINK PROGRAM**

A community partnership has been formed between 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.

**Vital Link Standard First Aid**

This is an 18-hour course designed to teach the fundamentals of emergency care and first aid. Cardiopulmonary resuscitation (CPR) is included.

**Vital Link Emergency First Aid**

This is an eight-hour course designed to provide an introduction to basic life support techniques. CPR is included.

**Vital Link CPR**

(Cardiopulmonary Resuscitation) Four levels of courses are available, each covering basic life support skills, how to recognize a heart attack, what to do if a person is choking, and one-person CPR.

**Heart Saver (formerly "A" level)** - four hours concentrating on adults.

**Heart Saver Plus (formerly "B" level)**

A six hour-course concentrating on infants, children and adults.

**Basic Rescuer (formerly "C" level)** - an

eight hour-course concentrating on infants, children and adults. Two person CPR is included.

**Infant and Child (formerly "D" level)**

six-hour course concentrating on infants and children.

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

**First Aid Basics** - serves as an excellent review or introduction to first aid. This active, intensive three-hour workshop is designed for the school situation.

**Babysitting** - designed for young people who may be responsible for other children or who may be at home alone. 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.

**Babysitting #20499**

Date: October 4 - 6  
Time: Fri, 4-6, Sat & Sun, 10 - 2  
Fee: \$25 (plus book \$7)

**Childsafe #20600**

Date: October 19  
Time: Saturday, 9 - 5  
Fee: \$40 (plus book \$10.70)

**CPR Recertification #20601**

For those who have CPR certification and need to upgrade or renew their skills.

Date: November 6  
Time: Wed, 6 - 10  
Fee: \$30 (plus text \$4.50)

**Canadian Red Cross Society Services:**

Medical Equipment Loans

Water Safety

First Aid

Emergency Services

Bone Marrow Donor Reg.

Tracking/ Reunion Serv.

For more information contact:

Prince Rupert Branch  
624-6268 (answering machine)  
Kathleen Larkin, Branch President

**Instructors**  
Lynn Ann Booker

**ECE 135 Working With Children Requiring Extra Support**  
This course is open to parents, Family Daycare Providers, community health workers, social workers, and Early Childhood practitioners who wish to gain more understanding in this subject area.  
Date: TBA  
Time: TBA

**ECE 140 Psychology of Human Development**  
Prerequisites: Completion of ECE program Admission requirements or current ECE student.  
Date: Sept 10 - Dec 10  
Time: Tue 7-9 (Minimum of one Saturday workshop and Directed studies)  
Fee: \$129.72

**ECE 220 Programming for Infant/Toddlers**  
Prerequisite: Completion of ECE Basic Level  
Date: Sept 9 - Dec 9  
Time: Mon 7-9  
Fee: \$129.72

**FAM 01: Introduction to Family Daycare**  
This course gives an overview of all aspects of operating a Family Day Care. This is the first of six courses in the Family Daycare Program.  
Prerequisites: Grade 10 Completion. Students must enroll by September 12 to ensure delivery of course materials.  
Date: Sept 26 - Nov 28  
Time: Thur 7-9  
Fee: \$60 (plus \$45 for text)

**UPGRADING**  
**Basic Literacy #20624**  
Thirty hours of class work will assist those in need of basic literacy skills.  
Date: Sept 24 - Nov 12  
Time: Tues & Thurs, 7 - 9 pm  
Fee: \$175

**GED Tutoring #20625**  
This 18-hour tutoring session will allow you to study in a self-paced setting with an instructor available to assist you through the more difficult sections of the GED preparation text.  
Date: September 30 - October 30  
Time: Mon & Wed, 7 - 9 pm  
Fee: \$85

**GED TESTING**  
Northwest Community College offers the service of invigilating the General Education Development (GED) exam for the Ministry of Education. Applications must be received by the Ministry 28 days before the testing date.

Testing Date	Application Deadline
October 4/5	September 6
November 29/30	November 1
January 10/11,	December 13
March 7/8	February 7
April 25/26	March 28
June 6/7	May 9

Cost: \$45.00  
For further information, contact Northwest Community College at 624-6054.

**Educational Advising Services**  
are available.  
Call 624-6054

**Instructor**  
Phil Kolbuc,  
Kolbuc & Assoc.

**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 3 non-transferable credits assigned to the NWCC Business Administration program.

**PART I -INTERPERSONAL SKILLS #20606**  
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: October 1 - 4  
Time: Tues - Fri, 8:30 - 3:30  
Fee: \$460

**PART II - GROUP SKILLS #20607**  
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: Nov 19 - 22  
Time: Tues - Fri, 8:30 - 3:30  
Fee: \$460

**PART III - ADMINISTRATIVE SKILLS #20608**  
Topics covered include using performance reviews to coach and counsel employees, improving performance review skills by providing feedback and setting performance objectives, essentials of effective orientation and training techniques, writing effective memos and reports, and time management and stress management techniques.  
Date: January 28 - 31  
Time: Tues - Fri, 8:30 - 3:30  
Fee: \$460

**NEW OFFERING**  
And, in the evening.....  
**MANAGEMENT SKILLS PART I INTERPERSONAL SKILLS #20609**  
Management Skills for Supervisors will be offered in the evening to assist those wanting to take this very worthwhile supervisory skills course.  
Date: Oct 1-3/Nov 19 - 21  
Time: Tues - Thurs, 6 - 10  
Fee: \$460

**EMPLOYERS....**  
Continuing Education can provide staff training tailored to meet particular requirements and scheduling.  
Courses in Time Management, Stress Management, Public Relations, Customer Service, etc., can be offered on demand. Call 624-6054.

**TAX Deductions**  
Fees for most Continuing Education courses are eligible for tax deductions.

Save your registration slip for reporting purposes.



## 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. This program consists of six courses of 30 hours each and a final assignment.

Interested individuals can register for the entire program or for specific courses by contacting Vancouver Community College at 871-7488. For information on the programs only, contact Bev Davidson at NWCC Smithers Campus 847-4461 local 5808. Contact Sheila McDonald for scheduling at 635-6511, local 5413. Courses cost \$275 each except 102 B which is \$300 including textbook.

1996/97

101 Instructional & Curriculum Design	Oct 4, 5, 6, 18, 19, 20 Terrace
102A Elements of Instruction A	Nov 01, 02, 03, 15, 16, 17 Terrace
102B Elements of Instruction B	Jan 24, 25, 26, Feb 07, 08, 09 Smithers
104A Eval. of Learning & Instruction A	Feb 21, 22, 23, Mar 07, 08, 09 Prince Rupert
103 Use/Design of Instructional Media	Apr 04, 05, 06, 18, 19, 20 Prince Rupert
104B Eval. of Learning & Instruction B	May 02, 03, 04, 16, 17, 18 Smithers

### 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. The program consists of the courses in the Provincial Instructor Diploma program plus eight additional 30 hour courses.

AD 400 Native Adult Learner	Nov 01, 02, 03, 15, 16, 17 Terrace
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Entrance requirements are similar to requirements for the Provincial Instructor Diploma. However, ID 101 Instructional & Curriculum Design is a prerequisite for ID 201 College Organization and its Educational Context.

NOTE: Presently, there are not enough registrations to schedule other courses -- people interested in this diploma should register their interest with Vancouver Community College 871-7488.

## LEARNING RESOURCE CENTRE

Staff: Lawrie McArthur - Tim MacDonald

The Learning Resource Centre is open to all residents of the College region. You do not need to be a student or staff member to access the collection of books, video, periodicals, government documents etc. housed throughout the College.

For more information call 624-6054.

NWCC Continuing Education 130 1st Avenue West 624-6054

## BUSINESS ADMINISTRATION

The Prince Rupert Campus offers a standard two year Business Administration diploma program of which specific courses transfer to UNBC's Bachelor of Commerce program and professional bodies. Please check the College Calendar for required course prerequisites. Students enrolled in the C.A., C.G.A., or C.A. programs are advised to check their society's exemption policies prior to enrollment.

Date: September - April  
Time: As scheduled  
Costs: \$43.24 per credit

### ACCOUNTING 150 Fundamentals of Financial Accounting I

Mon & Wed 10:30-12 (Mon 6:30-9:30 if first section is full)

### ACCOUNTING 252 Cost Accounting I

Prerequisite: ACCT 151, Math 150 or by permission of instructor.  
Tue & Thur 2:30-5:30

ACCOUNTING 253  
Cost Accounting II  
Prerequisite: ACCT 252  
Tue & Thur 2:30-5:30  
Oct 28-Dec 13

### BUSINESS COMPUTING 150 Business Computers

Section 326 Tue & Thur 9-10:30  
(Section 336 if section 326 is full  
Thur 6:30-9:30 ) Sept 5 - Dec 12

BUSINESS ENGLISH 150 Business  
Communications  
Tue & Thur 1-2:30

### BUSINESS FINANCE 250

**Business Finance I**  
Prerequisite: ACCT 151, MATH 150 and MATH 151.  
Mon & Wed 4-5:30

**ECONOMICS 150  
Microeconomics**  
Tue & Thur 10:30-12

**MANAGEMENT 251  
Organizational Behaviour**  
Prerequisite: MGMT 150 or permission of instructor.  
Mon & Wed 9-10:30

**MANAGEMENT 253  
Labour Relations**  
Prerequisite: MGMT 150 or permission of instructor.  
Tue 6:30-9:30

**MARKETING 150  
Introduction to Marketing**  
Wed 6:30-9:30

**MATH 150  
Mathematics of Finance**  
Mon & Wed 2:30-4

**MARKETING 252  
Tourism Marketing**  
Prerequisite: MARK 150 or permission of instructor.  
Tue & Thur 9-10:30

### Instructors

George Broderick  
John Shepherd

Northwest  
Community  
College

working  
with

Business  
& Industry  
to provide  
customized  
training.

For more  
information  
call us at  
624-6054.



## CAREER & COLLEGE PREPARATION

Adults wanting to upgrade their academic skills to prepare for employment, career training or higher education are encouraged to apply. We offer a variety of courses ranging from Basic Literacy to Grade 12, and we work closely with the Student Support Services to ensure student success.

### Application Instructions

- 1) Complete an application form.
- 2) Make an appointment with the Educational Advisor.
- 3) Complete the CCP Assessment Guide to determine what courses you need.
- 4) Arrange for funding if you need help with tuition.

### Fundamental Level

English 020 Mon-Fri 9-11:45  
Math 020 Mon-Fri 1-3 or  
Mon-Fri 8:45-11 (self paced)

### Intermediate Level

English 030 Mon-Fri 10-11 (instructor led class)  
Tutorial Times 8:45-9:45, 11-12 or 1-2  
Special class for returning students 2:15-3:15  
Math 030 Mon-Fri 8:45-11 (self paced class)  
Mon-Fri 11-12 (Tutorial block)  
Mon-Fri 1-2 (Instructor led)  
Socials 030 Mon-Fri 11-12

### Advanced Level (11)

English 040 Mon-Fri 1-2 (instructor led class)  
Tutorial Times (see English 030)  
Math 045 Mon-Fri 2:30-3:30 or  
Mon-Fri 8:45-11 (self paced class)  
Biology 040 Mon-Thur 8:45-10:15  
Chemistry 040 Mon-Thur 10:30-12  
Math 040 Begins in January. Students wishing Math 040 should enroll in Math 045

### EVENING CLASS

Math only Tue & Thur 6:15-9

**Note: All Provincial Level (Grade 12) courses begin in the Winter Semester. Please see the educational advisor for more information.**

NWCC Continuing Education 130 1st Avenue West 624-6054

## ENGLISH AS A SECOND LANGUAGE/BASIC LITERACY

Do you have a friend or family member who doesn't speak very much English?? Classes concentrate on speaking and listening skills, although reading and writing are also taught.

Date: September - June  
Time: Monday through Friday 9-11:45 (no Friday classes once each month)  
Fee: September 16-December 13 \$214  
January 6-March 28 \$200.60  
March 31-June 20 \$197.20

### Financial Assistance

ESL students are eligible to apply for ABESAP (Adult Basic Education Student Assistance Plan). Ask the Educational Advisor for more information on how to apply.

### ESL Evening Classes

Evening classes can only be offered if enough people register for them. Leave your name, phone number, level of class you need, (Beginner/Upper Beginner/ or Intermediate/Advanced) on a contact card. We will contact you when we have enough students to run a class.

### Adult Literacy Program

Many adults have difficulties with reading and writing. WE WANT TO HELP! Contact the Adult Literacy Coordinator at the College 624-6054. She will contact the learner for a private interview.

### Information for Tutors

- \*Literacy Tutor Training will be offered in October and November
- \*Leave you name and phone number with Marie Grinstrand or Kathy Bedard
- \*You will be contacted with more details about the tutoring program
- \*Training sessions will be held for both Adult Literacy Tutoring and ESL Tutoring

### COMMUNITY LITERACY GROUP

Would you like to become more involved with literacy in the community? Help us form a community literacy group for Prince Rupert. Contact these people for more information

Marie Grinstrand  
Northwest Community College  
624-6054

Michelle Cook  
Prince Rupert Public Library  
627-1345

NWCC Continuing Education 130 First Avenue West 624-6054

### Instructors

Lianne Gagnon  
Anna Munger  
John Wood  
Marie Grinstrand  
Ken Shaw  
Jean Rysstad

**Educational  
Advising  
Services  
are  
available.**

**Call 624-6054**

### Instructor

Marie Grinstrand

**Walk  
-in**

**registration  
is  
ongoing.**

**Feel  
free  
to stop by  
in person.**

**Marine  
Instructors**

Captain A. Batko  
Captain L. Brown

**Welding  
Instructor**

Wade Johnson

**MARINE**

Our Marine department offers a wide variety of courses for professional mariners and for those persons who wish to upgrade their theoretical knowledge in the area of nautical studies. Marine students may enroll for the following full-time programs, which are delivered as preparation for Department of Transportation certification:

Command Endorsement  
Watchkeeping Mate  
Fishing Master II, III, and IV

Dates: October - April  
Time: Monday - Friday

**PART-TIME COURSES**

**Fighting "On Board" Emergencies #20636**

A non-credit course including general knowledge on how to deal with on board emergency issues such as fire fighting, rescue, etc.

Date: October 15  
Time: Tuesday/Thursday, 7 - 10 pm  
Saturday, 8:30 - 3:30  
Fee: \$160

**Marine Emergency Duties - A2 - #20635**

For fishers and sport boaters wishing certification from the Coast Guard. This course will teach how to respond to emergencies such as fires, man overboard, etc.

Date: October 29 - November 1  
Time: Tuesday - Friday, 8:30 - 3:30  
Fee: \$220

**WELDING**

The College 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.

Graduates have found employment in fabrication and maintenance shops which service all sectors of forestry, mining, and transportation. "B" level ticket holders are employed in jobs which require qualification in pressure procedures, while "A" level ticket holders are employable throughout the welding field.

Date: September - June  
Time: Mon-Fri 8:30-2:30  
Fee: September - December \$504.35  
January - March \$386.45  
April - June \$412.65

**FOR MORE INFORMATION**

**on any of the programs offered by Northwest Community College, please refer to the NWCC calendar available at all college centres or speak to the Educational Advisor.**

**Faculty**

Mona Izumi,  
Assoc. Academic  
Head

Barb Shaw

Beth Davies

Chris Brown

David Archer

David Heinimann

George Broderick

Hondo Arendt

Ken Shaw

Rocque Berthiaume

Tirso Morales

Yvonne Werkmann

David Sweetnam

Studies have shown that students who transfer from community colleges to university do as well as, or better than, those who proceed directly from high school to university.

Attendance in university transfer courses at the college can be on a fulltime or part-time basis.

To apply, please refer to the General Policies page of this brochure.

Fees: \$43.24 per credit  
\$129.72 (3 credits)  
\$194.58 (4.5 credits)

**ANTHROPOLOGY 101 Introduction to Physical Anthropology**  
Mon & Wed 7:30-9

**ANTHROPOLOGY 111 First Nations Studies**  
Mon & Wed 2:30-4

**BIOLOGY 101 Introductory Biology 1**  
Prerequisite: Biology 11, Chemistry 11 highly recommended, or permission of instructor. Mon, Wed & Fri 8:30-9:30 Lab 1 Tue 1-4, Lab 2 Tue 6:30-9:30

**BIOLOGY 201 Invertebrate Zoology**  
Prerequisite: Biology 101/102 or equivalent. Mon, Wed & Fri 10:30-11:30 Lab 1 Fri 1-4

**CHEMISTRY 101 Introductory Chemistry 1**  
Prerequisites: Chemistry 11 and Math 11 or permission of the instructor: Strongly recommended: working knowledge of Math 12 would be an asset. Mon, Wed & Fri 9:30-10:30 Lab 1 Tue 9-12

**COMPUTER SCIENCE 111 An Introduction to Computers**  
Prerequisite: Math 11 or permission of instructor. Mon & Wed 4:30-6 Lab 1 Tue 1-4, Lab 2 Tue 6:30-9:30

**ECONOMICS 201 Principles of Microeconomics**  
Tue & Thur 10:30-12

**ENGLISH 101 Literature and Composition I**  
Section 326 Mon & Wed 10:30-12,  
Section 336 Wed & Fri 2:30-4,  
Section 346 Wed 6-9

**ENGLISH 151 Technical Writing I**  
Prerequisite: English 12 or permission of instructor. Mon 6:30-9:30

**ENGLISH 201 English Literature 1300-1650**  
Prerequisite: English 101/102 or permission of instructor. Tue & Thur 9-10:30

**ENGLISH 207 Introduction to First Nations Literature in Canada**  
Mon & Wed 1-2:30

**GEOGRAPHY 150 Physical Geography I: Biogeography**  
Meteorology and Climatology  
Mon & Wed 1-2:30 Lab 1 Thur 1-4, Lab 2 Fri 8:30-11:30

**GEOGRAPHY 225 Regional Geography of B.C.**  
Prerequisite: 15 first year credits or permission of instructor. Tue 6:30-9:30

UNIVERSITY CREDIT

**HISTORY 105**  
Canada to the Mid-Nineteenth Century  
Mon & Wed 9-10:30

**HISTORY 231**  
Germany in the 20th Century  
Tue & Thur 10:30-12

**MATH 101**  
Calculus I: Differential Calculus  
Prerequisite: Mathematics 12 with a grade C or better, or permission of instructor. Calculus 12 is recommended.  
Mon, Wed & Thur 1-2:30

**MATH 111**  
Pre-Calculus I  
Prerequisite: C or better in Math 11 or its equivalent or permission of instructor.  
Mon, Wed & Thur 3:30-5

**MATH 141**  
Mathematics for the Managerial and Social Sciences  
Students may not obtain credit for both Math 101 and Math 141. Prerequisite: Math 12 or its equivalent or permission of instructor.  
Mon, Wed & Thur 8:30-10

**MATH 190**  
Principles of Mathematics for Elementary Teachers  
Prerequisites: Math 11 or permission of the instructor. Students may not receive credit for this course if they are enrolled in any other university level mathematics course.

**OCEANOGRAPHY 208**  
Introduction to Physical, Chemical and Geological Oceanography  
Prerequisite: First year science or permission of instructor.  
Tue & Wed 5-6:30

**PHYSICS 101**  
Introduction to Physics  
Prerequisites: Physics 11 and Math 11 (Math 12 recommended) or the permission of instructor. Corequisite: Math 101 or permission of instructor.  
Mon, Wed & Thur 2:30-3:30  
Lab 1 Thur 9-12

**POLITICAL SCIENCE 101**  
Canadian Politics  
Mon & Wed 1-2:30

**PSYCHOLOGY 101**  
Introductory Psychology  
Section 326 Tue & Fri 10:30-12, Section 336 Mon & Thur 6-7:30

**SOCIOLOGY 101**  
Introductory Sociology  
Mon 6:30-9:30

**SOCIOLOGY 250**  
Sociology of Deviance  
Prerequisites: Sociology 101/102 or permission of instructor.  
Wed 6:30-9:30

**NWCC Entrance Scholarships**

Did you know recent secondary school graduates with high academic standing who enroll in fulltime NWCC programs are eligible to apply for a tuition reduction in the form of an entrance scholarship.

Eligibility is calculated on the basis of Grade 11 and 12 courses on the final transcript of grades.

A	3.71+ GPA	100%
B+	3.30 3.70 GPA	75%
B	3.00 - 3.29 GPA	50%

Contact Admissions or the Educational Advisor.



THE UNIVERSITY OF NORTHERN  
BRITISH COLUMBIA  
PRINCE RUPERT

**BA Programme Offerings  
Fall 1996 (Prince Rupert)**

- ENGL 350 Comparative Literature - David Heinemann, Tuesday 7-10
- FNST 137 Tsimshian Language (Sm'algyax) Level 1 - Margaret Anderson & Doug Brown, Monday 7-10
- FNST 301 Art & Material Culture of BC First Nations - Rocque Berthiaume, Thursday 7-10
- COMM 310 Intermediate Financial Accounting I - Chris Wright, Tuesday 7-10
- COMM 314 Corporate Taxation - Chris Wright, Monday 7-10

**UNBC is also offering a New MEd Curriculum & Instruction Programme beginning in January 1997 -- contact the Northwest Regional Office for application packages (Deadline September 30, 1996)**

**More courses are available in Terrace. (Anthropology, Linguistics, Environmental Studies & English)**

**We look forward to hearing from you.**

100 McBride Street  
Prince Rupert, B.C. V8J 3E8  
Phone - 624-2862 Fax - 624-9703

First  
&  
Second  
Year  
Arts

as well as

First  
Year  
Sciences

are  
available  
at the  
Prince Rupert  
Centre

## STUDENT SUPPORT SERVICES

### Director, Western Region

Beth Davies

### Administration

Sonja Chambers  
Genevieve Ducharme  
Emilia McConville

### Student Support Staff

Vena Hachkevich  
Leila Durzi  
Lawrence Brown  
Lianne Gagnon  
Gloria Ubdegrove

### Learning Resource Centre

Lawrie McArthur  
Tim MacDonald

### Continuing Education

Kathy Bedard  
Rhoda Burke  
Emilia McConville

### Extension Services

Debbie Stava

### Regional Childcare Access Coordinator

Eleanor Skelton

### EDUCATIONAL ADVISOR

Are you unsure about the educational path which leads to your career interest? Do you know which courses or programs are right for you? If you have questions about program or career requirements, the Educational Advisor is the person you should see. She can provide you with information on programs, courses, college services, policies, procedures, facilities, and learning opportunities at other educational institutions. She can assist you in developing educational plans, course planning, and defining your education and career goals.

For more information contact:  
**VENA HACHKEVICH**

### EDUCATION AND CAREER SUPPORT SPECIALIST

If students are experiencing difficulties in their life that are separate from actual school work, this person can assist in dealing with many issues. Some of these issues may include financial problems, substance abuse, single parenting pressures, housing crisis or self-esteem problems. This person is also an advocate for students in dealing with Social Services, government agencies, the College, etc.

For more information contact:  
**LEILA DURZI**

### FIRST NATIONS STUDENT ACCESS COORDINATOR

The services offered to First Nations students include:

- \*Advocacy
- \*Support and guidance in academic issues
- \*Liaising with native bands, NWCC administration, local agencies, etc.
- \*Organizes First Nations cultural activities
- \*Workshops
- \*Facilitation of a First Nations support group

For more information contact:  
**LAWRENCE BROWN**

### STUDENT SUCCESS COORDINATOR

The coordinator arranges free academic and personal management workshops to all enrolled students at the Prince Rupert centre. The workshops are conducted by experienced staff who can assist students in succeeding while attending college.

The coordinator also provides services for students with disabilities. This service includes support and assistance such as:

- \* scribes/aids
- \* tutoring
- \* equipment loans
- \* referrals

For more information contact:  
**LIANNE GAGNON**

## Coastal Integrated Resources Management

is a proposed technology diploma level in the Natural Resources Program to be offered at the Prince Rupert Campus.

This program will emphasize the development of knowledge and technical skills in areas such as coastal fish stock identification and management, harvesting techniques, fish habitat and restoration, monitoring and management of marine pollution, coastal policy and legislation, marine tourism and recreation, aquaculture, oceanography, navigation and chartwork and marine safety and first aid. Students graduating from this program would have solid technical skills in areas that will enable them to be employed in:

- ✓ shellfish monitoring and harvesting
- ✓ monitoring of the marine environment
- ✓ water quality/pollution control
- ✓ fisheries
- ✓ integrated resources management

### Certificate Level Curriculum - Semester I (Sept - Dec)

English 151  
Biology 101 (labs/fieldwork)  
Computer Science 111 (labs)  
Applied Math  
Surveying  
Silvic and Dendrology  
Introduction to Natural Resources  
Marine/Outdoor Safety I  
First Aid Level I  
Student Success  
Work Orientation

For more information contact the  
Educational Advisor at 624-6054.

## Extension Services

is committed to providing flexible access to learners who live in the Northwest. Our primary focus is to facilitate contract training opportunities in response to community and industry needs throughout the Northwest Region (Pr. Rupert, Queen Charlotte Islands and the outlying areas).

The strength of this department lies in its ability to provide flexible training opportunities through the promotion and continuation of community partnerships, utilization of community resources, and the development and delivery of programming that meet the needs of a diverse labour market.

Our desire to provide a service that is unsurpassed in excellence and quality, provide the foundation for the Extension Services department and we would welcome the opportunity to discuss your company's training needs.

### Upcoming Fall Programs

- Career Development
- Assisted Job Search Strategies
- Employability Skills
- Skills Development Training
- Workplace Literacy

### Coastal Eco-Adventure Tourism

This program is proposed for delivery in Spring of 1997. To register interest please contact the College at 624-6054.

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

### Extension Services Department

Debbie Stava  
Coordinator

Emilia McConville  
Program Assistant

## Customized Training Programs

## Qualified Staff

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### Continuing Education

130 First Avenue West  
 Prince Rupert, BC V8J 1A8  
 Telephone: (604) 624-6054  
 Fax: (604) 624-4920  
 Email: Bedard@noradm.bc.ca.

### Staff

Kathy Bedard, Coordinator  
 Rhoda Burke, Program Assistant  
 Emilia McConville, Program Assistant



## CENTRAL REGION

### TERRACE

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

### NASS VALLEY

c/o Wilp Wilko'sokwhl Nisga'a  
St. Peters Hall, P.O. Box 219  
New Aiyansh, B.C. V0J 1A0  
Phone: (604) 633-2292/2293  
FAX: (604) 633-2463

## WESTERN REGION

### PRINCE RUPERT

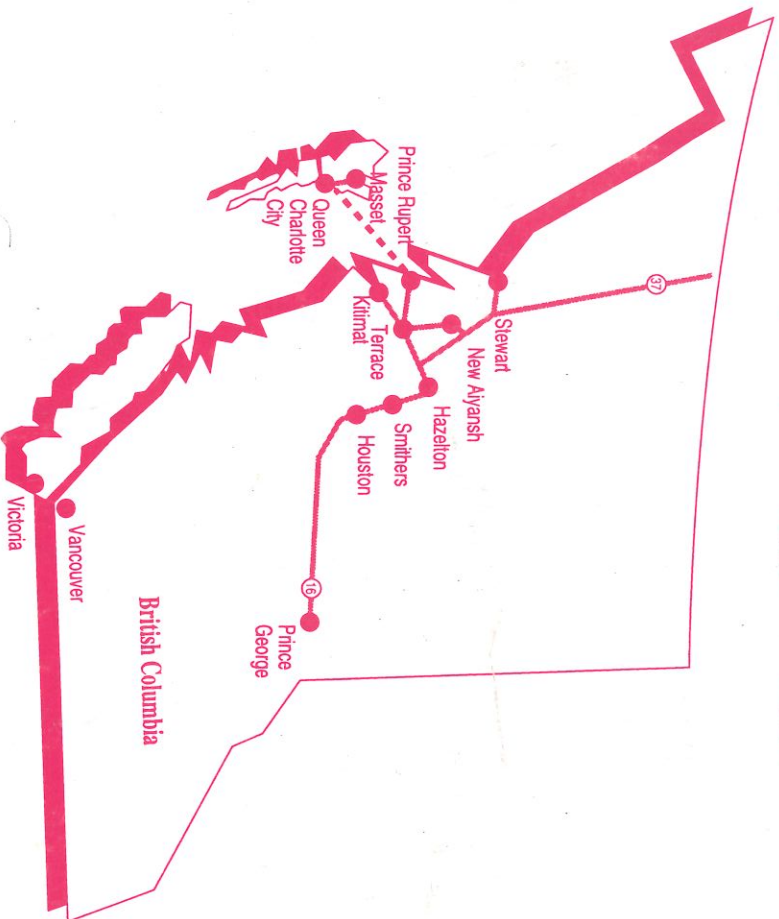
130 First Avenue West  
Prince Rupert, B.C. V8J 1A8  
Phone: (604) 624-6054  
FAX: (604) 624-4920

### MASSET

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

### QUEEN CHARLOTTE CITY

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



## EASTERN REGION

### HAZELTON

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

### HOUSTON

THE LEARNING CENTRE  
3221 14th Street  
P.O. Box 1277  
Houston, B.C. V0J 1Z0  
Phone: (604) 845-7266  
FAX: (604) 845-3521

### SMITHERS

3966 2nd Avenue  
P.O. Box 3606  
Smithers, B.C. V0J 2N0  
Phone: (604) 847-4461  
FAX: (604) 847-4568

### STEWART

824 Main Street  
P.O. Box 919  
Stewart, B.C. V0T 1W0  
Phone: (604) 636-9184  
FAX: (604) 636-2770

## SOUTHERN REGION

### KITIMAT

606 Mountainview Sq.  
Kitimat, B.C. V8C 2N2  
Phone: (604) 632-4766  
FAX: (604) 632-5069

*Northwestern British Columbia*

*Serving*