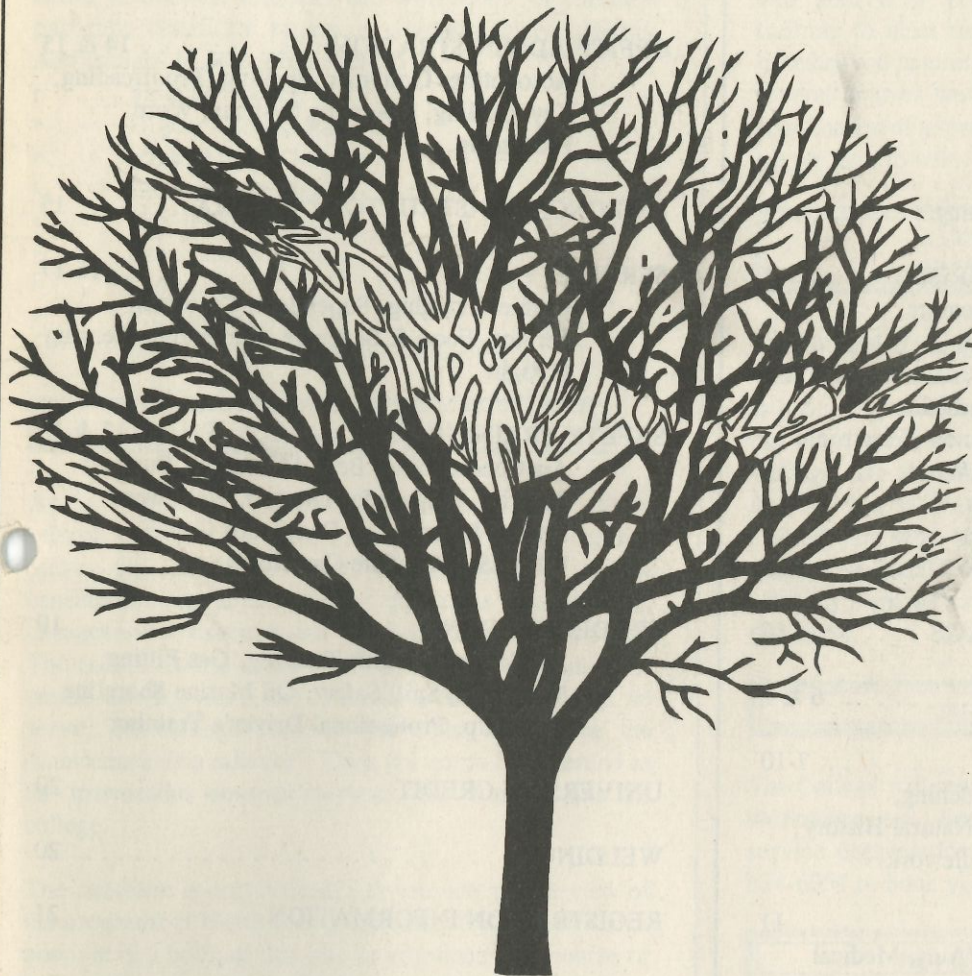


Continuing Education

Northwest Community College



FALL & WINTER '98

*Knowledge
prolongs life
itself and
enlarges the
sphere of existence.*

John Quincy Adams

Prince Rupert Campus

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 book 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!

Prince Rupert Campus

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

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.

CONTRACT TRAINING (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.

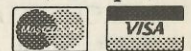
FACILITY RENTALS

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



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.

Prince Rupert Campus

BUSINESS ADMINISTRATION

PART-TIME BUSINESS ADMINISTRATION

Prince Rupert offers a standard Business Administration program, very similar to business management programs available at other colleges throughout the province. The program is two years long and successful students earn a diploma. Students who complete the first year of the program can receive a certificate in Business Administration.

The two year program provides graduates with general skills and knowledge in management organization. First year courses give learners a basic foundation of knowledge and skills in business. The second year of the program helps learners to integrate and apply their knowledge to complex business situations.

Call or drop by our office for a complete Fall timetable.

TAXATION 250 (3 credits)

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: Sept 15-Dec 15
Time: Tue & Thur 7-9
Instructor: TBA
Fee: \$325 plus text



CAREER & COLLEGE PREP

The Career and College Prep program prepares students for admission to career, vocational, technical and university programs and for direct entry into employment. CCP courses are similar to those in the public school system but they have been designed for adults. Students may be able to attend CCP in day-time or evening and either full-time or part-time. Students may start the CCP program at any time during the year, space permitting. Some course are self-paced or taught by an instructor. CCP courses are now tuition free. Call us for details.

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.

1998 EXAM DATES IN PRINCE RUPERT

October 2 & 3, 1998
November 27 & 28, 1998

Prince Rupert Campus

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

LITERACY TRAINING

The basic literacy training program is intended for students who are non-readers and for those who wish to improve their basic math, reading, writing and spelling skills. Please contact us at 624-6054.

TUTOR TRAINING

Free training sessions are provided for people wishing to become volunteer tutors for Literacy Learners. The sessions will be Tuesdays & Thursdays from Sept 15-Oct 8, from 7-9 p.m. Call us to place your name on a tutor training list.

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COASTAL ECO ADVENTURE TOURISM

Tourism is one of the fastest-growing sectors of BC's provincial economy. People are travelling more than ever before and are seeking enriching adventures in nature, opportunities to discover foreign cultures, and personal challenges and discoveries. Called by many names - ecotourism, adventure travel, nature tourism, or sustainable tourism - these new areas are the fastest-growing segments of the tourism industry. The Coastal-Eco Adventure Tourism program is an innovative program designed to address the growing demand for trained professionals in this field.

Innovative program design and delivery exposes the learner to the realities of the field and addresses the professional standards, safety, risk management, and legal and ethical issues that impact this sector. The program incorporates available provincial and/or national certifications that exist within the industry. **Application deadline Oct 31.**

Date: Jan-June
Fee: \$7200

Students entering this program must be able to participate in physically rigorous field exercises in all types of terrain and weather conditions.

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

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: Sept 15-Oct 6
Time: Tue & Thur 7-9
Instructor: M. McLean
Fee: \$95

INTERMEDIATE COMPUTERS

This course is a continuation of Computer Kindergarten. It covers using Microsoft Word to create and format tables, apply borders and shading, creating styles, using AutoText, checking grammar and other topics.

Date: Oct 20-Nov 10
Time: Tue & Thur 7-9
Instructor: M. McLean
Fee: \$95

ENTREPRENEURSHIP IN ECO-ADVENTURE TOURISM

For the entrepreneur, resource manager, or community group, there are exciting opportunities and potential pitfalls to starting up and managing a successful eco or adventure tourism company.

Being prepared for these opportunities means knowing how to design a sustainable ecotourism product. To meet the demands of the emerging tourist, operators must be skilled in marketing and must plan their operations so their environments are sustainable from the first trip to the 1000th. You may think with so many opportunities you can start an ecotourism or nature tourism business without assistance and succeed but even people who have a proven track record in the tourism industry will find this certificate program of value for identifying methods of achieving a sustainable tourism business.

This program is currently under development and will be available for delivery beginning January, 1999. Please contact the College for further information and to register your interest.



ADVANCED COMPUTERS

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

Date: Nov 17-Dec 8
Time: Tue & Thur 7-9
Instructor: M. McLean
Fee: \$95

ELECTRONIC COMMUNICATIONS (OADM 160)

This course is designed to familiarize the learner with the scope of electronics mail systems using the world wide web. Learners use electronic communication to send and receive messages.

Date: Sept 26-Oct 24
Time: Sat 9-12
Instructor: TBA
Fee: \$100

WORKSHOP FOR EXCEL

This six hour workshop will provide you with an overview of the Excel program and allow you to practice using its various features.

Date: Nov 7
Time: Sat 9-4
Instructor: N. Sparks
Fee: \$50

WORKSHOP FOR MS WORD

This six hour workshop is designed to provide you with an overview of the features of this popular word processing program.

Date: Oct 24
Time: Sat 9-4
Instructor: N. Sparks
Fee: \$50

POWERPOINT

PowerPoint is a very effective program for the development and delivery of presentations. This eight hour course will introduce you to the uses and benefits of PowerPoint from a personal and business perspective.

Date: Oct 19 - Nov 9
Time: Mon 7-9
Instructor: M. Swendson
Fee: \$85



EARLY CHILDHOOD EDUCATION

ECE 140 - HUMAN DEVELOPMENT

This course provides students with an introduction to the theories, methods, concepts and research findings relevant to normal human development.

Date: Sept 15-Nov 24
Time: Tue 7-9 (and 2 Sat workshops)
Instructor: N. Hogue

ECE 203 - SPECIAL NEEDS CARE & GROWTH

This course provides a theoretical framework for working with special needs individuals. **Prerequisite:** ECE Basic Level.

Date: Sept 14-Dec 7
Time: Mon 7-9 (1 Sat workshop)
Instructor: TBA

ECE 219 - INFANT, TODDLER, CURRICULUM PLANNING

The purpose of this course is to design developmentally appropriate program activities, through the practical application of developmental theories. **Prerequisite:** ECE Basic Level

Date: Sept 17-Nov 26
Time: Thur 7-9 (2 Sat workshops)
Instructor: M. Battle

☞ Fee for each ECE course listed on this page is \$134 plus text. For complete course & program descriptions please see our Regional Calendar.

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ENGLISH AS A SECOND LANGUAGE

Northwest Community College offers the ESL program to assist students in acquiring basic English reading and writing skills. The ESL program is intended for persons whose native language is not English. Classes run from September to June and students can enroll at any time. Start date for the fall will be September 9.

BEGINNERS: Mon-Fri 9-11 a.m.

- ◆ Simple speaking and listening skills for everyday life
- ◆ Basic everyday vocabulary

INTERMEDIATE/ADVANCED: Mon-Fri 11-12

- ◆ Expand and improve your basic knowledge
- ◆ More practice with speaking and listening

ADVANCED: Mon-Fri 1-2

- ◆ Fine tune your English
- ◆ Work more intensively in reading comprehension and vocabulary expansion

COMBINATION CLASSES FOR ADVANCED LEVEL STUDENTS

- ◆ Advanced students can take a combination of ESL with other classes, depending on their needs and level
- ◆ Other classes are arranged according to demand.

TUTOR TRAINING

Free training sessions are provided for people wishing to become volunteer tutors for ESL learners. Sessions are scheduled from Sept 15-Oct 8, 7-9 p.m. Call us to place your name on a tutor training list.

FIRST AID

OCCUPATIONAL FIRST AID LEVEL I

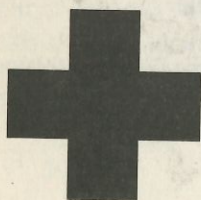
This eight-hour course is designed to provide life-saving and first aid skills to workers in industry. Prerequisite: Minimum age of 16 and the physical ability to perform first aid skills as required to complete the learning tasks.

Session 1

Date: Oct 10
Time: Sat 8:30-5
Instructor: L. Clarke
Fee: \$85 includes text

Session 2

Date: Nov 28
Time: Sat 8:30-5
Instructor: L. Clarke
Fee: \$85 includes text



OFA TRANSPORT ENDORSEMENT

This course is designed to prepare Occupational First Aid Attendants, Level I and II, with the skills and knowledge needed to move and transport injured/ill workers to medical aid. This endorsement is required for all OFA Level I and II's who work more than 20 minutes from the hospital. Prerequisite: Level I or II Certification.

Date: Nov 30
Time: Mon 9-6
Instructor: B. Fisher
Fee: \$85 (includes text)

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 he/she 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.

Date: Sept 21-Oct 2
Time: Mon-Fri 8:30-4:30
Instructor: K. Waring
Fee: \$615 (includes text & examination)

RED CROSS FIRST AID

The Red Cross First Aid Courses are flexible, learner-centred and practical. The courses provide learners with the knowledge and skills to react, improvise and adapt in emergency situations.

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: Sept 19
Time: Sat 9-5
Instructor: M. Algarvio
Fee: \$70 includes text

HEART SAVER PLUS

This is a six hour course which includes the symptoms and action for cardiovascular emergencies for adult, infants and children. It includes rescue breathing and treatment for conscious and unconscious choking problems.

Date: Nov 7
Time: Sat 9-4
Instructor: M. Algarvio
Fee: \$65 includes text

STANDARD FIRST AID

This course covers all elements of Emergency First Aid as well as injuries due to heat and cold, poisons, medical conditions, bone, joint, head and spinal injuries. The course includes certification in HeartSaver Plus level of CPR. Retraining is recommended every 2 years.

Date: Oct 24- 25
Time: Sat & Sun 8:30-4:30
Instructor: M. Algarvio
Fee: \$130 includes text

GENERAL INTEREST

ARTS & CRAFTS

CANDLES

Do you like unusual candles? If so, learn to make poinsettias, and angel candles.

Date: Nov 16-18
Time: Mon & Wed 7:30-9:30
Instructor: D. Shaw
Fee: \$ 40 includes supplies

FIMO CHRISTMAS ORNAMENTS

FIMO or Sculpey is a new compound which can be used for bead making, jewelry and sculpture. It can be used without water or mess.

Date: Nov 3 - 10
Time: Tue 7:30-9:30
Instructor: V. Grainger
Fee: \$35 plus GST

ORIGAMI ORNAMENTS

Are you interested in different and unusual ornaments to put on your Christmas tree? If so this is the course for you. Learn to make ornaments using the Japanese Art of Paper Folding.

Date: Nov 17 & 24
Time: Tue 7:30-8:30
Instructor: V. Mallett
Fee: \$25 plus GST



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VICTORIAN CHRISTMAS ORNAMENTS

Have you admired the handmade ornaments shown on pictures of Victorian trees? Now you can learn to make some of these ornaments yourself. In each of the four sessions, a different method will be used to create an ornament to add to your tree. You may take an individual session at \$20 plus GST each or \$60 plus GST for all four. When you register, you will be provided with a list of supplies to be brought to the class with you or told the cost of a kit that will be available at the class.

FABRIC ORNAMENT

Date: Nov 5
Time: Thur 7:30-9:30
Instructor: S. Shields

HARDANGER ORNAMENT

Date: Nov 12
Time: Thur 7:30-9:30
Instructor: C. Ropchan

CROSS STITCH ORNAMENT

Date: Nov 19
Time: Thur 7:30-9:30
Instructor: J. Warren

CROCHETED ORNAMENT

Date: Nov 26
Time: Thur 7:30-9:30
Instructor: J. Warren

COOKING

Supplies for all Cooking courses are included as part of the cost.

FIRST NATIONS COOKING

This course will concentrate on preparation of a fish dish on one night and a moose dish on the second night.

Date: Oct 27-29
Time: Tue & Thur 7-9:30
Instructor: F. Jackson
Fee: \$50

HEALTHY COOKING

Discover the proper ways of combining food to promote healthy absorption and digestion. This class will include the preparation of healthful snacks, the preparation of soups and stews, and substitutes for food sensitivities.

Date: Sept. 14 - Oct. 5
Time: Mon 7-10
Instructor: I. Bernkopf
Fee: \$75 plus GST

INTERNATIONAL COOKING SERIES

For each course in this series, participants will assist in the preparation and eating of a traditional evening meal and a traditional celebration meal. Information on the celebration and its importance to the culture will be included. All ingredients will be provided and are included in the cost of the course. The cost is \$50 plus GST per course or \$125 plus GST for all three.



VIETNAMESE COOKING

Date: Oct 6-8
Time: Tue & Thur 7-9:30
Instructor: N. Nguyen

EAST INDIAN COOKING

Date: Oct 13-15
Time: Tue & Thur 7-9:30
Instructor: H. Sandhu

THAI COOKING

Date: Oct 20-22
Time: Tue & Thur 7-9:30
Instructor: P. Soikaew

GARDENING



FALL GARDEN CLEAN-UP

Now is the time to think about your spring garden. This course will cover the design and planting of your spring garden. Plan for your fall planting of shrubs and trees. Get a new look for your winter garden.

Date: Sept 17
Times: Thur 7-9
Instructor: A. Fawcett
Fee: \$20 plus GST

GROWING 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: Sept 22
Times: Tue 7-9
Instructor: S. Newton
Fee: \$20 plus GST

LANGUAGES

ITALIAN CONVERSATION

This forty hour conversational course is designed for those who have some knowledge of the language and wish to have more opportunity to practice using it.

Date: Sept 21-Dec 2
Time: Mon & Wed 7-9
Instructor: J. Marogna
Fee: \$150 plus GST

JAPANESE FOR BEGINNERS

This twenty hour course is an introduction to Japanese as it is spoken.

Date: Sept 14-Oct 22
Time: Mon & Thur 7-9
Instructor: T. Heidelk
Fee: \$75 plus GST & text

JAPANESE FOR YOUTH

This is an introductory Japanese course for youth from 12 to 18. The instructor is a high school teacher from Owase, Prince Rupert's sister city.

Date: Sept 22-Nov 5
Times: Tue & Thur 4-5:30
Instructor: A. Okawa
Fee: \$75 plus GST & text

JAPANESE CALLIGRAPHY

Learn the skill of Japanese Calligraphy from a Japanese teacher. Akihisa Okawa is spending the year in Prince Rupert, visiting from Owase, Japan.

Date: Sept 22-Nov 4
Time: Tue & Wed 7-8:30
Instructor: A. Okawa
Fee: \$75 plus GST & supplies

INTRODUCTION TO SIGNED ENGLISH

Register for the Beginner's Signed English Language Course where basic communication skills will be taught with some exposure to American Sign Language. Learn the alphabet and practice using everyday signing to communicate with the deaf.

Date: Sept 15-Dec 15
Time: Tue 7-8:30
Instructor: D. Middleton
Fee: \$75 plus GST & text

SPANISH FOR 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: Sept 14-Oct 26
Time: Mon & Wed 7-8:30
Instructor: E. Gruber
Fee: \$75 plus GST & text

SPANISH ADVANCED

Did you take Spanish for Beginners and want to learn more? Come and increase your practical knowledge of the language in this twenty-one hour course.

Date: Nov 2-Dec 16
Time: Mon & Wed 7-8:30
Instructor: E. Gruber
Fee: \$75 plus GST & text

MONEY MATTERS

FINANCIAL PLANNING FOR WOMEN

This course will look at de-mystifying the jargon and getting down to the clear, simple basics of money management. It will also look at how our personalities and personal views on money impact our financial planning abilities. Having gained insight in both areas, we will begin personalizing a financial plan suited to your needs, goals and aspirations.

Date: Oct 3-24
Time: Sat 9-12
Instructor: J. Palmeter
Fee: \$60

INVESTING IN REAL ESTATE

This workshop will introduce you to an understanding of the benefits of buying real estate as your primary investment and to look at the ways it will become an asset (even in a falling market). Topics will include: How to purchase without money down, what new buyers need to know and real estate investment as a retirement package.

Date: Sept 26
Time: Sat 10-4:30
Instructor: Pr. Rupert Real Estate Association
Fee: \$15



REVENUE CANADA COMMUNITY VOLUNTEER INCOME TAX PROGRAM

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.

REVENUE CANADA SMALL BUSINESS SEMINAR

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. Call 624-6054 to place your name on a waiting list for either of the above two workshops.

NATURAL HISTORY

BOG ECOLOGY

Learn about the ecology of the sphagnum bog; its formation and succession. Discover the type of vegetation that grows in bogs and the uses to which it is put. The course includes a Saturday field trip to a local bog.

Date: Sept 23-26
Times: Tue & Thur 7-9 & Sat 1-5
Instructor: V. Grainger
Fee: \$40 plus GST

A GUIDE TO THE ARCHAEOLOGY OF THE PRINCE RUPERT AREA

This combines an evening lecture with a field trip. Learn what is known of local prehistory and how to recognize local artifacts. Learn how archaeological research is organized in BC and the permit system that is used. Current archaeological methods and ethics will also be covered. The field trip will include a visit to shell middens and a petroglyph site.

Date: Oct 1-3
Time: Thur 7-9
Sat TBA
Instructor: D. Archer
Fee: \$75

PHOTOGRAPHY

NEWS PHOTOS

Have you wondered what makes a photograph news worthy? Do you want to know how you can take photographs that a newspaper would like to publish.

Date: Oct 8 & 15
Times: Thur 7-9
Instructor: L. Wishart
Fee: \$40 plus GST

PHOTOGRAPHIC PORTRAITURE

Peter Harnisch operates a portrait business in Prince Rupert and Vancouver. In this workshop he will begin with a slide presentation followed by an open forum discussion. Topics will include theories of portraiture, equipment, lighting, film, business and marketing. After lunch, the class will meet on location to practice creating portraits using natural light. (Students will need to bring a loaded camera to class.)

Date: Nov 7
Time: Sat 9-4
Instructor: P. Harnisch
Fee: \$60

SEWING/NEEDLEWORK

CREATIVE COSTUME MAKING

Does your child want to be a goblin for Halloween? Do you need to make a costume for a school play? Have you been invited to a costume party? Take a chance and learn to make costumes that are NOT in a pattern book. This course explores the use of fabric, craft supplies and second hand clothes to make inexpensive creative costumes.

Date: Sept 28 & 30
Time: Mon & Wed 7-9
Instructor: V. Grainger
Fee: \$35 plus GST

HARDANGER - NORWEGIAN CUTWORK EMBROIDERY

Learn to do this traditional form of white on white embroidery. In the process you will complete a project which can be used to make a pillow or a placemat. **Please register at least three weeks ahead of class to allow time for purchasing supplies.**

Date: Oct 8-22
Times: Thur 7:30-9:30
Instructor: J. Warren
Fee: \$60 plus GST (cost includes supplies)

KNITTING

This six session course will teach you the basics of knitting and to proficiently read knitting patterns. There will be plenty of opportunity for hands on experience.

Date: Sept 30-Nov 4
Times: Wed 7-9
Instructor: L. Zajac
Fee: \$45 plus GST

HEALTH

BABY BASICS - THE FIRST YEAR

This workshop will include discussion of normal growth and development, nutrition, common baby concerns, safety, care of the ill child and care of yourself.

Date: Oct 15
Time: Thur 7-9:30
Instructor: W. Jackman, Public Health Nurse
Fee: Free

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.

Date: Oct 24
Time: Sat 9-6
Instructor: A. Carlson
Fee: \$75 includes text

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.

Date: Nov 6-7
Time: Fri & Sat 9-4
Instructor: B. Hawkins
Fee: \$120

HIV/AIDS WORKSHOP

This interactive workshop will focus on HIV/AIDS, other STD's, and different methods of protection. Topics to be covered include how STD's are transmitted, how to protect oneself from contracting a STD, where to get tested and where to obtain protection. The workshop will be given from a sex-positive view point.

Date: Nov 18
Time: Wed 7-9:30
Instructor: R. Haines, R.N., HIV/Drug Awareness Outreach Worker
Fee: Free

MEDICAL TERMINOLOGY

This course will provide students with the knowledge and skills to take and transcribe medical documents.

Date: Oct 6-Dec 10
Time: Tue & Thur 6:30-9:30
Instructor: TBA
Fee: \$375 plus text

RELATION SENSE

This workshop will explore various issues of intimacy and sexual health. Key concepts to be discussed include self esteem, communication, safety and choices. If you would like, please bring a written anonymous question or situation for discussion.

Date: Oct 22
Time: Thur 7-9:30
Instructor: H. Sones, Public Health Nurse
Fee: Free

HOME SUPPORT/RESIDENT CARE

The Home Support/Resident Care is a six month program that prepares an individual to function as a valuable member of the health care team. The graduate will be able to provide care, under supervision, to assist clients in meeting basic needs and to achieve the highest possible quality of life. Graduates will be employable as Home Support Workers working in a client's home, or as Continuing Care Assistants functioning as members of a team in facilities providing Personal Care, Intermediate Care, Extended Care and in Group Homes. Upon successful completion, graduates receive a Home Support/Resident Care Certificate which is recognized provincially. **For admission requirements please contact the College at (250) 624-6054.**

Start Date: January, 1999
Fee: \$4500 (Since NWCC was unable to secure funding to subsidize tuition for this program, it will offered on a cost recovery basis. *(Check with sponsoring agencies for sponsorship or contact our Financial Aide Officer for Financial Assistance Information)*)



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.

If there is enough interest in the Conflict Resolution Certificate Program in this area, NWCC will offer courses from the program. To register your interest or for more information call us at (250) 624-6054.

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 Kobuc 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: Sept 29-Oct 2
Time: Tue - Fri 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: Nov 17-20
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: Dec 8-11
Time: Tue-Fri 8:30-4:30

INTEGRATED HUMAN SERVICE

SPECIAL EDUCATION ASSISTANT

This option of the Integrated Human Services program prepares students to work at the para-professional level in the field of education. The program emphasizes skills and knowledge required to facilitate the child's integration within a classroom. Special Education Assistants work under the supervision of classroom or resource teachers, in supporting students with special needs. Contact us to register your interest for a possible January 1999 start.

ADMISSION REQUIREMENTS

1. English 12, or English 050, or English 045 with a C+ or better, OR satisfactory performance on the IHS English test. Applicants requiring the placement test must contact the Educational Advisor.

2. Two references must come from an employer, volunteer supervisor, teacher or human service professional, attesting to the applicant's personal suitability for work in human services.
3. A resume of your work or volunteer experience and a written statement describing career goals, special interests and reasons for seeking entrance into this program (between 300-500 words in length).
4. A minimum of 45 hours of satisfactory work or volunteer experience in the field of social services.

Prince Rupert Campus

MARINE

The 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. Mariners may enroll for full time programs such as Watchkeeping Mate and Fishing Master III which are delivered as preparation for Department of Transport certification. For more information on the full-time programs call our admissions office.

WATCH FOR OCEAN NAVIGATOR II CERTIFICATE COURSE COMING JANUARY 1999

PART-TIME MARINE PROGRAMS

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

MAR 042 COASTAL NAVIGATION

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: Nov 3-Dec 10
Time: Tue & Thurs 6:30-9:30
Instructor: TBA
Fee: \$245 includes study notes

GPS OPERATIONS

This short course introduces you to GPS (Global Positioning System). A GPS can be integrated with ECIDS (Electronic Chart Information Display System), C-MAP and Radar. It will give accurate time signals, 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: Oct 22
Time: Thur 6:30-9:30
Instructor: D. Sweetnam
Fee: \$35

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: Oct 26-29
Time: Mon-Thu 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: Nov 2-4
Time: Mon & Wed 6-9:30
Instructor: D. James
Fee: \$50 (includes handout)

SCUBA DIVING

The PADI Open Water Diver course is the first level of scuba certification and the foundation on which the PADI System is built. Topics include dive equipment, the underwater environment, basic diving physics and physiology, dive planning and procedures, and continuing diver education.

Date: Aug 31-Sept 6
Time: Mon, Wed & Fri
6:30am-10am & 1-3:30 p.m.
Sat & Sun - All Day with two open water dives
Instructor: B. Fisher & M. Gilmore
Fee: \$250 includes all materials & text



Prince Rupert Campus

NATURAL RESOURCES

Coastal Integrated Resources Management is a diploma level program within the Natural Resources program offered at the Prince Rupert campus. This program emphasizes development of knowledge and technical skills in important issues such as coastal fish stock identification and management, harvesting techniques, fish habitat 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. Since we recognize that there are links between marine and terrestrial environments, an integrated approach is used in the program, allowing students to understand the impacts of coastal resource management of both of these environments.



COMING ATTRACTIONS

- ☆ August 31-September 6
SCUBA DIVING (PADI Certification)
- ☆ September 3
COLLEGE ORIENTATION AND BARBECUE - FREE DRAWS & PRIZES
- ☆ Fall Semester
FIREARMS ACQUISITION CERTIFICATION COURSE

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 (OTEC 120) (Formerly Acct 101)

This course covers the study of accounting based on a service business organized as a sole proprietorship.

- Date: Sep 22-Nov 26
- Time: Tue & Thur 6:30-9:30
- Instructor: N. Sparks
- Fee: \$285 plus text

ACCOUNTING FUNDAMENTALS II (OTEC 125) (Formerly Acct 102)

This course is designed to provide additional knowledge in financial accounting techniques. Prerequisite: OTEC 120.

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

Prince Rupert Campus

GRAMMAR (OADM 120)

This course is designed to provide the learner with a solid grounding in English Grammar by learning the eight parts of speech, punctuation and capitalization. The course can be taken for credit in the Office Administration program.

- Date: Sept 22-Dec 15
- Time: Tue & Thur 6:30-9:30
- Instructor: TBA
- Fee: \$350 plus text

SPELLING (OADM 130)

This course is designed to provide the learner with the skills to utilize the rules for: adding affixes to base words, most troublesome word endings, commonly misspelled words. The course can be taken for credit in the Office Administration program.

- Date: Sept 21-Oct 26
- Times: Mon & Wed 6:30-9:30
- Instructor: TBA
- Fee: \$225 plus text

PROOFREADING (OADM 140)

This course is designed to provide the learner with the skills necessary to: recognize the need for proofreading, be able to determine how and when to proofread, be able to produce error-free communication, recognize and apply common proofreader's marks. The course may be taken for credit in the Office Administration program. The learner should have a basic understanding of English grammar and reading skills.

- Date: Nov 17-Dec 17
- Time: Mon & Wed 6:30-9:30
- Instructor: TBA
- Fee: \$225 plus text

PROVINCIAL INSTRUCTOR DIPLOMA

The PID consists of six 30 hour courses and a final assignment. The following courses offered by the Centre for Curriculum Transfer and Technology Program Development Department at Vancouver Community College will be run at NWCC in Prince Rupert. To register for the courses send your cheque or money order indicating the course, course location and dates to: Program Development Department, VCC - King Edward Campus, 1155 East Broadway, Vancouver, BC, V5N 1Y8, or if using Mastercard or Visa (604) 871-7499 or (604) 871-7488.

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.

- Date: Sept 14-Oct 7
- Time: Mon & Wed 7-9
- Instructor: TBA
- Fee: \$145

OPERATING SYSTEMS (OADM 210)

This course is designed to provide the learner with the skills necessary to: identify parts of the computer; use DOS commands to create, copy, store and delete files; use other DOS commands to customize and manage the hard drive; and explore Windows.

- Date: Sept 19 - Oct 17
- Time: Sat 9-4
- Instructor: TBA
- Fee: \$185 plus text

INTRODUCTION TO WORD PROCESSING (OADM 220)

This course provides an introduction to word processing. Learners will learn to create, store and revise basic business documents using text enhancement, editing and formatting features.

- Prerequisite (OADM 210)
- Dates: Nov 14-Dec 12
- Times: Sat 9-4
- Instructor: TBA
- Fee: \$185 plus text

104A EVALUATION OF LEARNING & INSTRUCTION (PART A)

- Date: Nov 6, 7, 8, 20, 21, 22
- Time: Fri 6-9pm, Sat & Sun 9am-4pm
- Fee: \$285 (includes textbook)

104B EVALUATION OF LEARNING & INSTRUCTION (PART B)

- Date: March 19, 20, 21, 26, 27, 28
- Time: Fri 6-9pm, Sat & Sun 9am-4pm
- Fee: \$285 (includes textbook)

Prince Rupert Campus

SERVICE

CASHIER 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. Both of these sessions will be instructed by L. Rutherford and the fee for each session will be \$45.

Session I

Date: Sept 19
Time: Sat 9-3

Session II

Date: Nov 21
Time: Sat 9-3

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: Nov 7
Time: Sat 9-4
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: Nov 14
Time: Sat 9-12
Instructor: J. Ferguson
Fee: \$25

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: Nov 14
Time: Sat 1-4
Instructor: J. Ferguson
Fee: \$25

CUSTOMER SERVICE EXCELLENCE

This course will identify the aspects of good customer service and its importance in the workforce. It will identify the meaning of professionalism and how to achieve and maintain it. The use and development of good communication skills in order to deliver effective customer service will be encouraged. Special needs and difficult customers will be discussed.

Date: Oct 6-29
Time: Tue & Thur 7-9
Instructor: L. Rutherford
Fee: \$125

INTRODUCTION TO THE FOOD & BEVERAGE INDUSTRY

This introduction to the food and beverage industry provides the information and skills necessary to seek employment at an entry level position. This course could be taken on its own to qualify the student to work as a food or bar server, or as the first in a three part program for professional Bartending training. You must be 19 years of age before registering. Full attendance is mandatory.

Date: Sept 14-Oct 18
Time: Mon-Thur 8:30-4:30
Instructor: D. Dalton
Fee: \$250

Students interested in certification for Food & Beverage Server or Bartender may pursue this through the Pacific Rim Institute of Tourism. Information on this will be presented in the courses.

PROFESSIONAL BARTENDING - LEVEL I

An introduction to the profession of Bartending. Basic tasks, such as maintaining a well-run bar and mixing drinks, are covered as well as specific customer service techniques. The primary focus of this course will be extensive product knowledge; from their organic beginnings to their final consumption. **Prerequisite: Introduction to the Food & Beverage Industry.**

Date: Oct 19-Nov 22
Time: Mon-Thur 8:30-4:30
Instructor: D. Dalton
Fee: \$250

PROFESSIONAL BARTENDING - LEVEL II

This advanced level course prepares the student to enter the work force. While practical work experience is emphasized, specialized techniques and knowledge are covered. Students will be responsible for the entire bar setup, as well as operating and cleaning duties normally performed by professional bartenders. **Prerequisite: Professional Bartending - Level I**

Date: Nov 23-Dec 4
Time: Mon-Thur 8:30-4:30
Instructor: D. Dalton
Fee: \$125

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: Oct 23
Time: Fri 1-4
Instructor: M. Glover
Fee: \$45 (includes exam fee)

SAFETY TRAINING

AIR CONDITIONING RETROFIT

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: Oct 10
Time: Sat 9-1
Instructor: K. Newton
Fee: \$107

BEAR AWARENESS & 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 the 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: Sept 26
Time: Sat 9-1
Instructor: M. Algarvio
Fee: \$25

BUSINESS SECURITY

The subjects to be covered will include reducing shoplifting, fraud and robbery.

Date: Nov 18
Time: Wed 7-8
Instructor: Cst. F. Burke
Fee: Free

PREPARE FOR DISASTER

Did you wonder how you would have dealt with last winter's ice storm if it had hit this area rather than Ontario and Quebec? Are you and your family ready for a natural disaster? If you're not sure, this course is for you. Learn what types of disasters could be expected in this area and the types of problems they might cause for you and your family. Find out what you should have in an emergency kit and what else is entailed in mobilizing yourself during a disaster.

Date: Sept 22
Time: Thur 7-9
Instructor: Fire Chief Ron Miller
Fee: Free

HALLOWEEN SAFETY FOR CHILDREN

Parents and children are both invited to participate in this workshop on safety. Learn about stranger safety, door-to-door and other safety issues during Halloween. There will be time allowed at the end for fingerprinting of children for their parents' records.

Date: Oct 21
Time: Wed 7-9
Instructor: Cst. F. Burke
Fee: Free



Prince Rupert Campus

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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: Oct 16
Time: Fri 8:30-5
Instructor: K. Newton
Fee: \$120

WHMIS (Workplace Hazardous Materials Information Systems)

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: Oct 15
Time: Thur 1-5
Instructor: K. Newton
Fee: \$50

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 course. Participants who successfully complete each program will receive a WorkSafe Program Certificate issued by WCB and Northwest Community College. The certificates are:

► Supervisor Safety Training

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

Date: Sept 16 & 17
Time: Wed & Thur 9-5
Instructor: K. Newton
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: Oct 21 & 22
Time: Wed & Thur 9-5
Instructor: K. Newton
Fee: \$105

► 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: Nov 18 & 19
Time: Wed & Thur 9-5
Instructor: K. Newton
Fee: \$105

► Preventing Workplace Violence

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

Date: Dec 9
Time: Wed 9-5
Instructor: K. Newton
Fee: \$105

► 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
Instructor: K. Newton
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
Instructor: K. Newton
Fee: \$105



**WORKERS'
COMPENSATION
BOARD** OF BRITISH
COLUMBIA

Prince Rupert Campus

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.

Date: Oct 27-31
Time: Tue-Fri 6-10
Sat 8:30-4:30
Instructor: D. Beatty
Fee: \$190

FORKLIFT TRAINING

This is a basic Forklift Training program which will teach you what you need to safely operate a forklift.

Date: Nov 23-27
Time: Mon-Fri 8:30-4:30
Instructor: K. Newton
Fee: \$675

FORKLIFT REFRESHER

Have you been driving a forklift and now need to recertify? If you are not sure you can pass the exam, this one day refresher will provide you with the information you need to know.

Date: Nov 30
Time: Mon 8:30-4:30
Instructor: K. Newton
Fee: \$150

FORKLIFT RE-CERTIFICATION

If you already possess a Forklift Certificate or have been driving a forklift for years and you wish to challenge the exam call us at 624-6054 to arrange for certification.

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.

Date: Sept 21-30
Time: Mon-Fri 8-5
Instructor: S. Barnick
Fee: \$2200

BASIC MARINE OIL SPILL SAFETY

The focus of this course is on the safety procedures applicable to manual shoreline clean-up methods utilizing equipment such as shovels, rakes, axes and peevs. The basic hazards and safety precautions will be reviewed.

Date: Sept 28 & 30
Time: Mon & Tue 7-9
Instructor: K. Newton
Fee: \$60

MARINE OIL SHORELINE CLEAN-UP

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: Oct 3
Time: Sat 9-1
Instructor: K. Newton
Fee: \$60

PROFESSIONAL DRIVER'S TRAINING

This course prepares the student to attempt the Motor Vehicle Branch examination for Class I/III driver's examination. Prerequisites: 19 years of age, clear driving abstract, Valid Air Brakes Endorsement, Valid Class 1 Learner's Permit.

Date: Oct 26-Nov 6
Time: Mon-Fri 8:30-4:30
Instructor: D. Beatty
Fee: \$1800

Prince Rupert Campus

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

UNIVERSITY CREDIT

The Prince Rupert Campus offers a comprehensive **FIRST YEAR** of University transfer courses. Most first year programs are standard across the province and all our courses carry transfer credit to all universities. Whether you plan to pursue a degree in Arts, Science, Education, or Commerce, we probably have the courses required for your first year. For a complete list of courses as well as a schedule for the fall semester, drop by our office. If you have any questions regarding the program, contact our Educational Advisor, Vena Hachkevich or leave a message for any of the teaching Faculty.

NEW FIRST YEAR COURSE ART 151

An introductory survey of the visual traditions of the world's diverse societies, from prehistory to the present day, including aspects of Canada's artistic heritage. The course has two main objectives: to provide an overview of the cultural forms around the world and to introduce aspects of the analytical framework that is used in the discipline of art history.

Besides our first year Arts and Science program, many of our courses are part of the integrated programs at NWCC. These programs include Natural Resources and Integrated Human Services.

We also offer a limited selection of second year courses. Most of these courses are offered for the benefit of students in the integrated programs, however, anyone with the necessary prerequisite may take them. Please see our College Calendar for complete course descriptions.

This year's second year offerings include the following courses in the fall semester:

Biology 201	Invertebrate Biology
Oceanography 208	Introduction to Physical, Chemical, and Geological Oceanography
Psychology 201	Developmental Psychology
Sociology 250	Sociology of Deviance
Geography 225	Regional Geography of B.C.

Many of the second year courses are scheduled for late afternoons and evenings in order to make them accessible to mature students.

WELDING

Northwest Community 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 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 pressure procedures, while "A" Level ticket holders are employable throughout the welding field.

WELDING UPGRADE

Upgrading is available upon request and as space permits to those wishing to improve their techniques or become proficient in special processes. Learners requesting Boiler Pressure Vessel Certification can apply directly to the Welding department. The assessment of credentials will be done by the Welding instructors and the Ministry of Labour, Skills Development Division.



Prince Rupert Campus

REGISTRATION INFORMATION

REGISTER EARLY

Some classes fill quickly, some may be cancelled due to insufficient interest!! Space is limited so register in advance to guarantee your spot in the classes of your choice.

4

WAYS TO REGISTER



Phone



Walk



Mail

Fax



- 1. PHONE:** Have your Visa or Mastercard ready and call (250) 624-6054. Receipts will be mailed.
- 2. WALK IN:** Register in person at the Registration Office at NWCC. Pay by cash, cheque, credit card, or interac.
- 3. MAIL IN:** Send a note with information on which course you would like to register in along with cheque or credit card information. Make cheques payable to NWCC. Sorry no postdated cheques accepted.
- 4. FAX IN:** Send note and fax to NWCC (250) 624-4920. Payment by credit card only.

SENIORS

Senior Citizens (age 65 or over) are eligible for tuition free enrollment in many NWCC courses subject to the following:

1. A fee paying student cannot be displaced. Seniors requesting a fee waiver will be registered conditionally and, should the class fill, be given the option of paying to retain their seat.
2. The waiver of course fees does not include any charges for books or materials that may be required.

COURSE CANCELLATIONS

Northwest Community College reserves the right to cancel courses. You will be notified by telephone in advance of any cancellations. A full refund will be processed automatically unless we are notified of your wish to transfer to another class.

GOODS AND SERVICES TAX

Many of our courses are exempt from GST. You will not be charged GST unless it is specified in the brochure that a course has GST attached.

CONTACT CARDS

Registrations are accepted on a first-come, first-served basis, upon receipt of full fees at the time of registration. If the course is full, ask to place your name on a contact card, if there is enough interest another section of the course may be added. If you don't see a course you would like, place your name on a contact card and when there is enough interest generated every effort will be made to offer the course. **Please Note: a contact card is not a registration.**

Prince Rupert Campus

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

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

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
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