

PRINCE RUPERT

130 First Avenue West
(604) 624-6054



*Northwest
Community
College*

1991 Fall Programme Guide

Achieving Your Potential



TABLE

O
F
C
O
N
T
E
N
T
S

ACCOUNTING 101/102	-9-
ACCOUNTING 150/151	-9-
ADMINISTRATION SKILLS (E.C.E. 208)	-9-
ADULT BASIC EDUCATION	-4-
AIR BRAKES	-18-
ART & PLAY THERAPY	-20-
BC SPORTS AID PROGRAMME STRENGTH & FLEXIBILITY	-13-
BABYSITTING	-9-
BARTENDING	-18-
BEGINNERS TYPING	-9-
BOOKKEEPING MADE EASY	-9-
BUSINESS ADMINISTRATION	-5-
BUSINESS LAW 152	-9-
BUYING A NEW/USED CAR	-10-
C.O.R.E.	-10-
CANNING AND PRESERVING	-13-
CASHIER TRAINING	-14-
CHRISTMAS PATCHWORK	-14-
COMMERCIAL VEHICLE INSPECTION	-18-
COMPUTERS - DESKTOP PUBLISHING USING WORD PERFECT	-18-
COMPUTERS - INTRODUCTION	-10 & 14-
COMPUTERS - LOTUS 1-2-3	-10-
COMPUTERS - UNDERSTANDING D.O.S. & HARD DISK MANAGEMENT	-10-
COMPUTERS - WORD PERFECT	-10-
COOKING - HEART SMART	-14-
COOKING - JAPANESE	-11-
COOKING - VEGETARIAN	-19-
CREATIVE WRITING	-11-
CRIME PREVENTION AND SAFETY	-14-
DEALING WITH INTERPERSONAL CONFLICT	-20-
DICTATYPING & SPEEDBUILDING	-14-
DIVORCE LAW	-15-
DRIVERS TRAINING	-11-
EFFECTIVE STRESS MANAGEMENT	-21-
EFFECTIVE TIME MANAGEMENT	-21-
FAMILY COURT SYSTEM	-15-
FIRST AID - BC SPORTS - LEVEL I	-12-
FIRST AID - CPR HEARTSAVER	-11, 15 & 19-
FIRST AID - CPR LEVEL C (FOR PROFESSIONALS)	-19-
FIRST AID - DESCRIPTIONS	-8-
FIRST AID - EMERGENCY	-11, 15, 19 & 20-
FIRST AID - INDUSTRIAL	-11, 15 & 19-
FIRST AID - INDUSTRIAL - UPDATE	-11 & 19-
FIRST AID - STANDARD	-12, 15, 19 & 20-
FOOD SAFE I	-12-
FOODSAFE II	-15-
FRENCH (CONVERSATIONAL)	-12-
FUNDAMENTALS OF SERVICE	-18-
G.E.D. TUTORING	-15-
HOW TO PREPARE A BUSINESS PLAN	-18-
HUMAN RIGHTS	-19-
INCREASING YOUR EMPLOYEES' MOTIVATION	-18-
LATE REGISTRATION AND REFUND POLICY	-3-

MAKING JAM AND JELLY	-12-
MANAGEMENT BY OBJECTIVES	-16-
MANAGEMENT SKILLS FOR SUPERVISORS	-21-
ADMINISTRATIVE SKILLS	-21-
GROUP SKILLS	-21-
INTERPERSONAL SKILLS	-21-
MASSAGE WORKSHOP	-18-
MASTER STUDENT	-12-
M.E.D. A2 - SMALL VESSEL SAFETY	-17-
MEDICAL TERMINOLOGY 101	-12-
NAUTICAL TRAINING	-8-
OFFICE CAREERS	-7-
OFFICE ERGONOMICS	-17-
OSTEOPOROSIS SEMINAR	-21-
PAPER TOLE	-12 & 18-
PARTNERS IN TRAINING	-17-
PICTURE FRAMING & MATTING	-18-
PITMAN SHORTHAND (BEGINNERS)	-13-
PSYCHOLOGY OF HUMAN DEVELOPMENT - ECE 140	-13-
QUILTING (DECIDE AS YOU SEW)	-13-
REGISTRATION & TUITION	-2-
REPETITIVE STRAIN INJURIES	-17-
RETURNING TO LEARNING: A WORKSHOP FOR WOMEN	-22-
SCHIZOPHRENIA - QUESTIONS & ANSWERS	-17-
SERGER WORKSHOP	-17-
SPANISH FOR BEGINNERS	-13-
SUICIDE INTERVENTION	-22-
TRANSPORTATION OF DANGEROUS GOODS	-18 & 19-
UNIVERSITY CREDIT TIMETABLE	-23-
W.H.M.I.S.	-18 & 19-
WELDING PROGRAMME	-10-
WILLS & ESTATES	-20-
WINNING STRATEGIES FOR WOMEN	-22-

OUR THANKS...
Our continued thanks to School District #52 for the use of its facilities when we need them.



REGISTRATION



T
U
I
T
I
O
N

REGISTRATION

Begins immediately. You can register in person at the College offices, 130 First Avenue West, Prince Rupert, V8J 1A8. Telephone inquiries to 624-6054 are welcome, but registration cannot be taken over the phone as our policy for most classes is first paid, first served!

TUITION

Application to any full time programme must be accompanied by a \$50 non-refundable deposit. Special courses, contract courses, and evening courses are priced individually.

ACADEMIC & BUSINESS ADMINISTRATION

*\$32.50 (per credit hour per semester) up to a maximum of \$487.50 per semester.

CAREER PREPARATION, VOCATIONAL, AND A.B.E.

*\$24.50 per week (payable in advance for each semester)

Sept-Dec 16 weeks - \$392

Jan-Mar 13 weeks - \$318.50

Apr-June 13 weeks - \$318.50

ENGLISH AS A SECOND LANGUAGE

*\$12.25 per week if less than 15 hours (payable in advance for each semester)

MARINE CERTIFICATES

See page 6 for tuition fees.

BOOK & TOOL DEPOSITS

Students in Marine and A.B.E. programmes will be charged a \$50 refundable book/tool deposit.

SENIOR CITIZENS/DISABLED TUITION REDUCTION

Senior Citizens (age 65 and over) and registered disabled persons are eligible for tuition-free enrollment in many Northwest Community College courses on a STAND BY basis, provided that space is still available within 7 days of the commencement of the course. This exemption will not apply to Tool Deposits or to any charges for materials, books, and supplies that are levied against other students in the course.

SPONSORED STUDENTS

Sponsored students who do not pay tuition fees to the College are required to pay a student association fee of \$2/week. Students whose fees will be paid by sponsoring agencies are required to present a letter to this effect from the agency concerned before course start date. Those agencies wishing to confirm over the telephone will be required to pay an extra administrative charge.

INCOME TAX

Receipts for tuition totalling over \$100 are income tax deductible. PLEASE KEEP YOUR RECEIPT.

INTERNATIONAL STUDENTS

International students are assessed fees at a level that offsets the cost of their training to the provincial government. Information on programmes can be obtained at the College office.



LATE REGISTRATION

R
E
F
U
N
D

P
O
L
I
C
Y

GENERAL CONDITIONS

1. The College reserves the right to cancel courses that are lacking in 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.

PART-TIME COURSES

(Including all part-time CES Courses and all part-time Vocational Courses)

1. Withdrawal before the second class - 80% 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 fees less a \$10 administration charge.

ACADEMIC (Part-time & Fulltime)

1. A \$10 "late registration" charge will be assessed to any student registering after the second class or after the second week in standard semester classes.
2. Withdrawal after third or fourth week of class - 50% of tuition less a \$10 administration charge.
3. Withdrawal after the fourth week - NO REFUND.

VOCATIONAL (Fulltime)

1. Vocational fulltime fees are assessed on a calendar month basis, payable by semester, prorated as necessary in the first and last months.
2. Refunds on withdrawal before completion will be 100% of the unused tuition (part months prorated as above).

FINANCIAL AID

Lack of money should never prevent a student from pursuing education! There are various scholarships, bursaries and loans available to students planning to attend Northwest Community College. For more information contact our Educational Advisor, Vena Hachkevich, at 624-6054.

ADULT BASIC



E
D
U
C
A
T
I
O
N

The adult basic education programme enables all adults to upgrade their skill and knowledge for their own interest, for pre-employment purposes, or to further their education. We offer courses at the fundamental level (entry level approximately Grade 8 and 9), intermediate level (Grade 10), advanced level (Grade 11), and provincial level (completion results in Provincial Diploma).

Our policy is to provide accessibility to all and to use a flexible teaching method to suit the student's needs. Students may attend on a fulltime or a part-time basis, as many or as few hours per week as is desirable. Instructors are available Monday to Friday, 8:30-3:45 and Tuesday-Thursday, 8:30 a.m.-9:30 p.m. Students taking correspondence courses or preparing for G.E.D. are encouraged to get help from our instructors.

For those students wishing to attend advanced programme level courses, the schedule is:

Biology 040	Mon & Thur	6:15-9:30 p.m.
Chemistry 040	Tue & Thur	8:30-10:00 a.m.
Computer studies 040	Mon., Wed., & Fri.	9:30-10:30 a.m.
Math 050	Mon., Wed., & Fri.	8:30-9:30 a.m.
Physics 040	Mon., Wed., & Fri.	10:30-11:30 a.m.

Lectures will start towards the end of September if numbers warrant. Otherwise deskside tutoring will be provided in each subject area.

ARE YOU A MASTER STUDENT?

This thirty hour course empowers you, the student, and enables you to take charge of your learning. Study skills, research skills, note taking, diet, family, chemical dependency - many components make up - or detract from becoming a master student. Join us and empower yourself! See page 12 for more information.

ENGLISH AS A SECOND LANGUAGE

Classes in English As A Second Language will be available beginning in September. If you are a sponsor of a new Canadian or if you have friends or a member of your family who experiences difficulty with the Canadian language, call the College at 624-6054 or drop by the office at 130 First Avenue West for more information.

ADULT LITERACY

Northwest Community College provides training for volunteers who wish to tutor adults with difficulty in reading and writing. We also have a confidential tutor/student matching service. If you are interested in being a volunteer tutor in either Adult Literacy or E.S.L., or if you know of someone who would benefit from our service, call the College at 624-6054.



BUSINESS

A
D
M
I
N
I
S
T
R
A
T
I
O
N

The Prince Rupert Centre is proud to offer the complete two year diploma in Business Administration General Management Option beginning in September 1991. Graduates of this programme will be prepared for entry level management positions in a wide range of commercial organizations. Students will be able to pursue careers emphasizing General Operation or Marketing Management.

A suggested prerequisite is completion of Master Student.

PART- TIME ATTENDANCE

Part-time students are welcome and are encouraged to pursue their studies while working. Many of these courses are transferable to an accounting designation, such as S.M.A.

COOPERATIVE EDUCATION

Fulltime students in this programme who meet the academic requirements of cooperative education will have the opportunity during their second year to be placed with local employers and receive wages comparable to employees in similar positions.

Although all students will follow the cooperative timetable, participation in cooperative education is not mandatory; however, students who do not complete the work term will not attain the additional credits for cooperative education.

TERM #1 - September 5-October 18/91 (Exams October 21-23)

Name	Course	Days	Time
Micro Economics	ECON 150	M/Th	08:00-11:00
Intro to Business Management	MGMT 150	T/F	08:00-11:00
Intro to Computing	BCPT 150	M/T/Th/F	12:30-14:00
Managerial Accounting I	ACCT 252	T/F	14:00-17:00
How to Start A Small Business	MGMT 201	M/T/Th/F	11:00-12:30
Tourism Marketing	MRKG 252	M/Th	14:00-17:00

TERM #2 - October 28-December 13/91 (Exams December 16-18)

Name	Course	Days	Time
Mathematics of Finance	MATH 150	M/T/Th/F	12:30-14:00
Macro Economics	ECON 151	M/Th	08:00-11:00
Business English	BENG 150	T/F	08:00-11:00
Managerial Accounting II	ACCT 253	T/F	14:00-17:00
Advertising	MRKG 251	M/Th	14:00-17:00
Labour Relations	MGMT 253	M/T/Th/F	11:00-12:30

TERM #3 - January 6-February 21/92 (Exams February 24-26)

TERM #4 - March 2-April 17 (Exams April 20-22)

For further information contact the College 624-6054.

NAUTICAL



T
R
A
I
N
I
N
G

The nautical department of Northwest Community College offers a wide variety of programmes for mariners as well as pleasure boat owners, including some self study modules.

The programmes include preparation for the certificate of competency examination from Transport Canada in the following: Watchkeeping Mate, Command Endorsement, Fishing Master IV, III, and II, Master Minor Water, Master Small Craft, and Charter Boat Operator.

TENTATIVE STUDY SCHEDULE

October 7-18	Math for Mariners
October 14-18	041 Chartwork & Pilotage
October 21-November 15	040 Chartwork & Pilotage
October 21-November 26	061 Navigation Safety
November 27-30	291 Small Vessel Safety MED A2
December 2-20	020 Navigating Instruments
December 2-January 3	SEN 1A (PMTI Vancouver)
January 6-31	157 General Ship Knowledge
January 6-22	SEN 1B (PMTI Vancouver)
January 27-31	MED 1B (PMTI Vancouver)
February 3-7	MED 2B (PMTI Vancouver)
February 10-March 20	151 General Ship Knowledge
February 10	Emergency First Aid
February 11	330 Restricted Radio Operator
February 12-21	167 General Ship Knowledge

The detailed requirements for specific certificates are available in the Northwest Community College calendar.

PLEASE NOTE:

It is strongly recommended that prospective students planning to attend DOT examinations should take the sight test and complete all DOT documentation before starting the course. DOT documents may be obtained from the Canadian Coast Guard or the Nautical Department at Northwest Community College.

FEES: (Approximated, based on \$24.50/week plus associated costs)

Watchkeeping Mate	\$772.50	MED A2 Small Vessel Safety	\$110.00
Charter Boat Operator CSCII	\$380.50	Charter Boat Operator CSCI	\$350.00
Fishing Master IV	\$478.50	Fishing Master III	\$625.50
Fishing Master II	TBA	Home Study Modules	\$126 each



OFFICE

C
A
R
E
E
R
S

The Office Careers programmes are designed to provide both fulltime and part-time students with the skills necessary to function effectively in a modern office. Although keyboarding/typing skills are beneficial, the common core is available to those with no previous training or experience.

COMMON CORE

All students in the Clerk-Typist or Clerk-Bookkeeper programme must complete the following common core courses:

- Business Computers 101,102, and 104
- Business English 102, 103, 104, and 105
- Business Machines 101
- Dicta Typing 101
- Office Practice 101
- Typing 101

CLERK-TYPIST

Common core courses plus:

- Dicta Typing 102
- Typing 102

CLERK-BOOKKEEPER

Common core courses plus:

- Accounting 101 & 102
- Business Computers 103

PART-TIME EVENING

The following courses are offered in the evening (see part-time section for date & time)

- Accounting 101 & 102
- Accounting 150 & 151
- Business Law 152
- Computer Courses
- Medical Terminology 101
- Shorthand (Beginners)
- Typing (Beginners)

ADVANCED OFFERINGS

ADMINISTRATIVE SECRETARY

Clerk-typist courses plus:

- Accounting 101 and 102
- *Business Law 152
- Computerized Accounting 103
- Typing 103
- Word Processing 100
- Word Processing 102
- Word Processing 105
- Word Processing 106
- Word Processing 110
- Word Processing 107
- Word Processing 109
- Word Processing 130

ACCOUNTING

Clerk-bookkeeper courses plus:

- Accounting 150 and 151*
- Business Computers 150 OR Math 150*
- Business Law 152*
- Management 252**

* See Business Administration pages for timetabling.

**Subject to change.

Fees: \$24.50/week
payable on a semester basis.

Dates: September-June

Time: 8:30 a.m. - 3:30 p.m.

WELDING



P
R
O
G
R
A
M
M
E

Northwest Community College offers the Provincial Welders Training programme. This is a competency based, self-paced programme which is designed to provide learners with the skills required to function as a safe, competent entry-level tradesperson. Training is divided into Levels C, B, and A.

Admission Requirements

As this programme has been set up to be a self-study, self-paced programme, applicants should have a minimum of Grade 10 or ABE Intermediate Level, although it would be to their advantage, not only for the course but also in securing employment, to have completed Grade 12 or equivalent. Applicants must be able to work on their own and should possess good reading and comprehension skills. Students entering the Provincial Welder Training Programme or Welding Upgrading must supply gloves, goggles (No. 5 or 6 lens), welding helmet, measuring tape (metric and imperial), leather jacket and hard-toed boots. CONTACT LENSES ARE NOT PERMITTED.

DATES:	September-June	TIMES:	Monday-Friday 5-10 p.m.
LOCATION:	Shop, Room 101	TUITION:	\$24.50/week
TUITION:	\$24.50/week		

FIRST AID DESCRIPTIONS

We offer tailored programmes to meet specific employer/industry needs as well as scheduled courses as listed on the following pages. If you do not see a course listed or wish to set up a programme of training for your staff call 624-6054.

ST. JOHNS NATIONAL INSTRUCTOR TRAINING

To be an instructor at the Standard, Emergency, and CPR level you must be at least 18 years of age and hold a Standard First Aid and CPR "C" ticket within the past year, and successfully complete this programme.

CPR HEARTSAVER

This course is for those people who have little or no knowledge of first aid or cardiopulmonary resuscitation.

CPR LEVEL C

This course is for professionals who wish to obtain their level "C" ticket.

EMERGENCY

On successful completion, students receive a three year nationally recognized first aid certification and a CPR level "A" certificate. For people 14 years of age and over, this course is recognized by WCB as equivalent to Survival first aid.

INDUSTRIAL

This course is restricted to person 19 years of age and will prepare students for the WCB examination. It is open to both first time students and persons who wish to recertify. Prereading is imperative, as well as homework. Students should be prepared to commit many hours of extra home study.

INDUSTRIAL UPDATE

In response to requests, the College has developed a fifteen hour programme to enable practising IFA attendants to update their knowledge in the new IFA curriculum.

STANDARD

This course will show you how to manage minor medical emergencies in the home and in public. Prereading is necessary.



PART-TIME

S
E
P
T
E
M
B
E
R

ACCOUNTING 101/102 #16304

Students registering in this course can work towards credit in either of the two accounting courses. The programme is based upon a self-paced modular style of learning that allows the student to complete the course at his/her own pace. Students should be able to complete at least one (either ACCT 101 or 102) course in a semester.

DATE: September 17-
November 21
TIME: Tues & Thur 7-10 p.m.
INSTRUCTORS: Larry Hope/
Carey Dalton
FEE: \$140 plus text
REGISTER BY: September 10

ACCOUNTING 150/151 #16321

This programme is based on a self-paced modular style of learning that allows the student to complete the course at his/her own speed. Each student should be able complete at least one course in a semester.

DATE: Sept 17-November 19
TIME: Tue & Thur 7-10
INSTRUCTOR: TBA
FEE: \$140 plus text
REGISTER BY: September 10

ADMINISTRATION SKILLS (E.C.E.208 Teleconferencing)

This foundation course deals with fundamental operation and procedures used in the management of a childcare centre and other service organizations. Prerequisites: ECE Basic Level (or at least 2/3 of Basic).

DATE: September 11
TIME: Wed 7-9
INSTRUCTOR: Nancy Hogue
FEE: \$97.50

BABYSITTING - Call 624-6054 and place your name on a waitlist.

BARTENDING - See Fundamentals of Service. (Nov)

BEGINNERS TYPING #16303

Although not a credit course, this programme is a prerequisite for those interested in developing their keyboard skills and speed. This course is designed to introduce the student to an electric typewriter and touch typing.

DATE: September 16-
November 27
TIME: Mon & Wed 7-9 p.m.
INSTRUCTOR: Jean Bull
FEE: \$95 (No Text)
REGISTER BY: September 9

BOOKKEEPING MADE EASY #16286

Workshop participants will learn how to maintain a basic set of bookkeeping records for a small business from the recording of the initial transactions to the preparation of a trial balance.

DATE: September 28
TIME: Sat 9-4
INSTRUCTOR: Bob Walch, F.B.D.B.
FEE: \$85.60 (incl. GST)
REGISTER BY: September 20

BUSINESS LAW #152 (4 Credits) #16251

This CREDIT course will have homework and examination requirements. Students wishing to audit for general interest are encouraged to do so.

DATE: September 23-
December 2
TIME: Mon & Thur 7-10
INSTRUCTOR: Irene Peters
FEE: \$140 plus text
REGISTER BY: September 16

BUYING A NEW/USED CAR #16279

This class provides you with skills and awareness to make your vehicle purchase easier.

DATE: September 24
TIME: Tue 7-9
INSTRUCTOR: People's Law
FEE: Free
REGISTER BY: September 19

C.O.R.E. #16297

Conservation and Outdoor Recreation Education is a programme designed for individuals wanting to obtain a hunting licence in BC. The purpose of C.O.R.E. is to ensure that new hunters meet minimum standards of knowledge and skills for safe and responsible hunting.

DATE: September 9-
October 10
TIME: Mon & Thur 7-9:30
INSTRUCTOR: Wally Robinson
FEE: \$80 (incl. GST)
REGISTER BY: September 2

COMPUTERS - UNDERSTANDING D.O.S. & HARD DISK MANAGEMENT

The knowledge of the disk operating system and being able to manage a hard disk drive are the most important capabilities for the serious computer user.

#16332
DATE: September 10-12
TIME: Tue & Thur 7-10
INSTRUCTOR: T.B.A.
FEE: \$64.20 (incl. GST)
REGISTER BY: September 3

#16333

DATE: September 17-19
TIME: Tue & Thur 7-10
INSTRUCTOR: T.B.A.
FEE: \$64.20 (incl. GST)
REGISTER BY: September 10

PART-TIME



S
E
P
T
E
M
B
E
R

COMPUTERS - UNDERSTANDING D.O.S. & HARD DISK MANAGEMENT #16334

DATE: September 24-26
TIME: Tue & Thur 7-10
INSTRUCTOR: T.B.A.
FEE: \$64.20 (incl. GST)
REGISTER BY: September 17

COMPUTERS - INTRODUCTION #16344

"What can computers do?" is the question that this course will answer. Word processing, data processing and spreadsheeting will be the subjects discussed. Hands on computer work will allow participants to become user friendly.

DATE: September 14-28
TIME: Sat 9-Noon
INSTRUCTOR: TBA
FEE: \$74.90 (incl. GST)
REGISTER BY: September 6

COMPUTERS - LOTUS 1-2-3 #16342

Learn to use a powerful, integrated programme that will help you prepare such things as: budgets, annual reports, invoices and more!

DATE: September 16-25
TIME: Mon & Wed 7-10
INSTRUCTOR: TBA
FEE: \$117.70 (incl. GST & Text)
REGISTER: September 9

COMPUTERS - WORD PERFECT #16340

This forty-five hour programme will introduce the basic capabilities for this word processing software.

DATE: September 30-
November 25
TIME: Mon & Wed 7-10
INSTRUCTOR: TBA
FEE: \$224.70 (incl. GST & text)
REGISTER BY: September 23



PART-TIME

S
E
P
T
E
M
B
E
R

COOKING - JAPANESE #16179

Create your own "Sushi" bar in the comfort of your own home!

DATE: September 25-
October 16
TIME: Wed 7-9
INSTRUCTOR: Mona Izumi
FEE: \$35 (Incl. GST)
REGISTER BY: September 18

COOKING - See also Foodsafe, Japanese, Vegetarian, Heart Smart, Making Jam and Jelly, and Home Canning.

CREATIVE WRITING #16325

Frustrated author? A potential best seller collecting dust on a shelf? Now is the time for you to brush off the dust and sharpen the pencil and take advantage of the knowledge and expertise offered in this programme.

DATE: September 16-
December 2
TIME: Mon 7-10
INSTRUCTOR: Lawrence Bennett
FEE: \$85.60 (incl. GST)
REGISTER BY: September 9

DRIVERS TRAINING #16310

Do you need a Driver's Licence? Class 5 - 4? Lessons will cover: car controls, turning maneuvers, intersection problems, lane changing and passing, parking on grades, acceleration and braking, and defensive driving. **STUDENT MUST HAVE A LEARNER'S LICENCE.**

DATE: September-December
TIME: Wed & Thur
INSTRUCTOR: Skeena Driving School
FEE: \$40 per lesson (incl. GST)

EARLY CHILDHOOD EDUCATION 140

See page 13

EARLY CHILDHOOD EDUCATION 208

See page 9

FIRST AID - CPR HEARTSAVER #16274

See page 8 for description.

DATE: September 14
TIME: Sat 9-5
INSTRUCTOR: St. Johns Ambulance
FEE: \$25
REGISTER BY: September 6

FIRST AID - EMERGENCY #16262

See page 8 for description

DATE: September 15
TIME: Sun 9-5:30
INSTRUCTOR: St. Johns Ambulance
FEE: \$45
REGISTER BY: September 9

FIRST AID - INDUSTRIAL #16257

See page 8 for description.

DATE: September 23-
October 26
TIME: Mon 6:30-10
Thur 6:30-10
Sat 8:30-4:30
Sun 8:30-4:30 (Oct. 20)
INSTRUCTOR: Bob Cail
FEE: \$475
REGISTER BY: September 16

FIRST AID - INDUSTRIAL - UPDATE #16272

See page 8 for description.

DATE: September 21-24
TIME: Sat 9-5:30/ Sun 9-5:30/
Tue 7-10
INSTRUCTORS: Judy Letendre/Bob Cail
FEE: \$130
REGISTER BY: Sept 13

FIRST AID - BC SPORTS - LEVEL I #16335

This eight hour workshop is designed as an introduction to taping. Fee includes written materials and supplies.

DATE: September 23-30
TIME: Mon & Thur 7-10
Mon 7-9
INSTRUCTOR: Margaret Harris,
M.C.P.A.

FEE: \$45
REGISTER BY: September 16

FIRST AID - STANDARD #16269

See page 8 for description.

DATE: September 6-8
TIME: Fri 7-10/ Sat 9-5:30/
Sun 9-5:30
INSTRUCTOR: St. Johns Ambulance
FEE: \$75
REGISTER BY: August 30

FOOD SAFE I #16290 (For Servers)

This provincial food sanitation training programme teaches people who work in the food services industry about safe food handling practices.

DATE: September 24-26
TIME: Tue/Wed/Thur 7-10
INSTRUCTOR: Robert Wilford
FEE: \$30
REGISTER BY: September 17

FRENCH (CONVERSATIONAL) #16328

Recognize and understand replies when you ask for directions and information.

DATE: September 19-
October 31
TIME: Thur 7-9
INSTRUCTOR: Edith Roslee
FEE: \$38 (incl. GST)
REGISTER BY: September 12

PART-TIME



S
E
P
T
E
M
B
E
R

MAKING JAM AND JELLY #16323

There's nothing better than serving "home made" jams and jellies to your friends and family!

DATE: Sept 23-Oct 7
TIME: Mon 7-10
INSTRUCTOR: Edith Wilkins
FEE: \$27 (incl. GST)
REGISTER BY: September 16

MASTER STUDENT #16346

This thirty hour course covers study skills, research skills, note taking, etc. A must for students planning to attend college or university. **EMPOWER YOURSELF!**

DATE: Sept 4-Nov 6
TIME: Wed 7-10
INSTRUCTOR: Larry Bennett
FEE: \$40 (plus text)

MEDICAL TERMINOLOGY 101 #16180

If you have secretarial skills, why not add to them? This CREDIT course can qualify you for a very rewarding career in the medical field. Please note: several hours of homework each week.

DATE: Sept 16-Nov 14
TIME: Mon & Thur 7-10
INSTRUCTOR: Leanna Cousins
FEE: \$180 (incl. text)
REGISTER BY: September 9

PAPER TOLE #16330

Learn to create beautiful, three dimensional pictures in this two evening workshop. This is a fun and easy craft even for the beginner!! Supplies must be purchased at first class.

DATE: September 25-26
TIME: Wed & Thur 7-9:30
FEE: \$16.05 (Incl. GST)
INSTRUCTOR: Val McNabb
REGISTER BY: September 18



PART-TIME

S
E
P
T
E
M
B
E
R
&
O
C
T
O
B
E
R

PITMAN SHORTHAND (BEGINNERS) #16181

Shorthand is a new "old" skill that is undergoing a revival in demand by employers. This introductory course will provide the basics and promote appropriate speed. Students will be expected to bring a steno note pad and pencils to each class.

DATE: September 16-
November 7
TIME: Mon & Thur 7-10
INSTRUCTOR: Sandy Barley
FEE: \$180 (incl. text)
REGISTER BY: September 9

PSYCHOLOGY OF HUMAN DEVELOPMENT - ECE 140 (Teleconferencing)

Please see College calendar for description.

DATE: September 12
TIME: Thur 7-9
INSTRUCTOR: Rosemarie Goodwin
FEE: \$97.50

QUILTING (DECIDE AS YOU SEW) #16308

Learn the basics of making medallion quilts using techniques that let you design as you go to make unique and original patchwork pieces. Students can make a baby quilt, wall-hanging, or samples, or perhaps begin a larger quilt. Students will be expected to bring their sewing machines to class.

DATE: September 21-
October 12
TIME: Sat 12:30-4:30
INSTRUCTOR: Kristin Miller
FEE: \$37.45 (incl. GST)
(supplies extra)
REGISTER BY: September 13

SPANISH FOR BEGINNERS #16313

This course is to introduce Spanish, refresh your pronunciation, and enhance your vocabulary.

DATE: September 16-
November 6
TIME: Mon & Wed 7-9
INSTRUCTOR: Edna Gruber
FEE: \$59.90 (incl. GST)
REGISTER BY: September 9

BC SPORTS AID PROGRAMME STRENGTH & FLEXIBILITY #16336

Lecture, demonstration and practice sessions in this eight hour course focus on the role of exercise in injury prevention and introduce the knowledge and skills that are required to develop safe and effective strength and flexibility programmes. Registration includes resource manual.

DATE: October 17-24
TIME: Thur & Mon 7-10
Thur 7-9
INSTRUCTOR: Margaret Harris,
M.C.P.A.
FEE: \$45
REGISTER BY: October 10

BARTENDING - See Fundamentals of Service

CANNING AND PRESERVING #16324

Serve your family the freshness of summer - even during the winter! This fifteen hour course will show you the methods of preserving fruit, vegetables, etc.

DATE: October 21-
November 25
TIME: Mon 7-10
INSTRUCTOR: Edith Wilkins
FEE: \$42.80 (incl. GST)
REGISTER BY: October 14

CASHIER TRAINING #16326

Touch cashiering on a variety of electronic cash register, bank deposits, floats and customer service will be covered in this three-session course. Upgrade your skills for a return to the workforce.

DATE: October 16-23
TIME: Mon & Wed 7-8:30
INSTRUCTOR: Katie Sklapsky
FEE: \$55
REGISTER BY: October 9

COMPUTERS - INTRODUCTION #16345

"What can computers do?" is the question that this course will answer. Word processing, data processing, and spreadsheeting will be the subjects discussed. Hands on computer work will allow participants to become user friendly.

DATE: October 12-26
TIME: Sat 9-Noon
INSTRUCTOR: TBA
FEE: \$74.90 (incl. GST)
REGISTER BY: October 4

CHRISTMAS PATCHWORK #16309

Learn to use simple patchwork methods to create unusual gifts and decorations. Patchwork Christmas stockings, potholders, placemats, tote bags, clothing, and tree ornaments will be among the projects presented. Students will be expected to bring a sewing machine to class.

DATE: October 26-
November 9
TIME: Sat 12:30-4:30
INSTRUCTOR: Kristen Miller
FEE: \$28.80 (incl. GST)
REGISTER BY: October 18

PART-TIME



O
C
T
O
B
E
R

COOKING - HEART SMART #16306

Learn how to select and serve nutritious, low calorie, low fat, low cholesterol, and low sodium meals. This programme, developed by the Heart and Stroke Foundation, includes demonstrations, tastings, and many useful handouts. Get Heart Smart!

DATE: October 8-29
TIME: Tue 7-9
INSTRUCTOR: Victoria Carter
FEE: \$54/person \$95/couple
REGISTER BY: October 1

CRIME PREVENTION AND SAFETY #16280

Crime prevention is about people working together. Find out how to protect yourself, your home, and your family against break-ins and theft.

DATE: October 8
TIME: Tue 7-9
INSTRUCTOR: People's Law
FEE: Free
REGISTER BY: October 3

DICTATYPING & SPEEDBUILDING #16314

Participants will learn the basic techniques of dictatyping as well as have the opportunity to increase their typing speed.

DATE: October 5-26
TIME: Sat 9-11
INSTRUCTOR: Debbie Stava
FEE: \$53.50 (incl. GST)
REGISTER BY: September 27



PART-TIME

O
C
T
O
B
E
R

DIVORCE LAW #16281

The instructor will outline the steps to take and the points to consider when beginning your divorce proceedings.

DATE: October 22
TIME: Tue 7-9
INSTRUCTOR: People's Law
FEE: Free
REGISTER BY: October 18

FAMILY COURT SYSTEM #16282

This programme will cover the various kinds of cases that Family Court handles - custody, access, maintenance, child support - and things it cannot deal with.

DATE: October 29
TIME: Tue 7-9
INSTRUCTOR: People's Law
FEE: Free
REGISTER BY: October 18

FIRST AID - CPR HEARTSAVER #16276

See page 8 for description.

DATE: October 13
TIME: Sun 9-5
INSTRUCTOR: St. Johns Ambulance
FEE: \$25
REGISTER BY: October 7

FIRST AID - EMERGENCY #16263

See page 8 for description.

DATE: October 6
TIME: Sun 9-5:30
INSTRUCTOR: St. Johns Ambulance
FEE: \$45
REGISTER BY: September 27

FIRST AID - EMERGENCY #16264

See page 8 for description.

DATE: October 29
TIME: Tue 9-5:30
INSTRUCTOR: St. Johns Ambulance
FEE: \$45

FIRST AID - INDUSTRIAL #16258

See page 8 for description.

DATE: October 15-25
TIME: Mon-Fri 8:30-4:30
Sun 8:30-4:30 (Oct. 27)
INSTRUCTOR: Bob Cail
FEE: \$475
REGISTER BY: October 8

FIRST AID - STANDARD #16268

See page 8 for description.

DATE: October 1-30
TIME: Tue & Wed 7-9:45
INSTRUCTOR: St. Johns Ambulance
FEE: \$75
REGISTER BY: September 24

FOODSAFE II #16291 (For Operators and Supervisors & Managers)

Provincial food sanitation training programme.

DATE: October 22-24
TIME: Tue/Wed/Thur 7-10
INSTRUCTOR: Robert Wilford
FEE: \$30
REGISTER BY: October 15

G.E.D. TUTORING #16298

Next testing dates in Prince Rupert are December 6 & 7, March 13 & 14, and June 12 & 13. Student must be 19 years of age prior to writing the exam. The exam fee (\$25.00 plus GST) must be sent together with an exam application form to the Ministry of Education a minimum of three weeks prior to the testing date. Application forms can be picked up at the College.

DATE: October 21-
December 2
TIME: Mon & Wed 7-9
INSTRUCTOR: Patrick Bryne
FEE: \$45
REGISTER BY: October 14

HOW TO PREPARE A BUSINESS PLAN #16289

Many entrepreneurs do not know how to prepare a high quality plan, nor how to present it to interested parties, particularly bankers. The purpose of this seminar is to cover the key components of a good business plan.

DATE: October 22
TIME: Tue 7-10
INSTRUCTOR: Bob Walch, F.B.D.B.
FEE: \$53.50 (incl. GST)
REGISTER BY: October 15

INCREASING YOUR EMPLOYEES' MOTIVATION #16287

Everyone agrees that employee motivation is a factor in business productivity. Many employers do not know what employee motivation is; even fewer recognize the conditions that promote it or know what role that they themselves have to play.

DATE: October 12
TIME: Sat 9-Noon
INSTRUCTOR: Doug Smith, FBDB
FEE: \$53.50 (incl. GST)
REGISTER BY: October 4

MANAGEMENT BY OBJECTIVES #16296

Management by objectives is a system of management based on the idea that a business can be made more effective if its goals and objectives are made explicit, if realistic timetables are established for accomplishing these objectives, if regular reviews are held to check progress, and if measurable accomplishments are used in evaluating performance.

DATE: October 1-December 3
TIME: Tues 7-10
INSTRUCTOR: Fred Campbell
FEE: \$120
REGISTER BY: September 24

PART-TIME



O
C
T
O
B
E
R

MASSAGE WORKSHOP #16302

This seminar is designed to give you hands-on experience to really feel comfortable giving partners a relaxing massage. Participants are asked to come prepared by wearing bathing suits under their clothes so that backs, arms, and legs can be exposed. Bring your partner or friend, blanket/sheet, and pillow.

DATE: October 4
TIME: Fri 6-10:30
INSTRUCTOR: Roger Carling-Kelly
FEE: \$40/person -
\$70/couple
REGISTER BY: September 27

PAPER TOLE #16331

Learn to create beautiful, three dimensional pictures in this two evening workshop. This is a fun and easy craft even for the beginner. Supplies must be purchased at the first class.

DATE: October 2-3
TIME: Wed & Thur 7-9:30
INSTRUCTOR: Val McNabb
FEE: \$16.05 (Incl. GST)

PICTURE FRAMING & MATTING #16178

This workshop will focus on the display aspects primarily; however, all technical applications of matting and framing apply to the decorative frame as well. On day two each participant needs to bring a two dimensional work (maximum 22"x30") for the purpose of discussing framing/presentation options.

DATE: October 19-20
TIME: Sat & Sun 9-4
INSTRUCTOR: Emily Carr College
FEE: \$48.15 (incl. GST)
REGISTER BY: October 4



PART-TIME

O
C
T
O
B
E
R

M.E.D. A2 - SMALL VESSEL SAFETY #16322

For the sport boater or for those seeking certification within the marine industry. Topics will include: Understanding of the hazards associated with the marine environment, knowledge and skills necessary for survival and rescue.

DATE: October 21-24
TIME: Mon-Thur 8:30-4:30
INSTRUCTOR: David James
FEE: \$110
REGISTER BY: October 14

OFFICE ERGONOMICS #16338

The modern office utilizes many challenges to physical well-being. Topics include: office furniture and equipment and its placement and use.

DATE: October 23
TIME: Wed 7-8:30
INSTRUCTOR: Karen Skarpness, B.S.R., M.C.P.A.
FEE: \$25.68 (incl. GST)
REGISTER BY: October 16



PARTNERS IN TRAINING

We are available to assist you in coordinating in-house training for your employees, or perhaps, you have a specific "wish list" of professional development courses that you would like to see offered to individuals. Let us know - we will do all the work of contacting instructors, arranging space and materials, etc. LEAVE THE PAPERWORK TO US!

REPETITIVE STRAIN INJURIES #16337

Squash players! Swimmers! Computer Users! Cannery Workers! Are you bothered with neck or lower back pain, shoulder tendonitis, tennis elbow or suffer from carpal tunnel syndrome? This short, one evening workshop will show you how to eliminate/alleviate your difficulties by using different methods.

DATE: October 9
TIME: Wed 7-8:30
INSTRUCTOR: Karen Skarpness, B.S.R., M.C.P.A.
FEE: \$25.68 (incl. GST)
REGISTER BY: October 2

SCHIZOPHRENIA - QUESTIONS & ANSWERS #16182

Schizophrenia is the name given to a group of severe mental disorders. Afflicted persons may have difficulty in carrying through a line of thinking, have hallucinations, delusions, mood swings, or difficulty in knowing where reality ends and fantasy begins. This one evening seminar will provide information and answer questions you may have.

DATE: October 1
TIME: Tue 7-10
INSTRUCTOR: Lynn Turnbull
FEE: \$5
REGISTER BY: September 24

SERGER WORKSHOP #16299

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

DATE: October 19
TIME: Sat 9-4
INSTRUCTOR: Audrey McKinnon, Fabric Boutique
FEE: \$33 (incl. GST)
REGISTER BY: October 11

TRANSPORTATION OF DANGEROUS GOODS

This programme covers regulations regarding the transportation of dangerous goods and how they are applied when shipping by road in Canada and the United States. Call the College at 624-6054 and place your name on a waitlist.

W.H.M.I.S. #16294

This programme designed to provide improved protection for workers against exposure to hazardous materials on the job.
DATE: October 17
TIME: Thur 6-10
INSTRUCTOR: Fred Campbell
FEE: \$50
REGISTER BY: October 10

AIR BRAKES #16292

The purpose of this course is to prepare drivers with written and practical testing on the "Operation and Maintenance of Airbrakes Systems." Successful completion of this course will qualify the student to apply for an airbrake endorsement on his/her license. Valid B.C. drivers' license is required.

DATE: November 12-16
TIME: Tue-Sat 6-10:30
INSTRUCTOR: TBA
FEE: \$150
REGISTER BY: November 5

REGISTER EARLY!

Please register at least two weeks before your course starts. Some courses fill quickly - so register early to avoid disappointment. Others have low enrollment, and we must make a decision on cancellation two weeks before class for a short workshop and one week for all others. Your registration may make the difference and help us avoid unnecessary cancellations.

PART-TIME



O
C
T
O
B
E
R

FUNDAMENTALS OF SERVICE (BARTENDING) #16329

Fundamentals of mixology (Bartending), history of wines and beer, as well as the service of refreshments and food will be covered. Certification in "Serving it Right" will be presented to those successfully completing the exam. Potential employment areas:

restaurants, bars, lounges, dining rooms, etc.
DATE: November 15-17
TIME: Fri 7-10 Sat/Sun 9-4
INSTRUCTOR: Marianne Glover
FEE: \$95
REGISTER BY: November 8

COMMERCIAL VEHICLE INSPECTION #16293

Successful completion of this programme and a provincial exam will enable the certificate holder to inspect commercial vehicles.

PREREQUISITE: participants must be a holder of a BC Certificate of Qualification in Automotive Mechanical Repair or Commercial Transportation Vehicle Mechanical Repair or Heavy Duty Mechanical Repair.

DATE: November 19-23
TIME: Tue-Sat (time TBA)
INSTRUCTOR: Dave Dams
FEE: \$150
REGISTER BY: November 12

COMPUTERS - DESKTOP PUBLISHING USING WORD PERFECT 5.1 #16343

This course is for those who have mastered the basic working capabilities of Word Perfect and wish to gain further knowledge of the process of desktop publishing.

DATE: November 2-30
TIME: Sat 9-Noon
INSTRUCTOR: TBA
FEE: \$125
REGISTER BY: November 5

&

N
O
V
E
M
B
E
R



PART-TIME

N
O
V
E
M
B
E
R

COOKING - VEGETARIAN #16307

Vegetarian meals can be more than just economical, nutritious, low cal, and very healthy.

DATE: November 5-19
TIME: Tues 7-9
INSTRUCTOR: Victoria Carter
FEE: \$46/per person
REGISTER BY: October 29

FIRST AID - CPR LEVEL C (FOR PROFESSIONALS) #16278

See page 8 for description.

DATE: November 20-21
TIME: Wed & Thur 6-10
INSTRUCTOR: St. Johns Ambulance
FEE: \$25
REGISTER BY: November 13

FIRST AID - CPR HEARTSAVER #16277

See page 8 for description.

DATE: November 30
TIME: Sat 9-5
INSTRUCTOR: St. Johns Ambulance
FEE: \$25
REGISTER BY: November 22

FIRST AID - EMERGENCY #16265

See page 8 for description.

DATE: November 14
TIME: Thur 9-5:30
INSTRUCTOR: St. Johns Ambulance
FEE: \$45
REGISTER BY: November 7

FIRST AID - INDUSTRIAL #16259

See page 8 for description.

DATE: November 24-
December 6
TIME: Sun-Thur 8:30-4:30
INSTRUCTOR: Judy Letendre
FEE: \$475
REGISTER BY: November 18

FIRST AID - INDUSTRIAL - UPDATE #16273

See page 8 for description.

DATE: November 1-3
TIME: Fri 7-10/Sat 9-5:30/
Sun 9-5:30
INSTRUCTOR: Judy Letendre
FEE: \$130
REGISTER BY: October 28

FIRST AID - STANDARD #16270

See page 8 for description.

DATE: November 8-10
TIME: Fri 7-10/ Sat 9-5:30/
Sun 9-5:30
INSTRUCTOR: St. Johns Ambulance
FEE: \$75
REGISTER BY: November 1

HUMAN RIGHTS #16283

The instructor will discuss how to make a complaint and to whom, and the appeal process.

DATE: November 12
TIME: Tue 7-9
INSTRUCTOR: People's Law
FEE: Free
REGISTER BY: November 5

TRANSPORTATION OF DANGEROUS GOODS - Call 624-6054 and place your name on a waitlist.

W.H.M.I.S #16295

This federally legislated system is designed to provide protection for workers against exposure to hazardous materials on the job.

DATE: November 21
TIME: Thur 6-10
INSTRUCTOR: Fred Campbell
FEE: \$50
REGISTER BY: November 14

WILLS & ESTATES #16284

A will is your opportunity to disperse property and possessions according to your wishes. This class will discuss making a will and what happens in the event that there is no will.

DATE: November 26
TIME: Tue 7-9
INSTRUCTOR: People's Law
FEE: Free
REGISTER BY: November 19

FIRST AID - EMERGENCY #16266

See page 8 for description.

DATE: December 10
TIME: Tue 9-5:30
INSTRUCTOR: St. Johns Ambulance
FEE: \$45
REGISTER BY: December 3

SPECIAL EVENTS

ART & PLAY THERAPY (Approaches For Children Who Have Suffered a Loss) #16275

This workshop is directed toward therapists, social workers, child care workers, school counsellors, and mental health workers currently working with children who have suffered a loss through death or divorce. Content will cover the function of art and play therapy through developmental styles of grief, coping mechanisms and practical concerns related to the use of art and play therapy.

DATE: November 9 & 10
TIME: Sat & Sun 9-4
INSTRUCTOR: Marie Jose Dhaese,
M. Ed.
FEE: \$165 (incl. GST)
REGISTER BY: October 25

PART-TIME



N
O
V
/
D
E
C

FIRST AID - STANDARD #16271

See page 8 for description.

DATE: December 6-8
TIME: Fri 7-10/Sat 9-5:30/
Sun 9-5:30
INSTRUCTOR: St. Johns Ambulance
FEE: \$75
REGISTER BY: November 29

REGISTER EARLY!

DEALING WITH INTERPERSONAL CONFLICT #16300

Northwest Community College is proud to present the first level conflict resolution programme towards the Justice Institute's Certificate Programme in Conflict Resolution. Created to meet the needs of a wide range of professionals for increased skill and knowledge in dealing with conflict in their work environments, it is the only programme of this kind in Canada.

DATE: October 18-20
TIME: Fri/Sat/Sun 9-5
INSTRUCTOR: Justice Institute
FEE: \$325
REGISTER BY: October 4



EFFECTIVE TIME MANAGEMENT #16319

If you want to learn how to get better results with less effort through effective time management, then take some time to participate. Learn to identify specific short/long term objectives, identify individual time wasters, overcome time-wasters, manage paper and information flow to "Work Smarter" - Not Harder."

DATE: September 30
TIME: Mon 9-4
INSTRUCTOR: Kolbuc & Associates
FEE: \$100
REGISTER BY: September 16

EFFECTIVE STRESS MANAGEMENT #16320

This is a stress management programme with a difference - it actually works! Topics include: Advantages and disadvantages of stress, understanding the physical and emotional reactions to "stressors," individual reactions to stress, and stress reduction methods.

DATE: December 9
TIME: Mon 9-4
INSTRUCTOR: Kolbuc & Associates
FEE: \$100
REGISTER BY: November 25

MANAGEMENT SKILLS FOR SUPERVISORS

Management Skills for Supervisors is the only supervisory management programme certified by the BC Ministry of Advanced Education and Training. The programme is divided into three parts:

- 1) Interpersonal
- 2) Group Skills
- 3) Administrative

It is recommended that the programme be considered as a "total" enrollment; however, participants can enroll in individual sections.

Completion of Parts I, II & III lead to the Ministry Certificate.

NOTE: Some reimbursement of fees may be possible from the sponsoring employer through Employment & Immigration Canada or through the "TIPS" programme, Ministry of Advanced Education and Job Training. For further information contact your local EIC or MAETT office prior to the start of the workshop.

INTERPERSONAL SKILLS #16316

DATE: October 1-4
TIME: Tue-Fri 9-4
INSTRUCTOR: Kolbuc & Associates
FEE: \$475
REGISTER BY: September 17

GROUP SKILLS #16317

DATE: November 12-15
TIME: Tue-Fri 9-4
INSTRUCTOR: Kolbuc & Associates
FEE: \$475
REGISTER BY: October 29

ADMINISTRATIVE SKILLS #16318

DATE: December 10-13
TIME: Tue-Fri 9-4
INSTRUCTOR: Kolbuc & Associates
FEE: \$475
REGISTER BY: November 26

OSTEOPOROSIS SEMINAR #16339

This one day self-help seminar on Osteoporosis will cover topics such as: calcium intake, preventative exercise, research, and an overview of the medical approach to this ailment.

DATE: October 19
TIME: Sat 10-3
INSTRUCTOR: Barb Beatty
FEE: \$60
REGISTER BY: October 5

RETURNING TO LEARNING: A WORKSHOP FOR WOMEN CONSIDERING "GOING BACK TO SCHOOL" #16311

Women who are thinking of "going back to school" for credit frequently have a host of questions and concerns. Will I be able to keep up with young students? Can I be admitted to College? What courses should I take first? How can I sharpen my study skills? Should I upgrade? How do I juggle study and family responsibilities? How do I really feel about going to College?

Returning to Learning is designed for women who have been out of school for a number of years, and are considering further education. Some will have decided that they wish to pursue a programme; others will be much less certain about which courses to take or whether to attend university or college. This programme will provide participants with an opportunity to talk to "older" students who are presently at College and to meet others like themselves who are in the decision making process. Cosponsored with Northwest Community College Student Services, and Advising Services.

DATE: October 26
TIME: Sat 9-4
INSTRUCTOR: Educational Advising
FEE: \$20
REGISTER BY: October 18

EDUCATION IS A LIFELONG EXPERIENCE!



SUICIDE INTERVENTION

An evening information seminar (Oct. 7) as well as a one day workshop (Oct. 8) covering the following topics:

- Suicide Intervention
- Risk Factors
- Adolescent/Elderly Suicide
- Legal Issues

Of interest to those in the helping professions; counsellors, church officials, home/school coordinators, etc.

PUBLIC INFORMATION SESSION - #16327

DATE: October 7
TIME: Mon 7-9
INSTRUCTOR: S.A.F.E.R.
FEE: \$10
REGISTER BY: September 23

ALL DAY WORKSHOP #16315

DATE: October 8
TIME: Tue 9-4
INSTRUCTOR: S.A.F.E.R.
FEE: \$165
REGISTER BY: September 23

WINNING STRATEGIES FOR WOMEN #16288

This seminar focuses on strategies which lead to successful negotiations. It will be equally valuable to women entrepreneurs and others who would like to improve the way they communicate.

DATE: November 2
TIME: Sat 9-4
INSTRUCTOR: F.B.D.B.
FEE: \$107 (incl. GST)
REGISTER BY: October 25



UNIVERSITY CREDIT

**T
I
M
E
T
A
B
L
E**

FIRST YEAR

MONDAY

Chemistry 101	8:30-10
Computer Science 111	10:30-Noon
Psych. 101	10:30-Noon
Math 101	1-2:30
English 101	2:30-4
Math 141	4-5:30
Physics 101	4-5:30
Sociology 101	6:30-9:30 p.m.

TUESDAY

Comp. Sci. 111 (Lab)	9-Noon
Political Science 101	10:30-Noon
Anthro. 101	1-2:30
Physics 101 (Lab)	1-4
Economics 201	4-5:30
English 101	6:30-9:30 p.m.
French 101 (Lab)	6:30-8 p.m.

WEDNESDAY

Chemistry 101	8:30-10
Computer Science 111	10:30-Noon
Psych. 101	10:30-Noon
Math 101	1-2:30
History 105	1-2:30
Biology 101	2:30-4
Psych. 101	2:30-4
Math 141	4-5:30
Physics 101	4-5:30
Geography 150	6:30-9:30 p.m.
E.C.E. 208	7-9 p.m.

THURSDAY

Chemistry 101 (Lab)	9-Noon
Political Science 101	10:30-Noon
Anthro. 101	1-2:30
English 101	2:30-4
Economics 201	4-5:30
Math 190	6:30-9:30
E.C.E. 140	7-9 p.m.

FRIDAY

Biology 101 (Lab)	9-Noon
Math 101	1-2:30
History 105	1-2:30
Psych. 101	2:30-4
Biology 101	2:30-4
Math 141	4-5:30

SATURDAY

French 101 (Lab)	9-Noon
Geography 150 (Lab)	1-4

ARE YOU A MASTER STUDENT?
See page 12.

SECOND YEAR

MONDAY

History 201	6:30-9:30 p.m.
-------------	----------------

TUESDAY

Sociology 209	4-5:30
---------------	--------

WEDNESDAY

English 203	4-5:30
Anthro. 201	6:30-9:30 p.m.

THURSDAY

Sociology 209	4-5:30
Psych 201	6:30-9:30 p.m.

FRIDAY

English 203	4-5:30
-------------	--------

**THERE ARE A VARIETY OF COURSES
OFFERED THROUGH THE SMALL COLLEGE
CONSORTIUM VIA TELECONFERENCING
AND KNOWLEDGE NETWORK
CALL US AT 624-6054 FOR MORE DETAILS!!**