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**NORTHWEST
COMMUNITY COLLEGE
PRINCE RUPERT**

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SAVE FOR FUTURE
REFERENCE

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OUR STAFF

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BEN WEST
JOHN WOOD

INSTRUCTOR, ESL/AD. LIT.
ADMINISTRATIVE OFFICER
INSTRUCTOR, SOCIAL SCIENCES
NIGHT CLERK
RECEPTIONIST
INSTRUCTOR, AQUACULTURE
ADMINISTRATIVE SECRETARY
INSTRUCTOR, ABE
INSTRUCTOR, SCIENCES
INSTRUCTOR, L.A.S.E.R.
NIGHT CLERK
INSTRUCTOR, MATH
INSTRUCTOR, MARINE TRADES
INSTRUCTOR, WELDING
INSTRUCTOR, C.C.A.
EDUCATIONAL ADVISOR
ADMINISTRATIVE SECRETARY
INSTRUCTOR, HUMANITIES
INSTRUCTOR, ABE
INSTRUCTOR, BUSINESS ED.
CENTRE DIRECTOR
INSTRUCTOR-AIDE, BUSINESS ED.
INSTRUCTOR, BUSINESS ED.
INSTRUCTOR, L.A.S.E.R.
COORDINATOR, MARINE TRNG.
INSTRUCTOR, A.B.E.

OUR HOURS

September - May
Monday - Thursday, 8:30 - 4:30
6:00 - 10:00
Friday & Saturday, 8:30 - 4:30
June - August
Monday - Friday, 8:30 - 4:30

Classes are not normally held on Statutory Holidays

OUR AIM

To be accessible to the community; to continue to expand our programme offerings; and to respond to requests for courses from the population in our region. We plan our programmes on a three-year cycle, updated each year, but our general interest courses are run in response to community requests.

OUR THANKS...

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

REGISTRATION AND TUITION INFORMATION

REGISTRATION

Begins immediately. You may register for classes in person at the College offices, 130 1st Avenue West, Prince Rupert, V8J 1A8 or by mail to the same address.

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

Special courses, contract courses, and evening courses are priced individually.

Others are:

ACADEMIC & BUS. ADMIN	\$27.50 PER CREDIT HOUR PER SEMESTER up to a maximum of \$417 per semester.
VOCATIONAL & ABE	\$20.00 PER WEEK

BOOK & TOOL DEPOSITS

Students in all full-time programmes and some part-time credit programmes will be charged a \$50.00 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. Further information on this exemption can be obtained from the College by calling 624-6054.

SPONSORED STUDENTS

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 submit an extra administrative charge.

INCOME TAX

Receipts for tuition totalling over \$100 are income tax deductible.

PLEASE KEEP YOUR RECEIPT.

LATE REGISTRATION AND REFUND POLICY

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 assessed an administration charge of \$10.
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 RES Courses and all part-time Vocational Courses)

1. Withdrawal before the second class of a course - 100% of tuition fees less a \$10 administration charge.
2. Withdrawal after the second class of a 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 & Full-time)

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 second class - 80% of tuition fee less a \$10 administration charge.
3. Withdrawal after third class or fourth class - 50% of tuition fee less a \$10 administration charge.
4. Withdrawal after the fifth class - **NO REFUND.**

VOCATIONAL(Full-time)

1. Vocational full-time fees are assessed on a calendar month basis, 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) less a \$10 administration charge. (There will be no administrative charge on refunds for students who have completed their programme earlier than anticipated when fee payment was made.)

ACADEMIC PROGRAMME

GENERAL PROGRAMME INFORMATION

We are pleased to offer a comprehensive selection of first year university transfer courses. You can select a combination of prerequisite and elective courses to complete your first year of studies at Northwest Community College's Prince Rupert Centre; students usually take five courses per semester. You then can transfer to the programme of your choice at one of the universities or community colleges in B.C. or elsewhere. Transfer tables (applicable to all major universities) are available in our Learning Resource Centre or you can make an appointment to see our Educational Advisor.

STUDENTS INTENDING TO REGISTER IN A FULL-TIME PROGRAMME SHOULD SEE AN EDUCATIONAL COUNSELLOR CONCERNING TIMETABLING, COURSE SELECTION, AND PREREQUISITES.

PART-TIME AND EVENING PROGRAMME

It is possible to register in one or more courses during the day or in the evening and in that way spread your course work over a number of years to suit your work or family schedule.

ADMISSION AND REGISTRATION

The College has an open admission policy. Mature students may be admitted without submission of their high school transcript. However, recent graduates are expected to submit their transcripts.

You can obtain application forms at any College centre. Part-time students may register without having been formally admitted to the College. Registration for all courses will begin immediately. Register in person at the centre nearest you. For further information consult the staff at 624-6054.

UNIVERSITY TRANSFER PROGRAMME

BACHELOR OF ARTS

English 102*
Psychology 102
Economics 102
French 102
Sociology 102
Anthropology 112
Lab Science **
History 106
Political Science 102
Math 131

BACHELOR OF SCIENCE

English 102*
Mathematics 102*
Biology 102
Physics 102
Chemistry 102
Computer Science 112
Arts Option***

Students in each programme would normally enroll in a maximum of five full courses, subject to the following restrictions:

* These courses are mandatory.

** Arts students require a first year lab science. Choose from Biology, Chemistry, Physics, or Computer Science

*** Science students may take a first year arts option. Choose from Psychology, Economics, Sociology, Anthropology, or French.

UNIVERSITY TRANSFER TIMETABLE

DAY	COURSE	TIME	INSTRUCTOR	ROOM
Monday	Chemistry 102	9 - 10 a.m.	J. Hiom	240
	English 102	10 - 11 a.m.	K. mcKenzie	230
	Comp. Sc. 112	11 - Noon	J. Hiom	230
	Sociology 102	12:30 - 2 p.m.	R. Berthiaume	230
	Physics 102	1 - 2 p.m.	J. Hiom	240
	English 102	3 - 4:30 p.m.	K. mcKenzie	230
	Math 102	3 - 4:30 p.m.	M. Izumi	240
	Psychology 102	6:30 - 9:30 p.m.	J. Kennedy	230
	Economics 202	6:30 - 9:30 p.m.	R. Troschke	311
	Tuesday	Biology 102	8:30-10 a.m.	P. Bradbury
History 106		10:30 - Noon	K. mcKenzie	230
Psychology 102		1 - 2:30 p.m.	J. Kennedy	230
French Conv.		7:30 - 9 p.m.	C. Cantin	230
Chem. Lab		9 - Noon	J. Hiom	200
Anthro. 112		6:30 - 9:30 p.m.	R. Berthiaume	240
Wednesday	Chemistry 102	9 - 10 a.m.	J. Hiom	240
	English 102	10 - 11 a.m.	K. mcKenzie	230
	Comp. Sc. 112	11 - Noon	J. Hiom	230
	Sociology 102	12:30 - 2 p.m.	R. Berthiaume	230
	Physics 102	1 - 2 p.m.	J. Hiom	240
	Math 102	3 - 4:30 p.m.	M. Izumi	240
	Math 131	6:30 - 9:30 p.m.	T.B.A.	230
	Political Sc. 102	6:30-9:30 p.m.	mcKenzie	240
	Physics Lab	6:30 - 9:30 p.m.	F. Gale	200
	E.C.E. 122	7 - 10 p.m.	E. Skelton	230
Thursday	Biology 102	8:30-10 a.m.	P. Bradbury	230
	History 106	10:30 - Noon	K. mcKenzie	240
	Psychology 102	1 - 2:30 p.m.	J. Kennedy	230
	English 102	3 - 4:30 p.m.	K. mcKenzie	230
	Comp. Sc. Lab	2:30 - 5:30 p.m.	J. Hiom	320
	Biology Lab	6:30 - 9:30 p.m.	C. Armstrong	200
	E.C.E. 206 (ATC)	7 - 9 p.m.	D. Westermann	324
	Friday	Chemistry 102	9 - 10 a.m.	J. Hiom
English 102		10 - 11 a.m.	K. mcKenzie	230
Comp. Sc. 112		11 - Noon	J. Hiom	230
Physics 102		1 - 2 p.m.	J. Hiom	240
Math 102		3 - 4:30 p.m.	M. Izumi	240
Saturday	French 102	9 - Noon	C. Cantin	230

ANTHROPOLOGY 112

Indians of British Columbia

This course is an introductory study of native Indian peoples of B.C. from the time prior to contact with the Europeans to the present. Emphasis will be placed on examination of the traditional societies and the history of the European colonial impact. Finally, selected current issues such as land claims, education, aboriginal rights, Indian status, and political actions will be discussed.

INSTRUCTOR: R. Berthiaume

LECTURE: Tuesday, 6:30 - 9:30 p.m.

START DATE: January 9

BIOLOGY 102

A continuation of Biology 101. The course covers Mendelian genetics, population genetics, evolution, a survey of the living world including micro-organisms, plants and animals, and ecology. There will be a weekend field trip to the coast to study the intertidal life.

PREREQUISITE: Biology 101 or permission of instructor.

INSTRUCTOR: P. Bradbury

LECTURE: Tues & Thurs 8:30-10 a.m.

LAB: Thursday 6:30 - 9:00 p.m.

START DATE: January 9

CHEMISTRY 102

A continuation of Chemistry 101. Topics will include: Redox Reactions and electrochemistry, acids and bases, pH, hydrolysis, buffers and introduction to organic chemistry.

Prerequisite: Grade C or better for Chemistry 101 or instructor's permission.

INSTRUCTOR: John Hiom

LECTURE: Mon, Wed, & Fri - 9 - 10 a.m.

LAB: Tuesday 9 - Noon

START DATE: January 8

COMPUTER SCIENCE 112

Programming is a skill which allows a person to use a computer to most effectively meet unique needs. Pascal is a modern, powerful language suitable for business, professional, and science programming. The language is available in standardized form for many computers. The course will introduce programming techniques and the technical details of Pascal. Weekly lab sessions provide students with an opportunity to use a computer to gain experience with the concepts presented in lectures. Additional computer time may be available to students in the evenings and on weekends.

Prerequisite: Computer Science 111 or permission of instructor.

INSTRUCTOR: John Hiom

LECTURE: Mon, Wed, Fri - 11 - Noon

LAB: Thurs 2:30-5:30 p.m.

START DATE: January 8

EARLY CHILDHOOD EDUCATION

122

Curriculum Development II

A continuation of 121 with an emphasis in the curriculum areas of music, science, and social studies.

INSTRUCTOR: Eleanor Skelton

LECTURE: Wednesday 6:30 - 9:30 p.m.

START DATE: January 10

EARLY CHILDHOOD EDUCATION

206 (T)

The student will develop skills in working with families, utilizing the team approach. Students will learn to coordinate home and programme goals for typical and atypical children in child care settings.

Prerequisite: Completion of first level programme.

INSTRUCTOR: D. Westermann

LECTURE: Thursday, 7 - 9 p.m.

START DATE: January 11

ECONOMICS 202

This course builds on the principle of economics taught in ECON 201, but focuses on macroeconomics. Emphasis will be placed on broad economic aggregates such as national income, the overall level of prices, employment and unemployment, poverty, and the total quantity of money. The course will include the meaning and measurement of gross national product, the causes of business cycles, the role of government expenditure and taxation in maintaining economic stability, international trade and the causes of inflation and unemployment.

ECON 201 is not a prerequisite for this course.

INSTRUCTOR: Ralph Troschke

LECTURE: Monday, 6:30 - 9:30 p.m.

START DATE: January 8

ENGLISH 102

Literature and Composition

Reading and discussion of modern fiction, poetry, and drama. Lectures on grammar and style and argumentation. Written assignments based on analysis of the literature read, personal experience, and subjects of general interest.

INSTRUCTOR: Dr. Karl McKenzie

LECTURE: Mon, Wed, Fri, 10 - 11 a.m.

START DATE: January 8

FRENCH 102

This course is a continuation of French 101 with introduction to some original French literature.

Prerequisite: French 101 or equivalent.

INSTRUCTOR: C. Cantin

LECTURE: Saturday, 9 - Noon

LAB: Tuesday, 7:30 - 9 p.m.

START DATE: January 13

HISTORY 106

Canada since the 1890's

In this course we shall analyze the major themes in more recent developments: economic growth and its impact on society (workers, women, and aboriginal people), the problem of foreign ownership and its domestic and international repercussions (from the depression in the 1930's to that of today), nationalism, biculturalism and multi-culturalism (in a historical context of cohesion of society, and federal-provincial relations).

INSTRUCTOR: Karl McKenzie

LECTURE: Tues & Thurs, 10:30 - Noon

START DATE: January 9

MATH 102

A continuation of Math 101 which will develop further skills with the tools of calculus, introduce new techniques, and expand the range of problems which can be addressed.

Prerequisite: Grade of "C" in Math 101 or its equivalent.

INSTRUCTOR: Mona Izumi

LECTURE: Mon, Wed, & Fri

3 - 4:30 p.m.

START DATE: January 8

MATH 131

Introduction to Statistics

An introduction to statistical methods intended primarily for students in the arts, social sciences, and humanities. Persons completing the course will develop an understanding of the methods of statistics and facility with basic statistical techniques. Topics presented include descriptive statistics, probability and probability distributions, hypothesis testing, regression and correlation, analysis of variance, and non-parametric statistics.

Prerequisite: Algebra 11 or its equivalent.

INSTRUCTOR: T.B.A.

LECTURE: Wednesday, 6:30 - 9:30 p.m.

START DATE: January 10

PHYSICS 102

An investigation of electricity and magnetism. Analysis of the transmission of energy via waves. The wave properties of sound and light. The particle nature of light. An introduction to the structure of matter.

Prerequisite: Grade "C" or better for Physics 101 or instructor's permission.

INSTRUCTOR: John Hiom

LECTURE: Mon, Wed, & Fri - 1 - 2 p.m.

LAB: Wednesday, 6:30 - 9:30 p.m.

START DATE: January 8

POLITICAL SCIENCE 102

A continuation of Political Science 101 with emphasis on provincial affairs and politics in the context of sociopolitical and economic structures. Attention will be given to current events. No Prerequisites.

INSTRUCTOR: Dr. Karl McKenzie

LECTURE: Wednesday 6:30-9:30 p.m.

START DATE: January 10

PSYCHOLOGY 102

The course is a continuation of Psychology 101. Topics include: motivation and emotion; thinking and communication; understanding human personality; assessing individual differences; understanding and managing stress; therapies for personal change; and the psychology of social behaviour.

Prerequisite: Psychology 101 or permission of instructor.

INSTRUCTOR: Jennifer Kennedy

LECTURE: Monday, 6:30 - 9:30 p.m.

OR Tues & Thurs, 1 - 2:30 p.m.

START DATE: January 8 OR January 9

SOCIOLOGY 102

Using a variety of sociological perspectives this course examines the major institutions of society. Religion, minority groups, education, politics, urbanization, industrialization and social movements will form the basis of the course.

INSTRUCTOR: R. Berthiaume

LECTURE: Mon & Wed 12:30 - 2 p.m.

START DATE: January 8

TAKE

YOUR

FIRST

YEAR

OF

UNIVERSITY

IN

PRINCE RUPERT

ADULT BASIC EDUCATION

GENERAL INFORMATION

The Adult Basic Education programme gives all adults in the college region a chance to upgrade their skills and knowledge of English, Mathematics, and the Sciences. You may attend on a full-time or part-time basis, taking as few or as many courses as you need. An evening programme is provided for those unable to attend during the day. Completion will not only enhance employment opportunities but also prepare you for further Vocational/Career/Technical programmes or university level programmes.

REQUIREMENTS FOR ADMISSION

Applicants must:

1. Have been away from the public school system for at least one year;
2. Be capable of concentrated, independent study;
3. Be over 18 years of age (see criteria for underage applicants below);
4. Have a career or educational goal.
5. Attend an orientation session at the College!

UNDER AGE APPLICANT ADMISSION CRITERIA

Above factors apply plus:

1. Written permission from the High School Principal or the Superintendent of the School District;
2. Reasons for leaving school must be fully outlined.
3. Interview with and permission of College staff accompanied by a parent or guardian (where practical);
4. Work experience is an asset. This provides an indication of maturity, career goal, etc.
5. A maximum of two students per class under the age of 18 years will be admitted at any time.

Other applications with special circumstances will be considered on an individual basis by the Centre Director.

Although **there is a minimum age requirement** for the programme, **there is no maximum age limit**, and students of all ages are encouraged to apply.

ADULT BASIC EDUCATION (DAYTIME) - See timetable

Location: Room 1002/1003/1004 Time: Monday - Friday
 Date: September to June 8:30 - 3:30 p.m.
 Fee: \$20.00 per week plus
 \$50.00 refundable book deposit

ADULT BASIC EDUCATION (NIGHT TIME) - See timetable

Location: Room 1003 Time: Monday to Thursday
 Date: September to June 6:30 - 9:30 p.m.
 Fee: \$40.00 per month plus
 \$50.00 refundable book deposit

For more information about the programmes and the equivalency of the course numbering system, please contact our Educational Advisor at 624-6054.

ADULT BASIC EDUCATION TIMETABLE

DAY	COURSE	TIME	INSTRUCTOR	ROOM
Mon-Fri.	Math 020	8:30-11:45 a.m.	Marie Grinstrand	1002
Mon-Fri.	English 030/031/032	8:30-11:45 a.m.	Anna Munger	1003
Mon-Fri.	Math & Science Lect.	8:30-11:45 a.m.	Mona Izumi	1004
Mon-Fri.	English 020	12:30-3:30 p.m.	Marie Grinstrand	1002
Mon-Fri.	Math 030/031/032	12:30-3:30 p.m.	John Wood	1003
Mon-Fri.	English 040/041/050	12:30-3:30 p.m.	Anna Munger	1004
Tues & Thur	Biology 040 Lecture	2:00-3:45 p.m.	John Wood	1003
Mon-Thur	All Subjects & Levels	6:30-9:30 p.m.	John Wood	1003

Room 1002 - Fundamental Class

Room 1003 - Intermediate Class

Room 1004 - Advanced Class

A.B.E. ADVANCED CLASS MATH & SCIENCE LECTURES SCHEDULE

Day	Lecture	Time	Room
MONDAY	Math 050	8:30-9:30 a.m.	1004
	Science 030	9:30-10:30 a.m.	1004
	Math 040	10:45-11:45 a.m.	1004
TUESDAY	Physics 040	8:30-9:30 a.m.	1004
	Chemistry 040	9:30-10:30 a.m.	1004
	Science 030	10:45-11:45 a.m.	1004
WEDNESDAY	Math 050	8:30-9:30 a.m.	1004
	Science 030	9:30-10:30 a.m.	1004
	Math 040	10:45-11:45 a.m.	1004
THURSDAY	Physics 040	8:30-9:30 a.m.	1004
	Chemistry 040	9:30-10:30 a.m.	1004
	Math 040	10:45-11:45 a.m.	1004
FRIDAY	Math 050	8:30-9:30 a.m.	1004
	Chem/Phys 040	9:30-10:30 a.m.	1004
	Math 045	10:45-11:45 a.m.	1004

ENGLISH AS A SECOND LANGUAGE

MORNING

Date: January 8 Time: Monday - Thursday
 Location: N.W.C.C. Room 310 9 - Noon
 Instructor: Wendy Abbott

AFTERNOON

Date: January 8 Time: Monday & Wednesday
 Location: N.W.C.C. Room 310 1 - 4 p.m.
 Instructor: Wendy Abbott

EVENING

Date: January 8 Time: Tuesday & Thursday
 Location: N.W.C.C. Room 310 7 - 9 p.m.
 Instructor: Wendy Abbott

TUTOR TRAINING WORKSHOPS

Tutor training workshops will be held in January or February as soon as there is a minimum of 12 volunteers signed up.

BASIC LITERACY

1 - six hour session on a Saturday (9 - 4 p.m)
 2 - two hour evening sessions once a week (7:30 - 9:30)

E.S.L. TRAINING

1 - Six hour session on a Saturday. The balance of training consists of attending and participating in some scheduled E.S.L. classes.

If you are interested in being a volunteer tutor in either Adult Literacy or E.S.L., please call the College at 624-6054.

AQUACULTURE

GENERAL OVERVIEW

This ten-month course is designed to meet the training needs of the expanding Aquaculture industry in the Northwest. In the classroom, students will be trained in a wide range of practical and theoretical subjects. This classroom instruction will be complemented by the practical portions of the course, during which students will gain work experience with operating an Aquaculture enterprise.

Contact the Canada Employment Centre EARLY for possible sponsorship.

REQUIREMENTS FOR ADMISSION

Grade 12 graduation including Biology with some Chemistry, Physics, and Maths. Basic competence in English will also be necessary. Each applicant will be interviewed to assess his/her suitability for the programme and this interview, together with the applicant's academic background, will determine admission. On an individual basis, consideration may also be given to mature students. Check with our Educational Advisor if you require prep courses prior to registration.

LOCATION: Room 210
 FEES: \$20.00 per week
 BOOK DEP: \$50.00

TIME: Mon - Fri
 8:30 - 3:30
 STARTS: September to June

CURRICULUM

FALL	Sept - Dec (15 wks) Hrs/Wk	WINTER/SPRING	Jan-Apr (15 wks) Hrs/Wk
Biology 101	6	Biology 102	6
Aquaculture I	6	Aquaculture I	6
Aquaculture II	3	Aquaculture IV	6
Aquaculture III	3	Aquaculture V	3
Aquaculture IV	6	Hydraulics Systems	3
Safe Boating	3	Basic Construction	3
Small Engines	3	Basic Boating	3

Short Course - One Week: Net Pen Construction and Repair

In Addition:

Business Education: business reporting and letter writing, record keeping, journals, ledgers, invoices, and bookkeeping for Income Tax records.

Introduction to Computing: Use of simple word processing, data base and spreadsheet programmes. Use of the "Fish" programme and other specific programmes designed for Aquaculturists.

SUMMER PRACTICUM: A two-month practicum on an Aquaculture operation for completion of training.

AQUACULTURE

BUSINESS ADMINISTRATION

Instructor: Ralph Troschke
Start Date: January 8
Times: Monday - Friday, 8:30 - 3:45
Tuition: \$27.50 per credit hour
Book Deposit: \$50.00

The first complete year, and selected courses of the second year, of a two year diploma programme in Business Administration is now offered at the Prince Rupert Centre of Northwest Community College. Interested students are invited to come in to the College and fill out an application. Part-time students who wish one or two courses are encouraged to register.

ADMISSION REQUIREMENTS

Grade 12 graduation or equivalent (G.E.D.) with Algebra 11 is normally required. However, ABE Advanced or work experience in a related business area may be acceptable with the permission of the Centre Director.

COURSE DESCRIPTIONS

(ACCT 150) Accounting 150

Concerned with basic methodology and logic; recording transactions and maintaining books of account for service and merchandising concerns; preparation and interpretation of financial statements; recording; reconciling and valuation of cash, accounts receivable, inventory and plant and equipment. Preparation of payroll records.

(ACCT 151) Accounting 151

Concerned with interpretation of income measurement and valuation problems with regard to sources and uses of invested capital. Preparation of financial statements for the various types of business operations, and introduction to financial reporting analysis and interpretation for management purposes. Preparation and setting up of a cash budget and flexible budget.

(BCPT 153) Business Computing

A hands-on computer applications course for accounting and administration students. Software used will be Bedford Integrated Accounting, ACCPAC, and Lotus 1-2-3.

(BLAW 150/151) Business Law

The student will acquire an understanding of law as it applies to the business community. As an employer or employee, he/she will be able to recognize legal pitfalls and will have the tools to deal with them.

(MATH 151) Mathematics

A basic statistics course for students who have no prior knowledge of the field. The emphasis of the course is on business application of statistical methods; but students in other disciplines will find it relevant and useful.

BUSINESS ADMINISTRATION TIMETABLE

January 8 - March 12

MONDAY	8:30 - 11:45 12:30 - 2:30	Accounting 150 Mathematics 151
TUESDAY	8:30 - 11:45	Law 150
WEDNESDAY	9:30 - 12:00 12:45 - 3:30	Office Hours Office Hours
THURSDAY	8:30 - 10:30 10:45 - 11:45 12:30 - 2:30	Accounting 150 Office Hours Office Hours
FRIDAY	8:30 - 11:45 12:30 - 2:30	Mathematics 151 Law 150

March 12

Exam Week

March 26 - May 28

MONDAY	8:30 - 11:45 12:30 - 3:45	Accounting 151 Business Computers 153
TUESDAY	8:30 - 11:45 12:30-2:00	Law 151 Office Hours
WEDNESDAY	9:00-12:00 12:45 - 3:45	Office Hours Office Hours
THURSDAY	8:30 - 10:30 10:45 - 11:45 12:30-2:00	Accounting 151 Office Hours Office Hours
FRIDAY	8:30 - 11:45 12:30 - 2:30	Business Computers 153 Law 151

May 28

Exam Week

If you are interested in enrolling in Business Administration, please come in to the College and pick up an application form. The full programme will commence again in September.

BUSINESS EDUCATION

Dates: January - June
Time: Monday through Friday, 8:30 a.m. - 3:30 p.m.
Location: Rooms 320 - 324
Tuition: \$20.00 per week
Book Dep: a refundable \$50 book deposit

Interested students should come in to the College offices and fill out an information sheet. The largest intake occurs in September of each year; however, more students are accepted from our waitlist as seats become available. Students needing financial assistance should approach Canada Employment for possible sponsorship.

Students may enroll in the pre-employment diploma programmes, advanced level diploma programmes, or in the first year of Business Administration. Any of the subjects could also be taken to upgrade skills for re-entering the workforce or to complete diploma requirements for other institutions. All subjects receive credit within the Business Education Department and therefore have completion, passing, and homework expectations.

Diploma prerequisites are detailed below. For course details, please see the Business Course Descriptions.

Requirements for Admission to Pre-employment Programmes

Grade 12 graduation is preferred for all courses. A minimum of Grade 10, A.B.E. Level III or the equivalent is acceptable for Clerk-Typist or Clerk-Bookkeeper programmes. Business experience may be accepted in lieu of formal schooling in some cases. Recommended secondary school pre-requisites include Math 11, English 12 and business courses. Some secondary school courses may be accepted for credit toward a Northwest Community College certificate.

CLERK TYPIST (4-6 months)

BUSM 101
 BCPT 101
 BCPT 102
 BENG 102, 103, 104, 105
 DICT 101, 102
 OFPR 101
 TYPG 101, 102

ADMIN SECRETARY (8 - 10 mo)

Clerk Typist subjects plus
 ACCT 101, 102
 BLAW 150, 151*
 TYPG 103
 WPRO 100, 102, 105, 110, plus credits
 from 103, 104, 107, 108, 109 &
 130)
 BCPT 103

CLERK BOOKKEEPER (8-10 mo) ACCOUNTING (8-10 months)

ACCT 101, 102
 BCPT 101, 102, 103
 BENG 102, 103, 104, 105
 BUSM 101
 DICT 101
 OFPR 101
 TYPG 101

Clerk Bookkeeper subjects plus
 ACCT 150, 151*
 BLAW 150, 151*
 BCPT 150*
 MGMT 252*

Also available are an Accounting Option, Secretarial Option, or Word Processing Option.

*See Business Administration pages for timetabling details.

(ACCT101) Accounting 101
 The framework of accounting. Financial statement introduction and journals.

(ACCT102) Accounting 102
 Introduction to systems, procedures and specialized journals. Three accounting projects.

(BCPT 101) Filing
 Filing systems and records management. Various methods of filing and several kinds of systems are studied. Computer systems are introduced.

(BCPT 102) Introduction to Computing
 A hands on introductory course in general computer use and word processing. Students will use two of: Wordstar, Multimate, and Lotus 1-2-3.

(BCPT 103) Computerized Accounting
 A hands-on computer applications course for accounting students. Prerequisite Accounting 102 or equivalent.

(BENG 102) Spelling
 Spelling and vocabulary building and word usage.

(BENG 103) Grammar
 The framework of the English language including parts of speech, sentence structure and punctuation.

(BENG104) Communications
 Business communications, letters, memos, minutes, enunciation, and pronunciation.

(BENG 105) Proofreading
 Editing business correspondence for correct English usage, learning proofreading symbols and techniques.

(BUSM 101) Business Machines
 Touch operation of desk calculators and the application of basic math for business problem solving.

(DICT 101)
 The operation of dictating and transcribing machines.

(DICT 102)
 Advanced transcription

(OFPR 101) Office Procedures
 A general course including business letters, postal and telephone rates, transportation and trade, and banking.

TYPG 101
 Basic typing skills, keyboarding and introductory production typing.

TYPG 102
 More intensive production, advanced typing skills, business forms, etc.

TYPG 103
 Rough draft typing concentrating on typing techniques and English skills.

WPRO 100
 Basic DOS procedures

WPRO 102
 Electronic typewriters

WPRO 103
 Easy Writer II

WPRO 104
 Wordstar Word Processor

WPRO 105
 Advanced Transcription

WPRO 106
 Computer Timed Writings

WPRO 107
Multimate

WPRO 108
Volkswriter

WPRO 109
Microsoft Word

WPRO 110
Hard disk management

WPRO 130
Word Perfect

BUSINESS EDUCATION - EVENING

The following **CREDIT** courses are offered during the evening. They may be taken for general interest or for credit towards a diploma. Please see the following pages for complete course descriptions

Accounting 101 - 102
Accounting 150 - 151
Business Computing 102
Business Computers 153
Business English 104
Management 150
Typing 101
Word Processing 102 - Electronic
Typewriters
Word Processing 130 - Word Perfect

Please see the **CREDIT PROGRAMMES** part-time evening section for details.

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BUSINESS EDUCATION

MOBILE COMPUTER CENTRE

Northwest Community College can deliver a wide range of Business Application courses on-site to organizations throughout the College region. With Lap-top computers and a library of software, our business instructors travel throughout the region to bring hands-on computer training to you.

We offer courses, seminars, and workshops at your site, N.W.C.C. centres, or at other suitable facilities

Software packages that we can cover from beginning to advanced levels include:

Lotus 1,2,3	Multimate
Pagemaker	Multiplan
Smart	VP Expert
Bedford	Framework
WordStar	DBase II/III
Autocad	First Choice
WordPerfect	VP Planner
New Views	ACCPAC

.....and more!

DOES YOUR ORGANIZATION HAVE SPECIAL COMPUTER TRAINING NEEDS?

We design complete training strategies and can develop plans that take advantage of government training funds for industry.

GENERAL PUBLIC COURSES

For complete details on the workshops to be held here in Prince Rupert, please see the section on Seminars and Workshops.

MARINE MECHANICAL TRADES

Northwest Community College in Prince Rupert offers this programme to those students wishing to seek employment in the Marine industry as mechanical tradesmen or engineering officers. The programme consists of three sessions of mechanical training lasting about 21 weeks in total. In addition, students completing the basic programme may enroll in two advanced option courses to increase their area of expertise.

Time: 8 a.m. - 3 p.m., Monday - Friday

Date: January to June

Location: Shop & Room 101

Fee: \$20.00 per week

Bk. Dep: \$50.00

LEARNING FORMAT

All instruction in the trades training programme at N.W.C.C. is now available in a self-paced, individualized learning format. This new method of instruction permits trainees to enroll in any one of the several trades training programmes whenever the trainee finds it convenient. Students learn at their own speed on an individualized basis. The programme allows trainees to enroll on a part-time or full-time basis. Should the student be required to leave his course and return to employment, he is able to receive credit for all training completed prior to termination. Instruction is now available in seven trades at N.W.C.C. The first six weeks of this training, referred to as Mechanical Common Core, can be credited to the mechanical trades.

COURSE PREREQUISITES:

All students entering any of the trades programmes are required to have a Grade 10 equivalency level. Pre-tests are available upon request to assist students in determining whether they have the necessary prerequisites. Intensive Math, Science, and English upgrading programmes are available to assist students not having the required prerequisites.

MECHANICAL COMMON CORE

(6 weeks approx.)

This session provides introductory training for all students entering the mechanical trades. They will cover WCB regulations, survival first aid, math, processing technical information, drafting, fire extinguishers and other skills.

PLEASE NOTE: Students who wish to take training as heavy duty mechanics, automotive mechanics or auto body mechanics may complete this Mechanical Trades Core programme in Prince Rupert and then transfer to the Terrace Centre or some other B.C. College to complete their training.

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MARINE MECHANICAL

MECHANICAL TRADES OCCUPATIONAL CORE
(3 weeks appr.)

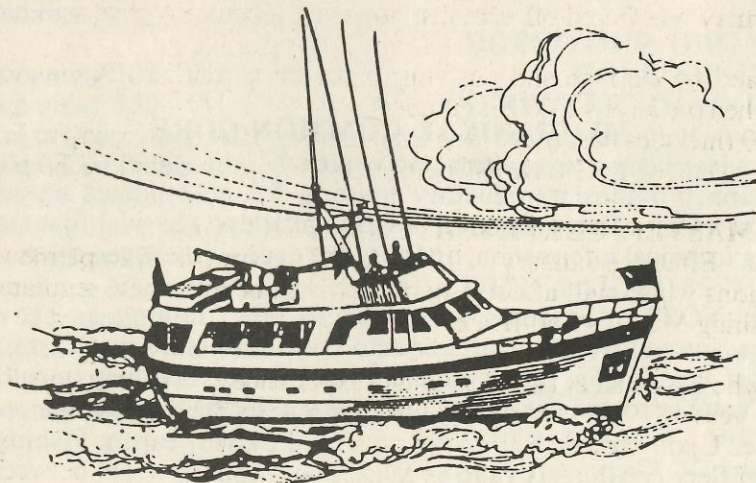
This programme covers safety on volatile substances, storage, general safety, introduction to mechanical trades, specialized hand tools, specialized power tools, power transmissions, 2 x 4 stroke cycle engines, lead acid batteries, running equipment, describing selected hydraulic systems and components.

MARINE ENGINE MECHANICS
(12 weeks approximately)

Students who complete this programme will have the necessary skills to begin work as a Marine engine mechanic. The programme covers the installation, maintenance, repair and overhaul of all types of gasoline marine engines including outboards, outdrives, and inboards. Students will also master skills in the maintenance, repair, and installation of the various support systems including electrical systems, steering, and hydraulics.

**ADVANCED PROGRAMME IN
MARINE DIESEL MECHANICS**
(12 weeks approx.)

This programme is designed to provide the skills needed to work on Marine diesel engines, such as those found in many commercial marine operations. Students will develop skills in the repair, tuneup, and overhaul of Marine diesel engines as well as servicing and repair of all engine support systems. Only students who are qualified marine engine mechanics or demonstrate a high degree of mechanical knowledge and experience will be admitted to this advanced programme.



MARINE TRAINING

The Northwest Community College in Prince Rupert offers Marine Training Programmes covering all aspects of the Marine and Fishing Industries. The programmes give the mariner the opportunity to upgrade his/her knowledge and skills. The proposed changes to the Canadian Shipping Act, the Marine Regulations and the Labour Code will make certification a necessity rather than a desirable option.

D.O.T. CERTIFICATE PREPARATION

Northwest Community College offers preparation programmes for all levels of Marine and Fishing Certificates including the following:

- Fishing Masters (all levels)
- Watchkeeping Mate
- Master Minor Water
- SEN I Part A including intro to ARPA
- Fishing Master Certificate of Service
- Command Endorsement
- Master Small Craft (40 Ton)
- ON I and ON II tutorials

Full-time courses commence in October of each year; however, preparation for certification is available on a tutorial basis all year round.

Financial assistance may be available from the Canada Employment Centre for some of the full-time courses. Contact the Canada Employment Centre for further information well in advance of the October commencement date to see if you qualify.

DECKHAND UPGRADING

A six week course to instruct a deckhand in the theoretical and practical skills required to carry out his duties in a superior and efficient manner. Subjects covered are net mending, marine engine maintenance, chartwork, safety, MED I, Rules of the Road, and general seamanship.

This course may be offered off campus; however, a contract price will have to be negotiated.

Please contact the College and put your name on a waitlist. A course will be scheduled when we have sufficient numbers.

Cost: 250.00 (includes cost of Marine Emergency Duties I & Gill Net Mending) Time: Monday to Friday 8:30 - 3:30 p.m.

FISHING MASTER CERTIFICATE OF SERVICE

Effective January 1, 1988, D.O.T. commenced implementation of new regulations which will affect fishermen who, under the new regulations, will require a Fishing Master's Certificate.

Fishermen who have had at least 12 months experience as a fishing vessel operator on a fishing vessel 60 tons and over in the past 6 years are eligible to attend a four week course. Upon completion of the course, they will earn a Fishing Master Certificate of Service which is valid as Master on a fishing vessel between 60 and 100 gross tons within Home Trade 2 limits. An eyesight examination is also required by D.O.T.

Cost: \$190.00 (Includes cost of Marine Emergency Duties I).

Course Length: Six Weeks
Time: Monday - Friday
8:30 - 3:30 p.m.

HOME STUDY PROGRAMME

IF you want to study for your marine certificate but cannot afford to take the time to attend classes, then this programme is for you!

NWCC has developed a number of self-instructional modules to help prepare for specific D.O.T. examinations. Students work on their own; however, free tutorial help is available by telephone or a student may work with a tutor at the College when time permits.

Modules currently available are:

040 Chartwork and Pilotage	041 Chartwork and Pilotage
020 Navigating Instruments	021 Navigating Instruments
061 Navigation Safety	166 General Seamanship
151 General Ship Knowledge	

Fee for each module is \$75.00. Students may register at any time during the year for the self-study programme.

MED A1 AND A2

The MED I programme has now been changed to A1 and A2. Candidates for the Fishing Masters IV and III must hold the A2 certificate. Also, those mariners seeking upgrading where the MED II is required must also hold the A1 or A2 certificate.

CELESTIAL NAVIGATION #13759

Date:	January 18 - March 23	Time:	Thursday
Location:	N.W.C.C.		7 - 10 p.m.
Fee:	\$65.00	Instructor:	Capt. G. Houston

Registration by: January 11

When out of sight of land, fix your position with confidence using a sextant, the sun, moon, and stars. This is a course of interest to sport boaters and seamen alike.

NET MENDING

Date:	January 15 - 26	Time:	Monday - Friday
Location:	T.B.A.		8:30 - 3:30 p.m.
Fee:	\$100.00	Instructor:	Freda Lattie

Registration by: January 8

SMALL BOAT SAFETY AND NAVIGATION #13320

Date:	February 6 - April 10	Time:	Tuesday
Location:	N.W.C.C. Room 240		7 - 10 p.m.
Fee:	\$65.00	Instructor:	Rick Ogilvie

Course includes chartwork, navigating and boating safety, and some practical seamanship skills.

FOR FURTHER INFORMATION regarding Fisheries and Marine courses and new programmes, contact: Capt. Ben West, 624-6054.

TOURISM / HOSPITALITY

A CAREER IN TOURISM - IT'S A NATURAL

FRONT-LINE PERSONNEL TRAINING

Co-sponsored with Canada Employment, this programme will be offered from January to June, 1990. The programme has been designed to: Instill a sense of pride in the student choosing the hospitality industry, create a core of trained personnel to meet the growing demand, and to encourage otherwise unskilled people to train in a trade. Projected employment will be in hotels (front desk, dining room, coffee shop, chambermaid), visitor's bureau, tour buses, retail businesses, and restaurants. The course will cover Life Skills, Super Host, Personal Appearance and Care, Front Desk Reception, Housekeeping, Food and Beverage, First Aid, Retail, Introduction to Computers, and more.

Interested students should contact the College immediately and put their names on a waitlist.

TOURISM SUPERVISORY DEVELOPMENT PROGRAMME

These courses have been designed, under the auspices of Ministry of Advanced Education and Job Training, for those who work within the hospitality industry and are already, or would like to be, employed in a supervisory capacity. Completion of these seven modules will lead to Certification by the Pacific Rim Institute of Tourism.

Each module will be offered during the day and again during the evening in order to accommodate those with other commitments. Each module requires thirty hours of classtime and home study to complete.

The seven modules are: Human Resources Development in Tourism, From Tourism to Tourist, Tourism Marketing for Supervisors, Human Relations in Tourism, Leadership Skills in Tourism, Financial Controls in the Tourism Industry, and Basic Computing Applications in Tourism.

Please contact the College and put your name on a waitlist for any or all of these modules.

WAITER/WAITRESS TRAINING

DINING ROOM, COFFEE SHOP, AND LOUNGE SERVICE. - This course will be offered to those students who wish to enter the field of customer service in the food and beverage industry. It is also appropriate for those already in the industry but who have received no formal training. Students completing the course tend to be proud of their career in public service rather than being "just a waiter/waitress."

The course is planned for Spring 1990 and will be offered at various times. Please contact the College for times and date.

WELDING PROGRAMME

Admission Requirements

As these programmes have been set up to be a self-study, self-paced program, applicants should have a minimum of Grade 10 or ABE (BTSD) Level III, although it would be to their advantage, not only on the course but also in securing employment, to have completed Grade 12 or equivalent (GED). Applicants must be able to work on their own and should possess good reading and comprehension skills.

Dress

Students entering the Provincial Welder Training Programme or Welding Upgrading must supply gloves, goggles (No. 5 or 6 lens), welding helmet (No. 10 or 11 lens), measuring tape (metric and imperial), leather jacket and hard-toed boots. **Contact lenses are not permitted.**

Scheduling

In order to accommodate people already in the workforce or those with other commitments, students may attend part-time and choose their own hours within the 3 - 10 timetable (booths and equipment permitting). Once the student has made up his/her schedule, though, it will form a contract that must be adhered to. Attendance records and student records will be kept on this basis.

Dates: January - June **Days:** Monday - Friday
Tuition: \$20.00 per week plus \$50 book/tool deposit **Times:** 3:00 - 10:00 p.m.
Location: Shop & Room 101

PROVINCIAL WELDER TRAINING PROGRAMME

The Welder Training Programme is divided into modules; each module covers a welding area such as gas cutting or carbon arc gouging. Some modules cover the same welding area but at different levels. For example, P-4 is SMAW-11 and P-11 is SMAW-11. The curriculum for the modules is the same in all accredited welding training centres in British Columbia.

There are two types of modules: Practical Modules (P-Modules) deal with the actual practice of welding processes; Related Knowledge (RK-Modules) deal with the theoretical knowledge required to competently perform the welding processes.

All modules are competency-based. A trainee welder must perform welding tests to established provincial standards on practical aspects of the module and achieve a minimum standard of 70% on each theory test before being recorded as having completed a module. The same tests and standards are applied in all accredited welding training centres in British Columbia.

Components of C and B tickets and welding upgrading for professionals are available at the Prince Rupert Campus.

We are open to suggestions for courses which may be of interest to companies or individuals.

CERTIFICATE PROGRAMMES PART-TIME

ACCOUNTING 101 / 102 #13300

Date: Jan 16 - Mar. 21 **Time:** Tuesday & Thursday
Location: P.R.S.S. Room 103 7 - 10 p.m.
Fee: \$135.00 plus **Instructor:** Jean Brien
text & workbooks **Registration by:**

January 11

Students registered in this course can work towards credit in any 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. Each student should be able to complete at least one of ACCT 101 or 102 in a semester. (See daytime section for description of courses.)

ACCOUNTING 150/151 #13301

Date: Jan. 16 - Mar. 21 **Time:** Tuesday & Thursday
Location: N.W.C.C. Room 321 7 - 10 p.m.
Fee: \$135.00 plus **Instructor:** Tim Mackin
text & workbooks **Registration by:** January 11

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 to complete at least ACCT 150 or 151 in a semester. (Please see daytime section for description of courses.)

AIR BRAKES

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. Driver's License is required.

#13334

Date: Feb. 20 - 24 **Time:** Tuesday - Saturday
Location: N.W.C.C. Room 101 6:30 - 10:30
p.m. **Instructor:** Dave Dams
Fee: \$110
Registration by: February 13

#13335

Date: Mar. 13 - 17 **Time:** Tuesday - Saturday
Location: N.W.C.C. Room 101 6:30 - 10:30
p.m. **Instructor:** Dave Dams
Fee: \$110
Registration by: March 6

#13336

Date: June 12 - 16 **Time:** Tuesday - Saturday
Location: N.W.C.C. Room 101 6:30 - 10:30
p.m. **Instructor:** Dave Dams
Fee: \$110
Registration by: June 5

BUSINESS COMPUTING (BCPT 102) #13758

Date: January 8 - March 14 Time: Monday & Wednesday
 Location: N.W.C.C. Room 320 7 - 10 p.m.
 Fee: \$138.00 plus book Instructor: Jean Brien

Registration by: January 2

This CREDIT course is a hands on introductory course in general computer use and word processing. Students will learn Lotus 1,2,3, Wordstar, and DOS.

BUSINESS COMPUTING (BCPT 102) #13350

Date: January 2 - February 3 Time: Tues & Thurs, 7 - 10
 Location: N.W.C.C. Room 320 Saturday, 10 - 4
 Fee: \$138.00 plus book Instructor: Jean Brien

Registration by: January 2

This CREDIT course is a hands on introductory course in general computer use and word processing. Students will learn Lotus 1,2,3, Wordstar, and DOS.

BUSINESS COMPUTING (BCPT 153) #13351

Date: Feb. 13 - Mar. 17 Time: Tues & Thurs, 7 - 10
 Location: N.W.C.C. Room 320 Saturday, 10 - 4
 Fee: \$138.00 plus books Instructor: Jean Brien

Registration by: February 6

This CREDIT course will offer a survey of computer applications in business. Description of computers and how they work, their capabilities and limitations, discussions of peripherals. Lab work will include hands-on exposure to spreadsheet, word processing, data base and other business software applications. The software included is Accpac, Bedford, and Lotus 1,2,3.

BUSINESS MACHINES

If an expressed interest is shown, the College will endeavour to provide training in this area. If you are interested, please call 624-6054 and place your name on the waitlist.

CLASS B GAS FITTERS REFRESHER

This 20 hour course will be offered as the demand is proven. If you want to take this course, please call 624-6054 and place your name on the waitlist.

COASTAL LOG SCALING

N.W.C.C. - Prince Rupert is now taking a waitlist for a Coastal Log Scaling programme to be run July - September of this year. If you are interested, please call 624-6054 for more information.

COLLEGE PREPARATION PROGRAMME

A summer programme consisting of physics, biology, and chemistry will be offered on a demand basis from the community. These courses will help prepare those who have not completed the prerequisites for entry into the University Transfer programme or for those who want to upgrade their knowledge to ensure success in this area.

COMPUTERIZED ACCOUNTING (BCPT 103)#13307

Date: March 27 - May 31 Time: Tuesday & Thursday
 Location: N.W.C.C. Room 320 7 - 10 p.m.
 Fee: \$138.00 plus books Instructor: Jean Brien

Registration by: March 20

A hands-on computer applications course for accounting students. Prerequisite: Acct or equivalent.

FIRST AID

Northwest Community College offers courses accredited by St. John's Ambulance and Red Cross. If you have a need for training and do not see the particular course listed here, please call the College at 6524-6054. Employer and individual requests are noted.

FIRST AID - CHILD SAFE - A PARENT'S GUIDE

Caring for young children is a special responsibility. Being young is risky! Because of their curiosity, children are often the cause of the accidents they experience. If you are a parent or someone who looks after young children this course is for you.

#13313

Date: January 8 Time: Sunday, 9 - 4
 Location: N.W.C.C. Room 1001
 Fee: \$30.00 Instructor: Patti Dolan,
 Registration by: January 5 Red Cross

#13344

Date: February 25 Time: Sunday, 9 - 4
 Location: N.W.C.C. Room 1001
 Fee: \$30.00 Instructor: Patti Dolan,
 Registration by: February 18 Red Cross

FIRST AID - CPR HEARTSAVER #13363

Date: March 10 Time: Saturday, 9 - 4
 Location: N.W.C.C. Room 1001 Fee: \$25.00
 Instructor: Judy Letendre, St. Johns Registration by: March 3

This course is for those people who have little or no knowledge of first aid or cardiopulmonary resuscitation. The course is divided up into two sections: 4 hours first aid and 4 hours CPR.

FIRST AID - BASIC RESCUER PROFESSIONAL#13360

Date: February 19 & 20 Time: Monday & Tuesday
 Location: N.W.C.C. Room 1001 6 - 10 p.m.
 Fee: \$25.00 Instructor: Tom Behm, St. Johns

Registration by: February 12

This programme is for health professionals such as nurses, dental assistants, etc., who require training in which C.P.R. is emphasized. This programme is required by those wishing to enter the nursing field.

FIRST AID - BASIC RESCUER PROFESSIONAL (Recertification)#13362

Date: March 20 Time: Tuesday, 6 - 10 p.m.
 Location: N.W.C.C. Room 1001 Fee: \$25.00
 Instructor: Judy Letendre Registration by: March 13

This course is for those holding a CPR Professional Level ticket within the past year and wish to recertify.

FIRST AID - INDUSTRIAL

This course is restricted to persons 19 years of age and will prepare students for the Workmen's Compensation Board Industrial First Aid examination. It is open to both first-time students and persons wishing to re-qualify. Students should fill out W.C.B. examination registration form when registering. **Books must be picked up at time of registration so that pre-reading and the white pages of homework can be done before first class.**

#13364

Date: January 30 - February 9
Location: N.W.C.C.
Fee: \$320.00
Register by: January 16

Time: Monday - Friday
8:30 - 4:30 p.m.
Instructor: Ilona Kenny
First Responder
Training

#13365

Date: May 8 - 20
Location: N.W.C.C. Room 1001
Fee: \$320.00
Register by: April 23

Time: Monday - Friday
8:30 - 4:30 p.m.
Instructor: Ilona Kenny
First Responder
Training

#13366

Date: May 12 - June 10
Location: N.W.C.C.
Fee: \$320.00
Register by: May 1

Time: Saturday & Sunday
8:30 - 4:30 p.m.
Instructor: Free Spirit Ventures

FIRST AID -STANDARD #13361

Date: March 2 - 4
Location: N.W.C.C.
Fee: \$68.00

Time: Fri, Sat, & Sun
7 - 10/9 - 4/9 - 4
Instructor: Judy Letendre

Registration by: February 23

This course will show you how to manage minor medical emergencies in the home and in public. Included will be: hemorrhage control, artificial respiration, CPR, splinting fractures, management of wounds and burns, poisons and instruction in what to do in case of a heart attack, stroke, or seizure.

MANAGEMENT 150 # 13357

Date: January 18
Location: N.W.C.C.
Fee: \$150.00

Time: Thursday
7 - 10 p.m.
Instructor: Wayne Davidson

Registration by: January 11

This course is an introduction to contemporary management functions. Management theories and their practical applications are examined.

MILLWRIGHT T.Q.

This programme is scheduled to begin in early January. Please call the College for more information regarding time and fees.

POWER ENGINEERING TUTORIALS #13305

Date: Jan 8 - Apr. 23
Location: P.R.S.S.
Instructor: David Babich

Time: Monday & Wednesday
7 - 9 p.m.
Fee: \$120.00

Registration by: January 2

This programme will offer assistance to those interested in completing their power engineering certification.

PROFESSIONAL COOKING TRADES QUALIFICATION PROGRAMME

This programme is designed to help the students prepare for the Tradesmen's Qualifications exam and will allow a student to work at his/her own pace and in the workplace. It is based on guided independent student practices, which means that a student is never alone but will be in regular contact with an instructor for assistance and guidance. For more information call Northwest College at 624-6054.

It is strongly recommended that those who wish to take the T.Q. exam in this trade should contact their nearest Ministry of Advanced Education Training Apprenticeship Counsellor to make sure they are qualified. This qualification requires proof of four years (8,000 hours) experience in a kitchen with a variety menu.

REFRIGERATION OPERATOR'S TUTORIALS

This course is designed for individuals who wish to prepare for the B.C. Ministry of Municipal Affairs Refrigeration Operator's Certificate examination and become proficient refrigeration plant operators. This course will be offered if sufficient interest is demonstrated. Please call 624-6054 and place your name on the waitlist.

SPRINKLER SYSTEMS INSTALLATION (KITIMAT)

Date: March 8 & 9
Location: Riverlodge, Kitimat

This programme is based on the National Fire Protection Association's Standard 13. Specific training for anyone involved in the design, installation, and maintenance of automatic sprinkler systems. This course is offered in conjunction with the District of Kitimat. For more information contact the local centre of NWCC at 624-6054 or call the Kitimat campus at 632-4766.

TRAFFIC CONTROL

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

#13338

Date: April 21
Location: N.W.C.C.
Instructor: Skarra Enterprises

Time: Saturday, 9 - 4
Fee: \$50.00
Registration by: April 14

#13389

Date: June 16
Location: N.W.C.C.
Instructor: Skarra Enterprises

Time: Saturday, 9 - 4
Fee: \$50.00
Registration by: June 9

TYPING - BEGINNERS #13317

Date: Jan. 15 - Mar. 21 Time: Monday & Wednesday
 Location: P.R.S.S. Room 7 - 9 p.m.
 Fee: \$85.00 plus text Instructor: Jean Bull
 Registration by: January 8

Although not a CREDIT course, this programme is a pre-requisite for those interested in developing their keyboard skills and speed to enter Typing 101. This course is designed to introduce the student to an electric typewriter and touch typing. Emphasis is placed on keyboard and typing techniques instruction, with basic drills used to review knowledge.

TYPING 101 -

This CREDIT course will be offered if enough interest is shown. Please call 624-6054 and place your name on a waitlist.

WPRO 103 - ELECTRONIC TYPEWRITERS # 13771

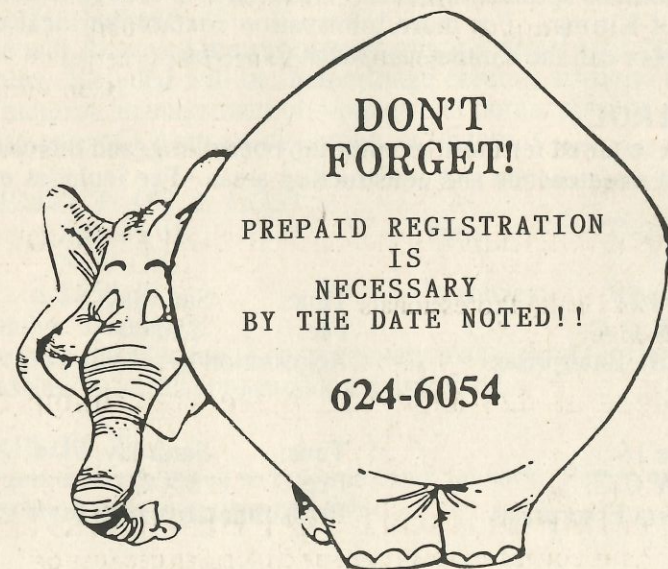
Date: July Time: T.B.A.
 Location: N.W.C.C.
 Fee: \$50.00 Instructor: Jean Brien
 Registration by: July 1

Learn to use the electronic typewriter to its fullest capability. This is a CREDIT programme.

WPRO 130 - WORD PERFECT #13306

Date: March 26 - June 24 Time: Mon & Wed
 Location: N.W.C.C. Room 320 7 - 10 p.m.
 Fee: \$138.00 plus book Instructor: Jean Brien
 Registration by: March 19

This CREDIT course will provide complete instruction to the student wishing to learn the software.

**HEALTH CONTINUING EDUCATION**

Northwest Community College is proud to include co-sponsored programmes to the health professionals in the community.

DYSRYTHMIA WORKSHOP #13762

Date: March 28 - 30 Time: Wed, Thurs, Fri.
 Location: P.R. Regional Hospital 9 - 4 p.m.
 Fee: \$150.00 Instructor: Vancouver Emergency
 Registration by: March 14 Consulting Group

This three day programme of study will include a review of cardiac electrophysiology and arrhythmias associated with specific parts of the conductive system: sinus, atrial, junctional, nodal, and ventricular.

ASSESSMENT WORKSHOP #13763

Date: April 25 - 27 Time: Wed, Thurs, Fri.
 Location: P.R. Regional Hospital 9 - 4 p.m.
 Fee: \$150.00 Instructor: Vancouver Emergency
 Registration by: April 11 Consulting Group

This three day workshop will include topics such as subjective, primary, and secondary assessments, as well as system assessments (cardiovascular, respiratory, and neurological), and specialty assessments in pediatrics. Case studies and assessment practice will integrate the course materials taught.

TRAUMA MANAGEMENT #13764


Date: May 26 & 27 Time: Wed, Thurs, Fri.
 Location: P.R. Regional Hospital 9 - 4 p.m.
 Fee: \$120.00 Instructor: Vancouver Emergency
 Registration by: May 12 Consulting Group

CPR - RECERTIFICATION - Dates for these programmes were not available at press time. Please call the College and place your name on the waitlist.

OTHER UPCOMING WORKSHOPS (DETAILS TO BE ANNOUNCED)

Neonatal Resuscitation
 Assertiveness Training for Health Professionals
 Managing Stress and Burnout

Call the College at 624-6054 and place your name on the waitlist.



IT'S IMPORTANT TO PRE-REGISTER
 THE COURSE YOU WANT MAY BE CANCELLED BECAUSE OF
 LOW ENROLMENT, OR MAY ALREADY BE FILLED UP.
 WE'RE ONLY A PHONE CALL AWAY - 624-6054.

GENERAL INTEREST

BABYSITTING #13717

Date: Mar. 5 - April 4 Time: Monday & Wednesday
Location: P.R.S.S. Room 204 6:30 - 8 p.m.
Fee: \$23.00 Instructor: Growing Space
Registration by: February 26

Registration is limited to those 12 years old and over. This course is designed for people who babysit and wish to learn new skills or update existing ones in the area of fire safety, protection in the home, child care skills, and first aid procedures. This is a certificate course, so students should be prepared to do homework.

BARBERSHOP SINGING FOR WOMEN #13770

Date: January 8 Time: Monday
Location: Seniors Centre 7:30 - 10:30 p.m.
Fee: \$20.00 Instructor: Debbie Redman
Registration by: January 4 & Lenore Heal

Are you a frustrated shower singer? Do your fellow workers put in ear plugs whenever you start to sing? Now is your chance to exercise your vocal chords and have lots of fun. Class includes 1/2 hour of vocal warmups and strengthening exercises, followed by applications of vocal techniques through old and modern songs in four part harmony (barbershop style).

BASIC MASSAGE #13340

Date: March 30 Time: Friday, 6 - 10 p.m.
Location: NWCC Room 330 Instructor: Roger Carling-Kelly
Fee: \$30/person, \$50/couple N.W. Massage Therapy
Registration by: March 23

Here is your chance to learn basic massage techniques from a trained professional. This seminar is designed to give you hands-on experience and is of particular interest to couples who lack the confidence to really feel comfortable in giving their 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, as massage techniques will be practiced in class. Bring your partner or friend, blanket/sheet, and pillow.

BASIC SEWING SKILLS FOR BEGINNERS (ADULTS)#13352

Date: Jan. 16 - Apr. 5 Time: Tuesday & Thursday
Location: P.R.S.S. Room 110 8:15 - 9:15 p.m.
Fee: \$60.00 plus materials Instructor: Naomi Farrell
Registration by: January 9

This thirty-six hour programme will be ideal for someone who wants to learn to sew from the beginning. Ms. Farrell has designed a programme divided into three levels which covers all aspects of sewing. Participants will complete one garment in each level.

BED & BREAKFAST #13326

Date: March 6 Time: Tuesday, 7 - 9
Location: N.W.C.C. Instructor: Peoples Law
Fee: FREE Registration by: February 27

Are you trying to think of ways to pay off the mortgage or perhaps finance that spare room - well why not open a "bed and breakfast"? The speaker will examine such important issues as permits and licence requirements, insurance, record-keeping, and how the "bed and breakfast" registries work.

GENERAL INTEREST

BICYCLE SAFETY (UNDER 8 YEARS) #13375

Date: April 24 Time: Thursday, 7 - 8
Location: P.R.S.S. Instructor: Const. R. Pleau
Fee: \$5.00 ADMIN FEE Registration by: April 18

BICYCLE SAFETY (8 YEARS +)#13374

Date: April 26 Time: Thursday, 7 - 8
Location: P.R.S.S. Instructor: Const. R. Pleau
Fee: \$5.00 ADMIN FEE Registration by: April 19

BOOKKEEPING FOR SMALL BUSINESS #13767

Date: March 19 & 20 Time: Mon & Tues
Location: N.W.C.C. 6:30 - 10:00 p.m.
Instructor: Federal Business Dev. Bank Fee: \$80.00
Registration by: March 12

Now owners, managers, or key employees can easily learn correct bookkeeping methods without any prior knowledge. This basic course is designed for entrepreneurs of small and medium-sized business, or their newly-established bookkeepers. Included is a practical glossary of accounting terms and true-to-life exercises.

CASHIER TRAINING

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

#13358

Date: March 19 - 28 Time: Monday & Wednesday
Location: N.W.C.C. 7:30 - 9 p.m.
Fee: \$50.00 Instructor: Katie Sklapsky
Registration by: March 12

#13345

Date: May 7 - 16 Time: Monday & Wednesday
Location: N.W.C.C. 7:30 - 9 p.m.
Fee: \$50.00 Instructor: Katie Sklapsky
Registration by: May 1

CELESTIAL NAVIGATION #13759

Date: January 18 - March 23 Time: Thursday
Location: N.W.C.C. 7 - 10 p.m.
Fee: \$65.00 Instructor: Capt. G. Houston
Registration by: January 11

When out of sight of land, fix your position with confidence using a sextant, the sun, moon, and stars. This is a course of interest to sport boaters and seamen alike.

CHINESE CUISINE - BEGINNERS #13342

Date: Feb. 6 - 27 Time: Tuesday, 7 - 9 p.m.
Location: P.R.S.S. Instructor: Kathy Liu
Fee: \$30.00 plus ingredients
Registration by: January 31

Are you getting tired of steak, french fries, and spaghetti? Why not cook some chinese food for supper? In this four week course you will learn how to make egg rolls, wonton, chop suey, chow mein, and many more dishes.

GENERAL INTEREST

CHINESE CUISINE - INTERMEDIATE #13343

Date: Mar. 6 - 27 Time: Tuesday, 7 - 9 p.m.
 Location: P.R.S.S. Fee: \$30.00 plus ingredients
 Instructor: Kathy Liu
 Registration by: February 28

For those who enjoyed the beginners programme or for those who want to increase their knowledge of chinese cuisine.

CITIZENSHIP HEARING #13760

The course is to help students be prepared for the next Citizenship hearing coming in the spring. It is a four week programme to run on a week night for two hours. The starting date will be announced when the hearing date has been set. If you are interested in such a course, please call the College and place your name on a waitlist.

COMMUNITY USE OF TYPEWRITERS #13765

Date: July & August Time: Mon - Fri, 9 - 4
 Location: N.W.C.C. Room 322 Fee: \$10.00 a day

Do you need to use a typewriter to type up that project, redo a resume, or just improve your typing skills on your own? The college has electronic machines available for your use and will provide supervision and assistance.

COMPUTER LAW #13327

Date: January 30 Time: Tuesday, 7 - 9 p.m.
 Location: N.W.C.C. Fee: FREE
 Instructor: Peoples Law Registration by: January 23

The increased use of computers and computer programmes has led to legal controversies. Class content includes a discussion of those controversies, copyright, trademark, and proposed criminal code amendments with respect to destruction of and access to programmes.

COMPUTER PROGRAMMES - See Business Computing 102, Microsoft Works, Programming in Basic, Computer Spreadsheets, Business Computing 103, Business Computer 150, Mobile Computer Workshops, Word Processing 130

COMPUTER SPREADSHEETS - A POWERFUL TOOL #13323

Date: February 5 - 14 Time: Mon & Wed
 Location: P.R.S.S. 7 - 9 p.m.
 Fee: \$40.00 Instructor: James Whyte

Registration by: January 29

A hands-on programme using I.B.M. computers.

COPING WITH FEELINGS WORKSHOP #13356

Date: March 2 & 3 Time: Friday, 7 - 10 p.m.
 Location: N.W.C.C. Saturday, 9 - 4 p.m.
 Fee: \$56.00 Instructor: Lorna Piper

Registration by: February 26

This workshop will cover dealing with your own feelings and with the feelings of others - anger, anxiety, depression, fear, grief, panic, worry, etc. Using discussion, activities, and written exercises we will work on acceptable ways of releasing and expressing feelings while still accepting the rights of others. Some communication skills will be part of these sessions. As this is a participation workshop, please wear comfortable clothing. Bring sleeping bag or mat for floor exercises, bring pen and paper and bring a bag lunch on Saturday.

COPYRIGHT LAWS #13753

Date: April 10 Time: Tuesday, 7 - 9 p.m.
 Location: N.W.C.C. Fee: FREE
 Instructor: Peoples Law Registration by: April 3

This introductory session provides a basic explanation of our copyright laws. The topics to be addressed at this class are: what is copyright; the types of work that can be protected and not protected by copyright; industrial designs, patents, and trademarks; transfer and sale of copyright; giving "notice"; and where to obtain more information and forms.

C.O.R.E. (Hunter's Training)

Conservation and Outdoor Recreation Education is an education programme designed for individuals wanting to obtain a hunting licence in B.C. The purpose of C.O.R.E. is to ensure that new hunters meet minimum standards of knowledge and skill for safe and responsible hunting. A C.O.R.E. graduate certificate is required to obtain a B.C. Resident Hunter Number Card.

#13353

Date: Feb 6 - Mar. 8 Time: Tuesday & Thursday
 Location: N.W.C.C. 7 - 9:30 p.m.
 Fee: \$75.00 Instructor: Wally Robinson
 Registration by: January 31

#13354

Date: May 22 - June 21 Time: Tuesday & Thursday
 Location: N.W.C.C. 7 - 9:30 p.m.
 Fee: \$75.00 Instructor: Wally Robinson
 Registration by: May 15

DEALING WITH CONTRACTORS #13328

Date: January 16 Time: Tuesday, 7 - 9 p.m.
 Location: N.W.C.C. Fee: FREE
 Instructor: Peoples Law Registration by: January 9

There are many things to consider before you starting building or renovating. This class will focus on such topics as construction contracts, financing, builder's liens, New Home Warranty Programme of B.C., and what to do if you are not satisfied with what is done.

DOWNFILLED QUILTS

Join us at either of these one-day workshops and have the satisfaction of saying "I made it myself!", as you present someone with their own downfilled quilt. When registering for this workshop, please ask for a supplies list and specify what size of quilt you will be making (King, Queen, Double, or Single).

#13751

Date: March 24 & 25 Time: Saturday & Sunday
 Location: N.W.C.C. 9 - 4 p.m.
 Fee: \$28.00 Instructor: Shelly Kerr
 Registration by: March 17

#13752

Date: May 26 & 27 Time: Saturday & Sunday
 Location: N.W.C.C. 9 - 4 p.m.
 Fee: \$28.00 Instructor: Shelly Kerr
 Registration by: May 19

DRIVER'S TRAINING

Do you need a Driver's Licence? Class 5 - Class 4? The road to safe driving starts with lessons with the Skeena Driving School. Lessons will cover: car controls, turning manoeuvres, intersection problems, lane changing and passing, parking on grades, acceleration and braking, defensive driving, and a whole lot more. Learn to protect yourself against the "other" driver - learn to drive defensively. Students may register for one lesson or the full course, but students who take five lessons may use the training car for the road test with the examiner.

13294

Date: Jan 2 - March 31
Location: N.W.C.C.
Fee: \$33.00
Registration: Ongoing
Time: Wed & Thurs
9 a.m. - 8 p.m.
Instructor: Alphonso Tomas

#13757

Date: April 1 - June 30
Location: N.W.C.C.
Fee: \$33.00
Registration: Ongoing
Time: Wed & Thurs
9 a.m. - 8 p.m.
Instructor: Alphonso Tomas

EMILY CARR - See Emily Carr

FIRST AID - Please see Certificate Programmes

FOOD SAFE

This ten hour course is provincially recognized and certificated and it offers instruction in safe food handling practices. If you are interested in this programme, call the College at 624-6054 and place your name on a waitlist.

G.E.D.#13329

Date: February 5 - March 14
Location: P.R.S.S.
Fee: \$40.00
Registration by: January 26
Time: Mon & Wed
7 - 9 p.m.
Instructor: Charles Armstrong

This programme is offered in response to the demand of the community. It is for those people studying the G.E.D. manual offered by the Ministry of Education to attain a Grade 12 equivalency.

GUITAR FOR ADULTS #13333

Date: January 17 - March 21
Location: P.R.S.S.
Fee: \$35.00
Registration by: January 10
Time: Wednesday
8:30 - 9:30 p.m.
Instructor: Jack Sigurdson

During this ten week course, students will learn basic chording, finger picking, strumming, and flat picking. All chord charts and songs will be supplied by the teacher. Students supply their own guitar.

GUITAR FOR CHILDREN #13332

Date: January 17 - March 21
Location: P.R.S.S.
Fee: \$35.00
Registration by: January 10
Time: Wednesday
7:30 - 8:30 p.m.
Instructor: Jack Sigurdson

During this ten week course, students will learn basic chording, finger picking, strumming, and flat picking. All chord charts and songs will be supplied by the teacher. Students supply their own guitar.

GENERAL INTEREST

HEARING IMPAIRED - See Sign Language

HOSPITALITY PLUS #13308

Date: January 15 - February 21
Location: N.W.C.C.
Fee: \$80.00
Registration by: January 8
Time: Mon & Wed
7:30 - 9:30 p.m.
Instructor: Marianne Doherty

Designed for those already in the hospitality industry, this course has lots to offer you. Mixology, drink service, understanding beers and wines, formal dining room service - all this will enable you to do a 100% successful job as a bartender, host or hostess, waiter or waitress. Two martinis, stirred not shaken, please!

HUNTER TRAINING - see C.O.R.E.

IMPROVISATION FOR ADULTS #13315

Date: January 22 - March 28
Location: N.W.C.C.
Fee: \$47.00
Registration by: January 15
Time: Monday & Wednesday
7 - 9 p.m.
Instructor: Fae Rattray

Do you want to act and have fun at the same time? If you answered yes to one or both of these questions, then this course is for you. Improvisation is a non-scripted scene involving both body and voice. You will have fun and, at the same time, you will learn some of the fundamentals of acting while getting acquainted with classmates.

KNITTING FOR BEGINNERS #13341

Date: January 17 - February 21
Location: P.R.S.S.
Fee: \$25.00
Registration by: January 10
Time: Wednesday
7 - 9 p.m.
Instructor: Leona Zajak

Join this well-known instructor, Leona Zajak, and learn to knit the easy way. Leona has taught this programme for many years and can assist you with any problems/questions you may have.

LADY ALONE - LADY BEWARE #13373

Date: April 2 - 4
Location: P.R.S.S.
Fee: \$5.00 ADMIN
Registration by: March 26
Time: Mon & Wed
7:30 - 9:30 p.m.
Instructor: Const. Elsie Jones

This programme will deal with security in the home, on the street, or in the car. Overall personal safety will be discussed, including tips on self defense. Alternatives and proper prevention techniques to avoid problem situations will be discussed.

LAP QUILTING #13347

Date: January 15 - March 5
Location: P.R.S.S.
Fee: \$30.00
Registration by: January 8
Time: Monday
7 - 9 p.m.
Instructor: Joan Trusdale

A beautiful heirloom can be created without the need for a quilting frame. Is there a wedding in the future - what a gift for the couple!

GENERAL INTEREST

LEISURE SEWING #13348

Date: January 17 - March 21 Time: Wednesday
 Location: P.R.S.S. 7 - 9:30 p.m.
 Fee: \$50.00 plus materials Instructor: Maureen Smith
 Registration by: January 10

This course is for people who want to learn to relax and enjoy sewing. You will be working mainly with fleece, knitted fabrics, and cottons. You will have the opportunity to make as many or as few articles as you wish and to work at your own speed. If you prefer, you may bring your own sewing machine or machines will be supplied. Patterns and fabrics will be suggested. Bobbins and thread must be supplied by the student.

LOG SCALING - See Coastal Log Scaling - Credit Programmes

MICROSOFT WORKS #13322

An introduction to one of the growing number of integrated programmes which include a word processor, a database, and a spreadsheet in one programme. Students will have hands-on experience and learn to use each of these three computer tools, and also to share data among them.

Date: January 22 - 31 Time: Mon & Wed
 Location: P.R.S.S. 7 - 9 p.m.
 Fee: \$40.00 Instructor: James Whyte
 Registration by: January 15

NETMENDING

Date: January 15 - 26 Time: Monday - Friday
 Location: T.B.A. 8:30 - 3:30 p.m.
 Fee: \$100.00 Instructor: Freda Lattie
 Registration by: January 8

Join this well-known instructor and learn the art of netmending. This 30 hour course will improve netmending skills and techniques. Take this opportunity to get the advice of a net expert and improve your productivity.

OCCUPATIONAL HEALTH & SAFETY #13737

Date: January 31 - February 28 Time: Wednesday
 Location: N.W.C.C. 7 - 10 p.m.
 Fee: \$30.00 Instructor: George Hines
 Registration by: January 24

This is a comprehensive course recently developed by the Workers' Compensation Board. It covers a wide range of topics necessary for business and industry to establish and maintain a safe working environment for their employees. Course includes procedures for setting up and administering on site safety programmes. Instructor is from Skeena Cellulose Inc., Safety Division.

OPERATING A RETAIL BUSINESS #13768

Date: April 23 & 24 Time: Mon & Tues
 Location: N.W.C.C. 6:30 - 10 p.m.
 Fee: \$80.00 Instructor: F.B.D.Bank
 Registration by: April 16

Retail stores come and go but the ones that stay and grow understand the main ingredients for success. This course helps retailers interested in increasing their sales and profits by presenting proven, practical retailing principles. This course is full of guidelines such as how to pick the right location, maximize the use of floor space, make the right purchases, and managing markdowns. Additional retailing basics covered include "pricing for profit" and "controlling inventory investment."

PAPER TOLE #13761

Date: March 21 & 28 Time: Wednesday
 Location: P.R.S.S. 7 - 9:30
 Fee: \$15.00 plus supplies Instructor: Val McNabb
 Registration by: March 14

In this short, two-evening class, students will learn the craft that enables them to create beautiful three-dimensional pictures.

PERSONAL TAX #13325

Date: February 13 Time: Tuesday, 7 - 9
 Location: N.W.C.C. Fee: FREE
 Instructor: Peoples Law Registration by: February 6

Charge up those calculators - it's that time of year again! The instructor will offer an explanation of the tax form, taxable and non-taxable income, deductions for RRSP's, personal exemptions, and special deductions that women and single parents may claim.

PLANNING A SMALL BUSINESS - FINANCIAL ASPECTS #13754

Date: May 1 Time: Tuesday
 Location: N.W.C.C. 7 - 9 p.m.
 Fee: FREE Instructor: Peoples Law
 Registration by: April 25

You've got a great idea for a business - now where do you start? Careful planning and preparation are keys to success! This class equips you to deal with financial institutions, provides information on tax implications of various business structures, and helps you project your financial needs.

PLANNING A SMALL BUSINESS - LEGAL ASPECTS #13755

Date: May 8 Time: Tuesday
 Location: N.W.C.C. 7 - 9 p.m.
 Fee: FREE Instructor: Peoples Law
 Registration by: May 1

You have a great business idea! Now you need to know the steps involved to register or incorporate a small business. This session presents the pros and cons of various business structures, guidelines for obtaining capital, the legal aspects of purchasing an existing business, and resource services available for small businesses.

POWER ENGINEERING TUTORIALS - see Credit Programmes (P/T)

PROGRAMMING IN BASIC (USING I.B.M.) #13321

Date: February 19 - 28 Time: Mon & Wed
 Location: P.R.S.S. 7 - 9 p.m.
 Fee: \$40.00 Instructor: James Whyte
 Registration by: February 12

This programme will provide the opportunity for hands-on programming in BASIC using IBM computers.

QUILTING - See Downfilled Quilts, Lap Quilting

SAFETY - see Occupational Health & Safety, Workplace Hazardous Materials (WHMIS)

R.R.S.P's/RRIF's & Annuities - INVESTING FOR YOUR FUTURE #13303

Date: January 26 Time: Friday, 7 - 10p.m.
Location: T.B.A. Fee: \$35/person
Instructor: Diana Costain \$45/couple
Register by: January 12

Learn new ways to secure your retirement lifestyle. This indepth discussion of RRSP's and RRIF's and annuities examines methods of building capital, ensuring income, and the eventual withdraw of capital. Included is Tax Planning strategies, Income Tax considerations, Spousal Accounts, Flow-Through shares, Mutual Funds, Capital Gains, Dividends, and Interest Income. Join **Diana Costain, renowned Vancouver Investment Broker**, for an evening of fun and information sharing. Refreshments will be served.

RESTRICTED RADIO OPERATORS

This course is designed for the sport boater and fisherman and deals with regulations, procedures, and emergency communications and radio. **PREREQUISITE:** Student must have a sound knowledge of the phonetic spelling alphabets which must be learned in advance of the course by purchasing the Radio-telephone Operator Handbook from the Department of Communications.

#13330

Date: February 6 - 8 Time: Tuesday & Thursday
Location: N.W.C.C. 7:30 - 9 p.m.
Fee: FREE Instructor: Dept. of Comm.
Registration by: January 27

#13331

Date: May 22 & 24 Time: Tuesday & Thursday
Location: N.W.C.C. 7:30 - 9 p.m.
Fee: FREE Instructor: Dept. of Comm.
Registration by: May 15

SEWING SKILLS FOR YOUNG PEOPLE (+10 YEARS) #13312

Date: January 16 - April 5 Time: Tuesday & Thursday
Location: P.R.S.S. 6:30 - 8 p.m.
Fee: \$60.00 Instructor: Naomi Farrell
Registration by: January 9

Ms. Farrell brings to the class the experience gained from sewing privately in her own home and the many hours of teaching sewing to children on a one-to-one basis. Students will learn the basics of good sewing skills. They will complete a minimum of three articles of clothing in the classes. Patterns and materials needed will be discussed.

SIGN LANGUAGE #13310

Date: January 16 - March 8 Time: Tuesday & Thursday
Location: P.R.S.S. 7 - 9 p.m.
Fee: \$50.00 plus text Instructor: Susan Dahlmann
Registration by: January 8

Don't restrict your ability to communicate to verbal methods. Learn the gentle art of signing and open up your circle of friends.

SIGN LANGUAGE - INTERMEDIATE #13311

Date: January 15 - March 7 Time: Monday & Wednesday
Location: N.W.C.C. Room 7 - 9 p.m.
Fee: \$50.00 plus text Instructor: Susan Dahlmann
Registration by: January 8

For those students who have completed the beginner's course, this programme of study will increase their knowledge of signing.

SMALL BOAT NAVIGATION AND SAFETY #13320

Date: February 6 - April 10 Time: Tuesday
Location: N.W.C.C. Room 240 7 - 10 p.m.
Fee: \$65.00 Instructor: Rick Ogilvie
Registration by: January 31

For the sport boater, the ability to pilot a voyage using available information and aids greatly enhances the joys of boating on the Pacific Northwest coast. Course includes chartwork, rules of the road, boat safety, radar watchkeeping, and seamanship. Students are expected to purchase parallel rulers and dividers.

SPANISH - CONVERSATIONAL #13359

Date: January 15 - March 7 Time: Monday & Wednesday
Location: N.W.C.C. 7 - 9 p.m.
Fee: \$45.00 plus text Instructor: Edna Gruber
Registration by: January 8

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

STRESS MANAGEMENT #13355

Date: February 2 - 3 Time: Friday & Saturday
Location: N.W.C.C. 7 - 10 / 9 - 4
Fee: \$56.00 Instructor: Lorna Piper
Registration by: January 31

This workshop will cover relaxation exercises and reduction of stress caused by environmental, physiological, and psychological sources. Activities, exercises, and discussions will include body awareness, progressive relaxation, imagination, and refuting irrational ideas. As this is a participation workshop, please wear comfortable clothing. Bring a sleeping bag or mat for floor exercises, bring pen and paper, and also bring a bag lunch for Saturday.

TATTING FOR BEGINNERS #13346

Date: May 7 - 28 Time: Monday
Location: N.W.C.C. 7 - 9 p.m.
Fee: \$30.00 Instructor: Joan Trusdale
Registration by: April 30

Learn the lovely skill of making hand-made lace the way your grandmother used to. This new/old craft will allow you the thrill of making lace-edged tablecloths, designing your own collar and cuffs for that "special" outfit!

TRAVEL AGENT - INTRODUCTION #13367

Date: February 2 & 3 Time: Friday & Saturday
Location: N.W.C.C. 7 - 10 / 9 - 4
Fee: \$30.00 Instructor: Sandra Ridgeway
Registration by: January 23

This weekend seminar will introduce the participants to the world of travel agents. Tickets, routing, reservations for accommodation and travel will be topics of discussion. This programme is for everyone!

TYPING - see Certificate Programmes - Part-time

WALKING SEMINAR - See Seminars and Workshops

WHMIS - WORKPLACE HAZARDOUS MATERIALS #13337

Date: March 7 Time: Wednesday, 6 - 10
Location: N.W.C.C.
Fee: \$30.00 Instructor: George Hines

Registration by: February 28

As of October of 1988, W.H.M.I.S., the Workplace Hazardous Materials Information System, came into effect across Canada. This federally legislated system is designed to provide improved protection for workers against exposure to hazardous materials on the job.

EMILY CARR OUTREACH COURSES ACROSS THE COLLEGE REGION

PAINTING - PRINCE RUPERT #13740

Date: February 3 & 4, 1990 Time: Saturday & Sunday
Location: N.W.C.C. 9 a.m. to 4 p.m.
Fee: \$45.00 Instructor: Richard Reid

TOOL MAKING - QUEEN CHARLOTTE CITY

Date: February 17 & 18
February 24 & 25

DRAWING & PAINTING - KITIMAT

Date: March 3 & 4, 1990 Time: Saturday & Sunday
Location: M.E.S.S. Room 124 9 a.m. to 6 p.m.
Fee: \$45.00 Instructor: Brian Scott

PRINTMAKING - QUEEN CHARLOTTE CITY

Date: March 3 & 4

CERAMICS - PRINCE RUPERT #13738
(Handbuilding and Wheel Throwing)

Date: March 31 - April 1, 1990 Time: Saturday & Sunday
Location: N.W.C.C. 9 a.m. to 4 p.m.
Fee: \$45.00 Instructor: Corrine Boychuk

SEMINARS AND WORKSHOPS

BASIC MASSAGE #13340

Date: March 30 Time: Friday
Location: N.W.C.C. 6 - 10 p.m.
Fee: \$30/person, \$50/couple Instructor: Roger Carling-Kelly
Registration by: March 23 N.W. Massage
Therapy

Here is your chance to learn basic massage techniques from a trained professional. This seminar is designed to give you hands-on experience and is of particular interest to couples who lack the confidence to really feel comfortable in giving their 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, as massage techniques will be practiced in class. Bring your partner or friend, blanket/sheet, and pillow.

BOOKKEEPING FOR SMALL BUSINESS #13767

Date: March 19 & 20 Time: Mon & Tues
Location: N.W.C.C. 6:30 - 10:00 p.m.
Instructor: Federal Business Dev. Bank Fee: \$80.00
Registration by: March 12

Now owners, managers, or key employees can easily learn correct bookkeeping methods without any prior knowledge. This basic course is designed for entrepreneurs of small and medium-sized business, or their newly-established bookkeepers. Included is a practical glossary of accounting terms and true-to-life exercises.

COPING WITH FEELINGS WORKSHOP #13356

Date: March 2 & 3 Time: Friday, 7 - 10 p.m.
Location: N.W.C.C. Saturday, 9 - 4 p.m.
Fee: \$56.00 Instructor: Lorna Piper
Registration by: February 26

This workshop will cover dealing with your own feelings and with the feelings of others - anger, anxiety, depression, fear, grief, panic, worry, etc. Using discussion, activities, and written exercises we will work on acceptable ways of releasing and expressing feeling while still accepting the rights of others. Some communication skills will be part of these sessions. This is a participation workshop so please wear comfortable clothing, bring sleeping bag or mat for floor exercises, pen and paper, and a bag lunch on Saturday.

DOWNFILLED QUILTS

Join us at either of these one-day workshops. When registering for this workshop, please ask for a supplies list and specify what size of quilt you will be making (King, Queen, Double, or Single).

#13751

Date: March 24 & 25 Time: Saturday & Sunday
Location: N.W.C.C. 9 - 4 p.m.
Fee: \$28.00 Instructor: Shelly Kerr
Registration by: March 17

DOWNFILLED QUILTS#13752

Date: May 26 & 27 Time: Saturday & Sunday
 Location: N.W.C.C. 9 - 4 p.m.
 Fee: \$28.00 Instructor: Shelly Kerr
 Registration by: May 19

OPERATING A RETAIL BUSINESS #13768

Date: April 23 & 24 Time: Mon & Tues
 Location: N.W.C.C. 6:30 - 10 p.m.
 Fee: \$80.00 Instructor: F.B.D. Bank
 Registration by: April 16

Retail stores come and go but the ones that stay and grow understand the main ingredients for success. This course helps retailers interested in increasing their sales and profits by presenting proven, practical retailing principles. This course is full of guidelines such as how to pick the right location, maximize the use of floor space, make the right purchases, and managing markdowns. Additional retailing basics covered include "pricing for profit" and "controlling inventory investment."

PEOPLES LAW COURSES

Dealing with Contractors	January 16
Computer Law	January 30
Personal Tax	February 13
Bed & Breakfast	March 6
Copyright Law	April 10
Planning a Small Bus - Financial	May 1
Planning a Small Bus - Legal	May 8

R.R.S.P's/RRIF's & Annuities - INVESTING FOR YOUR FUTURE #13303

Date: January 26 Time: Friday, 7 - 10p.m.
 Location: T.B.A. Fee: \$35/person
 Instructor: Diana Costain \$45/coupl
 Register by: January 12

Learn new ways to secure your retirement lifestyle. This indepth discussion of RRSP's and RRIF's and annuities examines methods of building capital, ensuring income, and the eventual withdraw of capital. Included is Tax Planning strategies, Income Tax considerations, Spousal Accounts, Flow-Through shares, Mutual Funds, Capital Gains, Dividends, and Interest Income. Join **Diana Costain, renowned Vancouver Investment Broker**, for an evening of fun and information sharing. Refreshments will be served.

STRESS MANAGEMENT #13355

Date: February 2 - 3 Time: Friday & Saturday
 Location: N.W.C.C. 7 - 10/9 - 4
 Fee: \$56.00 Instructor: Lorna Piper
 Register by: January 31

This workshop will cover relaxation exercises and reduction of stress caused by environmental, physiological, and psychological sources. Activities, exercises, and discussions will include body awareness, progressive relaxation, imagination, and refuting irrational ideas. This is a participation workshop, please wear comfortable clothing, bring a sleeping bag or mat for floor exercises, bring pen and paper, and a bag lunch for Saturday.

TRAVEL AGENT - INTRODUCTION #13367

Date: February 2 & 3 Time: Friday & Saturday
 Location: N.W.C.C. 7 - 10/9 - 4
 Fee: \$30.00 Instructor: Sandra Ridgeway
 Register by: January 23

This weekend seminar will introduce the participants to the world of travel agents. Tickets, routing, reservations for accommodation and travel will be topics of discussion. This programme is for everyone!

WALKING SEMINAR #13318

Date: April 28 Time: Saturday
 Location: N.W.C.C. 1 - 4 p.m.
 Fee: \$40/person, \$70/couple Instructor: R. Hood, Vancouver
 Register by: April 14

Do you know that there is a RIGHT way to walk for the very best results? The increasing trend of walking for fitness prompted N.W.C.C. to bring in Robin Hood, an Olympic Speed Walker from Vancouver to assist those that are either walking for fun or walking for speed. The programme will include a short lecture and a practical demonstration of the correct method of walking during a short walk through Prince Rupert. Bring your runners and enjoy!

WHMIS - WORKPLACE HAZARDOUS MATERIALS #13337

Date: March 7 Time: Wednesday
 Location: N.W.C.C. 6 - 10 p.m.
 Fee: \$30.00 Instructor: George Hines
 Register by: February 28

As of October of 1988, W.H.M.I.S., the Workplace Hazardous Materials Information System, came into effect across Canada. This federally legislated system is designed to provide improved protection for workers against exposure to hazardous materials on the job.

WOMEN & INVESTING #13304

Date: January 27 Time: Saturday
 Location: N.W.C.C. 9 - Noon
 Fee: \$35/person, \$45/couple
 Instructor: Diana Costain Register by: January 14

Joining the fastest growing segment of the investing public - women. This seminar discusses the special needs of women in the investment world. A hands-on practical course designed to help make investing decisions easier. Setting goals and objectives in financial planning is also included. Join Diana Costain for coffee and refreshments.

**IT'S IMPORTANT TO PRE-REGISTER**

THE COURSE YOU WANT MAY BE CANCELLED BECAUSE OF
 LOW ENROLMENT, OR MAY ALREADY BE FILLED UP.

WE'RE ONLY A PHONE CALL AWAY - 624-6054.

MOBILE COMPUTER WORKSHOPS -

These workshops are offered to the community on a demand basis. If you are interested in other programmes not listed here, please contact the College and place your request. As soon as we have five names waitlisted, we will endeavour to provide the course.

INTRODUCTION TO MS DOS #14783

Date: January 18 Time: Thursday
Fee: \$40.00 2 - 5 p.m.

INTRODUCTION TO WORD PROCESSING (Word Perfect)#14784

Date: January 18 Time: Thursday
Fee: \$40.00 7 - 10 p.m.

INTRODUCTION TO dBASE III+ #14784

Date: January 19 Time: Friday
Fee: \$70.00 2 - 9 p.m.

ACCPAC ACCOUNTING #14785

Date: January 20 Time: Saturday
Fee: \$70.00 9 - 4 p.m.

INTERMEDIATE MS DOS

Date: February 24 Time: Saturday
Fee: \$40.00 9 - Noon

INTERMEDIATE WORD PROCESSING

Date: February 24 Time: Saturday
Fee: \$40.00 1 - 4 p.m.

INTRODUCTION TO SPREADSHEETS (Lotus 1-2-3)

Date: February 26 Time: Monday
Fee: \$40.00 7 - 10 p.m.

INTERMEDIATE SPREADSHEETS

Date: February 27 Time: Tuesday
Fee: \$70.00 2 - 9 p.m.

ACCPAC ACCOUNTING

Date: May 1 Time: Tuesday
Fee: \$70.00 2 - 9 p.m.

BEDFORD ACCOUNTING

Date: May 2 Time: Wednesday
Fee: \$70.00 2 - 9 p.m.

Details on the precise location of these workshops was not available at press time. Please contact the College at 624-6054 for more information.

FUTURE COURSES

COMPRESSED NATURAL GAS FUEL SYSTEMS FOR VEHICLES

A course in installing and servicing CNG conversions. Prepares students to write the provincial Gas Safety Branch licensing exam.

COPING WITH THE ANGRY CLIENT - This programme will provide techniques for diffusing anger, enabling a positive/cooperative end to conflict. This programme would assist anyone who deals with the public.

CONTINUING CARE AIDE - The goal of this course is to prepare 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 their clients in meeting basic needs and to achieve the highest possible quality of life. The graduate will be employable as a Home Support Worker working in a client's home, as a Continuing Care Assistant functioning as a member of team in facilities providing Personal Care, Intermediate Care, and Extended Care and in Group Homes.

DYNAMIC SECRETARY - This course covers such topics as: management style, handling criticism, assertiveness, etc. This is a great refresher programme for those that have been in the field for a while and will assist the newcomers in their development.

GOODS AND SERVICES TAX WORKSHOP - Do you need more information on the upcoming changes? Call the College and put your name on the list for an upcoming workshop.

MANAGEMENT SKILLS FOR SUPERVISORS - This provincially-recognized course is divided into three sections: interpersonal skills, group skills, and administrative skills and leads to a diploma in Management Skills that can be used for credit in Business Management programmes. The certificate is issued by the Ministry of Advanced Education and Training.

PROPANE FUEL SYSTEMS FOR VEHICLES - This is a course in installing and servicing LPG conversions. Prepares students to write the provincial Gas Safety Branch exam.

TIME TEXT - TIME MANAGEMENT

Are you overwhelmed by the information explosion? Do you have a need for better priority management? Why not let the Time Text programme introduce you and your organization to its specialized technique of detail and information management.

VOLUNTEERISM - This two day workshop would cover managing volunteers effectively, using volunteers as a resource, etc.

**DO YOU WANT THESE COURSES? CALL 624-6054
AND PUT YOUR NAME ON A WAITLIST.**

**DO YOU NEED ASSISTANCE
IN COURSE SELECTION?**

**WILL FINANCIAL AID PAVE
YOUR WAY TO FUTURE
EDUCATIONAL GOALS?**

***OUR EDUCATIONAL
ADVISOR CAN HELP YOU!***

WE ARE ONLY A PHONE CALL AWAY!

624-6054

**NORTHWEST COMMUNITY
COLLEGE**

**THE SITE OF PROGRESSIVE
EDUCATION**