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PRINCE RUPERT - 624-6054

NORTHWEST COMMUNITY COLLEGE

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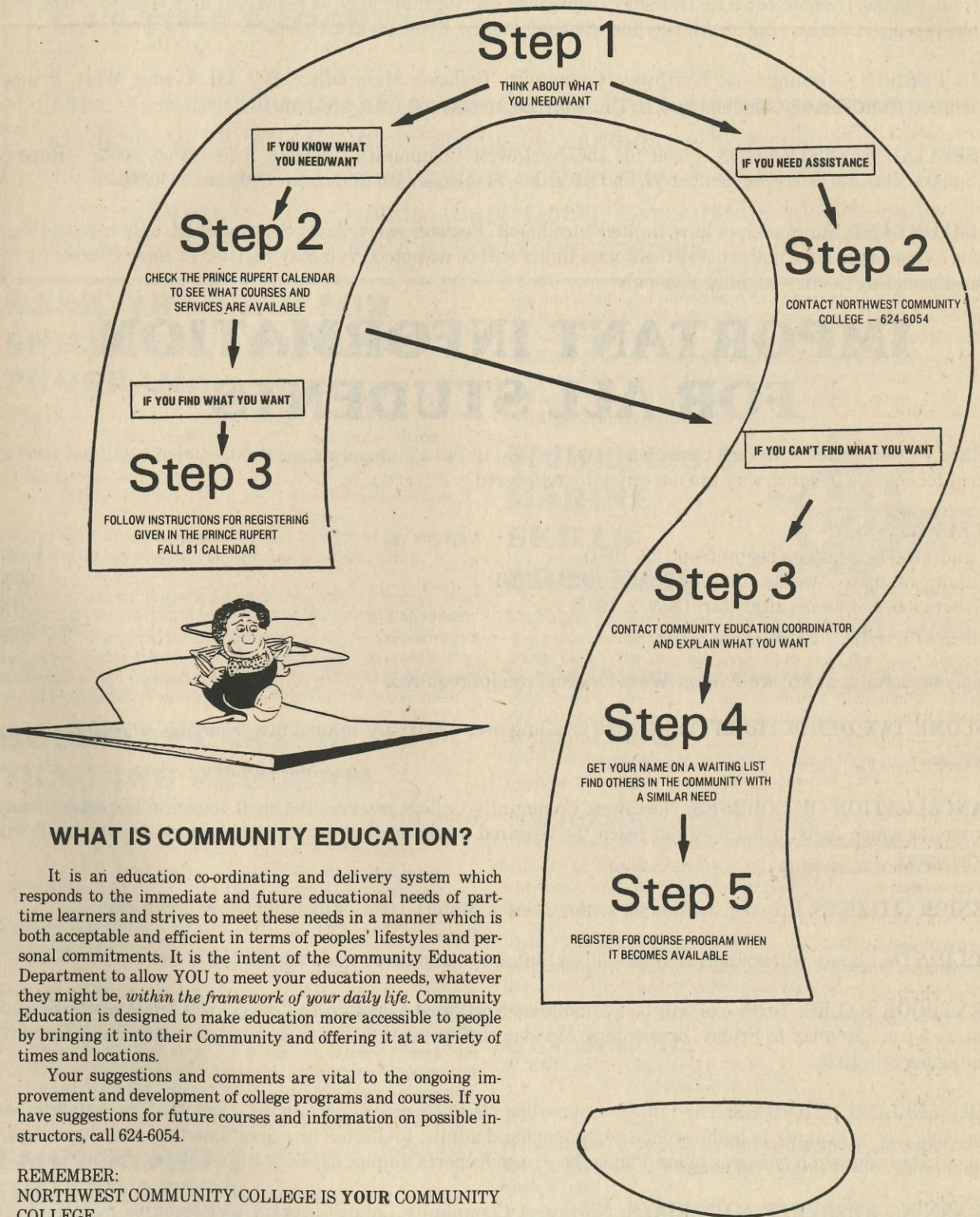
TERRACE PROGRAMS

DISTANCE EDUCATION

OPEN LEARNING INSTITUTE

PROFESSIONAL DEVELOPMENT, SCHOOL DISTRICT #52

How to use Community Education



WHAT IS COMMUNITY EDUCATION?

It is an education co-ordinating and delivery system which responds to the immediate and future educational needs of part-time learners and strives to meet these needs in a manner which is both acceptable and efficient in terms of peoples' lifestyles and personal commitments. It is the intent of the Community Education Department to allow YOU to meet your education needs, whatever they might be, *within the framework of your daily life*. Community Education is designed to make education more accessible to people by bringing it into their Community and offering it at a variety of times and locations.

Your suggestions and comments are vital to the ongoing improvement and development of college programs and courses. If you have suggestions for future courses and information on possible instructors, call 624-6054.

REMEMBER:
NORTHWEST COMMUNITY COLLEGE IS **YOUR** COMMUNITY COLLEGE.

ELAINE ROBILLARD
Regional Co-ordinator
Prince Rupert

KATHY BEDARD
Campus Secretary

CAPTAIN BEN WEST
Marine Program Co-ordinator

THREE WAYS TO REGISTER

1. **IN PERSON** - days - at Northwest Community College, Main Office, 820 3rd Avenue West, Prince Rupert, from Tuesday, September 8 to Thursday, September 24, 1981, Monday to Friday, from 9 a.m. to 5 p.m. No phone registrations accepted. All fees due when registering.
2. **IN PERSON** - evenings - at Northwest Community College's Main Office, 820 3rd Avenue West, Prince Rupert, from Tuesday, September 8, to Thursday, September 24, 1981, 6:30 p.m. to 10:00 p.m.
3. **SPECIAL REGISTRATION** - look for the Northwest Community College's registration booth - Rupert Square Mall, Saturday, September 12, and Saturday, September 19, 1981, from 1:00 p.m. to 4:00 p.m.

IMPORTANT: Many courses have limited enrollment. Register early. After September 24, only registrations for courses that have not reached their class limits will be accepted. You may register in these courses up to and including the first night of class only.

IMPORTANT INFORMATION FOR ALL STUDENTS

FEES: Tuition varies with each course and must be paid in full at time of registration. Students will not receive credit for courses in which they are not officially registered.

REFUNDS:

Withdrawal before class begins (Sept. 28, 1981)	100%
Withdrawal up to 2 weeks after class begins (Oct. 5, 1981)	80%
Withdrawal 2 - 4 weeks after start (Nov. 2, 1981)	50%
Withdrawal after 4 weeks	No refund

Apply for refunds at 820 3rd Avenue West. Original receipt required.

INCOME TAX DEDUCTIBILITY: Receipts totalling over \$25.00 are income tax deductible. Please retain fee receipts.

CANCELLATION OF COURSES: Northwest Community College reserves the right to cancel or postpone any course for which registration does not reach the required minimum, or in which attendance or progress is unsatisfactory.

SENIOR CITIZENS: Free registration for senior citizens. Material costs still apply where applicable.

HOLIDAYS: Classes will not normally be held on Statutory holidays or when schools are closed.

TEXTBOOK SALES: Textbooks will be available at Northwest Community College, 820 3rd Avenue West, 9 a.m. to 5 p.m., Monday to Friday, or evenings, Monday to Thursday, 6:30 p.m. to 10:00 p.m. beginning Tuesday, September 8th, 1981.

COUNSELLING SERVICES: The College Counsellor visits Prince Rupert twice a month. The counsellor is available day or evening to both secondary students and adults, to discuss any questions they may have regarding further education or career plans. Phone the Prince Rupert Campus, 624-6054 to arrange an appointment.

LEARNING RESOURCE MATERIALS: Northwest Community College Library and resource materials are catalogued at the Prince Rupert Campus and may be ordered by students. Students registered in Northwest Community College courses can utilize the Prince Rupert Campus Learning Resource Centre. University transfer or career/technical students can also arrange with their instructors to order books and periodicals from the learning resource centres of other B.C. post-secondary institutions, including S.F.U., U.Vic, and U.B.C.

VOCATIONAL TRAINING

DAY-TIME PROGRAMS

Note: For the following programs, Canada Employment sponsorship is available to a limited number of eligible candidates by registering with the local Canada Employment Centre at the Pride of the North Mall. For more information on Canada Employment sponsorship, please phone 624-9671. For more information about these programs, call 624-6054.

BASIC TRAINING FOR SKILLS DEVELOPMENT PROGRAM

LOCATION: N.W.C.C.,
820 3rd Ave. West,
Prince Rupert
DATES: September 8, 1981
to May 31, 1982

TIMES: Mon. to Fri.,
8:30 a.m. - 3:30 p.m.
DURATION: 9 months
FEE: \$23.50 per month plus
\$25.00 refundable book
deposit

Prerequisites: Students must be at least 17 years of age and have been out of the school system for a minimum of one year.

This is a vocational program for adults who wish to upgrade basic academic skills equal to a Grade 12 level to qualify for employment, entry into a vocational training program, or to meet requirements for apprenticeship training. Subjects studied are communications, mathematics, and sciences. Students can enroll any time during the course period (space permitting) and will work at their own speed.

BUSINESS CAREER TRAINING PROGRAM

INSTRUCTOR: Mrs. S. Russell
LOCATION: N.W.C.C.
820 3rd Ave. West
Prince Rupert
DATES: Sec. I: Sept. 8 - Jan. 30, 1982
Sec. II: Feb. 8 - June 25, 1982

TIMES: Mon. to Fri.,
9:00 a.m. - 4:00 p.m.
DURATION: 5 months
FEE: \$23.50 per month plus
\$25.00 refundable book
deposit

Entrance requirements: Minimum Grade 10 (Grade 12 preferred). Successful completion of placement test.

This comprehensive pre-employment training program offers a curriculum including Business English, Business Machines, Filing, Business Math, Office Procedures, Typing, Dicta Typing; and where applicable, Accounting I and II. A limited number of seats are available, so prospective students should register for the placement test by contacting the College. Details about Manpower sponsorship are available by contacting Nora Lowe at the Manpower office, 624-9671.

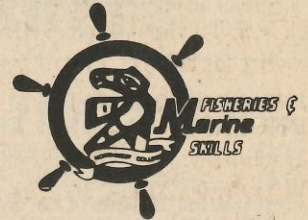
EMPLOYMENT ORIENTATION FOR WOMEN PROGRAM

TIME: Monday to Friday,
8:30 a.m. to 3:30 p.m.
DURATION: 8 weeks
INSTRUCTOR: To Be Announced

DATES: Oct. 5 to Dec. 1, 1981
FEES: \$23.50 per month plus
\$25.00 refundable book deposit
LOCATION: To Be Announced

Are you thinking of returning to the labour market, but uncertain of your skills? E.O.W. offers women who have been homemakers and who would like to enter the labour force a chance to assess their skills, brush up on the old skills, and determine what training they need and how to get it. The course is designed to build confidence, and assist women in choosing and preparing for a career. There are no educational prerequisites for this course.

FISHERIES & MARINE SKILLS PROGRAM



Exciting things are happening in the marine industry. There are many changes anticipated during the 80's, especially along the North Coast. The demand, more than ever before, is going to be for qualified, experienced seamen. Don't be left behind! The opportunities are here at the Northwest Community College, the potential is here in the Prince Rupert area — ALL THAT IS REQUIRED IS YOU!!

The following courses will be offered by the Northwest Community College, Prince Rupert commencing in the Fall, 1981:

CORE PROGRAM: Certificate Preparation

These courses are designed to prepare students to sit for the Ministry of Transport exams at various levels, although students who do not want certification immediately are encouraged to take the course anyway.

NOTE: For the convenience of anyone who has completed some of the Ministry of Transport examinations, the modules for Fishing Master IV, III, II and Watchkeeping Mate will also be available separately.

WATCHKEEPING MATE

DURATION: November 9, 1981 to April 2, 1982
(Includes S.E.N. I (a) (b))

TIME: 8:30 a.m. to 3:30 p.m.

FEE: \$90.00

Prerequisites: 18 years of age or over. Minimum 24 months sea time on vessels of five tons or over. This course will prepare for examinations:

EXN 041: Chartwork and Pilotage

EXN 021: Navigating Instruments

EXN 061: Navigation Safety

EXN 151: General Ship Knowledge

EXN 161: General Seamanship

To operate as Third Mate Foreign Going Second Mate Home Trade and Second Mate Inland Waters.

FISHING MASTER II - Part A

DURATION: November 9, 1981 to February 19, 1982

TIME: 8:30 a.m. to 3:30 p.m.

FEE: \$70.00

Prerequisites: 19 years of age or over. Minimum of 24 months sea time on vessels of five tons or over. This section will prepare for the following examinations:

- EXN 041: Chartwork and Pilotage
- EXN 060/061: Navigation Safety
- EXN 021: Navigating Instruments
- EXN 157: General Ship Knowledge

FISHING MASTER II - Part B

DURATION: April 12 to June 11, 1982

TIME: 8:30 a.m. to 3:30 p.m.

FEE: \$35.00

Prerequisites: - same as Fishing Master II Part A
- completion of Fishing Master II Part A

To prepare for examinations:

- EXN 011: Communications
- EXN 099: Ship Management
- EXN 072: Meteorology
- EXN 168: General Seamanship

Upon passing the examinations required for Fishing Master II Part A & B, the student will be able to operate any fishing vessel of any tonnage, within an area 6 degrees north latitude, 30 degrees west longitude and 180 degrees west longitude.

FISHING MASTER III - Part A

DURATION: November 9, 1981 to January 22, 1982

TIME: 8:30 a.m. to 3:30 p.m.

FEE: \$70.00

Prerequisites: 18 years of age or over. Minimum of 24 months sea time on vessels of 5 tons or over.

To prepare for examinations:

- EXN 041: Chartwork and Pilotage
- EXN 060 or 061: Navigation Safety
- EXN 020: Navigating Instruments
- EXN 157: General Ship Knowledge

FISHING MASTER III - Part B

DURATION: April 12, 1982, to June 11, 1982

TIME: 8:30 a.m. to 3:30 p.m.

FEE: \$25.00

Prerequisites: - same as Fishing Master III - Part A
- completion of Fishing Master III - Part A

To prepare for examinations:

- EXN 011: Communications
- EXN 072: Meteorology
- EXN 167: General Seamanship

Upon passing the required examinations for Fishing Master III Part A & B, the student will be able to operate any fishing vessel of any tonnage within the Home Trade II limits.

FISHING MASTER IV

DURATION: November 9, 1981, to January 29, 1982

TIME: 8:30 a.m. to 3:30 p.m.

FEE: \$55.00

Prerequisites: 17 years of age. Minimum of 12 months sea time on vessels of five tons or over.

First step on the ladder for the Ministry of Transport certificates to operate any fishing vessel under 100 tons within the Home Trade II limits. This course will prepare fishermen for the following examinations:

- EXN 040: Chartwork and Pilotage
- EXN 060: Navigation and Safety
- EXN 020: Navigating Instruments
- EXN 166: General Seamanship

NOTE: Fishing Master II, III, and IV are structured on the modular system with each examination attempted on the completion of the subject module. The MED I certificate is a pre-requisite before attempting the 167 or 166. The MED II certificate is a pre-requisite before attempting the 168 or 161 oral examination.

BASIC NAVIGATION

DURATION: November 9, 1981, to December 18, 1981

TIME: 8:30 a.m. to 3:30 p.m.

FEE: \$40.00

An introductory course for the person who has very little or no previous knowledge of the subject. The course is designed to provide a foundation from which the certificate programs can be attempted. Subjects covered are: Basic Chartwork, Navigation Safety and Electronic Aids.

COMMAND ENDORSEMENT

DURATION: 6 weeks

TIME: 8:30 a.m. to 3:30 p.m.

FEE: \$40.00

This course will be offered dependent upon student numbers. Please call 624-6054 and place your name on a waitlist if you wish to take this course.

Pre-requisites: Holder of Watchkeeping Mate Certificate.

This course will prepare the student to sit the following examinations:

- EXN 042: Chartwork and Pilotage
- EXN 072 or 073: Meteorology
- EXN 090: Ship Management
- SEN II: Simulated Electronic Navigation

This course will enable the student to obtain:

- Master Home Trade Vessel of under 350 tons
- Master of a tug of any size
- Master of Minor Waters Vessel

UPGRADING FOR MARINERS

DURATION: offered as required throughout the year

FEE: \$3.00 per day

\$12.00 per week

\$40.00 per month

For the convenience of mariners studying for higher certification for which courses are not offered by the College at the present time. This program is ideal for the 40 ton, Master Minor Waters, Master Small Passenger Craft and Command Endorsement.

The College facilities, including the marine library, simulated electronics room and the assistance of an instructor, (when available) will be made accessible to the upgrader. Classroom space will be provided.

Requirements: to be attempting Ministry of Transport examinations.

SIMULATED ELECTRONIC NAVIGATION (SEN) Part I (A and B)

This comprehensive course on electronic navigation instruments carries an MoT certificate, and offers theory and practical instruction in:

- Radar
- Decca
- Loran
- Radio Direction Finder
- Echo Sounder

SEN Part A is a four-week course offered in Prince Rupert. (Fee: \$45.00.)

SEN I Part B is a two week module available only at the Pacific Marine Training Institute in Vancouver (set by P.M.T.I. Vancouver).

Requirements: 18 months sea time on a vessel of more than 5 tons.

For further information please call Cpt. Ben West, 624-6034.

SELF-STUDY

Designed for those people who, by virtue of their occupation, cannot spare the required time for full day-time training. This program goes to a Fishing Master (3) level, and is comprised of exercises, reviews, and tests that the student can study on his or her own time. Tutorial sessions are required and will be set up at the student's convenience.

Classroom time is needed for the navigating instruments, Small Vessel Safety and first aid sections. (Fee: \$60.00 per module).

MARINE EMERGENCY DUTIES (MED I)

TIME: offered dependent upon student enrollment in Prince Rupert and other areas.

DURATION: 4 - 5 days

FEE: \$40.00

Pre-requisite: None

A safety-oriented course for small vessel operators and crew. This course was designed by the Canadian Coast Guard (Ship's Safety Branch) specifically for the small boat operator and fisherman and consists of the practical and theoretical application of life saving, survival, fire fighting and seamanship. An MoT certificate will be issued on completion of the course.

NOTE: This certificate is a requirement for the Fishing Master III - IV certificate of competency.

COASTAL NAVIGATION

INSTRUCTOR: To Be Appointed TIME: 7 - 10 p.m.

LOCATION: N.W.C.C., DURATION: 10 weeks

820 3rd Ave. West FEE: \$37.50

DATES: Sept. 29 - Dec. 9

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

MARINE SKILLS

NET MENDING & HANGING

INSTRUCTOR: To Be Appointed TIMES: 7:00 - 10:00 p.m.

LOCATION: 820 3rd Ave. West, DURATION: 10 weeks

Prince Rupert

Note: offered dependent on student numbers.

Of interest to shore workers and fishermen, this course covers basic net mending and hanging on seine and gill nets. If you wish to take this course please call 624-6054 and place your name on the waitlist.

MARINE EMERGENCY DUTIES (MED II)

FEE: \$50.00 DURATION: 5 days

PRE-REQUISITE: Should be attempting an MoT Certificate of competency

This program, at the Pacific Marine Training Institute in Vancouver, is an extensive course in the theory and practice of shipboard fire-fighting and survival carried out in a simulated vessel. An MoT certificate will be issued on successful completion.

NOTE: This certificate is a requirement for the MoT Fishing Master II, I, and Watchkeeping Master certificate of competency. Arrangements for student placement in this course will be made through Captain Ben West. (Call 624-6054).

PRACTICAL FISHING SKILLS

FEE: \$33.50 DURATION: 3 weeks

PRE-REQUISITE: A desire to work in the fishing industry. TIME: 8:30 a.m. - 3:30 p.m.

Monday - Friday

Offered throughout the year dependent on sufficient student registration. Call 624-6054 to place your name on a waitlist.

A practical course of instruction in basic net mending and trimming, net shaping and tapering, hanging, rope and wire work. This course will be of special interest to those people who are already or are desirous of obtaining employment in the fishing industry.

PRE-SEA FISHERMAN

FEE: \$30.00

DURATION: 3 weeks

TIME: Offered throughout the year dependent on sufficient student numbers. Call 624-6054 to place your name on waitlist.

A course designed for the person who wishes to obtain employment in the fishing industry as a fisherman, but has not had any previous experience. Topics include: shipboard safety, basic seamanship, basic practical skills. A trial trip, as an observer, will be arranged on a fishing vessel (if available) during the course.

VOCATIONAL TRAINING

EVENING COURSES & WORKSHOPS

BUSINESS TRAINING

ACCOUNTING I No. 934

INSTRUCTOR: Noel Brennan

TIMES: Mon. & Wed.,

LOCATION: N.W.C.C.,

7:30 - 10 p.m.

820 3rd Ave. West,

DURATION: 10 weeks

Prince Rupert

FEE: \$62.50 plus text

DATES: Sept. 28 to Dec. 9

An introduction to basic accounting, this CREDIT course covers general and synoptic journals, general and subsidiary ledgers, simple financial statements, and payroll. Completion of homework assignments, projects, and tests is required to achieve a certificate. Those wishing to take the course for general interest should register as auditors

ACCOUNTING II No. 2359

INSTRUCTOR: Roger Simpson

TIMES: Saturdays,

LOCATION: N.W.C.C.,

9:00 a.m. - 12:00 noon

820 3rd Ave. West,

DURATION: 16 weeks

Prince Rupert

FEE: \$62.50 plus text

DATES: Sept. 12 to Dec. 19

This CREDIT course, a sequel to Accounting I, is best suited to graduates of Accounting I. It covers cash control, specialized journals, vouchers, inventory control and some interpretation of accounting data. Certificate requirements include completion of assignments, projects, and tests. Those wishing to attend for general interest purposes should register as auditors. One 3 hour and one 2 hour evening class (to be arranged with instructor) will be required as well as the regular Saturday classes.

FILING No. 931

INSTRUCTOR: Mrs. Sue Russell

TIMES: Tues. & Thurs.,

LOCATION: N.W.C.C.

7:30 - 9:30 p.m.

3rd Ave. West

DURATION: 10 weeks

Prince Rupert

FEE: \$50.00

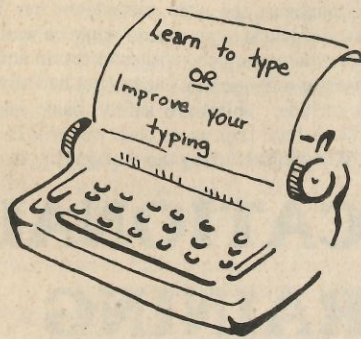
DATES: Sept. 29 to Dec. 3

This CREDIT course will familiarize the student with all aspects of filing. It covers indexing rules, types of filing, equipment, and supplies. The course also includes how to assess filing needs, establish a system and maintain the system. Those wishing to obtain a certificate will be subject to regular testing.

TYPING - BEGINNER No. 932

INSTRUCTOR: Kathy Bedard
 LOCATION: To Be Announced
 DATES: Sept. 28 - Dec. 9

TIMES: Mon. & Wed.,
 7:30 - 9:30 p.m.
 DURATION: 10 weeks
 FEE: \$50.00 plus text



This course is designed to introduce the student to an electric typewriter and touch typing. Emphasis is placed on keyboard and typing-technique instruction, with basic drills used to review knowledge. This NON-CREDIT course is offered as a prelude to Typing I.

TYPING 1 No. 933

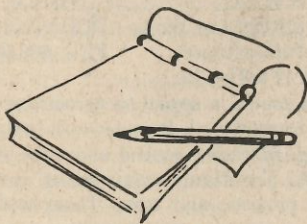
INSTRUCTOR: Linda Roach
 LOCATION: To Be Announced
 DATES: Sept. 29 - Dec. 3

TIMES: Tues. & Thurs.,
 7:30 - 9:30 p.m.
 DURATION: 10 weeks
 FEE: \$50.00 plus text

This course deals primarily with production typing. Completion of an assignment list in conjunction with instructor guidance should familiarize the student with all general typed material including letters, business forms and manuscripts. Speed tests and drills are given regularly in order to promote and measure increased typing speed. Since this is a CREDIT course, entrance requirements are completion of Beginner Typing and/or 25 net wpm.

SHORTERHAND — BEGINNER AND ADVANCED

In the interest of utilizing instructors and classrooms effectively, the College has decided to offer Shorterhand on a "demand" basis. If you are interested in either Shorterhand course, please contact the College and have your name, phone number, and choice of course placed on our waitlist.



BASIC UPGRADING

ADULT UPGRADING - ENGLISH No. 519

INSTRUCTOR: Michael Latham
 LOCATION: To Be Announced
 DATES: Sept. 28 - Dec. 9

TIMES: Mon. & Wed.
 7:00 - 10:00 p.m.
 DURATION: 10 weeks
 FEE: \$15.00

Designed for adults who wish to acquire a grade 10 or grade 12 equivalency in English.

ADULT UPGRADING — MATH

INSTRUCTOR: G. Thornton
 LOCATION: To Be Announced
 DATES: Sept. 29 - Dec. 3

TIME: Tues. & Thurs.,
 7:00 - 10:00 p.m.
 DURATION: 10 weeks
 FEE: \$15.00

Designed for adults who wish to acquire a grade 10 or grade 12 equivalency in Math.

ADULT UPGRADING — BASIC LITERACY No. 520

INSTRUCTOR: Michael Latham
 LOCATION: To Be Announced
 DATES: Sept. 29 - Dec. 1, 1981

TIMES: Tues., 7:00 - 10:00 p.m.
 DURATION: 10 weeks
 FEE: \$7.50 plus text

This is a very basic reading and writing skills course.

GRADE TWELVE EQUIVALENCY EXAMS (G.E.D.)

Tutoring No. 531

INSTRUCTOR: Lorna McCrae
 LOCATION: To Be Announced
 DATES: Sept. 29 - Nov. 10, 1981

TIMES: Tues., 7:00 - 10:00 p.m.
 DURATION: 7 weeks
 FEE: \$5.25
 TEXT: \$6.80

This tutoring course is designed to assist students to prepare for the G.E.D. examination. Successful completion of this exam (a series of five tests, one in each of the following: English Language, English Literature, Math, Social Studies and Science) will earn students a certificate stating they have the knowledge equivalent to a grade 12 graduate. Texts are available for sale from the Prince Rupert Campus, 820 3rd Ave. West. The next testing date in Prince Rupert will be Saturday, Nov. 14, 1981. Candidates must be 19 years of age and B.C. residents for 6 months prior to writing the G.E.D. exam. The fee for the exam is \$10.00.

HIGH SCHOOL CORRESPONDENCE COURSES

Sponsored through Ministry of Education, courses in Grades One to Twelve and some vocational courses. Students pace their own work, but should schedule regular studying time. Cost: \$25.00 per academic course. Useful for adults who cannot attend school regularly and who require specific courses to complete their high school education.

JANITORIAL TRAINING

There is a possibility that two short courses (basic and intermediate levels) of janitorial training will be offered this Fall and Winter in Prince Rupert. If you are interested in taking janitorial training, please call 624-6054 to place your name on a waiting list.

STANDARD FIRST AID & STANDARD FIRST AID INSTRUCTORS

These courses will be offered in Prince Rupert during the Fall, 1981 semester. Times and dates to be arranged. If you are interested in taking either or both courses, please call N.W.C.C., 624-6054, and place your name on a waitlist.

Pre-requisite Standard First Aid: Good command of the English Language.

Pre-requisites Standard First Aid Instructors: Students must hold a valid certificate in Standard First Aid. Please note that holders of Industrial First Aid tickets are ineligible for this course.

WELDING PROGRAM

INSTRUCTOR: Larry Burkett
 LOCATION: N.W.C.C.
 820 3rd Ave. West
 DATE: Sept. 8 - Oct. 1

TIME: Monday to Friday
 5:45 p.m. - 11:45 p.m.
 FEE: \$60.00
 DURATION: 4 weeks (19 days)

The College mobile welding unit will be in Prince Rupert in September. This course accommodates 12 students only and pre-registration is required. This is a basic course to give students a working knowledge of oxy-acetylene and arc welding. Students should wear work clothing to class. Some theory included.

PROFESSIONAL DEVELOPMENT

COMMUNICATIONS

TIMES: Tues. (first 8 weeks), 7:00 - 10:00 p.m.; Tues. & Thurs. (last 3 weeks), 7:00 - 10:00 p.m.
FEE: \$50.00
DATES: Sept. 29 - Dec. 8
DURATION: 11 weeks
LOCATION: 820 3rd Ave. West, Prince Rupert
INSTRUCTOR: To Be Announced

A component of the long-term care aide/homemaker program, this course together with other courses to follow, will allow students to eventually attain a provincial certificate. This course focuses on interpersonal communications and human relations on the job.

MANAGEMENT SKILLS FOR SUPERVISORS PROGRAM

TIMES: Part I, Part II, and Part III at 8:30 a.m. - 4:30 p.m.
FEE: \$200.00 per part
LOCATION: To Be Announced
INSTRUCTOR: Part I Neil Jones
 Part II & III To Be Announced

DATES: Part I - Oct. 5, 6 & 7, & follow-up Nov. 2
 Part II - Nov. 3, 4 & 5
 Part III - Jan. 26, 27, 28 & 1 follow-up day

Effective management in dealing with associates and subordinates is the key to successful and improved relationships. This provincially accredited program developed by Northwest Community College in conjunction with Selkirk College in Castlegar, covers communications, problem-solving and decision making, leadership, team-building, evaluation and organization of skills. Curriculum is designed to meet the learning needs of people who are supervising others in a work situation. **The program consists of three modules, and participants may participate in any one or all of them.** Space is limited, and employers are urged to pre-register employees as soon as possible. Some fee reimbursement to employers may be available, upon application to the Canada Employment Centre, Pride of the North Mall, telephone 624-9671. You do not need Part I to take Part III, however Part I is required to take Part II.

TIME MANAGEMENT No. 524

INSTRUCTOR: N. Jones, President, Principle Resource Management Ltd.
LOCATION: N.W.C.C., 820 3rd Ave. W.
DATES: Oct. 5 - Oct. 22
TIME: Thurs., 7:00 - 10:00 p.m.
 (First class Mon., Oct. 5)
DURATION: 4 weeks
FEE: \$65.00 (includes materials)

This course is designed to assist participants to become more productive in their business, social, and home lives through the effective management of the time available to them. This course will be of interest to business people, homemakers, teachers, students - anyone who has not had previous training in the basics of proven time management concepts and practices. Topics covered: importance of time, time usage, effective time management application.



TIME MANAGEMENT WORKSHOP No. 525

INSTRUCTOR: N. Jones
LOCATION: N.W.C.C., 820 3rd Ave. West
DATES: Oct. 14, 1981
TIMES: Wed., 8:30 - 4:30 p.m.
DURATION: 1 day
FEE: \$50 (includes materials)
 Please refer to preceding course description.
NOTE: Pre-course work is required. Register before Oct. 1, 1981.

OTHER

AIR BRAKES

INSTRUCTOR: Bud Hallock
LOCATION: N.W.C.C., 820 3rd Ave. West
DATES: Section I: Sept. 15 - Sept. 19; Section 2: Oct. 13 - Oct. 17
TIMES: 6:30 - 10:30 p.m., Tues. - Fri. & Sat.
DURATION: 4 evenings and all day Saturday
FEE: \$38.00
TEXT: \$2.00

Purpose of this course is to prepare drivers with written and practical test on "Operation and Maintenance of Air Brakes systems". Successful completion of this course will qualify students to apply for an air brake endorsement on his or her present license. Class limited to 18 students. Valid B.C. Driver's License required.



HAVE YOU PRE-REGISTERED?

ADULT ENGLISH CLASSES 成人英語班
AFRIKA MAOHMATA ENGLANTIA AIKVISILLE
 CLASAS PARA ADULTOS ਵੀਡੀਐਮ: ਵਾਸਤੇ ਅੰਗਰਿਜ਼ੀ ਦੀਆਂ ਜਮਾਤਾਂ
COURS D'ANGLAIS POUR ADULTES

ਕੋਰਸੀਵਰਸ ਵਰਿਓਨਟੀ ਕਾਲਜ ਪਿੰਡ

ਮੰਗਰੋਜ਼ੀ ਪੜ੍ਹਨ, ਪਿਛਣ ਅਤੇ ਬੋਲਣ ਲਈ ਕਲਾਸਾਂ
 ਸ਼ੁਰੂ ਤੋਂ ਹੋਣੀਆਂ ਹਨ। ਜਮਾਤਾਂ ਛੋਟੀਆਂ ਅਤੇ ਚੰਗੀਆਂ
 ਹਨ। ਅਜੀ ਤੁਹਾਨੂੰ ਕਲਾਸਾਂ ਪਿੰਡ ਮਾਉਂਟਿੰਗ ਅਤੇ
 ਮਾਪਣ ਵੇਲੇ ਤੋਂ ਨੂੰ ਪਿਛਮਾਉਂਟ ਲਈ ਖੋਲ੍ਹੇ ਹੋ।

ਜਮਾਤਾਂ ਜਵੇਰੇ, ਦੁਪਿਹਰ ਅਤੇ ਸ਼ਾਮ ਨੂੰ
 ਹੋਣਗੀਆਂ। ਜਮਾਤਾਂ ਪਿੰਡ ਦਾਖਲ ਹੋਣ ਲਈ ਜਤੰਬਰ
 8 ਮੰਗਰਵਾਰ ਤੋਂ ਜਤੰਬਰ 25 ਜੁਵਰਵਾਰ ਤਕ
 ਦੁਪਿਹਰ 12 ਵਜੇ ਤੋਂ ਪਿੰਡ ਵਜੇ ਤਕ 8:20-3:20
 ਮੰਦੀਪਿਠੀ ਵੇਲੇ ਕੋਰਸੀਵਰਸ ਵਰਿਓਨਟੀ ਕਾਲਜ
 ਮਾਉਂਟਿੰਗ।

ਦਾਖਲਾ ਸਾਡੇ ਉਪਨ ਗਊਲ ਵੇਲੇ ਦੀ
 ਪਿਛਮ ਸਾ ਜਵਰੇ ਤੋਂ ਪਿਛਲ ਪਿੰਡ ਵੀਰਵਾਰ
 ਜਤੰਬਰ 24 ਨੂੰ ਸ਼ਾਮ 7 ਵਜੇ ਤੋਂ 9 ਵਜੇ ਕਾਲਜ
 ਪਿੰਡੇ ਹੋਵੇਗਾ। ਮਾਉਂਟਿੰਗ ਅਤੇ ਮਹਿਮਾਪਕ ਨੂੰ ਸਿਫ਼।
 ਡੀਟੀ ਅਤੇ ਤੋਲਣ ਵਰਤਾਏ ਜਾਵੇਗੇ।

ਕਲਾਸਾਂ ਜਤੰਬਰ 28 ਵੀਜੇ ਹੋਣੇ
 ਸ਼ੁਰੂ ਹੋਣਗੀਆਂ।

西北書院

設有英文日夜班
 以上各班在
 九月八日星期
 一至星期日早
 上九時至下午
 五時又星期一
 至星期四晚上
 六時半至十時
 開始接受報名
 晚上七時至九
 時請駕臨本
 書院會見各位
 英文班老師並
 有茶點招待歡
 迎各位携同親
 友報名。本書院
 地址本埠第三
 西八百二十號

ENGLISH OPEN HOUSE

Thursday, Sept. 24, 7:00 to 9:00 p.m.

Come to register and meet your teacher. Coffee and doughnuts served.

SPECIAL NOON HOUR REGISTRATION

starts Tuesday, Sept. 8, noon to 1:00 p.m.

ends Friday, Sept. 25, noon to 1:00 p.m.

MORNING

ENGLISH AS A SECOND LANGUAGE LEVEL 1A #554 & 526 (sections 1 & 2)

INSTRUCTOR: Donna Ferguson

TIMES: Mon. to Fri., 9:00 a.m. to 12 noon

LOCATION: N.W.C.C., 820 3rd Ave. W.

DURATION: Section 1 - 6 weeks; section 2 - 5 weeks

DATES: Section 1: Sept. 28 to Nov. 6, 1981

FEE: Section 1: \$21.00

Section 2: Nov. 9 to Dec. 11, 1981

Section 2: \$18.00

This is a course for beginners which emphasizes oral practice with everyday English. Includes speaking and listening skills.

ENGLISH AS A SECOND LANGUAGE LEVEL 2A #555 & 534 (sections 1 & 2)

INSTRUCTOR: Marie Grinstrand

TIMES: Mon. to Fri., 9:00 a.m. to 12 noon

LOCATION: N.W.C.C., 820 3rd Ave. W.

DURATION: Section 1 - 6 weeks; Section 2 - 5 weeks

DATES: Section 1: Sept. 28 to Nov. 6, 1981

FEE: Section 1: \$21.75

Section 2: Nov. 9 to Dec. 11, 1981

Section 2: \$18.00

A course for intermediate students who have sound basic conversation skills, phonics and spelling, as well as oral and listening skills, based on personal needs of individuals.

AFTERNOON

ENGLISH AS A SECOND LANGUAGE LEVEL 3A #1356 & 535 (Sections 1 & 2)

INSTRUCTOR: Marie Grinstrand

TIMES: Mon. to Fri., 1 p.m. to 4 p.m.

LOCATION: N.W.C.C., 820 3rd Ave. W.

DURATION: Section 1 - 6 weeks; Section 2 - 5 weeks

DATES: Section 1: Sept. 28 to Nov. 6, 1981

FEE: Section 1: \$21.75

Section 2: Nov. 9 to Dec. 11, 1981

Section 2: \$18.00

A course for people with basic knowledge of spoken English. Emphasis will be on the practice of everyday English, speaking and listening skills.

EVENING

ENGLISH AS A SECOND LANGUAGE LEVEL 1A #556 (section 3)

INSTRUCTOR: M. Nguyen

TIMES: Mon. & Tues., 7 p.m. to 10 p.m.

LOCATION: N.W.C.C., 820 3rd Ave. W.

DURATION: 11 weeks

DATES: Sept. 28 to Dec. 9, 1981

FEE: \$16.50

This is a course for beginners which emphasizes oral practice with everyday English. Includes speaking and listening skills.

ENGLISH AS A SECOND LANGUAGE LEVEL 2A #942 (Section 3)

INSTRUCTOR: To be appointed

TIMES: Mon., Tues. & Wed., 7 p.m. - 10 p.m.

LOCATION: To be announced

DURATION: 11 weeks

DATES: Sept. 28 to Dec. 16, 1981

FEE: \$23.25

See description of English as a Second Language Level 2A, mornings.

ENGLISH AS A SECOND LANGUAGE LEVEL 3A #943 (Section 3)

INSTRUCTOR: To be appointed

TIMES: Mon., Tues., & Wed., 7 p.m. - 10 p.m.

LOCATION: To be announced

DURATION: 11 weeks

DATES: Sept. 28 to Dec. 16, 1981

FEE: \$23.25

A course for people with basic knowledge of spoken English. Emphasis will be on the practice of everyday English, speaking and listening skills.

CANADIAN CITIZENSHIP #533

INSTRUCTOR: Lorna McCrae

TIME: Thursday, 7 p.m. - 9 p.m.

LOCATION: N.W.C.C., 820 3rd Ave. W.

DATE: Oct. 1 - Nov. 19

FEE: \$4.00

DURATION: 8 weeks

This course is designed for landed immigrants planning to apply for Canadian citizenship. Each lesson will be geared to studying for the kind of questions which might appear on a citizenship exam. In addition, students will study Canada's geography and the basics of the Canadian political system. Introductory citizenship information will be available in the Punjabi, Cantonese and Italian languages.

ACADEMIC

LOCATION OF CLASSES AND SEMESTER START DATE

All academic courses, i.e. university transfer, will begin the week of September 14, 1981, and will be held at the Prince Rupert campus of Northwest Community College, 820 3rd Avenue West, Prince Rupert, unless otherwise noted. Registration begins September 8, 1981.

COURSE FEES

All courses are \$34.50 per course, plus text, unless otherwise noted. Full-time students taking a complete load of five courses pay \$150.00 per semester. (Note: Students enrolled in other than 3 credit hour courses will be charged at the rate of \$11.50 per credit hour.)

LATE REGISTRATIONS

Students may be admitted to university transfer courses up to three weeks late. Registration after this time will only be permitted in exceptional circumstances.

MEET YOUR INSTRUCTOR

At N.W.C.C., Prince Rupert, Wednesday, Sept. 9, 7:00 - 9:00 p.m.

ACADEMIC DIVISION — GENERAL INFORMATION

DO YOU KNOW.....

- that we offer a variety of first and second year university courses?
- that these courses are open to anyone in the community?
- that you don't have to have a grade 12 education to attend?
- that we particularly welcome those of you who may have been out of formal schooling for quite some time?
- that you may take a course just for interest and determine your own workload?
- that tuition fees are low (\$34.50 for a course) and that no fees are charged to senior citizens?
- that bursaries for individual course fees are available from the Faculty Union? (For information please contact the Academic Division or your instructor.)
- that we also have special programs for workers and women?
-and career-technical programs in Early Childhood Education, Human Service Work, and Dental Assisting?
-and college preparatory courses, especially in Mathematics?
- and that our library in Terrace (with audio-visual services and all local history information bank) is open to all residents of the community?

For more information on academic and career technical programs offered in Terrace or Prince Rupert contact Northwest Community College, Prince Rupert Campus, at 624-6054, or write: The Academic Division

Box 726
5331 McConnel Ave.
Terrace, B.C.
Phone 635-6511

UNIVERSITY TRANSFER COURSES PRINCE RUPERT

ANTHROPOLOGY 101, INTRODUCTION TO PHYSICAL ANTHROPOLOGY & ARCHAEOLOGY

INSTRUCTOR: Paul Sneed, B.A. TIME: Wed., 7:00 - 10:00 p.m.
A general introduction to human biological and cultural history. Students will examine the concepts of evolution, genetics, animal behaviour and race in an attempt to understand what makes us human.

BIOLOGY 228 MARINE BIOLOGY

INSTRUCTOR: Dan Nomura, B.Sc.
TIME: Mon., 7:00 - 10:00 p.m.

Pre-requisite:

A course in Marine Biology covering the physical environment of the oceans, the origin and history of marine life, plankton, algae, invertebrate and vertebrate sea life, marine ecology, fisheries and pollution. The laboratory will involve collection and identification of local intertidal plants and animals, plankton and benthic life and study of water masses.

ENGLISH 101 LITERATURE AND COMPOSITION I

INSTRUCTOR: George Stanley, M.A. TIME: Mon., 7:00 - 10:00 p.m.

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

ENGLISH 203 CANADIAN LITERATURE TO WORLD WAR II

INSTRUCTOR: George Stanley, M.A. TIME: Tues., 1:00 - 4:00 p.m.

The English Literature of Canada from the early 19th Century to World War II. Reading and discussion of works by Susanna Moodie, Stephen Leacock.

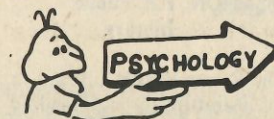
HISTORY 105 CANADA TO THE LATE 19TH CENTURY

INSTRUCTOR: Peter Weber, Ph.D. TIME: Tues., 7:00 - 10:00 p.m.
This is an attempt to make the more remote past of this country meaningful to us today. We shall look at the historic inheritance of English and French-speaking Canada in the context of social and economic structures and by way of comparison with similar developments in Europe and in the United States. We shall focus on the works of younger scholars and discuss a variety of interpretations.

HISTORY 133 PRINCE RUPERT & THE NORTHWEST COAST

INSTRUCTOR: Michael Latham TIME: Thurs., 7:00 - 10:00 p.m.
The history of the Prince Rupert area will be examined in this course. This examination must be made in the context of both provincial and Canadian history as it has affected our area. This course will cover such matters as the fur trade, settler-native relations, labour relations, and famous Prince Rupert personalities. These topics will be discussed within their historical context with the intention of seeing both, how they have shaped our world of today and how we might be shaping our area in the future. Extensive use will be made of original photographs, maps and documents.

PSYCHOLOGY 202 DEVELOPMENTAL PSYCHOLOGY: FROM EARLY CHILDHOOD TO ADOLESCENCE



INSTRUCTOR: Kamal Baig, Ph.D.
TIME: Thurs., 7:00 - 10:00 p.m.

In this course, the physiological and psychological development of children is the subject matter. Topics include development perception, learning, language acquisition, thinking and personality development from early childhood to adolescence.

Pre-requisites: Psychology 101-102 or permission from instructor.

GENERAL INTEREST COURSES & WORKSHOPS

LOCATION OF CLASSES & SEMESTER START DATE

All general interest evening courses begin the week of September 28, 1981, unless otherwise noted. Check individual course descriptions for specific start dates. The following abbreviations for class locations have been utilized:

TBA

To Be Announced: Due to construction at Prince Rupert Senior Secondary, it may be necessary to hold classes at another location. Class locations for courses affected will be announced at the time of registration.

N.W.C.C.

Northwest Community College
820 - 3rd Avenue West
Prince Rupert

PRE-REGISTRATION DEADLINE

Pre-registration for General Interest Offerings: from Sept. 8, 1981, to Sept. 24, 1981 (see page 2 of this calendar for details). Registrations will only be accepted after Sept. 24 for those courses which have not reached their class maximums. Pre-registration is required for ALL courses and workshops.

BARBER SHOP SINGING FOR WOMEN No. 925

INSTRUCTOR: Debbie Redman TIME: Tues., 7:00 - 10:00 p.m.
LOCATION: TBA DATE: Sept. 28 - Nov. 17
DURATION: 8 weeks FEE: \$8.00

Learn to sing four-part harmony Barber shop style without accompaniment. Musical knowledge is not necessary. If you just love to sing, this course is for you.

BOOK DISCUSSION GROUP

TIME: Every 3rd Tues. of each month, 7:30 - 9:30 p.m. START DATE: September 29
LOCATION: P.R. Public Library
FEE: None - Pre-registration required

Northwest Community College joins the Prince Rupert Library in offering an introduction to a variety of literature through reading and discussions of a selection of books in an informal atmosphere. The Book Discussion Group meets once a month on the third Tuesday of every month, and works to bring well-known authors to Prince Rupert for public readings and discussion of their works. If you are interested in participating in this group, contact the Public Library at 627-1345, or the Community College at 624-6054.

BREADMAKING No. 929

INSTRUCTOR: Larry Guiding TIMES: Thurs., 7:00 - 10:00 p.m.
LOCATION: TBA DATES: Oct. 1 - Nov. 19
DURATION: 8 weeks FEE: \$30.00

Learn the proper techniques required to make a variety of breads such as plain white yeast bread, whole meal bread, high-protein and low-cal bread, etc. Students are expected to supply their own supplies for the items they wish to take home (with the exception of the first night of class).

BRIDGE FOR BEGINNERS No. 501

INSTRUCTOR: Nick Horbatch TIMES: Tues., 7:00 - 10:00 p.m.
LOCATION: TBA DATES: Sept. 29 - Nov. 17
DURATION: 8 weeks FEE: \$24.00

Learn how to count points, evaluate your hand, bid, re-evaluate during bidding, open lead defense, signal, play the hand, and score. A large portion of the time will be spent on practice sessions where the principles can be illustrated.

CERAMICS — BEGINNERS No. 502

INSTRUCTOR: Helen Stamnes TIMES: Thurs., 7:00 - 9:00 p.m.
LOCATION: "The Cabin" DATES: Oct. 1 - Oct. 29
240 8th W. (rear) FEE: \$24.00

DURATION: 5 weeks Materials fee: \$20.00



Working on five ceramic pieces, students will learn the basics of preparing, cleaning greenware, and glazing. Materials fee covers greenware and glazes.

CHINESE COOKING - BEGINNERS - FOR MEN & WOMEN

No. 935 (Section 1) & No. 504 (Section 2)
INSTRUCTOR: Irene Walters TIMES:
LOCATION: TBA Section 1
DURATION: 8 weeks — Mon., 7:00 - 10:00 p.m.
DATES: Section 2
Section 1 — Sept. 28 - Nov. 23 — Wed., 7:00 - 10:00 p.m.
Section 2 — Sept. 30 - Nov. 25 FEE: \$35.00



Learn to cook Chinese food northern style. Special seasonings include garlic, ginger, and wine in many of these flavourful recipes. Everyone takes part in the practical class. Students supply their own food, which they can take home. (List of food supplies required will be given to students when they register).

CHINESE COOKING - INTERMEDIATE No. 503

INSTRUCTOR: Irene Walters TIMES: Tues., 7:00 - 10:00 p.m.
LOCATION: TBA DATES: Sept. 29 - Nov. 17
DURATION: 8 weeks FEE: \$35.00

For those who have completed Chinese Cooking (Beginners), a further adventure in Chinese cooking, mandarin style (northern) with new and exotic dishes to tempt your appetite. Students supply their own food which they can take home. List of food supplies required will be given to students when they register.

COASTAL NAVIGATION No. 529

INSTRUCTOR: To Be Appointed TIME: 7:00 - 10:00 p.m.
 LOCATION: N.W.C.C. DATES: Sept. 29 - Dec. 9
 DURATION: 10 weeks FEE: \$39.00
 MATERIALS FEE: \$5.00

For the sport boater, the ability to pilot a voyage, using all 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.

CONSERVATION & OUTDOOR RECREATION EDUCATION (C.O.R.E.)

INSTRUCTOR: Michael Trim TIME: Tues. & Thurs.,
 LOCATION: TBA 7:00 - 9:00 p.m.
 DURATION: 6 weeks DATES: Sept. 29 - Nov. 5
 FEE: \$12.00

Developed by the Department of Fish and Wildlife, this course for hunters, sports fishermen and outdoor enthusiasts covers basic survival skills, wildlife identification, game regulations and safe firearm handling. A mandatory course for beginner hunters.

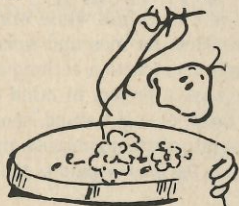
CONVERSATIONAL NORWEGIAN - BEGINNERS No. 927

INSTRUCTOR: Kris Tengs TIME: Wed., 7:00 - 9:00 p.m.
 LOCATION: N.W.C.C. DATES: Sept. 30 - Dec. 9
 DURATION: 10 weeks FEE: \$22.00

Students will learn vocabulary use in everyday situations and have the opportunity to practice dialogue in class.

CREWEL EMBROIDERY No. 506

INSTRUCTOR: Helen McCrindle TIME: Mon., 7:30 - 9:30 p.m.
 LOCATION: TBA DATES: Sept. 28 - Nov. 23
 DURATION: 8 weeks FEE: \$21.00



Students will learn the basic stitches of crewel embroidery and will learn to incorporate them in a floral design worked on linen fabric. No knowledge of embroidery is necessary. Bring to class: scissors, thimble, notebook, 14-inch wooden hoop. Materials including hoop, are available from instructor at cost.

DEFENSIVE DRIVING No. 527

INSTRUCTOR: Gary Owen
 LOCATION: N.W.C.C.
 FEE: \$10.00
 Materials Fee: \$5.00

TIME: Mon. & Wed.,
 7:00 - 10:00 p.m.
 DATES: Oct. 19 - Oct. 28



Learn to drive defensively, cope with adverse road conditions, and avoid accidents caused by other drivers' mistakes. This is a classroom course involving theory and films to show you the techniques to "accident proof" yourself. DDC certificate is awarded upon successful completion of course.

FOUR HARNESS TABLE LOOM WEAVING No. 938

INSTRUCTOR: Linda Krauter TIME: Thurs., 7:00 - 10:00 p.m.
 LOCATION: N.W.C.C. DATE: Nov. 5 - Dec. 17, 1981
 FEE: \$30.00 DEPOSIT ON LOOM: \$25.00

Students will learn to prepare the loom for weaving and will execute a sampler and (time permitting) a project of their choice. Basic theory will also be presented. The initial warp is provided and portable looms are available on loan to students.

GUITAR - BEGINNERS No. 930 & 937 (Section 1 & Section 2)

INSTRUCTORS: Section 1
 - Tom Strong
 Section 2
 - Russ Stasiuk

LOCATION: TBA
 DURATION: 10 weeks
 FEE: \$25.00
 TIMES: Section 1
 - Tues., 7:00 - 9:00 p.m.
 Section 2
 - Thurs., 7:00 - 9:00 p.m.
 DATES: Section 1
 - Sept. 29 - Dec. 1
 Section 2
 - Oct. 1 - Dec. 3



This course is designed for beginners. Students should be prepared to work in both group and individual situations and practise at home. The skills and confidence necessary to learn to play independently will be stressed. Students must provide their own guitars, picks and cap. Course fee includes materials.

HAIR & SKIN CARE - THE TOTAL LOOK No. 944

INSTRUCTOR: Delphine Flynn TIME: Thurs., 7:00 - 9:00 p.m.
 LOCATION: TBA DATE: Oct. 1 - Nov. 19
 DURATION: 8 weeks FEE: \$22.00

Learn how to approach hair and skin care as a total look. This course (including demonstrations) covers basic hair and skin care techniques as well as tips on utilizing your skin and hair colouring as a method in helping you to select wardrobe items. Specific hair care information such as frequency of shampooing, cutting bangs, blow-drying and handling permed hair will be included as well as skin care and the proper application of make-up.

INTERIOR DECORATING

INSTRUCTOR: Lorna McCrea TIME: Mon., 7:00 - 9:00 p.m.
 LOCATION: TBA DATES: Sept. 28 - Dec. 7
 DURATION: 10 weeks FEE: \$20.00

Initially, this course will concentrate on the elements of design (i.e. space, colour, lighting, etc.) to establish a basis for decorating problem areas and creating new design patterns. The course will involve lectures, discussions, group problem solving and slide presentations.

KNITTING & CROCHETING No. 936

INSTRUCTOR: Kris Tengs TIME: Mon., 7:00 - 9:00 p.m.
 LOCATION: TBA DATES: Sept. 28 - Nov. 23
 DURATION: 8 weeks FEE: \$19.00



Students at the beginners level will be taught all basic stitches and basic pattern reading for both knitting and crocheting. Ripple patterns and granny squares will be covered. Intermediate students will work with more complex patterns (two or more colours) and utilize circular needles. They will also learn single and double crochet. All students must bring a set of knitting needles, a crochet hook, and a ball of wool to the first class.

PHOTOGRAPHY - BASIC No. 530

INSTRUCTOR: Sal Dileta TIME: Tues., 7:00 - 9:00 p.m.
 LOCATION: TBA DATES: Sept. 29 - Nov. 17
 DURATION: 8 weeks FEE: \$20.00

Learn the basics of good picture taking: how to use a camera, lighting composition, and how to use a flash unit to make a picture look natural. There will be two Saturday field trips in the Prince Rupert area. The instructor will arrange the date and time of these field trips with the students. Any type of camera is acceptable for this course - you do not have to purchase or own an expensive camera to benefit from this course.

PHOTOGRAPHY - INTERMEDIATE No. 522

INSTRUCTOR: Doug Anderson TIME: Wed., 7:00 - 9:00 p.m.
 LOCATION: TBA (and 2 field trips)
 DURATION: 8 weeks DATES: Sept. 30 - Nov. 25
 FEE: \$20.00

The purpose of this course is to give students an opportunity through a variety of specific assignments, to take photographs (such as candid and posed shots of people, sequential and grouped photos) and have these reviewed within the grounds of photographic techniques. A review of basic technical information is also included. Two group field trips will be arranged with the instructor.

SALMON SPORT FISHING - BEGINNERS No. 2296

INSTRUCTOR: Wally Read TIME: Wed., 7:00 - 9:00 p.m.
 LOCATION: TBA DATES: Sept. 30 - Oct. 28
 DURATION: 5 weeks FEE: \$15.00

This course is designed for those who know little or nothing about salt water salmon fishing. Such topics as trolling equipment, basic trolling set-ups, trolling patterns, and playing salmon will be covered. If a field trip can be arranged, there will be an additional fee to cover this cost.

SEWING - BEGINNERS No. 930

INSTRUCTOR: Donna McNeill TIME: Wed., 7:00 - 9:00 p.m.
 LOCATION: TBA DATES: Sept. 30 - Dec. 9
 DURATION: 10 weeks FEE: \$20.00

An introduction to the proper operation of a sewing machine, material layout, cutting and following patterns. Beginning with a simple project, students will progress to another project (of their choice) such as a simple blouse or skirt. No previous sewing experience needed. Students are expected to provide their own materials (except for the first night of class).

SEWING - INTERMEDIATE No. 513

INSTRUCTOR: Carla de Best TIME: Tues., 7:00 - 9:00 p.m.
 LOCATION: TBA DATES: Sept. 29 - Nov. 17
 DURATION: 8 weeks FEE: \$16.00

Course designed to apply basic sewing skills and incorporate new techniques to enhance your sewing pleasure. Instruction on an individual basis to meet your special requirements. Students must supply their own materials.

STUMPWORK (17th Century Embroidery) No. 505

INSTRUCTOR: Helen McCrindle TIME: Thurs., 7:30 - 9:30 p.m.
 LOCATION: TBA DATES: Oct. 1 - Nov. 19
 DURATION: 8 weeks FEE: \$21.00

Using 17th Century techniques, students will create a small elegant picture. The padding and dressing of a figure is featured. Knowledge of basic embroidery stitches is desirable. Materials available from instructor at cost. Bring scissors, thimble and notebook.

TIPS ON TOY BUYING No. 536

INSTRUCTOR: Holly Horsburgh TIME: Tues., 7:00 - 10:00 p.m.
 LOCATION: TBA DATES: Nov. 17
 FEE: Free

- Pre-registration required

Co-sponsored by Consumer and Corporate Affairs and Northwest Community College, the first part of the session includes a discussion of hazardous toys, with a display of these and tips on how to choose a safe toy. The second part of the session includes an outline and sample display of toys tested by the Canadian toy testing council for durability, safety and play value.

UPHOLSTERY FOR BEGINNERS - Section 1 No. 508 & **Section 2** No. 507

INSTRUCTOR: Darlene Hlookoff TIME: Section 1 - Mon.,
 LOCATION: TBA 7:00 - 9:00 p.m.;
 DURATION: 8 weeks Section 2 - Wed.,
 FEE: \$12.00 7:00 - 9:00 p.m.
 DATES: Section 1 - Sept. 28 - Nov. 23;
 Section 2 - Sept. 30 - Nov. 25

Learn the basics of upholstering small chairs, stools, occasional chairs. Topics include material choices, use of upholstery tools and equipment. Students must bring either a stool or a small chair, tack hammers, flat screwdrivers and a pair of wire-cutter pliers to the first night of class.

WOODWORKING FOR BEGINNERS No. 514

INSTRUCTOR: Dave Saroop TIME: Mon., 7:00 - 10:00 p.m.
 LOCATION: Booth Memorial DATES: Sept. 28 - Dec. 7
 DURATION: 10 weeks FEE: \$35.00



Learn to operate tools and machines while working on your own project. This is a basic course for men and women which includes use of equipment, simple construction techniques and building of projects. Students who have a project in mind such as building a magazine rack, coffee table, or night stand, should contact the instructor before the course starts to discuss materials they will require. A \$2.00 materials fee is to be paid to the instructor for sandpaper, nails and glue.

WOODWORK PROJECTS - Section 1 No. 511 & **Section 2** No. 515

INSTRUCTOR: Section 1 - TIME: Section 1 - Thurs.,
 Dave Saroop; Section 2 - H. Linn 7:00 - 10:00 p.m.; Section 2 -
 LOCATION: Section 1 - Booth Wed., 7:00 - 10:00 p.m.
 Memorial; Section 2 - TBA DATES: Section 1 - Oct. 1 -
 DURATION: 10 weeks Dec. 3; Section 2 - Sept. 30 -
 FEE: \$35.00 Dec. 9

A course for people who know how to use the tools and equipment of the woodworking trade and would enjoy a place and time each week to build their own projects. Individualized work with an instructor on hand for assistance and information. A \$2.00 materials fee for this course covers items such as sandpaper, glue and nails. Students must provide all other materials.

YOGA BEGINNERS No. 509

INSTRUCTOR: Lela Moyer
 LOCATION: TBA
 DURATION: 10 weeks
 TIME: Tues., 7:00 - 8:30 p.m.
 DATES: Sept. 29 - Dec. 1
 FEE: \$15.00



Learn the techniques of proper breathing, relaxation and exercise of yoga. This course will lay a firm foundation for continued practice in this enjoyable art.

WOMEN & WORK SERIES

\$1.00 per session or
\$3.50 for four sessions

All sessions to be held at N.W.C.C., 820 3rd Avenue West, Prince Rupert.

JOB SEARCH AND RESUME WRITING #2355

RESOURCE PERSON: Nora Lowe
Canada Employment Centre

DATE: Tuesday, Oct. 1, 7:30 to 9:00 p.m.

LOCATION: N.W.C.C., Room 203

FEE: \$1.00

Learn the do's and don'ts of resume writing -- how to highlight your work and educational experience in a resume. Job search techniques, including sources of opportunity and interview skills, will also be discussed.

YOUR RIGHTS IN THE WORKPLACE #2356

RESOURCE PERSONS: -Edna Forceman
Ministry of Labour (Terrace)
-Kristina Robinson
Barrister & Solicitor

DATE: Tuesday, Oct. 8, 7:30 - 9:00 p.m.

LOCATION: N.W.C.C., Room 203

FEE: \$1.00

The human rights code and the employment standards act will be discussed. Areas such as maternity leave, minimum wages, sexual harassment and holiday pay will be highlighted with regard to your rights in these areas under the act and the code.

RUNNING YOUR OWN BUSINESS #2357

RESOURCE PERSONS: To be appointed

DATE: Tuesday, Oct. 15, 7:30 - 9:30 p.m.

LOCATION: N.W.C.C., Room 203

FEE: \$1.00

Take this opportunity to meet local business women and to discuss the problems and challenges associated with running your own business.

CANADA EMPLOYMENT, HUMAN RESOURCES AND THE MINISTRY OF LABOUR, WOMEN'S BUREAU — WHAT CAN THEY DO FOR YOU? #2358

RESOURCE PERSONS: Jim Howie, Nora Lowe
Canada Employment Centre
-Wally Read
Human Resources
-Ministry of Labour
representative, Vancouver

DATE: Tuesday, Oct. 22, 7:30 - 9:30 p.m.

LOCATION: N.W.C.C., Room 203

FEE: \$1.00

What can these agencies do for you? Informational panel on the services and programs available from the above agencies.

WORKSHOPS

DESIGNING FOR EMBROIDERY

TIME: Saturday, 9 - 4 p.m.
DURATION: One day (6 hours)
LOCATION: N.W.C.C., 820 3rd Ave. West,
Prince Rupert

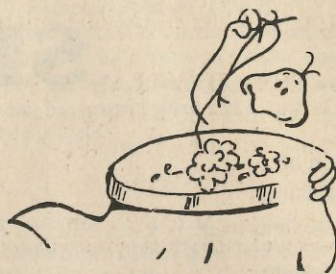
DATE: November 21

FEE: \$10.00

INSTRUCTOR: Helen McCrindle,
Member, Embroiderers' Association
of Canada (National Board), National

Standards Council of American Embroiderers, Embroiderers' Guild of America, Embroiderers' Guild (England). Helen has won the Merit Award — National Standards Council — for her work in metal thread embroidery, and has had articles published in "Embroidery Canada" on children's embroidery and Northwest Coast Indian needlework.

WORKSHOP DESCRIPTION: Students will create their own traditional or contemporary embroidery design using the basic principles of design. Finished embroidery could be framed or made into a pillow or tote bag. Students can bring a design idea to class or discover one during the workshop. Bring paper, scissors, pencil, eraser, tracing paper, ruler and coloured pencils to class.



EMILY CARR WORKSHOP

CERAMICS (Wheel Throwing) #940

- Enrollment limit 15 participants

LOCATION: Fri: N.W.C.C., 820 3rd Ave. W.

Sat. & Sun.: Civic Centre, 1000 McBride

TIME: Fri.: 7 - 10 p.m.; Sat. & Sun.: 9 a.m. - 4 p.m.

DURATION: 1 evening and 2 days

INSTRUCTOR: Bob Kingsmill

NOTE: Pre-registration by Sept. 24 is required or course will be cancelled.

DATES: Oct. 2, 3 & 4, 1981

FEE: Open to general public. No fee Friday evening only. \$30.00 fee for Saturday & Sunday plus materials - for participants with experience.



Bob Kingsmill has taught at the Okanagan Summer School of the Arts and has conducted workshops throughout the province for the Outreach Program. In 1978 his work was exhibited at Gallery 7, Vancouver; the Palette Gallery, North Vancouver; and the Prince George Art Gallery. He has been Vice-President of the Potters' Guild of B.C., and has compiled and had published a catalogue of B.C. potters.

WORKSHOP DESCRIPTION: The workshop moves from throwing pots to the making of large thrown pieces to the construction of a wall mural. The workshop concentrates on the tooling of the pots as well. Throughout the workshop the artist-teacher will discuss pots, their quality, work rhythms, work habits, growth of shapes and glazes and decorating procedures.

Opening Evening, Friday, Oct. 2,
7 p.m. - 10 p.m., N.W.C.C.

First day, Saturday, Oct. 3,
9 a.m. - 4 p.m., Civic Centre,
Pottery Room

Second day, Sunday, Oct. 4,
9 a.m. - 4 p.m., Civic Centre

Slide lecture of the artist-teacher's own work and of his visit to the World Crafts Council in Kyoto, Japan; discussion and exploration of both topics.

Primarily throwing pots, beginning with the making of functional pieces, thrown off the hump (the usual run of cups, ash trays, bowls, egg cups, small vases, coffee pots, etc.), advancing to the making of large, thrown pieces and concluding with construction of a wall mural of moderate size.

Tooling of pots made on previous day, attachment of handles and assembly of slab and thrown pieces, cutting and scoring of the wall plaque.

POISONOUS AND EDIBLE PLANTS OF THE NORTH COAST No. 2255

INSTRUCTOR: Lee Oates

TIMES: Fri., 7:00 - 10:00 p.m. &

LOCATION: N.W.C.C., 820 3rd Ave. West

Sat., 10:00 a.m. - 5:00 p.m.

DATES: Sept. 25 & 26, 1981

FEE: \$12.50

This workshop will introduce students to the medicinal, food and material uses of north coast berries, salad and root plants, as well as introduce students to the identification of poisonous plants. Weather permitting, a three hour afternoon trip on field identification of plants is planned for Sept. 26.

STOP SMOKING — THE 5-DAY PLAN No. 941

INSTRUCTORS: Dr. Bassham, Ron Gudwer

TIME: Mon. to Fri., 7:00 - 9:00 p.m.

LOCATION: TBA - Mon. to Thurs., inclusive

DURATION: 5 evenings

N.W.C.C. 820 3rd Ave. West — Fri. only

FEE: \$20.00

DATES: Oct. 5 - 9

This program includes scientifically-conducted demonstrations and films and utilizes the "Buddy System" approach to "kicking the habit".

FREE PUBLIC LECTURE SERIES

PEOPLE'S LAW SERIES

People's Law School, through the Northwest Community College, will be offering a series of short, free law courses this semester. The instructors are volunteers; local lawyers, business people, and government officials, who have a special knowledge and practical experience in the area of law being discussed.

People's Law School courses are intended to help lay people learn about the laws that govern their daily lives. Individual legal advice is not provided, but familiarity with the law enables people to understand and deal more effectively with their legal problems.

Note: The following public lectures will be held at a location to be announced at the time of registration. Pre-registration by phone is required.

R.R.S.P.'s, R.H.O.S.P.'s & R.R.I.F.'s #528

DATE: October 6

DURATION: one evening

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

CLASS LIMIT: 25 participants

NO FEE

WHAT TO KNOW BEFORE BUYING A HOME #516

DATE: October 13

DURATION: one evening

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

CLASS LIMIT: 25 participants

NO FEE

HOW TO SELL YOUR HOME #517

DATE: October 20

DURATION: one evening

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

CLASS LIMIT: 25 participants

NO FEE

MORTGAGE RENEWALS FOR HOMES #518

DATE: October 28

DURATION: one evening

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

CLASS LIMIT: 25 participants

NO FEE

VOCATIONAL & TRADES TRAINING TERRACE

NEW DEVELOPMENTS IN VOCATIONAL TRAINING: In response to meeting individual student needs by providing a more flexible training system, the Vocational Division is presently developing course materials into package modules to ensure maximum flexibility for individualized training. This new system will allow students to enter programs at various times to progress according to their abilities. To accommodate this versatility in training, it will be essential for students in vocational training to apply as early as possible so that they can be fitted into the program.

Courses presently being restructured are:

- a) Cook Training
- b) Welding
- c) General Mechanics

FEES: general structure for new entry courses -

Tool & Book Deposit	\$50.00 (refundable)
Student Association	\$1.00 per month
Tuition	\$22.50 per month

FULL-TIME COURSES

MARINE ENGINE REPAIR - This program provides training on current equipment used in the marine engine mechanics field. It will include training in two and four stroke gasoline and diesel engines as well as in major propulsion systems. Upon completion of this course, the students will be able to diagnose and repair all major components of marine engine systems as well as other small engines such as snowmobiles, chain saws, lawnmowers, etc. (For further information contact Mr. T. Kenna, Northwest Community College, Terrace).

Start Date: Sept. 8

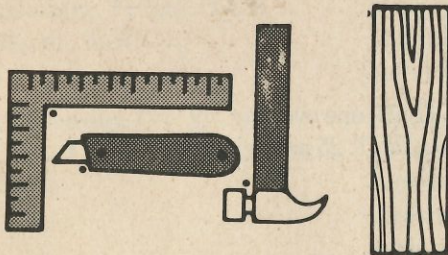
Duration: 10 months

CARPENTRY & JOINERY - A pre-apprenticeship program to prepare men and women for employment as apprentices in the Carpentry trade in a four year apprenticeship program.

The course is highly practical and provides students with a thorough grounding in equipment, materials, correct use of tools and basic construction procedures.

Start Date: Sept. 8

Duration: 5½ months



GENERAL MECHANICS - This is a ten-month pre-employment program intended to prepare the student for employment in the mechanical field. On successful completion of this course, the student will have gained a basic knowledge of all phases of mechanics with training equal to pre-apprentice Heavy Duty Mechanics, Automotive Mechanics and pre-employment Marine Engine Mechanics.

Start Date: Sept. 8

Duration: 10 months



GENERAL WELDING- General Welding will be following the Provincial Outline closely. At the present time the "C" Module Outline is complete and will be taught beginning in September. The self-paced Module "C" will take approximately eight months for the average students to complete.

Start Date: Sept. 8

Duration: 10 months approx.

INDUSTRIAL RECORDS AND FIRST AID- To provide instruction in the maintenance of industrial records and to enable students to obtain a Clas "C" certificate for Industrial First Aid. Opportunities are generally found in all industries which employ Timekeepers certified to perform first aid duties.

Start Date: Sept.

Duration: 5 months

ELECTRONICS TECHNICIAN - To prepare for a career in one of the following areas:

Electronic Communications	Industrial Electronics
TV Servicing	Digital Electronics
Radio, Audio Electronics	Video Tape Servicing
	Microcomputer/Microprocessors

Start Date: Sept. 8

Duration: 10 months

COOK TRAINING PROGRAMS - Program will have continuous intake. The objective of Cook Training is to prepare students in all the basic skills necessary to gain employment in the Hospitality industry. For students who have an interest in working with the general public and a desire for permanent gainful employment. Opportunities are plentiful for graduates.

GENERAL BASIC COOKING - 12 months

CAMP COOKING - 6 months

SHORT ORDER COOKING - 3 months

HAVE YOU PRE-REGISTERED?

UNIVERSITY TRANSFER & CAREER TECHNICAL COURSES

TERRACE

ANTHRO	101/102 Intro to Physical Anthropology – Intro to Social & Cultural Anthropology
BIOLOGY	101/102 Intro Biology I – Intro Biology II
BIOLOGY	LAB
CHEMISTRY	101/102 Introductory Chem I – Introductory Chem II
CHEMISTRY	LAB
CHEMISTRY	081 Chemistry 11 - From Molecules to Metals
COMPUTER	151/121 Intro to Computer – Introduction to Computer Programming
ECONOMICS	101/102 Introductory Economics I – Introductory Economics II
ENGLISH	151 Technical Writing I
ENGLISH	101/102 Literature & Comp. I
ENGLISH	203/204 Canadian Literature to World War II – Can. Lit. since World War II
FRENCH	107/108 Introductory French
GEOLOGY	157 Introduction to Northwest Geology
HISTORY	105/106 Canada to late 19th cent. – Canada since the 1890's
HISTORY/WMST	221/222 Women in European Society 1400 - 1800
MATH	101/102 Calculus I – Calculus II
MATH	082 Grade 11 – College Prep.
MATH	083 Grade 12 – First Part – College Prep.
PHYSICS	101/102 Introductory Physics I – Introductory Physics II
PHYSICS	LAB
PSYCH	101/102 Introductory Psychology I – Introductory Psychology II
PSYCH	201/202 Human Development – Developmental Psychology
PSYCH	221/222 Abnormal Psychology – Clinical Psychology – Intervention Methods
SOC	101/102 Introductory Sociology I – Introductory Sociology II
NWST	Terrace and Northwest B.C.
SOC/WEP	Sociology of Canadian Labour I
WEP/HSW	Working in the Community
ECE	Early Childhood Education – Level I and Level II
HSW	Human Service Worker Program – Level I and Level II

For more information on these courses please contact the Prince Rupert Campus of Northwest Community College at 624-6054 or contact: The Academic Division

Northwest Community College
Box 726
5331 McConnel Ave.
Terrace, B.C.
635-6511 (tel.)

KNOWLEDGE NETWORK

N.W.C.C. is working cooperatively with the Knowledge Network of the West (KNOW) to bring a wide range of credit and non-credit programs to communities throughout the Northwest. These programs will be available at the College Centre and on cable channel 12.

IT'S AN AD, AD, AD, ADVERTISING WORLD

A practical course in product promotion for the business person.
TIME: Thursdays, 2:30 - 3:00 p.m.
DATES: Sept. 10 - Dec. 17
FEE: \$65.00

GO TO SELL

A course dealing with the basic techniques of today's professional selling function.
TIME: Tuesdays, 2:30 - 3:00 p.m.
DATES: Sept. 8 - Dec. 15
FEE: \$65.00

SUPER MARKETING

A course in the basic elements of marketing for the student who wants to enhance his ability as a business decision-maker.
TIME: Wednesdays, 2:00 - 2:30 p.m.
DATES: Sept. 9 - Dec. 16
FEE: \$65.00

MIND YOUR OWN BUSINESS

An introductory course in how to operate a small business.
TIME: Fridays, 2:30 - 3:00 p.m.
DATES: Sept. 11 - Dec. 18
FEE: \$65.00

The following university level courses will be offered this fall through School District No. 52:

ED 434: Precision Teaching and Behaviour Management

Instructor: To Be Announced

A course designed to help teachers improve instructional process and manage student behaviour.

ED 343: Materials and Special Education

Instructor: Ed Nicholson

To examine and analyze materials for use with exceptional children. This course will also include adapting materials to suit special education circumstances.

ED 414: Group Process Skills

Instructor: To Be Announced

Analysis of group decision making, study of group interaction in classrooms, family counselling and mental health.

DISTANCE EDUCATION

Northwest Community College recognizes that many residents are denied the opportunity to continue their education due to family or geographic limitations. For many other people the programs they need or would like to take have traditionally not been available in the Northwest.

Distance Education is correspondence education in the broadest sense of the word. Programs are designed for guided independent study based on the use of print and non-print learning materials. In many cases the student is assisted by a telephone tutor to whom questions can be directed.

UNDERSTANDING BEHAVIOUR IN ORGANIZATIONS

TIME: Wednesdays, 9:00 - 9:30 p.m.
DATES: Sept. 9 - Dec. 2
FEE: \$65.00

INTRODUCTION TO COMPUTERS

TIME: Tuesdays & Thursdays, 8:30 - 9:00 p.m.
DATES: Sept. 22 - Dec. 10
FEE: TBA

FREEHAND SKETCHING

TIME: Tuesdays & Thursdays, 11:00 - 11:30 a.m.
DATES: Sept. 8 to Dec. 17
FEE: \$37.00

DESIGNING HOME INTERIORS

TIME: Wednesdays & Fridays, 11:00 - 11:30 a.m.
DATES: Sept. 9 - Dec. 17
FEE: \$61.00

**All course broadcasts will be repeated on weekends.
All fees include texts, study guides and tutoring.**

**FOR MORE INFORMATION
please contact:**

Mr. Ron Kilby

627-1536

Supervisor

Curriculum & Teacher Services

School District No. 52



OPEN LEARNING INSTITUTE

Study at home with the Open Learning Institute! Now you can get your high school diploma, study toward a university degree, or start on a whole new career program. Since being established by the Provincial Government three years ago, OLI has offered its 84 courses to more than 11,000 students. You can get started on yours right now. Just call COLLECT to your nearest OLI advisor for details: in Terrace, Bernie Distel, (112) 635-4961; or get in touch with your Northwest Community College Centre, 624-6054.