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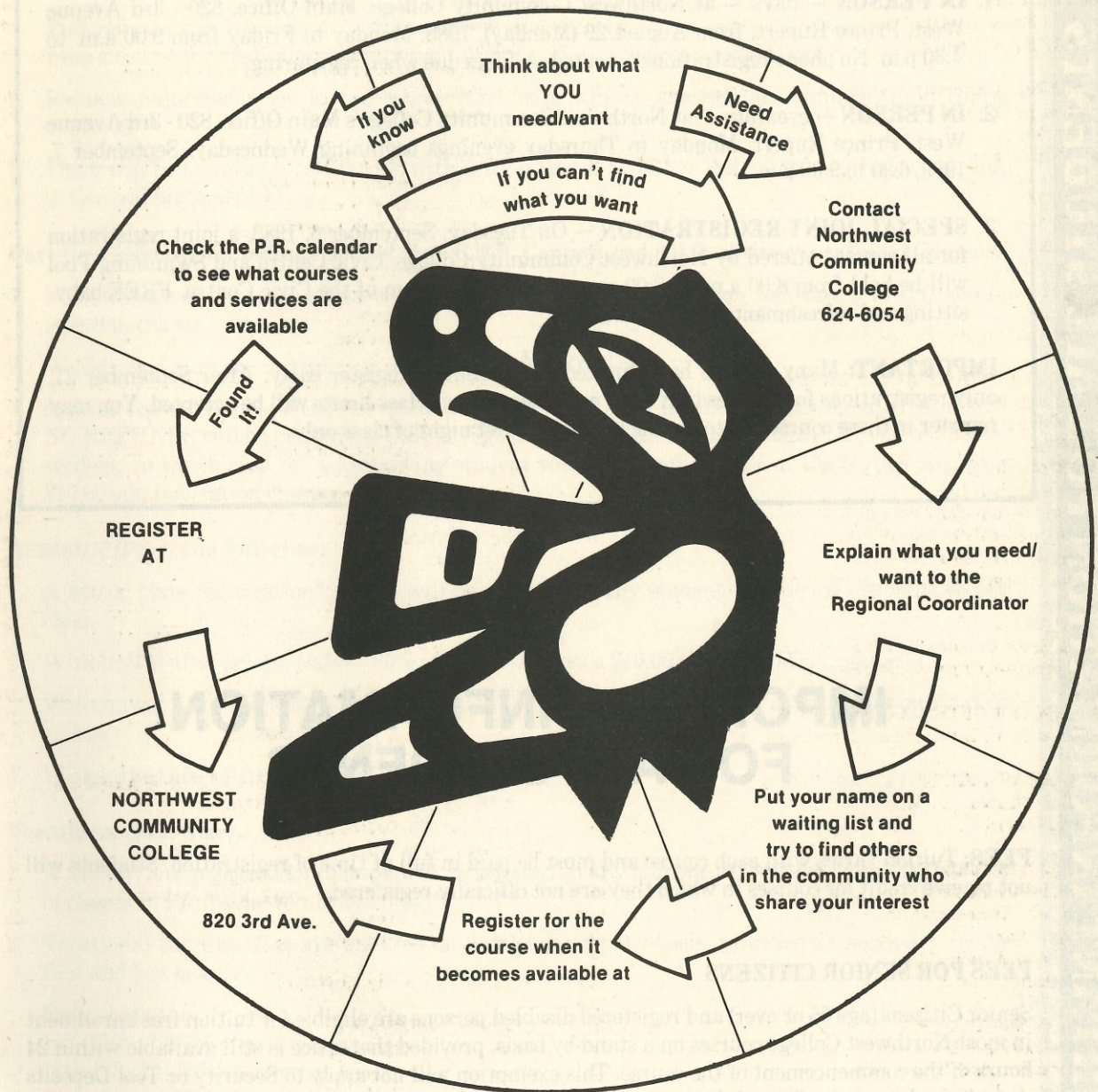
**NORTHWEST COMMUNITY COLLEGE  
PRINCE RUPERT — 624-6054**



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# HOW TO USE COMMUNITY EDUCATION?



## SPECIAL THANKS TO SCHOOL DISTRICT NO. 52

Northwest Community College thanks School District #52 for its cooperation and extensive use of school facilities that help make the wide variety and number of courses offered by N.W.C.C. accessible to the residents of Prince Rupert and area.

**ELAINE ROBILLARD**  
Regional  
Coordinator

**KATHY BEDARD**  
Assistant  
Coordinator

**CAPTAIN BEN WEST**  
Marine Program  
Coordinator

**NORA LOWE**  
Local Member,  
Northwest Community College  
Board of Governors



## **THREE WAYS TO REGISTER**

1. **IN PERSON** — days — at Northwest Community College, Main Office, 820 - 3rd Avenue West, Prince Rupert, from August 29 (Monday), 1983, Monday to Friday from 9:00 a.m. to 4:30 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, Monday to Thursday evenings beginning Wednesday, September 7, 1983, 6:30 to 9:00 p.m.
3. **SPECIAL JOINT REGISTRATION** — On Tuesday, September 6, 1983, a joint registration for all courses offered by Northwest Community College, Civic Centre and Swimming Pool will be held from 8:00 a.m. to 8:00 p.m. in the gymnasium of the Civic Centre. FREE baby-sitting and refreshments will be available.

**IMPORTANT:** Many courses have limited enrollment — register early. After September 21, 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.

### **FEES FOR SENIOR CITIZENS**

Senior Citizens (age 65 or over) and registered disabled persons are eligible for tuition-free enrollment in most Northwest College courses on a stand-by basis, provided that space is still available within 24 hours of the commencement of the course. This exemption will not apply to Security or Tool Deposits or to any charges for materials, books and supplies that are levied against other students in the course.

### **SPONSORED STUDENTS**

Students whose fees will be paid by sponsoring agencies are required to present a letter to this effect from the agency concerned at the time of registration.



## **LATE REGISTRATION AND REFUND POLICY**

### **General Conditions**

1. 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.
2. Refunds requested prior to the course start date will be assessed an administration charge of \$10.00.
3. There will be no refunds for courses with tuition fees of \$10.00 or less except for those conditions in General Statement #1.

### **Part-time Courses (Including All Part-time C.E.S. Courses and All Part-time Vocational Courses)**

1. Withdrawals before the second class of a course — 100% of tuition fees less a \$10.00 administration charge.
2. Withdrawal after the second class of a course — NO REFUND.
3. Special registration and refund policies apply to courses labelled as "Designated Courses". NO REFUNDS will be made after the pre-registration date unless the space can be sold to another student, in which case the withdrawing student will be refunded 100% of the tuition fee less a \$10.00 administration charge.

### **Academic (Part- and Full-time)**

1. A \$10.00 "late registration" charge will be assessed to any student registering after the second class.
2. Withdrawal after second class — 80% of tuition fee less a \$10.00 administration charge.
3. Withdrawal after third class or fourth class — 50% of tuition fee less a \$10.00 administration charge.
4. Withdrawal after fifth class — NO REFUND.

### **Vocational (Full-time)**

1. A \$10.00 "late registration" charge will be assessed to any student registering after the first day of classes in a full-time vocational program.
2. Vocational full-time fees are assessed on a calendar month basis, prorated as necessary in the first and last months:

#### **Entry between:**

- 1st - 15th — 100% of monthly fee.
- 16th - 23rd — 50% of monthly fee.
- 24th - 31st — 25% of monthly fee.

#### **Leaving before:**

- 1st - 15th — 25% of monthly fee.
- 16th - 23rd — 50% of monthly fee.
- 24th - 31st — 100% of monthly fee.

3. Refunds on withdrawal before completion will be 100% of unused tuition (part months prorated as above) less a \$10.00 administration charge. (There will be no administration charge on refunds for students who have completed their program earlier than anticipated when fee payment was made.)



**INCOME TAX DEDUCTIBILITY:** Receipts totalling over \$100.00 are income tax deductible. Please retain fee receipts. Books are not tax deductible.

**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.

**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, 9:00 a.m. to 4:30 p.m., Monday to Friday; or evenings, Monday to Thursday, 6:30 p.m. to 9:00 p.m., beginning August 29, 1983.

**TEXTBOOK REFUNDS** – Refunds on textbook purchases will be made:

- (a) When a course has been cancelled by the College and a student returns the textbook purchased for the course to the Bookstore in "like-new" and resalable condition within two weeks of the course cancellation, a refund of 100% of the purchase price will be made by the College.
- (b) When a student withdraws from a course during the first two weeks of classes in the case of full-time courses; or on or before the date of the second class in the case of part-time courses; and returns the textbook purchased for the course to the Bookstore in "like-new" and resalable condition within one week following withdrawal, the College will refund 75% of the purchase price of the textbook.
- (c) No refunds will be made in any case without the original till receipt.
- (d) The determination of "like-new and resalable condition" shall be at the discretion of the College.
- (e) No refunds will be made other than those contemplated in (a) and (b) above.

**COUNSELLING SERVICES:** The College Counsellor, H. Falladown, visits Prince Rupert once a week on Mondays. The counsellor is available to discuss and advise on College programs, career planning, financial aid, correspondence courses, university or vocational programs. Phone the Prince Rupert campus at 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.

**HAVE YOU PRE-REGISTERED?**



# BUSINESS AND INDUSTRIAL COURSES

## ACCOUNTING 101 #4585

INSTRUCTOR: Doug Wallis

LOCATION: N.W.C.C.

TIME: Tues., 7:00 - 9:30 p.m.;

Sat., 10:00 a.m. - 12:30 p.m.

DATE: Sept. 27 - Dec. 6

FEE: \$87.50 plus approx. \$20.00 for text

**NOTE: No refunds after Sept. 20 unless course cancelled by College.**

An introduction to basic accounting, this credit course includes the following topics: Balance Sheet, Balance Sheet Accounts, Income Statement, Income Statement Accounts, Journal and Ledger, Worksheet and Classified Statements, Closing the Books, Project 1 - Basic Accounting Cycle, Subsidiary Ledgers, Synoptic Journal, Payroll.



## ADVERTISING AND PROMOTING YOUR SMALL BUSINESS #3777

INSTRUCTOR: Representative LOCATION: P.R.S.S.

FROM F.B.D.B. DATE: Nov. 8 & 9

TIME: Tues. & Wed.,

7:00 - 10:00 p.m.

FEE: \$47.50

**NOTE: No refunds after Oct. 31 unless course cancelled by College.**

This course is designed to show participants how to make advertising work for them. It is centred around group discussions and case studies, and supported by true-to-life promotional ideas. Participants will learn about the power of promotion, how much money is enough, getting the message across, media, getting the most from your advertising dollars and measuring results.

## AIRBRAKES

Purpose of this course is to prepare drivers with written and practical test on "Operation and Maintenance of Airbrake Systems." Successful completion of this course will qualify the student to apply for an airbrake endorsement on his/her present licence. Class limited to 16 students. Valid B.C. Driver's Licence required.

**NOTE: This course will be offered in Prince Rupert during the Fall '83 semester. Please call 624-6054 for details on times, dates and fees. NO REFUNDS AFTER ONE WEEK PRIOR TO COURSE'S START DATE UNLESS COURSE CANCELLED BY COLLEGE.**

## BOOKKEEPING FOR SMALL BUSINESS (INTRODUCTION) #3772

INSTRUCTOR: Representative LOCATION: P.R.S.S.

FROM F.B.D.B. DATE: Oct. 12 & 13

TIME: Wed. & Thurs., 7:00 - 10:00 p.m.

FEE: \$47.50

**NOTE: No refunds after Sept. 28 unless course cancelled by College.**

This course will focus on the practical aspects of bookkeeping, with an emphasis on immediate application. Participants will learn how to set up journals, record transactions, post the general ledger and prepare financial statements.

## BUSINESS ENGLISH 103 #4584

INSTRUCTOR: Sue Russell

LOCATION: N.W.C.C.

TIME: Mon. & Thurs.,

DATE: Sept. 26 - Dec. 5

7:30 - 9:30 p.m.

FEE: \$70.00 plus approx. \$22.00 for text

**NOTE: No refunds after Sept. 20 unless course cancelled by College.**

This credit course is offered to mature students as a comprehensive review and introduction to new communication skills. Business English 103 covers vocabulary and word usage, grammar, punctuation and sentence structure for effective business communication. Business English 104 will be offered in the winter semester.

## COMPUTER ACCOUNTING FOR SMALL BUSINESS

INSTRUCTOR: T.B.A.

LOCATION: T.B.A.

TIME: T.B.A.

DATE: T.B.A.

FEE: T.B.A.

**NOTE: Pre-registration of 12 students required one week prior to course start. No refunds after that date unless class cancelled by College.**

This course includes a review of accounting principles, an introduction to a micro-computer and the development of a bookkeeping system which includes a General Ledger Component and an Accounts Receivable Component.

## FORECASTING FOR BETTER SMALL BUSINESS MANAGEMENT #1395

INSTRUCTOR: Representative LOCATION: P.R.S.S.

FROM F.B.D.B. DATE: Sept. 27

TIME: Tues., 7:00 - 10:00 p.m.

FEE: \$26.50

**NOTE: No refunds after Sept. 20 unless course cancelled by College.**

This practical course steers away from complicated math formulas but still helps the owner/manager understand the need for, and gives him/her the tools to develop, an accurate forecast. Participants will learn: (1) how to evaluate the business climate, (2) what facts one should base a forecast on, (3) how to develop a forecast, and (4) receive material to assist them in preparing their own business forecast.

EVENING VOCATIONAL TRAINING COURSES

# HAVE YOU PRE-REGISTERED?



# BUSINESS AND INDUSTRIAL COURSES

## HOMEMAKER TRAINING (MODULE 3)

#4588

INSTRUCTOR: Susan White      LOCATION: N.W.C.C.  
 TIME: Mon. & Thurs.,      DATE: Sept. 26 - Nov. 16  
 7:00 - 10:00 p.m.

FEE: \$78.75 plus \$3.50 material fee

**NOTE: No refunds after Sept. 20 unless course cancelled by College.**

This is module 3 of a four-part provincial homemaker program. A continuation of nutrition as well as practical skills will be included.

## HOW TO ARRANGE FINANCING FOR SMALL BUSINESS #3776

INSTRUCTOR: Representative      LOCATION: N.W.C.C.  
 F.B.D.B.      DATE: Sept. 14 & 15

TIME: Wed. & Thurs., 7:00 - 10:00 p.m.

FEE: \$47.50

**NOTE: No refunds after Sept. 7 unless course cancelled by College.**

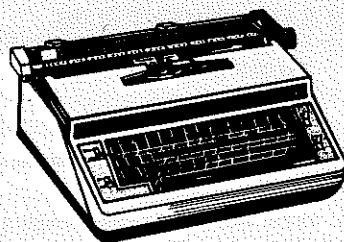
A fact-filled course featuring group discussion exercises and real-life case studies that will explain lending criteria, what type of financing is required, the loan proposal, how the lender uses the information, your financial plan and working capital.

## TYPING — BEGINNERS' #4582

INSTRUCTOR: Jean Bull  
 LOCATION: P.R.S.S.  
 TIME: Tues. & Thurs., 7:30 - 9:30 p.m.  
 DATE: Sept. 27 - Dec. 1  
 FEE: \$70.00 plus cost of text

**NOTE: No refunds after Sept. 20 unless course cancelled by College.**

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 101.



## TYPING 101 #4583

INSTRUCTOR: Melinda Kent      LOCATION: P.R.S.S.  
 TIME: Mon. & Wed.,      DATE: Sept. 26 - Dec. 5  
 7:00 - 9:00 p.m.  
 FEE: \$70 plus cost of text

**NOTE: No refunds after Sept. 20 unless course cancelled by College.**

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 35 w.p.m. net.

## TYPING (SPEED BUILDING FOR TYPISTS & STENOS) #4587

INSTRUCTOR: Helene John      LOCATION: N.W.C.C.  
 TIME: Wed., 7:30 - 9:30 p.m.      DATE: Sept. 28 - Nov. 9  
 FEE: \$42.00 plus \$5.00 for materials

**NOTE: No refunds after Sept. 21 unless course cancelled by College.**

This course is designed for experienced typists and stenographers who have previously worked in the field and wish to build their speed. The course will include a review of typing functions, correction of poor typing habits and speed development using timed writings. Students must be already able to touch-type.

## WORD PROCESSING (INTRODUCTION) SECTIONS I - III # 4586, #4590 & #4591

	Sec. I	Sec. II	Sec. III
INSTRUCTOR:	Linda Roach	Linda Roach	Linda Roach
LOCATION:	Errico, Silversides Law Firm, 330 - 2nd Avenue West (each section)		
TIME:	Mon. 8:00 - 10:00 p.m.	Wed. 8:00 - 10:00 p.m.	Sat., 10:00 a.m. - 12:00 noon
DATE:	Sept. 26 - Oct. 31	Sept. 28 - Oct. 26	Oct. 1 - Nov. 5
FEE:	\$45.00 (each section)		

**NOTE: No refunds after Sept. 21 unless course cancelled by College.**

**STUDENT REQUIREMENTS: 35 w.p.m. typing speed.**

Topics to be covered include revising and printing documents, creating multiple-page documents, definitions, language, creating one document from various ones, merging and producing multiple mail-outs.

# HAVE YOU PRE-REGISTERED?



# HIGH SCHOOL UPGRADING COURSES



EVENING VOCATIONAL TRAINING COURSES

## ADULT UPGRADING — ENGLISH #4581 & 4595

	Sec. 1	Sec. 2
INSTRUCTOR:	Karen McKenzie	Karen McKenzie
TIME:	Mon. & Wed., 7:00 - 9:30 p.m.	Mon. - Fri., 1:00 - 4:00 p.m.
LOCATION:	N.W.C.C.	N.W.C.C.
DATE:	Sept. 26 - Dec. 5	Sept. 26 - Dec. 7

Fee: Sec. 1 — \$15.00 + \$25.00 refundable book deposit;  
Sec. 2 — \$45.00 + \$25.00 refundable book deposit.

Note: No refunds after Sept. 20 unless course cancelled by College.

**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 in English to a Grade 10 or 12 level to qualify for employment, entry into a vocational training program, or to meet requirements for apprenticeship training.

## ADULT UPGRADING — MATH (GENERAL & TECHNICAL) SECTIONS I & II — #4579 & 4580

	Sec. I	Sec. II
INSTRUCTOR:	G. Thornton	G. Thornton
TIME:	Tues. & Thurs., 7:00 - 9:30 p.m.	Mon., Wed. & Thurs., 9:00 - 11:30 a.m.
LOCATION:	N.W.C.C.	N.W.C.C.
DATE:	Sept. 27 - Nov. 29	Sept. 26 - Dec. 5

Note: No refunds after Sept. 20 unless course cancelled by College.

**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 in Math equal to a Grade 10 or 12 level to qualify for employment, entry into a vocational program, or to meet requirements for apprenticeship training.

## GRADE 12 EQUIVALENCY EXAM (G.E.D.)

This examination program is for adults who have not completed Grade 12, and who wish to earn a certificate stating they have the knowledge equivalent to a Grade 12 graduate. The exam is actually a series of five tests, one in each of English Language, English Literature, Math, Social Studies and Science. This may assist you in qualifying for a better job or for a promotion. Many people challenge these tests for their own personal satisfaction. Students prepare for these tests through home study. To assist students with their home study for the G.E.D. exam, four G.E.D. preparation courses are offered this semester. Please see description of these courses, G.E.D. Prep. English and Social Studies and G.E.D. Prep. Math and Science, for more information. The next testing date for the G.E.D. exam in Prince Rupert is Sat., Nov. 26, 1983. You must be 19 years of age and a B.C. resident for six months prior to writing the G.E.D. exam. The exam fee (\$10.00) must be sent, together with an exam application form (available at the Prince Rupert campus), to the Ministry of Education a minimum of three weeks prior to the testing date.

## GRADE 12 EQUIVALENCY EXAM PREPARATION (G.E.D.) ENGLISH & SOCIAL STUDIES — SECTIONS I & II — #4575 & 5100

	Sec. I	Sec. II		Sec. I	Sec. II
INSTRUCTOR:	R. Mathes	A. Braganza	LOCATION:	P.R.S.S.	P.R.S.S.
TIME:	Tues., 7:00 - 10:00 p.m.	Tues., 7:00 - 10:00 p.m.	DATE:	Sept. 27 - Nov. 22	Sept. 27 - Nov. 22
FEE:	\$8.10 plus \$8.00 material fee	\$8.10 plus \$8.00 material fee			

Note: No refunds after Sept. 20 unless course cancelled by College.

Designed to assist students to prepare for the two English tests and the Social Studies test which make up three of the five-part G.E.D. exam set by the Ministry of Education for Grade 12 equivalency. For tutoring in the other two test areas, which are part of the exam (Math and Science), students must register in the G.E.D. Prep. course for Math and Science #5066 or 5476.

## GRADE 12 EQUIVALENCY EXAM PREPARATION (G.E.D.) MATH & SCIENCE — SECTIONS I & II — #5066 & 4576

	Sec. I	Sec. II		Sec. I	Sec. II
INSTRUCTOR:	G. Champagne	C. Kan	LOCATION:	P.R.S.S.	P.R.S.S.
TIME:	Thurs., 7:00 - 10:00 p.m.	Wed., 7:00 - 10:00 p.m.	DATE:	Sept. 29 - Nov. 24	Sept. 28 - Nov. 23
FEE:	\$8.10 plus \$8.00 material fee	\$8.10 plus \$8.00 material fee			

Note: No refunds after Sept. 20 unless course cancelled by College.

Designed to assist students to prepare for the Math and Science tests which make up two of the five-part G.E.D. exam set by the Ministry of Education for Grade 12 equivalency. For tutoring in the three other test areas (English Language, English Literature and Social Studies), students must register in the G.E.D. Prep. Course for English and Social Studies #4575 or 5100.



**ADULT ENGLISH CLASSES** 成人英語班  
**ΑΓΓΛΙΚΑ ΜΑΘΗΜΑΤΑ** ENGLANTIA AIKVISILLE  
**CLASAS PARA ADULTOS** दैडिमः दामने मंगरिने रीगीमं नमः  
**COURS D'ANGLAIS POUR ADULTES**

**DAY-TIME**

**NOTE:** For ESL Multi-Level, Canada Employment sponsorship is available to 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 this class, call 624-6054.

**ENGLISH AS A SECOND LANGUAGE — MULTI-LEVEL**

**INSTRUCTOR:** Marie Grinstrand **LOCATION:** Fisherman's Hall  
**TIME:** Mon. - Fri., 9:00 a.m. - 12:00 noon; 1:00 - 4:00 p.m. **DATE:** Oct. 3, 1983 - Mar. 30, 1984  
**FEE:** \$30.00 per month

This is a vocational program designed for adults who wish to upgrade English-as-a-Second Language conversation, reading and writing skills. Students can enroll any time during the course period (space permitting) and will work at their own speed.

**EVENING**

**ENGLISH AS A SECOND LANGUAGE — LEVEL I — #5067**

**INSTRUCTOR:** Martha Nguyen **LOCATION:** P.R.S.S.  
**TIME:** Mon. & Tues., 7:00 - 9:30 p.m. **DATE:** Sept. 26 - Dec. 5, 1983  
**FEE:** \$15.00

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

**ENGLISH AS A SECOND LANGUAGE — LEVEL II — #5099**

**INSTRUCTOR:** Leah Odine **LOCATION:** P.R.S.S.  
**TIME:** Mon. & Tues., 7:00 - 9:30 p.m. **DATE:** Sept. 26 - Dec. 5, 1983  
**FEE:** \$15.00

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

**ENGLISH AS A SECOND LANGUAGE — LEVEL III — #4574**

**INSTRUCTOR:** Dr. Mohindar Hallan **LOCATION:** P.R.S.S.  
**TIME:** Mon. & Tues., 7:00 - 9:30 p.m. **DATE:** Sept. 26 - Dec. 5, 1983  
**FEE:** \$15.00

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



## 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 information about these programs, call 624-6054.

### BASIC TRAINING FOR SKILLS DEVELOPMENT

LOCATION: N.W.C.C., 820 - 3rd Ave. West, Prince Rupert  
 DATES: Continuous Intake — course starts Sept. 6, 1983  
 DURATION: 9 months

INSTRUCTOR: John Wood  
 TIMES: Mon. - Fri., 8:30 a.m. - 3:30 p.m.  
 FEE: \$30.00 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 anytime during the course period (space permitting) and will work at their own speed.

### BUSINESS CAREER TRAINING PROGRAMS

LOCATION: N.W.C.C., 820 - 3rd Ave. West, Prince Rupert  
 DATES: Clerk-Bookkeeper (6 months), starts Sept. 6, 1983;  
 Typist (4 months), starts Feb. 27, 1984

INSTRUCTOR: Mrs. Sue Russell  
 TIMES: Mon. - Fri., 9:00 a.m. - 4:00 p.m.  
 FEE: \$50.00 per month plus \$50.00 refundable book deposit

<b>September 6, 1983</b>	<b>Clerk-Bookkeeper 6 Months</b>	<b>February 27, 1984</b>	<b>Typist 4 Months</b>
Typing	TYPG 101 (30 w.p.m. Net)	Typing	TYPG 101, 102 (50 w.p.m. Net)
Accounting	ACCT 101, 102	Business English	BENG 101, 102, 103, 104
Business Machines	BUSM 101	Office Practice	OFPR 101, 103, 105
Office Practice	OFPR 101, 103, 104, 105	Dictatyping	DICT 101, 102 or 103
English	BENG 102, 103, 104		
Dictatyping	DICT 101		

**Requirements for Admission:**  
 Grade 12 graduation preferred, or Grade 10 plus Business experience to be evaluated by the Department.

**Requirements for Admission:**  
 Grade 10 or equivalent (Grade 12 preferred)



### FISHERIES AND MARINE SKILLS PROGRAM

There are many changes proposed for the Marine Industry over the next few years. Such changes as the reduction of tonnage requirements for fish boats carrying certified masters and mate; the splitting of the Watchkeeping Mate Certificate into two parts, i.e. Watchkeeping Mate (Restricted) for coastal operation and Watchkeeping Mate (General) for ocean voyages; changes to the buoyage system; and new 1983 regulations for the Prevention of Collision at Sea and many more. This, coupled with the new mega-projects implemented and proposed for the north coast, makes the Prince Rupert area a very exciting place for the mariner to be.

DAY-TIME VOCATIONAL TRAINING COURSES



Northwest Community College has developed a comprehensive Marine Training Program in the areas of certificate preparation and safety education, as well as practical fishing skills.

Most courses are offered at the Prince Rupert campus. Please contact Captain Ben West at 627-7598 for further information on any of these courses.

## 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.

#### WATCHKEEPING MATE

**TUITION:** \$200.00 (does not include SEN I B and MED II A & B. These must be taken at the Pacific Training Institute in Vancouver. Arrangements will be made by Northwest Community College.

**COMMENCES:** October 31, 1983, Monday - Friday, 8:30 a.m. - 3:00 p.m.

#### COURSE

**DESCRIPTION:** To operate as Third Mate Foreign-Going, Second Mate Home Trade and Second Mate Inland Waters. Includes:

SEN 1 A. The course is structured on the module system with each examination attempted on the completion of that subject module. Preparation for examinations: EXN 021 Navigating Instruments, EXN 041 Chartwork and Pilotage, EXN 151 General Ship Knowledge, EXN 061 Navigation Safety, and EXN 161 General Seamanship.

**DURATION:** 16 weeks at Northwest Community College; 4 weeks at Pacific Marine Training Institute.

**PREREQUISITE:** Minimum of 24 months' sea service on voyages extending beyond minor waters limits and beyond smooth or partially smooth waters on vessels OF NOT LESS THAN FIVE TONS gross tonnage. Applicant must be a minimum of 18 years old.

#### COMMAND ENDORSEMENT

**TUITION:** \$100.00 (does not include SEN II which must be taken at the Pacific Marine Training Institute in Vancouver).

**COMMENCES:** September 5, 1983

#### COURSE

**DESCRIPTION:** To operate as Master of a vessel not exceeding 350 tons gross tonnage, or a tug of any size, on home-trade or inland waters, and as Master of a minor waters steamship. Preparation for examinations: EXN 042 Chartwork and Pilotage, EXN 072 Meteorology, EXN 090 Ship Management, EXN 160 General Seamanship.

**DURATION:** 8 weeks

**PREREQUISITE:** Applicant must be a minimum of 20 years old, must hold a Watch-keeping Mate certificate, and must have a total sea service of at least three years in vessels of not less than five tons gross tonnage.



**FISHING MASTER II**

**TUITION:** \$200.00 (does not include SEN I B)

**DURATION:** 16 weeks

**COMMENCES:** October 31, 1983, Monday - Friday,  
8:30 a.m. - 3:00 p.m.

**PREREQUISITE:** Applicant must be a minimum of 19 years old and must have completed 24 months' sea service on voyages extending beyond smooth or partially smooth water limits on vessels of at least five tons, gross tonnage.

**COURSE**

**DESCRIPTION:** To operate as Master of any fishing vessel within the intermediate zone extended to 30°W, and First Mate of a fishing vessel without restriction. Preparation for examinations: EXN 011 Communications, EXN 021 Navigating Instruments, EXN 041 Chartwork and Pilotage, EXN 060 Navigation Safety, EXN 072 Meteorology, EXN 099 Ship Management, EXN 157 General Ship Knowledge, EXN 168 General Seamanship.

**FISHING MASTER III**

**TUITION:** \$150.00

**DURATION:** 12 weeks

**COMMENCES:** October 31, 1983, Monday - Friday,  
8:30 a.m. - 3:00 p.m.

**PREREQUISITE:** Applicant must be a minimum of 18 years old, and must have completed not less than 24 months' sea service on voyages extending beyond smooth or partly smooth water limits on vessels of at least five tons gross tonnage.

**COURSE**

**DESCRIPTION:** To operate as Second Mate of a fishing vessel without restriction, and First Mate of a fishing vessel within the intermediate zone extended to 30°W, and Master of a fishing vessel within home-trade 2 limits. Preparation for examinations: EXN 011 Communications, EXN 020 Navigating Instruments, EXN 041 Chartwork and Pilotage, EXN 060 Navigation Safety, EXN 157 General Ship Knowledge, EXN 167 General Seamanship.

**FISHING MASTER IV**

**TUITION:** \$112.00

**DURATION:** 9 weeks

**COMMENCES:** October 31, 1983, Monday - Friday,  
8:30 a.m. - 3:00 p.m.

**PREREQUISITE:** Applicant must be a minimum of 17 years old, and must have completed not less than 12 months' sea service on voyages extending beyond smooth or partly smooth water limits on vessels of at least five tons gross tonnage.

**COURSE**

**DESCRIPTION:** To operate as Second Mate on a fishing vessel without restriction; First Mate on a fishing vessel under 100 gross tons within home-trade 2 limits; and Master on a fishing vessel under 100 gross tons withing home-trade 2 limits. Preparation for examinations: EXN 020 Navigating Instruments, EXN 040 Chartwork and Pilotage, EXN 060 Navigation Safety, EXN 166 General Seamanship.

**HAVE YOU PRE-REGISTERED?**



## Self-Study Certificate Program



The Northwest Community College is currently producing a series of self-study kits which prepare the student for specific MoT examinations. Their examinations are held monthly in Prince Rupert. One module covers one MoT examination.

Each module consists of lecture notes, exercises, answers and assignments. These modules are designed specifically for the mariners who cannot attend full-time day classes because of the nature of their vocation.

## Modules available:

- 020 Electronic Navigation Instruments;
- 040 Chartwork and Pilotage;
- 041 Chartwork and Pilotage;
- 060 Navigation Safety (Rules of the Road and Regulations);
- 161 General Seamanship.

**Note:** Other modules up to Fishing Master II will be made available as they are developed.

Prerequisites — None.

**Tuition:** \$75.00 per module plus supplies (includes the use of the College and facilities, tutor and telephone assistance).

**Duration:** At student's own pace. It is expected that a module shall be completed within six months.

**BASIC NAVIGATION**

**TUITION:** \$75.00

**Duration:** 6 weeks, full-time

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.

**MARINE EMERGENCY DUTIES (MED I)**

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.

**Tuition:** T.B.A.

**Duration:** 4 to 5 days, offered dependent upon student registrations.

**MARINE EMERGENCY DUTIES (MED II)**

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 Mate certificate of competency. Arrangements for student placement in this course will be made through Captain Ben West.

**TUITION:** \$220.00

**DURATION:** 5 days

**PREREQUISITE:** Should be attempting an MoT certificate. Part of this course will be offered in Prince Rupert.

**PRACTICAL FISHING SKILLS**

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 employed, or are desirous of obtaining employment, in the fishing industry.

**TUITION:** T.B.A.

**DURATION:** 3 weeks; offered dependent upon student registration

**NET MENDING AND HANGING**

Of interest to shore workers and fishermen, this course covers basic net mending and hanging on gill nets.

**TUITION:** T.B.A.

**DURATION:** 2 evenings per week for 5 weeks

**SIMULATED ELECTRONIC NAVIGATION (SEN) Part I (A & B)**

This comprehensive course on electronic navigation instruments carries an MoT certificate, and offers theory and practical instruction in: Decca, Loran, Radio Direction Finder and Echo Sounder.

SEN I Part A is a 4-week course offered in Prince Rupert.

SEN I Part B is a 2-week module available only at the Pacific Marine Training Institute in Vancouver.

**REQUIREMENTS:** 18 months' sea time on a vessel of more than 5 tons.

**TUITION:** \$50.00 for Part A.

The SEN I Part A and B certificate is a requirement for FMII and WK Mate.

**UPGRADING FOR MARINERS**

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, ONII AND ONI.

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.

**FEE:** \$50.00 per month.



# GENERAL INTEREST COURSES

## LOCATION OF CLASSES & SEMESTER START DATE

All general interest evening courses begin the week of Sept. 26, 1983, unless otherwise noted. Check individual course descriptions for specific start dates.

**LOCATIONS: N.W.C.C.**  
Northwest Community College  
820 - 3rd Avenue West  
Prince Rupert

### PRE-REGISTRATION DEADLINE

Pre-registration for general interest offerings. Registrations will only be accepted after Sept. 21 for those courses which have not reached their class maximums. Pre-registration is required for ALL courses and workshops.

**P.R.S.S.**  
417 - 9th Avenue West  
Prince Rupert



This symbol indicates a Telecourse (KNOW — Cable 12).  
See page 19.



### APPLIED SKETCHING TECHNIQUES

This program reviews fundamental elements of freehand drawing and art, introduces the more advanced techniques and concepts, and helps the student develop the ability to progress to more difficult and more interesting forms of drawing. The course is produced as a sequel to the telecourse FREEHAND SKETCHING, but is designed so previous art experience is not necessary or required.

**SCHEDULE:** Tues. & Thurs., 11:00 - 11:30 a.m.  
Starting Sept. 13, 1983

Repeats: Sat. & Sun., 2:30 - 3:00 p.m.  
Starting Sept. 17

REGISTER AND PURCHASE TEXTS AT YOUR LOCAL COLLEGE CENTRE.  
FEE: T.B.A.

### BABYSITTER'S AWARENESS SEMINAR #4543

**INSTRUCTOR:** Janet Whitely      **LOCATION:** Port Edward  
**TIME:** Tues. & Thurs.,      Elem. School  
7:00 - 8:30 p.m.      **DATE:** Oct. 18 - Oct. 27  
**FEE:** \$5.00

**Prerequisite:** Registration limited to those 11 years and over. This course is designed for people who babysit and wish to learn new skills or update existing ones in the areas of fire safety, protection in the home, child care skills and first aid procedures.

### BASIC CAR CARE #4563

**INSTRUCTOR:** Peter Congdon  
**LOCATION:** P.R.S.S.  
**TIME:** Thurs., 7:00-9:00 p.m.  
**DATE:** Sept. 29-Nov. 17  
**FEE:** \$30.00

This course is designed for men and women with a limited knowledge of the family car and its mechanical operation. The course will deal with theory, practical demonstrations related to the preventive maintenance of an automobile. Students will be obliged to pay for materials used.

### BASIC HOUSE WIRING #4529

**INSTRUCTOR:** Lloyd Brenton      **LOCATION:** N.W.C.C.  
**TIME:** Thurs., 7:00-10:00 p.m.      **DATE:** Oct. 6-Oct. 27  
**FEE:** \$28.00 plus \$3.75 for text

A practical and theoretical background course to assist the home handyman and part-time builder, based on the simplified electrical code. Class limit is 16. Pre-register. Pre-pay.

### BREADMAKING #4542

**INSTRUCTOR:** Bretta Kuntz      **LOCATION:** Port Edward  
**TIME:** Mon., 7:30-9:00 p.m.      Elem. School  
**FEE:** \$13.00      **DATE:** Oct. 3-Oct. 31

Learn the proper techniques to make a variety of breads.

### BASIC I (C.P.R.) #4504

**INSTRUCTOR:** Sid Slade      **LOCATION:** P.R.S.S.  
**TIME:** Mon., 7:00-10:00 p.m.      **DATE:** Oct. 24 & 31  
**FEE:** \$22.00

**No refunds after Oct. 17 unless course cancelled.**

This course is for the student who wants to learn more about first aid.

**Prerequisites:** Students must have taken Heart Saver or Standard First Aid or Survival First Aid, etc. This is a follow-up course to Cardio-Pulmonary Resuscitation.

### CHILDREN'S HAIR TRIMMING #4527

**INSTRUCTOR:** Ursula Lasota  
**LOCATION:** N.W.C.C.  
**TIME:** Tues., 7:00-8:30 p.m.  
**DATE:** Oct. 4-Oct. 25  
**FEE:** \$10.00

Learn the basic skills required to trim your child's hair. Trimming techniques to keep children's hair in shape between haircuts will be demonstrated in this course.





**CHINESE COOKING — BEGINNERS' #4505**

INSTRUCTOR: Irene Walters LOCATION: P.R.S.S.  
 TIME: Thurs., 7:00-10:00 p.m. DATE: Sept. 29-Nov. 10  
 FEE: \$40.00

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.)

**CHRISTMAS BREADS & DECORATIONS**

**SEC.'s 1 & 2 #4501 & #4502**

INSTRUCTOR: Adrian Johnston LOCATION: Boys' and Girls' Club  
 TIME: 9:00 a.m.-5:00 p.m.  
 FEE: \$22.00 DATE: #4501 — Oct. 8  
 #4502 — Oct. 22

Learn to make four different kinds of Christmas breads, as well as Christmas decorations to brighten your home.

**COMPUTERS & PROGRAMMING**

**— INTRODUCTION — PART I (SEC.'s I-IV)  
 #4572, #4573, #5077 & #5078**

	<b>Sec. I &amp; III</b>	<b>Sec. II &amp; IV</b>
INSTRUCTORS:	James Whyte	Wayne Wood
LOCATION:	Booth School	P.R.S.S.
TIME:	Tues. & Thurs., 7:00-9:30 p.m.	Mon. & Wed., 7:00-9:30 p.m.
DATE:	<b>Sec. I:</b> Sept. 27-Oct. 6	<b>Sec. IV:</b> Sept. 26-Oct. 5
	<b>Sec. III:</b> Oct. 11-Oct. 20	<b>Sec. II:</b> Oct. 12-Oct. 24

FEE: \$16.00 plus \$8.00 material fee (each section)

These courses assume no previous knowledge of computers. The approach will be "hands on" and, as such, enrollment will be limited. Each student will have access to his/her own computer. During the course, students will learn to write simple programs in the BASIC language. Classes will generally consist of a short lecture on a specified topic (or basic command/function) followed by a program/assignment/activity to reinforce the lecture with practical application.

**COMPUTERS & PROGRAMMING**

**— INTRODUCTION — PART II (SEC. I-II)  
 #4571 & #5084**

	<b>Sec. I</b>	<b>Sec. II</b>
INSTRUCTORS:	Wayne Wood	James Whyte
LOCATION:	P.R.S.S.	Booth School
TIME:	Mon. & Wed., 7:00-9:30 p.m.	Tues. & Thurs., 7:00-9:30 p.m.
DATE:	Oct. 31-Dec. 7	Oct. 25-Dec. 1

FEE: \$45.00 plus \$8.00 material fee (each section)

These courses assume completion of Introduction to Computers and Programming, Part I, or some basic experience with computers. The approach will be "hands on" and, as such, enrollment will be limited. Each student will learn to write moderately sophisticated programs in the BASIC language. Classes will generally consist of a short lecture on a specific topic (or basic command/function) followed by a program assignment/activity to reinforce the lecture with practical application. Each student will have access to his/her own computer.

**NOTE: People who have one 5 1/4" diskette from Part I do not need to purchase another for Part II.**

**CONSERVATION & OUTDOOR**

**RECREATION #4548**

INSTRUCTOR: Michael Trim LOCATION: P.R.S.S.  
 TIME: Tues. & Thurs.,  
7:00-9:00 p.m.  
 FEE: \$12.00

Developed by the Dept. 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.

**DRAPING (PERSONAL COLOUR**

**COORDINATION #5070, #5069, #5068**

INSTRUCTOR: Lynn Cameron LOCATION: P.R.S.S.  
 TIME: 7:00-10:00 p.m. DATE: #5070  
 FEE: \$10.00

- Tues., Oct. 4 #5069
- Thurs., Oct. 6 #5068
- Tues., Oct. 25

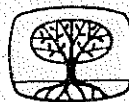
Open up a new dimension in a colour concept of coordinating wardrobe and cosmetics to the natural colouring of the skin. Learn how you can look better, shop more intelligently and feel good about yourself in colours which most compliment you. Student personalized colour pallet will be on sale from instructor for \$15.00.

**FLOWER ARRANGEMENTS TO IKEBANA**

**#4592**

INSTRUCTOR: Barbara Kuschowsky LOCATION: N.W.C.C.  
 DATE: Sept. 24-Oct. 1  
 TIME: Sat., 2:00-4:00 p.m.  
 FEE: \$10.00

Learn how to express yourself through flower arranging. Arrangements that express your artistic intent as well as represent Japanese symbols (Ikebana) will be demonstrated. Please bring either a sharp knife or scissors to the first class, a waterproof container suitable for flower arrangements and one floral oasis (can be purchased in local florist shops).



**THE GROWING YEARS**

This is a course in child development created as an integrated instructional system to present the interplay of biological factors in human interaction, social structure and cultural forces in the growing child. The world of childhood and adolescence and the factors that influence the development will be of interest to parents, teachers, social workers and the general public.

SCHEDULE: Mon. & Wed. 6:00-6:30 p.m.  
 Starting Sept. 12  
 Repeats: Sat. & Sun., 12:00 noon-1:00 p.m.  
 Starting Sept. 17

REGISTER AND PURCHASE TEXTS AT YOUR LOCAL COLLEGE CENTRE.  
 FEE: T.B.A.

**HAVE YOU  
 PRE-REGISTERED?**





## GENERAL EDUCATIONAL DEVELOPMENT (G.E.D.)

This series of programs forms a major part of the G.E.D. Test Preparatory Program available in B.C. institutions. They are designed as part of a learning system available within institutions which measure as directly as possible the major generalization, ideas and intellectual skills that are normally gained through 12 years of formal education. If you complete the tests successfully, you will receive a British Columbia Secondary School Equivalency Certificate. You may contact an N.W.C.C. Centre for more information or refer to the N.W.C.C. Calendar.

SCHEDULE: Mon., 10:00-11:00 a.m.  
Repeats: Thurs., 7:00-8:00 p.m.

REGISTER AND PURCHASE TEXTS AT YOUR LOCAL COLLEGE CENTRE.

### HEART SAVER #4503

INSTRUCTOR: Sid Slade LOCATION: P.R.S.S.  
TIME: Mon., 7:00-10:00 p.m. DATE: Oct. 3-Oct. 17  
FEE: \$30.00

For the general public. This six-hour course will cover basic First Aid techniques and basic C.P.R. Class maximum: 6.

### HOME BARTENDING #4541

INSTRUCTOR: Lois Boschman LOCATION: P.R.S.S.  
TIME: Tues., 7:30-9:30 p.m. DATE: Oct. 4-Oct. 25  
FEE: \$20.00

In this course you will learn the basics of bartending plus a variety of bartending techniques such as the proper way to pour and shake drinks, how to set up a bar in your home, as well as recipes. It's fun and educational!

### HOW TO USE YOUR SEWING MACHINE #4508

INSTRUCTOR: Dennis Bauer LOCATION: P.R.S.S.  
TIME: Tues., 7:30-9:30 p.m. DATE: Oct. 18  
FEE: \$6.00

Learn to use your sewing machine to your utmost advantage. Demonstration on how to use attachments. Students are invited to bring their own machines.

### INTRODUCTION TO PERSONAL COMPUTING (SELF-STUDY)

FEE: \$125.00 DATES: Starts via waiting list every 6 weeks  
DEPOSIT: \$75.00 certified cheque COMPLETION: 6 weeks

Computer to be returned in six weeks.

A complete micro-computer course package — a student taking this course receives a print package of course material, a TRS-80 colour computer and the tutor support system. This course provides the student with a hands-on introduction to computers. TRS-80 hooks up to any home TV and enables the student to learn intro computer programming, the possible uses of small computers and how to select and purchase equipment. Students will be required to provide their own cassette recorder (small portable variety) and cassette.

### KNITTING — BEGINNER/ADVANCED #4525

INSTRUCTOR: Leona Zajak  
LOCATION: P.R.S.S.  
TIME: Mon., 7:00-9:00 p.m.  
DATE: Sept. 26-Nov. 21  
FEE: \$23.00



This course will cover the terminology included in reading patterns and also the practical side of knitting. Basic knitting stitches as well as the advanced will be included. Please bring knitting needles and wool to first class.

Northwest Community College, in conjunction with the City of Prince Rupert staff, is offering three one-evening seminars on local government policies and procedures.

These seminars are intended to inform the public, and individual counselling is not provided.

### LOCAL GOVERNMENT #4566

TIME: Tues., 7:30-9:00 p.m. DATE: Oct. 18  
PLACE: P.R.S.S. FEE: \$1.00

This seminar will include topics such as election procedures, hows and whys of property tax, and general discussion on local government.

### BUILDING CODE & ZONING & PLANNING #4567

TIME: Tues., 7:30-9:00 p.m. DATE: Nov. 15  
PLACE: P.R.S.S. FEE: \$1.00

### REGULATORY BY-LAWS #4568

TIME: Tues., 7:30-9:00 p.m. DATE: Dec. 6  
PLACE: P.R.S.S. FEE: \$1.00

PLEASE PRE-REGISTER

### MEXICAN COOKING #4549

INSTRUCTOR: Edna Gruber LOCATION: P.R.S.S.  
TIME: Wed., 7:00-9:00 p.m. DATE: Sept. 28-Oct. 19  
FEE: \$15.00

Learn to make authentic Mexican food in this short four-week course.



### NEEDLECRAFT

This program focuses on eight of the most basic, popular and practical skills: knitting, crochet, needlepoint, embroidery, smocking, quilting, sewing and rugmaking. The telecourse is not only for beginning needleworkers, it can also be useful for those who have already acquired some needlework background but who wish to enhance their needlecraft skills. The course can prove helpful to those students who are experts in some of the crafts but who wish to discover and develop skills in other areas of needlecraft.

SCHEDULE: Tues. & Thurs., 9:30-10:00 p.m.  
Starting Sept. 13  
Repeats: Wed. & Fri., 10:30-11:00 a.m.  
Starting Sept. 14

REGISTER AND PURCHASE TEXTS AT YOUR LOCAL COLLEGE CENTRE.



**NEW TESTAMENT GREEK**

**INTRODUCTION #4570**

INSTRUCTOR: Bill Hankinson LOCATION: P.R.S.S.  
 TIME: Mon., 7:30-9:30 p.m. DATE: Sept. 26-Dec. 5  
 FEE: \$25.00

This course will be a lively introduction to the Greek language and alphabet.

**NUCLEAR ENERGY — A GENERAL VIEW**

**#4528**

INSTRUCTOR: Mr. J. Dmytriw LOCATION: P.R.S.S.  
 TIME: Mon., 7:00-10:00 p.m. DATE: Oct. 3  
 FEE: \$3.00

This seminar will discuss nuclear energy in general and its role as a supplier of electricity in perspective with other "traditional" sources, such as oil and coal. What are the benefits and shortcomings of nuclear compared to other sources? A discussion of issues related to nuclear and other energy technologies.

**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 laypeople learn about the laws that govern their lives. Individual legal advice is not provided, but familiarity with the law enables people to understand and deal more effectively with their legal problems.

Please pre-register by calling N.W.C.C. at 624-6054.

**UNEMPLOYMENT INSURANCE #4530**

DATE: Sept. 27 LOCATION: P.R.S.S.  
 TIME: Tues., 7:30-9:30 p.m. FEE: Free

Who is eligible; types of benefits; how, when and where to get benefits; disentanglement; job search records; interviews; appeals; how to avoid problems.

**ADOPTIONS #4531**

DATE: Oct. 11 LOCATION: P.R.S.S.  
 TIME: Tues., 7:30-9:30 p.m. FEE: Free

Explore the legal consequences of adopting a child. How, where, when.

**BUYING AND SELLING A HOME #4532**

DATE: Oct. 25 LOCATION: P.R.S.S.  
 TIME: Tues., 7:30-9:00 p.m. FEE: Free

Types of home ownership; real estate agents, interim agreements; other documents; the Land Title System; mortgages.

**WOMEN & THE LAW — SEPARATION & DIVORCE #4536**

DATE: Nov. 8 LOCATION: P.R.S.S.  
 TIME: Tues., 7:30-9:30 p.m. FEE: Free

This course covers marriage, separation or divorce, aimed specifically at women.

**MARRIAGE — LEGAL & COMMON-LAW #4533**

DATE: Nov. 1 LOCATION: P.R.S.S.  
 TIME: Tues., 7:30-9:30 p.m. FEE: Free

Marriage relationship vs. common-law relationship; custody and access of children; support and maintenance of children and spouse; property rights; protection through marriage agreements; and other considerations.

**WELFARE RIGHTS & G.A.I.N. #4534**

DATE: Nov. 15 LOCATION: P.R.S.S.  
 TIME: Tues., 7:30-9:30 p.m. FEE: Free

Eligibility; how to get G.A.I.N.; rates; special allowances; extra earnings; appeal procedures and fraud; and how to deal with problems.

**YOUR DAY IN FAMILY COURT #4535**

DATE: Nov. 29 LOCATION: P.R.S.S.  
 TIME: Tues., 7:30-9:30 p.m. FEE: Free

Advantages of dealing in Family Court; procedures and areas dealt with by Family Court; restraint and separation orders; maintenance, custody and access; protection of children and spouses from assault and mistreatment; and juvenile delinquency.

**OUTDOOR RECREATION #4589**

INSTRUCTOR: Marty Bowles LOCATION: P.R.S.S.  
 TIME: Tues., 7:00-10:00 p.m. DATE: Sept. 27-Nov. 22  
 FEE: \$40.00 plus text

This course is designed for the whole family. It includes the following topics: equipment for hiking, cross-country skiing and snowshoes, kayaking, canoeing, hypothermia survival training, local wildlife and plant life, map reading and compass work. Students may wish to organize and participate in field trips at their own expense and discretion. The College will not be involved in this aspect of the course.

**PLANTS OF THE SEASHORE #4512**

INSTRUCTOR: Lee Oates LOCATION: N.W.C.C.  
 TIME: Fri., 7:00-10:00 p.m. DATE: Sept. 16 & 17  
 Sat., 9:00 a.m.-5:00 p.m.  
 FEE: \$15.00

**No refunds after Sept. 12 unless course cancelled.**

This lecture will include a Friday evening and Saturday morning lecture and slides. A Saturday afternoon field trip to a sea beach will be arranged. Sea plants from low tide to tree level, as well as the medicinal, food and natural use of these plants will be covered.



### PREVENTIVE MAINTENANCE FOR YOUR SEWING MACHINE #4509

INSTRUCTOR: Dennis Bauer      LOCATION: P.R.S.S.  
TIME: Tues., 7:30-9:30 p.m.      DATE: Oct. 4  
FEE: \$6.00

Learn how to maintain your machine and take care of minor problems before they become major ones. Students are invited to bring their own machines to class.

### RESTRICTED RADIO OPERATOR #4513

INSTRUCTOR: George Green,      LOCATION: P.R.S.S.  
Dept. of Com-      DATE: Oct. 18-Oct. 20  
munication  
TIME: Tues. & Thurs.,  
7:00-9:00 p.m.  
FEE: Nil

Designed for the pleasure boater and fisherman. This is a three-hour course which deals with regulations, procedures and emergency communications on the radio.

**Prerequisites:** Sound knowledge of the phonetic spelling alphabet, which must be learned in advance of the course starting date by purchasing the Radiotelephone Operator Handbook.

### SALMON SPORT FISHING #4550

INSTRUCTOR: Wally Read      LOCATION: P.R.S.S.  
TIME: Wed., 7:00-9:00 p.m.      DATE: Sept. 28-Oct. 26  
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 discussed.

### SEWING — BEGINNERS' #4561

INSTRUCTOR: Linda Robinson      LOCATION: P.R.S.S.  
TIME: Wed., 7:30-9:30 p.m.      DATE: Sept. 28-Nov. 30  
FEE: \$30.00

This course is designed for the person with little or no previous sewing experience. A simple tote bag will be constructed, then other projects using commercial patterns depending on individual abilities and wishes. Time will be needed outside of class to work on projects.

### SEWING — INTERMEDIATE #4547

INSTRUCTOR: Carla De Best      LOCATION: P.R.S.S.  
TIME: Tues., 7:00-9:00 p.m.      DATE: Sept. 27-Nov. 29  
FEE: \$30.00

Individual instruction to meet your sewing requirements. Suggested garment: blouse or jacket. Please bring all equipment and materials to first class.



### SEWING POWER

This is a television course in wardrobe management and clothing construction which introduces the concepts, vocabulary, tools, materials and skills normally covered in introductory sewing. In addition, Sewing Power is designed to provide students with creative skills in wardrobe analysis and planning, as well as techniques for fabrication and fit. Its primary goal is to enable students to build and integrate for themselves a wardrobe that is both unique and appropriate to their personal lifestyles.

SCHEDULE: Mon. & Wed., 9:30-10:00 p.m.  
Starting Sept. 12

Repeats: Tues. & Thurs., 10:30-11:00 a.m.  
Starting Sept. 13

REGISTER AND PURCHASE TEXTS AT YOUR LOCAL COLLEGE CENTRE.  
FEE: T.B.A.

### SPANISH — BEGINNERS' #4593

INSTRUCTOR: Barbara      LOCATION: N.W.C.C.  
Kuschowsky      DATE: Sept. 26-Dec. 5  
TIME: Mon., 7:00-9:00 p.m.  
FEE: \$30.00 plus price of text

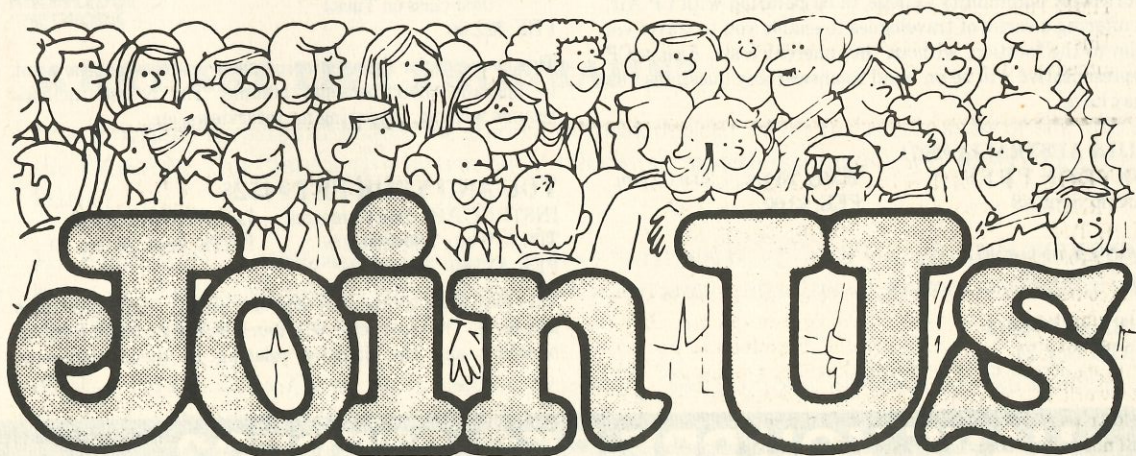
Students will learn vocabulary used in everyday situations and have the opportunity to practise dialogue in class.

### SPANISH — INTERMEDIATE #4594

INSTRUCTOR: Barbara      LOCATION: N.W.C.C.  
Kuschowsky      DATE: Sept. 28-Nov. 30  
TIME: Wed., 7:00-9:00 p.m.  
FEE: \$30.00 plus price of text

**Course Prerequisite:** Completion of Spanish — Beginners', or ability to express yourself in simple conversations.

This course will include a review of grammar structures as well as conversation practice and development for everyday situations (i.e. restaurants, shopping, etc.).





**STITCHERY SAMPLER #4577**

INSTRUCTOR: Helen McCrindle LOCATION: P.R.S.S.  
 TIME: Mon., 7:00-9:00 p.m. DATE: Sept. 26-Nov. 21  
 FEE: \$26.00

A design sampler worked on linen fabric which encourages the student to try various embroidery techniques. The same motif is used throughout. Drawn thread (hem stitching), Needle Lace, Blackwork, Cutwork and other techniques are included. Level: Beginner to advanced.

**STITCHERY ON CLOTHING WORKSHOP #4564**

INSTRUCTOR: Helen McCrindle LOCATION: N.W.C.C.  
 TIME: Sat., 9:00 a.m.-4:00 p.m. DATE: Oct. 15  
 FEE: \$20.00

**NOTE: No refunds after Sept. 30 unless course cancelled by College.**

The many possibilities of embellishing garments with applique and embroidery will be explored. Students will design a garment of their choice based on the patterns and ideas provided. A list of supplies will be available on registration.

**SURVIVAL FIRST AID #4540**

INSTRUCTOR: Paul Sharma  
 LOCATION: N.W.C.C.  
 TIME: Sat., 9:00 a.m.-5:00 p.m.  
 DATE: Oct. 22  
 FEE: \$15.00



**No refunds after Oct. 14 unless course cancelled.**

This course will provide individuals with the knowledge and skills that are necessary for the emergency care of an injured person pending arrival of qualified first aid or medical personnel. Open to those employed in business or industry where certification is relevant to students in trades or vocational courses.

**TRAVELOGUE**

Northwest Community College, in cooperation with CP Air, is offering a series of travelogues to enable you to travel via film to the location, without the inherent costs. Also, a CP representative will be on hand to answer any questions you may have.

**FIJI & AUSTRALIA #5071**

LOCATION: P.R.S.S. TIME: Thurs., 7:30-9:00 p.m.  
 DATE: Sept. 29 FEE: \$3.00

**HONG KONG #5072**

DATE: Oct. 27

**HOLLAND #5073**

DATE: Nov. 24



**THE BUSINESS OF MANAGEMENT**

For the man or woman who has decided upon a career in business, government or educational management, **THE BUSINESS OF MANAGEMENT** is a valuable introduction to a successful career. It is designed for the managerial candidate who is newly graduated or who has worked but not had formal training in business management. It is intended to provide essential skills in planning and organizing, staffing and directing, controlling, decision making, motivating, communicating, and applying managerial skills to the business organization. Over two years in development and production, this telecourse presents a realistic picture of management in the 1980s. Top management experts throughout the country share their perspectives in the 26 television programs.

SCHEDULE: Tues. & Thurs., 9:00-9:30 a.m.  
 Starting Sept. 14

Repeats: Sat. & Sun., 7:00-7:30 p.m.  
 Starting Sept. 17

REGISTER AND PURCHASE TEXTS AT YOUR LOCAL COLLEGE CENTRE.



**WOODWORK SKILLS — BASIC #4578**

INSTRUCTOR: Dave Saroop  
 LOCATION: P.R.S.S.  
 TIME: Thurs., 7:00-10:00 p.m.  
 DATE: Sept. 29-Dec. 1  
 FEE: \$40.00

Learn to operate and maintain the hand tools and machines. Students will learn to make wood joints and how to join materials using nails, screws and joints.

**NOTE: This course is not project-oriented.**

**YOU ARE HIRED #4510**

INSTRUCTOR: Sue Russell LOCATION: N.W.C.C.  
 TIME: Mon. & Wed., DATE: Sept. 19-Sept. 27  
 7:30-9:30 p.m.  
 (last class on Tues.)  
 FEE: \$22.00

This course is for those entering the workforce or who want to upgrade their personal resume. The course includes resume writing, preparing for interviews, etc.

**YOU AND YOUR PET #4526**

INSTRUCTOR: Don Cameron LOCATION: P.R.S.S.  
 TIME: Wed., 7:30-9:00 p.m. DATE: Sept. 28-Oct. 19  
 FEE: \$10.00

This four-week course will deal specifically with aquariums and birds. The instructor will touch on the care and feeding, breeding and the diseases relating to these mammals.

**HAVE YOU PRE-REGISTERED?**



# KNOWLEDGE NETWORK

Northwest Community College is working cooperatively with the Knowledge Network of the West Communications Authority (KNOW) to bring a wide range of credit and non-credit programs to communities throughout the northwest.

Instructional television programs are transmitted throughout the province via Canada's Anik-B satellite, located 22,000 miles above the equator. Low-cost earth stations receive the signals. In some communities, programs are rebroadcast right into your home, along with regular television.

For students who cannot or do not wish to attend TV lessons at home, Northwest Community College provides special viewing classrooms. Call us at 624-6054 if you would like to attend.

## WHAT ARE TELECOURSES?

Telecourses are independent study courses which consist of television lessons integrated with texts and a study guide. Some telecourses include personal tutoring by telephone and mail. Consider taking a telecourse in the convenience and comfort of your own home. For information on N.W.C.C. telecourses, please call 624-6054.

Education by television can be an exciting and valuable experience. Enroll today in a Northwest Community College telecourse.

The following is a list of these telecourses. Please look for complete descriptions alphabetically listed throughout the general interest offerings.

Applied Sketching Techniques  
Needlecrafts  
Sewing Power  
The Business of Management  
G.E.D.



**KNOWLEDGE  
NETWORK**

This symbol represents the telecourses offered over the Knowledge Network (Cable 12).

## WHAT ARE LIVE PROGRAMS?

Live programs via satellite enable the student to speak directly to the instructor as he or she appears on the TV screen. This "interactive instructional television" system is a unique way of serving the distant learner.

For home study, the interactive telephone number is 112-800-663-1678. If you cannot receive KNOW at home, or if you wish to join fellow students in a learning centre free of distractions, contact Kathy Bedard at 624-6054.

A great variety of seminars, short courses, university credit courses, professional upgrading and staff development programs will be broadcast this winter.



**The following are live interactive and pre-recorded programs offered on the Knowledge Network this fall. For information regarding dates and times, please contact your local College Centre.**

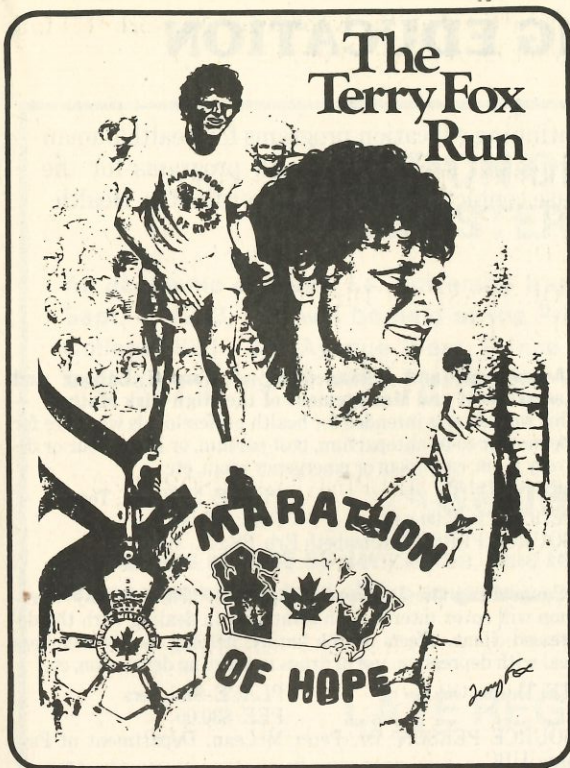
**LIVE INTERACTIVE PROGRAMMING:**

B.C. Federation of Foster Parents Assoc.	FOSTER CARE EDUCATION IN B.C. — SEXUAL DEVELOPMENT OF YOUR CHILD
B.C. Hydro	INSIDE B.C. HYDRO
B.C.I.T.	THE INNOVATORS: CASE STUDIES IN ENTREPRENEURSHIP
B.C. Safety Council	OPERATION LIFESAVER — YOU CAN'T WIN AT THIS TRACK
B.C. Wildlife Federation	B.C. SPORTSMAN
Douglas College	VALIDATION THERAPY: HELPING THE DISORIENTED OLDER PERSON
Ministry of Education	SELF-HELP IN TOUGH ECONOMIC TIMES
Ministry of Transportation and Highways	HIGHWAYS TRAINING VIA SATELLITE
North Island College	MIDDLE CHILDHOOD AND ADOLESCENCE
Pacific Vocational Institute	HOW TO MAKE MONEY CLADDING HOUSES
	HOW TO APPLY CEDAR SHAKES FOR DOLLARS
S.E.T.B.C.	TECHNOLOGY TODAY: TECHNOLOGY TOMORROW
Society for Exploring TV with Children	EXPLORING TELEVISION WITH CHILDREN
University of B.C.	NURSING ASSESSMENT AND MANAGEMENT OF PATIENTS WITH ACUTE NEUROLOGICAL DISORDERS
University of Victoria	WASTE MANAGEMENT: IT'S A MATTER OF CHOICE; A SEMINAR SERIES FOR DECISION-MAKERS
	MAKING MEETINGS WORK: A SKILLS DEVELOPMENT WORKSHOP FOR PEOPLE IN THE PUBLIC, PRIVATE AND VOLUNTEER SECTORS
	ADMINISTRATION 451: THE LEGAL BASIS OF PUBLIC ADMINISTRATION
	NURSING 301: THEORIES AND CONCEPTS IN NURSING
Workers' Compensation Board	SAFETY AND HEALTH IN THE WORKPLACE
Simon Fraser University	WOMEN AND VIOLENCE

**PRE-RECORDED PROGRAMMING**

B.C.I.T.	MONEY MANAGEMENT FOR THE '80s
	QUALITY CONTROL PROCEDURES FOR AUTOMATIC FILM PROCESSORS
National Film Board	N.F.B. SPECIAL
	N.F.B. PREVIEW
Simon Fraser University	CRIMINAL JUSTICE IN THE CANADIAN NORTH
	HISTORY 338-3, WORLD WAR II
	DIRECTED INDEPENDENT STUDY SUPPORT MATERIALS
University of Victoria	COMPUTER-BASED INFORMATION SYSTEMS — THE FOUNDATION COURSE





Thank you for supporting Terry's Dream.

**RUN - WALK - STROLL - JOG - RIDE  
ROLLERSKATE - WHEEL - SPONSOR**

## **"REGISTER FOR TERRY"**

**DATE:** Sunday, September 18, 1983

**START:** 10:00 a.m. — Sign in at 9:30 a.m. in the Civic Centre Lobby

**PLACE:** From the front of the Civic Centre and finish at the front of the Civic Centre

**FEE:** No entry fee — However, a \$5.00 contribution to the B.C. Cancer Society would be appreciated

This will be the 3rd Annual Terry Fox Run for the Marathon of Hope. The date is quickly approaching — mark it on your calendar of special dates to remember.

There are many ways you can help. If you are unable to run, perhaps you could help register participants or assist in some other way.

Remember, it's all in participation and that's what the Marathon of Hope is all about — "People helping people".

Terry had the courage to get up and fight when the going was rough and the odds impossible. Can you meet the challenge?

Show your care and remember. Participate in the 1983 Terry Fox Run.



## **THE PRINCE RUPERT RACQUETS CENTRE**

**PUBLIC COURTS - MEMBERSHIPS - JACUZZI - SAUNA - SQUASH  
RACQUETBALL - LESSONS - CLINICS - TOURNAMENTS - LEAGUES**



**— THE COURTS ARE IN SESSION —**

**627-1446**

**Prince Rupert Racquets Assn.**

525 - 9th Avenue West  
Prince Rupert, B.C., V8J 2T1



# HEALTH CONTINUING EDUCATION

N.W.C.C. offers a service of organizing and delivering continuing education programs for health/human service professionals in all communities in the College region. Preventive health programs for the general public are also offered. To access this service, please contact Emily Rozee, Coordinator, Health Continuing Education, 635-6511.

Programs confirmed for the fall are listed below.

1. **"Working With Groups"** — A one-day workshop for cross-system professionals and private agency staff and volunteers.

DATE: Sept. 8 PLACE: Prince Rupert

TIME: 10:00 a.m.-6:00 p.m.

RESOURCE PERSON: Dr. Larry Shulman, M.S.W. Ed. D. UBC

This workshop will focus on the dynamics of small groups and the skills required to lead them.

FEE: \$30.00

PRE-REGISTRATION required by Sept. 1.

2. **"Advanced Cardiac Life Support"** — This course provides the essentials of cardiac life support, according to the standards set by the American Heart Association and the Canadian Heart Association.

DATE— Oct. 22 & 23 PLACE: N.W.C.C.,

TIME: 9:00 a.m.-5:00 p.m. Prince Rupert

RESOURCE PERSONS: Dr. Paul Zickler plus medical team from the Justice Institute.

FEE: \$225.00

PREREQUISITE: Current certification in C.P.R.

PRE-REGISTRATION required.

3. **"Maturity — Onset Diabetes"** — This course is intended for health-care personnel who work with the adult diabetic. However, diabetics and relatives are welcome.

DATE: Oct. 13 PLACE: N.W.C.C., Terrace

TIME: 9:00 a.m.-5:00 p.m. FEE: \$24.00

RESOURCE PERSON: Jean Tyson, Nurse-Coordinator, Diabetes Day Centre, Lions Gate Hospital.

PRE-REGISTER, PRE-PAY.

4. **"Assessment and Management of Normal Labour and Assessment and Management of the High-Risk Mother"** —

This workshop is intended for health professionals who care for the mother-to-be antepartum, post-partum, or in a labour or delivery room, case room or emergency room, etc.

DATE: Thurs., Oct. 27 PLACE: N.W.C.C., Terrace

TIME: 9:00 a.m.-5:00 p.m. FEE: \$35.00

RESOURCE PERSON: Elizabeth Erb, BSc.N., Midwife

5. **"Counselling the Depressed Client"** — This one-day workshop will cover intervention strategies in dealing with the depressed client, effects on the family, helping family members deal with depression, use of drugs in treating depression, etc.

DATE: Thurs., Oct. 6 PLACE: Smithers

FEE: \$30.00

RESOURCE PERSON: Dr. Peter McLean, Department of Psychiatry, UBC

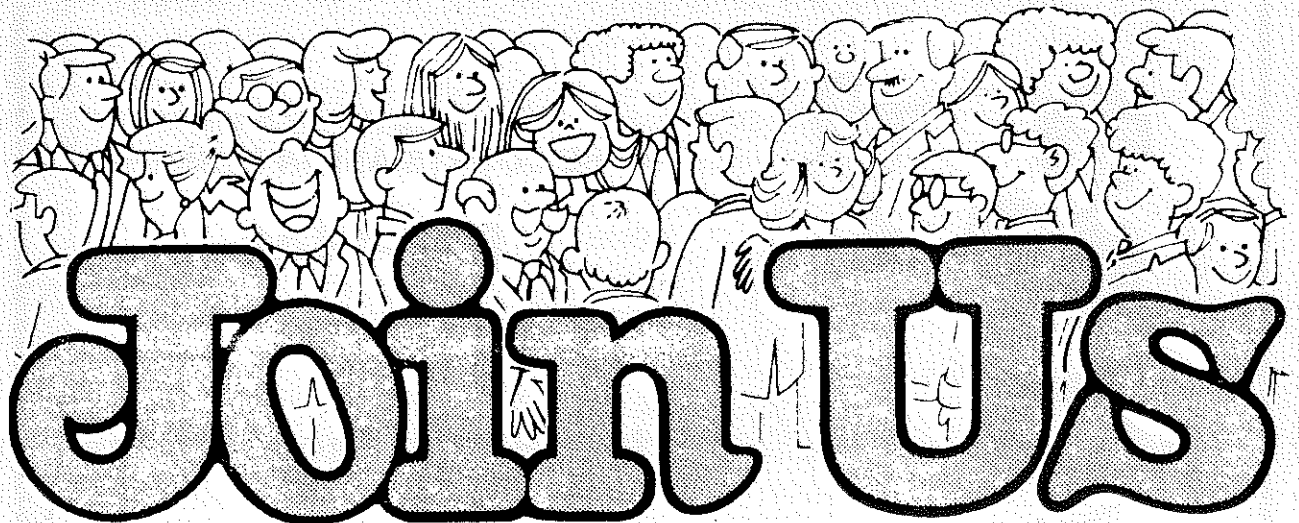
PRE-REGISTRATION required two weeks in advance.

TARGET GROUP: Health and social service professionals, including homemakers, home care nurses, public health F.S.W.s, mental health nurses, etc.

The following workshops are in various stages of organization. Please contact N.W.C.C. Health Programs to register interest.

1. **Sexuality in the '80s**
2. **Caring for the Dying and Their Families**
3. **Assertiveness Training for Health Care Workers**
4. **Pharmacology Update**
5. **Care of O.R. Instruments**

PLEASE NOTE: Dates of above workshops are subject to change. Publicity advertising each specific workshop will be distributed in early fall. For further information, please contact Emily Rozee.





## LOCATION OF CLASSES AND SEMESTER START DATE

All academic courses, i.e. university transfer and career technical, will begin week of Sept. 5, 1983, and will be held at the Prince Rupert campus of Northwest Community College, 820 - 3rd Avenue West, Prince Rupert, unless otherwise noted. Registration begins Mon., Aug. 29, 1983. Please note: College closed Mon., Sept. 5, Labour Day.

## COURSE FEES

All courses are \$46.80 per course, plus text, unless otherwise noted. Full-time students taking a complete load of five courses pay \$210.00 per semester.

## LATE REGISTRATIONS

Students may be admitted to university transfer courses up to Fri., Sept. 16. Registration after this time will only be permitted in exceptional circumstances.

## ACADEMIC DIVISION

### DO YOU KNOW ...

- That we offer a variety of first- and second-year university courses?
- That these courses are open to everyone even if they don't have Grade 12?
- That you can take a course for credit, for interest, intellectual stimulation, or just to meet new people?
- That we have career-technical programs in Early Childhood Education and Human Service Work which lead to a certificate?
- That we have courses and workshops that may be of special interest to women and workers?
- That we offer diplomas and certificates in Arts and Science?

GET A START ON A UNIVERSITY EDUCATION OR CAREER TRAINING!  
PRE-REGISTER NOW TO ENSURE YOU HAVE A PLACE.



# UNIVERSITY TRANSFER COURSES

## -PRINCE RUPERT-



### ANTHROPOLOGY 101 (Introduction to Physical Anthropology & Archaeology)

INSTRUCTOR: Paul Sneed      LOCATION: N.W.C.C.  
 TIME: Wed., 7:00-10:00 p.m.      DATE: Sept. 7-Dec. 14  
 FEE: \$46.80 plus texts

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.

### ENGLISH 101 (Literature & Composition 1)

INSTRUCTOR: George Stanley      LOCATION: N.W.C.C.  
 TIME: Tues., 7:00-10:00 p.m.      DATE: Sept. 12-Dec. 19  
 FEE: \$46.80 plus texts

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

### ENGLISH 109 (Creative Writing)

INSTRUCTOR: George Stanley      LOCATION: N.W.C.C.  
 TIME: Mon., 7:00-10:00 p.m.      DATE: Sept. 6-Dec. 13  
 FEE: \$46.80 plus texts

Reading and criticism of student writing. Lyric poetry, short fiction, myths, autobiography, local history and journalism.

### PSYCHOLOGY 201 (Human Development)

INSTRUCTOR: Kamal Baig      LOCATION: N.W.C.C.  
 TIME: Mon, 7:00-10:00 p.m.      DATE: Sept. 12-Dec. 19  
 FEE: \$46.80 plus text

In this course, the physiological and psychological development of infants is the subject matter. Topics include pre- and post-natal development, perception, learning, language acquisition, thinking and personality development.

### SOCIOLOGY 211 (Social Roles & Relationships I)

INSTRUCTOR: Gail Emmerson      LOCATION: N.W.C.C.  
 TIME: Thurs., 7:00-10:00 p.m.      DATE: Sept. 8-Dec. 15  
 FEE: \$48.60 plus texts

The changing roles and relationships of men and women in contemporary society will be examined. Topics include: marriage and child-rearing practices, changes in work patterns, women's bodies and challenges to traditional male role models.

### FOR GENERAL INTEREST —

#### FEMALE SEXUALITY

INSTRUCTOR: Gail Emmerson      LOCATION: N.W.C.C.  
 TIME: Sat., 9:00 a.m.-12:00 noon      DATE: Nov. 26  
 FEE: \$10.00

An analysis of female physiology, the psychological aspects of female sexuality, common fallacies and sexual dysfunctions in women.

**HAVE YOU PRE-REGISTERED?**



# CAREER TECHNICAL PROGRAMS

## EARLY CHILDHOOD EDUCATION PROGRAM

Learning in the child's formative years is increasingly seen as an area of vital significance. Throughout the Northwest Community College region there is a need for trained men and women to participate in this education process. The Early Childhood Education program is designed to prepare students for employment in such areas as child care, nursery and preschool supervision, early intervention and special education, and family day care. FOR MORE INFORMATION on this program, call the College at 624-6054.

### E.C.E. 123 (Issues in Family Living)

INSTRUCTOR: T.B.A.

TIME: Wed., 7:00 - 10:00 p.m.

FEE: \$46.80 plus text

LOCATION: N.W.C.C.

DATE: Sept. 7 - Dec. 14

This course covers working with people, family forms, marriage and family patterns. It will examine the changes occurring in family life.

## HUMAN SERVICE WORKER (H.S.W.)

This career program is directed at the people who wish to obtain training and practical skills in the social services field. Training is composed of university transfer and special courses designed to prepare the student to work at a para-professional level in the "helping professions". Usually, para-professionals are supervised by a professional person. In general, this program is of interest to people working, or intending to work, as home-school coordinators, child care workers, teacher aides, youth workers, and others interested in community work in the health, counselling and legal areas. With credits from the university transfer program, students may wish to continue with their education at a university degree level.

### H.S.W. 153 (Human Growth & Development)

INSTRUCTOR: Ed Nicholson

TIME: Thurs., 7:00-10:00 p.m.

LOCATION: N.W.C.C.

DATE: Sept. 8-Dec. 15

This course introduces the student to the basic processes and content of effective communication, so that each student achieves an understanding of what effective communications means as well as a personal understanding of his/her style of communications. Topics to be covered include: active listening, empathy, self-disclosure, giving feedback, understanding and expressing feelings, helpful responding and non-verbal communication.

# HAVE YOU PRE-REGISTERED?

ACADEMIC COURSES

ACADEMIC COURSES



# TERRACE PROGRAMS

## TRAINING ACCESS PROGRAM (TRAC)

(This program replaces some programs formerly known as pre-apprenticeship and pre-employment training programs.)

The Training Access Program (TRAC) is an innovative approach to trades training. TRAC provides students with an exposure to the knowledge and skills common to all the various trade specialties within the program before they are required to select a specific training specialty. Furthermore, TRAC is designed on a modular basis which allows students to move through the program from one level to the next. Continuous entry into the program on a twelve-month basis is a further feature of this program. A wait-list system is established whereby students are contacted in advance of their anticipated start date.

This program consists of three levels of training.

Each level is divided into modules. Each module contains a group of skills. The skills are presented in self-paced learning packages that students will work through at their own individual rate. A realistic time frame will be maintained.

Audio-visual materials with practical assignments supervised by qualified trades persons have been developed.

Students who have had previous training and experience may challenge tests and assignments, and if successful, may move through the program more quickly.

### 1. LEVEL I — Common Core (approximately 2 - 3 months)

This level provides students with the necessary skills and knowledge which are common to all trade areas. Competency in common core skills and knowledge must be demonstrated before a student can proceed to one of the occupational core areas which should suit the student's interest and aptitude.

### 2. LEVEL II — Occupational Core (approximately 2 months)

The second level deals with more specialized skills and knowledge which are common to the following six occupational cores. A student can select one of the following six options:

- Carpentry
- Electrical
- Mechanics
- Metal Fabrication
- Millwright/Machinist
- Piping

Competency in the skill and knowledge in an occupational core is required before moving on to the the third level of training — the level of specialty.

### 3. LEVEL III — Specialty Training (approximately 2 months)

Each of the six occupational cores is divided into several trade specializations. These specialty programs provide the specialized knowledge and skills necessary to become employable at an entry level in a trade area.

At the third level of training, a student will select the specialty within the occupational core that was completed at Level II.



## Description of TRAC Programs Offered at Northwest College

OCCUPATIONAL CORE		SPECIALTY
<b>COMMON CORE</b> (approx. 2-3 mos.)	<b>MECHANICS</b> (approx. 2 mos.)	<b>Automotive</b> (approx. 2 mos.)
		<b>Marine Engine Repair</b> (approx. 2 mos.)
		<b>Small Engine Repair</b> (approx. 2 mos.)
		<b>Heavy Duty Mechanic</b> (approx. 2-3 mos.)
	<b>CARPENTRY</b> (approx. 2 mos.)	<b>Carpentry</b> (approx. 2 mos.)

### COMMON CORE

**Common Core:** Is designed as an initial training program in approximately 20 trades.

**Prerequisite:** 1) Grade 10 or equivalent (B.T.S.D. Level III)  
2) Successful completion of an English or Math pretest

**Length:** Approximately 2-3 months  
**Dates:** Continuous intake

### OCCUPATIONAL CORE

**Mechanics Occupational Core:** This program is designed for students wishing to enter one of the following specialties: automotive mechanics, autobody, marine and small engine repair, or heavy duty mechanics.

**Prerequisite:** Completion of Common Core  
**Length:** Approximately 2 months  
**Dates:** Continuous intake when training spaces are available

**Carpentry Occupational Core:** This program is designed for students wishing to enter the carpentry, benchwork or joinery specialties.

**Prerequisite:** Completion of Common Core  
**Length:** Approximately 2 months  
**Dates:** Continuous intake when training spaces are available

### TRAC SPECIALTIES

**Automotive Repair Specialty:** This program is designed to prepare students for employment in the automotive repair trade.

**Prerequisite:** Completion of Mechanics Occupational Core  
**Length:** Approximately 2 months  
**Dates:** Continuous intake when training spaces are available

**Marine & Small Engine Repair Specialty:** This program is designed to prepare students for employment in the marine and small engine repair trade.

**Prerequisite:** Completion of Mechanics Occupational Core  
**Length:** Approximately 2 months  
**Dates:** Continuous intake when training spaces are available

**Heavy Duty Mechanic Specialty:** This specialty prepares students for employment in the heavy duty repair trade.

**Prerequisite:** Completion of Mechanics Occupational Core  
**Length:** 2-3 months  
**Dates:** Continuous intake when training spaces are available

**Carpentry Specialty:** This program is designed to prepare students for employment in the carpentry trade.

**Prerequisite:** Completion of Carpentry Occupational Core  
**Length:** Approximately 2 months  
**Dates:** Continuous intake commencing October 1983



**ELECTRONICS TECHNICIAN**

**Two intakes per year:**

September 6, 1983 - June 14, 1984

February 6, 1984 - November 29, 1984

This program is designed to provide students with the skills and knowledge necessary to enter a rewarding career in a variety of areas within the electronics field. The core of 26 weeks will provide training in the basics of electrical and electronics theory and related practical assignments. Over the next 16 weeks, the student will receive training in stereo, colour TV, video systems servicing techniques, telecommunications, microprocessors by instructional demonstrations, lectures and practical "hands on" experience. Please see College calendar for more details.

**PROFESSIONAL COOK TRAINING**

**(Continuous Intake)**

The objective of Professional 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 Program - 12 months
- Camp Cooking Program - 3 months
- Short Order Cooking Program - 3 months
- Upgrading Program - Up to 3 months

**FEES**

Tuition	\$50.00
Tool or Book Deposit	50.00
Student Association	1.00 per month

**MODULAR WELDING PROGRAM**

**(Continuous Intake)**

This course has been organized into package modules to ensure maximum flexibility for individualized training. Students enter the program on a continuous basis and progress at their own speed.

Module "C" is the first level of training and takes approximately 7 months. Module "B" will begin as soon as provincial materials are available. Please see College calendar for details.

**BUSINESS EDUCATION PROGRAMS**

**BUSINESS CAREERS (Continuous Intake)**

Courses begin on Mondays as spaces become available, beginning Sept. 6, 1983.

Courses are offered in:

- Clerk-Typist - 4-6 months
- Clerk Bookkeeper - 4-6 months
- Accounting - 9-11 months
- Medical Steno - 10 months
- Legal Steno - 10 months
- Word Processing - 2-4 months
- Industrial Records & First Aid - 5 months - start date Sept. 6, 1983

**FEES**

Tuition	\$50.00
Book or Tool Deposit	25.00
Student Association	1.00 per month

**BUSINESS ADMINISTRATION**

- 1-Year Certificate - Start date Sept. 6, 1983  
9-month program
- 2-Year Diploma - Start date Sept. 6, 1983

**FEES**

Tuition	\$50.00
Student Association	1.00 per month





# **O**PEN LEARNING **INSTITUTE**

3306 Kalum Street  
**THE DOWNTOWN CENTRE**

**CALL 635-4961 — COLLECT**

**REGISTRATION MAIL DEADLINES**  
**OCT. 1, DEC. 1, FEB. 1**

Study at home with the Open Learning Institute! Now you may get your high school diploma, study toward a university degree, or start a new career program. Complement your College program with home-study courses from O.L.I.!

In Prince Rupert, call the O.L.I. Advisor 24 hours per day collect at 635-4961, or stop by the Prince Rupert Northwest Community College Centre at 820 - 3rd Avenue West to obtain more information.



**OPEN  
LEARNING  
INSTITUTE**



# **GIANT REGISTRATION**

**Tuesday, September 6  
8:00 a.m. - 8:00 p.m.**

**at the  
Civic Centre Gymnasium**

**P.R. Recreational  
Department**

Swimming Pool  
and  
Recreational  
Programs

**Northwest  
Community College**

General Interest  
University Transfer  
Vocational Programs  
& Courses

**Various Community Clubs & Groups**

Take this opportunity to come and register for any courses  
offered by these organizations

**FREE COFFEE WILL BE AVAILABLE  
FREE BABYSITTING SERVICES 9:00 a.m. - 3:00 p.m.  
WHILE REGISTERING!!!**