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**NORTHWEST COMMUNITY COLLEGE
KITIMAT CAMPUS — 632-4766**

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NORTHWEST COMMUNITY COLLEGE IS ONE OF MANY EDUCATIONAL SERVICES IN KITIMAT. THANKS TO THE STAFF AND INSTRUCTORS OF SCHOOL DISTRICT 80 AND THE RECREATION DEPARTMENT FOR THEIR CO-OPERATION IN OUR OPERATION AND PROGRAMMING.

HOW TO REGISTER

IN PERSON — Beginning September 4 at the College Centre
DAYS 8:30 a.m. to 4:30 p.m. EVENINGS 7:30 p.m. to 9:00 p.m.

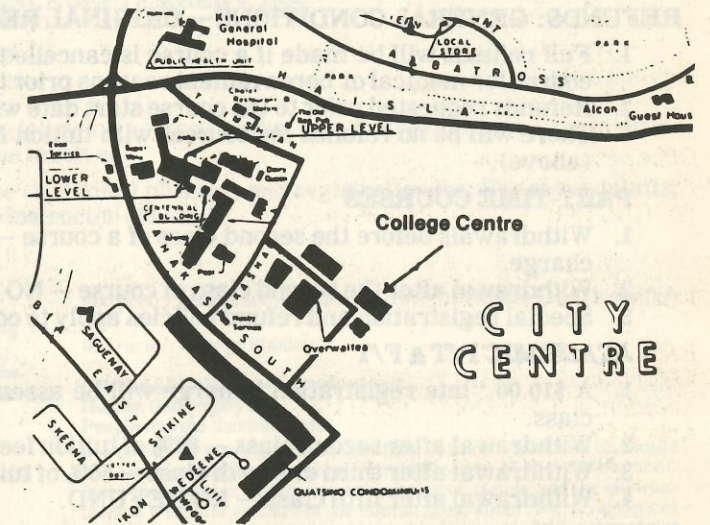
RIVERLODGE REGISTRATION — SATURDAY, SEPTEMBER 8 AT RIVERLODGE
10:00 a.m. to 4:00 p.m. — FREE coffee!

IMPORTANT: Many courses, especially workshops, have limited enrolment. Register early.
WORKSHOPS SUBJECT TO CANCELLATION ONE WEEK BEFORE START DATE.

WHERE TO REGISTER

COLLEGE CENTRE
606 Mountainview Square
Kitimat V8C 2N2 Ph: 632-4766

Days: Monday to Friday 8:30 a.m. to 4:30 p.m.
Evenings: Monday to Thursday 7:30 p.m. to 9:00 p.m.



WHO TO SEE

QUESTIONS???
QUESTIONS???
QUESTIONS???
GIVE US A CALL!

STAFF

Lola Doering — College Secretary
Carol Larsen — Clerk
Shirley England — Night Clerk



IN KEMANO
Lynn Berry

LOCAL BOARD MEMBERS
Joanne Monaghan — Armand Robitaille

KITIMAT DIRECTOR
Susan Cole

IMPORTANT INFORMATION FOR ALL STUDENTS

REGISTER NOW!

COMMUNITY REGISTRATION AT RIVERLODGE — SEPTEMBER 8

FEES: Tuition varies with each course and must be paid in full at time of registration. Visa and MasterCard accepted.

FEES FOR SENIOR CITIZENS: Seniors may register on a wait-list basis and enter the course tuition-free if minimum enrolment is met and maximum not exceeded. Material costs still apply. All fee-payers will have priority.

FEES FOR DISABLED: As above except for University Transfer and Vocational courses where full tuition applies.

REFUNDS: GENERAL CONDITIONS — ORIGINAL RECEIPTS REQUIRED

1. Full refunds will be made 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 a \$10.00 administration charge.
3. There will be no refunds for courses with tuition fees of \$10 or less except for those conditions in 1 (above).

PART-TIME 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 course — NO REFUND.
3. Special registration and refund policies apply to courses labelled "NO REFUND".

ACADEMIC P/T & F/T

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 or fourth class — 50% of tuition fee less a \$10.00 administration charge.
4. Withdrawal after fifth class — NO REFUND.

NOTES: Students can register for Academic courses up to and including the third class. Students can register after the third class with the instructor's approval.

VOCATIONAL (F/T)

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.

INCOME TAX DEDUCTIONS: Tuition fees totalling over \$100.00 are tax deductible. Please keep 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.

HOLIDAYS: No classes on statutory holidays — October 8 and November 12.

LEARNING RESOURCES: Library cards are available to all students. Materials from NWCC Terrace or other College libraries may be ordered from the Microfiche catalogue.

CLASSES BEGIN:

ENGLISH LANGUAGE	September 24	ADULT UPGRADING	September 24
VOCATIONAL FULL-TIME	September 4	ACADEMIC	September 4
VOCATIONAL PART-TIME	September 10	COMMUNITY INTEREST	September 24

IMPORTANT

Minimum class size is 12. You should register AT LEAST ONE WEEK BEFORE class start date as all classes are subject to cancellation if 12 people have not registered.

ACADEMIC

Only the educated are free. Epictetus

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, for 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 for women and workers as part of our special programs?
- That we offer diplomas and certificates in Arts and Science?
- That we offer Grade 11 and 12 Science and math courses for upgrading?

Get a start on a university education or career training!
Pre-register now to ensure you have a place.

TUITION FEE: \$57.00 per course

CLASSES COMMENCE SEPTEMBER 4, 1984

UNIVERSITY TRANSFER

This fall, students in Kitimat will be able to take the following courses by distance delivery. The course instructor will be your tutor, and some seminar work may be involved.

Fees for distance delivery courses: **\$57.00** per course (3 credits) plus text and registration fee. For more details, contact the Kitimat campus (632-4766) or the course instructor (635-6511).

REGISTER NOW FOR:

BIOLOGY 110D — Intro to Biology I

Designed as the first part of introductory laboratory courses in biological sciences, this course deals with evolution, cell biology, genetics and the classification of organisms. If you intend to take upper-level biology courses, you should take BISC 110 and its companion course, BISC 111.

Prerequisite — none
Instructor: Jon Shepard

ECONOMICS 202D — The Macro-View: Canada, The Modern World System and Economic Theories

This course will provide a survey of economic activities and institutions and will centre on an analysis of the production and distribution of wealth in the capitalist system. Specific items include: Production and Market Mechanisms, National Income Accounts, Economic Growth, International Trade and Capital Flows, Government Policies (budget, taxes, money supply, trade unions). Theoretical tools and conceptual models from various schools of thought will be used as guidelines and will be tested for realistic validity in a historical perspective. (3,0,0)

Instructor: Peter Weber

ENGLISH 100D — Lit & Comp I

This course is split between composition and literature. It includes a thorough review of basic grammar, punctuation, diction and writing mechanics; instruction in the composing of critical essays; and an introduction to modern short stories and novels. The course does not attempt to provide a historical or chronological overview of fiction, but instead presents stories and novels written during the past hundred years to demonstrate the characteristics of fiction in general. Drama

and poetry are the subjects of ENGL 101 (Literature and Composition II).

Instructor: George Stanley.

GEOGRAPHY 230D — Introduction to Human Geography I: People and the Environment

In this course you will look at the effect of the environment on people and, more significantly, people's modification of the environment. Since the complex interrelationship between people and the environment is a central concern of the human geographer, the development of present-day views on this relationship is traced. Both determinist and possibilist views are discussed. You will study such subjects as resource exploitation, population growth and the impact of human activities on the environment. As you study the subject areas, you will also develop a range of cartographic and research skills.

Prerequisite — none
Instructor: Paul Sneed

PSYCH. 101D — Introductory Psych I

A survey of major findings in psychology with an emphasis on psychological techniques. Selected topics include: scientific inquiry; physiological basis of behaviour; learning theories; communication and memory; thinking, reasoning and creativity. (3,0,0)

Instructor: Andre Klingner

SOCIOLOGY 101D — Introductory Sociology I

An examination of the structure of society through the major topics in the discipline of sociology: culture, socialization, primary groups, status and role associations. (3,0,0)

Instructor: Jake Muller

CAREER/TECHNICAL

Courses offered in Early Childhood Education and the Human Service Worker Program can be taken on a part-time or full-time basis towards the E.C.E. and H.S.W. Certificate and Diploma respectively, or can be taken for general interest.

For more information on the E.C.E. program, contact Larisa Tarwick and on the H.S.W. program, contact Jake Muller at 635-6511. For course schedules, contact the Kitimat campus.

**PLEASE CALL THE KITIMAT CAMPUS FOR INFORMATION
ABOUT ACADEMIC COURSES OFFERED IN TERRACE**

COUNSELLING SERVICES



Charting your course???
 Unsure where to go or
 or how to get there???

The COUNSELLING CENTRE provides help in....

- * career planning
- * vocational choice
- * applying for financial aid
- * learning study skills

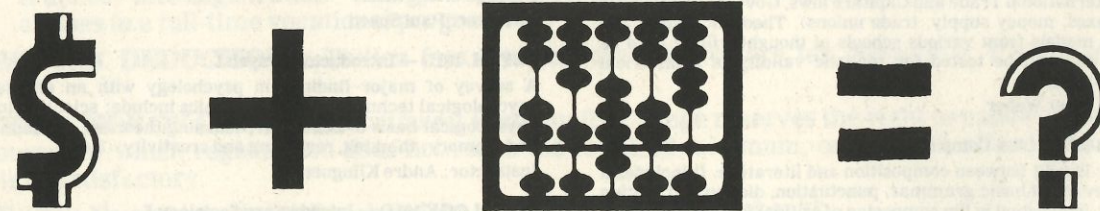
We have information on.....

- * college programs
- * university programs
- * correspondence and distance education programs
- * many, many careers

To help you, we have a variety of tools such as interest inventories, preference guides, and CHOICES. We can show you how to finance your education. We can also help you learn study skills to ease the transition back to school. We're here to help! The counsellor will be in Kitimat on Wednesdays. Call 632-4766 to make an appointment.

CHOICES, a computerized job search will be available in Kitimat for one week. Enrol now in CHOICES: FINDING YOURSELF A CAREER. October 17 and 24.

FINANCIAL AID



Does the cost of education put a stop to your plans?

There is help!!!

Financial aid for education takes many forms. There are loans, scholarships and bursaries. You may borrow money, interest-free, through the Canada Student Loan or B.C. Loan Programs. The College provides over \$12,000 each year in non-repayable bursaries. The College has a new Entrance Scholarship program which may pay your full tuition.

Talk to your instructor, a counsellor or any other College staff. They have the details for you.

Do not hesitate to apply. You won't receive help unless you do!!!

Don't let the cost of education stand in the way of your future.

*** Ask about the new "Scholarship Plan" at Northwest. High school students graduating with A/B averages are eligible for tuition scholarships of 50 to 100 percent of fees.**

ADULT BASIC EDUCATION



成人英語班

ΑΓΓΛΙΚΑ ΜΑΘΗΜΑΤΑ

AIKUISTEN ENGLANNIN LUOKKA

CLASAS PARA ADULTOS

ਦੀਡਮ: ਦਾਸੀ ਅੰਗਰੇਜ਼ੀ ਦੀਮਾਂ ਜਮਾਤ

COURS D'ANGLAIS POUR ADULTES

OPEN HOUSE

REGISTRATION and PLACEMENT

MONDAY, SEPTEMBER 24 — 9:00 A.M. to 12:00 NOON

Come and meet your teacher and fellow students. New students welcome. Classes begin after registration on Monday, September 24.

CLASSES BEGIN SEPTEMBER 24

ENGLISH LANGUAGE

MORNINGS

ENGLISH FOR BEGINNERS (LEVELS 1 - 4) 5 days per week — Kay Hall — \$85.00
 Emphasis will be on oral practice of everyday English — speaking and listening skills.
 240 hours (College Centre, Room 4)

Mon. - Fri.
 Sept. 24
 8:30 a.m. - 12:30 p.m.

INTERMEDIATE ENGLISH 4 days per week — Maria Raposo — \$60.00
 Instruction in written skills, phonics and spelling, as well as oral and listening skills.
 144 hours (College Centre, Room 5)

Mon. - Thurs.
 Sept. 24
 9:00 a.m. - 12:00 noon

ADVANCED ENGLISH 4 days per week — Roberta Bowen — \$60.00
 Continuation of written and oral work, including vocabulary development.
 144 hours (College Centre, Room 3)

Mon. - Thurs.
 Sept. 24
 9:00 a.m. - 12:00 noon

EVENINGS

ENGLISH — BEGINNER/INTERMEDIATE/ADVANCED

2 evenings per week — Maria Raposo — \$30.00

Any student who wishes to learn English in the evening should attend this multi-level class. Work will be assigned at all levels.
72 hours.

(College Centre Room 4)

Tues. & Thurs.
Sept. 25
7:00 - 10:00 p.m.

NOTE: ALCAN WILL PAY FEES FOR THESE COURSES FOR ITS EMPLOYEES AND FAMILY MEMBERS LIVING IN THE SAME HOUSEHOLD.

CANADIAN CITIZENSHIP CLASS

6 classes — Roberta Bowen — \$5.00

Are you wondering how to go about becoming a Canadian citizen? Register for classes which help prepare you for your citizenship interview. Basic instruction is given in historic, political and geographic study of Canada. Understanding of English is necessary.
12 hours

(College Centre, Room 3)

Mon.
Oct. 15
1:00 - 3:00 p.m.

ADULT UPGRADING

THERE ARE DIFFERENT WAYS TO UPGRADE YOUR EDUCATION DEPENDING ON WHY YOU WANT IT AND HOW YOU LIKE TO LEARN!

BTSD (BASIC TRAINING FOR SKILL DEVELOPMENT)

Chris Wozney — \$42.00 per month plus \$25.00 book deposit and/or texts required

An adult upgrading program to bring Math, English and/or Science skills to trades entry levels. Students may study one or three subjects to obtain diplomas at a Level III or Level IV (approximately Grade 10 and 12 for vocational program entry requirements). Minimum age: 17, and out of school 12 months.

Students may begin classes at any time after September 24 and pay fees monthly. Class times are 9:00 a.m. to 12:00 noon and 1:00 p.m. to 4:00 p.m., Monday through Friday. The following schedule is recommended for students attending full-time or requiring assistance in specific subject areas:

English:	Mon./Wed./Fri.	9:00 a.m. - 12 noon
Math:	Mon./Wed./Fri.	1:00 p.m. - 4:00 p.m.
Science:	Tues./Thurs.	1:00 p.m. - 4:00 p.m.
Open Study:	Tues. & Thurs.	9:00 a.m. - 12:00 noon

REGULAR HIGH SCHOOL

Mount Elizabeth has provisions for adults who wish to attend regular classes. Students must be fluent in written and oral English. Adults can complete their high school by completing English 12, Social Studies 11 and 5 other Senior High School subjects. Contact Mount Elizabeth, 632-6174, for more information.

CORRESPONDENCE COURSES

Correspondence Branch, Ministry of Education

High School courses in a self-study format. Most courses Grade 2 to 12 can be ordered. Catalogues are available at the College Centre.

OPEN LEARNING INSTITUTE

For information, call Richmond Toll-free number:
112-800-663-9711



G.E.D. EXAMINATIONS

For adults who did not complete secondary school and wish to acquire a Ministry of Education Grade 12 Equivalency Certificate under the General Education Development (G.E.D.) Program. Adults are required to pass five tests: English Literature, English Grammar, Science, Social Studies and Mathematics. You may purchase a text for self-study at the College. **EXAMS MAY BE WRITTEN AT THE TERRACE CAMPUS ON THE FOLLOWING DATES:**

SEPTEMBER 14/15

DECEMBER 7/8

You must be 19 years old and a B.C. resident for 6 months prior to writing.
Application forms available at the College.

TRAC MODULES — NEW THIS FALL!

Common core modules for entry into trades training will be available in Kitimat this fall. Students will be able to study and complete theory modules A, B, C, E, O, N for credit towards common core program in Terrace. **REGISTER IN KITIMAT. Fee: \$56.00 per month.**

COMMON CORE	OCCUPATIONAL CORE	SPECIALTY
MECHANICAL COMMON CORE *Theory Modules available in KITIMAT	MECHANICAL	Automotive
		Inboard/Outboard
		Heavy Duty
	CARPENTRY	Carpentry
		Joinery
	MACHINIST/MILLWRIGHT	
WELDING "C" MODULE		

BUSINESS & PROFESSIONAL

DAY PROGRAMS



"The only difference between a machine and us is that a machine is an answer and we are a question."
Roger Rosenblatt

BUSINESS CAREERS TRAINING — FULL- OR PART-TIME

INSTRUCTOR:	Vanessa Oltmann, I.D.	FEE	\$56.00/month full-time
TIME:	9:00 a.m. to 4:00 p.m.		\$56.00/month part-time
DATES:	Continuous Intake		plus texts and refundable
	Starting September 4, 1984		book deposit

REGISTRATION on a full- or part-time basis is accepted at any time. Applicants will be accepted as spaces are available in the various programs. Full-time applicants may be given priority over part-time applicants.

DIPLOMA PROGRAM:

CLERK TYPIST AND CLERK BOOKKEEPER programs are 4- to 6-month courses which include work in Data Processing, Office Practice, Accounting, Typing, Dictatyping, Business Machines and Business English.

PREREQUISITES: Grade 12 graduation is preferred for all courses. A minimum of Grade 10 or BTSD Level III or the equivalent is acceptable. Business experience may be accepted in lieu of formal schooling in some cases. For individual evaluation of experience, please make an appointment to see the instructor.

ACCOUNTING OPTION — PREREQUISITE — A Northwest Community College Clerk-Bookkeeper certificate or equivalent experience and training. A 4-month course including Financial Accounting, Economics, Law, Business Mathematics and Computerized Accounting. For students working towards CGA or RIA certification, the following courses will give credit on these professional programs:

Accounting 150-151
Economics 150-151
Business Law 150-151

ADVANCED OPTIONS (DIPLOMA PROGRAMS)

PREREQUISITE for the following advanced options is a Northwest Community College Clerk-Typist or Clerk-Bookkeeper certificate, or possession of extensive qualifying experience as a dictatypist (50 nwpm minimum) or a clerk stenographer (80 wpm shorthand and 50 wpm typing minimum). Applicants who do not have an NWCC Clerk-Typist or Clerk-Bookkeeper certificate should make an appointment with the instructor.

MEDICAL STENOGRAPHER — Includes Medical Terminology, Transcription, Medical Typing and Office Practice. 4 to 6 months to completion.

WORD PROCESSING — Includes courses in Word Processing Concepts, Electronic Typewriters, Volkswriter and Wordstar word processors, advanced transcription and advanced word processing applications. In addition to the above prerequisites, students should have superior skills in spelling, grammar and punctuation, and the ability to use various reference sources. 5 months.

ADMINISTRATIVE SECRETARY — Includes the full word processing program as described above, as well as Business Law, Rough-draft Typing and Advanced Typing. Students should have superior English skills and the ability to study abstract subjects.

EVENING PROGRAMS & WORKSHOPS

ACCOUNTING 101 15 Sessions — Marg Ross — \$81.00 (plus texts) Wed.
An introduction to basic accounting, this CREDIT course covers general and Sept. 12
synoptic journals, ledgers, simple financial statements and payroll. Completion of 7:00 - 10:00 p.m.
home assignments and tests is required to obtain a certificate in the Business Careers program.
45 hours (College, Room 7)

ACCOUNTING 102 17 Sessions — Marg Ross — \$90.00 (plus texts) Tues.
A CREDIT course following Accounting 101 covering cash control, specialized Sept. 11
journals, vouchers and inventory control. Certificate requirements include completion of all projects and tests for Business Careers program.
50 hours. 7:00 - 10:00 p.m.
(College, Room 6)

COMPUTER ACCOUNTING FOR BUSINESS & INDUSTRY

4 Sessions — John Campbell & Rick Girody
\$150.00, including materials

This hands-on course is designed for owners, managers and employees who want to know what accounting is all about in the computer age. No previous knowledge of computers and accounting needed, but would be helpful. You will learn:

- The Accounting Cycle
- To set up and maintain financial records
- To identify basic internal control procedures
- How to use the MICRO COMPUTER
- How to complete the Accounting Cycle using the micro computer, i.e.
 - a. Journalize source data (cash, cheques, invoices and payroll)
 - b. Post to the general ledger
 - c. Make necessary adjustments
 - d. Prepare profit and loss statement
 - e. Prepare the balance sheet
 - f. Run a month end

24 hours.

(College, Room 5)

Mon.
Nov. 26
1:00 - 4:00 p.m.
AND
Tues./Wed./Thurs.
Nov. 27/28/29
12:00 noon - 6:30 p.m.

BASIC BOOKKEEPING10 Sessions — Linda Byrne — \$40.00
(plus book deposit)Wed.
Sept. 26
1:00 - 3:00 p.m.An introductory **non-credit** bookkeeping course for anyone interested in keeping books at home. Topics covered will include:

- record-keeping activities
- credit, ownership and automobile records
- banking records
- personal tax records

No prerequisites for this **afternoon course!** Childcare is available.
20 hours.

(College, Room 3)

Federal Business
Development BankBanque fédérale
de développement**INCREASING YOUR PROFIT IN SMALL BUSINESS** 2 Sessions —

John Campbell — \$47.50

Wed. & Thurs.
Oct 17 & 18
7:00 - 10:00 p.m.This seminar is especially designed to introduce some fresh, practical and easily understood approaches to profit management.
6 hours.

(College, LRC)

Participants will learn to:

1. Create and increase awareness of the importance of profit maximization.
2. Outline the significance of the Revenue-To-Profit Ratio.
3. Illustrate the various effects of inflation on a firm's profits.
4. Explain the impact of total career cost in determining manpower requirements.
5. Clearly emphasize the necessity of knowing the major cost areas.
6. Discuss the effect of cutting prices.
7. Briefly present a number of productivity improvement techniques.
8. Present an approach for implementing a profit maximization program.
9. Briefly introduce new approaches to a profit maximization, i.e. profit sharing.
10. Provide an opportunity to discuss and evaluate realistic solutions.

REGISTER BY OCTOBER 10 — NO REFUNDS.**HOW TO ARRANGE FINANCING FOR
SMALL BUSINESS**2 Sessions —
John Campbell — \$47.50Mon. & Tues.
Oct. 15 & 16
7:00 - 10:00 p.m.

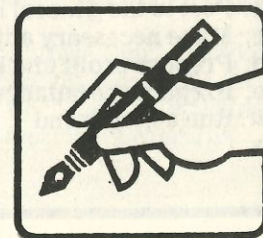
A fact-filled course featuring group discussions, exercises and real-life case studies that will explain:

1. Lending criteria — determine what to look for when making a loan decision.
2. What type of financing is required
3. What a lender looks for when making a decision on a loan request.
4. What kind of information to prepare to make an effective presentation.
5. The loan proposal — documentation required to support the proposal.
6. How the lender uses the information.
7. Your financial plan.
8. Working capital review.

In short, your frustration will be reduced, as you will know what to expect. Plus, your reliance on and cost of professional help to develop your proposal will be reduced or eliminated. (6 hours)

REGISTER BY OCTOBER 5 — NO REFUNDS.

(College, LRC)

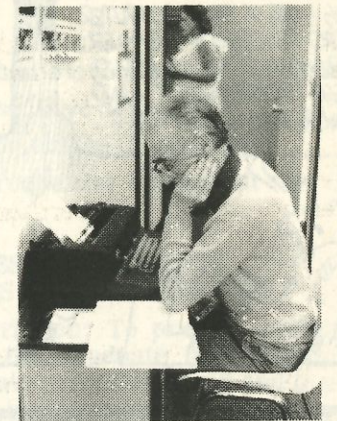
**WORKSHOP REGISTRATION —
ONE WEEK IN ADVANCE****AVOID DISAPPOINTMENT — REGISTER NOW!****KEYBOARDING — BEGINNER**

12 Sessions —

Yvonne Stowell — \$45.00 (plus texts)

A "touch typing" course teaching basic Keyboard Knowledge. A practical skill for those using computers, word processors or home typewriters. Practice times available.
24 hours.

(College, Room 7)

Tues.
Sept. 11
7:00 - 9:00 p.m.Thurs.
Sept. 13
7:00 - 10:00 p.m.**TYPING 101**

15 Sessions — Yvonne Stowell — \$81.00 (plus texts)

A **CREDIT** course towards NWCC business diploma. Students progress at their own pace in speed and accuracy to master typing of letters, office forms, tables, reports, financial statements and other common forms of business communications. Practice times will be available. Must have Keyboard Knowledge. **PRE-TEST** will be held first evening.
45 hours.

(College, Room 7)

TYPING 103 — Rough Draft Typing15 Sessions — Yvonne Stowell —
\$81.00 (plus text)A **CREDIT** course in the NWCC Administrative Secretary program. Techniques and exercises in typing of memoranda, reports, manuscripts and legal documents. Practice times available. Prerequisite — typing and good English skills or equivalent.
45 hours.

(College, Room 7)

Thurs.
Sept. 13
7:00 - 10:00 p.m.**OFFICE PRACTICE 105 —
INTRODUCTION TO DATA PROCESSING
(Apple II Computers)**18 Sessions —
Susan Scott — \$90.00 (plus texts)A **CREDIT** course in Business Careers diploma program. Data processing theory and hands-on practice with accounting, word processing and file management programs. A practical course for the small office. **Students must have computer diskette for first class** (approx. \$4.50). **SUPERVISED LAB TIME ON SATURDAYS.**
45 hours.

(M.E.S.S., Room 104)

Tues./Thurs.
Sept. 18
7:00 - 9:30 p.m.**SEMINAR FOR SUPPORT STAFF**

This seminar is designed for administrative staff in Business, Industry and Government service who provide service to internal clients and to the public. Seminar limited to 15 people. (31 hours.) 5 Sessions.

PARTICIPANTS WILL LEARN:

1. Skills in relating to clients and to the public.
2. Communications skills.
3. Role in the work team.
4. Problem solving.
5. Time management.

PLACE: Kitimat, Alcan, Bldg. 258, Room #2**DATES & TIMES:** 18 - 21 SEPT. '84, 8:00 a.m. - 4:00 p.m.**SUPERVISOR'S OVERVIEW:** 17 SEPT. '84, 1:00 p.m.**SEMINAR FEE:** \$350.00**REGISTRATION DEADLINE:** 7 SEPT. '84



WORDSTAR — WORD PROCESSING I — BEGINNERS

Vanessa Oltmann — \$75.00 (includes materials)
A 2-day hands-on workshop in which the participant will learn to use WORDSTAR to enter, revise, store and print documents. WORDSTAR, possibly the most widely used word processing program in North America, is available for a wide variety of computers. (Apple IIe and IBM pc to be used.)

12 hours. NON-CREDIT — REGISTER BY NOV. 16 — NO REFUNDS

2 Sessions —

Sat./Sun.
Nov. 24

9:00 a.m. - 4:00 p.m.

WORDSTAR WORD PROCESSING II — INTERMEDIATE

Vanessa Oltmann — \$75.00 (includes materials)
A 12-hour hands-on follow-up course teaching advanced uses of the WORDSTAR program. Topics include table set-ups, special effects, blocks and files and a demonstration of specialized applications such as mailmerge. Students must have previous WORDSTAR training or experience.

12 hours. NON-CREDIT — REGISTER BY NOV. 23 — NO REFUNDS

2 Sessions —

Sat./Sun.
Dec. 1

9:00 a.m. - 4:00 p.m.

Business/Industry Services

Audun Birkedal, Co-ordinator

— Please call 635-6511 for more information on the following courses.

SUPERVISORY MANAGEMENT TRAINING

The Management Skills for Supervisors program is currently being offered throughout the College region. It includes 90 hours of integrated material covering a broad range of management skills. This is a Ministry of Education approved program. It is constructed to be highly experimental in nature to attract the trainee towards involvement in his own training. To that end, such devices as role plays, structured experiences, media experiences, self-scoring inventories and discussions have been liberally employed and supported by relevant theoretical concepts. The program is organized into three parts.

- Part I Interpersonal Skills (3 days plus 1 day reinforcement)
- Part II Group Skills (3 days plus 1 day reinforcement)
- Part III Administrative Skills (3 days plus 1 day reinforcement)

The reinforcement module is normally held four to six weeks after the initial three days of teaching in conjunction with the next three-day part.

Requirements for Admission: Participants are usually sponsored by their employer.

Starting Dates: Variable throughout the year.

Length of Program: Twelve days over a period of four to five months.

Location: This and other programs in Supervisory Management will be offered as requested throughout the College region.

Fees: Please contact the Co-ordinator.

Financial Aid and Sponsorship: Some reimbursement of fees may be possible for the sponsoring employer through Canada Employment. Please contact your local Canada Employment Centre for more information.

EFFECTIVE WRITTEN COMMUNICATIONS

This is a workshop for working people who want practical suggestions and useful techniques to improve their on-the-job writing. It is an opportunity to learn and practise specific skills for writing effective memos, letters and reports that say exactly what you mean.

Course Content: Evaluation of current writing skills with specific comments on how to improve them; tools for dealing with on-the-job writing problems; up-to-date information on business writing; time management for writing projects; approaches to writing such things as instructions and unpopular messages; and techniques for organizing material to suit the writing task at hand.

Length of Course: Two-day consecutive workshop.

Fees: Please contact the Co-ordinator.

Location: As required throughout the College region.

In addition to the described courses, we can arrange for seminars and workshops in a variety of topics that will meet employee training requirements in industry/business including government agencies, private and public corporations, professional and volunteer organizations and individuals, for example: selecting and evaluating mini- and micro-computers, problem-solving and interviewing techniques; contracting guidelines, and how to start a small business.

Northwest Community College will provide this service at the College centres, on business or industry premises, or other available locations throughout the College region.

Why not call us at 635-6511, Local 212, and let us assist in meeting your employee training needs.

BASIC INSTRUCTION TECHNIQUES

This course will teach you to instruct and function effectively as a trainer on the job.

Course Content — You will:

1. Acquire some knowledge of the learning process.
2. Compare and discuss different methods of presentation.
3. Identify objectives and write them in performance terms.
4. Write the plan for a series of instructional sessions.
5. Write individual lesson plans.
6. Select audio-visual aids and be able to produce them.
7. Make an effective presentation of prepared material.

Call Audun Birkedal (635-6511) to arrange these courses for your business!

8. Assess whether learning has taken place.

Length of Course: Five days.

Fees: Please contact the Co-ordinator.

Location: As requested throughout the College region.

DATA PROCESSING CONCEPTS FOR BUSINESS AND INDUSTRY

Program Description: To provide sufficient information for the graduate to understand the jargon of the data processing field and to provide the necessary background for exploring many data processing topics in depth.

Also to provide an introduction to the use of the Apple II microcomputer and some basics of the BASIC language.

Course Outline:

- History of Computing
- Programming and Programming Languages
- Algorithm Development
- Introducing Basic
- Elements of Computer Data Processing
- Input/Output and Internal Storage
- Hardware
- Program Maintenance and Documentation
- More Basic
- Debugging
- Even More Basic
- Arrays
- Files
- File Handling in Basic

Length of Course: 35 hours.

INTERMEDIATE COMPUTING FOR BUSINESS/INDUSTRY

Program Description: This course brings the participants to the intermediate level in the programming language BASIC. Skills in Basic are enhanced by writing file handling routines developed by the use of Data Directed Design techniques. Graduates of this program will have well-developed Basic programming skills and a good foundation in file handling concepts for industry.

Course Outline:

- Structure Diagrams and Data Directed Design
- General Multiple File Processing
- Additions, Deletions and Modifications
- Random Access
- Binary Search Algorithm
- Record Project
- Basic Coding and Testing
- Company Problem Statement and Background
- Company Data Directed Design Development
- Company Basic Coding and Testing

Course Duration: 35 hours.

EMILY CARR OUTREACH

REGISTER FOR THESE WORKSHOPS ONE WEEK IN ADVANCE

WEEKEND WORKSHOP IN PASTEL

Pastel is a colourful and vibrant medium, simple to learn and easy to handle. Students will start with simple objects and still-life drawing and progress to figure and portrait sketches. Claire Babcock is an artist and educator, graduate of the Emily Carr College with additional studies in England. Her primary work is in oils and watercolours but she instructs in painting, pastel and mixed media. 12 hours.

Supplies needed:

tinted Ingres pastel paper, manilla paper
torillors (paper stumps), 10 — 12 round pastels
(not oil).

ARTIST: CLAIRE BABCOCK

DATE: FRIDAY, OCTOBER 12

SATURDAY, OCTOBER 13

SUNDAY, OCTOBER 14

FREE PUBLIC LECTURE

— 7:30 P.M. AT M.E.S.S., RM. 128

— 9 A.M. TO 6 P.M.

— 9 A.M. TO 1 P.M.

PLACE: M.E.S.S., ROOM 128

FEE: \$35.00

PRINTMOBILE

A **MOBILE PRINTMAKING UNIT** known as the "Printmobile" will be in Kitimat the week of November 24 to 29. This compact unit carries supplies and equipment to teach several different methods of printmaking. The adult workshop (weekend) this year will feature both **intaglio** — etching and engraving using metal plates and **screen printing**.

Artist Richard Reid is a painter and printmaker now working in the Christina Lake area. He has studied in Canada and Europe and held shows in England, Mexico and Canada. 12 hours.

Friday evening, November 23 at 7:30 p.m. Richard Reid will present a **free public slide show** of his work. (M.E.S.S Room 128)

REGISTER EARLY. LIMITED TO 8.

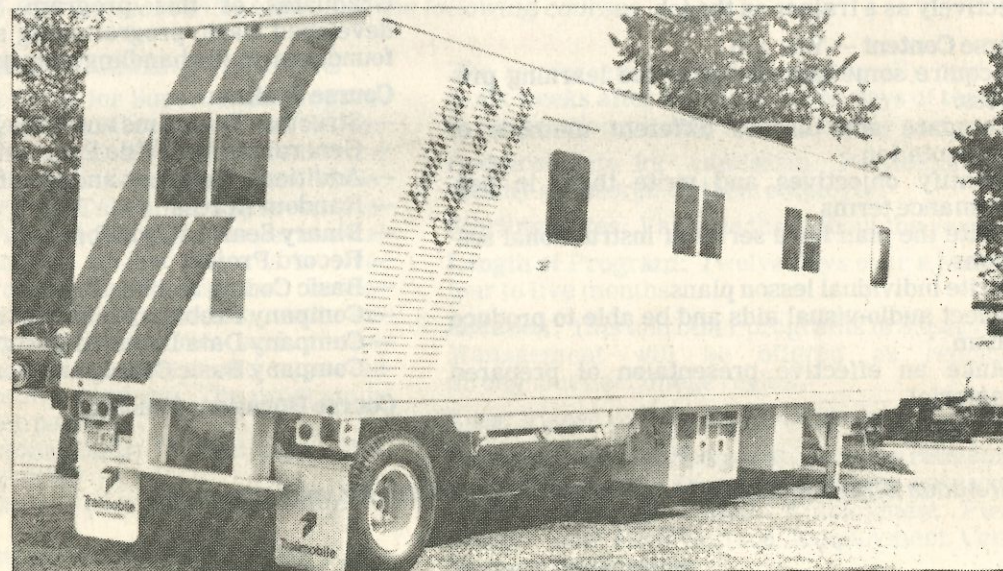
ARTIST: RICHARD REID

DATE: NOVEMBER 24 & 25

FEE: \$45.00

TIME: 9 A.M. — 4 P.M.

PLACE: PRINTMOBILE (AT M.E.S.S.)



Emily Carr
College of Art
Outreach

EMILY CARR OUTREACH WORKSHOPS IN THE COLLEGE REGION

TERRACE

KEN STRAITON

Weekend Workshop in Photography

Nov 26 & 27

PRINTMOBILE — LAWRENCE LOWE

Weekend Workshop in Printmaking

Dec. 1 & 2

SMITHERS

BOB KINGSMILL

Weekend Workshop in Pottery (Wheel)

Oct. 20 & 21

HOUSTON

POLLY FAMINOW

Weekend Workshop in Art for Young People

Nov. 3 & 4

HAZELTON

INGRID YUILLE

Residency in Photography

Oct. 22 - 26

PRINCE RUPERT

BEVERLY OLANDT

Weekend Workshop in Photography

Oct. 13 & 14

BYRON JOHNSTAD

Weekend Workshop in Pottery (Dinner Setting)

Nov. 17 & 18

NEW AIYANSH

NORA BLANCK

Weekend Workshop in Design/Colour

Oct. 20 & 21

*Register for these workshops at the Kitimat campus. Billeting can be arranged in some areas.

PART-TIME COURSES

AIRBRAKES

5 Sessions — Joe Farina — \$50.00 (includes manual)

This course prepares drivers for a written practical serviceability test on types of air brake systems in use on motor vehicles. Participants will be given proof of course attendance and practical examinations by the Instructor in order to take the written test at the Motor Vehicle Branch within 30 days from the completion of the course.

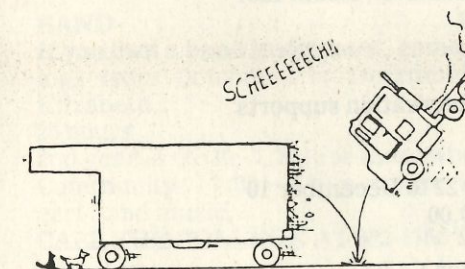
Students must meet Motor Vehicle Branch standards for the class of Driver's Licence desired. Those students who require an industrial endorsement must have a letter of proof from their employer stating they have operated off-highway equipment and must also be prepared to submit a medical examination.

24 hours.

(College, Room 5)

Tues. & Wed.
Oct 16 - 24
& Sat., Oct. 27
6:30 - 10:30 p.m.

or
Nov. 27, 28
Dec. 4, 5, 8



ACCIDENTS — THEY DON'T JUST HAPPEN!

4 Sessions — George Adolph — \$20.00

Mon/Wed.

Oct. 15

7:00 - 10:00 p.m.

(M.E.S.S, Room 133)

Ever seen an accident looking for a place to happen? Learn the most recent facts and skills to avoid collisions. It's easier than you think — and less expensive. Help reduce your insurance costs whether a new or experienced driver. The other guy is always wrong (of course), but **are you always in the right?** A practical course in defensive driving.

12 hours.

REGISTER BY OCTOBER 5

ARTS & CRAFTS

SKETCHING AND DRAWING

8 Sessions — Katherine Johnsen — \$25.00
Learn the basics of sketching and design for a variety of media. This course will help you gain an understanding of materials and techniques, teach observations skills and strategies for the development of personal imagery. Open to students at any level of experience. List of supplies available on registration.
16 hours. (M.E.S.S., Room 124)

Wed.
Sept. 26
7:00 - 9:00 p.m.



CALLIGRAPHY — THE BASICS

5 Sessions — Ellen Austrom — \$16.00
Come and learn the fine art of italic handwriting. With a minimum of materials and your own decorative writing skills, you will be able to letter invitations, stationery and cards beautifully. Bring a pencil and paper the first night.
10 hours (M.E.S.S., Room 128)

Mon.
Sept. 24
7:00 - 9:00 p.m.

CALLIGRAPHY — INTERMEDIATE

4 Sessions — Ellen Austrom — \$13.00 (plus supplies)
For those of you who have taken a basic course and enjoy this art, a more advanced course. This course will explore several new writing styles. And just in time for Christmas cards!
8 hours (M.E.S.S., Room 128)

Mon.
Nov. 19
7:00 - 9:00 p.m.

CRAFT COURSES

Northwest Community College in co-operation with the District Recreation supports the following craft courses:

Pottery Experiences
Betsy Tourtidis

October 22 to December 10
Fee: \$40.00

Stained Glass Workshop
Matt Ehses

December 1 & 2
Fee: \$35.00

Christmas Ornaments (Stained Glass)
Adrian Tryssenaar

December 9

Spinning
Marianne Reese-Hansen

Date TBA

REGISTER AT RIVERLODGE.

FOR THE FOLLOWING WEEKEND WORKSHOPS, PLEASE REGISTER AT THE COLLEGE:

WEEKEND WORKSHOP IN POTTERY (Wheel-throwing)

Basic skills in wheel-throwing for beginners and intermediate level potters. To include demonstrations and practice in centering, lids, handles and more advanced throwing techniques (e.g. teapots) **Students must supply their own clay.** 12 hours.

ARTIST: Tenley Bahlie
DATES: November 24 & 25
TIMES: 9:00 a.m. to 4:00 p.m.
PLACE: Riverlodge Arts Wing
FEE: \$35.00

REGISTER BY NOVEMBER 16

BATIK WORKSHOP

2 Sessions — Katherine Johnsen — \$20.00
Batik — the art of wax and dye on fabric. This workshop will explore basic technique in a mixed media approach including hand-painting and drawing on fabric. Students will receive a list of supplies on registration. 8 hours.

ARTIST: Katherine Johnsen
DATES: November 24 & 25
TIMES: Sat.: 10:00 a.m. to 4:00 p.m., Sun.: 10:00 a.m. to 1:00 p.m.
PLACE: M.E.S.S., Room 124
FEE: \$20.00

PLEASE REGISTER BY NOV. 16.



"No, I don't intend to buy this book!
What's it to you?"

REGISTER BY SEPTEMBER 24

ASSERTIVENESS TRAINING AVOIDING THE "DOORMAT" FEELING

2 Sessions — Kathleen Whipp — \$18.00

Do you feel walked on? Are you talking to yourself to keep from exploding at others? Learn to express yourself openly and effectively. Get your feelings and ideas across while showing consideration for others. Find out how settling and understanding your limits are part of "being yourself".
6 hours (M.E.S.S., Drama Room)

Mon. & Tues. 7:00 - 10:00 p.m.
Oct. 1 & 2

BAND

10 Sessions — Mike Eddy — FREE
If you own a band instrument, come and play along! Wednesday evenings from October 3 to December 5 in the band room at Mount Elizabeth.

25 hours (M.E.S.S., Room 405)
2nd year — (6:30 - 7:30) for those who were beginners last year
Community: (7:30 - 9:00 p.m.) for those with some proficiency. Concert band music.

CALL THE COLLEGE AT 632-4766 TO REGISTER

Wed.
Oct. 3
6:30 - 7:30 p.m. &
7:30 - 9:00 p.m.

CABINET-MAKING

10 Sessions — Sab Ribeiro — \$52.00
A course intended for those with basic woodworking experience. A qualified instructor will teach and demonstrate techniques such as design, stock preparation, joints (dado, mortise, tenon), panel construction, glueing and clamping, and finishing. Time will be allowed each class for students to work on their own projects. Saturday shop time may also be available.

30 hours.

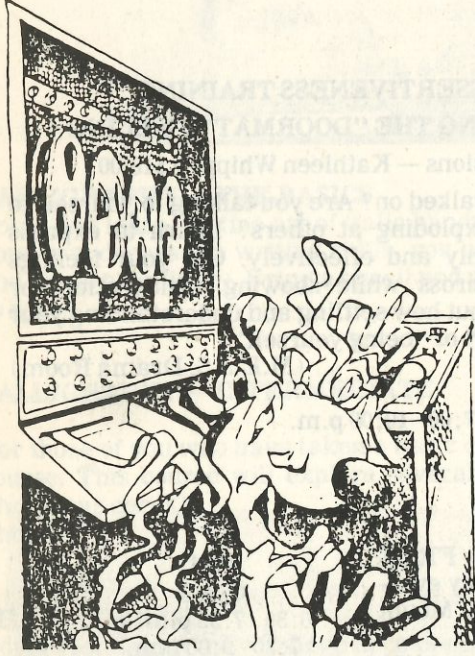
(M.E.S.S., Room 508)

Mon.
Sept. 24
7:00 - 10:00 p.m.

CANADIAN CITIZENSHIP CLASS 6 classes — Roberta Bowen — \$5.00
 Are you wondering how to go about becoming a Canadian citizen? Register for classes which help prepare you for your citizenship interview. Basic instruction is given in historic, political and geographic study of Canada. Understanding of English is necessary.
 12 hours (College Centre, Room 3)

CAP OFF YOUR DAY! 45 Sessions
 Co-sponsored by Tamitik Status of Women — FREE
 Three afternoons a week women of all ages are invited to attend a variety of programs at the College. There will be local speakers, discussions, films, workshops and time to relax. Childcare is provided at no charge. CAP — a Community Awareness Program is sponsored by the Tamitik Status of Women.
 135 hours (College Rooms 1, 4 & 5)

CHOICES: FINDING YOURSELF A CAREER 2 Sessions
 — Francis Sabine — \$2.50
 Looking for a first job? New job? Something more interesting? This 2-session job search series given by a College vocational counsellor covers: **CHOICES — computer career planning**, resumes, interview techniques and practical job hunting skills. \$2.50 covers price of CHOICES manual.
 4 hours. Maximum — 16 students (College Room 6)



COMPUTERS AT HOME
 10 Sessions — Debby Taylor — \$16.00 (plus diskette)
 This course is for women (and others) who want some practical tips on what to do with your home computer. Become familiar with the keyboard using a typing tutorial program. Use the computer as a calculator, or try out some simple programming. Learn how to file recipes and appointments, write letters or do your home budgeting. Students must have a blank diskette for the first class. Class limit is 14.
 10 hours. (M.E.S.S., Room 104)
 Tues. & Thur.
 Sept. 25
 5:45 - 6:45 p.m.

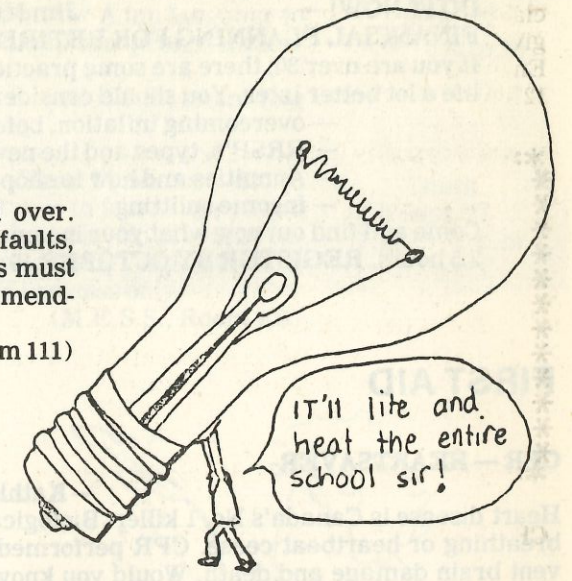
COMPUTER PROGRAMMING MADE EASY!
 8 Sessions — John Beames — \$32.00
 Mon. & Wed.
 Sept. 24
 7:00 - 9:00 p.m.
 (M.E.S.S., Room 104)

PRE-REGISTER
 "Do it now! Don't wait for the first night! (Like spring, it may be a long time coming.)
 At least 12 of you must register one week before class start date."

ELECTRICITY — HIGH VOLTAGE

8 Sessions — Einer Blix — \$28.00
 Code requirements of the 14th edition for 750 volts and over. Theory instruction will include grounding, ground faults, primary and secondary fusing and transformers. Students must have a current Electrical Code Book (14th edition). B.C. Amendments and Bulletins will also be needed.
 16 hours. (M.E.S.S., Room 111)

Oct. 16
 Tues. & Thurs.
 7:00 - 9:00 p.m.



ELECTRONICS

24 Sessions — Al Gow
 — \$120.00 (plus text or book deposit)
 AC. DC. Semi-conductos, Electrical Circuits and Digital and Pulse Circuits are 5 modules each 24 lessons in length, available to students from September to December. These self-study units, complete with circuit boards and test equipment, allow the student to progress at his own rate. A qualified instructor will be available as a tutor 2 evenings per week. Home study will be necessary to complete one unit per term. MPU 6800, Micro-processors, a 175-hour modular course including machine language programming and interfacing techniques will also be available this term. Prerequisite to this unit is the Digital Electronic Techniques module or equivalent experience. All modules carry credit to NWCC Electronics Program. 60 hours class time.
 No classes Oct. 8 or Nov. 12. (College, Room 5)

Mon. & Thurs.
 Sept. 17
 7:00 - 9:30 p.m.

"ENDING DEAD-ENDING"

A series of 2-day workshops for support staff in both private and public businesses will be offered at Colleges in Terrace, Prince Rupert and Smithers (dates follow). Topics include communication skills, assertiveness and job enhancement. Resource people: Patty Shawn-Moffit, consultant, and Susan Hilliam, Womens Programmer with the Department of Labour.
 12 hours.
 Prince Rupert — Oct. 15/16
 Terrace — Oct. 17/18
 Smithers — Oct. 19/20

Dates
 and
 Times
 at
 Left

REGISTER BY OCTOBER 5. FOR MORE INFORMATION CALL 635-6511.

ERGONOMICS: HOW TO MAKE PLACES FOR PEOPLE 1 Session
 — Marc Potter & Bob Ormerod — \$10.00

The new catch phrase these days for home and workplace planning is "ergonomics" or human factors engineering. Basically, this study is concerned with making the work/home environment safe, healthy and comfortable for the people who must live and work in it. Included specifically in this one-evening presentation will be:
 — the office — furniture, files, layout, lighting, heat and proper machine set-ups (computers, typewriters)
 — the home — bathroom and kitchen layouts, counters, showers and doorknobs!

Tues.
 Oct. 2
 7:00 - 10:00 p.m.

Many of the general principles described here can be applied to other work situations.
 3 hours. REGISTER BY SEPTEMBER 21. (College, LRC)

DO IT NOW! — FINANCIAL PLANNING FOR RETIREMENT — 1 Session — \$2.00
 If you are over 30, there are some practical things you can do now to make life a lot better later. You should consider:

- overcoming inflation, before and after retiring
- RRSP's, types and the new limit
- Annuities and how to shop for one
- income splitting

Come and find out **now** what your income will be when you turn 65 (and bring your spouse!)
 2.5 hours. **REGISTER BY OCTOBER 19.** (College Room 1)

Jim Muir — Chartered Life Underwriter
 Wed. Oct. 24
 7:00 - 9:30 p.m.

FIRST AID

CPR — HEARTSAVER — 1 Session — Kathleen Nelson — \$25.00 (includes text)
 Heart disease is Canada's No. 1 killer. Biological death occurs 4 to 6 minutes after breathing or heartbeat cease. CPR performed during this crucial time can prevent brain damage and death. Would you know what to do in an emergency? Attend this 4-hour practical training session and learn to save a life.
 4 hours (M.E.S.S., Teaching Kitchen)

Sat. Sept. 29
 9:00 a.m. to 1:00 p.m.

CPR — BASIC I — 2 sessions — Kathleen Nelson — \$30.00 (includes text)
 Anyone trained in CPR Lifesaver techniques can take this follow-up course. In 2 evenings you will learn 2-person and infant CPR as well as more advanced theory. This is an excellent course for parents or those working with children or in sports. If a **WEEK-END COURSE** is preferred, please let us know.
 6 hours. **REGISTER BY SEPT. 28.** (M.E.S.S., Teaching Kitchen)

Tues./Thurs. Oct. 2 & 4
 7:00 - 10:00 p.m.

FIRST AID — INDUSTRIAL — 20 Sessions — Ilona Kenny — \$195.00
 Workers' Compensation course leading to a Class "C" certificate or renewal of "A" and "B" tickets. **Fee includes all texts, materials and examination fee.** To qualify for WBC exam, students must be 19 by the end of program and meet all medical requirements. 60 hours. **REGISTER BY SEPTEMBER 1. NO REFUNDS AFTER THIS DATE.**

Mon./Wed./Fri. Sept. 10
 7:30 - 10:30 p.m.

FIRST AID — SAFETY ORIENTED — 1 Session — John de Silveira — \$32.00 payable to St. John Ambulance
 A beginners' course by St. John Ambulance, Practical demonstrations supplemented by 90 minutes of films covering topics such as minor burns, fractures, eye injury, shock. Certificate issued on successful completion.
 8 hours. (College, Room 3)



Sat. Oct. 13
 9:00 a.m. - 6:00 p.m.

FRENCH — BEGINNER — 8 Sessions — Helene Giasson — \$30.00
 Be ready to participate in a new adventure! Learn French by the audio-visual method. Learn the basics or pick up useful vocabulary and idioms. Based on Canadian French.
 16 hours. (College, Room 3)

Wed. Sept. 26
 7:00 - 9:00 p.m.

FRENCH — INTERMEDIATE — 8 Sessions — Helene Giasson — \$30.00
 Improve your vocabulary and your accent. Oral and written practice in the French language based on Canadian French. Come and use cassettes and video tapes for enjoyment while learning.
 16 hours. (College, Room 3)

Mon. Sept. 24
 7:00 - 9:00 p.m.

GERMAN CONVERSATION — 8 Sessions — Barb Notheis — \$30.00
 Sprechen Sie ein wenig Deutsch? Want to "sprechen" a bit more? A fun language to learn and a sister language to English. Practical vocabulary and pronunciation. Come and exercise your gutters!
 16 hours. (M.E.S.S., Room 129)

Tues. Sept. 25
 7:00 - 9:00 p.m.

GUITAR. BEGINNER — 8 Sessions — Errol Freeman — \$30.00
 This introductory course uses folk, classical and popular tunes to learn chords and notes in first position, picking and strumming styles and rhythms. No previous experience necessary. At the end of 8 weeks, with practice, students should know how to play most songs on sheet music. Guitars available on loan in class only.
 16 hours. (M.E.S.S., Room 405)

Thurs. Sept. 27
 7:00 - 9:00 p.m.

HAIR CUTS AND CARE — 5 Sessions — Jean Jones — \$18.00
 Learn basic hair cuts for yourself and your family. This course emphasizes practical tips and skills for hair care. Home perm winding (only) will be included. Bring your own model!
 10 hours. (M.E.S.S., Room 113)

Mon. Oct. 1
 7:00 - 9:00 p.m.



INVESTMENT INFORMATION SEMINAR:

STOCK MARKET TRADING — 1 Session — Bruce McConnachie — \$15.00
 Bruce McConnachie, a registered representative of the Vancouver investment firm of C.M. Oliver will be in Kitimat **one evening only.** 3 hours.
 A general overview of the stock market and trading strategies will be discussed. How to improve returns while reducing risks. Basic sound trading strategies will be examined.
REGISTER BY SEPTEMBER 20. NO REFUND. (College, Room 5)

Friday Oct. 5
 7:00 - 10:00 p.m.

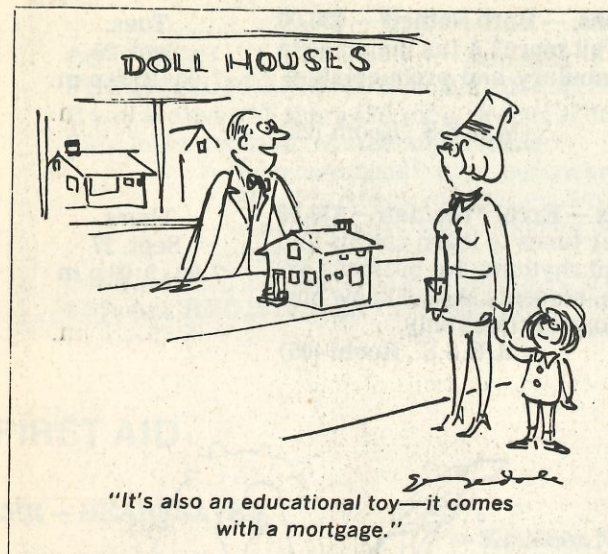
LAW



People's Law School

WILLS AND ESTATES — 1 evening — Rick Wozney — FREE
 Register by calling College, 632-4766
 A lawyer will discuss how to make a will and what should be included in the will. What are the legal consequences of dying without a will? What restrictions there are on your testamentary freedom, the probate/administration of an estate, forms, and special clauses. **REGISTER BY NOV. 9.**
 2 hours. (College Centre, LRC)

Thurs. Nov. 15
 7:30 - 9:30 p.m.



**A CONSUMER'S GUIDE TO
MORTGAGE RENEWAL**
1 Session — Isobel Kay — FREE

Is your mortgage up for renewal soon? Here's how you can get the best deal! A short course on mortgages: types of mortgages; how interest is calculated; terms you should know; mortgage renewals and refinancing.
2 hours. (College LRC)

Thurs.
Oct. 11
7:30 - 9:30 p.m.

REGISTER BY OCTOBER 5

Wed.
Sept. 12
7:00 - 9:30 p.m.

MEAT-CUTTING, BASICS

Learn basic techniques for butchering beef, pork and lamb from a professional meat-cutter. Applicable to game meat-cutting. Final session on sausage making. Meat for demonstration provided by Gary's Market. Limited enrolment.
12.5 hours.

5 Sessions — Jack Gregory — \$30.00

Gary's Market)

NOTE: Students who wish to purchase a meat-cutting knife prior to start date, please contact instructor (632-2096).

PHOTOGRAPHY — BASIC

Basic 35mm camera operation including optics, lens selection, flash techniques, and close-up photography. Elements of developing will be introduced. Intermediate-level students will be considered.
15 hours.

6 Sessions — Max Patzelt — \$25.00

(Max's Photo Studio)

Thurs.
Oct. 11
7:30 - 9:30

**PHOTOGRAPHY WORKSHOP:
DARKROOM TECHNIQUES.**

A basic black and white developing and printing workshop. Learn how to wrap film, choose chemicals and develop for fine grain or high contrast. Sheet exposure, development and print effects will be included. Bring your own exposed film for practice! Materials cost for sheets/chemicals used will be extra. (approx. \$15.00) 6 hours.

REGISTER BY OCTOBER 1.

2 Sessions
— Max Patzelt — \$15.00

(Max's Photo Studio)

Tues.
Oct. 9 & 16
7:00 - 10:00 p.m.

SIGN LANGUAGE — BEGINNER

Learn a universal language to talk with the deaf and hard of hearing. Oral and written practice and finger spelling for anyone wanting to learn and expand their facility in sign language. An excellent skill for teachers or teachers' aides, parents, child-care workers and those in the health field.
16 hours.

8 Sessions — Yvonne Danroth &
Sherry St. Germaine — \$20.00

(M.E.S.S., Room 129)

Wed.
Sept. 26
7:00 - 9:00 p.m.

SKIN CARE AND COSMETICS 3 Sessions — Teresa Franco — \$12.00
Start the autumn out with a fresh face forward! Skin care and cleansing, natural and commercial facials, choosing and applying makeup for day and evening wear are some topics covered in this 3 evening workshop. Especially practical for over 20-year olds! Cost of supplies is extra. Enrolment limited to 12 — **SO REGISTER EARLY!**
6 hours

(Plaza House of Beauty)

Thurs.
Oct. 4
7:00 - 9:00 p.m.

SPANISH MADE SIMPLE

Spanish for conversation, travel and enjoyment. Learn basic vocabulary and idioms with practical grammar from a native speaker. Text for the course: Spanish Made Simple!
20 hours.

10 Sessions — Julio Alvarez
— \$32.00 (plus text)

(College, Room 3)

Tues.
Sept. 25
7:00 - 9:00 p.m.

SPEECHCRAFT: SKILLS FOR COMMUNICATION

Program of communication and leadership. Improves your ability to speak, listen and think effectively at home on the job, or in the community. The course aims to improve the confidence and skills of participants in group communications, both impromptu and prepared. **Fee includes all course materials.**
12 hours.

8 Sessions
— Stuart MacPherson, Nechako Toastmasters — \$25.00

(College, Room 1)

Tues.
Sept. 25
7:30 - 9:00 p.m.

**STREETPROOFING YOUR CHILD:
HOW TO PROTECT YOUR CHILD FROM ASSAULT**

One evening session for parents/teachers to give information and discuss issues such as sexual assault — how to prevent it. Protective measures you can take and/or teach to your child. A representative from the R.C.M.P. and a local parents group — PASA — will be presenting materials, including the CARE kit. 2.5 hours.
REGISTER BY CALLING 632-4766.

1 Session
— Geordi Dryvynsyde (PASA)
— Kitimat R.C.M.P. — FREE

(College, Room 5)

Wed.
Sept. 26
7:00 - 9:30 p.m.

STEP — PARENT EFFECTIVENESS TRAINING

Tired of the same old arguing about homework, going to bed, getting dressed, household chores? Learn to do it the easy way! Build confidence in yourself and your child. There is another way and you're not alone! \$10.00 includes 6 evenings plus child care. Text extra.
12 hours.

6 Sessions
— Hugh Macmillan — \$10.00

(College, Rooms 1 & 4)

Mon.
Sept. 24
7:00 - 9:00 p.m.

**VOLUNTEER ACTION:
DEVELOPING A DYNAMIC BOARD**

Roy Crowe, director of the Volunteer Action Resource Centre in Vancouver will present a 6-hour workshop for board members and staff of community organizations. Objectives of this workshop:
— to stimulate creative thinking about how boards function and how to strengthen board performance.
— to introduce ideas and skills which will enable participants to work effectively with their boards.

2 Sessions
— Roy Crowe (fees — see below)

Friday
Nov. 9
Times see below

Morning Session (9:00 a.m. to 12:00 noon)
Afternoon Session (1:00 to 4:00 p.m.)

— Board Management
— How to Conduct Effective Meetings

FEE: \$25.00 for both sessions or
\$15.00 separately

REGISTER BY OCTOBER 19 — NO REFUNDS

(College, Room 5)

Other VARC workshops in the College region:

Nov. 5 — Prince Rupert — "Effective Meetings"
Nov. 6 — Prince Rupert — "Fund Raising"
Nov. 7 — Terrace — "Board Management"
Nov. 10 — Hazelton — "Board Management"

VOLUNTEERS: RECRUITING AND MOTIVATING!

1 Evening
— Betty Leppard — \$2.00

Thurs.
Oct. 18
7:00 - 10:00 p.m.

Participants will learn:

- what motivates a volunteer
- what volunteers are looking for and how programs can meet these needs.
- how to keep volunteers (rewards??)
- orientation/training of volunteers
- how to monitor progress

Current volunteer program in Kitimat will be discussed. This seminar will be valuable to executives and members of volunteer agencies/programs and to anyone interested in volunteer work. Free to volunteers/unemployed. 3 hours.

REGISTER BY OCTOBER 12

(College, Room 3)

VETERINARY FIRST AID

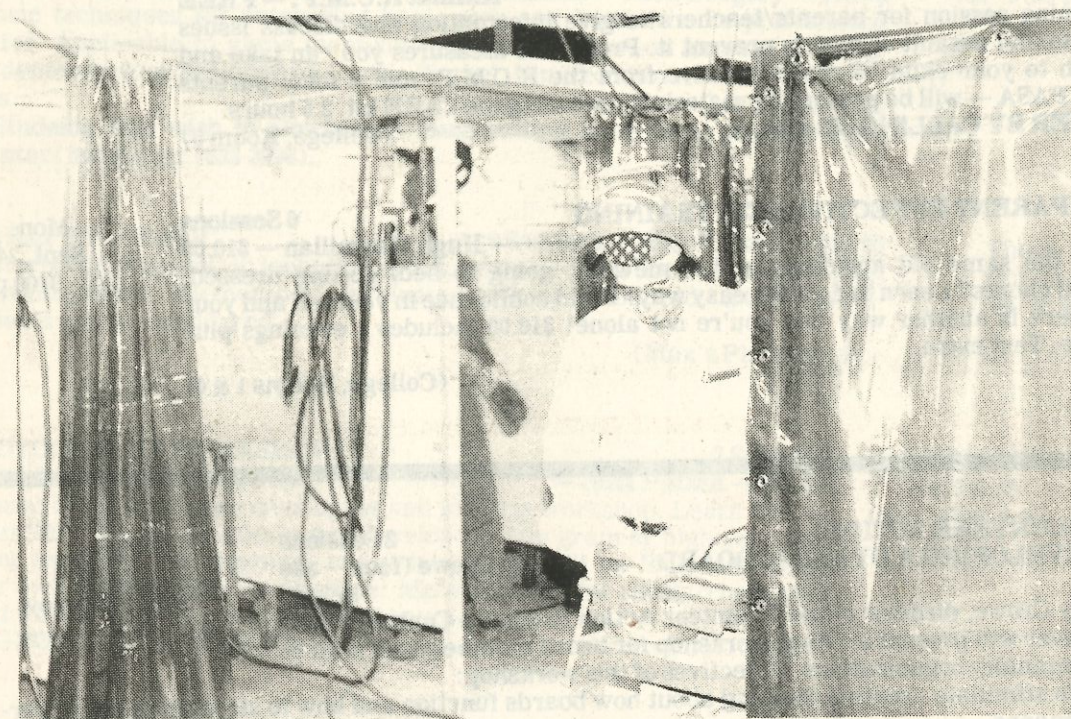
4 Sessions — Dr. Elorza — \$15.00

Wed.
Oct. 3
7:00 - 9:00 p.m.

Learn to recognize and deal with emergencies for household pets. Topics include general care, common animal problems, recognition of symptoms, parasites and first aid treatment for your pet in an emergency. Held at Parkside Clinic - Mountain-view Square.

8 hours.

(Parkside Veterinary Clinic)



WELDING ARC/OXY — ACETYLENE

24 Sessions — Ken Rothney
— \$105.00 (including use of materials, books & equipment)

Mon./Wed.
Sept. 17
7:00 - 10:00 p.m.

A 72-hour evening course developed to assist in training people who weld as a hobby or whose occupation requires basic welding skills, e.g., mechanics, equipment operators, farmers and owner-operators. Self-study units and practical experience cover these topics:

- Safety
- Oxy-acetylene welding equipment
- Flame cutting
- Arc welding

Students must be **18 years of age or over** and free from health problems in vision, hearing and breathing. A minimum of Grade 10, BTSD Level III or previous work experience in the trade is required. If you wish to pursue a career in welding, this course will provide a strong base for a speedy completion of Module "C" in the Terrace Campus welding program. Students must provide own safety glasses. 72 hours.

REGISTER BY SEPTEMBER 7, NO REFUNDS

(M.E.S.S., Room 205)

FUNDAMENTALS OF WELDING TECHNOLOGY

12 Sessions
— Joe Slanina, Welding Institute of Canada — \$150.00

Tues.
Sept. 25
7:00 - 9:30 p.m.

The Welding Institute diploma program for welders, supervisors and inspectors is made up of 12 modules. A WIC diploma is valuable to anyone seeking certification to CWB requirements. The first 6 modules will be offered this term. Topics include:

- Health and Safety
- Basic joints, blueprint reading
- Symbols for Welding
- Welding processes and equipment
- Power sources
- Electrodes and consumables

This is a theory course, offered in a self-study format with class/tutorial sessions once a week. Examinations are optional and may be written at end of term. **Fee includes cost of books and study guides.** 36 hours.

REGISTER BY SEPT. 4

(M.E.S.S., Room 133)

CREATIVE WRITING WEEKEND WORKSHOP

2 Sessions
— Genni Gunn — \$50.00

Sat./Sun.
Oct. 13
9:00 a.m. - 4:00 p.m.

A week-end workshop for anyone interested in creating and completing a satisfying piece of writing in any genre (fiction, poetry, drama). Starting with each member's creative strengths and ideas, you will work to develop the technical resources needed to bring out the best in the work. Your work will be the text so you should be ready to share your work-in-progress with other workshop members.

The workshop will explore style and structure, character, point-of-view, the trap of autobiographical fiction and finding a personal style. Specific techniques of writing will be discussed to understand how and why they work. Information will also be available regarding submission of material to publishers and magazines; format, query letters and editors' requirements. 12 hours.

Ms. Gunn is a professional writer living in Vancouver. Awards for writing include poetry, drama and short novel genres. (College LRC)

WOOD-CUTTING: WHAT AND WHERE

1 Session
— Stuart MacPherson, Eurocan Pulp and Paper, and
Bill Dawson, District Fire Chief — \$2.00

Thurs.
Sept. 20
6:45 - 8:45 p.m.

A one-evening workshop covering tree identification — felled and standing species of the Northwest, their use, heat value and abuses. Use of and access to logging roads. Private and municipal regulations governing cutting areas, logging policies and field safety. Includes a **FIELD TRIP** of approximately 2 hours. **REGISTER BY SEPTEMBER 14.**

2 hours.

(College, Room 4)

**WOODSTOVES & INSERTS:
INSTALLATION AND SAFETY**

1 Session — Finn Larsen
\$10.00 (plus text — approx. \$5.00)

Sat.
Oct. 13
9:00 a.m. - 4:00 p.m.

A Practical seminar on use, installation and regulations covering woodburners. Topics covered include:

- combustion and heat transfer
- fuel types/creosote
- economics of conversion
- space heaters, inserts, fireplaces
- safety regulations: Provincial & Municipal
- installation

Representatives from the Kitimat Fire Department and the District Building Inspection office will give local information. This is necessary information for anyone using or installing a woodburner this winter. 6 hours.

REGISTER BY OCT. 5

(College, Room 5)

WOODWORKING — BEGINNER 6 Sessions — Rick Ramsfield — \$25.00
Basic woodworking and shop skills. Learn how to use hand tools and portable power tools the safe way. Students will learn on assigned class projects. Material costs extra.
12 hours. (M.E.S.S., Room 508)

Tues.
Sept. 11
7:00 - 9:00 p.m.

WOODWORKING — INTERMEDIATE 8 Sessions — Rick Ramsfield — \$40.00
For those with a beginner course or some woodworking experience, this follow-up course will give you a chance to design your own project. There will be further work in hand skills and an introduction to stationary equipment such as the lathe, joiner and table saw. Material costs extra.
20 hours. (M.E.S.S., Room 508)

Tues.
Oct. 23
7:00 - 9:30 p.m.

DISTANCE LEARNING

Learn at home

NEW FOR FALL! The following credit courses will be offered by "distance delivery" this fall.

UNIVERSITY TRANSFER COURSES:

Human Geography
Introductory Psychology
Literature & Composition

Introductory Biology
Introductory Sociology
Micro/Macro Economics

BUSINESS CREDIT COURSE: Principles of Business Management 150

TELECOURSES: non-credit via KNOW (KNOWLEDGE NETWORK — Channel 12)

Bits & Bytes Computer Literacy
Designing Home Interiors
Freehand Sketching
Grade 12 Equivalence (G.E.D.)
The Growing Years (Child Development)

Needlecraft
Project Universe
Sewing Power
Home Gardener

Enrolling is easy. You simply fill out a Northwest Community College registration form, pay the fee, and the complete course package will be mailed to you! You can learn at home!



Fisheries and Marine Training

Self-Study

A series of self-study modules to prepare students for specific MOT exams is available throughout the College region. Currently available:

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

The following will be available by the Winter of 1984:

- 011 Communications
- 072 Meteorology

Tuition: \$75.00 per module
(includes telephone tutor)

Contact Kitimat campus at 632-4766 to register.

INTRODUCTION TO PERSONAL COMPUTING HOME STUDY

Take a computer home with you and learn at your own pace.

The complete microcomputer course package includes:

- print package of course materials
- TRS-80 colour computer

This course provides the student with a "hands-on" introduction to computers. The TRS-80 hooks up to any home TV and enables the student to learn introductory BASIC computer programming, the possible uses of small computers and how to select and purchase equipment.

Students will be required to provide their own cassette recorders (small portable variety) and cassettes.

START DATE: We are taking names for our waiting list. Some computers are now available.

COMPLETION DATE: Computer must be returned precisely six weeks after the student receives it.

FEE: \$100.00 with a \$75.00 certified cheque as a deposit.

HEALTH PROGRAMS

Co-ordinator Emily Rozee

REGISTERED NURSE DIPLOMA PROGRAM

N.W.C.C. and B.C.I.T. have articulated three courses transferable to B.C.I.T.'s Registered Nurse Diploma Program. These courses are NWCC's:

- (1) Sociology 101
- (2) Psychology 201 (Human Development)
- (3) Psychology 202 (Developmental Psychology)

Other courses presently available via Distance Education for B.C.I.T.'s Nursing Program are:

- (1) Anatomy and Physiology
- (2) Writing Skills for Nursing
- (3) Human Development I and II
- (4) Physiology
- (5) Immunology

Interested students should contact the Kitimat campus (632-4766) to enrol in the Psychology or Sociology, and should enrol directly with BCIT for the other courses listed. Depending on interest level, further development of a joint NWCC/BCIT RN program will take place.

For further information, please contact Emily Rozee, Co-ordinator, Health Continuing Education or your N.W.C.C. Counselling Centre, Terrace, 635-6511.

TERRACE CAMPUS

VOCATIONAL AND TRADES TRAINING — FULL-TIME PROGRAMS

TRAC

All instruction in the trades training programs at NWCC is now available in a self-paced, individualized learning format. This new method of instruction, often referred to as TRAC, permits trainees to enrol in any one of several trades training programs whenever the trainee finds it convenient. Students learn at their own speed on an individualized basis. This program allows trainees to enrol on part-time or full-time basis, select parts of a course needed for specific purposes and receive credit for training completed. Should the student be required to leave his course and return to employment, he receives credit for all training completed prior to departure.

Instruction is now available in 7 trades at NWCC (see Figure 1 below). The first 2 to 3 months of this training, referred to as Common Core, can be credited to 8 or 9 trades, even though these trades are not available at NWCC. By taking advantage of this feature, students can **reduce the away-from-home time and effect considerable savings.**

What are the course Prerequisites?

All students entering any of the trades training programs show in Figure 1 below are required to be functioning at the Grade 10 equivalency level. Pre-tests are available upon request to assist students in determining whether they have the necessary prerequisites. Intensive Math, Science and English upgrading programs are available to assist students not having prerequisites.

PROGRAMS AVAILABLE:

COMMON CORE:

Common Core, which is the introduction to all trades shown in Figure 1 above, is available at the following locations:

- SMITHERS** Continuous intake — commencing Sept. 4, 1984. Theory modules only. For information, call Eileen Klassen — 847-4461.
- HAZELTON** Continuous intake — commencing Sept. 4, 1984. Theory modules only. For information, call Lois Shannon — 842-5291.
- KITIMAT** Continuous intake — commencing Sept. 4, 1984. Theory modules only. For information, call Susan Cole — 632-4766.
- PRINCE RUPERT** Continuous intake — commencing Sept. 4, 1984. Theory and practice modules available. For information, call Bob Wilson — 624-6054.
- TERRACE** Continuous intake — program ongoing — all modules. Call Registrar — 635-6511.

OCCUPATIONAL CORE:

Carpentry/Joinery — available at Terrace campus. Ongoing program requiring approximately 2 months to complete. Registration every Monday. Prepares trainees for entry into carpentry and joinery specialties.

Mechanics — Available at Prince Rupert and Terrace campuses. Ongoing program requiring approximately 2 months to complete. Prepares trainees for entry into automotive, heavy duty, inboard/outboard specialties. Prince Rupert course commences Sept. 4, 1984.

Machinist Millwright — available Sept. 4, 1984, at the Terrace campus. Registration every Monday. Requires approximately 2 months to complete. Prepares trainees for entry into machinist and millwright specialties.

SPECIALTY TRAINING: Prerequisite is the successful completion of related occupational core training program.

Automotive — ongoing program with continuous intake. Available at Terrace Campus. Approximately 3-month program. Provides entry level training for automotive apprentices.

Heavy Duty — ongoing program with continuous intake. Available at Terrace Campus. Approximately 3-month program. Provides entry level training for heavy duty apprentices.

Inboard/Outboard — commencing Sept. 4, 1984, at Prince Rupert. Approximately 3-month program. Provides training necessary for entry into employment in industries servicing recreational and commercial boating.

Millwright — available at Terrace campus commencing Sept. 4, 1984. Approximately 3-month program. Provides entry level training for millwright apprentices.

Carpentry — ongoing program with continuous intake. Available at Terrace campus Sept. 4, 1984. Approximately 3-month program. Provides entry level training for carpentry apprentices.

Joinery — ongoing program with continuous intake. Available at Terrace campus Sept. 4, 1984. Approximately 3-month program. Provides entry level training for joinery apprentices.

TRADES TRAINING

FIXED INTAKE COURSES

Air Brakes — To prepare drivers for practical and written test on the operation and maintenance of air brakes systems for either on-highway or off-highway vehicles. Those taking off-highway exams will be required to pay the Ministry of Transportation an examination fee.

STARTING DATES: Oct. 1, Nov. 5 & Dec. 3
TIME: Mon. & Wed., 7:00 - 10:00 p.m.
FEE: \$50.00
PLACE: Room 111, Shops Building, Terrace campus
TOTAL HOURS: 24 hrs./course

AUTO/HEAVY DUTY ELECTRICAL REFRESHER

This course is designed for auto and heavy duty mechanics to enhance knowledge of electricity as applied to the mechanical field.

Content: Batteries
Circuits and meters
Starters and switches
Alternators and regulators
Ignition systems
Gauges

LENGTH: 24 hours
PLACE: Room 137, Shops Building, Terrace campus
TIME: 7:00 - 10:00 p.m. Tues. & Thurs., commencing Sept. 4, 1984
FEE: \$50.00

TRUCK OPERATION AND BASIC MAINTENANCE

This is a course designed to familiarize truck operators or potential operators with the basic functions of all working components on a truck or similar vehicle. Students learn to identify potential problems, and inspect and perform adjustments to air brakes systems. It will also outline clear procedures for pre- and post-trip inspections.

Content: Engine and engine support systems
Power trains
Steering systems
Electricity
Air brakes
Tires and maintenance
Inspections and safety procedures

TIME: 7:00 - 10:00 Tues. & Thurs., commencing Sept. 4, 1984
PLACE: Room 135 — Shop Building, Terrace campus
LENGTH: 48 hours
FEE: \$100.00

HYDRAULICS UPGRADING

This course is designed for millwrights, mechanics, industrial mechanics, etc., to enhance their knowledge of the principles of mechanics and application of those principles.

Content: Introduction to fluid principles
Properties of liquids
Fluid pressure
Fluid flow control
Pressure and flow
Pressure control valves
Directional control valves
Reservoir filters and fluids
Pumps
Systems and troubleshooting

LENGTH: 24 hours
PLACE: Room 111 — Shops Building, Terrace campus
FEE: \$50.00
TIME: 7:00 - 10:00 p.m. Tues. & Thurs., beginning Sept. 4, 1984

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.

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.

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