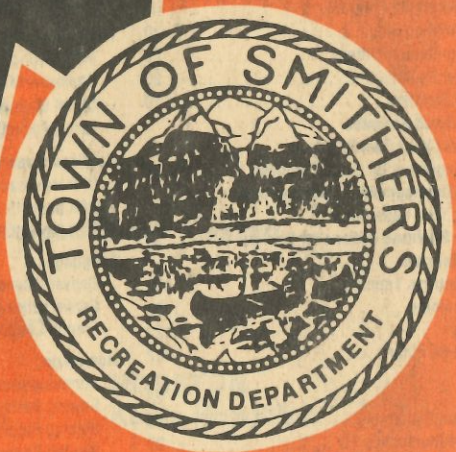


SMITHERS



**NORTHWEST
COMMUNITY
COLLEGE**



**1985 FALL
PROGRAMS**

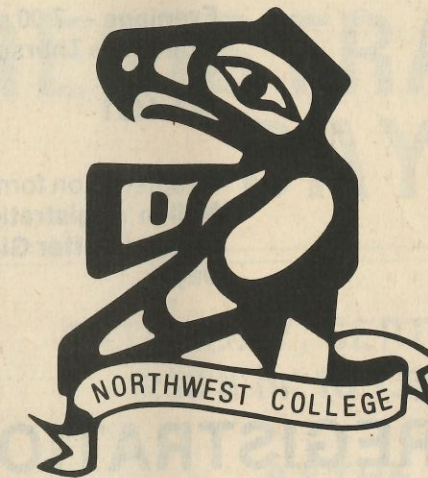
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ADULT EDUCATION — THE PATH TO TOMORROW

Whether you want to expand your employment options, improve on job skills, be more fit, find an interesting hobby or meet new friends, there's something for everyone in our Fall lineup of workshops, courses and special series. Get started on a more active, vibrant lifestyle today with a day or evening activity. You'll feel great expanding your horizons with a course or two from your local Community College. Our team of expert instructors are waiting, so see you there!



OUR STAFF

Co-Directors
Smithers/Houston Anne M. Laforest/Eileen Klassen

Program Co-ordinator
Houston: Tanya Widmark

Secretarial Staff:
SMITHERS Jean Morris
HOUSTON Karen Houghton

Part-time Day and
Evening Clerks: Cheryl Byrnes
 Charlotte Gorley

A SPECIAL THANKS...

Without the tremendous support of School District No. 54, many of the adult programs now offered would not be possible. We thank the staff and School District No. 54 Board for their generous contribution and spirit of co-operation.

REGISTRATION

Full-time Programs — On a Continuous Basis as Space Available
 Part-time Programs — Starting Sat., Sept. 7, 1985

You may register:

IN PERSON

At the College Centre
 1070 Main Street
 (Corner of Main and Alfred)

OFFICE HOURS

Days — 8:30 a.m. to 4:15 p.m.
 Monday to Friday
 Evenings — 7:00 p.m. to 9:00 p.m.
 Monday to Thursday

TELEPHONE

847-4461

BY MAIL

A registration form is attached.
Mail-in Registrations will only be accepted after Giant Registration Day.

MAIL-IN REGISTRATION FORM

NOTE — PLEASE CONFIRM BY PHONE AVAILABILITY OF SPACE IN COURSES BEFORE MAILING FEES.
 Mail-in registrations will only be accepted after Giant Registration Day.

NAME (PRINT) PHONE (HOME)

ADDRESS (WORK)

1) course FEE

2) course FEE

TOTAL: \$

Cheque or money order is payable to
 Northwest Community College, P.O. Box 3606, Smithers, B.C., V0J 2N0.
Please no cash.

Signature Date



NORTHWEST COMMUNITY COLLEGE

GIANT REGISTRATION DAY

SATURDAY, SEPTEMBER 7
 9:00 a.m. to 1:00 p.m.

**AT THE
SENIOR SECONDARY SCHOOL GYM**

Make sure there's a place for you.
 Come in and pre-pay during our Giant Registration Day

FIRST COME — FIRST SERVED
 PRE-PAID, IN-PERSON REGISTRATIONS ONLY

DISPLAYS, DEMONSTRATIONS, TOWN RECREATION DEPT.
 AND CLUB REGISTRATION ALSO AVAILABLE

S-5

This is Northwest Community College

1984-85 Board Members

Appointed by the Lieutenant-Governor in Council

Ernie Hill, Sr.
Prince Rupert

Judy Jephson
Terrace

Armand Robitaille
Kitimat

Marjorie Spisak
Nass Camp

W. Hutchison
Terrace

Joanne Monaghan
Kitimat

William J. Smith
Prince Rupert

Dirk Zutter
Smithers

Statement of Philosophy

General Responsibility

Northwest Community College assumes general responsibility for all the valid educational and training services in the College region that are beyond the responsibility of the School Districts that participate in the College operation.

Decentralization

Northwest Community College is committed, wherever it is financially and physically feasible, to decentralize educational and training services so that the opportunities are equitably shared by residents of the region. The College believes that access to these services can be facilitated where appropriate by utilization of modern technological developments in education.

Provincial Responsibility

Northwest Community College's primary concern is with serving the needs of residents in its region. However, the College recognizes that, as part of the provincial educational system, it has a responsibility wherever possible to serve special needs of residents outside the College region.

Assessment of Needs

Northwest Community College recognizes its mandate to provide for educational and training needs of all people in the College region by striving to facilitate access to the appropriate educational and training programs and services. To this end, the College actively seeks input from all segments of the community; it is especially responsive to recommendations made by advisory committees established by the College.

Relationships with other Organizations

When deemed appropriate, Northwest Community College co-operates with other educational and training organizations, both within and outside the region, in order that the best services possible might be provided.

Presentation of Services

Northwest Community College strives for excellence in all the services it provides. It is committed to development of delivery systems that provide educational and training services for the people where they live and work. When considering the delivery systems to be used, the College is concerned not only with cost effectiveness but also with the quality of instruction, particularly as quality is related to student-instructor contact.

Citizenship

Northwest Community College recognizes its responsibility to aid in the development of citizens who can participate fully and effectively in society in general and in their individual communities.

Governance of College

The governance and operation of Northwest Community College reflects the legitimate concerns of all elements within the College and in all the communities it serves.

Accountability

Northwest Community College recognizes that it is a public institution utilizing public money for its operation, and that therefore it must be accountable to the public in everything it does. To this end, the operations of the College are open to public scrutiny. The College recognizes its responsibility to ensure that proper evaluation takes place in everything it does and that self-renewal is an ongoing obligation.

IMPORTANT INFORMATION

CLASS LIMITS

Most designated courses can only take a limited number of people. Your place in these courses will ONLY be held by pre-registration and payment of the fee by the pre-registration date. If you are registering by mail, confirm availability of space in courses with class limits, BEFORE mailing in registration fee. **NO REFUND WILL BE MADE AFTER THE PRE-REGISTRATION DATE.**

FEES

Tuition varies with each course and must be paid in full at the time of registration. You are encouraged to pre-pay for the course you wish to take. Courses with "class limits" must be pre-paid to ensure your place. All course fees must be paid no later than the second class. Students are required to present registration receipt to the instructor by this time. Credit will not be given for courses in which a student is not officially registered. Payment for courses, textbooks or other materials may be made by cash or cheque.

FEES FOR SENIOR CITIZENS

Senior citizens (aged 65 and over) and registered disabled persons are eligible for tuition-free enrolment 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 when registering.

INCOME TAX

Receipts totalling over \$100.00 are income tax deductible, so keep your fee receipts.

HOLIDAYS

Classes are not normally held on Statutory Holidays or when schools are closed.

PLEASE READ!

Adult Basic Education

Admission daily, as space permits.

Northwest Community College offers a variety of programs designed to upgrade adult learners. Our courses make it possible for adults to achieve their personal goals, whatever they may be — learning to read and write, entry into a trades training program, general upgrading or high school equivalency. The following programs are offered in Smithers.

1. Basic Training for Skills Development (BTSD)
2. General Education Development (GED)
3. English as a Second Language (ESL)

BASIC TRAINING FOR SKILLS DEVELOPMENT BTSD/UPGRADING

INSTRUCTORS: DAYTIME: Alec Deas
EVENING: TBA

FEE: \$62.00 per month

Would you like to improve your Math, English or Science? Would you like a specialized course in reading, spelling or report writing? Would you like to gain entrance to trade or vocational training? If your answer is yes to any of these questions, then this is the course for you. Students begin at their own level and work at their own speed. The instructor will design a program with each student to suit individual needs. College certificates are awarded for successful completion of Level II, Level III and Level IV. **YOU MAY ENROL AT ANY TIME AS SPACE PERMITS.**

REQUIREMENTS FOR ADMISSION TO UPGRADING

Applicants must have been away from the public school system (high school) for at least one year. They must be capable of concentrated independent study. Admission is subject to additional criteria. Details are available at the College Centre. Preference is given to adult learners.

Sponsorship:

Limited Canada Employment Centre assistance is available. Contact the Smithers office. Bursaries and grants (ABESAP) are also available. Ask for details at the College Centre.

GENERAL EDUCATION DEVELOPMENT (GED)

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 Program. Adults are required to pass five tests: English Literature, English Grammar, Science, Social Studies and Mathematics. A GED testing session will be held in Smithers. These classes will help you to prepare for the tests. **YOU MAY ENROL AT ANY TIME AS SPACE PERMITS.**

GENERAL EDUCATION DEVELOPMENT (GED) EXAMINATIONS

Testings will be held at the Smithers College Centre Dec. 6 & 7, 1985. Applications must be made by Nov. 8, 1985, and are available at the College Centre. Basic requirements are that you must be at least 19 years of age; out of school (high school) for at least one full academic year; and satisfy residency standards. **Examination fee: \$10.50 payable to the Ministry of Finance.**

FULL-TIME PROGRAM

Dates: Monday to Friday, Starting Sept. 3
Time: 9:00 a.m. to 4:00 p.m.

PART-TIME PROGRAM

Dates: Daytime — Morning & Afternoon
Monday to Friday, starting Sept. 3
Time: 9:00 a.m. to 12:00 noon or 1:00 to 4:00 p.m.

Dates: Evening — Tues. & Thurs.
Oct. 1 - Dec. 5

Time: 7:00 - 10:00 p.m.

Fees: Daytime — \$62.00 per month
Evening — \$24.00 per semester

Place: All upgrading classes are held at the College Centre, 1070 Main Street, Smithers

SHIFT WORKERS

May alternate between day and evening Upgrading classes to suit work schedules.

REFUNDS (Vocational Full-Time)

1. Vocational full-time fees are assessed on a calendar month prorated as necessary in the first and last months:

Entry between: 1st to 15th — 100% of monthly fee
16th to 23rd — 50% of monthly fee
24th to 31st — 25% of monthly fee

Leaving before: 1st to 7th — 25% of monthly fee
8th to 15th — 50% of monthly fee
16th to 31st — 100% of monthly fee

2. 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.

Adult Basic Education Student Assistance Plan

WHAT IS ABESAP?

ABESAP is a provincially sponsored program which provides for direct educational costs to students enrolled in programs such as

- Basic Literacy
- Academic Upgrading
- Pre-Vocational
- English Language Training
- Basic Training for Skills Development

The purpose of ABESAP is to ensure that residents of British Columbia are not prevented from embarking on an educational/career pattern or realizing basic employment skills due to financial limitations.

WHO MAY APPLY?

Any person who is:
— a British Columbia Resident
— enrolled at a participating secondary/post-secondary institution, in a recognized Adult Basic Education program.

WHERE TO APPLY?

Applications will be accepted on the recommendation of your instructor. Any person who is not receiving financial assistance for educational expenses from any other source may apply for the program by contacting the College Centre and filling out the application form.

FURTHER INFORMATION

For further information concerning the Adult Basic Education Student Assistance Program, please contact the College, or Student Services Branch, 835 Humboldt Street, Victoria, B.C., 387-5834.

ENGLISH LANGUAGE TRAINING

DAY/EVEN

Learn to speak English. Emphasis on oral practice, speaking and listening skills. Class limit 16 per session.

DAY PROGRAM

DATES: Wed., Oct. 2 - Dec. 4
 TIME: 1:30 - 3:30 p.m.
 PLACE: College Centre, Rm. 2
 FEE: \$20.00 per semester
 INSTRUCTOR: Marlene Young

EVENING PROGRAM

DATES: Tues., Oct. 1 - Dec. 3
 TIME: 7:30 - 9:30 p.m.
 PLACE: College Centre, Rm. 4
 FEE: \$20.00 per semester
 INSTRUCTOR: Marlene Young

WILT U UW ENGELS VERBETEREN?

Vorresti imparare l'inglese?

英語を習いませんか?

MAAT U ZICH DAN NU UOOR LESSEN

Insciviti ora ai corsi

詳細な下記(本局)合せ下さい。

INSCHRIJVEN. VOOR VERDERE IN-

Per ulteriori informazioni -

電話 8474461

ICHTINGEN TELEFONEERT U 84 7 4461.

telefona al: 847 4461

您想增進您的

英文嗎?

現在報名中!

詳情

請電 847 4461

کیا آپ اپنی انگریزی
 بہتر بنانا چاہیں گے
 تو اپنا نام درج کرنا سیدے۔

مذہبہ معلمات کے لیے فون کیجیے۔

847-4461

VOULEZ-VOUS AMÉLIOREZ VOTRE

ANGLAIS? ENREGISTRER

DE SUITE RENSEIGNEMENTS

TÉL. 847 4461

WOLLEN SIE IHRE ENGLISCHE

VOCÊ GOSTARIA DE APRENDER

Would you like to learn

SPRACHE VERBESSERN?

(ENGLÉS ENGLISH) AS AULAS

English? Register now for

KLASSEN VERZEICHNIS

ISTÃO ABERTAS FARA SE

classes. For more infor-

UND ANMELDUNG TEL.

847 4461

REJISTAR, PARA MAIS ENFARMACOIS.

mation, telephone: 847 4461

S-10

Volunteer Tutor Trainers' Program

EVEN/DAY

THE AIM:

To teach English-speaking adults, who for any reason cannot read or write, to learn to read the language they speak as quickly and enjoyably as possible.

- Do you enjoy helping other people?
- Are you interested in people and able to relate to people of different backgrounds?
- Are you willing and able to volunteer 50 hours over a reasonable time frame?
- Are you dependable, prompt and willing to prepare lessons and tutor regularly?
- Do you have a sense of humour?

If the answer is yes, then you're qualified to become a Volunteer Tutor.

DETAILS:

A team of Volunteer Tutors able to commit the time will teach a student to read, on a one-to-one basis. Learning will be in either the home or other mutually suitable environment. Tutors will be trained to work in one-on-one teaching situations and given the needed teaching materials.

A Tutor Training Workshop will be held in Smithers as follows.

DATES: Fri./Sat./Sun.
 Sept. 27 - 29

TIMES: Fri., 7:00 - 10:00 p.m.
 Sat. & Sun., 9:00 a.m. - 4:00 p.m.

PLACE: Smithers College Centre, Rm. 2

Class limit 14. Pre-registration by Sept. 20 is essential.



LEARN BY TEACHING AS A VOLUNTEER TUTOR

S-11

Vocational — Career & Industry

Business Careers Pre-employment Programs — Full-time

Northwest Community College Careers programs are designed to prepare students for direct employment upon successful completion.

Requirements for Admission:

Grade 12 or G.E.D. preferred. Grade 10 is minimum (upgrading Level III) in most programs. **NOTE: Business experience may be accepted in lieu of formal schooling.**

Admission from Secondary School:

A minimum "B" average (73-85%) in secondary school course is required. Equivalent courses are:

Secondary School Course	Northwest Community College
Accounting 12	Accounting 101
Consumer Math 11 & Machine Calculation 12	Business Machines 101
Office Procedures 12	Typing 101
Shorthand 12	Shorthand 101/102
Business Communication 12	Business English 103/104

How to Apply:

Prospective students may obtain application forms at the Campus Office.

Starting Dates:

Sept. 3, 1985, and the first Monday of each month on a continuous basis as space is available to June 1986.

Fees:

\$248.00 per semester (4 months) or \$62.00 per month (plus workbooks and textbook deposits).

Instructors:

Terrie McCreary, Diploma in Tech. (NAIT)
Bev Davidson, B. Comm. (UBC)

Assistant Instructor:

Hilda Capak, Teacher Certificate (Teachers' College, Montreal)

Financial Aid:

Limited Canada Employment Centre sponsorship may be available. Contact local office. Other bursaries available. Ask when applying at the College Centre.

Pre-employment Programs: Full-time

For detailed course description, see Part-time Day courses.

Program 1	Typist	4 - 5 months	Program 5	Accounting	8 - 12 months
Typing	TYPG 101, 102 (50 NWPM)		Typing	TYPG 101	
Business English	BENG 102, 103, 104		Accounting	ACCT 101, 102, 150, 151	
Office Practice	OFPR 101		Business Machines	BUSM 101	
Dictatyping	DICT 101, 102 or 103		Office Practice	OFPR 101	
Business Computing	BCPT 101, 102		Business English	BENG 102, 103, 104, 105	
			Dictatyping	DICT 101	
			Economics	ECON 150, 151	
			Business Law	BLAW 150, 151	
			*Data Processing	BCPT 150 (Available January 1986)	
			Business Computing	BCPT 101, 102, 103	
Program 2	Clerk-Typist	4 - 6 months	Program 6	Industrial Records and First Aid	5 months
Typing	TYPG 101, 102 (50 NWPM)		Accounting	ACCT 101, 102	
Business English	BENG 102, 103, 104, 105		Payroll/		
Office Practice	OFPR 101		Timekeeping	ACCT 103	
Dictatyping	DICT 101, 102 or 103		Business Machines	BUSM 101	
Business Machines	BUSM 101		English		
Business Computing	BCPT 101, 102		Communications	BENG 101	
			Spelling &		
			Vocabulary	BENG 102	
			Office Practice	OFPR 101	
			Typing	TYPG 101 (30 WPM net)	
			First Aid	FAID 101 (Available through Part-time program)	
Program 3	Clerk-Bookkeeper	4 - 6 months			
Typing	TYPG 101 (30 NWPM)				
Accounting	ACCT 101, 102				
Business Machines	BUSM 101				
Office Practice	OFPR 101				
Business English	BENG 102, 103, 104, 105				
Dictatyping	DICT 101				
Business Computing	BCPT 101, 102				
Program 4	Administrative Secretary	8 - 12 months			
Typing	TYPG 101, 102, 103 (55 NWPM & over)				
Word Processing or	WPRO 101, 102, 103, 104, 105, 106				
Shorthand	SHRT 103, 104 (120 WPM)				
Dictatyping	DICT 101, 102				
Business Machines	BUSM 101				
Office Practice	OFPR 101				
Business English	BENG 102, 103, 104, 105				
Accounting	ACCT 101, 102				
Business Law or	BLAW 150, 151				
Canadian Law	MGTM 151, 250				
Business Computing	BCPT 101, 102				

*Shorthand is available only to those having previous qualifications.
*Prospective students must have minimum Grade 12 for this program.



HAVE YOU PRE-REGISTERED?

Business Careers

Pre-employment Courses — Part-time Day

All these courses are components of full-time Business Careers Pre-employment Program. Successfully completed, they carry credit toward College Business Certificates.

Admission Requirements:

Grade 12 or G.E.D. preferred. Grade 10 is minimum (upgrading Level III) in most programs. **NOTE: Business experience may be accepted in lieu of formal schooling.**

How to Apply:

Prospective students may obtain an application form at the Campus Office.

Starting Dates:

Part-time students will be accepted Oct. 1, 1985, on a continuous basis as space is available to June 1986.

Instructors:

Terrie McCreary, Diploma in Tech. (NAIT)
Bev Davidson, B. Comm (UBC)

Assistant Instructor:

Hilda Capak, Teacher Certificate (Teachers' College, Montreal)

Fees:

\$62.00 per month plus texts

Part-time Day Courses:

Accounting 101 (1.5 credits)

The framework of accounting. Financial statement introduction and journals.

Accounting 102 (1.5 credits — 3 credits 101/2)

Introduction to systems, procedures and specialized journals. Three accounting projects.

Accounting 103 (2.5 credits)

Payroll and timekeeping procedures. Federal and provincial law as related to the payment of wages.

Accounting 150 (3 credits)

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

Accounting 151 (3 credits)

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

Business Computing 101 (1 credit)

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

Business Computing 102 (1.5 credits)

Introduction to Data Processing. The development of computers. Introduction to programming language. Input and output devices. Storage of data. Use of several computer software packages.

Business Computing 103 (1 credit)

A hands-on computer applications course for accounting students. Prerequisite: ACCT 102 or equivalent.

Business Computing 150 (3 credits)

This course will provide students with sufficient knowledge of data processing, computers and management information systems to prepare them for a successful working relationship with such systems in their future careers. Specific topics include: principles of data processing, programming in the BASIC language, survey of hardware and software, survey of applications of modern computerized information systems in organizations. **NOTE: Available in January 1986.**

Business English 101 (2.5 credits)

A review of the structure of the English language. Grammar, sentences, form and style, reporting and evaluating, understanding interpersonal relationships.

Business English 102 (1.5 credits)

Spelling and vocabulary building and word usage.

Business English 103 (1.5 credits)

The framework of English language in more depth than in BENG 101. Parts of speech, the sentence, punctuation, capitalization and figures.

Business English 104 (1 credit)

Business communications, letters, memos, minutes, resumes, job interviews, enunciation and pronunciation.

Business English 105 (1.5 credits)

This course is designed to give the student the skills which are required in a business office where employees are expected to edit correspondence for good English usage. The course is a self-paced package which emphasizes evaluating the student's knowledge of proofreading techniques and giving the student practical editing assignments which contain errors of the kinds commonly found in business correspondence.

Business Law 150 and 151 (3 credits each)

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

Business Machines 101 (2.5 credits)

The operation of desk calculators and the application of basic math in decimals, fractions and percentages. Proficiency in the operation of the machines is required.

Dictatyping 101 (.5 credit)

The operation of dictating and transcribing machines. Twelve letters.

Dictatyping 102 (2 credits)

A programmed course in taped dictation. Seventy letters.

Economics 150 and 151 (3 credits each)

Career-oriented courses emphasizing the practical approach to the study of the market system and pricing in the first half of the course, with attention focused on aggregate concepts in economics in the second half. Topics covered will be the price system, consumer behaviour and demand, market structures, money and banking, national income, fiscal policy, monetary policy, international trade and public policy.

Office Practice 101 (1.5 credits)

A general course in office procedures. Includes forms of business letters, postal and telephone information, transportation methods, banking services, purchasing and sales procedures.

Office Practice 102 (1.5 credits)

A general course in record keeping. Includes personal and business record keeping and introductory bookkeeping.

Typing 101 (2.5 credits)

Basic typing skills. Keyboard and parts of the typewriter. Introductory production typing. Speed to 30 NWPM.

Typing 102 (2.5 credits)

Advanced typing skills. More intensive production. Business forms, tabulation, manuscripts. Speeds to 50NWPM.

Typing 103 (2.5 credits)

Rough draft typing. Concentrates on typing techniques and English skills for typing from rough copy. Speeds over 50 NWPM.

Word Processing 101 (3 credits)

Introduction to word processing concepts.

Word Processing 102 (2 credits)

Electronic typewriters.

Word Processing 103 (2 credits)

Easy Writer II Word Processor.

Word Processing 104 (3 credits)

Wordstar Word Processor.

Word Processing 105 (4 credits)

The transcription specialist.

Word Processing 106 (3 credits)

Advanced word processing applications.



Business Careers/ Evening

TYPING/KEYBOARD BASICS (BEG.)

EVEN
DATES: Mon. & Wed., Sept. 16 - Oct. 9
TIME: 7:00 - 9:30 p.m.
PLACE: College Centre, Rm. 3
FEE: \$36.00 plus text
SESSIONS: 8
 Learn proper typewriting techniques and a good knowledge of alphabetic and alpha-numeric keyboard. This course (or equivalent) is required for entry into College credit level computer and word-processing programs. **Class limit 14. Pre-registration by Sept. 9 is essential.**
INSTRUCTOR: Sherill Tofsrud

TYPING APPLICATIONS

EVEN
DATES: Mon. & Wed., Oct. 16 - Nov. 13
TIME: 7:00 - 9:30 p.m.
PLACE: College Centre, Rm. 3
FEE: \$36.00 plus text
SESSIONS: 8
 Learn to type quickly and accurately. Minimum typing speed of 20 WPM will be achieved. Prerequisite is Keyboard Basics. This course (or equivalent) is required for entry into College credit level computer and word-processing programs. **Class limit 14. Pre-registration by Oct. 7 is essential.**
INSTRUCTOR: Sherrill Tofsrud

ACCOUNTING 101

EVEN
DATES: Tues. & Thurs., Sept. 24 - Nov. 28
TIME: 7:00 - 9:30 p.m.
PLACE: College Centre, Rm. 3
FEE: \$90.00 plus text
SESSIONS: 20
 An introductory course into the fundamentals of bookkeeping. Routine profit and loss, balance sheets and payroll calculation are included. Home assignments required (5 to 7 hours weekly). Completion of this course carries credit toward a Northwest Community College Business Certificate. **Class limit 16. Pre-registration by Sept. 17 is essential.**
INSTRUCTOR: Stuart Wormsbecker



THE BUSINESS OF MANAGEMENT

This telecourse is designed to help the new or aspiring business person learn essential skills in planning and organizing, staffing and directing, controlling, decision-making, motivating and communicating. Top experts in management share their experiences to present a realistic picture of management in the 1980s. The College supplies tutorial support for those wishing to take this course for credit as Management 150 toward the diploma in Business Administration or in Office Management.

DATES & TIMES: Tuesdays, 12:30 - 1:30 p.m.
 Sept. 10 - Dec. 3

PLACE: The Knowledge Network on Cable
FEE: \$120.00 plus \$58.90 for textbooks

Computer Courses

BUSINESS COMPUTING 102

EVEN/DAY
DATES: Tues. & Thurs., Oct. 15 - Nov. 14,
 plus 2 Sat., Oct. 26 & Nov. 2
TIME: Tues. & Thurs., 6:30 - 10:00 p.m.;
 Sat., 9:00 a.m. - 4:00 p.m.
PLACE: College Centre Computer Lab
FEE: \$115.00 plus text
SESSIONS: 12
 On completion of this course, students will be familiar with the data processing concepts required of a data entry clerk, feel comfortable at a computer keyboard entry terminal, and have some experience in the use of applications software such as VISICALC, WORD PROCESSOR, DATA MANAGEMENT and GENERAL ACCOUNTING programs. A detailed course outline is available at the College Centre. **This course, successfully completed, is 1.5 credit toward Business Careers Training program. Class limit 12. Pre-registration by Oct. 8 is essential.**
Prerequisite: Typing keyboard and/or Basic Bookkeeping knowledge if concentrating on General Accounting application.
INSTRUCTOR: Ken Foster

WORD PROCESSING 104 (WORDSTAR)

EVEN/DAY
DATES: Mon. & Wed., Oct. 16 - 30,
 plus Sat., Oct. 19
TIME: Mon. & Wed., 6:00 - 9:30 p.m.,
 and
 Sat., 8:30 - 5:00 p.m.
PLACE: College Centre Computer Lab
FEE: \$60.00 plus text
SESSIONS: 6
 Learn the basic elements of Wordstar Word Processing. Includes creating special effects, printing with headings, footings and job simulations. Options exist to advance into extended applications. Upgrade your skills, enhance your employability with this credit course. Credit toward all College Business Careers programs. **Class limit 10. Pre-registration by Oct. 9 is essential.**
Prerequisite: Beginner typing course — Keyboard Familiarization or equivalent.
INSTRUCTOR: Fran Morris

THE NEW COMPUTER LITERACY: AN INTRODUCTION TO COMPUTERS

This telecourse reflects the trend toward a more practical approach in introductory computer courses. It is an up-to-date survey of electronic data processing, computer hardware and software systems, and developments that will provide the basis for further advancements in information processing. It includes a section of computer programming in BASIC. To receive full credit as BCPT 150 toward the diplomas in Business Administration or in Office Management, students will be required to complete a number of programming assignments. To do so, students will need to have access to an IBM, Apple or compatible personal computer. This course is offered for credit in the Business Administration Program, or for non-credit.

DATES & TIMES: Mondays, 11:30 a.m. - 12:30 p.m.
 Sept. 9 - Dec. 2
REPEATS: Saturdays, 12:30 - 1:30 p.m.
 Sept. 14 to Dec. 7

PLACE: The Knowledge Network on Cable
FEE: Non-credit — \$5.00 plus \$48.40 for textbooks
 Credit — \$120.00 plus \$48.40 for textbooks

INTRODUCTION TO PERSONAL COMPUTING

Take a TRS-80 Colour Computer home with you for six weeks and learn computer programming in BASIC.

The complete package includes: — Print package of course materials
 — Radio Shack Colour Computer

This course provides "hands-on" introduction to computer programming. The Colour Computer connects to your home television. You will need a portable cassette tape recorder to save your programs.

Dates: Available starting Sept. 9, 1985.
Completion Date: Computers are loaned out for precisely six weeks.

Fee: \$40.00 including course materials, plus \$50.00 refundable deposit on the computer.

Health Related

INDUSTRIAL FIRST AID

EVEN
DATES: Mon. & Thurs., Sept. 9 - Nov. 21
TIME: 6:30 - 9:30 p.m.
PLACE: Free Spirit Ventures Trade School
FEE: \$265.00 includes books
SESSIONS: 20
 Participants will learn theory and practical skills of Basic Life Support to include: one- and two-man CPR, Obstructed Airway Management, Rescue Breathing, Hemorrhage Control, Oxygen Therapy. **This is a Workers' Compensation Board Certificate course offered in cooperation with Free Spirit Ventures Trade School. Credit toward Industrial Records and First Aid Certificate. Class limit 18. Pre-registration by Sept. 2 is essential.**
INSTRUCTOR: Free Spirit Ventures Trade School



BITS AND BYTES

This telecourse introduces microcomputers to the computer novice. Actor-comedian Billy Van represents the average viewer of a telecourse, interested in computers but at the same time rather frightened of them. Under the guidance of Luba Goy, Billy learns how to load and store programs, play games and use computer graphics and music on a variety of the microcomputers available on the market today.

DATES & TIMES: Mondays, 5:30 p.m.
 Sept. 9 - Nov. 25

REPEATS: Tuesdays at noon
 Sept. 10 - Nov. 26

PLACE: The Knowledge Network on Cable
FEE: \$5.00 plus \$6.00 for Viewer's Guide

SURVIVAL FIRST AID

DAY
DATES: Sat., Oct. 5
TIME: 9:00 a.m. - 5:00 p.m.
PLACE: Free Spirit Ventures Trade School
FEE: \$40.00
SESSIONS: 1
 Designed by the Workers' Compensation Board to give the injured a better chance for survival pending the arrival of more qualified help. This course is requisite for employees in many industries. Basic techniques for coping with emergencies involving breathing, bleeding, unconsciousness and crushed chests are taught. It is also a useful course for the outdoor recreationist. Successful students will receive a WCB Survival First Aid Certificate. Certificate in good standing for two years. **Class limit 14. Pre-registration by Sept. 27 is essential.**
INSTRUCTOR: Free Spirit Ventures Trade School

SURVIVAL FIRST AID REFRESHER

DAY
DATES: Sat., Oct. 23
TIME: 6:30 - 9:30 p.m.
PLACE: Free Spirit Ventures Trade School
FEE: \$18.00
SESSIONS: 1
 Refresh your basic life support skills such as CPR, artificial ventilation and management of obstructed airways. General patient care reviewed. Participant must hold current Survival First Aid ticket. Trades School Certificate will be issued. **Class limit 16. Pre-registration by Oct. 16 is essential.**
INSTRUCTOR: Free Spirit Ventures Trade School

CPR INSTRUCTOR TRAINING

WEEKEND
DATES: Fri./Sat./Sun., Oct. 18, 19 & 20
TIME: Fri., 7:30 - 9:30 p.m.; Sat. & Sun., 8:30 a.m. - 4:30 p.m.
PLACE: College Centre, Rm. 4
FEE: \$135.00 includes text & materials
SESSIONS: 3

A comprehensive 2½-day course which, when successfully completed, will allow participants to teach all Cardiopulmonary Resuscitation modalities such as one-man, two-man, child, obstructed airway management and infant resuscitation.

Some features include: — marketing CPR
 — use of audio/visual aids
 — mannequin maintenance

PREREQUISITE: Current CPR Basic II certificate.

Class limit 6. Pre-registration by Oct. 11 is essential.
INSTRUCTOR: Bev Beaudin, R.R.T.

Regional Business, Management & Industry Services

Northwest Community College offers a wide range of business, management and industry related programs that can be offered throughout the College region. College staff would be pleased to discuss your specific training needs and design a course to meet your requirements. For consultation, please contact Director of Regional Education Services, Smithers, at 847-4461, or **Audun Birkedal**, Terrace Campus, 635-6511, or 112-800-772-1120 (Loc. 245).

Demand Courses

Northwest Community College offers a variety of short courses as need arises. Simply register your interest at any College Centre and when sufficient people have signed up, you will be notified and the course scheduled.

Based on expressed community interest, the following courses are offered:

Career Enhancement Program

The following series of workshops are designed to improve skills in specific areas. Whether you are working in small business, industry, government or a community agency, or are unemployed, these workshops will teach you practical work skills that can aid you in promotion, improving skill, landing a job. **Class limit 16 unless stated.** NOTE: A 10% discount in effect for two or more registrants from the same organization. **Canada Employment Centre sponsorship may be available. Contact the Smithers office. Pre-registration at least two weeks in advance is essential.**

EFFECTIVE WRITING SKILLS

DATES: Mon. & Tues., Oct. 28 & 29
TIME: 9:00 a.m. - 5:00 p.m.
PLACE: Houston College Centre, Rm. 102
FEE: \$150.00
SESSIONS: 2

The intent of this workshop is to improve job-related writing skills. Participants will understand the process of communication and how it applies specifically to written communication. Write clear and concise memos and letters. Learn practical techniques in planning, organizing and writing short reports. Have practice in outlining, writing and revising. A detailed outline is available at the local College Centre.
INSTRUCTOR: H. Ryane Consultants, Vancouver

PRESENTING IDEAS TO OTHERS

DATES: Wed. & Thurs., Oct. 30 & 31
TIME: 9:00 a.m. - 5:00 p.m.
PLACE: Smithers College Centre, Rm. 2
FEE: \$150.00
SESSIONS: 2

Effective presentations can optimize influence with decision-makers. This workshop is designed for people who want to be more influential, or for people who want to present their ideas effectively. A logical structured approach to presenting ideas in which participants will practise collecting all the facts and figures about the idea, proposal or request. Analyzing the needs of the audience. Selecting the main persuasive points. Systematically planning the presentation to be forceful and convincing to the particular audience. Preparing a strategy for handling objections. More details available at the College Centre.
INSTRUCTOR: H. Ryane Consultants, Vancouver

DAY

NEGOTIATION SKILLS

DATES: Fri., Nov. 1
TIME: 9:00 a.m. - 5:00 p.m.
PLACE: Smithers College Centre, Rm. 2
FEE: \$85.00
SESSIONS: 1

Learn how to use negotiation skills effectively. Participants will learn how to identify their present negotiation styles and patterns. Use specific negotiation techniques. Understand relevant social and political forces and help people be creative in generating options. Identify, involve and persuade special-interest groups toward a successful common goal. Focus on the substantive issues and accept compromise when appropriate. Team negotiation skills and skills to act as third-party mediator will be presented.
INSTRUCTOR: H. Ryane Consultants, Vancouver

DAY

THE ART OF DICTATION

DATES: Thurs., Nov. 7
TIME: 6:00 - 10:00 p.m.
PLACE: Smithers College Centre, Rm. 4
FEE: \$25.00 (no discount applies)
SESSIONS: 1

Learn this time-saving tool. Helps attain cost-effective time management. Techniques for dictation to a machine or stenographer. This is a practical "hands-on" workshop. Bring your own dictaphone if you have one you want to become more comfortable using. **Class limit 14. Pre-registration by Oct. 24 is essential.**
INSTRUCTOR: Judy Kelly Consultants Inc.

EVEN

Training for Small Business

The Federal Business Development Bank, in co-operation with Northwest Community College, Smithers Campus, is pleased to present the following seminars this semester to small- and medium-sized business enterprises as well as all interested individuals. Seminars are both informational and practical in nature. Plan to attend! Detailed outlines are available at the College Centre.

HOW TO START YOUR OWN BUSINESS

DATES: Thurs., Sept. 26
TIME: 3:00 - 10:00 p.m.
PLACE: Hudson Bay Lodge
FEE: \$50.00
SESSIONS: 1

DAY/EVEN

During this seminar, you will seriously lay the groundwork for preparing to open your own business. Through instruction, group discussions built around real-life case studies, you will start the initial preparation for becoming a business owner. By the end of this seminar, you will be able to:

- take a close look at yourself, assess your personal and financial needs as well as those of your business;
- forecast your revenues and expenses to establish the proper financing for your project.

Class limit 30. Pre-registration by Sept. 19 is essential.

TIME MANAGEMENT FOR SMALL BUSINESS

DATES: Thurs., Nov. 21
TIME: 7:00 - 10:00 p.m.
PLACE: College Centre, Rm. 2
FEE: \$30.00
SESSIONS: 1

EVEN

Through the use of a case study, instruction, exercises and group discussion, you will learn how to use your time effectively — how to organize and plan it, how to set goals and priorities to avoid time traps. Topics covered include:

- What is Time Management?
- Where do I now spend my time?
- Where can my time be better spent?
- What are the 35 time wasters — how to recognize and eliminate them.
- How to overcome procrastination — the major cause of unproductive time use.

Professional Development — Support Staff

MANAGING YOUR PAPERFLOW

DATES: Fri., Nov. 8
TIME: 8:30 a.m. - 4:00 p.m.
PLACE: College Centre, Rm. 2
FEE: \$40.00 plus \$9.95 for handout
SESSIONS: 1

DAY

A one-day seminar for secretaries, assistants, receptionists and other support staff, returnees to the workforce and refreshers. All subjects covered in manner to include small and large offices, juniors, and those supervising other staff.

Topics include:

- Post date systems
- Word Processing fear
- Chronological files
- Dictation systems
- Correspondence
- The importance of organization & professionalism of the support staff
- Efficient filing systems & methods
- Desk manuals
- Reception/secretarial teamwork
- Contacts
- Keeping up to date

Class limit 25. Pre-registration by Oct. 25 is essential.
INSTRUCTOR: Judy Kelly, Judy Kelly Consultants Inc.

IT'S IMPORTANT TO PRE-REGISTER

THE COURSE YOU WANT MAY BE CANCELLED BECAUSE OF LOW ENROLMENT, OR MAY ALREADY BE FILLED UP. WE'RE ONLY A PHONE CALL AWAY.

CO-OPERATIVE BUSINESS OPTIONS FOR WOMEN

DAY

DATES: Sat., Oct. 5
TIME: 9:00 a.m. - 4:00 p.m.
PLACE: College Centre, Rm. 2

FEE: \$20.00 includes handouts
SESSIONS: 1

The workshop will be a blend of theoretical and practical learning with an emphasis on discussion, interchange of ideas and experience relevant to participants.

The Theory Portion

- * The current economic situation and the place of women in it.
- * The difference between the "mega-project strategy" (pouring money into a temporary big business in order to maximize profits for that business) and community-based economic development.
- * The difference between the traditionally structured smaller business and community-based enterprises, in terms of roles and goals.
- * Structures for co-operative businesses.

The Practice

- * Group participation in outlining the requirements for successful co-operative business development.
- * Individual requirements, strengths, support systems as well as group requirements. Business skills, group interaction skills, goals.
- * Planning, information, money.

Time will be allowed to raise issues and questions for further discussion. More details available at the College Centre.

Pre-registration by Sept. 21 is essential.
Facilitator: Melanie Conn

Hospitality/ Tourism

WAITER/WAITRESS TRAINING

REGISTER YOUR INTEREST

Are you interested in part-time work? Do you enjoy serving the public? The Hospitality Industry needs skilled workers. The financial gains are there for trained Waiters and Waitresses. Tourism is almost a year-round business in Smithers; whether you're a High School senior or a person seeking more job training, this may be the start you are looking for. Working as a waiter or waitress can be a rewarding experience. Plans are underway to offer a 30-hour course in Smithers this winter (Jan. - Mar.). The program will be both theoretical (lecture) and experience-based (actual restaurant work). Register your interest to attend daytime or evening sessions by Oct. 18, 1985. More course details are available at the College Centre.

CASHIER TRAINING

DATES: Tues. & Thurs., Oct. 8 - 17,
plus Sat., Oct. 19
TIME: Tues. & Thurs., 7:00 - 10:00 p.m.;
Sat., 9:00 a.m. - 1:00 p.m.
PLACE: College Centre, Rm. 2
FEE: \$45.00
SESSIONS: 5

Enhance your employment possibilities. Learn to operate electronic cash register systems. Hands-on experience to include interpretation of audit journal tapes, pre-sets, how to handle change and cheque procedures, R.O.A.s and government vouchers. The importance of appearance and establishing good customer relations will be covered. An excellent course for those wishing to work in retail sales. **Class limit 14. Pre-registration by Oct. 1 is essential.**
INSTRUCTOR: Karen Gull

MARKETING

DATES: Wed. & Thurs., Oct. 23 & 24
TIME: 7:00 - 10:00 p.m.
PLACE: Sr. Sec. School, Rm. 3
FEE: \$14.00
SESSIONS: 2

Learn how to attract more people to your club, community group, volunteer organization or small business. Get that competitive edge. Learn to market your product, service or group to reach your goal, be it increased membership or financial gain. **Class limit 20. Pre-registration by Oct. 16 is essential.**

INSTRUCTOR: Josh Konst

THE SUPERHOST SEMINAR

SPONSORED BY THE SMITHERS CHAMBER OF COMMERCE IN
CO-OPERATION WITH THE NORTHWEST COMMUNITY COLLEGE,
SMITHERS CAMPUS

SuperHost is a community-based provincial program that combines a unique pledge program and an informative eight-hour seminar. The seminar is designed for anyone who wants to be able to serve visitors more effectively. All employers, employees and all interested members of the general public who want to become better hosts are urged to attend.

A seminar can be arranged by contacting:

Wendy Klyne, Manager, Chamber of Commerce, at
847-9854

or

Eileen Klassen, Director, Northwest Community College, at
847-4461.

A minimum of three weeks is needed (depending on demand) to set up a seminar for your group.

Here are some of the topics to be covered in the seminar:

- Making conversation/how to remember names
- Creating the positive "first impression"
- Communication skills
- Listening skills
- How to handle complaints
- Expo 86 presentation
- Plus much more

Trades

AIRBRAKES

EVEN/DAY

DATES: Mon. - Thurs. & Sat., Nov. 4 - 9
TIME: 6:00 - 10:00 p.m.,
9:00 a.m. - 12:00 noon (Sat.)
PLACE: College Centre, Rm. 2
FEE: \$56.00

SESSIONS: 5

Prepares drivers for a written and practical test on the operation and maintenance of airbrake systems for either on-highway or off-highway vehicles. Participants will be given proof of course attendance and practical examination by instructor in order to take the written test at the Motor Vehicle Branch within 30 days from the completion of the course. **Class limit 16. Pre-registration by Oct. 28 is essential.**

INSTRUCTOR: Everett Sokoloski

FUEL IGNITION SYSTEMS UPGRADING FOR MECHANICS

DAY

DATES: Sun. & Mon., Oct. 27, 28 & Nov. 4
TIME: 8:30 a.m. - 4:30 p.m.
PLACE: College Centre, Rm. 2
FEE: \$140.00

SESSIONS: 3

Learn to work with emission, fuel and electrical/electronic systems for GMC, Ford, Chrysler passenger and pickup vehicles. This is an upgrading training opportunity for automotive mechanics. Learn proper service and troubleshooting techniques in checking, adjusting and/or repairing the system. **Class limit 20. Pre-registration by Oct. 10 is essential.**

Course content includes:

1. Electronic engine control systems
2. Catalyst and exhaust systems
3. Exhaust gas recirculation system
4. Evaporative emission systems
5. Fuel delivery systems
6. Timing procedures
7. Emission related components
8. Microprocessor control units
9. Engine emission diagnosis, adjustment and repair
10. Fuel systems

NOTE: A 10% discount in effect for two or more registrants from the same organization.

INSTRUCTOR: Fern Bienvenue

Technical Training

AVALANCHE AWARENESS & SAFETY

WEEKEND

DATES: Fri./Sat./Sun., Dec. 6 - 8
TIME: Fri., 7:30 - 9:30 p.m.;
Sat./Sun., 9:00 a.m. - 5:00 p.m.
PLACE: College Centre, Rm. 2
FEE: \$48.00

SESSIONS: 3

An intense, informational and practical course that will be valuable to both the alpine tour skier and ski patrol workers. Topics to be covered include:

- Avalanche phenomena, evaluation
- Search and rescue techniques and equipment
- Winter safety
- Perform a simulated avalanche search & rescue (weather permitting)

Participants must bring cross-country/touring skis, warm clothing and a pack-lunch for Sat. and Sun. **Class limit 18. Pre-registration by Nov. 29 is essential.**

INSTRUCTOR: Robin Mounsey, Snowbird Mountain Services

Trades Qualification

AUTOMOTIVE MECHANICS TO



This telecourse is designed to help prepare an experienced auto mechanic for the tradesman qualification exam required for certification. Topics shown include shop equipment and practices, engine component servicing, anti-pollution devices, carburetors, fuel injection systems, testing procedures and air-conditioning. Northwest Community College will provide tutorial support by telephone from 8:00 a.m. to 3:00 p.m. Mondays to Fridays. Students can phone 635-6511 (or toll-free 112-800-772-1120, local 279). (Certified auto mechanics may find the review useful.)

DATES & TIMES: Thursdays, 5:30 p.m.
Sept. 12 - Oct. 24
REPEATS: Fridays, 12:00 noon
Sept. 13 - Oct. 25
PLACE: The Knowledge Network on Cable
FEE: \$62.00 plus books of approx. \$58.00

HEAVY-DUTY MECHANICS TO



This telecourse is designed to help prepare an experienced auto mechanic for the tradesman qualification exam required for certification. Topics shown include shop equipment and practices, engine components, electricity, hydraulics, power trains, brakes and steering, crawler undercarriages, and winches. Northwest Community College will provide tutorial support by telephone from 8:00 a.m. to 3:00 p.m. Mondays to Fridays. Students can phone 635-6511 (or toll-free 112-800-772-1120, local 279). (Certified heavy-duty mechanics may find the review useful.)

DATES & TIMES: Thursdays, 6:00 p.m.
Sept. 12 - Nov. 28
REPEATS: Fridays, 12:30 p.m.
Sept. 13 - Nov. 29
PLACE: The Knowledge Network on Cable
FEE: \$62.00 plus books of approx. \$155.00

AVALANCHE SAFETY LECTURE

EVEN

DATES: Fri., Dec. 6
TIME: 7:30 - 9:30 p.m.
PLACE: College Centre, Rm. 2
FEE: \$5.00

SESSIONS: 1

For those who wish to participate in the theory portion only. You're welcome to join the classroom presentation which includes a slide show on avalanche safety.

Class limit 15. Pre-registration by Nov. 29 is essential.

INSTRUCTOR: Robin Mounsey,
Snowbird Mountain Services



SAFE USE OF EXPLOSIVES (BEGINNERS)

DATES: Sat., Oct. 19
 TIME: 9:00 a.m. - 2:00 p.m.
 PLACE: College Centre, Rm. 2
 FEE: \$18.00
 SESSIONS: 1

A five-hour workshop, including a field demonstration, will identify explosives, their hazards and uses. Will include proper techniques for using explosives, legal requirements and new types of explosives. Provides background materials for those wishing to apply for blasting certificates. A must for stump farmers. **Class limit 12. Pre-registration by Oct. 11 is essential.**

INSTRUCTOR: Brian Brown

DAY

SAFE USE OF EXPLOSIVES (ADVANCED)

DATES: Sat., Nov. 2
 TIME: 9:00 a.m. - 1:00 p.m.
 PLACE: Free Spirit Trades School
 FEE: \$18.00
 SESSIONS: 1

Preparation to qualify for WCB blasting certificate. Includes information on electrical blasting calculations. Prerequisite: Safe Use of Explosives (Beginners) or blasting experience. **Class limit 12. Pre-registration by Oct. 25 is essential.**

INSTRUCTOR: Brian Brown

DAY

TRAC

All instruction in the trades training programs at Northwest Community College is now available in a self-paced, individualized learning format. This method of instruction is referred to as "TRAC". It 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 a student need to leave the course and return to employment, credit for all training completed prior to termination is recognized.

Instruction is now available in seven trades. The first two to three months of this training, referred to as Common Core, can be credited to eight or nine trades, though some of these trades are not available at Northwest Community College. By taking advantage of this feature, students can reduce the time away from home and expenses.

Program available in Smithers

COMMON CORE: Common Core is the introduction to all trades shown below. Common Core is available starting Sept. 3, 1985. Attend part-time or full-time.

FEES: \$62.00 per month

INSTRUCTOR: Alec Deas

PLACE: College Centre, Rm. 4

Prerequisites: All students entering any of the trades programs shown 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. See the Adult Basic Education section of this calendar.

OCCUPATIONAL CORE		SPECIALTY
COMMON CORE (approx. 2 - 3 mos.) (Smithers Campus)	MECHANICS (approx. 2 mos.) (Terrace Campus)	Automotive (approx. 2 mos.)
		Marine Engine Repair (approx. 2 mos.)
		Small Engine Repair (approx. 2 mos.)
		Heavy Duty Mechanic (approx. 2 - 3 mos.)
	CARPENTRY (approx. 2 mos.)	Carpentry (approx. 2 mos.)

Northwest Community College
 announces the start of the

NORTHERN INDIAN PROFESSIONAL NURSING PROGRAM

Northwest Community College, the B.C. Institute of Technology, Health & Welfare Canada, and the Nisga'a Valley Health Board are pleased to announce the start of a **Northern Indian Professional Nursing Program**.

Essentially, the program is the existing B.C.I.T. General Nursing program with the addition of traditional medicine and some adaptations for Northern Native educational needs. B.C.I.T. is a provincial institution that enrolls students from all regions of the province. The General Nursing program has five terms of 17 weeks duration. Terms one through four are offered concurrently in a health care agency and an educational institution. Term five is a preceptorship term offered mainly in a hospital.

B.C.I.T. and Northwest Community College have agreed to co-operatively offer the B.C.I.T. General Nursing program through the following arrangement:

- Northwest Community College will offer a pre-entry training program
- Northwest Community College will offer Terms 1 and 2
- B.C.I.T. will offer Terms 3, 4 and 5
- B.C.I.T. will arrange Term 5 placements in the college region if desired by the student and if suitable experience is provided by the hospital.

Nursing Pre-entry Program

It is recognized that many potential students may lack the necessary pre-requisite courses or grade level to enter the nursing program. To address this situation, commencing August, 1985, Northwest Community College will offer a complete pre-entry training program. This program will include the necessary English, Math, Chemistry and Biology courses needed to meet these educational pre-requisites. This program is open to individuals wishing to raise their marks or to individuals who lack one or more of the pre-requisite courses. It will also be possible for students who meet the necessary pre-requisite to enrol in several Northwest Community College courses that transfer directly to the first-year nursing program.

Depending on the present educational level of the student the pre-entry program may last from 5-12 months. Students are encouraged to attend these courses as long as possible to ensure a high level of skills. To do so will enhance their ability to handle the rigors of the actual nursing program.

Students planning to enter this program will be required to complete a set of placement tests in English and Math. These tests are designed to help college staff and the student to select the best programs to up-grade the student's pre-requisite skills. **These tests are scheduled to take place at N.W.C.C, Terrace August 10, 1985.** Additional placement tests may be scheduled as required.

Prospective students will be able to enrol in the English and Math components of the pre-entry program at any Northwest Community College ABE or BTSD program. It will be necessary to attend N.W.C.C. (Terrace) to complete the Chemistry and Biology portions of this program. For non-Terrace students there are residence facilities at N.W.C.C. or a wide choice of private and commercial accommodation in Terrace. The pre-entry program has been developed so that students who complete the program will meet the pre-admission requirements at most Schools of Nursing in British Columbia and Alberta. The pre-entry program will also satisfy the pre-admission requirements for many other health career programs.

Spaces in this program are limited; so please act soon. If you know of individuals who would be interested in this career training program (employment prospects are very good) please pass this information on to them. Any person interested in this program is asked to **contact** their **local college centre** or call either **Gary Baker** or **Emily Rozee** at N.W.C.C. in Terrace, 635-6511.

Academic

University Credit Courses 'learn at home' Correspondence Courses

The following correspondence courses are offered for college credit and university transfer. All correspondence courses provide texts and study guides. Each course has instructional support from a regular college instructor via toll-free telephone, 112-800-772-1120.

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 people?
- That we have career-technical programs in Early Childhood Education and Human Service Work which lead to a certificate?
- That we offer diplomas and certificates in arts and science?
- That we offer Grade 11 and 12 Science and Math courses for upgrading?

Fee: \$63.00 per course, plus texts & study guides

Anthropology 101-3: Introduction to Physical Anthropology and Archeology Instructor: T.B.A.

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.

Books: Approx. \$75.00

English 101-3 Literature and Composition I Instructor: G. Stanley

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

Books: Approx. \$75.00

Psychology 101-3 Introductory Psychology I Instructor: T.B.A.

In the introductory psychology course, Psychology 101 and 102, you will discover some of the reasons why we think, feel and act as we do. The classes consist of lectures, structured experience, discussions and films, as well as other audio-visual presentations. The topics for this course include: a perspective of psychology; life-span psychological development; the nature of consciousness; conditioning and learning; and motivation and emotion. This course should be followed by Psychology 102.

Books: Approx. \$65.00

Economics 202-3 Macroeconomics Instructor: P. Weber

The Capitalist World View - Theory and Practice
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, and 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.

Books: Approx. \$95.00

Sociology 101-3 Introductory Sociology I Instructor: T.B.A.

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

Books: Approx. \$55.00

**LEARNING IS
FOR EVERYONE**

For information on Academic correspondence courses, please contact your local College Centre, or call the Academic Division at Terrace, 635-6511 (Loc. 264).

Academic Courses — Terrace Campus

All Courses Start the Week of September 3, 1985

Course	Day	Time	Instructor
Social Sciences & Humanities			
Anthropology	T	9:00 a.m. - Noon	T.B.A.
English 101 - 1	M/W	10:30 a.m. - Noon	G. Stanley
English 101 - 2	T	9:00 a.m. - Noon	J. Patterson
English 101 - 3	TH	9:00 a.m. - Noon	J. Patterson
English 101 - 4	W	7:00 p.m. - 10:00 p.m.	J. Patterson
English 151	M	1:00 p.m. - 4:00 p.m.	G. Stanley
English 201	TH	7:00 p.m. - 10:00 p.m.	G. Stanley
French 110	M	7:00 p.m. - 10:00 p.m.	J. Patterson
French 101	M/W/F	10:30 a.m. - Noon	J. Patterson
History 106	TH	7:00 p.m. - 10:00 p.m.	P. Weber
Political Science 203	M	7:00 p.m. - 10:00 p.m.	P. Weber
Psychology 101 - 1	T	7:00 p.m. - 10:00 p.m.	A. Klingner
Psychology 101 - 2	TH	9:00 a.m. - Noon	A. Klingner
Psychology 201	W	7:00 p.m. - 10:00 p.m.	L. Tarwick
Psychology 221	W	9:00 a.m. - Noon	T.B.A.
Sociology 101	W	1:00 p.m. - 4:00 p.m.	T.B.A.
Sociology 205	T	7:00 p.m. - 10:00 p.m.	T.B.A.
Sciences			
Biology 101	M/W	2:00 p.m. - 3:30 p.m.	J. Shepard
Biology 101 Lab 1	TH	9:00 a.m. - Noon	J. Shepard
Biology 101 Lab 2	TH	1:00 p.m. - 4:00 p.m.	J. Shepard
Biology 212	T	7:00 p.m. - 10:00 p.m.	J. Shepard
Chemistry 101	M/W/F	10:30 a.m. - 11:30 a.m.	C. Jagdeo
Chemistry 101 Lab 1	T	8:30 a.m. - 11:30 a.m.	C. Jagdeo
Chemistry 101 Lab 2	TH	1:00 a.m. - 4:00 p.m.	C. Jagdeo
Computer Science 111	TH	7:00 p.m. - 10:00 p.m.	J. Stone
Computer Science 111 Lab 1	M	7:00 p.m. - 10:00 p.m.	J. Stone
Computer Science 111 Lab 2	T	1:00 p.m. - 4:00 p.m.	J. Stone
Computer Science 121	M/W/F	3:30 p.m. - 4:30 p.m.	J. Stone
Computer Science 121 Lab	TH	1:00 p.m. - 4:00 p.m.	J. Stone
Math 101	M/W/F	9:00 a.m. - 10:30 a.m.	C. Williston
Math 111	M/W	7:00 p.m. - 9:30 p.m.	C. Williston
Math 130	T	1:00 p.m. - 2:30 p.m.	C. Williston
	and TH	10:30 a.m. - Noon	C. Williston
Physics 101	M/W	12:30 p.m. - 2:00 p.m.	C. Jagdeo
Physics 101 Lab 1	F	1:00 p.m. - 4:00 p.m.	C. Jagdeo
Human Services			
HSW 151	T	1:00 p.m. - 4:00 p.m.	T.B.A.
HSW 153	T	9:00 a.m. - Noon	J. Muller
HSW 155	M	9:00 a.m. - Noon	J. Muller
	and W	1:00 p.m. - 4:00 p.m.	J. Muller
HSW 164	F	9:00 a.m. - Noon	T.B.A.
HSW 191 Practicum	W	9:00 a.m. - Noon	T.B.A.
HSW 291 Practicum	W	1:00 p.m. - 4:00 p.m.	T.B.A.
Early Childhood Education			
ECE 101A	M/T	8:30 a.m. - Noon	L. Tarwick
ECE 101 B	W	12:30 p.m. - 4:00 p.m.	L. Tarwick
ECE 102	M	1:00 p.m. - 4:00 p.m.	T.B.A.
	and TH	8:30 a.m. - Noon	T.B.A.
ECE 104	TH	1:00 p.m. - 4:00 p.m.	T.B.A.
ECE 125	W/F	8:30 a.m. - Noon	T.B.A.
	and F	1:00 p.m. - 4:40 p.m.	T.B.A.
ECE 134	T	1:00 p.m. - 4:00 p.m.	T.B.A.

For information on these courses please refer to the Northwest Community College calendar, contact your local College centre, or call the Academic Division, Terrace Campus 635-6511 (Loc. 264), or 112-800-772-1120.

Learn at Home

Northwest Community College offers many courses in a variety of distance education formats. Distance Education is the term used to describe those alternative methods of learning such as home study, correspondence, telecourses, and teleconferencing over television or telephone. During the fall learning season, from September to December, the College will be offering the courses listed below.

The following courses are scheduled:

See the appropriate section of this brochure for details

General Interest - Telecourses on the Knowledge Network in a variety of subjects for general interest and enjoyment.

Bits and Bytes computer literacy
Energy Efficient Housing
Project Universe
Flexible Reading

Growing Years
Needlecraft
Sewing Power

Computer Courses

Bits and Bytes - a computer telecourse for the novice
Introduction to Personal Computing - a home study course in elementary computer programming (in BASIC) which allows you to take a TRS-80 Colour Computer home for 6 weeks.

Vocational Trades Courses

Automotive Mechanics Trades Qualifications
Heavy Duty Mechanics Trades Qualifications

Both courses prepare the person who has the experience to prepare for the Ministry of Labour examinations to become a qualified journeyman.

Business Education Courses

The New Literacy - an introductory course in computers for credit as BCPT 150 or for general interest.

The Business of Management - a credit course in the Business Administration Diploma program.

University Credit Courses

Economics 202: Macroeconomics

English 101: Literature and Composition I

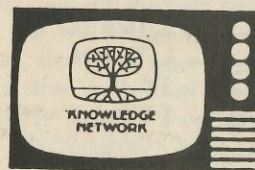
Psychology 101: Introductory Psychology I

Sociology 101: Introductory Sociology I

Fisheries and Marine Training Self-Study - Currently there are ten courses which allow you to study at home for the Department of Transport examinations. These are also available to the recreational boater.

The Knowledge Network

The Knowledge Network broadcasts courses on behalf of B.C.'s educational institutions. There may be a course which meets your needs, if not, please let us know what you would like to see broadcast.



In addition to telecourses and live, interactive broadcasts, the Knowledge Network also broadcasts a host of interesting teleseries like National Geographics, Camera, A Matter of Taste, Motorweek and Portraits of Power. There is also a breadth of good childrens viewing in The Little Prince, Tom Grattin's War, Paddington Bear and Barbapapa.

The Knowledge Network is seen on Cable throughout the College region. If you do not receive cable television, you may arrange to view the programs at the local College Centre.

Learning Opportunities (Non-Credit)

Non-credit Certificates are issued to participants who attend 100% of a course or workshop at the request of the instructor

REFUND POLICY

1. Withdrawal 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 "CLASS LIMIT" 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.
4. There will be no refunds for courses with tuition fees of \$10.00 or less.

For Parents

READING TO CHILDREN

DATES: Mon., Oct. 21 & 28

TIME: 7:30 - 10:00 p.m.

PLACE: Muheim School Library

FEE: \$14.00

SESSIONS: 2

Share the joy of reading with your child in this short information-filled course. Learn how to create an environment for reading and lifetime enjoyment of books. How to read aloud, why, when to begin are all part of this informal course. A book display drawing largely from books available locally will be on hand at the last class. **Class limit 15. Pre-registration by Oct. 14 is essential.**

INSTRUCTOR: Barb Trowbridge

EVEN

EFFECTIVE PARENTING (S.T.E.P.)

DATES: Tues., Sept. 24 - Nov. 19

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

PLACE: Sr. Sec. School, Rm. 7

FEE: \$25.00 single/\$40.00 per couple, plus text

SESSIONS: 9

Would you like to help your children become more responsible and cooperative? Understand your children's behaviour and misbehaviour? Communicate with your children more effectively? This course is for parents of younger children and others who want their relationships with children to be more satisfying. All interested persons are welcome! **Class limit 14. Pre-registration by Sept. 17 is essential.**

INSTRUCTOR: Janice Nicol

EVEN



PARENTING TEENS

DATES: Mon., Sept. 16 - Dec. 2

TIME: 9:30 - 11:30 a.m.

PLACE: College Centre

FEE: \$25.00 single/\$40.00 per couple, plus book

SESSIONS: 8

A discussion program for parents and others who want to learn more effective ways to communicate with teenagers. It encourages mutual respect between parents and teens. Learn how to create an environment for increased co-operation, more effective communication, and a more responsible, self-reliant attitude among teenagers. **Class limit 12. Pre-registration by Sept. 9 is essential.**

INSTRUCTOR: Marj and Gerry Ford

DAY

FOSTER PARENT TRAINING

DATES: Thurs., Oct. 10 - Nov. 14
TIME: 7:30 - 9:30 p.m.
PLACE: Sr. Sec. School, Rm. 5
FEE: \$10.00 or \$4.00 per session
SESSIONS: 6

Children with special needs is the focus of this training program. Foster parents as well as anyone interested in children are encouraged to attend. Topics to be covered include:

- how to identify a handicap
- what skills are needed to work with handicapped children
- skills needed to work with teens, ethnic groups, neglected or abused children and sibling groups

Foster parents who attend all six sessions will be reimbursed course registration fee by Foster Parent Association. Persons wishing to attend only part of this program should contact the College Centre. **Class limit 25. Pre-registration by Oct. 3 is essential.**

CO-FACILITATORS: Gerry Ford and Christine Anderson

EVEN

GROWING YEARS



This telecourse was created to teach how a child develops from conception to adolescence. Biology, society and culture all act upon the child. This course will be of interest to parents, teachers, social workers and the general public.

DATES & TIMES: Wednesdays & Fridays, 2:00 p.m. Sept. 11 - Dec. 20

PLACE: The Knowledge Network on Cable
FEE: \$5.00 plus \$75.60 for textbooks



Parents 'n' Kids

KIDNASTICS (PARENTS & TOTS)

DATES: Tues., Oct. 1 - Dec. 3
AGE: 1½- to 3-year-old tots
TIME: 3:30 - 4:30 p.m.
PLACE: College Centre
FEE: \$20.00 per pair
SESSIONS: 10

DATES: Thurs., Oct. 3 - Dec. 5
AGE: 3- to 4-year-old tots
TIME: 3:30 - 4:30 p.m.
PLACE: Telkwa Elem. School Gym
FEE: \$20.00 per pair
SESSIONS: 10

A program of movement developed for young children, emphasizing personal space, safe and imaginative use of equipment, flexibility and co-ordination in an atmosphere of fun and co-operation. Parents are taught how to help their children develop safe movement patterns. **Class limit 12 pairs. Pre-registration by Sept. 24 is essential.**

INSTRUCTOR: Mary Jean Cosman, Coach Certified Level I

THE JOY OF STAMP COLLECTING

PARENTS WITH 8- to 12-YEAR-OLDS

DATES: Tues., Oct. 22
TIME: 7:00 - 9:30 p.m.
PLACE: College Centre, Rm. 2
FEE: \$5.00 per pair
SESSIONS: 1

Stamp collecting is a great hobby to share with your child. A fun way of learning for the whole family. During this workshop, you will find out how to join a junior stamp club, how to collect all sorts of stamps, and learn about other people and countries at the same time. There is a story behind every stamp printed in Canada! Stamp collecting is a low-budget hobby that is a great pastime for those cold rainy days. Materials supplied by Canada Post. **Class limit 20. Pre-registration by Oct. 15 is essential.**

INSTRUCTOR: Rita Dore

AFTERNOON



HAIR STYLE & CUTTING FOR PARENTS WITH 3- TO 6-YEAR-OLDS

DATES: Tues., Nov. 5 & 12
TIME: 6:30 - 8:30 p.m.
PLACE: Alpine Cut
FEE: \$10.00 per pair, includes supplies
SESSIONS: 2

Learn to cut children's hair for good looks and easy care. The first evening will include a demonstration and presentation on the importance of good hair care for the young child. How to set the right environment, cutting, picking the right style for your child. The second session will have you cutting your child's hair with help. All materials, scissors, etc., supplied. **Class limit 10. Pre-registration by Oct. 29 is essential.**

INSTRUCTOR: Shelly Lyttle and Priscilla Rhodes

EVEN

GINGERBREAD, GINGERBREAD

DATES: Wed., Nov. 13 - 27
TIME: 6:30 - 8:30 p.m.
PLACE: Sr. Sec. School Foods Rm.
FEE: \$25.00 per pair
SESSIONS: 3

A chance for you and your 8- to 12-year-old to learn how to bake gingerbread. How to decorate it. You'll make decorations for your Christmas tree or for another special place in your house. Bring your own ideas to share with the class. A variety of shapes and designs will be presented. **Class limit 10 pair. Pre-registration by Nov. 6 is essential.**

INSTRUCTOR: Lise Karelis

EVEN

Health Continuing Education

Northwest Community College employs a Program Coordinator who works to develop programs throughout the College region as needs demand. Input for these programs can be made through local Centre Directors or by contacting Emily Rozee, Health Program Coordinator, at the Terrace Campus 635-6511 (Loc. 237).

The following professional development courses are in various stages of development for the Fall 1985:

1. **Basic Fetal Monitoring**
When: Friday, September 13, 1985

Time: 9:00 a.m. - 5:00 p.m.
Where: Wrinch Memorial Hospital,
Hazelton, B.C.
Instructor: Jetty Soolsma, R.N., N.M., PNC
Vancouver Community College

Pre-registration
Deadline: September 6, 1985

2. **Nursing Management of the Patient on a Ventilator**

When: Thursday, September 19, 1985
Friday, September 20, 1985
Time: 9:00 a.m. - 5:00 p.m.
Where: Prince Rupert Regional Hospital
Prince Rupert, B.C.
Instructor: T.B.A.

Pre-registration
Deadline: September 12, 1985

3. **Perinatal Nursing Workshop**

When: November 28, & 29, 1985
(tentative)

Where: Queen Charlotte Islands Hospital
Queen Charlotte City, B.C.
Instructor: Jetty Soolsma, R.N., N.M., PNC
Vancouver Community College

Pre-registration
Deadline: November 21, 1985

4. **Cardiac Arrest Management for Nurses**

When: T.B.A.
Where: Prince Rupert, B.C.
Instructor: Justice Institute of B.C.

5. **Trauma for Physicians**

When: T.B.A.
Where: Houston Health Centre,
Houston, B.C.
Instructor: Justice Institute of B.C.

Health Related

INTRODUCTION TO REFLEXOLOGY

DATES: Tues., Oct. 22
TIME: 7:00 - 10:00 p.m.
PLACE: Sr. Sec. School, Rm. 3
FEE: \$10.00
SESSIONS: 1

Reflexology is a natural healing art based on the principle that reflexes in the feet and hands correspond to every part, gland and organ of the body. Through the application of hand pressure on particular areas of the hands or feet, reflexology serves to relax tension, improve circulation and promote the natural function to the related area in the body. This introductory seminar may lead to a more "hands-on" workshop if enough interest is expressed. **Class limit 25. Pre-registration by Oct. 15 is essential.**

INSTRUCTOR: Barri Blix

EVEN

LET'S RELAX

DATES: Tues. & Thurs., Oct. 1 - 31
TIME: 5:00 - 6:00 p.m.
PLACE: Chandler Park School, Band Rm.
FEE: \$20.00
SESSIONS: 10

We all have to cope with everyday stresses — job, marriage, children. It's good to be aware of stress and to measure its effects on ourselves. Learn practical coping skills. How to use breathing, muscle relaxation and imaging to create a happier, more relaxed state. **Class limit 15. Pre-registration by Sept. 24 is essential.**

INSTRUCTOR: Barri Blix

EVEN

Self-Help Workshops

For centuries, health information was passed from woman to woman, from one generation to the next. As the medical profession took over health care late in the 19th century, this information became more and more its property.

One way women have begun to take back control of our own health care is to collect and write information and to share it with each other. The following workshops are an opportunity to learn and share in a self-help way.

GROWING OLDER

DATE: Wed., Oct. 23
TIME: 7:00 - 10:00 p.m.
PLACE: Sr. Sec. School, Rm. 7
FEE: \$5.00
SESSIONS: 1

Learn how growing older affects your body. While the aging process is inevitable, the quality of our lives in old age is better than it used to be. Today, a woman who takes care of her body may live well into her 80s or beyond and remain physically, mentally and sexually active. Aging is one of the least understood aspects of the human life cycle. Learn what happens and why. Time for discussion with questions and answers is part of this workshop. **Class limit 20. Pre-registration by Oct. 16 is essential.**

INSTRUCTOR: Phyllis Matthams

PRE-MENSTRUAL SYNDROME (PMS)

DATE: Wed., Nov. 6
TIME: 7:30 - 9:30 p.m.
PLACE: Sr. Sec. School, Rm. 7
FEE: \$5.00 includes booklet
SESSIONS: 1

Most women, perhaps 85%, have experienced some physiological and psychological symptoms of PMS in the days preceding their menstrual period, at some point in their lives. About 40% of all menstruating women regularly experience symptoms of PMS. It is estimated, however, that 10% of menstruating women suffer from severe PMS. They experience severe physiological and psychological symptoms, anywhere from two to 14 days before the onset of menstruation — symptoms that disrupt their lives. Come and learn more about PMS, how other women experience it and how you can help yourself. **Class limit 20. Pre-registration by Nov. 29 is essential.**

INSTRUCTOR: Deborah Buri and Alicen Keamarden

MENOPAUSE

DATE: Wed., Nov. 20
TIME: 7:30 - 9:30 p.m.
PLACE: Sr. Sec. School, Rm. 7
FEE: \$5.00 includes booklet
SESSIONS: 1

Menopause is a natural transitional phase of our lives, not an illness. Declining levels of female sex hormone production lead to the ending of the menstrual cycle and of our reproductive years. Some members of the medical profession see this natural decline in hormone production as a deficiency disease and treat its symptoms with Hormone Replacement. Because menopause is a natural body process, the symptoms that some women experience can usually be relieved without resorting to drug and hormone therapies. Learn more about menopause and how to deal with it. **Class limit 20. Pre-registration by Nov. 13 is essential.**

INSTRUCTOR: Deborah Buri and Alicen Keamarden

EVEN

OSTEOPOROSIS: THE SILENT EPIDEMIC

DATE: Tues., Nov. 19
TIME: 7:00 - 7:30 p.m.
PLACE: College Centre, Rm. 2
FEE: \$2.00
SESSIONS: 1

This 30-minute video tape on Osteoporosis demonstrates that this is a disease which is preventable in many women. Dr. Valerie Walker, who hosts the tape, is one of the leading specialists in kidney and bone disease at Shaughnessy Hospital. Using models, graphs, charts and the members of a patients' self-help group, Dr. Walker describes Osteoporosis' causes, treatments and preventions. Sponsored by the University of Victoria in co-operation with Northwest Community College. **Pre-registration by Nov. 12 is essential.**

Discussion Leader: Fran Nordquist, Public Health

A repeat broadcast will be shown. Discussion group is not planned for this showing.

DATE: Sat., Nov. 23
TIME: 2:30 - 3:00 p.m.

UNDERSTANDING CANCER

DATE: Wed., Nov. 20 - Dec. 4
TIME: 8:00 - 9:00 p.m.
PLACE: College Centre, Rm. 2
FEE: \$2.00
SESSIONS: 3

Discussion Leader: Barb Bryant

This three-part series explores the nature and causes of cancer, the three major forms of treatment, and the patients' rights and responsibilities pertaining to diagnosis and therapy. Each part of the series follows a section of the path that cancer takes and shows how cancer can be cured. The series has been promoted with the assistance of the B.C. Cancer Society and print materials are available from the Cancer Society. **Sponsored by the University of Victoria in co-operation with Northwest Community College. Pre-registration by Nov. 13 is essential.**

The series will be repeated. Discussion group is not planned for this time.

DATE: Sun., Nov. 24, Dec. 1 & 8
TIME: 9:00 - 10:00 p.m.
PLACE: College Centre

**HAVE YOU
PRE-REGISTERED?**

EVEN



People's Law School

In co-operation with the People's Law School of Vancouver, Northwest Community College will offer FREE workshops on various areas of the law that have an effect on everyday life at some time or other. Sessions are informational, to the point and practical. Local lawyers, business people and government officials who have special knowledge or experience in the area discussed present these valuable workshops. Plan to attend one or more. **Pre-register at least one week before each workshop. Class limit 30 per session. Purchase of printed materials optional.**

WILLS & ESTATES

DATE: Tues., Oct. 15
TIME: 7:00 - 10:00 p.m.
PLACE: Sr. Sec. School, Rm. 3
FEE: Free (\$2.00 for printed material)
SESSIONS: 1

This course will discuss how to make a will and what should be included in your will, and what happens in the event that you may die without a will. What restrictions there on your testamentary freedom, the probate/administration of an estate, forms and special clauses.

DO-IT-YOURSELF DIVORCE

DATE: Tues., Nov. 19
TIME: 7:00 - 10:00 p.m.
PLACE: Sr. Sec. School, Rm. 3
FEE: Free (\$2.00 for printed material)
SESSIONS: 1

Grounds for divorce and a step-by-step walk through the paperwork of preparing a petition for divorce. You'll have a good idea of what's involved and whether you want to do it yourself after this workshop.

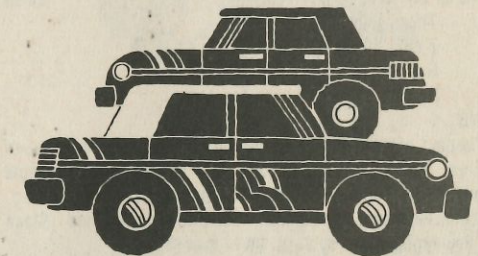
EVEN

RULES OF THE ROAD

DATE: Tues., Dec. 3
TIME: 7:00 - 10:00 p.m.
PLACE: Sr. Sec. School, Rm. 3
FEE: Free (\$2.00 for printed material)
SESSIONS: 1

Driving obligations under the Motor Vehicle Act; how to fight that ticket; traffic court; various driving offences; the breathalyzer test; sentencing; and more.

EVEN



Personal Pursuits

BEEKEEPING

DATE: Thurs., Nov. 7 & 14; Sat., Nov. 9
TIME: Thurs., 7:00 - 10:00 p.m.;
Sat., 9:00 a.m. - 4:00 p.m.
PLACE: Nov. 7 & 14 — Sr. Sec. School, Rm. 2
Nov. 9 — College Centre, Rm. 4
FEE: \$10.00
SESSIONS: 3

Everything you always wanted to know about beekeeping from definition of terms to identification of equipment. Two experienced and very knowledgeable beekeepers will tell you all the ins and outs about package bees, the honey crop, Fall management, re-queening and overwintering. As well, a brief explanation of bees and their functions will be covered. Course supplemented with video, slide and film presentation. Learn how to start your own hive. An equipment display will be on hand during the course. **Class limit 25. Pre-registration by Nov. 1 is essential.**

INSTRUCTOR: Bob Blackburn and Arnold DeEllion

EVEN/DAY

THE JOY OF STAMP COLLECTING: BECOMING A PHILATELIST

DATE: Tues., Oct. 8
TIME: 7:00 - 10:00 p.m.
PLACE: Sr. Sec. School, Rm. 8
FEE: \$4.00
SESSIONS: 1

This workshop will introduce you to stamps as an investment. Find out how a stamp becomes rare. How to start collecting stamps. What to look for as a collector. The joys of stamp collecting. Here's a chance to learn more about one of the world's oldest hobbies. Speaker will have personal collection on hand. **Class limit 20. Pre-registration by Oct. 1 is essential.**

INSTRUCTOR: Rita Dore



AMATEUR RADIO

A course on Amateur Radio will be presented in Smithers, starting Sept. 24.

The program will guide you through basic electronics, operating procedures, Morse code, international and local radio regulations, computer technology and much more.

Ham radio allows you to communicate with other Hams in almost every country in the world. Your initial certificate lets you communicate worldwide by Morse code and locally on VHF voice. Further upgrading allows you to use voice worldwide and also television, radio teletype and more. A truly magnificent hobby.

The cost will be \$35 total. This includes a textbook. You will need a pen and paper. The course will run one night per week from September until approximately February.

The instructors will be Bruce Cox and various members of the Smithers Amateur Radio Society. For more information and registration, call Bruce at 847-3598.



INVESTING IN THE STOCK MARKET FOR INCOME & CAPITAL GAINS

DATES: Thurs., Oct. 3
TIME: 7:00 - 10:00 p.m.
PLACE: Sr. Sec. School, Rm. 2
FEE: \$8.00
SESSIONS: 1

Discuss impact of the Federal budget on investing. Advantages of dividend vs. interest income. Learn why capital gains are now more important. Adopt a portfolio approach to investing. Recognize investment grade vs. speculative securities. **Class limit 35. Pre-registration by Sept. 26 is essential.**
INSTRUCTOR: Cornelius O'Connell, Pemberton, Houston, Willoughby

EVEN

FLEXIBLE READING

Do you want to learn how to read faster and more effectively? Flexible Reading teaches a variety of reading skills, techniques and strategies to help a reader to approach the different kinds of reading materials faced in daily life. The skills taught are aimed at everyday, real-world reading material (informative, non-fiction), but they can be applied to narrative and non-fiction as well.

DATES & TIMES: Fridays, 5:30 p.m.
Oct. 18 - Dec. 13
PLACE: The Knowledge Network on Cable
FEE: \$5.00 plus \$37.50 for textbook

PROJECT UNIVERSE

This telecourse teaches a basic overview of what is currently known in the intriguing science of astronomy. Through the window of television, you will not only explore the origin and characteristics of the solar system, but will also meet some of the most noted research scientists in the field and see some of the most fascinating photos taken in deep space.

DATES & TIMES: Tuesdays & Thursdays, 9:30 a.m.
Sept. 10 - Dec. 19
PLACE: The Knowledge Network on Cable
FEE: \$5.00 plus \$37.10 for textbook

Practical Skill Workshops

MEATCUTTING

DATES: Thurs., Sept. 19 - Oct. 17
TIME: 7:00 - 9:00 p.m.
PLACE: Hamming's Butcher Shop
FEE: \$34.00
SESSIONS: 5

Learn basic butchering and cutting of beef, pork and lamb, plus the art of sausage making. Hunters and hobby farmers will enjoy this practical "hands-on" opportunity. Instructor will present the basics and tailor-make the course to suit participants. Everyone welcome. **Class limit 10. Pre-registration by Sept. 12 is essential.**
INSTRUCTOR: Gerry Hamming

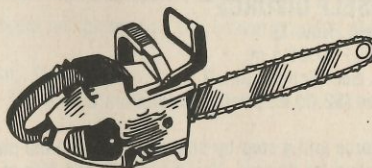
EVEN

DIESEL ENGINE SYSTEMS

DATES: Tues. & Thurs., Oct. 1 - 10
TIME: 7:30 - 9:30 p.m.
PLACE: Sr. Sec. School, Rm. 6
FEE: \$25.00 includes handouts
SESSIONS: 4

Take the mystery out of diesel engine systems. Find out how they work. How they differ from gasoline vehicles. Learn basic maintenance and servicing of your diesel-engined pickup, car or tractor. Learn how to spot a problem before it becomes serious. This course will be of special interest for hobby farmers. All diesel-engine car and pickup owners/drivers and all interested persons welcome. **Class limit 20. Pre-registration by Sept. 24 is essential.**
INSTRUCTOR: Everett Sokolowski

EVEN



CHAINSAW MAINTENANCE

DATE: Sat. Sept. 21
TIME: 9:00 a.m. - 4:00 p.m.
PLACE: College Centre, Rm. 2
FEE: \$15.00
SESSIONS: 1

Learn basic preventive maintenance and trouble-shooting techniques. How to perform simple maintenance procedures that will reduce your upkeep costs. Bring your own chainsaw and tools. **Class limit 15. Pre-registration by Sept. 13 is essential.**
INSTRUCTOR: Gordon King

DAY

PARCEL PACKAGING THROUGH CANADA POST

DATE: Tues., Nov. 5
TIME: 7:00 - 10:00 p.m.
PLACE: Sr. Sec. School, Rm. 2
FEE: \$5.00
SESSIONS: 1

This seminar is for everyone who mails parcels, from the person who mails occasionally to the business person who mails regularly.

- Learn to package properly
- How to package for cost-saving
- To insure packages or not? If so, what is the coverage?
- If something happens to your parcel, what can you do?

Presenter will help you get ready for Christmas parcel mailing. Bring your boxes and packing. We will discuss what you can do to make things better for mailing. **Class limit 15. Pre-registration by Oct. 29 is essential.**

INSTRUCTOR: Rita Dore

EVEN

Cardiopulmonary Resuscitation (CPR)

Training 25% of our population in the life-saving skills of CPR (Cardiopulmonary Resuscitation) will dramatically decrease the death rate, not only from heart attack but also other life-threatening emergencies. In as little as four (4) hours, you can become a CPR HEARTSAVER and learn these life-saving skills.

Participation in these programs will teach you the valuable skills necessary to support the heart and/or lungs of another person should they suddenly cease to function, as well as emergency medical system access to obtain assistance in such a situation. The course also includes information about the risk factors related to heart and blood vessel disease and management of these factors in your daily life.

KEEP IT TICKIN' . . . LEARN CPR

CPR HEARTSAVER #1

DATE: Mon., Oct. 28
TIME: 6:00 - 10:00 p.m.
PLACE: College Centre, Rm. 2
FEE: \$15.00 plus books
SESSIONS: 1

CPR HEARTSAVER #2

DATE: Sat., Nov. 16
TIME: 9:00 a.m. - 1:00 p.m.
PLACE: College Centre, Rm. 4
FEE: \$15.00 plus books
SESSIONS: 1

A four-hour course for people with no experience in CPR. In the Heart-saver course, you will be taught basic life-support skills, including one-man CPR and what to do if a person is choking. And, just as importantly, how to recognize the signs and symptoms of a heart attack. **Class limit 10. Pre-registration one week before course begins is essential.**
INSTRUCTOR: Gladys Atrill



CPR BASIC II #1

DATE: Sat., Sept. 28
TIME: 9:00 a.m. - 5:30 p.m.
PLACE: College Centre, Rm. 2
FEE: \$25.00 plus book
SESSIONS: 1

DAY

CPR BASIC II #2

DATES: Mon., Nov. 18 & 25
TIME: 6:00 - 10:00 p.m.
PLACE: College Centre, Rm. 2
FEE: \$25.00 plus book
SESSIONS: 2

EVEN

This eight-hour course requires some experience in CPR, or the Heart-saver course. One- and two-man CPR, infant resuscitation and management of choking in conscious and unconscious victims. **Class limit 6. Pre-registration one week before the class begins is essential.**
INSTRUCTOR: Gladys Atrill

CPR BASIC II REFRESHER

DATE: Tues., Oct. 15
TIME: 6:00 - 10:00 p.m.
PLACE: College Centre, Rm. 4
FEE: \$15.00
SESSIONS: 1

EVEN

For those with current Basic II certificates who need practice time to produce a "perfect" tape. Recommended for registrants in CPR Instructor Training Program. **Class limit 8. Pre-registration by Oct. 8 is essential.**
INSTRUCTOR: Gladys Atrill

DON'T FORGET!

PREPAID REGISTRATION IS NECESSARY
ONE WEEK IN ADVANCE EVEN IF YOU ARE BEING SPONSORED

CALL US BEFORE COURSES BEGIN FOR MORE INFORMATION

847-4461

Languages

CONVERSATIONAL FRENCH — BEGINNERS

DATE: Tues., Sept. 24 - Nov. 26
TIME: 7:30 - 9:30 p.m.
PLACE: Sr. Sec. School, Rm. 5
FEE: \$32.00
SESSIONS: 10

Two approaches will be used in this program:

- James Asher method — this method emphasizes the comprehension process students understand before they speak.
- Role play — When a base has been established, role play expands vocabulary and concepts.

Class limit 15. Pre-registration by Sept. 17 is essential.

INSTRUCTOR: Paul Candela

CONVERSATIONAL FRENCH — ADVANCED

DATE: Wed., Sept. 25 - Nov. 27
TIME: 7:30 - 9:30 p.m.
PLACE: Sr. Sec. School, Rm. 5
FEE: \$32.00
SESSIONS: 10

From various topics (chosen by either the prof. or the students). The students will participate in group discussions and will argue points of view. Class limit 15. Pre-registration by Sept. 18 is essential.

INSTRUCTOR: Paul Candela

FRENCH LANGUAGE STUDY GROUP

DATE: Thurs., Sept. 26 - Nov. 28
TIME: 7:30 - 9:30 p.m.
PLACE: Sr. Sec. School, Rm. 4
FEE: \$32.00
SESSIONS: 10

Students will develop: grammatical concepts; writing skills; French expressions and vocabulary. Ideal for High School students and those with specific language goals are welcome. Class limit 15. Pre-registration by Sept. 19 is essential.

INSTRUCTOR: Paul Candela

Home Arts

SEWING BASICS (BEGINNERS)

DATE: Wed., Sept. 18 - Oct. 23
TIME: 7:00 - 9:30 p.m.
PLACE: Sr. Sec. School, Text. Rm.
FEE: \$30.00
SESSIONS: 6

OR

DATE: Mon., Sept. 16 - Oct. 21
TIME: 9:30 a.m. - 12:00 noon
PLACE: College Centre, Rm. 2
FEE: \$30.00
SESSIONS: 6

This course will emphasize beginner information such as correct pattern and fabric buying as well as sewing techniques, to include hand-sewing. There will also be instruction on care, use and maintenance of the sewing machine. Class limit 12. Pre-registration by Sept. 9 is essential.

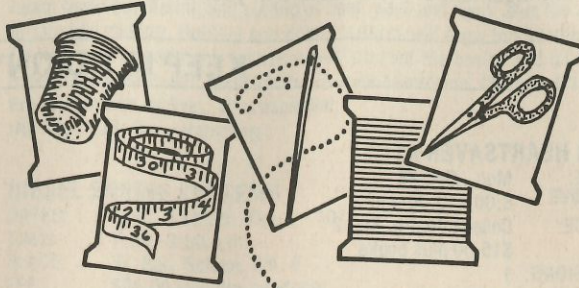
INSTRUCTOR: Vigil Overstall

SURVIVAL SEWING

DATE: Thurs., Sept. 26
TIME: 7:00 - 10:00 p.m.
PLACE: Sr. Sec. School, Text. Rm.
FEE: \$14.00
SESSIONS: 1

For you the non-sewer, low-tech, no-frills sewing. Emergency repairs to include handsewing of buttons, hems, mending well, seam fixing, minor alterations, and how to replace zippers. Bring your questions and problems to get the most from this workshop. Class limit 30. Pre-registration by Sept. 19 is essential.

INSTRUCTOR: Vigil Overstall



MAKING PATTERNS WORK

DATE: Tues., Oct. 15 - Nov. 19
TIME: 7:00 - 9:30 p.m.
PLACE: Sr. Sec. School, Text. Rm.
FEE: \$30.00
SESSIONS: 6

Learn to adjust patterns for a professional fit. Select a pattern for your choice of garment based on your sewing skills. Finishing ideas and sewing tips covered in this course. Participants should have sewing basics. Class limit 12. Pre-registration by Oct. 8 is essential.

INSTRUCTOR: Vigil Overstall

SEWING POWER



The telecourse teaches wardrobe management. Through the design and construction of a complete wardrobe, you will learn the skills in fabrication and fitting. The core wardrobe of five basic garments is suitable to a variety of fabrics, figures and lifestyles.

DATE & TIMES: Wednesdays & Fridays, 3:00 p.m.
Sept. 11 - Nov. 15

PLACE: The Knowledge Network on Cable
FEE: \$5.00 plus \$49.10 for textbooks

NEEDLECRAFT



This telecourse teaches the eight most popular, practical skills: knitting, crocheting, needlepoint, embroidery, smocking, quilting, sewing and rug-making. The course is suitable as an introduction or to refresh forgotten skills.

DATE & TIMES: Mondays & Thursdays, 3:00 p.m.
Sept. 9 - Nov. 14

PLACE: The Knowledge Network on Cable
FEE: \$5.00 plus \$31.45 for textbooks

QUILTING TECHNIQUES SERIES

Learn a new quilting technique or refresh your skills. Patterns will be supplied. Bring along your ideas and questions. Squares will be quilted together for a baby-sized quilt, wall hanging or other use. Learn from an expert. Material list available at the College Centre. Class limit 12 per session. Pre-register at least one week before each session.

A Pieced Square Mon., Oct. 21
An Applique Square Mon., Oct. 28
A Curved Line Mon., Nov. 4
Quilt & Assemble Mon., Nov. 18

Instructor: Gwen Ellis

Fees: \$10.00 per session or \$30.00 for all

EVEN

EVEN

WEEKEND

Learn to Knit

The following courses have been scheduled in a complimentary manner. Learn the basics, how to read patterns and then the finishing touches that give you a garment with style. All in just two months.

KNITTING — BEGINNERS

DATE: Mon., Sept. 16 - Oct. 7
TIME: 7:00 - 9:30 p.m.
PLACE: Sr. Sec. School, Text. Rm.
FEE: \$20.00 plus materials
SESSIONS: 4

DATE: Wed., Sept. 18 - Oct. 9
TIME: 9:30 a.m. - 12:00 noon
PLACE: College Centre LRC
FEE: \$20.00 plus materials
SESSIONS: 4

A how-to-knit course for beginners. Learn basic knitting techniques that will include a range of stitches. How to increase, decrease and casting on and off. Class limit 10. Pre-registration by Sept. 9 is essential.

INSTRUCTOR: Vigil Overstall

PATTERNS FOR KNITTING

DATE: Wed., Oct. 30 - Nov. 20
TIME: 7:00 - 9:30 p.m.
PLACE: Sr. Sec. School, Text. Rm.
FEE: \$20.00 plus materials
SESSIONS: 4

Learn how to read and interpret pattern instructions so that you can turn those basic stitches into a project of your choice. This workshop is an excellent progression from Knitting for Beginners. Class limit 12. Pre-registration by Oct. 23 is essential.

INSTRUCTOR: Vigil Overstall

EVEN

MORN

EVEN

FINISHING YOUR KNITTED GARMENT

DATE: Wed., Nov. 27
TIME: 7:00 - 10:00 p.m.
PLACE: Sr. Sec. School, Text. Rm.
FEE: \$10.00
SESSIONS: 1

Learn those finishing touches that turn your knitted project into a professional-looking garment. Finishing edges, hems and seam techniques. Class limit 15. Pre-registration by Nov. 20 is essential.

INSTRUCTOR: Vigil Overstall

EVEN



Stretch & Sew Series

These demonstration-style workshops will introduce you to the exciting world of Stretch and Sew. Sew the fast, easy way with great results. All materials, patterns and books available at each course. Teens, mothers, daughters — everyone welcome!

GET PHYSICAL — STRETCH & SEW

DATE: Sat., Sept. 28
TIME: 9:30 - 11:30 a.m.
PLACE: College Centre, Rm. 4
FEE: \$22.00
SESSIONS: 1

Exercise in style! Learn to make a body suit. Cost of workshop includes body suit kit of material, thread and elastic. A choice of styles is available. Class limit 20. Pre-registration by Sept. 20 is essential.

INSTRUCTOR: Louise Ingram

S.E.W. THE SIX-PIECE WARDROBE

DATE: Thurs., Oct. 17 - Nov. 21
TIME: 7:00 - 10:00 p.m.
PLACE: Sr. Sec. School, Text. Rm.
FEE: \$45.00
SESSIONS: 6

Six easy pieces! Learn how to create sensational separates that go anywhere. You'll learn shortcut techniques that put the fun back into sewing. Create an affordable wardrobe that works for limitless fashion. Class limit 20. Pre-registration by Oct. 10 is essential.

INSTRUCTOR: Louise Ingram

EVEN



SEW ACTIVE

DATES: Wed., Nov. 6 - 27
TIME: 7:00 - 9:00 p.m.
PLACE: Sr. Sec. School, Rm. 2
FEE: \$35.00
SESSIONS: 4

Sew an easy four-piece casual wardrobe in knits or wovens — or mix. Colour blocking and fitting tips included for jacket, pants and two tops. Teens welcome! **Class limit 20. Pre-registration by Oct. 30 is essential.**
INSTRUCTOR: Louise Ingram

THE SNUGLER

DATE: Thurs., Nov. 28
TIME: 7:00 - 9:00 p.m.
PLACE: Sr. Sec. School, Text. Rm.
FEE: \$12.00
SESSIONS: 1

Great for curling up in on cold valley nights. Learn to sew a cosy pullover robe using fleece or velour. Women's and teens' sizes available. Great for Christmas giving or wearing. **Class limit 25. Pre-registration by Nov. 21 is essential.**
INSTRUCTOR: Louise Ingram

Beauty Works

Northwest Community College, in co-operation with Rose of Sharon, is pleased to offer the following self-improvement workshops. All are a combination of demonstration with "hands-on". Bring a friend. All classes will take place at the Rose of Sharon, 1191 Main Street, Smithers. **Pre-registration one week before classes start is essential.**
INSTRUCTOR: Sharon Gagnon

COLOUR FOR YOU

DATE: Mon., Oct. 28
TIME: 7:00 - 10:00 p.m.
PLACE: Rose of Sharon
FEE: \$38.00
SESSIONS: 1
CLASS LIMIT: 10

A workshop where you'll learn what colours are right for you. Work with the seasons. Warm and cool skin tones will be presented. A customized personal palette of colour shades right just for you.

MAKE-UP ARTISTRY

DATE: Tues., Oct. 28
TIME: 7:00 - 10:00 p.m.
PLACE: Rose of Sharon
FEE: \$10.00
SESSIONS: 1
CLASS LIMIT: 10

A great-looking you. Good basic skin care techniques introducing you to the exciting world of Merle Norman. Make-overs emphasizing coordinated make-up that suits you best.

WORKING WITH ACCESSORIES

DATE: Mon., Nov. 25
TIME: 7:00 - 10:00 p.m.
PLACE: Rose of Sharon
FEE: \$10.00
SESSIONS: 1
CLASS LIMIT: 12

Working from the basic dress, you'll learn scarf and accessory techniques that take you from ordinary to extraordinary looks. Tips on wardrobe co-ordination will also be presented.

EVEN

Culinary

COOKING AROUND THE WORLD

DATES: Tues., Oct. 1 - Nov. 12
TIME: 7:00 - 10:00 p.m.
PLACE: Sr. Sec. School, Foods Rm.
FEE: \$45.00
SESSIONS: 7

Travel around the world from the kitchen! From Mexico, France, Greece, the Far East to New Zealand. What could be more fun and appetizing than learning to cook a different dish each week? **Class limit 18. Pre-registration by Sept. 24 is essential.**
INSTRUCTOR: Dina Carnie

COOKING FROM THE SUPERMARKET FLYER

DATE: Wed., Sept. 25 - Oct. 9
TIME: 7:00 - 10:00 p.m.
PLACE: Sr. Sec. School, Foods Rm.
FEE: \$28.00
SESSIONS: 3

Learn how to cook with flair from the weekly flyers. With a bit of imagination, you'll find that your meals get interesting while you are taking advantage of the sale prices. Workshop to include handouts and cooking time. **Class limit 12. Pre-registration by Sept. 18 is essential.**
INSTRUCTOR: Lise Karelis

Driver's Education

DEFENSIVE DRIVING

DATE: Mon. & Thurs., Sept. 23 - Oct. 10
TIME: 7:00 - 9:30 p.m.
PLACE: Sr. Sec. School, Rm. 3
FEE: \$20.00
SESSIONS: 4

A must for teenagers and all those about to apply for their first licence, as well as licenced drivers. Learn to drive defensively, cope with adverse road conditions and avoid accidents caused by other drivers' mistakes. Canada Safety Course approved by B.C. Motor Vehicle Branch. DDC Certificate awarded upon successful completion. Expert instructor with years of training at European performance driving school. **Class limit 20. Pre-registration by Sept. 16 is essential.**
INSTRUCTOR: Don Beddows

Hunter's Course

C.O.R.E.

DATE: Mon. & Thurs., Sept. 16 - Oct. 21;
Sat. TBA
TIME: Mon. & Thurs., 7:00 - 9:30 p.m.
Sat., 9:00 a.m. - 1:00 p.m.
PLACE: Sr. Sec. School, Rm. 2
FEE: \$34.00 plus text,
\$17.00 exam fee payable to OLI

SESSIONS: 11
Developed by the B.C. Fish & Wildlife Branch, this course, successfully completed, qualifies applicants for their first hunting licence. An excellent course for hikers and all outdoor recreationists. Topics include ecology, outdoor ethics, gun handling, hunter safety regulations, animal and bird identification, fresh-water fish, plus some survival and first-aid tips. **Class limit 15. Pre-registration by Sept. 9 is essential.**
INSTRUCTOR: Ingo Oevermann

EVEN

EVEN

EVEN

EVEN/DAY



Northwest Community College is pleased to co-sponsor the following weekend workshop in Smithers. All interested persons are encouraged to attend. Class size is small, personal. Register early.

DRAWING & PAINTING — MULTI-LEVEL

DATE: Sat. & Sun., Oct. 26 & 27
TIME: 9:00 a.m. - 5:00 p.m.
PLACE: College Centre, Rm. 2
FEE: \$40.00
SESSIONS: 2

Explore a variety of drawing techniques, life, gesture, contour. Learn about the tactile aspects of drawing. Then paint. Choose your medium, watercolour or acrylic. Demonstration will be used where needed to illustrate still life, landscape, geometric. The weekend will be fun, exciting and stimulating. **Class limit 15. Pre-registration by Oct. 11 is essential.**
INSTRUCTOR: Gordon Payne

About the artist...

Born in Ashcroft and raised in Interior B.C., painter and film-maker Gordon Payne now lives on Hornby Island. His current artistic focus is the landscape. Payne now teaches drawing and painting at North Island College in Courtenay. He taught high school in Prince George, North Vancouver, Coquitlam and Vancouver, and various Lower Mainland adult education classes in painting and drawing. He has also taught Fine Arts 181 at UBC and various UBC Continuing Education programs in painting and film-making. He has received several Canada Council grants in film and painting. He has had several solo shows and group exhibitions in B.C., Seattle, Montreal and other centres. His films have been seen in Canada, New York and Paris.

Workshops Available Across the Northwest this Fall

Color, Theory & Practice

Instructor: Ted Kingan
Dates: Oct. 19 & 20/85
Place: Queen Charlotte City

Using both theory and practice participants will examine the basics of color, tints, hues, and shades.
Pre-registration Deadline: October 11, 1985.

Ceramics: Handbuilding

Instructor: Donys James
Dates: Nov. 2 & 3/85
Place: Prince Rupert, B.C.

This workshop will provide participants with an opportunity to experience the entire clay process from conception, building, molding and firing.
Pre-registration Deadline: October 25, 1985.

Personal Image Making in Painting

Instructor: Gordon Smith
Dates: Nov. 2 & 3/85
Place: Kitimat, B.C.

Exploration of personal image making in painting. The artist/teacher will focus on the discovery of beauty in all forms.

Pre-registration Deadline: October 25, 1985.

Drawing in Pen & Ink

Instructor: Brian Grison
Dates: Nov. 15 - 17/85
Place: Hazelton, B.C.

Discover the pleasure and challenging 'secrets of the masters' and contemporary world of pen and ink drawing. Students will have time for personal experimentation and critiques.

Pre-registration Deadline: Nov. 7, 1985.

Emily Carr College of Art and Design

Outreach Foundation Program

***** Terrace *****

A Two-Year Part-Time Program
equivalent to the first
full year at ECCAD, Granville Island Campus

Emily Carr College of Art and Design, located on Granville Island in Vancouver, offers a four-year diploma program. During the exploratory and diagnostic Foundation course, all first-year students study fundamentals of art and design. Students come to understand the realities and challenges of a genuine commitment to the arts. The discovery of emerging interests is promoted. In the second half of the Foundation program, students explore topics and studio experiences which prepare them for the College's second-year fine art and design courses.

Emily Carr College of Art and Design has expanded its services to include an innovative part-time credit Foundation program; offered on weekends for maximum accessibility to all people interested in pursuing credit studies in visual arts and design. The students who complete the Outreach Foundation program will be eligible for direct transfer into second-year courses at ECCAD, Vancouver.

1985/1986 Schedule

Painting

Dates: September 14 - October 20
Instructor: Ken Wallace

This course is an introduction to the traditional and contemporary materials and methods of the fundamental aspects of painting and two-dimensional form. Preparation of painting surfaces and the examination of various media (oil, acrylic, watercolour) will encourage and influence individual creative development. **4 credits**

Photography

Dates: November 2 - December 1
Instructor: Ingrid Yuille

This introductory course in black and white photography will survey the historical aspects of photography with emphasis on basic film developing and darkroom techniques. A 35 mm camera will be used. Assignments will include various experiments involving hand-colouring, photograms and collage. A final project will be required to complete the course. **4 credits**

Graphic Design

Dates: Jan. 18 - Feb. 16
Instructor: Derrick Carter

This course explores the structure, methodology and basic components of graphic design, the role of the graphic designer in society and the function of the graphic designer in the communications arena. Projects will involve research, marketing, design strategies, production and conceptual expression. **4 credits**

Printmaking

Dates: March 1 - April 6
Instructor: Judith O'Keeffe

A variety of printmaking techniques will be explored: relief, intaglio, screenprint, collograph and the monoprint. The fundamentals of printmaking materials and equipment, as well as the manipulation of techniques, will form the basis of this course. A portfolio of prints will be produced. **4 credits**

Survey of Western Art

This course surveys the major developments of Western art history from prehistoric art through contemporary art. Both parts of the course are offered as a slide-tape series, with regular contact with the instructor in person twice a semester and by phone weekly, during the course. Group viewing is encouraged, but it may be studied on an individual basis as well. The course fee includes a detailed study manual. The required text is H.W. Janson, *History of Art*, second edition. Two semesters, **8 credits**.

Survey of Western Art I

Dates: September to December 1985

Covers prehistoric art, the great Valley civilizations, the classical tradition of the Mediterranean and the emergence of the European culture from the Middle Ages to the Renaissance. **4 credits**

Survey of Western Art II

Dates: January to April 1986

Covers European development from the 17th century through the emergence of Modernism, identifying contributions of individual artists as well as general historical movements.

NOTE: Survey of Western Art I and II will be offered if there is sufficient enrolment.

Information for E.C.C.A.D. Foundation Students

Part-time Foundation Program Format

Studio courses are taught over five weekends (60 hours) with studio time available for individual work during the week. The Survey of Western Art, a 20-part course (8 credits), is divided into two 10-week sessions (4 credits each) as a self-paced learning package that may be viewed in a group or through individual study in the local College library. All courses are taught by ECCAD instructors.

Application Procedure

ECCAD college catalogues and application forms are available from ECCAD, Vancouver and Northwest Community College centres. Applications must be accompanied by a \$5. application fee and an official transcript of previous studies.*

* Late applications will be considered if space is available.

Admissions Interviews

All applicants are required to attend an admissions interview. The interview lasts 20 to 30 minutes. Applicants will be expected to present a body of their work, usually in the form of a portfolio, and answer questions about. However, it is important to be aware that the presentation of a folio involves only a part of the interview. The personal interview deals with other aspects of the applicant's potential as a Foundation student and provides the opportunity for the student to discuss his or her work, previous experiences, future hopes and intentions.

Fees

\$136 for each Studio Course

\$110 for Survey of Western Art I or II

Course manual is included in most course fees. In addition, students are expected to purchase the required textbooks and a kit of basic artist's supplies. The College of New Caledonia and Northwest Community College both add a modest registration fee to cover student services on those campuses. The mid-year field trip is paid for by individual students.

Financial Aid

Financial aid is available to students taking 12 credits in one semester. These regular students are eligible for Canada Student Loans, but not for the B.C. Student Loan Program. Further information is available in the ECCAD Financial Aid Handbook, which is available from ECCAD, Vancouver, the College of New Caledonia and Northwest Community College.

The Portfolio

Many prospective students may have questions about the portfolio. They are encouraged to read the guide contained in the ECCAD college catalogue regarding the preparation of a body of work to be presented as a portfolio at the admission interview. Specific questions may be addressed to ECCAD Outreach, Vancouver.

*Both part-time and full-time students are welcome.
Please see local College Centre for details.*

Creative Arts/Crafts

CALLIGRAPHY — BEGINNERS

WEEKEND

DATES: Fri. & Sat., Sept. 27 & 28
TIME: Fri., 7:30 - 9:30 p.m.;
Sat., 9:00 a.m. - 4:00 p.m.
PLACE: College Centre, Rm. 4
FEE: \$30.00 plus materials
SESSIONS: 2

Learn Italic script writing in this workshop. A delightful accent for letter writing, thank-you cards, posters, certificates. Join a friend and recapture this fine art. **Class limit 15. Pre-registration by Oct. 4 is essential.**
INSTRUCTOR: Avril Pearson

CALLIGRAPHY (GOTHIC)

WEEKEND

DATES: Fri. & Sat., Oct. 25 & 26
TIME: Fri., 7:30 - 9:30 p.m.;
Sat., 9:00 a.m. - 4:00 p.m.
PLACE: College Centre, Rm. 2
FEE: \$30.00 plus materials
SESSIONS: 2

Gothic script writing will be the focus of this weekend workshop. Participants will have acquired basic skills (Italic). Enhance your skills with this artistic, decorative style of writing. **Class limit 15. Pre-registration by Oct. 18 is essential.**
INSTRUCTOR: Avril Pearson

HANDBUILDING WITH CLAY

EVEN

DATES: Tues., Oct. 8 - Nov. 26
TIME: 7:00 - 10:00 p.m.
PLACE: Telkwa Pottery Studio
FEE: \$55.00 includes materials
SESSIONS: 8

A basic to advanced approach to handbuilding in a studio setting. Learn coil, slab and pinch techniques. How to combine them for unusual, unique effects. Choose a practical, functional project or something decorative. An excellent opportunity to create personal, handmade gifts for Christmas giving. Fee includes 25 lbs. clay per student, glazes and all firings. **Class limit 8. Pre-registration by Oct. 2 is essential.**
INSTRUCTOR: Ronna Rounds

STAINED GLASS

WEEKEND

DATES: Fri./Sat./Sun., Nov. 15 - 17
TIME: Fri., 7:00 - 9:00 p.m.;
Sat. & Sun., 9:00 a.m. - 5:00 p.m.
PLACE: College Centre, Rm. 2
FEE: \$34.00 plus approx. \$40.00 supplies
SESSIONS: 3

Learn to design, cut, foil and assemble a stained glass Christmas panel or ornament. Pattern making, soldering, leading and cleaning the finished piece will be included in the course. **Class limit 10. Pre-registration by Nov. 8 is essential.**
INSTRUCTOR: Paulie Threlkeld

OIL PAINTING

EVEN

DATES: Mon., Sept. 23 - Nov. 25
TIME: 7:30 - 10:00 p.m.
PLACE: Sr. Sec. School Art Room
FEE: \$30.00 plus supplies
SESSIONS: 8

This course will emphasize the fundamental processes involved in painting with oils. A variety of subject matter will be explored: still life, figure, portrait, abstract. The elements of form, line, shape, value, texture and colour will be presented. Slides will be used to introduce and supplement the course. All interested persons welcome! **Class limit 15. Pre-registration by Sept. 16 is essential.**
INSTRUCTOR: Jackson Hirota

Photography Series

BEAUTY IN NATURE/ A PHOTOGRAPHIC WORKSHOP

WEEKEND

DATE: Sat., Sept. 14
TIME: 10:00 a.m. - 4:00 p.m.
PLACE: Hudson Bay Mountain — Chalet
FEE: \$18.00
SESSIONS: 1

Join a group of enthusiastic outdoor photographic buffs for a fun, rewarding day exploring and capturing on print the pre-Fall flowers and spectacular valley scenes. Good composition, flash and reflector techniques, all the dos and don'ts for great outdoor photos will be presented. A short presentation at the Hudson Bay Ski Chalet will be followed with the field trip. Bring warm clothes, good walking shoes and a lunch. A list of photographic supplies and equipment is available at the College Centre. Participants must be totally competent with 35mm SLR camera operation. **Pre-registration by Sept. 6 is essential.**
INSTRUCTOR: Brad Stephenson

COLOUR PHOTOGRAPHY (BEGINNERS)

WEEKEND

DATE: Sat., Oct. 5
TIME: 9:00 a.m. - 1:00 p.m.
PLACE: College Centre, Rm. 4
FEE: \$15.00
SESSIONS: 1

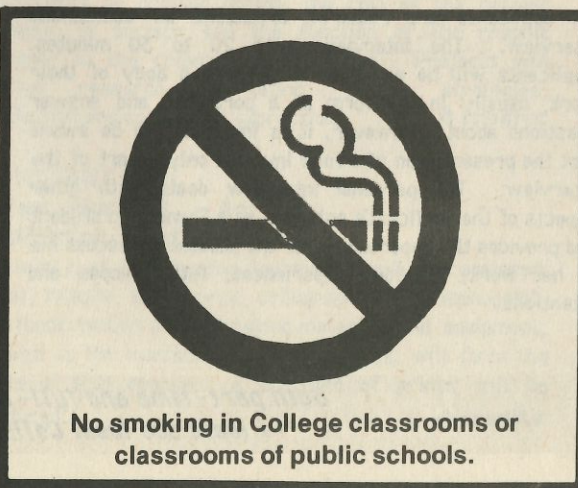
This course covers how to buy and use cameras, lenses, filters, flash, accessories and film. Emphasis will be on practical application of 35mm cameras and lenses. Learn the basics of how to make your pictures look great. Classes are informal and discussion is encouraged. **Class limit 15. Pre-registration by Sept. 27 is essential.**
INSTRUCTOR: Brad Stephenson

COLOUR PHOTOGRAPHY (INTERMEDIATE)

WEEKEND

DATE: Sat., Oct. 26 - Nov. 16
TIME: Oct. 26 — 9:00 a.m. - 3:00 p.m.
Nov. 16 — 10:00 a.m. - 2:00 p.m.
PLACE: College Centre, Rm. 4
FEE: \$26.00
SESSIONS: 2

This course will focus on individual talents and preferences along with practical application of theory. Student discussion is encouraged. Previous photographic experience is essential. A participant supply list is available at the College Centre. **Class limit 15. Pre-registration by Oct. 18 is essential.**
INSTRUCTOR: Brad Stephenson



No smoking in College classrooms or
classrooms of public schools.

Fun & Fitness

All fitness programs are done to music and are designed to improve your cardiovascular health, muscular endurance, strength and flexibility.

Please refer to write-ups for individual features of each program.

Some fitness programs are now designed to incorporate fitness levels. In this way, we hopefully can provide a program that will suit the needs of most individuals. Choose wisely. Don't overestimate your abilities!

**PLEASE NOTE: IT IS IMPORTANT TO WEAR
GOOD RUNNERS AND COMFORTABLE CLOTHING.**

FITNESS LEVELS

MILD: For those participants who are beginning a fitness program or just starting back after an injury, illness, etc. Simple low-resistance exercises to music with maximum of 15 minutes of intermittent cardiovascular work. Exercise variety will be maximized while repetitions are minimized.

MODERATE: For those who participate in fitness activities 2 - 3 times a week. The number of repetitions increases and the exercises become more complex. The cardiovascular section is increased to a maximum 20 minutes of exercise varying in intensity.

INTENSE: A real workout... a routine with more repetitions that will intensely work each muscle group. The cardiovascular section includes 20 - 25 minutes of sustained exercises.

EARLY BIRD WORKOUT (MODERATE TO INTENSE)

DAY

DATES: Mon./Wed./Fri., Sept. 16 - Nov. 29
TIME: 7:00 - 8:00 a.m.
PLACE: Sr. Sec. School Gym
FEE: \$45.00
SESSIONS: 31

Be fit, not fat! An early-morning workout composed of warm-up, aerobics, exercise circuits and cool-down. Workouts are designed to improve muscular strength and endurance and increase aerobic capacity. Fitness and fat levels will be tested as well as information on how to decrease your percent body fat. Sessions will progress to a more intense level. Change room facilities available. **Class limit 30. Pre-registration by Sept. 9 is essential.**
INSTRUCTOR: Irene Kratz

WORKOUT — CO-ED (MODERATE TO INTENSE)

EVEN

DATES: Mon. & Wed., Sept. 16 - Nov. 27
TIME: 5:00 - 6:00 p.m.
PLACE: Walnut Park School Gym
FEE: \$35.00
SESSIONS: 20

A dynamic exercise program that includes aerobic routines and fitness circuits. Great music and the efforts of others to spur you on. **Class limit 40. Pre-registration by Sept. 9 is essential.**
INSTRUCTOR: TBA

GET FIT/KEEP FIT

EVEN

DATES: Tues. & Thurs., Sept. 17 - Nov. 21
TIME: 6:40 - 8:00 p.m.
PLACE: Sr. Sec. School Gym & Mezzanine
FEE: \$35.00
SESSIONS: 20

For the out-of-shape and those who wish to maintain a general program of exercise to achieve personal fitness. Basic physiology and nutrition will be discussed at the first class. Specialized exercises and weight training added for those preparing for particular activities such as skiing. You can pace yourself in this course and make it as intense as you wish. **Class limit 50. Pre-registration by Sept. 10 is essential.**
INSTRUCTOR: Jim Taylor

WEIGHT TRAINING

EVEN

DATES: Tues. & Thurs., Sept. 17 - Nov. 21
TIME: 5:00 - 6:00 p.m.
PLACE: Sr. Sec. School Universal Gym
FEE: \$35.00
SESSIONS: 20

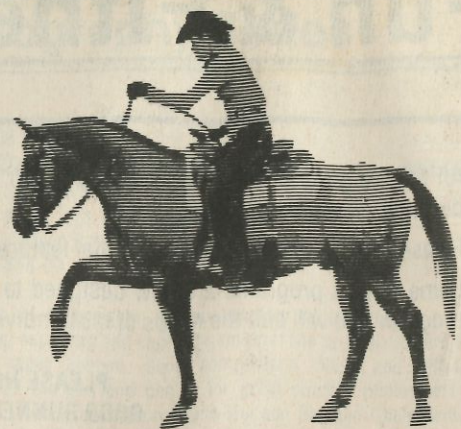
Exercise using the universal gym and free (Olympic) weights. Individually tailored program to increase strength, muscular endurance and overall fitness. Programs for those participating in various athletic activities (skiing, hockey) will find this course of great benefit. **Class limit 15. Pre-registration by Sept. 10 is essential.**
INSTRUCTOR: Greg Peters

HAVE YOU PRE-REGISTERED?

HORSEMANSHIP

WEEKEND
DATES: Fri./Sat./Sun., Sept. 27 - 29
TIME: Fri. 7:00 - 9:00 p.m.; Sat./Sun., 1:00 - 3:00 p.m.
PLACE: College Centre, Rm. 4
FEE: \$15.00
SESSIONS: 3

Explore the countryside by horseback this fall. Learn basic horsemanship skills. How to saddle, bridle and care for a horse. Signs of illness, lameness and treatment will be discussed, as well as safety factors. Participants bring own horse. Arrangements can be made for a horse by calling the College Centre. Weekend sessions will be spent mainly on horseback. **Class limit 10. Pre-registration by Sept. 20 is essential.**
INSTRUCTOR: Heather Russell



WOMEN'S FITNESS — MODERATE

DAY
DATES: Mon./Wed./Fri., Sept. 16 - Nov. 29
TIME: 9:15 - 10:15 a.m.
PLACE: Elks Hall
FEE: \$45.00
SESSIONS: 31

A safe, progressive program to challenge the fit and not-so-fit. A variety of aerobics plus simple and fun dance routines will be choreographed to music. Modifications in exercises will be given to individuals who have back problems, bad knees, etc. **Class limit 30. Pre-registration by Sept. 9 is essential.**

INSTRUCTOR: Susan Denny, BCRA-Cert.

STRETCH CLASS — MILD TO MODERATE

DAY
DATES: Mon./Wed./Fri., Sept. 16 - Nov. 29
TIME: 10:30 - 11:30 a.m.
PLACE: Elks Hall
FEE: \$45.00
SESSIONS: 31

A major portion of this class will include slow, sustained stretches for all the muscles of the body with emphasis on breathing, body alignment and relaxation. There will be some light aerobics and muscle toning. Keep yourself flexible and stretch to some relaxing music. This class is for women of all ages. **Class limit 30. Pre-registration by Sept. 9 is essential.**

INSTRUCTOR: Susan Denny, BCRA-Cert.

WOMEN'S FITNESS — MILD TO MODERATE

EVEN
DATES: Mon. & Wed., Sept. 16 - Nov. 27
TIME: 6:30 - 7:30 p.m.
PLACE: Walnut Park School Gym
FEE: \$35.00
SESSIONS: 20

A safe, progressive program to challenge the fit and not-so-fit. A variety of aerobics plus simple and fun dance routines will be choreographed to music. Modifications in exercises will be given to individuals who have back problems, bad knees, etc. **Class limit 45. Pre-registration by Sept. 9 is essential.**

INSTRUCTOR: Susan Denny, BCRA-Cert.

DANCE FIT — SMITHERS — MODERATE TO INTENSE

EVEN
DATES: Tues. & Thurs., Sept. 17 - Nov. 21
TIME: 7:30 - 8:30 p.m.
PLACE: Sr. Sec. School Gym
FEE: \$35.00
SESSIONS: 20

Improve your co-ordination and agility. Become fit and trim! This program will include vigorous aerobic dance routines and exercises. Dance your way to fitness! **Class limit 68. Pre-registration by Sept. 10 is essential.**

INSTRUCTOR: Marilyn Richey, BCRA-Cert.

PRE- & POST-NATAL EXERCISES

EVEN
DATES: Mon. & Wed., Sept. 16 - Nov. 27
TIME: 7:00 - 8:00 p.m.
PLACE: Sr. Sec. School Drama Room
FEE: \$35.00
SESSIONS: 20

At no point in a woman's life is general fitness more important than during and after pregnancy and childbirth. This class is designed to help you maintain a normal level of fitness. It will include exercises for posture, relaxation and general fitness during pregnancy. **Class limit 15. Pre-registration by Sept. 9 is essential.**

INSTRUCTOR: Louise White

LADIES' KEEP FIT — QUICK

EVEN
DATES: Mon. & Wed., Sept. 16 - Nov. 27
TIME: 7:30 - 8:30 p.m.
PLACE: Round Lake Hall
FEE: \$35.00
SESSIONS: 20

Exercise to a beat! Safe, progressive and fun! A mild to moderate workout. **Class limit 25. Pre-registration by Sept. 9 is essential.**

INSTRUCTOR: Cindy Stone, Certified Instructor

DANCEFIT — TELKWA — MODERATE

DAY
DATES: Mon. & Wed., Sept. 16 - Nov. 27
TIME: 4:00 - 5:00 p.m.
PLACE: Telkwa Elem. School Gym
FEE: \$35.00
SESSIONS: 20

Become fit and trim! This program will include vigorous aerobic dance routines and exercises. Dance your way to fitness! **Class limit 32. Pre-registration by Sept. 9 is essential.**

INSTRUCTOR: Marilyn Richey, BCRA-Cert.

CROSS-COUNTRY SKIING

EVEN/DAY
DATES: Thurs., Nov. 21, and
Sun., Dec. 1, 8 & 15
TIME: Thurs., 7:30 - 9:00 p.m.;
Sun. TBA
PLACE: Thurs., Sr. Sec. School, Rm. 7;
Sun., Snow Sessions

FEE: \$25.00
SESSIONS: 4 (1 class & 3 snow sessions)

Great exercise for the whole family. Learn the basic theory, practice of cross-country skiing. One evening session for discussion of equipment, technique and waxing methods. The Sunday snow sessions for practice skiing technique. Get out and enjoy winter this year! **Class limit 20. Pre-registration by Nov. 14 is essential.**

INSTRUCTOR: Olav Skjelbred, Canadian Association Nordic Ski

COUNSELLING SERVICES

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

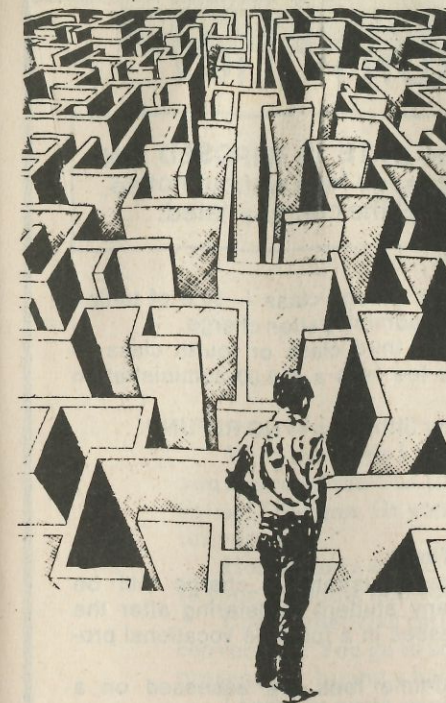
The College Centre provides help in....

- * 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

CALL 847-4461 FOR FURTHER INFORMATION



TERRACE CAMPUS COURSES

The main campus of Northwest Community College in Terrace offers a full complement of pre-apprentice, apprentice and vocational programs, as well as adult basic education and academic courses. Contact your local College Centre for more information.

HIGH SCHOOL CORRESPONDENCE COURSES

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

LEARNING RESOURCE CENTRE

The Smithers Centre has a collection of books, periodicals and other materials designed to help with class-based study and to encourage self study. The Information Bank has a good collection of source documents for students interested in local histories. A typewriter is available for use. The LCR IS OPEN TO STUDENTS AND INSTRUCTORS. A wide selection of calendars from colleges and universities across Canada is also available for use at the Centre.

Microfiche reader and catalogues are available at the College Centre. The catalogues include all resources in the College system. In addition, a B.C. Union catalogue (microfiche) is available. This catalogue includes holdings of other college and university libraries in the B.C. Inter-Library loan system.

FINANCIAL AID

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

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

There is help!!!

The Smithers campus has a bursary to help with tuition and/or books. Ask for an application at the centre.

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!!!

CALL 847-4461 FOR FURTHER INFORMATION

REFUND & LATE REGISTRATION POLICY

A NO-REFUND POLICY AFTER THE PRE-REGISTRATION DATE IS IMPOSED ON CLASS-LIMIT COURSES. The College reserves the right to change fees without notice, to limit registrations in any program, or to cancel or revise any of the courses listed.

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 in writing 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 or less except for those conditions in General Statement #1.

Part-Time Courses (Includes all General Interest and Part-Time Vocational Courses)

1. Withdrawal 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". (These are all "CLASS LIMIT" 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

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

Leaving before:

- 1st to 7th — 25% of monthly fee
- 8th to 15th — 50% of monthly fee
- 16th to 31st — 100% of monthly fee

3. Refunds on withdrawal before completion date 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.)

TEXTBOOK SALES & REFUNDS:

Textbooks will be available at Northwest Community College, 1070 Main Street, 9:00 a.m. to 4:00 p.m., Monday to Friday; or evenings, Monday to Thursday, 7:00 p.m. to 9:00 p.m., beginning Sept. 3, 1985.

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 a course to the College 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 College in "like-new" and resalable condition within one week following withdrawal, the College will refund 75% of the purchase price of the text-book.
- (c) No refunds will be made in any case without the original 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.

OLI

OPEN LEARNING INSTITUTE

With the Open Learning Institute, you study at home for credits that can earn you a recognized OLI University Degree, Career/Technical Certificate or High School Diploma. Or you can transfer OLI credits to other colleges and universities.

Home study with OLI is the modern, flexible way to learn because it's geared to your schedule and your budget.

Comprehensive course packages come in the mail so you study when it's convenient. You go to school without going to classes and without giving up your present job, hiring a baby-sitter or paying for transportation.

Learning units, assignment files, textbooks, project equipment (and audio tapes for some courses) are all included in the course fee. Tutors and advisors are available via toll-free telephone to help you with your coursework and program planning.

Look through the kinds of courses and programs we offer, then contact your nearest OLI Advising Centre, or send for a detailed brochure. We have six enrolment periods each year, so you can enrol right now.

PLEASE SEND ME MORE INFORMATION

HIGH SCHOOL COMPLETION

- (Grade 10&12 Certificates) Biology, English, French, Mathematics, Science, Social Studies

CAREER TECHNICAL PROGRAMS

Business:

- Business Management
- Office Administration
- Office Management
- Small Business Management

Health:

- Dental Assisting
- Graduate Nurse Refresher

Hospitality:

- Motel Management
- Restaurant Management

Industrial:

- Construction Supervision
- Industrial Supervision

Technical:

- Drafting
- Electrical Generating Systems
- Electronics
- Power Engineering
- Journeyman Upgrading

Travel:

- Travel Counselling

UNIVERSITY DEGREE PROGRAMS

- Bachelor, General Studies
 - Bachelor of Arts in Administrative Studies
 - Bachelor of Arts with specialties in: Biology, Economics, English, Geography, History, Mathematics, Psychology, Sociology
- Plus a wide range of options available from UBC, SFU, UVIC, and the Knowledge Network via the Open University Consortium of B.C.

Name _____

Address _____

Postal Code _____

Telephone _____

OLI ADVISING CENTRES

KELOWNA

#101-1626 Richter St. V1Y 2M3
762-7168 (local), 112-800-642-1272 (toll-free).

PRINCE GEORGE

c/o CNC, 3330-22nd Ave. V2N 1P8
563-4237 (local),
112-800-292-8315 (toll-free).

RICHMOND

7671 Alderbridge Way V6X 1Z9
270-8021 (local), 112-800-663-9711 (toll-free).

VICTORIA

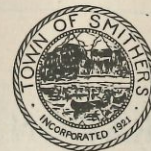
517 Pandora Ave. V8W 1N5
385-1424 (local),
112-800-742-6212 (toll-free).



MAILING ADDRESS: Box 94000 Richmond B.C. V6Y 2A2
Funded by the Government of British Columbia.



TOWN OF SMITHERS
RECREATION DEPARTMENT



GIANT REGISTRATION DAY

SAT., SEPT. 7

9:00 a.m. to 1:00 p.m.

at the
**Smithers Senior Secondary School
Gymnasium**

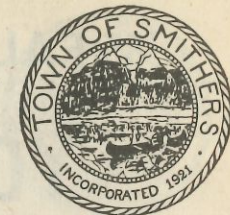
Come out and register for our fall
Recreation Programs!

FIRST COME — FIRST SERVED
PRE-PAID, IN-PERSON REGISTRATIONS ONLY

**CLUB REGISTRATION ALSO AVAILABLE
OVER 30 PARTICIPATING CLUBS**

**Displays on hand — take this opportunity to register
for programs offered by local clubs**

'85 FALL RECREATION PROGRAMS



PRE-SCHOOL ACTIVITIES



TEETER TOTS

Day: Tuesday
Time: 10:00 - 11:00 a.m.
Age: 2.5 - 3.5 years
Cost: \$17.50
Session: Sept. 24 - Nov. 26
Location: Canadian Reformed Church

Time for your little ones to try their wings without Mom. They'll enjoy an hour of crafts, songs and games together. Pack a snack to bring along. (Children must be toilet trained.)



KINDERCRAFTS

Day: Wednesday
Time: 1:30 - 2:30 p.m.
Age: 3 - 5 years
Cost: \$17.50
Session: Sept. 25 - Nov. 27
Location: Canadian Reformed Church

Does your child enjoy arts and crafts? If so, come and join us for painting, cutting, pasting and lots of fun!



KINDERKARPENTRY

Day: Thursday
Time: 10:00 - 11:00 a.m.
Age: 4 - 5 years
Cost: \$17.50
Session: Sept. 26 - Nov. 28
Location: Canadian Reformed Church

Introduce your children to the world of wood-work! They'll learn how to measure, hammer, sand and more.

FRIDAY SUPER SPECIAL

Day: Friday
Time: 10:00 - 11:30 a.m.
Age: 3 - 5 years
Cost: \$25.00
Session: Sept. 27 - Nov. 29
Location: Canadian Reformed Church

One and a half hours of fun filled with crafts, games, songs and adventures! Pack a snack.

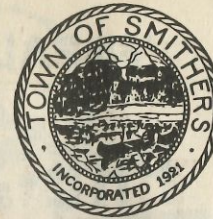
HALLOWE'EN PARTY

Day: Thursday, Oct. 31, 1985
Time: 1:30 - 2:30 p.m.
Age: 2 - 5 years
Cost: \$1.50
Location: TBA

Join us for ghostly games and Hallowe'en fun. Wear your costume for an hour of special activities. Refreshments will be served.

'85 FALL RECREATION PROGRAMS

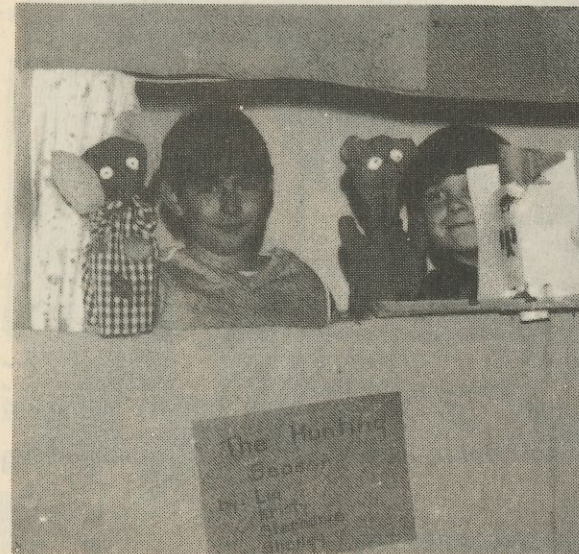
YOUTH ACTIVITIES



FLOOR HOCKEY

Day: Monday
 Time: 3:15 - 4:00
 Age: 6 - 10 years
 Cost: \$12.00
 Session: Sept. 23 - Nov. 25
 Location: Walnut Park School Gym

Come out and learn how to play floor hockey. We will make up teams and play games as well as learn skills.



CREATIVE CRAFTS

Day: Tuesday
 Time: 3:30 - 4:30 p.m.
 Age: 9 - 12 years
 Cost: \$20.00
 Session: Sept. 24 - Nov. 26
 Location: Canadian Reformed Church

Each class will have a new theme with a project taken home every week.

**HAVE YOU
 PRE-REGISTERED?**

BOUNCERSIZE

Day: Wednesday
 Time: 3:15 - 4:00 p.m.
 Age: 6 - 10 years
 Cost: \$12.00
 Session: Sept. 25 - Nov. 27
 Location: Walnut Park School Gym

Fitness for the fun of it through aerobic dance and games.



HANDBUILDING WITH CLAY

Day: Thursday
 Time: 3:30 - 4:30 p.m.
 Age: 9 - 12 years
 Cost: \$27.00
 Session: Sept. 26 - Nov. 28
 Location: Canadian Reformed Church
 Instructor: Deborah Courtliff

Learn how to work with clay. Children will create their own projects to be fired and glazed.

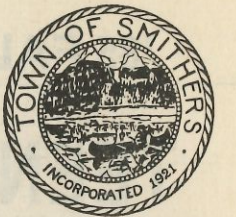
BABYSITTING COURSE

Day: Monday
 Time: 3:30 - 4:30 p.m.
 Age: 11 years and up
 Cost: \$15.00
 Session: Sept. 23 - Nov. 25
 Location: Chandler Park School
 Instructor: Anita Holenstein

This course will follow the Red Cross and the Canada Safety Council babysitter's courses to train competent babysitters. It is designed for individuals who are interested in learning the how-tos of babysitting.

'85 FALL RECREATION PROGRAMS

TEEN/ADULT ACTIVITIES



CO-ED AEROBICS

Days: Tuesday & Thursday
 Time: 5:00 - 6:00 p.m.
 Age: Adult
 Cost: \$26.00 per session
 Session: #1 - Sept. 10 - Oct. 29
 #2 - Nov. 5 - Dec. 19

Location: Walnut Park School Gym
 Instructor: TBA

This is an aerobics class that will knock your socks off. The five phases of the workout include: warm-up, pre-aerobic, aerobic, floor exercises and cool-down.

FITNESS AT FOUR FOR TEENS

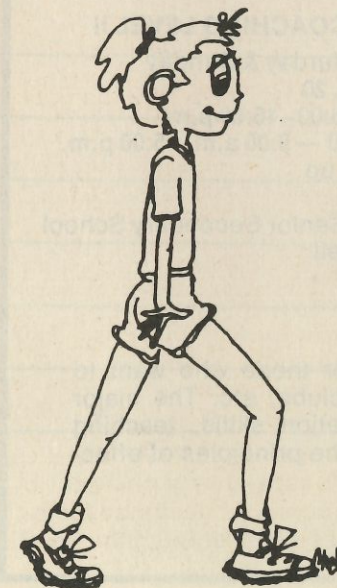
Days: Monday & Wednesday
 Time: 4:00 - 5:00 p.m.
 Age: 13 - 19 years
 Cost: \$30.00
 Session: Sept. 23 - Nov. 27
 Location: Walnut Park School Gym
 Instructor: Tammy Bay - B.P.E.

A great way to learn fitness and gain coordination, balance, flexibility and strength while having a great time moving to music! Bring your friends and join the action!

BEND & CREAK AEROBICS

Days: Tuesday & Thursday
 Time: 6:00 - 7:00 p.m.
 Cost: \$26.00
 Session: Sept. 10 - Oct. 29
 Location: Tuesday - Lake Kathlyn School
 Thursday - Walnut Park School
 Instructor: Anita Holenstein - B.P.E.

This is a very mild aerobics class for people who are either overweight or over 50. There will be less emphasis on cardiovascular exercises and a greater emphasis on warm-up and cool-down exercises, stretching and relaxation techniques, and proper form.



MOMS' AEROBICS

Days: Monday, Tuesday, Wednesday, Thursday, Friday
 Time: 10:00 - 11:00 a.m.
 Age: Adult
 Cost: 2 days/week - \$36.00
 3 days/week - \$54.00
 4 days/week - \$68.00

Session: Sept. 16 - Dec. 6
 Location: Smithers Curling Rink
 Babysitting: \$1.00/child/class - pay at the class
 Instructors: Rena Farris & Kris Stone - YMCA/YWCA Certified

This class is called Moms' Aerobics because it offers the convenience of babysitting while the course is in session. The babysitting is optional and will be paid at the beginning of each class. This is a moderate and enjoyable aerobics class with very enthusiastic instructors!



