

# FALL '85 PROGRAMS



**NORTHWEST COMMUNITY COLLEGE  
HOUSTON CENTRE**

# 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

<b>Co-Directors</b> Smithers/Houston	Anne M. Laforest/Eileen Klassen
<b>Program Co-ordinator</b> Houston:	Tanya Widmark
<b>Secretarial Staff:</b>	<b>SMITHERS</b> Jean Morris
	<b>HOUSTON</b> Karen Houghton
<b>Part-time Day and</b> <b>Evening Clerks:</b>	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.

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# 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.

# REGISTRATION

Registrations will begin:

- September 3, 1985 — Academic Courses  
— Vocational/Career Technical  
— Knowledge Network  
— General Interest

You may register:

## IN PERSON

At the College Centre  
10th St. & Poulton Ave.  
Houston, B.C.

## OFFICE HOURS

Days — Monday to Friday,  
12:00 noon - 4:00 p.m.

## TELEPHONE

845-7266

## BY MAIL

A registration form is attached.  
**Mail-in Registrations will only be  
accepted after availability of  
space has been confirmed.**

## MAIL-IN REGISTRATION FORM

**NOTE — PLEASE CONFIRM BY PHONE AVAILABILITY OF SPACE  
IN COURSES BEFORE MAILING FEES.**

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 1277, Houston, B.C., V0J 1Z0.  
**Please no cash.**

Signature ..... Date .....

## 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 available in Houston.

## BASIC TRAINING FOR SKILLS DEVELOPMENT BTSD/UPGRADING

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 the above questions, then this is the course for you. Each student begins at his own level and works at his 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.**

## GENERAL EDUCATION DEVELOPMENT (G.E.D.) GRADE 12 EQUIVALENCY PREPARATION

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 G.E.D testing session will be held in Houston. These classes will help you to prepare for the tests. **You may enrol at any time as space permits.**

### FULL-TIME

DATE: Mon. - Fri.,  
Sept. 30 - Mar. 31, 1986  
TIME: 8:30 a.m. - 3:00 p.m.  
PLACE: College Centre  
FEES FOR DAYTIME: \$62.00 per month  
DAYTIME INSTRUCTOR: TBA

### MORNINGS

DATE: Mon. - Fri.,  
Sept. 30 - Mar. 31, 1986  
TIME: 8:30 - 11:30 a.m.  
PLACE: College Centre

### AFTERNOONS

DATE: Mon. - Fri.,  
Sept. 30 - Mar. 31, 1986  
TIME: 12:00 noon - 3:00 p.m.  
PLACE: College Centre

### EVENINGS

DATE: Tues. & Wed.,  
Oct. 1 - Dec. 18, 1985  
TIME: 6:30 - 9:30 p.m.  
PLACE: College Centre  
FEE: \$28.80 per semester  
SESSIONS: 24  
INSTRUCTOR: Donna Stanyer

### 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.

## 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

### 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.

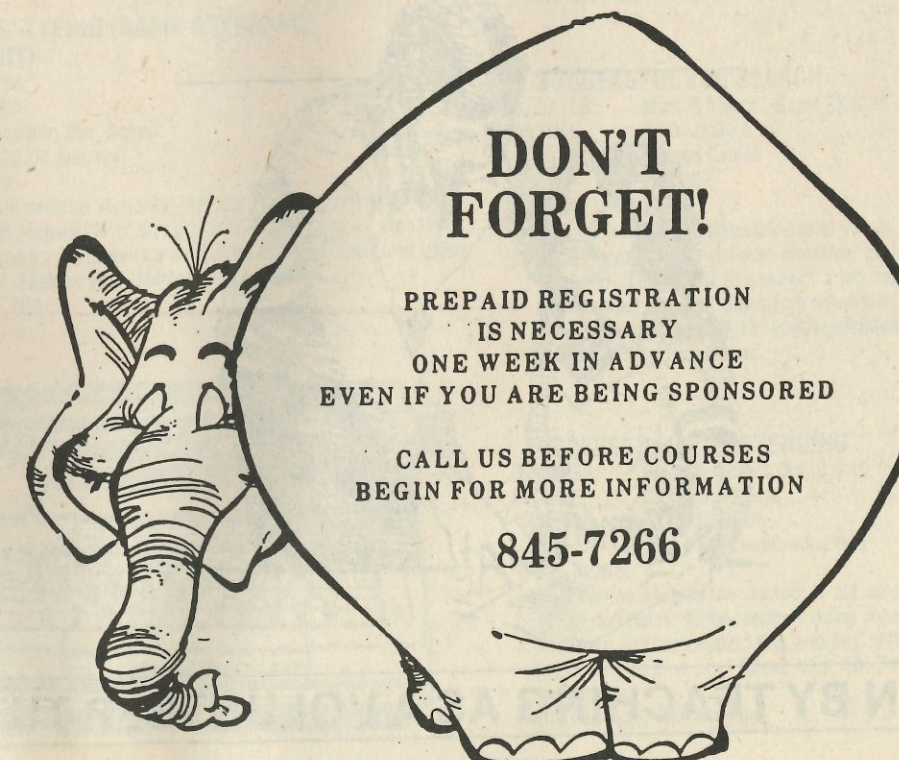
### WHERE TO APPLY?

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

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.

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.



# 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

H-8

# Vocational/Career-Technical

## Careers — Evening

### ACCOUNTING 101

EVEN

DATES: Mon. & Thurs., Sept. 30 - Dec. 5  
TIME: 7:30 - 10:00 p.m.  
PLACE: College Centre  
FEE: \$90.00 plus text  
SESSIONS: 20

An introductory course into the fundamentals of bookkeeping. Routine profit and loss, balance sheets and payroll calculations 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. 23 is essential.  
INSTRUCTOR: Hilda Capak

### ACCOUNTING 102

EVEN

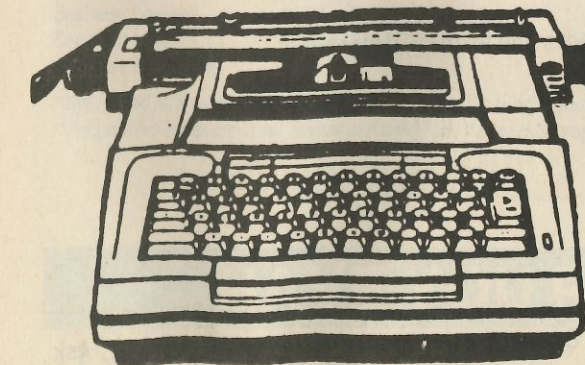
DATES: TBA  
TIME: 7:30 - 10:00 p.m.  
PLACE: College Centre  
FEE: \$90.00 plus text  
SESSIONS: 20

PREREQUISITE: Accounting 101 or permission of instructor. An advanced course dealing with cash receipts, cash payments, banking, inventory and the full accounting cycle. Home assignments require 5 to 7 hours weekly. Completion of this course carries credit toward a Northwest Community College business Certificate. Register your interest by Oct. 1, 1985. (This course will be offered only if not enough students registered for Accounting 101.)  
INSTRUCTOR: Hilda Capak

### BEGINNERS' TYPING (BASIC KEYBOARD) (NON-CREDIT)

DATES: TBA  
TIME: TBA  
PLACE: Houston Sec. School  
FEE: \$36.00 plus text  
SESSIONS: 10

This course will provide students with the proper typewriting techniques and good knowledge of all parts of the keyboard — alphabetic, numeric and symbols. Students are required to supply their own yellow practice paper. Register your interest by Oct. 1, 1985.  
INSTRUCTOR: TBA



### BEGINNERS' TYPING (TYPEWRITER APPLICATIONS) (NON-CREDIT)

DATES: TBA  
TIME: TBA  
PLACE: Houston Sec. School  
FEE: \$36.00 plus text  
SESSIONS: 10

This course will provide students with a better knowledge of the typewriter and all parts of the machine. This will equip students to type quickly, accurately and neatly. Achieved speed should be 20 WPM net. Students are required to supply their own yellow practice paper. Register your interest by Oct. 1, 1985.  
INSTRUCTOR: TBA

### CASHIER TRAINING

EVEN/WEEKEND

DATES: Mon., Wed. & Sat., Sept. 23 - 28  
TIME: Weekdays 7:00 - 10:00 p.m.,  
Saturday 9:00 a.m. - 5:00 p.m.  
PLACE: College Centre  
FEE: \$45.00  
SESSIONS: 3

Enhance your employment possibilities. Learn to operate 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. As well, appearance and customer relations will be covered. An excellent background course for those wishing to work in retail stores. Class limit 14. Pre-registration by Sept. 13 is essential.  
INSTRUCTOR: Karen Gull

### SUCCESSFUL JOB SEARCH

EVEN

DATES: Mon. & Thurs., Sept. 23 & 26  
TIME: 7:30 - 9:30 p.m.  
PLACE: College Centre  
FEE: \$10.00  
SESSIONS: 2

This workshop is designed to assist you in finding the job you want by teaching you how to write an effective, professional resume and covering letter. Learn how to conduct a job search, complete applications and conduct yourself during an interview. Be prepared to write your own resume. Class limit 16. Pre-registration by Sept. 16 is essential.  
INSTRUCTOR: Hilda Capak

### PROFESSIONAL BARTENDING

EVEN

DATES: Wed. & Thurs., Oct. 9 & 10  
TIME: 6:00 - 9:00 p.m.  
PLACE: 3346 Gillespie  
FEE: \$35.00 (includes supplies)  
SESSIONS: 2

This course enables the student to set up a bar: mix drinks (including coffee specials), follow recipes using liqueurs as well as garnishes. Students will also learn table and bar services. Students must be at least 19 years of age. Class limit 10. Pre-registration by Oct. 2 is essential.  
INSTRUCTOR: Marion Tiljoe

H-9

## Business Education Telecourses

### 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

### 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

## Business Careers Pre-employment Programs — Full-time

Northwest Community College Careers programs are designed to prepare students for direct employment upon successful completion. **The following programs are available at the Smithers College Centre.**

### 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 course descriptions, see Part-time Day courses, Smithers section.

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

\*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 available in Smithers. 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:

<b>Accounting 101</b> (1.5 credits)	<b>Business Machines 101</b> (2.5 credits)
<b>Accounting 102</b> (1.5 credits) (3 credits 101/2)	<b>Dictating 101</b> (.5 credit)
<b>Accounting 103</b> (2.5 credits)	<b>Dictating 102</b> (2 credits)
<b>Accounting 150</b> (3 credits)	<b>Economics 150 and 151</b> (3 credits each)
<b>Accounting 151</b> (3 credits)	<b>Office Practice 101</b> (1.5 credits)
<b>Business Computing 101</b> (1 credit)	<b>Office Practice 102</b> (1.5 credits)
<b>Business Computing 102</b> (1.5 credits)	<b>Typing 101</b> (2.5 credits)
<b>Business Computing 103</b> (1 credit)	<b>Typing 102</b> (2.5 credits)
<b>Business Computing 150</b> (3 credits)	<b>Typing 103</b> (2.5 credits)
<b>Business English 101</b> (2.5 credits)	<b>Word Processing 101</b> (3 credits)
<b>Business English 102</b> (1.5 credits)	<b>Word Processing 102</b> (2 credits)
<b>Business English 103</b> (1.5 credits)	<b>Word Processing 103</b> (2 credits)
<b>Business English 104</b> (1 credit)	<b>Word Processing 104</b> (3 credits)
<b>Business English 105</b> (1.5 credits)	<b>Word Processing 105</b> (4 credits)
<b>Business Law 150 and 151</b> (3 credits each)	<b>Word Processing 106</b> (3 credits)

For course descriptions, see Smithers section.

## Advanced Options & Upgrading — Smithers

#### Admission Requirements:

Normally students will be required to have obtained a Northwest Community College Business Certificate in a relevant area of study. A combination of training and/or experience may be acceptable. Contact the College with a resume to have your background evaluated.

#### How to Apply:

Applications are available at the Campus Office.

#### Starting Dates:

Students may start an advanced option Oct. 1, 1985, and will be accepted on a continuous basis as space is available to June 1986.

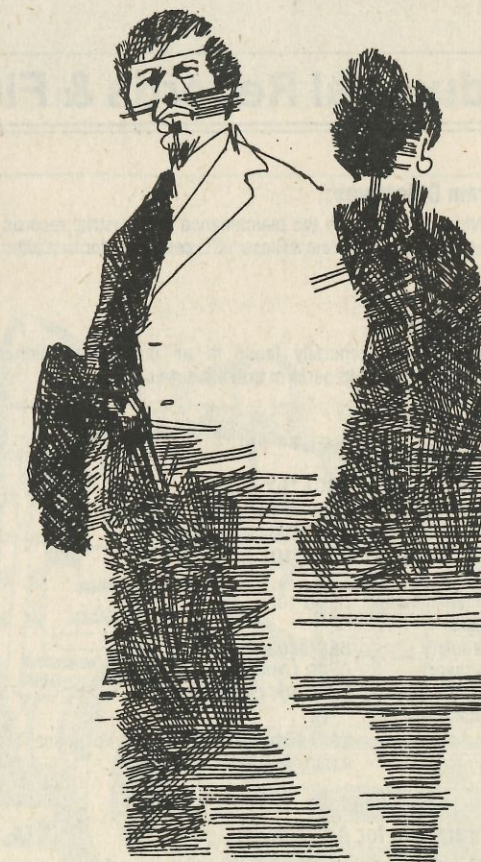
#### Fees:

\$62.00 per month plus texts.

### Advanced Options & Upgrading Courses

For course descriptions, see Smithers section.

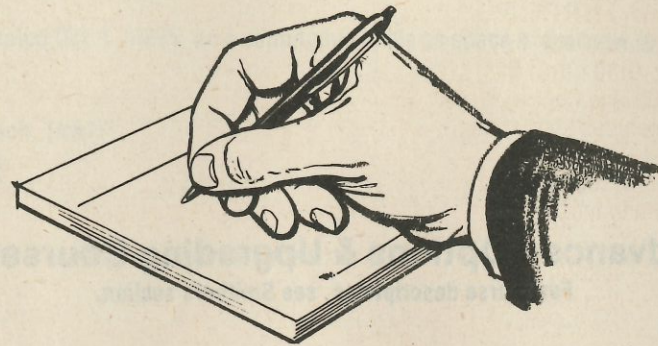
<b>Program 7A</b>	<b>Accounting Option</b>	<b>4 - 6 months</b>
Accounting Principles	ACCT 150, 151	
Economics	ECON 150, 151	
Business Law	BLAW 150, 151	
Data Processing	BCPT 150	
Business Computing	BCPT 103	
<b>Program 7B</b>	<b>Secretarial Option</b>	<b>4 - 6 months</b>
Business Law	BLAW 150, 151	
Typing	TYPG 102, 103 (55 NWPM & over)	
Accounting	ACCT 101, 102	
Word Processing	WPRO 101, 102, 103, 104, 105	
Requirements for admission to Program 7B: Completion of Program 2 (and 60 WPM in Shorthand if opting for Shorthand).		
<b>Program 7C</b>	<b>Word Processing</b>	<b>Up to 5 months</b>
Word Processing Concepts	WPRO 101	
Electronic Typewriters	WPRO 102	
Easy Writer II	WPRO 103	
Word Processing	WPRO 104	
Wordstar	WPRO 104	
Transcription	WPRO 105	
Specialist	WPRO 105	
Advanced	WPRO 106	
Word Processing Applications	WPRO 106	



<b>Program 7D</b>	<b>Medical Stenographer</b>	<b>6 months</b>	<b>Program 7E</b>	<b>Legal Stenographer</b>	<b>6 months</b>
Medical			General Legal		
Terminology	MSTN 101, 102, 104		Typing	LSTN 101 (55 NWPM & over)	
Advanced Medical			Introduction	LSTN 102	
Transcription	MSTN 103		Litigation	LSTN 103	
General Medical			Divorce/Family Law	LSTN 104	
Typing	MSTN 105 (55 NWPM & over)		Wills & Estates	LSTN 105	
Medical Shorthand			Conveyancing	LSTN 106	
Transcription	MSTN 105 (80 WPM & over)		Corporate Law	LSTN 107	
Medical Office			Legal Dictating	LSTN 108	
Practice	MSTN 107		or Shorthand*	LSTN 109	
Medical Office Filing	MSTN 108		Accounting	ACCT 101	
Accounting	ACCT 101		Business Machines	BUSM 101	
Business Machines	BUSM 101		Business English	BENG 102, 103, 104, 105	
Business English	BENG 102, 103, 104, 105		Business Computing	BCPT 102	
Business Computing	BCPT 102				

\*Shorthand dictation is available as an option to students having a previous qualification in Shorthand.

**NOTE: Legal or Medical Stenographer program available tentatively February 1986. Register your interest now. Course outlines for 7D and 7E are available at the College Centre.**



## Industrial Records & First Aid (5 months — Smithers)

### Program Objectives:

To provide instruction in the maintenance of industrial records and to enable students to maintain a Class "C" certificate for first aid.

### Employment:

Opportunities are generally found in all industries which employ timekeepers certified to perform first aid duties.

### Program Content:

Accounting	ACCT 101, 102
Payroll & Timekeeping	ACCT 103
Business Machines English	BUSM 101
Communications	BENG 102
Spelling & Vocabulary	BENG 102
Office Practice	OFPR 101
Typing	TYPG 101 (30 NWPM)
Industrial First Aid	FAID 101 (available through Vocational Trades on a part-time basis)

### Requirements for Admission:

Grade 12 education or equivalent (G.E.D.) is preferred; Grade 10 or BTSD Level III minimum, or equivalent, is required.

### Medical Examination:

All trainees must fully meet Workers' Compensation Board medical requirements. The medical form MUST be completed by the Trainee's physician, at his/her own expense, and presented to the College at the time of registration. This form is available from the College, the nearest WCB office, or from the WCB at 10551 Shellbridge Way, Richmond, B.C. (phone 273-3878).

### Age:

To qualify for the Workers' Compensation Board examination, students must be 19 by the end of the program.

### How to Apply:

Prospective students may obtain application forms from 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:

\$62.00 per month plus text.

### Financial Aid & Sponsorship

Ask at the College Centre. Canada Employment Centre sponsorship may be available. Contact the local centre.

## First Aid

### INDUSTRIAL FIRST AID

**DATES:** Tues., Thurs. & Sat., Nov. 5 - Dec. 7  
**TIME:** 6:30 - 9:30 p.m. Tues. & Thurs.,  
 9:00 a.m. - 4:00 p.m. Sat.  
**PLACE:** Northwest First Aid Training Centre  
**FEE:** \$270.00 (texts included)  
**SESSIONS:** 15

### EVEN/WEEKEND

### SURVIVAL FIRST AID

**DATES:** Mon. & Wed., Nov. 25 & 27  
**TIME:** 6:00 - 10:00 p.m.  
**PLACE:** Northwest First Aid Training Centre  
**FEE:** \$35.00  
**SESSIONS:** 2

### EVEN

Participants will learn theory and practical skills of Basic Life Support. It will include: one- and two-man CPR, Obstructed Airway Management, Rescue Breathing, Hemorrhage Control and Oxygen Therapy. Upon successful completion, students will be awarded a WCB Industrial First Aid Certificate. **Class limit 18. Pre-registration by Oct. 22 is essential.**

**INSTRUCTOR:** Roger Cloutier, Northwest First Aid Training Agency

Designed by the Workers' Compensation Board to give the injured a better chance for survival pending the arrival of more qualified help. Prerequisite 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 12. Pre-registration before Nov. 15 is essential.**

**INSTRUCTOR:** Roger Cloutier, Northwest First Aid Training Agency

### CPR INSTRUCTOR TRAINING

**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:** Smithers College Centre, Rm. 4  
**FEE:** \$135.00 includes text & materials  
**SESSIONS:** 3

### WEEKEND

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.

## Trades

### CHAINSAW MAINTENANCE

**DATE:** Sat., Sept. 21  
**TIME:** 1:00 - 4:00 p.m.  
**PLACE:** College Centre  
**FEE:** \$5.00  
**SESSIONS:** 1

### WEEKEND

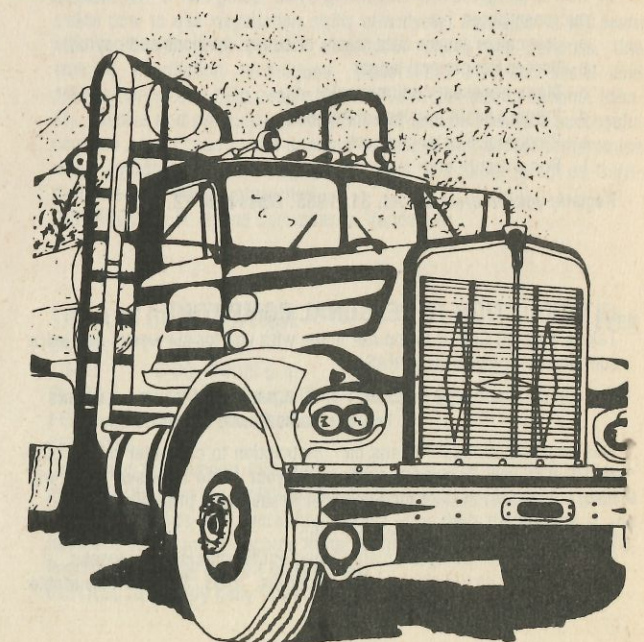
This 1-day demonstration workshop will focus on basic preventive maintenance techniques. Learn to perform simple maintenance procedures that will reduce your upkeep costs. **Bring your own chainsaw and tools. Class limit 12. Pre-registration by Sept. 13 is essential.**  
**INSTRUCTOR:** Harold Grantham

### AIRBRAKES

**DATES:** Mon. - Thurs. & Sat., Oct. 21 - Oct. 26  
**TIME:** 6:30 - 10:30 p.m. weekdays, 9:00 a.m. - 12:00 noon Sat.  
**PLACE:** College Centre  
**FEE:** \$56.00  
**SESSIONS:** 5

### EVEN/WEEKEND


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. 7 is essential.**  
**INSTRUCTOR:** Everett Sokolowski





## Trades Qualification

### AUTOMOTIVE MECHANICS TQ

 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 TQ

 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

## Computer Courses

### COMPUTER ACCOUNTING FOR BUSINESS AND INDUSTRY

DAY

DATES: Spring 1986

TIME: TBA

PLACE: College Centre

FEE: \$150.00, including materials

SESSIONS: 4 (24 hours)

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

You will learn:

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

Register your interest by Oct. 31, 1985. Class limit 12.

### 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" instruction 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.

### 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

Tuesdays at noon REPEATS:

Sept. 10 - Nov. 26

PLACE: The Knowledge Network on Cable

FEE: \$5.00 plus \$6.00 for Viewer's Guide



**HAVE YOU  
PRE-REGISTERED?**

## 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 Tanya Widmark at 845-7266 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

DAY

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

DAY

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

### NEGOTIATION SKILLS

DAY

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

### THE ART OF DICTATION

EVEN

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.

## CO-OPERATIVE BUSINESS OPTIONS FOR WOMEN

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

FEE: \$20.00 includes handouts  
SESSIONS: 1

DAY

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

## 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.

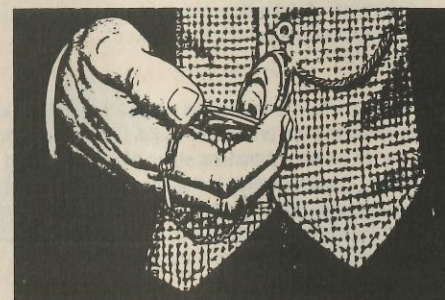
### HOW TO START YOUR OWN BUSINESS

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

During this seminar, you will seriously lay the groundwork for preparing to open your own business. Through instruction, group discussions build 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

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

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.

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

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

### 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**

## Academic Courses — Terrace Campus

All Courses Start the Week of September 3, 1985

Course	Day	Time	Instructor
<b>Social Sciences &amp; Humanities</b>			
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.
<b>Sciences</b>			
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
<b>Human Services</b>			
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.
<b>Early Childhood Education</b>			
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.

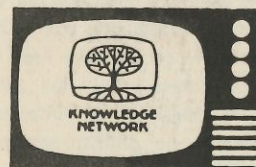
### University Credit Courses

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.

### PARENTING IN TODAY'S WORLD (S.T.E.P.)

EVEN

DATES: Wed., Sept. 25 - Nov. 20  
TIME: 7:30 - 9:30 p.m.  
PLACE: Houston Sec. School  
FEE: \$6.00 single, \$10.00 couple  
SESSIONS: 9

Would you like to help your children become more responsible and co-operative? 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. **Class limit 12. Pre-registration by Sept. 18 is essential.**

INSTRUCTOR: John Stokes

### 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: Mondays & Fridays, 2 p.m.  
Sept. 11 - Dec. 20

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

### FOSTER PARENT ORIENTATION

EVEN

DATES: Tues., Oct. 1 - 22  
TIME: 7:30 - 9:30 p.m.  
PLACE: Houston Sec. School  
FEE: \$10.00 (Fee will be reimbursed by the Foster Parents' Assoc. if all sessions are attended.)  
SESSIONS: 4

Come and learn about the challenges and rewards of fostering.

This program is an introduction to foster care and will briefly cover the following topics:

- Why Children Come into Care
- Role of a Foster Parent
- Role of the Ministry of Human Resources
- Ministry of Human Resources Policy & Procedures
- Behaviour of Foster Children
- Role of the Natural Parent
- Feelings of a Foster Child
- The Team Approach to Fostering

Co-sponsored by the Ministry of Human Resources and the B.C. Federation of Foster Parent Associations.

Pre-registration by Sept. 24 is essential.



**B.C.F.F.P.A.**

Founded April 15, 1967.

## Personal Pursuits

### CONVERSATIONAL SPANISH (BEGINNERS) WEEKEND

DATES: Sat., Sept. 28 - Nov. 30  
 TIME: 1:30 - 3:30 p.m.  
 PLACE: College Centre  
 FEE: \$25.00  
 SESSIONS: 10

?Como esta usted? Ideal for travellers to Mexico, Central or South America, or Spain. Basic and conversational usage of the Spanish language. **Class limit 15. Pre-registration by Sept. 20 is essential.**  
 INSTRUCTOR: Sophia Eberman

### HORSEMANSHIP EVEN/WEE. END

DATES: Fri. - Sun., Sept. 20 - 22  
 TIME: Fri., 7:00 - 9:00 p.m.; Sat./Sun., 2:00 - 4:00 p.m.  
 PLACE: College Centre  
 FEE: \$10.00  
 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

### YOU AND YOUR PET

DATES: Tues., Oct. 8 - 29  
 TIME: 7:00 - 9:00 p.m.  
 PLACE: Houston Sec. School  
 FEE: \$10.00  
 SESSIONS: 4



Through the aid of guest speakers and films, this course will give information and education to concerned animal owners. It will cover health care, preventive medicine concepts, nutrition, reproduction, and will touch on topics like responsible pet ownership. **Class limit 30. Pre-registration by Oct. 1 is essential.**

INSTRUCTOR: Members of the Lakes District Kennel Club

### 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



Houston and District Expo 86 Community and Northwest Community College will be co-sponsoring the Superhost Program. This program has been developed by the Ministry of Tourism to enable each of us to become more knowledgeable, friendly hosts and to share our pride with others. Participants will learn to work together to make visitors want to return to beautiful B.C. because we are truly warm and friendly Superhosts.

Upon completion of the course, you will receive a Superhost certificate, window decal, pledge card and button.

This course is open to all and we encourage everyone in contact with the public to take part.

Dates, Places and Times: TBA

For further information, phone Marie Banman at 845-7366 (evenings).



TOURISM BRITISH COLUMBIA

## Investment

### INVESTING IN THE STOCK MARKET FOR INCOME AND CAPITAL GAINS

DATE: Wed., Oct. 2  
 TIME: 7:00 - 10:00 p.m.  
 PLACE: Houston Sec. School  
 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. 25 is essential.**

INSTRUCTOR: Cornelius O'Connell, Pemberton-Houston-Willoughby



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

DATES: 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: Denys 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.*

## Photography

### COLOUR PHOTOGRAPHY — BEGINNERS

WEEKEND

DATE: Sat., Sept. 28  
 TIME: 9:00 a.m. - 1:00 p.m.  
 PLACE: College Centre  
 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 and how to make your pictures look great. Classes are informal and discussion is encouraged. **Class limit 16. Pre-registration by Sept. 20 is essential.**  
 INSTRUCTOR: Bradford Stephenson



### INTERMEDIATE COLOUR PHOTOGRAPHY

WEEKEND

DATES: Sat., Oct. 19 & Nov. 9  
 TIME: 9:00 a.m. - 3:00 p.m. Oct. 19,  
 9:00 a.m. - 1:00 p.m. Nov. 9  
 PLACE: College Centre  
 FEE: \$35.00 plus text  
 SESSIONS: 2

Previous photographic experience essential — preferably those who have had the beginners' course through NWCC or other College.

Camera needed: 135mm or 2 1/4 SLR or TLR

#### Materials needed:

- 1 roll ASA 100 neg. film with flash
- or — 1 roll ASA 1000 neg. film — no flash
- text/guide book — supplied at \$4.00 each
- notepaper & pen (prepared notes are given)

This course will focus on individual talents and preferences along with practical application of theory. Student discussion is encouraged. **Class limit 20. Pre-registration by Oct. 11 is essential.**  
 INSTRUCTOR: Bradford Stephenson

## Home Arts

### 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.

DATES & 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.

DATES & 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



## 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. **Class limit 30 per session. Pre-register at least one week before each workshop. Purchase of printed materials optional.**

### UNCONTESTED DIVORCE PROCEDURES

EVEN

DATE: Tues., Oct. 22  
 TIME: 7:00 - 10:00 p.m.  
 PLACE: Houston Sec. School  
 FEE: Free (\$2.00 for materials)  
 SESSIONS: 1

This course will cover the forms and procedures necessary in filing a non-contested divorce, without the full aid of a lawyer. **Class limit 20.**  
 INSTRUCTOR: TBA

### WRONGFUL DISMISSAL

EVEN

DATE: Tues., Nov. 19  
 TIME: 7:00 - 10:00 p.m.  
 PLACE: Houston Sec. School  
 FEE: Free (\$2.00 for materials)  
 SESSIONS: 1

Students will learn valid and invalid reasons for dismissal; prospects for reinstatement, reasonable notice; compensation, legal complaint procedures; and more. **Class limit 20.**

INSTRUCTOR: TBA

## Stretch & Sew

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!

### DESIGNER JEANS

EVEN

DATE: Tues., Sept. 24  
 TIME: 7:00 - 10:00 p.m.  
 PLACE: Houston Sec. School  
 FEE: \$20.00  
 SESSIONS: 1

Learn to make designer jeans for women, men and children. Fancy pocket designs. Ladies' jeans will be demonstrated. Time for questions and answers. Bring note pad and pen. Patterns available. **Class limit 15. Pre-registration by Sept. 17 is essential.**

INSTRUCTOR: Louise Ingram, Cert. Stretch & Sew Instr.

### MATERNITY WEAR

EVEN

DATE: Tues., Oct. 29  
 TIME: 7:00 - 9:00 p.m.  
 PLACE: Houston Sec. School  
 FEE: \$15.00  
 SESSIONS: 1

How to alter a dress pattern for maternity wear. Assistance with measurements, fitting and yardage requirements. Stylish, comfortable and easy to sew. Pattern and books available at workshop. **Class limit 15. Pre-registration by Oct. 22 is essential.**

INSTRUCTOR: Louise Ingram, Cert. Stretch & Sew Instr.

## Culinary

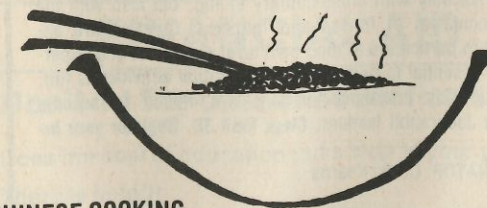
### HORS D'OEUVRES

EVENING

DATES: Tues., Oct. 1 - 29  
 TIME: 7:00 - 9:00 p.m.  
 PLACE: Houston Sec. School  
 FEE: \$40.00, includes all supplies  
 SESSIONS: 5

If you're tired of serving sausages, crackers and cheese to your guests, this course is for you! Students will learn how to make a variety of attractive and delicious hors d'oeuvres that will add the final touch to home entertaining. **Class limit 12. Pre-registration by Sept. 24 is essential.**

INSTRUCTOR: Sandra Blair



### CHINESE COOKING

EVENING

DATES: Wed., Oct. 2 - 30  
 TIME: 7:00 - 9:30 p.m.  
 PLACE: Houston Sec. School  
 FEE: \$40.00 plus meat  
 SESSIONS: 5

A very popular course in this type of oriental cooking. Very little fat is used in the cooking process — most food is steamed. Learn to make a variety of interesting new dishes. Course costs include ingredients (except meat). Recipes will be supplied. **Class limit 16. Pre-registration by Sept. 25 is essential.**

INSTRUCTOR: Dina Carnie

### SEW ACTIVE

EVEN

DATES: Tues., Oct. 1 - 22  
 TIME: 7:00 - 9:00 p.m.  
 PLACE: College Centre  
 FEE: \$40.00  
 SESSIONS: 4

Sew sporty jacket, pants and two tops for a good-looking and -fitting wardrobe. Colour blocking and fitting tips as well as patterns and idea book included. **Class limit 20. Pre-registration by Sept. 24 is essential.**  
 INSTRUCTOR: Louise Ingram, Cert. Stretch & Sew Instr.

## Women's Health

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 their 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. **Class limit 16. Pre-register one week in advance.**

### PRE-MENSTRUAL SYNDROME (PMS)

EVEN

DATE: Wed., Oct. 16  
 TIME: 7:00 - 10:00 p.m.  
 PLACE: Houston Sec. School  
 FEE: \$3.00 plus text  
 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

### MENOPAUSE

EVEN

DATE: Wed., Oct. 23  
 TIME: 7:00 - 10:00 p.m.  
 PLACE: Houston Sec. School  
 FEE: \$3.00 plus text  
 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

## DRUG AND ALCOHOL AWARENESS

EVEN

This series is to create awareness among women about the use of mild tranquilizers, prescription and over-the-counter drugs.

Find out why:

- Women are prescribed tranquilizers twice as often as men
- What are some side effects?
- What is cross addiction?

These and other questions will be answered by several health professionals and also through the use of films and flipcharts. **Class limit 16. Register your interest by Oct. 1.**

INSTRUCTOR: Goldie Secord, Co-ordinator of Outreach Services

**HAVE YOU  
PRE-REGISTERED?**

## CARDIOPULMONARY RESUSCITATION — CPR HEARTSAVER

WEEKEND

Over 700,000 people die every year from heart attacks, the number-one health problem of the Western World. Many of these deaths could have been prevented by swift and knowledgeable application of CPR techniques to restore breathing and heartbeats.

DATE: Sat., Nov. 2  
TIME: 8:30 a.m. - 12:30 p.m.  
PLACE: Northwest First Aid  
Training Centre  
FEE: \$15.00 plus book  
SESSIONS: 1

A four-hour course for people with no experience in CPR. In the Heartsaver 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 by Oct. 26 is essential.**

INSTRUCTOR: Tony Cloutier,  
Northwest First Aid Training Agency

## Fun & Fitness

### NATIONAL THEORY COACHING — LEVEL I

WEEKEND

DATES: Sat. & Sun., Oct. 5 & 6  
TIME: 9:00 a.m. - 5:00 p.m.  
PLACE: College Centre  
FEE: \$25.00  
SESSIONS: 2

This course is the first step in the National Coaching Certification Program. The major topics include the role of the coach, communication skills, teaching physical skills, how to plan a practice and learning the principles of effective teaching. A great leadership training for those who want to coach, are coaching, have coached, lead camps, clubs, etc. **Class limit 10. Pre-registration by Sept. 27 is essential.**

INSTRUCTOR: Julie Howell

### REFEREES' CLINIC

DAY

DATE: Sat., TBA  
TIME: 8:30 a.m. - 4:30 p.m.  
PLACE: College Centre  
FEE: Free  
SESSIONS: 1

Northwest Community College and Houston Minor Hockey will be co-sponsoring the Referees' Certification Program for Level I, II and III. All interested students must supply their own skates and helmets. Registration is at 8:30 a.m. on the day of the course.

INSTRUCTOR: Chris Dodds

### SWEDISH MASSAGE TECHNIQUES

EVEN

DATES: Mon. & Thurs., Oct. 7 & 10  
TIME: 7:00 - 9:30 p.m.  
PLACE: College Centre  
FEE: \$25.00  
SESSIONS: 2

Hands-on practical experience in the art and science of relaxing massage to be enjoyed between friends, family and the generally curious. Students should bring oil, foam pad, pair of sheets, and wear a bathing suit. **Class limit 10. Pre-registration by Sept. 23 is essential.**

INSTRUCTOR: Victoria Govan, Registered Massage Therapist

### JACKRABBIT SKIING

WEEKEND

DATES: TBA  
TIME: TBA  
PLACE: TBA  
FEE: \$10.00

The Jackrabbit Ski League, adopted nationally in 1980, is a program for children 8 to 13 years. It is designed to acquaint children not only with cross-country skiing, but also with the general concepts of fitness and nutrition. Children are encouraged to participate at their own level of interest and expertise. The essential ingredient of all Jackrabbit activities is fun. Parents or any interested persons are invited to become Volunteer Jackrabbit leaders. **Class limit 30. Register your interest**

CO-ORDINATOR: Carlie Kearns

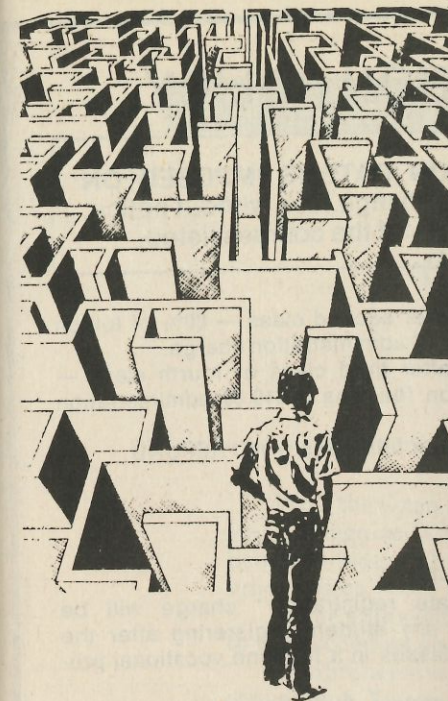
### BEGINNERS' FIELD HOCKEY

EVEN

DATES: Mon. & Thurs., Sept. 16 - Nov. 28  
TIME: 7:00 - 9:00 p.m.  
PLACE: Silverthorne Gym  
FEE: \$5.00  
SESSIONS: 22

Students 10 years and older will learn the basic skills, rules, positional play and fun scrimmages. Students must wear gym strip and white-soled runners. **Class limit 20. Pre-registration by Sept. 9 is essential.**

INSTRUCTOR: Shirley Nelson



## COUNSELLING SERVICES

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

The College Counsellor 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 845-7266 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 Houston 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 845-7266 FOR FURTHER INFORMATION**

H-31



## 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  
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