

**HOUSTON**

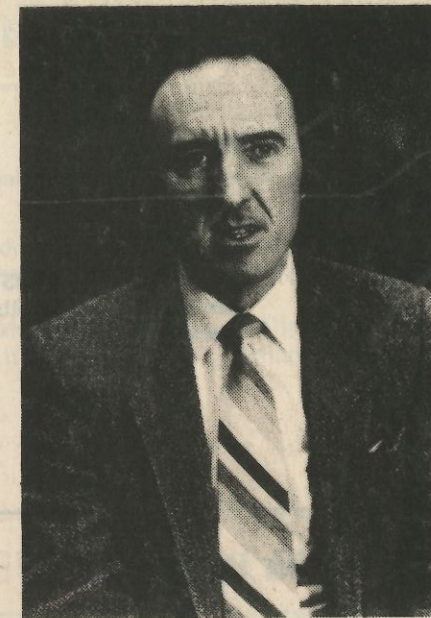


**NORTHWEST COMMUNITY COLLEGE**

**1986 FALL  
PROGRAMS**

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## PRESIDENT'S MESSAGE

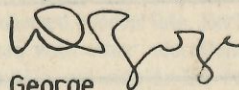
Once again we are pleased to present the details of our course offerings. This brochure supplements the main College Calendar, and we urge you to consult that publication too.

The College continues to expand programs to meet the needs of you the people in our region. During the past year programming increased by about 5% over the previous year. Indications are that we will experience a similar increase during the current year.

It is important to note, though, that we are constantly striving to meet emerging needs, and that we are not just continuing - albeit with improvements - current offerings. This past year for example, has seen implementation of major new training programs in aquaculture, forest management, and nursing; business education has also been given a major boost with the inauguration of our Mobile Computer Centre that will allow us to give expanded business training throughout the region. And, as you have probably heard, we have been putting much effort into developing our teleconferencing ability - at first this will enable us to expand our academic programs; later we will be using this capability to make other programs more accessible.

In this latter regard, we would like you to know that we are continuing to take more of our courses to the people of the region, where they live and work. Ten years ago, when the institution was a Vocational School, nothing was done outside Terrace; now, almost half the programming we do is in communities outside Terrace. In accordance with one of the most important aspects of our College philosophy, we will continue to expand our services across the region--but, we need your participation in what we presently do, and we need your considered advice as to what we should be doing in the future.

This is your College -- help us to help you.

  
D. V. George,  
President

## OUR STAFF

|                                       |  |
|---------------------------------------|--|
| Regional Director<br>Smithers/Houston | Eileen Klassen                                     |
| Program Co-ordinator<br>Houston:      | Tanya Widmark                                      |
| Secretarial Staff:                    | <b>SMITHERS</b><br>Jean Morris<br>Charlotte Gorley |
|                                       | <b>HOUSTON</b><br>Annette Rowan                    |

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## IMPORTANT INFORMATION

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### 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.**

### FEEES

Tuition varies with each course and must be paid in full at the time of registration. You are encouraged to prepay 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 receipts 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.

### FEEES 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 receipts.

### HOLIDAYS

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

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PLEASE READ!

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## This is Northwest Community College

### 1986-87 Board Members Appointed by the Lieutenant-Governor in Council

|                                  |                            |                                   |                              |
|----------------------------------|----------------------------|-----------------------------------|------------------------------|
| Ernie Hill, Sr.<br>Prince Rupert | Judy Japhson<br>Terrace    | Armand Robitaille<br>Kitimat      | Marjorie Spisak<br>Nass Camp |
| W. Hutchison<br>Terrace          | Joanne Monaghan<br>Kitimat | William J. Smith<br>Prince Rupert | Duane Gould<br>Sandspit      |

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## Statement of Philosophy

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### General Responsibility

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

### 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.

### Community Education

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 2, 1986 — 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) .....

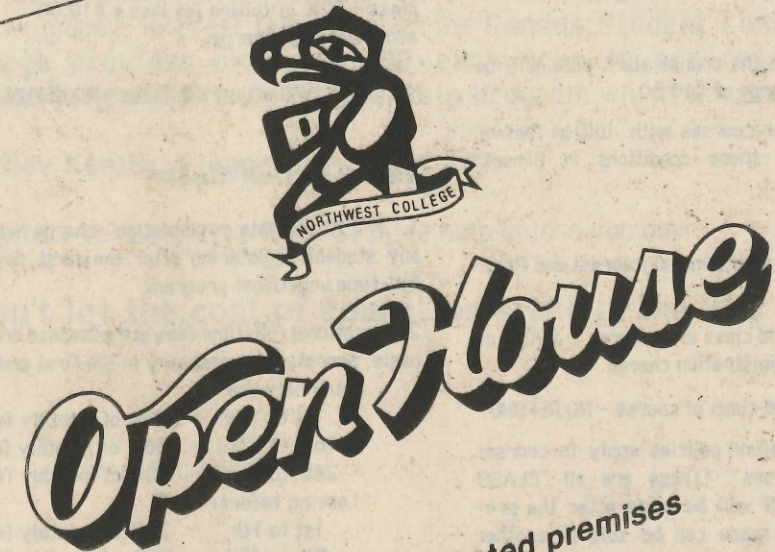
1) ..... course ..... FEE .....

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 .....



- Come see our newly renovated premises
- Meet the College staff and board
- See and hear about some of our new programs:
  - College Preparation
  - Teleconferencing
  - Mobile Computers
  - Business & Industry
  - Management
  - General Interest

ADDRESS: Northwest Community College  
10th and Poulton  
DATE: Thursday, September 4, 1986  
TIME: 1:00 - 4:00 p.m.

**REFRESHMENTS SERVED**

## 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 \$10.00 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 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, Smithers, 9:00 a.m. to 4:00 p.m. Monday to Friday; or evenings, Monday to Thursday, 7:00 to 9:00 p.m., beginning Sept. 3, 1986.

**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 textbook.

(c) No refunds will be made in any case without 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.

## FINANCIAL AID

Does the COST of EDUCATION put a STOP to your plans?

**\$\$ There is Help \$\$**

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

Contact Bev Kealty, Financial Aid Officer.

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

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

## The College Endowment Fund

**Northwest Community College is currently conducting a fund-raising drive to establish the College Endowment Fund. This fund will generate funds for student financial aid in perpetuity.**

The Vancouver Foundation, which over the past three years has contributed \$25,500 to our financial aid funds, has pledged to match \$25,000 which can be raised by the College in 1986. The College Endowment Fund will then generate interest income to provide a continuing source of financial aid. Already \$25,000 has been raised for 1985. This has been matched by the Vancouver Foundation and is already generating interest income.

Corporations, businesses, service clubs, unions and individuals may contribute tax-deductible donations to the fund by contacting the College. Your contribution will remain in the fund permanently and continue to provide student aid money. **For information, call Brian Lopton 635-6511.**

## ADULT BASIC EDUCATION

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 trades, business or academic programs, general upgrading or high school certification. Students can enroll anytime as space permits and attend on a full or part-time basis.

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

**Shift Workers:** May alternate between day and evening Upgrading classes to suit work schedules.

**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.

### ADULT BASIC EDUCATION

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 a trade or vocational training? If your answer is yes to any of these questions, then this is the course for you. Students begin at their own level and work at their own speed. The Instructor will design a program with each student to suit individual needs. Certificates are awarded for successful completion of the program. You may enrol at any time as space permits and work at your own speed.

#### DAY PROGRAM

**DATES:** Monday to Friday starting  
Sept. 29  
**TIME:** 8:30 a.m. - 3:30 p.m.  
**PLACE:** College Centre, Room 6  
**FEE:** \$67.00 per month for Full-time  
\$34.00 per month for Part-time  
**INSTRUCTOR:** TBA

#### EVENING PROGRAM

**DATES:** Monday and Wednesday,  
Sept. 29 - Dec. 17  
**TIME:** 6:30 - 9:30 p.m.  
**PLACE:** College Centre, Room 6  
**FEE:** \$36.00 per semester  
**INSTRUCTOR:** Donna Stanyer

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

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 in the Day or Evening upgrading courses at any time as space permits.

### GENERAL EDUCATION DEVELOPMENT (G.E.D.) EXAMINATIONS

Testing will be held at the Houston College Centre January 23 and 24, 1987. Applications must be made by December 15, 1986, and are available at the College Centre. Basic requirements are that you must be at least 19 years of age, out of school (high school) for at least one full academic year, and satisfy residency standards. Examination fee: \$10.50 payable to the Minister of Finance.

### COLLEGE PREPARATION

Selected college prep courses will be available beginning in September. Information is available at the College Centre.

# DON'T FORGET!

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

CALL US BEFORE COURSES BEGIN FOR MORE INFORMATION  
**845-7266**

### BASIC LITERACY

Northwest Community College in Houston is now offering BASIC LITERACY TRAINING. The aim of this program is to enable adults who cannot read, to read the English language as quickly and enjoyably as possible. To achieve this, a Volunteer Tutor will work on a one-to-one basis, in the student's home or another suitable environment. The teaching times are flexible and are arranged to suite each individual. The training is free.

A THANK YOU goes out to our present Volunteer Tutors, and we welcome additional tutors.

For further information, contact the College Centre.



### Adult Basic Education Student Assistance Plan

#### WHAT IS ABESAP?

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

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

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

#### WHO MAY APPLY?

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

#### WHERE TO APPLY?

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

#### FURTHER INFORMATION

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

# TELECONFERENCE COURSES



1986-87

Northwest Community College

## BRINGING ACADEMIC COURSES TO YOUR COMMUNITY



Teleconferencing makes it possible for students in the Northwest to "get together" with each other and their instructor without leaving their communities.

Sophisticated "bridging" equipment in Terrace is linked to teleconference convenors (loudspeaker units and microphones) at regional centres. This bridging of a series of telephone lines allows everyone to communicate with each other.

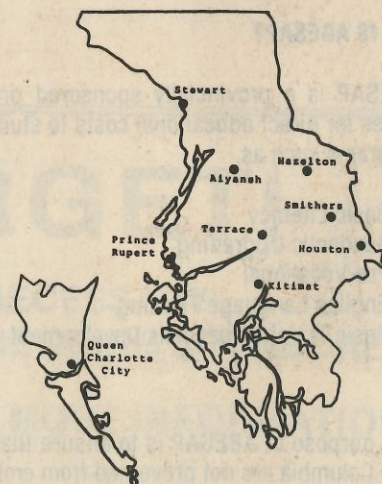
### REGISTRATION

All courses run for 15 weeks. Starting dates are September 2, 1986, and January 5, 1987. Registration forms are available throughout the year at all College offices.

Tuition is \$66 per course plus cost of textbooks.

More information is available from the Programs Division office at NWCC in Terrace or at the following NWCC offices:

- |  |  |   |  |
|--|--|---|--|
| <p><b>PRINCE RUPERT</b><br/>820 W. 34d Avenue<br/>Prince Rupert, B.C.<br/>V8J 3S1<br/>Telephone 624-6054</p> | <p><b>TERRACE</b><br/>5331 McConnell Avenue<br/>P.O. Box 726<br/>Terrace, B.C.<br/>V8G 4C2<br/>Telephone 635-6511</p>                                  | <p><b>KITIMAT</b><br/>606 Mountainview Square<br/>Kitimat, B.C.<br/>V8C 2N2<br/>Telephone 632-4766</p>                            | <p><b>HOUSTON</b><br/>3441 - 10th Street<br/>P.O. Box 1277<br/>Houston, B.C.<br/>Telephone 845-7266<br/>Telephone 845-7266</p> |
| <p><b>UPPER SKEENA</b><br/>P.O. Box 338<br/>Hazleton, B.C.<br/>VOJ 1Y0<br/>Telephone 842-5291</p>            | <p><b>QUEEN CHARLOTTE ISLANDS</b><br/>c/o School District No. 50<br/>P.O. Box 69<br/>Queen Charlotte City, B.C.<br/>VOT 1S0<br/>Telephone 559-8471</p> | <p><b>NISHGA</b><br/>General Delivery<br/>c/o School District No. 92<br/>New Aiyansh, B.C.<br/>VOJ 1A0<br/>Telephone 633-2228</p> | <p><b>SMITHERS</b><br/>P.O. Box 3606<br/>1070 Main Street<br/>Smithers, B.C.<br/>VOJ 2N0<br/>Telephone 847-4461</p>            |



# TELECONFERENCE Academic Programs

STARTING SEPTEMBER 2, 1986:

### ECONOMICS 202 (Wed., 7-10 p.m.)

(Principles, Structures and Policies I)  
An analysis of economic activities, institutions and theories. It will focus on the production and distribution of wealth, the big corporation, the Third World, and the role played by governments on the federal and provincial levels; it will offer a detailed critique of monetary, fiscal and investment policies.  
INSTRUCTOR: Dr. Peter Weber

### ENGLISH 101 (Tues., Thurs., 10:30 a.m.-12 noon)

(Literature and Composition I)  
Reading and discussion of modern fiction, non-fiction and poetry. Written assignments will be based on personal experience, local history and responses to the literature read. The instructor will give help where needed on grammar, punctuation, etc.  
INSTRUCTOR: George Stanley

### PSYCHOLOGY 101 (Mon., 7-10 p.m.)

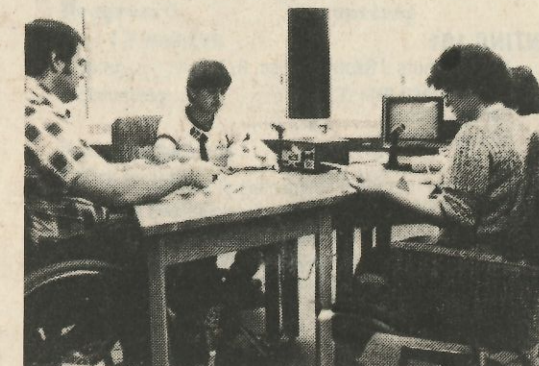
An exciting first-year survey course, this term investigates major findings in the areas of lifespan development, the nervous system, perception, learning and memory.  
INSTRUCTOR: Larry Dickerson

### SOCIOLOGY 101 (Thurs., 7-10 p.m.)

Sociology encourages the understanding of ourselves, communities and the human world. An examination of the structure of society through the major topics in the discipline of sociology: culture, socialization, primary groups, status and role, and association.  
INSTRUCTOR: Shannon Mark

### EARLY CHILDHOOD EDUCATION (Tues., 7-9:30 p.m.) (3 Saturdays)

(Infant Development and Growth)  
The student will learn the process of child development in typical and atypical children from conception to age five.  
INSTRUCTOR: Larisa Tarwick



In addition to a full range of programs in Terrace, Northwest Community College now offers five academic courses by teleconferencing. Students in the Northwest share benefits of group interaction through a sophisticated "party line" that simultaneously links them with their instructor and each other.

Two traditional correspondence courses are also available:  
**ENGLISH 101/102 and PSYCHOLOGY 101/102.**

STARTING JANUARY 5, 1987:

### ECONOMICS 201 (Wed., 7-10 p.m.)

A continuation of Economics 202. This course will continue to deal with current structural and regional problems of the Canadian economy, with specific aspects of private and public sector policies. It will also include a thorough presentation of traditional micro-economic theories and an analysis of the socio-political implications of the welfare state.

### ENGLISH 102 (Tues., Thurs., 10:30 a.m.-12 noon)

A continuation of English 101. Reading and discussion of modern fiction and drama. Written assignments will be based on responses to the literature read and on subjects of general significance.

### PSYCHOLOGY 102 (Mon., 7-10 p.m.)

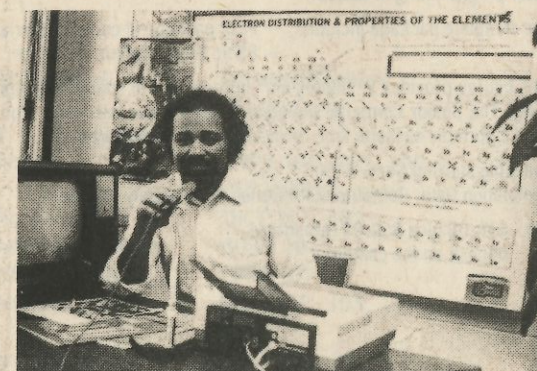
A continuation of Psychology 101, this course surveys fascinating research in the areas of thinking, motivation, personality, intelligence, psychological disorders and therapies, stress and health, and social influences on behaviour.

### SOCIOLOGY 102 (Thurs., 7-10 p.m.)

An examination of the major institutions of society and some of the major trends of modern society. Religion, law, education, politics, urbanization, industrialization and social movements will form the basis of the course.

### EARLY CHILDHOOD EDUCATION (Tues., 7-9 p.m.) (Working with Families)

The student will develop skills in working with families, utilizing the team approach. Students will learn to co-ordinate home and program goals for typical and atypical children in child-care settings.



Classes include lectures, audio-visual presentation and interactive seminars. Problems or questions which arise will be discussed and dealt with immediately by the instructor and other students in several locations.

# Vocational/ Career Technical

## ACCOUNTING 101

DATES: Mon. & Thurs., Sept. 29 - Dec. 8/86  
TIME: 1:00 - 3:30 p.m.  
PLACE: College Centre  
FEE: \$95.00 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. 15/86 is essential.**  
INSTRUCTOR: Hilda Capak

EVEN

## ACCOUNTING 102

DATES: Mon. & Thurs., Sept. 29 - Dec. 8/86  
TIME: 1:00 - 3:30 p.m.  
PLACE: College Centre  
FEE: \$95.00 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 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. 15/86 is essential.**  
INSTRUCTOR: Hilda Capak

EVEN

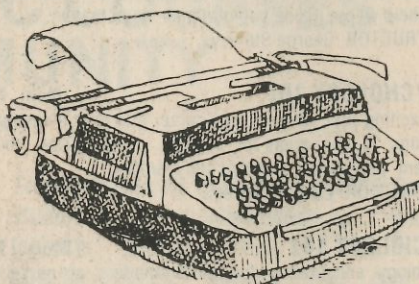
## TYPING 101

### (KEYBOARD BASIC TYPING SKILLS)

DATES: Tues. & Thurs., Oct. 2 - Nov. 27/86  
TIME: 7:00 - 9:30 p.m.  
PLACE: Houston Sec. School  
FEE: \$80.00 plus text & workbook  
SESSIONS: 16

Provides instruction for students who have no knowledge of typewriter keyboard. Business letters, tabulations and set-up are included in this credit course. Students should have access to a typewriter for practice homework (3 to 5 hours each week). Successful completion carries credit toward a Northwest Community College Business Certificate. Students must supply typing paper. **Class limit 16. Pre-registration by Sept. 25/86 is essential.**  
INSTRUCTOR: TBA

EVEN



## Computer Courses

### INTRODUCTION TO BASIC PROGRAMMING

DATES: Wed., Oct. 8 - Nov. 26/86  
TIME: 7:00 - 9:30 p.m.  
PLACE: Houston Sec. School  
FEE: \$45.00 plus discs  
SESSIONS: 8

Students will learn how a computer stores information and operates on data. Students will learn the basic skills of using a computer — loading, running and saving programs. An introduction to programming in BASIC will be given and simple routines written. Work will be done on Commodore PETs, however, if students wish to bring their own personal computer and manual, instruction will be tailored to their own machines. **Class limit 20. Pre-registration by Oct. 1/86 is essential.**  
INSTRUCTOR: Bill Arkinstall

EVEN

### INTRODUCTION TO PERSONAL COMPUTING

Take a TRS-80 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 a "hands on" introduction to computer programming. The Colour Computer connects to your home television. You will need a portable cassette tape recorder to save your programs.

Available starting Sept. 2/86.

Completion Date: Computers are loaned for precisely six weeks.

Fee: \$40.00 plus \$50.00 refundable deposit on the computer.

LIFELONG LEARNING IS FOR EVERYONE

## BUSINESS CAREERS — PRE-EMPLOYMENT PROGRAMS — SMITHERS

### Program 1 4 - 5 months

Typist  
Typing TYPG 101, 102 (50NWPM)  
Business English BENG 102, 103, 104  
Office Practice OFPR 101  
Dictatyping DICT 101, 102 or 103  
Business Computing BCPT 101, 102

### Program 2 4 - 6 months

Clerk-Typist  
Typing TYPG 101, 102 (50 NWPM)  
Business English BENG 102, 103, 104, 105  
Office Practice OFPR 101  
Dictatyping DICT 101, 102 or 103  
Business Machines BUSM 101  
Business Computing BCPT 101, 102

### Program 3 4 - 6 months

Clerk-Bookkeeper  
Typing TYPG 101 (30NWPM)  
Accounting ACCT 101, 102  
Business Machines BUSM 101  
Office Practice OFPR 101  
Business English BENG 102, 103, 104, 105  
Dictatyping DICT 101  
Business Computing BCPT 101, 102

### Program 4 8 - 12 months

Administrative Secretary  
Typing TYPG 101, 102, 103 (55 NWPM & over)  
Dictatyping DICT 101, 102  
Business Machines BUSM 101  
Office Practice OFPR 101  
Business English BENG 102, 103, 104, 105  
Accounting ACCT 101, 102  
Business Law or BLAW 150, 151  
Canadian Law MGMT 151, 250  
Business Computing BCPT 101, 102  
Word Processing Program 7E

\*Prospective students must have minimum Grade 12 for this program.

### Program 5 8 - 12 months

Accounting  
Typing TYPG 101  
Accounting ACCT 101, 102, 150, 151  
Business Machines BUSM 101  
Office Practice OFPR 101  
Business English BENG 102, 103, 104, 105  
Dictatyping DICT 101  
Economics ECON 150, 151  
Business Law BLAW 150, 151  
Data Processing BCPT 150  
Business Computing BCPT 101, 102, 103  
\*Prospective students must have minimum Grade 12 for this program.

### Program 6 5 months

Industrial Records & First Aid  
Accounting ACCT 101, 102  
Payroll/Timekeeping ACCT 103  
Business Machines BUSM 101  
English Communications BENG 101  
Spelling & Vocabulary BENG 102  
Office Practice OFPR 101  
Typing TYPG 101 (30 NWPM)  
First Aid FAID 101 (Available through Part-time program)  
Business Computing BCPT 102

**Medical Examination:** All trainees must fully meet Workers' Compensation Board medical requirements. The medical 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 Shelbridge 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.





## Business Careers — Advanced Options & Upgrading — Smithers

### Advanced Options & Upgrading Courses

For course description, see Page S 15/16.

|   |   |  |  |
|---|---|--|--|
| <b>Program 7A</b><br>4 - 6 months<br>Computer Accounting<br>Accounting Principles<br>Economics<br>Business Law<br>Data Processing | <b>Accounting Option</b><br>BCPT 103<br>ACCT 150, 151<br>ECON 150, 151<br>BLAW 150, 151<br>BCPT 150 | <b>Program 7E</b><br>Up to 5 months<br>Basic Dos Procedures<br>Word Processing Concepts<br>Electronic Typewriters                                    | <b>Word Processing</b><br>WPRO 100<br>WPRO 101<br>WPRO 102   |
| <b>Program 7B</b><br>4 - 6 months<br>Business Law or<br>Canadian Law<br>Typing  | <b>Secretarial Option</b><br>BLAW 150, 151<br>MGMT 151, 250<br>TYPG 102, 103 (55 NWP1 & over)       | 8 credits from the following:<br>Easywriter 11<br>Wordstar<br>Transcription Specialist<br>Computer Timed Writings<br>Multimate<br>Volkswriter Deluxe | WPRO 103 (2 credits)<br>WPRO 104 (3 credits)<br>WPRO 105<br>WPRO 106<br>WPRO 107 (3 credits)<br>WPRO 108 (2 credits) |
| Accounting<br>Word Processing   | ACCT 101, 102<br>Program 7E   |  |  |
| *Requirements for Admission: Completion of Program 3.   |   |  |  |
| *Requirements for Admission: Completion of Program 2.   |   |  |  |

### Office Management Program (Diploma in Office Management)

**Requirements for Admission:** Accurate typing skills and 50 NWP1 or completion of Program 2 or 3 plus 50 NWP1. Grade 12 graduation or equivalent (GED or BTSD Level IV) is normally required. However, Grade 10 BTSD Level III and work experience in related business areas may be acceptable with the permission of the Program Co-ordinator.

**Length of Program:** 20 months

#### Program of Studies

|  |   |
|--|---|
| <b>Level One</b><br>From the Business Careers Curriculum, 40 credits<br>Typing 101, 102<br>Business English 102, 103, 104, 105<br>Office Procedures 101<br>Accounting 101, 102<br>Business Machines/Math 101<br>Business Computers 101, 102, 103<br>Word Processing 101, 102, 103, 104, 105, 106 | <b>Level Two</b><br>From the Business Administration Curriculum, 33 credits<br>Management 150 (Management Theory)<br>Management 151 (Canadian Business I)<br>Law 150, 151 (Canadian Commercial Law)<br>Accounting 150, 151 (Introductory Financial Accounting)<br>Management 250 (Canadian Business II)<br>Management 252 (Credit & Collections)<br>Plus 9 optional credits |
|--|---|

**NOTE:** Normally students will have completed level one of this program before starting on level two. Students who are incomplete on level one must have permission from the Co-ordinator of Business Education to start level two.

## HAVE YOU PRE-REGISTERED?

## First Aid

### INDUSTRIAL FIRST AID

EVEN/WEEKEND

**DATES:** Mon., Wed. & Sat., Oct. 6 - Nov. 8/86  
**TIME:** 6:30 - 10:30 p.m. Mon. & Wed.,  
8:00 a.m. - 5:00 p.m. Sat.  
**PLACE:** Northwest First Aid Training Centre  
**FEE:** \$290.00  
**SESSIONS:** 15

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 16. Pre-registration by Sept. 26/86 is essential.**

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

### SURVIVAL FIRST AID

EVEN

**DATES:** Mon. & Wed., Nov. 10 & 12/86  
**TIME:** 6:00 - 10:00 p.m.  
**PLACE:** Northwest First Aid Training Centre  
**FEE:** \$45.00  
**SESSIONS:** 2

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 by Nov. 3/86 is essential.**

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



## Driver's Education

### DRIVER TRAINING

**DATES:** Sept. 2 - Dec. 31/86  
**TIME:** Mon. - Fri., 9:00 a.m. - 5:00 p.m.  
**PLACE:** Houston  
**FEE:** \$27.00/session  
**SESSIONS:** 1 - 10

Do you need a Driver's Licence? Class 5 — Class 4? The road to safe driving starts at B.V. Driving School. Lessons will cover:

- car controls
- acceleration and braking
- turning maneuvers — basic and advanced
- defensive driving
- intersection problems
- backing up
- lane changing and passing
- parallel parking
- parking on grades
- angle parking
- and a whole lot more!

Learn to protect yourself against the "other" driver. Learn to "drive defensively". Students may register for one lesson or the full course, depending on individual needs. Students who take the full course may use the training car for the road test with the examiner. **Students must register at the college.**

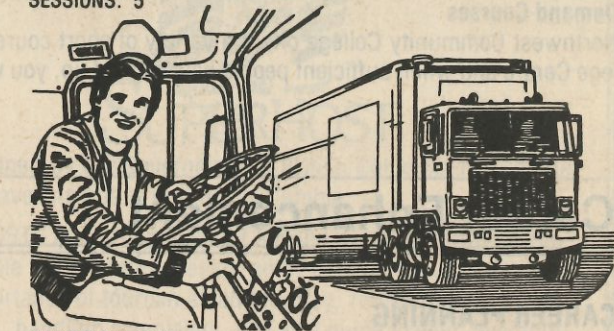
**INSTRUCTOR:** Irene Oliver, Professional Instructor, B.V. Driving School

## Trades

### AIRBRAKES I

EVEN/WEEKEND

**DATES:** Tues. - Fri. & Sat.,  
Oct. 7 - 11/86  
**TIME:** 6:30 - 10:30 p.m. weekdays,  
9:00 a.m. - 12:00 noon Sat.  
**PLACE:** College Centre  
**FEE:** \$56.00  
**SESSIONS:** 5



### AIRBRAKES II

EVEN/WEEKEND

**DATES:** Tues. - Fri. & Sat.,  
Nov. 18 - 22/86  
**TIME:** 6:30 - 10:30 p.m. weekdays,  
9:00 a.m. - 12:00 noon Sat.  
**PLACE:** College Centre  
**FEE:** \$56.00  
**SESSIONS:** 5

Prepares drivers for a written and practical test on the operation and maintenance of airbrake systems for either on-highway or off-highway vehicles. Participants will be given proof of course attendance and practical examination by instructor in order to take the written test at the Motor Vehicle Branch within 30 days from the completion of the course. Participants must be 18 years of age. **Class limit 16. Pre-registration two weeks in advance is essential.**

**INSTRUCTOR:** Dave Dams

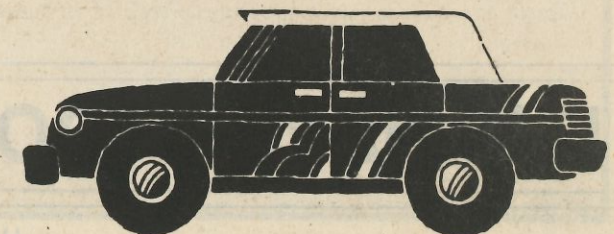
### DEFENSIVE DRIVING

EVEN

**DATES:** Tues. & Thurs., Oct. 7 - 16/86  
**TIME:** 7:00 - 9:30 p.m.  
**PLACE:** Houston Sec. School  
**FEE:** \$20.00  
**SESSIONS:** 4

A must for teenagers and all those about to apply for their first licence, as well as licensed drivers. Learn to drive defensively, cope with adverse road conditions and avoid accidents caused by other drivers' mistakes. Canada Safety Course approved by B.C. Motor Vehicle Branch. DDC Certificate awarded upon successful completion. **Class limit 20. Pre-registration by Oct. 1/86 is essential.**

**INSTRUCTOR:** Irene Oliver



## 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 1-800-772-1120 (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.

## Career Enhancement

### CAREER PLANNING & PREPARATION

**DATES:** Sat. & Sun., Oct. 25 & 26/86  
**TIME:** 9:00 a.m. - 4:30 p.m.  
**PLACE:** College Centre  
**FEE:** \$150.00  
**SESSIONS:** 2

This workshop is designed for those who have had some work experience but have been out of the labour market for a period of time; and for those who are currently employed and looking for new career paths. Typically, this would include women who have been homemakers and are now looking to re-enter the work force; workers on layoff who must pursue new careers; and professionals or semi-professionals who are looking for a career change.

Participants will be given the opportunity to:

- assess their present skills, abilities, attributes, likes and dislikes as they might apply to today's labour market;
- apply the above to selection of appropriate career paths, i.e. matching;
- explore effective job search techniques;
- write an effective resume, focussed on a given job or career;
- practise interview techniques proven effective;
- explore opportunities other than traditional employment.

Course outline available at the College Centre. **Class limit 18. Pre-registration by Oct. 10/86 is essential.**

**INSTRUCTOR:** Phil Kolbuc, Kolbuc & Associates, Prince George

### WEEKEND

### HELPING SKILLS FOR THE HELPING PROFESSIONAL

**DATES:** Sat. & Sun., Nov. 22 & 23/86  
**TIME:** 9:00 a.m. - 4:30 p.m.  
**PLACE:** Smithers College Centre, Rm. 2  
**FEE:** \$150.00  
**SESSIONS:** 2

This experiential and skills-based workshop will:

- provide participants with specific skills training in effective counselling based on Helping Relationships models developed by Robert CarKhuff and Gerald Egan;
- provide participants with an opportunity to explore their own attributes and knowledge pertinent to establishing a helping relationship;
- compliment their knowledge base with up-to-date information.

Topic areas include:

- foundations for a Helping Relationship;
- foundations of Human Behaviour — A Practical Approach;
- the Helping Relationship — A Skills-Based Approach developed by Robert CarKhuff and Gerald Egan.

An interactive workshop which requires a high degree of involvement by participants. Detailed course outline available at the College Centre. **Class limit 12. Pre-registration by Nov. 12/86 is essential.**

**INSTRUCTOR:** Phil Kolbuc, Kolbuc & Associates, Prince George



### DAY

# IT'S NEVER TOO LATE TO LEARN

### SUPERHOST SEMINARS

**DATES:** #1 — Sept. 30 & Oct. 2/86  
#2 — Oct. 15/86  
#3 — Nov. 4 & 6/86  
#4 — Nov. 26/86  
**TIME:** #1 & #3 — 7:00 - 10:30 p.m.  
#2 & #4 — 9:00 a.m. - 5:00 p.m.  
**PLACE:** College Centre  
**FEE:** \$12.00



Superhost is a comprehensive multi-year program designed by the Government of British Columbia to upgrade the standards of service and hospitality provided to the travelling public in British Columbia.

This 7-hour informative seminar helps to make SUPERHOSTS and is designed for anyone who deals with people. This course specifically is for people dealing with people — in stores, restaurants, motels, service stations, wherever you deal with people. Topics include: the importance of tourism as an industry, remembering names, making conversation, communication and listening skills, handling complaints, you as a guide to your community and province. A highly recommended and recognized course for anyone — to improve you in the workplace — to improve service — to add to your skills when seeking employment. **Class limit 20. Pre-registration one week in advance of course start date is essential.**

**INSTRUCTOR:** Barb Lyotier

### THE PHOENIX SEMINAR — ACHIEVING PERSONAL EXCELLENCE

**DATES:** Tues. & Thurs., Oct. 7 - 16/86  
**TIME:** 6:30 - 10:30 p.m.  
**PLACE:** College Centre, Rm. 6  
**FEE:** \$129.00  
**SESSIONS:** 4



Learn to unlock your inborn potential and achieve whatever you sincerely desire in life. This powerful, inspiring seminar has opened the door to greater happiness, success and achievement for thousands of people.

The seminar is being delivered via video format on eight two-hour tapes covering the following topics:

- Becoming Totally Self-Motivated
- Releasing Your Subconscious Brakes
- Programming Yourself for Success
- Using Mental Programming Techniques
- Enjoying Dynamic Health and Stress-Free Living
- Activating Your Success Mechanism
- Unlocking Your Inborn Creativity
- Developing Superior Human Relations

Detailed outline is available at the College Centre.

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

**INSTRUCTOR:** Dave Nelson, Future Freedoms

## MANAGEMENT SKILLS FOR SUPERVISORS

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

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

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

### REQUIREMENTS FOR ADMISSION

Participants are normally sponsored by their employer.

#### **Part I - Interpersonal Skills (3 days, plus 1 day reinforcement)**

##### You will learn to:

- Communicate effectively
- Sharpen your supervisory skills - Improve and enhance your relationship with others
- Develop effective and persuasive communication
- Enhance your interviewing techniques
- Use an effective system for making quality decisions

**Instructor:** Phil Kolbuc  
**Date:** September 23, 24, & 25, 1986 - Reinforcement - October 21/86  
**Location:** N.W.C.C. Houston  
**Time:** 8:30 a.m. - 4:30 p.m.  
**Fee:** \$250.00

#### **Part II - Group Skills (3 days, plus 1 day reinforcement)**

##### You will learn to:

- Sharpen your leadership skills - Set the climate for motivation
- Use your preferred leadership style effectively
- Use your skills in group situation - focusing on leadership, motivation and team building
- run effective meetings

**Instructor:** Phil Kolbuc  
**Date:** October 22, 23, & 24 1986 - Reinforcement - November 17/86  
**Location:** N.W.C.C. Houston  
**Time:** 8:30 a.m. - 4:30 p.m.  
**Fee:** \$250.00

#### **Part III - Administrative Skills (3 days, plus 1 day reinforcement)**

##### You will learn to:

- Sharpen your administrative skills - Manage your job effectively
- Use a comprehensive and flexible system in performance analysis and appraisal.
- Identify your timewasters and how to eliminate them.
- Apply the 10 simple rules to make your written communication effective and successful.

**Instructor:** Phil Kolbuc  
**Date:** November 18, 19 & 20, 1986 - Reinforcement - November 21/86  
**Location:** N.W.C.C. Houston  
**Time:** 8:30 a.m. - 4:30 p.m.  
**Fee:** \$250.00

(\$25 discount applies for a second or additional registrant from the same firm.)

### FINANCIAL AID AND SPONSORSHIP

Some reimbursement of fees may be possible from the sponsoring employer through Canada Employment. Please contact your local Canada Employment Centre for more information.

## What's New in Business!

\*\*\*\*\*

## Mobile Computer Centre

Northwest Community College can now deliver a wide range of Business Application Courses on-site to organizations throughout the College region.

The Mobile Centre consists of 6 fully configured Business Microcomputers, a Library of Software, and an Instructor.

We offer the courses, seminars and workshops at your site or at other suitable facilities.

Typical software packages that we can cover from beginning to advanced levels include:

- Lotus 1-2-3
- Framework
- Wordstar
- Multimate
- Lotus Symphony
- dBase II/III
- ACCPAC

..... and more

We can also custom tailor courses for your software and applications.

For more information, call us at 845-7266 or 635-6511, Terrace.

## Computer Accounting for Business and Industry

Course Length - 18 hours  
Class Size - 12 maximum

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

### 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

**Instructor:** John Campbell & Rainer Giannella  
**Location:** N.W.C.C., Terrace  
**Date:** Nov. 3, 4, & 5 - Mon., Tue., & Wed.  
**Time:** 3:00 - 10:00 p.m.  
**Fee:** \$150.00

(A 10% discount applies for second or additional registrations from the same firm)

## Computerized Cash Flow/ Working Capital

### Are you Interested in:

- Minimizing interest expenses?
- improving liquidity?
- maintaining good relations with creditors?

### Computerized Cash Flow is the Answer!

Learn how to use the computer to assist in forecasting cash-in, cash-out, and ending bank balance. The computer will do the number crunching DONKEY WORK. You'll be free to ask the "What if?" questions and to compare actual and forecast results.

### APPLY NOW:

Seating is limited to allow everyone hands on computer experience. Don't miss this one. We know you'll enjoy yourself, learn a lot about cash flow and develop a better feeling for the computer as a business tool.

**Instructor:** John Campbell & Rainer Giannella  
**Location:** N.W.C.C., Terrace  
**Date:** Nov. 6/86 - Thursday  
**Time:** 7:00 - 10:00 p.m.  
**Fee:** \$35.00

## Training for Small Business

Federal Business Development Bank, in co-operation with Northwest Community College, Smithers Campus, is pleased to present the following seminars 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.

The courses are for the success-oriented business person, the entrepreneur and for the individual who wants to create his own job "effectively".

We offer **80 hours plus** every year in practical hard-hitting courses that are packed with the information you can put to use right now.

You learn by participating, so you can apply the principles to your own situation quickly and effectively.

Set your goal and chart your course with us.

**Pre-registration one week in advance of course start date is essential.**

### HOW TO START YOUR OWN SMALL BUSINESS

DATES: Wed., Nov. 19/86

TIME: 2:00 - 9:00 p.m.

PLACE: Hudson Bay Lodge, Smithers

FEE: \$60.00 includes supper

(A 10% discount applies for a spouse and second or additional registrants from the same firm/organization)

SESSIONS: 1

During this seminar you will seriously lay the ground work for preparing to open your own business. Through instruction, group discussions built around real-life case studies you will start the initial preparation for becoming a business owner.

#### Features or Topics covered:

- A self-evaluation of your management ability and responsibilities.
- Establishing your objective and preparing a detailed plan.
- A general overview of your customers - your product/service and your location.
- Deciding to start a new business, buy an existing one or franchise.
- Legal structures - proprietorship, partnership or limited company.
- Forecasting the financing of your project.
- Regulations - insurance - opening promotion - record keeping.

By the end of the seminar, you will be able to:

- To take a close look at yourself, assess your personal and financial needs as well as those of your business.
- To forecast your revenues and expenses to establish the proper financing for your project.
- To have specific questions for the accountant, banker, counsellor, government departments, etc., which will have to be answered to complete their business plan.

You will be given a booklet with a step by step plan to assist you in opening a business and to provide you with the best possible chance of survival and success.

**Class limit 30. Pre-registration by Nov. 12 is essential.**

### AFTER/EVEN

### ADVERTISING AND PROMOTING YOUR RETAIL/SERVICE BUSINESS

INSTRUCTOR: FBDB

DATES: Thurs., Nov. 20/86

TIME: 2:00 - 9:00 p.m.

PLACE: Tourist Information Centre

FEE: \$60.00 includes supper

(A 10% discount applies for a spouse and second or additional registrants from the same firm/organization)

SESSIONS: 1

At the end of this seminar you will be able to plan a more effective advertising and promotion strategy for your business.

#### Features or Topics covered:

- The marketing concept and their elements.
- Understand your promotional objectives and purpose.
- What should your advertising message be.

By the end of seminar, you will be able to:

- Attain a better return for your dollar by devising a more effective advertising and promotion strategy.
- Determine when you should advertise and how much to budget for it.
- Know what the different forms of promotion are.
- Select the correct medium or media for your business.

**Class limit 30. Pre-registration by Nov. 13 is essential.**



## Other Courses that will follow are:

**How To Start a Small Business** - can be offered in 18-hours or condensed 6-hour format. You will:

Discover the main considerations in setting up a business focus on the key areas for success in any business. Develop a business plan to help you start on the right foot.

**Bookkeeping** - can be offered in 18- hours or condensed 6-hour format. You will:

Learn proper bookkeeping techniques, using a step-by-step approach that makes it easy to understand. Take part in a complete simulation of what really happens in a business and walk away with the information you need for a reliable accounting system.

**Business Law** -18 hours, you will:

Learn to organize your business within framework of the law. How to best deal with customers, and all about contract, business structures, legal implications and more.

**Successful Small Business Management** - 18 hours

You will:

Learn to manage more efficiently using key management functions. Maximize efficiency in business decisions. Develop effective business plans and controls. Select, organize and manage your people confidently.

**Time Management** - 3 hours, you will:

Learn to beat the clock and relax! Time is money-so why waste it? This seminar shows you the techniques to organize your time better. Things you can put into action immediately.

**Marketing for Small Business** - 18 hours, you will:

Learn the importance of marketing for successful business operations. Understand the way consumers behave. Learn what marketing research can do. Learn how the price/value relationship is important to your business.

**How to Advertise and Promote Profitably** - 15 hours

You will:

Learn to develop a complete advertising and promotion program. Learn the do-it-yourself way to put together advertising that works. Learn to increase your sales and profits.

**Understanding Your Customer** - 18 hours, you will:  
Learn to know how your customer feels, thinks, and why. Analyze the psychology of the consuming public. Learn how perceptions attitudes and motivations can have a major impact on a business' success.

**The ABC's of Selling** - 18 hours, you will:

Learn how to become a successful sales person - by selling your product and yourself properly. Learn basic selling techniques, Learn how to close a sale and why customers come back. Discover the four steps that are crucial to any sale.

**Choosing & Pricing Your Product or Service**- 3 hrs.

You will:

Learn that pricing is important- but are you selling the right product/service to the right market? Get the answers by attending this seminar.

**People Management, Tools & Techniques** - 18 hours

You will:

Learn to put the proper tools to work to best manage your people. Use the personnel forms included in the course to aide the process. Learn about employee compensation and relations. Learn the benefits of proper training and effective employee management techniques.

**Fundamentals of Financial Management** - 18 hours

You will:

Learn the fundamentals of financial management. Understand financial statements. Develop effective financial skills. Put sound financial management principles to work for you.

**The Basics of Small Computer Systems** - 18 hours

You will:

Learn how to determine your need to computerize. Analyze and evaluate the available alternatives. Go through a step-by-step process to: (a) implement your system; & (b) to upgrade an existing one.

**How to Arrange Financing** - 3 hours, you will:

Learn even though lending money is not an exact science, lenders **ask questions**. Learn about those questions and how to **answer** them. Be prepared.



No smoking in College classrooms or classrooms of public schools.

### Our Fees:

(all course material included) are:

|                  |          |
|------------------|----------|
| 3 hour seminar:  | \$ 35.00 |
| 6 hour seminar:  | \$ 60.00 |
| 18 hour seminar: | \$ 54.00 |

The above group of half day, full day and 18 hour seminar/courses are available to you at Northwest Community College. Your input will help us tremendously in scheduling the courses you want "By Popular Demand".

We promise, that you will be kept informed through the local media and by flyers as additional courses are scheduled.

Your instructors will be trained facilitators from the FEDERAL BUSINESS DEVELOPMENT BANK and EXPERIENCED INDIVIDUALS FROM THE BUSINESS COMMUNITY.

Please contact us as soon as possible so that we can provide the subject of your choice.

NOTE: Some financial assistance may be available to defray the course cost and wage cost through your nearest Canada Employment and Immigration Centers. Please contact them for further information.

### Demand Courses

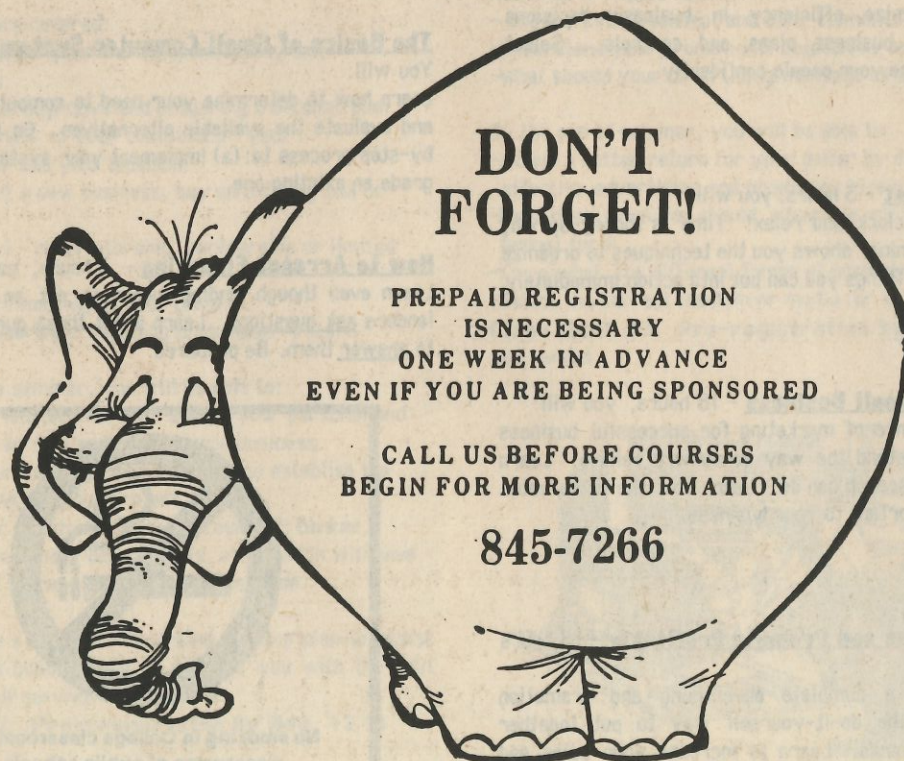
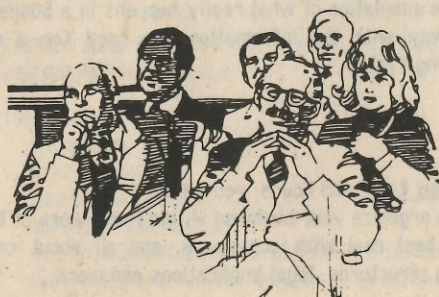
Northwest Community College offers a variety of short courses as need arises. Simply register your interest at any College Centre and when sufficient people have signed up you will be notified and the course will be scheduled.

#### TRADES

|                           |                        |
|---------------------------|------------------------|
| Industrial Electronics    | Compressed Natural Gas |
| Auto/Heavy Duty Refresher | Hydraulics             |
| Truck Operation & Maint.  | Carpentry/Woodworking  |

#### BUSINESS/INDUSTRY SERVICES

|                           |                        |
|---------------------------|------------------------|
| Data Processing Concepts  | Intermediate Computing |
| Supervisory Management    | Time Management        |
| Small Business Accounting | Computer Accounting    |
| Taxation                  |                        |



## DON'T FORGET!

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

CALL US BEFORE COURSES BEGIN FOR MORE INFORMATION

845-7266

## Other Northwest Community College Programs

Although Northwest Community College strives to take as many programs as possible to Houston some programs require special facilities and must be taught at only one or two locations. Northwest Community College offers a wide range of FULL-TIME programs at:

### Terrace

Automotive  
Carpentry  
Cooking  
Electronics  
Heavy Duty Mechanics  
Joinery  
Machinist  
Millwright  
Welding  
TRAC  
University Transfer (1st & 2nd Year)  
Early Childhood Education  
Human Service Worker  
A.B.E.  
Business Careers  
Business Management

### Prince Rupert

Marine Engine  
Marine Certificate IV  
Marine Navigation  
Net Mending  
A.B.E.  
University Transfer (1st Year)  
Business Careers  
TRAC

For detailed program information, please see the 1986/87 College Calendar or call your local College Centre.

\*\*\*\*\*  
Act Now ..... Your Future  
Depends on It!  
\*\*\*\*\*

## HEALTH CONTINUING EDUCATION

Northwest Community College offers a service of organizing and delivering continuing education programs for health/human service professionals in all communities in the College region. Preventive health programs for the general public are also offered. To access this service, please contact the local College Centre at 845-7266 or Terrace at 635-6511.

Programs requested for the Fall include:

### CORONARY CARE

- Prince Rupert

### LEGAL/ETHICAL ISSUES IN NURSING

- Terrace

### TRI-AGE

- Smithers

### CARE OF THE ACUTELY ILL CHILD

- Terrace

### FAMILY SKILLS WORKER (F.T.)

- Terrace

### LONG TERM CARE AIDE (F.T.)

- Terrace

### GERIATRICS WORKSHOP

- Terrace

### ADOLESCENT DEPRESSION/SUICIDE

- Terrace

- Hazelton

### ASTHMA

- Stewart

### LONG TERM CARE AIDE/HOMEMAKER (F.T.)

- Kitimat

- Kispiox

**HAVE YOU PRE-REGISTERED?**

# 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.

## Practical Skills

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

EVEN

DATES: Wed., Sept. 17 - Nov. 12/86  
 TIME: 7:30 - 9:30 p.m.  
 PLACE: Houston College Centre  
 FEE: \$25.00 plus text  
 SESSIONS: 9

Would you like to help your children become more responsible and cooperative? Understand your children's behaviour and misbehaviour? Communicate with your children more effectively? This course is for parents of younger children and others who want their relationships with children to be more satisfying. **Class limit 12. Pre-registration by Sept. 10/86 is essential.**  
 INSTRUCTOR: John Stokes



### BABYSITTERS' TRAINING

EVEN

DATES: Tues., Oct. 7 - Nov. 4/86  
 TIME: 7:00 - 8:30 p.m.  
 PLACE: Houston Sec. School  
 FEE: \$2.00  
 SESSIONS: 5

This approved safety course includes discussion on how to care for and entertain children at various stages of development, fire safety, personal safety, first aid and accident prevention. Instruction will be by various local community agencies, to include Fire Department and RCMP. Student must be at least 12 years old. **Class limit 20. Pre-registration by Sept. 30/86 is essential.**  
 INSTRUCTOR: Joyce Saretsky



### MEATCUTTING

EVEN

DATE: Mon., Sept. 29/86  
 TIME: 7:00 - 9:00 p.m.  
 PLACE: Houston Quality Meats  
 FEE: \$10.00  
 SESSIONS: 1

Students will learn basic meatcutting skills. Demonstrating on a side of beef, the instructor will present the basics and tailor-make the course to suit the participants. **Class limit 8. Pre-registration by Sept. 22/86 is essential.**  
 INSTRUCTOR: Ed Tams, Houston Quality Meats

### MICROWAVE COOKING

EVEN

DATES: Thurs., Nov. 6 - 27/86  
 TIME: 7:30 - 9:30 p.m.  
 PLACE: Houston Sec. School  
 FEE: \$12.00 plus supplies  
 SESSIONS: 4

Students will learn to get full use out of their microwaves. Students will learn how to prepare the main meal courses (breakfast, lunch and dinner) as well as snack foods and desserts. Recipes will be provided. Students will also learn the process of drying flowers. It will be necessary for four students to provide MICROWAVES in order for this course to be held. **Class limit 20. Pre-registration by Oct. 30/86 is essential.**  
 INSTRUCTOR: Renata Smith

## Cardiopulmonary Resuscitation (CPR)

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

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

### KEEP IT TICKIN' ... LEARN CPR

#### CPR HEARTSAVER

A four-hour course for people with no experience in CPR. In the Heart-saver course, you will be taught basic life-support skills, including one-man CPR and what to do if a person is choking. And, just as importantly, how to recognize the signs and symptoms of a heart attack. Some reading is necessary in the Heartsaver Basic Rescuer Manual prior course start date. Course is one session. **Contact the College Centre for further information.**

INSTRUCTOR: Northwest First Aid Training Agency

#### CPR BASIC II

This eight-hour course requires some experience in CPR, or the Heart-saver course. One- and two-man CPR, infant resuscitation and management of choking in conscious and unconscious victims. Some reading is necessary in the Heartsaver Basic Rescuer Manual prior to course start date. Course is two sessions. **Contact the College Centre for further information.**

INSTRUCTOR: Northwest First Aid Training Agency

## Personal Pursuits

#### REFEREES' CLINIC

DATE: Sat., TBA (mid-Oct.)  
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 Referee Certification Program for Levels I and III. Date for Level III to be announced. 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



#### AVIATION GROUND SCHOOL

DATE: Tues., Sept. 9 - Dec. 16/86  
TIME: 7:30 - 9:30 p.m.  
PLACE: Houston Sec. School  
FEE: \$170.00  
SESSIONS: 15

Northwest Community College in Houston is sponsoring an Aviation Ground School. This course will be geared to the Private and Commercial Transport Canada Exams. The course will be of interest to pilots and non-pilots alike. In addition to the tuition, books will need to be purchased as the course progresses. Students must complete 75% of flight training before writing the Transport Canada Exam. **Students must pre-register and pre-pay tuition fee by Sept. 2/86. Class limit 16.**  
INSTRUCTOR: Mike Mohr

DAY

#### MULTI-TRACK RECORDING FOR THE MUSICIAN I

DATE: Wed., Thurs. & Fri., Oct. 1 - 3/86  
TIME: 7:00 - 10:00 p.m.  
PLACE: 2330 Omineca Place, Avalon Subdivision  
FEE: \$55.00  
SESSIONS: 3

EVEN

#### MULTI-TRACK RECORDING FOR THE MUSICIAN II

DATE: Mon., Tues. & Wed., Oct. 6 - 8/86  
TIME: 7:00 - 10:00 p.m.  
PLACE: 2330 Omineca Place, Avalon Subdivision  
FEE: \$55.00  
SESSIONS: 3

EVEN

This course is designed to prepare a musician for the studio, what you should know before you set foot in one, and will also cover the basic procedures during a recording session. It will lightly touch on copyright law and procedure and will give you some insight in how to market your music. Two evenings will be in-studio demonstrations on 16-track equipment at Middle Cross Music, during which questions will be answered and students will have an opportunity to record and experiment. **Class limit 6. Pre-registration one week in advance is essential.**  
INSTRUCTOR: Lawry Lund, Middle Cross Music

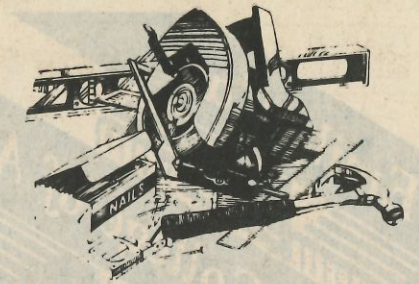
**LEARNING IS FOR EVERYONE**

H-28

#### CONVERSATIONAL SPANISH (BEGINNERS) WEEKEND

DATE: Sat., Sept. 27 - Dec. 13/86  
TIME: 1:00 - 3:00 p.m.  
PLACE: College Centre  
FEE: \$30.00  
SESSIONS: 12

?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. 19/86 is essential.**  
INSTRUCTOR: Marianna Aurbo



#### OIL PAINTING (BEGINNERS & INTERMEDIATES)

DATE: Fri., Sept. 12 & Sat., Sept. 13/86  
TIME: Fri. 7:00 - 10:00 p.m.;  
Sat. 9:00 a.m. - 12:00 noon, 1:00 - 3:00 p.m.;  
Sat. 3:30 - 5:30 p.m., 7:00 - 9:00 p.m.  
PLACE: College Centre  
FEE: \$25.00 plus materials

The course will cover the following areas: the fundamentals of form, composition, choice of subject matter, the initial steps to oil painting and the process in oil painting. Cost of materials is approx. \$50.00. **Material list available at the College Centre. Class limit 12. Pre-registration by Sept. 5/86 is essential.**

INSTRUCTOR: Jackson Hirota

#### WOODWORKING (BEGINNERS & INTERMEDIATES)

DATE: Thurs., Oct. 2 - Dec. 10/86  
TIME: 7:00 - 10:00 p.m.  
PLACE: Houston Sec. School  
FEE: \$45.00 plus supplies  
SESSIONS: 11

An informal woodwork course using hand and power tools to produce small projects. Students should have a basic knowledge of woodwork-ing and must bring their own materials. Instruction and assistance will be given on an individual basis. Students should plan to work on an item which is semi-portable and which can be completed in class time. **Class limit 16. Pre-registration by Sept. 25/86 is essential.**

INSTRUCTOR: Richard Brise

EVEN

## Beauty Works/Self-Improvement

#### COLOUR FOR YOU

DATE: Mon., Nov. 24/86  
TIME: 7:00 - 10:00 p.m.  
PLACE: Houston Sec. School  
FEE: \$42.00  
SESSIONS: 1

Develop a customized palette of colour shades just right for you. Working with the seasons and warm and cool skin tones, you will learn to colour co-ordinate your wardrobe and how to choose make-up best for you. **Class limit 10. Pre-registration by Nov. 17/86 is essential.**  
INSTRUCTOR: Sharon Gagnon, Rose of Sharon, Smithers

EVEN



#### WORKING WITH ACCESSORIES

DATE: Mon., Nov. 10/86  
TIME: 7:00 - 10:00 p.m.  
PLACE: Houston Sec. School  
FEE: \$15.00  
SESSIONS: 1

Working from the basic dress, you'll learn scarf and accessory techniques that take you from ordinary to extraordinary looks. Tips on wardrobe co-ordination will also be presented. **Class limit 12. Pre-registration by Nov. 3/86 is essential.**  
INSTRUCTOR: Sharon Gagnon, Rose of Sharon, Smithers

EVEN

#### MAKE-UP ARTISTRY

DATE: Tues., Oct. 7 - Nov. 4/86  
TIME: 7:30 - 9:30 p.m.  
PLACE: Houston Sec. School  
FEE: \$20.00 (includes supplies)  
SESSIONS: 5

This course will study make-up application in relation to facial shape and the individual's colouring. Included will be contouring with make-up and hairstyles as a means of creating an illusion to enhance or diminish various features. Student please bring what make-up they have. **Class limit 12. Pre-registration by Sept. 30/86 is essential.**  
INSTRUCTOR: Beth Richardson

EVEN



**IT'S IMPORTANT TO PRE-REGISTER**

**THE COURSE YOU WANT MAY BE CANCELLED BECAUSE OF LOW ENROLMENT, OR MAY ALREADY BE FILLED UP.**

**WE'RE ONLY A PHONE CALL AWAY**

H-29



## Outreach Program 1986-87 Northwest Community College Region

Northwest Community College and Emily Carr College of Art and Design co-operatively present a series of top quality art workshops in different mediums for residents of the northwest. **ENROLLMENT IS LIMITED**, so please register early. Register at your local College Centre for any of the programs listed below. **Fee for each workshop is \$40.00, plus supplies. For additional information on any of these workshops, please contact your local College Centre.**

### Painting (Multi Medium/Watercolour)

**Instructor** Richard Reid  
**Dates:** October 18 & 19, 1986  
**Place:** Houston College Centre

Using the medium of the student's choice, this workshop instructed by Richard Reid, will focus on individual student questions and needs. There will be instruction and demonstration of various painting techniques and styles.

### Drawing (All Skill Levels)

**Instructor** Gordon Payne  
**Dates:** November 1 & 2, 1986  
**Place:** Terrace College Centre, Room #211

So you want to learn to draw, or you want to polish already developed skills. If so, Gordon Payne will challenge and excite you with the exploration of materials such as pencil, charcoal, pen/brush & ink, and crayons. You will have the opportunity to explore the line, form, mass, movement, composition and proportion. Join In!

### Photography (Beginner/Intermediate)

**Instructor** Ingrid Yuille  
**Dates:** October 25 & 26, 1986  
**Place:** Queen Charlotte City, C.E. Centre

Well known artist/photographer, Ingrid Yuille, will lead you through a series of exercises, assignments and experiments on composition and aesthetics.

### Photography (All Skill Levels)

**Instructor** Jim Breukelman  
**Dates:** November 15 & 16, 1986  
**Place:** Smithers College Centre & Central Park Building

Well known artist/photographer, Jim Breukelman will introduce students to the directions and possibilities in black and white photography. Students will explore light measure, focus considerations and laboratory instruction in processing and printing. A supplies list is available upon registration.

### Painting/WaterColours (Beginner/Intermediate/Advanced)

**Instructor** Jim Willer  
**Dates:** November 1 & 2, 1986  
**Place:** Kitimat Campus, Mess Room #128

The instructor, Jim Willer, will focus natural form using water colours. Special attention will be directed toward composition, abstraction and color, both in and outdoors.

### Ceramics (Beginner/Intermediate/Advanced)

**Instructor** Valerie Pugh  
**Dates:** November 1 & 2, 1986  
**Place:** Queen Charlotte City

Ceramic artist, Valerie Pugh will offer discussions, demonstrations and practical activities of handbuilding and mould-making techniques. Underglaze, stains, high-fire glaze, low-fire glaze, lustres and china paints will be demonstrated.

**PRE-REGISTRATION FOR ALL  
EMILY CARR COLLEGE OF ART AND DESIGN OUT-REACH COURSES  
REQUIRES A MINIMUM 10 DAYS BEFORE THE START DATE**

## EMILY CARR COLLEGE OF ART AND DESIGN

**Pre-registration two weeks before course start date is essential.**

**Workshops happening this Fall in Houston & Smithers are:**

### **PAINTING**

**DATES:** Sat. & Sun., Oct. 18 & 19  
**TIME:** 9:00 a.m. - 5:00 p.m.  
**PLACE:** Houston College Centre  
**FEE:** \$40.00 plus supplies  
**SESSIONS:** 2

A weekend workshop in painting acrylics, oils or watercolours. For beginners or artists with some experience. This workshop will approach the painting concerns of each individual student, concentrating on one-to-one dialogue based on each participant's background response to critique and evaluation, and the clarification of their own goals within a broad art context. There will be instruction and demonstration of various painting techniques and styles, and a slide discussion. Supply list available at the College Centre.

### **ABOUT THE ARTIST...**

Painter and printmaker Richard Reid was born in Regina, Saskatchewan, and now lives at Christina Lake, B.C. He studied at the School of Art, University of Manitoba, receiving his BFA in 1955. He has taught for the Vancouver School Board Adult Education Department, the University of British Columbia Extension Department and as assistant professor, Fine Arts Department, University of British Columbia. He has worked in Europe, Mexico and Canada, receiving a Canada Council award 1963/64 to study in Austria, and received a second Canada Council award in 1967. While in England, he was Membership Chairman and Exhibition Committee Member, Young Commonwealth Artists, his work being included in several YCA exhibitions in London and Edinburgh. He has had numerous one man and group shows throughout Canada, England and Mexico.

### **PHOTOGRAPHY - CO-SPONSORED BY THE SMITHERS PHOTOGRAPHY CLUB**

**DATES:** Sat. & Sun, Nov. 15 & 16  
**TIME:** 9:00 a.m. to 5 p.m.  
**PLACE:** Smithers College Centre, Rm. 2 and Central Parks Bld.  
**FEE:** \$40.00 plus supplies  
**SESSIONS:** 2

This workshop is an introduction to the directions and possibilities in the black and white photographic medium, with an emphasis on keying off work to advance students' work in their own time following the workshop. Emphasis will be placed on developing a sensitivity to participants' inner and outer vision by gaining self-confidence to create personal images using the camera and darkroom as a tool. Basic exploration of the tool will include various light measurements, focussing consideration and laboratory instruction in the processing and printing. A supply list is available at the College Centre.

### **ABOUT THE ARTIST...**

Photographer Jim Breukelman, of West Vancouver received his BFA in photography and design from the Rhode Island School of Design. He has been teaching at the Vancouver School of Art (ECCA) since 1967 in both the photography and first year Foundation programs. He has done work for a variety of educational and art gallery clients, including the Vancouver Art Gallery, University of British Columbia Fine Arts Gallery, Simon Fraser University, BC Teachers' Federation, BC School Trustees, and International Records. As a photographer, Jim believes in learning the craft of photography well enough so that it does not get in the way of ideas. For him ideas are more important than the technical and aesthetic traditions of photography.



## Self-Help Health

### INTRODUCTION TO PAIN CONTROL USING MYOTHERAPY

DATE: Sat., Oct. 4/86  
 TIME: 1:00 - 5:00 p.m.  
 PLACE: College Centre  
 FEE: \$15.00

SESSIONS: 1

Also known variously as Acupressure or Trigger Point Therapy. Techniques are demonstrated that allow irritable points in muscles to be located that can give rise to muscle spasm and pain. A hands-on workshop. Wear shorts and halter top. Foamie essential. **Class limit 20. Pre-registration by Sept. 26/86 is essential.**  
 INSTRUCTOR: Barri Blix

WEEKEND

For centuries, health information was passed from woman to woman from one generation to the next. As the medical profession took over health care 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 workshop is an opportunity to learn and share in a self-help way.

### PRE-MENSTRUAL SYNDROME (PMS)

DATE: Wed., Oct. 8/86  
 TIME: 7:30 - 9:30 p.m.  
 PLACE: Houston Sec. School  
 FEE: \$5.00 plus booklet

SESSIONS: 1

Most women, perhaps 85%, have experienced some physiological and psychological symptoms of PMS two to fourteen days preceding their menstrual period. It is estimated that 10% of menstruating women suffer from PMS. They experience severe symptoms that disrupt their lives. These symptoms can often be alleviated through dietary changes, vitamin and mineral supplements, etc.

Come and learn more about PMS, how other women experienced it, and how you can help yourself. **Class limit 20. Pre-registration by Oct. 1/86 is essential.**  
 INSTRUCTOR: Deborah Buri

### INTRODUCTION TO REFLEXOLOGY

DATE: Sat., Oct. 4/86  
 TIME: 9:00 a.m. - 12:00 noon  
 PLACE: College Centre  
 FEE: \$12.00

SESSIONS: 1

Methods which have been used effectively in the Orient for thousands of years will be demonstrated. This is primarily a means of inducing relaxation through work on the feet. A hands-on workshop. Students should bring a towel and small basin. **Class limit 20. Pre-registration by Sept. 26/86 is essential.**  
 INSTRUCTOR: Barri Blix

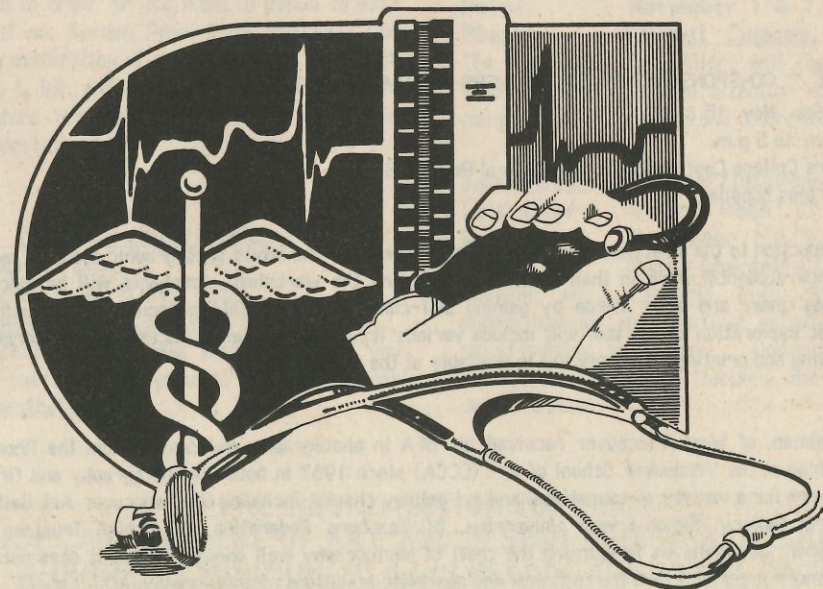
MORNING

### A PROFESSIONAL'S RESPONSE TO SEXUAL ABUSE

DATE: TBA, Oct./86

This one-day workshop, organized by the Houston Health Centre in co-operation with Northwest Community College, is designed for Medical Personnel, Social Service Workers, Law Enforcement, Educators and Volunteers in the field. Prevention concepts, community awareness, assessment and treatment, and updating new legislation are some of the topics to be covered.

For further information or to pre-register interest, contact Goldie Secord, Community Outreach Worker, at 845-2294, or Northwest Community College at 845-7266.



## 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 20 per session. Pre-register at least two weeks before each workshop. Purchase of printed materials optional.**

### WILLS & ESTATES

DATE: Wed., Oct. 15/86  
 TIME: 7:00 - 10:00 p.m.  
 PLACE: Houston Sec. School  
 FEE: FREE

SESSIONS: 1

This course will discuss how to make a will and what should be included in your will; what happens in the event that you may die without a will; what restrictions there are on your testamentary freedom; the probate of an estate; what forms are necessary; where to take the forms; people to contact; and more. **Class limit 20. Pre-registration by Oct. 8/86 is essential.**  
 INSTRUCTOR: People's Law School

EVEN

### MECHANICS OF SEPARATION & DIVORCE

DATE: Wed., Nov. 19/86  
 TIME: 7:00 - 10:00 p.m.  
 PLACE: Houston Sec. School  
 FEE: FREE

SESSIONS: 1

What is a legal separation; what is a separation agreement and when should you have one; how does one draft, finalize and enforce a separation agreement; grounds for divorce; evidence required; petition for divorce; the trial; giving evidence; division of property and more. **Class limit 20. Pre-registration by Nov. 12/86 is essential.**  
 INSTRUCTOR: People's Law School

EVEN

### SEXUAL ASSAULT

DATE: WINTER '86

An explanation of the new criminal law dealing with assault and sexual offences, including the new meaning of rape, new protections for victims of sexual offences in court and more. **For further information, contact the College Centre.**

## Investments

### INVESTING IN CANADA SAVINGS BONDS & GOVERNMENT GUARANTEED SECURITIES

DATE: Wed., Oct. 15/86  
 TIME: 7:00 - 10:00 p.m.  
 PLACE: Houston Sec. School  
 FEE: \$10.00

SESSIONS: 1

Discuss this year's CSB issues and tax implications of compound versus regular interest. Also compare Canada Savings Bonds to other guaranteed investments in regard to tax liquidity rates, costs and other features. **Class limit 20. Pre-registration by Oct. 8/86 is essential.**

INSTRUCTOR: Cornelius O'Connell,  
 Pemberton Houston Willoughby,  
 Prince George, B.C.

EVEN



**HAVE YOU PRE-REGISTERED?**

# Fun & Fitness

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

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

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

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

## FITNESS LEVELS

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

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

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



## MORNING FITNESS

**DATES:** Mon. & Wed., Sept. 15 - Dec. 10/86  
**TIME:** 9:00 - 10:00 a.m.  
**PLACE:** Royal Canadian Legion  
**FEE:** \$38.00  
**SESSIONS:** 25

Start your day the fit way. An easy- to moderate-paced aerobic workout. This will be a class with the beginner in mind. Good supportive footwear, comfortable clothing and exercise mats a must. **Class limit 40. Pre-registration by Sept. 8/86 is essential.**

**INSTRUCTOR:** Susan Monpetit, Nationally and BCRA Certified

## AFTERNOON FITNESS

**DATES:** Tues. & Thurs., Sept. 16 - Dec. 11/86  
**TIME:** 3:30 - 4:30 p.m.  
**PLACE:** Royal Canadian Legion  
**FEE:** \$38.00  
**SESSIONS:** 25

Body shaper exercise class — we want your body!! A moderately paced workout with high intensity of fun. A workout designed to tone and progressively shape you. From a pre-aerobic warm-up to a relaxing cool-down, this class will please everyone. Come out and shape your body — your body will love you!!! Good supportive footwear, comfortable clothing and exercise mats are a must. **Class limit 40. Pre-registration by Sept. 9/86 is essential.**

**INSTRUCTOR:** Susan Monpetit, Nationally and BCRA Certified

## EVENING FITNESS — CO-ED

**DATES:** Mon. & Wed., Sept. 15 - Dec. 10/86  
**TIME:** 5:30 - 6:30 p.m.  
**PLACE:** Twain Sullivan School Gym  
**FEE:** \$38.00  
**SESSIONS:** 25

The Conditioning Workout — sweat and shake your blues away with a combination of warm-ups and a high intensity of aerobics plus toning. A perfect way to work out the tension. Good supportive footwear, comfortable clothing and exercise mats are a must. **Class limit 40. Pre-registration by Sept. 8/86 is essential.**

**INSTRUCTOR:** Susan Monpetit, Nationally and BCRA Certified

## SATURDAY AEROBICS — CO-ED

**DATES:** Sat., Sept. 20 - Dec. 13/86  
**TIME:** 10:00 - 11:00 a.m.  
**PLACE:** Royal Canadian Legion  
**FEE:** \$20.00  
**SESSIONS:** 13

Perk up your Saturdays. Whether you exercise all week, just on weekends or not often, try this moderate workout to shape you. Good supportive footwear, comfortable clothing and exercise mats are a must. **Class limit 40. Pre-registration by Sept. 12/86 is essential.**

**INSTRUCTOR:** Susan Monpetit, Nationally and BCRA Certified



## MODERN BALLROOM DANCING — LEVEL I (BEGINNERS)

WEEKEND

**DATES:** Fri. & Sat., Oct. 3 & 4/86  
**TIME:** Fri. 7:00 - 10:00 p.m., Sat. 10:00 a.m. - 1:00 p.m.  
**PLACE:** Royal Canadian Legion  
**FEE:** \$50.00  
**SESSIONS:** 2

Learn to dance — you'll love it. One of the greatest indoor sports in the world is modern ballroom and Latin dancing. Basic steps will be introduced in all standard dances. English Waltz, Quick Step, Slow Foxtrot and Tango. Time permitting, Viennese Waltz, Cha-Cha and the Rumba will be introduced. **Class limit 30. Pre-registration by Sept. 26/86 is essential.**

**INSTRUCTOR:** Hans Jensen, TimeLess Dancing, Prince George, B.C.

