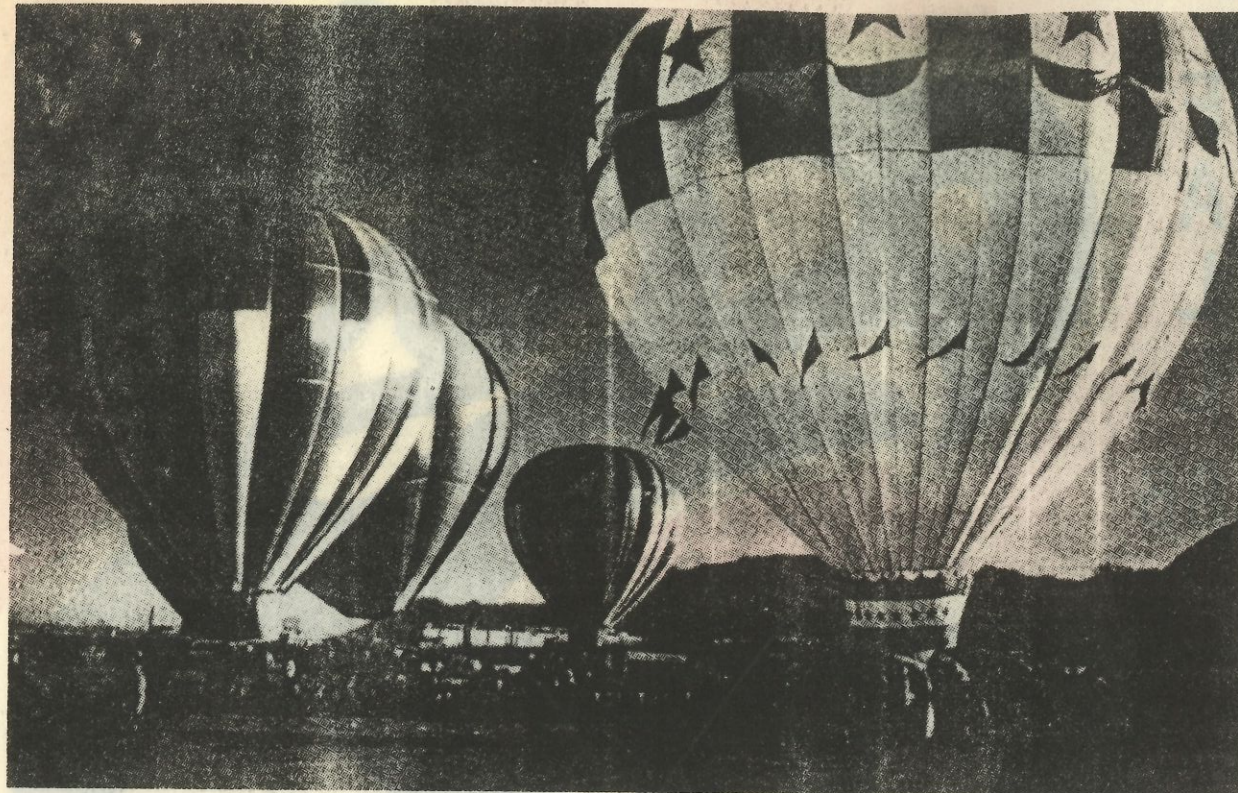


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HAZELTON — 842-5291  
NORTHWEST COMMUNITY COLLEGE



## EDUCATION — An Uplifting Experience

### *To the People of the Upper Skeena Region:*

I will be commencing a job-sharing experiment from September 30 until April 1, 1987. Karen Davies, formerly from Victoria and Terrace, will be a competent and enthusiastic alternate until I return.

Inside each one of us is enough potential strength that when developed and combined with the strength of others can produce a better future in education.

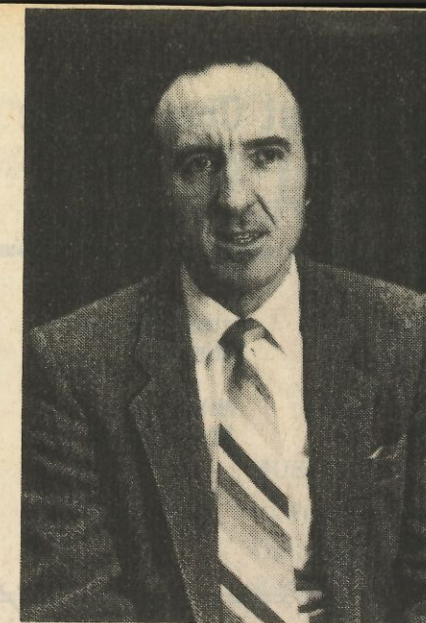
**Whatever you can do, or dream you can, begin it.  
There is genius, power and magic in this decision.**

So, "Da Svee Danya" my friends. See you in April.

### **STAFF**

**Karen K. Davies — Centre Director**  
**Sandy Layher — Secretary**  
**Margaret Brown — Clerk**  
**Pat Hayes — Adult Basic Education Instructor**

Please call us at 842-5291 or come in and see us about your educational needs.



### **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**

# This is Northwest Community College

## 1986-87 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	Duane Gould Sandspit

## 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.

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# REGISTER!

Every day from 9 - 4 at the Northwest Community College in Hazelton.

By Mail! Fill in the registration form below and send it to: Northwest Community College, Box 338, Hazelton, B.C.

PLEASE PRE-REGISTER. All course fees must be paid one week in advance of the first class.

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

Mail to: Northwest Community College  
Box 338  
Hazelton, B.C.

Name .....

Address .....

Tele. No. ....

I wish to register for the following courses:

(1) ..... Fee: \$ .....

(2) ..... Fee: \$ .....

(3) ..... Fee: \$ .....

Total Fees: \$ .....

Make cheque or money order payable to:  
NORTHWEST COLLEGE

Please do not send cash in the mail.

Signature .....

## REGISTRATION

You are not formally registered for a course until the fee has been fully paid. You must pay your fee one week in advance and not just sign up to guarantee that you have a place. Late entry into courses will be allowable upon the permission of the instructor, but the full fee must be paid at the first session the late entering student attends.

**PLEASE NOTE:** Air Brakes and Mobile Welding courses need pre-payment **TWO WEEKS** in advance.

## FEES

Fees vary according to the length and type of course. Fees must be paid one week in advance of the first class.

## TUITION REDUCTION

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

## SPONSORED STUDENTS

Students whose fees will be paid by sponsoring agencies are required to present a letter to this effect from the agency concerned at the time of registration. This includes sponsorship from Bands, Department of Indian Affairs, and Ministry of Human Resources. Otherwise students must pay their fees and make their own arrangements for reimbursement.

## COUNSELLING

If you want to obtain educational counselling or advice about your future, please call the College Centre (842-5291) and make an appointment to see a member of the College staff.

## HOW TO GET THE COURSE YOU WANT

Northwest Community College works with many organizations, assisting them, developing courses and workshops, and providing varied educational services.

If your organization or you personally have any suggestions for a course not listed, do not hesitate to call. A course can be offered in almost any subject, providing there is a competent instructor, the necessary equipment, and sufficient interest. General interest courses require a minimum of 10 students. In Hazelton, please contact Lois Shannon at 842-5291.

## Tuition Fees

The following is a general overview of the fees and charges for Northwest Community College courses, effective September 1, 1986 (Business & Industry, Health and other contract courses will have other fees than the following and will be advertised individually).

### Tuition:

ACADEMIC - All courses  
(University Transfer & Business Administration) \$22 per credit hour per semester. MAXIMUM \$330 per semester

VOCATIONAL & ABE \$67.00 per month, payable on semester basis in advance.

### Other Fees:

Student Association Fee (Full-Time) \$ 1.00/month  
Transcript: \$1.00 for first and \$ .50 for each additional ordered at same time.

### Deposits: (Refundable)

Residence Deposit \$50.00  
Vocational Book & Tool Deposit \$50.00  
Adult Basic Education & Business Careers Program Book Deposit \$25.00

### Tuition Reduction: (For Seniors & Disabled)

Senior Citizens (age 65 or over) and registered disabled persons are eligible for tuition-free enrolment in many Northwest Community 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. Further information on this exemption can be obtained from the Registrar's Office or the Regional Centre nearest you.

### Sponsored Students:

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

### Income Tax:

Receipts totalling over \$100 are income tax deductible. Distance Education students only may deduct both the cost of their books and tuition. **Please keep your receipt.**

### Holidays:

Classes are not normally held on Statutory Holidays.

## Late Registration and Refund Policy

### General Conditions:

1. Full refunds will be made only if a course is cancelled by the College or if a student withdraws from a course for medical or bereavement reasons prior to the course start date.
2. Refunds requested prior to the course start date will be assessed an administration charge of \$10.
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

(Including all Part-time RES Courses and all Part-time Vocational Courses)

1. Withdrawal before the second class of a course - 100% of tuition fees less a \$10 administration charge.
2. Withdrawal after the second class of a course - NO REFUND
3. Special registration and refund policies apply to courses labelled as "Designated Courses". NO REFUNDS will be made after the pre-registration date unless the space can be sold to another student, in which case the withdrawing student will be refunded 100% of the tuition fee less a \$10 administration charge.

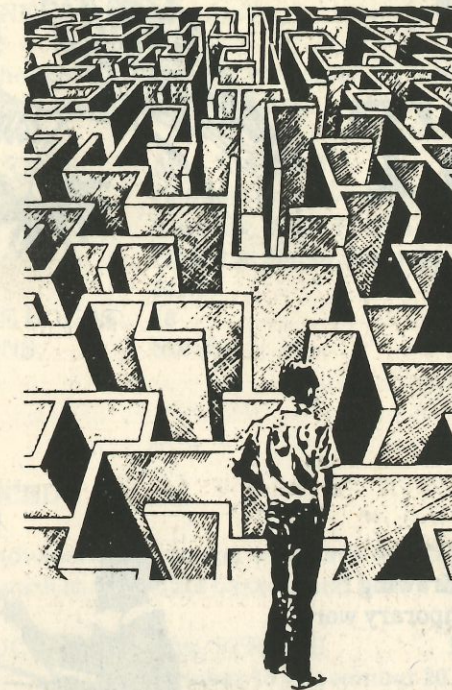
### Academic (Part- and Full-time)

1. A \$10 "late registration" charge will be assessed to any student registering after the second class or after the second week in standard semester courses.
2. Withdrawal after second class - 80% of tuition fee less a \$10 administration charge.
3. Withdrawal after third class or fourth class - 50% of tuition fee less a \$10 administration charge.
4. Withdrawal after fifth class - NO REFUND.

### Vocational (Full-time)

1. A \$10 "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.
3. Refunds on withdrawal before completion will be 100% of the unused tuition (part months prorated as above) less a \$10 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.)

## COUNSELLING SERVICES



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

The College will provide 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

## STUDENTS WITH DISABILITIES

As part of its "open door" policy, the College endeavours to make all of its programs available to persons who may have physical disabilities. Prospective students who are disabled are urged to contact the Counselling Office of the College prior to enrollment.

The various services, which assist them to participate in the mainstream of programs and activities, include counselling, development of compensatory strategies or accommodations, arranging to obtain special equipment, readers, recorded or braille material, notetakers, interpreters for the deaf, campus orientations and special parking permits.

### EXPERIENCE-BASED VOCATIONAL PREPARATION PROGRAM

**GOAL:** To provide vocational training for persons with special needs in order that they find and maintain employment.

To provide individuals with the opportunity to develop literacy and life skills to increase their employment potential.

The course is separated into modules providing the student with the opportunity to develop and/or improve various skills. Themes of these modules are: basic literacy training, life skill development and pre-vocational training.

Registration for this course is in September — for more information, call John Noonan in Terrace at 635-6511.



**LIFELONG LEARNING IS FOR EVERYONE**

# GENERAL INTEREST



## FUNDAMENTALS OF EXPRESSIVE DRAWING

- Course includes:
1. Tools and techniques of drawing
  2. Right (brain) hemisphere approach to drawing
  3. Drawing analysis historical and contemporary work
  4. Matting and framing of finished project

**INSTRUCTOR:** Ron Burleigh  
**DATE:** November 4 - December 9  
**TIME:** Tuesday, 6:00 - 8:00 p.m.  
**PLACE:** Hazelton Secondary School  
**FEE:** \$45.00  
**COURSE HOURS:** 10  
**SESSIONS:** Five (5)



## BEGINNERS' GUITAR

This course is geared for all ages. The course will include basic chord progressions and an introduction to reading music. Participants will learn a number of songs and you must have your own guitar.

**INSTRUCTOR:** Kathy Clay  
**DATE:** October 9 - November 27  
**TIME:** Thursday, 7:00 - 9:30 p.m.  
**PLACE:** College Centre  
**FEE:** \$30.00  
**COURSE HOURS:** 20  
**SESSIONS:** Eight (8)

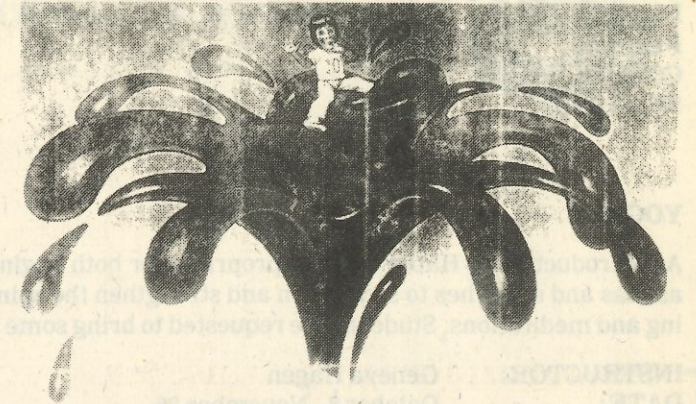


## CHOCOLATE MAKING — BEGINNERS AND ADVANCED

### BEGINNERS

Learn the basics of making chocolate. In this course you will learn how to handle chocolate and how to make filled and dipped chocolates.

**INSTRUCTOR:** Mrs. Vi Powell  
**DATE:** October 14 - November 25  
**TIME:** Tuesday, 7:00 - 10:00 p.m.  
**PLACE:** Hazelton Senior Secondary  
**FEE:** \$45.00  
**COURSE HOURS:** 18  
**SESSIONS:** Six (6)



### ADVANCED

In this advanced course you will learn how to make liquor-filled chocolates as well as more complicated designs such as chocolate baskets and hollow eggs.

**INSTRUCTOR:** Mrs. Vi Powell  
**DATE:** October 16 - November 20  
**TIME:** Thursday, 7:00 - 10:00 p.m.  
**PLACE:** Hazelton Senior secondary  
**FEE:** \$45.00  
**COURSE HOURS:** 18  
**SESSIONS:** Six (6)

### POTTERY

This course is for beginners and intermediates. The course will provide an introduction to wheel throwing. Design and glaze application will also be introduced. Students will have time to work on their own projects. Supplies can be purchased from the instructor on the first night. **Supplies must be paid for by the second class.**

**INSTRUCTOR:** Marie Parker  
**DATE:** October 16 - December 11  
**TIME:** Thursday, 7:00 - 10:00 p.m.  
**PLACE:** Hazelton Senior Secondary  
**FEE:** \$45.00 plus supplies  
**COURSE HOURS:** 27  
**SESSIONS:** Nine (9)



### BABYSITTER COURSE

Participants in this course will learn the following: child care, first aid, child behaviour and child safety. Upon successful completion of this course, a Red Cross certificate will be given. **Students must be 13 years of age or over.**

**INSTRUCTOR:** Cindy Aronson  
**DATE:** September 9 - 25  
**TIME:** Tuesday and Thursday, 7:00 - 9:00 p.m.  
**PLACE:** College Centre  
**FEE:** \$15.00  
**COURSE HOURS:** 12  
**SESSIONS:** Six (6)



### YOGA

An introduction to Hatha Yoga appropriate for both beginning and intermediate students. Includes basic asanas and stretches to straighten and strengthen the spine, basic breathing techniques, and some chanting and meditations. Students are requested to bring some mats or a blanket and small cushion.

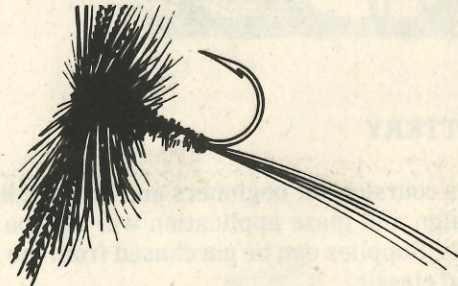
**INSTRUCTOR:** Geneva Hagen  
**DATE:** October 8 - November 26  
**TIME:** Wednesday, 6:00 - 8:00 p.m.  
**PLACE:** Hazelton Senior Secondary  
**FEE:** \$26.50  
**COURSE HOURS:** 16  
**SESSIONS:** Eight (8)



### FLY TYING — A BEGINNERS' COURSE

Fly tying is easier than it looks. This course will teach you the three basic tying procedures necessary to tie five types of flies that are effective when fishing in B.C. waters — bucktails and streamers, wet flies, dry flies and nymphs.

**INSTRUCTOR:** Graham Johnson  
**DATE:** September 10 - October 29  
**TIME:** Wednesday, 8:00 - 10:00 p.m.  
**PLACE:** Hazelton Senior Secondary  
**FEE:** \$25.00  
**COURSE HOURS:** 16  
**SESSIONS:** Eight (8)



## Thanks, School District 88

Please note that Northwest Community College would like to acknowledge the support in terms of space and resources donated by School District 88.

### DEFENSIVE DRIVING

Become acquainted with the techniques of defensive driving in this B.C. Safety Council approved program. New drivers and those who have lost their licences are encouraged to attend, but everyone could become a better driver by learning to drive defensively.

**INSTRUCTOR:** Tom McHarg  
**DATE:** November 4 - 6  
**TIME:** Tuesday, Wednesday and Thursday, 7:00 - 10:00 p.m.  
**PLACE:** College Centre  
**FEE:** \$20.00  
**COURSE HOURS:** 9  
**SESSIONS:** Three (3)



### LEARNING TO DRIVE

This course consists of 10 one-hour lessons plus the use of a car for a driver road test. Beginners with a learner's permit are eligible.

If you are interested in taking this course, you must pre-register and pre-pay by October 1, 1986.

Cost of the course is \$270.00 for 10 lessons.

### ON INDIAN LAND

This one-hour film documents historical Gitksan and Wet'suwet'en territories, traditions and occupations.

Directed by Hugh Brody, "On Indian Land" is an informative documentary on the issues involved in the court case coming to trial in Smithers, B.C., on January 12, 1987, in which the Gitksan and Wet'suwet'en hereditary chiefs seek legal recognition of their ownership and jurisdiction over inherited traditional properties.

**DATE:** October 8  
**TIME:** Wednesday, 7:00 p.m.  
**PLACE:** College Centre

### ASSERTIVENESS TRAINING FOR WOMEN

This course is designed for women who want to communicate more openly, learn how to say no and feel good about who they are. The course emphasizes awareness and communication. Stress and time management will be included.

**INSTRUCTOR:** Marjorie Ford  
**DATE:** October 3 and 4  
**TIME:** Friday and Saturday, 9:00 a.m. - 4:00 p.m.  
**PLACE:** College Centre  
**FEE:** \$10.00  
**COURSE HOURS:** 12  
**SESSIONS:** Two (2)

#### HYPNOSIS INFORMATION SESSION

WHAT IS IT? WHAT IT ISN'T  
AND IS IT FOR YOU.

**SPEAKER:** DR. DUNCAN ETCHES  
**DATE:** September 29  
**TIME:** Monday, 7:00 - 9:00 p.m.  
**PLACE:** College Centre  
**FEE:** \$5.00

### COMMUNITY EDUCATION WORKSHOPS

The following workshops could be offered to specific groups in a one- or two-day workshop format or in evening sessions.

1. An Introduction to the Study of Exceptional Children
2. Working with Parents of Handicapped Children
3. Human Services and Native People

Please contact Northwest Community College for further information at 842-5291.

Visit the



Northwestern National Exhibition Centre  
located in the 'Ksan grounds at Hazelton, B.C.

Open Thursday to Monday, 10:30 a.m. - 4:30 p.m. — Closed Tuesday and Wednesday

For further information, please call Eve Hope at 842-5723

### INTERPERSONAL COMMUNICATIONS

This course will introduce students to the literature on interpersonal communication, to look at various approaches to interpersonal helping, to assist students in developing good listening, interactive and intervening skills.

**INSTRUCTOR:** Joan Jacobson  
**DATE:** October 1 - November 5  
**TIME:** Wednesday, 7:00 - 9:00 p.m.  
**PLACE:** Hazelton Senior Secondary  
**FEE:** \$20.00  
**COURSE HOURS:** 12  
**SESSIONS:** Six (6)



### THERAPEUTIC RECREATION

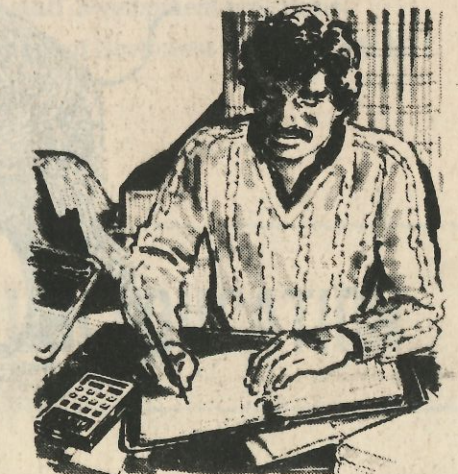
This course is designed to introduce students wanting to work with physically or developmentally handicapped, young offenders or recovering alcoholics to develop client assessment skills, basic helping skills and leadership techniques. The course prepares the student to create, organize and implement craft, drama, music and sports activities for all ages.

**INSTRUCTOR:** Joan Jacobson  
**DATE:** October 2 - December 4  
**TIME:** Thursday, 7:00 - 9:00 p.m.  
**PLACE:** Hazelton Senior Secondary  
**FEE:** \$35.00  
**COURSE HOURS:** 20  
**SESSIONS:** Ten (10)

### ADULTS AS LEARNERS

This course will explore the principles, conditions and processes that facilitate adult learning. Some of the areas covered will be: characteristics of adult learners, learning and teaching styles, creating a learning environment, organizing seminars and workshops. On completion, participants will have a greater understanding of the skills needed to facilitate learning as well as insight into their own teaching/learning style. This course may be of interest to supervisors, group leaders and others interested in organizing seminars and workshops.

**INSTRUCTOR:** Karen Erickson  
**DATE:** October 7 - 28  
**TIME:** Tuesday, 7:00 - 9:00 p.m.  
**PLACE:** Hazelton Senior Secondary  
**FEE:** \$15.00  
**COURSE HOURS:** 8  
**SESSIONS:** Four (4)





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## INTRODUCTION TO PERSONAL COMPUTING (Individualized Study)

### A COMPLETE MICROCOMPUTER COURSE PACKAGE

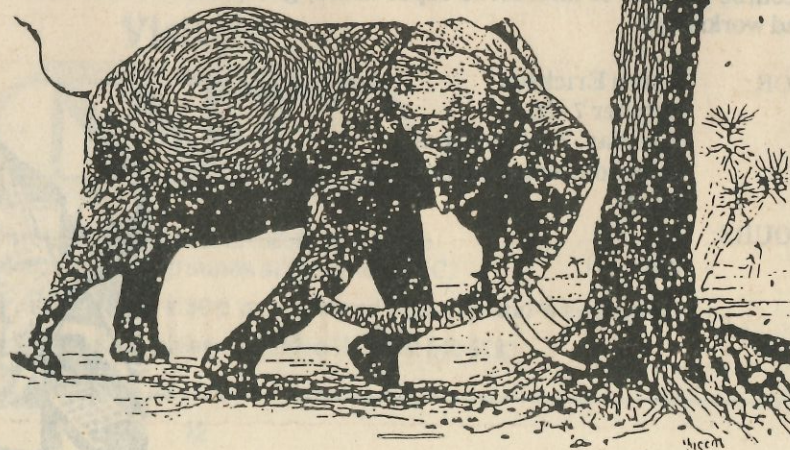
A student taking the Northwest Community College course "Introduction to Personal Computing" receives a print package of course materials, a TRS-80 colour computer and the tutor support system. This course provides the student with a "hands-on" introduction to computers. The TRS-80 hooks up to any home television and enables the student to learn introductory computer programming and how to select and purchase equipment. Students will be required to provide their own cassette recorder (small portable variety) and cassette tape.

- FEE:** \$40.00
- DEPOSIT:** \$50.00 certified cheque. Cheque will be returned at end of course when computer is returned.
- START DATE:** Waiting List (as computers become available in college region)
- COMPLETION:** Computer must be returned exactly 6 weeks after student receives it.

**PRE-PAY EARLY TO ASSURE YOURSELF A PLACE.**



—————  
**CHALLENGE  
YOURSELF**  
—————



# MOBILE COMPUTER CENTRE

## MOBILE COMPUTER CENTRE SERVICES

With our new Mobile Computer Centre, we can deliver a wide range of business applications courses to companies and organizations anywhere in the Northwest Region. The Mobile Centre consists of a van, at least six fully configured business microcomputers, a library of software and an instructor. With it we can offer seminars, workshops and courses at your organization's sites. Typical software packages that we can cover at any level from beginner to advanced include:

- LOTUS 1-2-3
- FRAMEWORK
- WORDSTAR
- MULTIMATE
- LOTUS SYMPHONY
- dBase II/III
- ACCPAC
- ... and more.

With the Mobile Centre, we also have the capability to custom-tailor courses for your software and applications. For more information, rates and arrangements, call the Terrace campus at 635-6511.

## ENTERPRISE DEVELOPMENT SERVICES of the MOBILE COMPUTER CENTRE

As part of our mobile service, we will be providing enterprise development services designed to assist individuals and organizations planning to or in the process of embarking on new ventures.

Services will cover three areas:

### Information:

We will provide specialized business information and education services tailored for individual ventures. This will include both special business seminars and one-on-one tutoring.

### Consultation:

We will provide one-on-one consultation to assist in the development and review of business plans and proposals. We will also look at specific aspects and problems of businesses.

### Support:

We will provide access to computer business packages which can assist in business planning and development. We can also provide a range of training and staff development programs.

For more information or for arrangements, call the Terrace campus of Northwest College at 635-6511.

—————  
**A BETTER FUTURE THROUGH EDUCATION**  
—————

# 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 acquire the necessary skills to gain entrance to trade or vocational training? If the 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 to suit each student's individual need.

Northwest Community College offers a variety of programs to upgrade adult learners. B.T.S.D. is now called **Adult Basic Education** and has been re-structured as follows.

- Fundamental** (B.T.S.D. Level I and II)
- Intermediate** (B.T.S.D. Level II and III)
- Advanced** (B.T.S.D. Level IV) and Pre Health
- Provincial** (College Prep)

We are offering the following programs to help you take advantage of the opportunity to continue your education.

- 1) Adult Basic Education
- 2) T.R.A.C. Program (Common Core Component)
- 3) General Education Development (Grade 12 Equivalency)
- 4) Pre Health
- 5) College Prep

## FOR ALL FULL-TIME A.B.E., T.R.A.C. (Common Core), PRE HEALTH AND COLLEGE PREP PROGRAMS

Interested students should apply at Employment Services and the College Centre in Hazelton. Students will be on a waiting list and admitted as space becomes available.

### HAZELTON A.B.E./T.R.A.C./PRE HEALTH/ COLLEGE PREP

**INSTRUCTOR:** Pat Hayes  
**DATE:** Continuous Intake to June 30  
**TIME:** Monday - Friday, 9:00 a.m. - 4:00 p.m.  
**PLACE:** College Centre  
**FEE:**

A.B.E.	\$67.00 per month
T.R.A.C.	\$67.00 per month
PRE HEALTH	\$67.00 per month
COLLEGE PREP	\$67.00 per month

### G.E.D. — GENERAL EDUCATION DEVELOPMENT TESTS (Grade 12 Equivalency)

The General Education Development tests provide an opportunity for adults who did not graduate from secondary school to acquire an official document stating that they have Grade 12 equivalency standing. This may assist you in qualifying for better jobs, for promotion, and in pursuing further training. Candidates must meet the following requirements: be 19 years of age or older, have been out of school for at least one full year, and have lived in British Columbia for at least six months.

**APPLICATION DEADLINE:** To take the test, you must apply at least three weeks before the testing date. Call or stop by the College Centre for an application form. Please let us know if you have applied to take the test. Contact 842-5291 in Hazelton.

**TESTING DATES:** OCTOBER 24 and 25, 1986  
 NOVEMBER 21 and 22, 1986

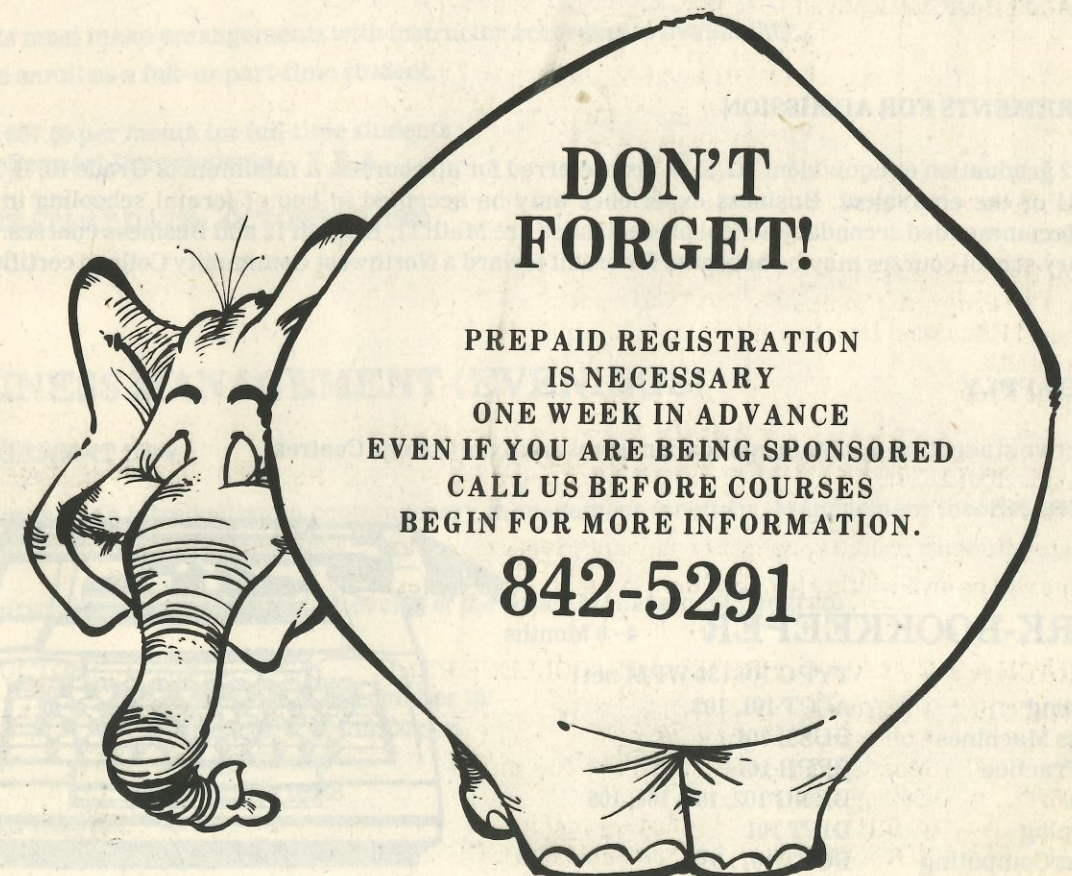
**APPLICATION FEE** is now \$10.50, payable to the Ministry of Education, Victoria.

**PLEASE NOTE:** You must register one month in advance at the Hazelton Centre if you wish to write the exam. There must be at least 10 students writing the exam in order to write locally.

### G.E.D. PREP — HAZELTON

Particularly useful for those preparing for the G.E.D. test. Although there will not be a separate G.E.D. Prep class, students wishing extra help may enroll as part-time A.B.E. students. Texts may be purchased at the College Centre.

**Part-time Math or English Upgrading courses may be arranged in the region providing there are at least 12 students and an instructor. Please call 842-5291 for further information.**



**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.

**842-5291**

# BUSINESS CAREERS PROGRAMS

## PROGRAM OBJECTIVES

The two most important objectives are:

1. To train students to a level of proficiency that will make them desirable employees in the business office field; and
2. To assist students in developing appropriate attitudes toward the jobs for which they are training in order that they may be more successful in their careers.

This program is fairly general in nature and prepares students for entry level jobs in most clerical and bookkeeping occupations.

## REQUIREMENTS FOR ADMISSION

Grade 12 graduation or equivalent (G.E.D.) is preferred for all courses. A minimum of Grade 10, B.T.S.D. Level III or the equivalent. Business experience may be accepted in lieu of formal schooling in some cases. Recommended secondary school prerequisites are Math 11, English 12 and Business courses. Some secondary school courses may be accepted for credit toward a Northwest Community College certificate.

## HOW TO APPLY

Prospective students may obtain application forms from the College Centres.

## CLERK-BOOKKEEPER 4 - 6 Months

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



## OFFICE MANAGEMENT PROGRAM REQUIREMENTS FOR ADMISSION

Grade 12 graduation or equivalent (G.E.D. or B.T.S.D. Level IV) is normally required. However, Grade 10, B.T.S.D. Level III and work experience in related business areas may be acceptable with the permission of the Program Co-ordinator.

## PROGRAM OF STUDIES

### LEVEL ONE

From the Business Careers Curriculum, 40 credits

Typing 101, 102  
Business English 102, 103, 104, 105  
Office Procedures 101  
Accounting 101, 102  
Business Machines/Math 101  
Business Computers 101, 102, 103  
Word Processing 101, 102, 103, 104, 105, 106

Note: Normally, students will have completed Level One of this program before starting Level Two. Students who are incomplete on Level One must have permission from the Co-ordinator of Business Education.

These courses will be offered in three time periods:

MORNING — 9:00 a.m. - 12:00 noon  
AFTERNOON — 1:00 p.m. - 4:00 p.m.  
EVENING — 7:00 - 10:00 p.m.

Students must make arrangements with instructor according to availability.

You can enroll as a full- or part-time student.

COST: \$67.00 per month for full-time students  
For part-time students — T.B.A.

COURSE START DATE: OCTOBER 6, 1986

## BUSINESS MANAGEMENT (EVENINGS)

### MANAGEMENT 150-3

This course is an introduction to contemporary management functions. Management theories and their practical applications are examined.

This course counts as credit toward Level II of the Office Management Program.

INSTRUCTOR: T.B.A.  
DATE: September 11 - December 18  
TIME: Thursday, 7:00 - 10:00 p.m.  
PLACE: College Centre  
FEE: \$81.00 plus texts  
COURSE HOURS: 45  
SESSIONS: Fifteen (15)

# BUSINESS PROGRAMS



The following program is available at the Hazelton Campus.

## ADVERTISING AND PROMOTING YOUR RETAIL/SERVICE BUSINESS

Make Advertising and Promotion Work for You!

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 concepts and their elements.
- Understand your promotional objectives and purpose.
- What should your advertising message be?

### Specific Benefits: By the end of this 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 are the different forms of promotion.
- Select the correct medium or media for your business.

INSTRUCTOR: FBDB  
 DATE: September 25  
 TIME: Thursday, 2:00 - 9:00 p.m. (with an hour for supper)  
 PLACE: College Centre  
 FEE: \$60.00  
 COURSE HOURS: One (1)

A 10% discount applies for a spouse, and second or additional registrations from the same firm.

**PLEASE PRE-REGISTER AND PRE-PAY BY SEPTEMBER 18.**

## IT'S NEVER TOO LATE TO LEARN

# 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.

Classes include lectures, audio-visual presentations and interactive seminars. Problems or questions which arise will be discussed and dealt with immediately by the instructor and other students in several locations. In addition, students will have individual access to instructors whom they may call toll-free.

### REGISTRATION

All courses run for fifteen weeks.

Starting dates are **September 2, 1986, and January 5, 1987.**

Registration forms are available throughout the year at all College offices.

**There are a limited number of spaces available; please register early.**

**Tuition:** \$66.00 per course plus cost of textbooks.



### ACADEMIC COURSES AVAILABLE

ECONOMICS 202	Wednesday	7:00 p.m. - 10:00 p.m.
ENGLISH 101	Tuesday and Thursday	10:30 a.m. - 12:00 noon
PSYCHOLOGY 101	Monday	7:00 p.m. - 10:00 p.m.
SOCIOLOGY 101	Thursday	7:00 p.m. - 10:00 p.m.
EARLY CHILDHOOD EDUCATION (Infant Development and Growth) Special Needs	Tuesday	7:00 p.m. - 9:00 p.m.

**ECONOMICS 202**  
**(Principles, Structures and Policies I)**

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

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 (Literature and Composition I)**

Tuesday, Thursday 10:30 a.m. - 12:00 noon

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**

Monday 7:00 - 10:00 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.

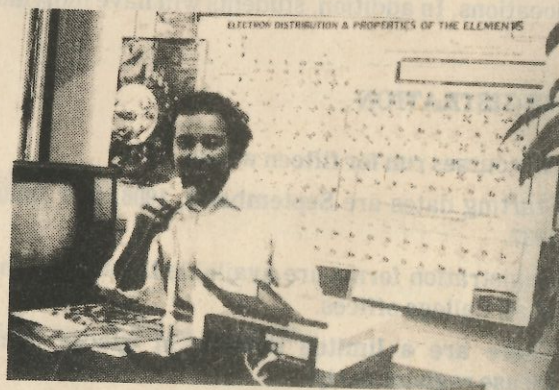
INSTRUCTOR: Larry Dickerson

**SOCIOLOGY 101**

Thursday 7:00 - 10:00 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: T.B.A.



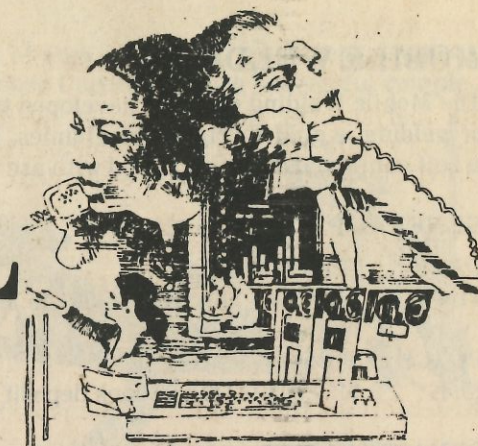
**EARLY CHILDHOOD EDUCATION**  
**(Infant Development and Growth) Special Needs**

Tuesday 7:00 - 9:00 p.m.

The student will learn the process of child development in typical and atypical children from conception to age five.

INSTRUCTOR: Larisa Tarwick

# VOCATIONAL



**ACCOUNTING I AND II**

Accounting I helps students to keep a simple set of books and to prepare and journalize a payroll. Accounting II introduces systems, procedures and specialized journals.

**PLEASE NOTE:** You can take either Accounting I or Accounting II in this time period.

**\*\*Both courses are acceptable in the Business Career Training Program for credit.**

Students are requested to bring their own calculators if possible.

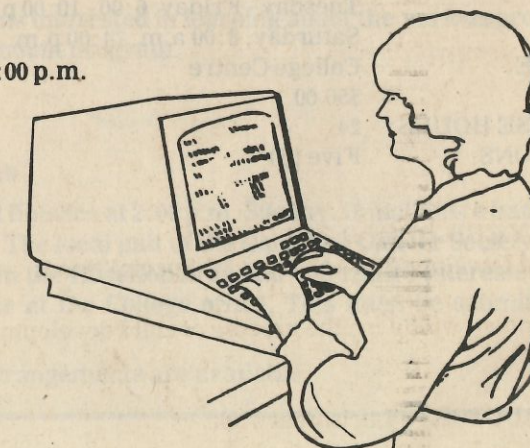
INSTRUCTOR: Frank Lindsay  
DATE: September 8 - October 22  
TIME: Monday, Tuesday and Wednesday, 6:30 - 9:30 p.m.  
PLACE: College Centre  
FEE: \$113.40  
COURSE HOURS: 63  
SESSIONS: Twenty-one (21)

**BASIC COMPUTERS**

Practical business application of computers. Students will work in data base, word processing and spread sheet. Strictly a hands-on course designed to familiarize students with the practical aspects of computer operation. APPLE IIe computers will be used.

INSTRUCTOR: Colin Chasteauneuf  
DATE: October 2 - 30  
TIME: Monday and Thursday, 7:00 - 10:00 p.m.  
PLACE: Hazelton Senior Secondary  
FEE: \$45.00  
COURSE HOURS: 24  
SESSIONS: Eight (8)

**There is a class limit of 14, so register early.**



## MOBILE WELDING

The Mobile Welding unit was developed to assist in training people whose occupation requires some form of welding, e.g. Millwrights, Mechanics, Farmers, Equipment Operators and Owner Operators. The unit is self-contained and is equipped with arc welding machines and oxyacetylene stations.

### GENERAL PROGRAM (72 hours)

DATE: September 2 - 27  
TIME: Monday - Thursday, 6:30 - 10:30 p.m.,  
and one Saturday  
PLACE: T.B.A.  
FEE: \$150.00 plus \$10.00 book deposit

### OXYACETYLENE (36 hours)

DATE: September 29 - October 11  
TIME: Monday - Thursday, 6:30 - 10:30 p.m.,  
and one Saturday  
PLACE: T.B.A.  
FEE: \$75.00 plus \$10.00 book deposit

### ARC (36 hours)

DATE: October 13 - 27  
TIME: Monday - Thursday, 6:30 - 10:30 p.m.,  
and one Saturday  
PLACE: T.B.A.  
FEE: \$75.00 plus \$10.00 book deposit



## AIR BRAKES

This course prepares drivers for a written and practical test on the operation and maintenance of air brake systems for either on-highway or off-highway vehicles. Successful completion will result in the addition of an air brake endorsement to your licence.

**Pre-register and pre-pay 2 weeks in advance.**

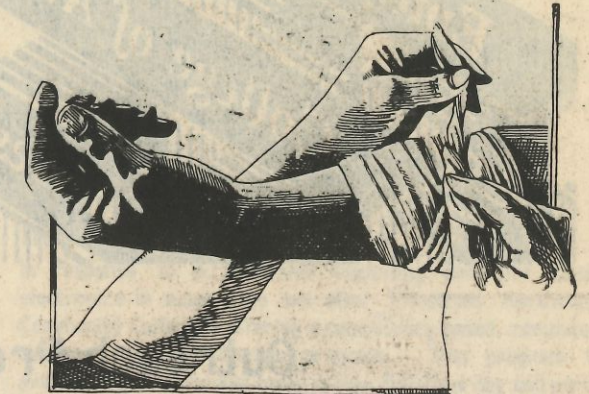
INSTRUCTOR: David Dams  
DATE: October 28 - November 21  
TIME: Tuesday - Saturday:  
Tuesday - Friday, 6:00 - 10:00 p.m.;  
Saturday, 8:00 a.m. - 4:00 p.m.  
PLACE: College Centre  
FEE: \$56.00  
COURSE HOURS: 24  
SESSIONS: Five (5)



## SURVIVAL FIRST AID

This course includes C.P.R., hemorrhage control, management of choking patient, unconscious patient and non-breathing patient. There is a Workers' Compensation Board Certificate upon successful completion of this course.

INSTRUCTOR: Free Spirit Ventures  
DATE: September 17  
TIME: Wednesday, 8:30 a.m. - 5:00 p.m.  
PLACE: T.B.A.  
FEE: \$45.00  
COURSE HOURS: 8  
SESSIONS: One (1)



## INDUSTRIAL FIRST AID

This course teaches all basic life support skills enabling you to recognize and manage all injuries and conditions found. Students must be 19 years of age. There is a workers' Compensation Board Certificate upon successful completion of the examination.

Please Note: 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 Instructor at the first class.

INSTRUCTOR: Free Spirit Ventures  
DATE: September 23 - October 25  
TIME: Tuesday and Wednesday, 7:00 - 10:00 p.m.; Saturday, 9:00 a.m. - 4:00 p.m.  
PLACE: T.B.A.  
FEE: \$290.00  
COURSE HOURS: 60  
SESSIONS: Fifteen (15)

## CanSurmount

Having cancer can be a lonely experience, but it doesn't have to be...

We, the CanSurmount volunteers, are cancer patients or relatives or close friends of cancer patients who would like to help by...

### ORIENTATION SEMINAR

September 10, 7:30 p.m., Hazelton Health Centre

Sponsored by the Gitksan Unit of the Canadian Cancer Society

This seminar is free of charge and open to all persons interested in learning about the various programs of the Cancer Society, including the CanSurmount program.

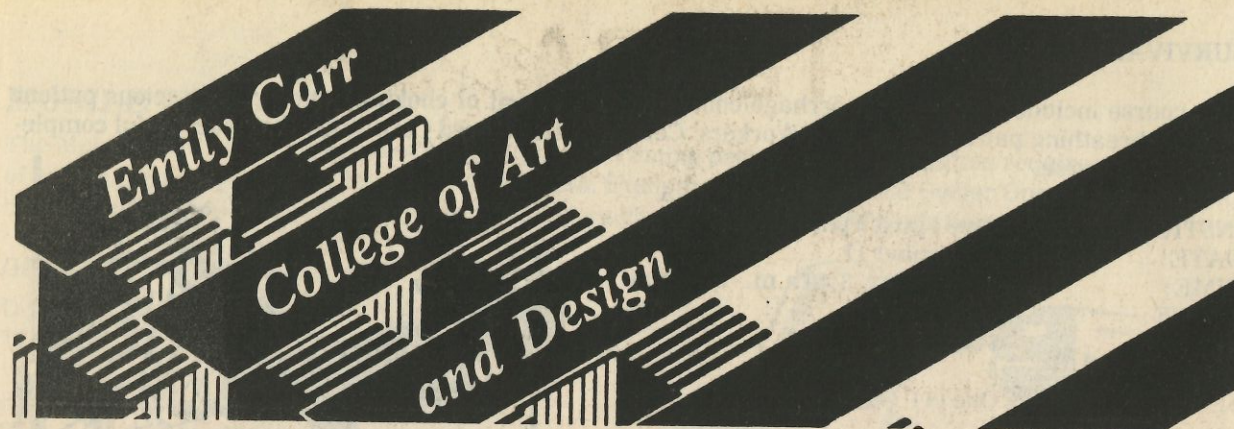
### TRAINING WORKSHOP

October 17 - 19

for CanSurmount Volunteers from the Hazelton Area

The workshop begins at 6:00 p.m. on the Friday and finishes at 2:00 p.m. Sunday. It includes a banquet on the Saturday night, with a special speaker. The local unit of the Canadian Cancer Society, the GITKSAN UNIT, is facilitating this workshop in the Hazelton area and will require interested persons to complete an application form available at the College office. This must be submitted/postmarked by September 19, 1986.

There is no charge for the workshop and billeting arrangements are available.



## 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

# TERRACE

## Part-Time Vocational and Trades Training

### **Air Brakes**

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

**Date:** Sept. 13, Oct. 21, Nov. 25/86

**Time:** Tues.- Fri, 6:30 - 10:00 p.m.  
Sat. 8:00 a.m. - 3:00 p.m.

**Location:** N.W.C.C., Terrace Campus  
Room: 111, Shops Building

**Fee:** \$56.00

\*\*\*\*\*

### **Truck Operations/ Basic Maintenance Skills & Class 1, 2, & 3 Drivers Training**

Participants will receive training on all working components. They will learn:

1. To identify potential problems
2. To inspect and perform adjustments to air brake systems
3. To perform pre and post-trip inspections
4. Defensive driving and hazard avoidance
5. How to operate the truck/tractor under various conditions

#### **Course Content**

Engine and Support systems, Basic Power Trains, Steering Systems, Electrical Systems, Air Brakes, Tires and Maintenance, Trip Inspections, and Commercial Safety and Operating Procedures.

The vehicle practical section will be group and individualized instructions.

**Class 1** - 30 hrs. vehicle time  
**Class 2 & 3** - 18 hrs. vehicle time

**Additional time, if required - \$50. per hour.**

**Date:** T.B.A. - Subject to minimum enrollment  
**Time:** 8:00 a.m. - 3:00 p.m.  
(Classroom Portion)

**Location:** N.W.C.C., Terrace Campus

**Fee:** CLASS 1 - \$ 1,525.00  
CLASS 2 or 3 - \$ 975.00

\*\*\*\*\*

### **Basic Electronics for Industry Trades**

In response to a perceived expanding need for basic electronics in automotive and other industries, Northwest Community College is offering a competency based, computer assisted basic electronics program. This program is available on an individual basis in both full-time day and part-time evening format.

Graduates of the program will have learned to correctly use and interpret various electronic test equipment, apply troubleshooting techniques, read and analyse schematic and logic diagrams and flow charts, troubleshoot and repair simple electronic devices, understand and use simple machine and assembler language and interface computers with peripheral devices.

**Approximate Course Length:**

	<b>Hours</b>
Direct Current	120 hours
Alternating Current	120 hours
Semiconductor Devices	120 hours
Digital Techniques	120 hours
Micro Processors (Still in Lecture Format)	210 hours

#### **Course Prerequisites:**

Grade 12 including Algebra and Physics preferred. Adult students without prerequisites will be considered on an individual basis. Tradesmen with journeyman status given special consideration.

#### **Course Location:**

Both the day and evening programs are available at the Terrace Campus of Northwest Community College. Depending upon demand, mobile learning stations are planned for other Centres in the College region.

**Day Program:** 8:00 a.m. - 3:00 p.m.

Monday - Friday

**Evening Program:** 3:00 p.m. - 10:00 p.m.

Tuesdays & Thursdays

#### **Tuition:**

Full-Time Students.....\$67.00 per month  
Part-time Students - 2 Three Hour Sessions  
per week.....\$44.00 per month

#### **Student Fee**

(Full-time student only) \$1.00 per month

#### **Tool Deposit**

(Refundable at end of course) \$50.00

#### **Books and Supplies:**

Required texts available on loan basis from the College.

Students will be required to purchase a scientific calculator

- approximate value \$40.00

## Industrial Electronics

### Up-Grading for

Millwrights, Electricians &  
Instrument Mechanics

**Phase I - 60 hours**

Pre-requisite: Grade 12 or equivalent knowledge, TQ, or  
successful completion of pre-entry evaluation.

Participants will learn:

1. Solid State Devices
2. Circuits
3. Digital Techniques as used in Industrial  
Control Systems

**Phase II - 60 hours**

Pre-requisite: Phase I or equivalent knowledge.

Participants will learn:

1. Digital Techniques
2. Programming and interfacing of microcomputers
3. Programming of the programmable controller
4. Trouble-shooting of industrial control systems

**Date:** T.B.A. (Subject to minimum  
Enrollment)

**Time:** 7:00 - 10:00 p.m. (2 Evenings a week),  
or 8:00 a.m.-3:00 p.m. for 10 days

**Location:** N.W.C.C., Terrace Campus  
Room:208, Shops Building

**Fee:** \$245.00 - For each Phase

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## Evening Welding Program

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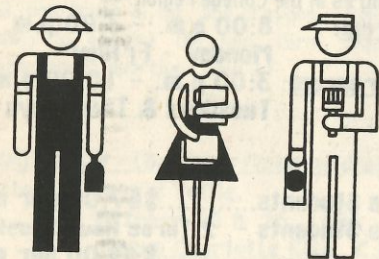
The evening welding program is an extension day  
program. Training available September through June on  
a continuous-intake, self-paced format.

**Hours -- 3:00 p.m. to 10:00 p.m.**  
(full-or part-time students)

\*\*\*\*\*

## Up-grading Courses

\*\*\*\*\*



## Trade Qualification (TQ)

Northwest Community College provides TQ up-grading  
courses in the College region for the various trades as  
required by the Ministry of Labour. These courses are  
designed to prepare the experienced trade person for the  
qualification exam required for certification. For  
further information, please contact your nearest  
Ministry of Labour, Apprenticeship and Employment  
Training Programs Branch.

\*\*\*\*\*

## Cook Training Courses

\*\*\*\*\*



## Professional Cook Training

(Continuous Intake, Full-Time)

The objective of Professional Cook Training is to prepare  
students in all the basic skills necessary to gain employment  
in the hospitality industry. For students who have an interest  
in working with the general public and a desire for permanent  
gainful employment. Opportunities are plentiful for  
graduates.

General Program	- 12 months
Camp Cooking Program	- 6 months
Short Order Cooking Program	- 3 months
Upgrading Program	-Up to 3 mons.

### FEES:

Tuition	\$ 67.00 per month
Tool or Book Deposit	50.00
Student Association	1.00 per month

\*\*\*\*\*

## Meat Cutting #9701

The fundamentals of meat cutting. Includes sharpening and  
maintenance of various knives, sanitation and the actual  
cutting of meat. Enrollment is limited to 10 students.

**Starting Date: September 22**

**Time: Mon.&Wed., 7:00-10:00 p.m.**

**Location: Cafeteria**

**Fee: \$55.00**

**Total Hours: 30**

\*\*\*\*\*

## Cake Decorating #9702

Covers all basic concepts of cake decorating. Border design,  
flowers, tube writing, sugar moulds, fundamental special  
techniques. Enrollment is limited to 10 students.

**Starting Date: September 23**

**Time: Tues.&Thurs., 7:00-10:00 p.m.**

**Location: Cafeteria**

**Fee: \$55.00, plus supplies**

**Total Hours: 30**

# Other Northwest Community College Programs

Although Northwest Community College strives to take as many  
programs as possible to Hazelton 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 !**  
\*\*\*\*\*



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 the Terrace Campus 635-6511.

**HAVE YOU  
PRE-REGISTERED?**

## 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 Giannelia

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 Giannelia

Location: N.W.C.C., Terrace

Date: Nov. 6/86 - Thursday

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

Fee: \$35.00

## 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 learn all about contracts, 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.

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# Learning...it lasts a lifetime!

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### 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". Please contact Student Services as soon as possible so that we can provide the subject of your choice.

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.

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	

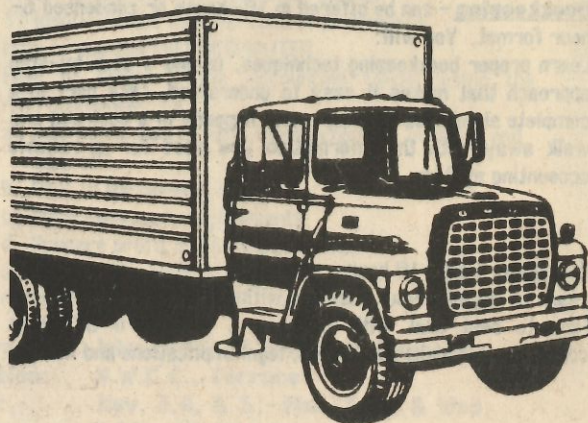


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### Dangerous Goods Training Programs

We offer two courses that covers the following applicable areas:

**Classification, Documentation, Safety Marks and Basic Responsibilities**



1. **SHIPPERS COURSE:** A 6 hour course for Shippers and Receivers of dangerous goods. The participants will learn to identify their responsibilities under the new regulations and how they can comply with them.

**Instructor:** BCMTA  
(B.C.Motor Transport Association)  
**Date:** September 23/86 - Prince Rupert  
September 24/86 - Terrace  
September 25/86 - Smithers  
**Time:** 9:00 a.m.  
(12:00 Noon - Smithers)  
**Location:** N.W.C.C.  
**Fee:** \$85.00 - plus \$7. for Handbook

2. **DRIVER COURSE:** A 4 hour course for truck drivers in the essential elements of the dangerous goods regulations they must know. The course covers; P & O and Warehousing, line haul of general cartage and bulk carriers.

**Instructor:** BCMTA  
(B.C.Motor Transport Association)  
**Date:** September 22/86 - Prince Rupert  
September 24/86 - Terrace  
September 26/86 - Smithers  
**Time:** 6:00 p.m.  
(9:00 a.m. - Smithers)  
**Location:** N.W.C.C.  
**Fee:** \$50.00 - plus \$7. for Handbook

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# At Northwest Community College ..... we have many courses with your business in mind!

Northwest Community College offers a wide range of **business, management and industry** related programs that can be offered throughout the College region. We would be pleased to discuss your specific training needs and design a course to meet your requirements. **For consultation, please contact: Mr. Audun Birkedal, Northwest Community College, Terrace Campus 635-6511.**

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## Courses for Business People

These courses are for the success oriented **Business Person, the Entrepreneur, and for the Individual who wants to create their own job 'Effectively'.**

We offer **80 hrs. plus** every year in practical hard hitting courses that are packed with the information you can put to use right away. You learn by participating, so you can apply the principles to your own situation quickly and effectively. **Set your goal and chart your courses with us. Your count down can start with:**



### Advertising and Promoting Your Retail/Service Business

**Make Advertising and Promotion Work for You!**  
At the end of this seminar you will be able to plan a more effective advertising and promotion strategy for your business.

#### Topics Covered:

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

#### Specific Benefits:

- By the end of this seminar you will be able to:
1. Attain a better return for your dollar by devising a more effective advertising and promotion strategy.
  2. Determine when should you advertise and how much to budget for it.
  3. Know what are the different forms of promotion.
  4. Select the correct medium or media for your business.

**Instructor:** F.B.D.B.  
**Location:** N.W.C.C., Terrace  
**Date:** Sept. 23/86 - Tues.  
**Time:** 2:00 - 9:00 p.m.  
**Fee:** \$60.00 (includes supper)  
(A 10% discount applies for a spouse, and second or additional registrations from the same firm)

### Forecasting for Better Small Business Management

After this 3-hour seminar you will be able to prepare, understand and use a Financial Forecast to manage your business effectively.

#### Topics Covered:

- The critical items that are included in the Balance Sheet, and Income Tax Statement.
- Why forecasting is vital to producing a profit.
- How to forecast Gross Profit, Income and Expenses.

#### Specific Benefits:

- By the end of this seminar you will be able to:
1. Prepare forecast of your Income and Expenses for 12 months for your business.
  2. Review in detail with your accountant and your banker the accuracy of your forecast.
  3. Use your forecast as a guide to manage costs and to reduce or prevent losses.

**Instructor:** F.B.D.B.  
**Location:** N.W.C.C., Terrace  
**Date:** Nov. 18/86 - Tues.  
**Time:** 7:00 - 10:00 p.m.  
**Fee:** \$35.00  
(A \$5.00 discount applies for a spouse, and second or additional registrations from the same firm)

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# SMITHERS COURSES

## REGIONAL BUSINESS, MANAGEMENT & INDUSTRY

Northwest community College offers a wide range of business, management and industry related programs that can be offered throughout the College region. College staff would be pleased to discuss your specific training needs and design a course to meet your requirements. For consultation, please contact Director of Regional Education Services, Smithers, at 847-4461, or Audun Birkedal, Terrace Campus, 635-6511, or 1-800-772-1120.

## CAREER ENHANCEMENT

### CAREER PLANNING & PREPARATION

**DATE:** Sat. & Sun., Nov. 15 & 16  
**TIME:** 9:00 a.m. - 4:30 p.m.  
**PLACE:** College Centre, Rm. 4  
**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 careers paths. Typically, this would include women who have been homemakers and are now looking to re-enter the work force; workers on lay-off 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 careers paths ie. matching.
- explore effective job search techniques.
- write an effective resume, focused on a given job or career.
- practice interview techniques proven effective.
- explore opportunities other than traditional employment.

Course outline available at the College Centre. **Class limit 18. Pre-registration by Oct. 31 is essential.**

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

DAY

### HELPING SKILLS FOR THE HELPING PROFESSION

**DATE:** Sat. & Sun., Nov. 22 & 23  
**TIME:** 9:00 a.m. - 4:30 p.m.  
**PLACE:** 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 14. Pre-registration by Nov. 12 is essential.**

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

DAY

### TRAPPERS' EDUCATION

**WEEKEND**  
**DATE:** Fri., Sat. & Sun. Nov. 28 - Nov. 30  
**TIME:** Fri. 7:00 - 11:00 p.m.  
 Sat. & Sun. 8:00 a.m. - 6:00 p.m.  
**PLACE:** College Centre Rm. 2  
**FEE:** \$85.00  
**SESSIONS:** 3

The B.C. Trappers' Association in co-operation with Northwest Community College will offer an intensive three-day course in the skills, techniques and procedures of humane trapping. Successful completion of this course qualifies you for a mandatory B.C. Trapper's Licence. **Class limit 16. Pre-registration by Nov. 21 is essential.**

**INSTRUCTOR:** Les Watmough



### DANGEROUS GOODS TRAINING PROGRAMS

We offer two courses that cover the following applicable areas:

**Classification, Documentation, Safety Marks and Basic Responsibilities. Pre-registration one week before course start date is essential.**

**INSTRUCTOR:** BCMTA (B.C. Motor Transport Association)

### SHIPPERS COURSE

DAY

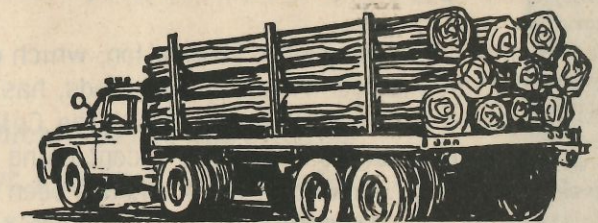
**DATE:** Sept. 25 - Smithers  
 Sept. 24 - Terrace  
 Sept. 23 - Prince Rupert  
**TIME:** 12 noon - 6:00 p.m. - Smithers  
 6:00 p.m. - Terrace & Prince Rupert  
**PLACE:** College Centres  
**FEE:** \$85.00 plus \$7.00 for handbook  
**SESSIONS:** 1

A six hour course for Shippers and Receivers of dangerous goods. The participants will learn to identify their responsibilities under the new regulations and how they can comply with them.

### INTERIOR LOG SCALING

**DATE:** TBA  
**TIME:** TBA  
**PLACE:** College Centre  
**FEE:** TBA  
**SESSIONS:** TBA

Learn the theory and practical skills of scaling. This course will include classification of species, measuring of forest products and use of the scale stick. Upon completion you will be prepared to take the Ministry of Forests written and practical exams, to obtain an Interior Scaling Licence. Students should have some math skills and knowledge of the metric system. A course will be set up as soon as 12 students have registered. **REGISTER YOUR INTEREST.**



### MINING METHODS AND EVALUATION OF MINERAL PROPERTIES

DAY

Northwest Community College and the Canadian Institute of Mining and Metallurgy are pleased to co-sponsor the following course for prospectors, explorationists, geologists, mine employees and government employees connected with mining.

**DATE:** Mon., Dec. 8  
**TIME:** 8:30 a.m. - 4:30 p.m.  
**PLACE:** College Centre, Rm. 2  
**FEE:** \$53.00 for CIM members  
 \$55.00 for non-members

**SESSIONS:** 1

The first part of this course covers underground and open pit methods of mining and their application to various types of ore bodies. Type examples and a extensive slide presentation are included. Then practice some "back of the envelope" mining economy - capital costs of various types of developments and how to determine if they are economic. Bring your own calculator. **Class limit 25. Pre-registration by Nov. 26 is essential.**

**INSTRUCTOR:** Jeff Franzan, Vancouver

**You Can Do It!**

## 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 Loftson 635-6511.**

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## Learning...it lasts a lifetime!

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## A Ukrainian fable

*There is a story about a mythical creature who could only create behind a locked door. One day the door was left open and the creature went away. The people throughout the kingdom were very sad. Several months later the creature returned and immediately started to create, even better than before. The door never needed to be locked again.*