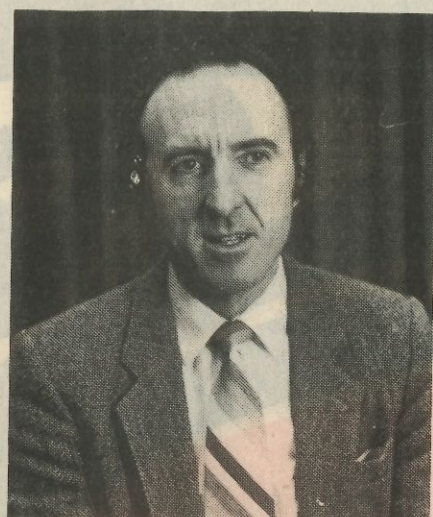


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'86



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



### **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*  
D. V. George,  
President

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### **REGISTRATION OPENS AT THE KITIMAT COLLEGE CAMPUS:**

Academic: August 28th

All other courses: September 8th

### **GIANT REGISTRATION:**

Monday, September 8th

7:00 - 9:00 p.m. at Riverlodge

# 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:

**PRINCE RUPERT**  
820 W. 34d Avenue  
Prince Rupert, B.C.  
V8J 3S1  
Telephone 624-6054

**TERRACE**  
5331 McConnell Avenue  
P.O. Box 726  
Terrace, B.C.  
V8G 4C2  
Telephone 635-6511

**KITIMAT**  
606 Mountainview Square  
Kitimat, B.C.  
V8C 2N2  
Telephone 632-4766

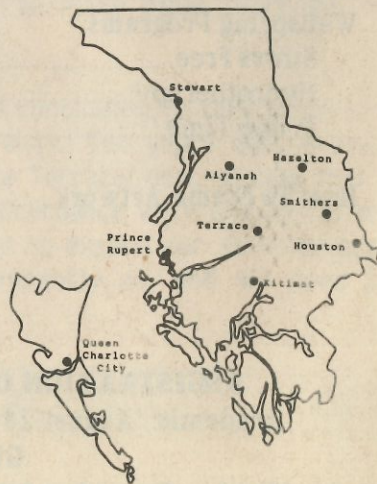
**HOUSTON**  
3441 - 10th Street  
P.O. Box 1277  
Houston, B.C.  
Telephone 845-7266  
Telephone 845-7266

**UPPER SKEENA**  
P.O. Box 338  
Hazelton, B.C.  
V0J 1Y0  
Telephone 842-5291

**QUEEN CHARLOTTE ISLANDS**  
c/o School District No. 50  
P.O. Box 69  
Queen Charlotte City, B.C.  
V0T 1S0  
Telephone 559-8471

**NISHGA**  
General Delivery  
c/o School District No. 92  
New Aiyansh, B.C.  
V0J 1A0  
Telephone 633-2228

**SMITHERS**  
P.O. Box 3606  
1070 Main Street  
Smithers, B.C.  
V0J 2N0  
Telephone 847-4461



# TELECONFERENCE Academic Programs

STARTING SEPTEMBER 2, 1986:

**CHEMISTRY 101** (Mon., Wed., Fri., 9-10 a.m.)  
A first-year college course in which the fundamental principles of chemistry are studied. Emphasis is placed on atomic structure, molecular geometry, reactions in solutions and some organic chemistry.  
INSTRUCTOR: Carlyle Jagdeo

**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: TBA

**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



Not all courses are offered at all centres.

In addition to a full range of programs in Terrace, Northwest Community College now offers six 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 and PSYCHOLOGY.**

STARTING JANUARY 5, 1987:

**CHEMISTRY 102** (Mon., Wed., Fri., 9-10 a.m.)  
A continuation of Chemistry 101.

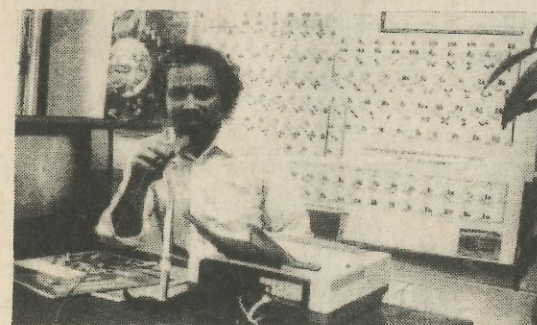
**ECONOMICS 201** (Wed., 7-10 p.m.)  
A continuation of Economics 202. This course will continue to deal with current structural and regional problems of the Canadian economy, with specific aspects of private and public sector policies. It will also include a thorough presentation of traditional micro-economic 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. In addition, students will have individual access to instructors whom they may call toll-free.

## 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.**

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

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## ACADEMIC

"Development and peace cannot exist without justice...adult education can be, must be a liberating power."  
- Dame Nita Barrow, President, International Council for Adult Education

### **DO YOU KNOW . . .**

- That we offer a variety of first- and second-year university courses?
- That these courses are open to everyone, even if they don't have Grade 12?
- That we have Career-Technical programs in Early Childhood Education and Human Service Work which lead to a certificate?

**TUITION FEE: \$67.00 per course**

**CLASSES COMMENCE SEPTEMBER 2, 1986**

This fall, students in Kitimat will be able to take the following courses--live at the Kitimat campus! **Registration for Academic courses begins August 28th in Kitimat. For more details, contact the Kitimat campus (632-4766) or the course instructor (635-6511).**

### **POLITICAL SCIENCE 101**

This course will examine the nature of Canadian politics and the Canadian State in a historical, theoretical and socio-economic perspective. Topics include parliamentary government, elections, and voting behaviour political parties, ideology and political culture, sources of political conflict and federal-provincial relations. Particular attention will be given to the economic and social policies of the federal and B.C. governments.

**Location:** College Room 6

**Dates:** Mondays, Sept 8 - Dec 22, 7 - 10 p.m.

**Peter Weber - \$66 plus books**

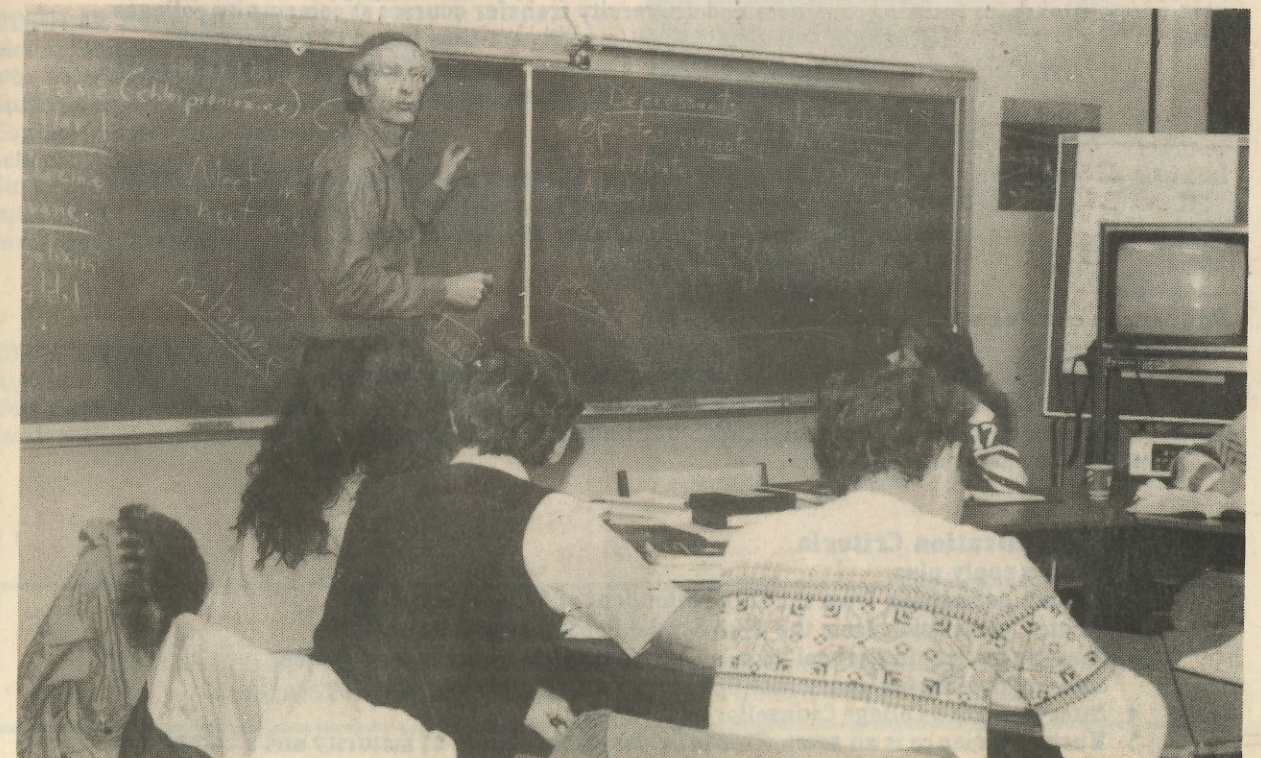
### **SOCIOLOGY 101**

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

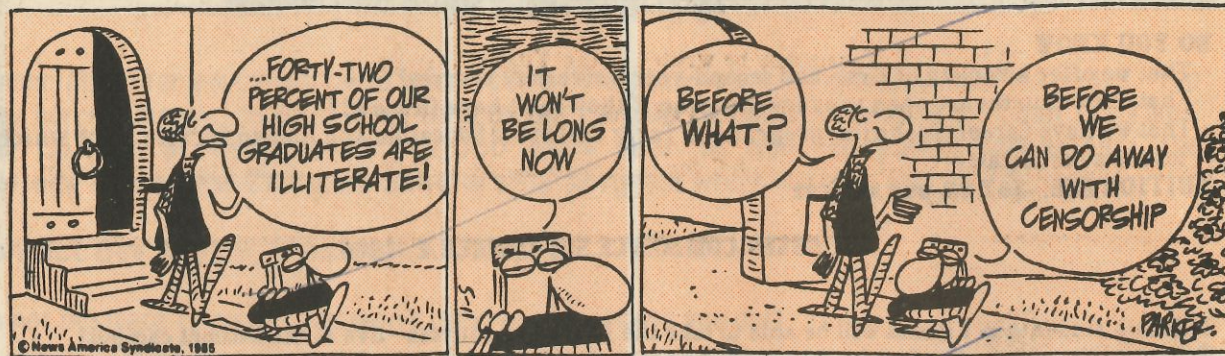
**Location:** College Room 6

**Dates:** Tuesdays, Sept 2 - Dec 16, 7 - 10 p.m.

**Shannon Mark - \$66 plus books**



# ADULT BASIC EDUCATION



**NEW! NEW! NEW!**

*Adult Basic Education can now give you a Provincial Secondary School Completion certificate, direct from the Ministry of Education!  
Ask about the new "Provincial" level to be available this fall at Kitimat campus.*

## Basic Subjects: Math, English and Science

**Instructor:** Chris Wozney

Adult students may enter this program at any time during the term, as space permits. An assessment of starting level will be made for each student before he/she begins the program. One or all subjects may be studied during the term, on a full-time basis. (Some part time study may be arranged.)

College certificates will be issued upon completion. This upgrading program will prepare students to gain entry into trades training, business and university transfer courses at community colleges.

**Fees:** \$67/month full-time, \$33.50/month part-time (up to 15 hours/week)  
Fees are paid monthly and are due the first day of each month.  
After this, a \$10.00 late fee is assessed.

**Length of program:** Varies to suit individual needs. Students may register at any time from September 2 - June 26, as space is available

**Date:** Continuous intake from September 29, 1986 to June 12, 1987

**Time:** 9 AM to 4 PM, Monday to Friday

**Location:** College Room 2

### Requirements for admission

Applicants must:

1. Have been away from the public school system for at least one year.
2. Be capable of concentrated, independent study.
3. Be over 18 years of age. (See criteria for under-age applicants.)
4. Have a career or educational goal.

### Under-Age Application Criteria

The above factors apply plus:

1. Written permission from the Superintendent of School District 80.
2. Written permission from the High School Principal or Counsellor.
3. Reasons for leaving school must be fully outlined. (A behavior problem does not qualify for entry into Upgrading.)
4. Interview with College Counsellor or Director.
5. Work experience is an asset. This provides an indication of maturity and a career goal.

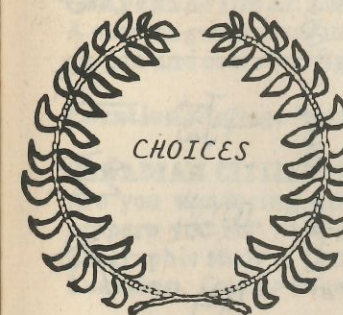
## GENERAL EDUCATION DIPLOMA (G.E.D.)

The G.E.D. is a self-study program for adults who want to obtain a Grade 12 certificate. Every year, the Ministry of Education holds examinations across the province to test people for this Equivalency Certificate. You are required to pass five tests: English Literature, Grammar, Science, Socials and Mathematics. Purchase a text at the College and study at home ... or ask about part-time tutoring!

Exams may be written at the Kitimat Campus:

December 12 & 13, 1986 OR March 20 & 21, 1987

You must be 19 years old and a resident of B.C. for at least six months before writing the exam. Application forms are available at the College.



### CHOICES: FINDING YOUR JOB

Trying to find a good job? It helps to know what you are looking for, and how to do it. When, where and what to offer your new boss will help you to hire the right employer.

**Choices** is a computer program designed to pinpoint jobs suited to your interests and skills. If you are interested in a 2-3 evening Choices/job search course, please call (632-4766). If you are number 12 to call, the course will begin immediately!

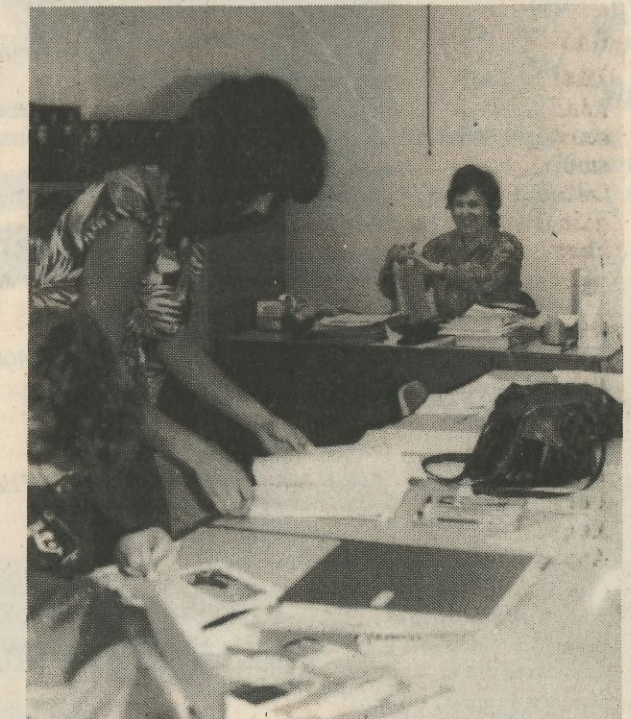
YOU MAY ALSO UPGRADE YOUR EDUCATION WITH ONE OF THESE:

### REGULAR HIGH SCHOOL

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

### CORRESPONDENCE COURSES

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



### PRE-REGISTER

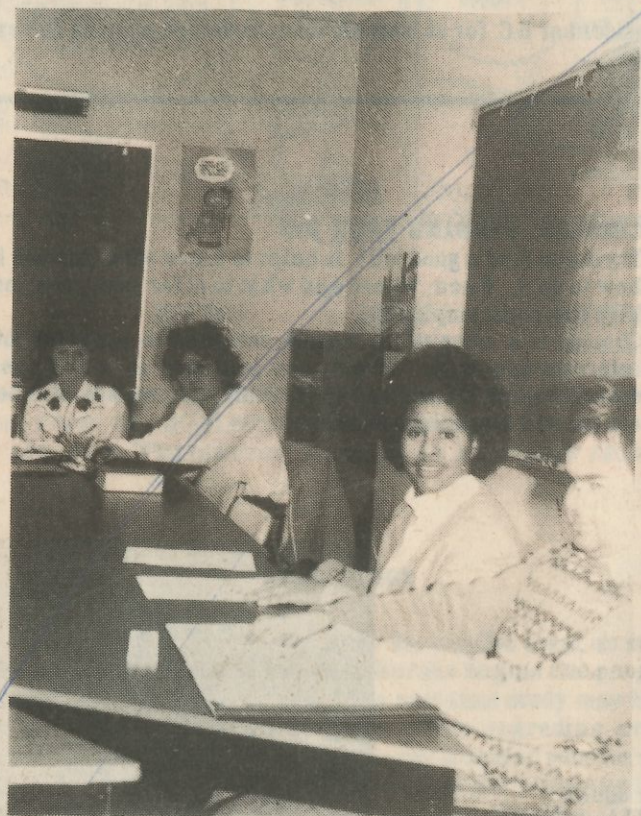
"Do it now! Don't wait for the first night! (Like spring, it may be a long time coming.)  
At least 12 of you must register one week before class start date.

**ENGLISH LANGUAGE**

TOKELETESITED A TUDASOD! TALAKOZZ Uj BARATOKKAL!  
TANULD MEG BESZELNI A HELYES ANGOL NYELVET.

"POBOLJŠAJ SVOJ ZIVOT! UPOZNAJ NOVE PRIJATELE! NAUČI DA GOVORIS  
PRAVILNO ENGLJSKI."

正しい英語を話すことを学び、  
新しい友達と知り合い、そして  
あなたの生活を向上させよう。



"PODNIJES SWOJ STANDART ZYCIA! POZNASZ NOWYCH PRZYJACIO!  
UCZ SIE JEZYKA ANGIELSKIEGO!"

認識新朋友!  
學習正確的英語。

PABUTIHIIN ANG IYON BUHAY. MAGKAROON NG BAGON KAIBIGAN.  
MATUTO MAGSLAITA TAMANG INGLIS.

"PERFECCIONA TU VIDA! ENCUENTRA NUEVOS AMIGOS! APRENDE HABLAR  
PROPIAMENTE INGLÉS."

**CLASSES BEGIN MONDAY, SEPTEMBER 22**

**OPEN HOUSE:**

**September 22**  
9:00 a.m. - 10:00 a.m.  
(Registration and class organization  
in the College library.)

**REGULAR CLASSES:**

**September 22**  
10:00 A.M. - 12:00 NOON  
(First day only)

**MORNINGS**

**ENGLISH FOR BEGINNERS** (Levels 1 - 4) 5 days per week - Kay Hall - \$125  
Emphasis will be on oral practice of everyday English--speaking and listening skills. 240 hours  
Location: College Room 6 Dates: Mon - Fri, Sept 22- Dec 12, 8:30 AM - 12:30 p.m.

**INTERMEDIATE ENGLISH** 4 days per week - Maria Raposo - \$90  
Instruction in written skills, phonics and spelling, as well as oral and listening skills. 144 hours  
Location: College Room 7 Dates: Mon - Thur, Sept 22- Dec 11, 9 AM -12 Noon

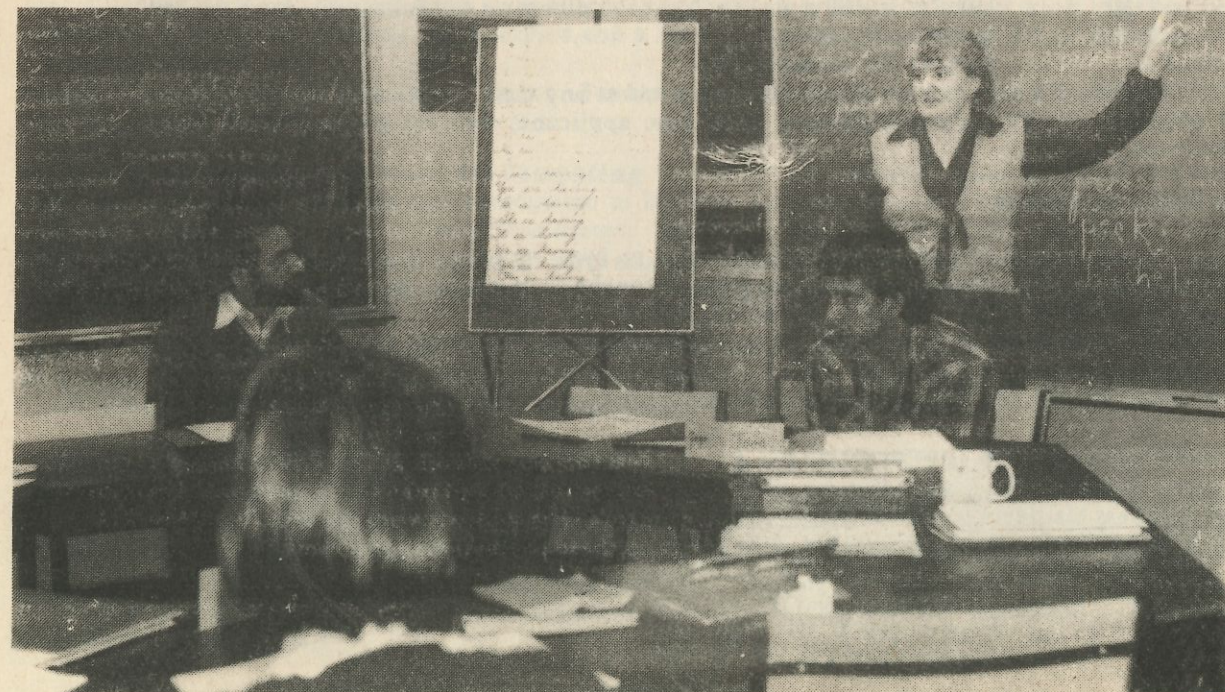
**ADVANCED ENGLISH** 4 days per week - Roberta Bowen - \$90  
Continuation of written and oral work, including vocabulary development. 144 hours  
Location: College Room 1 & LRC Dates: Mon - Thur, Sept 22- Dec 11, 9 AM - 12 Noon

**EVENINGS**

**CONVERSATIONAL ENGLISH** 2 days per week - Maria Raposo - \$45  
A new language class in spoken and oral English. Students will learn and review idioms, pronunciation,  
diction and oral reading. Students at any level of English--basic to advanced, will benefit from this class. 72 hours  
Location: College Room 7 Dates: Tues & Thur, Sept 23 - Dec 11, 7 - 10 pm.

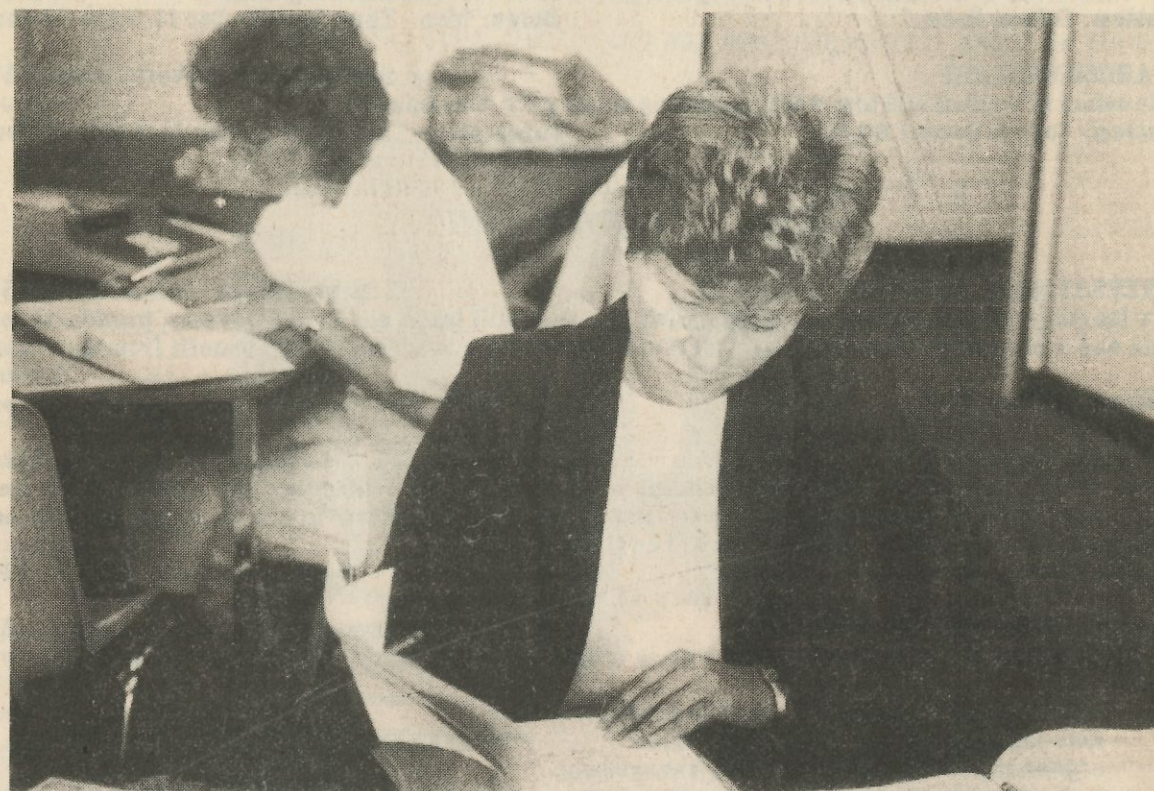
**CANADIAN CITIZENSHIP** 10 Sessions - Kay Hall - \$12.00  
Are you wondering how to go about becoming a Canadian Citizen? Register for classes which help  
prepare you for your citizenship interview. Basic instruction is given in the historic, political and  
geographic study of Canada. Understanding of English is necessary. 20 hours  
Location: College Room 6 Dates: Wed, Oct 1 - Dec 3, 7 - 9 PM

**INDEPENDENT LEARNING SKILLS** 2 days per week - Roberta Bowen - \$30  
This is a short, study course for anyone who is following a "self-study" style of learning. Topics will  
include:  
- how to read effectively - how to prepare for tests  
- note-taking - study skills  
- organizing for success - time management  
This course is recommended for adult upgrading students and returning students who have been used to  
classroom lectures! 50 hours  
Location: College Room 1 Dates: Mon & Wed, Oct 6 - Dec 10, 1:30- 4 p.m.



# BUSINESS & PROFESSIONAL

## DAY PROGRAM



### BUSINESS CAREERS TRAINING--FULL OR PART-TIME

INSTRUCTOR: Linda Byrne  
TIME: 9:00 a.m. to 4:00 p.m.  
DATES: Continuous intake  
starting September 2, 1986

FEE: \$67.00 per month full-time or part-time  
plus texts and refundable book deposit

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

### DIPLOMA PROGRAM:

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

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

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

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

### ADVANCED OPTIONS (DIPLOMA PROGRAMS)

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

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

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

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

**OFFICE MANAGEMENT**--Office Management is an advanced option diploma program. There are two parts to the program: Level One, which includes courses in Typing, Word Processing, Office Procedures, Accounting, Business Machines/Math, and Business Computers; Level Two includes Management, Law and Accounting, plus 9 optional credits.

The Kitimat Campus will be offering these courses on a self-paced basis this Fall. Get in touch with the College at 632-4766 for more information. 20 months.

## EVENING PROGRAM

**ACCOUNTING 101/102** 17 Sessions - Michael Bateman - \$105, plus text  
This College CREDIT course is basic to a Business Careers diploma in Clerk-Bookkeeping. Accounting 101 covers income statements, profit and loss, general ledgers and payroll. Accounting 102 involves specialized journals, cash control, bank reconciliations and inventory control. Project work includes the completion of a full set of books for a service and a retail company. Accounting 101 or 102 may be completed this term. 51 hours

**Location:** College Room 4 **Dates:** Tuesdays, Sept 23 - Dec 23, 7 - 10 p.m. (+ 4 Thursdays, TBA)

**BCPT 102 - Introduction to Business Computing** 13 Sessions - (Irma Boyd) - \$110 + text  
Expand your horizons by taking our Introduction to Business Programs course. Learn about the basic software programs now used in many businesses: word processing (WORDSTAR), computer filing (EASYFILER), and a "spreadsheet" program used in accounting (VISICALC). For beginners to the computer, and for those who plan to take more advanced business/computer courses, this is a required CREDIT course. Course material covers both theory and "hands-on" computer work using an IBM-PC. The text, "Computers Today" and a blank diskette should be brought to the first class. Class size is limited to 10. 39 hours

**Location:** College Room 3 **Dates:** Thursdays, Sept 25 - Dec 18, 7 - 10 p.m.

**BUSINESS ENGLISH 103** 12 Sessions - Tina Watchorn - \$78 plus texts  
Sharpen your communication skills for the office by taking this evening CREDIT course in basic Business English. Business English 103 is a required course for all Business Careers diploma programs. Everyone's grammar and spelling needs a little polishing now and then! Evening course credits can be transferred to credit in the day program. Perfect your English and you'll be on your way to a promotion! 36 hours

**Location:** College Room 4 **Dates:** Thursdays, Sept 25 - Dec 11, 7 - 10 p.m.

## INVESTMENT

### BASICS

6 Sessions - \$20, plus booklet, \$4  
Learn how to create your own investment portfolio. Explanation of investment instruments, portfolio strategies and basic economic effects will give you a start! 12 hours.  
Location: TBA Dates: Mondays & Thursdays, Sept 22 - Oct 20, 7 - 9 p.m.

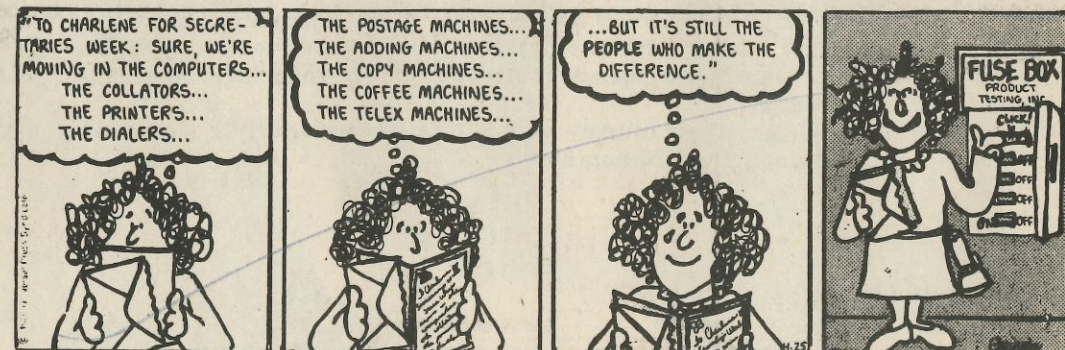
### RETIREMENT PLANNING

1 Session - \$5  
In one session, the instructor will discuss present tax legislation covering RRSPs, mutual funds, RRITs, annuities and self-administered plans. Plan your retirement soundly--and early! 3 hours  
Location: TBA Date: Saturday, Sept 27, 10 a.m. - 1 p.m.

### TECHNICAL ANALYSIS AND CHARTING

3 Sessions - \$15, plus booklet, \$5  
For those who have dabbled in the stock market, this short course will teach how to form charts, time investments and predict market direction. 6 hours.  
Location: TBA Dates: Mondays & Thursday, Oct 27 - Nov 3, 7 - 9 p.m.

Instructor, Glen Darling (MBA), has worked as a stock broker and is currently a bank branch manager.



### INTRODUCTION TO D-BASE III (IBM)

Rainer Giannelia - \$30  
D-Base III is a state-of-the-art file handling program for IBM compatible microcomputers. This is an introductory workshop for those new to computers, or just new to the IBM-PC. Content includes:

- turning on the PC(!)
- creating a data base
- how to put in data
- making changes
- retrieving data
- printing data

Rainer Giannelia, an instructor in the Business Administration program in Terrace will teach this seminar. Mr. Giannelia has a B. Sc. in Computer Science from SFU and 5 years' experience consulting and teaching business programs. REGISTER BY SEPTEMBER 19TH. 6 hours  
Location: College Room 3 Date: Saturday, Sept 27, 9 a.m. - 4 p.m.

### LOTUS I - Seminar

2 Sessions - Susan Scott - \$50 + diskette  
Interested in integrating your business applications? The Lotus computer software package combines word processing, filing/database and an accounting spreadsheet function. Whether you have a computer, are using one in business or are just interested, this seminar will lead you step-by-step from turning on the IBM-PC to using basic Lotus program commands and applications. 12 hours.  
Location: College Room 3 Dates: Saturday & Sunday, Oct 18 & 19, 9 a.m. - 4 p.m.

### LOTUS II - Seminar

2 Sessions - Susan Scott - \$50 + diskette  
If you have worked with a computer spreadsheet program or have taken the beginner Lotus seminar, this will interest you! Susan Scott will enlighten you to the extended features and benefits of Lotus 1-2-3, including database command, macros, graphs and file management. The "integrated" approach can meet most organizational needs for a small business or for home management. 12 hours.  
Location: College Room 3 Dates: Saturday & Sunday, Nov 8 & 9, 9 a.m. - 4 p.m.

## INTRODUCTION TO PERSONAL COMPUTING

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

The complete program includes a print package of course materials and a Radio Shack Colour Computer. This course provides "hands-on" introduction to computer programming. The Colour Computer connects to your home television. You will need a portable cassette tape recorder to save your programs.

Dates: We are taking names for our wait list; some computers are available now.

Completion Time: Computers are loaned out for precisely six weeks.

Fee: \$40.00 ( includes course materials) plus \$50.00 refundable deposit on the computer.

### HUNT AND PECK

12 Sessions - Nadia Green - \$55 + Text  
For masters of the one-finger method, those new to typing or plain typo-phobics, relax! Here's the opportunity to become skilled in touch typing. This is a practical "hands-on" course designed for persons in need of speed (style and/or grace) whether for computing, word processing or . . . typing. Keyboarding basics will be taught on regular electric typewriters. Practice time will be available during the day and evening. 24 hours

Location: College Room 5

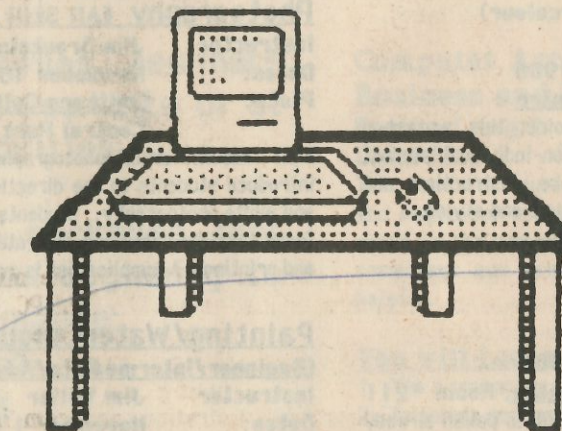
Dates: Tuesdays, Sept 23 - Dec 16, 7 - 9 p.m.

### TYPING 101/102

13 Sessions - Nadia Green - \$80 + text  
This College credit course in the Business Careers Diploma program is paced to your own speed. Students will work through assignments to improve accuracy and form in business communication. Students must have a beginner typing course or knowledge of the keyboard (to be assessed by teacher). Practice times will be available days and evenings on standard electric typewriters. 39 hours

Location: College Room 5

Dates: Thursdays, Sept 25 - Dec 18, 7 - 10 p.m.



### WPRO 100: Introduction To Word Processing

5 Sessions - Donna Gaspar - \$40 + diskette  
Study with Professor DOS and Instructor DOS at your own speed. These two are tutorial disks which, with the help of a "live" tutor, will take you through the basic operation procedures of an IBM PC. This is a required course when taking any advanced Word Processing credit options (e.g. WPRO 104). Evening credits are transferable towards full-time day programs. 15 hours

Location: College Room 3

Dates: Tuesday, Sept 23 - Oct 21, 7 - 10 p.m.

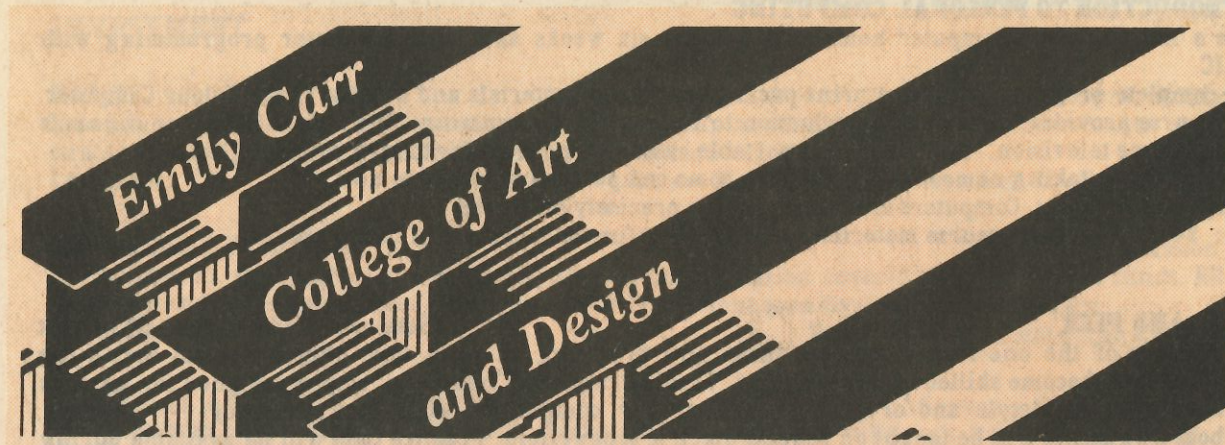
### WPRO 104

15 Sessions - Irma Boyd - \$110 + diskette  
Do you want to be an experienced word processor? This hands-on course will familiarize you with the popular WordStar word processing system, through applications such as mailmerge, spelling check and indexing. Students will complete a tutorial using WordStar, followed by extensive job simulations to give "on-the-job" experience. Evening course credits are fully transferable to the Business Careers Word Processing option. 45 hours

Location: College Room 3

Dates: Tuesdays, Oct 28 - March 3/87, 7 - 10 p.m.





## 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

## 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.

### FBDB: Bookkeeping For Small Business

6 hours

Owners, managers, key employees, lend us your fears! Bookkeeping for a small business will seem a breeze after taking this fact-filled course: full of practical tips, shortcuts and terminology made easy. You will learn how:

- 1) to determine Debits & Credits the easy way
- 2) to enter into a journal and combined journal
- 3) to post in a general journal and why
- 4) to deal with accounting terminology simply
- 5) to use a trial balance at each month end and why
- 6) a financial statement is developed from a trial balance

**Instructor:** From FBDB Vancouver office  
**Location:** College Room 1  
**Date:** Tuesday, Nov 18  
**Time:** 10 a.m. - 5 p.m.  
**Fee:** \$60

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

REGISTER BY NOVEMBER 7TH.

### 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 procedure
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 the balance sheet
  - e) Prepare the balance sheet
  - f) Run a month end

**Instructors:** John Campbell & Rainer Giannelis

**Location:** N.W.C.C., Kitimat  
**Date:** Nov 24/25/26, Mon to Wed  
**Time:** 3 - 10 p.m.  
**Fee:** \$60

## 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.

## 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:** October 7, 8, & 9, 1986 - Reinforcement - November 4/86  
**Location:** N.W.C.C. Kitimat, Room 7  
**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:** November 5, 6, & 7, 1986 - Reinforcement - December 1/86  
**Location:** N.W.C.C. Kitimat, Room 7  
**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:** December 2, 3, & 4, 1986 - Reinforcement - December 5/86  
**Location:** N.W.C.C. Kitimat, Room 7  
**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.

**CHALLENGE YOURSELF WITH SOMETHING NEW**

## EXECUTIVE OFFICER TRAINING - FIRE SERVICES

See yourself in the Chief's chair?

Now is the time to begin this new part-time Certificate program to prepare for that management job five years in your future. Learn management styles, organization structures and the practices of municipal government. Similar courses are currently required in many B.C. municipalities for chief and deputy chief positions. Most individual courses carry College credit in the Business division as well as towards this diploma.

### Core Courses (11):

- Management 150/151
  - Business English 150
  - Business Computing 102
  - Counselling I (HSW)
  - Accounting for Managers (FBDB)\*
  - Management Practices (OLI)
  - Personnel Management (OLI)
  - Labour Relations (OLI)
  - Municipal Law
  - Public Speaking (Toastmasters)
- Plus 3 options

\*Offered Fall '86 in Kitimat)

Plan your spare time. If you now have a job at any level of fire services, talk to College personnel about enrolling this fall.

### LONG TERM CARE AID/HOMEMAKER

*Full-time spring program - call now to wait-list!*

Jobs in the health-care field were found by over 60% of the graduates from this course, held last year in Prince Rupert. A minimum of 12 students will be accepted for a full-time 14-week Spring program this year in Kitimat. You will learn the following:

- Nutrition
- Personal Assistance
- First Aid
- Body Structure/Health Needs
- Communication

The full course includes seven weeks of practical lab exercises and theory as well as a seven week practicum. Grade 10 (Level III, BTSD) is preferred, but experience will be considered. Count yourself in! A deposit of \$100 (refundable up to 2 weeks before start date) will hold a space for you in this March-to-May program. Call 632-4766 for more info!



Put zip in your life! Add interest to excitement... join a part-time class, take a workshop. TRY IT - LET US KNOW IF YOU LIKE IT!

## SHORT STOPS

*(One-day night school - short courses.)*

### NEGOTIATION SKILLS - Level I

#### Conflict Resolution Certificate program

3 days - Dinah Stanley - \$195

Participants will learn skills and theory to assist them in applying negotiation techniques and strategies in the workplace. Emphasis will be on using interest-based bargaining, and on developing a collaborative climate. Dinah Stanley, the workshop leader, is a counsellor and mediator in private practice in Victoria. She is a board member of the B.C. Mediation Development Association and a trainer for the Justice Institute of B.C. The Conflict Resolution Certificate program offered by the Justice Institute consists of the following core courses plus electives:

- Conflict Resolution: Dynamics Styles & Applications
- Dealing with Anger, Hostility & Resistance in Conflict Situations
- Negotiation I/II
- Mediation I/II

Register by October 1st. Co-sponsored by the Justice Institute of British Columbia.

Location: College Room 7

Dates: Thursday - Saturday, Oct 16 - 18, 9 a.m. - 5 p.m.



### WELLSPRING PROGRAMS

Maximize your energy and relax your tension by learning simple but proven methods. Barri Blix, a registered massage therapist in private practice in Smithers will offer three ways to the wellspring. Borrow some time for the health of it! Please register at least one week in advance.

#### STRESS FREE

2 Sessions - \$22

**Fight or Flight!** *Stress* is an everyday part of our lives. It provokes in us one of mankind's oldest reactions when faced with a sabre-toothed tiger: fight or flight. Stress can be caused by good or bad situations; the problem our body has is in telling them apart. The first step in controlling stress is to learn when you are under attack. Stress management is a skill you can develop just like swimming or playing the piano. It requires proper instruction and practice. Barri Blix will give you that instruction. The practice is up to you. 6 hours

Location: M.E.S.S. Room 504

Dates: Thursday & Friday, Oct 16 & 17 - 7 - 10 p.m.

#### HYDROTHERAPY

1 Session - \$15 (\$25 for two)

Showers, saunas, ice and moist heat packs all have individual therapeutic benefits. Water in its many forms can heal and maintain well-being. So, if lately you've been feeling like a fish out of water, Barri Blix will demonstrate practical methods of H<sub>2</sub>O therapy! 3 hours

Location: M.E.S.S. Room 504

Dates: Thursday, Nov 6, 7 - 10 p.m.

### PRIME TIME

Especially designed for women in the 40 - 50 age group, the aim of this program is to develop responsibility for personal well-being through exercise, relaxation and lifestyle. Wear loose, comfortable clothing and bring a mat or blanket. Each session includes easily-paced exercises to music, relaxation and discussion on topics of particular interest to women in their "prime".

Location: M.E.S.S. Room 504

2 Sessions - \$22

Dates: Friday, Nov 7, 7 - 10 p.m. & Saturday, Nov 8, 9 - noon

### HOW TO FRAME YOUR ARTWORK

Artwork without a frame is like a sandwich without the slices of bread; still good but incomplete. A frame can be simple or fancy, ornate and old-fashioned, or sleek and modern-looking. Oils, watercolours, posters, photos, limited edition prints and other art objects can be framed--care must be taken to frame them properly. Matt Ehses, of the Northern Light Studio in Terrace, is just the person to show you how to get "framed". Lecture to be complemented with demonstrations.

Location: M.E.S.S. Room 124

1 Session - Matt Ehses - \$10

3 hours

Date: Monday, Oct 6, 7 - 10 p.m.



### HOW TO GET PLANTS READY FOR WINTER

When the kids go back to school and the leaves change color, you know winter isn't far behind. Make sure your garden is as snugly tucked in as you are for winter. Ferd Wuensche will show you how to "winterize" your prized roses, perennial plants and shrubs, as well as discuss plant biology, fertilization and soil structure.

Location: M.E.S.S. Room 129

Ferd Wuensche - \$5

2 hours

Date: Monday, Sept 29, 7 - 9 p.m.

### HYDROPONICS: GROWING WITHOUT

Hydroponics is the exciting new way to grow plants without soil--in water! Darren Munson, from Northern Hydroponics in Terrace, will help get you started with this revolutionary method. Everything you need to know about hydroculture; types of plants, home systems, feeding, ingredients, prices, growing rooms and greenhouses. Get ready for tomatoes this Christmas!

Location: College LRC

2 Sessions - Darren Munson - \$15

4 hours

Dates: Wednesdays, Sept 24 - Oct 1, 7 - 9 p.m.

### MANICURES - A PROFESSIONAL JOB!

Treat yourself to an evening of professional instruction in nail care. How to have beautiful nails and how to keep them looking beautiful. Bring some Palmolive and your favorite colour!

Location: The Hair Force

1 Session - Tracy Bailey - \$5

2 hours

Date: Tuesday, Nov 4, 7:30 - 9:30 p.m.



The Public Legal Education Society

THE PEOPLE'S LAW SCHOOL

### LAW: PERSONAL INJURY

To sue or not to sue. General discussion of all facets of personal injury cases, including motor vehicle accidents, slip and fall cases, conduct of personal injury cases, including the role of a lawyer, medical reports and doctors. I.C.B.C. procedures, including no-fault benefits, quantum of damages, and the settlement of cases are covered plus a brief outline of court litigation procedures. If you plan never to have an accident, don't attend this free workshop co-sponsored by the Public Legal Education Society.

Location: College LRC

1 Session - Rod Donaldson - Free

Date: Thursday, Oct 23, 7:30 - 9:30 p.m.

### LAW: WILLS & ESTATES

Do you have a will? What will happen to your loved ones if you die without a will? This course will discuss how to make a will and what should be included; what happens in the event that you should 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 and people to contact. Don't die without this course!

Location: College LRC

1 Session (2 hours) - Rick Wozney - Free

Date: Thursday, Oct 9, 7:30 - 9:30 p.m.

### MAKING THE MEDIA WORK FOR YOU

Frustrated by a low advertising budget? Writer's block giving you the "no-news" blues? Anyone working to promote a service club or community group will benefit from these 2 hours. Topics include:

- writing a news release (the 5 'Ws')
- care and feeding of your reporter
- the electronic media: radio and TV
- understanding the news "hole"
- libel/slander

Mr. Sager, presently Communications Advisor for Alcan has 12 years' experience in all areas of public relations from reporting to publishing. If you are interested in becoming a reporter, come to this session and talk with the instructor. An extended course is possible.

Location: College Room 2

Date: Tuesday, Sept 23, 7 - 9 p.m.

### OUTDOOR PHOTOGRAPHY WORKSHOP

Explore Kitimat's scenic beauty and wildlife through the lens of a camera! Join up with Max Patzelt, recognized commercial and industrial photographer, for a photography workshop outdoors. (Weather permitting.) Bring a camera (you must know how to operate it), film, tripod, if you have one, and a lunch. Meet at Max's Photo Studio at 9 a.m. for a day's shooting.

Location: Max's Photo Studio

1 Session - Max Patzelt - \$15

6 hours

Date: Saturday, Sept 27, 9 a.m. - 3 p.m.

### SAFE CHILD CARE FOR PARENTS

STOP! Spare a minute to take this quiz!

- 1) Your child is choking on a peanut. You would \_\_\_\_\_
- 2) The most effective way to stop a nosebleed is \_\_\_\_\_
- 3) To perform CPR on a child you \_\_\_\_\_

If you can't answer these questions, please enroll in this course today! Infant/child CPR is included.

Location: College Room 6

Date: Thursday, Oct 2, 7 - 10 p.m.

1 Session - Kathi Nelson - \$5

3 hours

### TAKING CHARGE

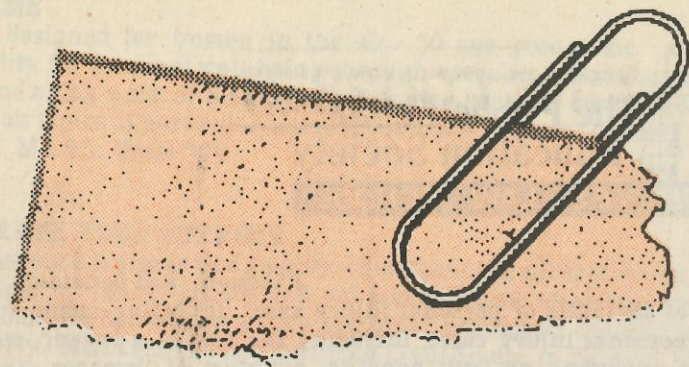
Women! Learn to communicate your thoughts and feelings openly. Learn to feel good about who you are and learn how to say 'no'. This course emphasizes awareness and communication, stress and time management. Marj Ford, the instructor, a Community Development Worker and editor of the Well-being Connector, is here from the Mental Health Network in Smithers. Come to the full session, or afternoons (or evenings) only. Childcare will be provided.

Location: College Rooms 7 & LRC

2 Sessions - Marj Ford - \$10 (\$6 for afternoons or evenings only)

12 hours

Dates: Monday & Tuesday, Nov 3 & 4, 1 - 4 and 7 - 9 p.m.



**ESPECIALLY  
FOR  
WOMEN**

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 correct and write information--then share it with each other. The following workshops are an opportunity to learn and share in a self-help way. Come and learn more about P.M.S and menopause; how other women experience it and how you can help yourself. Deborah Buri is an experienced workshop leader from Smithers, trained through the Vancouver Women's Health Collective. Marj Ford teaches and travels throughout the Northwest region as part of the federal government Mental Health Network. Both workshops are co-sponsored with the Northwest Mental Health Network.

**REGISTER BY OCTOBER 10TH.**

**MENOPAUSE**

1 Session - Deborah Buri & Marj Ford - \$10 + text

Menopause is a natural transitional phase of our lives, not an illness. Declining levels of female sex hormone production lead to the ending of the menstrual cycle and of our reproductive years. Because menopause is a natural body process, the symptoms that some women experience can usually be relieved without resorting to drug and hormone therapies. Join in the discussion and counselling session (just for women) led by Deborah Buri and Marj Ford.

12 hours

**Location:** College LRC

**Date:** Monday, Oct 20, 7 - 9:30 p.m.

**PRE-MENSTRUAL SYNDROME (PMS)**

1 Session - Deborah Buri & Marj Ford - \$10 + text

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 severe PMS. They experience severe symptoms that disrupt their lives. These symptoms can often be alleviated through dietary changes, vitamin and mineral supplements, and other lifestyle changes. Come and learn more about PMS in discussion with Deborah Buri, and Marj Ford.

2 hours

**Location:** College LRC

**Date:** Monday, Oct 20, 1 - 3 p.m.



Girl Guides  
of Canada  
Guides  
du Canada

Looking for **NEW**, challenging activities: creativeness, fitness challenges, and fellowship? Whatever age you are--we have a place for you.

We need you as our **Brownies, Guides, Pathfinders, Cadets, Junior Leaders, Rangers** or as a very important **Group Leader**. (Phone: Mary Sheil at 632-7826, or Betty-Lynn Schwab at 632-3336.)

**PART TIME COURSES**



**MEET NEW FRIENDS! - JOIN A NIGHT CLASS!**

**Refund Policy**

There will be no refund of fees on part-time courses unless the seat can be sold to another student.

In this case only, refund is 100% of fees minus a \$10.00 administration charge.

**BASIC BOATING - A POWER SQUADRON PROGRAM FOR BOATERS**

12 Sessions - Gerry Morisseau - \$80 plus supplies

Increase your knowledge of seamanship and navigation, both power and sail. Join the nation-wide association of boating enthusiasts--the Canadian Power Squadron. Courses are open to anyone, not restricted to boat owners alone.

Students must pass the Basic Boating Exam. They are then eligible to take a wide variety of advanced courses, including: Advanced Piloting, Celestial Navigation, Weather, Marine Maintenance and Marine Electronics.

Basic Boating covers the following topics:

- boat handling
- general seamanship
- mariner's compass
- equipment & boating laws
- manners & customs
- charts & piloting
- aids to navigation
- rules of the road

Course fee includes all study materials. Students will be responsible for a divider and set of parallel rules (approx. \$26) and the exam fee (\$8.00). **REGISTER BY SEPT. 12.**

**Location:** M.E.S.S. Room 111

**Dates:** Thursdays, Sept 25 - Dec 11, 7:30 - 9:30 p.m.

**AIRBRAKES**

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.

Location: TMH Building,  
Alexander School Annex

5 Sessions - Joe Farina - \$56 (includes manual)

Dates: Mondays & Wednesdays, Oct 27 - Nov 5, 6.30 - 10.30 p.m.  
& Saturday, Nov 8, 8 a.m. - 3 p.m.

**CALLIGRAPHY**

You, too, can have beautiful handwriting. Learn basic skills in Italics, Gothic and Uncial script. Bring a calligraphy pen and paper to class the first night and you'll be on your way to creating elegant-looking invitations, menus, cards. Add a touch of class to your penmanship!

Location: M.E.S.S., Room 118

6 Sessions - Don Malcolm - \$20

Dates: Mondays, Sept 22 - Nov 3, 7 - 9 p.m.

**C.P.R. - HEARTSAVER**

Heart disease is Canada's number one killer. Biological death occurs 4 to 6 minutes after breathing or heartbeat ceases. Would you know what to do in an emergency?

Location: Tamitik Arena Meeting Room

1 Session - Ilona Kenny - \$25

Date: Monday, Sept 29, 6 - 10 p.m.

**CPR BASIC LEVEL I**

Anyone trained in CPR techniques should take this follow-up course. Learn to work with a partner, and give CPR to an infant or child. The greatest gift of all is life--give it.

Location: Tamitik Arena Meeting Room

1 Session - Ilona Kenny - \$32

Date: Saturday, Oct 18, 9 a.m. - 6 p.m.

**DEFENSIVE DRIVING**

Gain confidence with our defensive driving accident prevention course. If you've never had a lesson, or if it's been a while, these simple "rules of the road" will help you arrive safely. The B.C. Safety Council supports this course--act now before you need it!

Location: M.E.S.S. Room 118

4 Sessions - George Adolf - \$25 (includes books)

Dates: Wednesdays, Oct 8 - 29, 7 - 10 p.m.

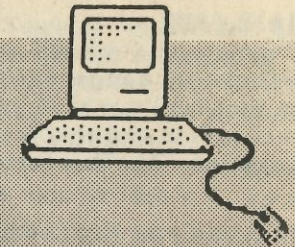
**ECCA:****WATERCOLOUR WORKSHOP, KITIMAT**Traditional Watercolour Techniques

Natural forms will be the focus of this workshop by Jim Willer of West Vancouver. All levels of artist from beginner to teacher are invited to participate. Discussion will cover topics such as composition, abstraction, colour and personal perception. Mr. Willer has a colourful background ranging from attending the Hornsey School of Art in London, England to painting the ancient villages and landscape of the Queen Charlotte Islands. He has exhibited throughout Canada and the United States, and his paintings are in private and permanent public collections such as the National Gallery of Canada in Winnipeg, and Vancouver Art Galleries.

Date: Nov 1 & 2, 9 a.m. - 4 p.m.  
Day: Saturday & Sunday  
Time: 9 a.m. - 4 p.m.  
Location: M.E.S.S. Room 124  
Artist: Jim Willer  
Fee: \$40.00



REGISTER BY OCTOBER 24TH.

**ELECTRONICS**

Have you considered upgrading your skills in your "spare" time? Whether you have 4 hours a week or 15 hours, day or evening, this computer-assisted program will fit your schedule. The core program, available now in Kitimat:

- AC Electronics - DC Electronics - Semiconductors -

These modules all require 60 to 120 hours of lab, theory and testing time. The remaining 3 core modules - Digital Techniques, Microprocessors and Electronic Circuits will soon be ready (Electronic Circuits in Terrace only). Telecommunications Video Systems, the two 12-week specialty options leading to an Electronics Technician diploma, can be taken in Terrace following the core courses.

Requirements: Grade 12 Math/Grade 12 Physics or equivalent  
Fee: \$44/month (under 15 hours/week) plus \$50 book deposit

**FIRST AID****FIRST AID, BASIC**

You could be a savior--of someone's life--with Basic First Aid. This course will teach you what to do in the crucial moments before qualified help can arrive. Basic First Aid covers course content equivalent to a Standard St. John Certificate. Survival First Aid certification from Worker's Compensation Board and a College transcript will be issued upon successful completion. The course material covers:

- hypothermia, heat stress & poisons - Survival First Aid - one- and two-person CPR  
- splinting of major injuries - Oxygen therapy - recognition of head, chest and abdominal injuries

Location: Tamitik Arena Meeting Room

Dates: Wednesdays, Oct 1 - Nov 5, 7 - 11 p.m.

**FIRST AID - INDUSTRIAL**

Time to renew your ticket? Are you thinking of getting a WCB ticket for job purposes? Here is your chance! A two-week "crash" course of intensive first-aid training, leads to WCB certificate exams. This WCB course qualifies you for a Survival First Aid Certificate and CPR ticket, as well as WCB Industrial exams. Students must be 19 years of age by the end of the program, and meet all medical requirements. Fee includes text and exam fee.

Location: Tamitik Arena Meeting Room

Dates: Monday to Friday, Oct 20 - 31, 9 a.m. - 4 p.m.

**FRENCH, BEGINNER**

Become bilingual! Learn to speak Canada's "other" official language in a relaxed, easy-to-follow aural/oral method. The instructor, Aline Holloway, is a native French speaker, new to teaching, but not to the language. If you already know the basics of French, come too, and practice.

Location: College Room 2

Dates: Wednesdays, Sept 24 - Nov 12, 7 - 9 p.m.

**FURNITURE REFINISHING**

Does your coffee table show its age? Learn how to bring battered and bruised furniture back to life with the help of an experienced instructor, Mike Byrne. Mike will teach you the proper techniques to do a professional job. Shop equipment will be available; however, as storage is not available please start small!

Location: M.E.S.S. Room 508

Dates: Tuesdays, Sept 23 - Oct 28, 7 - 10 p.m.

**GUITAR, BEGINNERS**

No previous experience necessary! At the end of 8 weeks, with practice, you'll be able to play a variety of tones from sheet music. This introductory course uses folk, classical and popular songs to teach chords and notes in first position, picking and strumming styles, and rhythms. Students should bring their own guitars.

Location: M.E.S.S. Room 405

Dates: Tuesdays, Sept 23 - Nov 18, 7 - 9 p.m.

**HAIR CARE**

Brighten up your Fall with a new look! This basic hair care course covers hair trimming, perms, cellophanes, hennas and styling for longer hair. A model will be required after the first night. Practice on your family or work on your classmates! With a little practice, you can do wonders with a hot brush, curling iron and blow dryer! Cost of supplies used is not included in the fee. 18 hours  
**Location:** The Hair Force **Dates:** Tuesdays, Sept 23 - Oct 28, 7:30 - 10:30 p.m.

**ITALIAN FOR BEGINNERS**

8 Sessions - Maddelena Vannucci - \$35  
 Try something new this spring! Speak to your neighbours in Italian or do as the Romans do in Venice and Naples. Conversation, oral practice and simple grammar will be taught in this beginners course.  
**Location:** M.E.S.S. Room 127 **Dates:** Tuesdays, Sept 23 - Nov 18, 7 - 9 p.m.

**ITALIAN, INTERMEDIATE**

8 Sessions - Maddalena Vannucci - \$35  
 Here is the exciting follow-up to beginner's Italian! Explore Italy's cultural history through books about Italian artists, sculptors, and inventors. Continue with grammar, translation, and practicing your conversation with classmates, to perfect your Italian. To join you must have a beginner course or permission of the instructor. 16 hours  
**Location:** M.E.S.S. Room 127 **Dates:** Wednesdays, Sept 24 - Nov 12, 7 - 9 p.m.

**OFFICE REFRESHER**

6 Sessions - Carol Larsen - \$45  
 Know how to type but feel a bit terrified by the new office equipment? Get your feet wet! Learn how to use an electronic typewriter, and try word processing on an IBM-PC. It's easier than you think to master the machinery and make it work for you. The course will be comprised of two parts: half of the time will be spent on the electronic typewriter, and the other half on the computer. 18 hours  
**Location:** College Rooms 3 & 5 **Dates:** Wednesdays, Sept 24 - Oct 29, 7 - 10 p.m.

**PORTUGUESE, BEGINNERS**

8 Sessions - Maria Raposo - \$37  
 "No man is an island." Investigate the rich culture of Kitimat. Learn to speak Portuguese, one of the Romance language spoken throughout the world. Maria Raposo, a certified teacher from Portugal, will guide you through the basic vocabulary of conversation for use on that holiday to Brazil, the Azores or the beautiful beaches of Kitimat! If you already know French, why not try a "sister" language. 16 hours  
**Location:** College 7 **Dates:** Mondays, Sept 29 - Nov 24, 7 - 9 p.m.

**PORTUGUESE - LEVEL II**

8 Sessions - Maria Raposo - \$37  
 Know some Portuguese? Want to continue learning vocabulary and grammar from last term? Join this lively group? Maria Raposo is a certified instructor and native Portuguese speaker. When travelling in the Old World (the Azores), or the New (Brazil), it's handy to learn the language before you leave--the better to get around and make friends when you arrive. Students with no formal class training, but a basic understanding of Portuguese should contact the instructor prior to the beginning of class. 16 hours  
**Location:** College 7 **Dates:** Wednesdays, Oct 1 - Nov 19, 7 - 9 p.m.

**POWER ENGINEERING - Tutorial**

10 Sessions (each) - Glenn Robertson - \$55 plus materials  
 Power Engineers require provincial certification to work, and to advance on the job. These tutorials will assist you to master the theory needed to write provincial exams.

**Fourth Class Tutorial:** This is the entry level in power engineering. You must have a recognized course (SAIT, VCC) plus 6 months' experience, or 12 months' experience to write certification exams. In 10 weeks, with the aid of a tutor you will cover topics included in a regular correspondence course. This is not a credit course unless the student registers through SAIT, but will assist those wanting to proceed to exams. Grade 10 level Math is required for entry students. 30 hours  
**Location:** M.E.S.S. Room 111 **Dates:** Mondays, Oct 20 - Dec 22, 7 - 10 p.m.

**Third Class Tutorial:** If you want to upgrade your Class IV but have some problems with the theory, this tutorial is for you. To write provincial exams, a 4th class power engineer needs 24 months experience, or 18 months' plus a recognized course. Students will be assisted to cover all topics necessary to write the exam, but must register with SAIT if credit is desired. 30 hours  
**Location:** **Dates:** Wednesdays, Oct 2 - Dec 13, 7 - 10 p.m.

You must register for either of the above tutorials by September 19th.

**REFLEXOLOGY (FOOT MASSAGE)**

6 Sessions - Heidi Oeste - \$20  
 You can relieve tension, increase circulation, energize and relax your whole system by learning to massage the correct reflex areas in the hands and feet. You'll need to bring a blanket, towel, baby powder (or cornstarch), hand lotion and Tiger Balm. Get a friend to sign up with you and double the pleasure! Mrs. Oeste is a certified reflexologist and a member of the International Institute of Reflexology. 12 hours

**Location:** M.E.S.S. Room 504

**Dates:** Tuesdays, Sept 30 - Nov 4, 7 - 9 p.m.

**SIGN LANGUAGE (BEGINNERS)**

8 Sessions - Yvonne Danroth - \$35 + text  
 Imagine a silent world--alive with thoughts. You are invited to learn basic signs, fingerspelling and vocabulary for communicating with the deaf. This is an enjoyable course for anyone interested in teaching, working with the hard-of-hearing or just learning more about this field. Course materials have been developed to accompany the reference text "Comprehensive Signed English". 16 hours  
**Location:** M.E.S.S. Room 127 **Dates:** Mondays, Sept 22 - Nov 17, 7 - 9 p.m.

**SPANISH FOR BEGINNERS**

8 Sessions - Francisca Blassing - \$35 + text  
 Learn to speak Latin-American Spanish in 8 sessions! Ideal for polishing your conversational skills, preparing for your vacation or just for personal enjoyment. Introduce yourself to one of the modern Romance languages. Oral and introductory written work will form the basics of this course. Mrs. Blassing is a native Spanish speaker and an experienced language teacher. Text extra. 16 hours  
**Location:** M.E.S.S. Room 118 **Dates:** Thursdays, Sept 25 - Nov 13, 7 - 9 p.m.

**S.T.E.P. - PARENT EFFECTIVENESS TRAINING**

6 Sessions - Heather Armstrong - \$15 + manual  
 S.T.E.P. offers clear and simple steps to learn to build children's competence and confidence. It teaches alternative ways to resolve daily irritations like going to bed, getting dressed, chores and homework. You'll be amazed how quickly these conflicts clear up using the S.T.E.P. approach. 12 hours  
**Location:** College Room 2 **Dates:** Mondays, Sept 29 - Nov 10, 7 - 9 p.m.

**S.T.E.P. - TEEN PROGRAM**

6 Sessions - Heather Armstrong - \$15 + manual  
 Do you feel it is becoming more and more difficult to talk with your teenage son or daughter? Are you shouting more and enjoying it less? This discussion group will explore ways to open the communication lines, administer discipline, encourage personality development on both sides and how to tackle special challenges. 12 hours  
**Location:** College Room 2 **Dates:** Mondays, Nov 17 - Dec 22, 7 - 9 p.m.

**FUNDAMENTALS OF WELDING TECHNOLOGY****Welding Institute of Canada**

12 Sessions - Angelo Lamonato - \$200  
 This diploma program offered by the Welding Institute is for welders, supervisorys and inspectors. A WIC diploma is valuable to anyone seeking certification to WCB requirements. Six modules will be offered this term (Modules 7 - 12)

Topics include: - distortion and residual stress - weld faults and causes  
 - basic metallurgy & material specification - basic inspection technology  
 - basic welding metallurgy of structural steels - mechanical testing of welds

This is a theory course, offered in a self-study format with class/tutorial sessions once a week. Examinations are optional and may be written at the end of term. Course fee includes all books, study guides and tutorial. Reduced fee (\$100) for those who already have correspondence texts. 36 hours

**Location:** M.E.S.S. Room 111

**Dates:** Mondays, Sept 29 - Dec 22, 7 - 10 p.m.

**WOODWORKING PROJECTS**

10 Sessions - Sab Ribeiro - \$55  
 If you have basic woodworking shop and machine safety skills, this project course is for you! Sab Ribeiro will provide additional instruction in design, joinery and finishing. Class time will be available for students to be able to complete their projects. Bring your ideas the first night! Material costs are extra. 30 hours

**Location:** M.E.S.S. Room 508

**Dates:** Mondays, Sept 22 - Dec 15, 7 - 10 p.m.

## Other Northwest Community College Programs

Although Northwest Community College strives to take as many programs as possible to Kitimat 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 !

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## IMPORTANT INFORMATION FOR ALL STUDENTS

### REGISTER NOW!

**COMMUNITY REGISTRATION AT RIVERLODGE - MONDAY, SEPTEMBER 8, 7 - 9 PM**

**FEES:** Tuition varies with each course and must be paid in full at the time of registration.

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

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

#### **REFUNDS: GENERAL CONDITIONS --ORIGINAL RECEIPTS REQUIRED**

1. Full refunds will be made if a course is cancelled by the College or if a student withdraws from a course for medical or bereavement reasons prior to the course start date.
2. Refunds requested prior to the course start date will be assessed a \$10.00 administration charge.
3. There will be no refunds for courses with tuition fees of \$10 or less except for those conditions in '1' above.

#### **PART-TIME COURSES**

1. Withdrawals before the second class of a course--100% of tuition fees less a \$10.00 administration charge.
2. Withdrawal after the second class of a course--NO REFUND.
3. Special registration and refund policies apply to courses labelled "NO REFUND".

#### **ACADEMIC P/T & F/T**

1. A \$10.00 "late registration" charge will be assessed to any student registering after the second class.
2. Withdrawal after second class--80% of tuition fee less a \$10.00 administration charge.
3. Withdrawal after third or fourth class--50% of tuition fee less a \$10.00 administration charge.
4. Withdrawal after fifth class--NO REFUND.

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

#### **VOCATIONAL (F/T)**

1. A \$10.00 "late registration" charge will be assessed to any student registering after the first day of classes in a full-time vocational program.

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

**CANCELLATION OF COURSES:** Northwest Community College reserves the right to cancel or postpone any course for which registration does not reach the required minimum, or in which attendance or progress is unsatisfactory.

**HOLIDAYS:** No classes on statutory holidays--October 13, November 11, December 25 & 26

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

#### **CLASSES BEGIN:**

ENGLISH LANGUAGE.....week of September 22  
VOCATIONAL FULL-TIME.....September 2  
VOCATIONAL PART-TIME.....week of September 22

ADULT UPGRADING.....September 29  
ACADEMIC.....September 2  
COMMUNITY INTEREST.....week of September 22



*"If you are in your forties, half of all the world's scientific knowledge has been produced since you left school."*

**We're here if you need us!**

## **NORTHWEST COMMUNITY COLLEGE - KITIMAT**

### **ADDRESS**

606 Mountainview Square  
Kitimat, BC V8C 2N2  
Phone: 632-4766

### **HOURS**

Aug 25: Monday to Friday  
9:00 a.m. to 5:00 p.m.  
Sept 2: Monday to Thursday  
7:15 to 9:00 p.m.

### **STAFF**

Lola Doering--College Secretary  
Carol Larsen--Clerk  
Kathryn Sotheran--Clerk

### **KITIMAT DIRECTOR**

Susan Cole

### **IN KEMANO**

Colleen Parsons