

# COMMUNITY EDUCATION SERVICES

## Terrace Fall Program 1977



**SCHOOL DISTRICT 88 TERRACE**

**IN CONJUNCTION WITH**



**NORTHWEST COMMUNITY COLLEGE**

SCHOOL DISTRICT NO. 88 (TERRACE)  
COMMUNITY EDUCATION PROGRAM  
**September - December, 1977**

**PRE-REGISTRATION NIGHT**

**Thursday, September 15, 1977**

**Time: 7:30 - 9:30 P.M.  
Terrace Arena Banquet Room**

**NOTE: Classes begin week of September 26-30**

Come and meet your new Community Education Services Co-ordinator, Frances Long! Have a cup of coffee and tell her what you would like to see offered in the way of courses and programs! Many of the instructors will be present on Pre-registration Night to answer questions and to tell you about their course!

**FEEES WILL NOT BE COLLECTED ON PRE-REGISTRATION NIGHT, BUT WILL BE ACCEPTED AFTER SEPTEMBER 15th EITHER BY MAIL OR IN PERSON IN THE COMMUNITY EDUCATION SERVICES OFFICE. FEES WILL ALSO BE COLLECTED AT THE FIRST CLASS SESSION. FOR MORE INFORMATION, PHONE FRANCES LONG AT 635-4931 LOCAL 56.**

**REMEMBER: REGISTRATION IS ON A FIRST COME FIRST SERVED BASIS. (MAKE CHEQUES PAYABLE TO SCHOOL DISTRICT NO. 88)**

**FEEES**

Fees vary according to the length and importance of the course. They are payable not later than the second class session. Fees are refunded if a class is cancelled. Other refunds will be given only when a WRITTEN request is sent giving due reason for the request.

For Adult Education Courses, make cheques payable to School District No. 88.

**SUGGESTIONS WELCOME**

If you have any suggestions for a course not listed, please do not hesitate to call. A course can be offered in almost any subject, provided there is a competent instructor, the necessary equipment and sufficient interest.

**IF YOU WOULD LIKE TO TEACH A CLASS, PLEASE CONTACT FRANCES LONG!**

# ACADEMIC CLASSES

**GENERAL EDUCATIONAL DEVELOPMENT TESTS (GED)**

Under this program an adult writes five tests (English Expression, English Literature, Science, Social Studies, and Mathematics) and if the candidate reaches a set standard, he is issued with a certificate from the Department of Education in Victoria stating that he has the equivalent of a Grade 12 education.

Candidates who wish to write the GED tests must meet the following requirements: been out of school for one full academic year, be nineteen years of age, and lived in B.C. for six months.

People who are interested in writing these tests may obtain application forms and more information by contacting Frances Long at 635-4931. Northwest Community College has a testbook on "How to Prepare for the GED Tests" for \$5.75. The fee to write the tests is \$5.00. Refresher courses in Math and English are available for those interested.

**ENGLISH GED PREP COURSE**

A review of the basics covered by the GED tests. The purpose of the course is to enable people to prepare for the GED tests.

Night: Tuesdays, 7:30 - 9:30 p.m.  
Place: Northwest Community College  
Instructor: Eila George  
Fee: \$10.00 No. of sessions 10  
Textbook \$5.75.

**MATH & SCIENCE PREP COURSE (GED)**

Night: Thursdays, 7:30 - 9:30 p.m.  
Place: Thornhill Jr. Sec. Room 9  
Fee: \$10.00 No. of sessions 10  
Textbook \$5.75 (Also for GED English)

**ALL CLASSES WILL BEGIN THE WEEK OF SEPTEMBER 26-30, UNLESS OTHERWISE STATED!**

**BASIC MATHEMATICS**

This is an introductory course in mathematics and is for people with very little formal education in math, or who have been out of school for many years. The course will begin with a review of arithmetic and advance to elementary algebra.

Nights: Tuesdays & Thursdays, 7:30 - 9:30 p.m.  
Place: Caledonia Secondary  
Instructor: Hans Segelken  
Fee: \$20.00 No. of sessions 20

**BASIC ENGLISH**

This is an introductory course in English and is for people who have had very little formal education in English, or who have been out of school for many years. The course will cover basic grammar, spelling, reading, and writing.

Nights: Mondays & Wednesday, 7:30 - 9:30 p.m.  
Place: Northwest Community College  
Instructor: Janet Webster  
Fee: \$20.00 No. of sessions 20

**ENGLISH AS A SECOND LANGUAGE**

These courses are for people who speak little or no English. If you know of anyone who could benefit from these courses, please encourage them to attend.

**EVENING CLASS**

Nights: Monday & Wednesday, 7:30 - 9:30 p.m.  
Place: Cassie Hall School  
Instructor: Mrs. Stradeski  
Fee: \$5.00 No. of sessions 22

**DAYTIME CLASS**

A daytime class will be organized if there is sufficient interest.

Days: Monday & Wednesday, 9:15 - 11:15 a.m.  
Place: To Be Announced  
Instructor: Janet Webster  
Fee: \$5.00 No. of sessions 22

# PERSONAL DEVELOPMENT

## PYRAMIDS TO PICASSO

This is a video-taped version of UBC's Fine Arts Course 125, The History of Western Art. People may take the course either as general interest or the university credit (3 UBC Credits).

The course is two semesters long. Offered either Thursday or Thursday evening if there is sufficient interest. The course resource person is Frances Long, Community Education Services Co-ordinator for Terrace.

The fee for the course is \$51.00 for those taking it for credit plus \$25.00 for the course manual. For General Interest students the fee is the same, plus \$10.00 for course materials.

## CONVERSATIONAL FRENCH (BEGINNERS)

This course is for people who have no knowledge of French, but who would like to learn to converse in French.

Night: Tuesdays, 7:30 - 9:30 p.m.  
Place: Caledonia  
Instructor: To be announced  
Fee: \$20.00 No. of sessions 10

## CONVERSATIONAL GERMAN (BEGINNERS)

This course is for people who have no knowledge of German, but who like to learn to converse in German. An advanced course will be offered if there is sufficient interest.

Night: Tuesday, 7:30 - 9:30 p.m.  
Place: Caledonia  
Instructor: Ingeburg Andrews  
Fee: \$20.00 No. of sessions 10

## BEGINNING YOGA

This course is for people who have never studied Yoga. Topics include: Breathing, Physical Education, Relaxation and Concentration.

Night: Wednesday or Thursday 7:30 - 9:30 p.m.  
Place: To be announced  
Instructor: To be announced  
Fee: \$20.00 No. of sessions 10

## SEWING FOR BEGINNERS

Learn the fundamentals of sewing. All students will make at least one item during the course.

Night: Monday, 7:00 - 9:30 p.m.  
Place: Caledonia, Room 114  
Instructor: Angele Rowe  
Fee: \$20.00 No. of sessions 8 (20 hours)

## BASIC CAR MAINTENANCE

This course covers the basic mechanical operation of a car. The course is designed to help people to take better care of their car.

Night: Wednesday, 7:30 - 9:30 p.m.  
Place: Caledonia Industrial Power Shop  
Instructor: Doug Brewer  
Fee: \$15.00 No. of sessions 7  
Fee includes textbook for the course.

**NOTE: Classes begin the week of September 26-30, unless otherwise stated!**

**PRE-REGISTER on September 15, 7:30 - 9:30 p.m. in the Terrace Arena Banquet Room!**

# ARTS & CRAFTS

## WEAVING

This Fall we will have the use of looms available from the College. These are "Dorothy" 15" weaving width, 4 harness looms.

Nights: To be announced  
Place: Caledonia  
Instructor: Joan Humphrey  
Fee: \$20.00 No. of sessions 10

## OIL PAINTING

This course is for either the beginner or anyone who wishes to improve their skills. The instructor has held many art exhibitions in Terrace.

Night: Tuesday, 7:00 - 10:00 p.m.  
Place: Caledonia  
Instructor: Rebecca Mailloux  
Fee: \$30.00 No. of sessions 11 (33 hours)

## PRINTMAKING

This course will deal with basic print-making techniques such as woodcuts, linocuts, lift prints, mono-prints, and stencil work.

Night: Wednesday, 7:30 - 9:30 p.m.  
Place: Skeena Jr. Sec., Room 3  
Instructor: Tony Basello  
Fee: \$20.00 No. of sessions 10

## ACRYLIC PAINTING

This course will emphasize basic colour theory with stress on composition and design. Still-lives, landscapes, and portraiture with some art history will also be covered. Acrylic paint is similar to oil paint, but has a plastic base.

Night: To be announced  
Place: Skeena Jr. Sec., Room 3  
Instructor: Tony Basello  
Fee: \$20.00 No. of sessions 10

## POTTERY CLASSES

### POTTERY 1 (BEGINNERS)

Learn the basics of working with clay. Several hand-building processes will be taught as well as use of the wheel.

Night: Thursday, 7:30 - 9:30 p.m.  
Place: Caledonia  
Instructor: Eva Bebington  
Fee: \$20.00 No. of sessions 10  
(Materials extra)

### POTTERY 2 (ADVANCED)

This is for people who have covered the basics of pottery.

Night: Wednesday, 7:30 - 9:30 p.m.  
Place: Caledonia  
Instructor: Eva Bebington  
Fee: \$20.00 No. of sessions 10  
(Materials extra)

## STAINED GLASS TECHNIQUE

This course will teach the basics of Stained Glass windows and lamps which includes the full technique in how to use lead cane and copper foil. Students are requested to bring to the first class sessions: 1 yardstick, 1 single wheel glass cutter.

Night: To be announced  
Place: To be announced  
Instructor: Matt Ehses  
Fee: \$15.00 No. of sessions 8  
Material Cost: approx. \$30.00

# BUSINESS & GENERAL INTEREST COURSES

## ACCOUNTING FOR SMALL BUSINESSES

This course is for persons who keep books for small businesses. The complete book-keeping cycle will be covered.

Nights: Monday & Wednesday, 7:30 - 9:30 p.m.  
Place: Skeena Jr. Sec., Room 108  
Instructor: Ed Papais  
Fee: \$20.00 No. of sessions 20  
Textbook \$7.00

## BEGINNING TYPING

This course is for those people who wish to learn to type by touch or to improve their typing skills.

Nights: Tuesday & Thursday, 7:30 - 9:30 p.m.  
Place: Skeena Jr. Sec., Room 108  
Instructor: Bev Delyea  
Fee: \$20.00 No. of sessions 20  
Textbook \$2.15

## ADVANCED TYPING

This course is for people who can type, but who wish to improve their speed and typing skills.

Night: Wednesday, 7:30 - 9:30 p.m.  
Place: Thornhill Junior Secondary  
Instructor: Sue Mater  
Fee: \$15.00 No. of sessions 10

## BUSINESS TAXATION

The purpose of this course is to provide owner-managers with assistance in understanding the effects of taxation on small business. The course has been developed by the Federal Business Development Bank and uses the case-study approach.

Night: Thursday, 7:30 - 9:30 p.m.  
Place: Caledonia  
Instructor: Al McAlpine  
Fee: \$20.00 No. of sessions 10

## METRIC MADE EASY!

Don't be confused by the metric system! Take this course which covers all aspects of the metric system.

Night: Monday, 7:30 - 9:30 p.m.  
Place: Caledonia  
Instructor: Bob Belcher  
Fee: \$10.00 No. of sessions 6

## CONSERVATION AND OUTDOOR RECREATION EDUCATION (CORE)

This course covers game laws and regulations, wildlife management principles, land-owner-sportsman relations, identification of fish and game. Also includes firearm handling and safety, bush survival, and first-aid. The Conservation and Outdoor Recreation certificate is mandatory for all residents applying for their first hunting licence.

Courses are arranged throughout the year--contact Bob Garrett at 635-7438 for dates, registration and further information.

## DEFENSIVE DRIVING COURSE

This is the Canada Safety Council's course in safe driving and is recognized throughout the world as one of the best courses in safe driving.

Nights: Tuesday & Thursday, 7:30 - 9:30 p.m.  
Place: Caledonia  
Instructor: Hugh Power  
Fee: \$15.00 No. of sessions 4

## IMPAIRED DRIVING COURSE

The purpose of this course is to provide information about combining drinking and driving in regard to the social, physical, legal, and financial effects of this activity. Courses are held monthly and are free and open to the public. For course dates and further information contact Deidre Bartlett at 635-7271.

## CARE OF THE SICK

This course was designed by the Red Cross and was created to acquaint people with the basic skills to provide for sick people in the home. Some of the topics include: Recognizing the Signs of Illness, Treatments, Home Emergencies, Special Diseases, and Rehabilitation.

Night: To be announced  
Instructor: Registered Nurses  
Place: Caledonia  
Fee: \$5.00 No. of sessions 6  
(Fee includes manual)

## FLY TYING FOR FISHERMEN

Learn how to make your own fishing ties, not only will you save money, but you will be able to have custom-made ties!

Night: Thursday, 7:30 - 9:30 p.m.  
Place: Skeena Jr. Sec., Room 5  
Instructor: Roy Chapplow  
Fee: \$20.00 No. of sessions 10

## UPHOLSTERY

Learn how to do your own upholstering! Each student will upholster at least one item, e.g. a chair (large items such as sofas cannot be done in the class). A daytime class can be organized if there is sufficient interest!

Night: Thursday, 7:00 - 10:00 p.m.  
Place: Pioneer Upholstery, Thornhill  
Instructor: Claudette Sandeck  
Fee: \$30.00 No. of sessions 7

## CHINESE STYLE COOKING

Although this is not authentic Chinese Cooking, you will learn how to cook easy and economical meals! A daytime class will be organized if there is sufficient interest.

Night: Thursday, 7:30 - 9:30 p.m.  
Place: Caledonia Foods Room  
Instructor: Ann Hepburn  
Fee: \$20.00 No. of sessions 7

## CROCHET

Learn the basic stitches, patterns, and construction techniques for crocheted fashions and household articles. For the first session bring a skein of worsted wool, size 7 Aero crochet hook, scissors, ruler, note pad, and pen.

Night: Tuesday, 7:30 - 9:30 p.m.  
Place: Caledonia  
Instructor: Linda Tupper  
Fee: \$20.00 No. of sessions 10

## FILM SERIES

The college and the School Board will be offering a general interest film series starting at the end of September. It will be more economical to buy a ticket for the whole series than for an individual film. Students and persons over 60 years will receive a discount. KEEP WATCHING FOR FURTHER INFORMATION.

For Further Information, Please Contact:

Frances Long, 635-4931, Local 56

**SCHOOL DISTRICT 88 (TERRACE)**

3205 Kenney Street, Terrace, B.C. V8G 4B5

# NORTHWEST COLLEGE FALL PROGRAM TERRACE 1977

The Northwest College section of this brochure is divided into 3 main groupings:

1. Vocational and Trades Training Evening Program.
2. General Interest and University Transfer Courses.
3. Information on Special Programs within the College which will offer workshops and events in the coming months.

## ADMISSION:

In general there are no specific admission requirements for these programs except those which are specifically mentioned in the separate course descriptions.

Traditionally almost half of the persons enrolled in General Interest and University Transfer courses are taking them for personal enrichment only.

Persons who are interested in any course who have reservations about undertaking them are invited to telephone the College for further information or counselling (phone 635-6511).

## REGISTRATION FOR COLLEGE COURSES

Almost all courses in these listings have limited maximum enrolments. Registrations will be accepted at the College, 5331 McConnell Ave., Terrace, on the following dates, on a "first come" basis. - NO REGISTRATIONS WILL BE ACCEPTED WITHOUT FULL PAYMENT OF FEES.

Registrations will be accepted by mail provided that space is still available. Mail registrations must be accompanied by a cheque or money order payable to Northwest College for the full amount of the fee for the course and the name, address, and telephone number of the registrant. Be sure to specify the course and section number or starting date of the course.

Address mail registrations to:

Fall Program Registrations  
Northwest College  
P.O. Box 726  
Terrace, B.C.  
V8G 4C2

Telephone 635-6511

## DATES AND TIMES FOR IN PERSON REGISTRATION:

September 1, 2	- 8:30 a.m. - 4:00 p.m.
September 7	- 8:30 a.m. - 4:00 p.m.; 6:00 p.m. - 8:00 p.m.
September 8,9	- 8:30 a.m. - 4:00 p.m.
September 12-15	- 8:30 a.m. - 4:00 p.m.; 6:00 p.m. - 8:00 p.m.
September 16	- 8:30 a.m. - 4:00 p.m.
September 19,20	- 8:30 a.m. - 4:00 p.m.; 6:00 p.m. - 8:00 p.m.

## REFUNDS

A complete refund of fees is made only when a course or program is cancelled.

## SCALE OF WITHDRAWAL REFUNDS

- (a) Withdrawal within two weeks after commencement of classes.  
80 percent refund.
- (b) Withdrawal within four weeks after commencement of classes.  
50 percent refund.
- (c) Withdrawal more than four weeks after commencement of classes.  
No refund.

The College reserves the right to cancel any course which does not receive sufficient enrolment.

# Northwest Community College Vocational and Trades Training Division Terrace Campus

The following evening programmes will be offered at the Terrace campus during the Fall 1977 semester.

Further information may be obtained from the Registrar or from Mr. Dick Kilborn at 635-6511.

## 1. AIR BRAKES

This is a course to prepare drivers for a written and practical test on the operation and maintenance of air-brake systems for either on-highway or off-highway vehicles. Those taking off-highway exams will be required to pay the Ministry of Transport a five dollar examination fee.

This course will also include young persons who wish to drive air-equipped vehicles. Successful completion will give a Driver's License air endorsement.

Starting Dates: September 19, October 24  
Time: 7:00 - 10:00 p.m.  
Total Hours: 24 each course  
Fee: \$30.00 and \$2.00 for manual  
Instructor: Mr. W. Crouch  
Days: Mondays & Wednesdays

## 2. SMALL ENGINE REPAIR

This course will cover outboard motors, lawn mowers, chain saws, etc., and is intended to improve the skills of persons maintaining and working with small motors.

Starting Date: September 12  
Time: 7:00 - 10:00 p.m.  
Total Hours: 72  
Fee: \$72.00  
Instructor: Mr. W. Walters  
Days: Mondays & Wednesdays

## 3. BASIC WELDING

This course is intended to assist persons working in trades which require welding, but do not warrant the employment of a full time welder.

Starting Date: September 20  
Time: 7:00 - 10:00 p.m.  
Total Hours: 72  
Fee: \$72.00  
Instructor: Mr. R. Lippold  
Days: Tuesdays & Thursdays

## 4. BASIC CABINET CONSTRUCTION

This program covers the basic operations of Hand and Power tools as used in the construction of kitchen cabinets.

Instruction during the course includes:

Base or Lower Kitchen Cabinets  
Upper Kitchen Cabinets  
Upper and Base Bathroom Cabinets  
Drawers and Doors for above cabinets  
Application of arborite materials

Starting Date: September 19  
Time: 7:00 - 10:00 p.m.  
Total Hours: 30  
Fee: \$30.00  
Instructor: To be announced  
Days: Mondays & Wednesdays

## 5. BLUEPRINT READING FOR CARPENTRY

This course is to assist those presently working in the Carpentry Trade.

The program will include:

Reading Drawings  
Elevator Drawings  
Floor Plans  
Symbols and Notations  
Scaling  
Structural Information  
Detail Drawings  
The Plot Plan  
Trade Information  
Evaluation

Starting Date: September 20  
Time: 7:00 - 10:00 p.m.  
Total Hours: 30  
Fee: \$30.00  
Instructor: To be announced  
Days: Tuesdays & Thursdays

## 6. BASIC HOUSE FRAMING

This course is designed to assist those who would like a refresher or introduction into house framing procedures.

The course contains instruction in:

Floor framing  
Wall framing  
Framing of openings for doors and windows  
Simple stair construction  
Simple roof framing (gable style only)

Note: This course does **not** include concrete forming.

Starting Date: November 1  
Time: 7:00 - 10:00 p.m.  
Total Hours: 30  
Fee: \$30.00  
Instructor: To be announced  
Days: Tuesdays & Thursdays

## 7. AUTOMOTIVE ELECTRICAL TUNE-UP

This course is designed to up-grade tradesmen in the use of electronic tune-up devices and servicing emission control systems.

Starting Date: September 19  
Time: 7:00 - 10:00 p.m.  
Total Hours: 24  
Fee: \$24.00  
Instructor: To be announced  
Days: Mondays & Wednesdays

## 8. HEAVY DUTY MECHANICS

Upgrading for Trade Qualifications.

## 9. AUTOMOTIVE MECHANICS

Upgrading for Trade Qualifications

## 10. CARPENTRY

Upgrading for Trade Qualifications.

The objective of each course is to assist tradesmen in industry in upgrading their theoretical abilities sufficiently to meet the standards established by the Apprenticeship and Tradesmen's Qualifications Act for the certification of tradesmen. Persons completing these courses must apply to the B. C. Ministry of Labour to arrange an examination.

Fee: \$60.00 for each course  
Time: 20 sessions, 3 hours each

Heavy Duty: Mondays & Wednesdays, 7:00 - 10:00 p.m. beginning September 19. Instructor - Mr. T. Kenna

Automotive: Tuesdays & Thursdays, 7:00 - 10:00 p.m. beginning September 20. Instructor - Mr. C. Nielson

Carpentry: Mondays & Wednesdays, 7:00 - 10:00 p.m. beginning September 19. Instructor - Mr. J. Peters

## 11. INDUSTRIAL FIRST AID

This program leads to Workers' Compensation Board certification. Applicants will be required to have a medical examination at their own expense. We are offering two courses but they will be subject to sufficient enrollment.

Starting Dates: September 19, September 27  
Time: 7:00 - 9:30 p.m.

Total Hours: 55

Fee: \$100.00 Includes instruction, text books and examination. Does not include medical examination.

Instructor: Mr. R. Harris

Days: Mondays & Wednesdays or Tuesdays & Thursdays. Students should state their preference on their application.

NOTE: Additional courses will be offered if we receive sufficient enrollment.

## 12. SURVIVAL FIRST AID

The purpose of this course is to provide an individual with knowledge and skills that are necessary for the emergency care of an injured person pending the arrival of qualified first aid or medical personnel. Courses will be offered on Saturdays when sufficient applications have been received, and are open to those employed in industry or business where certification is relevant or to students in trades and vocational courses. The full program is completed in one day.

Fee: \$7.50 including examination.

## 13. BOOKKEEPING (ACC 1)

This is an introductory course into the fundamentals of bookkeeping. It is identical to our regular day course and requires a considerable number of home assignments. Routine profit and loss, balance sheets and payroll calculations are included. Completion of this module carries credit towards a Northwest College Business Certificate.

Fee: \$40.00

Time: 20 sessions, 2 hours each night,  
7:00 - 9:00 p.m.

Instructor: Mrs. J. MacIntosh

Days: Mondays & Wednesdays, beginning  
September 19.

## 14. BUSINESS MACHINES (BMT)

This is a beginning course into the operation of ten-key adders and calculators, both mechanical and electronic. Calculations normally associated with everyday business are applied to the machines including percentage, ratio and proportion, prorating and interest. Completion requires proficiency in the operation of machines plus 70% minimum average in the application of business mathematics. Credit may be applied towards a Northwest College Business Certificate.

Fee: \$40.00

Time: 2 sessions, 2 hours each night,  
7:00 - 9:00 p.m.

Instructor: Mr. G. Bennest

Days: Tuesdays & Thursdays, beginning  
September 20.

## 15. PERSONNEL MANAGEMENT

This is an introductory course intended for those who are in supervisory positions as well as for those who desire to enter the management field. An overview of personnel management will be presented with emphasis on recruitment, selection, testing, placement, training, performance, job evaluation, wage and salary administration. Completion of this course carries credit towards a Northwest College Business Certificate.

Fee: \$40.00

Time: 20 sessions, 2 hours per night,  
7:00 - 9:00 p.m.

Instructor: Mr. F. Hislop

Days: Mondays, beginning September 19.

## 16. BUSINESS MANAGEMENT

This is an introductory course into the principles and practices of management. It is designed for those who are developing an interest in management and for those whose careers may be advanced by additional training or a refresher course. Areas of study will include Organizing, Budgeting, Planning,

Scheduling, Motivating, Coordinating, Regulating and Deciding. Completion of this course carries credit towards a Northwest College Business Certificate.

Fee: \$40.00

Time: 20 sessions, 2 hours each,  
7:00 - 9:00 p.m.

Instructor: To be announced

Days: Wednesdays, beginning September 21

## 17. MEDICAL TYPING (T 3B)

This course is intended for practising stenographers who wish to expand their skills into the medical field. Prerequisite of the course: At least 50 wpm net.  
Instructional features:

1. Production practice in preparation of medical reports, case histories and correspondence.
2. Medical terminology and spelling.
3. Improved understanding of medical terminology.

Completion of this course will credit towards the Medical Stenographer's Certificate.

Fee: \$40.00

Time: 20 sessions, 2 hours per night,  
7:00 - 9:00 p.m.

Instructor: To be announced

Days: Mondays & Wednesdays, beginning  
September 19

## 18. STATISTICAL TYPING (T6)

This course will include:

1. Tabulations;
2. Business papers with tabulated reports;
3. Business letters with tabulated tables;
4. Various accounting reports, including income statements, balance sheets and schedules;
5. Related information concerning typing of figures, centering, and various other aspects of statistical typing.

Requirements: Experienced typists only. This is not a beginner's course. Completion of this course carries credit towards a Northwest College Business Certificate.

Fee: \$40.00

Time: 20 sessions, 2 hours each,  
7:00 - 9:00 p.m.

Instructor: Mrs. R. Nieman

Days: Tuesdays & Thursdays,  
beginning September 20.

## 19. VOCATIONAL MATHEMATICS

This course is oriented towards pre-vocational and trades people. It is designed to help those who need a refresher course or who have specific problems with shop mathematics. It will cover fractions, decimals, percentage, measurement, and problem solving.

Fee: \$40.00

Time: 20 sessions, 2 hours each

Instructor: Mr. R. Sullivan

Days: Mondays & Wednesdays, 7:00 - 9:00  
p.m., beginning October 3.

## 20. VOCATIONAL ENGLISH

This course is oriented towards pre-vocational and commercial people. It is designed to help those who need a refresher course or who have specific problems with grammar, usage and composition.

Fee: \$40.00

Time: 20 sessions, 2 hours each

Instructor: Mrs. E. George

Days: Tuesdays & Thursdays, 7:00 - 9:00 p.m.,  
beginning October 4.

## 21. DC ELECTRONICS

No prerequisite required other than a knowledge of algebra. Discusses matter, atoms, current flow, voltage drops, series and parallel circuits, magnetic fields, voltage divid-

ers, network theorems, time constants, D.C. meters and their use, 20 lab experiments.

Fee: \$50.00  
Total hours: 21

## 22. AC ELECTRONICS

Prerequisites - Course 21 or equivalent knowledge. Discusses wave forms, period, frequency, A.C. meters, oscilloscope, series and parallel circuits, RC filters, phase shifts, reactance, vectors, transformers, trigonometry, resonance, 8 experiments. Supplementary lessons - vector algebra (complex numbers as applied to AC circuits).

Fee: \$50.00  
Total Hours: 30

## 23. SEMICONDUCTOR DEVICES

Prerequisites - Courses 21 and 22 or equivalent knowledge. Discusses diodes, zener diodes, bipolar transistor operation, field effect transistor operation, thyristors, uni-junction transistors, special diode circuits, integrated circuits, optoelectronic devices and applications, 11 experiments. Supplementary information - bipolar transistor parameters.

Fee: \$50.00  
Total Hours: 42

## 24. ELECTRONIC CIRCUITS

Prerequisite - course 21 - 23 or equivalent knowledge. Discusses amplifier functions and configurations, classes of operation, audio, video, RF, IF amplifiers, voltage multipliers, voltage regulation, power supplies, oscillators, RC wave shaping circuits, clippers, AM, FM, SSB, modulation, extensive use of meters and oscilloscopes to perform 18 experiments.

Fee: \$50.00  
Total Hours: 42

## 25. ADVANCED DIGITAL TECHNIQUES

Prerequisites - Courses 21 - 24 or equivalent knowledge. Discusses TTL, ECL, CMOS, PMOS, NMOS integrated circuits, SSI, MSI, and LSI, ROM's and PLA's microprocessors and microcomputers. Designing logic circuits through the use of truth tables Boolean algebra and Karnaugh mapping. Also includes flip-flops and registers, sequential and combinational logic circuits, frequency counters. There will be 24 experiments.

Fee: \$75.00  
Total Hours: 42

### NOTE:

Courses 21 - 25 are Heath Continuing Education self-study programs containing numerous lab experiments and unit tests as well as 33 1/3 rpm introductory records. In some areas supplementary lessons have been added.

A pre-test for any of the above courses will establish prerequisites. The pre-test and the final exams for each course all consist of 50 multiple choice questions and require a 60% score to pass. Courses are conducted concurrently and students may study at their highest level of qualifications.

Starting Date: September 20  
Time: 7:00 - 10:00 p.m.  
Instructor: Mr. A. Naherny  
Days: Tuesdays & Thursdays

## 26. ADVANCED CIRCUIT ANALYSIS

This program will cover solid state circuit theory and analysis used in the latest colour TV system.

The course is offered to technicians presently employed in the TV trade or in other areas of electronics.

### Course content - Part 1

1. Logic remote turning systems;
2. SCR and ITR Horiz deflection systems;
3. Miller rundown circuits;

4. Chroma and video circuits;
5. Video and IF circuits.

Total hours - 40

### Course content - Part 2

Total hours - 32

Practical Hands on sessions to include:

1. Voltage and wave form analysis;
2. Stage and component isolation techniques;
3. Use of video sweep alignment techniques to isolate the unusual or difficult, IF video or chroma problems.

Starting Date: September 19  
Time: 7:00 - 10:00 p.m.  
Total Hours: 72, Parts 1 and 2  
Fee: \$72.00  
Instructor: Mr. F. Woodward  
Days: Mondays & Wednesdays

## 27. MEAT CUTTING

This is a short course in the fundamentals of meat cutting and is intended primarily for hunters who want to cut their own game. It will include sharpening and maintenance of the various types of knives, sanitation and the actual cutting of meat.

Starting Date: October 10  
Time: 7:00 - 9:00 p.m.  
Total Hours: 20  
Fee: \$20.00  
Instructor: Mr. J. Johnson  
Days: Mondays & Wednesdays

## 28. PRINCIPLES OF SUPERVISION

The content of this course is specifically designed for the first line supervisor who has to cope with the responsibilities of handling people. It should also be of benefit to managers of small businesses and to those who are preparing themselves for advancement. Topics studied will include: Human Relations and the Individual; Attitudes and Morale; Communicating with Employees; Communicating with the Public; The Art of Leadership; Organization; Accident Prevention; How to give Instruction; How and When to Discipline; Handling Grievances; Planning Work Schedules and Rating Yourself.

Starting Date: September 20  
Time: 7:00 - 9:00 p.m.  
20 sessions - 2 hours each  
Fee: \$40.00  
Instructor: To be announced  
Days: Tuesdays



# NORTHWEST COMMUNITY COLLEGE GENERAL INTEREST AND UNIVERSITY TRANSFER TERRACE — FALL PROGRAM

Fees for the following courses are \$25.50 per course per semester. Persons interested in undertaking these courses for university transfer or general interest can obtain further information at the college at the time of registration. See the college admission and registration procedures on page 7

Senior citizens (60 years and over) - no tuition is charged.

## COURSE OFFERINGS

### ANTHROPOLOGY 101-3 —

#### Introduction to Physical Anthropology

A general introduction to Physical Anthropology. Evolution and genetics, Primatology, the fossil record of human evolution, characteristics of human populations, problems of classification and race. (3,0,0)

Section F102

Lecture: Wednesday, 9:00 - 12:00 a.m.  
Instructor: Stan Persky

### BIOLOGY 101-3 —

#### Introductory Biology I

Introductory biology covering selected aspects of first year university biology. Topics included are animal behavior, ecology, genetics, evolution. Lecture and Lab each week. (3,3,0)

Section F107

Lectures: Tuesday, 1:00 - 2:30 p.m.,  
Thursday, 9:00 - 10:30 a.m.  
Laboratory: Tuesday, 7:00 - 10:00 p.m.  
Instructor: Allan Gottesfeld

### CHEM. 101-3 —

#### Introduction to Chemistry I

This course is designed to meet the needs of ALL students needing a 1st year University level course in Chemistry (including all Science and Engineering students).

Topics will include:

A review of some basic principles. The basics of quantum mechanics and electronic configuration, Chemical bonding, Solution strengths and volumetric analysis, Chemical equilibrium in gases and solutions.

**Pre-Requisites** - Chem II (min. Grade B) or permission of the Instructor. Math 12.

Section F108

Lectures: Monday & Thursday, 1:00 - 2:30 p.m.  
Laboratory: Wednesday 7:00 - 10:00 p.m.  
Instructor: Norm Webster

### ECONOMICS 101-3

#### Introduction to Economics

An introductory course on economic history and economic theory. The first semester will focus on those aspects of economics which relate to Western society. Historical trends and major theorists will be discussed. (3,0,0)

Section F110

Lecture: Monday & Thursday, 2:30 - 4:00 p.m.  
Instructor: Andrew Whitaker

### ECONOMICS 210-3 —

#### The Canadian Economy

An introduction to the development of the Canadian Economy, and the analysis of Canadian economic problems. The course will discuss the different types of government policies which might be used to enhance the quality of our lives. (3,0,0)

Section F113

Lectures: Monday, 7:00 - 10:00 p.m.  
Instructor: Andrew Whitaker

### ENGLISH 101-3 —

#### Literature and Composition I

Literature and composition. Reading and discussion of modern autobiography, fiction and poetry, with student written assignments in response. (3,0,0)

Section F117

Lecture: Monday, 9:00 - 10:30 a.m.  
Wednesday, 1:00 - 2:30 p.m.  
Instructor: Maureen Bostock

Section F118

Lecture: Thursday, 1:00 - 4:00 p.m.  
Instructor: George Stanley

### ENGLISH 201-3 —

#### English Literature, 1300 - 1650

English Literature, 1300 - 1650. Medieval and Elizabethan England. Reading and discussion of works by Chaucer, Spenser, Shakespeare, Donne, and others, with student written assignments in response. (3,0,0)

Section F122

Lecture: Tuesday, 7:00 - 10:00 p.m.  
Instructor: Maureen Bostock

### HISTORY 100-200

A variety of course topics are proposed for our History program. Students will simply register for History and then decide on which course the class wishes at the first meeting. Further details on the topics offered can be found in the college calendar or from the Arts & Science Office at the college (635-6511). Two separate sections will be offered.

Section F127

Lecture: Monday, 7:00 - 9:00 p.m.  
Instructor: Peter Weber

Section F128

Lecture: Friday, 9:00 - 12:00 a.m.  
Instructor: Peter Weber

### MATHEMATICS 101-3 —

#### Calculus I

An introduction to the basic techniques of differential calculus, designed to meet the needs of Science and Engineering students at a first year university level. (3,0,2)

Topics: Limits, the derivative, differentiation of sums, products, quotients, function of functions (the chain rule) and trig-functions. Curve sketching and the mean value theorem are also studied.

**Prerequisite:** MATH 12 (minimum Grade B) or permission of instructor (3,0,1½)

Section F135

Lectures: Tuesday & Friday, 9:00 - 10:30 a.m.  
Instructor: Norm Webster

### MATHEMATICS 081-0

Preparation for College Math

#### OBJECTIVES

This is a course designed for people who:

- feel in need of a review of Math 11 and Math 12
- might later wish to take any kind of Career or Technical program which requires Math 12 as a pre-requisite

- might later wish to take a 1st year University Math course

#### FORMAT

The course material is divided up into UNITS, with a test on each unit and a final review test of the whole term's work at the end.

Those, who for personal reasons cannot attend for a full term, are encouraged to complete as many units as they wish.

#### PRE-REQUISITES

An ability to handle Math 10. Some familiarity with Math 11 is also preferable.

NOTE: This course will be advertised in both Terrace and Kitimat. The class with the lowest enrolment will be cancelled.

#### Section F136

Lecture: Monday 7:00 - 10:00 p.m.  
Instructor: Norm Webster

#### PHYSICS 101-3 — Introduction to Physics I

An introductory survey of mechanics and heat; kinematics and dynamics of particles, work, energy, momentum, rotational motion, temperature scales, thermal expansion, heat transfer, specific heats. (3,3,0)

#### Section F141

This course will be offered only if sufficient enrolment is obtained. The course would involve a 3 hour daytime lecture and a 3 hour evening laboratory. Serious applicants for this course should contact the Registrar or Norm Webster.

#### PSYCHOLOGY 101-3 — Introduction to Psychology I

This is an introductory course encompassing an overview of all the major areas in psychology. No prerequisites are necessary, however, some elemental knowledge of biology would be helpful.

Topics include a brief history of psychology, elemental design of experiments, the nervous system, perception and sensation and

will conclude with current research in social psychology. (3,0,0)

#### Section F146

Lecture: Wednesday, 7:00 - 10:00 p.m.  
Instructor: Anthony Klingner

#### PSYCHOLOGY 201-3 — Human Development

A second year psychology course designed as a follow-up to Psychology 101-3. The course will be coordinated with the Early Childhood Education program in that the subject matter will deal with developmental aspects of the child.

Topics include the psychology of development from infancy to pre-school years. Areas of concern are prenatal factors, infant perception, the acquisition of language and thinking and formation of personality. (3,0,0)

#### Section F150

Lecture: Thursday, 7:00 - 10:00 p.m.  
Instructor: Anthony Klingner

#### WOMEN'S STUDIES 110-3 — (F) Women's Movement in Canada

This course will take a sociological look at the part that women have played in the growth of Canada. Selected regions and cultures will be studied to enhance the student's total perspective. Concepts of social stratification, sexism and ethnicity are to be studied as well. (3,0,0)

#### Section F153

Lecture: Thursday, 7:00 - 10:00 p.m.  
Instructor: Joanne Nakonechny

#### POLITICAL SCIENCE 101-3 — Canadian Politics I

An examination of the institutions and processes of Canadian government. Analysis will be made of the Canadian social structure and political culture. Parties, pressure groups, social movements, federalism and the legislative, executive and judicial aspects of government will be studied. (3,0,0)

#### Section F156

Lecture: Thursday, 7:00 - 10:00 p.m.  
Instructor: Frank Cassidy

# NORTHWEST COMMUNITY COLLEGE — SPECIAL PROGRAMS —

The following Special Programs of Northwest College will be holding workshops and seminars at various times throughout the winter. Although these programs will be advertised locally, people who are interested should contact the college and have their name put onto the special programs mailing list.

#### EARLY CHILDHOOD EDUCATION

There is a need for trained personnel to work with young children in day care centers, parent participation pre-schools, private nursery schools and kindergartens. The Early Childhood Education program is designed to prepare students to qualify as supervisors in pre-school centers licensed by the Community Facilities Board.

Admission Requirements:

1. Completion of Grade 12 and evidence of good student potential.
2. Mature students may be admitted without Grade 12 if they show through interview, the ability to achieve desired academic work.
3. Applicants must have had some experience in the care of children under six years, particularly with groups of children. References certifying that the experiences were successful are required at the time of interview.
4. Persons accepted for the course must have presented a medical report verifying that there are no indications that the applicant's future employment will be hindered by a present physical, mental or emotional problem. Current T.B. certificates must be presented before admission to the course.

The training program requires a serious investment of time, and in emotional and physical energy; therefore the student should make arrangements so that these will not be in conflict with personal interests.

This program will be offered during the day at the Terrace campus.

Selected courses will be offered in the evening and on weekends in other communities.

Fees for courses in this program are \$25.50 per course or a maximum of \$125.00 per semester.

#### LABOUR EDUCATION PROGRAM

Presently under development is a program designed to serve the trade union organizations, workers and the general public. Presentation will be through individual short courses, seminars, workshops as well as an extended program of courses. These courses will be made available throughout the College Region.

The program will offer material useful to those engaged in all aspects of practical trade union work: bargaining, grievance procedures, stewards training, litigation, media skills, elements of collective agreements, and arbitration. It will provide unorganized workers interested in trade unionism with an introduction to labour rights. This will include a basic orientation in the legislative framework of certification and trade union organization.

The program will introduce courses which will develop an understanding of the economic, social, and political environment in which trade unions operate. There will be an opportunity to study business organization. Corporate organization, structure and law, management conceptions of "labour relations", interpretation of company financial statements, production management

techniques and corporate political strategies would form some of the elements of a course in business organization. The program will provide for the study of the labour movement: the movement's history, social impact, literature and art.

## **PROGRAMS IN ABORIGINAL STUDIES**

Northwest Community College offers a diverse series of programs designed to serve the Native population in the College area. Grouped under the title "Aboriginal Studies", the courses and workshops which are developed take a hard and realistic look at the history, lifestyle and politics of the Native nations of the Northwest. There are four main thrusts to the Programs.

### **1. Professional Studies Programme**

This is a uniquely designed program of university-transfer courses developed especially for Native workers involved in jobs servicing their people. Through a carefully-selected list of readings, subjects, guests speakers and films, students take a modelled look at a whole host of topic areas, such as human behaviour, government structures, land and resources, law, racial stereotypes, sexual stereotypes and political systems. Students maintain their jobs while at school as classes are given for one week every month. Financial support is provided and travelling tutorial help supports students who lack confidence and/or proper study habits.

Students will take the following courses:

Year 1	Year 2
English 101/102	English 201/202
Psychology 101/102	Psychology 201/202
1 elective from: Anthropology Political Science Social Geography	1 elective from: Anthropology Political Science Social Geography

### **2. Aboriginal People and the Land**

A fourteen-week seminar series, for credit or non-credit, looking at the history of European contact on aboriginal peoples in North America, with specific reference to Canada and Northwest B.C. A diverse variety of films and guest speakers will compare conditions and historical movements from the Northwest Territories to Wounded Knee.

### **3. Workshops**

Aside from the above programs, many workshops and seminars are run through the Program. These are held wherever people may want them and concern just about any issue involving Native people.

### **4. Native Film Festival**

A progressive series of films depicting Native life and struggles worldwide will be run this year. See your newspapers for final schedules and films in September.

**For Further Information, Please Contact:**  
**NORTHWEST COMMUNITY COLLEGE**  
5331 McConnell Ave., Terrace, B.C. Phone 635-6511  
or write to:  
P.O. Box 726, Terrace, B.C. V8G 4C2