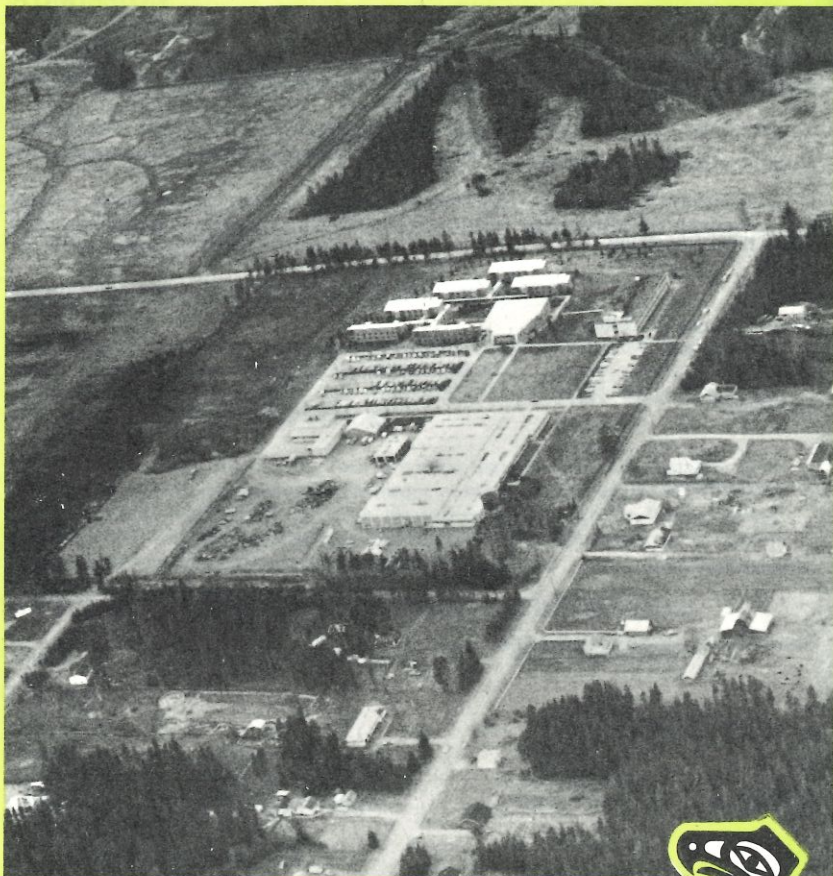


Sp. 1979.

Continuing & Community Education Services



**NORTHWEST COMMUNITY COLLEGE
TERRACE**



Northwest Community College Spring Programmes TABLE OF CONTENTS

Registration Procedures for College Courses.....	1
Vocational and Trades Training	2
Adult Basic Education	3
English Language Training	5
Languages	6
General Interest.....	6
Management Skills	8
Northwest Community College Services.....	9
Community Course Offerings	10
Workshops.....	10

NORTHWEST COLLEGE SPRING PROGRAM TERRACE 1979

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 other courses are taking them for personal enrichment only.

Persons who are interested in courses but have reservations about undertaking them are invited to telephone the College for further information or counselling. CALL BOB SULLIVAN AT 635-6511.

REGISTRATION FOR COLLEGE COURSES

Almost all courses in these listings have limited maximum enrollments. 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 COMMUNITY 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.

DATES AND TIMES FOR IN PERSON REGISTRATION

April 2 - 12	8:30 a.m. - 4:00 p.m.	5331 McConnell
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SPECIAL

April 6	7:00 p.m. - 9:00 p.m.	Skeena Mall
April 7	1:00 p.m. - 4:00 p.m.	Skeena Mall
Cashier	Monday to Friday,	8:00 - 4:00 p.m.

ADDRESS mail registrations to:

SPRING PROGRAM REGISTRATIONS
Northwest College
P.O. Box 726
Terrace, B.C.
V8G 4C2

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.
- (c) Withdrawal after four weeks of commencement. NO REFUND.

VOCATIONAL AND TRADES TRAINING

Northwest College offers the following fulltime Vocational and Trades Training programs currently in operation at the College on a fulltime basis.

Automotive Mechanical Repair
Basic training for Skills Development
Business Careers Programs
- Accounting
- Bookkeeping
- Typing
- Secretarial Stenography
- Medical Stenography
- Industrial Records and First Aid
Carpentry
Cook Training
Electronics Technician
Fishermans Upgrade
Heavy Duty Mechanics
Marine Engine Repair
Welding

REGISTRATION for these courses is periodical. For exact dates please call Student Services at 635-6511.

VOCATIONAL

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. Those eligible to take the course are persons employed in industry or business where certification is relevant or to those students in trades and vocational courses.

Saturday, April 21, 1979
Place - N.W.C.C. Room No. 202
Time - 9:00 a.m. - 5:00 p.m.

Instructor - Ron Harris
Fee - \$12.50

BASIC HOUSE FRAMING

This course covers the basic theory of house framing and includes the knowledge required to layout floors, walls, rafters and stairs.

This is a classroom course and does not include shop time.

Starting Date - April 18
Time - 7:00 - 10:00 p.m.
Location - Room No. 105, Shops

Fee - \$30.00 plus book
Length - 30 hours
Days - Mondays & Wednesdays

ADULT BASIC SKILLS

BASIC TRAINING AND SKILL DEVELOPMENT (B.T.S.D.)

This is an individualized vocational Math and English upgrading operated throughout the College region. Fulltime and during the day, it is for persons who are 17 years or older and have been out of school for at least one year and wish to prepare for further Vocational and Career courses.

Cost per month - \$15.00

CAREER ORIENTATION

This program has been developed to assist persons in identifying occupational goals. The course is an integral part of B.T.S.D. and B.J.R.T. programs, both on and off campus, and is also open to any person wishing to seriously explore career planning and preparation.

Emphasis is placed on career planning, work experience, attitudes to work, job search techniques, the types of education and training available, exploring oneself in relation to an occupation and the many other topics necessary to make good valid decisions.

ENGLISH LANGUAGE TRAINING (BEGINNERS)

Starting Date - April 9, 1979

Time - 7:30 - 9:30 p.m.

Fee - \$7.00

Days - Mondays & Wednesdays

Instructor - Kathy Mueller

Location - Caledonia Room No. 2

Length - 14 sessions

ENGLISH LANGUAGE TRAINING (ADVANCED)

Starting Date - April 9, 1979

Time - 7:30 - 9:30 p.m.

Fee - \$7.00

Days - Mondays & Wednesdays

Instructor - Iverna Stradeski

Location - Cassie Hall Room 11

Length - 20 sessions

E.L.T. GUIDED WRITING

A course intended for English Language Students who have reached the intermediate and advanced level in conversational skills. This is the next step which will help them obtain skills in writing letters, paragraphs, descriptions etc.

Starting Date - April 19, Thursdays

Time - 7:30 - 9:30 p.m.

Fee - \$7.00

Instructor - Kathy Mueller

Location - Caledonia Room No. 2

Length - 7 sessions

CANADIAN CITIZENSHIP CLASSES

Learn about Canada! We are offering classes to help you to prepare for your Canadian Citizenship. These classes are open to everyone but of special interest to those people who have set court dates.

We will not offer this course unless sufficient interest is shown. Call Bob Sullivan at 635-6511 and leave your name.

LANGUAGES**BEGINNERS GERMAN**

This course is for people who have no knowledge of German, but would like to learn how to converse in the language.

Start Date - April 17, Tuesdays

Time - 7:30 - 9:30 p.m.

Fee - \$16.00

Instructor - Ingeburg Andrews

Location - Caledonia Room No. 101

Length - 8 sessions

BEGINNERS SPANISH

This course will include the use of grammar, pronunciation and vocabulary. Come out and learn to speak Spanish.

Start Date - April 9, Mondays

Time - 7:30 - 9:30 p.m.

Fee - \$16.00

Instructor - A. Asarta

Location - Caledonia Room No. 101

Length - 8 sessions

GENERAL INTEREST**PHOTOGRAPHY**

This course will cover application of equipment available as well as portrait, sports, scenic and nature photography. Students should have own camera; 35 mm is preferable.

Start Date - April 18, Mon. and Wed.

Time - 7:30 - 9:00 p.m.

Fee - \$18.00

Instructor - Dave Milligan

Location - Caledonia No. 110

Length - 18 hours

Included in this course will be one field trip. Limited to 15 persons.

DEFENSIVE DRIVING

Start Dates - April 2, 3, 4

Time - 7:30 - 9:30 p.m.

Fee - \$15.00

Instructor - Hugh Powers

Location - Caledonia Room No. 7

Length - 8 hours

BOOKKEEPING FOR SMALL BUSINESS

For the individual who has or is interested in a small business. The course prepares the individuals to do their own bookkeeping from receipts, to the journal, to making balance sheets and profit and loss statements for income tax or year end review.

Start Date - April 23, 25, 30, May 2

Location - Caledonia Room No. 105

Fee - \$15.00

Instructor - Peter Murray, F.B.D. Bank

Time - 7:30 - 9:30 p.m.

BASIC AUTOMOTIVE REPAIR

This course covers theoretical basic mechanical and electrical operations of a car. You will learn to troubleshoot for problems, do a basic tune-up and take better care of your automobile.

Start Date - April 18, Wednesdays

Time - 7:30 - 9:30 p.m.

Fee - \$18.00

Instructor - John Rinaldi

Location - Skeena School, Shops

Length - 9 sessions

BABYSITTING TRAINING

This is the Canadian Red Cross Society course for training baby sitters. Students must be 11 years or older in order to receive the certificate. The course includes first aid, recreation and art activities for children.

Start Date - April 23, Mondays

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

Fee - \$10.00

Instructor - Ada Solowoniuk

Location - Caledonia Room No. 1

Length - 7 sessions

NATURAL HISTORY OF B.C.

Learn about flowers, trees, birds, and animals particular to the Northwest region. You will participate in outings and there will be a canoe trip down a local river. Bring your family and have an enjoyable time in the outdoors.

Date - April 29 Sunday (outing), May 6 Sunday (outing), May 13 Sunday (canoe trip)
Time - 10:00 a.m.

Meeting Place - Parking lot at the Terrace Public Library

Fee - Free

Instructors - Glenn Grieve, Dave Comfort, Susan Hackman, Stefanie Moulton, Cathy Crack.

For further information please call Glenn Grieve at 635-9136 or 635-5264.

SOILS AND LANDSCAPING GARDENING AND GREENHOUSES

Structure of soils (ph, acid and alkaline) use of both organix and commercial fertilizers, yard preparation and grass selection are topics included in this course. Also included will greenhouses, selection of vegetables and shrubs for our area and care of houseplants.

Start Date - April 11, Mon., Wed.

Instructor - John Janas

Time - 7:30 - 9:30 p.m.

Location - N.W.C.C.

Fee - \$12.00

Length - 12 hours

This course will include one practical session.

PRUNING TREES AND SHRUBS

Learn how to prune and trim both ornamental and fruit trees and shrubs.

Start Date - April 2, 4, 9

Instructor - John Janas

Time - 7:30 - 9:30 p.m.

Location - N.W.C.C.

Fee - \$8.00

Length - 8 hours

This course will include one practical session.

MANAGEMENT SKILLS

MANAGEMENT SKILLS FOR SUPERVISORS

Audun Birkdal - Co-ordinator

Northwest College is piloting a Supervisory Training program to suit the needs of first-line supervisors in the various industries of the Northwest. The program consists of three parts. Each part has a three-day basic program and a one-day follow-up six to eight weeks later.

Part one deals with inter-personal skills such as communication, interviewing techniques of consensus and decision making.

Part two discusses the topics of leadership motivation and decision making.

Part three covers specific areas of administrative skill development.

A combination of teaching techniques such as short lectures, case studies, and role playing are used, supported by a variety of audio visual aids. The complete programme covers 96 hours of classroom sessions plus assignments.

Part 1 - Interpersonal skills, including communication, problem solving, and decision making.

Fee - \$120.00

Location - Northwest Community College

Time - 8:30 - 5:00 p.m.

Date - As required

Part 2 - Group skills in leadership, motivation and team building.

Date - As required

Fee - \$120.00

Part 3 - Administrative skills, including performance appraisal, time management, written communication and training techniques.

Date - As required

Fee - \$120.00

INSTRUCTIONAL TECHNIQUES

Content of this course covers planning of instructional session, developing lesson plans, selecting material, making an effective presentation and assessing whether learning has taken place. Intensive 5 day full-time seminar. Target group: Individuals who give instruction as part of their employment, but who are not trained teachers.

Location - Northwest Community College

Time - 8:30 a.m. - 5:00 p.m.

Fee - \$160.00

Course will be set up as required.

Contact Canada Manpower at 635-7134 or your employer for more information on any of these courses. Some reimbursement of fees may be possible through the Canada Manpower Centre.

NORTHWEST COMMUNITY COLLEGE SERVICES

LEARNING RESOURCES CENTRE

The college library is presently on the ground floor. Lending privileges are extended to all members of the community. It has a growing collection of approximately 7000 books and approximately 200 periodicals and other bibliographic items on all courses and programmes taught at the college. There is also a good collection of books for reading entertainment. It is also possible to borrow books from the library holdings of the University of Victoria, U.B.C., Simon Fraser and B.C.I.T.

Library Hours ar: MONDAY TO FRIDAY
8:30 a.m. - 4:30 p.m.
SUNDAY TO THURSDAY
6:00 p.m. - 9:00 p.m.

It is advisable to confirm the evening hours - 635-6511 local 258
Please contact Stan Smith Librarian, if you have any additional questions.

INFORMATION BANK

The information bank has historical documents including maps and photographs and microfilms of past newspapers. This information is open to the public; however it cannot leave the confines of the library.

BOOKSTORE

The bookstore is presently located on the ground floor of the administration building. It sells text books for courses and general interest books.
Bookstore hours are: MONDAY TO FRIDAY, 8:30 - 4:30 p.m.

COMMUNITY COURSE OFFERINGS

CREATIVE JOB SEARCH TECHNIQUES

This course covers various techniques on how to present yourself to employers, Business resumes, and interviewing are also included.

Where - Canada Employment Centre - 4630 Lazelle Ave.
When - Starting April 3, 1979. Continuing on every alternate Tuesday
10:00 a.m. - 12:00 noon.
Fee - Free

For more information on this course call the Canada Employment Centre at 635-7134.

WORKSHOPS

HEALTH WORKSHOPS

"Drugs in Psychiatry"

A review and update course rescheduled from Fall 1978. Registration to Helvi Wright at Skeenaview Lodge, 635-2265.

Date - April 6 - 7, 1979
Location - Northwest College

For further information on this course please contact Barry Blix, Health Programs Co-ordinator, 9 Drake Street, Kitimat. B.C. or call 632-4231 or 632-4766.

"INSTRUCTORS COURSE FOR YMCA PROGRAM!!!" WISE WAY TO A HEALTHY BACK

This is intended as a training workshop for people in the community who would like to lead this program. No previous experience is required but should have some leadership qualities. Basically an exercise program designed to strengthen, stretch, and relax the back. Program is used widely in Canada and the U.S.A. and is endorsed by the B.C. Medical Association.

Date - May 5 - 6
Place - Northwest Community College - Terrace
Fee - \$120.00 per person
Registration: Mail cheque to Northwest College, 9 Drake Street, Kitimat, B.C.
Attention Health Programs

For further information call 635-6511 local C.E.S. Co-ordinator.

WORKSHOPS ON ABORIGINAL PEOPLES, RIGHTS AND LANDS

The Aboriginal Studies Programme at Northwest College, in co-operation with the U.B.C. Faculty of Law, is presenting a four session workshop series covering some of the legal and political aspects of Aboriginal rights. Experienced lawyers and other resource persons will lead discussions at these workshops. The topics and dates for the sessions are as follows:

April 14 - Indian Hunting, Fishing and Trapping Rights, Mr. Stu Rush
May 12 - Land Claims, Past, Present and Future, Mr. Eddy John and Mr. Michael Jackson.

All workshop sessions start at 10:00 a.m. in Room 206 of the Administration Building on The Terrace Campus of Northwest Community College.

For more information please call Paul Sneed, Co-ordinator of Aboriginal Studies at 635-6511 local 259.

NORTHWEST PERSPECTIVES A Conference on Racism and Sexism

Dates - April 6, 7, and 8

For further information please call Joanne Nakonechny, John Jensen or Paul Sneed at 635-6511 local 259.

The Workshops will include such topics as:

- Community Organizing
- Natine Land Claims
- Rape Relief-Abortion
- Racism in the Workplace
- Trade Unions
- Land Claims
- Sexism in Advertising
- Others.

ADULTS AS LEARNERS

The participant will examine ideas about the way in which adults learn and the implication of them for designing workshops, conferences and problem solving meetings.

It is for people who wish to plan learning experiences for adults e.g. College teachers and instructors of non-credit courses, staff training co-ordinators and educational planners for volunteer groups.

Instructors - Helen Fletcher, M.A.
 Andy Farquarson, Associate Professor
 School of Social Work - University of Victoria

VANCOUVER PEOPLE'S LAW SCHOOL

Northwest College in co-operation with Vancouver People's Law School and local organizations are pleased to offer the following legal courses and workshops.

MATRIMONY AND DIVORCE

April 17, 18
 7:00 p.m. - 10:00 p.m.
 Northwest Community College Instructor - Mr. Franklin Jang
 Fee - free

PERSONAL INJURY AND ICBC

April 24, 25
 7:30 - 9:30 p.m.
 Northwest Community College Instructor - Gordon Crampton
 Fee - free

Please pre-register by calling Bob Sullivan at 635-6511 and giving your name or come to the college at 5331 McConnell.

LEGAL EDUCATION WORKSHOP - FAMILY LAW

The Kermodie Friendship Society, Northwest College, and The Terrace Women's Growth Centre are sponsoring a family law workshop early in April 6 & 7, 1979 at Northwest Community College.

Topics to be covered in this workshop will include:

History of Law
 Commonlaw
 Separation and Divorce
 Family Law
 Maintenance and Custody
 Restraining Orders
 Adoption
 Protection of Children
 Apprehension

For more information on this workshop please call Vi Gellenbeck at 635-4906.

MAP OF NATURE TRAIL

