

CONTINUING & COMMUNITY EDUCATION SERVICES / FALL PROGRAM / **1977**

School
District 80
Kitimat



in conjunction with



Northwest
Community
College

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Continuing Education / Northwest Community College - Kitimat
9 Drake Street, Kitimat, B.C.
632-2124 or 632-4776

General Information

REGISTRATION

- (a) Saturday, September 10, 12 noon to 6 p.m. — Riverlodge
- (b) Everyday 9:00 a.m. to 4:30 p.m. September 12 to September 23, 1977 at 9 Drake Street, Kitimat
- (c) Every evening (except Fridays) 6:30 p.m. to 7:30 p.m., September 12 to September 22, 1977 at Mount Elizabeth Secondary School.
- (d) By Mail: Fill in the attached Registration form accompanied by the appropriate fees.

FEEs

Fees are payable IN FULL at time of Registration. Fees must accompany all mailed-in registrations to be valid.

Fees normally only cover the cost of classroom instruction, unless otherwise noted. Old-Age Pensioners may enrol in courses Free-of-Charge but charges for materials still apply.

Income Tax Deductibility

RETAIN your FEE RECEIPT for your Income Tax return, receipts totalling over \$25.00 are deductible.

Refunds

Fees are not normally subject to Refund unless a course is cancelled. The STUDENT MUST ASSUME FULL RESPONSIBILITY FOR WITHDRAWING FROM A COURSE.

- PLEASE NOTE:
- (a) Date of first class.
 - (b) Call Instructors for course information.
 - (c) Where class is held.

(If your class is held somewhere other than at Mount Elizabeth School it is suggested that you register before the night of the first class.)

Adult Basic Education

VAST (Vocational Adult Secondary Training)

This is an individualized upgrading program for adults who have not completed Grade 10 Education.

Subjects Covered: English, Math and Science from Grade 5 through Grade 10.

Hours of Operation: Monday to Thursday - 8:30 a.m. - 4:30 p.m.
6:30 a.m. - 9:30 p.m.

Friday 8:30 a.m. - 4:30 p.m.

Fee: \$25.00 per month

BTSD (Basic Training for Skill Development)

This is an individualized upgrading program for adults who have not completed the Grade 12 Education Level.

Subjects Covered: English, Math and specific Science units at the Grades 11 and 12 Levels.

Hours of Operation: Monday to Thursday - 8:30 a.m. - 4:30 p.m.
6:30 p.m. - 9:30 p.m.

Friday 8:30 a.m. - 4:30 p.m.

Fee: 25.00 per month

General Education Development (G.E.D.) Tests

The General Educational Development Tests provide an opportunity for many adults who did not graduate from secondary school to acquire an official document stating that they have a grade XII secondary school equivalency standing. This may assist you in qualifying for better jobs, for promotions within their own organization, and in applying for admission to post-secondary educational institutions.

Arrangements have finally been made to permit G.E.D. Tests to be administered here in Kitimat. Take advantage of this opportunity.

Next Testing Date: November 18 and 19, 1977 — Contact either:

Director of Continuing Education Hilda Capak
Dennis M. Holman or Main Office
9 Drake Street, Mount Elizabeth School
Kitimat, 632-6124 or 632-4766 Monday - Thursday Evenings
6:30 - 7:30 p.m.

Educational Upgrading and Correspondence

The Department of Education have a comprehensive listing of correspondence courses. Why not come to the High School, Monday - Thursday evenings at 6:30 - 7:30 p.m. and browse through the course offerings.

Business Office Training Program

An expanded office training program will offer the following courses

- V-1 Business English and Communication
- V-2 Office Practice
- V-3 Basic Bookkeeping
- V-4 Speed Writing
- V-5 Typing Level I
- V-6 Typing Level II

SEE NORTHWEST COMMUNITY COLLEGE PAGE 13
FOR FURTHER DETAILS

Language Training

E.S.L. (English-as-a-Second Language)

English lessons for adults featuring individual and group instruction. Particularly suited to shift workers and housewives.

Goals: Understanding, speaking, reading and writing English on three levels — Beginner - Intermediate - Advance

Hours of Operation: Monday to Thursday - 8:30 a.m. - 4:30 p.m.
6:30 p.m. - 9:30 p.m.

Friday 8:30 a.m. - 4:30 p.m.

Fee: 25.00 per month

L-1 Mothers and Tots English

If you are unable to attend our evening classes, come to our afternoon classes on Tuesday and Thursday. Classes are held at:

- (a) **Anglican Church** (Nechako) Instructor:
Starts: October 4, 1977 - Tuesdays & Thursdays 1:30 - 3:00 p.m.
- (b) **Riverlodge** (Kildala) Instructor: Mrs. Raposo
Starts: October 4, 1977 - Tuesdays and Thursdays 1:30 - 3:00 p.m.

L-2 Multi-Language/Cultural Program

Your son/daughter can receive instruction in one of the following languages:

Italian	Greek	Dutch
German	French	Portuguese
Chinese	Haisla	Spanish

If you wish your child to take such instruction call 632-4766 for scheduled times. Classes begin week of September 12, 1977.

This is your opportunity for your child to learn a second language. Maintain your heritage or learn a different one. A chance in a life-time for your child.

- L-3 **French Conversation** (Beginners) Instr. Mrs. Elaine Baird 632-3874
Evening: Mondays and Wednesdays Sessions 20
Fee: \$35.00

Learn day-to-day French conversation through audio and video methods. This is a 40 hour course. Class is limited to 12 students.

Arts and Crafts

- A-1 **BEGINNERS & INTERMEDIATE SEWING** Instructor: Sheila Robinson
Evening: Wednesday Sessions 10
Fee: \$20.00

This is an introductory course for students with little or no sewing experience who wish to learn the basics in the art of sewing, covering such skills as handsewing, use of sewing machines, darts, elementary pattern work. You will have the opportunity to practice these techniques by completing small sewing projects.

- A-2 **ADVANCE SEWING** Instructor: Hilda Worobets
Evening: Tuesday Sessions 10
Fee: \$20.00

For those with sewing experience who wish to learn techniques of dress,

coat and suit making which will be taught through the making of garments of the student's choice.

- A-3 **CERAMICS AND POTTERY** Instructor: Mrs. Dawson 632-7685
Evening: Tuesday 7 - 10 p.m. Sessions: 7
Fee: \$21.00 (materials not included)

This is a general interest course based on hand-building techniques. Instruction is given in preparation of clay, glazing, use of kilns, methods of decorations. Class limited to 15 students.

- A-4 **CROCHET - Basic** Instructor: Donna Bell 632-2020 days
Evening: Mondays 7:30 - 9:30 p.m. Sessions: 6
Fee: \$15.00

Learn the basic stitches, how to read patterns, analyzing new techniques and how to apply them to your own project. On the first night bring one size 4 MM hook and a ball of knitting worsted.

- A-5 **CROCHET - Advance** Instructor: Donna Bell 632-2020 Days
Evening: Mondays 7:30 - 9:30 p.m. Starts Nov. 7, 1977. Sessions: 6
Fee: \$15.00

A follow-up to Basic Crochet. Construct your own patterns for snowflakes, a fine tablecloth, evening bag, etc. Work with different colors - learn how to crochet different shapes. This course requires a good background of basic stitches.

- A-6 **MACHRAME** Instructor: Donna Bell 632-2020 days
Evening: Wednesday 7:30 - 9:30 p.m. Sessions: 8
Fee \$15.00

Learn the exciting and ancient art of creative knot tying, braiding and twisting. Includes instruction in at least 10 knot forms, creating and following your own personal design in an article of your choice (plant hangers, belts, wall hangings, window shades, and rugs). First night bring 12" x 12" ceiling tile and heavy pins or headpins.

A-7 A SERIES OF ARTS AND CRAFTS WORKSHOPS

Time: Mondays 9:00 a.m. - 12 noon

Place: Riverlodge (Bus service to door)

Fee: \$5.00 EACH or \$25.00 ALL

- (a) **September 26, 1977 — White Buffalo Yarn**
Learn the techniques of utilizing this material for making of indian sweaters and other attire. Kits will be available at cost price.

- (b) **October 3, 1977 — Rug Hooking**
Learn the craft of making traditional hooked rugs in the early Canadian manner using strips of closely woven fabrics and the

art of color shading the flowers to create a more life-like appearance.

- (c) **October 10, 1977 — Needle Point**
Basic Needle point stitches such as Brick Stitch, Parisienne Stitch and Florentine Stitch.
- (d) **October 17, 1977 — Chocolates**
A one session course in the art of making homemade chocolates and other candy. Seven or eight flavours and shapes are made and available for sampling.
- (e) **October 24, 1977 — Basics in Basketry**
Learn the art of basketry from the basics of selecting proper materials, weaving, decorating and varnishing.
- (f) **October 31, 1977 — Fisherman Knitting Patterns**
Participate in the specialized knitting workshop.

Keep Fit

K-1 LADIES KEEP FIT Instructor: Mrs. R. Stevenson 632-3245 evenings
Evening: Monday & Wednesday, Alexander School Gym Sessions 20
Fee: \$25.00

Keep active all year. Join the Keep Fit class and exercise twice a week. Sessions include exercise movements to music leading to greater fitness, flexibility and figure improvement, and athletic games. City bus goes past Alexander Elementary School.

K-2 MOTHERS WITH PRE-SCHOOLERS GYM PROGRAM
Instructor: Mrs. R. Stevenson 632-3245 evenings
Time: Fridays 10 - 11:30 a.m. at Riverlodge Sessions: 10
Fee: \$15.00

This is a program in which both Mothers and their pre-school children participate. Mothers learn more about the physical development and motor co-ordination of your child.

K-3 CREATIVE DANCE Instructor: Connie Meisner
Evening: Tuesday Sessions: 10
Fee: \$20.00

Learn an array of creative movements taught in conjunction with warm-up exercise and dance movements consisting of: jazz and contemporary music.

K-4 LEARN TO RELAX Instructor: Barrie Blix
Evening: Wednesday, 7:30 p.m. Sessions: 10
Fee: \$15.00

We are all subject to many stresses in our life and much depends on how we are able to cope with them. One proven method is to learn the skill of relaxation. Bring: a soft pad to lie on, wear loose, comfortable clothing.

General Interest

G-1 DEFENSIVE DRIVING Instructor: Joe Farina
Course date: To be announced Fee: \$15.00

Developed by the Canada Safety Council and endorsed by the British Columbia Motor Vehicle Branch. Defensive Driving will help you become a better and safer driver. This is a course that will teach you how to drive and stay alive, how to prevent all accidents, the big ones and the small ones. Anyone interested in this course is invited to register their name. A course will be set up when the minimum of 10 registrations are received.

G-2 LEVEL 1 DOG OBEDIENCE
Evening: Wednesday at Riverlodge Sessions: 10
Fee: \$20.00

Instruction is given to show how you can train your dog to be a better companion and member of the community.

G-3 WOODWORKING Instructor: Glen Mohr
Evening: Tuesday 7:30 - 9:30 p.m. Sessions: 8
Fee: \$25.00

A course for men and women who wish to learn woodworking skills in a well equipped shop while constructing a usefull project for the home.

G-4 A PRACTICAL & THEORETICAL INTRODUCTION TO CLASSICAL GUITAR
Allan Madsen - living in London, England has studied classical guitar and flute for seven years under Jose Tomas and Jose Lois Rodrigo in Spain and John Duarte and Anthony Rooley in England. Allan Madsen will be offering a workshop in Kitimat from Sept. 13 to Sept. 17, 1977.
— individual and group instruction,
— guitar technique,
— history of the guitar,
— guitar repertoire (Renaissance to Modern),
— theory of music,
— solo and ensemble playing.

Northwest Community College

General Information

REGISTRATION

- (a) Saturday, September 10, 12 noon to 6 p.m. — Riverlodge
- (b) Everyday 9:00 a.m. to 4:30 p.m. September 12 to September 23 at 9 Drake Street, Kitimat.
- (c) Every evening (except Fridays) 6:30 p.m. to 7:30 p.m. September 12 to September 22, 1977 at Mount Elizabeth Secondary School.

ADMISSION POLICY

We have an "open-door admission policy. You do not have to be a high school graduate to enter college courses. Courses are designed for adults who wish to further their intellectual interests and who may have long since been out of formal schooling, as well as for recent high school graduates. The College promotes the concept of "lifelong learning" and is sensitive to the particular educational needs of women, workers, and native people. Our instructors are aware that many students are on shift work at Alcan and Eurocan, and are prepared to be flexible in this regard. All Arts and Science courses are University transferable EXCEPT WHERE OTHERWISE NOTED. University transfer means that upon successful completion of the course you will receive academic credit.

COURSES BEGIN

Classes begin week of September 12, 1977 at Mount Elizabeth Secondary School from 7 - 10 p.m. EXCEPT WHERE OTHERWISE NOTED.

FEES

\$25.00 per course per semester. Payable in full at time of registration. Courses are normally 2 semesters (Sept. - Dec. / Jan. - April.)

COURSE CHANGE / WITHDRAWAL

A student wishing to add, drop or change a course must complete the necessary forms available from the Registrar. Changes in programs must be made by the dates specified for these changes in this calendar. A student may withdraw from any course by filing a withdrawal form with the office of the Registrar. After the fourth week, withdrawals will be permitted only under exceptional circumstances, and only with the approval of the instructor. Students who drop a course without officially withdrawing will receive a final grade of F.

SCALE OF WITHDRAWAL REFUNDS

- (a) Withdrawal within 2 weeks after commencement of classes—80% refund
- (b) Withdrawal within 4 weeks after commencement of classes—50% refund
- (c) Withdrawal more than four weeks after commencement of classes—NO REFUND

INCOME TAX DEDUCTIBILITY

RETAIN your FEE RECEIPT for your Income Tax return, receipts totalling over \$25.00 are deductible.

Arts and Science Program

All classes are held in the evening at Mount Elizabeth Secondary School from 7:00 p.m. to 10:00 p.m. **unless otherwise noted.**

MONDAY

PSYCHOLOGY 101 Room 127 Instructor: Marilyn Holman

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

MATH PREP 081 Room 129 Instructor: Norman Webster

This is a course designed for those who:

- feel in need of a review of Math 11 and Math 12,
- might later wish to take a Career or Technical Program which requires Math 12 as a pre-requisite,
- might later wish to take a first year University Math course,
- like the unique challenge which Math offers and want to do some just for the fun of it.

REQUIREMENTS:

- an ability to handle Math 10 work (some familiarity with Math 11 is desirable, but NOT essential).
- a willingness to spend about 6 - 8 hours per week on the material (this INCLUDES 3 hours classroom time).

This course is to be given at one place only - Kitimat or Terrace depending on enrollment in each community — COME AND REGISTER A FRIEND AS WELL !!

TUESDAY

ECONOMICS 210 Room 129 Instructor: Andrew Whitaker

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.

HISTORY 105 Room 133 Instructor: Peter Weber

Canada to the Late 19th Century — An attempt to make Canadian history meaningful to us today with focus on the works of younger scholars and in frequent comparison with general European and U.S. history.

WEDNESDAY

ART 201 Room 128 Instructor: Vivian Antoniw

Painting I - Students will learn basic composition, color mixing, brush handling, using water colors, acrylics, inks and oils.

NOTE: Students interested in Art Education are asked to choose between this course or Art 101 - Art Design offered on Saturdays.
ONLY ONE ART COURSE WILL BE OFFERED

ENGLISH 201 Room 127 Instructor: To be arranged

English Literature, 1300 - 1650. Medieval and Elizabethan England. Reading and discussion of works by Chaucer, Spenser, Shakespeare, Donne and others, with written assignments.

PHILOSOPHY 101 Room 129 Instructor: Katherine Hagerman

Moral Philosophy — An introduction to the central concepts in moral philosophy including consideration of obligation, responsibility, and justice in the community.

THURSDAY

ENGLISH 101 Room 133 Instructor: Helmut Brauer

Literature and Composition I - Reading and discussion of modern autobiography, fiction and poetry, with student written assignments in response.

GEOGRAPHY 241 Room 129 Instructor: Ian Anderson

Physical and Cultural Geography of Canada — An overview of regional differences in terms of economic development and urbanization; communication systems.

PSYCHOLOGY 201 Room 131 Instructor Marilyn Holman

Human Development - A second year psychology course designed as a followup to Psychology 101 103. The course will be co-ordinated with the Early Childhood Education program in that the subject will deal with development 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.

SATURDAY (Course time 9 a.m. - 12 noon)

ART 101 Room 128 Instructor: Vivian Antoniw

Art Design — Students will learn the basic fundamentals of design such as point, line, shape plane, form, and color theory and the development of designs from these fundamentals using as a base the study of nature, geometric forms and man made form.

NOTE: Students interested in Art Education are asked to choose between this course or Art 201. Painting 1 offered on Wednesdays.
ONLY ONE ART COURSE WILL BE OFFERED

Special Programs

EARLY CHILDHOOD EDUCATION

Workshop October 20, 1977 — 9 a.m. - 3 p.m.

Topic: How a Child Develops Between the Ages of 2 to 5.

Content: The child is studied through the use of media. Children's needs during this time period are studied and the variety of ways that these needs can be met are examined; discovering what effect discipline, learning experiences, toys and equipment have on children of this age.
Fee: \$10.00

Place: Mount Elizabeth Secondary School - Room 120
A MUST FOR EVERY MOTHER OR PERSONS WHO COME IN
CONTACT WITH LITTLE CHILDREN!

LABOUR STUDIES

A 1/4 semester course will be offered on Mondays, October 31, 1977 to December 12, 1977.

Labour Studies 208 - Sociology - Working Class Organization. A history and analysis of how the Canadian working class has organized itself, from fur trappers to the Anti-inflation Board. Emphasis on the trade union movement and discussions of contemporary developments.

Labour Studies 207 - Sociology - Trans-National Corporation. A study of the organization of trans-national corporations and their effects on Canadian society. Included in this course will be a regional industrial case study.

WOMENS STUDIES

A series of workshops will be offered during the coming year centred on women's concerns of employment, labour relations, women and the family unit, women and their place in politics, the rebirth of women in society.

These workshops will be advertised once definite dates are determined. Watch local newspaper and bulletin boards for further information.

Adult Basic Education

YAST (Vocational Adult Secondary Training)

This is an individualized upgrading program for adults who have not completed Grade 10 Education.

Subjects Covered: English, Math and Science from Grade 5 through Grade 10.

Hours of Operation: Monday to Thursday - 8:30 a.m. - 4:30 p.m.
6:30 a.m. - 9:30 p.m.
Friday 8:30 a.m. - 4:30 p.m.

Fee: \$25.00 per month

BTSD (Basic Training for Skill Development)

This is an individualized upgrading program for adults who have not completed the Grade 12 Education Level.

Subjects Covered: English, Math and specific Science units at the Grades 11 and 12 Levels.

Hours of Operation: Monday to Thursday - 8:30 a.m. - 4:30 p.m.
6:30 p.m. - 9:30 p.m.
Friday 8:30 a.m. - 4:30 p.m.

Fee: \$25.00 per month

E.S.L. (English-as-a-Second Language)

English lessons for adults featuring individual and group instruction. Particularly suited to shift workers and housewives.

Goals: Understanding, speaking, reading and writing English on three levels — Beginner - Intermediate - Advance

Hours of Operation: Monday to Thursday - 8:30 a.m. - 4:30 p.m.
6:30 p.m. - 9:30 p.m.
Friday 8:30 a.m. - 4:30 p.m.

Fee: 25.00 per month

KITAMAAT VILLAGE

BTSD LEVEL III — Grade X Equivalency

Starting Date: October 3, 1977

Place: Kitamaat Village Band Council Office

Time: 8:30 a.m. - 4:30 p.m.

This program is offered by Northwest Community College in co-operation with Canada Manpower. It is available to anyone who has not completed the Grade 10 level.

Interested individuals should contact:
Canada Manpower & Immigration 632-4961

Vocational Courses

BUSINESS OFFICE TRAINING

Northwest Community College - Kitimat is attempting to offer a fully comprehensive program. This year the new courses have been added, and the time schedule adjusted to maintain interest, and to improve the quality and content. This program is designed to improve the ability of those individuals who are seeking employment in this field. ALL COURSES WILL RECEIVE NORTHWEST COMMUNITY COLLEGE CREDIT.

Courses Begin: Week of September 26, 1977

Fees: \$1.00 per Instructional Hour (Course Texts Extra)

TIME SCHEDULE OF COURSES

Course	Monday	Tuesday	Wednesday	Thursday
Business English	7:00 - 8:30 p.m. Room 104	7:00 - 8:30 p.m. Room 104		
Office Practice	8:30 - 10:00 p.m. Room 104			7:00 - 8:30 p.m. Room 104
Basic Bookkeeping			7:00 - 9:00 p.m. Room 112	
Speed Writing			7:00 - 9:00 p.m. Room 104	
Typing Level I		8:30 - 10:00 p.m. Room 108		8:30 - 10:00 p.m. Room 108
Typing Level II			7:00 - 9:00 p.m. Room 110	

V-1 BUSINESS ENGLISH & COMMUNICATION 40 Hours Fee \$40.00

This course is essential for the prospective office worker. It is designed to educate and train students in all phases of communication, speaking, writing, listening and reading.

Topics Covered: Punctuation, the writer's signals, capitalization, abbreviations and figures, writing, craftsmanship, effective letter writing, memorandums, reports.

V-2 OFFICE PRACTICE 40 Hours Fee: \$40.00

The Office Procedures course is designed so that the student can recognize what is expected of them and what they can expect from their association with those in the Business Community.

The student will learn current methods of office procedures, along with a systematic approach to the operation. Some Topics covered: Office Standards, Letters, Envelopes and Memo's, Postal Information, Sales and Purchase Orders.

V-3 Basic Bookkeeping 40 Hours Fee \$40.00

A course covering the complete cycle for small businesses. Includes elements of accounting, journalizing, postings, financial statements, ledgers, banking activities.

V-4 SPEED WRITING / SHORTHAND 40 Hours Fee \$40.00

Speed Writing Shorthand uses letters of the alphabet instead of signs and symbols as do other shorthand systems.

V-5 TYPING LEVEL 1 30 Hours Fee \$30.00

A course designed for students who have had little or no typing experience or office work. A certificate will be issued on completion of 40 w.p.m.

Practice nights: Wednesday 7:00 - 9:00 p.m.

V-6 TYPING LEVEL 11 20 Hours Fee \$20.00

A course designed for those students who have completed a beginners course and wish to build up speed and gain experience on electric typewriters.

Pre-requisite: Ability to set-up business letters and other office correspondence.

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

MANAGEMENT AND SUPERVISORY

V-7 PERSONNEL MANAGEMENT 40 hours Fee \$40.00

This is an introductory course designed for those who are either new in the personnel field or planning to enter it. It will examine the purpose and role of the personnel administration function as practiced generally throughout business and industry. Some topics to be covered: organization and responsibility of the personnel function, recruitment, performance appraisals, wage and salary administration, union management.

Starting Date: October 13, 1977

V-8 BUSINESS LAW 20 Hours Fee \$20.00

This course covers the fundamentals of business law by studying different forms of business organizations, the conditions for contracting and special types of contracts, and topics related to ownership of property.

TRADES TRAINING

V-9 AIRBRAKE COURSE Fee \$32.00

Register now for an airbrake course. The aim of this course is to prepare drivers for a written and practical test on "Operation and Maintenance of Air Brakes Systems". The successful completion of the course will qualify the student for an air brake endorsement on his present licence.

Course Time: To be arranged.

REGISTRATION FORM

Mail to: Dennis M. Holman,
Director of Continuing Education,
9 Drake Street, Kitimat, B.C.
632-6124 or 632-4766

Name Tel. No.

Address

I wish to register for the following courses:

(1) Fee \$

(2) Fee \$

(3) Fee \$

Total Fees \$

Make cheque or money order payable to Continuing Education/Kitimat

DO NOT SEND CASH IN THE MAIL Signature