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



Plan your fall activities around the programs offered on our Kitimat Campus.

Please let us know if you have skills as an instructor or requests for new courses.



Northwest Community College is one of many educational services in Kitimat. We wish to extend a thank-you to the staff and instructors of School District 80 and the Kitimat Recreation Department for their co-operation in our operation and programming.

Registration for fall courses begins August 18th, 1987.

Northwest Community College  
606 Mountainview Square, Kitimat, BC V8C 2N2  
632-4766

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## Important Information for All Students

### REGISTRATION WILL BE TAKEN BEGINNING AUGUST 18TH, 1987

**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 ARE 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 class day of the month 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--Sept 7, Oct 12, Nov 11, Dec 25 & 28 (for 26th).

**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.....	September 21	ADULT UPGRADING.....	September 28
VOCATIONAL FULL-TIME.....	September 8	ACADEMIC.....	week of September 8
VOCATIONAL PART-TIME.....	week of September 21	COMMUNITY INTEREST.....	end of September

## \$\$ 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 \$16,000 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  
at 635-6511, local 207.

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 fundraising drive to establish the College Endowment Fund. This fund will generate funds for student financial aid in perpetuity.

As of September, 1986, the Endowment Fund has grown to \$110,000 and is already generating interest which is being used for much-needed student assistance.

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 Loptson at 635-6511, local 202.

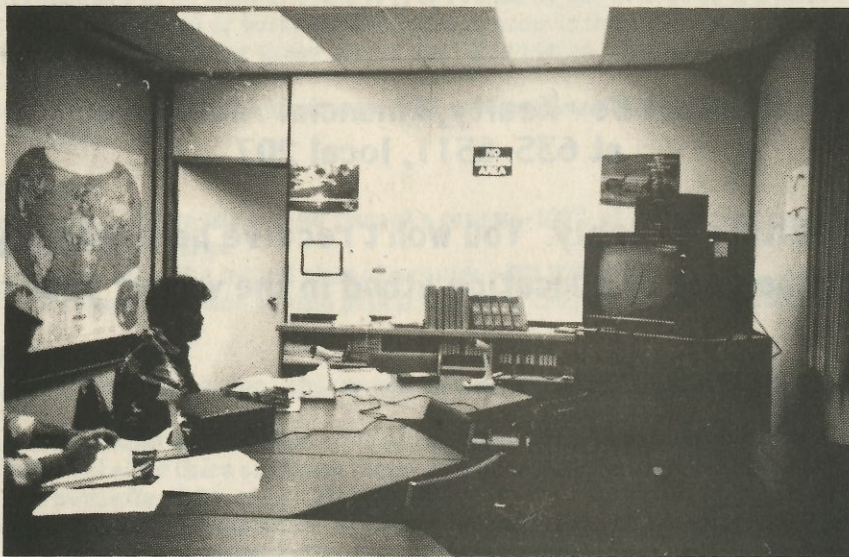


## Academic

### TELECONFERENCING

Audio teleconferencing links students throughout the Northwest with their instructor. Sophisticated 'bridging' equipment in Terrace is connected to teleconference convenors (loudspeaker units with microphones) at regional College centers. Everyone can hear and speak to each other. Classes include lectures, audio-visual presentations and interactive seminars. All courses run for fifteen weeks. In January, continuing courses will be offered in each subject.

Tuition is \$69 per course (\$23 per credit hour) plus textbooks (approximately \$70 per course). Courses begin during the week of September 8, 1987.



### ANTHROPOLOGY 101 (Introduction to Physical Anthropology and Archaeology)

Mondays, 7 - 10 PM (3 Credits)

Instructor: Shannon Mark

This is a general introduction to human biological and cultural history. Students will examine the concepts of evolution, genetics, animal behaviour and race in an attempt to understand what makes us human.

### BIOLOGY 110 (Introductory Biology I)

Tuesdays & Wednesdays, 5:30 - 7 PM (3 Credits)

Instructor: Jon Shepard

The course covers introductory biochemistry, the origin of life, cell biology, plant and animal structure and function, genetics, reproduction and AIDS. Laboratories will include microscopy and animal and plant anatomy and physiology. Experimental techniques, observation skills and genetic experiments will be emphasized. Note: Labs will be held in Terrace on weekends. (Maximum 6 days of labs.)

### EARLY CHILDHOOD EDUCATION 218 (Care and Guidance of Infants)

Thursdays, 4 - 7 PM, plus 3 Saturdays (4 Credits- \$92)

Instructor: Larisa Tarwick

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

Wednesdays, 7 - 10 PM (3 Credits)

Instructor: Dr. Peter Weber

This analysis of economic activities, institutions and theories 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.

### ENGLISH 101 (Literature and Composition I)

Saturdays, 9 AM - 12 Noon (3 Credits)

Instructor: TBA

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.

### PSYCHOLOGY 101

Tuesdays, 7 - 10 PM (3 Credits)

Instructor: André Klingner

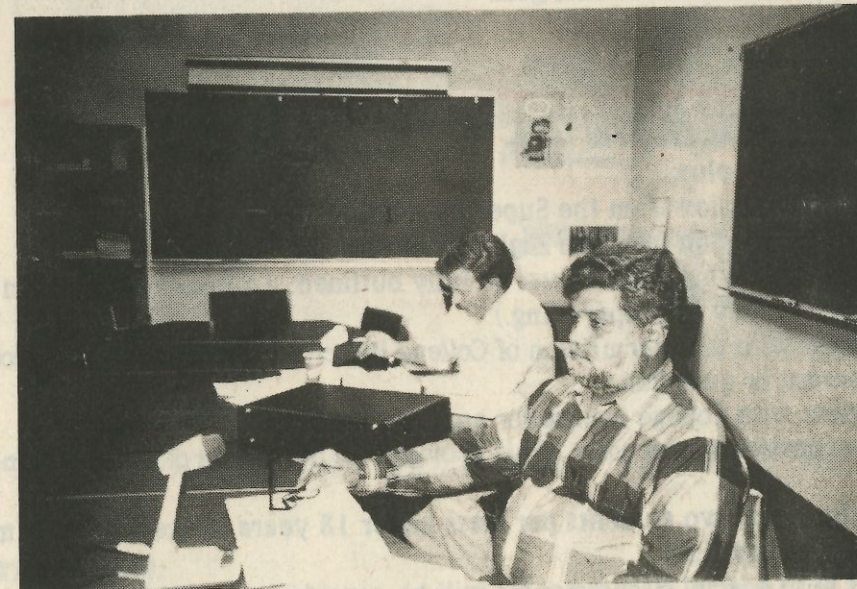
An exciting first-year survey course. This term investigates major findings in the areas of lifespan development, the nervous system, perception, learning and memory.

### SOCIOLOGY 101

Thursdays, 7 - 10 PM (3 Credits)

Instructor: Shannon Mark

Sociology encourage 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.



### CORRESPONDENCE

ENGLISH 104 (Literature and Composition II) (3 Credits)

Instructor: George Stanley

This course is specifically for those who already have a first year English course or who prefer to start with this one.



## Adult Basic Education

Adult Basic Education can now give you a Provincial level certificate. This new certification equates high school completion certification.

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 program will enhance employment opportunities and prepare you for further Vocational Career/Technical or university level courses.

**Fees:** \$69/month full-time, \$34.50/month part-time (up to 15 hours/week)  
Fees are paid monthly and are due the first class day of each month. After this, a \$10.00 late fee is assessed.

**Length of program:** Varies to suit individual needs. Students may wait list at any time and will be called in to register as space is available.

**Date:** Continuous intake from September 28 to March 31.

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

**Location:** College Room 7

**Instructor:** Chris Wozney

### 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 below 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.
3. Reasons for leaving school must be fully outlined. (A behavior problem does not qualify for entry into Upgrading.)
4. Interview with and permission of College Director (where practical), accompanied by a parent or guardian.
5. Interview with College Counsellor and/or Instructor.
6. Work experience is an asset. This provides an indication of maturity and a career goal.
7. A maximum of two students per class under 18 years of age will be admitted to the program at any time.

Other applicants with special circumstances will be considered on an individual basis by the ABE Director's office and the Registrar.

Although there is a minimum age requirement for the program, there is no maximum age limit, and students of all ages are encouraged to apply for the program.

There is no minimum educational prerequisite for entering the program; you are assessed and placed in the courses that correspond to your educational background.

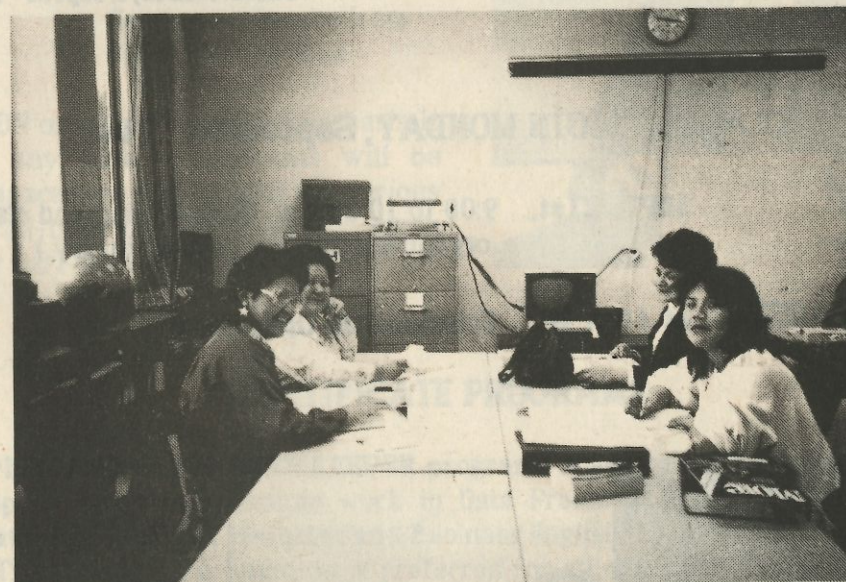
## General Education Diploma (G.E.D.)

The G.E.D. is a self-study program for adults who want to obtain a Grade 12 equivalency 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: Reading, Writing Skills, Science, Social Studies and Mathematics. They are designed to measure as directly as possible the major generalizations, ideas and intellectual skills that are normally gained through 12 years of formal education. Purchase a text at the College and study at home at your own convenience.

Exams may be written at the Kitimat Campus:

December 11 & 12, 1987 or March 18 & 19, 1988

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.



### 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.



## English as a Second Language

### MORNINGS

**ENGLISH FOR BEGINNERS** (Levels 1 - 4) 4 days per week - Kay Hall - \$90  
 Emphasis will be on oral practice of everyday English--speaking and listening skills.  
 Location: College Room 6 Dates: Mon - Thur, Sept 21 - Dec 10, 9 AM - 12 Noon

**INTERMEDIATE ENGLISH** 4 days per week - Maria Raposo - \$90  
 Instruction in written skills, phonics and spelling, as well as oral and listening skills.  
 Location: College Room 2 Dates: Mon - Thur, Sept 21 - Dec 10, 9 AM - 12 Noon

**ADVANCED ENGLISH** 4 days per week - Roberta Bowen - \$90  
 Continuation of written and oral work, including vocabulary development.  
 Location: College Room 1 Dates: Mon - Thur, Sept 21 - Dec 10, 9 AM - 12 Noon

**CANADIAN CITIZENSHIP** 10 Sessions - Kay Hall - \$12  
 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: Mondays, Sept 28 - Dec 7, 7 - 9 p.m.

**CLASSES BEGIN MONDAY, September 21st**

**OPEN HOUSE:** SEPT. 21st, 9:00 to 10:00 a.m. (Registration and class organization in the College library.)

**REGULAR CLASSES:** at 10 A.M., Following the Open House



## Business and Professional

### DAY PROGRAMS

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

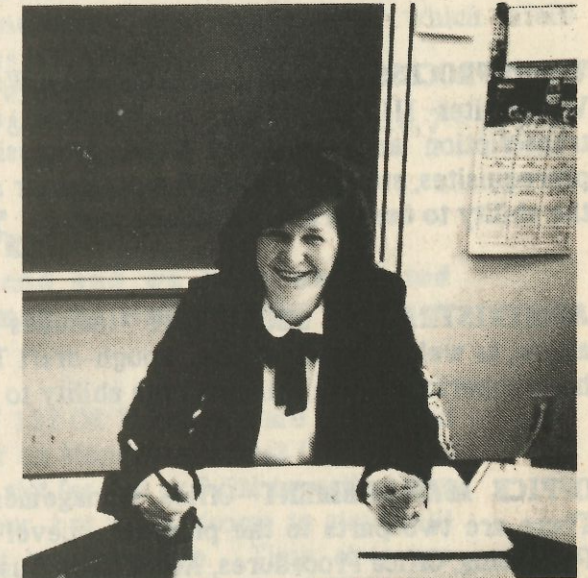
**INSTRUCTOR:** Ann-Marie Merkel  
**INSTRUCTOR AIDE:** Debbie Taylor

**FEES:** \$69.00 per month full-time or part-time plus texts and \$25.00 refundable book deposit

**TIME:** 9:00 a.m. to 4:00 p.m.

**DATES:** Continuous intake from September to June

**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.



### CERTIFICATE PROGRAMS

**CLERK-TYPIST AND CLERK BOOKKEEPER** programs are 4- to 6-month and 5- to 7-month courses (respectively), 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  
 Management 252  
 Business Law 150/151  
 Business Computing 150 or Math of Finance 150



## ADVANCED OPTIONS (CERTIFICATE 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 nwpm 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. 8 months to completion.

**WORD PROCESSING**--Includes courses in Word Processing Concepts, Electronic Typewriters, Volkswriter III, Easywriter II, Wordstar and Multimate software packages, 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. 8 - 12 months.

**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. Get in touch with the College at 632-4766 for more information. 20 months.



## EVENING/WEEKEND PROGRAMS

### ACCOUNTING 101/102/150/151 (Your choice)

20 Sessions - Debbie Taylor - \$112, plus books

This is a combined class in which you may enroll in the Accounting section meeting your own needs. All are College **CREDIT** courses.

**Accounting 101/102** is basic to a Business Careers diploma in Clerk-Bookkeeping. 101 covers income statements, profit and loss, general ledgers and payroll. 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 150/151** is an in-depth management accounting course which offers transferability to designated Accounting programs (CMA/RIA/CGA/CA).

**PREREQUISITE:** Acct. 102 or equivalent business experience.

**Location:** College Room 5    **Dates:** Tuesdays & Thursdays, Sept 22 - Nov 26, 7 - 10 p.m.

### COMPUTERS

Our computer courses are in demand and we have wait-listed candidates, therefore enrollment may be limited. Get in touch with us today.

**LAB TIME:** Students enrolled in BCPT 102 OR WPRO 104 are entitled to 1 hour of practice time on the computer on Monday evenings (lab aide in attendance). You must pre-book a time slot for 7, 8 or 9 PM by calling the office. You are only guaranteed one hour, but are welcome to stay until the computer is actually required by someone else. Time slots are normally also available from 4 to 5 p.m., Monday to Friday (no lab aide).

**APPLE USERS:** *The Kitimat Apple Users group will be having their initial fall meeting at N.W.C.C. on Thursday, September 10, 1987 in room 2. If you own an Apple (or are thinking about it) join the club and learn about the many applications available and the use of Applesoft Basic. Public domain software is also shared. Learn to utilize your computer to the fullest by joining the Kitimat Apple Users Club.*

### BCPT 102 - Introduction to Business Computing

16 Sessions - Irma Boyd - \$110 + diskettes

Expand your horizons by taking our Introduction to Business Programs course. Learn about the basic software programs now used in many businesses. The course includes word processing with Wordstar and Easywriter II and a "spreadsheet" program used in Accounting (Lotus). Beginners to the computer may take this course and for those who plan to take more advanced business computer courses, this is a required **CREDIT** course. The material covers both theory and "hands on" computer work using an IBM-PC. A blank diskette should be brought to the first class. Class size is limited to 10. 48 hours of instructor and lab time. It is preferred that the student has taken WPRO 100.

**Location:** College Room 3  
**Dates:** Tuesdays, Sept 22 - Dec 15, 7 - 10 p.m. & 3 Thursdays: Oct 29, Nov 5 & 12



**BCPT 103**

20 Sessions - Debbie Taylor - \$267 plus texts

A hands-on computer applications course for the accounting student. The student will gain experience in setting up and maintaining company records on a microcomputer. Throughout the assigned job simulations, the emphasis will be on the importance of accurate input, careful verification of data, and maintenance of a good audit trail. **PREREQUISITE:** To register for this course, students must have completed Accounting 101 & 102, OR Accounting 150 & 151, OR have work experience in accounting and permission of the instructor. No classes Dec 26 and Jan 2.

**Location:** College, Room 3**Dates:** Saturdays, Sept 26 - Mar 5/88, 9 a.m. to Noon**LOTUS I - Seminar**

2 Sessions - Dave Fowler - \$50 + diskette

Interested in integrating your business applications? The Lotus computer software package combines word processing, filing/database and an accounting spreadsheet function. This seminar will lead you step-by-step from turning on the IBM-PC to using basic Lotus program commands and applications.

**Location:** College Room 3**Dates:** Saturday & Sunday, Oct 17 & 18, 9 a.m. - 4 p.m.**LOTUS II - Seminar**

2 Sessions - Raymond Merz - \$50 + diskette

If you have worked with a computer spreadsheet program or have taken the beginner Lotus seminar, this will interest you! This two-day programme will include 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 21 & 22, 9 a.m. - 4 p.m.**LOTUS APPLICATIONS WORKSHOP**

Have you been working with the Lotus program? Would you be interested in an applications workshop designed to answer your particular problems? Please give a call to the college (632-4766) and indicate your interest. With enough students, we will set up a workshop to accommodate you.

**WPRO 100: Introduction To Word Processing**

5 Sessions - Carol Larsen - \$40

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:** Thursdays, Sept 24 - Oct 22, 7 - 10 p.m.**WPRO 104**

15 Sessions - Carol Larsen - \$110 + diskettes

Learn the popular WordStar word processing system on IBM computers. 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. In order to assure one computer per student, time in the course is spent as follows: 1 1/2 hours each class night (7 - 8:30 or 8:30 - 10), 1 hour pre-booked on Monday evenings (lab night), and, if desired, 4 - 5 p.m. on weekdays. No classes Nov 11, Dec 23 & Dec 30. **PREREQUISITE:** WPRO 100

**Location:** College Room 3**Dates:** Wednesdays, Sept 23 - Jan 20/88- 7 - 10 p.m.**KEYBOARDING****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 4**Dates:** Mondays, Sept 21 - Dec 14, 7 - 9 p.m.**TYPING 101/102**

13 Sessions - Nadia Green - \$80 + texts

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 Rm 4**Dates:** Weds, (plus one Tuesday), Sept 23 - Dec 16, 7 - 10 p.m.**TYPING REFRESHER**

5 Sessions - Carol Larsen - \$40

Experienced keyboarders (typists) who would like to improve speed and learn to use an electronic typewriter--this is your course. Students will have access to the electronic programmable typewriter (Brother) and will also be given timed writings to help build up speed. The class will go ahead with 9 students.

**Location:** College Room 4**Dates:** Thursdays, Oct 29 - Nov 26, 7 - 10 p.m.**TYPING PRACTICE TIME**

Typing students are invited to come in on Tuesday evenings (7 - 9:30 PM) to work on their assignments or just practice their skills. You must check in with the evening clerk and sign in and out. Students are also able to use the typewriters from 12 noon - 1 p.m. or from 4 - 5 p.m. Just drop in and follow the sign-in procedures.





## Business and Industry

### WHAT'S NEW IN BUSINESS? ... A 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 Computer 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.

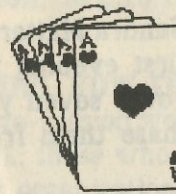
For more information, call us at the Kitimat Campus, 632-4766 or call the instructor Rainer Giannelia at 635-6511, local 225.



## General Interest

### BRIDGE, IMPROVE YOUR

8 Sessions - Joan King - \$20



Do you know a little about bridge, but would like to know more? This course will provide one-half hour of instruction per evening, followed by one hour of play, based upon the instruction. Hands will be pre-dealt and proper bidding will be explained after play is completed. Discover the reason why other people often win. No mystery is involved, just a few fundamental rules.

Location: College Room 6 Dates: Weds. Oct 7 to Dec. 7:30 - 9 p.m.

### CANADIAN CITIZENSHIP

10 Sessions - Kay Hall - \$12

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: Mondays, Sept 28 - Dec 7, 7 - 9 p.m.

### COMMUNITY BAND



Bob Butchart & David Masini - FREE

The community band offers enjoyment for anyone with an interest in music. This year there will be three divisions to accommodate varying skill levels:

 6:30 - 7:30 p.m. - I Beginners Band (requires no previous experience)  
7:30 - 8:30 p.m. - II Intermediate Level  
8:30 - 9:30 p.m. - III Advanced Level

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

Dates: Wednesdays, Sept 16 - Dec 16

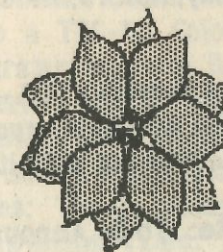
### DEFENSIVE DRIVING

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

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! 12 hours

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

Dates: Mondays & Wednesdays, Nov 16 - 25, 7 - 10 p.m.



### FLORAL ARRANGEMENT FOR CHRISTMAS

4 Sessions - Shirley Westby - \$20, plus materials

Learn to make professional floral arrangements. Make artistic and creative table decorations for the Christmas season. Primarily artificial flowers will be used.

Location: Dee's Flower Shop

Dates: Tuesdays & Thursdays, Nov 17 to 26, 7 - 9 PM





### HAIR CARE

6 Sessions - Sandra Mattern - \$35 + supplies

Change your hair--change your life! This basic hair care course covers hair trimming, perms, cellophanes, hennas, and styling for long or short hair. A model will be required after the first night. Learn the mysteries of the curling iron, the blow dryer and the hot brush. (The cost of supplies is in addition to the fee.) 18 hours

Location: The Hair Force Dates: Tuesdays, Oct 20 - Nov 24, 7:30 - 10:30 p.m.

### HAIR CUTS FOR KIDS

2 Sessions - Sandra Mattern - \$10

Learn the skills required to give your child a basic hair cut. The first evening will be demonstration, the second evening you should bring your own model (over seven years of age, please). If you have scissors- bring them--if not, you may purchase them from the instructor.

Location: The Hair Force Dates: Tuesday & Wednesday, Oct 13 & 14, 7 - 9 p.m.

### INDEPENDENT LEARNING SKILLS

2 days per week - Roberta Bowen - \$30

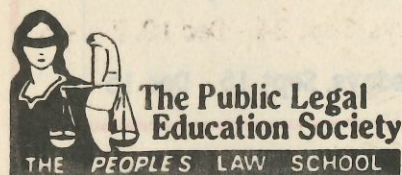
This is a short, study course for anyone who is following a "self-study" style of learning.

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 5 - Dec 16, 12:30 - 3 p.m.



**QUALIFIED LOCAL INSTRUCTORS ARE APPOINTED BY THE JUSTICE INSTITUTE FOR THE FOLLOWING TWO COURSES.**

### LAW: WILLS & ESTATES

1 Session - Rick Wozney - Free

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. Make things a little easier for those left behind and take this course!

Location: College Room 7 Date: Thursday, Nov 19, 7 - 9 p.m.

### LAW: FEDERAL BENEFITS FOR SENIORS

1 Session - TBA - Free

This session will inform participants about the various federal benefits available--such as Canada Pension and Old Age Security. At the time of printing, the date was not definite, so please call the college to learn the time and place.

Location: College Date: To Be Announced

### MASSAGE, BASIC

2 Sessions - Roger Carling-Kelly - \$25

Roger Carling-Kelly of Northwest Massage Therapy, in conjunction with Northwest College is presenting this seminar designed to give you hands-on experience. Learn certain massage techniques that will leave you knowing how to give your partner a full, relaxing massage. An informative and interesting workshop covering the head, neck, shoulders, back, arms and legs. Bring a friend, blanket, sheet and pillow. Oil will be supplied.

Location: M.E.S.S. Cafeteria Dates: Thursdays, Oct 8 & 15, 7:30 - 10 p.m.

### MEETING, HOW TO CONDUCT A

2 Sessions - Walter McLellan/Mike Baxter - \$10

This two-session workshop is designed for those involved in business meetings in their place of work; those who serve on committees; and those who are members of service clubs and similar organizations. The course will examine: Parliamentary Procedure; Why Meetings Fail; Procedures Which Contribute to an Effective Meeting. (Walter McLellan and Mike Baxter are two of our *Nechako Toastmasters*.)

Location: College Room 7 Dates: Tuesday & Thursday, Oct 20 & 22, 7:30 to 9:30 p.m. precisely

### MEMORY DYNAMICS

2 Sessions - John Paterson - \$38

In six hours, master the technique of superior retention and recall. You can be the envy of your friends, business associates or fellow students. Learn how to remember names, facts, figures and academic material. The successful Vancouver-based training company "Memory Dynamics" will prove to you there is no such thing as a bad memory.

Location: College Room 7 Dates: Mon & Tues, Oct 26 & 27, 7 - 10 p.m.

### MUSIC APPRECIATION

12 Sessions - Roy & Anne Sluyter - \$36

A basic introduction to the western musical tradition from plainsong to Stravinsky and the Beatles. No previous musical training is required, just a love of music and a desire to understand it better.

Location: M.E.S.S. Room 129 Dates: Thursdays, Sept 24 - Dec 10, 7 - 9 p.m.

### NUTRITION ON A BUDGET

4 Sessions - \$10

Learn how to stretch your food dollars and eat wholesome food at the same time. This four-evening program will teach you:

- how to set up an effective budget (with Guy S. Pocklington)
- the fundamentals of good nutrition (TBA)
- how to shop efficiently (with Eleanor Kendell)
- menu planning, including recipes (with Eleanor Kendell)

(Guy S. Pocklington is a Counsellor with the Ministry of Labour & Consumer Services.)

Location: College Room 6 Dates: Tuesdays & Thursday, Nov 3 - 12, 7 - 9 PM

### PERSONAL COMPUTING, INTRODUCTION TO

Take a TRS-80 Colour Computer home with you for six weeks and learn computer programming with BASIC. The complete program includes a printed package of course materials and a Radio Shack Colour Computer, providing a "hands-on" introduction to computer programming. The Colour Computer connects to your home television and you will also need a portable cassette tape recorder to save your programs.

Dates: We are taking names for our wait list; computers are available on an on-going basis. Completion Time: Computers are loaned out for precisely six weeks.

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



### **PRESERVING YOUR PAST: The Care & Management of Your Photos**

1 Session - Ken Milloy - \$5

The curator at our Kitimat Centennial Museum has developed a method of keeping negatives and corresponding photographs in order--so that you can quickly find what you want when you need it. He will cover basic principles in storage and handling of photos to ensure they last through their expected natural life span, and the development and use of a simple, effective reference system for photographs and their negatives. This will be of interest both to home users and also to businesses & agencies which have photo collections on file.

Location: College Room 6

Date: Thursday, Oct 29, 7 - 9 p.m.

### **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.

Location: M.E.S.S., Teaching Kitchen

Dates: Wednesdays, Oct 14 - Nov 25, 7 - 9 p.m.

### **SAFE CHILD CARE FOR PARENTS**

3 Sessions - Kathi Nelson - \$10

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

Thursdays, Oct 15 - 29, 7:30 - 9:30 p.m.

### **SKIN CARE, MAKEUP & MANICURES**

4 Sessions - Teresa De Lisser - \$20

Put your best face forward.--learn how to look after your skin. This 8-hour course will include facials, day and evening make-up artistry, and manicures and handcare. Cost of supplies is extra.

Location: College Room 2

Dates: Tuesdays, Oct 6 - 27, 7 to 9 p.m.

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

6 Sessions - T.B.A. - \$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.

Location: College Room 7

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

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

6 Sessions - T.B.A. - \$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.

Location: College Room 7

Dates: Wednesdays, Nov 18 - Dec 23, 7 - 9 p.m.

### **UNDERSTANDING R.S.P.s**

1 Evening - Glen Darling - \$8

This session will help you understand the advantages of RSPs, prepare for your retirement and save current earnings. By spending 3 hours of your time in November you can be aware of the current changes which affect your contributions and avoid the February scramble.

Location: College Room 6

Date: Tuesday, Nov 17, 7 to 10 p.m.



"Have you ever considered basing your financial future on something other than winning the 649?"

### **VIDEO CAMERA - USING IT EFFECTIVELY**

1 Session - TBA - \$12

Learn how to get the most from your video camera. This course will include equipment maintenance and cover many of the techniques and skills needed to make good home movies. Students may bring their own cameras if they wish.

Location: College Room 7

Date: Saturday, Nov 7, 1 - 5 p.m.

### **WINTERIZING YOUR OUTDOOR PLANTS**

1 Session - Ferd Wuensche - \$5

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. Ferd 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

Date: Monday, Oct 26, 7 - 10 p.m.

### **WOODWORKING PROJECTS**

10 Sessions - Sab Ribiero - \$55



Spend 30 hours this winter on that project you've been thinking about, but never doing! If you have basic woodworking skills and machine safety knowledge, this course is for you! Learn design, joinery and finishing under the experienced instruction of Sab Ribiero. You bring the ideas--material costs are extra.

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

Dates: Mondays, Sept 28 - Dec 7, 7 to 10 PM

**Do you have an idea for a course? Let us know!**



## Art

### CALLIGRAPHY

You, too, can have beautiful handwriting. Learn basic skills in Italics, Gothic and Uncial script. Bring a Schaeffer 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! 12 hours  
**Location:** M.E.S.S., Room 126  
**Dates:** Wednesdays, Oct 21 - Dec 9, 7 - 9 p.m.

6 Sessions - Katherine Johnsen - \$20

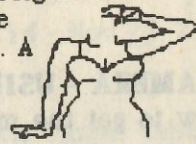
### DRAWING, Beginners



This workshop will focus on the drawing of the human figure. Included will be a review of anatomy, drawing a figure using a gestural approach, blocks and continuous line. A live model will be used. A supply list will be available upon registration. **Location:** College Room 2

**Date:** Saturday, Nov 14, 9 a.m. to 4 p.m.

1 Session - Diane Letourneau - \$20



### 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. 3 hours  
**Location:** M.E.S.S. Room 124  
**Date:** Monday, Oct 19, 7 - 10 p.m.

1 Session - Matt Ehses - \$10

### WATERCOLOUR WORKSHOP



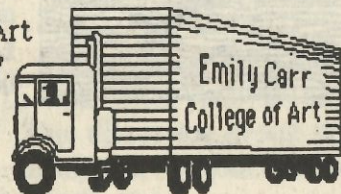
By popular request Des Edwards has agreed to offer another workshop for beginner and intermediate painters. Enjoy two days of excellent instruction in watercolour techniques, including video presentations. A list of art supplies required is available upon registration.

**Location:** College Room 2 **Dates:** Saturday & Sunday, Oct 17 & 18, 9 - 4

2 Sessions - Des Edwards - \$30

### EMILY CARR MOBILE ART STUDIO

Kitimat will be the site of the Emily Carr Mobile Art Studio from September 25th to October 5th, 1987. Patricia Johnston will be the artist in residence for this 10-day period. She will be offering two weekend workshops as well as a number of sessions throughout the week. The Kitimat Art Club is the sponsor for this mobile studio and enquiries should be directed to Marilyn Westby at 632-2681.



## EMILY CARR COLLEGE OF ART & DESIGN OUTREACH WORKSHOPS

### Terrace:

**PHOTOGRAPHY (FOR ALL LEVELS)**  
 Beverley Olandt, \$45.00  
 Sat & Sun, Nov 7 & 8, 9 - 5

### Hazelton:

**CERAMICS**  
 Lora Wee Lay Laq, \$45.00  
 Sat & Sun, Nov 21 & 22, 9 - 5

### Houston:

**PAINTING (BEGINNER/INTERMEDIATE)**  
 Richard Reid, \$45.00  
 Sat & Sun, Oct 17 & 18, 9 - 5

### New Aiyansh:

**TOOL MAKING**  
 George Rammell, \$45.00 + supplies  
 Sat & Sun, Oct 17 & 18, 9 - 5

### Prince Rupert:

**PAINTING (FOR ALL LEVELS)**  
 Ken Wallace, \$45.00  
 Sat & Sun, Nov 14 & 15, 9 - 5

### Masset, Q.C.I.

**WORKSHOP IN COLOR**  
 Nora Blanck, \$45.00  
 Sat & Sun, Nov 7 & 8, 9 - 5

### CERAMICS (GLAZING)

Jan Grove, \$45.00  
 Sat & Sun, Oct 31 & Nov 1, 9 - 5

### Smithers:

**PHOTOGRAPHY, (FOR ALL LEVELS)**  
 Beverley Olandt, \$45.00  
 Sat & Sun, Oct 24 & 25, 9 - 5

For more information on any of the above workshops, please call 635-6511, local 223, or 632-4766.

## Languages

### ESPERANTO

Learn the international language Esperanto. It is simple, flexible, musical and it is the solution to the problem of universal mutual misunderstanding. Lernu la internacian lingvon Esperanto!  
**Location:** College Room 2

10 Sessions - Maria Raposo - \$40

**Dates:** Mondays, Oct 5 - Dec 14, 7 - 8:30 p.m.

### FRENCH, BEGINNER

You can do it! A conversational approach to French. A relaxed atmosphere, enjoyable class, and, voilà - you are bilingual! (Well, almost.)  
**Location:** M.E.S.S. Room 118

8 Sessions - Diane Billingsley - \$35

16 hours  
**Dates:** Thursdays, Sept 24 - Nov 12, 7 - 9 p.m.

### GERMAN, Intermediate

A class designed for those who have an introductory knowledge of the German language. The emphasis will be placed on conversation and correct pronunciation, grammar, reading and writing will be included.  
**Location:** M.E.S.S. Room 118

8 Sessions - Barb Notheis - \$35

**Dates:** Wednesdays, Oct 7 - Dec 2, 7 - 9 p.m.

### RUSSIAN, Introductory

Students will learn to read and write the alphabet, pronounce words and simple phrases, the numbers from 1 - 20. There will be some basic grammar such as the use of personal and possessive pronouns, gender, the present tense of various verbs. Conversation exercises will be a part of each session.  
**Location:** College Room 2

8 Sessions - Elaine Kricken - \$35

**Dates:** Thursdays, Oct 1 to Nov 19, 7:30 - 9:30 p.m.

### SPANISH FOR BEGINNERS

Attend 8 sessions and you will be conversationally equipped to enjoy your Mexican holiday. The course will include oral and written work--taught by an experienced instructor. Mrs. Blassing is also willing to instruct an intermediate level class if numbers permit. Call the college to register your name.  
**Location:** M.E.S.S. Room 118

8 Sessions - Francisca Blassing - \$35 + text

**Dates:** Tuesdays, Sept 29 - Nov 17, 7 - 9 p.m.



## Trades and Vocational

**AIRBRAKES** 6 Sessions plus testing time - Joe Farina - \$100 (includes manual)  
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:** Alexander School Annex

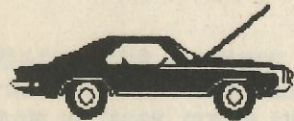
**Dates:** Monday/Tuesday/Thursday, Nov 9/10/12

**Time:** 6:30 - 9:30 p.m. & Monday/Tuesday/Wednesday, Nov 16/17/18

**Testing day:** Saturday, Nov 21, 9 - 4

### ELECTRONIC IGNITION & FUEL INJECTION

2 Weekends - Ben Watson - \$230.00



We are pleased to again offer this two-weekend course in Kitimat. The instructor is Ben Watson of Bellevue, Washington. This is an excellent opportunity for automotive technicians to learn the repair procedures for the newest technology. A certificate will be offered upon completion of this four-day course. **Location:** College Room 7  
**Dates:** Saturdays, 8 AM to 6 PM & Sundays, 7 AM to 2 PM, Sept 26 - Oct 4

### 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, includes:

<AC Electronics> <DC Electronics>  
<Semiconductors> <Digital Techniques>  
<Microprocessors> <Electronic Circuits>

These modules will require 60 to 180 hours of lab, theory and testing time. Following the completion of the core program, the student may opt to take a specialty option in Terrace. These specialties will be offered as and when demanded.

**Fee:** \$34.50/month plus \$50 book deposit

**Location:** College LRC

**Lifelong Learning is for Everyone!**

## First Aid

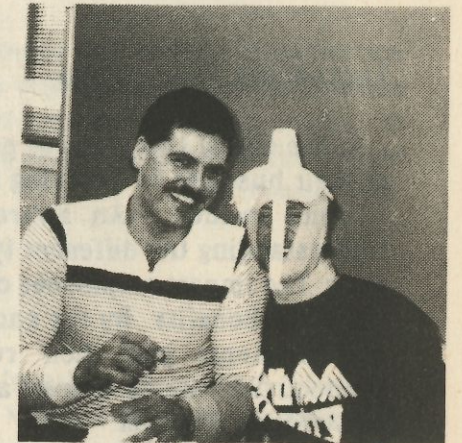
### FIRST AID, INDUSTRIAL: Day Course

10 full days (60 hours) - Ilona Kenny - \$250  
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:** Alexander School Annex

**Dates:** Nov 23 - Dec 4

Monday - Friday, 9 a.m. - 4 p.m.



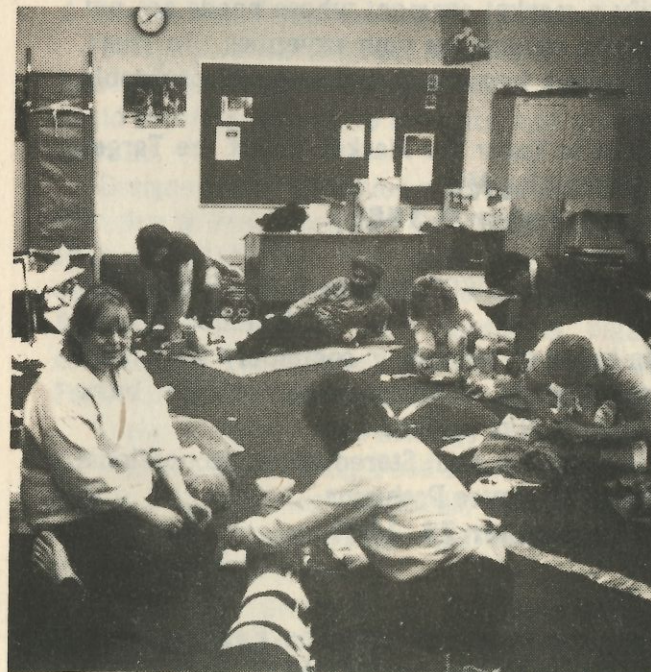
### FIRST AID, INDUSTRIAL: Evening Course

20 Sessions - Ilona Kenny - \$250  
This will cover the same material as the above, but over a period of ten weeks. Here is your opportunity to receive or renew your Industrial First Aid Ticket. You must be 19 years of age by the end of the course and meet all medical requirements. Fee includes text and exam fee. No classes Oct 12 & Nov 19. 60 hours

**Location:** Alexander School Annex

**Dates:** Mondays & Thursdays,

Sept 17 to Nov 30, 7 - 10 p.m.



### FIRST AID, SURVIVAL

1 Session - Ilona Kenny - \$35  
This is a WCB-certified course in which you will learn the basics necessary to save a life, including CPR.

**Location:** Alexander School Annex

**Date:** Saturday, Oct 24

9 to Noon & 1 - 4 pm

### BASIC LIFE SUPPORT - COURSE B

1 Session - Ilona Kenny - \$35  
This course will include adult and pediatric obstructed airway modules and baby C.P.R. The greatest gift of all is life--give it. 5 hours

**Location:** Alexander School Annex

**Date:** Saturday, Oct 17

9 a.m. - 12 & 1 - 3:30 p.m.



## TERRACE COURSES

Northwest Community College offers a wide range of Business, Management, and Industry related programs that can be offered throughout the College region. We would be pleased to discuss your specific training needs and design a course to meet your requirements. For consultation contact: Mr. Audun Birkedal, NWCC Terrace, 635-6511, Loc. 239.

### **Increasing Your Profit** F.B.D.B./NWCC, November 18, 2 to 9 p.m., \$65 (includes supper)

At the end of this seminar participants will understand how to increase the profit of their business by applying some very practical controls.

Topics include: An awareness of what profit is and how it is measured; Understanding the different types of costs; The effect of price changes and reduced costs; The impact employees can have on profits.

Specific Benefits: By the end of this seminar you will have a better awareness of cost elements and their relationship to profit; have an understanding of productivity related to costs and profit; know where to get the best results from a cost control program.

**Registration deadline: Monday, November 9, 1987**

### **Marketing for Retailers** F.B.D.B./NWCC, September 16, 2 to 9 p.m., \$65 (includes supper)

Today's most successful retailers have a well defined marketing mix aimed at satisfying an identified target market. Marketing for Retailers is a 6 hour seminar that will help you identify the target market and develop a consistent marketing mix for your retail business.

You run an established retail store but your revenues are not as high as you would like. You are probably aware of increased competition but may not know the extent of demographic changes in your marketplace. By registering for this seminar, you will discover how to identify a market segment whose needs are not being met. And how to use this information to increase your revenues. In short, you should register for Marketing for Retailers because it makes good, profitable business sense.

Topics include: Identify the Problems; Get to Know the Market; Select the Target Market; Set Marketing Objectives; Plan a Marketing Mix.

**Registration deadline: Wednesday, September 9, 1987**

### **Women in Management** F.B.D.B./NWCC, October 7, 2 to 9 p.m., \$65 (includes supper)

Seminar participants will study certain types of behaviour commonly associated with management function and learn how to develop some of the basic management skills needed to achieve a high level of performance.

Topics include: Management Functions; Roles and Stereotypes; Occupational Behaviour; Power and Leadership; Resolving Employee Problems.

**Registration deadline: Wednesday, September 28, 1987**

Other business seminars are available "by popular demand" from the **Federal Business Development Bank**. Direct your enquiries to Karen Birkedal at 635-6511, local 238.

### **CLASS 'B' Gas Fitters Course**

\$350.00 plus textbooks

Room 1107, Shops Building

For more information, contact Karen Birkedal, 635-6511, Loc. 238

Don Burr - Oct 28/87 to Feb 24/88

Mon & Wed, 7 - 10 PM

### **Interior Log Scaling**

\$175 plus \$50 equipment deposit & text \$27

Learn the theory and practical skills of scaling. This course will include classification of species, measuring of forest products and use of the scale stick. Upon completion you will be prepared to take the Ministry of Forests written and practical exams\* to obtain a licence. Students should have some math skills and knowledge of the metric system. Requires 15 students to run.

Exam date: TBA

\*In conjunction with Forestry Exams

Sept 28 - Oct 9, Mon to Fri

### **Bartending Level I**

Professional Bartending Level I covers all aspects of frontline bartending. Students are given detailed instruction on how to mix and serve various alcoholic beverages to guests in lounges, restaurants, bars and club settings.

ADMISSION REQUIREMENTS: Applicants must be 19 years of age or older, with a minimum of Grade 10 standing. Other recommended characteristics are: good manual dexterity, good physical coordination, the ability to communicate effectively with guests and co-workers, a high standard of personal hygiene and grooming.

Topics include: Guest/Staff Relations; Bar Set-up/Mixing Drinks; Understanding Alcoholic Beverages; Sanitation and Safety; Elements of Bar Service; Government Regulations/B.C. Liquor Act; Bar Accessories and Equipment.

For more detailed information, contact Karen Birkedal, 635-6511, Loc. 238.

### **A Sanitation Program for Food Handlers: FOODSAFE**

Every year in Canada, thousands of people suffer the effects of unsafe food handling practices. An outbreak of food poisoning in your restaurant or institution could result in expensive lawsuits, and damage the reputation you've worked so hard to build.

Designed in consultation with the B.C. Restaurant and Food Service Association, the Ministry of Post Secondary Education, and the Capital Regional District, Environmental Program, FOODSAFE will train you and your employees on the procedures and conditions necessary for the prevention of foodborne illnesses. The two programs, Basic and Advanced, each consist of eight hours of instruction. Upon successful completion of the courses, participants will receive a recognized certificate in Sanitary Food Handling. There are no prerequisites for the Foodsafe course.

Topics include: Microbiology; Foodborne Illnesses; Personal Hygiene and Health; Serving and Dispensing; Food Protection and Preparation; Receiving and Storing Food Safely; Dishwashing Methods; Food Poisoning--Food Protection; Facilities and Equipment; Housekeeping and Pest Control; Managing Sanitary Practices in a Foodservice Operation.

If you are interested in attending this course, or require further information, contact Karen Birkedal, 635-6511, Loc. 238.



## **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 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** - Sept 28, 19 & 30, Reinforcement Day: Oct 26

**Part II: Group Skills** - Oct 27, 28 & 29, Reinforcement Day: Nov 23

**Part III: Administrative Skills** - Nov 24, 25 & 26, Reinforcement Day: Nov 27

Instructor: Phil Kolbuc

Fee: \$250.00 for each part (A \$25 discount applies to each additional registrant from the same firm.)

Time & Location: Terrace Campus from 8:30 AM to 4:30 PM.

Some reimbursement of fees may be possible from the sponsoring employer through Canada Employment. Please contact your local Canada Employment Centre for more information.

Participants are normally sponsored by their employer.

## **DEMAND COURSES**

Northwest Community College offers a variety of short courses as the need arises. Simply register your interest at the College Centre and when sufficient people have signed up you will be notified and the course will be scheduled.

### **Trades**

Industrial Electronics Upgrade  
Auto/Heavy Duty Refresher  
Truck Operation & Maintenance  
Compressed Natural Gas

Hydraulics  
Carpentry/Woodworking  
Dangerous Goods Transportation  
Fuel Injection

### **Business/Industry Services**

Data Processing Concepts  
Supervisory Management  
Small Business Accounting  
Taxation  
Tourism courses

Intermediate Computing  
Time Management  
Computer Accounting  
Effective Written Communication  
Marketing & Sales

**IF YOU HAVE AN INTEREST--LET US KNOW!**

# NOTES



# NOTES

MANAGEMENT SKILLS FOR BUSINESS  
 The Management Skills for Business course is designed to provide students with the necessary skills to succeed in the business world. It includes 30 hours of instruction in areas such as business law, accounting, and marketing. This is a Ministry of Education approved course and is available to students in grades 11 and 12. The course is taught by experienced teachers and includes practical exercises and projects. Students who complete this course will have a strong foundation in business management skills.

Part I: Introduction to Business  
 Part II: Business Law  
 Part III: Accounting  
 Part IV: Marketing  
 Part V: Management

Northwest Community College offers a variety of short courses for students who are interested in learning more about business. These courses are designed to provide students with the necessary skills to succeed in the business world. The courses are taught by experienced teachers and include practical exercises and projects. Students who complete these courses will have a strong foundation in business management skills.

Northwest Community College  
 1987 - 1988 Board Membership

## Important Dates to Remember

1987

- Monday, Sept. 7 ..... Labour Day  
 College Office CLOSED
- Tuesday, Sept. 8..... First day of classes for  
 Academic and Business  
 Careers Training
- Monday, Sept. 21..... First day of class for  
 English as a Second  
 Language
- Monday, Sept. 28 ..... First day of class for Adult  
 Basic Education
- Monday, Oct. 12 ..... Thanksgiving Day  
 College Office CLOSED
- Wednesday, Nov. 11 ..... Remembrance Day  
 College Office CLOSED
- Thursday, Dec. 10..... Last day of class for  
 English as a Second  
 Language
- Monday, Dec. 21..... Last day of class for  
 Academic
- Thursday, Dec. 24..... Last day of classes for  
 Business Career Training  
 and Adult Basic Education
- Dec. 25 to Jan. 4 ..... Christmas and New Year's  
 College Office CLOSED

IN KEMANO  
 Arlene Ahoon

STAFF  
 Lela Boering - College Secretary  
 Carol Larsen - Administrative Assistant  
 Kathryn Sothoran - Clerk

ADULT DIRECTOR  
 Margaret Ross



## Northwest Community College 1987 - 1988 Board Membership

**Kitimat:**

**Joanne Monaghan**

**Queen Charlotte Islands:**

**Duane Gould**

**Nass:**

**Marj Spisak**

**Smithers:**

**Terry Bennett**

**Prince Rupert:**

**Bill Smith**

**Ernie Hill**

**Terrace:**

**John Morgan**

**Judy Jephson**

**John Pousette**

### **NORTHWEST COMMUNITY COLLEGE - KITIMAT**

**ADDRESS**

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

**HOURS**

**Monday to Friday:  
9:00 a.m. to 4:45 p.m.  
Monday to Thursday:  
7:15 to 9:00 p.m.**

**STAFF**

**KITIMAT DIRECTOR**  
**Margaret Ross**

**Lola Doering--College Secretary**  
**Carol Larsen--Administrative Assistant**  
**Kathryn Sotheran--Clerk**

**IN KEMANO**  
**Arlene Auton**