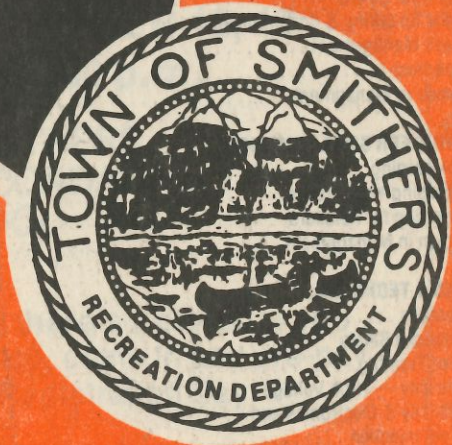


SMITHERS



**NORTHWEST
COMMUNITY
COLLEGE**

**SMITHERS
RECREATION DEPARTMENT**

Pages 35 - 40

1987 FALL PROGRAMS

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NORTHWEST COMMUNITY COLLEGE

GIANT REGISTRATION DAY

SATURDAY, SEPTEMBER 12, 1987
9:00 a.m. to 1:00 p.m.

AT THE SMITHERS SENIOR SECONDARY SCHOOL

If you want to make sure there's a place for you in the course of your choice, come in and pre-pay during our Giant Registration Day

FIRST COME — FIRST SERVED
PRE-PAID, IN-PERSON REGISTRATIONS ONLY

REGISTRATION

Continuous - Business Careers Training
 - Adult Basic Education
 - Academic/Teleconference

September 12 - All other courses

YOU MAY REGISTER.....

IN PERSON

At the College Centre
 10 70 Main Street
 (Corner of Main and Alfred)

OFFICE HOURS

Days 8:30 a.m. - 4:15 p.m.
 Monday to Friday

Evenings - 7:00 - 9:00 p.m.
 Monday to Thursday

TELEPHONE

847-4461

BY MAIL

A registration form is attached.
 Mail-in Registration will only be accepted
 after Giant Registration Day

MAIL IN REGISTRATION FORM

NOTE - PLEASE CONFIRM BY PHONE AVAILABILITY OF SPACE IN COURSES BEFORE MAILING FEES

Mail-in registrations will only be accepted after Giant Registration Day

NAME _____ PHONE(HOME) _____

ADDRESS _____ (WORK) _____

1) _____ (course) FEE: _____

2) _____ (course) FEE: _____

Total: \$ _____ Cheque or money order is payable to Northwest Community College, Box 3606,
 Smithers, B.C. V0J 2N0. PLEASE NO CASH.

Signature _____ Date _____

1987/88 Board Members Appointed by the Lieutenant-Governor in Council

Ernie Hill, Sr. Prince Rupert	Judy Jephson Terrace	Armand Robitaille Kitimat	Marjorie Spisak Nass Camp
Terry Bennett Smithers	W. Hutchison Terrace	Joanne Monaghan Kitimat	William J. Smith Prince Rupert
			Duane Gould Sandspit

Resigned?

STATEMENT OF PHILOSOPHY

GENERAL RESPONSIBILITY

Northwest Community College assumes general responsibility for all the valid educational and training services that are beyond the responsibility of the School Districts that exist in the College region.

DECENTRALIZATION

Northwest Community College is committed, wherever it is financially and physically feasible, to decentralize educational and training services so that the opportunities are equitably shared by residents of the regions. The College believes that access to these services can be facilitated where appropriate by utilization of modern technological developments in education.

PROVINCIAL RESPONSIBILITY

Northwest Community College's primary concern is with serving the needs of residents in its region. However, the College recognizes that, as part of the provincial educational system, it has a responsibility wherever possible to serve special needs of residents outside the College region.

ASSESSMENT OF NEEDS

Northwest Community College recognizes its mandate to provide for educational and training needs of all people in the College region by striving to facilitate access to the appropriate educational and training programs and services. To this end, the College actively seeks input from all segments of the community; it is especially responsive to recommendations made by advisory committees established by the College.

RELATIONSHIP WITH OTHER ORGANIZATIONS

When deemed appropriate, Northwest Community College co-operates with other educational and training organizations, both within and outside the region, in order that the best services possible might be provided.

PRESENTATION OF SERVICES

Northwest Community College strives for excellence in all the services it provides. It is committed to development of delivery systems that provide educational and training services for the people where they live and work. When considering the delivery systems to be used, the College is concerned not only with cost effectiveness but also with the quality of instruction.

COMMUNITY EDUCATION

Northwest Community College recognizes its responsibility to aid in the development of citizens who can participate fully and effectively in society in general and their individual communities.

GOVERNANCE OF COLLEGE

The governance and operation of Northwest Community College reflects the legitimate concerns of all elements within the College and in all the communities it serves.

ACCOUNTABILITY

Northwest Community College recognizes that it is a public institution utilizing public money for its operation, and that therefore it must be accountable to the public in everything it does. To this end, the operations of the College are open to public scrutiny. The College recognizes its responsibility to ensure that proper evaluation takes place in everything it does and that self-renewal is an ongoing obligation.

IMPORTANT INFORMATION

ADMISSIONS & REGISTRATION

Full-time - Students must apply at the College office. In continuous intake programs, waiting lists will be used. Students are encouraged to apply several months in advance of their desired starting time to avoid disappointment.

Part-time - Registrations on Sept. 12th and continue until the course start date. However, if a minimum number of pre-paid registrations is not reached by the pre-registration date, the course will be cancelled. You are encouraged to pre-register and pay the fee by the pre-registration date.

University Transfer - Registrations begin August 17th.

CLASS LIMITS

Most designated courses can only take a limited number of people. Your place in these courses will only be held if you pay the tuition by the pre-registration date.

FEES

Tuition varies and must be paid in full at the time of registration. Payment may be made by cash or cheque.

FEES FOR SENIOR CITIZENS

Senior citizens (aged 65 and over) and registered disabled persons are eligible for tuition-free enrolment in most Northwest College courses on a stand-by basis, provided that space is still available within 24 hours of the commencement of the course. This exemption will not apply to Security or Tool Deposits or to any charges for materials, books and supplies that are levied against other students in the course.

SPONSORED STUDENTS

Students whose fees will be paid by sponsoring agencies are required to present a letter to this effect from the agency concerned when registering.

FINANCIAL AID

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 also has an **Entrance Scholarship program** which may pay your full tuition. For further information, contact the College office.

ENDOWMENT FUND

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, contact the College office.**

INCOME TAX

Some tuitions are income tax deductible, so keep your receipts. Education Deduction Certificates for income tax claims will be issued **ONLY** upon presentation of your course receipts.

HOLIDAYS

Classes are not normally held on Statutory Holidays or when schools are closed.

REFUND & LATE REGISTRATION POLICY

A NO-REFUND POLICY AFTER THE PRE-REGISTRATION DATE IS IMPOSED ON CLASS-LIMIT COURSES. The College reserves the right to change fees without notice, to limit registrations in any program, or to cancel or revise any of the courses listed.

General Conditions

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

Part-time Courses (Includes all General Interest and Part-Time Vocational courses)

1. Withdrawal before the second class of a course - 100% of tuition fees less a \$10.00 administration charge.
2. Withdrawal after the second class of course - NO REFUND.
3. Special registration and refund policies apply to courses labelled as "Designated Courses". (These are all "CLASS LIMIT" courses.) NO REFUNDS will be made after the pre-registration date unless the space can be sold to another student, in which case the withdrawing student will be refunded 100% of the tuition fee less a \$10.00 administration charge.

Academic

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 class or fourth class - 50% of tuition fee less a \$10.00 administration charge.
4. Withdrawal after fifth class - NO REFUND.

Vocational (Full-time)

1. A \$10.00 "late registration" charge will be assessed to any student registering after the first day of classes in a full-time vocational program.
2. Vocational full-time fees are assessed on a calendar month basis, prorated as necessary in the first and last months:

Entry between:

- 1st to 15th - 100% of monthly fee
- 16th to 23rd - 50% of monthly fee
- 24th to 31st - 25% of monthly fee

Leaving before:

- 1st to 7th - 25% of monthly fee
- 8th to 15th - 50% of monthly fee
- 16th to 31st - 100% of monthly fee

3. Refunds on withdrawal before completion date will be 100% of unused tuition (part months prorated as above) less a \$10.00 administration charge. (There will be no administration charge on refunds for students who have completed their program earlier than anticipated when fee payment was made.)

TEXTBOOK SALES & REFUNDS

Textbooks will be available at Northwest Community College, 1070 Main Street, Smithers, 9:00 a.m. to 4:00 p.m. Monday to Friday; or evenings, Monday to Thursday, 7:00 to 9:00 p.m., beginning Sept. 8.

REFUNDS: Refunds on textbook purchases will be made:

- (a) When a course has been cancelled by the College and a student returns the textbook purchased for a course to the College in "like new" and resalable condition within two weeks of the course cancellation, a refund of 100% of the purchase price will be made by the College.
- (b) When a student withdraws from a full time course during the first two weeks of classes; or from part time courses on or before the second class; and returns the

textbook purchased for the course in "like-new" and resalable condition within one week following withdrawal, the College will refund 75% of the purchase price of the textbook.

- (c) No refunds will be made in any case without original receipt.
- (d) The determination of "like-new and resalable condition" shall be at the discretion of the College.
- (e) No refunds will be made other than those contemplated in (a) and (b) above.

SMITHERS STAFF

Eileen Klassen

Director,
Smithers/Houston
Campus Secretary

Jean Morris

Part-time Clerk

Charlotte Gorley

Part-time Clerk

Laurie Misener

Instructor - Adult Basic
Education

Alec Deas

Bev Davidson

Instructor - Business Careers
Training

Terrie McCreary

Instructor - Business Careers
Training

Hilda Capak

Instructor Assistant, Business
Careers Training

Many of the courses described in this brochure were developed at your request. We would like to thank those people who contribute to our Adult Education program by suggesting courses and instructors or by offering to teach courses themselves.

If you have an idea for a course you think might interest others or could teach a course for us, we'd like to hear from you. Your contribution and participation in our program helps us offer a variety of quality courses to the community.

A THANK YOU.....

To School District No. 54 for its co-operation and extensive use of school facilities that make the wide variety and number of courses accessible to residents of Smithers, Houston and surrounding communities.

TELECONFERENCE COURSES ACADEMIC COURSES IN YOUR COMMUNITY

Teleconferencing makes it possible for students in the Northwest to "get together" with each other and their instructor without leaving their communities.

Sophisticated "bridging" equipment in Terrace is linked to teleconference convenors (loudspeaker units and microphones) at regional College centres. This bridging of a series of telephone lines allows everyone to communicate with each other.

Classes include lectures, audio visual presentations and interactive seminars. Problems or questions which arise will be discussed and dealt with immediately by the instructor and other students in several locations.

All courses run for 15 weeks. Continuing courses will be offered beginning in January.

Fees: \$69.00 plus textbooks
ECE, \$92.00 plus textbooks

ANTHROPOLOGY 101 EVEN (Introduction to Physical Anthropology and Archaeology)

DATE: Mon., Sept. 14
TIME: 7:00 - 10:00 p.m.

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.

INSTRUCTOR: TBA

BIOLOGY 101 EVEN/DAY (Introduction Biology I)

DATE: Tues & Wed., Sept. 8
TIME: 5:30 - 7:00 p.m.

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)

INSTRUCTOR: Jon Shepard

ENGLISH 104 CORRESPONDENCE (Literature and Composition II)

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

INSTRUCTOR: George Stanley

ENGLISH 101 DAY (Literature and Composition I)

DATE: Sat., Sept. 12
TIME: 9:00 a.m. - 12 noon

Reading and discussion of modern fiction, non-fiction and poetry. Written assignments will be based on personal experience, local history and responses to the literature read. The instructor will give help where needed on grammar, punctuation, etc.

INSTRUCTOR: TBA

EARLY CHILDHOOD EDUCATION 218 EVEN/DAY

DATE: Thurs., Sept. 10
TIME: 7:00 - 10:00 p.m.

FEE: \$92.00 plus textbooks

Care and guidance of infants - 4 credits.

NOTE: Includes 3 Saturday sessions in Terrace
INSTRUCTOR: Larisa Tarwick

ECONOMICS 202 EVEN (Principles, Structures and Policies I)

DATE: Wed., Sept. 9
TIME: 7:00 - 10:00 p.m.

An analysis of economic activities, institutions and theories. It will focus on the production and distribution of wealth, the big corporation, the Third World, and the role played by governments on the federal and provincial levels; it will offer a detailed critique of monetary, fiscal and investment policies.

INSTRUCTOR: Dr. Peter Weber

PSYCHOLOGY 101 EVEN

DATE: Tues., Sept. 8
TIME: 7:00 - 10:00 p.m.

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

INSTRUCTOR: Andre Klingner

SOCIOLOGY 101 EVEN

DATE: Thurs., Sept. 10
TIME: 7:00 - 10:00 p.m.

Sociology encourages the understanding of ourselves, communities and the human world. An examination of the structure of society through the major topics in the discipline of sociology: culture, socialization, primary groups, status and role, and association.

INSTRUCTOR: TBA

ADULT BASIC EDUCATION

GENERAL INFORMATION

The Adult Basic Education program gives all adults in the college region a chance to upgrade their skills and knowledge of English, Mathematics and the Sciences. Courses are offered to teach basic Reading and Mathematics through to the Grade 12 level. You may enter this program at any time during the year as space permits. A Math and English assessment is completed at the start to determine your initial placement. Instruction is individualized and self-paced. The time required to complete the course depends on your initial placement and your pace through the course material. You may attend on a full-time or part-time basis, taking as few or as many courses as practical for your needs. An evening program is provided for those unable to attend days. The program is designed to enhance employment opportunities and prepare you for further Vocational Career/Technical programs or University level programs.

BASIC EDUCATION

Would you like to improve your Math, English or Science? Would you like a specialized course in reading, spelling or report writing? If you left school without the requirements for a trades, business or academic program, this course can prepare you for further study. Certificates are awarded for successful completion of the program.

COLLEGE PREPARATION

Selected college prep courses are available in Smithers, such as Physics 040, Chemistry 040, Math 050 and Biology 040.

DAY PROGRAM

DATES: Mon. - Fri., starting Sept. 8
TIME: 9:00 a.m. - 4:00 p.m.
PLACE: College Centre, Rm. 4
FEE: \$69.00/month full-time
\$35.00/month part-time
INSTRUCTOR: Alec Dees

ADMISSION

Applicants must have been away from the public school system (high school) for at least one year. They must be capable of concentrated independent study. Admission to persons under 18 years is subject to additional criteria. Details are available at the College Centre.

SPONSORSHIP AND FINANCIAL ASSISTANCE

Limited sponsorship is available through the Canada Employment Centre. Contact the Smithers Office. Bursaries and grants (ABESAP) are also available. Ask for details at the College Centre.

SHIFT WORKERS

May alternate between day and evening upgrading classes to suit work schedules.

G.E. D.

This is a course for adults who did not complete secondary school and wish to prepare to write a Ministry of Education Grade 12 Equivalency exam under the General Education Development Program. Adults will study for five tests: English Literature, English Grammar, Science, Social Studies and Mathematics. These classes will help you to prepare for the tests.

G.E.D. EXAMS

The examinations are administered by the College for the Ministry of Education. Application forms are available at the College office. Basic requirements are that you must be at least 19 years of age, out of school (high school) for at least one full academic year, and satisfy residency standards. Testing will be held at the Smithers College Centre, Dec. 11 & 12. Applications must be made by Nov. 10. Examination fee is \$10.50 payable to the Minister of Finance.

EVENING PROGRAM

DATES: Tues. & Thurs. Sept. 29 - Dec. 3
TIME: 7:00 - 10:00 p.m.
PLACE: College Centre, Rm. 4
FEE: \$36.00
INSTRUCTOR: Jo Stuckenberg

E.S.L. (ENGLISH AS A SECOND LANGUAGE) EVEN

DATE: Mon. & Wed., Sept. 21 - Dec. 2
TIME: 7:30 - 9:30 p.m.
PLACE: College Centre, Rm. 4
FEE: \$20.00
SESSIONS: 20

These classes provide instruction in spoken and written English based on the individual needs of students. All persons for whom English is a second language are welcome. **Class limit 16. Pre-registration by Sept. 14 is essential.**

INSTRUCTOR: Rosemary McKenzie

TRAC

Training for employment in the trades is the purpose of the TRAC program. It was formerly called pre-apprenticeship training.

TRAC has three parts: the common core, the occupational area and the speciality area. The common core is taken first by all persons entering the program. Shop math and science, safety and electricity and the safe use of tools, scaffolds and welding equipment are among the topics in the common core.

After the common core is completed, a student chooses from one of the six occupational choices: mechanics, carpentry/joinery, millwright/machinist, metal fabrication, electrical and piping. The first three of these occupational areas are offered at Northwest Community College.

The speciality area is chosen next. Northwest Community College offers automotive repair, inboard/outboard repair, carpentry, joinery, millwright and machinist. Other colleges offer these and, in addition, autobody repair, heavy duty mechanics, sheetmetal, steel fabrication, boilermaking, ironworking, electrical, plumbing, sprinkler systems and steam fitting.

Most TRAC training is done in shops and is not available in Smithers. However, some of the common core is available at the Smithers Centre. After completing part of the common core in Smithers, the student can go to the Terrace campus of Northwest Community College or any other college to complete the TRAC program.

To enter TRAC, a student must have grade 10 English and Math and must be able to read, write and do arithmetic at a basic level. A student may begin the common core at any time as long as there is space in the class. **TRAC is taught in the Adult Basic Education class and registration information is available at the College office.**

ADULT BASIC EDUCATION STUDENT ASSISTANCE PLAN

WHAT IS ABESAP?

ABESAP is a provincially sponsored program which provides for direct educational costs to students enrolled in programs such as:

- Fees
- Books
- Transportation
- Child Care

The purpose of ABESAP is to ensure that residents of British Columbia are not prevented from embarking on an educational/career pattern or realizing basic employment skills due to financial limitations.

WHO MAY APPLY?

Any person who is:
-A British Columbia resident
-Enrolled at a participating secondary/post secondary institution, in a recognized Adult Basic Education program.

WHERE TO APPLY?

Applications will be accepted on the recommendation of your instructor. Any person who is not receiving financial assistance for educational expenses from any other source may apply for the program by contacting the College Centre and filling out the application form.

FURTHER INFORMATION

For further information concerning the Adult Basic Education Student Assistance Program, please contact the College or Student Services Branch, 835 Humboldt Street, Victoria, B.C. 387-5834.

BUSINESS EDUCATION

GENERAL INFORMATION

NWCC Business Education programs are designed to prepare students for employment in the business office field. Most new students enrol in the Clerk-Typist or Clerk-Bookkeeper programs which prepare students for entry level jobs in most clerical and bookkeeping occupations; and for advanced training. More advanced or specialized training is available in the areas of accounting, word processing and office management.

HOW TO APPLY

Prospective students may obtain application forms from the College office.

STARTING DATES

September 8th and the first Monday of each month on a continuous basis as space is available to June 30th.

FEES

Full-time \$276.00 per semester (4 months) or \$69.00 per month (plus workbooks and textbook deposits).

FINANCIAL AID

Limited Canada Employment Centre sponsorship may be available, contact local CEIC office. Other bursaries available. Ask when applying at the College Centre.

INSTRUCTORS

Terrie McCreary, Diploma in Tech. (NAIT)
Bev Davidson, B.Comm. (UBC)

INSTRUCTOR AIDE

Hilda Capak, Teacher Certificate (Teachers' College, Montreal)

PRE-EMPLOYMENT PROGRAMS

ADMISSION

Grade 12 graduation or equivalent is preferred for all courses. A minimum of Grade 10, ABE intermediate or the equivalent is acceptable for Clerk-Typist and Clerk-Bookkeeper programs. Business experience may be accepted in lieu of formal schooling in some cases. Recommended secondary school prerequisites include Algebra 11, English 12 and Business courses. Some secondary school courses may be accepted for credit towards a Northwest Community College certificate.

PROGRAM 1

4 - 5 months

Typing
Business English
Office Practice
Dictatyping
Business Computing

TYPIST

TYP0 101, 102 (50 NWPM)
BENG 102, 103, 104
OFPR 101
DICT 101, 102
BCPT 101, 102

PROGRAM 2

4 - 6 months

Typing
Business English
Office Practice
Dictatyping
Business Machines
Business Computing

CLERK-TYPIST

TYP0 101, 102 (50 NWPM)
BENG 102, 103, 104, 105
OFPR 101
DICT 101, 102
BUSM 101
BCPT 101, 102

PROGRAM 3

5 - 7 months

Typing
Accounting
Business Machines
Business English
Dictatyping
Business Computing
Computer Accounting

CLERK-BOOKKEEPER

TYP0 101 (30 NWPM)
ACCT 101, 102
BUSM 101
BENG 102, 103, 104, 105
DICT 101, 102
BCPT 101, 102
BCPT 103

PROGRAM 4

8 - 12 months

Typing
Dictatyping
Business Machines
Office Practice
Business English
Accounting
Business Law or
Canadian Business
Business Computing
Word Processing

ADMINISTRATIVE

SECRETARY
TYP0 101, 102, 103
(55NWPM)
DICT 101, 102
BUSM 101
OFPR 101
BENG 102, 103, 104, 105
ACCT 101, 102
BLAW 150, 151
MGTM 250
BCPT 101, 102
Program 7E

*Prospective students must have minimum Grade 12 for this program.

PROGRAM 5

8 - 12 months

Typing
Accounting
Business Machines
Office Practice
Business English
Dictatyping
Business Law
Data Processing
or Math of Finance
Business Computing
Credit & Collections

ACCOUNTING

TYP0 101
ACCT 101, 102, 150, 151
BUSM 101
OFPR 101
BENG 102, 103, 104, 105
DICT 101
BLAW 150, 151
BCPT 150
MATH 150
BCPT 101, 102, 103
MGMT 252

PROGRAM 6

5 months

Accounting
Payroll/Timekeeping
Business Machines
English Communications
Spelling & Vocabulary
Office Practice
Typing
First Aid

INDUSTRIAL RECORDS & FIRST AID

ACCT 101, 102
ACCT 103
BUSM 101
BENG 103, 104
BENG 102
OFPR 101
TYP0 101 (30 NWPM)
FAID 101 (Available through Part-time program)

ADVANCED OPTIONS & COMMERCIAL UPGRADING

ADMISSION

Normally students will be required to have obtained a Northwest Community College Business Certificate in a relevant area as a prerequisite for entry into the Advanced Option Program. A combination of training and/or experience may be acceptable. Please contact the College to have your past experience evaluated.

PROGRAM 7A

4 - 6 months

Accounting Principles
Credit & Collections
Business Law
Data Processing
or Math of Finance

ACCOUNTING OPTION

ACCT 150, 151
MGMT 252
BLAW 150, 151
BCPT 150
MATH 150

*Requirement for Admission: Completion of Program 3.

PROGRAM 7B

4 - 6 months

Business Law or
Canadian Business
Typing

SECRETARIAL OPTION

BLAW 150, 151
MGMT 151, 250
TYP0 102, 103 (55 NWPM & over)
ACCT 101, 102
Program 7E

Accounting

Word Processing

*Requirements for Admission: Completion of Program 2.

PROGRAM 7E

Up to 5 months

Basic DOS Procedures
Concepts & Careers
Electronic Typewriters
Transcription
Specialist

WORD PROCESSING

WPRO 100
WPRO 101
WPRO 102
WPRO 105

Computer Timed

Writings

WPRO 106

8 Credits from the following:

Easywriter II

Wordstar

Multimate

Volkswriter Deluxe

*Students must attain a typing speed of 55 NWPM on both computers and electric/electronic typewriters to earn their certificates in WORD PROCESSING.

WPRO 103 (2 credits)
WPRO 104 (3 credits)
WPRO 107 (3 credits)
WPRO 108 (2 credits)

PART-TIME PROGRAM

All individual business education courses can be taken on a part-time basis pending available space. Successfully

completed, they carry credit toward College Business Certificates.

OFFICE MANAGEMENT PROGRAM (DIPLOMA IN OFFICE MANAGEMENT)

ADMISSION

Grade 12 graduation or equivalent (GED or ABE Intermediate) is normally required. However, Grade 10, ABE Intermediate and work experience in related business areas may be acceptable with the permission of the Program co-ordinator.

LENGTH OF PROGRAM - 20 months

PROGRAM OF STUDIES:

Level 1

From the Business Careers Curriculum, 40 credits.

Typing 101, 102
Business English 102, 103, 104, 105
Office Procedures 101
Accounting 101, 102
Business Machines/Math 101
Business Computers 101, 102, 103
Word Processing Cert. 7E

Level 2

From the Business Administration Curriculum, 33 credits.

Management 150	(Management Theory)
Management 151	(Canadian Business I)
Law 150, 151	(Canadian Commercial Law)
Accounting 150, 151	(Introductory Financial Accounting)
Management 250	(Canadian Business II)
Management 252	(Credit and Collections)
Plus 9 optional credits	

NOTE: Normally students will have completed level one of this program before starting on level two. Students who are incomplete on level one must have permission from the Co-ordinator of Business Education to start level two.

NEW FOR SEPTEMBER, 1987

DIPLOMA IN ADMINISTRATION

LENGTH OF PROGRAM

Two years. First year available in Smithers. After successful completion of first year, Northwest Community College may grant a Certificate in Business Administration to students who do not wish to register for the final year. Students interested in second year options may transfer to Northwest Community College, Terrace.

ADMISSION

Grade 12 graduation or equivalent (GED) with Algebra 11 is normally required. However, ABE Advanced or work experience in related business area may be acceptable with the permission of the Program Director.

Year One

Mathematics 150
Economics 150
Management 150
Mathematics 151
Economics 151
Communications 150
Accounting 150

Year Two

Business Computing 250
Management 252
Finance 250
Accounting 254
Finance 251
Management 250
Taxation 250

Business Law 150
Business Computing 150
Accounting 151
Business Law 151
Business Computers 153

Accounting 252
Accounting 250
Accounting 253
Accounting 251
Management 251

LEGAL STENOGRAPHER

8 months

General Legal Typing	LSTN 101 (55WPM & Over)
Introduction	LSTN 102
Litigation	LSTN 103
Divorce/Family Law	LSTN 104
Wills & Estates	LSTN 105
Conveyancing	LSTN 106
Corporate Law	LSTN 107
Legal Dictatyping	LSRN 108
Accounting	ACCT 101
Business Machines	BUSM 101
English	BENG 102, 103, 104, 105
Business Computing	BCPT 102
Word Processing	Any two of WPRO 103, 104, 107, 108

PART-TIME PROGRAM COURSE DESCRIPTIONS

Accounting 101 (1.5 credits)

The framework of accounting. Financial statement introduction and journals.

Accounting 102 (1.5 credits)

Introduction to systems, procedures and specialized journals. Three accounting projects.

Accounting 103 (2.5 credits)

Payroll and timekeeping procedures. Federal and provincial law as related to the payment of wages.

Accounting 150 (3 credits)

Concerned with basic methodology and logic; recording transactions and maintaining books of account for service and merchandising concerns; preparation and interpretation of financial statements; recording, reconciling and valuation of cash, accounts receivable, inventory and plant and equipment. Preparation of payroll records.

Accounting 151 (3 credits)

Concerned with interpretation of income measurement and valuation problems with regard to sources and uses of invested capital. Preparation of financial statements for the various types of business operations, and introduction to financial reporting analysis and interpretation for management purposes. Preparation and setting up of cash budget and flexible budget.

Business Computing 101 (1 credit)

Filing systems and records management. Various methods of filing and several kinds of systems are studied. Computer systems introduced.

Business Computing 102 (1.5 credits)

Introduction to Data Processing. The development of computers. Introduction to programming language. Input and output devices. Storage of data. Use of several computer software packages.

Business Computing 103 (3 credits)

A hands-on computer applications course for accounting students.

Prerequisite: ACCT 102 or equivalent.

Business Computing 150 (3 credits)

This course will provide students with sufficient knowledge of data processing, computers and management information systems to prepare them for a successful working relationship with such systems in their future careers. Specific topics include: principles of data processing, programming in the BASIC language, survey of hardware and software, survey of applications of modern computerized information systems in organizations.

Business Computing 153 (3 credits)

A hands on computer applications course for accounting students. Software used will be Bedford Integrated Accounting, ACCPAC and Lotus 1-2-3. Prerequisite: Acct. 150

Business English 102 (1.5 credits)

Spelling and vocabulary building and word usage.

Business English 103 (1.5 credits)

The framework of English language in more depth than in BENG 101. Parts of speech, the sentence, punctuation, capitalization and figures.

Business English 104 (1 credit)

Business communications, letters, memos, minutes, resumes, job interviews, enunciation and pronunciation.

Business English 105 (1.5 credits)

This course is designed to give the student the skills which are required in a business office where employees are expected to edit correspondence for good English usage. The course is a self-paced package which emphasizes evaluating the student's knowledge of proofreading techniques and giving the student practical editing assignments which contain errors of the kinds commonly found in business correspondence.

Business Law 150 and 151 (3 credits each)

The student will acquire an understanding of law as it applies to the business community. As an employer or employee, he/she will be able to recognize legal pitfalls and will have the tools to deal with them.

Business Machines 101 (2.5 credits)

The operation of desk calculators and the application of basic math in decimals, fractions and percentages. Proficiency in the operation of the machines is required.

Dictatyping 101 (.5 credit)

The operation of dictating and transcribing machines. Twelve letters.

Dictatyping 102 (2 credits)

A programmed course in taped dictation. Seventy letters.

Economics 150 and 151 (3 credits each)

Career oriented courses emphasizing the practical approach to the study of the market system and pricing in the first half of the course, with attention focused on aggregate concepts in economics in the second half. Topics covered will be the price system, consumer behaviour and demand, market structures, money and banking, national income, fiscal policy, monetary policy, international trade and public policy.

Management 150 (3 credits)

This course is an introduction to contemporary management functions. Management theories and their practical applications are examined.

Management 151 (3 credits)

Topics discussed in this course are on current and local issues as they relate to Canadian business. The areas covered include business ownership, marketing, personnel management and the social responsibilities of the business firm.

Office Practice 101 (1.5 credits)

A general course in office procedures. Includes forms of business letters, postal and telephone information, transportation methods, banking services, purchasing and sales procedures.

Office Practice 102 (1.5 credits)

A general course in record keeping. Includes personal and business record keeping and introductory bookkeeping.

Typing 101 (2.5 credits)

Basic typing skills, keyboard and parts of the typewriter. Introductory production typing. Speed to 30 NWPM.

Typing 102 (2.5 credits)

Advanced typing skills. More intensive production. Business forms, tabulations, manuscripts. Speeds to 50 NWPM.

Typing 103 (2.5 credits)

Rough draft typing. Concentrates on typing techniques and English skills for typing from rough copy. Speeds over 50 NWPM.

Word Processing 101 (3 credits)

Introduction to word processing concepts.

Word Processing 102 (2 credits)

Electronic typewriters.

Word Processing 103 (2 credits)

Easy Writer 11 Word Processor.

Word Processing 104 (3 credits)

Wordstar Word Processor.

Word Processing 105 (4 credits)

The transcription specialist.

Word Processing 106 (3 credits)

Advanced word processing applications.

EVENING BUSINESS COURSES**BOOKKEEPING****EVEN**

DATE: Mon. & Wed., Sept. 21 - Oct. 19
TIME: 7:00 - 10:00 p.m.
PLACE: College Centre, Rm. 3
FEE: \$75.00
SESSIONS: 8

This course is intended to help people with little or no previous knowledge to understand bookkeeping and accounting and to identify basic internal control procedures for the most important items in any business. It is specifically oriented towards owner/managers of small businesses or their bookkeepers. **Class limit 18. Pre-registration by Sept. 14 is essential.**

INSTRUCTOR: Julie Naismith

ECONOMICS 150**EVEN**

DATE: Wed., Sept. 23 - Dec. 9
TIME: 7:00 - 10:00 p.m.
PLACE: Smithers Sen. Sec. Rm. 4
FEE: \$95.00 plus text
SESSIONS: 10

A career-oriented course emphasizing the practical approach to the study of the market system and pricing. Topics covered will be the price system, consumer behaviour and demand, market structures, money and banking. **Class limit 30. Pre-registration by Sept. 16 is essential.**

INSTRUCTOR: TBA

MULTIMATE ADVANTAGE WORD PROCESSOR

A hands-on course designed to familiarize the word processing student with the Multimate word processing system. In addition to being widely used in industry microcomputer applications, Multimate is very similar to dedicated word processing systems in features and commands. Multimate Advantage is a word processor with extensive windowing capabilities as well as merge, spelling check, and graphics applications. Students completing both Multimate courses will receive credit for Word Processing 107. **Class limit 8 per course.**

INSTRUCTOR: Barbara Birt

MULTIMATE #1**EVEN**

DATE: Mon., Sept. 21 - Nov. 2
TIME: 7:00 - 9:30 p.m.
PLACE: College Centre, Computer Lab
FEE: \$65.00
SESSIONS: 6

COURSE INCLUDES:

Setting up
Editing and saving a document
Multimate functions for editing & printing
Advanced functions - merge & library
Advanced functions - column manipulations, mathematics

PRE-REGISTRATION BY SEPT. 10 IS ESSENTIAL

MULTIMATE #2**EVEN**

DATE: Thurs., Nov. 5 - Dec. 10
TIME: 7:00 - 9:30 p.m.
PLACE: College Centre, Computer Lab
FEE: \$65.00
SESSIONS: 8

COURSE INCLUDES:

Multimate key procedures (Macros)
Merging with key procedures
Spelling check of a document
Windowing applications
File Conversions to/from other programs
Job stimulation

PRE-REGISTRATION BY OCT. 15 IS ESSENTIAL.

TYPING KEYBOARD/BASICS**EVEN**

DATE: Tues. & Thurs., Sept. 22 - Oct. 29
TIME: 7:00 - 9:00 p.m.
PLACE: College Centre, Rm. 3
FEE: \$45.00 plus text
SESSIONS: 12

Learn proper typewriting techniques and a good knowledge of alphabetic and alpha-numeric keyboard. This course (or equivalent) is required for entry into College credit level computer and word-processing programs. **Class limit 16. Pre-registration by Sept. 13 is essential.**

INSTRUCTOR: Sherrill Tofsrud

MOBILE COMPUTER CENTRE

TRAINING MAKES THE DIFFERENCE

- Does your organization have computers that you think may not be used to their full potential?
- Are you contemplating installing computers or new software for the first time but you aren't too sure how to proceed?
- Do you need some fast track immersion training to get your staff immediately productive in a new computer application?

If any of these situations apply to your organization you should give us a call. The right training can make all the difference to successful utilization of computers.

THE MOBILE COMPUTER CENTRE

At Northwest Community College we've realized that not everyone can attend one of our regularly scheduled computer courses. As a result, in June 1986, we launched our Mobile Computer Centre to deliver professional computer seminars and workshops to organizations and communities throughout the Northwest region. The unit consists of a van, a set of 6 fully configured microcomputers, a library of software and training materials, and an instructor. Now, at your convenience, we can conduct courses in any premises with room enough for your participants and at least one electrical outlet.

OUR CUSTOM CONTRACT SERVICES

If your organization has urgent training needs or specialized training requirements, you should consider our custom services.

We first consult with you to assess your needs and try to develop a cost effective strategy. Then we design workshops tailored to using your data and your applications. We deliver the training at a site convenient to you and we'll run the courses on either our machinery or if you prefer, yours. And after we're done we are always available for followup and telephone support.

We always quote our contract prices in advance so you know exactly what you have to pay before we even begin. Our rates? In almost all cases expect to pay an all-inclusive \$650.00 per delivered training day. If we need to make a rare exception, we'll notify you before we offer to take on the job.

OUR STANDARD PUBLIC WORKSHOPS

In addition to our contract services we offer standard workshops and courses available to individual members of the general public. These are usually hosted by our regional campuses. The training material used is of a general nature to appeal to the widest possible audience and in these workshops we show-case new and popular business applications.

To take advantage of one of these, you should periodically check with your regional campus co-ordinator for information on the latest offerings. We usually make at least one visit to each community each semester. However, if enough people in a community want a particular course, let our office nearest you know and we can arrange the extra sessions.

THE APPLICATIONS

We will teach just about anything. The most common applications and packages we've covered already include:

Spreadsheet:	Lotus 1-2-3 Supercalc 3 YP-Planner Multiplan
Word Processing:	Wordstar Wordstar 2000 Multimate
Data Management:	dBase II dBase III/III+ Pfs File
Integrated:	Framework Lotus Symphony SMART
Accounting:	ACCPAC BEDFORD

Remember that we're always adding to our capability, so if your favourite application isn't on the list, call us anyway; - you may be pleasantly surprised.

We have been the contractor for a number of government funded training programs. So if you are planning to take advantage of federal or provincial funding programs, please give us a call and we can assist with the planning and preparation of the computer training component of your proposal.

WHERE DO I FIND OUT MORE?

For information or consultation please contact:
Northwest Community College
Box 3606
Smithers, B.C.
V0J 2N0
Telephone: 847-4461

REGIONAL BUSINESS, MANAGEMENT & INDUSTRY

BASIC INSTRUCTIONAL TECHNIQUES

DAY

DATE: Mon. Tues. & Wed., Oct. 19 - 21
TIME: 9:00 a.m. - 4:00 p.m.
PLACE: College Centre Rm. 2
FEE: \$330.00 (A 10% discount applies for a spouse and second or additional registrants from the same firm/organization.)

SESSIONS: 3

This course will teach you to instruct and function effectively as a trainer on the job.

Content

- Acquire some knowledge of the learning process.
- Compare and discuss different methods of presentation.
- Identify objectives and write them in performance terms.
- Write and plan for a series of instructional sessions.
- Write individual lesson plans.
- Select audio-visual aids and be able to produce them.

Class limit 12. Pre-registration by Oct. 9 is essential.

INSTRUCTOR: TBA

BRINGING NEW PRODUCTS TO MARKET

DAY

Northwest Community College will be hosting the "Bringing New Products to Market" seminar in Smithers in September, 1987.

Co-sponsored with the B.C. Innovations Office, this seminar for the innovator and entrepreneur is designed to achieve several purposes.

Purpose

- To assist regional innovators and manufacturers in the entire process from the idea stage to the marketing stage.
- To provide an opportunity for the entrepreneur to meet with the resource people that can help them in every stage of product development.
- To bring innovators and potential investors together.

Objective

- To have a much better informed innovation sector.
- To provide needed help in the complicated world of new products, development and marketing.
- To provide a forum for the innovators to discuss common issues and meet with potential investors and professional people who can provide guidance. For further information contact the Northwest Community College, Smithers, 847-4461.

PROVINCIAL INSTRUCTORS DIPLOMA PROGRAM

The Northwest Community College in Smithers will begin offering the Provincial Instructors Diploma Program this Fall if there is sufficient enrolment.

The Instructors Diploma program focuses on the curriculum and instructional design skills needed by an individual instructor so that he/she can effect student learning. Theory is closely linked with practical application and graduates of the Instructors Diploma program will be able to apply their design and management skills in a variety of instructional settings including classrooms, shops, laboratories and learning resource centres.

Upon successful completion of the 180 hour program plus a major assignment, candidates receive a Ministry of Education diploma, endorsed to show the subject area in which they instruct.

The Instructors Diploma Program is co-sponsored by the Ministry of Advanced Education and Job Training and the Vancouver Community College/Vancouver Vocational Institute.

The Ministry supervises the program and issues the diploma. The VCC/Vancouver Vocational Institute supervises the admission of candidates and administers the program.

Courses can be offered locally on weekends with each course scheduled to run on two weekends over a three week period. A minimum of 14 students is required.

The present fee schedule is:

Thirty hour (30) course	\$122.00
Course materials (per course)	5.00
Major assignment	62.00

For further information or to indicate your interest please contact the Northwest Community College, Box 3606, Smithers, B.C. V0J 2N0 or call 847-4461.

** - Bus who's taking a pass out by teach - A.B.E.?*

MUNICIPAL GOVERNMENT - DAY
A Service to your Community

DATE: Sat., Oct. 3
 TIME: 9:00 a.m. - 3:30 p.m.
 PLACE: Council Chambers, Town Office
 FEE: \$10.00
 SESSIONS: 1

Are you interested in serving on a Municipal Council but don't think you have the knowledge or skills? Are you interested in learning more about how a Municipal Government works? Plan to attend this informative one day workshop designed to introduce you to local Government. **Class limit 50. Pre-registration by Sept. 25 is essential.**

PRESENTED BY: Mayor Brian Northup, Geoff Pearce, Charlie Northrup, Harry Krusselbrink, Paul Hamoline

PUBLIC SPEAKING & COMMUNICATIONS #1 DAY

DATE: Thurs., Nov. 5 & 12
 TIME: 9:00 a.m. - 4:00 p.m.
 PLACE: College Centre Rm. 2
 FEE: \$40.00 includes manual
 SESSIONS: 2

PUBLIC SPEAKING & COMMUNICATIONS #2 DAY

DATE: Sat., Nov. 14 & 21
 TIME: 9:00 a.m. - 4:00 p.m.
 PLACE: College Centre, Rm. 2
 FEE: \$40.00 includes manual
 SESSIONS: 2

Are you comfortable speaking to a group or expressing yourself at a meeting? This highly interactive workshop is designed to help you improve your public speaking skills and increase your confidence. Starting with vocal exercises and oral readings, you will progress through interviewing and preparation to a final taped presentation. **Class limit 14. Pre-registration one week before course start date is essential.**

INSTRUCTORS: Lila Wallace & Von Sarac

STRESS MANAGEMENT DAY

DATE: Mon., Nov. 30
 TIME: 9:00 a.m. - 4:00 p.m.
 PLACE: College Centre, Rm. 2
 FEE: \$35.00
 SESSIONS: 1

Learning to cope with stress can increase your efficiency, productivity and personal satisfaction. In this workshop, stress especially on the job will be defined and you will learn how to identify and manage stress in your life. Techniques used include muscle tensing and relaxation, breath control and imagery. **Class limit 15. Pre-registration by Nov. 23 is essential.**

INSTRUCTOR: Barri Blix

SUPERHOST EVEN

Smithers Chamber of Commerce in co-operation with the Northwest Community College, Smithers Campus will present these SuperHost seminars. Choose the one suitable for you.

DATE: #1 - Sept. 23/24
 #2 - Oct. 21/22
 #3 - Nov. 25/26
 #4 - Dec. 16/17

TIME: 7:00 - 10:00 p.m.
 PLACE: College Centre, Rm. 2
 FEE: \$12/person or \$8/person for groups of 10 or more from the same establishment

SuperHost is a community based provincial program that combines a unique pledge program and an informative six hour seminar. The seminar is designed for anyone who wants to be able to service visitors more effectively. All employers, employees and all interested members of the general public who want to become better hosts are urged to attend.

Here are some of the topics to be covered in the seminar:

- Making conversation/How to remember names.
- Creating the positive "first impression".
- Communication Skills.
- Listening Skills.
- How to handle complaints.
- Plus much more.

Class limit 20. Pre-registration one week before class start date is essential.

INSTRUCTOR: TBA

WOMEN IN MANAGEMENT DAY/EVEN

DATE: Thurs., Oct. 8
 TIME: 2:00 - 9:00 p.m.
 PLACE: Hudson Bay Lodge
 FEE: \$65.00 (Includes supper)
 SESSION: 1

For women who wish to develop the skills required to achieve in management, this seminar focuses on the challenging issues of: management functions, overcoming stereotypes, refining occupational behaviour, exercising power and leadership and resolving problems with employees. An understanding of the issues and a positive approach to these concerns is half the battle. **Class limit 30. Pre-registration by Sept. 24 is essential.**

FACILITATOR: Jean Sinden, Federal Business Development Bank

TRAINING FOR SMALL BUSINESS

BOOKKEEPING EVEN

DATE: Mon. & Wed., Sept. 21 - Oct. 19
 TIME: 7:00 - 10:00 p.m.
 PLACE: College Centre Rm. 3
 FEE: \$75.00
 SESSIONS: 8

This course is intended to help people with little or no previous knowledge to understand bookkeeping and accounting and to identify basic internal control procedures for the most important items in any business. It is specifically oriented towards and owner/managers of small businesses or their bookkeepers. **Class limit 18. Pre-registration by Sept. 14 is essential.**

INSTRUCTOR: Julie Neismith

INCREASING YOUR PROFITS DAY/EVEN

DATE: Thurs., Nov. 19
 TIME: 2:00 - 9:00 p.m.
 PLACE: Hudson Bay Lodge
 FEE: \$65.00 (Includes supper)
 SESSIONS: 1

At the end of this seminar you will understand how to increase the profits of your business by applying some very practical controls.

Topics covered:

- 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.

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.

Class limit 30. Pre-registration by Nov. 10 is essential.

INSTRUCTOR: Federal Business Development Bank

MARKETING FOR RETAILERS DAY/EVEN

DATE: Thurs., Sept. 17
 TIME: 2:00 - 9:00 p.m.
 PLACE: Hudson Bay Lodge
 FEE: \$65.00 (Includes supper)
 SESSIONS: 1

Today's most successful retailers have a well defined marketing mix aimed at satisfying an identified target market. This seminar 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.

Topics covered:

- Identify the problems.
- Get to know the market.
- Select the target market.
- Set marketing objectives.
- Plan a marketing mix.

Class limit 30. Pre-registration by Sept. 8 is essential.

INSTRUCTOR: Federal Business Development Bank

WOMEN IN MANAGEMENT DAY/EVEN

DATE: Thurs., Oct. 8
 TIME: 2:00 - 9:00 p.m.
 PLACE: Hudson Bay Lodge
 FEE: \$65.00 (includes supper)
 SESSIONS: 1

For women who wish to develop the skills required to achieve in management, this seminar focuses on the challenging issues of: management functions, overcoming stereotypes, refining occupational behaviour, exercising power and leadership, and resolving problems with employees. An understanding of the issues and a positive approach to these concerns is half the battle. **Class limit 30. Pre-registration by Sept. 24 is essential.**

INSTRUCTOR: Jean Sinden, Federal Business Development Bank

TRADES & TECHNICAL

AIRBRAKES #1

EVEN/DAY

DATE: Mon. - Thurs. & Sat.
Oct. 5 - 10
TIME: Mon. - Thurs.
6:00 - 10:00 p.m.
Sat. 9:00 a.m. - 12 noon
PLACE: College Centre, Rm. 2
FEE: \$100.00
SESSIONS: 5

AIRBRAKES #2

EVEN/DAY

DATE: Mon. - Thurs. & Sat.
Nov. 16 - 21
TIME: Mon. - Thurs.
6:00 - 10:00 p.m.
Sat. 9:00 a.m. - 12 noon
PLACE: College Centre, Rm. 2
FEE: \$100.00
SESSIONS: 5

Prepares drivers for a written and practical test on the operation and maintenance of airbrake systems for either on-highway or off-highway vehicles. Participants will be given proof of course attendance and practical examination by instructor in order to take the written test at the Motor Vehicle Branch within 30 days from the completion of the course. Participants must be 18 years of age. **Class limit 18. Pre-registration one week before course start date is essential.**
INSTRUCTOR: Dennis Touhey

AVALANCHE SAFETY

DAY

DATE: Sat. & Sun., Dec. 5 & 6
TIME: 9:00 a.m. - 5:00 p.m.
PLACE: Hudson Bay Lodge
FEE: \$90.00
SESSIONS: 2

This Federation of Mountain Club's course is suitable for all skiers and backcountry travellers. One day of theory, taught in the classroom, uses film, slides, maps and aerial photographs to demonstrate all aspects of snow pack changes, wind and sun effects, safe route finding and rescue procedures. Day two, on the mountain, covers snowpits, shovel shear test, slope measurement, safe routes, probe search, and Pieps transceiver search. A Pieps transceiver is essential and supplied. Participants need cross country skis and skins for day two. **Class limit 20. Pre-registration by Nov. 20 is essential.**

INSTRUCTOR: Dave MacCashin

DRIVER TRAINING

DAY

DATE: Mon. - Fri., Sept. 1 - Dec. 31
TIME: 9:00 a.m. - 5:00 p.m.
PLACE: TBA
FEE: \$27.00 per lesson
SESSIONS: 10

Do you need a Driver's Licence? Class 5 - Class 4? The road to safe driving starts with driver training. Lessons will cover:

- car controls
- acceleration and braking
- turning maneuvers - basic and advanced
- defensive driving
- intersection problems
- backing up
- lane changing and passing
- parallel parking
- parking on grades
- angle parking
- and a whole lot more!

Learn now to protect yourself against the "other" driver. Learn to "drive defensively". Students may register for one lesson or the full course, depending on individual needs. Students who take the full course may use the training car for the road test with the examiner.
INSTRUCTOR: Irene Oliver, B.V. Driving School

ELECTRICITY - HIGH VOLTAGE

EVEN

DATE: Tues. & Thurs., Oct. 6 - Nov. 5
TIME: 7:30 - 9:30 p.m.
PLACE: Smithers Sen. Sec. Rm. 5
FEE: \$65.00
SESSIONS: 10

This course is designed for industrial electricians, linemen, contractors, technicians, and others familiar with the Canadian Electrical Code but want a better understanding of Section 36 and of high voltage installation, maintenance and modifications. A list of specific topics is available at the College Centre. **Class limit 20. Pre-registration by Sept. 29 is essential.**

INSTRUCTOR: Einar Blix

ELECTRICITY & ELECTRONICS AND FUEL INJECTION

DAY

DATE: Sat. & Sun., Oct. 17 - 25
TIME: 8:00 a.m. - 5:00 p.m.
PLACE: Hudson Bay Lodge
FEE: \$250.00
SESSIONS: 4

This course on current vehicles consists of two 16 hour modules and is offered on concurrent weekends. It is of interest to all automotive technicians dealing with late model vehicles. A complete course outline is available at the College. A certificate will be issued upon completion of the course. **Class limit 30. Pre-registration by Sept. 25 is essential.**

INSTRUCTOR: Ben Watson, Seattle, Washington

INTERIOR LOG SCALING

DAY

DATE: Mon.-Fri., Sept. 14-24
TIME: 8:30 a.m. - 4:30 p.m.
PLACE: College Centre, Rm. 2
FEE: \$175.00 tuition
\$ 27.00 manual and table
\$ 50.00 refundable deposit on equipment
\$ 50.00 exam fee (payable to Min. of Forests on day exam is written)

SESSIONS: 9

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 an Interior Scaling Licence. Students should have good math skills and knowledge of the metric system. Use of calculators is not permitted during the exam. **Class limit 15. Pre-registration required.**

INSTRUCTOR: Ralph Keefe

MILLING, MINING & EVALUATION OF MINERAL PROPERTIES

EVEN/DAY

DATE: Wed. & Thurs., Nov. 25 & 26
TIME: Wed. 7:30 - 9:30 p.m.
Thurs. 8:30 a.m. - 4:30 p.m.
PLACE: Hudson Bay Lodge
FEE: \$88.00 for CIM members
\$90.00 for non-members
SESSIONS: 2

Northwest Community College and the Canadian Institute of Mining and Metallurgy are pleased to co-sponsor the following course for prospectors, explorationists, geologists, mine employees, government employees and others interested in mining. This course begins with a presentation on various methods of milling and their application. The next day, learn about underground and open pit methods of mining and their application to various types of ore bodies. Type examples and a extensive slide presentation are included. Then practice some "back of the envelope" mining economy - capital costs of various types of developments and how to determine if they are economic. Bring your own calculator. **Class limit 25. Pre-registration by Nov. 5 is essential.**

INSTRUCTORS: Metallurgy Engineer, Equity (Milling) & Jeff Franzen, Vancouver (Mining)

TRAPPERS' EDUCATION

EVEN/WEEKEND

DATE: Fri. - Sun., Nov. 13 - 15
TIME: Fri., 7:00-11:00 p.m.
Sat. & Sun., 8:00 a.m. - 6:00 p.m.
PLACE: College Centre, Rm. 4
FEE: \$85.00
SESSIONS: 3

The B.C. Trappers' Association in co-operation with Northwest Community College will offer an intensive three-day course in the skills, techniques and procedures of humane trapping. Successful completion of this course qualifies you for a mandatory B.C. Trappers' Licence. Students will need to bring warm clothes and footwear for the field trip. **Class limit 16. Pre-registration by Nov. 6 is essential.**

INSTRUCTOR: Les Watmough

REFUND & LATE REGISTRATION POLICY

A NO-REFUND POLICY AFTER THE PRE-REGISTRATION DATE IS IMPOSED ON CLASS-LIMIT COURSES. The College reserves the right to change fees without notice, to limit registrations in any program, or to cancel or revise any of the courses listed.

General Conditions

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

Part-time Courses (Includes all General Interest and Part-Time Vocational courses)

1. Withdrawal before the second class of a course - 100% of tuition fees less a \$10.00 administration charge.
2. Withdrawal after the second class of course - NO REFUND.
3. Special registration and refund policies apply to courses labelled as "Designated Courses". (These are all "CLASS LIMIT" courses.) NO REFUNDS will be made after the pre-registration date unless the space can be sold to another student, in which case the withdrawing student will be refunded 100% of the tuition fee less a \$10.00 administration charge.

THE COMPLEAT ANGLER

Designed as a full course to upgrade the knowledge of those wishing to be or already employed in the fish guiding industry. Components of this course will also be of general interest to those who wish to learn more about what is happening around them while fishing, thus making fishing more fun and profitable.

Course components begin in December and continue in the Winter and Spring semesters. A Northwest Community College certificate will be issued to anyone completing all of the courses.

WILDERNESS FIRST AID & C.P.R. EVEN/DAY

DATE: Fri. & Sat., Dec. 4 & 5
TIME: Fri. 6:00 - 10:00 p.m.
Sat. 8:30 a.m. - 5:00 p.m.
PLACE: Wilderness First Aid - Free Spirit Ventures
C.P.R. - College Centre Rm. 2
FEE: \$60.00 plus C.P.R. book
SESSIONS: 2

First aid and C.P.R. training is essential to guides responsible for the safety and well-being of clients and to anyone else whose work or recreation takes them to remote locations. Gain a general familiarity with the kind of injury or medical situation which may be encountered in a wilderness situation and the proper way of dealing with them. **Class limit 18. Pre-registration by Nov. 27 is essential.**
INSTRUCTOR: Wilderness First Aid - Free Spirit Ventures Trade School; C.P.R. - Gladys Atrill

WILDERNESS SURVIVAL EVEN/DAY

DATE: Fri. & Sat., Dec. 11 & 12
TIME: Fri. 7:00 - 10:00 p.m.
Sat. 9:00 a.m. - 4:00 p.m.
PLACE: College Centre Rm. 2
FEE: \$35.00
SESSIONS: 2

Anyone spending time in the wilderness must have basic survival skills. This combination of classroom and outdoor sessions includes how to be prepared for a night outdoors and well as how to survive outdoors without extensive preparation. **Class limit 18. Pre-registration by Dec. 4 is essential.**
INSTRUCTOR: Bob Henderson

GUIDE-CLIENT RELATIONSHIP EVEN

DATE: Wed., Dec. 9
TIME: 7:00 - 10:00 p.m.
PLACE: Smithers Sen. Sec. Rm. 2
FEE: \$12.00
SESSION: 1

While many skills are needed for effective discharge of a guide's duties, his relationship with the client is the central fact and raison d'etre of the job. The guide is

responsible for his client's safety and "success", however the latter may be measured. This seminar includes a discussion and description of employer and client expectations and gives some pointers on how to meet them and fulfill the social aspects of guiding.

INSTRUCTOR: Bob Henderson

Courses to be offered beginning in January will cover the following topics:

Fish Biology, Botany and Biology on the River, Entomology, Fly-Tying, Fishing Tackle, Fly Casting, Boat Motor Maintenance, River Boating, Regulations, Marketing

THE WILDLIFE OF NORTHERN B.C.

A SYMPOSIUM sponsored by The Spatsizi Association for Biological Research and The Smithers Wildlife 87 Committee, Smithers, B.C. November 27 - 29.

SYMPOSIUM OBJECTIVES

To increase public appreciation of the importance of wildlife to the lives of people in British Columbia.
To consider approaches to wildlife conservation for Northern B.C. which offers promise of preserving healthy wildlife populations for the future.

PROGRAM

- Observing Wildlife in Northwestern B.C.
 - History and Importance of Wildlife in Northern B.C.
 - Wildlife habitats of Northern B.C. and how they are changing.
 - The current status of large mammal species in Northern, B.C.
 - The Birds of the Queen Charlotte Islands (slide presentation).
 - The Current Status of Smaller Terrestrial Wildlife in Northern B.C. - Furbearers, Non-Game Animals.
 - Wildlife Studies and their Importance to Wildlife Conservation - Grizzly Bear, Wildlife Studies in Northern B.C. & Research needs.
 - Fish and Wildlife input to resource decisions.
 - The role of the public in wildlife decision-making.
 - Increasing the effectiveness of public decision-making in wildlife management.
- Resolving the problems of:
1. Wildlife and access.
 2. Wildlife and agriculture.
 3. Wildlife and forestry.
 4. Wildlife and herbicides.
 5. Differing wildlife use interests.

Fee: \$10.00 if paid by Nov. 1 - \$15.00 if paid after Nov. 1

For further information and registration, contact Doug Steventon at 847-7303.

C.P.R. COURSES & FIRST AID

CARDIOPULMONARY RESUSCITATION (CPR)

Training 25% of our population in the life saving skills of CPR (Cardiopulmonary Resuscitation) will dramatically decrease the death rate, not only from heart attack but also other life threatening emergencies. In as little as four (4) hours, you can learn life saving skills.

Participation in these programs will teach you the valuable skills necessary to support the heart and/or lungs of another person should they suddenly cease to function, as well as emergency medical system access to obtain assistance in such a situation. The course also includes information about the risk factors related to heart and blood vessel disease and management of these factors in your daily life.

BASIC LIFE SUPPORT COURSE "A" #1 EVEN

DATE: Mon., Oct. 5
TIME: 6:00 - 10:00 p.m.
PLACE: College Centre, Rm. 4
FEE: \$19.00 plus book
SESSIONS: 1
INSTRUCTOR: Gladys Atrill

BASIC LIFE SUPPORT COURSE "A" #2 DAY

DATE: Sat., Oct. 10
TIME: 9:00 a.m. - 1:00 p.m.
PLACE: College Centre, Rm. 4
FEE: \$19.00 plus book
SESSIONS: 1
INSTRUCTOR: Karen Finch

A four hour course for lay people with no experience in CPR. In this course, you will be taught basic life support skills, including one man CPR and what to do if a person is choking. And, just as importantly, how to recognize the signs and symptoms of a heart attack. Some reading is necessary in the Basic Life Support manual prior to course start date. **Class limit 10. Pre-registration one week before course start date is essential.**

BASIC LIFE SUPPORT COURSE "B" #1 EVEN

DATE: Mon., Oct. 19 & 26
TIME: 6:00 - 10:00 p.m.
PLACE: College Centre, Rm. 2
FEE: \$32.00 plus book
SESSIONS: 2
INSTRUCTOR: Gladys Atrill

BASIC LIFE SUPPORT COURSE "B" #2 DAY

DATE: Sat., Oct. 24
TIME: 9:00 a.m. - 5:30 p.m.
PLACE: College Centre, Rm. 4
FEE: \$32.00 plus book
SESSIONS: 1
INSTRUCTOR: Karen Finch

This eight hour course for lay persons with a specific interest in pediatric CPR requires some experience in CPR, or course "A". Includes one rescuer, infant and child resuscitation and management of choking in conscious and unconscious victims. Some reading is necessary in the Basic Life Support Manual prior to course start date. **Class limit 6. Pre-registration one week before course start date is essential.**

CHILD FIRST AID & SAFETY DAY

DATE: Sun., Oct. 18
TIME: 9:00 a.m. - 4:00 p.m.
PLACE: Free Spirit Ventures
FEE: \$35.00
SESSIONS: 1

This course is directed toward parents and others caring for children who wish to learn more about emergency care of young children. Topics include how to administer initial first aid, CPR, management of obstructed airways, burns, unconsciousness, blows to the head, bleeding, etc. Questions encouraged. **Class limit 18. Pre-registration by Oct. 9 is essential.**
INSTRUCTOR: Free Spirit Ventures Trade School

INDUSTRIAL FIRST AID #1 EVEN/DAY
 DATE: Tues., Thurs. & Sat.
 Sept. 29 - Oct. 31
 TIME: Tues. & Thurs.
 7:00 - 10:00 p.m.
 Sat. 8:30 a.m. - 3:30 p.m.
 PLACE: Free Spirit Ventures
 FEE: \$320.00
 SESSIONS: 15

INDUSTRIAL FIRST AID #2 DAY
 DATE: Mon. - Fri. Oct. 26 - Nov. 6
 TIME: 8:30 a.m. - 4:30 p.m.
 PLACE: Free Spirit Ventures
 FEE: \$320.00
 SESSIONS: 10
 Participants will learn theory and practical skills of Basic Life Support to include: One and two man CPR, Obstructed Airway Management, Rescue Breathing, Hemorrhage Control, Oxygen Therapy. This is a Worker's Compensation Board certificate course offered in co-operation with Free Spirit Ventures Trade School. Credit toward Industrial Records and First Aid Certificate. Participants must be 19 years of age to take this course. **Class limit 18. Pre-registration one week before course start date is essential.**
 INSTRUCTOR: Free Spirit Ventures Trade School

SURVIVAL FIRST AID #1 DAY
 DATE: Sat. Sept. 26
 TIME: 8:30 a.m. - 4:30 p.m.
 PLACE: College Centre, Rm. 2
 FEE: \$50.00
 SESSION: 1

SURVIVAL FIRST AID #2 DAY
 DATE: Sat., Nov. 7
 TIME: 8:30 a.m. - 4:30 p.m.
 PLACE: College Centre, Rm. 2
 FEE: \$50.00
 SESSION: 1
 Designed by the Worker's Compensation Board to give the injured a better chance for survival pending the arrival of more qualified help. This course is requisite for employees in many industries. Basic techniques for coping with emergencies involving breathing, bleeding unconsciousness and crushed chests are taught. It is also a useful course for the outdoor recreationist. Successful students will receive a WCB Survival First Aid Certificate. Certificates in good standing for two years. Participants must be 19 years of age. **Class limit 14. Pre-registration one week before start date is essential.**
 INSTRUCTOR: Free Spirit Ventures Trade School

NORTHWEST PROFESSIONAL NURSING PROGRAM

NORTHWEST PROFESSIONAL NURSING PROGRAM
 Northwest Community College in cooperation with the British Columbia Institute of Technology (B.C.I.T.) is offering the first year of the B.C.I.T. Nursing Diploma Program commencing August 24, 1987.

PROGRAM STRUCTURE: Fulltime, including theory, labs, exams and practicums
 DATE: Mon. - Fri.,
 Aug. 24/87 to May 20/88
 TIME: 9:00 a.m. - 4:00 p.m.
 PLACE: College Centre, Terrace Campus
 FEE: \$69.00 per month
 BOOKS: \$450.00
 UNIFORMS, SHOES & MISC. EQUIPMENT: \$200.00

For application and student information contact:

Cherralee Roberts
 Health Coordinator
 Northwest Community College
 5331 McConnell Avenue
 Terrace, B.C. V8G 4C2
 Telephone 635-6511 Local 236

or

Student Services Dept.
 Telephone 635-6511 Local 203/204

Enrollment is limited and acceptance to the program will be based on admission requirements.



SMITHERS

Northwest Community College is pleased to co-sponsor the following Photography workshop.

DATE: Sat. & Sun., Oct. 24 & 25
 TIME: 9:00 a.m. - 5:00 p.m.
 PLACE: College Centre, Rm. 2
 FEE: \$45.00 plus materials
 SESSIONS: 2

This workshop will help photographers discover the world they live in, showing them how to withdraw images from their daily landscape. The workshop is designed for the hardy and enthusiastic photographers who, upon receiving assignments from a morning slide lecture, are willing to work in a field trip while searching for that illusive #10 photograph. The stimulus from working with a group in the same field sharpens perception and develops dynamic interest. Even beginners who have never held a camera before will display a creative eye that works instantly when a camera is used. **Class Limit 15. Pre-registration by Oct. 9 is essential.**

ABOUT THE ARTIST.....

Journalist/Photographer Beverly Olandt, of West Vancouver, is National Director of Public Relations for the Professional Photographers of Canada and is active as well in the American Society of Magazine Photographers Association. She has exhibited nationally and internationally won awards, and her work has been selected for the National Archives in Ottawa. Both Kodak and Polaroid purchase her work and hire her for assignments. She is on the contributing editorial staff of Photo Life. Her work has appeared in several books and many other magazine publications. Since 1977 she has been teaching photography in West Vancouver and taking assignments for CBC.

HOUSTON

Northwest Community College is pleased to co-sponsor the following Painting workshop.

DATE: Sat. & Sun. Oct. 17 & 18
 TIME: 9:00 a.m. - 5:00 p.m.
 PLACE: Houston Museum
 FEE: \$45.00 plus supplies
 SESSIONS: 2

The workshop will approach the painting concerns of each individual student, concentrating on one-to-one dialogue based on each participant's background, response to critique and evaluation, and the clarification of their own goals within a broad art context. There will be instruction and demonstration of various painting techniques and styles, and an introductory slide discussion. **Class limit 15. Pre-registration by Oct. 2 is essential.**

ABOUT THE ARTIST...

Painter and printmaker Richard Reid was born in Regina, Saskatchewan, and now lives at Christina Lake, B.C. He studied at the School of Art, University of Manitoba, receiving his BFA in 1955. He has taught for the Vancouver School Board Adult Education Department, the University of British Columbia Extension Department and as assistant professor, Fine Arts Department, University of British Columbia. He has worked in Europe, Mexico and Canada, receiving a Canada Council award 1963-64 to study with Oskar Kokoschka at the Schule des Sehens, in Austria, and received a second Canada Council award in 1967. While in England, he was Membership Chairman and Exhibition Committee Member, Young Commonwealth Artists, his work being included in several YCA exhibitions in London and Edinburgh. He has had numerous one-man and group shows through Canada, England and Mexico. Commissions have included sculpture and performance, Anna Wyman Dancers, Vancouver, and a portrait commission of President Walter Gage, University of British Columbia, in 1976.

EMILY CARR COLLEGE OF ART & DESIGN OUTREACH PROGRAMS

Northwest Community College and Emily Carr College of Art and Design co-operatively present a series of top quality art workshops in different mediums for residents of the northwest. **ENROLLMENT IS LIMITED**, so please register early. Register at your local College Centre for any of the programs listed below. **Fee for each workshop is \$45.00, plus supplies.** For additional information on any of these workshops, please contact your local College Centre. Pre-registration for all Emily Carr College of Art and Design out-reach courses requires a minimum 10 days before the start date.

CERAMICS WEEKEND
DATE: Sat. & Sun., Nov. 21 & 22
TIME: 9:00 a.m. - 5:00 p.m.
PLACE: Hazelton
SESSIONS: 2
Topics to be covered include throwing, firing and glazing techniques.
INSTRUCTOR: Lora Wee Lay Laq

CERAMICS (Glazing) WEEKEND
DATE: Sat. & Sun., Oct. 31 & Nov. 1
TIME: 9:00 a.m. - 5:00 p.m.
PLACE: Prince Rupert
SESSIONS: 2
This workshop will explore the theory and practical aspects of glazing techniques.
INSTRUCTOR: Jan Grove

PAINTING (For All Levels) WEEKEND
DATE: Sat. & Sun., Nov. 14 & 15
TIME: 9:00 a.m. - 5:00 p.m.
PLACE: Prince Rupert
SESSIONS: 2
This workshop, using the medium of water colors, will focus on basic painting techniques with particular emphasis on color, 2 dimensional form, line and composition.
INSTRUCTOR: Ken Wallace

PHOTOGRAPHY (All Levels) WEEKEND
DATE: Sat. & Sun., Nov. 7 & 8
TIME: 9:00 a.m. - 5:00 p.m.
PLACE: Terrace
SESSIONS: 2

Journalist/Photographer, Beverly Olandt will help photographers discover the world they live in, showing them how to withdraw images from their daily landscape. This workshop is designed to stimulate the creative "eye" of the EXPERT and BEGINNER alike! Items to be discussed include equipment types, composition (line, shape, balance), lighting (properties, direction), exposure, point of focus and depth of field. This workshop involves local field trips, so please bring appropriate all weather clothing
INSTRUCTOR: Beverly Olandt

TOOLMAKING WEEKEND
DATE: Sat. & Sun., Oct. 17 & 18
TIME: 9:00 a.m. - 5:00 p.m.
PLACE: New Aiyansh
SESSIONS: 2

Hand tools are indispensable to the carver. This workshop will focus on the design and making of three important tools, adze, hook-knife and skew chisel. Students will be able to start all three tools and complete one.
INSTRUCTOR: George Rammell

WORKSHOP IN COLOR WEEKEND
DATE: Sat. & Sun., Nov. 7 & 8
TIME: 9:00 a.m. - 5:00 p.m.
PLACE: Queen Charlotte Islands (Massett)
SESSIONS: 2

Using acrylics and watercolors students will explore the theory of color, aspects of light, and the importance of pigment.
INSTRUCTOR: Nora Blanck

LEARNING OPPORTUNITIES (NON-CREDIT)

BEEKEEPING EVEN/DAY
DATE: Tues., Thurs. & Sat.
Nov. 17 - 21
TIME: Tues. & Thurs. 7:00 - 10:00 p.m.
Sat. 9:00 a.m. - 4:00 p.m.
PLACE: Tues. & Thurs. Smithers Sen. Sec., Rm. 2
Sat. College Centre, km. 4
FEE: \$10.00
SESSIONS: 3

Everything you always wanted to know about beekeeping from definition of terms to identification of equipment. Two experienced and very knowledgeable beekeepers will tell you all the ins and outs about package bees, the honey crop, fall management, re-queening and overwintering. As well, a brief explanation of bees and their functions will be covered. Course supplemented with video, slide and film presentation. Learn how to start your own hive. An equipment display will be on hand during the course. **Class limit 25. Pre-registration by Nov. 10 is essential.**

INSTRUCTORS: Bob Blackburn and Arnold DeEllion

BRIDGE - BEGINNERS EVEN
DATE: Tues., Sept. 22 - Nov. 24
TIME: 7:30 - 9:30 p.m.
PLACE: Smithers Sen. Sec., Rm. 1
FEE: \$32.00 plus book (optional)
SESSIONS: 10

This course will cover the elementary plays of the bridge game in ten easy lessons beginning with the evaluation of cards to playing of hand. Students are to bring their own cards. **Class limit 20. Pre-registration by Sept. 15 is essential.**
INSTRUCTOR: Bela Hirczy

CHESS REGISTER YOUR INTEREST
Chess instruction will be available at all levels from beginner to tournament if there is sufficient interest. Covers history, function of individual pieces and combinations, opening, middle game and end game strategy and development of opening theory including games from recent world championships. **Specify your level when registering.**
INSTRUCTOR: Von Sarac

CHRISTMAS QUILTING EVEN
DATE: Mon., Oct. 5 - Nov. 16
TIME: 7:30 - 9:30 p.m.
PLACE: Smithers Sen. Sec., Text. Rm
FEE: \$25.00
SESSIONS: 6

Create a country home feeling this Christmas. A Christmas stocking, festive wall hanging, tree skirt, table runner and various ornaments will be demonstrated and made in class. Bring hand sewing notions, sharp scissors, notebook and pen to the first class. Materials for the first evening only included in the fee. **Class limit 12. Pre-registration by Sept. 28 is essential.**

INSTRUCTOR: Owen Ellis

COMMUNICATION & ASSERTIVENESS EVEN
DATE: Thurs., Oct. 8 - 15
TIME: 7:30 - 9:30 p.m.
PLACE: Smithers Sen. Sec. Rm. 4
FEE: \$5.00
SESSIONS: 2

Learn to express yourself openly and effectively, getting your feelings and ideas across while showing consideration for others. How understanding and setting your limits are part of "being yourself". **Class limit 15. Pre-registration by Oct. 1 is essential.**
INSTRUCTOR: Marj Ford

DEFENSIVE DRIVING EVEN
DATE: Thurs., Oct. 8 - 22
TIME: Oct. 8 & 15, 7:00 - 10:00 p.m.
Oct. 22, 7:00 - 9:00 p.m.
PLACE: Smithers Sen. Sec., Rm. 1
FEE: \$22.00 plus book
SESSIONS: 3

A must for teenagers and all those about to apply for their first licence, as well as licenced drivers. Learn to drive defensively, cope with adverse road conditions and avoid accidents caused by other drivers' mistakes. Canada Safety Council Course approved by B.C. Motor Vehicle Branch. DDC Certificate awarded upon successful completion. **Class limit 20. Pre-registration by Oct. 1 is essential.**
INSTRUCTOR: Irene Oliver

EXOTIC CUISINE**EVEN**

DATE: Tues., Oct. 6 - Nov. 3
 TIME: 7:00 - 9:30 p.m.
 PLACE: Smithers Sen. Sec., Foods Rm.
 FEE: \$36.00 plus meat
 SESSIONS: 5

Enjoy exotic cuisine from Greece to the Far East. Cook different dishes each evening from Greece, East India, Malaysia, Indonesia, the Phillipines, and more. **Class limit 18. Pre-registration by Sept. 29 is essential.**

INSTRUCTOR: Dina Carnie

GERMAN - CONVERSATIONAL**EVEN**

DATE: Wed., Sept. 23 - Dec. 9
 TIME: 7:00 - 9:00 p.m.
 PLACE: Smithers Sen. Sec., Rm. 1
 FEE: \$38.00
 SESSIONS: 10

A practical course for general interest or travel. Designed to help you communicate at a basic level and to provide sufficient opportunity to continue learning German after the course. **Class limit 15. Pre-registration by Sept 16 essential.**

INSTRUCTOR: Marika Krause

HOW TO FINISH YOUR QUILTED PROJECT**DAY**

DATE: Sat., Nov. 21
 TIME: 9:00 a.m. - 4:00 p.m.
 PLACE: College Centre, Rm. 4
 FEE: \$20.00
 SESSIONS: 1

Learn finishing techniques and finish those quilted projects you started earlier. Bring your own sewing machine or use hand stitching method. **Class limit 10. Pre-registration by Oct. 23 is essential.**

INSTRUCTOR: Owen Ellis

INTRODUCTION TO DRAWING**EVEN**

DATE: Tues., Sept. 22 - Oct. 27
 TIME: 7:00 - 9:00 p.m.
 PLACE: Chandler Park, Art Room
 FEE: \$35.00 plus materials
 SESSIONS: 6

A drawing course for anyone interested in drawing - even if you have no experience or think that you have no talent. Using still life, you will study forms and learn drawing techniques using various media including pencils, charcoal and conte' crayon. Landscape and perspective will also be studied. **Class limit 10. Pre-registration by Sept. 15 is essential.**

INSTRUCTOR: Julie Klatt

LAW QUERIES - YOUR TOPIC**EVEN**

DATE: Thurs., Oct. 29
 TIME: 7:00 - 9:30 p.m.
 PLACE: College Centre, Rm. 2
 FEE: \$5.00
 SESSIONS: 1

Everything you always wanted to know about the law but couldn't afford to ask! Lila and Von will be prepared to answer your questions about Family Law - separation, divorce, custody, maintenance, property division, common-law, adoption; Criminal Law - guilty pleas, trials, sentencing, parole, probation, pardon, young offenders, charter of rights; Civil Law - ICBC, UIC, GAIN, small claims, consumer, contracts, wills. Please specify your area of interest when registering. **Class limit 30. Pre-registration by Oct. 22 is essential.**

INSTRUCTORS: Lila Wallace & Von Sarac

LOW BACK SCHOOL**EVEN**

DATE: Tues., Oct. 13 & 20
 TIME: 7:30 - 9:00 p.m.
 PLACE: College Centre, Rm. 2
 FEE: \$20.00
 SESSIONS: 2

Designed for those who wish to take responsibility for their own health and prevent back problems, this course will enable low back pain sufferers to understand the anatomical and physiological reasons for their pain. Practical ideas for preventing and alleviating pain will be demonstrated and practiced. **Class limit 15. Pre-registration by Oct. 6 is essential.**

INSTRUCTOR: Dr. Gary Murdoch

MAKE-UP ARTISTRY #1**EVEN**

DATE: Mon., Nov. 16
 TIME: 7:15 - 10:15 p.m.
 PLACE: Rose of Sharon
 FEE: \$15.00
 SESSIONS: 1

MAKE-UP ARTISTRY #2**EVEN**

DATE: Mon., Nov. 23
 TIME: 7:15 - 10:15 p.m.
 PLACE: Rose of Sharon
 FEE: \$15.00
 SESSIONS: 1

A great-looking you. Good basic skin care techniques introducing you to the exciting world of Merle Norman. Make-overs emphasizing co-ordinated make up that suits you best. **Class limit 10. Pre-registration one week before course start date is essential.**

INSTRUCTOR: Sharon Gagnon

MEATCUTTING**EVEN**

DATE: Thurs., Sept. 24 - Oct. 22
 TIME: 7:00 - 9:00 p.m.
 PLACE: Hamming's Butcher Shop
 FEE: \$38.00
 SESSIONS: 5

Enjoy this practical hands-on opportunity and learn the basics of butchering and cutting beef, pork and lamb plus the art of sausage making. Instructor will present the basics and tailor-make the course to suit participants. Suitable for hunters and "do-it-yourselfers". **Class limit 10. Pre-registration by Sept. 17 is essential.**

INSTRUCTOR: Gerry Hamming

MEMORY DYNAMICS**DAY**

DATE: Sat., Oct. 31
 TIME: 9:00 a.m. - 4:00 p.m.
 PLACE: College Centre, Rm. 2
 FEE: \$38.00
 SESSIONS: 1

There is no such thing as a bad memory; only a lazy or untrained mind waiting for the right tools and techniques. You can overcome absentmindedness and remember names and faces, lists, text, numbers (in any capacity), and much more! Its fun, and easy, and almost instantly learned! That "steel trap memory" can be yours. Let us show you how to do it. **Class limit 20. Pre-registration by Oct. 21 is essential.**

INSTRUCTOR: John Patterson, Burnaby

MUNICIPAL GOVERNMENT -**DAY****A Service to your Community**

DATE: Sat., Oct. 3
 TIME: 9:00 a.m. - 3:30 p.m.
 PLACE: Council Chambers, Town Office
 FEE: \$10.00
 SESSIONS: 1

Are you interested in serving on a Municipal Council but don't think you have the knowledge or skills? Are you interested in learning more about how a Municipal Government works? Plan to attend this informative one day workshop designed to introduce you to local Government. **Class limit 50. Pre-registration by Sept. 25 is essential.**

PRESENTED BY: Mayor Brian Northup, Geoff Pearce, Charlie Northrup, Harry Krusselbrink, Paul Hamline

NATURAL WAYS TO COPE WITH PAIN**EVEN**

DATE: Mon., Nov 2 - 9
 TIME: 7:00 - 10:00 p.m.
 PLACE: College Centre, Rm. 2
 FEE: \$30.00
 SESSIONS: 2

Our dependency on medication for pain relief is often unnecessary and the aim of these sessions is to introduce participants to simple, time proven, alternate methods such as massage, relaxation, imagery, cold, heat, exercise, etc. Particular emphasis will be on headaches, back pain, neck and shoulder tension and sports injuries. Wear loose, comfortable clothing and be prepared to participate. Bring - 3 large towels, small pillow, blanket and large bowl (suitable to use as footbath). Please consult your physician for advice on pre-existing medical conditions before participating. **Class limit 20. Pre-registration by Oct. 26 is essential.**

INSTRUCTOR: Berri Blix

PARENTING - HOW TO TALK SO YOUR KIDS WILL LISTEN**MORN**

DATE: Thurs., Sept. 24 - Oct. 29
 TIME: 9:30 - 11:30 a.m.
 PLACE: United Church
 FEE: \$12.00
 SESSIONS: 6

Learn to communicate more effectively with your children and gain cooperation in the family. For parents of children of all ages. Babysitting available \$1.00 per child per hour. **Class limit 12. Pre-registration by Sept. 17 is essential.**

INSTRUCTOR: Marj Ford

PUBLIC LEGAL EDUCATION SOCIETY

In cooperation with the Public Legal Education Society of Vancouver, Northwest Community College will offer FREE workshops on various areas of the law that have an effect on everyday life at some time or other. Sessions are informational, to the point and practical. Local lawyers, business people and government officials who have special knowledge or experience in the area discussed present these valuable workshops. Plan to attend one or more. **Purchase of printed materials optional.**

BUYING & SELLING A HOME**EVEN**

DATE: Tues., Oct. 20
 TIME: 7:30 - 9:30 p.m.
 PLACE: Smithers Sen. Sec. Rm. 4
 FEE: Free
 SESSIONS: 1

This class outlines the role of the real estate agent; helps you know what to look for when considering to buy; and discusses other topics such as the types of home ownership; the interim agreement; title searching; the steps in a conveyance; selling your home on your own vs. selling through a real estate agent; agreement of sale; and the transfer of property. **Class limit 30. Pre-registration by Oct. 6 is essential.**
 INSTRUCTOR: TBA

THE PARTY'S OVER - DRINKING AND DRIVING LAWS**EVEN**

DATE: Tues., Nov. 17
 TIME: 7:30 - 9:30 p.m.
 PLACE: Smithers Sen. Sec. Rm. 4
 FEE: Free
 SESSIONS: 1

This session deals with such topics as the legal definition of "impaired"; your rights and responsibilities upon the initial contact with the police; the breathalyzer test and refusal to take the test; other related offences; conviction; and the consequences of an impaired driving charge. **Class limit 30. Pre-registration by Nov. 3 is essential.**
 INSTRUCTOR: TBA

RELAX DURING YOUR LUNCH BREAK! #1 DAY

DATE: Thurs., Oct. 1 - 22
 TIME: 12:10 - 12:50 p.m.
 PLACE: College Centre, Rm. 4
 FEE: \$15.00
 SESSIONS: 4

RELAX DURING YOUR LUNCH BREAK! #2 DAY

DATE: Thurs., Nov. 5 - 26
 TIME: 12:10 - 12:50 p.m.
 PLACE: College Centre, Rm. 4
 FEE: \$15.00
 SESSIONS: 4

40 minute sessions to help you break the tensions of your work day. Not only will you return to work with a sense of feeling refreshed but you will also learn some skills you can use in the workplace. No eating of lunch during sessions please. **Class limit 15. Pre-registration by Oct. 29 is essential.**
 INSTRUCTOR: Barri Blix

SPANISH - CONVERSATIONAL**EVEN**

DATE: Thurs., Sept. 24 - Nov. 26
 TIME: 7:30 - 9:30 p.m.
 PLACE: Smithers Sen. Sec., Rm. 6
 FEE: \$38.00
 SESSIONS: 10

For travellers who need "Survival Spanish" or those who have a general interest in Spanish. This is a conversational course for beginners designed to teach basic communication skills. **Class limit 15. Pre-registration by Sept. 17 is essential.**
 INSTRUCTOR: Stella Carrington

STRESS & THE WORKING PARENT**EVEN**

DATE: Thurs., Nov. 12
 TIME: 7:00 - 9:30 p.m.
 PLACE: Smithers Sen. Sec., Rm. 4
 FEE: \$5.00
 SESSIONS: 2

This program for working parents, is designed to help them develop skills to cope with the stresses of working and parenting. It includes; time management for parents, stress and burnout, and developing a support network. **Class limit 15. Pre-registration by Oct. 29 is essential.**
 INSTRUCTOR: Marj Ford

TAX REFORM**EVEN****IMPACT ON INVESTMENTS**

DATE: Wed., Oct. 7
 TIME: 7:00 - 10:00 p.m.
 PLACE: Smithers Sen. Sec. Rm. 2
 FEE: \$10.00
 SESSIONS: 1

Exactly what does Finance Minister Michael Wilson's new federal budget mean for Canadian investors? For a complete overview, plan to attend this important seminar. **Class limit 30. Pre-registration by Oct. 1 is essential.**

INSTRUCTOR: Cornelius O'Connell,
 Pemberton, Houston, Willoughby, Prince
 George, B.C.

WATERCOLOURS FOR BEGINNERS**EVEN**

DATE: Thurs., Nov. 5 - Dec. 10
 TIME: 7:00 - 10:00 p.m.
 PLACE: Chandler Park, Art Room
 FEE: \$42.00 plus materials
 SESSIONS: 6

Learn to enjoy and understand basic painting techniques including composition and colour sense and develop your own creative approach to painting with watercolour. List of materials is available at the College Centre. **Class limit 12. Pre-registration by Oct. 29 is essential.**

INSTRUCTOR: Julie Klatt

WHOLISTIC HEALTH**EVEN/DAY**

DATE: Sat. & Sun., Oct. 3 & 4
 & Fri. Sat. & Sun., Oct. 16, 17 & 18
 TIME: Fri. 7:30 - 10:00 p.m.
 Sat. & Sun., 9:00 a.m. - 4:00 p.m.
 PLACE: College Centre Rm. 2
 FEE: \$70.00
 SESSIONS: 5

The concept of wholistic health is a natural and practical approach to health including nutrition, cleansing diets, herbology, attitude and much more. This course combines theory with practice such as making and drinking wheat grass, a hands-on session on acupressure and a herbal tea party. Guest speakers on hypnosis, macrobiotic cooking and meditation will also share their skills. **Class limit 20. Pre-registration by Sept. 25 is essential.**

INSTRUCTOR: Jean Christian

WEAVING WORKSHOP ON INLAY TECHNIQUES

DATE: Sat. & Sun., Oct. 17 & 18
 TIME: 9:00 a.m. - 4:00 p.m.
 PLACE: Houston College Centre
 FEE: \$60.00 plus materials
 SESSIONS: 2

Northwest Community College and Buck Creek Spinners and Weavers Guild are co-operatively presenting internationally known Swedish weaver, Lilly Bohlin. She will be conducting a weekend workshop on inlay weaving techniques. If you have your own table loom, bring it to class, as a limited supply are available from the College. When registering, you will receive the necessary information to enable you to warp your looms prior to the workshop. You must provide their own material. **Class limit 15. Pre-registration by Oct. 2 is essential.**

INSTRUCTOR: Lilly Bohlin, Lilly Bohlin Studio, Weavers Loft, Victoria, B.C.

ABOUT THE ARTIST....

Lilly Bohlin is an internationally known weaver, designer, teacher who was born and educated in Sweden. She graduated from the University of Fine Arts School and the Teacher Training College in Stockholm. Lilly taught for 11 years at art schools in Scotland and Ireland, worked with the Irish Department of Education and had her own studio and school in Dublin. She has exhibited widely in Sweden, Germany, England, Ireland, USA and Canada and has given workshops throughout Canada, USA and Europe. For the past 13 years she has been teaching and weaving at her studio and school in Victoria, B.C.

WORKING WITH ACCESSORIES # 1**EVEN**

DATE: Tues., Nov. 17
 TIME: 7:15 - 10:15 p.m.
 PLACE: Rose of Sharon
 FEE: \$15.00
 SESSIONS: 1

WORKING WITH ACCESSORIES #2**EVEN**

DATE: Tues., Nov. 24
 TIME: 7:15 - 10:15 p.m.
 PLACE: Rose of Sharon
 FEE: \$15.00
 SESSIONS: 1

Working from the basic dress, you'll learn scarf and accessory techniques that take you from ordinary to extraordinary looks. Tips on wardrobe co-ordination will also be presented. **Class limit 12. Pre-registration one week before course start date is essential.**

INSTRUCTOR: Sharon Gagnon

FUN & FITNESS

All fitness programs are done to music and are designed to improve your cardiovascular health, muscular endurance, strength and flexibility. Some fitness programs are now designed to incorporate fitness levels. In this way, we hopefully can provide a program that will suit the needs of most individuals. Choose wisely. Don't over-estimate your abilities!

PLEASE NOTE: IT IS IMPORTANT TO WEAR GOOD RUNNERS. SHOES WORN OUTDOORS MUST NOT BE WORN IN THE GYMS. PLEASE BRING A CHANGE OF FOOTWEAR TO AVOID DAMAGE TO THE GYM FLOORS.

FITNESS LEVELS:

MILD: For those participants who are beginning a regular fitness program or just starting back after an injury, illness, etc. Simple low-resistance exercises to music with a maximum of 15 minutes of intermittent cardiovascular work. Exercise variety will be maximized while repetitions are minimized.

MODERATE: For those who participate in regular fitness activities. The number of repetitions increases and the exercises become more complex. The cardiovascular section is increased to a maximum of 20 minutes of exercise varying in intensity.

INTENSE: A real workout...a routine with more repetitions that will intensely work each muscle group. The cardiovascular section includes 20 - 25 minutes of sustained exercises.

DANCEFIT - SMITHERS EVEN

(Moderate to Intense)

DATE: Tues. & Thurs., Sept. 22 - Nov. 26
 TIME: 7:30 - 8:30 p.m.
 PLACE: Smithers Sen. Sec. Gym
 FEE: \$38.00
 SESSIONS: 20

Improve your co-ordination and agility. Become fit and trim! This exercise program will include vigorous aerobic dance routines, and exercises. Dance your way to fitness! **Class limit 60. Pre-registration Sept. 12 is essential.**

INSTRUCTOR: Marilyn Richey

DANCEFIT - TELKWA (Moderate) DAY

DATE: Mon. & Wed., Sept. 21 - Dec. 9
 TIME: 4:00 - 5:00 p.m.
 PLACE: Telkwa School Gym
 FEE: \$38.00
 SESSIONS: 20

Become fit and trim. This program will include vigorous aerobic dance routines and exercises. Dance your way to fitness. **Class limit 35. Pre-registration Sept. 12 is essential.**

INSTRUCTOR: Marilyn Richey

EARLY BIRD WORKOUT (Intense) MORN

DATE: Mon., Wed. & Fri.
 Sept. 14 - Nov. 25
 TIME: 7:00 - 8:00 a.m.
 PLACE: Smithers Sen. Sec. Gym
 FEE: \$45.00
 SESSIONS: 30

Wake-up to a workout! Relax in the evening after an early morning workout composed of exercise circuits, aerobics, agility and strength activities. Workouts are designed to improve muscular strength, endurance and increase aerobic capacity. Precent body fat testing and various information on weight control and fitness available. Change room facilities available. **Class limit 35. Pre-registration Sept. 12 is essential.**

INSTRUCTOR: Irene Howard

GET FIT/KEEP FIT EVEN

DATE: Tues. & Thurs., Sept. 15 - Nov. 26
 TIME: 6:40 - 8:00 p.m.
 PLACE: Smithers Sen. Sec. Gym
 FEE: \$38.00
 SESSIONS: 20

For the out-of-shape and those who wish to maintain a general program of exercise to achieve personal fitness. Basic physiology and nutrition will be discussed at the first class. Specialized exercises and weight training added for those preparing for particular activities such as skiing. You can pace yourself in this course and make it as intense as you wish. **Class limit 50. Pre-registration Sept. 12 is essential.**

INSTRUCTOR: Jim Taylor

PRE & POST NATAL EXERCISES EVEN

DATE: Tues. & Thurs., Sept. 15 - Nov. 19
 TIME: 7:00 - 8:00 p.m.
 PLACE: Lake Kathlyn School Gym
 FEE: \$38.00
 SESSIONS: 20

At no point in a woman's life is general fitness more important than during and after pregnancy and childbirth. This class is designed to help you maintain a normal level of fitness. It will include exercises for posture, relaxation and general fitness during pregnancy. **Class limit 25. Pre-registration Sept. 12 is essential.**

INSTRUCTOR: Louise White

"QUICK" CO-ED FITNESS (Moderate) EVEN

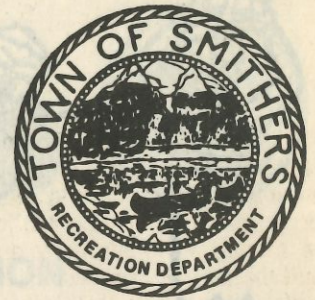
DATE: Mon. & Wed., Sept. 14 - Dec. 7
 TIME: 7:00 - 8:00 p.m.
 PLACE: Quick School Gym
 FEE: \$38.00
 SESSIONS: 20

Exercise to beat! Safe, progressive and fun! Moderate to intense workout for men and women. **Class limit 35. Pre-registration Sept. 12 is essential.**

INSTRUCTOR: Cindy Stone

TOWN OF SMITHERS

FALL RECREATION PROGRAMS 1987



REGISTRATION INFORMATION

REGISTRATION COMMENCES SATURDAY, SEPTEMBER 12, 9:00 a.m. - 1:00 p.m. in the Smithers Secondary School. Late registrants may register at the town office between 8:30 a.m. and 4:00 p.m. the following week.

REGISTRATION POLICIES

1. Smithers residents and taxpayers will have first preference on all programs on Registration Day, Saturday, September 12, 1987.
2. Due to the demand of the Pre-school Programs, registrations from out-of-town residents will not be accepted until Monday, September 14, for Pre-school programs.
3. Registration is on a first-come, first-served basis.
4. All classes have a maximum number of participants. When maximums are reached, names will be taken for a waiting list and every effort made to arrange additional classes.
5. Payment in full must be made at the time of registration (except if the participant is placed on a waiting list). Please make all cheques payable to TOWN OF SMITHERS.
6. **NO REFUNDS** will be granted unless a class is cancelled by the Recreation Department.
7. The Recreation Department reserves the right to cancel any course which does not meet the required minimum registration.
8. Classes will not be held on **statutory** holidays.
9. All programs and schedules are subject to changes in date, time and location.
10. In exceptional cases where a refund is granted, a \$10.00 administration fee will be charged.

RECREATION CO-ORDINATOR: Anita Marshall

FOR MORE INFORMATION on all courses, please feel free to call our Recreation Co-ordinator at the town office, 847-3251.

RECREATIONAL AND CULTURAL SERVICES COMMITTEE

Alderman, Carole Young
 School Trustee, Gerry Hamming
 Raydene Merideth
 Patti Pypers
 Bob Copley

Bob Burt
 Rix Graham
 Moira McMillan
 Whitney Numan
 Alan Ruemper

Your suggestions for future leisure activities are needed to help plan for our community. If you have any suggestions or ideas, please feel free to contact any of the above committee members or staff.



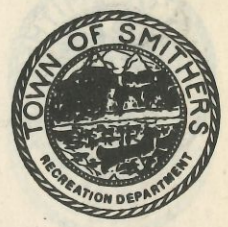
CLUBS DAY & RECREATION PROGRAMS REGISTRATION DAY

Come to Clubs Day! Here is your chance to find out more about the groups and clubs in our community. Over 25 clubs and sports groups will be there to provide you with information.

Registration for the Recreation Department Fall Programs will also take place at Clubs Day. If you are unable to be at this Registration Day, you may pick up registration forms from the Town Office and have someone register for you. No pre-registrations can be accepted. Late registrations will be accepted the following week in the Town Office.

TIME: 9:00 a.m. - 1:00 p.m.
LOCATION: Smithers Secondary School Gym
DATE: Saturday, September 12, 1987.

'87 FALL RECREATION PROGRAMS



PRE-SCHOOL PROGRAMS

PRE-SCHOOL PROGRAM INFORMATION

Location: Old Forestry Building — 3736 - 16th Avenue

Pre-School Philosophy: The philosophy of the Pre-school programs is to give each child a fun-filled experience while he/she develops socially, mentally, physically and creatively. The object of these programs is to give each child a developmental learning experience to enrich his/her pre-school years.

Activities: Activities will include arts and crafts, songs, games, story time, snack time, active play and creative play.

Duty Day: Parents enrolling their child in Twice as Nice must sign up for two duty days to assist the instructor with preparations and clean-up.

Things to bring: Please send along with your child a snack, a smock and indoor footwear. If you have any old toys that you would like to get rid of, we would appreciate donations.

Please ensure that children are dropped off and picked up no more than 10 minutes before or after class time.

IN-TOWN RESIDENTS REGISTER SEPTEMBER 12, 1987
OUT-OF-TOWN RESIDENTS REGISTER SEPTEMBER 14, 1987

PROGRAMS

TEETER TOTS Morning
 Day: Tuesday
 Time: 10:00 - 11:00 a.m.
 Cost: \$25.00
 Age: 2.5 - 3.5 years
 Session: Sept. 22 - Nov. 24
 Instructors: Rhoda Gamble, Mary Jean Cosman



RAINBOW PRE-SCHOOL Afternoon
 Day: Tuesday
 Time: 1:15 - 2:45 p.m.
 Cost: \$30.00
 Age: 3 - 5 years
 Session: Sept. 22 - Nov. 24
 Instructors: Rhoda Gamble, Mary Jean Cosman

SUNSHINE PRE-SCHOOL Morning
 Day: Thursday
 Time: 10:00 - 11:30 a.m.
 Cost: \$30.00
 Age: 3 - 5 years
 Session: Sept. 24 - Nov. 26
 Instructors: Rhoda Gamble, Mary Jean Cosman

BUTTERFLY PRE-SCHOOL Afternoon
 Day: Thursday
 Time: 1:15 - 2:45 p.m.
 Cost: \$30.00
 Age: 3 - 5 years
 Session: Sept. 24 - Nov. 26
 Instructors: Rhoda Gamble, Mary Jean Cosman

TWICE AS NICE Morning
 Day: Wednesday & Friday
 Time: 10:00 - 11:30 a.m.
 Cost: \$52.00
 Age: 3 - 5 years
 Session: Sept. 23 - Nov. 27
 Instructor: Mary Jean Cosman

HALLOWE'EN PARTY
 Day: Friday
 Time: 1:30 - 2:30 p.m.
 Cost: \$2.50
 Age: 2 - 5 years
 Session: Oct. 30
 Location: TBA
 Parents — bring your pre-schoolers for an hour of Hallowe'en fun and games!



'87 FALL RECREATION PROGRAMS

YOUTH PROGRAMS



INDOOR FLOOR HOCKEY (6 - 8)

Date: Monday, Sept. 21 - Nov. 30
 Time: 3:15 - 4:00 p.m.
 Cost: \$14.00
 Age: 6 - 8 years
 Sessions: 10
 Location: Walnut Park
 Instructor: Laveren Moffet

INDOOR FLOOR HOCKEY (9 - 12)

Date: Monday, Sept. 21 - Nov. 30
 Time: 4:00 - 4:45 p.m.
 Cost: \$14.00
 Age: 9 - 12 years
 Sessions: 10
 Location: Walnut Park
 Instructor: Laveren Moffet

A chance for boys and girls to have fun learning the basic skills and rules of Floor Hockey.

INDOOR SPORTS & GAMES

Date: Wednesday, Sept. 23 - Dec. 2
 Time: 4:00 - 4:45 p.m.
 Cost: \$14.00
 Age: 8 - 11 years
 Sessions: 10
 Location: Walnut Park
 Instructor: Laveren Moffet

An opportunity to take part in a fun-filled sports program. Each week the youngsters will be introduced to a variety of sports and games.

BOUNCERCISE

Date: Wednesday, Sept. 23 - Dec. 2
 Time: 3:15 - 4:00 p.m.
 Cost: \$14.00
 Age: 6 - 9 years
 Sessions: 10
 Location: Walnut Park
 Instructor: Laveren Moffet

A chance for boys and girls to have fun learning fitness through aerobics and games.

BABYSITTERS' TRAINING COURSE

Day: Tuesday
 Time: 3:30 - 4:30 p.m.
 Cost: \$16.00
 Age: 11 years & up
 Sessions: Sept. 22 - Nov. 10
 Instructor: Rhoda Gamble

This course follows the Canadian Safety Council's babysitters' course to train competent caregivers. Participants will learn the basics of child care, first aid and how to deal with an emergency.

SKETCHING FOR KIDS

Date: Thursday
 Time: 3:30 - 4:30 p.m.
 Cost: \$9.00
 Age: 8 - 11 years
 Sessions: Sept. 24 - Oct. 22
 Instructor: Rhoda Gamble

An introduction to sketching for kids. This class is designed to develop the artistic expression.



'87 FALL RECREATION PROGRAMS

SPORTS & FITNESS

- * Stay trim and fit this fall by registering for one of our Fitness Programs.
- * All programs led by certified instructors.
- * Every class includes warm-up and cool-down segments which are essential in avoiding injuries.
- * All programs are open to persons 16 years of age and older.
- * Enjoy the music, social atmosphere and the great feeling of being in shape.



WOMEN'S AEROBICS (Moderate)

Morning

Date: Monday, Wednesday, Friday,
 Sept. 16 - Nov. 27
 Time: 9:30 - 10:30 a.m.
 Cost: \$46.00
 Location: Elks Hall
 Sessions: 30
 Instructor: Cindy Stone

Trim and tone with Cindy! Attend this moderate morning program 3 times a week.

WOMEN'S AEROBICS (Mild to Moderate)

Evening

Date: Monday & Wednesday,
 Sept. 16 - Nov. 30
 Time: 6:30 - 7:30 p.m.
 Cost: \$38.00
 Location: Walnut Park
 Sessions: 20
 Instructor: Angie Kraus

Women, you'll love this mild to moderate workout for relieving the stress of the day, and it will energize your evening!

MOM'S AEROBICS (Moderate)

Morning

Date: Monday, Wednesday, Friday,
 Sept. 16 - Nov. 27
 Time: 10:40 - 11:40 a.m.
 Cost: \$38.00 2 x week
 \$46.00 3 x week
 Location: Elks Hall
 Sessions: 30
 Instructor: Rhena Ferris
 Babysitting: \$1.50 for 1 child

.75 for each additional child

Start your day in a healthy way. Bring your kids and take advantage of our babysitting service. You may sign up for 2 days or 3 days a week of this refreshing moderate workout.

SENIORS' NIFTY FIFTIES AEROBICS (Mild)

Evening

Date: Monday & Thursday,
 Sept. 17 - Nov. 26
 Time: 7:30 - 8:15 p.m.
 Cost: \$26.00
 Location: Seniors' Activity Centre
 Sessions: 20
 Instructor: Wanda Glass

A mild fitness program for those 50 or better. It's never too late to get started in fitness!

CO-ED AEROBICS (Intense)

Evening

Date: Tuesday & Thursday,
 Sept. 17 - Nov. 26
 Time: 5:00 - 6:00 p.m.
 Cost: \$38.00
 Location: Walnut Park
 Sessions: 20
 Instructor: Wanda Gillespie

CO-ED AEROBICS (Moderate)

Evening

Date: Monday & Wednesday,
 Sept. 16 - Nov. 30
 Time: 5:15 - 6:15 p.m.
 Cost: \$38.00
 Location: Walnut Park
 Sessions: 20
 Instructor: Crystal Glass

Stop in on your way home from work and enjoy our Co-ed Fitness Classes. Sign up for the Moderate or Intense class. A great way to get in shape or stay in shape!

