

Northwest Community College

1070 Main Street, Phone 847-4461
FOR REGISTRATION INFORMATION



1988 FALL PROGRAMS

Smithers Recreation
Department
(Pages 33-39)

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REGISTRATION

The Smithers Centre of Northwest Community College

GIANT REGISTRATION

Saturday September 10 1988

9:00 am to 1:00 pm

at the

Smithers Senior Secondary School

If you want to be sure there's a place
in the course of your choice, come in and prepay
during Giant Registration

First come is first served

Prepaid, in-person registration only

Registration

| | | |
|------------------------------|---|---|
| For... | Business Careers Training Adult Basic Education Academic/Teleconference | Register at any time |
| | all other courses | September 10, 9:00 am - 1:00 pm or after this date |
| You may register..... | in person | At the College Centre 1070 Main Street Smithers, B.C. (corner of Main & Alfred) |
| | by telephone | 847-4461 |
| | by mail | A registration form is attached. Mail-in registration will only be accepted after Giant Registration Day |
| Office Hours | Days Monday to Friday 8:30 am - 4:15 pm | Evenings Monday to Thursday 7:00 - 9:00 p.m. |

MAIL-IN REGISTRATION

PLEASE CONFIRM SPACE AVAILABILITY IN COURSES BY PHONE BEFORE MAILING FEES

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

| | |
|----------------------------|------------------|
| NAME _____ | PHONE HOME _____ |
| ADDRESS _____ | WORK _____ |
| COURSE 1 _____ | FEE _____ |
| COURSE 2 _____ | FEE _____ |
| TOTAL \$ _____ | |
| Signature _____ DATE _____ | |

Make cheque or money order payable to Northwest Community College,
Box 3606, Smithers, B.C. VOJ 2N0. Please do not send cash.

College Policy

GENERAL 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 begin on Sept. 10 and will 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.

University Transfer - Registrations begin August 15.

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 at the time of registration.

FEES

Unless otherwise stated, all fees must be paid in full at the time of registration. Payment may be made by cash or cheque.

TUITION REDUCTION

Senior citizens (aged 65 and over) and registered disabled persons are eligible for tuition-free enrolment in most Northwest College courses. 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.

COURSE REFUNDS & LATE REGISTRATION

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 in writing from a course for medical or bereavement reasons prior to the course start date.
2. Refunds requested prior to the course start date will be assessed 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 Part-time RES courses and all 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 or after the second week in standard semester courses.
2. Withdrawal after second class - 80% of tuition fee less a \$10.00 administration charge.
3. Withdrawal after third or fourth class - 50% of tuition 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.
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.)

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.

SMITHERS STAFF

| | |
|------------------|---|
| Eileen Klassen | Director, Smithers/Houston |
| Bob Henderson | Administrative Assistant |
| Jean Morris | Centre Clerk |
| Charlotte Gorley | Part-time Clerk |
| Laurie Misener | Part-time Clerk |
| Alec Deas | Instructor Adult Basic Education |
| Bev Davidson | Instructor Business Careers Training |
| Terrie McCreary | Instructor Business Careers Training |
| TBA | Instructor Assistant Business Careers Training |

ALSO....

Many of the courses described in this brochure were developed at your request. We would like to thank those people who contribute to our 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.

THANK YOU

School District No. 54 for your co-operation. The extensive use of the school facilities allows a wide variety and a large number of courses for residents of Smithers and the surrounding area.

Teleconference Courses

Audio Teleconferencing links students in Hazelton, Houston, Kitimat, Prince Rupert, Smithers and Terrace with their instructor. Everyone can hear and speak to each other in the "bridging" of microphones and loud-speaker units. Classes include lectures, audio-visual presentations and inter-active seminars. Opportunities will be available weekly for individual discussions by telephone between student and instructor. The following courses start the week of September 6th, 1988 and run for fifteen weeks. Tuition is \$24.00 per credit plus texts. Continuing courses in each subject will begin in January, 1989. A math course in statistics is now being developed and should be available in January.

Biology 110: 3 credits

A first year university transfer course in Biological Sciences, this course teaches basic concepts in Biology and laboratory techniques. First semester emphasizes the origins of life, biochemical pathways, and structure and function in multicellular organisms. Laboratories are held in Terrace for a maximum of three weekends per semester. As this is an audio teleconferencing course, innovative instructional techniques and methods are utilized to make this an exciting way to learn Biology.

DATE & TIME: Mon., 7:00 - 10:00 p.m.
plus labs
FEE: \$82.00
(tuition \$72.00, registration \$10.00) plus text
INSTRUCTOR: Dr. Norma Kerby

English 100: 3 credits

Literature and Composition 1

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

DATE & TIME: Wed., 8:30 - 10:00 p.m.
FEE: \$82.00
(tuition \$72.00, registration \$10.00) plus text
INSTRUCTOR: TBA

French 101: 3 credits

This is a beginning French course which gives the opportunity to communicate immediately, using materials from the innovative and amusing French in Action series: videotapes, audio tapes, workbooks, and text. Supplementary reading materials ensure equal emphasis on the four language skills: understanding, speaking, reading and writing. Lab work includes work in a language lab and one immersion weekend.

DATE & TIME: Sat., 10:00 - 11:30 a.m. plus labs
FEE: \$82.00
(tuition \$72.00, registration \$10.00) plus text
INSTRUCTOR: TBA

Psychology 101: 3 credits

Introductory Psychology 1

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

DATE & TIME: Tues., 6:30 - 8:00 p.m.
FEE: \$82.00
(tuition \$72.00, registration \$10.00) plus text
INSTRUCTOR: Andre Klingner

Sociology 205: 3 credits

Sociology of the Family 1

This course focuses on the family and related social institutions. Topics include the origin and history of the family, marriage and children in Western society.

DATE & TIME: Thurs., 7:00 - 10:00 p.m.
FEE: \$82.00
(tuition \$72.00, registration \$10.00) plus text
INSTRUCTOR: Shannon Mark

EARLY CHILDHOOD EDUCATION COURSES

by
AUDIO TELECONFERENCING

ECE 101: 6 credits

Program Development

An introduction to planning and development of programs for pre-school centres, principles of guidance, use of materials and equipment and routines of play.

DATE & TIME: Wed., 6:30 - 8:00 p.m.
FEE: \$154.00
(tuition \$144.00, registration \$10.00) plus texts
INSTRUCTOR: TBA

ECE 208: 3 credits

Administrative Skills for ECE Centres

The student will learn administrative skills including: personal supervision, conferencing and reporting, public relations and methods of evaluation. The student will focus these skills on their application in a child care setting.

DATE & TIME: Tues., 8:30 - 10:00 p.m.
FEE: \$82.00
(\$72.00 tuition, registration \$10.00) plus texts
INSTRUCTOR: TBA

NOTE: In January, 1989, WATCH FOR: ECE 121 Program Development and Current Issues in ECE and ECE 250 Special Education.

TELECOLLEGE

Northwest Community College and the Knowledge Network bring you non-credit courses that you can take at home! Brochures will be circulated at all Northwest Community College offices describing the programs on KNOW. These telecourses cover a range of subjects such as planning your retirement, business management, computer literacy, health issues, writing, etc.

Students may register directly with the TELECOLLEGE office which will supply text and study guides. Call the Toll Free number: 1-800-972-0379.

TELECOLLEGE

1155 East Broadway
Box 24785 Station C
Vancouver, B.C.
V5T 4N5

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.

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.

COLLEGE PREPARATION

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

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 requirements for trades, business or academic programs, this course can prepare you for further study. Certificates are awarded for successful completion of the program.

G.E.D. COURSE

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, December 9 & 10. Applications must be made by November 1. Examination fee is \$13.50 payable to the Minister of Finance.

DAY PROGRAM

DATES: Mon. - Fri., starting Sept. 6
 TIMES: 9:00 a.m. - 4:00 p.m.
 PLACE: College Centre, Rm. 4
 FEE: \$72.00/month full-time
 \$36.00/month part-time
 Plus \$10.00 registration fee

INSTRUCTOR: Alec Deas

EVENING PROGRAM

DATES: Tues. & Thurs., Sept. 27 - Dec. 1
 TIME: 7:00 - 10:00 p.m.
 PLACE: College Centre Rm. 4
 FEE: \$36.00
 INSTRUCTOR: TBA

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

EVENING PROGRAM

DATE: Mon. & Wed., Sept. 26 - Nov. 14
 TIME: 7:30 - 9:30 p.m.
 PLACE: College Centre Rm. 4
 FEE: \$20.00
 SESSIONS: 14

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. 21 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. 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 the 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 and 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 may apply who is a British Columbia resident and who is 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

Application forms are available at the College Centre.

STARTING DATES

September 6 and the first day of each month as space is available.

FEES

Full-time per semester \$288.00 (4 months) or \$72.00 per month (plus workbooks and textbook deposits). Plus \$10.00 registration fee.

FINANCIAL AID

Canada Employment Centre sponsorship may be available. Contact the CEIC office. Bursaries are also available. Ask for details at the College Centre.

INSTRUCTORS

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

INSTRUCTOR AIDE

TBA

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 | | TYPIST |
| Typing | TYPG 101, 102 (50 NWPM) | |
| Business English | BENG 102, 103, 104 | |
| Office Practice | OFPR 101 | |
| Dictatyping | DICT 101, 102 | |
| Business Computing | BCPT 101, 102 | |

PROGRAM 2

| | | |
|--------------------|-------------------------|---------------------|
| 4 - 6 months | | CLERK-TYPIST |
| Typing | TYPG 101, 102 (50 NWPM) | |
| Business English | BENG 102, 103, 104, 105 | |
| Office Practice | OFPR 101 | |
| Dictatyping | DICT 101, 102 | |
| Business Machines | BUSM 101 | |
| Business Computing | BCPT 101, 102 | |

PROGRAM 3

| | | |
|---------------------|-------------------------|-------------------------|
| 5 - 7 months | | CLERK-BOOKKEEPER |
| Typing | TYPG 101 (30NWPM) | |
| Accounting | ACCT 101, 102 | |
| Business Machines | BUSM 101 | |
| Business English | BENG 102, 103, 104, 105 | |
| Dictatyping | DICT 101 | |
| Business Computing | BCPT 101, 102 | |
| Computer Accounting | BCPT 103 | |

PROGRAM 4

ADMINISTRATIVE SECRETARY

| | |
|-----------------------------------|------------------------------|
| 8 - 12 months | |
| Typing | TYPG 101, 102, 103 (55NWPM) |
| Dictatyping | DICT 101, 102 |
| Business Machines | BUSM 101 |
| Office Practice | OFPR 101 |
| Business English | BENG 102, 103, 104, 105 |
| Accounting | ACCT 101, 102 |
| Business Law or Canadian Business | BLAW 150, 151 |
| Business Computing | MGTM 250 |
| Word Processing | BCPT 101, 102 Program 7 E |

PROGRAM 5

ACCOUNTING

| | |
|------------------------------------|--------------------------------|
| 9- 12 months | |
| Typing | TYPG 101 |
| Accounting | ACCT 101, 102, 150, 151 |
| Business Machines | BUSM 101 |
| Office Practice | OFPR 101 |
| Business English | BENG 102, 103, 104, 105 |
| Dictatyping | DICT 101 |
| Business Law | BLAW 150, 151 |
| Data Processing or Math of Finance | BCPT 150 |
| Business Computing | MATH 150 |
| Credit & Collections | BCPT 101, 102, 103 MGMT 252 |

PROGRAM 6

INDUSTRIAL RECORDS AND FIRST AID

| | |
|------------------------|-------------------|
| 5 months | |
| Accounting | ACCT 101, 102 |
| Payroll/Timekeeping | ACCT 103 |
| Business Machines | BUSM 101 |
| English Communications | BENG 103, 104 |
| Spelling & Vocabulary | BENG 102 |
| Office Practice | OFPR 101 |
| Typing | TYPG 101 (30NWPM) |
| First Aid | FAID 101 |

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

ACCOUNTING OPTION

| | |
|------------------------------------|----------------------|
| 4 - 6 months | |
| Accounting Principles | ACCT 150, 151 |
| Credit & Collections | MGMT 252 |
| Business Law | BLAW 150, 151 |
| Data Processing or Math of Finance | BCPT 150 MATH 150 |

PROGRAM 7 B

SECRETARIAL OPTION

| | |
|-----------------------------------|--------------------------------|
| 4 - 6 months | |
| Word Processing | Program 7E |
| Business Law or Canadian Business | BLAW 150, 151 MGMT 151, 250 |
| Typing | TYPG 102, 103 (55 NWPM & over) |
| Accounting | ACCT 101, 102 |

PROGRAM 7D

LEGAL STENOGRAPHER

| | |
|----------------------|--|
| 8 months | |
| General Legal Typing | LSTN 101 (55 NWPM & over) |
| Introduction | LDTN 102 |
| Litigation | LSTN 103 |
| Divorce/Family Law | LSTN 104 |
| Wills & Estates | LSTN105 |
| 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 | 8 credits from WPRO 103, 104, 107, 108, 109 |

BUSINESS PROGRAMS

PROGRAM 7E WORD PROCESSING

| | |
|--------------------------|----------|
| Up to 5 months | |
| Basic DOS Procedures | WPRO 100 |
| Concepts & Careers | WPRO 101 |
| Electronic Typewriter | WPRO 102 |
| Transcription Specialist | WPRO 105 |
| Computer Timed Writings | WPRO 106 |
| Wordstar | WPRO 104 |
| Multimate | WPRO 107 |
| One of: | |
| Microsoft Word | WPRO 103 |
| Volkswriter Deluxe | WPRO 108 |
| Word Perfect | WPRO 109 |

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 1)
 Law 150, 151 (Canadian Commercial Law)
 Accounting 150, 151 (Intro Financial Accounting)
 Management 250 (Canadian Business II)
 Management 252 (Credit and Collections)
 Plus 9 optional credits

BUSINESS ADMINISTRATION

LENGTH OF PROGRAM

Two years. First year available in Smithers. After successful completion of first year, Northwest Community College may grant 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 1

| | |
|------------------------|------------------------|
| Mathematics 150 | Economics 150 |
| Management 150 | Mathematics 151 |
| Economics 151 | Communications 150 |
| Accounting 150 | Business Law 150 |
| Business Computing 150 | Accounting 151 |
| Business Law 151 | Business Computers 153 |

Year 2

| | |
|------------------------|----------------|
| Business Computing 250 | Management 252 |
| Finance 250 | Accounting 254 |
| Finance 251 | Management 250 |
| Taxation 250 | Accounting 252 |
| Accounting 250 | Accounting 253 |
| Accounting 251 | Management 251 |

PART-TIME PROGRAM COURSE DESCRIPTIONS

All individual business education courses can be taken on part-time basis pending available space. Successfully completed, they carry credit toward College Business Certificates.

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 - 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 PROGRAMS

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 credits
The operation of dictating and transcribing machines. Twelve productions.

Dictatyping 102 2 credits
A programmed course in taped dictation. Seventy productions.

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.

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 3 credits
Microsoft Word word processor.

Word Processing 104 3 credits
Wordstar word processor.

Word Processing 105 4 credits
The transcription specialist.

Word Processing 106 3 credits
Computer timed writings.

Word Processing 107 3 credits
Multimate word processor.

Word Processing 108 2 credits
Volkswriter Deluxe word processor.

Word Processing 109 2 credits
Word Perfect word processor.

BUSINESS PROGRAMS

Evening Business Courses

ACCOUNTING 101/102

DATE: Mon. & Wed., Sept. 26 - Dec. 5
TIME: 7:00 - 10:00 p.m.
PLACE: College Centre Rm. 3
FEE: \$100.00 plus text
SESSIONS: 20

Accounting 101: An introductory course into the fundamentals of bookkeeping. Routine profit and loss, balance sheets and payroll calculation are included. Home assignments require 5 to 7 hours weekly. Completion of this course carries credit toward a Northwest Community College Business Certificate. **Class limit 9. Pre-registration by Sept. 19 is essential.**

Accounting 102: An advanced course dealing with cash receipts, cash payments, banking, inventory and full accounting cycle. Home assignments require 5 to 7 hours weekly. Completion of this course carries credit toward a Northwest Community College Business Certificate. Pre-requisite - Accounting 101 or permission from the instructor. **Class limit 6. Pre-registration by Sept. 19 is essential.**

INSTRUCTOR: Julie Naismith

BUSINESS COMPUTING 102

Introduction to Computer Applications

DATE: Tues. & Thurs., Sept. 20 - Oct. 27
Sat., Oct. 1 & 15
TIME: Tues. & Thurs., 7:00 - 10:00 p.m.
Sat. 9:00 a.m. - 4:00 p.m.

PLACE: College Centre Comp. Lab
FEE: \$175.00
SESSIONS: 14

Upon completion of this credit course, the student will be familiar with the data processing concepts required of a data entry clerk, feel comfortable at a computer keyboard entry terminal and have some experience in the use of applications software. Programs include Instructor and Professor DOS, Lotus 123, Multimate and Wordstar. Typing skills would be an asset. **Class limit 7. Pre-registration by Sept. 13 is essential.**

INSTRUCTOR: Bev Davidson

TYPING/KEYBOARD BASICS

DATE: Tues. & Thurs., Sept. 27 - Oct. 27
TIME: 7:30 - 10:00 p.m.
PLACE: College Centre Rm. 3
FEE: \$55.00
SESSIONS: 10

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. Some instruction will be on computers. **Class limit 15. Pre-registration by Sept. 20 is essential.**

INSTRUCTOR: Bev Davidson

WPRO 104 - WORDSTAR WORD PROCESSING

DATE: Mon. & Wed., Oct. 17 - Nov. 16
TIME: 7:00 - 10:00 p.m.
PLACE: College Centre Comp. Lab
FEE: \$150.00
SESSIONS: 10

This hands-on course is designed to teach the Wordstar word processing system which is widely used in industry microcomputer applications. The system is a file based word processor with merge, spelling check, and indexing applications as well as the ability to link with other software such as dBase II and III. The student will complete a tutorial using Wordstar, followed by extensive job simulations and give experience in on-the-job use of this application. **3 credits. Class limit 6. Pre-registration by Oct. 11 is essential.**

INSTRUCTOR: Brenda Moore

Mobile Computer Centre

The mobile computer centre consists of a van, a set of 6 fully configured microcomputers, a library of software and training materials, and an instructor. Standard workshops and courses are available to individual members of the general public using training material of a general nature to appeal to a wide audience. New and popular business applications are show-cased in these workshops. If your organization has urgent training needs or specialized training requirements, custom services can be provided. These workshops are tailored to using your data and your applications and are delivered at a site and time convenient to you. **PAYMENT OF FEES IS DUE UPON REGISTRATION.**

Public workshops planned for this semester are:

INTRODUCTION TO WORD PROCESSING

DATE: Fri., Sept. 30
 TIME: 2:00 - 5:00 p.m.
 PLACE: Hudson Bay Lodge
 FEE: \$40.00
 SESSIONS: 1
 Fundamentals of ALL Word Processors will be covered, using First Choice as the package of instruction.

INTRODUCTION TO MS-DOS

DATE: Fri., Sept. 30
 TIME: 6:00 - 9:00 p.m.
 PLACE: Hudson Bay Lodge
 FEE: \$40.00
 SESSIONS: 1
 A guided tour of the IBM - and compatible - Disk Operating System. Fundamentals of both floppy and hard-disk file management will be covered.

INTEGRATED SOFTWARE WITH FIRST CHOICE

DATE: Sat., Oct. 1
 TIME: 9:00 a.m. - 4:00 p.m.
 PLACE: Hudson Bay Lodge
 FEE: \$70.00
 SESSIONS: 1
 An introduction to the spreadsheet, wordprocessing and data-base features of this popular package.

IF YOU HAVE OTHER TRAINING NEEDS OR REQUESTS, CONTACT:

Northwest Community College
 Box 3606
 Smithers, B.C.
 VOJ 2N0
 Telephone : 847-4461

Management, Industry & Regional Business

CUSTOMER/CLIENT SERVICES

DATE: Fri., Oct. 7
 TIME: 9:00 a.m. - 4:00 p.m.
 PLACE: College Centre Rm. 2
 FEE: \$95.00
 SESSIONS: 1

This workshop is designed for employees working directly with the public such as front-line staff in public and private offices. At the end of the course participants will:

- Understand that they are representing their office or department whenever they deal with a client or customer and the importance of this representation.
- Know techniques for dealing with hostile or difficult clients and with awkward situations.
- Understand "communication breakdowns" and have practical techniques to minimize and resolve these problems.
- Have practice at saying "no", making requests, giving criticism, accepting feedback, — all in a caring and direct manner.
- Be able to apply this assertiveness positively back in their particular office situation.

Class limit 20. Pre-registration by Sept. 23 is essential.

INSTRUCTOR: Ryane Consulting Inc.

FOODSAFE

This is a new program developed by the B.C. Restaurant and Food Service Association, the Ministry of Advanced Education and Job Training, and the Capital Regional District Environmental Program to help restaurateurs and caterers avoid giving the customers some nasty surprises. During this eight hours of basic instruction your staff will learn principles of microbiology, food born illnesses, personal hygiene, safe serving and dispensing, food protection and preparation, receiving and storage, and dishwashing methods. A more advanced level course will be available at a later date. **Details available at the College Centre.**

MANAGEMENT SKILLS FOR SUPERVISORS

The Management Skills for Supervisors program is currently being offered throughout the College region. It includes 90 hours of integrated material covering a broad range of management skills. This Ministry of Education approved program is highly experiential in nature to attract trainee involvement in training. To that end, role plays, structured experiences, media experiences, self-scoring inventories and discussions are liberally employed and supported by relevant theoretical concepts. The program is organized into three parts with each requiring 3 days plus 1 day of reinforcement.

Part 1 - Interpersonal Skills

DATE: Mon. - Thurs., Oct. 3 - 6
 FEE: \$250.00
 PLACE: Hudson Bay Lodge

Learn to:

- Communicate effectively
- Sharpen your supervisory skills
- Improve and enhance your relationship with others
- Develop effective and persuasive communication
- Enhance your interviewing techniques
- Use an effective system for making quality decisions

Part 2 - Group Skills

DATE: Tues. - Fri., Nov. 1 - 4
 FEE: \$250.00
 PLACE: Hudson Bay Lodge

Learn to:

- Sharpen your leadership skills
- Set the climate for motivation
- Use your preferred leadership style effectively
- Use your skills in group situations by focusing on leadership, motivation and team building
- Run effective meetings

Part 3 - Administrative Skills

DATE: Tues. - Fri., Dec. 6 - 9
 FEE: \$250.00
 PLACE: Hudson Bay Lodge

Learn to:

- Sharpen your administrative skills
- Manage your job effectively
- Use a comprehensive and flexible system in performance analysis and appraisal
- Identify your timewasters and how to eliminate them
- Apply the 10 simple rules to make your written communication effective and successful

Class limit 20. Pre-registration two weeks before course start date is essential.

INSTRUCTOR: Phil Kolbuc, Prince George

PROVINCIAL INSTRUCTORS DIPLOMA PROGRAM

This program provides individuals with opportunities to develop instructional competencies in the design, management and evaluation of effective learning activities and to develop a foundation for continuing professional growth.

The program is designed for those who wish to provide instruction in either public or private institutions.

Upon successful completion of the 180 hour program plus a major assignment, candidates receive a Ministry of Advanced Education and Job Training diploma.

Vancouver Vocational Institute in cooperation with Northwest Community College has now run two of the six courses in Smithers and will offer a third course in October.

ELEMENTS OF INSTRUCTION PART B

DATE: Fri., Sat. & Sun.
Oct. 14, 15 & 16
Oct. 28, 29 & 30

TIME: Fri., 6:30 - 9:30 p.m.
Sat. & Sun., 9:00 a.m. - 4:00 p.m.

PLACE: College Centre Rm. 2

FEE: \$155.00

SESSIONS: 6

This course provides the learner with basic concepts which underlay the design, delivery and evaluation of instruction in adult learning settings. On successful completion of this course, the learner will have the knowledge and skills to:

- define concepts of adult learning, adult education, and adult training;
- describe the background and development of the adult education movement;
- describe models and stages of adult development;
- recognize various adult learning styles;
- determine appropriate and effective learning strategies;
- design programs incorporating various adult learning principles; and
- discern implications for their own on-going professional development.

Class limit 25. Pre-registration by Sept. 30 is essential.

INSTRUCTOR: TBA, Vancouver Vocational Institute

SUPERHOST

Smithers District Chamber of Commerce in cooperation with the Northwest Community College will present these SuperHost seminars. Choose the one suitable for you.

DATE: Tues. & Wed., Oct. 4 & 5
Tues. & Wed., Nov. 1 & 2
Tues. & Wed., Dec. 6 & 7

TIME: 7:00 - 10:00 p.m.

PLACE: College Centre Rm. 2

FEE: \$12.00/student or \$8.00/student for 10 or more

SESSIONS: 2

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 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.
- How to handle complaints.
- Plus much more.

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

INSTRUCTOR: TBA

PERSONALITY TYPE AND THE WORKPLACE

By popular demand, Dr. Carolyn Mamchur, will be returning to Smithers to present a workshop on "Understanding Yourself and Others". In this workshop you will learn to assess your personality type and how it effects your performance and relationships with fellow employees and the general public. Carolyn Mamchur will also show you how to match personality types to the best means of giving and receiving instruction, motivating employees and making decisions. The end result will be a more productive workplace with less conflict, and a happier you. Details available at the College Centre.

Trade & Technical

AIRBRAKES #1

DATE: Mon. - Thurs. & Sat., Sept. 26 - Oct. 1

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

DATE: Mon. - Thurs. & Sat., Nov. 14 - 19

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 19 years of age. **Class limit 18. Pre-registration one week before course start date is essential.**

INSTRUCTOR: Dennis Touhey

DANGEROUS GOODS - IATA

DATE: Thurs., Nov. 17

TIME: 8:00 a.m. - 4:00 p.m.

PLACE: College Centre Rm. 2

FEE: \$80.00 plus books (10% discount for any one company having more than one participant)

SESSIONS: 2

This seminar will cover the "International Air Transportation Association's" Dangerous Goods regulations. Using the IATA Manual for 1989, such topics as classification of dangerous goods, packing instructions, marking and labeling, and documentaiton will be covered; followed by a practical exercise and quiz. **Class limit 25. Pre-registration by Nov. 3.**

INSTRUCTOR: Kip Pearson, B.A.Sc., P. Eng.

DANGEROUS GOODS - Transportation

DATE: Wed., Nov. 16
 TIME: 1:00 - 5:00 p.m.
 PLACE: College Centre Rm. 2
 FEE: \$45.00 plus books
 SESSIONS: 1

This seminar will cover the Transportation of Dangerous Goods Regulations and how they are applied when shipping by road in Canada and the U.S. Classification of goods, documentation, exempted materials, safety marks, placards, and safety requirements will all be covered. **Class limit 25. Pre-registration by Nov. 3 is essential.**

INSTRUCTOR: Kip Pearson, B.A.Sc., P.Eng

DRIVER TRAINING

DATE: Mon. - Fri., Sept. - Dec.
 TIME: 9:00 a.m. - 5:00 p.m.
 FEE: \$27.00 per lesson
 \$270.00 for full course

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 how 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

FALLER TRAINING

DATE: Mon. - Fri., Oct. 3 - 7
 TIME: 8:00 a.m. - 5:00 p.m.
 PLACE: Free Spirit Ventures Trade School
 FEE: \$800.00 plus supplies
 SESSIONS: 5

Upon successful completion of this course the participant will qualify as a "Trainee Faller". The trainee will then be required to spend one year or two seasons (winter and summer) before being considered for Faller Certification. The course includes 1.5 days of theory on safety, WCB requirements, personal protective equipment and falling technique and 3.5 days of hands-on practical training at the stump. An additional two days will be available if needed. Trainees must be sponsored by a contractor, have bush experience, powersaw knowledge (ideally a buckerman), and be returning to an operation that has a certified faller. Participants will be required to supply their own saw, gas and personal protective equipment. **Class limit 8. Pre-registration by Sept. 19 is essential.**

INSTRUCTOR: Free Spirit Ventures Trade School

TRAPPERS EDUCATION

DATE: Fri. - Sun. Nov. 18 - 20
 TIME: Fri. 7:00 - 11:00 p.m.
 Sat. & Sun. 8:00 a.m. - 6:00 p.m.
 PLACE: College Centre Rm. 4
 FEE: \$95.00
 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. 10 is essential.**

INSTRUCTOR: Les Watmough

CPR, First Aid & Health

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.

Pre-registration is one week prior to course start date. Payment is due at the time of registration.

BASIC LIFE SUPPORT "A" #1

DATE: Mon., Oct. 3
 TIME: 6:00 - 10:00 p.m.
 PLACE: College Centre Rm. 2
 FEE: \$19.00 plus books
 SESSIONS: 1

BASIC LIFE SUPPORT "A" #2

DATE: Sat., Oct. 8
 TIME: 9:00 a.m. - 1:00 p.m.
 PLACE: College Centre Rm. 2
 FEE: \$19.00 plus book
 SESSIONS: 1

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 important, how to recognize the signs and symptoms of a heart attack. Some reading is necessary in the Basic Life Support manual prior to the course start date. **Class limit 10.**

INSTRUCTOR: Gladys Atrill

PROFESSIONAL COOK TRAINING TRADES QUALIFICATION PROGRAM

Purpose - The Professional Cook Training Trades Qualification Program is designed for cooks who have worked in the industry for a number of years and are now ready to pursue their Trades Qualification Certificate. This certificate gives them Journeyman status. It is also designed for cooks who, although not yet qualified to take the T.Q. exam, wish to upgrade their skills. Those who wish to take the Trades Qualification Exam should first check their eligibility with the Apprenticeship Branch.

Program Design - The program is divided into eight modules. As each is completed, the student progresses to the next. In this way, knowledge and understanding on one subject is attained before the student begins studying another. At the end of the program, the student writes a simulated TQ examination (mock TQ) which covers all topics studied in the program. Upon successful completion of the mock TQ, the student receives a college certificate declaring competence in the program.

What are the benefits of having a TQ certificate? - The benefits are:

- Official provincial recognition.
- Recognition from industry when applying for a position.
- Recognition from colleagues and other certified cooks.
- The knowledge and the right to take the interprovincial examination.
- The opportunity for career advancement.

This program will be available by correspondence through Northwest Community College. For further information and registration telephone 847-4461.

BASIC LIFE SUPPORT "B" #1

DATE: Mon., Oct. 17 & 24
 TIME: 6:00 - 10:00 p.m.
 PLACE: College Centre Rm. 2
 FEE: \$32.00 plus book
 SESSIONS: 2

BASIC LIFE SUPPORT "B" #2

DATE: Sat., Oct. 22
 TIME: 9:00 a.m. - 5:30 p.m.
 PLACE: College Centre Rm. 2
 FEE: \$32.00 plus book
 SESSIONS: 1

This eight hour course for lay persons with a specific interest in pediatric CPR, includes Basic Life Support skills, 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.**

INSTRUCTOR: Gladys Atrill

FIRST AID**INDUSTRIAL FIRST AID #1**

DATE: Tues., Thurs. & Sat., Sept. 20 - Oct. 25
 TIME: Tues. & Thurs. 7:00 - 10:00 p.m.,
 Sat. 8:30 a.m. - 3:30 p.m.
 PLACE: Free Spirit Ventures Trade School
 FEE: \$320.00 includes book
 SESSIONS: 15

INDUSTRIAL FIRST AID #2

DATE: Mon. - Fri., Oct. 24 - Nov. 4
 TIME: 8:30 a.m. - 3:30 p.m.
 PLACE: Free Spirit Ventures Trade School
 FEE: \$320.00 includes book
 SESSIONS: 10

Participants will learn theory and practical skills of Basic Life Support including: 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. Participants must be 19 years of age in order to write the exam. **Class limit 18. Pre-registration one week before the course start date is essential.**

INSTRUCTOR: Free Spirit Ventures

SURVIVAL FIRST AID #1

DATE: Sat., Sept. 17
 TIME: 8:30 a.m. - 4:30 p.m.
 PLACE: Free Spirit Ventures Trade School
 FEE: \$50.00 includes book
 SESSIONS: 1

SURVIVAL FIRST AID #2

DATE: Sat., Nov. 12
 TIME: 8:30 a.m. - 4:30 p.m.
 PLACE: Free Spirit Ventures Trade School
 FEE: \$50.00 includes book
 SESSIONS: 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 are in good standing for two years. **Class limit 14. Pre-registration one week before course start date is essential.**

INSTRUCTOR: Free Spirit Ventures

CONTINUING HEALTH EDUCATION**BEREAVEMENT/SUICIDE WORKSHOP**

The Northwest Community College is presenting two important workshops for professional care givers. These workshops are presented by the S.A.F.E.R. (Suicide Attempt Follow-Up Education and Research) Organization of Vancouver.

DATE: Wed. & Thurs., Oct. 5 & 6
 TIME: 10:00 a.m. - 4:00 p.m.
 PLACE: Hudson Bay Lodge
 FEE: \$45.00 each
 SESSIONS: 2

Suicide Workshop - Oct. 5 - This workshop will present prevention and intervention methods for the health professional working with suicide.

Bereavement Workshop - Oct. 6 - This workshop will assist professional care givers to deal with the process of bereavement after suicide.

Class limit 30 per course. Pre-registration by Sept. 23 is essential.

RESOURCE PERSONS: Linda Rosenfelt & Gladys Adlman

HEALTH LAW CONFERENCE

DATE: Thurs. & Fri., Oct. 20 & 21
 TIME: 8:30 a.m. - 4:30 p.m.
 PLACE: Inn of the West, Banquet Room, Terrace
 FEE: \$150.00 includes materials & lunch
 SESSIONS: 2

The first day of this seminar presents a basic discussion of law as it affects the collection, use and retention of information relating to patients in acute and long term institutions, clinics and private medical, dental, physiotherapy and other health service offices. Day 2 is a basic discussion of law as it pertains to consent for treatment. This workshop will be of interest to health record administrators, health administrators, physicians, dentists, nurses, physiotherapists, occupational therapists, psychologists, medical social workers, health consultants and planners, board members or health institutions and lawyers. The presenter, Lorne Elkin Rozovsky, Q.C., is a member of the law firm Patterson Kitz and works exclusively in the health law field advising health professionals, associations and institutions across Canada and abroad. **Pre-registration by Sept. 28 is essential.**

RECOVERY ROOM NURSING

DATE: Tues. & Wed., Oct. 4 & 5
 TIME: 9:00 a.m. - 4:00 p.m.
 PLACE: Rupert Regional Hospital, Board Room
 FEE: \$130.00 includes syllabus
 SESSIONS: 2

Topics included in this two day workshop are:

- All about general and regional anaesthetic agents.
- How to admit a patient to the recovery room.
- What is necessary for ongoing assessment of the post anaesthetic patient.
- Your legal responsibility in documenting and caring for the patient.
- Recognition of cardiovascular and respiratory complications.
- What to do for laryngospasm, respiratory distress, respiratory failure, cardiac arrhythmias, arrest and shock.
- The new RNABC Standards of Care for Recovery Room.

You will benefit from this current information if you work in a recovery room or are expected to float there on a casual basis. The knowledge and skill gained will give you confidence to meet the challenge of caring for the post anaesthetic patient.

Pre-registration by Sept. 19 is essential.

Human Service Worker

There is a growing interest and demand for trained people in social service agencies in Smithers. Therefore, the College is exploring the possibility of offering the Human Service Worker Program in Smithers.

The Human Service Worker (HSW) program includes university transfer courses and special courses to prepare students to work at a para-professional level in helping and caring for people with different needs. Usually para-professional people are supervised by a professional person with a university degree.

This program is for people who want to train to be Human Service Workers such as home-school coordinators, child care workers, teacher aides, etc. In general, anyone interested in learning more about skills in the social services will benefit from this program. Opportunities for graduates include: child care workers, social work aides, financial assistance workers, native band social workers, and life skills counsellors.

Students who complete the program may wish to continue their studies for professional careers in human and social services such as: social worker, family counsellor, probation officer, management positions within corrections, high school or college counsellor or any other professional position in the social services field.

Admission Requirements:

Persons accepted into the program must:

1. Present evidence of a medical examination and evidence of a recent chest X-ray for TB.
2. Demonstrate a mature attitude, and must attain age 19 by graduation.
3. Submit two letters of reference from previous employers or knowledgeable community people (e.g. high school teacher, guidance counsellor, community group leaders).
4. Come for a personal interview prior to acceptance.
5. Have Grade 12 English writing level.
6. Write a one page covering letter on why they would like to take the HSW Program.
7. Have work or volunteer experience in the field of social and human services. (This is a recommendation.)
8. Be aware that some employers will request a Crime Prevention Information check from them as a stipulation of employment.
9. Accounting 101 and 102 are recommended.

New students may be admitted to selected courses in January of each year.

Transfer Credit

Some Human Service Worker graduates go on to university for their BSW degree. All university transfer courses which form an integral part of the program will be transferable. In addition, the University of Victoria awards, on an individual basis, additional transfer credit for HSW courses. Interested students can obtain further information from the Smithers College Centre.

Emily Carr College of Art & Design

Northwest Community College is pleased to co-sponsor this workshop.

DESCRIPTIVE DRAWING

DATE:

Sat. & Sun., Oct. 29 & 30

TIME:

9:00 a.m. - 5:00 p.m.

PLACE:

College Centre Rm. 4

FEE:

\$45.00 plus materials

SESSIONS:

2

This workshop will emphasize drawing as a descriptive tool and is meant to help non-artists use graphic means of communication. It will be valuable for botanists, naturalists, illustrators, topographers, graphic designers, planners, builders, inventors, etc. There will be an emphasis on basic visual mechanics used in drawing: line, tone, form, proportion, spatial relations, scale, composition.

Supplies you will require for this course are:

- drawing board
- drawing paper
- 2B or carbon pencils
- thumbtacks or masking tape

Class limit 12. Pre-registration by Oct. 14 is essential.

About the artist...

Sculptor-designer George Norris, of Shawnigan Lake, studied at Vancouver School of Art (ECCA), Syracuse University and Slade School of Art. He taught at the Vancouver School of Art (ECCA), University of British Columbia, Okanagan Summer School of the Arts and the Banff Centre. He has also worked as a logger, fisherman, miner and construction worker. Nearly all his commissions have been for architectural or social settings of great variety, among them churches, hotels, universities, hospitals, museums, naval building, laboratory, post office and botanical gardens. One of his most well known commissions is the sculptured fountain, the Crab, for Vancouver's Centennial Museum/Planetarium. Major honours include the Award of Merit, Architectural Institute of Canada (for a provincial government office building, Victoria) and the Park and Tilford Award (for a traffic island, North Vancouver). His 22 years of professional experience have taught him that valuable designs evolve out of the needs of a community rather than from a design overlay imposed from outside.

LEARNING OPPORTUNITIES

Learning Opportunities (non-credit)

FEEES MUST BE PAID AT THE TIME OF REGISTRATION FOR ALL NON-CREDIT COURSES. PRE-REGISTRATION IN MOST CASES IS ONE WEEK PRIOR TO COURSE START DATE.

A REAL HOLIDAY - A REVIEW OF OUR WILDERNESS LEGACY

Northwest Community College, B.C. Parks and B.C. Forest Service, have combined resources in order to present a full and comprehensive program on wilderness areas in the northwest. This program which will run during a total of ten sessions, will allot an evening to each wilderness park, or recreation area. The audience will view slides or films, learn what is available in each recreational area in the way of, support facilities and access and trail networks. They will be encouraged to participate in discussions at the end of each evening. On the last night, a senior planner from the B.C. Parks Branch will discuss the Park Branch's policy, entitled "Striking the Balance". This program is a blueprint for the mangement of Wilderness Parks in the future. Enrollment can be done on an individual evening basis, or for the full program; the latter being at a considerable cost saving.

FEE: \$15.00 for all 10 sessions or \$2.00 per session
 LOCATION: Aspen Motor Inn
 Program schedule is as follows:

SPATSIZI
 DATE: Wed., Nov. 9
 TIME: 7:30 - 9:30 p.m.
 SPEAKER: T.A. (Tommy) Walker

TATLATUI
 DATE: Wed., Nov. 23
 TIME: 7:30 - 9:30 p.m.
 SPEAKER: Bob Henderson

EDZIZZA
 DATE: Sun., Dec. 4
 TIME: 7:30 - 9:30 p.m.
 SPEAKER: Gerry Fergusson

NAIKOON & ANTHONY ISLAND
 DATE: Wed., Jan. 11
 TIME: 7:30 - 9:30 p.m.
 SPEAKER: Jim Hawse

TWEEDSMUIR
 DATE: Wed., Jan. 25
 TIME: 7:30 - 9:30 p.m.
 SPEAKER: Rick Heathman

ATLIN
 DATE: Wed., Feb. 8
 TIME: 7:30 - 9:30 p.m.
 SPEAKER: Herb Green

BABINE RECREATIONAL AREA
 DATE: Wed., Feb. 22
 TIME: 7:30 - 9:30 p.m.
 SPEAKER: Ken Zimmer

STIKINE RECREATIONAL AREA
 DATE: Wed., Mar. 8
 TIME: 7:30 - 9:30 p.m.
 SPEAKER: Monty Bassett

FOREST SERVICE RECREATIONAL SITES
 DATE: Wed., Mar. 22
 TIME: 7:30 - 9:30 p.m.
 SPEAKER: Jim Snetsinger

STRIKING THE BALANCE
 DATE: Wed., Apr. 5
 TIME: 7:30 - 9:30 p.m.
 SPEAKER: TBA

LEARNING OPPORTUNITIES

BEREAVEMENT/SUICIDE WORKSHOP

The Northwest Community College is presenting two important workshops for professional care givers. These workshops are presented by the S.A.F.E.R. (Suicide Attempt Follow-Up Education and Research) Organization of Vancouver.

DATE: Wed. & Thurs., Oct. 5 & 6
 TIME: 10:00 a.m. - 4:00 p.m.
 PLACE: Hudson Bay Lodge
 FEE: \$45.00 each

SESSIONS: 2
 Suicide Workshop - Oct. 5 - This workshop will present prevention and intervention methods for the health professional working with suicide.

Bereavement Workshop - Oct. 6 - This workshop will assist professional care givers to deal with the process of bereavement after a suicide.

Class limit 30 per course. Pre-registration by Sept. 23 is essential.

RESOURCE PERSONS: Linda Rosenfelt & Gladys Adliman

BRAZILIAN EMBROIDERY

DATE: Mon., Oct. 24 - Nov. 14
 TIME: 7:00 - 9:30 p.m.
 PLACE: Smithers Sen. Sec. Textiles Room
 FEE: \$35.00 plus supplies

SESSIONS: 4
 Learn intriguing three dimensional Brazilian embroidery stitches. Add these interesting stitches to regular embroidery for real interest. Even if you have never embroidered, you learn how. **Class limit 14.**

INSTRUCTOR: Gladys Lemke

COMMON BIRDS OF PREY IN B.C.

DATE: Tues., Wed. & Thurs., Nov. 8 - 10
 TIME: 7:30 - 9:30 p.m.
 PLACE: College Centre Rm. 2
 FEE: \$10.00

SESSIONS: 3
 Neil Trenholme, a well known local falconer, will discuss the identification of common birds of prey, as well as their habits and relationships to man. One session of this three session course will also discuss the art and history of falconry as well as possibly a flying demonstration. **Class limit 25.**

INSTRUCTOR: Neil Trenholme

COMMUNICATION AND ASSERTIVENESS

DATE: Wed., Oct 19
 TIME: 7:30 - 9:30 p.m.
 PLACE: Smithers Sen. Sec. Rm. 2
 FEE: \$5.00

SESSIONS: 4
 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.**

INSTRUCTOR: Marj Ford

EXOTIC CUISINE

DATE: Tues., Oct. 4 - Nov. 8
 TIME: 7:00 - 9:30 p.m.
 PLACE: Smithers Sen. Sec. Foods Rm.
 FEE: \$40.00 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.**

INSTRUCTOR: Dina Carnie

FASCINATING FEET

DATE: Wed., Nov. 9 - 23
 TIME: 7:15 - 9:15 p.m.
 PLACE: Smithers Sen. Sec. Text. Rm.
 FEE: \$24.00

SESSIONS: 3
 For thousands of years, those in the Orient have believed that health and relaxation can be obtained by working on the feet. In the West we refer to it as Reflexology. Be prepared to work on each other. Bring two towels and a notebook. **Class limit 16.**

INSTRUCTOR: Barri Blix

LEARNING OPPORTUNITIES

GEARING UP -

A Canada Safety Council Motorcycle Skills Course

DATES & TIMES: Thurs., Sept. 22 - 7:00 - 9:00 p.m.
 Sat., Sept. 24 - 7:00 - 9:00 p.m.
 Sun., Sept. 25 - 9:00 a.m. - 5:00 p.m.
 Mon., Sept. 26 - 7:00 - 9:00 p.m.
 Sat., Oct. 1 - 7:00 - 9:00 p.m.
 Sun., Oct. 2 - 9:00 a.m. - 5:00 p.m.
 Mon., Oct. 3 - 7:00 - 9:00 p.m.

PLACE: Sun. classes held at Safeway Parking Lot
 Mon., Thurs. & Sat. classes held at the College Centre Rm. 4

FEE: \$249.00
 SESSIONS: 7

This course, approved by the Canada Safety Council will teach you to ride a motorcycle in a safe and efficient manner. Learn from the 16 hours of practical lessons how to actually handle the bike and the theory behind your practical lessons in 10 hours of classroom sessions. **Class limit 4. Pre-registration by Sept. 15 is essential.**

INSTRUCTOR: Lorne David

MACHINE EMBROIDERY

DATE: Mon., Sept. 19 - Oct. 17
 TIME: 7:00 - 9:30 p.m.
 PLACE: Smithers Sen. Sec. Textiles Room
 FEE: \$10.00 plus supplies
 SESSIONS: 4

Learn to use your sewing machine in a new dimension. By learning the correct way to embroider flowers, animals, appliques, monograms and much more. Any sewing machine in good working order that does zig zag will work. You must bring your machine to all classes. **Class limit 14.**

INSTRUCTOR: Gladys Lemke

MAKE YOUR OWN COSMETICS

DATE: Tues., Nov. 1
 TIME: 7:00 - 9:30 p.m.
 PLACE: Smithers Sen. Sec. Foods Room
 FEE: \$10.00
 SESSIONS: 1

Easy money saving ideas for making those "lotions and potions" that are nice to have in your toiletry cupboard. **Class limit 14.**

INSTRUCTOR: Reene Granlin

MANAGING VOLUNTEER RESOURCES

DATE: Mon., Sept. 19
 TIME: 2:00 - 5:00 p.m. or 7:00 - 10:00 p.m.
 PLACE: College Centre Rm. 2
 FEE: \$5.00
 SESSIONS: 1

Sponsored by Canada Council, this hands-on seminar will benefit those in volunteer groups who wish to attract new members and utilize existing members. The course will cover such topics as; training of volunteers, motivating volunteers, making volunteering a rewarding experience, and a "Volunteer Bill-of-Rights". Ms. Gaynor uses a variety of methods to express her ideas and handouts will be available. **Class limit 25.**

INSTRUCTOR: Kim Gaynor

MUNICIPAL GOVERNMENT - A service to your Community

DATE: Sat., Oct. 1
 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.**

PANEL: His Worshipp Brian Northup, Geoff Pearce, Charlie Northrup, Paul Hamoline, Harry Kruisselbrink

PARENTING-HOW TO TALK SO YOUR KIDS WILL LISTEN

DATE: Thurs., Oct. 6 - Nov. 10
 TIME: 7:00 - 9:00 p.m.
 PLACE: Smithers Sen. Sec. Rm. 1
 FEE: \$12.00 plus book (optional)
 SESSIONS: 6

Learn to communicate more effectively with your children and gain co-operation in the family. For parents of children of all ages. **Class limit 15.**

INSTRUCTOR: TBA

PHOTOGRAPHY FOR BEGINNERS

DATE: Wed., Sept. 21 & 28., Sun. Sept. 25
 TIME: Wed., 7:00 - 9:30 p.m., Sun.,
 1:00 p.m. - 6:00 p.m.
 PLACE: Smithers Sen. Sec. Rm. 1
 FEE: \$20.00 plus supplies
 SESSIONS: 3

Don't just shoot and hope for the best! Learn how to use your camera with the correct shutter speed and aperture. We'll discuss depth of field and the best films for the situation. A field trip on Sunday will enable you to practice what you've been taught. Bring your camera, photos and questions. **Class limit 15.**

INSTRUCTOR: Jane Hoek

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. **The workshop offered for the Fall will be:**

FINANCIAL PLANNING FOR WOMEN

DATE: Tues., Nov. 15
 TIME: 7:30 - 9:30 p.m.
 PLACE: Smithers Sen. Sec. Rm. 1
 FEE: FREE
 SESSIONS: 1

Save for retirement, purchase a home or vehicle, pursue further education or pay for a special vacation. The instructor will discuss how good financial planning can help you make the most of your income and help you gain financial independence by learning to minimize your taxes and maximize your savings. **Class limit 30.**

INSTRUCTOR: TBA

SOAP MAKING - A FORGOTTEN ART

DATE: Wed., Oct. 5 - Oct. 26
 TIME: 7:00 - 9:30 p.m.
 PLACE: Smithers Sen. Sec. Foods Room
 FEE: \$35.00
 SESSIONS: 4

For special gift-giving, as a craft, or simply for family use. Learn how to make soap that is to your own taste in this four session course. **Class limit 14.**

INSTRUCTOR: Reene Granlin

LEARNING OPPORTUNITIES

SCRUTINEERING

DATE: Thurs., Sept. 22
 TIME: 7:30 - 9:30 p.m.
 PLACE: College Centre Rm. 2
 FEE: \$3.00
 SESSIONS: 1

There will be a federal election very soon. Become part of the political process; scrutineer for the candidate you support. This two hour course will teach you your responsibilities and how to carry them out in an efficient and effective manner. **Class limit 20.**

INSTRUCTOR: TBA

SIBLINGS WITHOUT RIVALRY

DATE: Thurs., Nov. 17 - Dec. 15
 TIME: 7:00 - 9:30 p.m.
 PLACE: Smithers Sen. Sec. Rm. 1
 FEE: \$5.00
 SESSIONS: 5

The goal of the "Siblings Without Rivalry" course is to help you to help your children learn how to live together. Each session sensitizes parents to what it is that increases hostility between the children and the attitude and language that decreases hostility. During each session parents will learn and practice specific skills that help to reduce friction and make harmony possible. **Class limit 15.**

INSTRUCTOR: Marj Ford

STRESS AND RELAXATION

DATE: Wed., Oct. 5
 TIME: 7:00 - 9:30 p.m.
 PLACE: Smithers Sen. Sec. Rm. 1
 FEE: \$5.00
 SESSIONS: 1

This workshop gives you an opportunity to examine your lifestyle and its effect on your well-being. It will help you recognize your stressors and their effect on your physical and emotional health. The use of massage, breathing exercises, and relaxation techniques to relieve stress will be discussed and demonstrated. **Class limit 15.**

INSTRUCTOR: Marj Ford

Sport & Fitness

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! It is important to wear good runners. Shoes worn outdoors must not be worn in the gym. To avoid damage to the gym floor, bring runners and wear them when entering the gym.

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.

FEES MUST BE PAID ON REGISTRATION.

DANCEFIT - Smithers

DATE: Tues. & Thurs., Sept. 20 - Nov. 24
 TIME: 7:30 - 8:30 p.m.
 PLACE: Smithers Sen. Sec. Gym
 FEE: \$38.00
 SESSIONS: 20

DANCEFIT - Telkwa

DATE: Mon. & Wed., Sept. 19 - Nov. 28
 TIME: 4:00 - 5:00 p.m.
 PLACE: Telkwa Elem. 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. Moderate. **Class limit 35.**

INSTRUCTOR: Marilyn Richey

EARLY BIRD WORKOUT

DATE: Mon., Wed., & Fri., Sept. 19 - Nov. 30
 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. Percent body fat testing and various information on weight control and fitness available. Change room facilities available. Intense. **Class limit 35.**

INSTRUCTOR: Irene Howard

GET FIT KEEP FIT

DATE: Tues. & Thurs., Sept. 20 - Nov. 24
 TIME: 7:00 p.m. - 8:20 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. Mild to moderate. **Class limit 50.**

INSTRUCTOR: Jim Taylor

QUICK CO-ED FITNESS

DATE: Mon. & Wed., Sept. 19 - Nov. 28
 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.**

INSTRUCTOR: Terry Irvine

TOWN OF SMITHERS

RECREATION DEPARTMENT

FALL RECREATION PROGRAMS 1988



REGISTRATION INFORMATION

REGISTRATION COMMENCES SATURDAY SEPTEMBER 10, 9:00 a.m. - 1:00 p.m. in the Smithers Secondary School Gymnasium. Late registration will be accepted 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 10, 1988.
2. Registration is on a first-come, first-served basis.
3. 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.
4. 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.
5. **NO REFUNDS** will be granted unless a class is cancelled by the Recreation Department.
6. The Recreation Department reserves the right to cancel any course which does not meet the required minimum registration.
7. Classes will not be held on **statutory** holidays.
8. All programs and schedules are subject to changes in date, time and location.
9. 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.

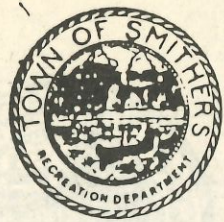
SMITHERS ADVISORY RECREATION, PARKS AND CULTURE COMMISSION

The Smithers Advisory Recreation, Parks and Culture Commission is established by-law. Its purpose is to advise the Town of Smithers Council on the development of policies, plans and programs that relate to parks and recreation services in Smithers. Commission members are appointed by Council from the community at large and serve two-year terms. The present commission members are:

Bob Burt - Chairperson
 Moira McMillan - Vice-Chairperson
 Whitney Numan
 Alan Ruemper
 Bob Copley

Patti Pypers
 Raydene Merideth
 Mike Geisler
 Gerry Hamming - School Board Representative
 Carole Young - Town of Smithers Representative

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.



RECREATION PROGRAMS REGISTRATION DAY

TIME: 9:00 a.m. - 1:00 p.m.
LOCATION: Smithers Secondary School
DATE: Saturday, September 10, 1988

MAIL-IN REGISTRATIONS

If you are unable to be at Registration Day, you may mail in the Registration with the full payment. These registrations will only be accepted after the Recreation Program Registration Day.

Please make cheque or money order payable to: Town of Smithers, P.O. Box 879, Smithers, B.C. V0J 2N0

Please do not mail cash.

MAIL-IN REGISTRATION FORM

Name _____
Street Address _____
Box Number _____ Home Phone _____
Business Phone _____

| COURSES | NAME OF PARTICIPANT | AGE | TIME | DAYS | FEE |
|---------|---------------------|-----|------|------|-----|
| | | | | | |
| | | | | | |
| | | | | | |

Total enclosed _____

Create Your Own Program!

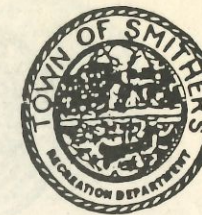
Do you have a program idea that you think other people might be interested in? Help us to get a group together and we'll do our best to find an instructor and a site for the program. List below your program ideas. Ideas should include: length of program, number of sessions, possible instructors, etc.

1. _____
2. _____
3. _____
4. _____
5. _____
Your name _____ Phone number _____
Address _____

Mail or drop off at the Smithers Recreation Department located in the town office.

'88 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.

Things to bring: Please send along with your child a snack and indoor footwear. If you have any 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.

| | | | |
|--------------------|----------------------|----------------------|----------------------|
| TEETER TOTS | Morning | TWICE AS NICE | Afternoon |
| DAY: | Tuesday | DAY: | Tuesday & Thursday |
| TIME: | 10:00 - 11:00 a.m. | TIME: | 1:15 - 2:45 p.m. |
| COST: | \$28.00 (\$2.80 p/h) | COST: | \$75.00 (\$2.50 p/h) |
| AGE: | 2.5 - 3.5 years | AGE: | 3 - 5 years |
| SESSIONS: | Sept. 20 - Nov. 22 | SESSION: | Sept. 20 - Nov. 24 |
| INSTRUCTORS: | Jane McCord | INSTRUCTORS: | Jane McCord |

| | | | |
|---------------------------|----------------------|-----------------------------|----------------------|
| RAINBOW PRE-SCHOOL | Morning | BUTTERFLY PRE-SCHOOL | Afternoon |
| DAY: | Wednesday | DAY: | Wednesday |
| TIME: | 9:30 - 11:30 a.m. | TIME: | 1:15 - 2:45 p.m. |
| COST: | \$50.00 (\$2.50 p/h) | COST: | \$37.00 (\$2.50 p/h) |
| AGE: | 3 - 5 years | AGE: | 3 - 5 years |
| SESSIONS: | Sept. 21 - Nov. 23 | SESSION: | Sept. 21 - Nov. 23 |
| INSTRUCTORS: | Jane McCord | INSTRUCTORS: | Jane McCord |

| | | | |
|----------------------------|----------------------|-------------------------|------------------|
| SUNSHINE PRE-SCHOOL | Morning | HALLOWE'EN PARTY | |
| DAY: | Thursday | DAY: | Monday |
| TIME: | 9:30 - 11:30 a.m. | TIME: | 1:30 - 2:30 p.m. |
| COST: | \$50.00 (\$2.50 p/h) | COST: | \$2.50 |
| AGE: | 3 - 5 years | AGE: | 2 - 5 years |
| SESSIONS: | Sept. 22 - Nov. 24 | SESSION: | Oct. 31 |
| INSTRUCTORS: | Jane McCord | LOCATION: | TBA |

Parents — bring your pre-schooler for an hour of Hallowe'en fun and games!

| | | | |
|--------------------|-----------------------------------|--------------------|-----------------------------------|
| KINDERGYM A | | KINDERGYM B | |
| DAY: | Wednesday | DAY: | Wednesday |
| TIME: | 3:15 - 4:00 p.m. | TIME: | 4:05 - 4:50 p.m. |
| COST: | \$24.00 (\$2.40 p/h) | COST: | \$24.00 (\$2.40 p/h) |
| AGE: | 3 - 4 years | AGE: | 3 - 4 years |
| SESSION: | Sept. 21 - Nov. 23 | SESSION: | Sept. 21 - Nov. 23 |
| LOCATION: | Walnut Park School | LOCATION: | Walnut Park School |
| INSTRUCTORS: | Jane McCord, Paralee Duerichen | INSTRUCTORS: | Jane McCord, Paralee Duerichen |

Creative playtime to learn basic gymnastics techniques. Parents must sign up for two duty days. Register your pre-schooler in our 3:15 p.m. class or 4:05 p.m. class. Join us for 10 sessions of tumbling fun!



'88 FALL RECREATION PROGRAMS

YOUTH PROGRAMS



INDOOR FLOOR HOCKEY (6 - 8)

DATE: Mondays, Sept. 19 - Nov. 28
 TIME: 3:15 - 4:00 p.m.
 COST: \$15.00
 AGE: 6 - 8 years
 SESSIONS: 10
 LOCATION: Walnut Park
 INSTRUCTOR: Godfree Pflugbeil

INDOOR FLOOR HOCKEY (9 - 12)

DATE: Mondays, Sept. 19 - Nov. 28
 TIME: 4:00 - 4:45 p.m.
 COST: \$15.00
 AGE: 9 - 12 years
 SESSIONS: 10
 LOCATION: Walnut Park
 INSTRUCTOR: Godfree Pflugbeil

Join us for action packed Floor Hockey fun! Participants will learn the rules and skills of Floor Hockey. Each class will finish off with games.

BABYSITTERS' TRAINING COURSE

DATE: Tuesdays, Sept. 20 - Nov. 8
 TIME: 3:30 - 4:30 p.m.
 COST: \$18.00
 AGE: 11 years & up
 SESSIONS: 8
 LOCATION: Chandler Park School, Rm. 6
 INSTRUCTOR: Sandi Middleton

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.

FREE STYLE ART

DATE: Wednesdays, Sept. 21 - Oct. 19
 TIME: 3:30 - 4:30 p.m.
 COST: \$15.00
 AGE: 8 - 12 years
 SESSIONS: 5
 LOCATION: Chandler Park School, Rm. 6
 INSTRUCTOR: TBA
 Come and do a different art project every week involving drawing and creating using your choice of mediums, pens, pencils, crayons, pastels and construction paper.

BOUNCERCISE

DATE: Tuesdays, Sept. 20 - Nov. 22
 TIME: 3:15 - 4:00 p.m.
 COST: \$15.00
 AGE: 6 - 9 years
 SESSIONS: 10
 LOCATION: Walnut Park
 INSTRUCTOR: Anita Marshall

Join Anita for 10 sessions of fun exercise that will include aerobics, relays and games.

PEN & INK SKETCHING

DATE: Wednesdays, Oct. 26 - Nov. 23
 TIME: 3:30 - 4:30 p.m.
 COST: \$15.00
 AGE: 9 - 13 years
 SESSIONS: 5
 LOCATION: Chandler Park School, Rm. 6
 INSTRUCTOR: Rhoda Gamble
 Learn the techniques of sketching with a pencil and pen as a way to improve your basic drawing skills.



'88 FALL RECREATION PROGRAMS

SPORTS & FITNESS

Stay trim and fit this winter 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)

DATE: Monday, Wednesday, Friday
 Sept. 14 - Dec. 7
 TIME: 9:30 - 10:30 a.m.
 COST: \$70.00 (\$2.00 p/h)
 LOCATION: Elks Hall
 SESSIONS: 35
 INSTRUCTOR: Cindy Stone
 Trim and tone with Cindy! Attend this moderate morning program 3 times a week.

LOW IMPACT AEROBICS (Moderate to Intense)

DATE: Monday & Wednesday,
 Sept. 14 - Nov. 30
 TIME: 5:00 - 6:00 p.m.
 COST: \$40.00 (\$1.80 p/h)
 LOCATION: Walnut Park
 SESSIONS: 22
 INSTRUCTOR: Rhena Ferris
 Join Rhena for an hour of Low Impact Aerobics. This class is ideal for people with knee problems.

FRIDAY DROP IN

DATE: Fridays, Sept. 16 - Dec. 2
 TIME: 5:30 - 6:30 p.m.
 COST: \$3.00 Drop In
 LOCATION: Walnut Park
 SESSIONS: 12
 INSTRUCTORS: Various
 Looking for that third workout for the week? Just drop in when you like and pay the \$3.00 drop-in fee. Let the instructors lead you in an invigorating workout before the weekend!

PRE & POST NATAL

DATE: Modays & Wednesdays Sept. 14 - Nov. 30
 TIME: 6:45 - 7:45 p.m.
 COST: \$40.00 (\$1.80 p/h)
 LOCATION: Central Park Building
 SESSIONS: 22
 INSTRUCTOR: Leslie Boot
 This class is designed to help maintain a normal level of fitness. It will include exercises for posture, relaxation and general fitness during and after pregnancy.

WOMEN'S AEROBICS (Mild to Moderate)

DATE: Monday & Wednesday
 Sept. 14 - Nov. 30
 TIME: 6:30 - 7:30 p.m.
 COST: \$40.00 (\$1.80 p/h)
 LOCATION: Walnut Park
 SESSIONS: 22
 INSTRUCTOR: Angie Seppola
 Women, you'll love this mild to moderate workout for relieving the stress of the day, and it will energize your evening!

CO-ED AEROBICS (Intense)

DATE: Tuesday & Thursday Sept. 15 - Nov. 29
 TIME: 5:30 - 6:30 p.m.
 COST: \$40.00 (\$1.80 p/h)
 LOCATION: Walnut Park
 SESSIONS: 22
 INSTRUCTOR: Crystal Glass
 Stop in on your way home from work and enjoy our Co-ed Fitness Class. A great way to get in shape or stay in shape.

10:00 A.M. AEROBICS (Moderate)

DATE: Tuesday & Thursday
 Sept. 15 - Nov. 29
 TIME: 10:00 - 11:00 a.m.
 COST: \$40.00 (\$1.80 p/h)
 LOCATION: Elks Hall
 SESSIONS: 22
 INSTRUCTOR: Rhena Ferris
 Start your day in a healthy way. Let Rhena lead you in a refreshing workout two times a week. Babysitting will be available.

SENIORS' NIFTY FIFTIES AEROBICS (Mild)

DATE: Monday & Thursday
 Sept. 15 - Nov. 24
 TIME: 7:30 - 8:15 p.m.
 COST: \$26.00
 LOCATION: Seniors' Activity Centre
 SESSIONS: 20
 INSTRUCTOR: Wanda Lansdowne
 A mild fitness program for those 50 or better. It's never too late to get started in fitness!



'88 FALL RECREATION PROGRAMS

SPORTS & FITNESS



WOMEN'S WEIGHT TRAINING

DATE: Morning
Monday & Wednesday,
Sept. 14 - Nov. 23

TIME: 9:00 - 10:00 a.m.

COST: \$40.00 (\$2.00 p/h)

LOCATION: Northern Lights Fitness Centre

SESSIONS: 20

INSTRUCTOR: Rhena Ferris

An introduction to body building and weight training for women. Individual programs will be designed for each participant. Tone and firm up your muscles using the universal gym and free weights.

ROOKY VOLLEYBALL

DATE: Wednesdays, Sept. 21 - Nov. 23

TIME: 8:00 - 10:00 p.m.

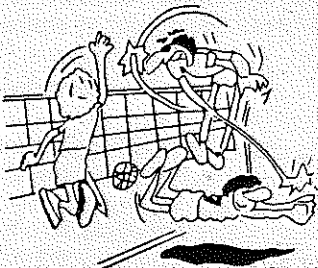
COST: \$16.00

LOCATION: Chandler Park

SESSIONS: 10

LEADER: Sheri Motz

Exercise in a social setting! Rooky Volleyball is for people who haven't had much volleyball experience while Jock Volleyball is for people wishing to play in a semi-competitive setting. Teams change each week. Music and prizes are part of the fun. NOTE: This is recreational volleyball, not competitive volleyball.



ADULT SKATING LESSONS

DATE: Wednesdays, Oct. 19 - Nov. 16

TIME: 7:00 - 7:45 p.m.

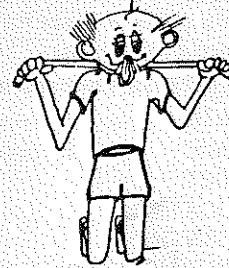
COST: \$20.00

LOCATION: Smithers Civic Centre Arena

SESSIONS: 5

INSTRUCTOR: Mona Ryan

Adults, learn to skate this winter or improve your skating skills in our beginning adult lessons.



B.C. SPORTS-AID PROGRAM — STRENGTH & FLEXIBILITY COURSE

DATE: Saturday, Oct. 29

TIME: 9:00 a.m. - 5:00 p.m.

COST: \$35.00

LOCATION: Smithers Secondary School

INSTRUCTOR: Sports Medicine Instructor

Lecture, demonstration and practice sessions in this eighty-hour course focus on the role of exercise in injury prevention and introduce the knowledge and skills that are required to develop safe and effective strength and flexibility programs. Topics include principles of program design, controversial and high risk exercises and availability of resources. Registration includes resource manuals.

NATIONAL THEORY COACHING LEVEL 1

DATE: Wednesdays
Oct. 19, 26 - Nov. 2, 9

TIME: 7:00 - 10:00 p.m.

COST: \$25.00

AGE: 16 years & up

LOCATION: Smithers Secondary School

SESSIONS: 4

INSTRUCTOR: Mike Richey

This Level 1 Theory Coaching Program covers areas such as the role of the coach, sport psychology, how the body works and grows, sports safety, teaching skills and care of sport injuries. This course is ideal for volunteer coaches.

Evening

CO-ED WEIGHT TRAINING

DATE: Monday & Wednesday
Sept. 14 - Nov. 30

TIME: 5:30 - 6:45 p.m.

COST: \$50.00 (\$1.80 p/h)

LOCATION: Smithers Secondary School

SESSIONS: 22

INSTRUCTOR: Susan Davies

All sessions will be done in group circuits working at a moderate to intense level. Emphasis will be on overall body development increasing one's strength, power and muscular endurance.

JOCK VOLLEYBALL

DATE: Thursdays, Sept. 22 - Nov. 24

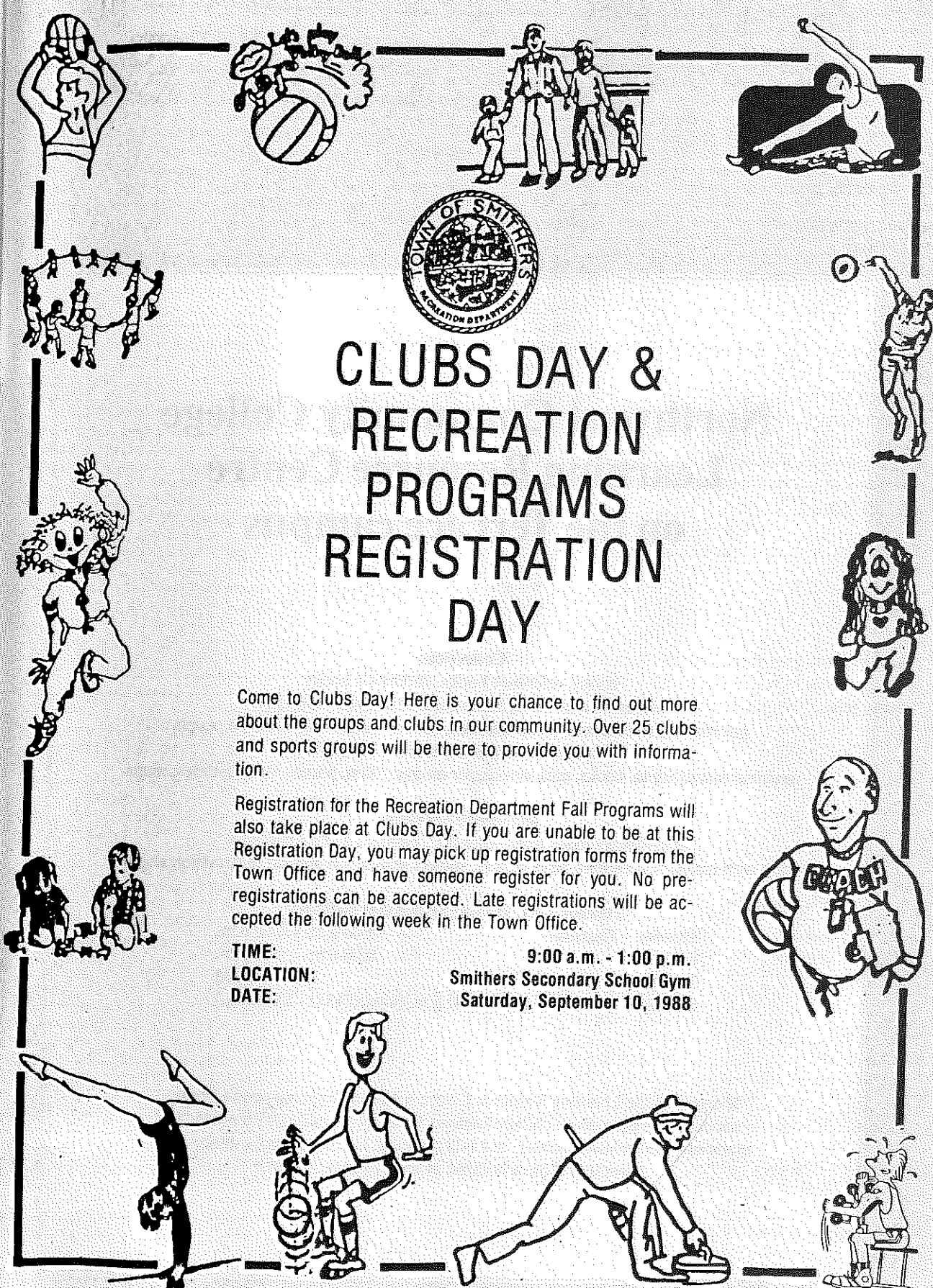
TIME: 8:00 - 10:00 p.m.

COST: \$16.00

LOCATION: Chandler Park

SESSIONS: 10

LEADER: Biv McDicken



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 10, 1988

Northwest Community College Learning Resource Centre on the Terrace campus

Collection:

books, reference books, children's books
videos, 16mm films, audio cassettes, slides, filmstrips
government documents, pamphlet files, file on services for disabled people
maps, aerial photos, satellite photos
archival manuscripts, books, area newspaper on microfilm, photos, oral histories, maps

Reference Services:

inter-library loans from other B.C. colleges and universities
help with research questions, term papers, subject searches & general information needs

Terrace LRC Hours (September to May)

| | |
|-------------------|---|
| Monday - Thursday | 8:00 a.m. - 9:00 p.m. |
| Friday | 8:00 a.m. - 5:00 p.m. |
| Saturday | Closed |
| Sunday | 1:00 p.m. - 9:00 p.m. (closed 4:00 - 5:00 p.m.) |

The goal of the Learning Resource Centre regarding regional centre library service, is to provide all college students in all communities with access to materials, information sources, and bibliographic instruction as extensive and current as those available at the Terrace Campus.