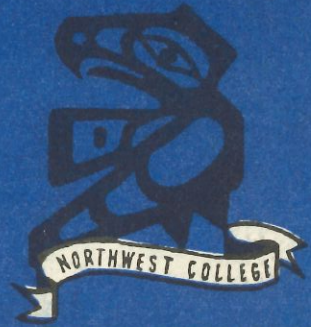


1988 FALL PROGRAMS



"Your Community College"

COME IN - 606 Mountainview Square
OR, GIVE US A CALL 632-4766
FOR REGISTRATION/ INFORMATION

20th Anniversary, 1968 - 1988
(NWCC began as the *BC Vocational School*)

What does Northwest Community College do for Kitimat?

During the year from April 1/87 to March 31/88, Kitimat residents registered in a wide variety of courses at your local campus. The following information will give you an idea of how many people attend the College and what they are doing here.

215 students attended business-related courses during the evenings or weekends, such as Typing & Accounting--126 of them took computer courses.

173 persons learned First Aid, and 419 attended other vocational area courses--ranging from Airbrakes to Electronics to Ground Flight School.


94 attended the full-time Business Career Training program, 195 attended Basic Adult Education classes during the day and 51 took university-transferable evening courses.

Enrolling in the many general interest courses (Alzheimer's Disease, languages, Watercolour Painting, etc.) were 629 people.

This totals 1776 short- and long-term students in Kitimat! (In addition, a number of our residents attended programs in Terrace.)

Many non-profit agencies and clubs also used our rooms and equipment for meetings and workshops (a free service to date), and an educated guess says that at least an additional 2250 people attended those! Our staff also served as proctors for students writing exams given by other institutions.

So, you are keeping us busy! (And we thank you.) If you have ideas for a course you'd like to take, or instruct, let us know what it is!



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

632-4766

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Important Information for All Students

REGISTRATION PROCEDURES: The College operates on a first come, first served basis. Early registration is recommended as class sizes are limited. Some may be cancelled before the first meeting if enrollment is insufficient, some fill up immediately, and some are postponed, so you may still be able to register, even though you're 'late'.

For a free course--just phone your name in to register.

For all others--you must pay the registration fee in advance to be guaranteed a space in the class. You may do this in person, by mail, or by sending someone for you. This is necessary because a minimum number of paid students is required before a course begins.

We keep wait lists for our most popular classes and will add your name if a class is full. As courses are scheduled, we call students, in order, from these lists.

FEES: Tuition varies with each course and must be paid in full at the time of registration. In addition, a registration fee of \$10.00 will be charged annually to all students in Academic or full-time programs.

FINANCIAL AID: Does the COST of EDUCATION put a stop to your plans? There is help! Financial aid for education takes many forms: 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 and has a new Entrance Scholarship program which may pay your full tuition. **Contact Bev Kealty, Financial Aid Officer at 635-6511, local 207.** Do not hesitate to apply. You won't receive help unless you do! Don't let the cost of education stand in the way of your future.

SENIOR CITIZENS: If desired, seniors will be wait-listed and enter tuition-free if the minimum enrolment is met and the maximum is not exceeded. Material costs will still apply. All fee-payers will have priority.

DISABLED CITIZENS: As above, except for Academic and Vocational courses, where full tuition applies.

INCOME TAX DEDUCTIONS: As of printing, tuition fees totalling over \$100.00 are tax deductible. **Your original fee receipts must be submitted.**

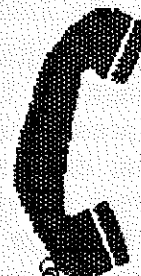
CANCELLATION OF COURSES: Northwest Community College reserves the right to cancel or postpone any course for which registration does not reach the required minimum, or in which attendance or progress is unsatisfactory.

HOLIDAYS: No classes on statutory holidays--Sept 5, Oct 10, Nov 11, Dec 26 & 27, 1988.

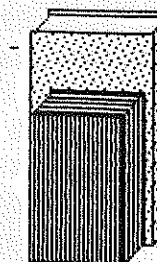
LEARNING RESOURCES:

Students:

Did you know that you are only a phone call away from the Terrace LRC and all its services and resources? As an off-campus student, you have access to all materials available to on-campus students.



- books - videos - cassettes - slides - filmstrips -
- pamphlets - disabled file - aerial & satellite photos -
- microfilmed newspapers - photos - oral histories -
- gov't. documents - maps - archival manuscripts -
- interlibrary loans from BC Colleges & Universities,
- help with research - library instruction sessions



Call us, at local 256, from your nearest College Centre.

Refunds--General Conditions: ORIGINAL RECEIPTS ARE REQUIRED.

1. Full refunds will be made if a course is cancelled by the College or if a student withdraws from a course for medical or bereavement reasons prior to the course start date.
2. Other refund requests prior to the course start date will be assessed a \$10.00 administration charge.
3. There will be no refunds for courses with tuition fees of \$10.00 or less except for those conditions in '1' above.
4. You must return your original receipt to the office. Refunds are processed from the Terrace Campus, and are sent to your address.

PART-TIME COURSES

1. Withdrawals before the second class of a course--100% of tuition fees less a \$10.00 administration charge.
2. Withdrawal after the second class of a course--**NO REFUND.**
3. Special registration and refund policies apply to courses labelled "NO REFUND".

ACADEMIC/TELECONFERENCING

1. A \$10.00 late registration charge will be assessed to any student registering after the second class.
2. Withdrawal after second class--80% of tuition fee less a \$10.00 administration charge.
3. Withdrawal after third or fourth class--50% of tuition fee less a \$10.00 administration charge.
4. Withdrawal after fifth class--**NO REFUND.**

NOTES: Students may register for Academic courses up to and including the third class. Students may register after the third class with the instructor's approval.

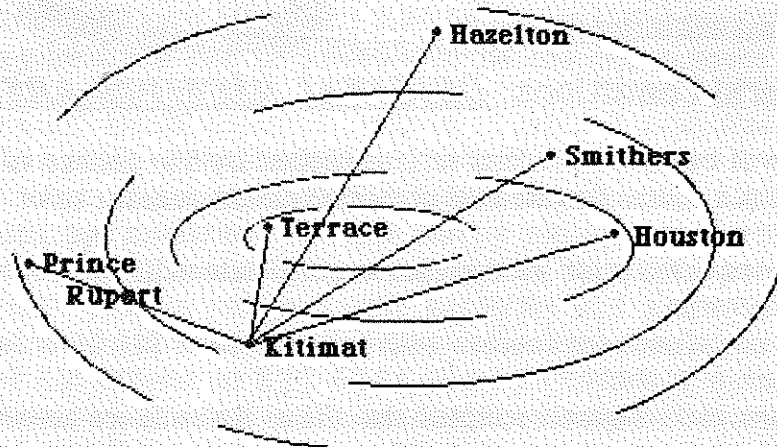
VOCATIONAL (F/T)

1. A \$10.00 "late registration" charge will be assessed when fees are paid late (after the first class day of the month) if the secretary was not notified in advance.
2. Refunds will be prorated to a daily amount. A \$10.00 administration fee will be charged for students withdrawing before the end of the month. This fee is not applicable to students completing their courses earlier than expected.

Academic

UNIVERSITY TRANSFER COURSES - by audio teleconferencing:

Audio teleconferencing links students in Kitimat, Hazelton, Houston, Prince Rupert, Smithers, and Terrace with their instructor. Everyone can hear and speak to each other through the 'bridging' of microphones and loudspeaker units. Classes include lectures, audio-visual presentations and interactive seminars. Opportunities will be available weekly for individual discussions by telephone between student and instructor. The following courses start the week of September 6, 1988, and run for fifteen weeks. Tuition is \$24.00 per credit, plus a single \$10.00 registration fee per annum. Continuing courses in each subject will begin in January 1989.



BIOLOGY 110 (3 credits)

Dr. Norma Kerby, Mon 7 - 10 p.m., plus labs

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. Innovative instructional techniques and methods are utilized to make this an exciting way to learn Biology.

ENGLISH 100-Literature & Composition I (3 credits)

Instructor TBA, Wed 8:30 - 10 p.m.

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.

FRENCH 101-Introductory French I (3 Credits)

Instructor TBA, Sat 10-11:30 a.m. plus labs

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.

PSYCHOLOGY 101-Introductory Psychology I (3 credits) Andre Klingner, Tue 6:30 - 8:30 p.m.
An exciting first year survey course. This term investigates major findings in the areas of lifespan development, the nervous system, perception, learning and memory.

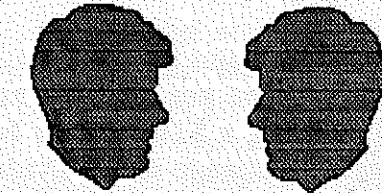
SOCIOLOGY 205-Sociology of the Family I (3 credits)

Shannon Mark, Thur 7 - 10 p.m.

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.

UNIVERSITY TRANSFER COURSE

Live lectures:



SOCIOLOGY 207-Sociology of Labour (3 credits)

Peter Weber, Tue (Sept 6) 7 - 10 p.m.

Analysis of how the Canadian working class has organized itself under capitalism in its various stages of development. The course will familiarize the student with the impact of industrialization, uneven economic development, short and long-term industrial growth. Quality of life, the trade union movement and political consciousness will also be discussed.

MATH-Statistics: - is now being developed and should be available in January.

EARLY CHILDHOOD EDUCATION COURSES by audio teleconferencing:

ECE 101-Program Development (6 credits)

Instructor TBA, Wed 6:30 - 8 p.m.

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

ECE 208-Administrative Skills for ECE Centres (3 credits)

Instructor TBA, Tue 8:30 - 10 p.m.

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.

Watch for ECE 121-Program Development and Current Issues in ECE,
and

ECE 250-Special Education in January, 1989.

Adult Basic Education

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

Adult students may enter at any time during the term, as space permits. An assessment of starting level will be made for each student before beginning. One or all subjects may be studied during the term on a full-time basis, (some part-time study may be arranged), and College certificates will be issued upon completion. This program will enhance employment opportunities and prepare you for further Vocational Career/Technical or university level courses.

Fees: \$72/month full-time (plus \$10 registration fee per annum), \$36/month part-time (up to 15 hours/week) Fees are paid monthly and are due the first class day of each month. After this, a \$10.00 late fee is assessed.

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

Date: Continuous intake from Sept 12 to June 23.

Time: 9 a.m. to 4 p.m., Monday to Friday

Location: Room 7

Instructor: Chris Wozney

Requirements for admission

Applicants must:

1. Have been away from the public school system for at least one year.
2. Be capable of concentrated, independent study.
3. Be over 18 years of age. (See criteria below for under-age applicants.)
4. Have a career or educational goal.

Under-Age Application Criteria

The above factors apply plus:

1. Written permission from the Superintendent of School District 80.
2. Written permission from the High School Principal.
3. Reasons for leaving school must be fully outlined. (A behavior problem does not qualify for entry into Upgrading.)
4. Interview with and permission of College Director (where practical), accompanied by a parent or guardian.
5. Interview with College Counsellor and/or Instructor.
6. Work experience is an asset. This provides an indication of maturity and a career goal.
7. A maximum of two students per class under 18 years of age will be admitted to the program at any time.

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

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

There is no minimum educational prerequisite for entering the program; your skills are assessed before placement in the courses that correspond to your educational background.

NEW COURSE OFFERED!

MATH UPGRADING

5 days per week - Kay Hall - \$36/month

Do you realize that to get a job in major industry in Kitimat, you must now have at least an academic Math 10? (One of the major companies asks for Physics 12.) Because of advancements in technology, math is becoming a number 1 priority in hiring criteria.

Location: Room 2

Dates: Mon - Fri, Sept 26 - Dec 16, 1 - 4 p.m.

YOU MAY ALSO UPGRADE YOUR EDUCATION WITH ONE OF THESE:

GENERAL EDUCATION DIPLOMA (G.E.D.)

The G.E.D. is a self-study program for adults who want to obtain a Grade 12 equivalency certificate. Every year, the Ministry of Education holds examinations across the province to test people for this Equivalency Certificate. You are required to pass five tests: Reading, Writing Skills, Science, Social Studies and Mathematics. They are designed to measure as directly as possible the major generalizations, ideas and intellectual skills that are normally gained through 12 years of formal education.

You must be 19 years old and a resident of B.C. for at least six months before writing the exam. Application forms and the text book are available at the College.

Study at home at your own convenience and apply to write the test when you are ready. Exams are scheduled regularly by the Ministry of Education and may be written at the Kitimat Campus:

December 9 & 10, 1988 or March 17 & 18, 1989

REGULAR HIGH SCHOOL

Mount Elizabeth has provisions for adults who wish to attend regular classes. Students must be fluent in written and oral English. Adults can complete their high school by completing English 12, Social Studies 11 and 5 other Senior High School subjects. Contact Mount Elizabeth, 632-6174, for more information.

CORRESPONDENCE COURSES

High school courses in a self-study format. Most courses from grades 2 to 12 can be ordered. Catalogues are available at the College Centre.

COLLEGE BUS SERVICE

If you are attending the College in Terrace, you may like to take advantage of our bus service, which will begin in September, 1988 and continue through April, 1989.

Leave City Centre: 7:00 a.m.

Return from Terrace: 4:30 p.m.

Cost will be \$30.00 per week. Overnight accommodations in the Terrace dorms will be available at a reasonable rate for students having occasional evening classes. Call for further information.

English as a Second Language

ALCAN WILL PAY ENGLISH LANGUAGE FEES FOR EMPLOYEES AND MEMBERS OF THEIR FAMILIES LIVING IN THE SAME HOUSEHOLD. PLEASE BRING YOUR EMPLOYEE CARD WITH YOU WHEN YOU REGISTER.

ENGLISH FOR BEGINNERS

4 days per week - Maria Raposo - \$100
Emphasis will be on the oral practice of everyday English--speaking and listening skills.
Location: Room 2 **Dates:** Mon - Thur, Sept 26 - Dec 15, 9 a.m. - 12 Noon

P.R.E.P. - Preparation for Re-entry to Educational Programs

(Formerly English, Intermediate/Advanced) 4 days per week - Roberta Bowen - \$100
Oral work, instruction in written skills, vocabulary development, and study skills. Will cover note-taking, preparation for tests, time management. Recommended for adult upgrading students and returning students used to classroom lectures.
Location: Room 1 **Dates:** Mon - Thur, Sept 26 - Dec 15, 9 a.m. - 12 Noon

CANADIAN CITIZENSHIP

10 Sessions - Kay Hall - \$15
Are you wondering how to go about becoming a Canadian Citizen? Register for classes which help prepare you for your citizenship interview. Basic instruction is given in the historic, political and geographic study of Canada. Understanding of English is necessary.
Location: Room 2 **Dates:** Tuesdays, Oct 11 - Dec 13, 6:30 - 8:30 p.m.

CLASSES BEGIN MONDAY, September 26

OPEN HOUSE: 9:00 to 10:00 a.m. (Registration for new students and class organization in the College library.)
(SEPT 26)

REGULAR CLASSES: Following the Open House
(at 10 A.M.)

Business and Professional

DAY PROGRAMS

BUSINESS CAREERS TRAINING--Full or part-time

INSTRUCTOR: Ann-Marie Merkel
INSTRUCTOR AIDE: Debbie Taylor
FEES: \$72.00 per month (full-time or part-time), \$10.00 registration fee per annum, plus texts and \$25.00 refundable book deposit
DATES: Continuous intake from September to June
TIME: 9:00 a.m. to 3:30 p.m, Monday to Friday

REGISTRATION on a full- or part-time basis is possible. Names are accepted at any time and applicants will be called as spaces become available in the various programs. Full-time students may be given priority over part-time students.

Certificate Programs

CLERK-TYPIST (4 months) and **CLERK BOOKKEEPER** (6 months) programs include work in Data Processing, Office Practice, Accounting, Typing, Dictatyping, Business Machines and Business English.

PREREQUISITES: Grade 12 graduation is preferred for all courses. A minimum of Grade 10 or BTSD level III or the equivalent is acceptable, and in some cases, business experience may be accepted in lieu of formal schooling. For an individual evaluation of experience, please make an appointment to see the instructor.

ACCOUNTING OPTION: (PREREQUISITE: An NWCC Clerk-Bookkeeper certificate or equivalent experience and training.) This 4-month course includes Financial Accounting, Credit Management, Law, Business Mathematics and Computerized Programming. For students working towards CGA or RIA certification, the following courses offer credit towards these professional programs:

Accounting 150/151, Management 252, Business Law 150/151
and
Business Computing 150 OR Math of Finance 150

Advanced options (Certificate Programs)

PREREQUISITE for the following advanced options is a Northwest Community College Clerk-Typist or Clerk-Bookkeeper certificate, or possession of extensive qualifying experience as a dictatypist (50 nwpm minimum) or a clerk stenographer (80 wpm shorthand and 50 wpm typing minimum). Applicants who do not have an NWCC Clerk-Typist or Clerk-Bookkeeper certificate should make an appointment with the instructor.

ADMINISTRATIVE SECRETARY (8 to 12 months)--Includes the full word processing program as described below, as well as Business Law, Rough-draft Typing and Advanced Typing. Students should have superior English skills and the ability to study abstract subjects.

LEGAL STENOGRAPHER (6 months)--Includes courses in General Legal Typing, Litigation, Divorce/Family Law, Wills and Estates, Conveyancing, Corporate Law, Legal Dictatyping, Shorthand, Accounting, Business Machines and Vocabulary Studies.

MEDICAL STENOGRAPHER (8 months)--Includes Medical Terminology, Transcription, Medical Typing and Office Practice.

OFFICE MANAGEMENT (20 months): An advanced option diploma program. There are two parts to the program: Level One--Typing, Word Processing, Office Procedures, Accounting, Business Machines/Math, and Business Computers; Level Two--Management, Law and Accounting, plus 9 optional credits.

WORD PROCESSING (5 months)--Includes courses in Word Processing Concepts, Electronic Typewriters, *Volkswriter III*, *Easywriter II*, *Wordstar*, *Wordperfect*, *Microsoft Word* and *Multimate* software packages, advanced transcription and advanced word processing applications. In addition to the above prerequisites, students should have superior skills in spelling, grammar and punctuation, and the ability to use various reference sources.

ADVANCED WORD PROCESSING (4 months)--Includes courses in Hard Disk Management, RAM Resident Applications, Microsoft Windows, Wordstar 2000, Lotus 1-2-3, and Framework software packages. In addition to the above prerequisites, students must have successfully completed the Word Processing Certificate Program.

EVENING/WEEKEND PROGRAMS

ACCOUNTING 101/102

17 Sessions - Debbie Diehl - \$105, plus books

This is a **CREDIT** course towards a Clerk-Bookkeeper diploma and is designed to allow the student to work at his/her own pace. Acct. 101 covers income statements, profit and loss, general ledgers and payroll. Acct. 102 involves specialized journals, cash control, bank reconciliations and inventory control. Project work includes the completion of a full set of books for a service and a retail company. No class Oct. 10.

Location: Room 3 **Dates:** Sept 19 - Dec 8, Mondays (& Thursdays, Nov/Dec), 7-10 p.m.

Are you working on an RIA, CA or CGA program?

Dependent upon interest, we will schedule transferable courses for January 1989. This would offer combined self-study in a classroom setting, working at your own pace with a tutor's assistance. Possible courses of study are shown below, in the transfer credit guide for those programs:

<u>NWCC</u>	<u>Society of Management Accountants(CMA)</u>	<u>Institute of Chartered Accountants(CA)</u>	<u>Certified General Accountants(CGA)</u>
ACCT 150/151.....	Intro. Acct. 111.....	Intro. Fin. Acct.	Acct. 101
ECON 150/151.....	Econ. 212.....	Econ. for either.....	Econ. 104
BENG 150.....	Incl. in Mgmt Acct 1 & 2.....	-----	Bus. Writg.
BLAW 150/151.....	Comm. Law 122.....	Commercial Law.....	Law 108
MGMT 251.....	Org. Behav. 123.....	Org. Behav./Policy.....	---

COMPUTERS: Our computer courses are in high demand and enrollment is limited, therefore we have wait-listed candidates. Choose the course you'd like and call us today to have your name recorded. We fill our computer classes in order, from the wait list.

APPLE USERS: If you own an Apple (or are thinking about it) join the *Kitimat Apple Users Club* and learn about the many applications available and the use of *Applesoft Basic*. Public domain software is also shared. Learn to utilize your computer to the fullest by joining the group. They meet from September to May on the 2nd Tuesday of each month at 7:30 p.m. in room 106 at Mount Elizabeth Secondary School.

BCPT 102-1 - Introduction to Business Computing

14 Sessions - Debbie Diehl - \$110 + diskettes

Learn about the basic software programs now used in many businesses. Includes word processing with *Wordstar* and *Multimate* and a "spreadsheet" program used in accounting (*Lotus*). This course is for beginners and for those who plan to take more advanced business computer courses, as it is a required **CREDIT** course. The material covers both theory and hands-on computer work using an IBM-PC. It is preferred that the student has taken WPRO 100. Bring a blank diskette to the first class (available at the College office).

Location: Room 5

Dates: Tues & Thur, Sept 6 - Oct 20, 7 - 10 p.m.

BCPT 102-2 - Introduction to Business Computing

Description as above.

14 Sessions - Debbie Taylor - \$110 + diskettes

Location: Room 5

Dates: Tues & Thur, Nov 1 - Dec 15, 7 - 10 p.m.

LOTUS I

4 Sessions - Dave Fowler - \$50 + diskette

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

Location: Room 5

Dates: Fridays, Oct 7 - 28, 7 - 10 p.m.

LOTUS II

2 Sessions - Raymond Merz - \$50 + diskette

If you have worked with a computer spreadsheet program or have taken Lotus I, this will interest you! This two-day program will include database command, macros, graphs and file management. The "integrated" approach can meet most organizational needs for a small business or for home management.

Location: Room 5

Dates: Saturday & Sunday, Nov 19 & 20, 9 a.m. - 4 p.m.

LOTUS APPLICATIONS WORKSHOP

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

WPRO 100: Introduction To Word Processing

3 Sessions - Carol Larsen - \$40 + book

Learn the basic operation procedures of an IBM PC. This is a **required** course when taking any advanced Word Processing **credit** options (e.g. WPRO 104). Evening credits are transferable towards full-time day programs.

Location: Room 5

Dates: Wednesdays, 7 - 10 p.m.

3 classes: Sept 14-28; Oct 26-Nov 9; OR, Nov 16-30

There is nothing so captivating as new knowledge.

... Peter Mere Latham

OFFICE EQUIPMENT ORIENTATION

4 Sessions - Kathryn Sotheran - \$40

Become familiar with the tools of the office. Gain hands-on experience on equipment found in most offices; adding machines, electronic typewriters, dictaphones, photocopiers & more. Designed to assist you to enter or re-enter the workforce feeling comfortable with the machines you'll find there.

Location: Rooms 3 & 4

Dates: Tuesdays, Nov 1 - 22, 7 - 9:30 p.m.

KEYBOARDING

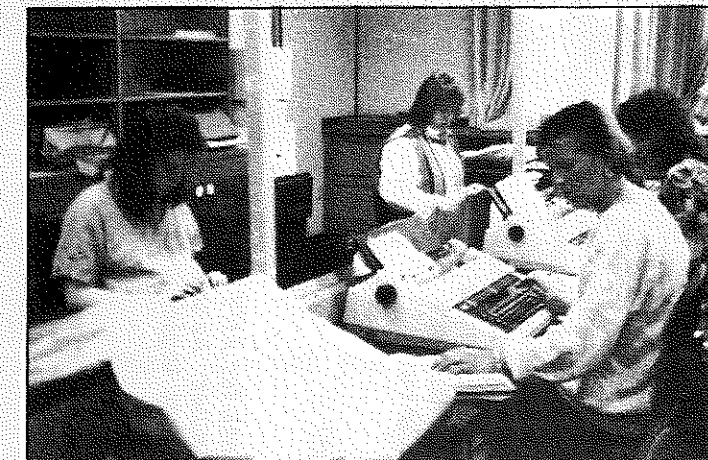
TYPING, BEGINNERS

12 Sessions - Kathryn Sotheran - \$55 + text

Masters of the one-finger method, those new to typing and typo-phobics--relax. Here's an opportunity to become skilled in touch typing. This is a practical hands-on course designed for persons in need of speed, style and/or grace--whether for computing, word processing or even typing! Keyboarding basics will be taught on electric/electronic typewriters. Practice time will be available.

Location: Room 4

Dates: Thursdays, Sept 29 - Dec 15, 7 - 9 p.m.



TYPING 101/102

16 Sessions - Wendy Roberge - \$82 + texts

This College **credit** course in the Business Careers Diploma program is paced to your own speed. Students will work through assignments to improve accuracy and form in business communication. Students must have a beginner typing course or knowledge of the keyboard (to be assessed by teacher). Practice times will be available. No class Oct 10.

Location: Room 4

40 hours

Dates: Mondays & Wednesdays, Sept 26 - Nov 21, 7 - 9:30 p.m.

Mobile Computer Centre

Northwest Community College offers a wide range of Business Application courses throughout the College region.

With lap-top computers and a library of software, our Business Instructors travel to bring hands-on computer training to you.

Does your organization have special computer training needs?

Custom Training

With our Mobile Computer Centre, we specialize in custom training, tailored to make your employees productive in the shortest possible time. We also design complete training strategies and can develop plans that take advantage of government training funds for industry. All training is delivered at the site most convenient to you--be it your premises or ours.

Do you want a computer workshop, but haven't seen the right one advertised?

General Public Courses

Call the NWCC campus nearest you and ask for ANY topic and leave your name and telephone number. As soon as we have 6 people in your area for that topic, we'll schedule a workshop, within 6 weeks.

Some of the software packages that we can cover from beginning to advanced levels include:

- ACCPAC Autocad Bedford
- DBase II/III First Choice Framework
- Lotus 1-2-3 Lotus Symphony Multimate
- Multiplan New Views Pagemaker
- Smart VP-Expert VP-Planner
- Wordstar Wordperfect... and more!

For more information or consultation, call Rainer Giannelia, Terrace Campus 635-6511, local 225.

KITIMAT CAMPUS

Introduction to Spreadsheets

Thursday, October 20, 1988 2-5 p.m.
Fundamentals of ALL Spreadsheets will be covered, using Lotus 1-2-3 as the package of instruction. Cost: \$40

Introduction to MS-DOS

Thursday, October 20, 1988 6-9 p.m.
A guided tour of the IBM - and compatible - Disk Operating System. Fundamentals of both floppy and hard-disk file management will be covered. Cost: \$40

Intermediate Spreadsheets

Friday, October 21, 1988 9 a.m.-4 p.m.
For those who have taken an Introduction to Spreadsheets and wish to learn more, this course will cover: graphing, named ranges, cell protection as well as other advanced topics. Lotus 1-2-3 is the package of instruction. Cost: \$70

Discounts will be offered when registering for more than one course

First Aid

FIRST AID, INDUSTRIAL: Day Course

10 full days (60 hours) - Ilona Kenny - \$300

Time to renew your ticket? Are you thinking of getting a WCB ticket for job purposes? Here is your chance! A two-week "crash" course of intensive first-aid training, leads to WCB certificate exams. This WCB course qualifies you for a Survival First Aid Certificate and CPR ticket, as well as WCB Industrial exams. Students must be 19 years of age by the end of the program, and meet all medical requirements. Fee includes text and exam fee.

Location: TBA

Dates: Mon to Fri, Nov 14 - 25, 8 a.m. - 3 p.m.

FIRST AID, INDUSTRIAL: Weekends

10 full days (60 hours) - Ilona Kenny - \$300

Description as above. No class Oct. 8.

Location: TBA

Dates: Saturdays, Sept 17 - Nov 26, 8 a.m. - 3 p.m.



FIRST AID, SURVIVAL

1 Session - Ilona Kenny - \$40

This is a WCB-certified course in which you will learn the basics necessary to save a life, including CPR.

Location: TBA

Date: Sat, Dec 3, 8 a.m. - 12 noon & 1 - 5 p.m.

FIRST AID, CPR - COURSE B

1 Session - Ilona Kenny - \$35

This course will include adult and pediatric obstructed airway modules and baby C.P.R. The greatest gift of all is life--give it.

Location: TBA

Date: Tue & Thur, Oct 18 & 20, 7 - 10 p.m.

SAFE CHILD CARE FOR PARENTS

3 Sessions - Kathi Nelson - \$15

Are you confident that you know what to do if your child is choking on a peanut? how to effectively stop a nosebleed? perform CPR on a child? If you're not absolutely sure, enroll in this course today. Infant/child CPR is included.

Location: Room 3

Dates: Thursdays, Oct 13 - 27, 7:30 - 9:30 p.m.

General Interest

ART FOR CHILDREN

This workshop will prove valuable to parents, teachers and anyone interested in children and art. The morning session includes the developmental process of drawing, promoting individual activity, developing skills & exploration, ideas & sources of inexpensive & recycled materials, and how to plan, support & facilitate open-ended art activities. Each registrant should bring a child (ages 3 & up) to an afternoon session of active participation, exploring a variety of materials. Bonnie lives in Richmond and has 14 years experience as an artist and preschool educator, with E.C.E. and Montessori training.

REGISTER BY SEPT 12!

Location: Room 2

1 day - Bonnie Soroke - \$35

Dates: Saturday, Sept 24, 9 - 12 & 1 - 4

CALLIGRAPHY. BEGINNERS

You, too, can have beautiful handwriting. Learn basic skills in Italics and you'll be on your way to creating elegant-looking invitations, menus & cards, and adding a touch of class to your penmanship! (Some materials provided--a list is available for additional supplies required.)

Location: Room 6

Dates: Wednesdays, Oct 5 - Nov 9, 7 - 9 p.m.

6 Sessions - Donna Bruins - \$25

CANADIAN CITIZENSHIP

Are you wondering how to go about becoming a Canadian Citizen? Register for classes which help prepare you for your citizenship interview. Basic instruction is given in the historic, political and geographic study of Canada. Understanding of English is necessary.

Location: Room 2

Dates: Tuesdays, Oct 11 - Dec 13, 6:30 - 8:30 p.m.

10 Sessions - Kay Hall - \$15

COMMUNITY BAND

The community band offers enjoyment for anyone with an interest in music. Come on out, upgrade your skills, and develop your hidden talent. There are two divisions to accommodate varying skill levels:

6:30 - 7:30 p.m. - Beginners Community Band, with Bob Butchart

7:30 - 9:00 p.m. - Intermediate Community Band, with Anne Sluyter

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

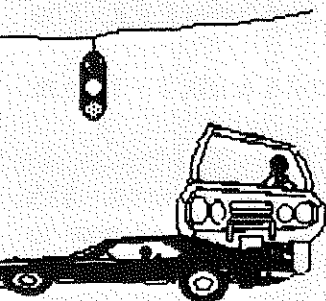
Dates: Wednesdays, Sept 28 - June 28

Bob Butchart/Anne Sluyter - Free

DEFENSIVE DRIVING

3 Sessions - Don Scott - \$25 (includes books)
Watch out for the 'other guy'! If you're a beginning driver, you'll need confidence, and if you're a long-time driver, you may find that you're over-confident. These simple "rules of the road" will help you arrive safely. This is a B.C. Safety Council course in accident prevention--act now before you need it!

Location: M.E.S.S. Room 120 **Dates:** Tuesdays, Oct 11 - 25, 7 - 9 p.m.



EMILY CARR COLLEGE OF ART OUTREACH DRAWING & PAINTING WORKSHOP

Ken Wallace - \$45

Participants will learn: a basic knowledge of drawing and painting; how to relate visually; how to establish a foundation for exploring the possibilities of two-dimensional form, surface, line, colour, & composition; and to examine methods of relating technique to experience. Instruction will be on an individual and group basis, and includes lectures, slides, practical exercises--providing groundwork by example, inspiration, and historical background. Ken is from Vancouver, and has exhibited his work at shows across Canada. His animated film, "Thanksgiving", has been received around the world, and he is working on another. He taught drawing and painting at UBC, ECCA, York University and the Federation of Canadian Artists.

Dates: Nov 4 - 6, (Fri: 7 - 11 p.m., Sat: 9 a.m. - 6 p.m., Sun: 9 a.m. - 1 p.m.)

Location: M.E.S.S. Room 124

FLORAL ARRANGEMENT FOR CHRISTMAS

4 Sessions - Shirley Daye - \$20 plus materials

Make professional-looking floral arrangements for your home, preparing artistic and creative table decorations in time for the Christmas season. Primarily artificial flowers will be used.

Location: Dee's Flowers

Dates: Tuesdays & Thursdays, Nov 15 - 24, 7 - 9 p.m.

HAIR CARE

6 Sessions - Sandra Mattern - \$35 + supplies

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

Location: The Hair Force

Dates: Wednesdays, Oct 5 - Nov 9, 7 - 10 p.m.



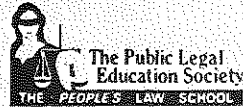
HAIR CUTS FOR KIDS

3 Sessions - Sandra Mattern - \$15

Give your child a basic hair cut. The first evening will be demonstration, the second, bring your own model (over seven years of age, please) and you'll be guided through a cut. The third night, bring a new model, and you'll be doing a complete hair cut. Scissors are required, and may be purchased through the instructor.

Location: The Hair Force

Dates: Monday, Tuesday & Wednesday, Nov 14 - 16, 7 - 9 p.m.



REGISTER FOR LAW CLASSES AT LEAST ONE WEEK IN ADVANCE BY CALLING THE COLLEGE AT 631-4138

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

LAW: PERSONAL INJURY AND ICBC

1 Session - Rod Donaldson - Free

This class offers an explanation of different types of injuries and the benefits available, discusses the role of the insurance adjuster, and outlines such topics as: how to make a claim; no-fault insurance; liability; damages; jury trials; settling out of court, and more.

Location: Room 3

Date: Tuesday, Oct 11, 7:30 - 9:30 p.m.

LAW: WILLS--ORGANIZING YOUR AFFAIRS

1 Session - Rick Wozney- Free

This class expands on the Wills Estates course offered previously and outlines some of the points to consider when you are making a will: what information should be contained in it; what property can be disposed of; what makes a will valid; how it is revoked or changed; the importance of appointing guardians; and what happens if there is no will.

Location: Room 3

Date: Tuesday, Oct 25, 7:30 - 9:30 p.m.

MEXICAN FIESTA!--An Evening in MEXICO

One evening - \$2.50/person

A travel information evening you won't want to miss. Lots of prizes, videos and everything you ever wanted to know about Mexico. Mexican entertainment. A speaker from Fiesta Tours will be available to answer your questions. A trip to Mexico will be the **GRAND PRIZE!** YOU MUST BE IN ATTENDANCE TO WIN, and over the age of 18. Tickets must be purchased in advance (limited to 500) and are available from ITP Farwest Travel, Wings Travel Services or NWCC.

Location: Mount Elizabeth Theatre

Date: Wednesday, Oct. 19, 7:30 - 9:30 p.m.



NATUROPATHIC MEDICINE: An Overview

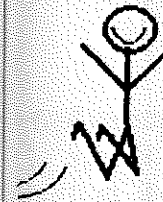
1 Session - Dr. Sid Weiss - \$40

Presents a spectrum of approaches including nutrition, botanical medicine, many forms of physical medicine, and the energy-balancing modalities of acupuncture and homeopathy. The goal of cure by harmonizing and nurturing the individual's innate vitality is common to all. Dr. Sid Weiss, a Naturopathic physician practising in Vancouver since 1980, will present an overview of the entire field, giving particular emphasis to the practical applications of nutrition and herbal medicine. (No-host luncheon in dining room.)

Location: Mt. Layton Hotsprings

Date: Sunday, Oct 2, 8 a.m. - 2:30 p.m.

POSITIVE SELF-IMAGE



Would you like to control your own feelings, eliminate guilt and worry, be free of the need for approval, be self-motivated? Participants will explore their needs, goals and how to arrive. You will learn to use the power of your self. The first evening is free of charge so come out and decide if you want to continue! Mr. Barnes has a professional background in education and has made an intensive study of positive thinking.

8 Sessions - Reg Barnes - \$35

16 hours

Location: Room 2

Dates: Mondays, Oct 17 - Dec 5, 7 - 9 p.m.

The Art of ROD BUILDING: How to Design and Build Your Own Fishing Rod

6 Sessions - Tom Logan - \$20 plus materials

Catch the big one--with your own rod! The first session will be an overview of the different types of fishing rods, their design and construction. Students will choose the rod they wish to build. Material costs are extra and dependant upon the students' preferences. The classes will involve the general concepts, step-by-step, of fishing rod design, emphasizing the creative side of the work. All types will be covered--fly, spinning, casting & trolling.

(If you'd like more specific information, call Tom at 639-9428.)

Location: M.E.S.S. Room 120

Dates: Thursdays, Sept 22 - Oct 27, 7 - 9 p.m.

SAFE CHILD CARE FOR PARENTS

3 Sessions - Kathi Nelson - \$15

Are you confident that you know what to do if your child is choking on a peanut? how to effectively stop a nosebleed? perform CPR on a child? If you're not absolutely sure, enroll in this course today. Infant/child CPR is included.

Location: Room 3

Dates: Thursdays, Oct 13 - 27, 7:30 - 9:30 p.m.

SIGN LANGUAGE, Intermediate

8 Sessions - Yvonne Danroth - \$35 + text

A useful skill for those working with and/or living with the hearing impaired. Work on increasing vocabulary, speed and fluency. The "Comprehensive Signed English Dictionary" will be required. (Prerequisite: a beginner's course or permission of the instructor.)

Location: M.E.S.S. Room 109

Dates: Mondays, Sept 26 - Nov 21, 7:30 - 9:30 p.m.

TELECOLLEGE

Northwest Community College and Knowledge Network bring you non-credit courses that you can take at home! Brochures will be circulated at all College offices describing the programs that you can watch on KNOW TV. These telecourses cover a range of subjects such as, Planning Your Retirement, Business Management, Computer Literacy, Health Issues, Writing courses, etc.

Students may register directly with the TELECOLLEGE office which will supply texts and study guides. Call the toll-free number: 1-800-972-0379.

TELECOLLEGE
1155 East Broadway
Box 24785 Station "C"
Vancouver, BC V5T 4N5

Languages

ESPERANTO

10 Sessions - Maria Raposo - \$40

This course will be a continuation from the last program. Learn the international language of Esperanto. It is simple, flexible, musical and a solution to the problem of universal mutual misunderstanding. Lernu la internacian lingvon Esperanto!

Location: Room 6

Dates: Saturdays, Sept 24 - Nov 26, 10 a.m. - 12 Noon

FRENCH. BEGINNER

8 Sessions - Denise Anthony - \$35

A conversational approach to our "other" official language. The instructor was raised in Quebec and in a relaxed atmosphere, will make classes enjoyable--and you bilingual!

Location: Room 2

Dates: Wednesdays, Sept 28 - Nov 16, 7 - 9 p.m.

GERMAN. Intermediate/Advanced

8 Sessions - Barb Notheis - \$35

Students should have an introductory knowledge of the German language--phrases, colors, numbers, etc.. The emphasis will be placed on conversation--correct pronunciation, grammar, reading and writing will be included. (A beginner's course will be scheduled when demand is sufficient--call us.)

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

Dates: Tuesdays, Sept 27 - Nov 15, 7 - 9 p.m.

PORTUGUESE CONVERSATION

10 Sessions - Maria Raposo - \$40

An introduction to spoken Portuguese for beginners and those who have had a brief exposure to the language. Maria Raposo is a certified instructor and a native of Portugal. Great opportunity for travellers or those wishing to chat with their Portuguese neighbours.

Location: Room 3

Dates: Wednesdays, Sept 28 - Nov 30, 7 - 9 p.m.

RUSSIAN. Introductory II

10 Sessions - Elaine Krickan - \$42

A continuation of last spring's beginner class--students should know the alphabet, be able to read and write simple sentences, and answer simple questions. Conversation exercises will be a part of each session.

Location: Room 2

Dates: Thursdays, Sept 22 - Nov 24, 7:30 - 9:30 p.m.

SIGN LANGUAGE. Intermediate

8 Sessions - Yvonne Danroth - \$35 + text

A useful skill for those working with and/or living with the hearing impaired. Work on increasing vocabulary, speed and fluency. The "Comprehensive Signed English Dictionary" will be required. (Prerequisite: a beginner's course or permission of the instructor.)

Location: M.E.S.S. Room 109

Dates: Mondays, Sept 26 - Nov 21, 7:30 - 9:30 p.m.

SPANISH FOR BEGINNERS

8 Sessions - Francisca Blassing - \$35 + text

Attend and you will be conversationally equipped to enjoy your Mexican holiday. The course will include oral and written work--taught by an experienced instructor.

Location: M.E.S.S. Room 118

Dates: Tuesdays, Sept 27 - Nov 15, 7 - 9 p.m.

See also - "MEXICAN FIESTA" in index.

Trades and Vocational

AIRBRAKES

6 Sessions plus testing time - Joe Farina - \$100 (includes manual)

Prepares drivers for practical and written tests on the operation and maintenance of air brake systems for either on- or off-highway vehicles. Those taking off-highway exams will be required to pay the Ministry of Transportation an examination fee.

Location: M.E.S.S. Room 507

Dates: Monday/Tuesday & Thursday, Oct 24 - Nov 3

Time: 6:30 - 9:30 p.m.

Testing day: Saturday, Nov 5, 9 - 4

AUTOMOTIVE HIGH-TECH UP-GRADING PROGRAM

These high tech courses are designed to give journeymen mechanics a clear understanding of current automotive electronic control systems. Participants will receive intense theory and hands-on trouble shooting scheduled to make optimum use of their time with minimum conflict in the workplace. Any or all courses may be taken but it should be noted that the first, second and last must be taken in that order. The courses will be offered on a demand basis, and will be scheduled to suit participants' requirements. Upon completion of each course, successful participants will receive a College Certificate.

Courses	Subject
1.	Automotive Electronics Theory & Practical 24 HOURS \$ 265.00
2.	Closed Loop Theory & Trouble Shooting 18 HOURS \$ 200.00
3.	Electronic Fuel Injection 18 HOURS \$ 200.00
4.	GM Computer Command Control Trouble Shooting 18 HOURS \$ 200.00
5.	Ford EEC IV Trouble Shooting 18 HOURS \$ 200.00
6.	Chrysler E.F.I. Trouble Shooting 18 HOURS \$ 200.00
7.	Bosch & Japanese E.F.I. Trouble Shooting 24 HOURS \$ 265.00
8.	Computer Body & Chassis Control Trouble Shooting 36 HOURS \$ 400.00

Note: Fees: Subject to Change
Dates: T.B.A.

Pre-register your interest at any College Centre. When sufficient people have signed up for the section/ sections of their choice a course will be scheduled.

ELECTRONICS

Fee: \$36.00/month plus \$50 book deposit

Whether you have 4 hours a week or 15 hours, day or evening, this computer-assisted program will fit your schedule. The core program, available now in Kitimat, includes:

- AC Electronics DC Electronics Semiconductors
 Digital Techniques Microprocessors Electronic Circuits

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

Location: LRC

Continuous intake from Sept 6 - June 30

We can arrange for INDUSTRIAL ELECTRONIC COURSES to meet the specific needs of the client.

Contact the Electronics Department, 635-6511, Local 280.

COMMERCIAL VEHICLE INSPECTION CERTIFICATION 5 Sessions - Dave Dams - \$150.00
 Offered in conjunction with the Motor Vehicle Branch, successful completion of this 2-part course and a provincial exam will be required of a person before authorization by the Superintendent of Motor Vehicles to inspect commercial vehicles. The applicant must be a holder of a BC Certificate of Qualification in Automobile Mechanical Repair, Commercial Transport Vehicle Mechanical Repair, or Heavy Duty Mechanic Repair.

Part I: Administrative Procedures
 Motor Vehicle Act & Regulations
 Commercial Vehicle Inspection Program
 (Vehicles, facilities, inspectors, inspections, decals, repairs to vehicles, maintenance, enforcement, MVD Vehicle License Officer)
 Commercial Vehicle Inspection Manual & Forms

Part II: Practical
 Steering Mechanism, Tie Rod Ends, King Pins, Front Wheel Bearings
 Steering Lash, Brake Adjustment, Brake Lining Thickness, Brake Hoses, Drum/Disc Wear, Headlamp Adjustment, Trailer Attachment Wear, Tire Wear

A College Course Completion Card will be issued, signifying that the student has met the minimum entrance qualifications, attended all of the classes, and demonstrated mechanical abilities to diagnose defects in accordance with the (Safety and Repair) Inspection Standards. The student will present the card to any Motor Licence Office and write an "Administrative" exam (80% pass mark required). If successful, the applicant will be issued a certificate by the Superintendent of Motor Vehicles, authorizing him/her to examine vehicles pursuant to Section 215.1 of the Motor Vehicle Act.

Location: Room 6 **Dates:** Monday to Friday, Nov 21 - 25, 4 - 10 p.m.

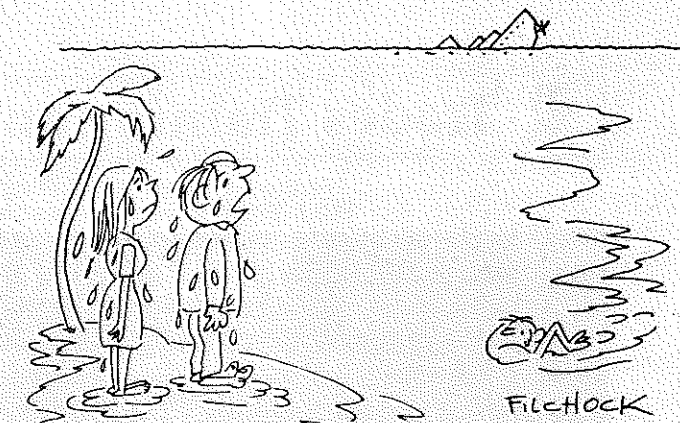
FOODSAFE, Sanitation for Food Handlers (in Kitimat) 4 Sessions - Sylvie Peladeau - \$35
 Designed in consultation with the BC Restaurant & Food Service Association, the Ministry of Post Secondary Education, and Capital Regional District Environmental Program, FOODSAFE will train you and your employees on the procedures and conditions necessary for the prevention of foodborne illnesses. The Basic program consists of eight hours of instruction, covering such topics as: Microbiology; Foodborne Illnesses; Personal Hygiene & Health; Serving & Dispensing; Food Protection & Preparation; Receiving & Storing Food Safely; Dishwashing methods. FOODSAFE is promoted by regional and municipal BC health offices, and the Ministry of Health maintains a central registry of successful participants. A recognized certificate in Sanitary Food handling will be issued upon successful completion.

Location: Room 6 **Dates:** Mondays, Sept 26 - Oct 24 (no class Oct. 10), 7 - 9 p.m.

INTERIOR LOG SCALING (In Terrace) \$300.00
 Learn the theory and practical skills of scaling. This course will include classification of species, measuring of forest products, the use of the scale stick and log grading. Upon completion you will be prepared to take the Ministry of Forests written and practical exams, to obtain a license. Students should first have Grade 12 Math skills and knowledge of the metric system. Additional costs are: Manual, \$27.00, Exam Fee \$50.00, refundable Equipment Deposit \$50.00.

Dates: Monday to Friday, Sept 19 - Oct 7, 8 a.m. - 3 p.m.

LOCAL TOUR GUIDING SKILLS (In Kitimat)
 This 20-week course was being developed at printing time, and will be sponsored by Canada Employment and Immigration Centre. Content includes: Guide-Client Relationship; Marketing; Geography; Equipment and Communications; Boat and Canoe Handling; Map use; Biology & Botany of Fish & Animals; Fish Handling; First Aid; C.O.R.E.; Camp Setup & Campfire Lore; Report Writing; Legal Requirements & Regulations; and Tackle. Backpack trips are part of the course. If you're interested, please contact the local CEIC office.



"Here comes our tour guide. He'll know what to do."

PESTICIDE APPLICATOR \$45, plus exam fee, \$10
 Presents both the theory and practice required for qualification as a pesticide dispenser or applicator. Participants will have a better understanding of pesticides and their proper, safe use. Subjects include: Laws & Regulations (Federal & Provincial); Pesticide Registration, Labelling & Safety; Pesticide & the Environment; Applicator Technology. Passing the written exam is required to receive certification. (This 3-day workshop is held throughout the College region as required. Call to indicate your interest.)

TRADE QUALIFICATION (TQ) UP-GRADING

Northwest Community College provides TQ Up-grading to provincial or inter-provincial standards for various trades such as *Warehousing, Carpentry, Millwright, Welding, Automotive and Heavy Duty*. These courses are available on an individual basis through self-study or as required by the Ministry of Labour. They are designed to prepare the experienced trade person for the qualification exam required for certification.

For further information, please contact your nearest Northwest Community College Centre or Ministry of Labour, Apprenticeship and Employment Training Program Branch.

WELDING, PRINCIPLES OF DESIGN (In Kitimat) Angelo Lamonato - \$150.00 plus books
 The material covered will be Modules 30 through 39 of the W.I.C. Program, and includes the following: General Design Considerations for Welding; Design of Flexible Connections; Design of Moment Connections; Trusswork. Miscellaneous Design Details; Fracture 1 & 2; Fatigue 1 & 2; Weld Mechanics. The course is structured to produce a comprehensive, authoritative training program compiled from experience and international published knowledge. Texts will be available from the instructor and will cost approximately \$450.00. Please call and register your interest, as location and dates had not been scheduled at printing time.

Lifelong Learning is for Everyone!

Trades Training and Industry Services

Northwest Community College offers a wide selection of
FULL-TIME Pre-employment and Trades Training Courses

TRAC PROGRAMS

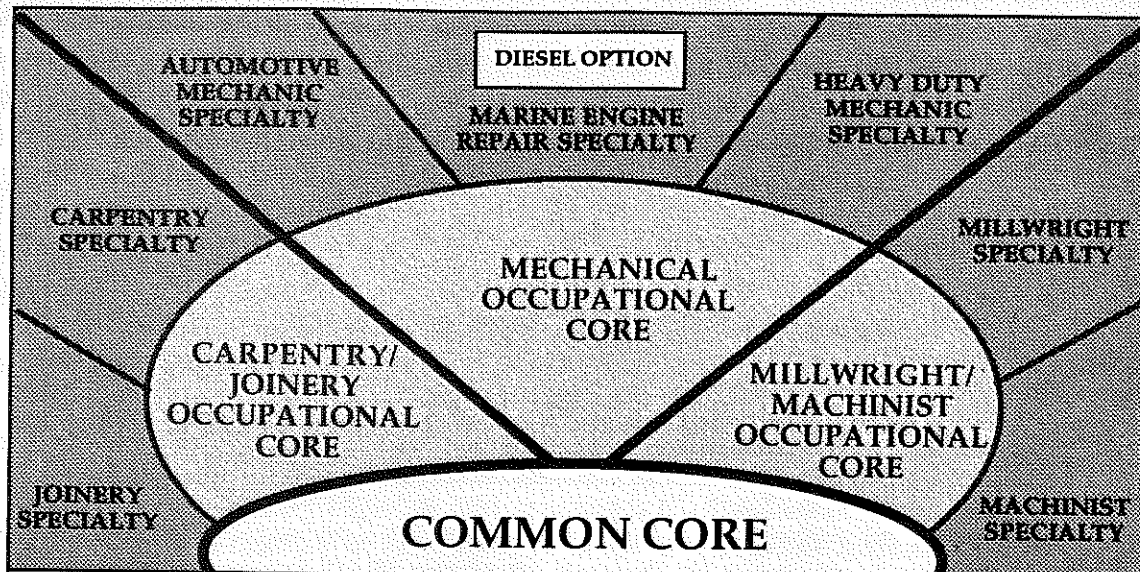
at
NORTHWEST COMMUNITY COLLEGE

Carpentry
Joinery

Automotive Mechanics
Heavy Duty Mechanics
Marine Engine Repair

Millwright
Machinist

Training Access, often called TRAC, is a flexible approach to learning a trade. You have the opportunity to study at your own speed, and working on your own to acquire trade skills. This is called self-paced learning, but you will be expected to meet realistic time limits. TRAC is competency-based which means you will be required to demonstrate your ability to perform each skill by means of written tests and practical evaluations.



HOW DOES IT WORK?

You enter **COMMON CORE**.

This allows you to brush up on basic skills and learn those things important in the trade. Information is in separate learning packages and you study each one until you are ready to test your skill. You then move to the next package.

Experienced instructors are on hand to help you.

When you finish Common Core, you move into **OCCUPATIONAL CORE**.

Here you focus on one of several trade areas, such as Mechanics, or Carpentry, or Millwright/Machinist.

Once you have mastered all the skills in your chosen occupational core, you move on to a **SPECIALTY** in the trade of your choice.

Trades Training and Industry Services

CARPENTRY/JOINERY (Theoretical portions are available at all campuses upon request-- practical portion available at the Terrace Campus only.)

The Carpentry and Joinery Training Programs provide trainees with the skills needed for employment in the junior levels of the building construction industries. Entrance requirements are Grade 10 or ABE Intermediate or equivalent.

First level is COMMON CORE. (approx. 2 months to complete, less with previous experience)

Includes: Safety, Trade Math, Sketch & Read Drawings, Use of Construction Hand and Power Tools, Rigging, Knot-Tying, Lifting Loads, Erection of Ladders and Scaffold, Gas Welding, Use of Fasteners & Bonding Agents, I.D. of Woods and Construction of Projects.

Second level is OCCUPATIONAL CORE. (approx. 2.5 months)

Includes: Trade Safety, Reading & Interpreting Drawings, Use of Hand Tools, Portable Tools & Shop Equipment (Drill Press, Radial Arm, Table and Band Saws, Jointer & Thickness Planer). Construction of Woodworking Joints, Use of Materials & Hardware, Platform Frame Construction Methods, Stair Construction, Construction of a Simple Cabinet & the Use of Specialty Tools such as Air-Nailers, Power-Actuated Tools & Chainsaws.

These courses are presented in a modularized format and are very flexible. They can be taken in whole or in part, or modified to suit the student's needs. Entrance is on a continuous basis, which makes them available for those who wish to upgrade during periods of unemployment. If withdrawal from the program before completion is necessary, students may re-enter, continuing where they left off, at a later date.

After completion of Level 2 Occupational Core, as student can choose to take **Basic Cabinet Course, Carpentry Specialty (2.5 - 3 months), Joinery Specialty (2.5 - 3 months) or R-2000 House Construction**. For further information regarding any of these programs contact the Carpentry Dept., 635-6511, Local 283/285.

ELECTRICAL CODE UPGRADING --For Trades People (Terrace)

24 hours - \$75

Date: Mondays & Thursdays, Oct 31 - Nov 24, 7 - 10 p.m.

Textbook required: *Canadian Electrical Code*, 15th Edition with BC Amendments and Bulletins

Contact Electronics Dept. 635-6511, Local 280.

HEAVY DUTY MECHANIC. Cooperative Advanced Apprenticeship Program (Terrace)

PREREQUISITE: Heavy Duty TRAC Specialty or Module One

Starting Sept. 26

Due to the present demand in industry for certified Journeymen Tradesmen, NWCC is offering a program which is designed to provide the entire apprenticeship technical training over three 3-month semesters. A 4-week co-op work term placement in the trade will follow each semester. Successful completion of the course grants the student 18 months credit on the four-year apprenticeship. An additional 30 months of apprenticeship training according to Ministry of labour guidelines enables the student to write the Interprovincial Heavy Duty Mechanic exam. Successful completion of this program will enhance your employability.

TELECOMMUNICATIONS - 600 Telecommunications (Terrace)

\$72/month

Includes two-way mobile radio, fiber optics, pulse modulation, multiplexing, and microwave and satellite communications systems.

Beginning Oct. 3, 8 a.m. to 3 p.m., Monday to Friday (18 weeks)

NURSING PROGRAM

Terrace campus only--program is FULL for the 88/89 College year
Applications are being taken on a first-come basis for August, 1989.

Please see the NWCC Terrace Calendar for
How to Apply, Admission, Dates, Fees & Curriculum.

The Nursing Program is a professional nursing transfer program. Students take the first year of the BCIT General Nursing Program at NWCC, and upon successful completion, transfer to BCIT, Burnaby, to complete course work in the General Nursing program. Upon graduation, students receive a diploma in nursing, making them eligible to write registration exams for the Registered Nurses Association of BC. Students would also be eligible for the UBC and UVic Baccalaureate Nursing Degree Programs. To undertake the 1st year program on more of a part-time basis, take the Nursing Support Courses in the Fall and Winter terms and make application to the general Nursing Course for the following year. Open to all persons having the necessary prerequisites--academic upgrading is available through the Adult Basic Education Dept. at each campus.

The following Nursing Basic Health Science Courses are available to prospective nursing students and the general public as space allows. Courses listed are a requirement of the FULL-TIME 1st year Nursing Program. A 65% average is required to receive credit in the Nursing Program.

BHSC 105: Anatomy & Physiology (4 credits) \$96 + text
A survey of the basic structure and function of human body systems. An introduction to the basic principles of genetics is also included.
Aug 29 - Dec 16, Mon 1-3 p.m. & Thur 9 - 10 a.m.

BHSC 118: Personal Fitness Management (3 credits) \$72 + text
A combined theory and practise course designed to emphasize the relationship of physical fitness to lifestyle patterns. The focus is placed on the student's own activity pattern.
Aug 29 - Dec 16, Fri 1 - 3 p.m.

BHSC 140: Human Development I (4 credits) \$96 + text
After an initial treatment of the topic of death and loss this course focuses on the processes of growth and development from conception through adolescence. Physical, cognitive, affective and social development are surveyed with emphasis on relating developmental concepts to health care.
Aug 29 - Dec 16, Fri 9 a.m. - Noon

Nursing Program, continued

BHSC 205: Physiology (4 credits) \$96 + text
A study of physiological regulation and control based on the fundamentals established in BHSC 105.
Prerequisite: BHSC 105.
Jan 9 - May 16, Mon 1-3 p.m. & Thur 9 - 10 a.m.

BHSC 225: Microbiology (2 credits) \$48 + text
Provides an introduction to basic microbiological concepts, including the distinguishing characteristics of micro-organisms, methods of controlling infectious diseases and host-parasite relationships.
Jan 13 - Mar 3, Fri 1 - 3 p.m.
Prerequisite: BHSC 105

BHSC 226: Immunology (2 credits) \$48 + text
Provides an understanding of the immune response as applied to immunity, surveillance, homeostasis, hypersensitivity, autoimmunity, and immunohematology. The course progresses from discussions on the compounds and biological activities of the immune response role in protective as well as disease conditions.
Prerequisite: BHSC 105
Mar 17 - May 12, Fri 9 a.m. - Noon

BHSC 239: Sociology (2 credits) \$48 + text
An introduction to the study of human behaviour. Basic terminology and concepts of sociology are presented. Emphasis is placed on the study of the family as a social institution, as well as on other forms of group processes and collective behaviour. The relationship between behavioural sciences and problems of health care is examined.
Mar 17 - May 12, Fri 9 a.m. - Noon

BHSC 240: Human Development II (2 credits) \$48 + text
Focuses on growth and development from young adulthood to aging adult. Physical, cognitive, affective and social development are surveyed. Emphasis is placed on relating developmental concepts to health care.
Prerequisite: BHSC 140
Jan 9 - Mar 3, Fri 9 a.m. - Noon

HEALTH PROGRAM WORKSHOPS proposed for the Fall of 1988.
For further information, please call the Health Programs Coordinator
in Terrace at 635-6511, Local 276.

HEALTH LAW CONFERENCE (Banquet Room, Inn of the West, Terrace) Thu & Fri, Oct 20 & 21
You must register by Sept 28/88 \$150, incl. seminar materials, lunch & coffee breaks
This 2-day workshop will be presented by Lorne Elkin Rozovsky, Q.C., member of the law firm Patterson Kitz. He works exclusively in the health law field advising health professionals, associations and institutions across Canada and abroad and is also an associate professor of law and medicine, and a member of the Faculty of Dentistry at Dalhousie University. Author of over 300 articles on the subject of health law and seven books, he has lectured on the subject in every province and territory in Canada, and in the United States, Europe, Africa, the West Indies, and Israel. In 1986 he was made an Honorary Fellow of the American College of Legal Medicine. With his wife, Fay, Mr. Rozovsky is the legal columnist for *Canadian Doctor*, *Health Care*, *Canadian Operating Nursing Journal*, *Canadian Critical Care Nursing Journal*, and editor of the *Canadian Health Facilities Law Guide*. Mr. Rozovsky also writes for *Oral Health and Dental Practice Management*.

Who would be interested in this workshop? Health administrators, health record administrators, physicians, dentists, nurses, physiotherapists, occupational therapists, psychologists, medical social workers, health consultants and planners, board members of health institutions, and lawyers.

DAY 1 - 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. Topics to be included:

- basis of law
- retention period
- computerization and linkage
- rules of record making
- confidentiality
- defamation
- incident report
- standards of care and negligence in collection and use of records
- legal consequences of record keeping
- microfilming
- use of records in court proceedings
- patient access
- medical orders
- liability risk management
- the use and abuse of forms

DAY 2 - This seminar will present a basic discussion of law as it pertains to consent for treatment.

- patient's right to refuse
- methods of consent
- who should obtain consent
- consent by telephone
- emergency consent
- criteria for a valid consent
- how much to tell the patient
- the consent form
- consent by children and psychiatric patients
- consent to sterilization, abortion, and experimentation

RECOVERY ROOM NURSING (Board Room, Rupert Regional Hospital, Prince Rupert) Tue & Wed, Oct 4 & 5
You must register by Sept 19/88 \$130, includes course syllabus
Melissa Marshall, SRN, RN, BN will be the instructor for this two-day workshop. Melissa's six years of recovery room experience in tertiary hospitals and her three years of teaching in Critical Care Level I combine to provide a stimulating workshop. Her enthusiasm, sense of humor and depth of knowledge all contribute to her effectiveness as an instructor.

- 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 or failure, cardiac arrhythmias, arrest and shock
- the new RNABC Standards of Care for Recovery Room patients

Who should attend? 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.

1988

JANUARY 1988							APRIL 1988							JULY 1988							OCTOBER 1988							
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
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FEBRUARY 1988							MAY 1988							AUGUST 1988							NOVEMBER 1988						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
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MARCH 1988							JUNE 1988							SEPTEMBER 1988							DECEMBER 1988						
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1989

JANUARY 1989							APRIL 1989							JULY 1989							OCTOBER 1989						
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NORTHWEST COMMUNITY COLLEGE

606 Mountainview Square
Kitimat, BC V8C 2N2

632-4766

HOURS:

Monday to Friday:

9:00 a.m. to 4:45 p.m.

Monday to Thursday (September to March):

7:15 to 9:00 p.m.