

# "Your Community College"

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

#### STUDENT ADVISING SERVICE NOW AVAILABLE AT NWCC, KITIMAT Carolyn E. Turner, Ph.D. (McGill University)



Carolyn Turner, our Student Advisor, joined us in August--she will track down information and explore options with you. Your education is important, and the Student Advisor is here to help you make a decision.

Do you want to know more about ...

- NWCC programs (e.g. vocational, business, health, human service, early childhood education, academic, first-year university transfer, etc.)?
- College and University programs across Canada?
- ways to return to complete your high school education?
- how to upgrade your skills for future employment opportunities and/or for personal reasons?
- career exploration?

Contact the College Student Advisor--phone or drop in for an appointment.

For further information, call Carolyn Turner at 632-4766.

Thank you to all involved at School District \*80 for your cooperation in our operation and programming.

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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. 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. Do this in person, by mail, or by sending someone for you. 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.

#### Refunds--General Conditions: ORIGINAL RECEIPTS ARE REQUIRED.

- 1. Full refund if course is cancelled by the College or if student withdraws due to medical or bereavement reasons before course start date.
- 2. Other refunds requested before the course start date will be assessed a \$10.00 administration charge.
- 3. 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 Terrace Campus, and are mailed to your address.

#### PART-TIME COURSES

Withdrawal: Before the second class of a course--100% of tuition fees less a \$10.00 administration charge. After second class--NO REFUND. Special registration/refund policies apply to courses labelled "NO REFUND".

#### ACADEMIC/TELECONFERENCING

- A \$10.00 late registration charge will be assessed to any student registering after the second class.
- <u>Withdrawals</u>: After <u>second</u> class--80% of tuition fee less a \$10.00 administration charge. After <u>third or fourth</u> class--50% of tuition fee less a \$10.00 administration charge. After <u>fifth</u> class--NO REFUND.
- NOTE: Students may register for Academic courses up to and including the third class. Register after the third class with the instructor's approval.

#### VOCATIONAL (F/T)

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. 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.

#### 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.

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 holidays-- Jan 2, Mar 24 & 27, May 22, 1989.

## Academie

UNIVERSITY TRANSFER COURSES - by audio teleconferencing Audio teleconferencing links students in Kitimat, Hazelton, Houston, Prince Rupert, Smithers, and Torrace with their instructor. Everyone can hear and

speak to each other in the 'bridging' of microphones and loudspeaker units.

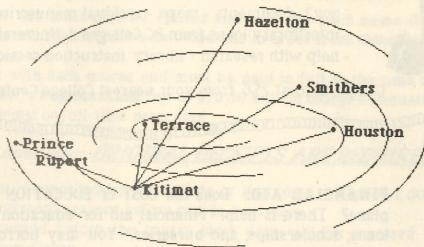
Classes include

lectures. audio-visual presentations interactive and seminars. Opportunities will be available weekly for individual discussions by

telephone between

student and

instructor.



The following courses start the week of January 9, 1989, and continue for fifteen weeks. Tuition is \$24.00 per credit, plus a single \$10.00 registration fee per annum.

BIOLOGY 111 (3 credits) Dr. Norma Kerby, Mon 7 - 10 p.m., plus labs A first year university transfer course in Biological Sciences, you'll learn basic concepts in Biology and laboratory techniques. This semester (second) emphasizes genetics, plant and animal kingdoms and ecological issues. 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.

### ENGLISH 104-Literature & Composition II (3 credits)

lan Jordan, Wed 7:30 - 10 p.m. In this second semester of the distance education course in literature and composition, poetry and drama are emphasized. Written assignments will be based on analysis of the literature.

#### FRENCH 102-Introductory French II (3 Credits)

Marie Louise Lacourse, Sat 10 a.m. -12:30 p.m. plus labs This is a beginning French course which gives you 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 102-Introductory Psychology II (3 credits)

André Klingner, Tue 6:30 - 8:00 p.m. plus tutorial time--TBA A first year course in which you'll investigate major findings in the areas of lifespan development, the nervous system, perception, learning and memory.

#### SOCIOLOGY 206-Sociology of the Family II (3 credits)

Shannon Mark, Thur 7 - 10 p.m. This course provides a cross-cultural comparison of the family and looks at family variation over geographical distance rather than historical distance. You'll learn how households and communities are organized in various societies vastly different from our own. Broadening and refining the theoretical proposition already made about the family, the course challenges the assumption that "the family" is a universal unit and is universally the same. The practical reason behind the stance is that we live in a multicultural country made up of people having different values, backgrounds and family organizations. You'll be provided with a basis for understanding these differences and distinguishing between an ethnocentric bias and a legitimate critique. Text: Dushlin, Marriage and the Family 1988/89

#### EARLY CHILDHOOD EDUCATION COURSES by audio teleconferencing:

#### ECE 121-Program Development (6 credits)

Larisa Tarwick, Thur 4 - 6:45 p.m. History of Early Childhood and child care throughout the world. Current issues in Early Childhood.

#### ECE 250-Special Education & Programming (3 credits)

D. Westerman, Wed 4 - 7 p.m. You will learn the skills and knowledge needed to help young children with special needs achieve their full potential. Topics include: normalization & integration, developing individual program structures, environments to facilitate growth, and utilizing a multi-disciplinary approach.

# Avenue bekrieble betrieben (en

Improve your basic skills or start right from the beginning!

#### 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, from basic through to provincial levels.

Adult students may enter at any time during the year, as space permits. There is no minimum educational prerequisite for entering the program--an assessment in Math and English will be made at the start to determine your individual placement. One or all subjects may be studied during the term on a full-or part-time basis, and College certificates will be issued upon completion. Instruction is individualized and self-paced, therefore the length of program varies according to initial placement and your own pace through the material. Completion will enhance employment opportunities and prepare you for further Trades/Career/Technical or university level courses.

#### Requirements for admission

Applicants must:

Have been away from the public school system for at least one year; be capable of concentrated, independent study; be over 18 years of age; and have a career or educational goal. (Admission to persons under 18 years is subject to additional criteria--see below.)

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 you.)
- 4. Interview with and permission of College Director, accompanied by a parent or guardian (where practical).
- 5. Interview with College Counsellor and/or Instructor.
- 6. Work experience may be an asset, as this provides an indication of maturity and a career goal.
- 7. A maximum of two under-age students per class will be admitted to the program at any one 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.



After many years with ESL students, KAY HALL, *left*, has joined CHRIS WOZNEY in teaching Math, English and Science to the growing number of adults wishing to upgrade their schooling. Adult Basic Education students deserve congratulations for returning, struggling and succeeding.

Pees:

\$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.

Date:

Continuous intake from September to June.

Time:

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

Location:

Rooms 6 & 7

Instructors: Chris Wozney & Kay Hall

For information on other ways to complete high school level courses, please call our student advisor. (See page 2.)

# English as a Second Language



ROBERTA BOWEN, *left*, and MARIA RAPOSO, are our highly-experienced English as a Second Language instructors—providing the essential, every-day English skills many of us take for granted. It's a joy to watch the progress their students make in their lives and in the community. Roberta also teaches Independent Learning Skills

BEGINNERS/INTERMEDIATE

4 mornings per week - Maria Raposo - \$100
Emphasis for beginners will be on the oral practice of everyday English listening, speaking, reading and writing skills. Intermediate students will concentrate on acquisition and usage of vocabulary and grammar, with emphasis on pronounciation.

Location: Room 2

Dates: Mon - Thur, Jan 9 - Mar 30, 9 a.m. - 12 Noon

ADVANCED

Oral & written instruction including extensive vocabulary development; functional reading development, letter writing; resumés, and comprehension skills that will equip students to enter upgrading classes. Recommended for adults who are returning to the classroom after a period of absence and those needing additional help in English fundamentals.

Location: Room 1

Dates: Mon - Thur, Jan 9 - Mar 30, 9 a.m. -12 Noon

# CLASSES BEGIN MONDAY, January 9, 1989

OPEN HOUSE(Jan 9):

9:00 - 10:00 a.m. (Registration for new

students and class organization in the

library.

REGULAR CLASSES:

10:00 a.m. (Following the Open House)

Note to Alcan Employees: Alcan will pay English language fees for you and members of your family living in the same household. Please bring your employee card with you when registering.

#### INDEPENDENT LEARNING SKILLS

2 afternoons per week - Roberta Bowen - \$35

A "How To" course that includes how to: set reasonable goals; survey & read a textbook quickly & efficiently; study for & write exams; read more efficiently & with greater comprehension; write precis as a study technique; and think logically. Some vocabulary development and spelling included. Students must have a good command of both spoken & written English to begin this class.

Location: Room 1

Dates: Tues & Wed, Jan 24 - Mar 29, 12:30 - 3 p.m.

CANADIAN CITIZENSHIP

10 Sessions - Muriel Greenlaw - \$15

Have you wondered how to become a Canadian Citizen? Basic instruction in Canada's history, geography and political system will enable you to meet with the Citizenship Court judge. Understanding English is necessary. A package for prospective Canadian citizens is available, free of charge, at the Courthouse.

Location: Room 2 Dates: Tuesdays, Feb 7 - Apr 11, 6:30 - 8:30 p.m.



TERRY STEPHAN came to his position (and Northwestern location) in November. He's teaching many Alcan employees the Math, Algebra and Physics skills they need in industry today.

MATH classes for Alcan employees continues until June.

3:30 - 10 p.m. weekdays--call for information.

# Business and Professional

#### DAY PROGRAMS



Business Career Program students keep their instructor, ANN MARIE MERKEL, *left*, hopping—and proud of them. Her Aides, DEBBIE DIEHL, *centre*, and DEBBIE TAYLOR, also devote time to instructing some of these courses in the evenings.

## BUSINESS CAREERS TRAINING--Full or part-time

INSTRUCTOR:

Ann-Marie Merkel

INSTRUCTOR AIDES: Debbie Taylor, Debbie Diehl

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

8:30 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**

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

PREREQUISITES: Grade 12 graduation is preferred. 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



A proud moment for Debbie Diehl as she receives the **President's**Certificate of Merit from Dr. Val George, NWCC President.

Debbie has completed the Office Management, Year 1 program.

### 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 III, 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 you to work at your 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
March 27.

Location: Room 3

Dates: Jan 19 - April 13, Thursdays (& Mondays from March 13th), 7-10 p.m.

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

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 2 blank diskettes to the first class (available at the College office).

Location: Room 5 Dates: Mon & Wed, Jan 16 - Mar 8, 7 - 10 p.m.

#### BCPT 102-2 - Introduction to Business Computing

Description as above. No class May 22nd.

Location: Room 5 Dates: Mon & Wed, Apr 17 - June 12, 7 - 10 p.m.

BCPT 103 - Computerized Accounting 20 Sessions - Debbie Taylor \$180, plus books & diskettes (approx. \$120)

Introduction to computerized accounting, (using Bedford, Accpac, Lotus) from basic transactions to financial statements. You will gain experience in setting up and maintaining company records on a microcomputer. Throughout the assigned job simulations, the emphasis will be on the importance of accurate input, careful verification of data, and maintenance of a good audit trail.

PREREQUISITE: To register for this course, you must have completed Acct. 101 & 102 OR Acct. 150 & 151 OR have work experience in accounting and permission of the instructor.

permission of the instructor **Location**: Room 5

Dates: Tue & Thur, Jan 24 - Mar 30, 7 - 10 p.m.

# If you are working on an RIA, CA or CGA program . . . BUSINESS ADMINISTRATION, Selected Courses

Conjeter of

12 Sessions - Debbie Taylor - \$100, plus books We have now scheduled an evening self-study class in RIA/CGA transferable courses. This involves study in a classroom setting, but working at your own pace with a tutor's assistance. (No class March 27th.) Available courses of study are shown below, in the transfer credit guide for those programs:

Institute of

almaniana sami	Society of	institute of	Certified
Bellevia dote a	Management	Chartered	General
NWCC	Accountants(CMA)	Acountants(CA)	Accountants(CGA)
ACCT 150/151.	Intro. Acct. 111	Intro. Fin. Acct	Acct.101
ECON 150/151.	Econ. 212	Econ., for either	
BENG 150	Incl. in Mgmt		
BLAW 150/151	Comm. Law 122	Commercial Law	Law 108
		Org. Behav./Policy	
	2		- Apr 10. 7 -10 p.m.

LOTUS I

3 Sessions - Dave Fowler - \$50 + diskette
Integrate 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: Weds, Mar 22 - Apr 5, 7 - 11 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.

12 hours
Location: Room 5

Dates: Saturday & Sunday, Apr 8 & 9, 9 a.m. - 4 p.m.

OFFICE EQUIPMENT ORIENTATION

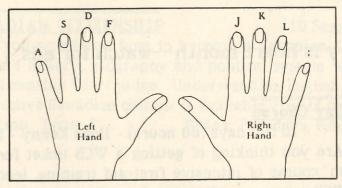
4 Sessions - Kathryn Sotheran - \$40

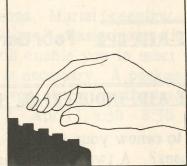
Become familiar with the tools of the office. Gain hands-on experience on equipment found in most offices; adding machines, electronic typewriters, dictaphones, photocopiers & more. Designed to assist you to enter or re-enter the workforce feeling comfortable with the machines you'll find there.

Location: Rooms 3 & 4

Dates: Tues, Apr 18 - May 9, 7 - 9:30 p.m.

KEYBOARDING





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 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. 24 hours

Location: Room 4

Dates: Tues, Jan 24 - Apr 11, 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. You'll work through assignments to improve accuracy and
form in business communication. You must have completed a beginner typing
course or have knowledge of the keyboard (to be assessed by teacher). Practice
times will be available. 40 hours

Location: Room 4

Dates: Mon & Wed, Jan 23 - Mar 15, 7 - 9:30 p.m.

## Birst Avid

FIRST AID. BASIC

4 Sessions - Ilona Kenny - \$72

Learn what to do in the crucial moments before qualified help can arrive. Course content is equivalent to a Standard St. John Certificate. Upon successful completion, a Survival First Aid Certificate (WCB), CPR Certificate and a College transcript will be issued. Course material includes: hypothermia, heat stress & poisons, Survival First Aid, 1- and 2-person CPR, splinting of major injuries, oxygen therapy, recognition of head, chest and abdominal injuries. This class meets entry requirements for Nursing, Radiology School, etc.

Location: Upper Mall

Dates: Saturdays, April 22 - May 13, 9 a.m. - 4 p.m.

FIRST AID. CPR - February is heart month-watch for ads.

## FIRST AID, INDUSTRIAL: Day Course

Time to renew your ticket? Are you thinking of getting a WCB ticket for job purposes? 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. (If this is your first attempt at this course, it is recommended that you register for the session below, due to the heavy course load.)

Location: Upper Mall Dates: Mon to Fri, Jan 23 - Feb 3, 8:30 a.m. - 3:30 p.m.

### FIRST AID, INDUSTRIAL: Evenings

20 Sessions (60 hours) - Ilona Kenny - \$275

As above, but allowing more time for home study.

Location: Upper Mall

Dates: Mon & Wed, Mar 20 - May 31, 7 - 10 p.m.

If you'd like to attend a two-week "crash" course in Industrial First Aid in the spring (April/May), please call and register your interest.

### 69(96) | 11196

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: M.E.S.S. Room 126

Dates: Weds, Feb 8 - Mar 15, 7 - 9 p.m.

CANADIAN CITIZENSHIP

Have you wondered how to become a Canadian Citizen? Basic instruction in Canada's history, geography and political system will enable you to meet with the Citizenship Court judge. Understanding English is necessary. A package for prospective Canadian citizens is available, free of charge, at the Courthouse.

Location: Room 2 Dates: Tuesdays, Feb 7 - Apr 11, 6:30 - 8:30 p.m.

COMMUNITY BAND

Bob Butchart/Anne Sluyter - Free
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, until June 28

#### CONSERVATION & OUTDOOR RECREATION EDUCATION (C.O.R.E.)

Facilitated by Rod & Gun Club Members - \$60

You'll receive 28 hours' classroom instruction and actual field practise in the shooting, discharge and safe handling of rifles and shotguns, followed by individual testing. A pass mark is required in both the theory and practical sections in order to be issued a Hunter Number, which is mandatory to obtain a BC Resident Hunting Licence. (All books, supplies, materials and exam fees are included in this fee.) Location will be the Rod and Gun Club, but dates were not scheduled at the time of printing. Please call Northwest College at 632-4766 to record your interest and to receive details when available.

WATERCOLOURWORKSHOP

with Kiff Holland

Co-sponsored by the Art Club of Kitimat

Kiff Holland is from Vancouver, and will conduct this workshop for participants at all skill levels, from beginners to professionals. He'll cover all techniques applicable to watercolour painting, and you will create a number of paintings. You'll receive individualized instruction and critique. You may choose to register for the entire five days (\$105) or for the weekend only (\$55).

Location: Room 2 Date: Sat to Wed, June 3 - 7, 9 a.m. to 4 p.m.

## EMILY CARR COLLEGE OF ART OUTREACH WORKSHOPS (\$45):

Basic techniques of watercolour, composition, and the use of colour. Subject matter will include still-life and imaginative explorations of abstract shapes. Claire has been an artist and educator in Vancouver for over 25 years. She developed a course in drawing & watercolour for the Ministry of Education and has taught for UBC, ECCA, and several other colleges.

Dates: March 10 - 12 Location: M.E.S.S. Room 124 (Fri: 7 - 10 p.m., Sat: 9 a.m. - 6 p.m., Sun: 9 a.m. - 2 p.m.)

In Hazelton: ART HISTORY with Sherry McKay, April 14 & 15 (tentative) Highlights historical developments which led to present forms in painting & aims at giving you a conceptual framework with which to improve understanding of contemporary painting.

In Houston: WORKSHOP ON COLOUR with Nora Blanck, March 4 & 5
Deals with basics of colour theory & practice, spanning all media--will be of value to all whose professional or leisure activities involve use of colour. Suitable for beginners or as a refresher for more experienced practitioners.

In Prince Rupert: TILE MAKING with Jan Grove, March 18 & 19
For artists with some experience. This art is presented as an activity encompassing an encyclopedia of ceramics techniques, plus concepts from graphic design & painting.

In the Oueen Charlotte Islands: GRAPHIC DESIGN with Rick Cuff, March 4 & 5 TOOLMAKING, (Tentative for Feb)

In Terrace: PAINTING (Acrylics, Oils) with Richard Reid, Feb 18 & 19
Appraches the painting concerns of each individual, concentrates on one-to-one dialogue based on each participant's background response to critique and evaluation and the clarification of their own goals.

You'll learn about writing styles and conversational writing in the first evening, as well as how to card a novel, choose subjects, and develop a plot. You'll be asked to submit your own work during the following week. At the second session, Jean will critique your submissions, reviewing what to avoid and demonstrating poor vs. excellent samples. Bring paper for note-taking. (If you have any questions, please call Jean at 632-7857--early evenings, please.)

Location: Room 6

Dates: Fridays, Feb 10 & 24, 7 - 9 p.m.

DEFENSIVE DRIVING

3 Sessions - Don Scott - \$25 (includes books)

This B.C. Safety Council course gives you an opportunity to learn what is involved in driving defensively, why and how various types of motor vehicle collisions occur, and what it takes to prevent them. Please call Don at 632-2607 if you'd like further information. A minimum of 10 students is required.

Location: M.E.S.S. Teaching Kitchen Dates: Tuesdays, Feb 14 - 28, 7 - 9 p.m.

Add new dimension to your embroidery. This hand-stitching mingles traditional embroidery with three-dimensional BRAZILIAN STITCHES to produce a truly unique product. The kit (\$35 and purchased in advance) consists of instructions, materials and tools for preliminary work on background stitching to be completed prior to class. Classes will include supplementary instruction and special techniques to complete a unique pillow/cushion top with 9 new stitches. Call to see if the display pillow and/or kits have arrived.

Location: Room 7 Dates: Sats, Feb 25 & Mar 11, 9 a.m. - 4 p.m.

#### **FLOWERS**

FOR EASTER

2 Sessions - Shirley Daye - \$15
Explore gift ideas for Easter using a wide range of spring flowers and plants. Costs for materials used will be extra.

Location: TBA Dates: Tue & Wed, March 7 & 8, 7 - 9 p.m.

FOR MOTHER'S DAY

2 Sessions - Shirley Daye - \$15

Create something for Mom using fresh flowers and/or plants. Costs for materials used will be extra.

Location: TBA

Dates: Tue & Wed, May 2 & 3, 7 - 9 p.m.

FLY TYING

8 Sessions - Arlene Moloney - \$35

This hands-on course will enable you to learn the basics of fly tying and how to construct your own flies. Will include practical skills in tying various types of flies and the use of fly-fishing equipment. Material costs are extra.

Location: Room 2

Dates: Tues, Feb 7 to Mar 28, 7 - 9 p.m.

#### GEOLOGY OF THE KITIMAT VALLEY

Allen Gottesfeld, B.A., M.S., Ph.D. - \$30 A fascinating feature of the natural history of the Northwest will be discussed by local geologist, Dr. Gottesfeld. He will present a slide-illustrated lecture on Friday within the framework of North American geology, but focusing on the last 10,000 years. The Kitimat Valley has some of the most striking glacial geology features in the world--more than 5 billion cubic meters of glacial debris were left behind by the Cordilleran Icesheet. The field trip on Saturday will be to several interesting sites between Kitimat and Terrace. Stops will involve walking short distances through rough and/or brushy areas, so bring raingear and sturdy footwear. (The book by Dr. Gottesfeld entitled Geology of the Kitimat Valley is available at the Kitimat Centennial Museum.)

Location: Room 6, Friday

Dates: May 19 & 20, Fri 7 - 10 p.m., Sat 9 a.m to 5 p.m.

HAIR CARE

6 Sessions - Sandra Mattern - \$35 + supplies
Demonstrations will be given on trimming bangs, colors, perms, and braiding
with discussion on professional versus 'off-the-shelf' products. If you'd like to
do these things at home, come and learn the correct procedures to achieve
better results. Call Sandra at 632-5244 if you have any questions.

18 hours
Location: The Hair Force Dates: Wednesdays, Mar 22 - Apr 26, 7 - 10 p.m.

HAIR CUTS FOR KIDS

3 Sessions - Sandra Mattern - \$20
This course is for parents who prefer to cut their child's hair at home, but would like to learn to do it correctly. The first evening will be a demonstration on cutting bangs and long hair for a very basic boys' cut. A model will be needed on the second & third nights--preferably over 7 years old. You'll learn basic cutting to keep hair trimmed. Scissors are required, and may be purchased through the instructor. Call Sandra at 632-5244 for further information.

Location: The Hair Force

Dates: Monday, Tuesday & Wednesday, May 1 to 3, 7 - 9:30 p.m.

When it comes to your health, you are able to make many wise choices and enhance your life; maintenance and active vigilance are advised to keep your body running at its best. Northwest College presents this public education program in conjunction with the Canadian Cancer Society. You'll learn about skin protection, diet, tobacco use, breast and testicular self-examination, and early warning signals. You must pre-register by phoning 632-4766.

Location: Room 6

Date: Thurs, Jan 26, 8 p.m.

HOW TO TALK SO KIDS WILL LISTEN OR

HOW TO LISTEN SO KIDS WILL TALK 7 Sessions - Charlotte Wolters - \$10 Charlotte, as Coordinator of Kitimat Community Services, presents this material to bring an awareness & understanding of parenting to the community. End confrontation; develop reflective listening, cooperation, autonomy, independence, & self-reliance; listen, hear & understand your child's feelings; help them solve problems. Join this informal class and unlock the resources you have inside you through group participation. No text is required, but Talk So Kids Will Listen is recommended reading. Register early--space is limited.

Location: Room 2

Dates: Wed, Feb 1 to Mar 15, 1 to 3 p.m.

#### INFORMATION. PLEASE

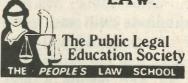
2 Sessions - Jean McLeod - \$25

If you are involved in a community organization or service club, learn how to get your message out, ensuring that it will be read and be precise. Topics covered will be: organizing newsletters/posters--what to include; writing news articles & media announcements; developing & maintaining mailing lists; spelling, and grammar. You'll need paper for note-taking, and poster paper (preferably graph paper), 11" x 14" size. If you have questions, call Jean at 632-7857 (early evenings only please).

Location: Room 6

Dates: Sats, March 11 & 18, 1 to 5 p.m.

#### LAW:



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

You must register at least one week in advance--call 632-4766.

#### CHARTER OF RIGHTS AND FREEDOMS

1 Session - Rod Donaldson - Free

This session offers an overview of the provisions in the Charter; outlines the rights and responsibilities of individuals and how to ensure them; and discusses the various freedoms allowed.

Location: Room 2

Date: Wed, March 15, 7:30 - 9:30 p.m.

#### WILLS & ESTATES

1 Session - Rick Wozney- Free

This session 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 2

Date: Wed, Feb 15, 7:30 - 9:30 p.m.

OSTEOPOROSIS

1 Evening - Dr. P. Kerswell - Free

In Canada, osteoporosis causes 60,000 hip, wrist & spine injuries per year, and the incidence is increasing. This disease of the bones is the most common medical problem of women over 50--1 in 3 women over age 65 will suffer a spinal fracture. Dr. Kerswell will explain who is at risk, the causes, preventive techniques and the treatment recommended today, as well as answer your own questions. This presentation is made possible through the BC Medical Association's Speakers Service. You must call and register, 632-4766.

Location: Room 6 Date: Thurs, Feb 9, 7:30 p.m.

#### PHOTOGRAPHY, FOR BEGINNERS

2 Sessions - Max Patzelt - \$25

Don't just shoot and hope for the best! Max has vast experience as a professional photographer, and will help you 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 simple assignment will encourage you to try different techniques to produce super pictures. Bring your camera, photos and questions.

Location: Room 6

Dates: Wed, Feb 15 & 22, 7 - 9:30 p.m.

POSITIVE SELF-IMAGE

8 Sessions - Reg Barnes - \$35

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.

16 hours

Location: Room 6

Dates: Mondays, Jan 30 - Mar 20, 7 - 9 p.m.

RESOLVE STRESS

8 Sessions - Dr. Dean Burtch - \$25

You'll learn successful coping and resolving techniques spanning a range of timely topics, based on the "8 Days to Resolving Stress" plan. Although certain types of stress are a natural and essential part of life, unresolved distress can be very destructive. RESOLVING STRESS draws a clear distinction between the differing types and gives precise, workable answers for resolving the destructive forms. The primary emphasis is on conquering--not just coping; lasting solutions are the ultimate goal. Topics include:

- STRESS: It Comes Only to the Living
- Hearing What People are Really Saying
- When Life Hands You Lemons
- How to Change Enemies into Friends
- Will Life Ever Return to Normal?
  Is Your Job Killing or Fulfilling?
- Beyond Band-Aids and Coping
- Life After Stress

Kit materials are provided. You must register by March 31st!

Location: Room 2

Dates: Tues & Thur, April 4 to 27, 7 - 9 p.m.

SEA LIFE OF THE DOUGLAS CHANNEL

1 Evening - Dirk Mendel - \$2

Dirk has intimate knowledge of Douglas Channel--he's a local diver with 8 years' experience. Come and hear about the plants and animals under our waters-from the river mouth to Fin Island (80 kms. away), where to find them, and what is edible! Specimens will be on display.

Location: Room 6

Date: Wed, Feb 8, 7:30 - 9:30 p.m.

SIGN LANGUAGE, Beginners

8 Sessions - Yvonne Danroth - \$35
This course is for anyone learning the basic signs necessary to communicate with the deaf--for your job or for self improvement. You will learn the alphabet, 300 to 350 signs and how to string it all together into sentences. A fun, no-pressure, but educational course. Please phone Yvonne at 632-4410 if you have any questions.

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

Dates: Mon, Apr 3 - May 29, 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

"Minds are like parachutes.
They only function when they are open."
Sir James Dewar

# Languages

FRENCH - See page 7.

#### GERMAN

#### Conversational (Level I)

Barbara Notheis will instruct a beginner's level course this year if there is enough interest. If you'd like to learn the basics of the German language, and have little or no knowledge of it, please call 632-4766. We'll schedule a course as soon as possible.

#### Conversational (Level IV)

8 Sessions - Barbara Notheis - \$35 Don't be afraid to try this course. Barbara keeps things casual and comfortable--even when words are mispronounced. Emphasis is almost exclusively on phrases and everyday conversation. This is for you if you plan on travelling to German-speaking countries or expect German-speaking visitors. If you have a good introduction of German or have previously taken Beginners, Intermediate & Advanced courses, you'll feel comfortable. If you're unsure, consult with Barbara at 632-5012. (Beginner's course will be scheduled when demand is sufficient--call us.)

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

Dates: Tuesdays, Feb 7 - March 28, 7 - 9 p.m.

#### SIGN LANGUAGE

#### Beginners

8 Sessions - Yvonne Danroth - \$35 This course is for anyone wishing to learn the basic signs necessary to communicate with the deaf--for your job or for self improvement. You will learn the alphabet, 300-350 signs and how to string it all together into sentences. A fun, no-pressure, but educational course. Please phone Yvonne at 632-4410 if you have any questions.

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

Dates: Mondays, Apr 3 - May 29, 7:30 - 9:30 p.m.

#### SPANISH

8 Sessions - Francisca Blassing - \$40 + text, if required Our instructor is flexible--this session will be for either beginners or more advanced students, depending upon the interest shown. If there is a need, another session will be scheduled. Both courses would include oral and written work--taught by an experienced instructor. Please call and let us know which level you would like. If you're unsure, call Francisca at 632-7703 (evenings), and she'll assess your level of Spanish.

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

Dates: Tuesdays, Jan 17 to March 7, 7 - 9 p.m.

#### RUSSIAN

#### Level I (Beginners)

8 Sessions - Elaine Krickan - \$35

You will learn to read & write the alphabet and numbers from 1 to 20, and pronounce simple words and phrases. There will also be some basic grammar, such as the use of personal and possessive pronouns, gender, the present tense of various verbs. Conversation exercises will be a part of each session. Call Elaine at 632-7813 if you have questions about the course content.

Location: Room 2

Dates: Sats, Jan 28 to March 18, 9:30 - 11:30 a.m.

#### Level IV

10 Sessions - Elaine Krickan - \$42

A continuation of the fall class's grammar work. Includes reading excerpts from Russian and Soviet writers. Conversation will be a part of each session.

Location: Room 2

Dates: Thursdays, Jan 26 to Mar 30, 7:30 - 9:30 p.m.

# Tradestante Voeational

AIRBRAKES 6 Sessions plus testing time - Joe Farina - \$100 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. You must hold a valid BC Driver's License, and have fluent English skills to enroll. Manual is included.

Location: M.E.S.S. Room 507 Time: 6:30 - 9:30 p.m. Dates: Mon/Tues & Thur, March 6 - 16 Testing day: Saturday, March 18, 9 - 4

#### CLASS 1 DRIVERS TRAINING & Truck Operations Basic Maintenance Skills

8 evenings, plus driving time - Dave Dams - \$995

Here is the complete training necessary to obtain your Class 1 Driver's

License. Participants will receive training on all working components. You will learn: 1. To identify potential problems

2. To inspect & perform adjustments to air brake systems

3. To perform pre- and post-trip inspections

4. Defensive driving & hazard avoidance

5. How to operate the truck/tractor under various conditions

Course content includes: Steering, Electrical, Engine & Support Systems, Basic Power Trains, Air Brakes, Tires & Maintenance, Trip Inspections, and Commercial Safety & Operating Procedures. 40 hours instruction, 10 hours vehicle time (group & individual--to be scheduled by instructor & students), and Driver's Exam. If required, additional driving time will be available at \$50/hr.

Location: Upper Mall

Dates: Mon - Fri & Mon - Wed, Feb 27 - Mar 8, 4 - 10 p.m.

You must register by February 20th!

## INDUSTRIAL WAREHOUSING (Journeyman Upgrading)

4 weekends - Jan Koza - \$100

This 60-hour course is set up for those with more than four year's experience in the occupation. On completion, you will be eligible to write the Journeyperson BC Ticket, which will be administered by the Apprenticeship Branch.

Location: Upper Mall

Dates: Sat & Sun, May 6 - 27, 9 a.m. - 4:30 p.m.

#### ELECTRONICS

\$36.00/month plus \$50 book deposit

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

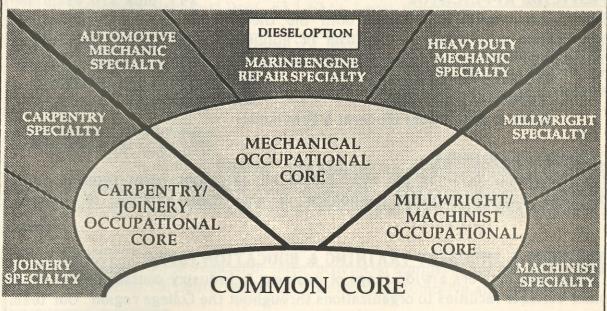
□ AC Electronics DC Electronics □ Semiconductors Digital Techniques Microprocessors Electronic Circuits

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. Continuous intake from September to June. Location: LRC

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

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

Training Access, often called TRAC, is a flexible approach to learning a trade. This is called self-paced learning, studying at your own speed and working on your own, 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 perfom each skill by means of written tests and practical evaluations.



COMMON CORE: 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.

OCCUPATIONAL CORE: After completing Common Core, you will focus on one of several trade areas, such as Mechanics, Carpentry, Millwright or Machinist. Once you have mastered all the skills in your chosen occupational core, you move on to SPECIALTY in the trade of your choice.

The following courses can be scheduled throughout the College region whenever demand is sufficient. Please call to register your interest.

### AUTOMOTIVE HIGH-TECH UPGRADING PROGRAM

Designed to give journeyman mechanics a clear understanding of current automotive electronic control systems through intense theory and hands-on trouble shooting. Note that I, 2 & 8 must be taken in that order.

- 1 Automotive Electronics Theory & Practical, 24 hours, \$265
- 2 Closed Loop Theory & Trouble Shooting, 18 hours, \$200
- 3 Electronic Fuel Injection, 18 hours, \$200
- 4 GM Computer Command Control Trouble Shooting, 18 hours, \$200
- 5 Ford EEC IV Trouble Shooting, 18 hours, \$200
- 6 Chrysler E.F.I. Trouble Shooting, 18 hours, \$200
- 7 Bosch & Japanese E.F.I. Trouble Shooting, 24 hours, \$265
- 8 Computer Body & Chassis Control Trouble Shooting, 36 hours, \$400

(Fees subject to change.)

#### PESTICIDE APPLICATOR

\$45, plus \$10 exam fee

This 3-day workshop 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:

- Pesticide Registration
- Pesticide & the Environment
- Applicator Technology
- Labelling & Safety
- Laws & Regulations (Federal & Provincial)

#### CARPENTRY/JOINERY

The theoretical portions are available at all campuses upon request. The practical sections require attendance at the main campus in Terrace.

#### BUSINESS & INDUSTRY TRAINING & EDUCATION (BITE)

This service delivers a wide range of Business & Industry courses on-site or at other suitable facilities to organizations throughout the College region. Our team of professionals are ready to work with you to build a training plan which will address your short and long term needs.

- Custom training

- Management Skills

- Industry and Trades

- Computer Training

- Entrepreneurship
- Business, Tourism & Hospitality (Bartending, Foodsafe, Superhost)

For further information, please contact the B.I.T.E. Dept. at 635-6511, loc. 325.

# Listed below are several programs available at other centres. Please call for further information.

HAZELTON: - Addiction Resource Worker, Forestry Technologist

PRINCE RUPERT: - Aquaculture, Electronics Technician, Welding, Marine & Fisheries Training, Marine Mechanical

#### TERRACE Programs

CARPENTRY/JOINERY (Theoretical and practical portions.)
For further information regarding this program contact the Carpentry Dept., 635-6511, Local 283 or 285.

**COOK TRAINING** Professional(12 months); Camp (6 months); Short Order (3 months); Upgrading (up to 3 months). For further information, contact the Cook Training Dept., 635-6511, Local 232.

HEAVY DUTY MECHANIC & MILLWRIGHT Provides the technical training for these apprenticeships. Contact either the Mechanics Dept. 635-6511, Local 289 or Millwright Machinist Dept., 635-6511, Local 284.

ELECTRONICS AUTOMOTIVE/HEAVY DUTY Learn the fundamentals in Electronic Engine control systems and gain the ability to use simple yet powerful trouble-shooting procedures to diagnose the most puzzling problems. (4 months)

#### INTERIOR LOG SCALING

\$300.00, plus manual, equipment deposit & exam fee Learn the theory and practical skills of scaling. Upon completion you will be prepared to take the Ministry of Forests written and practical exams, to obtain a license.

TO UPGRADING To provincial or inter-provincial standards for various trades, incl. Warehousing, Carpenty, Millwright, Welding, Automotive and Heavy Duty.

#### **NURSING PROGRAM**

#### **HUMAN SERVICE WORKER PROGRAM**

#### COMMUNITY SUPPORT WORKER

# Lifelong Learning is for Everyone!

#### STAFF

Clive Hall--Regional Director
Lola Doering--College Secretary
Carol Larsen--Administrative Officer
Linda Howells--Clerk
Carolyn Turner--Student Advisor

#### **OFFICE HOURS**

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



#### NORTHWEST COMMUNITY COLLEGE

606 Mountainview Square Kitimat, BC V8C 2N2

632-4766