

# SMITHERS

3966 - 2nd Avenue  
(604) 847-4461



*Northwest  
Community  
College*

## 1991 Fall Programme Guide

*Achieving Your Potential*

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The Smithers Centre  
Northwest Community College

## REGISTRATION DAY

Saturday, September 7, 1991

9:00 a.m. - 1:00 p.m.

at the

Smithers Civic Centre

For a place in the course of your  
choice, registration fees must be paid  
in full at the time of registration.

Enroll at least one week before the  
course starts. Courses with low  
enrollments may be cancelled.

## SMITHERS STAFF

Eileen Klassen ..... Centre Director  
Irene Vanderstar ..... Administrative Assistant  
Ingrid Neville ..... Student Advisor  
Carol Palm ..... Centre Clerk  
Linda Bruhjell ..... Part-time clerk  
Mary Hiemstra ..... Part-time clerk  
Alec Deas ..... Instructor - A.B.E.  
Bev Davidson ..... Instructor - Office Careers  
Terrie McCreary ..... Instructor - Office Careers  
Sandy Clark ..... Instructor - Office Careers  
Megan Schlase ..... Instructor Aide - Office Careers

### TUITION AND FEES INFORMATION

University Credit and Career courses  
\$32.50 per credit hour to a maximum of \$487.50  
per semester.

### Vocational and A.B.E.

\$24.50 per week for full-time attendance and  
\$12.25 per week for part-time attendance (less  
than 15 hours per week).

### Part-Time and Short Term courses

Fees are indicated in each course description.

### Other Fees

Late Registration	\$10
Late Payment	\$10
Reinstatement	\$10
Admission Deposit	\$100
Book & Tool Deposit	\$50

C.E.I.C. sponsored students who do not pay tuition  
fees to the College are required to pay a Student  
Activity fee of \$2 per week.

### REFUND POLICY

See the Northwest Community College 1991/92  
Calendar available at the College Centre.

### STUDENT ADVISING

College students and the general public are en-  
couraged to use the services of our student advisor  
who can help you select courses and programs to  
achieve your career goals. Information is available  
about programs throughout British Columbia and  
Canada as well as about correspondence courses and  
distance education. Financial aid information and  
assistance in filling out applications can also be  
provided.

Contact the College at 847-4461 to make an ap-  
pointment.

### THANK YOU

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

### THANK YOU

...to those people who contribute to our program by  
suggesting courses and the instructors who teach  
them. Their contribution and participation in our  
program helps us offer a variety of quality courses to  
the community.

## ACADEMIC

### UNIVERSITY CREDIT

Northwest Community College, in co-operation with  
the Small Colleges Consortium and the Open Learn-  
ing Agency, will present University Credit courses  
via the Knowledge Network or through  
teleconferencing.

Courses tentatively scheduled for September in-  
clude: Accounting Level I and II, Developmental  
Psychology 240, English 100/101 (composition and  
literature), English 110 (composition), History 104/  
105 (Canadian History), Medical Office - Terminol-  
ogy and Transcription, Political Science 112/113  
(Canadian Politics), (Introduction to) Psychology  
131, and Sociology.

Contact the College Centre for further information.

### GROUP PROCESSES

University of Victoria ED-D 414 (3)

The purpose of this course, to be held in the winter  
of 1992, is to provide direct experiences of basic  
group processes, build your knowledge and skills,  
and increase your awareness of individuals in a  
small group context. Group interactions and deci-  
sion making processes in a variety of situations will  
be studied. University of Victoria registration forms  
are available at the College Centre. Registrations  
must be submitted to U Vic by November 30.

Instructor: Dr. David Rosenroll  
College Centre Rm. 110/111  
Feb. 8, 9, 22, 23  
Mar. 7, 8, 28, 29  
\$354 plus text

## EARLY CHILDHOOD EDUCATION

### ADMINISTRATION SKILLS ECE 208 (3) TELECONFERENCING

This foundation course deals with the fundamental  
operation and procedures used in the management  
of a childcare centre and other service organiza-  
tions. It covers all aspects of the organization and  
operation of a centre, with focus on evaluation of  
programming, staff relations, budgets and licens-  
ing. Students must attend one or two Saturday  
workshops in Terrace.

College Centre Rm. 107  
Wed., Sept. 11 - Dec. 18  
7:00 - 9:00 p.m.  
\$97.50 plus texts

### PSYCHOLOGY OF HUMAN DEVELOPMENT ECE 140 (3) TELECONFERENCING

This course provides students with an introduction  
to the theories, methods, concepts and research  
findings relevant to normal human development  
through the life span. The importance of individual  
differences, the effects of heredity and environment  
and the ethical issues involved in research and  
program are discussed. Application of child care  
situations, in relation to children and their families,  
are explored in lectures. Students will be required to  
read from the text and other references as well as  
attend one or two Saturday workshops in Terrace.

College Centre Rm. 107  
Thurs., Sept. 12 - Dec. 19  
7:00 - 9:00 p.m.  
\$97.50 plus text

## ADULT BASIC EDUCATION (A.B.E.)

- BASIC MATH AND ENGLISH
- HIGH SCHOOL COURSES (English, Math & Sciences)
- G.E.D. PREPARATION
- TRADE ENTRANCE COURSES
- COURSES TO ENTER BUSINESS AND TECHNICAL PROGRAMS
- COURSES FOR COLLEGE AND UNIVERSITY ENTRANCE

- ADULT CLASSES
- INDIVIDUAL HELP
- PART-TIME OR FULL-TIME AVAILABLE
- WORK AT YOUR OWN PACE
- BEGIN ANY TIME WHEN SPACE IS AVAILABLE
- INFORMATION IS AVAILABLE AT THE COLLEGE CENTRE

### STUDENT ADVISOR

For assistance in dealing with upgrading, career, vocational or training concerns, make an appointment with the student advisor at the Smithers College Centre.

### G.E.D. TEST PREPARATION

This course is for persons wanting assessment and instruction in preparation for writing General Education Development Tests. The GED tests offer an opportunity to gain secondary school equivalency standing which may assist in qualifying for employment, for advancement, or for admission to post-secondary education institutions. Often, the tests are written for personal satisfaction. Instruction is provided for the five test areas: writing skills, social studies, science, mathematics and interpretation of literature. The tests are designed to measure the major generalizations, ideas and intellectual skills that are normally gained through 12 years of schooling. Special arrangements can be made for persons with a visual, hearing or other physical impediment.

### G.E.D. TEST SCHEDULE

The tests are administered by the college for the Ministry of Education. Application forms are available at the college office. Applicants must be Canadian citizens or landed immigrants, be at least 19 years old, be British Columbia residents, have been out of school for at least one full academic year and not have received a Grade 12 certificate from any institution. Testing will be held at the Smithers Centre on December 6 & 7, 1991. A completed application form must be received by the Ministry of Education at least 21 days before the testing date. The test fee of \$25.00 plus \$1.75 GST may be paid by certified cheque or money order payable to the Minister of Finance.

### A.B.E. & G.E.D. PREPARATION PROGRAM

Date	Mon. - Fri. starting Sept. 3	Location:	College Centre Rm. 109
and	9:00 a.m. - 4:00 p.m. full-time	Fee:	\$24.50/week full-time
Time:	9:00 a.m. - 12:00 noon part-time		\$12.25/week part-time
	1:00 p.m. - 4:00 p.m. part-time		plus texts and deposit

### FINANCIAL ASSISTANCE

Financial assistance may be available through native band councils, the Ministry of Social Services and Housing or the Canada Employment Centre. Bursaries and grants are also available. Information is available at the college office.

## OFFICE CAREERS

The Office Career programs are designed to provide students with the knowledge and skills necessary to function effectively in a modern office.

Date	Mon. - Fri. starting Sept. 3	Location:	College Centre Rm. 104
and	9:00 a.m. - 12:00 p.m.	Fee:	\$24.50/week full-time
Time:	1:00 p.m. - 4:00 p.m.		\$12.25/week part-time
	Mon. - Thurs. 6:30 - 9:30 p.m.		plus books and deposit

Students are enrolled on the first Monday of every month when spaces are available. Part-time students are welcome. These courses are offered on an individual course basis during days and evenings. To apply, complete an application at the College office specifying the times you wish to attend. You may be asked to complete an assessment prior to your admission.

Entry level programs available for those with no previous training and/or experience include: Clerk-Typist, Clerk-Bookkeeper, Word Processing and Administrative Secretary. Accounting and Office Management options are also available.

### ENTRY LEVEL - Common Courses

All students in the Clerk-Typist program or Clerk-Bookkeeper program must complete the following courses:

BCPT 101:	Filing and Data Management
BCPT 102:	Introduction to Computers
BCPT 104:	Skill Building
BENG 102:	Spelling and Vocabulary
BENG 103:	English Grammar
BENG 104:	Written Communications
BENG 105:	Proofreading
BUSM 101:	Introduction to Business Machines
KYBD 100:	Keyboarding, Electronic Typewriter and Computer
MSTD 100:	Master Student
OFPR 101:	General Office Procedures
TYPG 101:	Basic Business Typing

### CLERK-TYPIST:

In addition to the common courses students must complete:

BCPT 106:	Advanced Skill Building
DICT 101:	Introduction to Transcription Machines
DICT 102:	Transcription Machine Operation
TYPG 102:	Advanced Business Typing

Completion of the Clerk-Typist Certificate program requires approximately 7 months of full-time study.

### CLERK-BOOKKEEPER

In addition to the common courses students must complete:

ACCT 101:	Bookkeeping Fundamentals
ACCT 102:	Routine Bookkeeping Procedures
BCPT 103:	Introduction to Computer Accounting

Completion of the Clerk-Bookkeeper Certificate program requires approximately 8 months of full-time study.

### WORD PROCESSING

Prerequisite: Clerk-Typist program or related experience. Courses include: Basic DOS Procedures, Transcription Specialist, Electronic Typewriter, Hard Disk Management, and any three of the following: Wordstar, Multimate, Volkswriter Deluxe, Microsoft Word, Word Perfect.

### OFFICE MANAGEMENT PROGRAM

LEVEL 1 - Students must have completed the Clerk-Bookkeeper and Word Processing programs.  
LEVEL 2 - ACCT 150/151, BLAW 152, MGMT 150, MGMT 252 and an additional nine credits from Business Administration.

### ACCOUNTING

Students must have completed the Clerk-Bookkeeper program. The following courses from the Business Administration program must also be taken: ACCT 150/151, BLAW 152, BCPT 150, and MGMT 252.

## BUSINESS ADMINISTRATION

### ADMISSION REQUIREMENTS

Grade 12 graduation with Math 11 or GED or English 040 and Math 040. Students lacking the formal prerequisites who have business experience may be admitted to the program if they can demonstrate mastery of equivalent knowledge and skills. Please contact the student advisor for further information.

### ACCOUNTING 150

This course emphasizes basic accounting methodology and logic. Topics covered include: recording transactions and maintaining books of account for service and merchandising concerns; preparation and interpretation of financial statements; recording, reconciling and valuating of cash, accounts receivable, inventory, plant and equipment.

Instructor: TBA  
College Centre Rm. 109  
Wed., Sept. 11 - Dec. 18  
7:00 - 10:00 p.m.

## COMPUTER COURSES

### COMPUTER BASICS

Learn the fundamentals of IBM compatible computer use: terminology, how a computer works, basic DOS commands and how to manage floppy disks and files. This is an introductory course and will not cover software applications. This course is highly recommended for anyone wishing to take further computer training.

Session 1  
Register by Sept. 7  
Instructor: Sandra Clark  
College Centre Rm. 108  
Fri., Sept. 13 6:30 - 9:30 p.m.  
Sat., Sept. 14 9:00 a.m. - 4:00 p.m.  
\$60 includes manual

\$97.50 plus text

### BUSINESS COMPUTERS 150

A survey of computer uses in business today. A description of computers and how they work, their capabilities and limitations, and a discussion of peripherals are included in the course content. Lab work will involve hands-on exposure to spreadsheet, word processing and data management software applications.

Instructor: Dwayne Cassidy  
College Centre Rm. 108  
Thurs., Sept. 12 - Dec. 19  
7:00 - 10:00 p.m.  
\$97.50 plus text

### INTRODUCTION TO MARKETING 150

An introduction to marketing principles and management focusing on the problems of the marketing manager in the measurement of marketing opportunities and the allocation of marketing effort. Emphasis is on decision-making in a marketing context.

Instructor: Beth Stanga  
College Centre Rm. 109  
Tues., Sept. 10 - Dec. 17  
7:00 - 10:00 p.m.

### Session 2

Register by Sept. 19  
Instructor: Sandra Clark  
College Centre Rm. 108  
Fri., Sept. 27 6:30 - 9:30 p.m.  
Sat., Sept. 28 9:00 a.m. - 4:00 p.m.  
\$60 includes manual

### Session 3

Register by Oct. 25  
Instructor: Cindy Marchuk  
College Centre Rm. 108  
Sat., Nov. 2 9:00 a.m. - 12:00 noon  
Sat., Nov. 9 9:00 a.m. - 4:00 p.m.  
\$60 includes manual

### LOTUS 1-2-3

In this introductory level course, learn to use Lotus for electronic spreadsheeting, electronic filing and graphics applications. Learn how to rapidly calculate, observe the effects of different "what if" situations, and depict results graphically with bar charts, line or symbol graphs. Computer Basics or a working knowledge of MS DOS is a prerequisite. Register by Nov. 8.

Instructor: Dwayne Cassidy  
College Centre Rm. 108  
Sat., Nov. 16 9:00 a.m. - 12:00 noon  
Sat., Nov. 23 & 30 9:00 a.m. - 4:00 p.m.  
\$90 includes manual

## FIRST AID

### BASIC LIFE SUPPORT "A"

A four hour course for lay persons with no experience in CPR. In this course, you will be taught basic life support skills including one man CPR and what to do if a person is choking. Just as importantly, you will learn how to recognize the signs and symptoms of a heart attack. Some reading is necessary in the Basic Life Support manual prior to the course start date. Register by Oct. 15.

Instructor: Northern Sun Tours  
College Centre Rm. 110/111  
Wed., Oct. 23  
6:00 - 10:00 p.m.  
\$26 plus manual

### BASIC LIFE SUPPORT "C"

An eight hour course for lay persons with no experience in CPR. Topics covered include basic life support skills, one rescuer and two rescuer CPR, infant and child resuscitation as well as management of choking in conscious and unconscious victims. Some reading is necessary in the Basic Life Support manual prior to the course start date. Register by Nov. 12.

Instructor: Northern Sun Tours  
College Centre Rm. 110/111  
Tues. & Thurs., Nov. 19 & 21  
6:00 - 10:00 p.m.  
\$48 plus manual

### WORD PERFECT LEVEL 1

Word Perfect is powerful yet easy to use. Some of the topics covered include: creating, saving, editing and printing documents; copying, moving, and combining text; tab and margin setting; and formatting. Computer Basics or a working knowledge of MS DOS is a prerequisite. Register by Oct. 10.

Instructor: Sandra Clark  
College Centre Rm. 108  
Fri., Oct. 18 6:30 - 9:30 p.m.  
Sat. Oct. 19 & 26 9:00 a.m. - 4:00 p.m.  
\$90 includes manual

### INDUSTRIAL FIRST AID

In this 70 hour course, participants will learn the theory and practical skills of basic life support including one and two man CPR, obstructed airway management, rescue breathing, hemorrhage control, oxygen therapy, application of "hard" cervical collars and new procedures in patient care. Participants must be 19 years of age or older in order to write the Workers' Compensation Board examination and must bring a pocket resuscitation mask to class. Masks are available at the Safety Shop.

### Session 1

Register by Sept. 8  
Instructor: Darlene Weaver (nee Barnes)  
M. Smaha's, Anderson Rd.  
Mon., Wed. & Fri., Sept. 16 - Oct. 25  
6:30 - 10:00 p.m.  
\$465 includes manuals

### Session 2

Register by Oct. 16  
Instructor: Darlene Weaver (nee Barnes)  
M. Smaha's, Anderson Rd.  
Thurs., Oct. 24 - Fri., Nov. 8  
9:00 a.m. - 4:00 p.m.  
\$465 includes manuals

### **SURVIVAL FIRST AID**

Workers' Compensation Regulations now require two Survival First Aid attendants on job sites which employ one to ten employees. Certificates are in good standing for two years upon successful completion of this 8 hour course. The course includes CPR, obstructed airways management, care of the unconscious patient and control of deadly bleeding. All sessions are held at the First Aid Training Centre on Anderson Road.

#### **Session 1**

Register by Sept. 27  
Instructor: Werner Eichstadter  
Sat., Oct. 5  
8:30 a.m. - 4:30 p.m.  
\$60 includes manual

#### **Session 2**

Register by Sept. 30  
Instructor: Cheryl McRae  
Tues., Oct. 8 & Thurs., Oct. 10  
6:00 - 10:00 p.m.  
\$60 includes manual

#### **Session 3**

Register by Oct. 25  
Instructor: Werner Eichstadter  
Sat., Nov. 2  
8:30 a.m. - 4:30 p.m.  
\$60 includes manual

### **RED CROSS STANDARD FIRST AID**

This 24 hour course is for those individuals wanting more than an eight hour survival course but not requiring Industrial First Aid. CPR "A" Level certification is included. Open to anyone 14 years of age or older. Register by Nov. 12.

Instructor: Northern Sun Tours  
College Centre Rm. 110/111  
Mon., Wed. & Fri., Nov. 18 - Nov. 29  
6:00 - 10:00 p.m.  
\$165 includes manual

### **WILDERNESS SURVIVAL FIRST AID**

This course covers the same material as the Red Cross Standard First Aid course but with a wilderness bent. This course is ideally suited for back-country travelers, geologists, wildlife biologists, forestry workers or anyone else who may find themselves in environments where medical attention is difficult to access and limited first aid supplies are available. C.P.R. "A" level certification is included. Register by Oct. 11.

Instructor: Northern Sun Tours  
College Centre Rm. 110/111  
Oct. 21, 22, 24, 25  
6:00 - 10:00 p.m.  
Outdoors  
Sat., Oct. 26 9:00 a.m. - 5:00 p.m.  
Sun., Oct. 27 9:00 a.m. - 3:00 p.m.  
Smithers Secondary, Rm. 1  
Oct. 29 6:00 - 10:00 p.m.  
\$215 includes manual

## **SERVICE, TRADE & INDUSTRY**

### **AIRBRAKES**

Drivers are prepared for a written and practical test on the operation and maintenance of airbrake systems for either on-highway or off-highway vehicles. Participants will be given proof of course attendance and practical examination by the instructor. The Motor Vehicle Branch written test must be taken within 30 days of course completion. Although there is no age restriction to obtain an Air Brakes endorsement, individuals must be at least 16 years of age to obtain a Class 5 drivers licence, 18 to obtain a Class 3 licence and 19 to obtain a Class 1, 2 or 4 licence.

#### **Session 1**

Register by Oct. 18  
Instructor: Judy Daye  
College Centre Rm. 110/111  
Oct. 28 - Nov. 2  
Mon. - Fri. 6:30 - 10:00 p.m.  
Sat. 9:00 a.m. - 12:30 p.m.  
\$125 includes manual

#### **Session 2**

Register by Nov. 22  
Instructor: Judy Daye  
College Centre Rm. 110/111  
Dec. 2 - Dec. 7  
Mon. - Fri. 6:30 - 10:00 p.m.  
Sat. 9:00 a.m. - 12:30 p.m.  
\$125 includes manual

### **BASIC INSTRUCTIONAL TECHNIQUES**

This workshop is designed for those individuals who may find themselves instructing and/or training adults whether it be on-the-job or for pleasure. Course contents include characteristics of the adult learner, learning styles, writing performance objectives, preparing for and delivering a lesson as well as evaluating learning outcomes. No participant fee. Register by Sept. 19.

Instructors: Bev Davidson &  
Irene Vanderstar  
College Centre Rm. 110/111  
Fri. Sept. 27 7:00 - 9:30 p.m.  
Sat. Sept. 28 9:00 a.m. - 4:00 p.m.

### **BOOKEEPING FOR SMALL BUSINESS**

This course is intended to help those with little or no previous experience to understand manual bookkeeping and accounting and to identify basic internal control procedures for the most important items in any business. It is specifically oriented towards owner/managers or bookkeepers of small businesses, farms or home based industries. Students are to supply their own calculators. Register by Sept. 23.

Instructor: Corrie MacDonald  
Smithers Secondary, Rm. 3  
Tues. & Thurs., Oct. 1 - Nov. 5  
Class cancelled Oct. 31  
7:00 - 10:00 p.m.  
\$90 plus manual

### **DEFENSIVE DRIVING**

Learn to drive defensively, cope with adverse road conditions and avoid accidents caused by other drivers' mistakes. This course is geared towards teenagers, those about to apply for their first licence, those who drive as part of their job, as well as all pleasure drivers. Canada Safety Council Course approved by the B.C. Motor Vehicle Branch. A Defensive Driving Certificate will be awarded upon successful completion of the course. Register by Nov. 5.

Instructor: Judy Daye  
Smithers Secondary, Rm. 1  
Wed. & Thurs., Nov. 13 - Nov. 14  
7:00 - 10:30 p.m.  
\$30 plus manual

### **EFFECTIVE WRITING AND COMMUNICATION - THE PROCESS**

Develop the technical skills, resources as well as an approach to writing and communicating which will enable you to convey your message in the appropriate format. This workshop will include hands on experience and participants are encouraged to bring concrete problems to work on. Participants must have basic writing skills as this course will not specifically address spelling, punctuation or grammar. Register by Sept. 27.

Instructor: Sheila Peters  
College Centre Rm. 110/111  
Sat., Oct. 5  
9:00 a.m. - 4:00 p.m.  
\$45

## FOODSAFE

This program was developed by the B.C. Restaurant and Food Service Association, the Ministry of Advanced Education, Trade and Technology and the Capital Regional District. Learn about food-borne illnesses, personal hygiene, safe serving and dispensing, food protection and preparation, and dishwashing methods. Upon successful completion of the course, a certificate will be issued. Register by Oct. 25.

Instructor: Dave Cherry  
College Centre Rm. 110/111  
Mon. & Tues., Nov. 4, 5 & 12  
7:00 - 10:00 p.m.  
\$35

## HOW TO PREPARE A BUSINESS PLAN

This seminar will help you understand the elements of a good business plan that suits your needs. Topics for discussion include: the 5 "C's" of Credit; Marketing - target market, potential clients, competition, product, price, etc.; Operations; Financial Summary - projected profitability, pro-forma statements, etc.; Appendices to the Business Plan; and the most effective way to present your plan. Participants will receive a planning guide to help in the preparation of their own business plan. Register by Nov. 6.

Instructor: Bob Walch, FBDB  
College Centre Rm. 110/111  
Thurs., Nov. 14  
7:00 - 10:00 p.m.  
\$45

## HOW TO START A SMALL BUSINESS

Participants will become familiar with the central issues related to starting a new business. Topics for discussion include: business start-up phases, personality profile of the successful entrepreneur, ways to organize a business, basic components of a business plan, legal aspects of starting a business and preparation of an organizational chart for a new business. Register by Nov. 8.

Instructor: Bob Walch, FBDB  
College Centre Rm. 110/111  
Sat., Nov. 16  
9:00 a.m. - 4:00 p.m.  
\$55

## MAKING THE MEDIA WORK FOR YOU

Increase media coverage of your volunteer or professional activities. This course will help you improve your written and broadcast communication skills as well as cover the inside workings of large and small newsrooms. Topics include writing press releases and news stories, writing and delivering items for broadcast, setting up and giving interviews, taking photographs for publication in mass media and judging news value. Register by Sept. 24.

Instructor: Doug Donaldson  
Smithers Secondary, Rm. 3  
Wed., Oct. 2 - Nov. 6  
7:30 - 9:30 p.m.  
\$45

## PAMPHLET, BULLETIN AND NEWSLETTER DESIGN

Increase the effectiveness of the information you send out into the community. Learn how to design informative, clear and attractive pamphlets, bulletins and newsletters by attending this two evening workshop. Bring specific projects to work on. Recommended prerequisite: Effective Writing and Communication - The Process. Register by Nov. 12.

Instructor: Sheila Peters  
Smithers Secondary, Rm. 1  
Tues. & Thurs., Nov. 19 & 21  
7:00 - 10:00 p.m.  
\$45

## SUPERHOST

SuperHost is a community-based provincial program that includes a unique pledge program within the six hour seminar. The seminar is designed for anyone who wants to be able to serve visitors to the region more effectively. All employers, employees and interested members of the general public who wish to become better hosts are welcome to attend. Register by Nov. 18.

Instructor: Chamber of Commerce  
College Centre Rm. 110/111  
Tues. & Thurs., Nov. 26 & 28  
7:00 - 10:00 p.m.  
\$12

## LEARNING OPPORTUNITIES (NON CREDIT)

### AMATEUR RADIO

Learn a fascinating hobby and become an Amateur Radio Operator. This course will guide you through international and local radio regulations, how radios and antennas work, basic electronics and much more. This program will also prepare you to write the Department of Communications exam. Passing the exam will allow you to communicate with other amateurs all over the world. Some individuals have used this as a stepping stone to continue their education in electronics. Register by Sept. 18.

Instructor: Bruce Cox  
Smithers Secondary, Physics Lab  
Thurs., Sept. 26 - Jan. 23  
Classes cancelled Dec. 26 & Jan. 2  
7:00 - 10:00 p.m.  
\$80 plus manual

### BASIC HOUSE WIRING AND ELECTRICAL SAFETY

This course will help you understand electricity and its safe use. The basics of house wiring will be covered and several sessions will include some practical wiring. Bring the following items to class: No. 2 Robertson screwdriver, needle-nosed pliers and a knife. Register by Sept. 23.

Instructor: Alan Pickard  
Smithers Secondary, Rm. 6  
Tues., Oct. 1 - Nov. 5  
7:00 - 9:30 p.m.  
\$50 plus manual

### BASIC LITERACY TUTOR TRAINING

Share your knowledge of reading and writing with another adult who wants to improve his or her skills; become a volunteer tutor. Reading and writing processes as well as strategies for tutoring adult literacy students will be covered in the six sessions. No student fee. Register by Sept. 23.

Instructor: Sandra Fehr  
Smithers Secondary, Rm. 4  
Tues., Oct. 1 - Nov. 5  
7:00 - 10:00 p.m.

### CALLIGRAPHY

Create elegant cards, invitations, notes and letters by adding a touch of class to your penmanship. Learn the basics of, or improve upon existing skills in Italic, Gothic and several other writing styles. Bring a felt tip calligraphy pen. Other required supplies will be discussed at the first class. Register by Sept. 16.

Instructor: Cathy Steigleder  
Smithers Secondary, Rm. 3  
Mon., Sept. 23 - Nov. 4  
\$34 plus supplies

### CHILD ABUSE

Approximately 35% of females and 20% of males will encounter some form of sexual abuse during their childhood. Learn how sexual abuse of children can be prevented, the signs and symptoms of sexual abuse, how abuse affects children and parents, what to do if abuse occurs and the resources available for children and adults. No participant fee. Registration not required.

Guest Speakers  
Indian Friendship Centre Hall  
Tues., Oct. 29  
7:00 - 10:00 p.m.

### COOKING WITH BEANS AND GRAINS

Do you know what azuki beans are or how to cook them? This course is for people who are interested in learning how to cook with less or no meat. For beginners and gourmet cooks. Register by Oct. 9.

Instructor: Karen Durant  
Smithers Secondary, Foods Room  
Thurs., Oct. 17 - Nov. 14  
7:30 - 9:30 p.m.  
\$45 includes food supplies

### CUTTING CHILDREN'S HAIR

This practical course will cover how to do a basic haircut for boys and girls as well as how to trim bangs and long hair. Register by Sept. 25.

Instructor: Lexy Kirk  
College Centre Rm. 110/111  
Thurs., Oct. 3  
7:00 - 9:00 p.m.  
\$12

### DANCE FIT

Classes include vigorous aerobic dance routines and exercises. Both low and high impact exercises are included in each session. Register by Sept. 9.

Instructor: Marilyn Richey

Telkwa Elementary, Gym

Mon. & Wed., Sept. 16 - Nov. 27

Classes cancelled Oct. 14 & Nov. 11

4:00 - 5:00 p.m.

\$45

### DRAWING AND WATERCOLOUR TECHNIQUES

Learn to enjoy and understand drawing and painting techniques including composition, colour sense, knowledge of pigments as well as some useful gimmicks. Developing your own creative approach will be emphasized. To the first class bring several sheets of sketch paper, one 2B pencil, one Staedler white gum eraser and several favourite photos to sketch. Supplies for future classes will be discussed at the first session. Register by Sept. 24.

Instructor: Anne Havard  
Chandler Park, Art Room

Wed. Oct. 2 - Nov. 20

7:30 - 9:30 p.m.

\$48 plus supplies

### DRIVER TRAINING

Do you need a Driver's Licence? Class 5 - Class 4? The road to safe driving starts with driver training. Lessons will cover acceleration and braking, turning maneuvers, intersection problems, backing up, lane changing and passing, parking, car control and much more. Learn to "drive defensively". Students may register for one or more lessons depending on individual needs.

Instructor: Judy Daye

Instructor sets meeting place & time.

Mon. - Fri., Sept. 1 - Dec. 31

\$29 per lesson

### DRUG & ALCOHOL ABUSE

#### - PARENTS AS PREVENTORS

Children who delay their experimentation with alcohol and drugs are more likely to avoid becoming harmfully dependant upon them. Through the use of video, handouts and discussion, this workshop will look at the parents' role in the prevention of alcohol and drug abuse among children. No participant fee. Registration not required.

Instructors: Sally Moore & Lillian Ramsden

Northwest Alcohol & Drug Services

Indian Friendship Centre Hall

Thurs., Nov. 7

7:30 - 9:30 p.m.

### FLORAL ARRANGING

Learn the basics of flower arranging in a day. At this workshop you will learn the basic forms of arrangements - triangle and crescent, how to make a corsage or boutonniere, and the care and hardening of flowers. Your projects can be taken home at the end of the day. To the class bring scissors, scotch tape, two or three small vases or dishes in which to place floral arrangements, a standard block of oasis foam (available from a florist shop) and a knife to cut the foam. All other materials (including flowers) will be available at the class. Register by Oct. 18.

Instructor: Gwen Ellis

College Centre Rm. 110/111

Sat., Oct. 26

10:00 a.m. - 4:00 p.m.

\$40 includes supplies

### HELPING CHILDREN OF ALCOHOLIC PARENTS

This workshop will help foster parents, teachers, counsellors, etc., understand the issues that children from alcoholic and dysfunctional families face when placed in a foster home setting. No participant fee. Registration not required.

Darlene Glaim, Sally Moore & Lillian Ramsden

Indian Friendship Centre Hall

Wed., Nov. 20

7:30 - 9:30 p.m.

### HIKING

Enjoy exploring the local mountains, see sensational scenery, have picnics, enjoy fresh air and exercise and meet new friends. Two experienced guides will lead the group into areas not explored last fall. Register by Sept. 7.

Instructors: Sonya Lester & Cheryl Teves

Smithers Secondary, Rm. 3

Tues., Sept. 10 7:00 - 9:00 p.m.

Location: TBA

Sat., Sept. 14 - 28

\$55

### HOMEMADE DOWNFILLED PILLOWS

Make downfilled pillows for yourself or as a gift. Old down can be recycled and pillows can be made to your desired firmness with or without piped edges. Please ask for a supplies list and specify pillow size. Register by Oct. 30.

Instructor: Terrie McCreary

College Centre Rm. 110/111

Thurs., Nov. 7

7:30 - 9:30 p.m.

\$10 plus supplies

### HOMEMADE DOWNFILLED QUILTS

Sew your own downfilled quilt. Down and cotton ticking supplied by the instructor at an approximate cost of \$145.00 to \$200.00 depending on size. Or, use recycled down to reduce your costs. When registering for this workshop, please ask for a supplies list and specify what size quilt you will be making. Bring a sewing machine and make your quilt for a fraction of store prices. Register by Oct. 2.

Instructor: Terrie McCreary

College Centre Rm. 110/111

Thurs., Oct. 10 7:00 - 10:00 p.m.

Thurs., Oct. 17 6:00 - 10:00 p.m.

\$43 plus supplies

### REDUCE HOUSEHOLD GARBAGE

This session is for those who are interested in learning how to reduce their household garbage to one pound per week, about the Smithers Recycling Project, dealing with hazardous wastes and possible alternatives, composting, and "Environmentally Friendly" Products vs "Green" Products. No participant fee. Register by Sept. 18.

Instructor: Vicky Alton, E.A.C.H.

Smithers Secondary, Rm. 3

Thurs., Sept. 26

7:00 - 9:00 p.m.

### LIFETIME HEALTH AND FITNESS

This course will focus on learning how to achieve and maintain good physical and mental health. Topics to be covered: structure and care of the heart including blood pressure and cholesterol studies, ideal personal weight and percentage of body fat, nutrition, cancer prevention, the immune system and how to keep it in optimum health, stress management and learning how to determine whether or not an article on health is valid. Students will participate in several practical demonstrations. Register by Sept. 30.

Instructor: Jim Taylor

Smithers Secondary, Physics Lab

Mon., Oct. 7 - Nov. 25

Class cancelled Oct. 14 & Nov. 11

7:00 - 9:00 p.m.

\$45

### MASSAGE

Learn how to give a relaxing massage in this hands-on course. If possible, register with a friend so that you can work together. Bring a pad to lie on, a large towel, pillows, pencil and paper. Women should wear either a halter top and shorts or a two piece bathing suit. Men should wear shorts. This course meets the entrance requirements for the West Coast College of Massage. Register by Sept. 23.

Instructor: Barri Blix, RM

Smithers Secondary, Textile Room

Mon., Sept. 30 - Oct. 21

Class cancelled Oct. 14

7:15 - 9:15 p.m.

\$34

### SELF-HYPNOSIS

In this 6 hour seminar you will learn the techniques of self-hypnosis and how to use them to achieve positive change in your life. If you want to relieve stress, gain self-confidence, be successful, rid yourself of unwanted habits, improve your memory, etc., try this method. You will be amazed at what you can achieve! A two hour follow-up will be held on November 27. Register by Oct. 11.

Instructor: Barri Blix

College Centre Rm. 109

Sat., Oct. 19 9:00 a.m. - 4:00 p.m.

Smithers Secondary, Textile Room

Wed., Nov. 27 7:15 - 9:15 p.m.

\$80



## PROVINCIAL INSTRUCTOR DIPLOMA PROGRAM

The Provincial Instructor Diploma Program provides participants with the knowledge, skills, and experiences to successfully develop courses and related instructional materials; to communicate and instruct in various learning environments; and to develop a range of evaluation instruments and techniques.

Theory covered in class is closely linked with practical application and graduates of the program will be able to apply their design and management skills in a variety of instructional settings including classrooms, shops, laboratories and learning resource centres.

The program, co-sponsored by the Ministry of Advanced Education and Vancouver Community College/City Centre Campus, consists of six 30 hour courses and a major assignment. Upon successful completion of the program, candidates receive a Ministry of Education diploma.

Interested individuals can register for the entire program or for specific courses. Courses can be offered locally, on weekends, with each course scheduled to run on two weekends over a three weekend period.

Please contact the College Centre for further information.

## WILDERNESS GUIDING SKILLS

This program is designed to train students to work in the outdoor guiding industry. Program graduates have been employed in many different areas of adventure tourism - everything from hunting camps to horseback trail riding. Two core programs and two specialty programs will be offered in the spring of 1992. Students must complete the core course or have extensive experience in the field before taking the specialty programs.

The core course is an intensive 30 day program. Students live in a camp for the duration of the program. They set up camp, cook, wash, study and work in it. They are also responsible for the care of approximately 15 horses and receive riding instruction on these animals. Workshops are held on photography, first aid, client/guide relationships, bear behaviour, camp cooking, aircraft safety, plant identification as well as other topics.

In the fishing specialty, students will learn about fly fishing, fly tying, maintaining and repairing small engines, using bait, canoeing and boating skills, and outdoor camping skills. An extensive practicum at a fishing camp is included.

The Backcountry Guiding specialty has a heavy emphasis on horses. The course includes tracking animals, hiking, horsemanship, skinning and butchering game as well as survival skills. A practicum will be held in a remote camp.

### CORE PROGRAM

Session 1: April 6 - May 5, 1992

Session 2: May 18 - June 16, 1992

Tuition: \$343

Food & Lodging: \$565

### SPECIALTIES

Fishing: May 11 - May 29, 1992

Backcountry Guiding: June 18 - July 6, 1992

Tuition: \$218 per specialty

Food & Lodging: \$340 per specialty

A \$500 deposit is required to hold a space in the program(s).

For more information contact Northwest Community College, Box 3606, Smithers, BC, V0J 2N0.

The following list of sports and cultural organizations is provided for your convenience. If your non-profit group wishes to appear in this list, please contact the Smithers Recreation Department at 847-3251. For a more complete list of local groups and organizations check the Smithers Directory of Community Services. Copies are available at the Volunteer Bureau.

## COMMUNITY RESOURCES

ARTS COUNCIL -	846-9224
BALLET - Smithers Ballet School -	847-3296
BALLET - Janet Harris Dance -	846-5551
BEEKEEPING CLUB -	847-2137
BRIDGE CLUB - Orlene Franson	847-9863
CHESS CLUB - Bob Chapman	847-3719
DRAMA - B.V. Players -	847-3429
DANCE - B.V. Squares -	847-2328
FESTIVAL'S COMMITTEE - Chamber of Commerce	847-9854
GALLERY ASSOCIATION -	847-2996
MUSEUM SOCIETY -	847-5322
MUSIC	847-2810
- CONCERT ASSOC.	847-3887
Tom Young	847-5475
- FOLK MUSIC SOCIETY -	847-3888
Doug Clinkbeard	847-9784
NATURALISTS -	847-8343
Rosamund Pofar	847-5427
PHOTOGRAPHY CLUB -	847-4001
COMMISSION - Bob Copley	847-3251
RECREATION PROGRAMS -	847-4244
Dan Clifford	847-9515
YOUTH	
- GIRL GUIDES & BROWNIES	
Christine Tessier	
846-9344	
BEAVERS - Janet Caird	847-4816
CUBS - Don John	847-4111
- SCOUTS - Brian Downie	847-5172
VENTURES - Bruce Bobick	847-9147
SPORTS ACTIVITIES	
ARCHERY - Harvey Mitchell	847-2789
BADMINTON - Sue Davies	847-9800
BASKETBALL - Mens -	847-4931
Andy Thompson	846-5886
Women - NETBALL	847-9840
Joyce Friend	847-3111
CURLING CLUB -	847-9163
Doug McDonald	847-3884
DARTS LEAGUE - Lori Widen	847-9467
Leslee Morsund	847-5094
HOCKEY - Minor -	847-3652
Jack Elliot	847-2187
HOCKEY - Mens -	847-2409
Walter Bucher	847-4062
NORTHERN SADDLE CLUB -	847-3690
Jan Lloyd-Smith	847-5906
SKATING - Figure Skating -	847-3969
Charlie Northup	847-4073
SKINING - Nancy Green -	847-9167
Tom Havard	847-5542
SKINING - Racing -	847-9665
Wayne Huxtable	847-3251
SKINING - Cross County -	847-4244
Lesley Preston	846-5281
ROD & GUN CLUB -	847-9665
Steve Fordyce	847-3251
TAEKWONDO - Gladys Atrill	847-4816
TAICHI - Roy Lovgren	847-4111
TRACK & FIELD -	847-5172
Greg Peters	847-9147
VOLLEYBALL - Recreational -	847-3251
Dan Clifford	847-4816
WRESTLING - Mike Richey	847-4816
YOGA - Bart Blix	847-4816
SPINNERS & WEAVERS GUILD -	846-9250
Sally Moore	