

HOUSTON



NORTHWEST COMMUNITY COLLEGE

**1987 FALL
PROGRAMS**

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HOUSTON STAFF

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

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

A THANK YOU.....

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

REGISTRATION

Registrations will begin:

September 1 - Academic Courses
- Vocational/Career Technical
- General Interest

YOU MAY REGISTER.....

IN PERSON

At the College Centre
10th St. & Poulton Ave.
Houston, B.C.

OFFICE HOURS

Days 12 noon - 4:00 p.m.
Monday to Friday

TELEPHONE

845-7266

BY MAIL

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

MAIL IN REGISTRATION FORM

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

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

NAME _____ PHONE(HOME) _____

ADDRESS _____ (WORK) _____

1) _____ (course) FEE: _____

2) _____ (course) FEE: _____

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

Signature _____ Date _____

IMPORTANT INFORMATION

ADMISSIONS & REGISTRATION

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

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

University Transfer - Registrations begin August 17th.

CLASS LIMITS

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

FEES

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

FEES FOR SENIOR CITIZENS

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

SPONSORED STUDENTS

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

FINANCIAL AID

Financial aid for education takes many forms. There are loans, scholarships and bursaries. You may borrow money, interest free, through the Canada Student Loan or B.C. Loan programs. The College provides over \$16,000 each year in non-repayable bursaries. The College also has an Entrance Scholarship program which may pay your full tuition. For further information, contact the College office.

ENDOWMENT FUND

Corporations, businesses, service clubs, unions and individuals may contribute tax-deductible donations to the fund by contacting the College. Your contribution will remain in the fund permanently and continue to provide student aid money. For information, contact the College office.

INCOME TAX

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

HOLIDAYS

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

REFUND & LATE REGISTRATION POLICY

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

General Conditions

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

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

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

TEXTBOOK SALES & REFUNDS

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

REFUNDS: Refunds on textbook purchases will be made:

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

Academic

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

Vocational (Full-time)

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

Entry between:

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

Leaving before:

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

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

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

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

TELECONFERENCE COURSES ACADEMIC COURSES IN YOUR COMMUNITY

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

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

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

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

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

ANTHROPOLOGY 101 EVEN (Introduction to Physical Anthropology and Archaeology)

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

A general introduction to human biological and cultural history. Students will examine the concepts of evolution, genetics, animal behaviour and race in an attempt to understand what makes us human.

INSTRUCTOR: TBA

BIOLOGY 101 EVEN/DAY (Introduction Biology I)

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

The course covers introductory biochemistry, the origin of life, cell biology, plant and animal structure and function, genetics, reproduction and AIDS. Laboratories will include microscopy and animal and plant anatomy and physiology. Experimental techniques, observation skills and genetic experiments will be emphasized.

Note: Labs will be held in Terrace on weekends. (Maximum 6 days of labs)

INSTRUCTOR: Jon Shepard

ENGLISH 104 CORRESPONDENCE (Literature and Composition II)

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

INSTRUCTOR: George Stanley

ENGLISH 101 DAY (Literature and Composition I)

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

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

INSTRUCTOR: TBA

EARLY CHILDHOOD EDUCATION 218 EVEN/DAY

DATE: Thurs., Sept. 10
TIME: 7:00 - 10:00 p.m.
FEE: \$92.00 plus textbooks

Care and guidance of infants - 4 credits.

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

ECONOMICS 202 EVEN (Principles, Structures and Policies I)

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

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

INSTRUCTOR: Dr. Peter Weber

PSYCHOLOGY 101 EVEN

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

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

INSTRUCTOR: Andre Klingner

SOCIOLOGY 101 EVEN

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

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

INSTRUCTOR: TBA

ADULT BASIC EDUCATION

GENERAL INFORMATION

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

BASIC EDUCATION

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

COLLEGE PREPARATION

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

DAY PROGRAM

DATES: Mon. - Fri. starting Sept. 8
TIME: 8:30 a.m. - 3:30 p.m.
PLACE: College Centre, Rm. 6
FEE: \$69.00 per month full-time
 \$35.00 per month part-time
INSTRUCTOR: Alice Holm

ADMISSION

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

SPONSORSHIP AND FINANCIAL ASSISTANCE

Bursaries and grants (ABESAP) are also available. Ask for details at the College Centre.

SHIFT WORKERS

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

G.E.D.

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

G.E.D. EXAMS

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

EVENING PROGRAM

DATE: Tues. & Wed., Sept. 29 - Dec. 21
TIME: 6:30 p.m. - 9:30 p.m.
PLACE: College Centre, Rm. 6
FEE: \$45.00 per semester
INSTRUCTOR: TBA

BASIC LITERACY

Northwest Community College in Houston is now offering BASIC LITERACY TRAINING. The aim of this program is to enable adults who cannot read, to read the English language as quickly and enjoyably as possible. To achieve this, a Volunteer Tutor will work on a one-to-one basis, in the student's home or another suitable environment. The teaching times are flexible and are arranged to suit each individual. The training is free.

A THANK YOU goes out to our present Volunteer Tutors, and we welcome additional tutors.

For further information, contact the College Centre.

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

DATES: Tues. & Wed., Sept. 29 - Dec. 22
TIME: 6:30 - 9:30 p.m.
PLACE: College Centre
FEE: \$45.00 per semester
SESSIONS: 24

These classes provide instruction on written and spoken English for beginners and advanced students, based on their personal needs. All persons for whom English is a second language are welcome. Class limit 25. Pre-registration by Sept. 22 is essential.
INSTRUCTOR: TBA

EVEN

Courses in Smithers

BUSINESS EDUCATION PROGRAMS

A comprehensive selection of full- and part-time Business Education programs are available in Smithers.

Typist	Accounting Option
Clerk-Typist	Secretarial Option
Clerk-Bookkeeper	Word Processing
Administrative Secretary	Office Management
Accounting	Diploma in Administration
Industrial Records & First Aid	Legal Stenographer

For details see pages S-11 to S-13.

BRINGING NEW PRODUCTS TO MARKET

DAY

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

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

Purpose

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

Objective

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

PROVINCIAL INSTRUCTOR'S DIPLOMA PROGRAM

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

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

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

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

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

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

The present fee schedule is:

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

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



IT'S IMPORTANT TO PRE-REGISTER

THE COURSE YOU WANT MAY BE CANCELLED BECAUSE OF LOW ENROLMENT, OR MAY ALREADY BE FILLED UP.

WE'RE ONLY A PHONE CALL AWAY

Vocational/ Career Technical

TYPING 101 EVEN

DATES: Mon. & Thurs., Sept. 28 - Dec. 7
 TIME: 7:00 - 9:30 p.m.
 PLACE: Houston Secondary School
 FEE: \$95.00 plus text
 SESSIONS: 20

Provides instruction for students who have no knowledge of the typewriter keyboard. Business letters, tabulations and set-up are included in this credit course. Students should have access to a typewriter for practice and homework (3 to 5 hours each week). Successful completion carries credit toward a Northwest Community College Business Certificate. Students must supply typing paper. **Class limit 16. Pre-registration by Sept. 21 is essential.**
 INSTRUCTOR: Lois Harvey

TYPING 102 EVEN

DATES: Mon. & Thurs., Sept. 28 - Dec. 7
 TIME: 7:00 - 9:30 p.m.
 PLACE: Houston Secondary School
 FEE: \$95.00 plus text
 SESSIONS: 20

Prerequisite: Typing 101 or permission of instructor. Advanced typing skills. More intensive production. Business forms, tabulation and manuscripts. Student should have access to a typewriter for practice and homework (3 to 5 hours each week). In order to complete Typing 102, a speed of 50 WPM net or over must be achieved. Successful completion carries credit toward a Northwest Community College Business Certificate. Student must supply typing paper. **Class limit 16. Pre-registration by Sept. 21 is essential.**
 INSTRUCTOR: Lois Harvey

ACCOUNTING 101 EVEN

DATES: Mon. & Thurs., Sept. 14 - Nov. 23
 TIME: 7:00 - 9:30 p.m.
 PLACE: College Centre
 FEE: \$95.00 plus text
 SESSIONS: 20

An introductory course into the fundamentals of bookkeeping. Routine profit and loss, balance sheets and payroll calculations are included. Home assignments required (5 to 7 hours weekly). Completion of this course carries credit toward a Northwest Community College Business Certificate. **Class limit 20. Pre-registration by Sept. 8 is essential.**
 INSTRUCTOR: Hilda Capak

ACCOUNTING 102 EVEN

DATES: Mon. & Thurs., Sept. 14 - Nov. 23
 TIME: 7:00 - 9:30 p.m.
 PLACE: College Centre
 FEE: \$95.00 plus text
 SESSIONS: 20

Prerequisite: Accounting 101 or permission of instructor. An advanced course dealing with cash receipts, cash payments, banking, inventory and the full accounting cycle. Home assignments required (5 to 7 hours weekly). Completion of this course carries credit toward a Northwest Community College Business Certificate. **Class limit 20. Pre-registration by Sept. 8 is essential.**
 INSTRUCTOR: Hilda Capak

Trades



AIRBRAKES I DAY/EVEN

DATES: Mon. - Thurs. & Sat., Oct. 19 - Oct. 24
 TIME: 6:30 - 10:30 p.m. weekdays,
 9:00 a.m. - 12:00 noon Sat.
 PLACE: College Centre
 FEE: \$100.00
 SESSIONS: 5

AIRBRAKES II DAY/EVEN

DATES: Mon. - Thurs. & Sat., Nov. 30 - Dec. 5
 TIME: 6:30 - 10:30 p.m. weekdays,
 9:00 a.m. - 12:00 noon Sat.
 PLACE: College Centre
 FEE: \$100.00
 SESSIONS: 5

Prepares drivers for a written and practical test on the operation and maintenance of airbrake systems for either on-highway or off-highway vehicles. Participants will be given proof of course attendance and practical examination by instructor in order to take the written test at the Motor Vehicle Branch within 30 days from the completion of the course. Participants must be 18 years of age. **Class limit 16. Pre-registration two weeks in advance is essential.**
 INSTRUCTOR: Dennis Touhey

Driver's Education

DEFENSIVE DRIVING EVEN

DATES: Mon., Tues. & Wed., Oct. 5 - 7
 TIME: Mon. & Tues., 7:00 - 10:00 p.m.
 Wed., 7:00 - 9:00 p.m.
 PLACE: College Centre
 FEE: \$22.00 plus book
 SESSIONS: 3

A must for all those about to apply for their first driver's licence as well as for licensed drivers. Learn to drive defensively, cope with adverse road conditions and avoid accidents caused by other drivers' mistakes. **Canada Safety Council Course approved by B.C. Motor Vehicle Branch. DDC Certificate awarded upon successful completion. Class limit 20. Pre-registration by Sept. 25 is essential.**
 INSTRUCTOR: Irene Oliver



DRIVER TRAINING DAY

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

Do you need a Driver's Licence? Class 5 — Class 4? The road to safe driving starts at B.V. Driving School. Lessons will cover:

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

Learn to protect yourself against the "other" driver. Learn to "drive defensively". Students may register for one lesson or the full course, depending on individual needs. Students who take the full course may use the training car for the road test with the examiner. **Students must register at the college.**

INSTRUCTOR: Irene Oliver, B.V. Driving School

First Aid

FIRST AID — INDUSTRIAL DAY/EVEN

DATES: Mon., Wed. & Sat., Oct. 13 - Nov. 14
 TIME: Mon. & Wed., 6:30 - 10:30 p.m.
 (Tues. & Wed. 1st week);
 Sat., 8:00 a.m. - 5:00 p.m.
 PLACE: Northwest First Aid Training Agency
 FEE: \$320.00
 SESSIONS: 15

Participants will learn theory and practical skills of Basic Life Support. It will include one- and two-man CPR, obstructed airway management, rescue breathing, hemorrhage control and oxygen therapy. Upon successful completion, students will be awarded a WCB Industrial First Aid Certificate. **Class limit 16. Pre-registration by Oct. 5 is essential.**
 INSTRUCTOR: Roger Cloutier, Northwest First Aid Training Agency

FIRST AID — TREATING YOUR CHILD EVEN

DATES: Tues. & Thurs., Oct. 20 & 22
 TIME: 7:00 - 9:00 p.m.
 PLACE: Northwest First Aid Training Agency
 FEE: \$35.00
 SESSIONS: 2

This two-session course is directed toward parents, babysitters and those wishing to learn more about emergency care of young children. Learn to deal with a variety of First Aid emergencies such as bleeding, choking, fractures, head injuries, burns, poisoning and fever. Questions encouraged. **Minimum age limit is 12. Class limit 16. Pre-registration by Oct. 6 is essential. Northwest Community College Certificate issued.**

INSTRUCTOR: Roger Cloutier, Northwest First Aid Training Agency

FIRST AID — INDUSTRIAL (CRASH COURSE) DAY

DATES: Mon. - Fri., Oct. 26 - Nov. 6
 TIME: 8:00 a.m. - 5:00 p.m.
 PLACE: Northwest First Aid Training Agency
 FEE: \$320.00
 SESSIONS: 10

Participants will learn theory and practical skills of Basic Life Support. It will include one- and two-man CPR, obstructed airway management, rescue breathing, hemorrhage control and oxygen therapy. Upon successful completion of this two-week crash course, students will be awarded a WCB Industrial First Aid Certificate. **Class limit 16. Pre-registration by Oct. 19 is essential.**
 INSTRUCTOR: Roger Cloutier, Northwest First Aid Training Agency

SURVIVAL FIRST AID EVEN

DATES: Mon. & Wed., Nov. 23 & 25
 TIME: 6:30 - 10:30 p.m.
 PLACE: Northwest First Aid Training Agency
 FEE: \$50.00 plus book
 SESSIONS: 2

Designed by the Workers' Compensation Board to give the injured a better chance for survival pending the arrival of more qualified help. Prerequisite for employees in many industries. Basic techniques for coping with emergencies involving breathing, bleeding, unconsciousness and crushed chests are taught. It is also a useful course for the outdoor recreationist. Successful students will receive a WCB Survival First Aid Certificate. Certificate in good standing for two years. **Class limit 14. Pre-registration by Nov. 16 is essential.**

INSTRUCTOR: Roger Cloutier, Northwest First Aid Training Agency

Career Enhancement

TIME MANAGEMENT

EVEN

DATE: Tues., Oct. 6
 TIME: 7:00 - 9:30 p.m.
 PLACE: Houston Secondary School
 FEE: \$25.00

SESSIONS: 1
 This course is for people on the go who need 25 hours in a day and is based on Allan Lakein's book "Time of Your Life" — a multi-media approach. Learn how to make the most of your time through this fast-paced pro-active approach to Time Management. **Class limit 15. Pre-registration by Sept. 28 is essential.**

INSTRUCTOR: Barb & John Lyotier, Lyotier Consulting Services

EFFECTIVE MEETINGS

EVEN

DATE: Tues., Oct. 13
 TIME: 7:00 - 10:00 p.m.
 PLACE: Houston Secondary School
 FEE: \$30.00

SESSIONS: 1
 This course teaches how to run an effective, positive and interesting meeting through personal consultation and planning assistance. Emphasis is on those action-oriented meetings where the objective is to share information, make decisions and take action. **Class limit 10. Pre-registration by Oct. 2 is essential.**

INSTRUCTOR: Barb & John Lyotier, Lyotier Consulting Services

EFFECTIVE PRESENTATION SKILLS

EVEN

DATES: Tues., Oct. 20 & 27
 TIME: 7:00 - 9:30 p.m.
 PLACE: Houston Secondary School
 FEE: \$35.00

SESSIONS: 2
 This is not a public speaking program. Learn presentations that work, are interesting and relevant. This course includes presentation development, techniques and hands-on experience, and will include personal consulting to help design your presentation. **Class limit 8. Pre-registration by Oct. 9 is essential.**

INSTRUCTOR: Barb & John Lyotier, Lyotier Consulting Services

NEGOTIATION SKILLS

EVEN

DATES: Tues., Nov. 3 - Dec. 8
 TIME: 7:00 - 9:30 p.m.
 PLACE: Houston Secondary School
 FEE: \$70.00

SESSIONS: 6
 Using the national best-seller "Getting to Yes", learn negotiating agreements without giving in. Move away from positional bargaining to explore alternatives. Defend against dirty tricks and gain mutually acceptable solutions. Everyone negotiates — this course applies to buyers, sellers, small business, and anyone involved collective bargaining. **Class limit 16. Pre-registration by Oct. 23 is essential.**

INSTRUCTOR: Barb & John Lyotier, Lyotier Consulting Services



SUPERHOST SEMINARS

EVEN

DATES: Tues. & Wed., Sept. 22 & 23
 TIME: 7:00 - 10:30 p.m.
 PLACE: College Centre
 FEE: \$15.00

SESSIONS: 2
 Tourism is a multi-billion-dollar-a-year industry that touches the lives of all of us. It is a vital source of revenue, jobs and future economic growth — benefits we can all share. Just as importantly, it gives us all a unique opportunity to pull together, to feel a common pride and to share that pride with others. If we work together to make visitors feel welcome and ensure that their trip is the best it can be, we encourage them to expect more, see more, spend more and return more often. Topics include: the importance of tourism as an industry, remembering names, making conversation, communication and listening skills, handling complaints, you as a guide to your community and province. A highly recommended and recognized course for anyone — to improve us in the workplace — to improve service — to add to our skills when seeking employment. So let's all become Superhosts and expect the most. **Class limit 20. Pre-registration by Sept. 15 is essential.**

INSTRUCTOR: Barb Lyotier

SUPERHOST ENCORE

EVEN

DATES: Mon. & Wed., Sept. 28 & 30
 TIME: 7:00 - 10:30 p.m.
 PLACE: College Centre
 FEE: \$15.00

SESSIONS: 2
 Superhost Encore was created to meet the more in-depth communication concerns and needs of Superhost graduates. Generally this program is designed to move the individual from communication basics to communication specifics. The three areas that will be looked into at some length are: Effective Telephone Communication, Special Needs Visitors and First Responder. At the end of this training seminar you will receive the new Encore seal. **Class limit 20. Pre-registration by Sept. 21 is essential.**

INSTRUCTOR: Barb Lyotier

MOBILE COMPUTER CENTRE

TRAINING MAKES THE DIFFERENCE

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

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

THE MOBILE COMPUTER CENTRE

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

OUR CUSTOM CONTRACT SERVICES

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

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

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

OUR STANDARD PUBLIC WORKSHOPS

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

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

THE APPLICATIONS

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

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

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

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

WHERE DO I FIND OUT MORE?

For information or consultation please contact:

Northwest Community College
 Box 1277
 Houston, B.C.
 VOJ 120
 Telephone: 845-7266

EDUCATION — THE PATH TO TOMORROW

Computer Courses

INTRODUCTION TO LOTUS 1-2-3

DATE: Wed., Sept. 9
 TIME: 1:30 - 4:30 p.m.
 PLACE: College Centre
 FEE: \$30.00
 SESSIONS: 1

This hands-on introduction to spreadsheets will teach the beginner the basics of spreadsheet operation. Students will discover the purpose and ease of using the computer's capabilities to prepare and calculate numeric data. **Class limit 12. Pre-registration by Aug. 25 is essential.**
 INSTRUCTOR: Rainer Giannella

DAY

INTERMEDIATE LOTUS 1-2-3

DATE: Thurs., Sept. 10
 TIME: 2:00 - 9:00 p.m.
 PLACE: College Centre
 FEE: \$60.00
 SESSIONS: 1

This workshop is aimed at those who have only had a beginner's introduction to Lotus 1-2-3 or other spreadsheets. Topics covered will include recalculation, relative and absolute formula, named ranges, combining data from different sheets and graphing. **Class limit 12. Pre-registration by Aug. 25 is essential.**
 INSTRUCTOR: Rainer Giannella

DAY/EVEN

INTRODUCTION TO MS-DOS

DATE: Wed., Sept. 9
 TIME: 6:00 - 9:00 p.m.
 PLACE: College Centre
 FEE: \$30.00
 SESSIONS: 1

Aimed at the beginner user who has only used some applications such as word processing or spreadsheet, this workshop clarifies DOS and DOS commands. The basic and most important DOS features for both floppy and hard drive systems will be covered. **Class limit 12. Pre-registration by Aug. 25 is essential.**
 INSTRUCTOR: Rainer Giannella

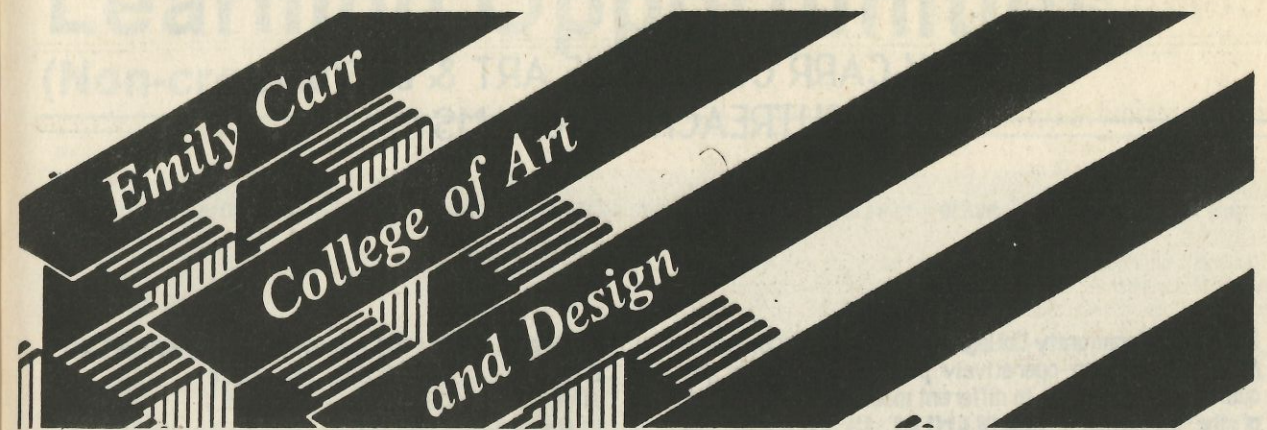
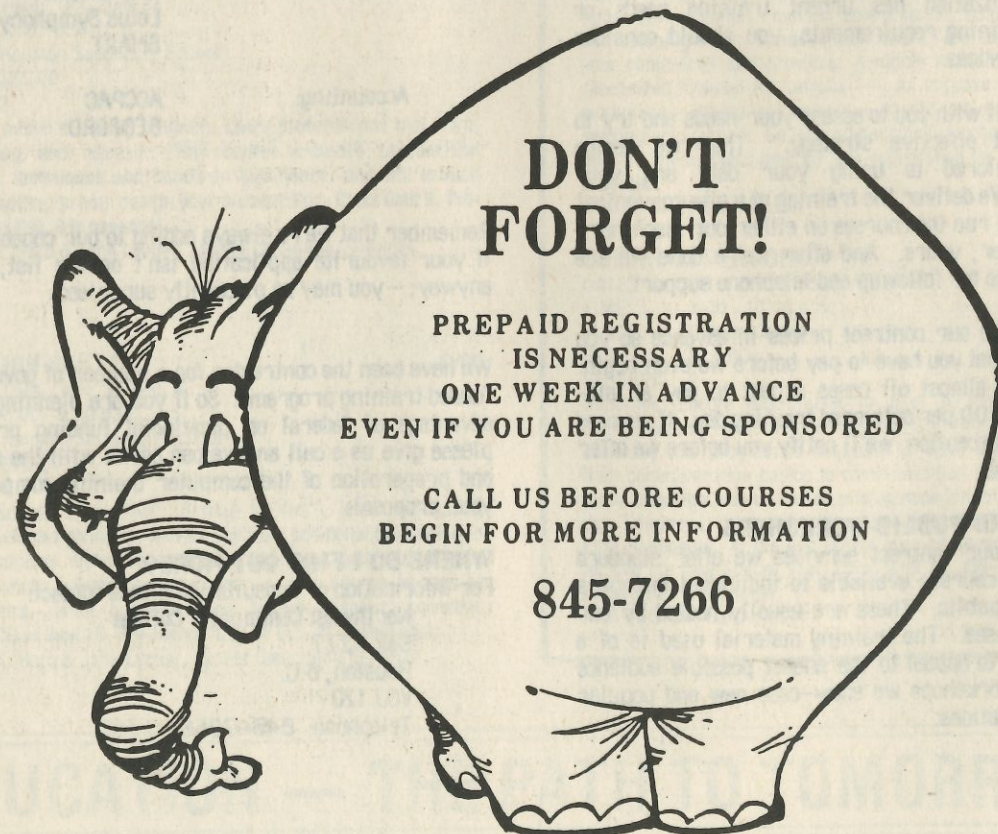
EVEN

WORDPROCESSING 104 (WORDSTAR)

DATES: Mon. - Thurs., Sept. 28 - Oct. 1
 TIME: 9:00 a.m. - 4:00 p.m.
 PLACE: College Centre
 FEE: \$90.00
 SESSIONS: 4

Learn to use the Wordstar wordprocessing program. Wordstar is a complete wordprocessing system that makes it easier for you to type any kind of letter or document on a computer. No previous computer experience is required, however, the ability to type is recommended. Topics covered will include basic document creation and editing, formatting, block editing, table preparation, special print effects, search and replace, pagination and headings and footings. **Class limit 8. Pre-registration by Sept. 18 is essential.**
 INSTRUCTOR: Barbara Birt

DAY



HOUSTON

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

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

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

ABOUT THE ARTIST...

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

SMITHERS

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

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

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

ABOUT THE ARTIST.....

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

EMILY CARR COLLEGE OF ART & DESIGN OUTREACH PROGRAMS

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

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

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

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

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

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

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

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

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

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

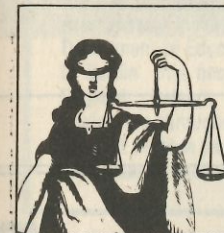
Learning Opportunities (Non-credit)

Non-credit Certificates are issued to participants who attend 100% of a course or workshop at the request of the instructor

REFUND POLICY

1. Withdrawal before the second class of a course — 100% of tuition fees less a \$10.00 administration charge.
2. Withdrawal after the second class of a course — **NO REFUND.**
3. Special registration and refund policies apply to courses labelled as "CLASS LIMIT" courses. **NO REFUNDS** will be made after the pre-registration date unless the space can be sold to another student, in which case the withdrawing student will be refunded 100% of the tuition fee less a \$10.00 administration charge.
4. There will be no refunds for courses with tuition fees of \$10.00 or less.

People's Law School



In co-operation with the People's Law School of Vancouver, Northwest Community College will offer FREE workshops on various areas of the law that have an effect on everyday life at some time or other. Sessions are informational, to the point and practical. Local lawyers, business people and government officials who have special knowledge or experience in the area discussed present these valuable workshops. Plan to attend one or more. **Class limit 20 per session. Pre-register at least two weeks before each workshop. Purchase of printed materials optional.**

WILLS & ESTATES **EVEN**
DATE: Tues., Oct. 13
TIME: 7:00 - 10:00 p.m.
PLACE: Houston Secondary School
FEE: Free
SESSIONS: 1

This course will discuss how to make a will and what should be included in your will; what happens in the event that you may die without a will; what restrictions there are on your testamentary freedom; the probate of an estate; what forms are necessary; where to take the forms; people to contact; and more. **Class limit 20. Pre-registration by Sept. 29 is essential.**

INSTRUCTOR: People's Law School

NOISE & NUISANCE IN THE NEIGHBOURHOOD **EVEN**
DATE: Thurs., Nov. 12
TIME: 7:00 - 10:00 p.m.
PLACE: Houston Secondary School
FEE: Free
SESSIONS: 1
Municipality by-laws affecting noise, untidy premises and barking dogs; who to talk to at City Hall; enforcement officer's role; violations; what to do when there is no by-law in your neighbourhood; and more. **Class limit 20. Pre-registration by Nov. 2 is essential.**
INSTRUCTOR: People's Law School

Investments



TAX REFORM IMPACT ON INVESTMENTS **EVEN**
DATE: Tues., Oct. 6
TIME: 7:00 - 10:00 p.m.
PLACE: Houston Secondary School
FEE: \$10.00
SESSIONS: 1
Exactly what does Finance Minister Michael Wilson's new federal budget mean for Canadian investors? For a complete overview, plan to attend this important seminar. **Class limit 30. Pre-registration by Sept. 29 is essential.**
INSTRUCTOR: Cornelius O'Connell, Pemberton, Houston, Willoughby, Prince George, B.C.

Practical Skills

MEATCUTTING

DATE: Mon., Oct. 5
 TIME: 7:00 - 9:00 p.m.
 PLACE: Houston Quality Meats
 FEE: \$10.00
 SESSIONS: 1

Students will learn basic meatcutting skills. Demonstrating on a side of beef, the instructor will present the basics and tailor-make the course to suit the participants. **Class limit 8. Pre-registration by Sept. 28 is essential.**

INSTRUCTOR: Ed Tams, Houston Quality Meats

EVEN

REFEREES' CLINIC

DATE: Sun., Nov. 8
 TIME: 8:30 a.m. - 5:00 p.m.
 PLACE: College Centre
 FEE: Free
 SESSIONS: 1

Northwest Community College and Houston Minor Hockey will be co-sponsoring the Referees' Certification Program for Level I and II. All interested students must supply their own skates and helmets. Registration is at 8:30 a.m. on the day of the course. **Class limit 20.**

INSTRUCTOR: Chris Dodds

DAY

FASHION DESIGN

DATES: Tues., Sept. 29 - Dec. 1
 TIME: 7:30 - 10:00 p.m.
 PLACE: Houston Secondary School
 FEE: \$35.00 plus supplies
 SESSIONS: 10

Figure, personality, occasion and the market dictate the design fundamentals of the clothes one wears. The designer can dictate the shape of the body by building the design fundamentals into the garment. Colour influences our decisions regarding clothing; fabric and fibre properties play an important part in successful designing. Using research and study, students will learn how to:

- develop an understanding of the fundamentals of garment design and how they relate to figure, personality, occasion and the market.
- recognize and define the fundamentals of design;
- apply effective sales presentation techniques;
- recognize and interpret the psychological effects of design elements and principles;
- develop an understanding and awareness of the role of colour in the fashion field.

Class limit 30. Pre-registration by Sept. 22 is essential.

INSTRUCTOR: Warrane Bruce

EVEN

Creative Arts/Crafts

WEAVING WORKSHOP ON INLAY TECHNIQUES

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

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

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

ABOUT THE ARTIST...

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

DAY

RICE PAPER LAMP SHADES

DATE: Sat., Nov. 7
 TIME: 9:00 - 11:00 a.m.
 PLACE: College Centre
 FEE: \$8.00 plus supplies
 SESSIONS: 1

In this two-hour workshop, students will learn the easy way to make custom lampshades to match any room decor. **Class limit 16. Pre-registration by Oct. 23 is essential.**

INSTRUCTOR: Corrie Goold

DAY

DOUGH ART

DATE: Sat., Nov. 7
 TIME: 11:00 a.m. - 12:00 noon
 PLACE: College Centre
 FEE: \$5.00 plus supplies
 SESSIONS: 1

Using flour and salt as dough, students will create an inexpensive fruit wreath for their holiday needs. **Class limit 16. Pre-registration by Oct. 23 is essential.**

INSTRUCTOR: Corrie Goold

DAY

PAPER TOLE

DATES: Sat., Nov. 7
 TIME: 1:00 - 3:00 p.m.
 PLACE: College Centre
 FEE: \$8.00 plus supplies
 SESSIONS: 1

Using several copies of the same print, students will learn the three-dimensional art of paper tole. **Class limit 16. Pre-registration by Oct. 23 is essential.**

INSTRUCTOR: Corrie Goold

DAY

Personal Pursuits

GETTING YOUR BUILDING PLANS THROUGH CITY HALL

DATES: Wed., Oct. 14 - 28
 TIME: 7:00 - 9:00 p.m.
 PLACE: Houston Secondary School
 FEE: \$15.00
 SESSIONS: 3

This course is an introduction to the 1985 Building Code and the Houston Building By-laws and their application to the small home builder. Some of the topics covered are plan preparation and review, designing small structures, site planning and development of the lot. **Class limit 15. Pre-registration by Oct. 5 is essential.**

INSTRUCTOR: Barry Comin

EVEN

TRAVEL TIPS

DATES: Thurs., Oct. 8 - 29
 TIME: 7:30 - 9:30 p.m.
 PLACE: Houston Secondary School
 FEE: \$20.00
 SESSIONS: 4

Have you ever wanted to travel abroad or even to the far corners of your own continent but didn't know how to go about it? This course is for you. Topics covered will include how to apply for a passport and/or visa, how to get there, currency and much more. **Class limit 20. Pre-registration by Oct. 1 is essential.**

INSTRUCTOR: Mary Ann Isidoro

EVEN

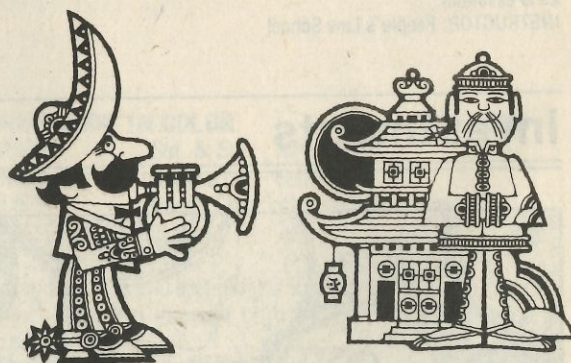
BIG GAME TROPHY AND PELT PREPARATION

DATES: Tues., Thurs. & Sun., Sept. 29 - Oct. 4
 TIME: Tues. & Thurs., 7:00 - 9:00 p.m.;
 Sun., 9:00 a.m. - 3:00 p.m.
 PLACE: College Centre
 FEE: \$25.00
 SESSIONS: 3

In this course, big game animals will be discussed as well as demonstration of field dressing and preparing the skins for capes. Cased and open pelt demonstrations will be presented. **Class limit 8. Pre-registration by Sept. 22 is essential.**

INSTRUCTOR: Tom Blake

DAY/EVEN



BEGINNERS ON LOOM WEAVING

DATES: Tues., Oct. 13 - Dec. 1
 TIME: 7:00 - 9:30 p.m.
 PLACE: Houston Secondary School
 FEE: \$30.00 plus supplies
 SESSIONS: 8

A course for those who want to learn to weave. Topics to be covered to include planning projects, warping the loom, finishing techniques, the use of various fibres and pattern weaves. Materials can be purchased from the Instructor. **Class limit 11. Pre-registration by Oct. 2 is essential.**

INSTRUCTOR: Marion Hacking

EVEN



No smoking in College classrooms or classrooms of public schools



LIFELONG LEARNING IS FOR EVERYONE

Culinary

MICROWAVE COOKING

EVEN

DATES: Thurs., Nov. 5 - 26
TIME: 7:30 - 9:30 p.m.
PLACE: Houston Secondary School
FEE: \$12.00 plus supplies
SESSIONS: 4

Students will learn to get full use out of their microwaves. Students will learn how to prepare the main meal courses (breakfast, lunch and dinner) as well as snack foods and desserts. Recipes will be provided. Students will also learn the process of drying flowers. It will be necessary for four students to provide **MICROWAVES** in order for this course to be held. **Class limit 20. Pre-registration by Oct. 28 is essential.**

INSTRUCTOR: Renata Smith

BASIC CAKE DECORATING

EVEN

DATES: Tues., Nov. 17 - Dec. 1
TIME: 7:00 - 10:00 p.m.
PLACE: Houston Secondary School
FEE: \$20.00
SESSIONS: 3

In this "hands-on course", students will learn how to make, bake and decorate a cake from scratch. You will learn different icing techniques and flower piping. **Class limit 16. Pre-registration by Nov. 9 is essential.**

INSTRUCTOR: Jean Nordvie

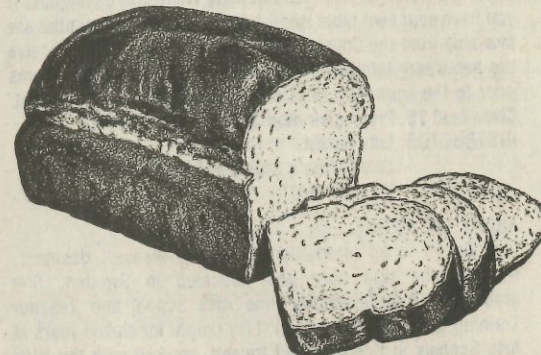
BAKING BREADS & PASTRIES

EVEN

DATES: Tues., Oct. 6 - Nov. 3
TIME: 7:00 - 10:00 p.m.
PLACE: Houston Secondary School
FEE: \$35.00
SESSIONS: 5

In this course, students will learn to make and bake a variety of breads and pastries. Come and join the fun — you'll be able to take a taste of everything you make home to your family. **Class limit 16. Pre-registration by Sept. 25 is essential.**

INSTRUCTOR: Jean Nordvie



Self-Help Health

LOW BACK SCHOOL

EVEN

DATES: Mon., Oct. 5 & 19
TIME: 7:00 - 8:30 p.m.
PLACE: Houston Secondary School
FEE: \$20.00
SESSIONS: 2

Designed for those who wish to take responsibility for their own health and prevent back problems. This course will enable low back pain sufferers to understand the anatomical and physiological reasons for their pain. Practical ideas for preventing and alleviating pain will be demonstrated and practised. **Class limit 15. Pre-registration by Sept. 25 is essential.**

INSTRUCTOR: Dr. Gary Murdock

IT'S JUST YOUR NERVES

DAY

DATES: Wed., Oct. 7
TIME: 1:00 - 3:00 p.m.
PLACE: College Centre
FEE: Free
SESSIONS: 1

Most people at one time or another have heard it: "Don't worry, it's just your nerves. Take these pills or have a drink — you'll feel better." In this afternoon workshop, awareness on the use and abuse of mild tranquilizers, prescription and over-the-counter drugs will be created. **Class limit 25. Pre-registration by Sept. 30 is essential.**

INSTRUCTOR: Goldie Secord,
 Co-ordinator of Outreach Services

NATURAL WAYS TO COPE WITH PAIN

DAY

DATES: Sat., Oct. 3
TIME: 9:00 a.m. - 4:00 p.m.
PLACE: College Centre
FEE: \$25.00
SESSIONS: 1

Our dependency on medication for pain relief is often unnecessary. The aim of this session is to introduce participants to simple, time-proven, alternative methods of pain relief such as massage, relaxation, imagery, cold, heat, exercise, etc. Particular emphasis will be on headaches, back pain, neck and shoulder tension and sports injuries.

This is an intensive, hands-on, 6-hour workshop. Wear loose, comfortable clothing and be prepared to participate. Bring 3 large towels, small pillow, blanket and large bowl (suitable to use as a footbath).

Please consult your physician for advice on pre-existing medical conditions before participating.

Class limit 16. Pre-registration by Sept. 18 is essential.

INSTRUCTOR: Barri Blix,
 Registered Massage Therapist,
 Stress Management Instructor



Youth Programs

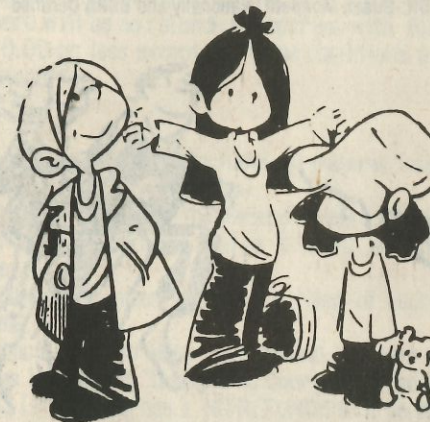
KIDS' KARPENTRY & KRAFTS

EVEN

DATES: Wed., Oct. 14 - Nov. 25
TIME: 7:00 - 8:30 p.m.
PLACE: Houston Secondary School
FEE: \$15.00 plus supplies
SESSIONS: 7

This course is open to boys and girls ages 8 - 12. Using hand tools only, students will learn how to make several craft items suitable for gift giving. Miscellaneous sundry supplies will be donated by the 6th Street Crafts of Houston. **Class limit 16. Pre-registration by Sept. 30 is essential.**

INSTRUCTOR: Norman Gautron



CARTOONING FOR KIDS

DAY

DATES: Sat., Sept. 26
TIME: 10:00 a.m. - 3:00 p.m.
PLACE: College Centre
FEE: \$10.00 plus supplies
SESSIONS: 1

A two-part workshop designed for children interested in drawing cartoons. The morning session will focus on developing basic animal and human cartoons. In the afternoon, we will be looking at colouring techniques. Everyone will have the opportunity to produce his own favourites. **Class limit 12. Pre-registration by Sept. 18 is essential.**

INSTRUCTOR: Julie Klatt



H-21



BABYSITTER TRAINING

EVEN

DATES: Tues., Oct. 13 - Nov. 10
TIME: 7:00 - 8:30 p.m.
PLACE: Silverthorne School
FEE: \$5.00
SESSIONS: 5

This approved safety course includes discussion on how to care for and entertain children at various stages of development, fire safety, personal safety, first aid and accident prevention. Instruction will be given by various local community agencies, to include Fire Department and RCMP. Students must be at least 12 years old. **Class limit 20. Pre-registration by Oct. 5 is essential.**

INSTRUCTOR: Joyce Saretsky

COMPUTERS FOR KIDS

EVEN

DATES: Thurs., Oct. 1 - Nov. 5
TIME: 6:30 - 8:00 p.m.
PLACE: Houston Secondary School
FEE: \$35.00
SESSIONS: 6

This hands-on course will give students the opportunity to write their own programs using BASIC. Minimum age is 9 or Grade 4. **Class limit 16. Pre-registration by Sept. 25 is essential.**

INSTRUCTOR: Gail Currie

Fun & Fitness

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

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

FITNESS LEVELS

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

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

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

MORNING FITNESS

DATES: Mon., Wed. & Fri., Sept. 9 - Nov. 25
TIME: 9:00 - 10:00 a.m.
PLACE: Royal Canadian Legion
FEE: \$50.00
SESSIONS: 32

START YOUR DAY THE FIT WAY!! An easy- to moderate-paced aerobic workout. This will be a class with the beginner in mind. Good supportive footwear, comfortable clothing and exercise mats a must. **Class limit 35. Pre-registration by Aug. 28 is essential.**

INSTRUCTOR: Susan Monpetit, Nationally and BCRA Certified

AFTERNOON FITNESS

DATES: Tues., Thurs. & Fri., Sept. 8 - Nov. 26
TIME: 3:30 - 4:30 p.m.
PLACE: Royal Canadian Legion
FEE: \$50.00
SESSIONS: 35

Body shaper exercise class — we want your body! A moderately paced workout with high intensity of fun. A workout designed to tone and progressively shape you. From a pre-aerobic warm-up to a relaxing cool-down, this class will please everyone. Come out and shape your body — your body will love you!! Good supportive footwear, comfortable clothing and exercise mats are a must. **Class limit 35. Pre-registration by Aug. 28 is essential.**

INSTRUCTOR: Susan Monpetit, Nationally and BCRA Certified



EVENING FITNESS — CO-ED

DATES: Mon., Wed. & Thurs., Sept. 9 - Dec. 10
TIME: 6:00 - 7:00 p.m.
PLACE: Twain Sullivan Gym
FEE: \$50.00
SESSIONS: 38

THE CONDITIONING WORKOUT — Sweat and shake your blues away with a combination of warm-ups and aerobics plus toning. A perfect way to work out the tension. Good supportive footwear, comfortable clothing and exercise mats are a must. **Class limit 40. Pre-registration by Aug. 28 is essential.**

INSTRUCTOR: Chris Hallbauer



REFUND & LATE REGISTRATION POLICY

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

General Conditions

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

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

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

Academic

1. A \$10.00 "late registration" charge will be assessed to any student registering after the second class.
2. Withdrawal after second class - 80% of tuition fee less a \$10.00 administration charge.
3. Withdrawal after third class or fourth class - 50% of tuition fee less a \$10.00 administration charge.

4. Withdrawal after fifth class - NO REFUND.

Vocational (Full-time)

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

Entry between:	
1st to 15th	- 100% of monthly fee
16th to 23rd	- 50% of monthly fee
24th to 31st	- 25% of monthly fee
Leaving before:	
1st to 7th	- 25% of monthly fee
8th to 15th	- 50% of monthly fee
16th to 31st	- 100% of monthly fee

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

TEXTBOOK SALES & REFUNDS

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

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

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

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