

Brian L.

Northwest Community College



WINTER '81

HOUSTON CENTRE
Box 1277 Houston, B.C. V0J 1Z0

PHONE: 845-7266

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Come Learn With Us

It is often said - living is learning. It is my hope that this Winter '81 program will provide a chance for you to do a bit of both. Many of the courses being offered for the first time are suggestions that have come from some of you. Your ideas are appreciated. Keep them coming!

Today more adults than ever are "going to school". The field of continuing education has indeed become an enterprise. One in which we can all take part. I take this opportunity to invite any member of the community to consider becoming involved in this exciting endeavour. Living is learning and you never have to stop.

You will find more than 40 courses and activities presented in the Winter '81 schedule. I sincerely hope there is something for you. My office is in the Smithers College Centre. Don't hesitate to contact myself or Tanya Widmark with ideas or concerns about community education services in your community.



Anne M. Laforest
Regional Education Co-ordinator
Smithers/Houston

YOUR COLLEGE STAFF/HOUSTON

Co-ordinator.....Tanya Widmark
Secretary.....Linda Bremner

YOUR LOCAL COLLEGE BOARD

Ken Van Gaalen

George Sheppard

Turn over for Smithers

General Information

REGISTRATION

You may register for day or evening classes

IN PERSON - At the College Centre
(Corner of 10th and Poulton)
Office Hours: 12:00 noon to 4:00
p.m. Monday to Friday

TELEPHONE - 845-7266

BY MAIL - A registration form is attached



PRE-REGISTRATION - LET US KNOW YOU'RE COMING OR THE COURSE YOU WANT MAY BE CANCELLED BECAUSE OF LOW ENROLLMENT. WE'RE ONLY A PHONE CALL AWAY!

CLASS LIMITS - Some courses can only take a limited number of people. Your place in these courses will ONLY be held by pre-registration and payment of the fee. If you are registering by mail confirm availability of space in courses with class limits BEFORE mailing in registration fees. A 'no refund' policy applies to these courses.

FEES will be collected at the first class. Courses with 'class limits' must be prepaid to ensure your place. All course fees must be paid no later than the second class.

SENIOR CITIZENS - Registration fees are free-of-charge. Material costs, where applicable, still apply.

INCOME TAX - Receipts totalling over \$25.00 are income tax deductible so keep your fee receipts.

REFUNDS - A complete refund is made only when a course is cancelled. A percentage refund is made when a student must withdraw from a course because of special circumstances. A no refund policy 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.


SHIFTY COURSES - The course content is straight but the scheduling is flexible to allow shift workers to participate. Watch for courses that show both day and evening classes. You may attend the day sessions when you are working evenings and then change to the evening sessions when you are working days.

COUNSELLING - The College Counsellor visits Houston on the first Tuesday of each month. He is available to both secondary students and adults to discuss any questions they may have regarding further education or career plans. Phone the College Centre at 845-7266 to arrange an appointment.

LEARNING RESOURCE CENTRE - Library and resource materials are catalogued at the Houston College Centre. The Learning Resource Centre is open to students and instructors of Northwest Community College. Reference materials located at the College may be used at the Centre. Microfiche listings of the Learning Resource Centre in other B.C. post-secondary institutions are also available as well as books and periodicals. These can be ordered. There is a nominal fee for this service.

MAIN CAMPUS COURSES - The main campus of Northwest Community College in Terrace offers a full compliment of pre-apprentice, apprentice, vocational, programs as well as adult basic education and academic courses. Contact your local College Centre for more information.

ADULT STUDY TRAVEL TOURS - Information about the Newworld Educational Cruise Inc. is available at the College Centre. This non-profit organization specializes in elementary to university student travel as well as cultural and athletic tours.



OPEN LEARNING INSTITUTE

Study at home with the Open Learning Institute! Now you can get your high school diploma, study towards a university degree, or start on a whole new career program. You can get started on yours right now. Just call collect to your nearest OLI advisor for details: in Terrace (112) 635-4961. Or get in touch with your Northwest Community College Centre.

MAIL-IN REGISTRATION FORM

NOTE - PLEASE CONFIRM BY PHONE AVAILABILITY OF SPACE IN COURSES WITH CLASS LIMITS BEFORE MAILING REGISTRATION FEES.

NAME..... HOME PHONE.....
 MAILING ADDRESS..... WORK PHONE.....
 1)..... FEE.....
 (course)
 2)..... FEE.....
 (course)
 TOTAL = \$.....

Cheque or money order is payable to Northwest Community College.
 P.O. Box 1277, Houston B.C. PLEASE NO CASH

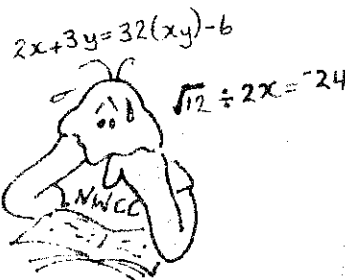
Signature.....

HOUSTON ADULT BASIC EDUCATION

ENGLISH, MATH AND SCIENCE UPGRADING AFTERNOON OR EVENING

For adults who did not complete secondary school these concentrated courses will allow them to acquire the necessary skills to gain grade 10 or grade 12 standing for entrance into vocational or trades training in the shortest possible time. Adults work on individualized programs tailored to their goals. Each student begins at their own level and works at their own speed. College certificates are awarded for successful completion of Level 2 (grade 8), Level 3 (grade 10), and Level 4 (grade 12). You may enroll at any time as space permits and attend two afternoon or two evening classes per week.

DATES.....Mon. & Wed., Jan. 5 - April 29
 TIME.....12:30 - 3:30 p.m. **OR** 6:30 - 9:30 p.m.
 PLACE.....College Centre
 INSTRUCTOR.....Maryanna Hawthorne
 FEE.....\$15.00 per month



Shift Workers - Please note that you may alternate between Adult Basic Education day and evening classes to suit your work schedule.

GRADE 12 EQUIVALENCY PREPARATION AFTERNOON OR EVENING

For adults who did not complete secondary school and wish to acquire a Ministry of Education Grade 12 equivalency certificate under the General Education Development Programme. Adults are required to pass five tests: english literature, english grammar, science, social studies, and mathematics. These classes will help you to prepare for the tests. You may enroll at anytime as space permits and attend two afternoon or two evening classes per week.

DATES.....Mon. & Wed., Jan. 5 - April 29
 TIME.....12:30 - 3:30 p.m. **OR** 6:30 - 9:30 p.m.
 PLACE.....College Centre
 INSTRUCTOR.....Maryanna Hawthorne
 FEE.....\$15.00 per month

G.E.D. Examinations will be held the first week of May in Houston. Applications must be made by March 15, 1981 and are available at the College Centre. 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.

MATH FOR TRADES

AFTERNOON OR EVENING

Applied mathematics for those taking pre-apprenticeship or apprenticeship training. Courses and texts are designed for each particular trade so that students need to learn only the mathematical skills required for the trade they are entering. You may enroll at any time as space permits. Shift workers may alternate between afternoon and evening classes.

DATES.....Mon. & Wed., Jan. 5 - April 29
 TIME.....12:30 - 3:30 p.m.
 PLACE.....College Centre
 INSTRUCTOR.....Maryanna Hawthorne
 FEE.....\$15.00 per month

ENGLISH FOR TRADES

AFTERNOON OR EVENING

Applied english for those taking pre-apprenticeship or apprenticeship training. Courses and texts are designed for each particular trade so that students need to learn only the communication skills for the trade they are entering. You may enroll at any time as space permits. Shift workers may alternate between afternoon and evening classes.

DATES.....Mon. & Wed., Jan. 5 - April 29
 TIME.....12:30 - 3:30 p.m. **OR** 6:30 - 9:30 p.m.
 PLACE.....College Centre
 INSTRUCTOR.....Maryanna Hawthorne
 FEE.....\$15.00 per month



SPOKEN ENGLISH

AFTERNOON OR EVENING

Beginning and advanced classes for foreign-born students who wish to learn to speak English fluently. Reading and writing skills are also taught. If you know someone who could benefit from this course please pass the word along.

DATES.....Tues. & Thurs., Jan. 6 - April 30
 TIME.....12:30 - 3:30 p.m. **OR** 6:30 - 9:30 p.m.
 PLACE.....College Centre
 INSTRUCTOR.....Susan Jones
 NO FEE

ACADEMIC

LITERATURE AND COMPOSITION II (ENGLISH 102)

Reading and discussion of modern fiction, essays, drama, and poetry. Lectures on grammar and style. Introduction to the study of language. Written assignments based on analysis of the literature read, personal experience, and subjects of general interest. **Pre-register!**

DATE.....Wed., Jan. 14
 TIME.....7:00 - 10:00 p.m.
 PLACE.....College Centre
 NO. OF SESSIONS.....15
 INSTRUCTOR.....Maureen Bostock
 FEE.....\$26.50 plus text

SOCIAL GEOGRAPHY (GEOGRAPHY 102)

Social Geography 102 will focus upon those forces that shape the cultural landscape and provide a conceptual framework through which man-induced processes can be analyzed. Socio-cultural norms will be examined in terms of their impact upon the physical environment.

DATE.....Mon., Jan. 12
TIME.....7:00 - 10:00 p.m.
PLACE.....College Centre
NO. OF SESSIONS.....15
INSTRUCTOR.....Ian Anderson
FEE.....\$26.50 plus text

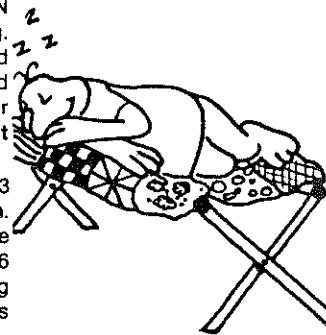
ARTS/CRAFTS/HOBBIES

QUILTING

AFTERNOON

Learn traditional North American hand quilting. Course covers choosing patterns, cutting templates and pieces, applique or joining, placing work on frame and quilting. Instructor will guide you on sewing machine or hand projects from crib size to queen size. **Class limit 12. Pre-register!**

DATES.....Mon., Jan. 19 - Feb. 23
TIME.....1:00 - 3:00 p.m.
PLACE.....College Centre
NO. OF SESSIONS.....6
INSTRUCTOR.....Elvira Harding
FEE.....\$18.00 plus materials



BASIC SEWING

EVENING

This eight-session course is designed to enable a student to complete a garment while at the same time learning to do a variety of sewing techniques by demonstration. Learn how to use your sewing machine for maximum effect and savings.

1. Picking patterns & fitting patterns.
2. Choosing proper fabrics.
3. Pattern layouts and working with special fabrics.
4. Seams & seam finishes.
5. Darts, tucks, pleats, etc.
6. Zippers, buttons & buttonholes.
7. Sleeves, collars, waistbands.
8. Hems, finishing touches, adding a personal touch.

Students should bring their own sewing machine to learn how to use it. **Class limit 12. Pre-register!**

DATES.....Wed., Feb. 4 - March 25
TIME.....7:00 - 9:00 p.m.
PLACE.....Houston Secondary School
NO. OF SESSIONS.....8
INSTRUCTOR.....Margaret Listar
FEE.....\$21.00 plus materials

PHOTOGRAPHY WORKSHOP (ALL LEVELS)

WEEKEND

By making black and white positive slides, participants will gain knowledge of the basic technical aspects of the medium as well as some of the way photographers can learn from each others' work. Each participant will expose a roll of film, learn to mount slides, camera controls and exposure choices. Each person must bring two roles of 35mm Kodak Panatomic X film. **Co-sponsored with the Emily Carr School of Art. Class Limit - 15. Pre-register, pre-pay!**

DATES.....Sat. & Sun., March 20 - 22
TIME.....9:00 a.m. - 5:00 p.m.
PLACE.....College Centre
NO. OF SESSIONS.....3
INSTRUCTOR.....Bernard Bloom
Emily Carr School of Art
FEE.....\$21.00 plus materials

PHOTOGRAPHY SHOW AND TALK

EVENING

Photographer Bernard Bloom will present a composite of his work with a slide presentation and talk. All interested persons are invited to meet this talented artist and talk photography. **Co-sponsored with Emily Carr School of Art.**

DATE.....Fri., March 20
TIME.....7:00 - 10:00 p.m.
PLACE.....College Centre
NO. OF SESSIONS.....1
INSTRUCTOR.....Bernard Bloom (Victoria)
FEE.....Free

STAINED GLASS

EVENING

An introduction to the art and techniques of stained glass. The course will consist of colour and design, selection of glass and use of tools, making a jewelry box, cutting patterns, cutting, copper foiling, soldering of stained glass and cleaning and finishing projects. Students' project materials could run to \$50. **Class limit - 10. Pre-register!**

DATES.....Mon. & Fri., Feb. 9 - April 6
TIME.....7:00 - 9:00 p.m.
PLACE.....College Centre
NO. OF SESSIONS.....7
INSTRUCTOR.....Penny Deteves
FEE.....\$21.00 plus materials

CAKE DECORATING

EVENING

A practical course in decorating cakes for special events. Supplies included; students must purchase simple tools. **Class limit - 16. Pre-register!**

DATES.....Tues., March 31 - May 26
TIME.....7:30 - 9:30 p.m.
PLACE.....Houston Secondary School
NO. OF SESSIONS.....8
INSTRUCTOR.....Linda Anderlini
FEE.....\$23.00

HEALTH & SAFETY

BABYSITTERS TRAINING

EVENING

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 by various local community agencies to include Fire Department and R.C.M.P. Student must be at least 12 years old. **Class limit - 15. Pre-register!**

DATES & TIME.....TBA
 PLACE.....Silverthorne Elementary
 NO. OF SESSIONS.....6
 CO-ORDINATOR.....Sharon Smith
 FEE.....\$1.00

BASIC NUTRITION

EVENING

Learn to analyze your eating habits, find out what a nutritious diet is for all ages and what a healthy weight loss diet is. Learn what hazards to watch out for, e.g. refined foods, additives, loss of nutrition in cooking. There will be a small additional charge for pamphlets. (Optional)

DATES.....Thurs., March 5 - March 12
 TIME.....7:30 - 9:30 p.m.
 PLACE.....Houston Secondary School
 NO. OF SESSIONS.....2
 INSTRUCTOR.....Janice Finnemore
 FEE.....\$7.00

UNDERSTANDING SEX EDUCATION

EVENING

Designed for parents who wish some basic information and skills on explaining the human sexual function to their children so that both parents and children feel comfortable in honest discussion of the subject. Parents will be able to view the "Family Life" films currently used in public schools.

DATES.....Mon., Feb. 16 - March 9
 TIME.....7:30 - 9:30 p.m.
 PLACE.....Houston Secondary School
 NO. OF SESSIONS.....4
 INSTRUCTOR.....Dr. Brian Finnemore
 FEE.....\$11.00

SURVIVAL FIRST AID

EVENING

Designed by Workers' Compensation Board to give the injured a better chance for survival pending the arrival of more qualified help. Requisite for employees in many industries. Basic techniques for coping with emergencies involving breathing, bleeding, unconsciousness and crushed chests are taught. It is also a useful course for the outdoor recreationist. Successful students will receive WCB Survival First Aid Certificate. **Class limit - 12. Pre-register!**

DATES.....Mon. & Wed., TBA
 TIME.....6:30 - 10:30 p.m.
 PLACE.....Houston Secondary School
 NO. OF SESSIONS.....2
 INSTRUCTOR.....Larry Lindahl
 FEE.....\$14.00

STRESS AND LIFESTYLING

EVENING

To help people understand the biology of stress and the life styles that generate stress. Concrete and practical suggestions will be offered to assist in changing communication and life style patterns to effectively eliminate destructive stress from your life.

DATES.....Thurs., March 26 - April 2
 TIME.....7:30 - 9:30 p.m.
 PLACE.....Houston Secondary School
 NO. OF SESSIONS.....2
 INSTRUCTOR.....Dr. Brian Finnemore
 FEE.....\$7.00

RECREATION

DANCERCISE

EVENING

This is a fun program designed to shape, tone, and invigorate our bodies. Includes specific warmup techniques such as stretching and strengthening exercises, visual imagery, and musical accompaniments. Bring a skipping rope and wear loose fitting clothes.

DATES.....Mon. & Wed., Jan. 12 - March 18
 TIME.....7:00 - 8:00 p.m.
 PLACE.....Twain Sullivan Elementary School
 NO. OF SESSIONS.....20
 INSTRUCTOR.....Cherie Hanson
 FEE.....\$21.00



BELLY DANCING

EVENING

A novel way to get in shape! Learn rhythm and creativity of movement while toning up. An enjoyable way to fitness. Dress in loose or unlimited stretch clothes. **Class limit - 15. Pre-register!**

DATES.....Tues. OR Thurs., Jan. 13 OR Jan. 15
 TIME.....7:00 - 8:00 p.m.
 PLACE.....College Centre
 NO. OF SESSIONS.....13
 INSTRUCTOR.....Virginia Southwick
 FEE.....\$15.00

YOGA - MEN AND WOMEN

EVENING

Through controlled exercise and theoretical discussion, gain mental and physical relaxation, flexibility, general body rehabilitation and maintenance of good health. Dress in loose or unlimited stretch clothes. **Class limit - 12. Pre-register!**

DATES.....Tues. OR Thurs., Jan. 13 OR Jan. 15
 TIME.....8:00 - 9:30 p.m.
 PLACE.....College Centre
 NO. OF SESSIONS.....13
 INSTRUCTOR.....Virginia Southwick
 FEE.....\$28.00

KEEP FIT

MORNING

A general program of exercises for personal fitness. Exercises are on tapes and are very well explained. This will be an ongoing program. Students may join at any time and come as often as they wish.

DATES.....Tues. **OR** Thurs., Jan. 13 **OR** Jan. 15
 TIME.....9:30 - 10:30 a.m.
 PLACE.....College Centre
 NO. OF SESSIONS.....12
 FEE.....\$1.00

SELF RELIANCE**ACCESS TO LEARNING**

MORNING

Access to Learning is for women of all ages ... married ... single .. newcomers to town ... with or without children ... grandmothers, anyone who would like to take a break. You can make new friends and enjoy participating in programs that include speakers, films, and discussions. We provide opportunity for you to explore new interests with other women, qualified resource speakers and a balanced program of activities. Babysitting is provided.

DATES.....Mon., Jan. 12 - April 6
 TIME.....10:00 a.m. - 12:00 noon
 PLACE.....Community Hall
 NO. OF SESSIONS.....13
 CO-ORDINATOR.....Janice Nicholson
 FEE.....Free

**DEFENSIVE DRIVING**

EVENING

A must for all licensed drivers and those about to apply for their first license. Learn to drive defensively, cope with adverse road conditions and avoid accidents caused by other drivers' mistakes. Canada Safety Course approved by B.C. Motor Vehicle Branch. DDC Certificate awarded for successful completion. Expert instructor trains annually at performance driving school in Germany. Teenagers welcome.

DATES.....Wed., Jan. 21 - Feb. 11
 TIME.....7:00 - 9:00 p.m.
 PLACE.....Houston Secondary School
 NO. OF SESSIONS.....4
 INSTRUCTOR.....Don Beddows
 FEE.....\$16.00

MAKING THE MOST OF YOUR MARRIAGE

EVENING

This course is designed for couples who intend to marry in the near future or married couples desiring to enrich their relationship. Many resource people will be used to provide information on such subjects as communication, conflict, sexuality, finances, children, and other related topics. **Class limit - 10 couples. Pre-register!**

DATES.....Thurs., Jan. 15 - March 5
 TIME.....7:30 - 9:30 p.m.
 PLACE.....Houston Secondary School
 NO. OF SESSIONS.....8
 INSTRUCTOR.....Brian Baxter
 FEE.....\$34 per couple

COACHING DEVELOPMENT - LEVEL 2

EVENING

For coaches of all sports, (team and individual), Level 2 is the second course of 5 levels in the National Coaching Development Programme. It covers theory skills and drills and shows coaches how to teach these correctly in the sport of their choice. Full programme outlines available at the College Centre. Carries credit towards a National Coaching Development Certificate. **Pre-register and pre-pay two weeks in advance to receive your reading material.**

DATES.....Sat., Feb. 7 - Feb. 28
 TIME.....10:00 - 4:00 p.m.
 PLACE.....Houston Secondary School
 NO. OF SESSIONS.....4
 INSTRUCTOR.....Dave Rasmus
 FEE.....\$21.00

NORTHERN GARDENING

EVENING

"The Northern Gardener" will offer expert instruction on soil preparation, seed choice, seeding, growing transplants, general garden soil management, pest control, fertilizers and basic greenhouse culture for home growing. Special attention will also be given to organic gardening techniques.

DATES.....Mon., Feb. 9 - March 2
 TIME.....7:30 - 9:30 p.m.
 PLACE.....Houston Secondary School
 NO. OF SESSIONS.....4
 INSTRUCTOR.....Dave Havard
 FEE.....\$10.00

DESIGNING HOME INTERIORS II

EVENING

The emphasis of this course will be on fabrics used in home decorating. Floor plans, space planning - open vs. cellular, will be discussed. An examination of natural and man-made fibre together with the use of carpets, rugs to create a mood or theme will also be dealt with. Other topics include effects for walls, windows, and how to select the furniture to complete the picture. A review of Part I will take place. While it is preferable that participants have taken Part I, it is not essential. **Class limit - 12. Pre-register!**

DATES.....Thurs., Feb. 12 - April 2
 TIME.....7:00 - 9:00 p.m.
 PLACE.....College Centre
 NO. OF SESSIONS.....8
 INSTRUCTOR.....Lise Karelis
 FEE.....\$26.00

PERSONAL INCOME TAX CLINIC (T1)

EVENING

An explanation of the general tax guide for personal income tax returns. Students will be guided by step-by-step instruction. **Class Limit - 20. Pre-register!**

DATE.....Mon., Feb. 2
 TIME.....7:00 - 9:30 p.m.
 PLACE.....Houston Secondary School
 NO. OF SESSIONS.....1
 INSTRUCTOR.....Marge Messer
 FEE.....\$3.00

FLY-TYING

EVENING

Will include practical skills in tying various types of flies and use of fly-fishing equipment. Participants will learn how to construct their own flies and present them to fish. Material and equipment may be ordered at first class. There will be a two-week interval before the next class to allow for delivery of material. The last session will offer a practical outdoor session in fly casting, weather permitting. **Class limit - 15. Pre-register!**

DATES.....Wed., March 18 - May 13
 TIME.....7:30 - 9:30 p.m.
 PLACE.....Houston Secondary School
 NO. OF SESSIONS.....6
 INSTRUCTOR.....Ralph Smith
 FEE.....\$13.00

**BASIC HOUSEWIRING (SIMPLIFIED ELECTRICAL CODE)**

EVENING

A practical and theoretical background course to assist the home handyman and part-time builder based on the simplified electrical code. **Class limit - Pre-register!**

DATES.....Thurs., Jan. 15 - March 5
 TIME.....8:00 - 10:00 p.m.
 PLACE.....Houston Secondary School
 NO. OF SESSIONS.....8
 INSTRUCTOR.....Peter Drewcock
 FEE.....\$17.00 plus code book

MEMORY DYNAMICS

EVENING

"The thoughts of the mind are so fleeting that no device for trapping them should be overlooked." This workshop will present techniques for improving memory retention and recall. Participants will learn how to absorb more information more quickly. An asset in every sphere of life. **Class limit - 30. Pre-register and pre-pay!**

DATES.....Mon., Feb. 23 - 24
 TIME.....7:30 - 10:00 p.m.
 PLACE.....Houston Secondary School
 NO. OF SESSIONS.....2
 INSTRUCTOR.....Memory Dynamics Centre, Vancouver
 FEE.....\$26.00 includes illustrated lecture notes

H-14

NATURAL HISTORY: BIRDS AND MAMMALS

EVENING

An introduction to identification and life histories of wildlife, with emphasis on birds and mammals in British Columbia.

DATES.....March 31 - April 21; April 25 & May 2
 TIME.....Tues., 4:00 - 10:00 p.m. & Sat., 9:00 - 4:00 p.m.
 PLACE.....College Centre
 NO. OF SESSIONS.....5
 INSTRUCTOR.....Dave Hatler
 FEE.....\$20.00

SMALL ENGINE REPAIR AND MAINTENANCE

EVENING

A practical course for those who like to fix it themselves. Basic principles of four and two cycle motors, combustion, and carboration will be explained and demonstrated. How to track down ignition, 'no power' problems. Trouble shooting and basic maintenance procedures for chainsaws, garden tillers to snowmobiles and motorcycles will be presented.

DATES.....Tues., March 24 - May 5
 TIME.....7:30 - 9:30 p.m.
 PLACE.....Houston Secondary School
 NO. OF SESSIONS.....6
 INSTRUCTOR.....Tony Harris
 FEE.....\$15.00

**VOCATIONAL****BOOKKEEPING (ACCOUNTING I)**

EVENING

An introductory course into the fundamentals of bookkeeping. Routine profit and loss, balance sheets and payroll calculation are included. Home assignments required (5 - 7 hours homework per week). Classes can accommodate a few Accounting II students who have completed Accounting I. Both courses carry credit towards a Northwest College Business Certificate. Pocket calculators required. **Class limit - 16. Pre-register!**

DATES.....Mon. & Wed., Jan. 12 - April 13
 TIME.....7:00 - 9:00 p.m.
 PLACE.....Houston Secondary School
 NO. OF SESSIONS.....27
 INSTRUCTOR.....TBA
 FEE.....\$45.00 plus text

H-15



TYPING

Instruction available at levels 1, 2, and 3 (Beginning, Intermediate and Advanced). Non-beginners will be tested and placed at their appropriate level of skill and then allowed to progress through an individualized program. Successful completion carries credit towards a Northwest Community College Business Certificate. Students should have access to typewriter for practice homework. **Class limit - 16. Pre-register!**

DATES.....Tues., Jan. 13 - April 7
 TIME.....7:30 - 9:30 p.m.
 PLACE.....Houston Secondary School
 NO. OF SESSIONS.....13
 INSTRUCTOR.....Linda Buchfink
 FEE.....\$27.00 plus text

EVENING

MEDICAL TERMINOLOGY

A self study course to assist health care receptionists and stenographers to understand and spell medical terms. Includes practice in preparing medical reports, case histories, and correspondence. Self study text and audio-cassette tapes. Tests may be completed in Houston, but students should spend one or two days at the Terrace campus near the completion of the course. **NOTE: Tapes are on a loan basis only with minimal refundable deposit of \$5.00. Loan is for one semester only.**

FEE.....\$40.00 per semester plus text

SELF-STUDY

AIRBRAKES

Prepares drivers for a written and practical test on the operation and maintenance of airbrake systems for either on-highway or off-highway vehicles. Those taking off-highway exams will be required to pay to the Department of Transport a \$5.00 examination fee. This course can also include young persons who wish to drive air-equipped vehicles. Successful completion will give an air endorsement on the person's license. **Class limit - 16. Pre-register!**

DATES.....Tues. - Fri., Jan. 20 - 24 **OR** April 7 - 11 **OR** May 5 - 9
 TIME.....6:30 - 10:30 p.m.
Sat., 9:30 a.m. - 12:00 noon
 PLACE.....College Centre
 NO. OF SESSIONS.....5
 INSTRUCTOR.....Bud Hallock
 FEE.....\$33.00

EVENING

FULL-TIME VOCATIONAL PROGRAMS IN TERRACE

Did you know that a number of full-time Vocational Programs begin in January and February? The following programs are offered in Terrace:

Industrial Records and First Aid (5 months - Start date: February 2)

Students enrolled in this program will receive training in general clerical skills such as business machines, office procedures, typing, payroll and timekeeping, accounting and accident prevention. A large portion of the program is in preparing students to be examined for the Industrial "C" First Aid ticket. Graduates will find employment as camp clerks, payroll departments, industrial relations officers, safety officers in combination with first aid duties.

(For more information contact Mr. R. P. Kilborn, Northwest Community College, Terrace)

General Welding (10 months - Start date: February 2)

This course covers areas such as safety trade theory and practices, oxyacetylene welding and cutting procedures and arc welding techniques with emphasis on metallurgy blue print reading, sketching and layout in plate and structural fabrication. Practical projects are designed and involve layout, assembly and welding to specific measurements and tolerances. The shop work is designed to simulate working conditions and training equipment is kept current to meet industrial standards. Upon successful completion of the 10 month General Welding program, the student will receive a diploma with eligibility to test to a D.P.W. #3 and D.P.W. #4.

(For further information contact Mr. E. Marchand, Northwest Community College, Terrace).

Marine Engine Repair (10 months - Start date: February 2)

This program provides training on current equipment used in the marine engine mechanics field. It will include training in two and four stroke gasoline and diesel engines as well as in major propulsion systems. Upon completion of this course, the student will be able to diagnose and repair all major components of marine engine systems as well as other small engines such as snowmobiles, chain saws, lawnmowers, etc.

(For further information contact Mr. T. Kenna, Northwest Community College, Terrace.)