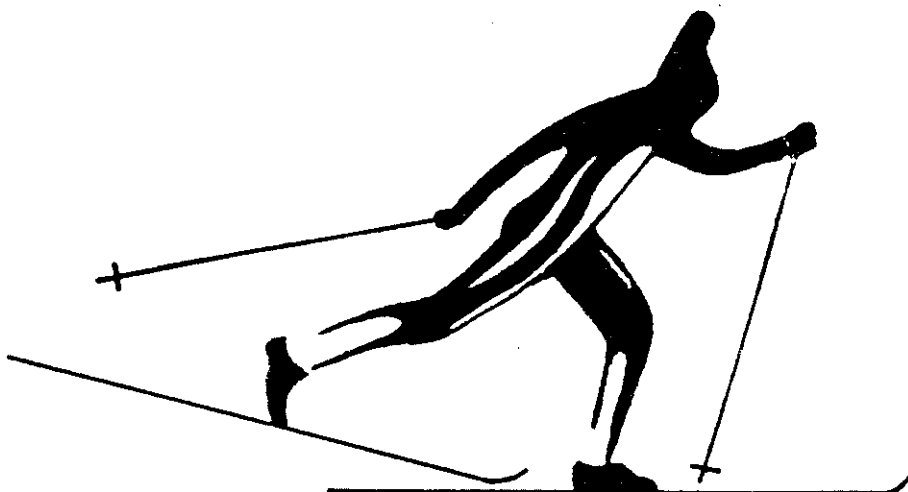


NORTHWEST COMMUNITY COLLEGE

HOUSTON

3411 - 10th Street



THE PLEASANT VALLEY

**1990 WINTER
PROGRAMS**

TABLE OF CONTENTS

Houston Staff	3	MOBILE COMPUTERS	
Statement of Philosophy	3	Introduction to MS-DOS	22
Registrations	5	Introduction to Spreadsheets	22
Mail-in Registration Form	6	Introduction to dBase III +	22
College Policy	7	Introduction to Wordprocessing	22
Late Registrations & Refund Policy	8	Intermediate MS-DOS	23
Textbook Sales & Refunds	9	Intermediate Wordprocessing	23
DISCOVERY TRAINING NETWORK		Intermediate Spreadsheets	23
Learning Resource Centre	10	Accounting with ACCPAC	23
UNIVERSITY TRANSFER COURSES		Advanced Wordprocessing	23
Teleconferencing		Introduction to MS-DOS	24
ECE 122	11	Introduction to Wordprocessing	24
ECE 206	11	Accounting with Bedford	24
HUMAN SERVICE WORKER	12	Traffic Control (Flagging) 1 & 2	24
ADULT BASIC EDUCATION		LEARNING OPPORTUNITIES	
General Information	13	Babysitter Training	25
G.E.D.	14	Balancing Your Bankbook	25
TRAC	14	Brazilian Embroidery	25
Adult Basic Education - Days	15	Caring for your Car	26
Adult Basic Education - Evenings	15	Crafts for Kids	26
G.E.D. Exams	15	Cross Country Skiing -	
Adult Basic Literacy	15	Beginners & Intermediate	26
BUSINESS EDUCATION		Fitness - Winter	27
Programs	17	Fitness - Spring	27
CAREER/TECHNICAL/ VOCATIONAL/TRADES		How to Talk so your Kids will	
Accounting 101	18	Listen	28
Airbrakes	18	Machine Embroidery	28
Basic Literacy Tutor Training	18	Northern Wildlife 1 & 2	28 & 29
Driver Training	19	Nutrition for Men & Women	29
Electrical Code Upgrading		Poster Design	29
for Journeymen	19	Tour Through Personal Tax Form	30
Fireline Finance & Timekeeping	19	UIC - Your Rights &	
Fire Suppression	19	Responsibilities	30
First Aid - Emergency	20	Refinishing	30
First Aid - Industrial	20	Reflexology	31
First Aid - Treating Your Child	20	What is Grief Recovery	31
Forest Pesticide Application			
Certificate	21		

**ONLY PAID REGISTRATIONS WILL BE ACCEPTED TO HOLD
YOUR PLACE IN THE COURSE OF YOUR CHOICE**

HOUSTON STAFF

Eileen Klassen	Director, Smithers/Houston
Tanya Widmark	Community Education Administrator
June Phillips	Clerk
Sandi Lavallie	Instructor, ABE
Mary Ann Isidoro	Instructor, ABE
Hilda Capak	Instructor, BCT
Jeannie Johnson	Instructor, ESL
Charlotte Gorley	Instructor Aide
Kulwinder Mann	Instructor Aide

STUDENT ADVISOR - Ingrid Neville, will be available on a part-time basis with information on all Northwest Community College Programs and Courses. Appointments can be made through the College, or drop-in advising is also available. Advisor hours are every 2nd and 4th Wednesday at the Houston College Centre.

Many of the courses described in this brochure were developed at your request. We would like to thank those people who contributed to our Adult Basic 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 would 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 the residents of Houston and surrounding communities.

STATEMENT OF PHILOSOPHY

GENERAL RESPONSIBILITY

Northwest Community College assumes general responsibility for all the valid educational and training services that are beyond the responsibility of the School Districts that exist in the College region.

DECENTRALIZATION

Northwest Community College is committed, wherever it is financially and physically feasible, to decentralize educational training services so that the opportunities are equitably shared by residents of the regions. The College believes that access to these services can be facilitated where appropriate by utilization of modern technological developments in education.

STATEMENT OF PHILOSOPHY

PROVINCIAL RESPONSIBILITY

Northwest Community College's primary concern is with serving the needs of residents in its region. However, the College recognizes that, as part of the provincial educational system, it has a responsibility wherever possible to serve needs of residents outside the College region.

ASSESSMENT OF NEEDS

Northwest Community College recognizes its mandate to provide for educational and training needs of all people in the College region by striving to facilitate access to the appropriate educational and training programs and services. To this end, the College actively seeks input from all segments of the community; it is especially responsive to recommendations made by advisory committees established by the College.

RELATIONSHIP WITH OTHER ORGANIZATIONS

When deemed appropriate, Northwest Community College co-operates with other educational and training organizations, both within and outside the region, in order that the best services possible might be provided.

PRESENTATION OF SERVICES

Northwest Community College strives for excellence in all the services it provides. It is committed to development of delivery systems that provide educational and training services for people where they live and work. When considering the delivery systems to be used, the College is concerned not only with cost effectiveness but also with the quality of instruction.

COMMUNITY EDUCATION

Northwest Community College recognizes its responsibility to aid in the development of citizens who can participate fully and effectively in society in general and in their individual communities.

GOVERNANCE OF COLLEGE

The governance and operation of Northwest Community College reflect the legitimate concerns of all elements within the College and in all communities it serves.

ACCOUNTABILITY

Northwest Community College recognizes that it is a public institution utilizing public money for its operation, and that therefore it must be accountable to the public in everything it does. To this end, the operations of the College are open to public scrutiny. The College recognizes its responsibility to ensure that proper evaluation takes place in everything it does and that self-renewal is an ongoing obligation.

REGISTRATIONS

Registrations will begin:

January 2, 1990 — Academic Courses
— Vocational/Career Technical
— General Interest

ONLY PAID REGISTRATIONS WILL BE ACCEPTED, EITHER

IN PERSON

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

OR BY MAIL

A registration form is attached

**Mail-in registrations accompanied
by cheque or money order will only
be accepted after availability of
space has been confirmed.**

OFFICE HOURS

DAYS: 10:30 a.m. - 4:00 p.m.
Monday to Friday

**** NO TELEPHONE REGISTRATIONS WILL BE ACCEPTED ****

**FIRST COME IS FIRST SERVED.
ONLY PREPAID REGISTRATIONS WILL BE ACCEPTED
TO HOLD YOUR PLACE IN THE COURSE OF YOUR CHOICE**

MAIL-IN REGISTRATION FORMS

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

NAME
PHONE (HOME)
PHONE (WORK)

ADDRESS
.....

1) (course)
FEE

2) (course)
FEE

TOTAL: \$

Cheque or money order is payable to:
Northwest Community College, P.O. Box 1277,
Houston, B.C. V0J 1Z0

Please no cash.

Signature

Date

DON'T FORGET

**PREPAID REGISTRATIONS ARE NECESSARY ONE WEEK
IN ADVANCE EVEN IF YOU ARE BEING SPONSORED**

CALL US BEFORE COURSES BEGIN FOR MORE INFORMATION

**845-7266
FAX: 845-3521**

COLLEGE POLICY

GENERAL INFORMATION

ADMISSION & 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 the desired starting time to avoid disappointment.

Part-time-Registrations begin on January 2 and continue until the course start date. **However, if a minimum number of pre-paid registrations are not reached by the pre-registration date, the course will be cancelled.** You are encouraged to pre-register and pre-pay.

University Transfer-Registrations begin on January 2.

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 at the time of registration.

FEES

Unless otherwise stated, all fees 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 Program. The College provides over \$16,000 each year in non-repayable bursaries. The College also has an Entrance Scholarship program which may pay for your full tuition. For further information, contact the College office.

COLLEGE POLICY

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.

LATE REGISTRATION AND REFUND POLICIES

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 prior to the course start date.
2. Refunds requested prior to the course start will be assessed an administration charge of \$10.
3. There will be no refunds for courses with tuition fees of \$10 or less except for those conditions in General Statement #1.

Part-time courses (including all Part-time RES Courses and all Part-time Vocational Courses)

1. Withdrawal before the second class of a course - 100% of tuition fees less a \$10 administration charge.
2. Withdrawal after the second class of a course - NO REFUND.
3. Special registration and refund policies apply to courses labelled as "Designated 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 administration charge.

COLLEGE POLICY

Academic (Part-and Full-time)

1. A \$10 "late registration" charge will be assessed to any student registering after the second class or after the second week in standard semester courses.
2. Withdrawal after second class - 80% of tuition fee less a \$10 administration charge.
3. Withdrawal after third class or fourth class - 50% of tuition fee less a \$10 administration charge.
4. Withdrawal after fifth class - NO REFUND.

Vocational (Full-time)

1. A \$10 "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 weekly basis, prorated as necessary in the first and last months.
3. Refunds on withdrawal before completion will be 100% of the unused tuition (part months prorated as above) less a \$10 administration charge. (There will be no administration charge on refunds for students who have completed their program earlier than anticipated when fee payment is made.)

TEXTBOOK SALES & REFUNDS

Textbooks will be available at Northwest Community College, 10th and Poulton, Houston, 10:30 a.m. to 4:00 p.m. Monday to Friday beginning January 2.

REFUNDS: Refunds on textbook purchase 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 2 weeks of 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.

DISCOVERY TRAINING NETWORK

If you have ever tried to find specific information on educational or training courses offered in the Province, you know how time-consuming the exercise can be. Now thanks to a new computerized information system, finding the same information can take a matter of minutes.

NORTHWEST COMMUNITY COLLEGE IN HOUSTON HAS RECENTLY HOOKED UP TO THE DISCOVERY TRAINING NETWORK, a computerized catalogue that lists thousands of Educational and Training options offered by both private and public organizations.

The Network is a project of the Open Learning Agency and is made up of access points at universities, colleges, government offices and libraries around the Province. It currently lists more than 10,000 B.C. based courses and programs, as well as over 175,000 independent learning courses, workshops, seminars and conferences in Canada and the United States.

If the user is searching for course information, the network will tell how many courses there are on the desired subject, list the courses by region, describe each course selected and give information on the institution or organization offering the course.

LEARNING RESOURCE CENTRE

NWCC's Learning Resource Centre invites you to "Let your fingers do the walking" through our ON-LINE PUBLIC ACCESS CATALOGUE.

Drop in and try it out at the Houston College Centre or

If you have:

1. a computer
2. a modem

3. a burning desire to go to the library without leaving home THEN, simply dial up your local Datapac number, and proceed as follows:

DATAPAC ADDRESS: 65100028

USERNAME: ALIBCAT

SELECT #1 -

this will appear on your screen

WELCOME TO THE NORTHWEST COLLEGE ON-LINE CATALOGUE

If you are a beginner, enter "b" and press "Return" key.
If you need help, enter "h" and press "Return" key.
If you are an experienced user, enter your search.

Type in "b" if a first time user **OR** phone the nearest College Centre and have a NWCC "On-line Public Access Catalogue - User's Manual" sent to you.

UNIVERSITY TRANSFER COURSES by 'AUDIO TELECONFERENCING'

GENERAL INFORMATION

Audio Teleconferencing links students in Hazelton, Houston, Kitimat, Prince Rupert, Smithers, and Terrace with their instructor. Everyone can hear and speak to each other in the "bridging" of microphones and loudspeaker units. Classes include lectures, audio-visual presentations and interactive seminars. Opportunities will be available weekly for individual discussions by telephone between student and instructor.

**THE FOLLOWING COURSES START THE WEEK OF JANUARY 8, 1990
AND RUN FOR FIFTEEN WEEKS. TUITION IS \$27.50 PER CREDIT HOUR.
PLUS TEXTS**

EARLY CHILDHOOD EDUCATION COURSES

ECE 122 - 6 Credits

CURRICULUM DEVELOPMENT II

— **PREREQUISITE:** E.C.E. 121 - CURRICULUM DEVELOPMENT I —

A continuation of 121 with an emphasis on the curriculum areas of music, science and social studies. This course offers the students an opportunity to explore, experiment, and collect ideas and materials for the preschool classroom.

Dates: Wed. 7:00 - 9:00 p.m. plus 2-3 Sat., workshops

INSTRUCTOR: Tracie LeBlond

ECE 206 - 3 Credits

WORKING WITH FAMILIES

— **PREREQUISITE:** Completion of E.C.E. Basic Program or current registration with B.C. Licensing Board is essential; however, completion of E.C.E. 201, 218 or 250 is preferred. Please ask your Centre Staff for further information if needed. —

The students will develop skills in working with families, utilizing the team approach. Students will learn to coordinate home and program goals for typical and atypical children in child care settings.

Dates: Thurs., 7:00 - 9:00 p.m. and 1 Sat., workshop

INSTRUCTOR: Darlene Westerman

*** THE PREREQUISITES FOR BOTH COURSES ARE NECESSARY FOR CREDITS ***

HUMAN SERVICE WORKER

There is a growing interest and demand for trained people in social service agencies. Therefore, the College is exploring the possibility of offering the Human Service Worker Program in Houston.

The Human Service Worker (HSW) program includes university transfer courses and special courses to prepare students to work at a para-professional level in helping and caring for people with different needs. Usually para-professional people are supervised by a professional person with a university degree.

This program is for people who want to train to be Human Service Workers such as home-school coordinators, child care workers, teacher aides, etc. In general, anyone interested in learning more about skills in the social services will benefit from this program. Opportunities for graduates include: child care workers, social work aides, financial assistance workers, native band social workers, and life skills counsellors.

Students who complete the program may wish to continue their studies for professional careers in human and social services such as: social worker, family counsellor, probation officer, management positions within corrections, high school or college counsellor or any other professional position in the social services field.

Admission Requirements:

Persons accepted into the program must:

1. Present evidence of a medical examination and evidence of a recent chest X-ray for TB.
2. Demonstrate a mature attitude, and must attain age 19 by graduation.
3. Submit two letters of reference from previous employers of knowledgeable community people (e.g. high school or college counsellor, community group leaders).
4. Have Grade 12 English writing level.
5. Write a one page covering letter on why they would like to take the HSW Program.
6. Have work or volunteer experience in the field of social and human services (This is a recommendation).
7. Be aware that some employers will request a Crime Prevention Information check from them as a stipulation of employment.
8. Accounting 101 and 102 are recommended.

Transfer Credit

Some Human Service Worker graduates go on to university for their BSW degree. All university transfer courses which form an integral part of the program will be transferable. In addition, the University of Victoria awards, on an individual basis, additional transfer credit for HSW courses. Interested students can obtain further information from the Houston College Centre.

If you are interested in attending this program in Houston, please register your interest at the Houston College office by March 31, 1990.

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 is 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.

ADMISSION

Applicants must have been away from the public school system (high school) for at 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.

BASIC EDUCATION

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

COLLEGE PREPARATION

College Preparation courses are available in Houston where numbers and resources allow.

** NO TELEPHONE REGISTRATIONS WILL BE ACCEPTED **

ADULT BASIC EDUCATION

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.

TRAC

Training for employment in the trades is the purpose of the TRAC program. It was formerly called pre-apprenticeship training.

TRAC has three parts: the common core, the occupational area and the specialty area. The common core is first taken by all persons entering the program. Shop math and science, safety and electricity and the safe use of tools, scaffolds and welding equipment are among the topics in the common core.

After the common core is completed, a student chooses from one of the six occupational choices: mechanics, carpentry/joinery, millwright/machinist, metal fabrication, electrical and piping. The first three of these occupational areas are offered at Northwest Community College.

The specialty area is chosen next. Northwest Community College offers automotive repair, inboard/outboard repair, carpentry, joinery, millwright and machinist. Other colleges offer these and, in addition, autobody repair, heavy duty mechanics, sheetmetal, steel fabrication, boilermaking, ironworking, electrical, plumbing, sprinkler systems and steam fitting.

Most TRAC training is done in shops. However, a portion of the common core is available in Houston. After completing part of the common core in Houston, the student can go to the Terrace campus of Northwest Community College or any other college to complete the TRAC program. To enter TRAC, a student must have grade 10 English and Math and must be able to read, write and do arithmetic at the basic level. A student may begin the common core at any time as long as there is space in the class. TRAC is taught in the Adult Basic Education class and registration information is available at the College office.

**FIRST COME IS FIRST SERVED.
ONLY PREPAID REGISTRATIONS WILL BE ACCEPTED
TO HOLD YOUR PLACE IN THE COURSE OF YOUR CHOICE**

ADULT BASIC EDUCATION

DAY PROGRAM

DATES: Mon., - Fri., starts Tues., Jan. 2 - June 29

TIME: 8:30 a.m. - 3:30 p.m.

PLACE: Houston College Centre

INSTRUCTOR: Sandi Lavallie

FEE: \$80.00/4 weeks
plus Texts
Full -Time
\$40.00/4 weeks
plus Texts
Half-Time

PLUS \$50.00 REFUNDABLE BOOK DEPOSIT

EVENING PROGRAM

DATES: Mon., & Wed., Jan 8 - March 28

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

PLACE: Houston College Centre

INSTRUCTOR: Mary Ann Isidoro

FEE: \$50.00 per
Semester plus
Texts

PLUS \$50.00 REFUNDABLE BOOK DEPOSIT

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 on Jan. 19th & 20th and June 8th & 9th, 1990. Applications must be made by May 1st, 1990 for the June exams. Examination fee is \$25.00 payable to the Minister of Finance, and must accompany your application.

ADULT BASIC LITERACY

Did you know that in British Columbia there are almost 400,000 adults, 15% of the population, who have less than a grade eight education and are unable to read or write at a productive functioning level?

There are several reasons why this may have occurred. As children, these individuals may have had learning disabilities, health problems, or been in a school which may have been unable to meet their specific needs.

Whatever the reason, many of these adults are now interested in learning to read and write.

- Do you want to — Learn to read?
— Improve your reading?
— Learn to enjoy writing?
— Improve your spelling?
— Get more out of life by being
a better reader and writer?

Northwest Community College in Houston is now offering **BASIC LITERACY TRAINING**. For further information, contact the Houston College Centre. The teaching times are flexible and are arranged to suit each individual. The training is free.

BUSINESS EDUCATION

GENERAL INFORMATION

NWCC Business Education Programs are designed to prepare students for employment in the business office field. Most new students enrol in the Clerk-Typist or Clerk-Bookkeeper programs, which prepare students for entry level jobs in most clerical and bookkeeping occupations or for advanced training.

HOW TO APPLY

Application forms are available at the College Centre.

STARTING DATES

January 2 and the first day of each month as space is available.

FEES

Full-time \$320.00 semester (4 months) or \$80.00 per 4 weeks. Plus Texts, plus \$50.00 Refundable Book Deposit.

FINANCIAL AID

Canada Employment Centre sponsorship may be available. Contact the CEIC office. Bursaries are also available, ask for details at the College Centre.

INSTRUCTOR

Hilda Capak,
Terrace Certificate (Teacher's College, Montreal).

PRE-EMPLOYMENT PROGRAMS ADMISSION

Grade 12 graduation or equivalent is preferred for all courses. A minimum of Grade 10, ABE intermediate, or the equivalent is acceptable for Clerk-Typist and Clerk-Bookkeeper programs. Business experience may be accepted in lieu of formal schooling in some cases. Recommended secondary school prerequisites include Algebra 11, English 12, and business courses. Some secondary school courses may be accepted for credit toward a Northwest Community College certificate.

BUSINESS EDUCATION

PROGRAM 1 TYPIST

4-5 Months
Typing TYPG 101, 102 (50 NWPM)
Business English BENG 102, 103, 104
Office Practice OFPR 101
Dictatyping DICT 101, 102
Business Computing BCPT 101, 102

PROGRAM 3 CLERK-BOOKKEEPER

5-7 Months
Typing TYPG 101 (30 NWPM)
Accounting ACCT 101, 102
Business Machines BUSM 101
Business English . BENG 102, 103, 104, 105
Dictatyping DICT 101
Business Computing BCPT 101, 102
Computer Accounting BCPT 103
Office Practice OFPR 101

PROGRAM 2 CLERK-TYPIST

4-6 Months
Typing TYPG 101, 102 (50 NWPM)
Business English .. BENG 102, 103, 104 105
Office Practice OFPR 101
Dictatyping DICT 101, 102
Business Machines BUSM 101
Business Computing BCPT 101, 102

PROGRAM 4 ADMINISTRATIVE SECRETARY

8-12 Months
Typing ... TYPG 101, 102, 103 (55 NWPM)
Dictatyping DICT 101, 102
Business Machines BUSM 101
Office Practice OFPR 101
Business Eng BENG 102, 103, 104, 105
Accounting ACCT 101, 102
Business Law BLAW 150, 151

or

Canadian Business MGMT 250
Business Computing BCPT 101, 102
Word Processing Program 7E

ADVANCED OPTION

ADMISSION

Normally students will be required to have obtained a Northwest Community College Business Certificate in a relevant area as a prerequisite for entry into the Advanced Option Program. As combination of training and/or experience may be acceptable. Please contact the College to have your past experience evaluated.

PROGRAM 5 LEGAL STENOGRAPHER

8 Months
General Legal Typing LSTN 101
(55 NWPM & over)
Introduction LDTN 102
Litigation LSTN 103
Divorce/Family Law LSTN 104
Wills & Estates LSTN 105
Conveyancing LSTN 106
Corporate Law LSTN 107
Legal Dictatyping LSRN 108
Accounting ACCT 101
Business Machines BUSM 101
English BENG 102, 104, 105
Business Computing BCPT 102
Word Processing 8 credits from
WPRO 103, 104, 107, 108, 130

Program Course Description available upon request at the College Office.

CAREER/TECHNICAL/ VOCATIONAL/TRADES

ACCOUNTING 101

DATES: Tues., & Thurs., Jan. 30 - April 5

TIME: 7:00 - 9:30 p.m.

PLACE: Houston College Centre

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 weekly). Completion of this course carries credit toward a Northwest Community College Business Certificate. **Class limit 16. Pre-registration by Jan. 19 is essential**

INSTRUCTOR: Brad King, C.G.A.

FEES: \$140

Plus Text

SESSIONS: 20

AIRBRAKES I

DATES: Mon., - Sat., Feb. 26 - March 3

TIME: Mon., - Fri., 7:00 - 10:30 p.m.

Sat., 9:00 a.m. - 4:30 p.m.

PLACE: Houston College Centre

FEE: \$100.00

SESSIONS: 6

AIRBRAKES II

DATES: Mon., - Sat., April 30 - May 5

TIME: Mon., - Fri., 7:00 - 10:30 p.m.

Sat., 9:00 a.m. - 4:30 p.m.

PLACE: Houston College Centre

FEE: \$100.00

SESSIONS: 6

Prepares drivers for a written and practical test on the operation and maintenance of airbrakes 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 at least 18 years of age. **Class limit 16. Pre-registration two weeks before course start date is essential.**

INSTRUCTOR: Dennis Touhey

BASIC LITERACY TUTOR TRAINING

DATES: Mon., Wed., & Thurs., March 5 - 15

TIME: 7:00 - 10:00 p.m.

PLACE: Houston College Centre

FEE: NIL

SESSIONS: 6

**** BE A TUTOR ** BE A FRIEND ****

Share your knowledge of reading and writing with another adult who wants to improve his/her skills; become a volunteer tutor. This six-day workshop will provide you with knowledge about the reading process and how to apply this knowledge in creating learning activities. **Class limit 12. Pre-registration by Feb. 26 is essential.**

INSTRUCTOR: Sandi Lavallie

CAREER/TECHNICAL/ VOCATIONAL/TRADES

DRIVER TRAINING

DATES: Mon.-Fri., Starts Tues., Jan. 2 - Dec. 31

TIME: 9:00 a.m. - 5:00 p.m.

PLACE: Houston

FEE: \$29.00/

lesson

SESSIONS: 1-10

Do you need a Driver's Licence? Class 5 or Class 4? The road to safe driving starts at a 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, 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: Judy Daye

Bulkley Valley Driving School

ELECTRICAL CODE UPGRADING FOR JOURNEYMEN

DATES: Tues., Jan. 23 - March 27

TIME: 7:00 - 10:00 p.m.

PLACE: Houston Secondary School

FEE: \$150.00

SESSIONS: 10

This course will cover the Canadian Electrical Code, Part I, 1986 Edition and all subsequent amendments and bulletins. This upgrading course will not only assist apprentice and journeyman electricians in code understanding and interpretation but also in their home studies for ticket upgrading. **Class limit 14. Pre-registration by January 12 is essential.**

INSTRUCTOR: Jack Klick

FIRELINE FINANCE & TIMEKEEPING

DATES: To Be Announced

TIME: To Be Announced

PLACE: Houston College Centre

FEE: \$5.00

SESSIONS: 2

Students will learn the use of standard forms for the purpose of keeping time records of all fire line personnel and estimating fire costs; the setup of a timekeeper's office and commissary at a fire camp, and the use of a two-way radio. Upon successful completion, students will receive B.C. Forest Certification. **Class limit 16. Pre-register 10 days prior to course date.**

CO-ORDINATOR: Brian Simpson

Ministry of Forests

FIRE SUPPRESSION

DATES: To Be Announced

TIME: To Be Announced

PLACE: Houston College Centre

FEE: \$5.00

SESSIONS: 5

This five day course will cover a series of courses designed to provide training for persons involved in fire suppression duties. Courses that will be taught include: Basic Fire Behaviour and Suppression, Fire Communications, Use of Common Hand Tools, Portable Pumps and Water Use, Mop-up and Helicopter Safety. Upon successful completion, students will receive B.C. Forest Certification. **Class limit 16. Pre-register 10 days prior to course date.**

CO-ORDINATOR: Brian Simpson

Ministry of Forests

CAREER/TECHNICAL/ VOCATIONAL/TRADES

FIRST AID COURSES

FIRST AID - EMERGENCY

DATE: Sat., April 21

TIME: 8:00 a.m. - 5:00 p.m.

PLACE: Northwest First Aid Training Centre

Designed by the Workers' Compensation Board to give the injured a better chance for survival pending the arrival of more qualified help. This course is 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 a WCB Survival First Aid Certificate. Certificates are in good standing for two years. **Class limit 12. Pre-registration by April 13 is essential.**

INSTRUCTOR: Roger Cloutier

Northwest First Aid Training Agency

FEE: \$50.00

SESSIONS: 1

FIRST AID - INDUSTRIAL

DATES: Mon., - Fri., April 2 - 13

TIME: 8:00 a.m. - 5:00 p.m.

PLACE: Northwest First Aid Training Centre

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 20. Pre-registration by March 23 is essential.**

INSTRUCTOR: Roger Cloutier

Northwest First Aid Training Agency

FEE: \$360.00

SESSIONS: 10

FIRST AID - TREATING YOUR CHILD

DATE: Sat. Jan. 20

TIME: 9:00 a.m. - 4:00 p.m.

PLACE: Northwest First Aid Training Centre

This 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 20. Pre-registration by January 12 is essential. Northwest Community College Certificate issued.**

INSTRUCTOR: Roger Cloutier

Northwest First Aid Training Agency

FEE: \$30.00

SESSIONS: 1

**** ONLY PAID REGISTRATION WILL BE ACCEPTED ****

CAREER/TECHNICAL/ VOCATIONAL/TRADES

FOREST PESTICIDE APPLICATOR'S CERTIFICATE

DATES: Mon., - Fri., March 19 - 23

TIME: 8:30 a.m. - 4:30 p.m.

PLACE: Northwood Pulp & Timber

FEE: \$125.00 Plus

Kit \$15.00 Exam \$25.00

SESSIONS: 5

This one week course will present both theory and practice required for qualification as a pesticide dispenser or applicator. Participants will acquire a better understanding of pesticides and their proper, safe use. Topics include: Laws and Regulations (Federal and Provincial), Pesticide Legislation, Pesticide Permits and Safety, Pesticides and the Environment, Pesticide Use and the Public, Applicator Technology, Herbicide and Insecticide Application Techniques and Equipment.

BRING ALONG: field clothes for the one-day field training session and metric conversion calculator for the exam.

Any interested person is welcome. The course is very useful to forestry workers. There are no prerequisites to this course. Certification is often required for work with Pesticides in Forestry. All participants will be required to write and pass an exam to receive certification. Course fees only are payable to Northwest Community College. **Class limit 40. Pre-registration by February 26 is essential.**

INSTRUCTOR: Barry Manfield,

Sylva Management Services Ltd.

MOBILE COMPUTER CENTRE

**DO YOU WANT A COMPUTER WORKSHOP,
BUT HAVEN'T SEEN THE RIGHT ONE ADVERTISED?**

for further information

CALL 845-7266

Northwest Community College can deliver a wide range of Business Application Courses on-site to organizations throughout the College Region. With Lap-top computers and a library of software, our Business Instructors travel throughout the region to bring hands-on computer training to you.

Software packages that we can cover from beginning to advanced levels include:

Lotus 1-2-3

Multiplan

Framework

First Choice

Lotus Symphony

Smart

Wordstar

Wordperfect

Multimate

VP-Expert

DBase II/III

VP Planner

ACCPAC

Pagemaker

Bedford

Autocad

New Views

... and more

CAREER/TECHNICAL/ VOCATIONAL/TRADES

CUSTOM TRAINING

DOES YOUR ORGANIZATION HAVE SPECIAL COMPUTER TRAINING NEEDS?

With our Mobile Computer Centre, we specialize in custom training, tailored to make your employees productive in the shortest possible time. We also design complete training strategies and can develop plans that take advantage of government training funds for industry.

MOBILE COMPUTER COURSES IN HOUSTON

INSTRUCTOR FOR THE FOLLOWING COURSES: Ann Marie Merkel. Pre-registration one week prior to Course start date is essential. Class Limit 12.

INTRODUCTION TO MS-DOS

DATE: Mon., Feb. 5
TIME: 2:00 - 5:00 p.m.
PLACE: Houston College Centre

FEE: \$40.00
SESSIONS: 1

This course is designed for the beginner. Topics covered are: preparing discs for use, using the DIR and FORMAT commands, creating and displaying files, directory listing and obtaining partial directories with WILDCARDS, copying and deleting files using COPY and DISKCOPY command.

INTRODUCTION TO SPREADSHEETS

DATE: Mon., Feb. 5
TIME: 7:00 - 10:00 p.m.
PLACE: Houston College Centre

FEE: \$40.00
SESSIONS: 1

This workshop will give the client a basic overview of the features and capabilities of a spreadsheet program. The package of instruction will be Lotus 1-2-3. Some of the basic features that will be covered are: saving and retrieving work sheets, changing the appearance of a work sheet, printing all or part of the work sheet, inserting and deleting columns and rows, and the usage of logical operators and formulae.

INTRODUCTION TO dBASE III +

DATE: Tues., Feb. 6
TIME: 2:00 - 9:00 p.m.
PLACE: Houston College Centre

FEE: \$70.00
SESSIONS: 1

This workshop will introduce dBase III+ and some of the special features available by covering design and data manipulation, commands and environment, the assistant, reports and labels, and custom screens.

INTRODUCTION TO WORD PROCESSING

DATE: Wed., Feb. 7
TIME: 7:00 - 10:00 p.m.
PLACE: Houston College Centre

* FEE: \$40.00
SESSIONS: 1

This workshop will cover ALL fundamentals of Word Processing. However, the package of instruction will be Word Perfect. Some of the features covered will be starting and stopping, entering text, editing text, using editing keys, changing margins and tabs, working with blocks of text, using tabs and indents, and printing a document.

CAREER/TECHNICAL/ VOCATIONAL/TRADES

INTERMEDIATE MS-DOS

DATE: Wed. March 14
TIME: 2:00 - 5:00 p.m.
PLACE: Houston College Centre

FEE: \$40.00
SESSIONS: 1

This workshop is designed for the person who has taken the introduction to MS-DOS, or already has a working knowledge of the features covered. It will cover the Hard Disk commands for making, changing and removing a directory, plus listing the directory contents, copying files from place to place, and deleting files. The new commands that will be introduced will be XCOPY, BACKUP, RESTORE, COPY CON, EDLIN, and PATH. You will also learn to create BATCH FILES, plus review and examine some of the basic uses for BATCH FILES.

INTERMEDIATE WORD PROCESSING

DATE: Wed., March 14
TIME: 7:00 - 10:00 p.m.
PLACE: Houston College Centre

FEE: \$40.00
SESSIONS: 1

This workshop is designed for the student who has already taken the INTRODUCTION TO WORD PROCESSING. Some of the features covered will be how to create headers and footers, combine more than one document, insert page numbers, use merge printing and how to use format style sheets.

INTERMEDIATE SPREADSHEETS

DATE: Thurs., March 15
TIME: 2:00 - 9:00 p.m.
PLACE: Houston College Centre

FEE: \$70.00
SESSIONS: 1

This workshop is designed for the person who has taken the INTRODUCTION TO SPREADSHEETS, and will give the client a basic overview of the features and capabilities of a spreadsheet program. The package of instruction will be Lotus 1-2-3. Some of the features covered in this workshop will be how to create and use Named Ranges, Combine Worksheets, use Cell Protection, create and use Windows and Titles, create Graphs and how to control the printer.

ACCOUNTING WITH ACCPAC

DATE: Fri., March 16
TIME: 2:00 - 9:00 p.m.
PLACE: Houston College Centre

FEE: \$70.00
SESSIONS: 1

This workshop will cover the accounting cycle using Accpac General Ledger. The complete accounting cycle will be done with the use of a small project.

ADVANCED WORD PROCESSING

DATE: Sat., March 17
TIME: 9:00 a.m. - 4:00 p.m.
PLACE: Houston College Centre

FEE: \$70.00
SESSIONS: 1

This workshop is designed for the student who has already taken the INTERMEDIATE WORD PROCESSING. Some of the features covered will be under Desktop Publishing, drawing lines, creating special characters, printing in columns, combining graphics with text and page makeup. You will also learn about windows and split screens, keyboard macros, glossaries, math, automatically generated lists and outlines, and printing to the printer and printing to the disk.

CAREER/TECHNICAL/VOCATIONAL/TRADES

INTRODUCTION TO MS-DOS

DATE: Fri., May 11

TIME: 2:00 - 5:00 p.m.

PLACE: Houston College Centre

FEE: \$40.00

SESSIONS: 1

This course is designed for the beginner. Topics covered are: Preparing discs for use, using the DIR and FORMAT commands, Creating and displaying files, directory listing and obtaining partial directories with WILDCARDS. Copying and deleting files using the COPY and DISKCOPY command.

INTRODUCTION TO WORD PROCESSING

DATE: Fri., May 11

TIME: 7:00 - 10:00 p.m.

PLACE: Houston College Centre

FEE: \$40.00

SESSIONS: 1

This workshop will cover ALL fundamentals of Word Processing. However, the package of instruction will be Word Perfect. Some of the features covered will be starting and stopping, entering text, editing text, using editing keys, changing margins and tabs, working with blocks of text, using tabs and indents, and printing a document.

ACCOUNTING WITH BEDFORD

DATE: Sat., May 12

TIME: 9:00 a.m. - 4:00 p.m.

PLACE: Houston College Centre

FEE: \$70.00

SESSIONS: 1

This workshop will cover the accounting cycle using Bedford Accounting. All aspects of the Bedford Accounting program will be reviewed, with the emphasis being on General Ledger, Accounts Receivable, and Accounts Payable.

TRAFFIC CONTROL - (FLAGGING 1)

DATE: Sat., April 28

TIME: 8:00 a.m. - 12:00 noon

PLACE: Houston College Centre

FEE: \$25.00

SESSIONS: 1

TRAFFIC CONTROL - (FLAGGING 2)

DATE: Sat., April 28

TIME: 1:00 - 5:00 p.m.

PLACE: Houston College Centre

FEE: \$25.00

SESSIONS: 1

Learn the duties and responsibilities of a flag person, including flagging signals and signing, traffic co-ordination, use of equipment, dress, manner and bearing. Includes a practical session. This course is recognized by the Workers' Compensation Board. **Class limit 15. Pre-registration by April 12 is essential.**

INSTRUCTORS: Blain Scott

Harry Carnie

Nechako North Coast Construction Services

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 less a \$10.00 administration charge.

4. There will be **no refunds** for courses with tuition fees of \$10.00 or less.

BABYSITTER TRAINING

DATES: Tues., Feb. 6 - March 6

TIME: 7:00 - 8:00 p.m.

PLACE: Houston Secondary School

FEE: \$10.00

SESSIONS: 5

This approved safety course includes discussion on how to care for and entertain children at various stages of development. It includes 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 of age. **Class limit 15. Pre-registration by January 27 is essential.**

INSTRUCTOR: Sharon Smith

BALANCING YOUR BANKBOOK

DATES: Wed., Feb. 21 - March 7

TIME: 7:00 - 9:00 p.m.

PLACE: Houston Secondary School

FEE: \$15.00

SESSIONS: 3

A comprehensive, easy to follow program to learn how to balance a chequebook to a monthly bank statement. This program includes step-by-step instruction and guidelines to simplify the chore through exercise and practice. Participants will be allowed class time and instructor assistance to bring their own bank books up to date. **Class limit 16. Pre-registration by February 12 is essential.**

INSTRUCTOR: Marie Banman

BRAZILIAN EMBROIDERY

DATES: Thurs., Feb. 1 - March 1

TIME: 7:00 - 9:30 p.m.

PLACE: Houston Secondary School

FEE: \$35.00

Plus Kit

SESSIONS: 5

Learn these intriguing three dimensional Brazilian embroidery stitches and add them to your regular embroidery for exciting new designs. Even if you do not know how to embroider, you can still learn these stitches. **Class limit 16. Pre-registration by January 22 is essential.**

INSTRUCTOR: Trudy Amonson

LEARNING OPPORTUNITIES

(NON-CREDIT)

CARING FOR YOUR CAR

DATES: Tues., & Thurs., Feb. 6 & 8

TIME: 7:00 - 9:00 p.m.

PLACE: Houston Texaco Garage

This class is designed for the inexperienced car owner. It is intended to help in obtaining more economical trouble free and safe performance and in detecting problems. Learn such things as how to check oil, fluid and coolant levels, tire care, safety items (brakes, steering), lights, air filter, how to boost a battery, change a tire, and do a filter and oil change. **Class limit 10. Pre-registration by January 29 is essential.**

INSTRUCTOR: William (Bill) Phillips

FEE: \$20.00

SESSIONS: 2

CRAFTS FOR KIDS

DATES: Sat., Feb. 10, March 10, April 7, May 5, June 9

TIME: 10:00 a.m. - 12:00 noon

PLACE: Houston College Centre

These Special Occasion classes are to teach 4 - 5 year olds simple crafts to use as gifts for Mom and Dad. **Class limit 12. Pre-registration by February 2 is essential.**

VALENTINE'S DAY — ST. PATRICK'S DAY — EASTER — MOTHER'S DAY — FATHER'S DAY

INSTRUCTOR: To Be Announced

FEE: \$15.00

Plus Supplies

SESSIONS: 5

CROSS COUNTRY SKIING - Beginners

DATES: Sat., Feb. 10 & 17

TIME: 9:00 a.m. - 4:00 p.m.

PLACE: Morice Mountain Ski Trail

This twelve hour course taken over two days will cover equipment selection and maintenance, selection of skis, bindings, boots and poles, clothing and basic waxing techniques. Skills will include basic diagonal stride with and without poles, double poling, basic V skate, one and two skate, star, step and kick turn, straight running, snowplow, herring bone and side stepping. **Class limit 12. Pre-registration by January 29 is essential.**

INSTRUCTOR: Roger McColm

Northern Sun Tours

FEE: \$35.00

SESSIONS: 2

CROSS COUNTRY SKIING - Intermediate

DATES: Sun., Feb. 11 & 18

TIME: 9:00 a.m. - 4:00 p.m.

PLACE: Morice Mountain Ski Trail

This twelve hour course taken over two days will cover equipment selection and maintenance, advance waxing techniques and glide waxing. The skills will include advanced diagonal stride, uphill diagonal stride, one step double pole, one-two marathon and offset skating. There will also be instruction on downhill step turns, step christie and elementary telemark. **Class limit 12. Pre-registration by February 2 is essential.**

INSTRUCTOR: Roger McColm

Northern Sun Tours

FEE: \$35.00

SESSIONS: 2

LEARNING OPPORTUNITIES

(NON-CREDIT)

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!

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 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 to 25 minutes of sustained exercises.

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

FITNESS - EVENING//WINTER

DATES: Mon., Wed., & Thurs, Jan. 8 - March 15

TIME: 6:00 - 7:00 p.m.

PLACE: Twain Sullivan School Gym

Pre-registration by January 2 is essential

FEE: \$50.00

SESSIONS: 30

FITNESS - EVENING//SPRING

DATES: Mon., Wed., & Thurs., April 2 - May 31

TIME: 6:00 - 7:00 p.m.

PLACE: Twain Sullivan School Gym

FEE: \$40.00

SESSIONS: 26

Tough day at home or at the office? Come and relieve the stress build-up. You pick the pace, from no-bounce to a high intensity level. Start each class with a good warm up and end with a relaxed cool-down. You will go away feeling completely refreshed. Good supportive runners with a non-marking sole are a must. **Class limit 35. Pre-registration by March 26 is essential.**

INSTRUCTOR: Diane Ophus

BCRPA Certified

LEARNING OPPORTUNITIES

(NON-CREDIT)

HOW TO TALK SO KIDS WILL LISTEN

DATES: Wed., Jan. 24 - Feb. 28

TIME: 9:30 - 11:30 a.m.

PLACE: Houston College Centre

Participants will learn how to communicate more effectively with their children and gain co-operation in the family. Topics to be covered are:

- helping children deal with their feelings,
- engaging co-operation,
- alternatives to punishment,
- encouraging autonomy,
- praise,
- freeing children from playing roles,
- final review.

For Parents or anyone dealing with children of all ages. **Class limit 12. Pre-registration by January 15 is essential.**

INSTRUCTORS: Roseanne Demedeiros
Carol Bristow

FEE: NIL
SESSIONS: 6

MACHINE EMBROIDERY

DATES: Thurs., March 8 - April 5

TIME: 7:00 - 9:30 p.m.

PLACE: Houston College Centre

DO BEAUTIFUL EMBROIDERY WITH YOUR SEWING MACHINE.

Students will learn:

- movement and co-ordination,
- adjustments of the machine,
- applique and monograms,
- towel monogramming,
- applique.

Bring your own sewing machines and attachments. Additional supply list will be available at the College upon registration. **Class limit 10. Pre-registration by Feb. 26 is essential.**

INSTRUCTOR: Trudy Amonson

FEE: \$40.00
Plus Kit
SESSIONS: 5

NORTHERN WILDLIFE

DATES: Mon., May 7 & 14

TIME: 7:00 - 8:00 p.m.

PLACE: Houston Secondary School

This program is a two session slide presentation series to explore some of the interesting aspects of B.C.'s wildlife.

SESSION 1: WILDLIFE OF THE BULKLEY VALLEY

An illustrated presentation of the major habitats of the Bulkley Valley, the wildlife that occupy these habitats, and the impact humans have had on Bulkley Valley wildlife.

Pre-register two weeks in advance.

FEE: NIL
SESSIONS: 2

LEARNING OPPORTUNITIES

(NON-CREDIT)

NORTHERN WILDLIFE

SESSION 2: THE BEAR ESSENTIALS

Bears should be emerging from winter dens at this time of the year. This evening's session will be an illustrated presentation of aspects of the ecology and behaviour of B.C.'s black and grizzly bears. Pre-register two weeks in advance.

INSTRUCTORS: Eric Lofroth,
Doug Steventon,
Fish & Wildlife Branch
Ministry of Environment, Skeena Division

NUTRITION FOR MEN

DATE: Wed., April 25

TIME: 7:00 - 8:30 p.m.

PLACE: Houston College Centre

Healthy eating is not only good for you, it's fun. Learn how to make nutritious choices in the grocery store, in the kitchen, at the table and at your favorite restaurant (fast food outlets included). **Class limit 16. Pre-registration by April 16 is essential.**

INSTRUCTOR: Sonya Kupka, R.D.N.
Skeena Health Unit

FEE: NIL
SESSIONS: 1

NUTRITION FOR WOMEN

DATE: Tues., April 24

TIME: 7:00 - 8:30 p.m.

PLACE: Houston College Centre

An overview of nutrition through the life cycle. We will start with optional pre-conception nutrition, followed by nutrition needs during pregnancy and lactation, diet and PMS, tips for the working mother, the relationship between osteoporosis and menopause, suggestions for seniors, and finally a question period. **Class limit 16. Pre-registration by April 16 is essential.**

INSTRUCTOR: Sonya Kupka, R.D.N.
Skeena Health Unit

FEE: NIL
SESSIONS: 1

POSTER DESIGN

DATES: Tues., & Sat., March 27 & 31

TIME: Tues., 7:00 - 10:00 p.m.

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

PLACE: Houston College Centre

Poster Designing for Non-Profit Organizations. This course will include a review of the colour chart, an introduction to innovative material and texture suggestions for poster designs, letter styling what is/isn't essential information on posters, how and where to start when you are asked to make a poster. Participants will practice their own choice of projects. Supply list available at the College. **Class limit 14. Pre-registration by March 19 is essential.**

INSTRUCTOR: Marie Banman

FEE: \$25.00
Plus Supplies
SESSIONS: 2

LEARNING OPPORTUNITIES
(NON-CREDIT)

**** PEOPLES' 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 areas discussed present these valuable workshops. Plan to attend one or more. Purchase of printed material optional.

TOUR THROUGH PERSONAL TAX FORM

DATE: Tues., Feb. 13
TIME: 7:00 - 10:00 p.m.
PLACE: Houston Secondary School

FEE: NIL
SESSIONS: 1

In an effort to assist you in the completion of your tax form, this class will examine the personal tax form giving a brief overview of each section, making special note of the income that must be declared and the deductions you may be eligible for. **Class limit 16. Pre-registration by February 6 is essential.**

UIC - YOUR RIGHTS & RESPONSIBILITIES

DATE: Mon., March 12
TIME: 7:00 - 10:00 p.m.
PLACE: Houston Secondary School

FEE: NIL
SESSIONS: 1

This class explains who is eligible to receive unemployment insurance; the types of benefits available; how, when and where to get the benefits; disentanglement; job search records; the interview, appeals; and how to avoid problems. **Class limit 16. Pre-registration by February 26 is essential.**

INSTRUCTORS: Supplied by Peoples' Law School

REFINISHING - BEGINNERS

DATES: Tues., & Thurs., Feb. 13 - March 8
TIME: 7:00 - 10:00 p.m.
PLACE: Houston Secondary School

FEE: \$40.00
Plus Supplies
SESSIONS: 8

Students will learn to refinish and handle different types of wood in a project of their choice. Projects should be small to enable the student to finish them in the course time and they must also be able to transport them to and from the class. **Class limit 10. Pre-registration by February 2 is essential.**

INSTRUCTOR: Annette Bose

LEARNING OPPORTUNITIES
(NON-CREDIT)

REFLEXOLOGY

DATE: Sat., March 10
TIME: 9:00 a.m. - 4:00 p.m.
PLACE: Houston College Centre

FEE: \$25.00
SESSIONS: 1

Reflexology is a natural healing art based on the principle that reflexes in the feet and hands correspond to every part, gland and organ of the body. Through the application of hand pressure on particular areas of the hands and feet, reflexology serves to relax tension, improve circulation and promote the natural function to the related area in the body. This is a hands-on workshop, students should bring two towels, a wash basin, pencil with an eraser and a note book. Minimum age 12. **Class limit 16. Pre-registration by February 23 is essential.**

INSTRUCTOR: Barry Blix, Masseuse

WHAT IS GRIEF RECOVERY

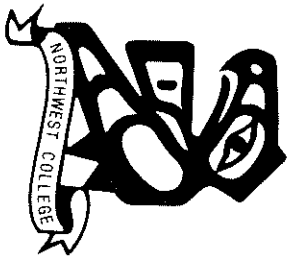
DATE: Wed., Jan. 24
TIME: 7:30 - 9:30 p.m.
PLACE: Houston Secondary School

FEE: NIL
SESSIONS: 1

The death of a loved one, a marriage separation, loss of health, loss of a job — these are all losses that can cause us severe pain: This pain is called grief and is a normal reaction to loss. Grief Recovery is a program that assists people to work through their losses. The goal of Grief Recovery is to help a person move from pain to healing. How is this done and will it benefit you or someone you care about? The purpose of this evening is to answer that question. A five week Grief Recovery Program will be held in Houston starting in February providing there is enough interest. **Class limit 20. Pre-registration by January 17 is essential.**

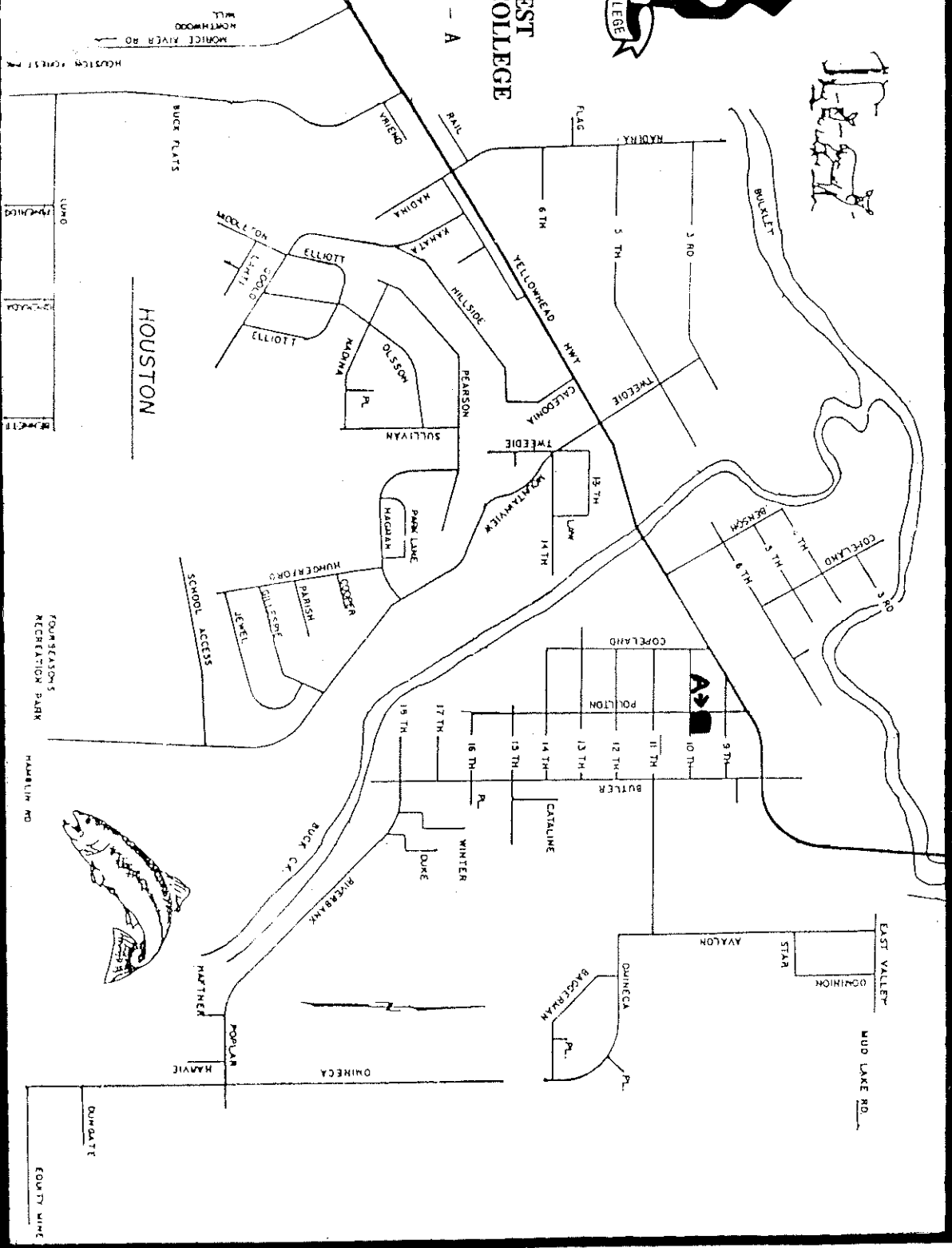
FACILITATOR: Marjorie Ford
Community Development Worker
Mental Health Network

Jan./janv.	1990	Feb./fév.	1990	Mar./mars	1990	April/avril	1990
1 2 3 4 5 6		1 2 3		1 2 3		1 2 3 4 5 6 7	
7 8 9 10 11 12 13		4 5 6 7 8 9 10		4 5 6 7 8 9 10		8 9 10 11 12 13 14	
14 15 16 17 18 19 20		11 12 13 14 15 16 17		11 12 13 14 15 16 17		15 16 17 18 19 20 21	
21 22 23 24 25 26 27		18 19 20 21 22 23 24		18 19 20 21 22 23 24		22 23 24 25 26 27 28	
28 29 30 31		25 26 27 28		25 26 27 28 29 30 31		29 30	
May/mai	1990	June/juin	1990	July/juil.	1990	Aug./août	1990
1 2 3 4 5		1 2		1 2 3 4 5 6 7		1 2 3 4	
6 7 8 9 10 11 12		3 4 5 6 7 8 9		8 9 10 11 12 13 14		5 6 7 8 9 10 11	
13 14 15 16 17 18 19		10 11 12 13 14 15 16		15 16 17 18 19 20 21		12 13 14 15 16 17 18	
20 21 22 23 24 25 26		17 18 19 20 21 22 23		22 23 24 25 26 27 28		19 20 21 22 23 24 25	
27 28 29 30 31		24 25 26 27 28 29 30		29 30 31		26 27 28 29 30 31	
Sept./sept.	1990	Oct./oct.	1990	Nov./nov.	1990	Dec./déc.	1990
1		1 2 3 4 5 6		1 2 3		1	
2 3 4 5 6 7 8		7 8 9 10 11 12 13		4 5 6 7 8 9 10		2 3 4 5 6 7 8	
9 10 11 12 13 14 15		14 15 16 17 18 19 20		11 12 13 14 15 16 17		9 10 11 12 13 14 15	
16 17 18 19 20 21 22		21 22 23 24 25 26 27		18 19 20 21 22 23 24		16 17 18 19 20 21 22	
23 24 25 26 27 28 29		28 29 30 31		25 26 27 28 29 30		23 24 25 26 27 28 29	
30						30 31	



NORTHWEST COMMUNITY COLLEGE

LOCATION - A



EQUITY KING
DUMGATE