

# HOUSTON

3411 - 10th Street  
845-7266



*Northwest  
Community  
College*

## *1991 Winter Program Guide*

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Gateway to Further Education

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**OFFICE HOURS: 8:30 a.m. - 4:00 p.m. MONDAY TO FRIDAY**

## HOUSTON STAFF

Eileen Klassen  
Tanya Widmark  
June Phillips  
Sandi Lavallie  
Hilda Capak

Director, Smithers/Houston/Stewart  
Community Education Administrator  
Clerk  
Instructor, ABE  
Instructor, Office Careers

**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 days are every 2nd and 4th Wednesday at the Houston College Centre.

**SOME COURSES & MATERIALS WILL BE  
SUBJECT TO THE G.S.T.**

**REFUND POLICY** - See Northwest Community College 1990/91 Calendar Available at your local College Centre.

## EARLY CHILDHOOD EDUCATION COURSES by "AUDIO TELECONFERENCING"

### ECE 134 - 3 Credits - Introduction to Child Development

DATES: Thurs., Jan. 10 - Apr. 25  
TIME: 7:00 - 9:00 p.m.  
PLACE: Houston College Centre - Room 2

FEE: \$30.00/cr. hour  
plus text  
SESSIONS: 15  
plus workshop

A study of child growth and development looking at ages and stages, and theories in the early years. Conception, pregnancy, birth through five years of age. Also, the class will examine and use a number of observation methods to develop a broad repertoire of data-collecting ideas.

### ECE 220 - 3 Credits - Programming for Under 3s

DATES: Wed., Jan. 9 - Apr. 24  
TIME: 7:00 - 9:00 p.m.  
PLACE: Houston College Centre - Room 2

FEE: \$30.00/cr. hour  
plus text  
SESSIONS: 15

The theory course of planning programs for Under 3s. The class will examine a variety of models in regard to types and program issues in Under 3 programs.

## ACADEMIC

### UNIVERSITY CREDIT

Northwest Community College in co-operation with the British Columbia Open University, North Island College, Selkirk College, and Northern Lights College, will present University Credit Courses using Knowledge Network and/or audio teleconferencing. The Undergraduate courses beginning in January are:

- English 101 - (continuation of Eng. 100)
- English 221 - (continuation of Eng. 200)
- French 101 - New - Introductory to French
- History 121 - (continuation of His. 120)
- History 232 - (continuation of His. 231)
- Humanities 101 - (continuation of Human. 100)
- Math 110 - New - College Algebra & Trigonometry
- Philosophy 100 - (continuation of Phil. 100)
- Political Science 113 - (continuation of Pol. 112)
- Psychology 102 - (continuation of Psych. 101)
- Sociology 102 - (continuation of Soc. 101)

A number of upper level courses specifically selected to compliment teacher education programs will also be offered. Courses beginning in January are:

- English 426 - (continuation of Eng. 425)
  - English 432 - New - Modern Canadian Fiction
  - Economics 300 - New - Microeconomics Analysis
  - Economics 410 - New - Economic & Business Stats
  - Geography 471 - (continuation of Geog. 470)
  - History 406 - New - Enlightenment of Americas
  - History 410 - (continuation of History 410)
- Please contact the College for complete details.

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## ADULT BASIC EDUCATION

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### 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. The program is designed to enhance employment opportunities and to 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.

### 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

Some theoretical portions of the Common and Occupational Core programs are available at all College centres on request. Students may (subject to space) enroll at any time. Please contact your local College centre regarding availability of the practical components.

### DAY PROGRAM

DATES: Mon., - Fri., starts Tues., Jan 2 - June 28

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

PLACE: Houston College Centre - Room 9

INSTRUCTOR: Sandi Lavellie

**PLUS \$50.00 REFUNDABLE BOOK DEPOSIT**

FEE: Full-time  
\$92.00/4 weeks  
plus texts  
Half-time  
\$46.00/4 weeks  
plus texts

**NOTE:** Tuition is due the 1st of each month - payable 4 weeks in advance.

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

**SOME COURSES & MATERIALS  
WILL BE SUBJECT TO THE G.S.T.**

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## ADULT BASIC EDUCATION

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### 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. 18th & 19th, March 15th & 16th, May 3rd & 4th, and June 7th & 8th, 1991. Applications must be made one full month prior to exam date. Examination fee is \$25.00 payable to the Minister of Finance and must accompany your application.

### ADULT BASIC LITERACY

"360,000 British Columbians are functionally illiterate." A survey commissioned by Southam News indicates that at least this many adults in British Columbia cannot handle the basic reading, writing, and computation tasks which would enable them to function in our modern print-based society. They cannot, for example:

- read the correct dosage from a medicine bottle
- calculate change in a restaurant
- fill in a job application form
- understand the charges on their telephone bill
- read bus schedules
- read bedtime stories to their children
- read printed information in a political flyer

Project Literacy Houston is now offering **BASIC LITERACY TRAINING**. For further information, contact Sandi Lavallie at the Houston College Centre, 845-7266. The teaching times are flexible and are arranged to suit each individual. The training is free.

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## CAREER/TECHNICAL/VOCATIONAL/TRADES

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### ACCOUNTING 150

DATES: Mon., & Thurs., Jan. 21 - Mar. 28

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

PLACE: Houston College Centre - Room 7

This course is based on a self-paced modular style of learning that allows the student to complete the course at his/her own speed. Each student should be able to complete at least ACCT 150 in a semester. **Class limit 16. Pre-registration by Jan. 11 is essential.**

INSTRUCTOR: Larry Broadfoot

FEE: \$165.00  
plus text  
SESSIONS: 20

**IT IS IMPORTANT TO PRE-REGISTER**

**THE COURSE OF YOUR CHOICE MAY BE CANCELLED BECAUSE  
OF LOW ENROLLMENT, OR MAY ALREADY BE FILLED UP.**

## CAREER/TECHNICAL/VOCATIONAL/TRADES

### AIRBRAKES I

DATES: Mon., - Sat., Feb. 25 - Mar. 2  
TIME: Mon., - Thurs., 7:00 - 10:30 p.m.  
Fri., 7:00 - 11:00 p.m.  
Sat., 9:00 a.m. - 4:00 p.m.

FEE: \$100.00  
SESSIONS: 6

### AIRBRAKES 2

DATES: Mon., - Sat., Apr. 29 - May 4  
TIME: Mon., - Thur., 7:00 - 10:30 p.m.  
Fri., 7:00 - 11:00 p.m.  
Sat., 9:00 a.m. - 4:00 p.m.

FEE: \$100.00  
SESSIONS: 6

PLACE: Houston College Centre - Room 6

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 of 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: TBA

### BASIC LITERACY TUTOR TRAINING

DATES: Tues., & Thurs. Feb. 19 - Mar. 14  
TIME: 7:00 - 9:30 p.m.  
PLACE: Houston College Centre - Room 9

FEE: NIL  
SESSIONS: 8

\*\*\*\*\* 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 eight-day workshop will provide you with knowledge about the reading and writing processes and strategies for tutoring adult literacy students. **Class limit 12. Pre-registration by Feb. 11 is essential.**

INSTRUCTOR: Sandi Lavallie

## COMPUTER COURSES

### ACCPAC (General Ledger)

DATES: Sat., Mar. 23  
TIME: 9:00 a.m. - 4:30 p.m.  
PLACE: Houston College Centre - Room 8

FEE: \$90.00 plus  
supplies  
SESSIONS: 1

The objective of this course will be to teach the trainee to set up a company on the general ledger of ACCPAC Plus, operate a months transactions and produce a financial statement. **Class limit 8. Pre-registration by Mar. 15 is essential.**

### BEDFORD - Level I

DATES: Sat., Feb. 23  
TIME: 9:00 a.m. - 4:30 p.m.  
PLACE: Houston College Centre - Room 8

FEE: \$90.00 plus  
supplies  
SESSIONS: 1

The objective of this training course will be to teach the trainee to convert a set of manual accounting books to a set of computerized accounting records using the Bedford Integrated Accounting System. **Class limit 8. Pre-registration by Feb. 15 is essential.**

## CAREER/TECHNICAL/VOCATIONAL/TRADES

### BEDFORD - Level II

DATES: Sat., Mar. 9  
TIME: 9:00 a.m. - 4:30 p.m.  
PLACE: Houston College Centre - Room 8

FEE: \$90.00 plus  
supplies  
SESSIONS: 1

The objective of this training course will be to teach the trainee to operate all modules of the Bedford Integrated Accounting System and to produce month end Financial Statements. **Class limit 8. Pre-registration by Mar. 1 is essential.**

### LOTUS 1-2-3 - Level I

DATES: Sat., Jan. 26  
TIME: 9:00 a.m. - 4:30 p.m.  
PLACE: Houston College Centre - Room 8

FEE: \$90.00 plus  
supplies  
SESSIONS: 1

The objective of this course will be to teach the trainee to understand Spreadsheet concepts and uses and to operate LOTUS 123 at the introductory level. **Class limit 10. Pre-registration by Jan. 14 is essential.**

### LOTUS 1-2-3 - Level II

DATES: Sat., Feb. 9  
TIME: 7:00 - 10:00 p.m.  
PLACE: Houston College Centre - Room 8

FEE: \$90.00 plus  
plus texts  
SESSIONS: 1

**COURSE PREREQUISITE** - participants must have taken or be familiar with course content of Level I. The objective of this course will be to teach the trainee to develop the basic principles learned in Level I and to operate LOTUS 123 at the intermediate level. **Class limit 10. Pre-registration by Feb. 1 is essential.**

INSTRUCTOR: Ian D. Gallagher, A.C.I.S.

GEM Computer Systems Ltd.

### BUSINESS COMPUTERS 1 - For the Beginner

DATES: Mon., & Wed., Jan. 21 - Mar. 27  
TIME: 7:00 - 10:00 p.m.  
PLACE: Houston College Centre - Room 8

FEE: \$165.00  
plus texts

**Class limit 10. Pre-registration by Jan. 11 is essential.**

INSTRUCTOR: Jeanne Smedley

### BUSINESS COMPUTERS 2 - For the Beginner

DATES: Tues., & Thur., Jan. 22 - Mar. 28  
TIME: 7:00 - 10:00 p.m.  
PLACE: Houston College Centre - Room 8

FEE: \$165.00  
plus texts

**Class limit 10. Pre-registration by Jan. 11 is essential.**

INSTRUCTOR: Sylvia Hartnell

These credit courses are hands-on introductory courses in general computer use and word processing. Students will learn Lotus 1-2-3, Wordperfect and DOS.

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

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## CAREER/TECHNICAL/VOCATIONAL/TRADES

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### DEFENSIVE DRIVING

DATES: Mon., & Tues., Mar. 18 & 19

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

PLACE: Houston College Centre - Room 6

A must for teenagers and all those about to apply for their first licence, as well as licensed drivers. 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 upon successful completion. **Class limit 15. Pre-registration by Mar. 8 is essential.**

INSTRUCTOR: Judy Daye

Bulkley Valley Driving School

FEE: \$30.00

SESSIONS: 2

### DRIVER TRAINING

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

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

PLACE: Houston

Do you need a Driver's License? 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

FEE: \$29.00/lesson

SESSIONS: 1 - 10

### ENGLISH AS A SECOND LANGUAGE TUTOR TRAINING (ESL)

DATES: Fri., Sat., & Sun., Apr. 19 - 21

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

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

Sun., 9:00 a.m. - noon

PLACE: TBA

This three day workshop will provide you with guidelines and strategies for tutoring adult ESL students. **PRE-REQUISITE: BASIC LITERACY TUTOR TRAINING.**

INSTRUCTOR: Sandi Lavallie

FEE: NIL

SESSIONS: 3

### FBDB - SMALL BUSINESS BOOKKEEPING

DATES: Wed., Jan. 16 - Mar. 20

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

PLACE: Houston College Centre - Room 6

At the end of this course you will know how to set up and maintain a set of financial records for a small business by performing all the bookkeeping functions from recording initial transactions to preparing financial statements. **Class limit 15. Pre-registration by Jan. 4 is essential.**

INSTRUCTOR: TBA

FEE: \$70.00

plus text

SESSIONS: 10

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## CAREER/TECHNICAL/VOCATIONAL/TRADES

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### FIRE MANAGEMENT TRAINING APPROVED BY THE MINISTRY OF FORESTS

In co-operation with Northwest Community College, B.C. Forest Service is planning to offer the following Fire Management courses. These courses are part of the prerequisites to obtain Forest Service Certification in the various areas of Fire Management.

These courses will be scheduled for late March and April if there is sufficient demand. To register your interest in any of these courses please call and register at your local College Centre as soon as possible. **There is no registration fee for any of the courses.**

### CERTIFIED FIRE FIGHTER TRAINING

A two day course to learn tasks normally done by a Fire Fighter, such as, line building, burning off, pump and chain-saw operation, and mop-up.

#### Prerequisites to course:

- 1) A favorable written Doctor's Certificate.

#### Prerequisites for Certification

- 1) Successful completion of Certified Fire Fighter Training Course.
- 2) Emergency (Survival) First Aid.
- 3) Fifteen (15) certifiable days of actual Fire Suppression duties within the previous two years.

### CERTIFIED CREW BOSS

A two day course to learn tasks normally done by a Crew Boss. They would be expected to supervise up to 10 Certified or Emergency Fire Fighters. Persons performing in an under-implemented role would be paid as a Certified Fire Fighter, if qualified, or at the Crew Boss rate, until they have acquired the necessary experience.

#### Prerequisite to Course:

- 1) A favorable, written, Doctors' report.

#### Prerequisites to Certification:

- 1) Successful completion of Certified Crew Boss Training.
- 2) Emergency (Survival) First Aid.
- 3) Fifteen (15) certifiable days of actual Crew Boss Fire Suppression duties within the previous five years.

### CERTIFIED FIRE WARDEN

A two day course to learn tasks normally undertaken by a Sector Boss, Class C Fire Boss, or Fire Warden as authorized in Sec. 124 of the Forest Act. Certification allows Fire Wardens who are willing and able to meet the qualification, to better their involvement in Fire Suppression.

#### Prerequisite to Course:

- 1) A favorable, written, Doctors' report.

#### Prerequisites to Certification:

- 1) Successful completion of Certified Fire Warden Training.
- 2) Emergency (Survival) First Aid.
- 3) Fifteen (15) certifiable days of actual Certified Crew Boss Fire Suppression duties within the previous five years.

## CAREER/TECHNICAL/VOCATIONAL/TRADES

### CERTIFIED TIME KEEPER

A two day course to learn duties normally undertaken by a Timekeeper on a fire that employs 20 or more persons.

#### Prerequisites to Course:

None.

#### Prerequisites to Certification:

- 1) Successful completion of Certified Time Keeper Training.
- 2) Fifteen (15) certifiable days of actual Fire Suppression Duties within the previous two years.

### LOOKOUT PERSON TRAINING

The lookout person is responsible for the early detection and accurate reporting of all forest fire outbreaks. The work includes maintaining a strict watch over the area and communicating by radio or other means to the District Fire Control Officer. The nature of the work involves living alone for extended periods of time at isolated locations.

**NOTE:** The Lookout Person's lot is often a lonely one. The place of work is often inaccessible by conventional means of travel. Most of the time the F.M. Radio is the only link to the outside world. It is entirely up to the individual to make the stay at the Lookout a safe success. The person who can appreciate the advantages of Lookout life will find this work a rewarding experience.

#### Prerequisites to Course:

- 1) A favorable, written Doctor's report.
- 2) Eye examination (acuity and colour vision).

#### Prerequisites to Certification:

- 1) Successful completion of Lookout Program Training.
- 2) Emergency (Survival) First Aid.

## FIRST AID COURSES

### FIRST AID - INDUSTRIAL - Crash Course

DATES: Mon., to Fri., Apr. 1 - 12

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

PLACE: TBA

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. Application of "hard" cervical collars and new procedures in patient care is now included. Upon successful completion, students will be awarded a WCB Industrial First Aid Certificate. Students must be 19 to write the exam. **Class limit 20. Pre-registration by Mar. 22 is essential.**

FEE: \$465.00

SESSIONS: 10

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

## CAREER/TECHNICAL/VOCATIONAL/TRADES

### FIRST AID - SURVIVAL

DATES: Sat., Apr. 6

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

PLACE: TBA

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 recreationalist. Successful students will receive a WCB Survival First Aid Certificate. Certificates are in good standing for two years. **Class limit 12. Pre-registration by Mar. 25 is essential.**

FEE: \$60.00

SESSIONS: 1

### FIRST AID - TRAINING FOR BABYSITTERS

DATE: Sat., Apr. 13

TIME: 9:00 a.m. - 3:00 p.m.

PLACE: TBA

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, burns, poisoning and artificial respiration. Questions are encouraged. Minimum age limit is 12. **Class limit 15. Pre-registration by Mar. 29 is essential. Northwest Community College Certificate issued.**

FEE: \$30.00

SESSIONS: 1

INSTRUCTOR: Roger Cloutier

Northwest First Aid Training Agency

### FOODSAFE

DATES: Mon. & Tues., Jan. 28 - Feb. 5

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

PLACE: Houston College Centre - Room 6

"Foodsafe" is a sanitation program designed to train food handlers on the procedures and conditions necessary for the prevention of foodborne illnesses. It is intended for personnel working in restaurants, cafeterias, hospitals, retirement homes and grocery stores, but the emphasis will be on safe household practices including safe canning, storing, and meat handling. Information will be provided on hamburger disease, salmonella, beaver fever and botulism. This program was designed by the Ministry of Public Health. **Class limit 15. Pre-registration by Jan. 18 is essential.**

FEE: \$35.00

SESSIONS: 5

INSTRUCTOR: Sheryl Yaremco, R.N.

**... DO YOU NEED ASSISTANCE IN COURSE SELECTION?  
... WILL FINANCIAL AID PAVE YOUR WAY TO FUTURE EDUCATIONAL GOALS?  
OUR STUDENT ADVISOR CAN HELP YOU - PHONE 845-7266 TO MAKE AN APPOINTMENT.**

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## CAREER/TECHNICAL/VOCATIONAL/TRADES

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### FOSTER PARENTING - ORIENTATION & TRAINING

DATES: Thurs., Feb. 28 - Mar. 21

FEE: \$10.00

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

SESSIONS: 4

PLACE: Houston College Centre - Room 1

Children and the quality of their lives are the focus of international attention. Here in Houston, you too, can make a difference in a child's life by taking the positive step of foster parenting. Learn the satisfaction of knowing you were there when someone needed you.

Two facilitators, a Foster Parent and a Ministry of Social Services and Housing representative, will explain the steps in becoming a foster parent, the reasons why children come into care, related legal aspects, resources available and much more.

This course is also of interest to current foster parents who will gain information on fostering special needs children and dealing with particular challenges such as teenagers. **Class limit 16. Pre-registration by Feb. 15 is essential.**

FACILITATORS: Peter Ambery, Area Resource Social Worker  
Foster Parent TBA

### IN THE HOT SEAT & ENVIRONMENTAL ISSUES WORKSHOP

DATES: Mon., & Tues., Apr. 8 & 9

FEE: \$250.00

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

SESSIONS: 2

PLACE: Houston Community Hall

This two day workshop has been structured to provide essential information STRICTLY TO FOREST MANAGERS which will allow them to effectively plan and minimize confrontation. In the event that you are faced with such problems, the skills obtained here will enable a confident and effective response.

Today's climate of heightened awareness about the environment in general, and specifically the increasing scrutiny of forestry operations, plans and practices, is placing a greater demand on managers and foresters to communicate with the public and special interest groups.

As professional people you will find yourselves having to speak about your practices, defend your decisions or comment on the issues like never before. This may include speaking on an individual basis with local citizens, at public meetings, or when dealing with the media.

For further detailed information, contact the Houston College Centre. Registration fee must be payable to Northwest Community College. **Pre-registration and Pre-payment by Mar. 9 is essential.**

INSTRUCTOR: Barry Manfield,  
Sylvia Management Services Ltd.

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## LEARNING RESOURCE CENTRE

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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 at home

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:

DATA PAC ADDRESS: 65100028

USERNAME: NWCAT

SELECT #1 -

this will appear on your screen

**WELCOME  
TO THE  
NORTHWEST COLLEGE ON-LINE  
CATALOGUE**

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## CAREER/TECHNICAL/VOCATIONAL/TRADES

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### OFFICE CAREERS

The Office Career programs are designed to provide students with the knowledge and skills necessary to function effectively in a modern office. Entry level programs for those with no previous training and/or experience include:

**TYPING 4-5 months . . . CLERK-TYPIST 5-7 months  
CLERK-BOOKKEEPER 6-8 months . . . ADMINISTRATIVE SECRETARY 8-12 months**

Students earn a NWCC Certificate upon successful completion of any of these programs.

#### HOW TO APPLY

Application forms are available at the College Centre and can be submitted at any time. Applicants are required to write an English Assessment before entry.

#### STARTING DATES

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

#### FEES:

Tuition is due the 1st of each month. Full-time \$92.00/4 weeks plus texts. Half-time \$46.00/4 weeks plus texts. Plus \$50.00 refundable book deposit.

#### ADMISSION REQUIREMENTS

ENTRY LEVEL PROGRAMS - prospective students must have completed Grade 10, ABE Intermediate or the equivalent. Business experience may be accepted in lieu of formal schooling in some cases — please contact the College Centre to have your experience evaluated.

Program course description available upon request at the College office.

INSTRUCTOR: Hilda Capak

Teacher's Certificate (Teacher's College, Montreal)

Provincial Instructors' Diploma

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## LEARNING OPPORTUNITIES

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(Non-Credit)

### DEALING WITH THE DIFFICULT CLIENT/CUSTOMER

DATES: Fri., Feb. 15

FEE: \$30.00

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

SESSIONS: 1

PLACE: Houston College Centre - Room 6

Participants in this workshop will learn:

- communication and PR skills
- case examples
- getting what you want

- conditions of conflict
- conflict resolution

**Class limit 15. Pre-registration by Feb. 1 is essential.**

INSTRUCTOR: Dr. Peter Meuser

Psychology Consultant

### DRAWING & PAINTING - (EMILY CARR)

DATES: Sat., & Sun., Apr. 13 & 14

FEE: \$45.00 plus

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

supplies

PLACE: Houston College Centre - Room 6

SESSIONS: 2

This workshop gives participants an approach to drawing and painting that emphasizes:

- the achievement of coherence and unity of composition
- the pursuit of visual dynamics through experimentation and mixed media.

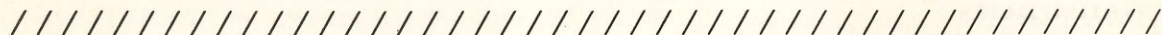
## LEARNING OPPORTUNITIES (NON-CREDIT)

At the conclusion of the workshop, participants can expect to have completed:

- preliminary sketches to develop visual structure that gives unity
- media experimentation to develop visual dynamics.
- two finished drawing/paintings on paper approximately 22x30", derived from preliminary sketches and media exploration pieces. One of the works will be a still life, the other will be an interior/exterior space.

**Class limit 16. Pre-registration by Mar. 29 is essential.**

**INSTRUCTOR:** Joan Martin  
Emily Carr College of Art & Design



### PEOPLE'S LAW SCHOOL

#### CRIME PREVENTION & SAFETY

**DATES:** Tues., Feb. 12

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

**PLACE:** Houston College Centre - Room 6

Crime prevention is about people working together. Find out how to protect yourself, your home and your family against break-ins and theft. The instructor will discuss a few simple techniques to discourage crime in your home; to your personal safety; and to your family by making them "street-wise", and at your workplace. **Class limit 16. Pre-registration by Feb. 1 is essential.**

**FEE:** NIL  
**SESSIONS:** 1

#### WOMEN, MONEY AND RELATIONSHIPS

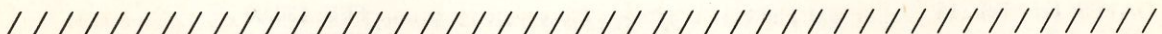
**DATES:** Tues., Mar. 26

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

**PLACE:** Houston College Centre - Room 6

Many women do not consider their own credit rating or financial status until they apply for a loan or mortgage and are turned down. Property rights in a relationship; credit rating; pensions; loans; mortgages and general banking procedures are all topics of this class. Our booklet WOMEN AND THE LAW is available at the College for a nominal fee. **Class limit 16. Pre-registration by Mar. 15 is essential.**

**FEE:** NIL  
**SESSIONS:** 1



#### RECYCLING IN THE HOME & COMMUNITY

**DATES:** Wed., Apr. 10

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

**PLACE:** Houston College Centre - Room 6

An overview of recycling in British Columbia and what you can do in your home and community to recycle waste. **Class limit 18. Pre-registration by Mar. 29 is essential.**

**INSTRUCTOR:** Ray Hollenberg, B.S.C.

**FEE:** \$10.00  
**SESSIONS:** 1

## LEARNING OPPORTUNITIES (NON-CREDIT)

#### REFINISHING FURNITURE

**DATES:** Tues., & Thurs., Feb. 12 - Mar. 7

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

**PLACE:** Houston Secondary School - Wood Shop

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 Feb. 1 is essential.**

**INSTRUCTOR:** Annette Bose

**FEE:** \$40.00  
plus supplies  
**SESSIONS:** 8

#### RESUMES AND THE INTERVIEW

**DATES:** Mon., & Tues., Apr. 15 & 16

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

**PLACE:** Houston College Centre - Room 6

Today more than ever, Canadians from all walks of life need to improve their chances at finding a job. Courses on Creative Job Search Techniques have been given free of charge in local CEIC centres for the last 15 years. These courses are well known and very successful.

Topics that will be covered are:

- Removing job search roadblocks
- Developing job leads
- Preparing the job seekers calling card
- Preparing the resume
- Applying for the job
- Interviews

**Class limit 16. Pre-registration by Apr. 5 is essential.**

**INSTRUCTOR:** Brenda Anderson  
Branch Manager, CEIC

**FEE:** NIL  
**SESSIONS:** 2

#### SIBLINGS WITHOUT RIVALRY

**DATES:** Mon., Jan. 14 - Feb. 11

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

**PLACE:** Houston Community Services Office

Participants will learn how to help children live together so they can live too.

Topics to be covered are:

- brothers and sisters, past and present
- not till the bad feelings come out
- siblings in role:
- making peace with the past
- the perils of comparisons
- equal is less
- when the kids fight

For parents or anyone dealing with children of all ages. **Class limit 12. Pre-registration by Jan. 4 is essential.**

**FACILITATOR:** Rosanne Demedeiros  
Houston Community Service

**FEE:** NIL  
**SESSIONS:** 5

#### SYSTEMATIC TRAINING for EFFECTIVE PARENTING (STEP)

**DATES:** Tues., Jan. 15 - Mar. 5

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

**PLACE:** Houston Community Services Office

PARENTS . . . create more satisfying productive relationships with your children.

**FEE:** NIL  
**SESSIONS:** 8



# LEARNING OPPORTUNITIES (NON-CREDIT)

## STEP gives you

- a practical discipline method
- better family communication

Class limit 10. Pre-registration by Jan. 4 is essential.

FACILITATOR: Carol Bristow

Houston Community Service

## THE WAY TO A HEALTHY BACK

DATES: Mon., Apr. 15 - 22

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

PLACE: Houston College Centre - Room 6

Designed for those who wish to take responsibility for their own health and prevent back problems. This course will enable lower back pain sufferers to understand the anatomical and physiological reasons for their pain. Practical ideas for preventing and alleviating pain will be demonstrated and practiced. Class limit 15. Pre-registration by Apr. 5 is essential.

INSTRUCTOR: Dr. Gary Murdock

## TRAFFIC CONTROL 1

DATES: Sat., Apr. 27

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

PLACE: Houston College Centre - Room 9

## TRAFFIC CONTROL 2

DATES: Sat., Apr. 27

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

PLACE: Houston College Centre - Room 9

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 Workers' Compensation Board. Class limit 15. Pre-registration by Apr. 12 is essential.

INSTRUCTORS: Blain Scott

Harrie Carnie

Nechako North Coast Construction Services

- guidelines for building self-esteem
- and much more

FEE: \$20.00

SESSIONS: 2

FEE: \$30.00

SESSIONS: 1

FEE: \$30.00

SESSIONS: 1

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

**SOME COURSES AND MATERIALS WILL BE  
SUBJECT TO THE G.S.T.**

# COMMUNITY CONTACTS

## SPORTS

845-1746	Badminton
845-3274	Rick DeLan
845-2887	Bicy & Spurs Saddle Club
845-3219	Caroline Oben
845-3348	Buck Plates Trail Riders
845-2132	Roy Buttherland
845-2298	Frances Teer
845-7208	Commercial Hockey
845-2185	Byron Schetchey
845-7658	Houston & District Curling Club
845-2913	Trudy Amoson
845-7208	Junior Curling Program
845-2180	Denise Hanahan
845-7539	Houston Boys Baseball
845-7266	Houston Figure Skating Club
845-2997	Linda Bush
845-7200	Houston Golf and Country Club
845-7840	Clarence & Altrada Chalmson
845-7266	Betty Imrie
845-2997	Houston Hotshots Ringette
845-7266	Houston Hawksmen Club
845-7266	Sandy Carvell
845-7266	Houston Minor Hockey
845-7266	Sandy Anaka
845-7266	Houston Minor Softball
845-7266	Jene Timms
845-7266	Houston Ladies Ringette
845-7266	Glennda Ferris
845-7266	Houston Rogers Association
845-7266	Jocelyn Bell
845-7266	Houston Saddle Club
845-7266	Susan Stringfellow
845-7266	Houston Slopitch - Mixed
845-7266	Jim Highsted
845-7266	Houston Slopitch Mens
845-7266	Clarence Helms
845-7266	Houston Snowmobile Club
845-7266	Helvin Hattner
845-7266	Houston Soccer Club
845-7266	Glen Farrell
845-7266	Intelor Pony Racing Association
845-7266	Alex Moore
845-7266	Jack Rabbit Ski
845-7266	Deb Jenks
845-7266	Horice Mountain Nordic Cross Country Club
845-7266	Frank McDonald
845-2662	Old Timers Hockey
845-2662	Klaus Kraft
845-2662	Pleasant Valley Rodeo Association
845-2830	Jocelyn Bell
845-7817	Tae Kwon Do
845-7817	Debbie Stewart
845-3370	Willow Grove Golf & Country Club
845-2132	Bill Egan
845-2132	Arnold Amoson
845-2132	Senior Citizens Association
845-2132	Glenn Gallowan
845-2466	Lakes District Kennel Club
845-2466	Elinora Smith
845-2466	Ladies Bridge Club
845-2466	Virginia Kraft
845-2466	Junior Forest Warden Club
845-2466	Lynette Linkletter
845-2466	Houston Playgroup
845-2466	Adrian Heevissen
845-2466	Houston Flying Club
845-2466	Dorothy Sims
845-2466	Karen Ouellette
845-2466	Girl Guides & Brownies
845-2466	4-H Club (Topley Beef)
845-2466	Diane Strimbold
845-2466	4-H Club (Houston Pancom Farmers)
845-2466	Dev O'Brien
845-2466	Don Snider
845-2466	BWD Radio Controllers
845-2466	Olewn Horlin
845-2466	Buck Creek Spinners and Weavers Guild
845-2466	Maryann Isidoro
845-2466	Boy Scouts, Beavers, Cubs & Ventures

## COMMUNITY CONTACTS

## GENERAL RECREATION

845-2466	B. V. Heritage Museum Society
845-2466	Elinora Smith
845-2466	Houston Association for the Handicapped
845-2466	Dorothy Goldacker
845-2466	Houston & District Chamber of Commerce
845-2466	Gleesla Buckert
845-2466	Houston Farmers Association
845-2466	Bill Dieleman
845-2466	Houston Community Services
845-2466	Wendy Mayer
845-2466	Houston Merchants Association
845-2466	Rod Klaus
845-2466	Learning Disabilities of BC
845-2466	Mary Vike
845-2466	Teens Against Drunk Driving (T.A.D.D.)
845-2466	Alison Ludditt
845-2466	Mary Vike
845-2466	United Native Nations
845-2466	Al Gorley
845-2466	Claude Major
845-2466	Volunteer Tutoring
845-2466	Sandi Lavallie

A special thanks to the Chamber of Commerce for this list of Community Contacts. A more complete list of clubs and organizations is available at the Chamber Office.