



Phone (604) 845-7266

**HOUSTON**

**FALL  
COURSES**

September - December 1992



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## GENERAL INFORMATION

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### Admission and Registration

Students may be required to meet specific program pre-requisites - see course descriptions.

Students are required to register (complete all forms and pay all fees) on or before pre-registration dates. Books/clothing sales, cash/cheque only.

### ONLY PAID REGISTRATIONS WILL BE ACCEPTED

### Fees

Tuition fees and other costs are listed by course.

Sponsored students who do not pay tuition fees to the College are required to pay a Student Activity fee calculated on the basis of \$2.00 per week.

A fee for Late Registration or Late Payment of \$10.00 will be charged.

### GST IS INCLUDED IN COURSE FEES WHERE APPLICABLE

### Refunds

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 before the course starts.
2. All refunds for reasons other than those identified in #1 are subject to a \$10.00 administration charge.
3. There will be no refunds for courses with tuition fees of \$10.00 or less except for those conditions in General Statement #1.
4. NO REFUNDS are 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 tuition less \$10.00 administration charge.

### \*\*\*\*\* A WORD ABOUT WAITING \*\*\*\*\*

Have you ever signed up for a course only to find it cancelled two days ahead of the starting date? Have you later discovered a friend who wanted to take it but hadn't registered? Or maybe, you've planned to take a course and arrived at the first session to find it cancelled for lack of enrolment. Here are two ways to make sure the course you have selected is a GO.

1. Register early - DO IT TODAY! Each class has a minimum enrolment. Once that number is reached, the class is a "GO".
2. If you find a class you like, encourage a friend to join you. Sometimes two or three people make the difference between 'GO' and 'CANCEL'.

### DISCOVERY TRAINING NETWORK

The Houston Campus is now on-line with the Discovery Training Network database in Vancouver. The Discovery Training Network (DTN) is an education and training database which provides information about courses, programs, workshops and seminars available to adult British Columbians. The database contains listings from more than 1000 organizations including universities, regional colleges, technical and vocational institutes, private training organizations, professional associations and businesses. If you require any of this information, please contact the College at 845-7266.



## SAVE THIS BOOKLET!

COURSES START THROUGHOUT SEP. OCT. and NOV.

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**OFFICE HOURS: 8:00 a.m. - 4:00 p.m.**

**MONDAY TO FRIDAY**

**Closed 11:30 a.m. - 12:00 noon**

### HOUSTON STAFF

Eileen Klassen	Director, Smithers/Houston/ Stewart/Hazelton
Ralph Troschke	Assistant Director
Tanya Widmark	Community Education Administrator
June Phillips	Centre Clerk
Sandi Lavallie	Instructor, ABE
Jeannie Johnson	Instructor, ABE
Hilda Capak	Instructor, Office Careers
Charlotte Gorley	Instructor Aid, Office Careers

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## CAREER PLANNING

### OFF TO COLLEGE - It's Your Turn

DATES: Fri. Sept., 18  
TIME: 12:30 - 3:30 p.m.  
PLACE: College Centre  
FEE: NIL  
SESSIONS: 1

Are you an adult who has been thinking about continuing your education? If so, NWCC has many opportunities for you to explore. Learn more about these opportunities during "Off to College - It's Your Turn," an information session designed for adults. The program will be held at the NWCC Campus. Find out more about college credit classes, continuing education classes, GED testing, basic skills classes and more. Financial aid information and a campus tour will also be included in the activities. Adults across the country are returning to college in large numbers - why not join them? Start your return to college by attending "Off to College - It's Your Turn." Class limit 20. Pre-registration by Sept. 11 is essential.

INSTRUCTOR: Ingrid Neville

### ECE BY "AUDIO TELECONFERENCING"

#### BASIC AND POST BASIC PRACTICUM SUPERVISION

This course offers part-time students the opportunity to complete practicum in the following areas:

Basic Level Supervision Training:

ECE 125, ECE 126 or ECE 127

Under 3's Supervisor Training:

ECE 227 or 228

Pre-requisites: Permission of the Practicum Supervisor

DATES: Sept. - Nov.

TIME: TBA

PLACE: College Centre

FEE: \$97.50

Students must supply written intention to complete the Practicum during the September-November time frame. The student must be available for 20 full-time days during this time. NOTE: NWCC Early Childhood Education reserves the right to arrange and approve all placements. Class limit 16.

### PLANNING A CAREER CHANGE

DATES: Fri. & Sat., Oct. 16 & 17  
TIME: Fri., 7:00 - 10:00 P.M.  
Sat., 9:00 a.m. - 5:00 p.m.  
Place: College Centre  
FEE: \$80.00  
SESSIONS: 2

This program will be of interest if you are currently contemplating a career change. It offers a systematic approach to identifying a career that is uniquely suited to you. In an interactive group, you will take a thorough look at past experiences in order to identify meaningful interests and skills. You will evaluate alternative careers on the basis of this information along with market demand, location, working conditions, outcomes of employment, required training and other factors. Class limit 12. Pre-registration by Oct. 2 is essential.

INSTRUCTOR: Ivan Thompson  
Alliance Consulting

#### ECE 135 - WORKING WITH SPECIAL CHILDREN

DATES: Sept. - Dec.

TIME: T.B.A.

PLACE: College Centre

FEE: \$97.50 plus texts

This course explores both the personal and societal values and attitudes towards persons with special needs. The basic understanding of the Principle of Normalization and its contribution to changes in the Special Needs field will be examined. There will also be the opportunity to gain basic knowledge of various handicapping conditions, their causes and their impact on children and their families. This course would be of interest to people who are involved in, or are looking at, mainstreaming and integration for both preschoolers and school aged children. Class limit 8.

## 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 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.

### ENTRY LEVEL TRADES TRAINING/TRAC (COMMON CORE)

Theoretical portions of the Common Core program are available at the Houston Centre either through correspondence or on site training.

### 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.

Fall Semester - Sept. 8 - Dec. 18

FEES: \$24.50 per week (Full-Time)  
\$12.25 per week (Part-Time)

### FEES PAYABLE BY SEMESTER

PLUS \$50.00 REFUNDABLE BOOK DEPOSIT

DATES: Mon. - Fri., Starts Tues., Sept. 8, 1992

TIME: 8:45 a.m. - 3:15 p.m.

PLACE: College Centre

INSTRUCTORS: Sandi Lavallie  
Jeannie Johnson

### ADULT BASIC EDUCATION STUDENT ASSISTANCE PLAN (ABESAP)

ABESAP is a provincially sponsored program which provides support for direct educational costs (for example, tuition) to students enrolled in an Adult Basic Education program (for example Basic Literacy, Academic Upgrading, English Language Training or Employment Orientation programs). Application forms available at the College.



## ADULT BASIC EDUCATION

### 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 the following dates subject to the required number of registrations: The following are expected dates subject to finalization by Victoria.

Oct./92	Dec./92	Jan./93
Mar./93	May./93	Jun./93

Applications must be made one full month prior to exam date. Examination fee is \$25.00 plus G.S.T., payable to the Minister of Finance and must accompany your application. Application forms are available at all Colleges.

## PROJECT LITERACY HOUSTON

### VOLUNTEER LITERACY PROGRAM

Are you interested in becoming a tutor?  
Do you know someone who needs help with reading and writing skills?

Contact the Project Literacy Houston Co-ordinator at 845-2727.

### BASIC LITERACY TUTOR TRAINING

DATES: Fri. & Sat., Sept. 25 - Oct. 3

TIME: Fri. 7:00 - 10:00 p.m.  
Sat. 9:00 a.m. - 4:00 p.m.

PLACE: College Centre

FEE: NIL

\*\*\*\* 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 workshop will provide you with knowledge about the reading and writing processes and strategies for tutoring adult literacy students. Class limit 15. Pre-registration by Sept. 9 is essential.

INSTRUCTOR: Sandi Lavallie

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

DATES: Fri. Sat. Sun., Oct 16 - 18

TIME: Fri., 7:00 - 10:00 p.m.  
Sat., 9:00 a.m. - 4:00 p.m.  
Sun., 9:00 a.m. - noon

PLACE: College Centre

FEE: NIL

SESSIONS: 3

This three day workshop will provide you with guidelines and strategies for tutoring adult ESL students. PRE-REQUISITE: BASIC LITERACY TUTOR TRAINING. Class limit 15. Pre-registration by Oct. 2 is essential.

INSTRUCTORS: Sandi Lavallie,  
Jeannie Johnson

FALL MEANS BACK TO SCHOOL ..... so whether you are a student, non-student, or professional, we've got just what you need to keep in stride.

## CAREER/TECHNICAL/VOCATIONAL/TRADES

### OFFICE CAREERS

The Office Career programs provide students with the knowledge and skills necessary to function effectively in a modern office. These programs are designed to serve the needs of full-time students and part-time students actively engaged in (or planning to return to) the business communities.

Entry level certificate programs include:

CLERK-TYPIST, approx. 7 mos. CLERK-BOOKKEEPER, approx. 8 mos.

These programs are intended for students with no previous training and/or experience. These programs prepare students for entry level jobs in most clerical and bookkeeping occupations.

Advanced certificates available for those with applicable prerequisites:

WORD PROCESSING, approx. 4 mos. MEDICAL SECRETARY, approx. 7 mos.

Those with previous training and/or experience who wish to upgrade their skills in a specific area may register for specific courses.

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 and Math Assessment before entry.

### ENTRY LIMITED TO SPECIFIC DATES

Fall Semester - Sept.

Winter Semester - Jan.

### FEES - PAYABLE BY SEMESTER

\$24.50 per week Full Time

TIME: - 8:45 a.m. - 3:15 p.m.

### ADMISSION REQUIREMENTS

ENTRY LEVEL PROGRAMS - Grade 10 or G.E.D. or English 030 and Math 030 or 031.

Students lacking the formal pre-requisites who have business experience may be admitted to the program if they can demonstrate mastery of equivalent knowledge and skills. Please contact the College for further information.

Program course descriptions available upon request at the College office.

INSTRUCTOR: Hilda Capak

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

Provincial Instructors' Diploma

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## BUSINESS ADMINISTRATION

### ACCOUNTING 150 - Fundamentals of Financial Accounting I

DATES: Tues. & Thurs., Oct. 6 - Nov. 26

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

PLACE: College Centre

FEE: \$97.50 plus texts

SESSIONS: 16

Concerned with basic methodology and logic; recording transactions and maintaining books of account for service and merchandising concerns;

preparation and interpretation of financial statements; recording; reconciling and valuating of cash, accounts receivable, inventory, plant and equipment.

### ADMISSION REQUIREMENTS:

Grade 12 graduation with Math 11, ABE Provincial Math 045 or GED with Math 040 or Math 031 (with a minimum B average). Class limit 20. Pre-registration by Sept. 24 is essential.

INSTRUCTOR: Larry Broadfoot



## CAREER/TECHNICAL/VOCATIONAL/TRADES

### COMPUTER COURSES

#### INTRODUCTION TO DOS - (1 Credit)

DATES: Mon. & Wed., Oct. 28 - Dec. 3  
TIME: 7:00 - 10:00 p.m.

PLACE: College Centre  
FEE: \$100.00 plus texts & discs

SESSIONS: 10  
Participants will learn the importance of DOS to the computer. You will use DOS commands to manage files both on floppies and hard drives. Class limit 10. Pre-registration by Oct. 16 is essential.  
INSTRUCTOR: Charlotte Gorley

#### WORDPERFECT 5.1 - Level 1, (1 Credit)

DATES: Mon. & Wed., Sept. 21 -  
Oct. 26

TIME: 7:00 - 10:00 p.m.  
PLACE: College Centre

FEE: \$100.00 plus texts & discs  
SESSIONS: 10

Participants will learn how to produce, design, revise and print documents. Special features such as merging, column layout, creating tables and outlines plus spellchecker will also be practised. Class limit 10. Pre-registration by Sept. 11 is essential.

INSTRUCTOR: Charlotte Gorley

#### LOTUS 1-2-3 - Basic - Non Credit

DATES: Tues. & Thurs., Oct.  
29 - Nov. 12

TIME: 7:00 - 10:00 p.m.  
PLACE: College Centre

FEE: \$55.00 plus discs  
SESSIONS: 5

The objective of this non-credit course will be to teach the trainee to understand spreadsheet concepts and uses and to operate LOTUS 1-2-3 at the introductory level, a working knowledge of DOS is essential. A non-credit NWCC certificate will be issued upon successful completion. Class limit 10. Pre-registration by Oct. 16 is essential.

INSTRUCTOR: Laurel Hutton

#### PRINTMASTER PLUS - Non Credit

DATES: Thurs. & Tues., Oct. 22-27  
TIME: 7:00 - 9:00 p.m.

PLACE: College Centre  
FEE: \$55.00 plus discs

SESSIONS: 2  
INSTRUCTOR: Laurel Hutton

#### PRINTMASTER PLUS - Non Credit

DATES: Thurs. & Sat., Nov. 5 - 7  
TIME: Thurs. 1:00 - 3:00 p.m.

Sat. 9:00 - 11:00 a.m.  
PLACE: College Centre

FEE: \$55.00 plus discs  
SESSIONS: 2

Participants will learn how to make posters, banners, cards, calendars and stationery using any of 10 fonts, 11 borders and over 120 graphics. A non-credit NWCC certificate will be issued upon successful completion. Class limit 6. Pre-registration two weeks prior to course start date is essential.

INSTRUCTOR: Charlotte Gorley

#### WORD FOR WINDOWS - Non Credit

DATES: Tues. & Sat., Oct. 6 - 17  
TIME: Tues. 7:00 - 10:00 p.m.

Sat. 9:00 a.m. - 4:00 p.m.  
PLACE: College Centre

FEE: \$100.00 plus text & discs  
SESSIONS: 4

Students will learn wordprocessor installation and file organization, creating documents, using the WYSIWYG (what you see is what you get) and the Windows interface as well as menu functions, combining text graphics, images and data in a single document and automating job routines. Competent typing skills are an asset. This would be an ideal course for a participant who is proficient in other Word Processor software and wishes to convert to Microsoft Word. A non-credit NWCC certificate will be issued upon successful completion. Class limit 6. Pre-registration by Sept. 25 is essential.

INSTRUCTOR: Claire Morel

## CAREER/TECHNICAL/VOCATIONAL/TRADES

#### WORDPERFECT 5.1 - Non Credit

DATES: Tues. & Thurs., Oct. 6 - 20

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

PLACE: College Centre

FEE: \$55.00 plus discs

SESSION: 5

INSTRUCTOR: Laurel Hutton

#### WORDPERFECT 5.1 - Non Credit

DATES: Tues. & Thurs., Oct. 20 -  
Nov. 3

TIME: 1:00 - 4:00 p.m.

PLACE: College Centre

FEE: \$55.00 plus discs

SESSIONS: 5

INSTRUCTOR: Charlotte Gorley

Learn the basics of the WordPerfect word processing program. This introduction will cover; loading and exiting the Wordperfect program, using the function keys, creating, saving and retrieving a document, editing features, printing, spell-checking, combining files, moving text, and document formatting. Working knowledge of DOS is essential and familiarity of another word processing program would be an asset. A non-credit NWCC certificate will be issued on successful completion. Class limit 10. Pre-registration two weeks prior to start date is essential.

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#### FBDB BOOKKEEPING FOR SMALL BUSINESS

DATES: Mon. & Wed., Sept. 21-  
Oct. 28

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

PLACE: College Centre

FEE: \$95.00 plus text

SESSIONS: 10

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 Sept. 14 is essential.

INSTRUCTOR: Susan Leuenberger

#### CASHIER TRAINING

DATES: Tues. Wed. Thurs. Sept., 29 -  
Oct. 1

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

PLACE: College Centre

FEE: \$50.00

SESSIONS: 3

Participants will learn touch cashiering on electronic cash registers. Some of the topics covered will include making change, foreign currency exchange, customer relations, the difficult customer, cash shortages, hold ups and security. Math skills an asset. Minimum grade 10. A non-credit NWCC certificate will be issued upon successful completion. Class limit 9. Pre-registration by Sept. 18 is essential.

INSTRUCTOR: Warene Helgerson

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#### EFFECTIVE COMMUNICATIONS

DATES: Fri., Sept. 18

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

PLACE: College Centre

FEE: \$55.00

SESSIONS: 1

This six-hour hands-on workshop is designed to improve your skills in the basics of spoken and written communications. You will learn how communication takes place, how to identify and correct trouble spots in your communication circles, and how

to provide for effective feedback. An emphasis will be placed on giving instructions and training people. Suitable for employers, employees, managers, trainers, community board members, and anyone involved in communicating. Class limit 15. Pre-registration by Sept. 11 is essential.

INSTRUCTOR: Sheila Peters  
Creekstone Communications



## CAREER/TECHNICAL/VOCATIONAL/TRADES

### FIRST AID

#### FIRST AID - INDUSTRIAL

DATES: Mon. Wed. & Sat., Oct. 12-  
Nov. 14

TIME: Mon.-Wed., 6:30 - 10:30 p.m.  
Sat., 8 a.m. - 5 p.m.

PLACE: Northwest First Aid  
Training Centre

FEE: \$495.00 plus masks

SESSIONS: 15

Participants will learn theory and practical skills of Basic Life Support. It will include one and two-man CPR, obstructed airway management, rescue breathing, haemorrhage 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 WCB exam, and must supply their own pocket resuscitation mask. Masks may be purchased from the College when registering. Class limit 18. Pre-registration by Oct. 2 is

essential.

INSTRUCTOR: Roger Cloutier

#### FIRST AID - SURVIVAL

DATES: Sat., Nov. 21

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

PLACE: Northwest First Aid  
Training Centre

FEE: \$60.00

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 a 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 Nov. 6 is essential.

INSTRUCTOR: Roger Cloutier  
Northwest First Aid  
Training Agency

\*\*\*\*\*

### LRC "Your College Library"

LEARNING RESOURCE CENTER - 5331 McConnell Ave., Terrace, B.C. V8G 4C2

26,000 Books  
Over 400 periodicals  
Online Catalogue

1,500 Videos  
Interlibrary Loans  
Professional Librarians

Archives  
AV

If you have a question, the LRC can provide you with the answers.

CALL US --- 635-6511 (ext. 256) FAX US --- 635-3511 (Attn. Library)

ACCESS US BY COMPUTER --- Datapac Address: 6510028, User Name? NWCAT

Visit Us --- All residents of the Northwest are encouraged to become members of the LRC - at no charge.

For further information or to access the LRC by computer, contact the Houston College Centre located at 3411 10th Street.

## CAREER/TECHNICAL/VOCATIONAL/TRADES

#### AIRBRAKES 1

DATES: Mon.-Sat., Sept. 14-19

TIME: Mon.-Fri., 6:30-10:30 p.m.  
Sat., 9:00 a.m. - 5:00 p.m.

PLACE: College Centre

FEE: \$125.00

SESSIONS: 6

#### AIRBRAKES 2

DATES: Mon.-Sat., Nov. 9-14

TIME: Mon.-Fri., 6:30-10:30 p.m.  
Sat. 9:00 a.m. - 5:00 p.m.

PLACE: College Centre

FEE: \$125.00

SESSIONS: 6

Drivers are prepared for a written and practical test on the operation and maintenance of airbrake systems for either on-highway or off-highway vehicles. Participants will be given proof of course attendance and practical examination by the instructor. The Motor Vehicle Branch written test must be taken within 30 days of course completion. Although there is no age restriction to obtain an Air Brakes endorsement, individuals must be at least 16 years of age to obtain a Class 5 drivers licence, 18 to obtain a Class 3 licence and 19 to obtain a Class 1 or 4 licence. Class limit 15. Pre-registration two weeks before course start date is essential.

#### DEFENSIVE DRIVING

DATES: Sat., Oct. 17

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

PLACE: College Centre

FEE: \$40.00

A must for teenagers and all those about to apply for their first license, 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 16. Pre-registration by Oct. 6 is essential.

DRIVER TRAINING - Class I, Beginners  
& Intermediate

DATES: May 18 - Dec. 31

TIME: By Appointment

PLACE: Houston

FEE: \$1,275.00 for 10 lessons,  
\$675.00 for 5 lessons,  
includes theory

\$125.00 per additional lesson

This course includes ten practical driving lessons, each lesson is two hours long. Theory relating to driving a Class I vehicle will be presented according to the needs of each participant. Beginners must take all ten driving lessons. An individual with proof of 150 hours of driving a Class 1 vehicle must register for a minimum of five lessons. Evaluation of driving skills will take place as lessons progress.

STUDENTS MUST REGISTER AT THE COLLEGE

#### PREREQUISITES:

Valid B.C. Drivers License

Class 1 Learners License

Airbrakes Certification

Minimum Age - 19

DRIVER TRAINING - Class 3, Beginners  
& Intermediate

DATES: May 18 - Dec. 31

TIMES: By appointment

PLACE: Houston

FEE: \$700.00 for six lessons

\$350.00 for three lessons

includes theory.

\$125.00 per additional lesson

This course includes twelve hours of practical driving lessons. Each lesson is two hours long. Theory relating to driving a Class 3 vehicle will be presented according to the needs of each participant. Beginners must take all six driving lessons. Individuals with proof of a minimum 75 hours driving a Class 3 vehicle must register for a minimum of three lessons. Evaluation of driving skills will take place as lessons progress.

STUDENTS MUST REGISTER AT THE COLLEGE.

#### PREREQUISITES:

Valid B.C. Drivers License

Class 3 Learners License

Airbrakes Certification

Minimum Age - 18

INSTRUCTOR: Judy Daye  
Bulkley Valley Driving  
School



## CAREER/TECHNICAL/VOCATIONAL/TRADES

### DRIVER'S TRAINING - Class 4

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

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

PLACE: Houston

FEE: \$30.00 per lesson

SESSIONS: 1 - 10

Lessons will cover the same outline as Class 5. A Class 4 driver's license enables you to drive the following:

a) Restricted: All vehicles in Class 5 plus taxi, ambulance and handicapped van.

b) Unrestricted: All vehicles in Class 5 plus taxi, ambulance, handicapped van and bus up to 24 passengers. Minimum age 19.

**STUDENTS MUST REGISTER AT THE COLLEGE.**

### DRIVER TRAINING - Class 5

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

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

PLACE: Houston

FEE: \$30.00 per lesson

SESSIONS: 1 - 10

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

## LEARNING OPPORTUNITIES

(NON-CREDIT)

### CAMCORDER BASICS (Video Cameras)

DATES: Sat., Nov. 14

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

PLACE: College Centre

FEE: \$35.00

SESSIONS: 1

The camcorder is rapidly becoming the medium of choice for recording vacations, family events and our general surroundings. This six hour workshop will assist the beginner to get the most from their video equipment. Some of the topics covered will be:

- Understanding the knobs and dials.
- Creative use of the zoom for things other than making everyone seasick.
- Understanding the sound track.
- Simple lighting skills.
- The editing process.

**Class limit 12. Pre-registration by Oct. 30 is essential.**

INSTRUCTOR: Myron Kozak

### CREATIVE PHOTOGRAPHY - 35mm

DATES: Thurs. & Sat., Oct. 8-15

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

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

PLACE: College Centre

FEE: \$45.00

SESSIONS: 3

First, a review of camera basics followed by facts and tips on exposure and lighting. In addition, we will discuss composition and colour - the "art of seeing". Then, off on a field trip for the real thing - recording the beautiful colours of Fall on film. Bring camera, film and manuals to class. Field trip Sat., the 10th. **Class limit 12. Pre-registration by Sept. 25 is essential.**

INSTRUCTOR: Myron Kozak

## LEARNING OPPORTUNITIES

(NON-CREDIT)

### BASKET WEAVING - Beginners

DATES: Sat. Sept. 26 - Nov. 14

TIME: Sept. 26 9:00 a.m. - 12:00 noon

Oct. 3 - Nov. 14 9:00 - 11:00 a.m.

PLACE: College Centre

FEE: \$35.00

SESSIONS: 8

"101 ideas for Basket Weaving"

Participants will learn the art of basket weaving using a variety of materials. The instructor will display some of her hand crafted baskets made from "everyday available sources". As the first session will include a field trip to gather materials, bring scissors, elastic bands and a plastic bag.

**Class limit 15. Pre-registration by Sept. 11 is essential.**

INSTRUCTOR: Sophia Ebermann

### C.O.R.E. - Home Study

DATES: Wed., Sept. 9 & Oct. 14

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

PLACE: College Centre

FEE: \$21.50 plus text

If you can answer yes to the following criteria, you are eligible to study for the CORE tests independently:

- experience in hunting
- familiar with the outdoors
- familiarity with firearms
- 1st aid training (preferably)
- minimum age 10 years

The instructor will provide an orientation session Sept. 9, before your period of home study. You will then be able to join the regular class for the tests on Oct. 14.

INSTRUCTOR: Sonny Perkinson

## MEMO

**CLASSES FILL EARLY - paid registrations are accepted on a first come basis.**

**REGISTER EARLY!**

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## LEARNING OPPORTUNITIES

(NON-CREDIT)

### HOW TO TALK SO KIDS WILL LISTEN A COMMUNICATION WORKSHOP

DATES: Mon., Sept. 14 - Oct. 19

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

PLACE: Houston Community Services

FEE: NIL

SESSIONS: 6

A basic communication skills workshop for parents of children or those who work with children of any age especially elementary, kindergarten or pre-school. You will learn to -

- 1) listen and understand
- 2) engage co-operation of children without nagging
- 3) how you and your child can deal with feelings
- 4) help your child feel good about him/herself

Class limit 16. Pre-registration by Sept. 7 is essential.

FACILITATOR: Jackie McMartin  
Houston Community  
Services

### REFLEXOLOGY - Introductory

DATES: Wed., Sept. 23

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

PLACE: College Centre

FEE: \$25.75

SESSIONS: 1

For thousands of years people in the Orient have recognized that the feet offer a unique way of reflexly affecting other parts of the body through the Meridian system. As a hands-on course, enrol with a friend so you can work on each other both during and after the workshop. Class limit 16. Pre-registration by Sept. 11 is essential.

INSTRUCTOR: Barry Blix

## EMILY CARR COLLEGE OF ART & DESIGN OUTREACH PROGRAMS

### DRAWING - Winter 1993

DATES: Sat. & Sun., Feb. 27 & 28

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

PLACE: College Centre

FEE: \$64.20 plus supplies

SESSIONS: 2

For all experience levels. By experimenting with a variety of materials and mark-making techniques, participants will expand their knowledge and rendering skills using imagined subjects and everyday objects. The use of line, form, shape, mass, colour, tone, movement and perspective will be explored. Class limit 16. Pre-registration by Feb. 12, 1993 is essential.

INSTRUCTOR: Marcus Bowcott

Emily Carr College

Marcus Bowcott graduated from the Ontario College of Art and received a Master of Art in 1984 from the Royal College of Art, London, England. His work has been exhibited and collected in Canada, the United States and Britain. For Emily Carr College of Art and Design, he has taught in the Outreach Program, the Summer Institute, Foundation in Prince George and has tutored telecourses.

### POTTERY - RAKU WORKSHOP ON FIRING AND GLAZING

DATES: Sat. & Sun. Oct., 17 & 18

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

PLACE: First Driveway Left on  
McKilligan Road

FEE: \$64.20 plus supplies

SESSIONS: 2

The focus of this workshop is on making pottery utilizing handbuilding techniques. Introduction to pinching, coiling and paddling with the aid of humpmolds and pukis, techniques of decoration with application of coloured slip, and burnishing surfaces with a stone. You will be encouraged to participate in the building and firing of a sawdust fire kiln. Class limit 16. Pre-registration by Oct. 2 is essential.

INSTRUCTOR: Laura Wee Lay Laq

Emily Carr College

Laura Wee Lay Laq majored in fine arts at Douglas College, attended the Vancouver School of Art, graduating with honours in 1977, and studied Northwest Coast design and carving for two years. Laura has taught her method of handbuilt, burnished and sawdust fired pottery for seventeen years.

## LEARNING OPPORTUNITIES

(NON-CREDIT)

### POTTERY - RAKU WORKSHOP

DATES: Sat., Sept. 26

TIME: 9:00 a.m. - 2:00 p.m.

PLACE: First Driveway Left on  
McKilligan Road

FEE: \$20.00 plus clay & firing

SESSIONS: 1

This workshop will cover a review in Raku process and construction of simple Raku forms. Clay available from the Instructor. Bring a bag lunch. Class limits 15. Pre-registration by Sept. 11 is essential.

INSTRUCTOR: Deborah Turner

### SPANISH -Beginners

DATES: Tues. & Thurs., Sept. 29 -  
Dec. 3

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

PLACE: College Centre

FEE: \$65.00

SESSIONS: 20

### BIENVENIDO A LA ALEGRIA Y ENCANTO DEL IDIOMA ESPANOL!

Do you wish to acquire enough knowledge of Spanish to meet your needs as a tourist or business traveler? We have the course for you. This course is for beginners, as well as for those wishing to enrich their learning in another language. Lessons will cover an introduction to the Spanish language plus much more. Class limit 9. Pre-registration by Sept. 18 is essential.

INSTRUCTOR: Violeta Schwartz

### SIBLINGS WITHOUT RIVALRY

DATES: Mon., Oct. 26 - Nov. 23

TIMES: 7:30 - 9:30 p.m.

PLACE: Houston Community  
Services

FEE: NIL

SESSIONS: 5

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 roles

-making peace with the past

For parents or anyone dealing with children of all ages. Class limit 16. Pre-registration by Oct. 19 is essential.

FACILITATOR: Jackie McMartin  
Houston Community  
Services

### SYSTEMATIC TRAINING FOR EFFECTIVE PARENTING (S.T.E.P.)

DATES: Wed., Sept. 30 - Dec. 2

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

PLACE: Houston Community  
Services

FEE: NIL

SESSIONS: 10

Encourage mutual respect between parent and child. Learn effective enjoyable ways to relate to children. Co-operation - Responsibility - Self Reliance

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

FACILITATOR: Sandra Blair  
Houston Community  
Services

**CLASSES FILL EARLY** - paid registrations are accepted on a first come basis.

## REGISTRATION HOURS

Monday - Friday \*\*\*\*\* 8:00 a.m. - 4:00 p.m.

**SAVE THIS BOOKLET**

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# LEARNING OPPORTUNITIES

(NON-CREDIT)

## PEOPLES' LAW SCHOOL

### BUYING AND SELLING A HOME

DATES: Fri., Dec. 4  
TIME: 12:30 - 2:30 p.m.  
PLACE: College Centre  
FEE: NIL

This class will help you determine what to look for when you buy a house and how to decide whether to sell your own home or use the services of a real estate agent. Included in the discussion are the roles of the real estate agent, lawyer and the Notary public; the types of home ownership; the interim agreement; title searching; the steps in a conveyance; agreement of sale and the transfer of property. Class limit 20. Pre-registration by Nov. 20 is essential.

### EMPLOYEES' RIGHTS

DATES: Fri., Oct. 23  
TIME: 12:30 - 2:30 p.m.  
PLACE: College Centre  
FEE: NIL

This class provides answers to questions regarding your rights as an employee as outlined in the Employment Standards Act of British Columbia;. Topics to be discussed will be minimum pay, hours of work, overtime, maternity leave, holidays, working conditions, termination of work and filing a complaint. Class limit 20. Pre-registration by Oct. 9 is essential.

### STARTING A SMALL BUSINESS

DATES: Fri., Nov. 20  
TIME: 12:30 - 2:30 p.m.  
PLACE: College Centre  
FEE: NIL

You have a great business idea! Now you need to know the legal steps involved to register or incorporate a small business. This session presents the pros and cons of various business structures, guidelines for obtaining capital; aspects of purchasing an existing business, the role of the lawyer/notary public and resource services available for small businesses. Class limit 20. Pre-registration by Nov. 6 is essential.

### SEXUAL HARASSMENT IN THE WORKPLACE

DATES: Fri., Oct. 23  
TIME: 12:30 - 2:30 p.m.  
PLACE: College Centre  
FEE: NIL

This law class will cover the history of, as well as the current issues involved in, sexual harassment in the workplace. The instructor will discuss what constitutes harassment; the Human Rights Act of B.C.; other legislation and policies relevant to sexual harassment; what you can do if you feel you've been harassed and how to file a complaint. Class limit 20. Pre-registration by Oct. 9 is essential.

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### CHECK OUT THESE NEW COURSES:

- \* Accounting 150
- \* Day Time Computer Courses
- \* Cashier Training
- \* Classes 1 & 3 Driver Training
- \* Photography

- \* Basket Weaving
- \* Planning a Career Change
- \* CORE - Home Study
- \* Spanish
- \* Employee Rights.

### REGISTRATION HOURS

Monday - Friday - 8:00 a.m. - 4:00 p.m.

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

Phone Number	Organization Name	Phone Number	Organization Name
845-5891	B.V. Heritage Museum Society	845-2639	Warner Jarvis Steelhead Society
845-2277	Reta Venetta Houston Association for the Handicapped	845-2132	Arnold Amanson Senior Citizens Association
847-5891	Gordon King	692-7400	Glenn Gallowan Lakes District Kennel Club
845-5408	Bill Dieleman Houston Farmers Association	845-2466	Blanca Smith Ladies Bridge Club
845-3484	Dennis Manahan Houston Community Services	845-2662	Virginia Kraft Junior Forest Garden Club
845-7291	Tyla Neilson Learning Disabilities of BC	845-7050	Lynn Florey Houston Playgroup
845-7658	Alison Ludditt Mary Vike Toast Masters	845-2338	Adrian Neuwissen Houston Flying Club
845-7362	Teena Against Drunk Driving (T.A.D.D.)	845-3122	Susan Leuenberger CTR Guides & Brownies
845-6200	Shirley Hamblin Volunteer Tutoring	845-2830	Jocelyn Bell 4-H Club (Topley Beef)
845-4413	Mary Vike	845-7268	Dev O'Brien 4-H Club (Houston Fantom Farmers)
845-2210	Sandi Merriman Houston Minor Hockey	845-7881	Dave Smedley BVRD Radio Controllers
845-2913	Houston Hotshots Ringette	845-7499	Gerry Comparrilli Buck Creek Spinners and Weavers Guild
845-3108	Houston Golf and Country Club	845-7088	Mayan Isidoro Boy Scouts, Beavers, Cubs & Ventures
845-2507	Wayne Grange Houston Figure Skating Club		
845-2798	Al Weine Commercial Hockey		
845-7693	Andre Paquin Bowling		
845-2534	Colleen Kittinger Bits & Spurs Saddle Club		
845-7369	Carol Darling Badminton		
845-2798	Houston & District Curling Club		
845-7765	Todd Burgess Houston Boys Baseball		
845-2507	Wayne Grange Houston Figure Skating Club		
845-2913	Houston Hotshots Ringette		
845-2210	Sandi Merriman Houston Minor Hockey		
696-3624	Sandy Anaka Houston Minor Softball		
845-2719	Plaine Hamblin Houston Ladies Ringette		
845-7767	Suzie Szidlik Houston Ropers Association		
845-2830	Jocelyn Bell Houston Saddle Club		
845-2694	Susan Stringfellow Houston Slowpitch - Mixed		
845-2592	Jim Highsted Houston Slowpitch Mens		
845-3105	Ceri Siemens Houston Slowpitch Mens		
845-3005	Mathew Monkman Houston Snowmobile Club		
845-2317	Lee Austin Houston Soccer Club		
845-3583	Paul Doyle Interior Pony Racing Association		
845-3185	Bernie Moore Jack Rabbit Ski		
845-2550	Dee McKee Morrice Mountain Nordic Cross Country Club		
845-7030	Frank McDonald Old Timers Hockey		
845-2662	Klaus Kraft Pleasant Valley Rodeo Association		
845-2830	Jocelyn Bell Tae Kwon Do		
845-7817	Debbie Stewart Willow Grove Golf & Country Club		
845-3370	Bill Egan		

### SPORTS

### COMMUNITY CONTACTS