

# NORTHWEST

**computer learning center**

*The Professional's Choice since 1983*



*Locally Owned & Operated*

2659 Commercial Street. SE, Suite 210 Salem, OR 97302

**Phone: 503-362-4818 Fax: 503-362-0396**

**info@nwclc.com**

**www.nwclc.com**



## **CLASS SCHEDULE JANUARY - JULY 2012**

- **ONE PERSON PER COMPUTER**
- **HANDS-ON LEARNING**
- **GREAT TRAINERS**
- **CONSISTENT QUALITY**
- **SMALL CLASSES**
- **100% GUARANTEE**

# **COMPUTER TRAINING**

**More Classes in Salem Than Any Other Training Company!**

# NORTHWEST

computer learning center

2659 Commercial Street SE, Suite 210 Salem, Oregon 97302

Phone: (503) 362-4818  
Fax: (503) 362-0396  
E-mail: info@nwclc.com  
Web site: www.nwclc.com

## Schedule at a Glance January - July 2012

For Course Descriptions visit us at  
www.nwclc.com

### Microsoft Access

**Access 2010/2007 Level I**  
**2-Days 9am-4pm \$399**  
Jan 5-6 Th-F  
Feb 15-16 W-Th  
Apr 3-4 Tu-W  
May 10-11 Th-F  
Jun 4-5 M-Tu  
Jul 11-12 W-Th

**Access 2010/2007 Level II**  
**2-Days 9am-4pm \$399**  
Jan 12-13 Th-F  
Feb 28-29 Tu-W  
Apr 16-17 M-Tu  
May 23-24 W-Th  
Jun 18-19 M-Tu  
Jul 24-25 Tu-W

**Access Queries**  
**1-Day 9am-4pm \$199**  
Feb 2 Thu  
Mar 13 Tue  
Apr 25 Wed  
Jun 14 Thu  
Jul 30 Mon

**Access Reports**  
**1-Day 9am-4pm \$199**  
Feb 3 Fri  
Mar 14 Wed  
Apr 26 Thu  
Jun 15 Fri  
Jul 31 Tue

**Access 2003 Level I**  
**2-Days 9am-4pm \$399**  
Feb 7-8 Tu-W  
Apr 9-10 M-Tu  
Jun 12-13 Tu-W

**Access 2003 Level II**  
**2-Days 9am-4pm \$399**  
Feb 23-24 Th-F  
Apr 18-19 W-Th  
Jun 21-22 Th-F

### Adobe Acrobat

**Acrobat Pro Level I**  
**1-Day 9am-4pm \$225**  
Jan 26 Thu  
Mar 6 Tue  
Apr 16 Mon  
Jun 6 Wed  
Jul 9 Mon

**Acrobat Pro Level II**  
**1-Day 9am-4pm \$225**  
Jan 27 Fri  
Mar 7 Wed  
Apr 17 Tue  
Jun 7 Thu  
Jul 10 Tue

### Adobe Captivate

**Captivate 5.5 Level I**  
**1-Day 9am-4pm \$225**  
Feb 6 Mon  
Mar 1 Thu  
Apr 18 Wed  
May 30 Wed  
Jul 12 Thu

**Captivate 5.5 Level II**  
**1-Day 9am-4pm \$225**  
Feb 7 Tue  
Mar 2 Fri  
Apr 19 Thu  
May 31 Thu  
Jul 13 Fri

### Crystal Reports

**Level I**  
**1-Day 9am-4pm \$225**  
Jan 18 Wed  
Feb 23 Thu  
Apr 4 Wed  
May 15 Tue  
Jun 28 Thu

**Level II**  
**1-Day 9am-4pm \$225**  
Jan 19 Thu  
Feb 24 Fri  
Apr 5 Thu  
May 16 Wed  
Jun 29 Fri

### Dreamweaver

**Level I**  
**1-Day 9am-4pm \$225**  
Feb 6 Mon  
Mar 28 Wed  
May 15 Tue  
Jul 2 Mon

**Level II**  
**1-Day 9am-4pm \$225**  
Feb 7 Tue  
Mar 29 Thu  
May 16 Wed  
Jul 3 Tue

### Microsoft Excel

**Excel 2010/2007 Level I**  
**1-Day 9am-4pm \$199**  
Jan 4 Wed  
Jan 30 Mon  
Feb 21 Tue  
Mar 15 Thu  
Apr 11 Wed  
May 1 Tue  
May 21 Mon  
Jun 14 Thu  
Jun 25 Mon  
Jul 19 Thu

**Excel 2010/2007 Level II**  
**1-Day 9am-4pm \$199**  
Jan 5 Thu  
Jan 31 Tue  
Feb 22 Wed  
Mar 16 Fri  
Apr 12 Thu  
May 2 Wed  
May 22 Tue  
Jun 15 Fri  
Jun 26 Tue  
Jul 20 Fri

**Excel 2010 Level III**  
**1-Day 9am-4pm \$199**  
Feb 1 Wed  
Mar 22 Thu  
Apr 13 Fri  
May 17 Thu  
Jun 27 Wed  
Jul 31 Tue

### Microsoft Excel

**Excel 2007 Level III**  
**1-Day 9am-4pm \$199**  
Feb 3 Fri  
Mar 21 Wed  
Apr 13 Fri  
May 17 Thu  
Jun 29 Fri  
Jul 30 Mon

**Excel 2010/2007 Level IV (Macros)**  
**1-Day 9am-4pm \$225**  
Feb 9 Thu  
Mar 27 Tue  
Apr 20 Fri  
May 18 Fri  
Jul 16 Mon

**Excel 2003 Level I**  
**1-Day 9am-4pm \$199**  
Jan 18 Wed  
Mar 1 Thu  
Apr 25 Wed  
Jun 5 Tue

**Excel 2003 Level II**  
**1-Day 9am-4pm \$199**  
Jan 19 Thu  
Mar 2 Fri  
Apr 26 Thu  
Jun 6 Wed

**Excel 2003 Level III**  
**1-Day 9am-4pm \$199**  
Jan 20 Fri  
Mar 7 Wed  
Apr 27 Fri  
Jun 7 Thu

**Excel 2003 Level IV (Macros)**  
**1-Day 9am-4pm \$225**  
Feb 9 Thu  
Mar 27 Tue  
May 18 Fri  
Jul 2 Mon

### FileMaker Pro

**Level I**  
**1-Day 9am-4pm \$225**  
Jan 24 Tue  
Mar 8 Thu  
May 2 Wed  
Jun 20 Wed

**Level II**  
**1-Day 9am-4pm \$225**  
Jan 25 Wed  
Mar 9 Fri  
May 3 Thu  
Jun 21 Thu

### HTML (Web Design)

**HTML Level I**  
**1-Day 9am-4pm \$199**  
Jan 25 Wed  
Mar 15 Thu  
Apr 23 Mon  
Jun 5 Tue  
Jul 26 Thu

**HTML Level II**  
**1-Day 9am-4pm \$199**  
Jan 26 Thu  
Mar 16 Fri  
Apr 24 Tue  
Jun 6 Wed  
Jul 27 Fri

### Adobe Illustrator

**Level I**  
**1-Day 9am-4pm \$225**  
Feb 15 Wed  
Apr 23 Mon  
Jul 5 Thu

**Level II**  
**1-Day 9am-4pm \$225**  
Feb 16 Thu  
Apr 24 Tue  
Jul 6 Fri

### Adobe InDesign

**Level I**  
**2-Days 9am-4pm \$450**  
Feb 1-2 W-Th  
Mar 22-23 Th-F  
May 7-8 M-Tu  
Jul 10-11 Tu-W

**Level II**  
**1-Day 9am-4pm \$225**  
Jan 17 Tue  
Feb 24 Fri  
Apr 10 Tue  
May 24 Thu  
Jul 27 Fri

### Microsoft InfoPath

**1-Day 9am-4pm \$225**  
Feb 17 Fri  
May 14 Mon  
Jul 18 Wed

### Microsoft Office 2010

**New Features**  
**1-Day 9am-4pm \$199**  
Jan 11 Wed  
Feb 17 Fri  
Mar 29 Thu  
Apr 23 Mon  
Jun 1 Fri

**Can't find a date that fits your schedule?**

**Do Saturdays or Evenings  
work better for your company?**

**Call to discuss arranging a class just for you.**

**We also offer classes in:**

**Act!**  
**FrontPage**  
**Quattro Pro**  
**WordPerfect**  
**Word Level IV**  
**Word Macros**  
**Older Versions of**  
**Microsoft Office**

**Saturday and Evening**  
**Classes available**

**Please call 503-362-4818 or**  
**email [info@nwclc.com](mailto:info@nwclc.com) for**  
**more information.**

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**Descriptions**  
**visit us at**  
**[www.nwclc.com](http://www.nwclc.com)**

**Microsoft OneNote**

**OneNote 2010**  
**1-Day 9am-4pm \$225**  
 Feb 2 Thu  
 Apr 27 Fri  
 Jun 11 Mon

**Microsoft Outlook**

**Outlook 2010**  
**Level I**  
**1-Day 9am-4pm \$199**  
 Jan 23 Mon  
 Feb 29 Wed  
 Apr 5 Thu  
 May 11 Fri  
 Jun 11 Mon  
 Jul 25 Wed

**Outlook 2010**  
**Level II**  
**1-Day 9am-4pm \$199**  
 Jan 24 Tue  
 Apr 6 Fri  
 Jun 12 Tue  
 Jul 26 Thu

**Outlook 2007**  
**Level I**  
**1-Day 9am-4pm \$199**  
 Jan 23 Mon  
 Mar 2 Fri  
 Apr 24 Tue  
 Jun 5 Tue  
 Jul 16 Mon

**Outlook 2007**  
**Level II**  
**1-Day 9am-4pm \$199**  
 Jan 24 Tue  
 Apr 25 Wed  
 Jun 6 Wed  
 Jul 17 Tue

**Outlook 2003**  
**Level I**  
**1-Day 9am-4pm \$199**  
 Feb 10 Fri  
 Apr 9 Mon  
 Jun 20 Wed

**Outlook 2003**  
**Level II**  
**1-Day 9am-4pm \$199**  
 Feb 16 Thu  
 Apr 20 Fri  
 Jun 21 Thu

**Adobe PageMaker**

**2-Days 9am-4pm \$450**  
 Feb 8-9 W-Th  
 May 24-25 Th-F

**Adobe Photoshop**

**Introduction**  
**2-Days 9am-4pm \$450**  
 Feb 9-10 Th-F  
 Apr 2-3 M-Tu  
 Jun 19-20 Tu-W

**Microsoft PowerPoint**

**PowerPoint 2010/2007**  
**Level I**  
**1-Day 9am-4pm \$199**  
 Jan 5 Thu  
 Feb 13 Mon  
 Mar 30 Fri  
 May 9 Wed  
 Jun 13 Wed  
 Jul 23 Mon

**PowerPoint 2010/2007**  
**Level II**  
**1-Day 9am-4pm \$199**  
 Jan 6 Fri  
 Feb 14 Tue  
 May 10 Thu  
 Jul 24 Tue

**PowerPoint 2003**  
**Level I**  
**1-Day 9am-4pm \$199**  
 Jan 30 Mon  
 Mar 7 Wed  
 May 3 Thu

**PowerPoint 2003**  
**Level II**  
**1-Day 9am-4pm \$199**  
 Jan 31 Tue  
 Mar 8 Thu  
 May 4 Fri

**Microsoft Project**

**Project 2010**  
**Introduction**  
**2-Days 9am-4pm \$450**  
 Feb 13-14 M-Tu  
 Mar 27-28 Tu-W  
 May 8-9 Tu-W  
 Jun 27-28 W-Th

**Project 2007/2003**

**Introduction**  
**2-Days 9am-4pm \$450**  
 Jan 25-26 W-Th  
 Mar 12-13 M-Tu  
 May 3-4 Th-F  
 Jun 19-20 Tu-W

**Microsoft Publisher**

**Publisher 2010**  
**Level I**  
**1-Day 9am-4pm \$199**  
 Jan 12 Thu  
 Feb 27 Mon  
 Apr 10 Tue  
 May 29 Tue  
 Jul 5 Thu

**Publisher 2010**  
**Level II**  
**1-Day 9am-4pm \$199**  
 Jan 13 Fri  
 Feb 28 Tue  
 Apr 11 Wed  
 Jul 6 Fri

**Publisher 2007/2003**  
**Level I**  
**1-Day 9am-4pm \$199**  
 Jan 17 Tue  
 Mar 8 Thu  
 Apr 30 Mon  
 Jun 13 Wed

**Publisher 2007/2003**  
**Level II**  
**1-Day 9am-4pm \$199**  
 Jan 18 Wed  
 Mar 9 Fri  
 Jun 14 Thu

**QuickBooks**

**Introduction**  
**2-Days 9am-4pm \$450**  
 Jan 19-20 Th-F  
 Mar 5-6 M-Tu  
 Apr 24-25 Tu-W  
 Jun 7-8 Th-F  
 Jul 23-24 M-Tu

**Level II**  
**1-Days 9am-4pm \$225**  
 Jan 27 Fri  
 Mar 20 Tue  
 Apr 30 Mon  
 Jun 12 Tue  
 Jul 30 Mon

**Microsoft Visio**

**Visio 2010 Level I**  
**1-Day 9am-4pm \$225**  
 Jan 20 Fri  
 Feb 23 Thu  
 Apr 2 Mon  
 May 16 Wed  
 Jul 3 Tue

**Visio 2010 Level II**  
**1-Day 9am-4pm \$225**  
 Please call to schedule

**Visio 2007 Level I**  
**1-Day 9am-4pm \$225**  
 Jan 24 Tue  
 Mar 14 Wed  
 May 18 Fri  
 Jul 5 Thu

**Visio 2007 Level II**  
 Please call to schedule

**1-Day 9am-4pm \$225**  
**Visio 2003**  
**1-Day 9am-4pm \$225**  
 Jan 24 Tue  
 Mar 14 Wed  
 May 18 Fri

**Microsoft Windows**

**Windows 7**  
**Level I**  
**1-Day 9am-4pm \$199**  
 Jan 27 Fri  
 Mar 1 Thu  
 Apr 9 Mon  
 May 25 Fri  
 Jul 17 Tue

**Windows XP**  
**Level I**  
**1-Day 9am-4pm \$199**  
 Jan 9 Mon  
 Please call for additional dates

**Windows 7 or XP**  
**Level II**  
 Please call to schedule

**Microsoft Word**

**Word 2010/2007**  
**Level I**  
**1-Day 9am-4pm \$199**  
 Jan 9 Mon  
 Feb 8 Wed  
 Mar 20 Tue  
 Apr 18 Wed  
 May 29 Tue  
 Jun 21 Thu  
 Jul 17 Tue

**Word 2010/2007**  
**Level II**  
**1-Day 9am-4pm \$199**  
 Jan 10 Tue  
 Feb 9 Thu  
 Mar 21 Wed  
 Apr 19 Thu  
 May 30 Wed  
 Jun 22 Fri  
 Jul 18 Wed

**Word 2010/2007**  
**Level III**  
**1-Day 9am-4pm \$199**  
 Jan 11 Wed  
 Feb 10 Fri  
 Mar 22 Thu  
 Apr 20 Fri  
 May 31 Thu  
 Jul 19 Thu

**Word 2003**  
**Level I**  
**1-Day 9am-4pm \$199**  
 Jan 26 Thu  
 Mar 5 Mon  
 Apr 25 Wed

**Word 2003**  
**Level II**  
**1-Day 9am-4pm \$199**  
 Jan 27 Fri  
 Mar 6 Tue  
 Apr 26 Thu

**Word 2003**  
**Level III**  
**1-Day 9am-4pm \$199**  
 Jan 19 Thu  
 Mar 7 Wed  
 Apr 27 Fri

**If you don't see a date that fits your schedule, please give us a call.**

# NORTHWEST

computer learning center

The Professional's Choice since 1983 • Locally Owned & Operated



## Choose Northwest Computer Learning Center for Your Training Needs

- ◆ **Superior Trainers** - Our trainers consistently receive excellent evaluations from our students.
- ◆ **Guaranteed Training** - Refresher classes available at no additional cost.
- ◆ **FREE Technical Support** - If you have questions after your class, call us and one of our instructors will help you.
- ◆ **Locally owned and operated** - We offer more class sessions in Salem than other computer training company.
- ◆ **Microsoft Certified Partner** - for over 20 years
- ◆ **Private Consulting** - Private and group consultations available.
- ◆ **Flexible Scheduling** - if you don't see a class date that works for you, we'll find another one.
- ◆ **Customized Content** - We can customize any class to fit your needs and you save money.
- ◆ **Your Site or Ours**
- ◆ **Superior Customer Service** - Northwest Computer Learning Center has been in business since 1983. Most of our new clients come to us after a referral from a satisfied customer.

### Comments from our customers...

***"Instructor made everything so easy and I was comfortable in the class. What fun!"***

Denise Burkenbine, Computer Basics

***"Very accommodating with our questions. The instructor knew the program well and came back with new ideas/answers on day 2"***

Eric Smith, Microsoft Project

***"Excellent, positive, and relevant."***

Debbie Green, Excel Introduction

***"Very impressed!."***

Kellie Herrera, Access Introduction

***"You have made me feel welcome. I could not have asked for a better learning environment."***

Bob Irvin, Microsoft Office

***"Instructor was great and made learning fun. I can't wait to use my new skills. I will be back for more accelerated classes."***

Katie Lawrence, Microsoft Excel Introduction

***"Instructor was awesome! Full of enthusiasm and very attentive to our needs."***

Glenn Packard, Crystal Reports Introduction

***"I've had other classes and this one outdid them all."***

Ann Schwalbach, Microsoft Office

# Customized Training - Our Location or Yours

## BENEFITS OF CUSTOMIZED TRAINING:

Do you have a group of people who need computer training? *Northwest Computer Learning Center* can teach workshops on a contract basis at our facilities, at conference centers, or at your site.

Our courseware can be quickly customized to meet your specific needs. Contract training actually saves you money, and allows our trainers to give individual attention to all of your employees.



For a free, no-obligations estimate, contact us at:

***info@nwclc.com***

503-362-4818

◆ **Convenience**

More of your staff can attend because customized training can be scheduled at the most convenient time for you. We can shorten, lengthen, combine, or modify the workshop in any way you want.

◆ **On-Site Option**

Our trainers have conducted workshops throughout Oregon and Washington for over 28 years. We will gladly come to your facility for standard or customized class instruction.

◆ **Quality Courseware**

We can use either our own quality, in-house courseware, or the courseware of your choice.

◆ **Consulting**

If you have specific questions or skills that you need to acquire and don't need to take one of our courses, our trainers can build a program around your particular questions on a per hour basis.

◆ **Savings**

Save money on the cost of individual tuition, travel, and expenses. We can conduct training at times that do not interfere with your organization's most productive times.

### **Customized Training is a great value!**

**Save up to 40% off our open enrollment rates\*!**

*Customized training may be conducted at your location or ours. We will tailor the course to your specific needs at no additional charge. For each day of training in the Salem area\*\* your costs are:*

<b>Up to 3 students</b>	<b>\$649</b>
<b>Up to 6 students</b>	<b>\$949</b>
<b>Up to 8 students</b>	<b>\$1149</b>
<b>9-12 students</b>	<b>Add \$125 for each student</b>

*\*Above rates for most Microsoft Products.*

*\*\*Please call for rates in other locations*

## Directions to Our Training Center

**2659 Commercial St SE, Suite 210  
Salem, Oregon 97302 503-362-4818**

### From the North:

- Travel south on I-5 until you reach Exit 253.
- Go west on Mission Street until you reach Commercial Street.
- Turn south and continue on Commercial until you reach the Candalaria Terrace.
- Turn right on Culver Lane.
- The building will be on your left.

### From the South:

- Travel north on I-5 until you reach Exit 252.
- Go west on Kuebler Road until you reach Commercial Street.
- Turn North and continue on Commercial until you reach Candalaria Terrace.
- Turn left on Culver Lane.
- The building will be on your left.



**Please use the rear parking lot.**

## Class Information

### The Day of Class

Class begins at 9:00 a.m. Please plan on arriving a few minutes early to get checked in.

### Breaks and Lunch

You will have breaks during the day and an hour for lunch. We provide coffee, tea, and snacks. We do have a breakroom available with a refrigerator and microwave if you would like to bring your own lunch. We can also give you directions to several nearby restaurants.

### Course Manuals

To help you learn and retain new knowledge and new skills, *Northwest Computer Learning Center* will provide you with a comprehensive course manual for your use during and your reference after class. In our manuals there are explanations, step-by-step exercises, definitions, and many other features that create a valuable resource for you. The latest ideas from our teaching and development staff are incorporated continuously into our manuals. In addition, the constant feedback of our customers is invaluable in making our manual the best teaching material for learning PC applications. Our focus is on realistic, practical material you can apply on the job.

### Support After Class

If you have questions after class, call or email us. We will be happy to have one of our instructors contact you.

### Course Refresher

There is no additional cost to take the same class again. If you feel a refresher would benefit you, let us know so we can get you scheduled. Please bring your course manual back with you.

# Registration

## ◆ Early Registration Recommended

Our workshops fill up fast. Sign up today! Visa, MasterCard and Discover are accepted. Prices and policies are subject to change without notice. Northwest Computer Learning Center reserves the right to cancel or reschedule all workshops. Travel, hotel costs, and food are the responsibility of the students. No video or audio recording is allowed during workshops. Payment is due with registration.

## ◆ Class Placement

When you register, we will work with you to determine your appropriate skill level. If you know prior to the midpoint of any class that the curriculum does not match your knowledge or skill level, we will reschedule you for the correct class and apply your payment to the new course.

## ◆ Our Guarantee

If you feel you have not achieved the level of proficiency you expected, you can retake the class within 90 days at no additional cost. We also provide telephone and email support if you have questions.

## ◆ Cancellation Policy

Cancellations may be made by calling the registrar at (503) 362-4818. You will receive a 100% refund or credit if you cancel at least one week prior to the class. No refund will be issued or invoice cancelled if you cancel fewer than 7 days before the class. There is a \$35 registration fee to reschedule a workshop less than one week prior to class.

**Registration Form** - you may also register online at [www.nwclc.com/registration.html](http://www.nwclc.com/registration.html)

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2659 Commercial Street SE, Suite 210, Salem, Oregon 97302

Name \_\_\_\_\_

Company \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Please indicate the class and software version for which you are registering.**

Workshop \_\_\_\_\_ Version \_\_\_\_\_ Date \_\_\_\_\_

Workshop \_\_\_\_\_ Version \_\_\_\_\_ Date \_\_\_\_\_

Workshop \_\_\_\_\_ Version \_\_\_\_\_ Date \_\_\_\_\_

### METHOD OF PAYMENT

- Check Enclosed
- PO # \_\_\_\_\_
- Credit Card (complete box) →

<input type="checkbox"/> Visa	_____
<input type="checkbox"/> MasterCard	_____
<input type="checkbox"/> Discover	_____
	Card Number
	Cardmember's name
	Exp. Date

### TO REGISTER

**BY PHONE:** (503) 362-4818 **BY FAX:** (503) 362-0396 **BY MAIL:** Northwest Computer Learning Center  
**BY INTERNET:** <http://www.nwclc.com> 2659 Commercial St. SE, Suite 210  
**BY E-MAIL:** [info@nwclc.com](mailto:info@nwclc.com) Salem, OR 97302

Please make a copy of this form when registering several individuals.

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2659 Commercial Street SE, Suite 210, Salem, Oregon 97302

PRSR STD  
U.S. POSTAGE  
**PAID**  
SALEM, OREGON  
PERMIT NO. 106

## Computer Training Room Rental

Northwest Computer Learning Center rents out its training rooms on a per day basis. If you supply the trainer and the software, we will take care of the rest. It's a no-hassle approach that will let your trainers focus on the training. We supply rooms with up to twelve student systems, as well as an extra system for the instructor. There's simply no better way to go than hands-on learning. Additional benefits of renting a room from us include the following:

- ◆ Monitors between student systems that display what's on the instructor's system
- ◆ Technical assistance on the premises to help you with installation and clean-up
- ◆ Whiteboards, display easels, large-screen televisions, and projectors all available upon request
- ◆ A break area with free coffee and tea, and access to other refreshments and snacks.



***100% Guaranteed Satisfaction -  
Or Your Money Back!***

**Call 503-362-4818  
Or Email [info@nwclc.com](mailto:info@nwclc.com)  
[www.nwclc.com](http://www.nwclc.com)**