

25th Anniversary

OPPORTUNITIES IN EDUCATION & TRAINING

A Catalogue of Professional Development and Personal Growth Classes

WINTER/SPRING 2000



Workforce Training And Community Education

Northwest
*Community
College*

"Serving The Community Of The Northwest For 25 Years"

Photo: April Collart

130 First Avenue West, Prince Rupert, BC V8J 1A8 - Telephone: (250) 624-6054 - Fax: (250) 624-4920

Continuing Education Winter/Spring 2000

Each year, more than a thousand people take part in the Continuing Education courses offered by the College in Prince Rupert.

Each year, dozens of Prince Rupert citizens share their special skills with the community through our programs.

We are proud to have been part of this learning community for 25 years, and welcome you to join our adventure in learning!

Beth Davies, Director, Western Region



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We are a community college committed to respecting and meeting the educational needs of the communities we serve. Our mission is to provide and enable equitable access to quality lifelong learning through our College region.

CONTINUING EDUCATION DEPARTMENT

Continuing Education

Continuing Education is committed to meeting the lifelong educational needs of people living within the northwest. Our goal is to provide quality credit and non-credit training to meet community needs throughout the year. Whether you require a one-day work-based training course, several courses which transfer into a diploma program, coordination of a special event or a general interest course, we are here to help.

Contract Training

Have you identified a training need within your organization? The College is committed to the development and facilitation of customized, on-site, and contract training opportunities in response to identified industry and community needs. Our commitment to collaboration and partnership with a variety of institutions, agencies, industry and other providers of education and training allows us to meet the needs of a diverse labour market. We would welcome the opportunity to discuss your company's needs and provide you with information on programs and services available. Please contact Debbie Stava, Coordinator, Extension Services, Western Region at 624-6054.

ABOUT THIS BROCHURE

As this brochure is published well in advance of the session commencement, the college reserves the right to make any changes deemed necessary, such as the cancellation or adjustment of programs and courses, changes in fee structure and other regulations or services. The college makes every effort at the time of printing to ensure accuracy but in the interests of the communities we serve, the college reserves the right to revise the statements in this calendar. They are not to be regarded as an irrevocable contract between the student and the college. The brochure is only intended to provide an overview of the programs at NWCC. It is not possible in a brochure of this size to introduce each course or program in great detail. Persons wishing more details on courses/programs or other information printed in this brochure are invited to contact our office at 624-6054.

FULL TIME PROGRAMS & SERVICES

For information on Full Time Programs and Services contact the College at 624-6054 or drop by our office for our 1999/2000 Academic Calendar and current timetables.

PAYMENT INFORMATION

Course fees (including GST where applicable) are due at the time of registration. Payment can be by cash, interac, cheque or money-order made payable to Northwest Community College. All major credit cards are accepted. **Post-dated cheques are not accepted.**

NOTE TO EMPLOYERS

For your convenience, you may purchase seats in Continuing Education courses for your staff to attend and be invoiced for the fees.

REFUNDS

1. Withdrawal more than a week prior to class start - full refund less \$10 administration fee.
2. Withdrawal a week prior to class start without medical or family reason - NO REFUND
3. If course is cancelled by College - FULL REFUND.
4. **Once registered, you are responsible to attend the first class. No other contact will be made unless the College cancels or makes changes to the dates or times of the course.**
5. **Special refund deadlines and policies apply to some courses. Questions?? Call our office at 624-6054.**

TAX DEDUCTIONS

In most cases, you may deduct tuition fees if the total amount exceeds \$100. Please save your registration slip for reporting purposes.

QUESTIONS ASKED

Are there any prerequisites for taking a Continuing Education course at NWCC?

In some program areas prerequisites do apply. Please read the descriptions carefully as some courses do require a certain skill or level of knowledge as a prerequisite.

What happens if my class is relocated or rescheduled?
Occasionally we do have to make changes and will make every effort to notify you in advance. If this change is not acceptable to you, a full refund will be issued.

What happens if a course is cancelled?
Because a minimum enrollment is required to cover the costs of providing the course, we have to cancel the course if the minimum is not met. This decision is made several days before the start date. You will have two options: transferring to another course or a full refund. It is important that you provide us with your telephone number(s) so we can reach you without delay. **Early registration is advised.**

ACCOUNTING FUNDAMENTALS I/II (OADM 120/125)

Accounting Fundamentals I covers the study of accounting principles and procedures based on a service business. Level II covers accounting procedures for a proprietorship and a partnership based on a merchandising business. You will take either Level I or II. **Level I is a prerequisite for Level II.**

Date: Feb 1-Apr 13
 Time: Tue & Thur 6:30-9:30
 Instructor: N. Sparks
 Fee: \$325 plus text

TAXATION 250

An introductory course in Canadian Income Tax covering: the computation of income from employment, from business and from property, including capital gains and losses, as well as capital cost allowances; computation of taxable income for individuals, partnerships and corporations. **Prerequisite: ACCT 150**

Date: May 2-June 29
 Time: Tue & Thur 6:30-9:30
 Instructor: A. Hooper
 Fee: \$367 plus text

COMPUTER KINDERGARTEN

Overcome your fears and discover the wonders of computers in this slow-paced workshop.

Date: Mar 7-28
 Time: Tue & Thur 7-9
 Fee: \$95 includes class notes

INTRODUCTION TO WINDOWS

A gentle introduction to Windows 95 specifically designed for beginners with little or no Windows experience. You will find out what Windows is, learn to use the mouse, and gain some experience with Windows applications. This easy-paced, hands-on course will help to improve your comfort level with Windows, with the mouse, and with computers in general.

Date: Feb 7-9
 Time: Mon & Wed 6:30-9:30
 Fee: \$55 plus text



USING WINDOWS 95

An in-depth introduction to help you gain a better understanding of the Windows 95 operating system and provide you with the skills and concepts necessary for using Windows applications. You will also learn to use Windows programs and accessories to perform practical and useful tasks such as: cutting and pasting between programs; managing disks and files; changing Windows settings; and customizing your system. You must be familiar with computers and comfortable with the mouse.

Date: Feb 19
 Time: Sat 9-4
 Fee: \$55 plus text

INTERNET - GET YOUR FEET WET

Looking for an invigorating experience with the Internet? This quick course provides you with the full spectrum, from introduction, electronic mail, web surfing - to finding files/programs and down-loading. Round off your day with a challenging Internet hunt that will enhance your searching skills. Windows experience is strongly recommended.

Date: Feb 26
 Time: Sat 9-4
 Fee: \$55

E-MAIL

This hands-on course provides the student with the opportunity to learn some of the features of E-mail application programs. Topics include: Creating, replying, forwarding, deleting, saving, and printing messages; sending and receiving attachments, and filtering your messages. Students should have a good working knowledge of Windows and be familiar with using a mouse and keyboard.

Date: Feb 14-16
 Time: Mon & Wed 6:30-9:30
 Fee: \$55

KEYBOARDING - OADM 200/205

This course is designed to give the learner the skills necessary to touch-key at a minimum speed with three or fewer errors on an average of three five-minute timings. The course may be taken for credit for either OADM 200 or 205.

Date: Feb 7-Apr 10
 Time: Mon 7-8:30
 Fee: \$145

Northwest Community College is a Microsoft Office User Specialist Test Centre, offering training packages that will prepare you to take the Microsoft Office User Specialist exams. The MOUS program is a certification program provided by Microsoft that verifies an end user's expertise in Microsoft Office applications such as Word, Excel, Access, and PowerPoint. For further information on MOUS examinations, please contact the College at 624-6054. For Level I courses students should have a good working knowledge of Windows 95 and be familiar with using a mouse and keyboard.

WORD LEVEL ONE

This 12-hour course is designed to introduce new users to the basic operation of *Microsoft Word 97*. Students will learn to create, store, and revise basic business documents using text enhancement, editing, and formatting features.

Date: Feb 21-Mar 1
 Time: Mon & Wed 6:30-9:30
 Fee: \$90 plus text

WORD LEVEL TWO

This course will provide a review of Word for Windows basics and will introduce the learner to the intermediate features of the program. Students will learn to format documents with styles, work with document templates, add special characters, use document enhancement features, work with columns and graphics, and learn customizing options for Word 97.

Date: Mar 13-22
 Time: Mon & Wed 6:30-9:30
 Fee: \$90 plus text

EXCEL - LEVEL 1

This course introduces the learner to the basic commands, functions, and capabilities of Microsoft Excel 97. It is designed for computer users who are new to spreadsheets, or who only plan to use Excel occasionally.

Date: Mar 4-11
 Time: Sat 9-4
 Fee: \$90 plus text

EXCEL - LEVEL 2

This course is a continuation of the Excel Level 1 course. Some of the topics covered include: Creating and using name ranges, creating and using outlines, using lists to store, extracting and summarizing information, and more. Students should have completed the Excel Level 1 course or have a similar knowledge base.

Date: Mar 18-25
 Time: Sat 9-4
 Fee: \$90 plus text

REGISTER EARLY

Some classes fill quickly, some may be cancelled due to insufficient interest! Register early to guarantee your spot.

ACCESS - LEVEL 1

This course is designed to introduce you to one of the most popular database programs. Participants will learn to load and exit from Access, use the database wizard, create a new table, enter, adjust and delete information within a table, sort records, create and use queries, create and use forms, and create mailing labels and reports.

Date: Mar 27-Apr 5
 Time: Mon & Wed 6:30-9:30
 Fee: \$90 plus text

ACCESS - LEVEL 2

This course expands on the fundamentals of databases: multiple tables, advanced queries, forms and reports design, and command buttons. You should be able to create a table, query, form, and report and should be familiar with the various design objects and be able to modify their attributes. If you can't do that, take the Access - Level 1 course.

Date: Apr 10-19
 Time: Mon & Wed 6:30-9:30
 Fee: \$90 plus text

POWERPOINT - LEVEL 1

This course is designed to introduce new users to the basic operation of Microsoft PowerPoint 97. Students will learn to load, use the mouse and keyboard to make selections, create and edit slides, create and edit graphs and charts, save, close and open slide shows, create a presentation, print a presentation, and use the PowerPoint Viewer.

Date: Apr 1-8
 Time: Sat 9-4
 Fee: \$90 plus text

POWERPOINT - LEVEL 2

This course is a review and continuation of Level 1. You will begin with a review of these basic operations and then move to more advanced topics. This course is not suitable as an introduction for people who have little or no experience with PowerPoint. Competency checklists are available at the College if you are unsure of your abilities.

Date: Apr 11-20
 Time: Tue & Thur 6:30-9:30
 Fee: \$90 plus text

IHS 139 PRACTICUM I

A practical introduction to working with children in a licensed group setting. Students will function completely in the role of "aide." **Prerequisite:** Admission to IHS ECE Program.

IHS 140 PRACTICUM II

Practical opportunities to develop skills in planning and presenting learning experiences in all curriculum areas and to interact with parents. Students are required to demonstrate competency in implementation of developmentally appropriate curriculum and positive child guidance consistent with the role of "assistant."

Prerequisite: IHS 139 or IHS 141, 142, 143 & 144

IHS 149 PRACTICUM III



Students participate as a staff member in a licensed facility for young children. During part of the practicum, students will do curriculum and program planning. **Prerequisite:** IHS 148

Three practicums are offered in two different sessions. Each practicum is \$134.70

Session I

Date: Jan 1-28
Time: Mon-Fri 8:30-4:30

Session II

Date: Apr 25-May 26
Time: Mon-Fri 8:30-4:30

EDUCATION

DIPLOMA IN ADULT EDUCATION

For registration and more information, contact Vancouver Community College at the address and phone number listed for the Provincial Instructor Diploma.

-Effective Instructional Strategies (ID 306)

Jan 14, 15 & 16, Jan 28, 29, & 30

-Educational Leadership (ID 304)

Feb 11, 12, 13, Feb 25, 26, 27

-Contexts for Curriculum and Instruction (ID 301)

Mar 24, 25, 26, Apr 7, 8 & 9

-Microcomputers in Education (ID 303)

Apr 21, 22, & 23, May 5, 6, 7

G.E.D.

G.E.D. Tests are administered by the College for the Ministry of Education. Applications must be received by the Ministry of Education, GED Testing Service ON or BEFORE 28 DAYS PRIOR to the writing date. Applications are available at the College.

SPRING EXAM DATES IN PRINCE RUPERT ARE:

January 14 & 15 March 3 & 4
April 28 & 29 June 2 & 3

MASTERS OF EDUCATION

Simon Fraser University will be offering their Masters of Education Program in Prince Rupert beginning September, 2000. For further information, please contact Jean Warburton, Graduate Programs at:
Telephone: (604) 291-4168
Fax: (604) 291-3203
E-mail: warburton@sfu.ca

PROVINCIAL INSTRUCTOR DIPLOMA

To register send your cheque or money order indicating the course, location, and dates to: Program Development Department, VCC - King Edward Campus, 1144 East Broadway, Vancouver, BC V5N 1Y8, or if using credit card (604) 871-7499 or (604) 871-7488. Times for all courses are: Fri 6-9, Sat & Sun 9-4

- PRINCE RUPERT
104A Jan 21, 22, 23 Feb 4, 5, 6
- SMITHERS
104B Feb 18, 19, 20 Mar 10, 11, 12
- TERRACE
103 Mar 24, 25, 26, Apr 7, 8, 9

WORKERS' COMPENSATION BOARD OF BRITISH COLUMBIA OCCUPATIONAL FIRST AID LEVEL I

Learn first aid skills for industry. **Prerequisite:** the physical ability to perform first aid skills and 16 years. Certification is valid for two years. The course fee is \$85 including text. The time for all sessions is 8:30-5:00.

SESSION I	SESSION II	SESSION III
Sat Feb 19	Sat Apr 15	Sat June 17

OFA TRANSPORT ENDORSEMENT

Develop practical skill in patient handling. Successful completion will result in an endorsement to the OFA Certificate. **Prerequisite:** Level I or II.
Date: Apr 29
Time: Sat 8:30-5
Fee: \$85 includes text & certification

OCCUPATIONAL FIRST AID LEVEL III

Learn theory and practical skills of assessment, basic life support, and problem solving. Completion of this course allows students to take the examination for a WCB OFA Level III ticket. The exam will be given early in the week following the course.
Date: May 29-June 9
Time: Mon-Fri 8:30-4:30
Fee: \$665 includes text & examination

CHILDSAFE



Do you have responsibility for small children? Would you know what to do if they got hurt? This course is designed for parents and caregivers of children up to 10 years of age. Learn to care for choking, CPR, bleeding management and common first aid situations. In

addition to teaching the first aid procedures for various injuries, suggestions for preventing many injuries are presented. The Provincial Child Care Licensing Board of BC recognizes ChildSafe as a pre-requisite for licensing.
Date: Mar 11
Time: Sat 9-6
Fee: \$70 includes text & certification

RED CROSS STANDARD

This course covers all elements of Emergency First Aid as well as injuries due to heat and cold, poisons, medical conditions, bone, joint, head and spinal injuries. The course includes certification in HeartSaver Plus level of CPR. Retraining is recommended every two years.
Date: Apr 1 & 2
Time: Sat & Sun 9-5
Fee: \$125 includes text and certification

GENERAL INTEREST

INTERNATIONAL COOKING SERIES

Tempt your tastebuds with exotic flavours. Each session is \$45, or sign up for all three at \$120. ALL SUPPLIES ARE INCLUDED IN THE COST.

JAMAICAN

Date: Mar 6 & 8
Time: Mon & Wed 7-9:30
Instructor: V. Hachkevich

JAPANESE

Date: Mar 14 & 16
Time: Tue & Thur 7-9:30
Instructor: M. Izumi

GREEK

Date: Apr 3 & 5
Time: Mon & Wed 7-9:30
Instructor: K. Liotsakis

VEGETARIAN COOKING

This four session hands-on course will introduce you to some delicious vegetarian recipes.
Date: Feb 21-Mar 1
Time: Mon & Wed 7-9:30
Instructor: P. Hrbachek
Fee: \$65

NCCP COACHING - THEORY LEVEL II

This theory component of the National Coaching Certification Program includes planning, safety, and leadership.
Date: Mar 17-19
Time: Fri 4-10, Sat 8-5, Sun 8-12
Instructor: R. Bauml
Fee: \$185

THE BAROQUE IDEAL (1600-1750)

Composers writing in "the New Style" seek to express the full range of passions, from tranquillity to anger, from joy to despair. Join in an overview of the music of this dynamic period with special emphasis on the works of Monteverdi, Corelli, Vivaldi and Bach.

Date: May 13
Time: Sat 1-3
Instructor: L. Goruck
Fee: \$15

BEAT THE BLUES (SAD)

Do the short daylight hours of winter leave you feeling down? This session is especially designed for people with seasonal affective disorder (SAD) and others who experience winter depression. Learn how the change of seasons affect our internal clock and how you can decrease the winter blues.

Date: Feb 9
Time: Wed 7-9:30
Instructor: E. Epp
Fee: \$25

CARING FOR THE ELDERLY

Learn about community resources that can assist you in providing care and those that can provide caregiver support.

Date: Mar 4
Time: Sat 1-4
Instructor: L. Coffin
Fee: \$25

DEALING WITH DEATH & GRIEVING

The practical aspects of death and funeral preparations as well as the personal aspects of grieving will be presented by Pastor Whaley of St. Paul's Lutheran Church.

Date: May 16-18
Time: Tue & Thur 7-9
Fee: \$25

DEFENSIVE DRIVING

This course helps drivers develop the attitude necessary for collision-free driving. Earn a BC Safety Council Defensive Driving Course certificate.

Date: May 5
Time: Fri 8:30-4:30
Instructor: D. Scott
Fee: \$70

STARTING SEEDS

Learn the basics of growing your own bedding plants. Start seeds in preparation for later outdoor planting and take them home with you. All supplies included.

Date: March 28
Time: Tue 6:30-9:30
Instructor: D. Harasym
Fee: \$35

HANGING BASKETS

Learn how to plan, plant, care for, and use hanging baskets and containers to the maximum effect. This hands-on course will get you started with your first one. Learn the basics of successful container gardening and take home a completed one. All supplies included.

Date: May 2
Time: Tue 6:30-9:30
Instructor: D. Harasym
Fee: \$45

PREPARING YOUR NEWSLETTER

Does your club or organization want a newsletter or have one that needs some changes? This course looks at the reasons for having a newsletter, how to make one meet your goals, the steps necessary in gathering information, preparing articles, graphics, producing and distributing the newsletter and how to develop your budget to accurately reflect the costs.

Date: Apr 15
Time: Sat 9-12
Instructor: J. Oliver
Fee: \$30

PET CARE FOR DOGS AND CATS

Do you have a cat or dog? Have you wondered what to do if they get hurt. If so, this is the course for you. Have your pet care questions on cats and dogs answered by a knowledgeable professional.

Date: Feb 8
Time: Tue 7-9:30
Instructor: P. Kennedy
Fee: \$10

CHECK YOUR RECEIPT

Your receipt confirms your registration, class time and location. Receipts are mailed to those who register by phone or mail. If you have not received your receipt before your course starts, call us at 624-6054.

CONFLICT RESOLUTION

The Conflict Resolution Program of the Justice Institute of B.C. is highly acclaimed. It consists of 100 hours of required courses and 91 hours of electives taken over a period of one to three years. **REGISTRATION REQUIRED THREE WEEKS PRIOR TO CLASS START.**

RESOLVING CONFLICT IN THE WORKPLACE (CR110B)

This course explores the dynamics of conflict, generally and in the work environment. It will be of particular value to managers and supervisors. Emphasis is on participants own conflict styles, effective communication, and conflict resolution. **This course is equivalent to CR110A. One of the two is a prerequisite for all other courses.**

Date: Apr 6-8
Time: Thur-Sat 9-5
Instructor: Justice Institute of BC
Fee: \$625

MANAGEMENT SKILLS FOR SUPERVISORS

This hands-on management training program includes role-plays, case studies, discussions and promotes direct application. Earn three non-transferable credits to the NWCC Business Administration program. All the sections will be taught by Phil Kolbuc of Kolbuc & Associates. The fee for each section is \$460.

PART I - INTERPERSONAL SKILLS

This course will sharpen your skills in conducting a one-to-one problem solving interview. You will learn how to recognize and prevent win-lose situations and increase your understanding of why people behave the way they do.

Date: April 17-20
Time: Mon-Thur 8:30-4:30

PART II - GROUP SKILLS

This course will increase your understanding of supervisory management styles and how it affects employee performance. Learn how to build and maintain an effective team by understanding the dynamics of groups.

Date: May 23-26
Time: Tue-Fri 8:30-4:30

PART III - ADMINISTRATIVE SKILLS

Topics covered include using performance reviews to coach and counsel employees, improving performance review skills by providing feedback and setting performance objectives, essentials of effective orientation and training techniques.

Date: June 20-23
Time: Tue-Thur 8:30-4:30

KIDS KAMP

BABYSITTING

This course is designed for young people (12 years and older) who may be responsible for other children or who may be at home alone for a period of time. The Babysitter's course covers the rights and responsibilities of a babysitter, skills for caring for and getting along with children of different ages, basic first aid, how to respond to emergencies and security issues.

Date: Mar 20-22
Time: Mon-Thur 1-4:30
Instructor: R. Legace
Fee: \$45 includes text and certification

**BOATING SAFETY FOR KIDS**

Anyone 16 years or younger who wishes to operate a power boat must have a Pleasure Boat Operator's Card. Participants successfully completing this course will receive their card.

Date: Mar 20-23
Time: Mon-Thur 9-12
Instructor: J. Oliver
Fee: \$120

INTRODUCTION TO SIGN LANGUAGE

Basic communication skills will be taught. Learn the alphabet and practice using everyday signing to communicate with the deaf.

Date: Mar 20-24
Time: Mon-Fri 1-2
Instructor: D. Middleton
Fee: \$25

BASIC ORIENTEERING

This one day course covers the basic fundamentals of mapping and orienteering. Learn to read, follow and give compass directions and to read and draw basic maps, using them as a guide. Students will learn what they should do if they become lost in the bush. Participation is limited to children from 10-15 years of age with basic math skills. The course will be held at Oliver Lake and participants will need to bring a packed lunch, rain gear, boots and pencils and paper in hard backed clipboard or binder.

Date: March 21
Time: Tue 9-3
Instructor: V. Grainger
Fee: \$45

**EXPLORING THE BOG**

This short course will teach the basic ecology of the bog, looking at its glacial origins, the soil types, plant and animal identification and adaptations and the fragile nature of this eco-system. Participation is limited to children from 10-15 years of age. The course will be held at Oliver Lake and participants will need to bring a packed lunch, rain gear, boots, and pencil and paper in a hard backed clip board or binder.

Date: March 23
Time: Thur 9-3
Instructor: V. Grainger
Fee: \$45

LANGUAGES**SIGNED ENGLISH II**

This is a continuation of the Introductory course. Learn additional signs and practice using everyday signing to communicate with the deaf.

Date: Feb 10-May 18
Time: Thur 7-8:30
Instructor: D. Middleton
Fee: \$75 plus text

SPANISH - BEGINNERS

Are you planning to travel to a Spanish-speaking country? This twenty-one hour introductory course provides instruction in everyday usage of the language.

Date: Feb 14-Apr 5
Time: Mon & Wed 7-8:30 (no class spring break)
Instructor: E. Gruber
Fee: \$75 plus text

SPANISH - ADVANCED

Did you take Spanish for Beginners and want to learn more? Come and increase your practical knowledge of the language in this twenty-one hour course.

Date: Apr 10-May 31
Time: Mon & Wed 7-8:30
Instructor: E. Gruber
Fee: \$75 plus text

GERMAN BEGINNERS

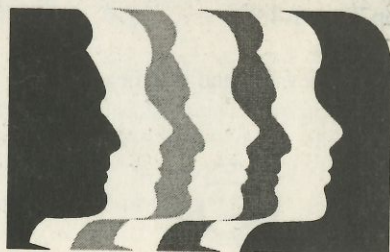
The purpose of this course is to provide an introduction to the German language as it is spoken, written and read today. It addresses the needs of those who wish to travel to a German speaking country, as well as those who want to be able to converse with the many German visitors coming to our area.

Date: Feb 22-May 2
Time: Tue 7-9
Instructor: J. Schwartz
Fee: \$75

JAPANESE BEGINNERS

This course provides an introduction to the Japanese language as it is spoken. It will be helpful both for those who wish to travel and those who are in contact with Japanese visitors.

Date: Feb 7-Mar 8
Time: Mon & Wed 7-9
Instructor: T. Heidel
Fee: \$75

**BOATING SAFETY AND BASIC SEAMANSHIP**

Accredited by the Canadian Coast Guard

If you operate a non-commercial power boat you will need a Pleasure Boat Operator Card. This course meets the requirements for the mandatory certification. The fee will be \$120 per session

SESSION I	OR	SESSION II
Date: Apr 8 & 15		May 13 & 20
Time: Sat 9-4		Sat 9-4

BOATING SAFETY EXAMINATION CHALLENGE

If you are an experienced boater you may challenge the exam without taking the course. The fee for each is \$25 and each challenge is on Saturday 9-11.

Feb 5 Mar 4 Apr 1 May 6 June 3

COASTAL NAVIGATION

This course covers chartwork and pilotage, collision avoidance, meteorology and electronic instruments. It provides the knowledge to safely navigate a small vessel.

Date: Feb 22-Apr 6
Time: Tue & Thur 6:30-9:30
Instructor: J. Oliver
Fee: \$225 plus text

COMMAND ENDORSEMENT (Master 350 Ton)

Please call the College at (250) 624-6054 to indicate your interest as a minimum number of candidates are required to run the course. Listed below are the components of the course as well as the tentative dates.

- 090 Ship Management
- 072 Meteorology
- 160 General Ship Knowledge (oral examination)
- SEN II (not included in course, given at PMTC in North Vancouver)
- MED D (not included in course, given at PMTC in North Vancouver)
- First Aid Standard (not included in course)

DATES

090 February 27-March 24
072 April 3-28

MED A2 - MARINE EMERGENCY DUTIES

This certified program combines knowledge and hands-on experience with firefighting and cold water survival skills.

Date: Feb 1-4
Time: Tue-Fri 8:30-4:30
Instructor: D. James
Fee: \$225

MARINE DIESEL CARE & MAINTENANCE

This course provides information on marine diesel, engines, maintenance, winterization and trouble shooting.

Date: Feb 14-Mar 1
Time: Mon & Wed 6:30-9:30
Instructor: G. Boychuk
Fee: \$150

MASTER LIMITED CERTIFICATE

A Master Limited Certificate is required by Transport Canada for anyone operating a Charter Boat over 5 gross tons. There are also Master Limited Certificates required for vessels engaged in marine operations that do not involve passengers. Interested candidates should check with Marine Safety, CCG to see which Master Limited certificate they require. The College is planning a course designed to prepare candidates for the Coast Guard exams for the Master Limited Certificate. Call us at 624-6054 to register your interest.

REQUIRED:

- Sea time (varies depending on MLC required)
- Medical Examination prescribed by CCG
- Restricted Radio Operator
- First Aid
- MED A1 or MED A2

Basic Master Limited Exams

- 040 Chartwork and Pilotage
- 061 Navigation Safety (Collision Regs)
- 072 Meteorology (master Limited Coast under 60 gross ton)

Master Limited certificates also require an oral exam given by a Ministry of Transport Examiner. The course includes preparation for the oral exam.

RESTRICTED RADIO OPERATOR

This course prepares the participants for a marine restricted radio license. An Industry Canada Certificate is issued upon successful completion of exam. **Prerequisite:** A sound knowledge of the phonetic alphabet and pre-reading of course handout.

Date: Feb 19
Time: Sat 9-4
Fee: \$50

CONFINED SPACE

Learn the regulations, procedures, and to be safety conscious when working in confined spaces.

Date: Mar 9
Time: Thur 8:30-4:30
Instructor: K. Newton
Fee: \$100

CORE (Hunter's Training)

Successful completion of this course is mandatory for all residents applying for their first hunting license.

Date: Feb 21-24 & Feb 28-29
Time: Mon-Thur & Mon & Tue 6-10
Instructor: Lobo Shooting Supplies
Fee: \$115 includes text

GENERAL PESTICIDE APPLICATOR/DISPENSER

This course will be of interest to individuals working with the application and/or dispensing of pesticides. Training will prepare participants to challenge the BC Ministry of Environment, Lands and Parks (BC MOELP) Pesticide Dispenser and Applicator exams appropriate to their field of work. The course includes forestry, landscaping, weed control and any other required certification categories.

Note: Course fee does not include \$40 (approx) fee for study kit. Purchase kit in advance by calling 1-800-282-7955. Be sure to indicate your type of work.

REGISTRATION IS REQUIRED TWO WEEKS IN ADVANCE.

Date: Feb 28-Mar 2
Time: Mon-Wed 8:30-4:30 Thur 8:30-12
Instructor: D. Kerr
Fee: \$250

CHAINSAW SAFETY

Learn the theory and practical application for effective and safe operation of a chainsaw for outdoor occupations.

Date: Mar 8
Time: Wed 8:30-4:30
Instructor: K. Newton
Fee: \$100

LOCK-OUT PROCEDURES

Learn to recognize when lock-out is required and how to apply it.

Date: Feb 25
Time: Fri 1-4
Instructor: K. Newton
Fee: \$50

NON-RESTRICTED PAC (Possession Acquisition Certificate)

A PAC is required for a purchase of a firearm. **Individual practical will be at the Gun Club.**

Date: Mar 6-9 & 13 & 14
Time: Mon & Thur 6-10
Instructor: Lobo Shooting Supplies
Fee: \$125

TRAFFIC CONTROL (Flagging)

This certification is required for directing traffic in and around road maintenance, and construction area.

Date: Apr 27-28
Time: Thur & Fri 8:30-4:30
Instructor: K. Newton
Fee: \$125 plus books (includes exam)

TRANSPORTATION OF DANGEROUS GOODS

This training session will cover regulations regarding the transportation of dangerous goods and their applications for both land and sea.

Date: Apr 26
Time: Wed 8:30-4:30
Instructor: K. Newton
Fee: \$100

TRANSPORTATION OF DANGEROUS GOODS - AIR

If you wish to take the TDG Air compliance call 624-6054 to register your interest.

WHMIS

This course provides an opportunity for hands-on experience in the use and understanding of WHMIS.

Date: Mar 24
Time: Fri 9-1
Instructor: K. Newton
Fee: \$50

WOMEN'S SAFETY

This self defense seminar emphasizes awareness, avoidance and empowerment for women.

Date: May 12-13
Time: Fri & Sat 9-4
Instructor: S. McDonald & M. Munn
Fee: \$65

**WORKERS' COMPENSATION BOARD****WCB WORKSAFE CERTIFICATE PROGRAM**

Workers' Compensation Board has developed six WorkSafe Certificate programs. Participants who successfully complete each program will receive a WorkSafe Program Certificate issued by WCB and Northwest Community College. The WorkSafe courses are designed to be flexible, allowing the information to be tailored to meet specific needs. The instructor will be K. Newton. The fee for each is \$100, and the time for each is 8:30-4:30

OCCUPATIONAL HEALTH & SAFETY COMMITTEE TRAINING

Identify and interpret, occupational health and safety committee members' responsibilities and duties, and carry them out in ways that promote workplace health and safety.

Date: Thur Feb 10

OCCUPATIONAL HEALTH AND SAFETY IN SMALL BUSINESS

Explain employers' and workers' responsibilities and practice due diligence in carrying them out in the workplace.

Date: Fri Apr 7

PREVENTING WORKPLACE VIOLENCE

Learn the WCB's requirements, conduct a risk assessment, establish preventive measures and procedures, and develop a workplace violence prevention program.

Date: Wed Feb 9

INVESTIGATING & CONTROLLING SPRAINS & STRAINS

Identify risk factors associated with musculoskeletal injuries (MSI), and determine causes during MSI investigations to prevent recurrence of injuries.

Date: Thur Feb 24

SUPERVISOR SAFETY MANAGEMENT

Identify and explain supervisor responsibilities for a safe work environment, and describe processes for risk assessments, inspections and accident investigations as applied to due diligence.

Date: Thur Mar 23

HAZARD RECOGNITION & CONTROL

Make informed decisions through identification of hazards and apply effective strategies to control hazards in the workplace.

Date: Thur Jan 20

CUSTOMER SERVICE EXCELLENCE CERTIFICATE

This exciting certificate program covers all areas of providing excellent customer service. The modules allow you to build your skills and work towards being the best you can be. As a graduate of this certificate program you will have all the tools you need to improve the quality of service in tourism and business. The modules may be taken as individual courses or you may sign up for the entire program at a fee of \$495.

Module 1 SuperHost	Module 8 Sales Techniques & Upselling
Module 2 Foodsafe Level I	Module 9 Serving It Right
Module 3 Effective Communication Skills	Module 10 Time & Stress Management
Module 4 Professionalism	Module 11 Cashier Training
Module 5 SuperHost (Customers With Disabilities)	Module 12 SuperHost (Across Cultures)
Module 6 Conflict Resolution	Module 13 Computer Applications
Module 7 Occupational First Aid Level I	Module 14 Job Search Skills

CASHIER'S TRAINING

Learn the skills necessary to provide full customer service as a cashier in a local merchandising situation.

Date: May 6
Times: Sat 9-3
Fee: \$65

CUSTOMER SERVICE COMPUTER APPLICATIONS

This course covers the basic computer knowledge needed for customer service.

Date: May 13
Time: Sat 9-4
Fee: \$65

CONFLICT RESOLUTION

This course covers the effect of personalities, cultures, perceptions and styles on communication. Learn to diffuse the situation when dealing with an upset customer.

Date: Apr 29
Time: Sat 9-4
Fee: \$65

EFFECTIVE COMMUNICATION

This course includes identifying and practising workplace communication, and telephone skills.

Date: May 27
Time: Sat 9-4
Fee: \$65

FOODSAFE LEVEL I

This course provides a high level of sanitation training for workers in the food industry. The course content includes microbiology, foodborne illness, food preparation, protection, transport and storage. **The fee for each session is \$75.** The instructor is A. Carlson.

SESSION I	SESSION II	SESSION III
Date: Feb 19	Apr 8	May 20
Time: Sat 9-6	Sat 9-6	Sat 9-6

FOODSAFE LEVEL II

This course covers the B.C. Food Premises Regulations, advanced procedures for safe food handling, and analysis of critical control points. **Prerequisite: Foodsafe Level I.**

Date: Feb 14-15
Time: 9-4
Fee: \$125
Instructor: R. Seltenrich

JOB SEARCH SKILLS

This course covers the skills needed both for an effective job search and successful interviews.

Date: May 20
Time: Sat 1-4
Fee: \$35

PROFESSIONALISM

This course covers dressing and acting in a professional manner for the workplace.

Date: May 20
Time: Sat 9-12
Fee: \$35

**SALES TECHNIQUES AND UPSELLING**

This course covers a variety of selling methods and ways to increase sales.

Date: Apr 15
Time: Sat 9-12
Fee: \$35

SERVING IT RIGHT

This course prepares you for the Provincial Government Serving It Right license exam. **Each session is \$30 plus \$28 exam fee.**

Date: Mar 10 OR Apr 28
Time: Fri 1-4 Fri 1-4
Instructor: M. Glover

STRESS MANAGEMENT

This course discusses stress, how to identify stressors, and coping mechanisms to reduce and relieve stress.

Date: Apr 1
Time: Sat 9-12
Fee: \$35

TIME MANAGEMENT

This course covers priorities, goal setting, overcoming procrastination, reducing paperwork, space organization and developing good procedures.

Date: Apr 1
Time: Sat 9-12
Fee: \$35

SUPERHOST FUNDAMENTALS

This workshop addresses the fundamentals of excellent customer service. You will leave with practical tips that work; for handling customer complaints, improving communications and listening skills.

Date: Feb 12
Time: Sat 9-4
Instructor: City of Prince Rupert
Fee: \$45

SUPERHOST FOR CUSTOMERS WITH DISABILITIES

This workshop will increase your awareness of the difficulties experienced when travelling with a disability. Learn practical tips for serving these customers.

Date: Mar 11
Time: Sat 9-12
Instructor: City of Prince Rupert
Fee: \$35

SUPERHOST ACROSS CULTURES

This workshop provides an understanding of different cultures. Learn skills to meet the needs of overseas visitors to BC.

Date: Mar 11
Time: Sat 1-4
Instructor: City of Prince Rupert
Fee: \$35

**AIR BRAKES**

Learn the theory and practice of air brakes systems, and receive a 30 day pre-trip credit for the Motor Vehicle Branch Air Endorsement Examination.

Date: May 2-6
Time: Tue-Fri 6-10, Sat 8:30-4:30
Fee: \$190
Instructor: D. Scott

BUILDING SERVICE WORKER - INTRODUCTION

This course provides an introduction to the skills required to work in the building service custodial field.

Date: May 15-17
Time: Mon 6-10, Tue & Wed 8-5
Fee: \$225
Instructor: B. Bourne, Servitech

PROFESSIONAL DRIVER TRAINING-CLASS ONE

This course prepares the student to attempt the Motor Vehicle Branch examination for Class 1/111 driver's examination. **Participants must have their learner's licence (Class 1/111), air brakes endorsement and a clean driving abstract.** Twenty hours of training will be provided during a one week time period.

Date: May 1
Time: Mon 8:30-Noon & Various
Fee: \$1800

FORKLIFT TRAINING COURSE

This 20 hour course is for those with little or no experience operating forklifts. Steel-toed boots are required.

Date: May 1-5
Time: Mon-Fri 8:30-4:30
Instructor: K. Newton
Fee: \$675

FORKLIFT CERTIFICATION COURSE

This seven-hour course is for those with forklift experience. Time will be scheduled within the week. Steel-toed boots are required.

Date: May 1
Time: Mon 8:30-4:30
Instructor: K. Newton
Fee: \$175

The following certificate courses approved by WCB and OHSa are available. To register your interest in these courses contact us at 624-6054.

- Electric Pallet Jack Operator - known as Walkies or End-Riders
- Narrow Isle Lift Truck Operator - known as stand-up straddle lift truck
- Aerial Boom Lift Operator - known as Genies
- Aerial Work Platform Operator

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