

**NORTHWEST COMMUNITY COLLEGE  
CONTINUING EDUCATION  
SPRING 2001**



**130 - 1ST Avenue West  
Prince Rupert, BC V8J 1A8  
Phone: (250) 624-6054 or 1-800-310-5331  
[www.nwcc.bc.ca](http://www.nwcc.bc.ca)**

Photo: April Collart

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### MISSION STATEMENT

The Continuing Education Department of Northwest Community College is committed to:

- ✓ Responding quickly to meeting community needs,
- ✓ Providing standardized quality learning
- ✓ Operating in a flexible proactive learning environment

### OUR STAFF

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130 1<sup>st</sup> Avenue West

## Continuing Education

### CONTINUING EDUCATION

The Continuing Education department continues to look for opportunities to better serve our communities. When you identify training and education needs at your home or work, please call us at 624-6054. Continuing Education courses and programs are developed in response to contributions and suggestions from community members, advisory committees, and course participants. We welcome the challenge of putting together new courses to help further the learning goals of the people and businesses of the North Coast.

### EXTENSION SERVICES

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. 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 at 624-6054.

### ABOUT THIS BROCHURE

As this brochure is published well in advance of the session, the College reserves the right to make any changes deemed necessary. 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 brochure. 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. Persons wishing more information than is printed in this brochure are invited to contact our office at 624-6054.

### TAX DEDUCTIONS

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

### CREDIT COURSES

*For credit courses, please allow extra time to complete the admissions process. Register early!*

### FULL TIME PROGRAMS & SERVICES

For information on full-time programs drop by our office for our 2000/2001 Academic Calendar and current timetables.

### PAYMENT INFORMATION

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

### 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.**

### 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.



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## Business & Computers

### ACCOUNTING FUNDAMENTALS I/II (BTEC 220/225) Credit Course

Accounting Fundamentals I covers the study of accounting based on a service business organized as a sole proprietorship. Level II is designed to provide additional knowledge in financial accounting techniques. You will take either Level I or II. **Level I is a prerequisite for Level II.**

Date: Feb 6-Apr 19  
Time: Tue & Thur 6:30-9:30  
Instructor: N. Sparks  
Fee: \$350 plus text

### SIMPLY ACCOUNTING LEVEL I

In this introductory computerized accounting course, learn how to enter transactions for a company. Students should have a fundamental understanding of accounting principles and have taken Windows I or have a similar knowledge base.

Date: Feb 13-22  
Time: Tue & Thur 6:30-9:30  
Fee: \$90 plus text

### SIMPLY ACCOUNTING LEVEL II

Continue on from Simply Accounting Level I and review the setup and conversion of accounting data. Course covers managing a wide scope of transactions encountered during regular bookkeeping. Topics include General Ledger Operations, Payroll, Inventory & Services and Projects, Accounts Receivable, Accounts Payable and more.

Date: Apr 3-12  
Time: Tue & Thur 6:30-9:30  
Fee: \$90 plus text

### KEYBOARDING I/II (BTEC 110/115) Credit Course

Keyboarding I provides the learner the skills necessary to key at a minimum speed of 15 net words per minute (nwpm) with three or fewer errors on an average of three two-minute timings. Level II is designed to provide a speed of 30 nwpm.

### KEYBOARDING III/IV (BTEC 284/285)

Keyboarding III provides the learner the skills necessary to key at a minimum speed of 40 nwpm with three or fewer errors on an average of three two-minute timings. Level IV is designed to provide a speed of 55 nwpm. You will take Level I, Level II, Level III or IV. Level II is a prerequisite for both Levels III and IV.

Date: Mar 1-May 10  
Time: Thur 7-8:30  
Fee: \$145 plus text

### COMPUTERS - HOW TO GET STARTED

NWCC offers a myriad of computer courses but sometimes it's difficult to determine where you should start. This seminar explains the course offerings to help clarify your interests and identify your starting point.

Date: Feb 5  
Time: Mon 7-9  
Fee: Free

### "FREE" MOUS INFORMATION SESSION

Do you know more about how to use MS Office products than most people? Now you can prove it and give yourself a competitive edge. This seminar will discuss the MOUS tests and the courses offered that will help you reach your goal.

Date: Tue Feb 6, 7-9 pm

## Computer Training

### A FIRST LOOK AT COMPUTERS FOR SENIORS

You'll love this introduction course that covers the parts of a computer, how to turn it on, working a mouse, and how to perform simple tasks. **You must pre-register to attend this class.**

Date: Feb 12  
Time: Mon 6:30-9:30  
Fee: Free

### INTERNET & E-MAIL FOR SENIORS

The course includes essentials of the Internet, including effective browsing, using Netscape and a quick introduction to e-mail. Prerequisite: Basic Windows skills. **You must pre-register to attend this class.**

Date: Apr 18  
Time: Wed 6:30-9:30  
Fee: Free

### PARENT & TOT

This course will help parents learn how to teach their children using interactive software for math, spelling, alphabet and stories. Targetted at parents and children 4-7.

Date: Feb 17-Mar 10  
Time: Sat 9-12  
Instructor: K. Morrison  
Fee: \$75(for both parent & tot)

### PLAIN LANGUAGE INTRODUCTION TO COMPUTERS

Do you find store-bought computer books too hard to follow? Is using the mouse difficult for you? Is English your second language? If you answer YES to any of these questions, this is the computer course for you.

Date: Mar 27-29  
Time: Tue, Wed & Thur 7-9  
Fee: \$55

### INTRODUCTION TO COMPUTERS

This user-friendly course is for first time computer users. Overcome your fears and discover the wonders of computers in this slow-paced workshop using IBM compatible computers.

Date: Feb 19-Mar 12  
Time: Mon 6:30-9:30  
Fee: \$90

### INTERMEDIATE COMPUTERS

This course is a continuation of the "Introduction to Computers" course. It covers using Microsoft Word to create and format tables, apply borders and shading, create styles, use AutoText, check grammar and other topics.

Date: Apr 2-30  
Time: Mon 6:30-9:30  
Fee: \$90

### INTRODUCTION TO THE INTERNET

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 26-28  
Time: Mon & Wed 6:30-9:30  
Fee: \$55 plus text

## Computer Training

### HTML LEVEL I

Learn how to use Hypertext Markup Language to link your home pages to the World Wide Web. Learn the fundamentals of tags, heading, body, inline images. Students should be familiar with navigating the Internet and using Windows.

Date: Feb 17-Mar 10  
Time: Sat 1-4  
Fee: \$90 plus text

### HTML LEVEL II

Review Dreamweaver and Front Page and then go on to learning about style sheets, frames, java applets, some advanced "sml" and some flash graphics.

Date: Apr 7-May 5  
Time: Sat 1-4  
Fee: \$90 plus text

### E-MAIL

This course provides the student with the opportunity to learn some of the features of E-mail application programs. Students should have a good working knowledge of Windows and be familiar with using a mouse and keyboard.

Date: Feb 15-22  
Time: Thur 6:30-9:30  
Fee: \$55

### COMPUTER TROUBLE-SHOOTING

Learn to diagnose and repair common computer hardware problems using a hands-on approach.

Date: May 1-8  
Time: Tue 6:30-9:30  
Fee: \$55

### DIGITAL PHOTOGRAPHY

Digital photography is the next frontier in the world of photography. Learn how to choose and use digital cameras and scanners. Find out about the different file formats of a digitalized image and how each format is used. Learn how images are produced in a camera that doesn't use film. Explore the advantages and disadvantages of digital imaging - how to use it best.

Date: Apr 7-May 5  
Time: Sat 9-12  
Fee: \$90

### INTRODUCTION TO WINDOWS (Windows Level I)

An introduction to Windows 95 specifically designed for beginners with little or no Windows experience. 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 17-24  
Time: Sat 9-12  
Fee: \$55 plus text

### WINDOWS TWO

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 must be familiar with computers and comfortable with a mouse.

Date: Mar 3-10  
Time: Sat 9-12  
Fee: \$55 plus text

## Microsoft Office

### MICROSOFT OFFICE USER SPECIALIST

MOUS is a certification program provided by Microsoft that verifies a 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.

### ACCESS LEVEL ONE

Learn to load and exit, use the database wizard, create a new table, enter, adjust and delete information within a table, sort records, create and use queries, and more.

Date: Apr 2-11  
Time: Mon & Wed 6:30-9:30  
Fee: \$90 plus text

### ACCESS LEVEL TWO

This course expands on the fundamentals of databases: multiple tables, advanced queries, form and report design, and command buttons. **Prerequisite: Access Level I or equivalent.**

Date: Apr 23-May 2  
Time: Mon & Wed 6:30-9:30  
Fee: \$90 plus text

### EXCEL LEVEL ONE

Learn the basic commands, functions, and capabilities of Excel 97. It's designed for computer users who are new to spreadsheets, or who plan to use Excel only occasionally.

Date: Mar 6-15  
Time: Tue & Thur 6:30-9:30  
Fee: \$90 plus text

### EXCEL LEVEL TWO

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: Apr 17-26  
Time: Tue & Thur 6:30-9:30  
Fee: \$90 plus text

### POWERPOINT LEVEL ONE

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: May 1-10  
Time: Tue & Thur 6:30-9:30  
Fee: \$90 plus text

### POWERPOINT LEVEL TWO

You will begin with a review of the basic operations from Level One 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.

Date: May 15-24  
Time: Tue & Thur 6:30-9:30  
Fee: \$90 plus text

NWCC  
is a  
Microsoft  
Office User  
Specialist  
Test Centre

## Education

### WORD LEVEL ONE

This 12-hour course is designed to introduce new users to the basic operation of *Microsoft Word 97*.

Date: Feb 12-21  
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.

Date: Mar 5-14  
Time: Mon & Wed 6:30-9:30  
Fee: \$90 plus text

### CISCO SEMESTER TWO

The Cisco Networking Academy is designed to teach students the skills needed to design, build, and maintain small to medium-size networks.

**Prerequisite:** Successful completion of Semester I.

Date: Jan 8-Apr 4  
Time: Mon & Wed 6:30-9:30  
Fee: \$750

### 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 & SUMMER EXAM DATES IN PRINCE RUPERT ARE:

March 2 & 3, April 27 & 28,  
June 1 & 2, July 13 & 14

### EARLY CHILDHOOD EDUCATION: WORK BASED PROGRAM

If you are currently working in a childcare center you may want to enroll in the following courses:

IHS 112: Interpersonal Communication  
IHS 147: Curriculum Planning I (completed July 2001, Terrace Campus)

IHS 145 Role of the Educator I (completed July 2001, Terrace Campus)

For course description, please see our 2000/2001 College Calendar or contact Joan Turecki at (250) 635-6511, local 5334.

### DIPLOMA IN ADULT EDUCATION

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.

### PROVINCIAL INSTRUCTOR DIPLOMA

For registration and more information, contact Vancouver Community College at the address and phone number listed under the Diploma in Adult Education.

Times for all courses are: Fri 6-9, Sat & Sun 9-4

### PRINCE RUPERT

102B Feb 9-11 & Feb 23-25

### SMITHERS

101 Feb 16-18 & Mar 2-4

### TERRACE

104B Jan 19-21 & Feb 2-4

103 Mar 23-25 & Apr 6-8

## First Aid & General Interest

### 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 of age. 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** Sat Mar 3  
**Session II** Sat Apr 7

### 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 21  
Time: Sat 8:30-5  
Fee: \$85

### CHILDSAFE



This course is designed for caregivers of children up to 10 years of age. Learn to care for choking, CPR, and common first aid situations. In addition, injury prevention is discussed. The Provincial Child Care Licensing Board of BC recognizes ChildSafe as a prerequisite for licensing.

Date: Feb 24  
Time: Sat 8:30-5  
Fee: \$75

### MARINE ADVANCED FIRST AID

This Red Cross course is designed to prepare seafarers to competently carry out the tasks, duties and responsibilities of providing on board care in the event of an accident or illness.

Date: Apr 28 & 29  
Time: Sat & Sun 8:30-5  
Fee: \$125

### 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 the HeartSaver Plus level of CPR. Retraining is recommended every two years.

Date: May 26 & 27  
Time: Sat & Sun 8:30-5  
Fee: \$125

### COOKING SERIES

Tempt your tastebuds with exotic flavours. **ALL SUPPLIES ARE INCLUDED IN THE COST.**

### CHINESE CUISINE

Learn to make Sweet & Sour Soup, Ginger & Green Onion Shrimp, Special Chow Mein and more. Each of the two classes will be spent preparing a complete meal. No MSG will be used in any of the dishes.

Date: Feb 20 & 22  
Time: Tue & Thur 7-9:30  
Instructor: L. Bozman  
Fee: \$45

### MEXICAN COOKING

Do you like Mexican food and want to make something other than tacos? In this class you will be involved in the preparation of two complete Mexican meals.

Date: Mar 27 & 29  
Time: Tue & Thur 7-9:30  
Instructor: E. Kollar  
Fee: \$45

## General Interest

### SUSHI I

Learn to prepare a variety of Sushi and then enjoy eating them. Students will prepare rice for Sushi and make both rolled and pressed Sushi with a variety of seafood and vegetarian fillings and toppings.

Date: Mar 13  
Time: Tue 7-9:30  
Instructor: M. Izumi  
Fee: \$30

### SUSHI II

Build upon the skills you developed in Sushi I to make additional types of Sushi.

Date: Mar 15  
Time: Thur 7-9:30  
Instructor: M. Izumi  
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? Have your pet care questions on cats and dogs answered by a knowledgeable professional.

Date: Feb 13  
Time: Tue 7-9  
Instructor: Dr. P. Kennedy  
Fee: \$10

### STAINED GLASS

Create your own piece of stained glass artwork by learning the basics of cutting, grinding, foiling, soldering and polishing glass. Each student will have a choice in projects and glass. All materials are included in the tuition.

Date: Apr 21  
Time: Sat 10-4  
Instructor: S. Morris  
Fee: \$135

### HANGING BASKETS

What can be more striking and enjoyable than a beautiful flowering basket? Learn how to plan, plant, care for, and use hanging baskets and containers for the maximum effect. Be sure to get a supply list (you will supply plants, container, etc). Learn the basics of successful container gardening.

Date: May 14  
Time: Mon 7-9  
Instructor: D. Harasym  
Fee: \$15 plus supplies

### MANAGING PMS NATURALLY

Physical discomfort and changes in mood and behaviour have been associated with menstruation since ancient times. Despite a lack of understanding of the causes of PMS, a great deal is known about how it makes a woman feel. Treatments for PMS are comprised of a mixture of supplements and dietary advice, herbal remedies and lifestyle changes.

Date: Apr 18  
Time: Wed 7-9  
Instructor: K. Inkpen  
Fee: \$15

### RELAXATION MASSAGE

Massage has evolved into a significant and effective healing art. Learn the simple techniques of relaxation massage to promote a deeply relaxed state and increased sense of well-being.

Date: Mar 31  
Time: Sat 9-12  
Instructor: K. Inkpen  
Fee: \$25

## General Interest

### INTRODUCTION TO NATURAL THERAPIES

Natural therapies is a system of health-oriented medicine stressing the promotion and maintenance of health and prevention of disease. Learn about herbal medicine, homeopathy, nutrition iridology, massage, and lifestyle counselling.

Date: Apr 11  
Time: Wed 7-9  
Instructor: K. Inkpen  
Fee: \$15

### SIGNED ENGLISH I

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

Date: Feb 15-May 24  
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 introductory course provides instruction in everyday usage of the language.

Date: Feb 13-Mar 15  
Time: Tue & Thur 7-9  
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.

Date: Apr 10-May 10  
Time: Tue & Thur 7-9  
Instructor: E. Gruber  
Fee: \$75 plus text

### JAPANESE BEGINNERS

An introduction to the Japanese language, emphasizing conversation skills. Learn to communicate in everyday situations.

Date: Mar 27-Apr 26  
Time: Tue & Thur 7-9  
Instructor: T. Heidlek  
Fee: \$75

### GRANT PROPOSAL WRITING

Are you trying to obtain grants from government or foundations for your organization? If so, this is the course for you. Learn handy tips from a successful proposal writer.

Date: Mar 12 & 14  
Time: Mon & Wed 7-9  
Instructor: A. Wilson  
Fee: \$45

### VOLUNTEER MANAGEMENT

This workshop focuses on recruitment, orientation, training, motivation and recognition.

Date: Mar 19  
Time: Mon 9-5  
Instructor: T. Kingston  
Fee: \$125

### BOARD DEVELOPMENT

This workshop focuses on recruitment, governance, effective meetings, and planning processes.

Date: Mar 21  
Time: Wed 9-5  
Instructor: T. Kingston  
Fee: \$125

## Marine Training

### BOATING SAFETY AND BASIC SEAMANSHIP

This course is accredited by the Canadian Coast Guard. Successful students will receive the Pleasure Craft Operator card. Fee for each is \$120 (includes text).

<b>Session I</b>	<b>Session II</b>
Apr 3-12	May 5-12
Tue & Thur 6:30-9:30	Sat 9-4

### BOATING SAFETY EXAMINATION CHALLENGE

If you are an experienced boater you may challenge the exam without taking the course. The fee is \$25. Contact the College to schedule your exam or register for the scheduled class of Saturday April 28, 9am-11am.

### SMALL VESSEL SEAMANSHIP

Can you tie a bowline or do an eyesplice? Do you know the recommended scope to use when anchoring? These and other seamanship skills will be covered in this course.

Date:	Apr 17-26
Time:	Tue & Thur 6:30-9:30
Fee:	\$120 plus text

### COASTAL NAVIGATION (NAUT 042)

This course covers chartwork, pilotage, collision avoidance, meteorology and electronic instruments. It covers the knowledge to safely navigate a small vessel. Participants should have some experience on the water.

Date:	Feb 12-Mar 28
Time:	Mon & Wed 6:30-9:30
Instructor:	J. Oliver
Fee:	\$245 plus text

### MASTER LIMITED CERTIFICATE

If you are considering running a charter vessel of any nature, a **Master Limited Certificate is mandatory if the vessel is over 5 gross tons and carries passengers.**

There are several different Master Limited Certificates. Which one is applicable depends on whether you will be carrying passengers or not, towing, the gross tonnage of the vessel, and the area of operation. If you are interested in a Master Limited Certificate you must make an appointment with Ship Safety (627-0340) to discuss the nature of the marine operation you are considering. They will advise you as to sea time requirements and necessary course work and examinations.

### M.E.D. A2 (Marine Emergency Duties)

This certified program of study combines the provision of knowledge with hands-on experience with the firefighting and cold water survival skills required in an emergency. The fee for each is \$275.

#### Session I

Date: Feb 27-Mar 2  
Time: Tue-Fri 8:30-4:30

#### Session II

Date: Apr 9-12  
Time: Mon-Thur 8:30-4:30

#### Session III

Date: Apr 30-May 3  
Time: Mon-Thur 8:30-4:30

## Marine & Safety

### OPERATING YOUR GPS

Do you have a GPS or are you planning to get one? Are you uncertain how to use it? If so, this course is for you. Learn how to tell your position and speed, the distance and time to your waypoint, and your cross track errors. Learn about Way Points, Man Over Board settings and how to use them.

Date:	Feb 27
Time:	Tue 6:30-9:30
Instructor:	D. Sweetnam
Fee:	\$45

### RESTRICTED RADIO OPERATOR

Do you have a license to use the VHF radio on your boat? If not, this course is for you. 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.

#### Session I

Date: Jan 29 Mon 8:30-4:30

#### Session II

Date: Mar 10 Sat 8:30-4:30

#### Session III

Date: Apr 21 Sat 8:30-4:30

### CORE (Hunter's Training)

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

Date:	Apr 23-May 3
Time:	Mon-Thur 7-10
Fee:	\$115

### NON-RESTRICTED PAL (Possession Acquisition License)

A PAL is required for the purchase of a firearm.

Date:	Mar 26-Apr 5
Time:	Mon-Thur 7-10
Fee:	\$125

### 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 7
Time:	Sat 8:30-4:30
Instructor:	K. Newton
Fee:	\$100

### TRAFFIC CONTROL (Flagging)

This certification is required for directing traffic in and around road maintenance and construction areas. **Students will require steel-toed boots for this course.** Each session is \$125.

#### Session I

Date:	Apr 3-4
Time:	Tue & Wed 8:30-4:30
Instructor:	K. Newton

#### Session II

Date:	May 1 & 2
Time:	Tue & Wed 8:30-4:30
Instructor:	K. Newton

### WHMIS

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

Date:	Mar 3
Time:	Sat 9-1
Instructor:	K. Newton
Fee:	\$50

## Safety



### WCB WORKSAFE CERTIFICATE PROGRAM

WCB has developed six WorkSafe Certificate programs. Participants who successfully complete each program receive a WorkSafe Program Certificate issued by WCB and NWCC. These courses are designed to be flexible, allowing the information to be tailored to meet specific needs. **Course times are 8:30-4:30.** Fee for each is \$100.

#### JOINT HEALTH & SAFETY COMMITTEE

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

Date: Thur Mar 1

#### 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 22

#### HAZARD RECOGNITION & CONTROL

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

Date: Thur Apr 5

#### OCCUPATIONAL HEALTH & SAFETY IN SMALL BUSINESS

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

Date: Thur May 3

#### PREVENTING WORKPLACE VIOLENCE

Conduct a risk assessment, establish preventive measures and procedures, and develop a workplace violence prevention program.

Date: Thur Apr 19

#### 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 Apr 12

#### CASHIER'S TRAINING

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

Date: Apr 21  
Time: Sat 9-1  
Fee: \$70

#### AIR BRAKES

Learn the theory and practice of air brakes systems, and receive a 30 day pre-trip credit for the MVB Air Endorsement Examination. Students require a valid driver's license and steel-toed boots for this course.

Date: Apr 24-28  
Time: Tue-Fri 6-10, Sat 8:30-4:30  
Instructor: D. Scott  
Fee: \$190

#### FORKLIFT CERTIFICATION COURSE

This course is for those with forklift experience. **Students will require steel-toed boots for this course.**

Date: Apr 11  
Time: Wed 8:30-4:30  
Fee: \$195

## Service

#### FOODSAFE LEVEL I

This course provides a high level of sanitation training for workers in the food industry. Course content includes microbiology, foodborne illness, food preparation, protection, transport and storage. The fee for each session is \$75, the times are: Saturdays 9-6 with Arlene Carlson instructing.

Session I Feb 24

Session II Apr 7

Session III May 12

#### FOODSAFE BASIC FOR ESL STUDENTS

The Basic class is designed for individuals who speak English as a second language. Instruction will be in English, but paced to accommodate the ESL student. For content details see the Foodsafe Level 1 description. NOTE: Students must speak English.

Date: Apr 2-11  
Time: Mon & Wed 6:30-9:30  
Fee: \$85

#### SERVING IT RIGHT

This course prepares you for the Provincial Government Serving It Right license exam.

Date: Apr 30  
Time: Mon 1-4  
Instructor: D. Dalton  
Fee: \$30 plus \$28 exam fee.

#### 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: Apr 28  
Time: Sat 9-4  
Fee: \$45



#### FREQUENTLY ASKED QUESTIONS ABOUT CONTINUING EDUCATION COURSES

##### 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?

A minimum enrollment is required to cover the costs of providing a course. If the minimum is not met, we have to cancel the course. 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.**

##### 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.



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