

Continuing ▶▶▶ EDUCATION

Fall 2006



NORTHWEST COMMUNITY COLLEGE · CONTINUING EDUCATION · NORTHWEST COMMUNITY COLLEGE · CONTINUING EDUCATION



Geologist examines core samples.

School of Exploration and Mining

See pages 29-31 for more details.

Register Early

Some classes fill quickly, only receipt of payment guarantees a place in a class. Space is limited so register in advance to guarantee your spot in the class of your choice!

1) **Phone In.**

Register using credit card (Visa, MasterCard, American Express)

- Hazelton - 842.5291
- Houston - 845.7266
- Kitimat - 632.4766
- Masset - 633.2292
- Pr. Rupert - 624.6054
- Q. Charlotte City - 559.8222
- Smithers - 847.4461
- Terrace - 635-6511

2) **Drop in**

Register in person at your local campus. Pay using credit card, debit card or cheque. Sorry, no post-dated cheques accepted.

3) **Fax In**

You may wish to fax in your registration. Please see the inside back cover page for a CE3 Fax Registration Form. Sponsoring Agencies or employers may fax an authorization to invoice for student registration. The authorization to invoice must be accompanied by a **Funded Student Information Form**. To get copies of this form please contact your local Continuing Education department.

4) **Web Registration**

If paying by credit card, Northwest Community College has now made it easier for you to register for Continuing Education courses. Follow these steps for an easy at home (or work) registration process.

1. Go to www.nwcc.bc.ca
2. Click on link "Northwest Connect"
3. Click on link "Continuing Education"
4. Search for course (enter in CE code listed in the calendar (e.g. CEFAID 706).
5. A list of courses will appear, click on the date/campus of your choice
6. Enter in credit card information.
7. Print out your confirmation of registration.

Course Cancellations

A minimum enrollment is required to recover the costs of each course. If that number is not reached, NWCC reserves the right to cancel classes. Every attempt will be made to notify you in advance. A full refund will be processed automatically unless we are notified of your wish to transfer to another class.

Check Your Receipt

Your receipt confirms your course registration, class time and location. If you have not received your receipt before your course starts, call your local campus.

Waitlists for Courses

Registrations are accepted on a first-come first-serve basis, upon full receipt of tuition fees at the time of registration. If a course is full, your name is placed on a waitlist. If the waitlist is sufficiently large, another course may be added. Those on the waitlist will be contacted and registration will be confirmed upon full receipt of tuition fees. Should space become available in a course (due to student withdrawals or other factors) the person whose name is first on the waitlist will be contacted. If that person cannot be reached, the next person will be contacted.

Fees, Withdrawals, & Refunds

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 start of the course.

Withdrawals and requests for refunds will be administered as follows:

- 7 days or more = \$10 admin. fee
- between 7 and 3 days = 50% return of fees
- less than 3 days = non refundable fees

Transfers to future classes are treated as withdrawals and are subject to the same timelines as above.

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School of Exploration & Mining

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Teaching/Training/Testing

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Web/Online Courses

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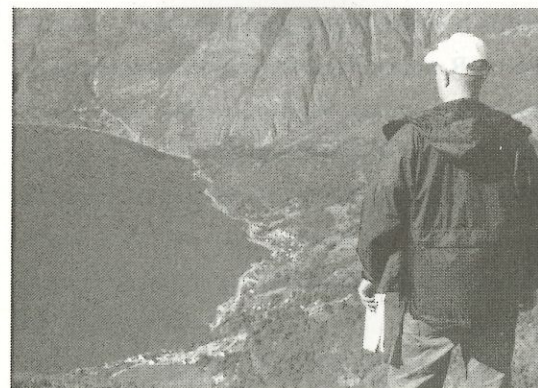
IMPORTANT TO REMEMBER

The information in this calendar is subject to change and revision.

While every effort is made to ensure that the content remains valid for the period covered, the student should recognize that changes may occur.

Northwest Community College does not, therefore, guarantee that all of the courses contained in this document will remain in their present format.

The information in this catalogue is current as of September 1, 2006. Prospective students are advised to contact the Continuing Education Department in your local community or visit our website at www.nwcc.bc.ca for current course schedules and rates.



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GIVE THE GIFT OF LEARNING!
Birthdays! Holidays! Retirement! Anniversaries!

Not sure what to give someone who has everything? With a gift certificate from Northwest Community College, give a choice of over 1000 courses to pursue their passion.

Available in October. For more information contact your local campus or call toll-free to 1.877.277.2288

It will be the best present you ever give!

ALPHA INDEX

ALPHA INDEX

Conversational French

"Bonjour!" Learn to carry on a simple conversation in French. This course is ideal for travel purposes and focuses on correct pronunciation, basic verbs and useful vocabulary. In a relaxed atmosphere, practice giving and taking directions, ordering from a menu, and more, all to build your confidence *en français*.

COURSE FEE: \$100+GST **CELANG 706**

Kitimat Oct 11-Dec 13
Wed 7:00pm-9:00pm

Conversational Spanish

"Hola!" An instruction in the every day use of Spanish including: pronunciation, reading, vocabulary, and basic grammar. Participants will learn to carry on basic communications in Spanish. Invaluable for those planning on vacationing in Mexico or other Spanish speaking countries, or for students interested in learning another language.

COURSE FEE: \$100+GST **CELANG 707**

Smithers Oct 2-Nov 6
Mon/Tue 7:00pm-9:00pm

Hazelton Oct 4-Dec 6
Wed 7:00pm-9:00pm

Kitimat Oct 10-Dec 12
Tue 7:00pm-9:00pm

Terrace Oct 11-Nov 15
Mon/Wed 7:00pm-9:00pm

Conversational Spanish - Level 2

"Como estas?" A continuation in the study of the basic language; including practical phrases and vocabulary for students and travellers. Increase your knowledge of Spanish and practice your pronunciation in this second level class.

COURSE FEE: \$100+GST **CELANG 708**

Smithers Nov 8-Dec 13
Mon/Thu 7:00pm-9:00pm

Discover Photography

Want to know how your 35mm camera works? Participants will learn about light, film exposure, depth of field, as well as composition. Pick up methods that can help in all aspects of your photography from portraits to landscapes! Students must supply their own 35mm SLR camera, and film for practice shots. An intense introduction for beginners, or a nice refresher course for those with experience.

COURSE FEE: \$100+GST **CEGENI 783**

Houston Oct 3-Nov 7
Tue 6:30pm-8:30pm

Beginning Writers Workshop

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

This course was very user-friendly. Simple to use even for someone whose never taken a course online before. I had a lot of fun doing the assignments and using the discussion board to interact with other students. I also learned a lot in a stress free environment where the focus was on learning, and not simply on marks.

-Mar/06, Beginning Writers Workshop

Pleasures of Poetry

This course will help you create your best possible work, whether you're looking to be published or simply wish to craft beautiful poems for friends.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

English as a Second Language

Do you have a family member or friend who is new to the country who needs to learn English? Perhaps you have a relative living in another country who has asked you about learning English in Canada. If so, check out the ESL program at the College. Classes run each year, from September to June, and can accommodate people of different levels of language backgrounds.

COURSE FEE: \$112.60 **ESL 091**

Rupert Sept 11-Dec 20
Mon/Wed 7:00pm-9:00pm

English Language Services for Adults (ELSA)

This class is designed for immigrants or Canadian citizens who need basic English for daily life or who need to improve reading and writing skills. Students with small children may be eligible for free daycare to attend this class.

COURSE FEE: \$40/MONTH **ESL 091**

Rupert Sep 16-Jun 15
Mon-Fri 9:15am-11:45am



ESL students are eligible to apply for ABESAP funding to help pay their fees. Ask at the College for more information.

CHECK YOUR RECEIPTS

Your receipt confirms your course registration, class time and location. If you have not received your receipt before your course starts, please call your local campus.

Making Movies with Windows XP

Turn your home videos into entertaining movies that you can share with others by e-mail, the Web, CD, and DVD.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Introduction to Illustration

Develop your visual communication skills! This course will provide an introduction to the principles of illustration. A variety of media will be used - ink, acrylic and digital image collage to help you develop your own style. This will appeal to those interested in graphic design and illustrating children's books, as well as many other applications.

COURSE FEE: \$145+GST **CEGENI 797**

Smithers Nov 7-Dec 12
Tue 6:30pm-9:30pm

Photographing People with Your Digital Camera

Learn to take beautiful pictures of adults, children, and babies.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc



Start and Operate Your Own Home-Based Business

An experienced entrepreneur teaches you how to develop the motivation, discipline, and creativity to quit your job and be your own boss.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Creating a Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success.

ONLINE COURSE FEE: \$119

www.ed2go.co/nwcc

Intro to Accounting

An introduction to fundamental accounting principles and terminology including: debits, credits, assets, liabilities, equity, revenue, and expenses. **Note:** Bring your calculator.

COURSE FEE: \$100

CEBSNS 735

Masset Fri	Sep 22-29 6:30pm-9:30pm
Kitimat Tue/Thu	Oct 3-5 6:30pm-9:30pm
Smithers Tue/Thu	Oct 3-5 6:30pm-9:30pm
Terrace Wed/Thu	Oct 11-12 6:30pm-9:30pm
QCC Tue/Thu	Nov 7-9 6:30pm-9:30pm

Simply Accounting - Level 1

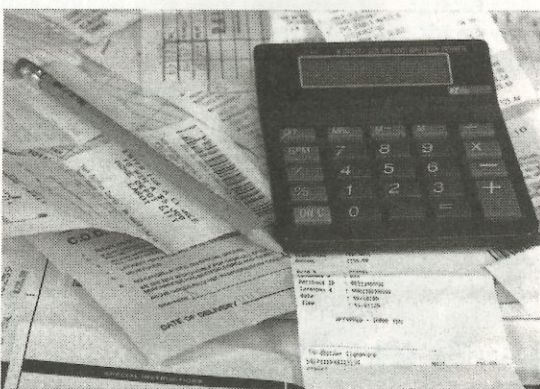
This is an introduction to accomplishing basic accounting tasks using Simply Accounting. Participants will begin with a company file and enter transactions for general ledger, accounts receivables, accounts payable, inventory, and managing capital expenses. This course will review some accounting fundamentals as they relate to the transaction at hand only.

Prerequisite: Intro to Accounting and Intro to Windows. **Note:** Expect some homework!

COURSE FEE: \$199

CECOMP 711

Kitimat Tue/Thu	Oct 10-24 1:00pm-4:00pm
Smithers Tue/Thu	Oct 10-24 6:30pm-9:30pm
Terrace Mon/Wed	Oct 16-30 6:30pm-9:30pm
Masset Tue/Fri	Oct 13-27 6:30pm-9:30pm
QCC Sun	Nov 26-Dec 3 8:30am-5:00pm



TAX DEDUCTIONS

In most cases, you may deduct tuition fees if the total amount exceeds \$100. The college generates a T2202E automatically for tuition over \$100. It will be mailed to the address on file.

Please remember to keep your address with the college updated and current.

Simply Accounting - Level 2

Participants will be introduced to the advanced functions and capabilities of Simply Accounting. Topics include: setting up bank reconciliations; working with credit/debit card transactions; creating a budget; handling project/departments accounting; and managing inventory. Learn additional payroll features including employee benefits, generating a payroll run, releasing vacation pay, and generating T4 slips; working with foreign currencies; handling bad debts, PST/GST remittances and more.

Prerequisite: Simply Accounting Lvl 1.

COURSE FEE: \$199

CECOMP 712

Terrace Tue/Thu	Nov 7-21 6:30pm-9:30pm
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Hire Smart

Develop recruiting techniques that will help you hire the best people.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Understanding the Human Resources Function

Learn to handle human resource functions to ensure the best possible results.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Creating User Requirements Documents

An experienced developer teaches you how to use discovery and documentation to meet or exceed customer expectations.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Writing to Win

This course presents the elements in developing proposals. Participants are asked to submit real proposal ideas before the course; ones that they are willing to have developed by a "team" during the course. At the end of the course, the team will have two real proposals well on their way to completion. Topics covered: identifying and gathering evidence in support of your idea, understanding funding agencies, writing proposal goals and objectives, developing implementation and evaluation plans, creating budgets and estimating timelines.

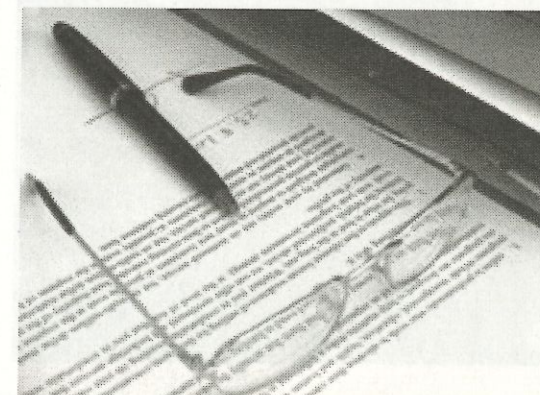
Prerequisite: Participants should have a good command of English and be prepared for a challenging course load, which includes extensive home study and assignments. Basic computer skills are an asset. The instructor, Gail MacDonald has over 30 years of experience writing and evaluating successful proposals.

Instructor would like proposal ideas submitted to the College by Oct 31, so she can select two proposals as projects for the class.

COURSE FEE: \$350

CEBSNS 752

Hazelton Sat/Sun Wed/Thu	Nov 18-23 9:00am-4:00pm 7:00pm-10:00pm
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JUSTICE INSTITUTE
of BRITISH COLUMBIA

Conflict Resolution Certificate Program

The Justice Institute of BC's Certificate Program in Conflict Resolution, specializing in Negotiation is offered in partnership with Northwest Community College.

An ability to negotiate and to resolve conflicts effectively has become a modern-day survival skill in our professional and personal settings. Most employers consider conflict resolution skills to be a key component of leadership. This specialization provides an excellent opportunity to explore the broad field of conflict resolution, with an emphasis on negotiation skills. It will equip you with concepts and skills to improve your personal and working relationships by learning how to handle conflict more constructively. Visit the JIBC website at <http://www.jibc.bc.ca/> for more detailed information. **Please note:** Registration for these JIBC credit courses will be done through Northwest Community College.



A great experience! I learned a lot and feel I have a different perspective on sources or causes of conflict. I see many potential applications for the skills we learned.

-Mar/06, Resolving Conflict in the Workplace

Resolving Conflict in the Workplace (CR110B)

Dealing effectively with workplace conflicts is a key competency for success in any job role. This foundation course offers practical tools for resolving conflicts collaboratively in the workplace. Participants will practice managing the aspects of content, process, relationship and balancing perspective in a conflict resolution dialogue. Through examining the sources of conflict attitudes and beliefs, conflict styles, and the role of assumptions and emotions, participants will gain an overview of conflict dynamics and strategies for resolution. This highly participatory course emphasizes self-awareness and skill development through structured exercises and simulations. Students are asked to bring a VHS videotape to record their role-play on the final day of the course.

Prerequisite: None, but this course is a prerequisite for many other courses.

COURSE FEE: \$575	CEBSNS 738
Terrace	Oct 25-27
Wed-Fri	8:30am-4:30pm
Kitimat	Nov 16-18
Thu-Sat	8:30am-4:30pm
Smithers	Nov 22-24
Wed-Fri	8:30am-4:30pm

Building Your Communication Toolbox (CR102)

If you have not had previous training in interpersonal communication skills, this elective course is strongly recommended immediately after CR110A or CR110B. In this course, you will focus intensively on communication theory and skills that are the building blocks of mediating, negotiating and resolving interpersonal conflict. Skills are demonstrated followed by the opportunity to practice in short exercises involving conflict situations. Specific skills include non-defensive listening, questioning, reframing and assertive speaking.

COURSE FEE: \$475	CEBSNS 736
Rupert	Nov 9-10
Thu-Fri	8:30am-4:30pm

Conflict on the Front Line: Leaders as Conflict Resolvers (CR128)

This course will teach leaders the "first-aid" approach to helping resolve interpersonal conflict between employees and colleagues. In this course, you will be introduced to concepts of interest-based conflict resolution and the role of neutral third-party interveners. A conflict resolution model will be presented. You will learn the communication skills to defuse interpersonal conflict and facilitate resolution between employees. A videotape will be provided for you to record your role-play on the final day of the course.

COURSE FEE: \$575	CEBSNS 773
Terrace	Dec 1-3
Fri-Sun	8:30am-4:30pm

Managing the Hostile Individual (CR108)

Kitimat	May 28-29
Mon/Tue	8:30am-4:30pm

Negotiation Skills Level 1 (CR260)

Smithers	Mar 12-14
Mon-Wed	8:30am-4:30pm

Dealing With Anger (CR200)

Terrace	May 9-11
Wed-Fri	8:30am-4:30pm

Asserting Yourself in Conflict Situations (CR105)

Terrace	Jun 2-3
Sat-Sun	8:30am-4:30pm

This was without a doubt, one of the most useful courses I have ever taken. Thank you very much for sharing your knowledge with me.

-Apr/06, Achieving Success /w Difficult People

Medical Terminology

This course is a fundamental preparation for many positions in the medical field. An intensive course designed to assist you in developing the skills to understand medical terminology through the use of common medical prefixes, suffixes, word roots, and combining forms as well as exploring human body systems. **Note:** The textbook "Medical Terminology: A Living Language", 3rd Edition, to be purchased by student. Cost \$79+tax. **Prerequisite:** Grade 10 English and Writing.

COURSE FEE: \$425	CEBSNS 712
Terrace	Sep 26-Nov 14
Tue/Thu	6:30pm-9:30pm

Administrative Assistant Fundamentals

Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries.

ONLINE COURSE FEE: \$119
www.ed2go.com/nwcc

Successful Job Search Skills

This one-day workshop covers: how to maintain a positive and winning attitude throughout your job search, how to identify your core strengths and competencies, what your resume says about you, and interview preparation and practice including learning the top qualities and characteristics that interviewers look for in candidates. Basic entry level skills will be discussed during this workshop. It is an interactive format, with group sessions, facilitated by the instructor.

COURSE FEE: \$100	CEBSNS 767
Terrace	Nov 25
Sat	8:30am-5:30pm

SENIORS

Seniors over 65 are eligible for tuition-free enrollment in many NWCC courses subject to certain conditions. Call today to find out how!

A First Look at Computers

Designed to introduce the new user to the basics of working with a computer. Participants will learn the components of a PC, working with storage systems, and be introduced to Windows.

COURSE FEE: \$100

CECOMP 767

Terrace
 Tue/Thu

Sep 26-28
 6:30pm-9:30pm

Intro to Windows

Learn basic commands and functions included with Windows' operating system. Upon completion you will be able to log on; customize your desktop; manage files, folders, and disks; work with Windows programs; personalize Windows and more. This course is a prerequisite for all NWCC computer software courses.

COURSE FEE: \$169

CECOMP 745

Masset
 Sun

Sep 10-Oct 1
 6:30pm-9:30pm

QCC
 Tue/Thu

Sep 19-28
 6:30pm-9:30pm

Rupert
 Mon/Wed

Sep 25-Oct 4
 6:30pm-9:30pm

Terrace
 Tue/Thu

Oct 3-12
 6:30pm-9:30pm

Houston
 Tue/Thu

Oct 3-12
 6:30pm-9:30pm

Outlook Level 1

Designed to show the student how to use MS Outlook, a desktop information management program. You will use the Office Assistant; send, check, and manage your messages; send mail; manage your calendar and contacts; track activities and more.

Prerequisite: Intro to Windows.

COURSE FEE: \$169

CECOMP 738

QCC
 Mon/Wed

Nov 14-23
 6:30pm-9:30pm

Masset
 Mon/Thu

Dec 4-14
 6:30pm-9:30pm

Access Level 1

MS Access allows users to efficiently store, organize, retrieve, communicate and manage just about any collection of information inventory, to-do lists, appointments, addresses, and more. Learn how to load and exit from Access; use the Database Wizard; create a new table; enter, adjust and delete information; sort records; create and use forms, mailing labels, reports and more.
Prerequisite: Intro to Windows.

COURSE FEE: \$169

CECOMP 705

Smithers
 Fri

Oct 6-27
 8:45am-11:45am

Excel Level 1

MS Excel is a versatile tool that makes it easy for you to analyze, report and share your data. Participants will create and use worksheets and charts; enter, edit and format information on the worksheet; build sample worksheets; view different parts of a worksheet simultaneously; view several worksheets at one time; print worksheets, and more.
Prerequisite: A First Look at Computers or Intro to Windows.

COURSE FEE: \$169

CECOMP 722

Smithers
 Mon/Wed

Oct 2-16
 6:30pm-9:30pm

Masset
 Mon/Thu

Oct 9-19
 6:30pm-9:30pm

Terrace
 Tue/Thu

Oct 17-26
 6:30pm-9:30pm

QCC
 Tue/Thu

Oct 17-26
 6:30pm-9:30pm

Houston
 Tue/Thu

Oct 31-Nov 9
 6:30pm-9:30pm

Rupert
 Mon/Wed

Dec 4-13
 6:30pm-9:30pm

Nice to have dedicated time to focus on program functions, instructor had good knowledge of subject area, good work examples.

-Mar/05, Excel Level 3

Excel Level 2

Learners will be introduced to the intermediate features of the MS Excel program. Upon successful completion participants will learn how to create and name ranges of cells; sort a list of data; create a Web page from an Excel worksheet; change cell sizes and alignment; summarize information in the database; change Excel options; protect your worksheets and workbooks; customize your printing options; use drawing tools, and more.

Prerequisite: Excel Level 1 or equivalent.

COURSE FEE: \$169

CECOMP 723

Smithers
 Mon/Wed

Nov 1-15
 6:30pm-9:30pm

Terrace
 Tue/Thu

Nov 7-16
 6:30pm-9:30pm

Excel Level 3

Level 3 is designed for proficient users of MS Excel. Advanced topics include: how to link workbooks; consolidate information from different worksheets; create a database; create and use Pivot Tables; use the Goal Seek and Solve function to calculate optimal values; create and run macros; add comments to worksheet cells; create worksheet forms with controls; import and export with other applications, and more.

Prerequisite: Excel Level 2.

COURSE FEE: \$169

CECOMP 725

Terrace
 Tue/Thu

Nov 28-Dec 7
 6:30pm-9:30pm

Smithers
 Mon/Wed

Dec 4-13
 6:30pm-9:30pm

Word Level 1

An introduction to the basic operations of MS Word. Participants will be able to create and edit documents; save, open and close documents; use the Letter Wizard and different document formatting methods; move and copy text; proofread and correct your documents; use the Find and Replace features; Zoom and Print Preview; understand file management; create envelopes and labels, and more.

Prerequisite: A First Look at Computers or Intro to Windows.

COURSE FEE: \$169

CECOMP 749

Masset
 Mon/Wed

Sep 18-28
 6:30pm-9:30pm

QCC
 Tue/Thu

Oct 3-12
 6:30pm-9:30pm

Rupert
 Mon/Wed

Oct 16-25
 6:30pm-9:30pm

Terrace
 Mon/Wed

Oct 16-25
 6:30pm-9:30pm

Houston
 Tue/Thu

Oct 17-26
 6:30pm-9:30pm

Smithers
 Mon/Wed

Oct 18-30
 6:30pm-9:30pm

Introduction to Microsoft Project

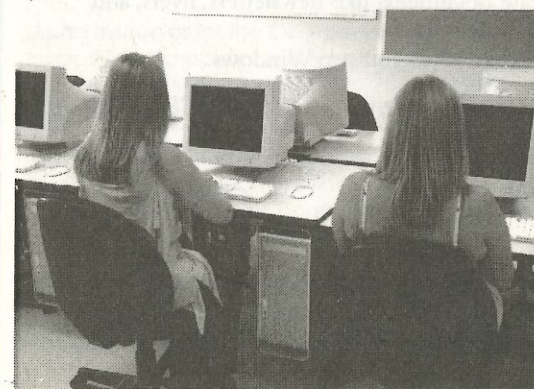
Master the ins and outs of the Internet with this informative behind-the-scenes look at the Web, search engines, email, and more.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

COURSE CANCELLATIONS

A minimum enrollment is required to recover the costs of each course. If that number is not reached, NWCC reserves the right to cancel classes. Every attempt will be made to notify you in advance. Please ensure your contact information is current when you register. A full refund will be processed automatically unless we are notified of your wish to transfer to another class.



Word Level 2

Learners will be introduced to the intermediate features of MS Word. Learn how to format documents with styles; work with document templates, headers and footers, and special characters; work with tables and perform simple calculations; insert graphics; perform mail merges; customize Word and more.

Prerequisite: Word Level 1.

COURSE FEE: \$169

CECOMP 750

Terrace
Wed Nov 1-15
6:00pm-10:00pm

Rupert
Mon/Wed Nov 6-20
6:30pm-9:30pm

Smithers
Mon/Wed Nov 20-29
6:30pm-9:30pm

Introduction to Quickbooks 2005

Learn how to quickly and efficiently gain control over the financial aspects of your business.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

PowerPoint Level 1

MS PowerPoint is the most commonly used tool in multimedia presentations. Participants will learn how to start PowerPoint, create and edit slides; create and edit graphs and charts; save, close and open slide shows; view slides, and more.

Prerequisite: A First Look at Computers or Intro to Windows. Word Level I highly recommended.

COURSE FEE: \$169

CECOMP 739

Smithers
Fri Nov 3-24
8:45am-11:45am

Masset
Mon/Thu Nov 20-30
6:30pm-9:30pm

Terrace
Wed/Thu Nov 22-30
6:30pm-9:30pm

QCC
Tue/Thu Nov 28-Dec 7
6:30pm-9:30pm

Computer Skills for the Workplace (IC³ Module B)

A component of the IC³ Module of courses; this module covers general word processing and spreadsheet tasks, as well as common application functions such as formatting, editing, managing and printing files, and utilizing help.

COURSE FEE: \$169

CECOMP 762

Kitimat
Tue/Thu Oct 24-Nov 23
6:30pm-9:30pm

Web Design Essentials

Do you want to learn how to create a functional and attractive looking web site, or need to acquire the essential skills for updating your organization's web pages? In this hands-on class for beginners, you will learn how to design, layout, manage, and publish web pages for your personal or professional use. Using Macromedia Dreamweaver, a program for creating web pages, you will work step-by-step to develop your own web project, with text, images, and links. Topics include: planning and designing a web site; organizing and structuring your content for the web; managing and constructing a web site; and uploading your pages for the world to see.

COURSE FEE: \$225

CECOMP 793

Houston
Tue/Thu Nov 14-28
6:30pm-9:30pm

Publisher

Learn the basics of desktop publishing using MS Publisher, one of the easiest desktop publishing programs available. Participants will review desktop publishing concepts then learn how to create documents like newsletters, flyers, and brochures.

Prerequisite: Intro to Windows.

COURSE FEE: \$169

CECOMP 741

Masset
Mon/Thu Oct 30-Nov 9
6:30pm-9:30pm

Intro to Adobe Framemaker 7.1

If you want to succeed as a technical writer, you need to learn FrameMaker, the gold standard for publishing technical documentation.

ONLINE COURSE FEE: \$119

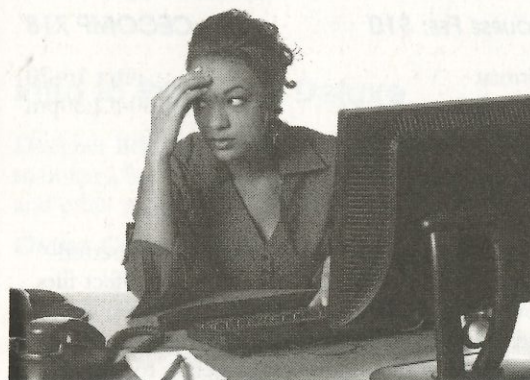
www.ed2go.com/nwcc

Introduction to Crystal Reports 10

Make the points you want to make by converting raw database or accounting information into impressive and meaningful reports.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc



TEACHING & TRAINING OPPORTUNITIES

Do you have expertise or skills that you would like to share with others? Do you have experience or the desire to teach?

NWCC is always looking for part-time instructors to meet the continuing demand for community education and professional development programs.

As an instructor for the College, you will have the opportunity to apply your expertise, gain valuable experience, and share your interests with others.

When hiring CE instructors at NWCC preference is given to those with a Provincial Instructor's Diploma. The minimum education accepted is completion of the Instructors Skills Workshop.

Watch our website for employment opportunities.

PRIVATE CONTRACT TRAINING

Are there courses in this brochure that would benefit your organization but don't fit into your training or work schedule? If so, we would gladly set up a training schedule to accommodate your time and work needs.

We have helped many businesses, government and social service agencies, First Nations bands, and volunteer organizations meet their training needs through private contract training.

Whether it's a course or program listed in this brochure, from the list below, or a specialized one specific to your work place, we can create a training solution for you.

- Aboriginal Business Development
- Adobe Acrobat Access
- ATV Rider Safety Training
- Avalanche Awareness
- Chainsaw Safety
- Chambermaid Training
- Class Five Learner's License Workshop
- Conflict Resolution
- Creative Writing
- Digital Photography
- Internet Safety
- Introduction to Watercolors
- Map and Compass
- Meat Cutting
- MS Project
- OFA Level 2
- Pagemaker
- Photoshop
- Recreational GPS
- Resume Writing
- S-100 Fire Suppression
- Snowmobile Rider Safety Training
- Stress Management
- Technical Writing
- Telephone Etiquette
- Time Management
- Walk with Medicine Man
- Wilderness First Aid
- Youth & Alcohol Drug Awareness Workshop

For more information contact the Continuing Education office at your local campus. See back cover for contact information.

A First Look at Computers

Designed to introduce the new user to the basics of working with a computer. Participants will learn the components of a PC, working with storage systems, and be introduced to Windows.

COURSE FEE: \$100 **CECOMP 767**

See Page 10 for dates/times in your area.

Intro to Windows

Learn basic commands and functions included with Windows' operating system. Upon completion you will be able to log on; customize your desktop; manage files, folders, and disks; work with Windows programs; personalize Windows and more. This course is a prerequisite for all NWCC computer software courses.

COURSE FEE: \$169 **CECOMP 745**

See Page 10 for dates/times in your area.

Introduction to the Internet

Master the ins and outs of the Internet with this informative behind-the-scenes look at the Web, search engines, email, and more.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Keyboarding

Use the computer program FasType for Windows to learn the basic skills of touch-typing.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc



101 Tips & Tricks for the iMac and Macintosh

Use your Macintosh more efficiently and increase your productivity by learning dozens of tips, tricks, and shortcuts involving the Operating System, keyboard, desktop navigation, fonts, special characters, maintenance, viruses, sound and more.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Computer Camp for Seniors

This week long session includes A First Look at Computers, Internet/Email, Word Level 1 Express, and Digital Cameras. This course is limited to seniors 65 years and older.

COURSE FEE: \$10 **CECOMP 718**

Kitimat Oct 16-20
Mon-Fri 8:30-12:30pm

First Aid for Computers

Learn how to make your computer feel better! Learn about viruses and how they can affect files, how to minimize the chances of receiving one, and what to do if catch one. Clear up cookies and temp files to free up memory; defrag to increase speed, and learn proper back up techniques. **Prerequisite:** Intro to Windows, or A First Look at Computers.

COURSE FEE: \$100 **CECOMP 800**

Kitimat Nov 28-30
Tue/Thu 12:30pm-3:30pm

Introduction to PC Security

What you don't know can really hurt you. Learn what you can do to protect yourself and your computer.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Learn to Buy and Sell on eBay

Auction pros teach you how to work from home or earn extra income by buying and selling goods online.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Working with your Macintosh

Your Macintosh comes out of the box with everything you could ever need in a computer. This course will show you how to use it all.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Intro to PrintShop Deluxe

Designer helps you create beautiful greeting cards, stationary, brochures, signs, certificates, calendars, and other projects you can use immediately.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Photoshop Elements 4.0 for the Digital Photographer

Learn to edit and correct digital images to repair deficiencies and bring out the best in all your photographs.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

JOIN THE LIST

The Interest List is a key element of our approach to program development. Give us a call - we will schedule courses as soon as a minimum number of people let us know that they're interested. It could be the best move you make this year!

Expressing your interest is FREE!

See the back cover for your local contact information. Call us today.

Creating Web Pages

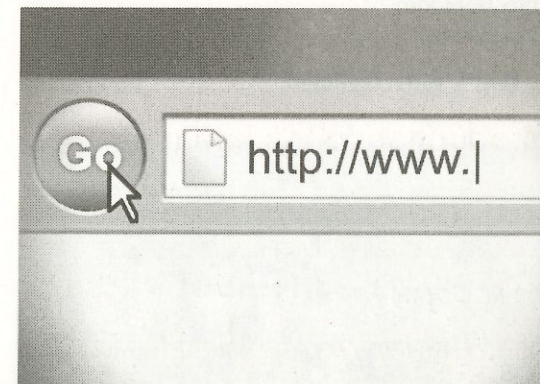
Learn the basics of HTML so you can design, create, and post your very own site on the Web.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

I thoroughly enjoyed this course and Craig Power's online teaching methodology. I liked the ability to print out the lessons for future reference and as a guide. Thank you for a very informative educational experience. I learned more here, hands on than I would have in a classroom scenario.

-Jan/05, Creating Web Pages



Creating Web Pages II

Learn to develop polished and interactive pages complete with tables, forms, frames, audio, and CSS.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Introduction to Freehand MX

Harness the power of Freehand MX to create stunning logos, brochures, book covers, flyers, Web graphics, and more.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

What is ElderCollege?

Learning with a Difference!

ElderCollege provides learning opportunities for adults aged 50 or older who wish to enrich their lifestyle through self-directed education and who want to contribute to the social and cultural development of their community. ElderCollege participants design and offer quality education activities to stimulate interests in learning and provides a forum for sharing ideas and knowledge with others.

If you are interested in exploring ideas, sharing laughter and making new friends, we invite you to discover learning for enjoyment. Participants also have access to the college library, which has an area specifically for 50 plus.

- No Pressure
- No Deadlines
- No Boredom
- No Exams

... that's ElderCollege!



GIVE THE GIFT OF LEARNING!

Birthdays! Holidays! Retirement! Anniversaries!

Not sure what to give someone who has everything? With a gift certificate from Northwest Community College, give a choice of over 1000 courses to pursue their passion.

Available in October. For more information contact your local campus or call toll-free to 1.877.277.2288

It will be the best present you ever give!

Hazelton ElderCollege

Weekly Information Sessions

ElderCollege will offer regular information sessions every Thursday afternoon beginning at 1:00pm September 14, 2006. Below is a tentative schedule for these sessions. A sessions are free!

Potluck Luncheon & General Meeting
Sep 14 Everyone Welcome

Bird Watching
Sep 21 Facilitator: Ray Sturney

Herbs
Sep 28 Facilitator: Dietmar Ordowski

Morocco & Canary Islands
Oct 5 Facilitator: Dietmar Ordowski

Tales of the Hazeltons
Oct 19 Facilitator: Olga Walker

Family Tree
Oct 26 Facilitator: Faye Sturney

Super Size Me
Nov 2 Facilitator: Dietmar Ordowski

Astronomy
Nov 9 Facilitator: Janet Willson

Hospice
Nov 16 Facilitator: Lorna Janze

Possible courses for the Fall/Winter are below. Watch for announcements in The Bulkley Browser.

Computers, Part 2 - six sessions, 1.5 hours each

Conversational German - ten sessions, 1 hour each

Yoga for Seniors - ten sessions, 1 hour each

Intro to Sketching - one session, 1/2 day

Digital Cameras - one session, 1/3 day

Current Affairs - six sessions, 1 hour each

Please phone the college at (250) 842-5291 to indicate interest in the above courses, so definite plans can be made.

If you would like to be placed on the Upper Skeena ElderCollege email list and be notified of upcoming courses, please send your email address to Leah Marshall, Continuing Education Department, at lmarshall@nwcc.bc.ca

Smithers ElderCollege

What's News

This is a discussion group for people interested in current affairs and follow issues in the news. Participants will discuss the significance of international, national and local events.

COURSE FEE: \$30 CEELDR 702

Smithers Nov 7-29
Tue 10:00am-12:00pm

Conversational Spanish

Are you planning a vacation to Mexico or another Spanish speaking country? If so, this course is a must! Learn to carry on a simple conversation and be understood in Spanish. This introductory course will focus on correct pronunciation and useful vocabulary. In a fun and relaxed atmosphere, you will practice giving and taking directions, ordering from a menu, and much more. You will also learn about Spanish and Latin culture. This course will build your confidence in speaking a new language.

COURSE FEE: \$40 CEELDR 704

Smithers Sep 25-Nov 20
Mon 10:00am-12:00pm

Computer Essentials

This introductory course is ideal for seniors with little or no computer experience. Classes take place in the NWCC computer lab and cover topics ranging from basic computer operation to the elements of word processing, file management, e-mail and the Internet. Register for this course and have fun getting acquainted with the computer in a stress-free environment.

COURSE FEE: \$40 CEELDR 710

Smithers Oct 12-Nov 16
Thu 1:00pm-3:00pm

Young at Heart - Health Tips for Seniors

The old adage rings true: "An ounce of prevention is worth a pound of cure." Learn what professionals are saying about health issues of concern to older adults. This series of 4 workshops will provide you with reliable strategies that promote health and help you stay active and well. Workshops include:

God Bless Your Heart - Wendy Orienti

Seeing is Believing - Dr. W.R. Onstein

Dem Bones, Dem Bones - Graham Pollard, Physiotherapist and Dorothy Giesbrecht, Somatics Instructor

Use It or Lose It - Dr. Blaus

COURSE FEE: \$5/SESSION CEELDR 711

Smithers Oct 3-24
Tue 10:00am-12:00pm



NO GST/HIDDEN FEES

On most Continuing Education courses there are no GST charges. If GST is to be paid, it will be specifically noted. For most courses, prices include books/manuals. As with the GST, if textbooks are to be purchased separately, it will be specifically noted.

Critical Incident Stress

Critical Incident Stress is a reaction to a traumatic event. In this eight-hour workshop participants will share their reactions, learn about their reactions, the importance of debriefing and how to care for themselves following the event. Participants will share their experiences and learn the do's and don'ts of helping yourself. This workshop is also encouraged for family and friends of participants who have experienced traumatic stress.

COURSE FEE: \$100 **CEHLTH 750**
Terrace Mon Nov 20
8:30am-5:30pm

Certificate in Gerontology

(30 contact hours) Earn a certificate proving you have the skills required to meet the health care needs of a rapidly aging population.

ONLINE COURSE FEE: \$299
www.ed2go.com/nwcc

Certificate in End of Life Care

(26 contact hours) Earn a certificate proving you understand the needs of individuals living with debilitating, chronic, or terminal illnesses.

ONLINE COURSE FEE: \$269
www.ed2go.com/nwcc

Introduction to Natural Health & Healing

Learn how to promote wellness, balance, and health in all aspects of your daily life.

ONLINE COURSE FEE: \$119
www.ed2go.com/nwcc

This course has made a big difference in my life and I have learned a lot. Thank You!

-Mar/06, Intro to Natural Health & Healing

Jin Shin Do - Self Acupressure

Learn 25 acupressure points from a certified Jin Shin Do Acupressurist. The course is directed to those who recognize the value of preventative health care. Jin Shin Do has been proven to increase energy, sharpen one's mind, keep emotions balanced, relieve aches and pains and other maladies. It will also relieve muscle tension and allow joints to become more flexible.

COURSE FEE: \$125+GST **CEGENI 795**
Rupert Sat Oct 14
9:00am-5:00pm

Jin Shin Do - Neck Release

Learn how to do a Jin Shin Do Acupressure Neck Release on yourself or family members. Hands-on practice teaches you the 5 points to relieve those daily stresses. Instructed by a certified Jin Shin Do Acupressurist.

COURSE FEE: \$50+GST **CEGENI 798**
Rupert Sat Sep 30
10:00am-5:00pm

Assisting Aging Parents

Be prepared to handle the challenges you and your parents will face in the coming years, while learning to cherish the transition.

ONLINE COURSE FEE: \$119
www.ed2go.com/nwcc

Food and Fitness to Fight Cancer

Improve your health and decrease your risk of cancer by adding sound nutrition and wellness principles to your daily life.

ONLINE COURSE FEE: \$119
www.ed2go.com/nwcc

Coastal Navigation

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.

COURSE FEE: \$255 **CENAUT 712**
Rupert Mon-Thu Nov 20-30
6:00pm-9:00pm

Fishing Master IV - Certificate of Service

A Fishing Master IV Certificate is mandatory if you are considering running a fishing vessel between 60 and 100 gross tons. This certificate requires a minimum of 12 months sea-time on a vessel of 5 gross tons or greater, ROC-MC, MED-A1/MED-A2, Marine Advanced First Aid, and a seafarer's medical examination. Please contact Transport Canada (250) 627-3045 for a complete list of sea-time and other requirements for this certification.

COURSE FEE: \$755 **CENAUT 704**
Kitimat Mon-Fri Nov 6-24
8:30am-4:30pm
Rupert Mon-Fri Nov 27-Dec 15
8:30am-4:30pm

Red Cross® - Marine Advanced First Aid

This Red Cross course prepares you for the tasks, duties and responsibilities of providing first aid for an accident or illness at sea. Approved by Transport Canada Marine Safety, this course is a must for anyone who works in a marine environment, or spends a lot of time around water.

COURSE FEE: \$185 **CEFAID 705**
QCC Sat/Sun Oct 21-22
8:30am-5:30pm
Kitimat Sat/Sun Dec 2-3
8:30am-5:30pm

Masters Limited

If you are considering running a vessel over 5 gross tons and less than 60 gross tons a Masters Limited Certificate is mandatory whether carrying passengers or not. This certificate requires a minimum of 2 months sea-time on a vessel of 5 gross tons or greater, MED-A2, ROC-MC and Marine Advanced First Aid certification and a seafarer's medical examination. Upon completion, students are responsible to arrange an oral examination by a Transport Canada Mariner Examiner. Please contact Transport Canada (250) 627-3045 for a complete list of sea-time and other requirements for this certification.

COURSE FEE: \$755 **CENAUT 706**
Kitimat Mon-Fri Nov 6-24
8:30am-4:30pm
Rupert Mon-Fri Nov 27-Dec 15
8:30am-4:30pm

Instructor was of great help in understanding the course and explained everything clearly. Excellent Instructor!

-Jan/06, Fishing Master IV/Master Limited

Restricted Radio Operator's Certificate - Maritime Commercial Upgrade (ROC-MC)

This course includes GMDSS and VHF-DSC training. Candidates require ROC-MC as part of FM-IV and Masters Limited training. To confirm the requirements for holding this certification, please contact Transport Canada at (250) 627-3045. **Note:** Operators must be a minimum of 18 years old.

COURSE FEE: \$530 **CENAUT 708**
Kitimat Mon-Wed Oct 30-Nov 1
8:30am-4:30pm
Rupert Thu-Sat Nov 16-18
8:30am-4:30pm

Restricted Radio Operator (ROC-M)

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

Prerequisite: A sound knowledge of the phonetic alphabet and pre-reading of course handout.

COURSE FEE: \$120

CENAUT 713

Rupert Tue/Wed	Nov 14-15 8:30am-5:30pm
QCC (fee \$150) Fri/Sat	Nov 17-18 8:30am-5:30pm
Masset (fee \$150) Mon/Tue	Nov 20-21 8:30am-5:30pm

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

Recommended for captains and operators of passenger vessels, this Transport Canada approved course provides seafarers with various safety related skills associated with small boat operation and ensuring the safety of passengers. Students receive a Transport Canada TC EXN 24 certificate upon successful completion of course. Topics include hazards associated with the marine environment, developing skills to assist passengers to survive an emergency, and maintaining safety equipment and keeping safety records. Rain gear and swim attire are required.

COURSE FEE: \$330

CENAUT 714

QCC (fee \$350) Mon-Thu	Nov 20-23 8:30am-4:30pm
Rupert Mon-Thu	Nov 20-23 8:30am-4:30pm
Kitimat Mon-Thu	Nov 27-30 8:30am-4:30pm
Rupert Mon-Thu	Feb 19-22 8:30am-4:30pm

Marine Emergency Duties (M.E.D.) - A3

This one-day course is designed for crew members on small commercial vessels, including smaller fishing vessels, operating near the coast. Topics include: common hazards and emergency responses, fire-fighting, and the use of lifesaving appliances.

COURSE FEES: \$100

CENAUT 709

QCC (fee \$120) Sun	Nov 19 8:30am-5:30pm
Masset (fee \$120) Sat	Nov 22 8:30am-5:30pm
Rupert Sun	Nov 26 8:30am-5:30pm
Rupert Sun	Feb 18 8:30am-5:30pm

Small Vessel Operator

This course for operators of small commercial vessels focuses on charts and navigation, Collision Regulations, seamanship, marine weather and small vessel stability. It includes information on buoyage, electronics for position fixing, departure preparation, safety on the job and Transport Canada's Small Vessel Inspection and Monitoring Program. A Transport Canada EXN 24 Training Certificate will be issued to participants by the approved course provider.

COURSE FEE: \$200

CENAUT 710

Rupert Fri/Sat	Nov 24-25 8:30am-5:30pm
Rupert Fri/Sat	Feb 16-17 8:30am-5:30pm
Rupert Sat/Sun	Apr 22-23 8:30am-5:30pm
Kitimat* Fri-Sun	Dec 1-3 8:30am-5:30pm

*new 3 day course - Fee is \$300

Enform (PITS) Chainsaw Safety

Combining theory and hands-on practice the course includes personal protection, chainsaw maintenance and handling, safe falling, limbing, and bucking practices. Successful students will receive a certificate of completion from Enform. Suggested minimum age 16 years. All Students are required to have the following gear for the second day: appropriate clothing for work, saw pants, steel-toed work boots, hard hat with muffs and visor, gloves, reflective vest, safety glasses, emergency whistle, chainsaw and related maintenance tools.

COURSE FEE: \$740

CEFAID 739

Smithers Mon/Tue	Oct 2-3 8:30am-5:30pm
Terrace Wed/Thu	Oct 4-5 8:30am-5:30pm
Rupert Fri/Sat	Oct 6-7 8:30am-5:30pm

H₂S Alive

The Alive program prepares workers to recognize Hydrogen Sulphide hazards and save themselves, as well as perform basic rescue during an H₂S incident. The course combines theory and practice with each student using detection equipment, and breathing apparatus and performing mouth-to-mouth resuscitation. Upon successful completion each candidate will be issued an H₂S Alive certificate.

COURSE FEE: \$250

CEFAID 733

Terrace Wed	Oct 18 8:30am-5:30pm
Rupert Thu	Oct 19 8:30am-5:30pm
Terrace Fri	Dec 13 8:30am-5:30pm

Transportation of Dangerous Goods

This course is designed for people who handle and/or transport dangerous goods by land and rail. Successful participants receive a certificate of course attendance.

COURSE FEE: \$89

CEFAID 714

Terrace Tue	Oct 17 8:30am-5:30pm
Rupert Fri	Oct 27 8:30am-5:30pm
Terrace Wed	Nov 29 8:30am-5:30pm
Kitimat Wed	Dec 6 8:30am-5:30pm

Petroleum Safety Training (PST)

This interactive CD-ROM training program enables users to work at their own pace. It has been designed so learners do not need significant computer skills. Training must be scheduled during office hours or upon availability of computer lab facilitator.

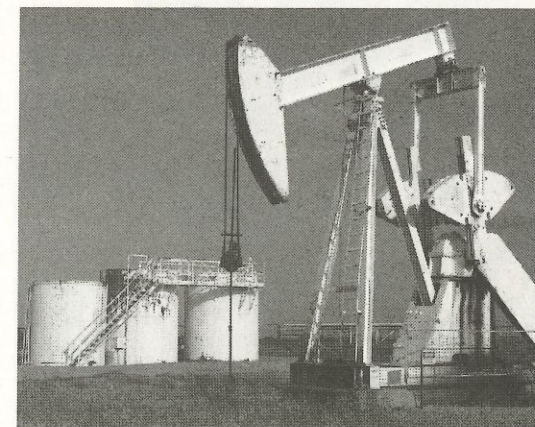
COURSE FEE: \$100

CEFAID 738

MANY WAYS TO REGISTER

You can register for Continuing Education courses in a variety of ways; phone, fax, email, online.

See back cover for details.



Red Cross® - Babysitter Training

This course is designed for students 11 to 15 years of age. The participants will cover first aid, fire safety, accident prevention, and how to care for and entertain children at various stages of development. This is a fun, rewarding program for young entrepreneurs to learn safety and awareness. Participants should bring bag lunch/snack. The course fee includes manual.

COURSE FEE: \$60

CEFAID 715

QCC Sat/Sun	Sep 16-24 9:30am-12:00pm
Masset Sat	Sep 30-Oct 7 1:00pm-4:00pm
Hazelton Sat	Oct 14-21 10:00am-2:00pm



I would recommend this course to others.

-Oct/05, Childsafe

Get Assertive!

Find out how you can stop others from intimidating you or treating you poorly.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Red Cross® - Childsafe

This workshop will teach you how to make your home a safer place and help you handle child emergencies with confidence. Topics include: recognizing home hazards, injury prevention, safety education, rescue breathing, choking, CPR for infants and children, bleeding management, and common First Aid situations.

COURSE FEE: \$89

CEFAID 702

Rupert Sat	Sep 16 9:00am-5:00pm
Terrace Sat	Oct 14 8:30am-4:30pm
Hazelton Sat	Oct 28 8:30am-4:30pm
Terrace Sat	Dec 9 8:30am-4:30pm

Introduction to Bridge

Learn the Five Card Major Bridge System. This course is based on the best selling teaching manuals written by Shirley Silverman. Each lesson has a short theory session followed by the play of card hands designed to explore the application of each theory. Course sponsored by the Smithers Bridge Club.

COURSE FEE: \$35+GST

CEGENI 777

Smithers Tue	Oct 3-Dec 19 7:00pm-9:00pm
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Small Engine Repair

This course covers basic service, maintenance, troubleshooting, and repair of small engine equipment for both 2 and 4 stroke engines. Includes ignition and carburation, how to troubleshoot, and no start diagnosis. Bring a small project to service and do minor repairs.

COURSE FEE: \$149

CEMECH 706

Kitimat Fri Sat/Sun	Nov 17-19 7:00pm-10:00pm 9:30am-4:30pm
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Wine Appreciation for Beginners

Master the secrets of wine appreciation and never be intimidated by a wine steward again.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Music Made Easy

Learn the fundamentals of music theory. Be able to read, write, and play simple music.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

IMPORTANT TO REMEMBER

The information in this calendar is subject to change and revision.

While every effort is made to ensure that the content remains valid for the period covered, the student should recognize that changes may occur.

Northwest Community College does not, therefore, guarantee that all of the courses contained in this document will remain in their present format.

The information in this catalogue is current as of September 1, 2006. Prospective students are advised to contact the Continuing Education Department in your local community or visit our website at www.nwcc.bc.ca for current course schedules and rates.

Beginner Guitar Level 1

Start with the basics of playing guitar including: tuning, strumming rhythms, chords, scales and finger exercises. You will combine all of these skills and learn how to play beginner songs.

COURSE FEE: \$180+GST

CEGENI 702

Houston Thu	Sep 28-Dec 14 3:30pm-5:00pm
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In taking the Beginners Guitar lessons I not only had fun, but I learned more than I expected to. The teacher was thorough, professional and taught in a way that was easy to learn. It was worth every minute and I will follow up with the intermediate class when it's offered.

-Jan/06, Beginner Guitar

Beginner Guitar Level 2

Develop your talents from basic chords to advanced songs.

Prerequisite: Beginner Guitar

COURSE FEE: \$180+GST

CEGENI 704

Houston Thu	Sep 28-Dec 14 5:30pm-7:00pm
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FISH!

Based on the successful experiences of the world-famous Pike Place Fish Market in Seattle, FISH philosophy will teach you to bring energy, passion and a positive attitude to business every day!

COURSE FEE: \$30

CEPSTR 708

Houston Mon	Oct 2 9:30am-4:00pm
Rupert Wed	Oct 25 6:00pm-9:00pm

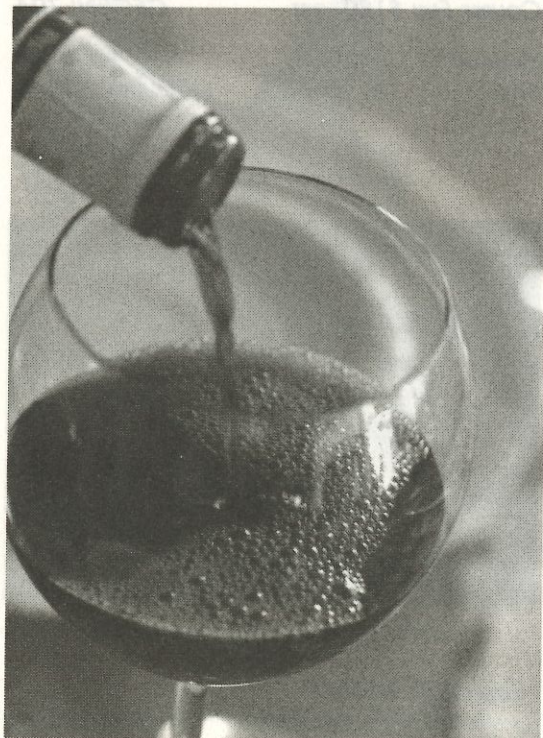
Bartender Training

Learn the skills of professional bartending including managing a bar, mixing and serving drinks, bar set up and terminology, LCB rules, and interacting with customers. This course is based on Bartending Standards developed by the Canadian Tourism Human Resource Council. Participants must have a Serving it Right Certificate and be at least 19 years of age.

COURSE FEE: \$570

CEPSTR 701

Terrace Sat	Oct 28-Dec 2 9:30am-4:00pm
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Serving It Right

Prepares students for the Serving It Right exam. Upon successful completion students will receive their Server card from the Hospitality Industry Education Advisory Committee. **Note:** Serving It Right is a prerequisite for Bartender Training.

COURSE FEE: \$60

CEPSTR 712

Terrace Sat	Oct 21 9:00am-12:00pm
Kitimat Sat	Oct 28 9:00am-12:00pm
Rupert Sat	Oct 28 9:00am-12:00pm
Hazelton Wed	Nov 8 6:00pm-9:00pm
Rupert Sat	Nov 25 9:00am-12:00pm
Terrace Thu	Dec 7 6:30pm-9:30pm

SuperHost: Fundamentals

Superhost is the sign of exceptional service. This eight-hour dynamic and interactive workshop is designed to provide service professionals with the skills and knowledge they need to provide excellent customer service. It encourages participants to feel a sense of personal pride and commitment to their work in the service industry. Courtesy, helpfulness, and excellent service keep customers coming back. Learn quality retail, restaurant, and service skills with Superhost, a TourismBC certified program.



COURSE FEE: \$79

CEPSTR 714

Hazelton Fri	Oct 20 8:30am-5:30pm
Terrace* Sat	Nov 4 8:30am-5:30pm

*Part of a weekend series of Tourism Essential Skills. See Page 26.

Cashier Training

Want to work in retail and be one step ahead of other job applicants? This six-hour class details the professional responsibilities that go along with handling cash, as well as lessons on cashier's equipment including the use of debit cards, credit cards, and cash register.

COURSE FEE: \$100

CEBSNS 763

Terrace Sat	Oct 7 9:00am-4:00pm
Kitimat Sat	Nov 4 9:00am-4:00pm
Terrace Sat	Nov 25 9:00am-4:00pm



It was a good course and I didn't really want to come at first because I thought it would be boring, but it turned out to be fun.

-Mar/06, Cashier Training

CONTINUING EDUCATION MEETS YOUR NEEDS

Northwest Community College strives to meet the education and training needs of the communities and businesses it serves. Our Continuing Education department plays a critical role in meeting these needs by providing courses and short-term training programs in a diverse range of subject areas.

Foodsafe Level 1

The Foodsafe course designed by the Ministry of Health in consultation with the BC Restaurant and Food Services' Association provides instruction in the safe and sanitary handling, storage and preparation of food. Successful completion of the course and final exam results in certification and registration by the Ministry of Health. This course is designed for all food service workers and is the prerequisite for Foodsafe Level 2.

Note: Foodsafe Level 1 is a prerequisite for NWCC's Professional Cook Training Program - Year 1.

COURSE FEE: \$100

CEFAID 729

Smithers Sat	Sep 23 8:30am-5:30pm
Terrace Sat	Sep 30 8:30am-5:30pm
Rupert Sat	Oct 21 8:30am-5:30pm
Hazelton Tue/Wed	Oct 24-25 6:00pm-10:00pm
Terrace Sat	Oct 28 8:30am-5:30pm
QCC Sat	Oct 28 8:30am-5:30pm
Kitimat Fri	Nov 3 8:30am-5:30pm
Houston Fri	Nov 3 8:30am-5:30pm
Masset Sat	Nov 18 8:30am-5:30pm
Terrace Sat	Dec 2 8:30am-5:30pm

New tricks are always good, especially if they keep my customers healthy.

-May/06, Foodsafe Level 1

Foodsafe Level 2

Explores safe food handling, storage and preparation practices in great detail. This advanced level is designed for managers, potential managers, and those who plan on a career in the food services' industry. Successful completion of the course and final exam results in certification and registration by the Ministry of Health.
Prerequisite: Foodsafe Level 1. **Note:** This course is a prerequisite for the Professional Cook Training Program - Year 2.

COURSE FEE: \$100

CEFAID 730

Terrace	Nov 3-4
Fri	6:00pm-10:00pm
Sat	8:30am-5:30pm
Rupert	Dec 9-10
Sat/Sun	9:00am-4:00pm



Tourism Essential Skills

Enhance your service skills, and improve your competitive edge with the Tourism Essential Skills series. Each session delivers a specific skill set valued in the tourism, hospitality, and retail industries. Tourism Essential Skills classes include: Foodsafe Level 1, Serving It Right, Cashier Training, Superhost: Fundamentals, and OFA Level 1. The series are conveniently scheduled in either a weekend, or week-long format.

Participants who successfully complete all of the listed courses will be granted a wall certificate suitable for framing for "Tourism Essential Skills" which lists each class in this series.

Contact your Continuing Education Department for more information.

COURSE FEE: \$439

CEPSTR 717

Terrace Weekend Series 1

Oct 7	Cashier Training
Oct 14	OFA Level 1
Oct 21	Serving It Right
Oct 28	Foodsafe Level 1
Nov 4	SuperHost: Fundamentals

Terrace Weekend Series 2

Apr 14	Serving It Right
Apr 21	OFA Level 1
Apr 28	Foodsafe Level 1
May 5	SuperHost: Fundamentals
May 12	Cashier Training

Terrace Week-Long Series 1

Jul 16	OFA Level 1
Jul 17	Serving It Right
Jul 18	Foodsafe Level 1
Jul 19	Cashier Training
Jul 20	SuperHost: Fundamentals

GIVE THE GIFT OF LEARNING!

Birthdays! Holidays! Retirement! Anniversaries!

Not sure what to give someone who has everything? With a gift certificate from Northwest Community College, give a choice of over 1000 courses to pursue their passion.

Available in October. For more information contact your local campus or call toll-free to 1.877.277.2288

It will be the best present you ever give!

Bear Aware Refresher

Bear Aware is designed to prevent and reduce conflicts between people and bears in our communities. This three hour seminar introduces you to the habits and behaviour of bears. Learn how to deal with bear encounters and high risk situations.

COURSE FEE: \$39

CEFAID 722

Rupert
Tue

Sep 19
6:00pm-9:00pm

Firearms Safety -Non-Restricted (PAL)

To acquire firearms in Canada you requires a Possession Acquisition License (PAL), formerly known as the Firearms Acquisition Certificate. To apply for a PAL you must prove that you have successfully completed a course or test in the safe handling and use of firearms and the laws relating to them. Successful completion of this class will enable participants to submit their application for a non-restricted PAL.

COURSE FEE: \$150

CEFAID 727

Rupert
Mon-Fri

Sep 11-18
6:00pm-9:00pm

Houston
Fri
Sat/Sun

Nov 24-26
6:00pm-10:00pm
8:30-4:30/8:30-2:00pm



Red Cross® - Wilderness & Remote First Aid

The Canadian Red Cross Wilderness and Remote First Aid course is for people whose work or play takes them into areas where help is not close at hand. Upon successful completion the student will know how to deal with a variety of first aid emergencies where help and supplies are limited.

COURSE FEE: \$475

CEFAID 711

Hazelton
Mon-Fri
Sat/Sun

Oct 16-22
6:00pm-10:00pm
9:00am-5:00pm

Canada Safety Council Snowmobile Instructor Course

This four-day program will lead to certification by the Canada Safety Council to instruct their CSC approved Snowmobile Safety course. Day 1 will cover teaching techniques & lesson planning and will involve students making presentations. Day 2 will be the actual student snowmobile safety course. Day 3 instructor candidates will teach each other to understand the course material. On the 4th day, instructor candidates will teach the student rider course to new riders.

Dates/costs to be announced, please contact Leah in Hazelton at 1.877.277.2288 ext. 5505 to add your name to the interest list.



Canada Safety Council Snowmobile Rider Course

Snowmobiling - now a \$6 billion a year industry in North America - is quickly growing in popularity. Most riders are sensible. But why do 90 Canadians die every year in snowmobile incidents?

The CSC Snowmobile Rider Course provides hands-on training with emphasis on the safety implications relating to each lesson. Students will learn basic techniques for riding a snowmobile responsibly. The lessons include introduction to snowmobile operation, rules to follow during practice, controls/safety equipment, riding strategies, starting/warming-up/stopping the engine, moving backward and forward, braking, turns, obstacles, safe riding practices, riding over hills, as well as day/night riding. Snowmobiles must have a proper windshield with capping, all lights working in good operating condition and pass a safety inspection by the instructor. According to Section 16.53 of WCB Regulations the employer must ensure that each snowmobile operator is properly trained in the safe operation of the vehicle. This Canada Safety Council Certificate has no expiry date.

Students must supply their own snowmobile, approved helmet, goggles, gloves, proper footwear and warm protective clothing

Dates/costs to be announced in your local paper, please contact Rhonda at 1.877.277.2288 ext. 5490 to add your name to the interest list.

WEB REGISTRATION

If paying by credit card, Northwest Community College has now made it easier for you to register in Continuing Education courses. Follow these steps for an easy at home (or work) registration process.

1. Go to www.nwcc.bc.ca
2. Click on link "Northwest Connect"
3. Click on link "Continuing Education"
4. Search for course (enter in CE code listed in the calendar (e.g. CEFAID 706).
5. A list of courses will appear, click on the date/campus of your choice
6. Enter in credit card information.
7. Print out your confirmation of registration.

Canada Safety Council ATV Instructor Course

Canada Safety Council (CSC) Certified Instructors are specially trained by CSC Certified Chief Instructors to conduct the 7-hour ATV Rider Safety Course for riders six years of age and older. This course indoctrinates potential instructors with the proper standards and responsibilities that have been created to assure that the ATV Rider Safety Course is presented in a safe, efficient and professional manner.

Prerequisite: You must provide you own ATV and helmet. Minimum age 18. Must have or obtain basic first aid training. Must be an experienced ATV rider and have taken the ATV Rider Safety course.

Dates/costs to be announced, please contact Leah in Hazelton at 1.877.277.2288 ext. 5505 to add your name place to the interest list.

ATV Rider Safety Course

The ATV Rider Safety Course is a program to teach ATV riders the principles and behaviours of safer and more responsible ATV riding. The course consists of both discussion lessons and riding lessons. The discussion lessons cover the principles and practices of riding an ATV. The lessons provide practice of riding exercises under the supervision of a licensed instructor.

Dates to be announced, please contact Rhonda at 1.877.277.2288 ext. 5490 to add your name to the interest list.



NORTHWEST COMMUNITY COLLEGE SCHOOL OF EXPLORATION & MINING



In response to the training needs of industry, Northwest Community College has developed the School of Exploration & Mining. In partnership with Smithers Exploration Group, BC Ministry of Energy, Mines & Petroleum Resources, the School develops industry-related courses and programs and offers training in various areas of mining and exploration.

For more information on the following courses or any other industry training opportunities or partnerships, please contact the Smithers campus or email continuinged@nwcc.bc.ca.

Northwest Community College offers pre-employment, professional development and general interest training in the following areas of Mining and Exploration:

- Mining Exploration Field Assistant
- Driller's Helper
- Prospector Training
- Metal Leaching/Acid Rock Drainage
- GIS Training
- First Aid
- Exploration Camp Manager
- Contract Industry Training

It took my body a while to get used to hiking and walking all day, but the work is really good!

-May/05, Mining Exploration Field Assistant

Mining Exploration Field Assistant (MEFA)

Graduates of this pre-employment program are safety-conscious workers ready to meet the physical demands of entry-level employment in the mineral exploration sector. This course is a combination of class and field work, taught outdoors in a remote tent camp.

Graduates are able to work with Employment and Job Placement advisors for job search assistance. Employers include expeditors, mining consultants, government, drilling, junior exploration, and geoscience companies. To date over 60% of graduates have secured employment within 3 months of successfully completing the course.

The Mining Exploration Field Assistant course is a drug and alcohol free environment. Applicants must be 19 years of age or older at the time of the course.

COURSE FEE: PENDING FUNDING CENREN 714

Various Locations

Feb/Mar 2007

Contact the Smithers Campus at 847-4461 for more information.

Driller's Helper

This comprehensive 7-day pre-employment program prepares individuals for the safety & operational demands of working in the field of hard rock diamond drilling. Program participants receive in-class and practical hands-on training. There is potential to gain employment with Hy-Tech Drilling Ltd., a progressive and growing company that offers the possibility for growth and advancement. Applicants must be able to pass a drug test and refrain from alcohol and drugs while working and be 19 years or older at the time of the course. Application forms can be picked up at the Smithers Campus or Community Futures Nadina in Smithers.

COURSE FEE: \$500

CENREN 736

Smithers
Mon-Sun

Apr 16-27
8:30am-5:00pm

Prospector Basic Training

This six-day course is for people interested in prospecting for fun and profit. Courses provide the basic information required to become a successful prospector and may also be of interest to the amateur rock hound. Participants will learn: Rock & Mineral Identification; On-line Claim Staking & Claim Management; Basic Geology & Mineral Deposits; Rock, Soil, & Stream Sediment Sampling; and a Prospector Field Day.

COURSE FEE: PENDING FUNDING CENREN 711

Smithers May 7-12
Mon-Sat 8:30am-5:30pm

Camp Manager Training

Students will gain a multitude of skills including small engine servicing; camp assembly; camp operations management; camp and equipment maintenance; and people management to prepare them for employment as a camp manager. Students will train while living in an active, 20 person, bush tent camp under the mentorship of the camp manager / instructor for 10 consecutive days. Students will get hands-on practical training in the various aspects of moving, setting up, managing and operating a camp. An additional 8 days training in-town (before camp) provides certifications in WCB Occupational First Aid Level 1, WCB Transportation Endorsement, WHIMIS, and Transportation of Dangerous Goods. Helicopter safety, bear awareness, chainsaw safety, cross cultural sensitivity, cultural heritage resources awareness, supervisory, and conflict resolution training is also provided to make students job-ready upon completion of the course.

COURSE FEE: \$1000 CENREN 713

Various Locations Feb/Mar 2007

Contact the Smithers Campus at 847-4461 for more information.

Introduction to Metal Leaching and Acid Rock Drainage

The goal of this course is to provide a practical understanding of metal leaching and acid rock drainage (ML/ARD), the major environmental and reclamation challenges faced by the mining industry. ML/ARD is a multi-disciplinary subject, involving a large number of processes, each with demanding information requirements. It is also an applied science, with much of the current knowledge residing in company reports and with leading industry practitioners and regulators. The course will provide a basic understanding of the procedures used to assess and prevent potential ML/ARD impacts. Much of the time will be spent touring mines in the Smithers area: Placer Dome's Equity Silver mine, Imperial's Huckleberry mine, Noranda's Bell mine and Silver Standard's Duthie mine. These mines are world leaders in ML/ARD mitigation and the tours will allow participants to observe state of the art ML/ARD practices. Participants will gain experience in how ML/ARD test work is conducted and mitigation plans are developed, and the challenges that are encountered. In addition to the mine tours, ML/ARD practices and the underlying theory will be illustrated using case studies drawn from the instructors experience with mines in Canada and throughout the world.

COURSE FEE: \$1000 CENREN 712

Smithers Sep 18-22
Mon-Fri 9:00am-5:00pm



Industry says...

A recent survey of employers in the exploration and mining sector indicates the following desired skills sets for potential employees interested in a career in this booming industry.

E = Essential, P = Preferred, L = Like to Have

Bear Awareness

70% E, 30% P
Find Bear Awareness on page 27.

Occupational First Aid Level 1

70% E, 10% P, 20% L
Find OFA Level 1 on page 38.

Basic Wilderness Survival

60% E, 40% P
Part of the MEFA course page 29.

GPS Basics

60% E, 30% P, 10% L
Part of the MEFA course page 29.

Map, Compass, and Note-Taking Skills

60% E, 10% P, 20% L
Part of the MEFA course page 29.

Map, Compass, and Note-Taking Skills

70% E, 10% P, 20% L
Part of the MEFA course page 29.

Line Cutting and Grid Layout Methods

60% E, 20% P, 10% L
Part of the MEFA course page 29.

Rock & Soil Sampling Techniques

60% E, 10% P, 30% L
Part of the MEFA course page 29.

Field Communications

50% E, 30% P, 20% L
Part of the MEFA course page 29.

Helicopter Safety

50% E, 20% P, 30% L
Part of the MEFA course page 29.

Camp Assembly & Camp Management

30% E, 40% P, 30% L
Part of the MEFA course page 29.

Core Splitting

30% E, 30% P, 20% L
Part of the MEFA course page 29.

Transportation Endorsement

30% E, 30% P, 40% L
Part of the MEFA course page 39.

GPS Intermediate

10% E, 60% P, 20% L
Call to express your interest.

Chainsaw Safety

30% E, 40% P, 30% L
Find Enform Chainsaw Safety on page 21.

Rock and Mineral Identification

20% E, 30% P, 30% L
Part of the Prospector Training course page 30.

ATV Operation, Maintenance & Safety

10% E, 40% P, 40% L
Find ATV Rider Safety on page 28.

Computer Basics

10% E, 40% P, 50% L
Find A First Look at Computers on page 10.

Small Engine Repair & Maintenance

10% E, 30% P, 50% L
Find Small Engine Repair on page 23.

Basic Electricity for IP

10% E, 10% P, 20% L
Call to express your interest.

WHMIS

30% L
Find WHMIS on page 40.

Occupational First Aid Level 3

20% E, 70% L
Find OFA Level 3 on page 39.

Transportation of Dangerous Goods

30% L
Find TDG on page 21.

BC Provincial Instructor Diploma Program



Teaching - A World of Difference

Start a career in adult education and training with Canada's premier instructor and facilitator training program. For more than 30 years, the Instructor Diploma Program has prepared experienced professionals and specialists to instruct adults in business, industry and education.

Learn how to:

- design courses
- plan learner-centered training
- conduct participatory classes
- use media effectively
- assess student learning
- evaluate the effectiveness of training

For information go to www.instructordiploma.com
or contact the School of Instructor Education 1.888.332.3212



VCC's School of Instructor Education offers these courses
in cooperation with Northwest Community College

TOWES - Test of Workplace Essential Skills

What is TOWES?

TOWES (Test of Workplace Essential Skills) is effective testing and training that uses workplace documents to accurately measure the three essential skills that are needed for safe and productive employment: Reading Text, Document Use and Numeracy.

Why TOWES?

Employees who lack essential skills have higher accident rates and are often less productive. With TOWES employers can zero in on skill gaps and provide focused training that improves their bottom-line.

Effectiveness of TOWES

TOWES has undergone an extensive psychometric review and nation-wide field-testing involving thousands of Canadians. These results prove that TOWES is the best measure of essential skills in Canada.

Educators, Counsellors, Rehabilitation and HR Professionals can use Essential Skills to:

- develop new teaching/training methods
- integrate Essential Skills and the use of authentic workplace materials into classrooms and on-the-job training
- better assist people with career planning and exploration
- better assist people to develop realistic learning plans for job goals

Employers can use Essential Skills to:

- improve safety and productivity
- assist employees to adapt to workplace change
- build a more positive work environment
- develop HR tools such as job descriptions and training plans
- create a more active learning culture

To get more information on how to access TOWES testing for your clients or employees, contact Lorrie Gowen at 250-638-5451 or by email at: lgowen@nwcc.bc.ca.

Northwest Community College, is proud to be a designated provider for Essential Skills services in British Columbia.

ESL Tutor Training - Free

Many people in the community need to improve their English skills, but they are not always able to take advantage of ESL classes. The ESL Tutor Training program is designed to match community volunteer tutors with ESL learners in the community. This **free** training program will give you the basic skills you'll need to assist a friend, family member or neighbour to improve language skills and learn more about the community. Come to a free information session on September 12 or drop by the Prince Rupert campus and pick up an information package.

Contact the Rupert Campus at 624-6054 for more information.

The Creative Classroom

Enrich your teaching talents and encourage your students' creative thinking as you learn to turn your classroom into a creative classroom.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Understanding Adolescents

Uncover the secrets of the adolescent mind. Gain valuable information on how they feel, how their identities develop, and how you can best meet their needs.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc



Special Education Assisant

The Special Education Assistant (SEA) certificate program prepares students to work at the para-professional level in the field of education. Special Education Assistants work under the supervision of classroom or resource teachers, supporting students with special needs.

The SEA program builds the knowledge and skills Assistants need to work as part of an education team, supporting the integration and education of students with special needs into the school classroom. The program curriculum reflects current trends and issues relevant to the field of special education.

An 4-hour information session and workshop will be held on the following dates:

Rupert Campus	Friday, August 25
Smithers Campus	Monday, August 28
Terrace Campus	Thursday, August 31

For times and more information contact your local campus and ask to speak to an Education Advisor.

Smithers Campus	847-4461 local 5824
Terrace Campus	635-6511 local 5202
Rupert Campus	624-6054 local 5719

Sponsored by NWCC's Center for Teaching and Learning

TENTATIVE SCHEDULE

Course Name & Number	Length of Course	Prerequisites
FALL 2006		
SEA 121-3 Child & Adolescent Development	1 Semester/45 hours	ENGL 12, 050, 045 or successful completion of English placement test
SEA 115-3 Understanding Family Dynamics	1 Semester/45 hours	No prerequisites
WINTER 2007		
SEA 117-3 Intro to Disabilities and Inclusion	1 Semester/45 hours	SEA 121
ENGL 151-3 Technical Writing	1 Semester/45 hours	ENGL 12, 050
SPRING 2007		
SEA 157-3 Special Education Assistant Practicum 1	45 hours	SEA 121, SEA 115, SEA 117
SUMMER 2007		
SEA 155 Teaching & Learning (series of workshops)	concentrated delivery	TBA
FALL 2007		
SEA 153-3 Supporting Responsible Behaviour	1 Semester/45 hours	SEA 117
SEA 114-3 Augmentative Communication	1 Semester/45 hours	SEA 117
WINTER 2008		
SEA 150-1 First Nations of BC	1 Semester/45 hours	No prerequisite
SEA 107-3 Curriculum and Planning	1 Semester/45 hours	SEA 117
SPRING 2008		
SEA 158-3 Special Education Assistant Practicum II	45 hours	SEA 157, SEA 153, SEA 114, SEA 107, SEA 150

Online with Ed2Go

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

You can complete any of these courses entirely from your home or office and at any time of the day or night.

How to Get Started:

1. Visit our Online Instruction Center:

www.ed2go.com/nwcc

2. Click the Orientation link and follow the instructions to enroll and pay for your course. During the online orientation, you will learn important information about your course. You will also be provided an opportunity to choose the name and password you will use to access your course.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the name and password you selected during orientation.

Start Dates:

A new section of every course in this catalog will begin on September 20, October 18, November 15, December 20, January 17, February 21, March 21, April 18, May 16, June 20, July 18, August 15.

Requirements:

All courses require Internet access, e-mail, Netscape Navigator, Microsoft Internet Explorer, Mozilla Firefox or Apple Safari. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

To learn more about all of the online courses we offer, please visit our Online Instruction Center.

www.ed2go.com/nwcc

NWCC Distance Learning Opportunities

Whatever your education or career goal, NWCC is here to help you succeed. Staff support and lab availability at most campuses makes distance learning a viable alternative for students who are unable to attend during regular class times.

Business Technology Program (BTEC) Online

Using a computer and internet connection, you can take classes full or part time with the support of online instructors. Register now and choose from several convenient start dates each month.

Career & College Prep (CCP) Online

Adult Basic Education online courses are for BC learners over the age of 18. Complete your high school credentials or complete entry requirements for the program you want. CCP courses are tuition free, however, student fees do apply.

Computer Technology (CPTe) Online

Develop computer skills that prepare you for a great career in computer and technology positions, or complement other existing and future job skills.

University Credit (UC) Online

NWCC is your gateway to a successful university education. By starting your university studies here you'll save money with lower tuition costs and benefit from small class sizes, with more student/teacher interaction and attention.

Whether you enrol in a course for your own interest, to work towards an Associate Degree, or to pursue another educational goal, NWCC's distance University Credit courses offer you a convenient way to learn.

www.nwcc.bc.ca

Red Cross® - CPR Level C

This Red Cross CPR course includes recognizing the signals and responding to cardiovascular emergencies, accessing the Emergency Medical System, rescue breathing and treatment for conscious and unconscious choking situations. Level "C" covers Adult, Child, Infant and 2-Rescuer CPR. Retraining is recommended every three years. **Note:** CPR "C" is a prerequisite for NWCC's Nursing Program.

COURSE FEE: \$74	CEFAID 703
Rupert Fri	Sep 22 9:00am-4:00pm
Hazelton Sat	Oct 14 9:00am-4:00pm
Terrace Sat	Oct 21 9:00am-4:00pm
Terrace Sat	Dec 16 9:00am-4:00pm

WCB® - Worksafe

These WCB certified classes are designed to reduce worksite injury and ensure a culture of safety within worksites. For each program, participants receive a certificate and 0.5 unit credit towards the elective component of the OH&S Program at BCIT.

COURSE FEE: \$100	CEFAID 753
Joint OH&S Committee Training	
Masset (fee \$120) Fri	Sep 15 8:30am-5:30pm
Terrace Fri	Oct 27 8:30am-5:30pm
Hazard Recognition and Control	
COURSE FEE: \$100	8 HOURS
Terrace Thu	Dec 14 8:30am-5:30pm

I feel prepared to enter into a job with an understanding of proper techniques and tools.

-Jun/06, Building Service Worker Level 1

Building Service Worker Level 1

More and more employers are requiring that potential custodial employees have some formal service worker training. This course is an introduction to the skills required to work in the building service custodial field. Topics include: basic cleaning procedures, interior office cleaning, ground rules for custodians, restroom cleaning and daily floor maintenance. The course includes theory and practical demonstration of techniques. Certificates issued upon successful completion of class.

Prerequisite: Grade 10 English and Writing.

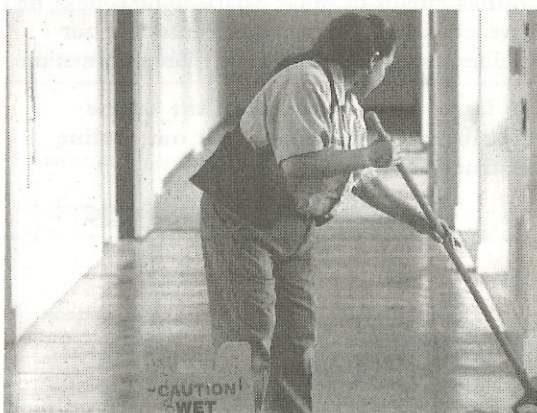
COURSE FEE: \$290	CEPSTR 702
Terrace Fri Sat/Sun	Nov 3-5 6:00pm-10:00pm 8:30am-5:30pm
Hazelton Fri Sat/Sun	Sep 22-24 6:00pm-10:00pm 8:30am-5:30pm

Building Service Worker Level 2

A twenty-hour class that teaches students theory, and practical experience in floor care. Students will learn the latest techniques in maintaining and refinishing hard floors. Topics include hard floor stripping, refinishing and shine maintenance, types of floor sealers and finishes, and how to apply them. Learn to use and store chemicals safely. Students will participate in on-site floor stripping and refinishing.

Prerequisite: BSW - Level I

COURSE FEE: \$290	CEPSTR 703
QCC Fri Sat/Sun	Oct 13-15 6:00pm-10:00pm 8:30am-5:30pm



Forklift Operator Certification - Class 4 & 5

This program is designed to meet the standards set out by the WCB and BC-CSA for Class 4 and 5 (Internal Combustion Engine Forklifts). Course content includes: safe operating procedures, current forklift operations regulations, pre-trip inspection, hands-on operation, safe handling of different fuel types, and operator certification exam. **Note:** Students will book a two-hour practicum time with the instructor. Steel-toe boots with ankle support required.

COURSE FEE: \$250	CETRA 703
Terrace Fri Sat or Sun	Sep 29-Oct 1 6:00pm-10:00pm 2 hour practicum
Terrace Fri Sat or Sun	Nov 17-19 6:00pm-10:00pm 2 hour practicum

Airbrakes Endorsement

This course includes 20 hours of theory and practical instruction on Airbrakes' systems. Upon successful completion of the course you will receive documentation permitting you to write the Motor Vehicle Branch Air Endorsement Examination. This must be done within 30 days of completing the course. CSA approved safety footwear is required for the practical instruction. **Prerequisite:** Participants must have valid Class 5 BC Driver's License with no outstanding charges.

COURSE FEE: \$220	CETRA 701
Kitimat Tue/Wed Thu	Sep 26-28 8:00am-4:30pm 8:00am-12:00pm
Terrace Tue-Fri Sat	Oct 10-14 6:30pm-9:30pm 8:00am-4:00pm
Terrace Tue-Fri Sat	Nov 21-25 6:30pm-9:30pm 8:00am-4:00pm

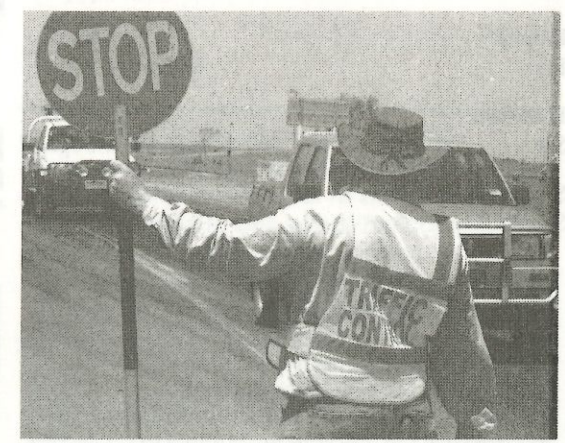
Traffic Control Flagging

The Traffic Control/Flagging course is required for those monitoring, controlling and directing traffic in and around maintenance and construction areas. This course provides in-depth coverage of the skills and information needed to become a qualified traffic control flag person. Successful completion of class participation and examination results in a BC Safety Network Flagging certificate valid for three years. Students will spend both scheduled days gaining practical experience with a qualified Master Trainer. Successful participants must pass a written exam and practical evaluation. **NOTE:** Students are required to bring a passport sized photo to class.

COURSE FEE: \$209	CETRA 704
Terrace Sun/Mon	Sep 24-25 8:30am-5:30pm
Rupert Sat/Sun	Oct 28-29 8:30am-5:30pm

Course material was simple so it could be memorized and applied, I learned lots and retained the information I was given.

-Mar/06, Traffic Control Flagging



WCB® - Occupational First Aid Level 1

This Workers Compensation Board class provides training in basic first aid skills including C-spine control, respiratory and circulatory emergencies, minor soft tissue injuries, accurate completion of required documentation, as well as new modules on the identification and management of stroke, diabetes, seizures and fainting. Students will receive their OFA Level 1 tickets, valid for two years, upon successful completion of a written exam and practical evaluation by the instructor. Participants must be 16 years or older and bring photo identification to class. **Note:** OFA Level 1 is a prerequisite for NWCC's Culinary Arts and Nursing Programs. Pre-reading of course material recommended.

COURSE FEE: \$100

CEFAID 706

Masset Thu	Sep 21	8:30am-4:30pm
QCC Sat	Sep 23	8:30am-4:30pm
Hazelton Sat	Sep 23	8:30am-4:30pm
Terrace Thu	Sep 30	8:30am-4:30pm
Houston Sat	Sep 30	8:30am-4:30pm
Kitimat Wed	Oct 11	8:30am-4:30pm
Terrace Sat	Oct 14*	8:30am-4:30pm
Rupert Fri	Oct 20	8:30am-4:30pm
Hazelton Sat	Oct 21*	8:30am-4:30pm
Smithers Sat	Oct 21	8:30am-4:30pm

Houston Sat	Nov 3	8:30am-4:30pm
QCC Sat	Nov 4*	8:30am-4:30pm
Terrace Sat	Nov 18	8:30am-4:30pm
Hazelton Sat	Nov 18	8:30am-4:30pm
Rupert Fri	Nov 24	8:30am-4:30pm
Smithers Fri	Nov 24*	8:30am-4:30pm
Masset Thu	Dec 7	8:30am-4:30pm
Terrace Sat	Dec 9	8:30am-4:30pm
QCC Sat	Dec 9	8:30am-4:30pm
Kitimat Mon	Dec 11	8:30am-4:30pm
Rupert Fri	Dec 15*	8:30am-4:30pm



WORK SAFE BC

WORKING TO MAKE A DIFFERENCE

Guaranteed to Run

We know how important first aid certification is to you and your employer. As a result, we will guarantee that courses with an asterisk next to the date will run, and are not subject to minimum enrolments.

WCB® - Transportation Endorsement

This course is designed to deliver the skills and knowledge needed to secure and transport injured/ill workers to medical aid. These skills are necessary if the worksite is more than twenty minutes from medical aid. Successful completion of this WCB certified course results in a certificate valid for two years. Evaluation is conducted by the instructor. **Prerequisite:** OFA Level 1 certificate

COURSE FEE: \$100

CEFAID 707

Masset Fri	Sep 22	8:30am-4:30pm
Hazelton Sun	Sep 24	8:30am-4:30pm
QCC Sun	Sep 24	8:30am-4:30pm
Kitimat Thu	Oct 12	8:30am-4:30pm
Terrace Sun	Oct 15*	8:30am-4:30pm
Hazelton Sun	Oct 22*	8:30am-4:30pm
Houston Sat	Nov 4	8:30am-4:30pm
QCC Sun	Nov 5*	8:30am-4:30pm
Hazelton Sun	Nov 19	8:30am-4:30pm
Smithers Sat	Nov 25	8:30am-4:30pm
Masset Fri	Dec 8	8:30am-4:30pm
QCC Sun	Dec 10	8:30am-4:30pm
Terrace Sun	Dec 10	8:30am-4:30pm
Kitimat Tue	Dec 12	8:30am-4:30pm

WCB® - Occupational First Aid Level 3

This course is based on First Aid theory and practical skill development. OFA Level III certification requires an examination (written, oral, and practical) conducted by a certified examiner following course completion. Course participants must score at least 70% on all portions of the exam in order to be issued an OFA Level 3 certificate valid for two years from the date of the exam. A medical is required and participants must be 16 years of age. Course fee includes text, materials, and exam fee. Please register at least one week prior to class start.

COURSE FEE: \$695

CEFAID 709

QCC (fee \$745) Mon/Wed/Fri Exams	Sep 18-Oct 27	7:00pm-10:00pm	Oct 28-29
Kitimat Tue/Thu Sat Exams	Oct 10-Nov 18	6:30pm-9:30pm	8:00am-5:00pm
Houston Mon-Fri Exams	Oct 13-31	8:00am-4:00pm	Nov 1-2
QCC (fee \$745) Mon-Fri Exams	Oct 16-27	8:30am-4:30pm	Oct 28-29
Smithers Mon-Fri Exams	Nov 17-Dec 5	8:30am-4:30pm	Dec 6-7

Good focus on Northern area, specific transport situations, i.e. remote coastal areas/logging roads/what to do when not enough people to use spinal/helicopters, etc. Lots of practice time today = great.

-Jun/06, Transportation Endorsement

Alberta Endorsement

If you already hold a valid OFA Level 3 certificate but want it recognized in Alberta, why not take the one-day OFA 3 Alberta Endorsement Certificate. This course, which includes the AED module, takes a current OFA 3 and makes it equivalent to the Interprovincial EMP.

COURSE FEE: \$125

CEFAID 748

Houston
Wed

Nov 1
8:30am-4:30pm

WHMIS

WHMIS is information and training in the safe handling, recognition, storage and disposal of controlled products (hazardous materials). Emergency procedures as well as an understanding of the risk and necessary precautions will help prevent workplace injury or loss of life. A certificate is awarded at completion of the course. Employers must provide education and training in WHMIS which is administered by the Workers' Compensation Board.

COURSE FEE: \$50

CEFAID 744

Terrace
Wed

Oct 18
12:00pm-4:00pm

Rupert
Thu

Oct 26
1:00pm-5:00pm

Terrace
Thu

Nov 30
6:00pm-10:00pm

Hazelton
Sat

Oct 14
9:00am-1:00pm

Kitimat
Thu

Dec 7
9:00am-1:00pm

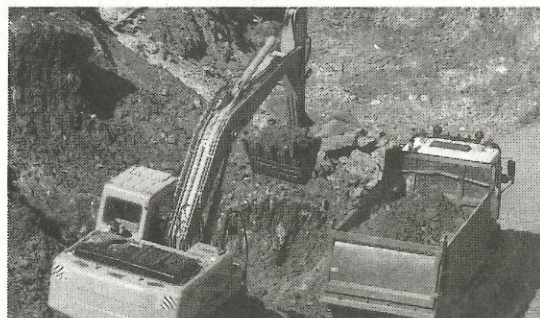
CERTIFIED TRAINING INSTITUTE

Northwest Community College is a recognized Workers' Compensation Board Training Agency and is certified to deliver WCB courses such as:

- Worksafe
- OFA Level 1, 2, 3
- Transportation Endorsement
- WHMIS

Excavator Operator Training

The track excavator is probably the most versatile piece of equipment used in the construction industry today. This hands-on course provides training on the operation of an excavator and our top priority is workplace safety. The program covers both theory and practical/operation.



Progress is monitored by the instructors as students move through a series of work projects. Progress varies for each person and depends on individual ability to master operating techniques. The instructors are highly trained and have extensive operating knowledge on machines.

Prerequisite: 19+ years of age, Grade 10 Math or Math 0301/0302, Grade 10 English or English 030 or equivalencies.

Recommendations: Valid Class 5 Driver's License, with a clean drivers abstract; good physical condition and able to adapt to rugged working conditions; mechanical dexterity and comfort with computerized equipment is also necessary. An aptitude for mechanical repairs and maintenance is helpful. Operators must be able to tolerate high noise levels. Good communication skills are necessary, and employers look for individuals who are able to work without supervision.

Students Responsibilities: All students must provide their own personal attire to meet WCB regulations: steel-toed boots, hard hat, hearing protection, safety vest and gloves, which is approximately \$170. Students that are required to wear glasses must have prescription safety glasses (no contact lenses permitted).

COURSE FEE: \$3400/WEEK

CETRAD 717

Hazelton
Mon-Fri

Oct 2-30
8:00am-4:30pm

For more information call Leah at the Hazelton campus
1.877.277.2288 ext. 5505.

Continuing EDUCATION

FAX-IN REGISTRATION FORM CE3

Please complete the information below as requested.

CE COURSE REGISTRATION FAX NUMBERS:

Hazelton - 842.5813 Houston - 845.5629 Kitimat - 632.5069
Masset - 626.3680 Prince Rupert - 624.3923 Queen Charlotte City - 559.8219
Smithers - 847.4568 Terrace - 638.5432

Personal Information
(Please Print Clearly)

Have you previously registered in courses or a program at NWCC? Yes No

*Last Name:		*First Name:		Middle Name	
*List Other Surname(s) you may have used when taking courses at NWCC:			E-mail Address:		
*Mailing Address:			Physical Address (If different from mailing address):		
*City:	*Province:	*Postal Code:	City:	Province:	Postal Code:
*Home Telephone#:		Business Telephone#:		Other Telephone #:	
*Social Insurance Number:	*Date of Birth: (Year/Month/Day)	Are you of First Nations or Metis ancestry? Yes <input type="checkbox"/> No <input type="checkbox"/>		*Male <input type="checkbox"/> Female <input type="checkbox"/>	

Please note that items marked with an asterisk () are mandatory for registration. Birthdate information will be used solely for statistical purposes and to plan future courses and programs. All mandatory information is collected under the authority of the College and Institute Act. *Please note that a Social Insurance Number is highly recommended for tax purposes.

This form will be destroyed once the information has been entered into the college information system.

Course Information (Please Print Clearly)

*Course Name	*Course Dates	Course Fee
Total Fees Due		

Fee in full must accompany registration. Cheques should be made payable to Northwest Community College.

Cheque Money Order Purchase Order Visa Mastercard

Card Number

Expiry Date

Cardholder's Name

Signature of Cardholder

NORTHWEST
COMMUNITY COLLEGE
Take a closer look.



NORTHWEST COMMUNITY COLLEGE · CONTINUING EDUCATION · NORTHWEST COMMUNITY COLLEGE · CONTINUING EDUCATION

WHAT OUR STUDENTS SAY

Good balance between video, instruction and practice. This course is valuable for everyone!

OFA Level 1

Very user friendly and transferrable.

Management Skills for Supervisors

I really like when instructor uses real life experiences, examples - makes it real.

Forklift Operator

Was glad I was shown all aspects of food safety. I am now using info daily.

Foodsafe Level 1

Very thorough and indepth coverage. Excellent course and job well done.

Commercial Vehicle Inspection

Learned new methods to help with work along with new ideas.

Building Service Worker

I didn't think I would be able to grasp the info because I am not mechanically inclined. The way the course was presented really helped me understand.

Airbrakes Endorsement

I am competing for the position I am holding. The experience and the certification will help, even if I am not successful in competing for this position, it will help with other positions.

Introduction to Windows

CONTACT US

Hazelton Campus

4815 Swannell Drive, PO Box 338,
Hazelton, BC V0J 1Y0
Phone: (250) 842-5291
Fax: (250) 842-5813

Houston Campus

3221- West 14th Street, PO Box 1277,
Houston, BC V0J 1Z0
Phone: (250) 845-7266
Fax: (250) 845-5629

Kitimat Campus

606 Mountainview Square,
Kitimat BC V8C 2N2
Phone: (250) 632-4766
Fax: (250) 632-5069

Prince Rupert Campus

353 - 5th Street,
Prince Rupert, BC V8J 1A8
Phone: (250) 624-6054
Fax: (250) 624-4920

Queen Charlotte City Campus

PO Box 67,
Queen Charlotte City, BC V0T 1S0
Phone: (250) 559-8222
Fax: (250) 559-8219

Smithers Campus

3966 2nd Avenue, PO Box 3606
Smithers, BC V0J 2N0
Phone: (250) 847-4461
Fax: (250) 847-4568

Terrace Campus

5331 McConnell Avenue,
Terrace, BC V8G 4X2
Phone: (250) 638-5473
Fax: (250) 638-5434