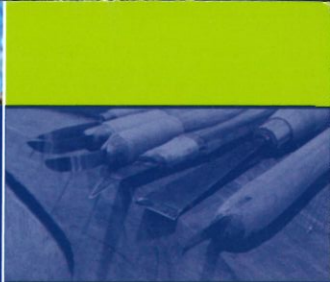


Continuing ▶▶▶ EDUCATION

Fall 2005



Register Early

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)
- 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
Sponsoring Agencies or Employers may fax an authorization to invoice for student registration. Please list participant name, course name, course dates, campus, price and billing information.

Course Cancellations

A minimum enrollment is required to recover the costs of the course. If that number is not reached, Continuing Education 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.

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 and 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.

See back inside cover for more registration information

Registration	cover	Industry/Workplace	21-28
Arts, Language, Culture	2	- Airbrakes	
- Conversational French		- Building Service Worker Level 1	
- Landscape Oil Painting		- Building Service Worker Level 2	
- Signed English Level 1		- Forklift Operator Certification	
- Conversational Spanish		- Forklift Recertification	
- Traditional First Nations Hand Drum Making		- Cashier Training	
Business & Finance	3-5	- Red Cross Certified:	
- Countdown to Retirement		• Standard First Aid	
- Blended Families		• Red Cross Childsafe	
- Business Succession Planning		• Red Cross CPR Level "C"	
- Financial Planning		- Traffic Control Flagging	
- My Legacy Will Be		- WHMIS	
- Pay Yourself First		- Heavy Equipment Operator	
- Pension Maximization/RIF Meltdown		- Chainsaw Safety	
- R.E.S.P's		- Transportation of Dangerous Goods	
- Intro to Accounting		- WCB Certified:	
- Simply Accounting Level 1		• Occupational First Aid Level 3	
- Simply Accounting Level 2		• Occupational First Aid Level 1	
Career & Professional Dev.	6-10	• Transportation Endorsement	
- Asserting Yourself in Conflict		- WCB Worksafe Certified:	
Resolutions		• Hazard Recognition/Control	
- Critical Skills for Communicating in Conflict		• Joint OH&S Committee Training	
- Negotiation Skills Level 1		• Preventing Workplace Violence	
- Resolving Conflict in the Workplace		Marine Training	29-30
- Managing the Hostile Individual		- Coastal Navigation	
- FISH		- Fishing Master IV (Cert. of Service)	
- Medical Terminology		- Marine Advanced First Aid	
- Management Skills for Supervisors:		- Masters Limited	
Parts 1, 2, 3		- MED A2 (Marine Emergency Duties)	
- Working More Effectively With Aboriginal People		- MED A3 (Marine Emergency Duties)	
- Intro to Mental Health		- Small Vessel Operator	
- Psychosocial Rehabilitation Principles		Oil & Gas Training	31
Computers & Technology	11-17	- Petroleum Safety Training (PST)	
- A First Look at Computers		- H2S Alive	
- Intro to Windows		Outdoor Recreation	32-33
- Internet/Email		- Bear Aware	
- First Aid for Computers		- Boating Safety/Basic Seamanship	
- Keyboarding		- CORE - Hunter Training	
- Computer Fundamentals		- Introduction to GPS	
- Computer Skills for the Workplace		- Firearms Safety - PAL Non-Restricted	
- Living Online		- Map & Compass Reading	
- Outlook Level 1		- Restricted Radio Operator (ROC-M)	
- Digital Cameras		- Meat Cutting	
- Photoshop		Personal Development	34
- Working with Digital Pictures		- Build Your Own Acoustic Guitar	
- Buying and Selling on eBay		- Red Cross Babysitter Training	
- Adobe Acrobat		- Woodworking Basics	
- Publisher Level 1		Exploration/Mining	35
- PowerPoint Level 1		- Metal Leaching/Acid Rock Drainage	
- Access Level 1		- Prospector Training	
- Access Level 2		Teaching/Training	36-37
- Excel Level 1		- Instructional Skills Workshop (ISW)	
- Excel Level 2		- Train the Trainer - Basic Facilitation Skills	
- Excel Level 3		- Provincial Instructor's Diploma	
- Project Level 1		Web Based Courses	38-39
- Word Level 1		- Ed2Go	
- Word Level 2		- NWCC Online Courses	
- Word Level 3		Writing/Testing	40
Hospitality & Tourism	18-20	- Proposal Writing	
- Bartender Training		- Term Paper Writing	
- Foodsafe Level 1		- Essential Skills	
- Foodsafe Level 2			
- Serving It Right			
- Start a Tourist Business			
- Superhost: Customers with Disabilities			
- Superhost: Fundamentals			
- Superhost: Service Across Cultures			
- Tourist Potential Overview			
- Cashier Training			

Conversational French

Bonjour! Learn to carry on a simple conversation and be understood in French. This 20 hour course is ideal for travel purposes and will focus 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 in a language new to you.

COURSE FEE: \$100

Rupert	Sep 14-Nov 16
Wed	7:00pm-9:00pm
Kitimat	Sep 28-Nov 30
Wed	7:00pm-9:00pm
Kitimat	Jan 25-Mar 29
Wed	7:00pm-9:00pm

Landscape Oil Painting

Bob Ross - Put Your Dreams on Canvas.

Discover your creativity! Participants will complete a ready-to-frame oil painting of their own talents by the end of this class, and have a wonderful feeling of joy in their accomplishment! All materials and supplies are included. Class is open to all levels of experience – beginners and the artistically undiscovered are especially welcome!

COURSE FEE: \$75

Houston	Oct 29
Sat	10:00am-4:00pm

Signed English Level 1

Learn the alphabet and practice using everyday signing to communicate with the hearing impaired. Basic communication skills will be taught. This 20 hour course will be of special interest to anyone who would like to communicate with the hearing impaired.

COURSE FEE: \$100

Rupert	Sep 20-Nov 22
Tue	7:00pm-9:00pm

Conversational Spanish

Hola! An introductory course with instruction in the every day use of the language; pronunciation, reading, vocabulary, and basic grammar. Participants will learn to carry on basic communications in Spanish. Highly recommended if you're planning on vacationing in Mexico or other Spanish speaking countries, or for students interested in learning another language.

COURSE FEE: \$100

Rupert	Sep 19-Oct 24
Mon/Wed	7:00pm-9:00pm
Smithers	Oct 3-Nov 7
Mon/Wed	7:00pm-9:00pm
Terrace	Oct 17-Nov 9
Mon/Wed	7:00pm-9:00pm
Kitimat	Jan 25-Mar 29
Wed	7:00pm-9:00pm

Traditional First Nations Hand Drum Making

In four days, participants will successfully make a traditional First Nations hand drum. Participants will learn the philosophy and symbolic meaning of the drum. They will learn techniques such as cutting, soaking and tying of the drum with a personal design. Each participant will walk away with a hand drum and stick, with their own unique style. Antoinette Austin is a First Nation educator of Wet'suwet'en Ancestry. She has been teaching since 1992.

COURSE FEE: \$195

Smithers	Oct 17-21
Mon-Fri	6:30pm-8:30pm



Countdown to Retirement

10-Point Tune-Up for Your RSP Strategy

From maximizing your RSP contributions, to spousal RSPs, to the various ways to ensure you are investing "tax efficiently", this presentation provides the Top 10 Tips for building your RSP.

COURSE FEE: \$15

Houston	Oct 18
Tue	7:00pm-9:00pm
Smithers	Oct 19
Wed	7:00pm-9:00pm

Blended Families

From family law issues and estate planning, to spousal trusts and a discussion of support obligations, this presentation discusses the various financial planning issues facing blended families, from the perspective of a case study.

COURSE FEE: \$15

Kitimat	Nov 29
Tue	7:00pm-9:00pm
Rupert	Nov 30
Wed	7:00pm-9:00pm
Terrace	Dec 1
Thu	7:00pm-9:00pm

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.

Business Succession Planning

Relinquishing The Reins...

Your business – a part of your legacy, a part of you. You've poured your soul into building a successful business. In fact, it's probably hard to imagine your business without you at the helm. One day, however, you'll determine the time has come to step back and hand the responsibility for the day-to-day operations to someone else. This seminar covers topics such as converting your business into a source of retirement income, preparing for the tax burden, passing on your business.

COURSE FEE: \$15

Kitimat	Nov 8
Tue	7:00pm-9:00pm
Rupert	Nov 9
Wed	7:00pm-9:00pm
Terrace	Nov 10
Thu	7:00pm-9:00pm

Financial Planning

Maximize the Dollar Coming From Your Home to It's Fullest Potential

Learn the techniques and strategies that your banker hasn't shown you to minimize tax today and tomorrow, to ensure your hard earned money is working in your favor. How can we get Revenue Canada and the Banks to fund your retirement, your children's education and ensure that your family is protected?

COURSE FEE: \$15

Kitimat	Sep 27
Tue	7:00pm-9:00pm
Rupert	Sep 28
Wed	7:00pm-9:00pm
Terrace	Sep 29
Thu	7:00pm-9:00pm

My Legacy Will Be

Planning the Ultimate Gift for Those You Value Most

From wills, to executors, to various strategies used to reduce estate taxes and probate, this presentation covers a wide range of issues facing Canadians as they begin to develop and maintain their estate plan.

COURSE FEE: \$15

Kitimat Oct 18
Tue 7:00pm-9:00pm

Rupert Oct 19
Wed 7:00pm-9:00pm

Terrace Oct 20
Thu 7:00pm-9:00pm

Houston Nov 1
Tue 7:00pm-9:00pm

Smithers Nov 2
Wed 7:00pm-9:00pm

Pay Yourself First

Strategic Investment Planning Seminar.

The seminar is targeted at younger investors and highlights the importance of starting early and the benefits of dollar cost averaging. The seminar will be followed by a workshop to determine your own personal investment profile and the first steps to develop your own personal financial plan.

COURSE FEE: \$15

Houston Nov 15
Tue 7:00pm-9:00pm

Smithers Nov 16
Wed 7:00pm-9:00pm

Pension Maximization/ RIF Meltdown

You have worked many years to earn a pension. Before you retire you must make an important decision concerning your pension. In most cases, your decision is not changeable. Pension Maximization can be utilized to it's fullest potential even during your working years. It will have a drastic effect on your income and standard of living. Do you really want to make that decision without all the facts and alternatives? Learn tax savings techniques that can work for your family during retirement!

COURSE FEE: \$15

Kitimat Oct 4
Tue 7:00pm-9:00pm

Rupert Oct 5
Wed 7:00pm-9:00pm

Terrace Oct 6
Thu 7:00pm-9:00pm

R.E.S.P.'s

Does Your Education Savings Strategy Make the Grade?

From the cost of tuition to the various methods of saving for an education, to in-depth information regarding RESP's and the Canadian Education Savings Grant program, this presentation covers the various options facing Canadians as they plan to save for a child's education.

COURSE FEE: \$15

Houston Oct 4
Tue 7:00pm-9:00pm

Smithers Oct 5
Wed 7:00pm-9:00pm

Intro to Accounting

An introduction of the basic concepts of accounting: gain understanding of fundamental accounting principles and terminology; of debits, credits, assets, liabilities, equity, revenue, and expenses. Bring your calculator.

COURSE FEE: \$100

Smithers Sep 19-21
Mon/Wed 6:30pm-9:30pm

Terrace Oct 11-13
Tue/Thu 6:30pm-9:30pm

Kitimat Nov 7-9
Mon/Wed 6:30pm-9:30pm

Simply Accounting Level 1

Simply Accounting Level 1 provides small businesses and home offices with an affordable accounting software system with all the user-friendly features needed to run a business. This hands-on class guides you through a Simply Accounting MOS course manual, which includes general ledgers, purchasing, accounts payable and receivable, inventory control, payroll and project costing. Bring your calculator!

Prerequisites: Intro to Accounting and A First Look at Computers or Intro to Windows.

COURSE FEE: \$184

Smithers Sep 26-Oct 5
Mon/Wed 6:30pm-9:30pm

Rupert Oct 4-18
Tue/Thu 6:30pm-9:30pm

Terrace Oct 18-27
Tue/Thu 6:30pm-9:30pm

Kitimat Nov 14-23
Mon/Wed 6:30pm-9:30pm

Simply Accounting Level 2

This level will help participants learn to manage a wide scope of transactions encountered during regular bookkeeping. Topics include: Setting up data files and general ledger operations; payroll, projects, inventory and services; accounts receivable; and accounts payable. **Prerequisites:** Simply Accounting Level 1.

COURSE FEE: \$184

Terrace Nov 15-24
Tue/Thu 6:30pm-9:30pm

ATTENTION VOLUNTEER ORGANIZATIONS AND BOARDS!

Watch for our Fall Training Workshops!

- Recruiting and Keeping Great Volunteers
- Board Boot Camp
- Recording Minutes of Meetings
- Effective Volunteer Management
- Planning for Risk Management

NWCC and Volunteer Smithers will be presenting a series of workshops to help strengthen local volunteer organizations. Watch for our flyer with more details in September. Courses will run in October and early November. Contact Jane at Volunteer Smithers (847-9515) for more information.

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. In today's workplace, 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 the Northwest Community College.

Asserting Yourself in Conflict Resolutions (CR105)

This course addresses assertiveness in a variety of challenging situations and gives you opportunities to practice improving and maintaining an assertive style under pressure. Whether you are negotiating an important issue, expressing your thoughts and feelings in a conflict or standing firm under pressure, the ability to assert yourself is crucial to reaching outcomes that work for you. In conflict situations, it can be especially difficult to maintain an assertive stance rather than overreacting or selling yourself short.

Prerequisite: None

COURSE FEE: \$475

Terrace Nov 4-5
Fri/Sat 8:30am-4:30pm

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

Terrace Oct 7-9
Fri-Sun 8:30am-4:30pm

Rupert Nov 18-20
Fri-Sun 8:30am-4:30pm

Smithers Jan 13-15
Fri-Sun 8:30am-4:30pm



JUSTICE INSTITUTE
of BRITISH COLUMBIA



Critical Skills for Communicating in Conflict (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 and then you will have the opportunity to practice in short exercises involving conflict situations. Specific skills include nondefensive listening, questioning, reframing and assertive speaking.

Prerequisite: None

COURSE FEE: \$575

Terrace Dec 2-4
Fri-Sun 8:30am-4:30pm

Managing the Hostile Individual (CR108)

This course provides you with alternatives for managing hostile individuals constructively. Many people find themselves the target of hostile or aggressive behaviour as a regular part of their jobs. Dealing with these encounters requires emotional energy and frequently results in increased stress. During the course, attention is given to risk factors and ensuring personal safety. You will have an opportunity to identify factors that escalate the level of hostility, identify personal responses to hostile behaviour, learn and practice a model for defusing hostility and increase your skills in constructively confronting problem behaviour.

Prerequisite: None

COURSE FEE: \$475

Terrace Feb 24-25
Fri/Sat 8:30am-4:30pm

Negotiation Skills Level 1 (CR260)

In this course, you will learn to prepare for negotiations, assess your alternatives, build a climate of collaboration, get beyond stubborn positioning and develop agreements that work for both sides. Negotiation skills are essential in daily interactions with others. Traditional approaches to negotiation promote competitive tactics, often resulting in unsatisfactory outcomes for one or both negotiators. Collaborative or interest-based negotiation aims for agreements that respond to the interests of both parties. Emphasis is on skill development through simulated negotiations assisted by trained coaches. Please bring a VHS videotape to record your role-play on the final day of the course.

Recommended reading: *Getting to Yes*, 2nd edition, by Roger Fisher and William Ury, Penguin Books, 1992.

Prerequisite: CR110B

COURSE FEE: \$475

Terrace Jan 20-21
Fri/Sat 8:30am-4:30pm

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.



FISH!

Amaze your customers with the FISH! philosophy! Based on the successful experiences of the world-famous Pike Place Fish Market in Seattle, thousands of companies throughout the world have used the FISH! philosophy to build customer and employee retention and of course raise the bottom line! Participants will leave the workshop with tools and ideas to use immediately - they will learn how to bring a positive attitude to work; how to "be there" for their customers and their colleagues; and how to find ways to engage customers delightfully and make their day! Learn ingeniously simple lessons about bringing energy, passion and a positive attitude to business everyday!"

COURSE FEE: \$30

Rupert Sep 28
Wed 6:30pm-9:30pm

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

Medical Terminology

This 30 hour course is fundamental to 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. Prerequisites: Grade 10 English and Writing.

COURSE FEE: \$295

Terrace Oct 11-Nov 10
Tue/Thu 6:30pm-9:30pm

Working More Effectively with Aboriginal People

This seminar is open to the public and would be beneficial to senior managers, board members, members of the justice, public safety, and human services fields, educators, people in customer relations, and community members.

Topics will include:

- Individual and organizational strategies for enhancing relationships
- Business reasons for developing Aboriginal relationships
- Historical events and major court cases and their implications today
- Cultural, linguistic, and demographic information about Aboriginal people
- Cross-cultural perspectives
- Terminology and its usage in different situations
- Creative solutions to workplace challenges, by sifting through rhetoric
- Key considerations and use of language; what to say and not say when working in a complex environment

Presenter Bob Joseph, founder of Indigenous Corporate Training, has provided training on indigenous or Aboriginal relations since 1994. In 1999 Bob received an award from BC Multiculturalism for his work in promoting cross-cultural understanding. He is also an associate professor at Royal Roads University, in the Indigenous Corporate Relations Program.

COURSE FEE: \$125

Smithers Sep 27
Fri 1:30pm-5:00pm

Rupert Sep 28
Wed 8:30am-12:00pm

Terrace Sep 28
Wed 6:00pm-9:30pm

Management Skills for Supervisors

Today's collaborative workplace requires that all employees have good human relations' skills that include: highly developed interpersonal skills; conflict resolution and confrontation skills; group problem solving and decision making skills; motivation and self-management skills.

Management Skills for Supervisors-Human Relations Training provides 84 hours of practical, hands-on training, delivered in three four-day sessions. Each four-day session is a separate learning experience that can be taken in any sequence, however, they are best taken as a series as each module is designed to build on the knowledge and skills of the previous session.

Part 1

In this session you will learn how to give and receive effective feedback to help resolve the most difficult situations and how to create a supportive communication climate for one-to-one problem solving discussions.

COURSE FEE: \$550

Terrace Oct 4-7
Tue-Fri 8:30am-4:30pm

Part 2

In this session you will identify your problem solving and decision-making style and how it may positively or negatively effect others. You will learn how to be more effective in your group/team meetings, and to take advantage of the skills of shared responsibility and leadership.

COURSE FEE: \$550

Terrace Nov 1-4
Tue-Fri 8:30am-4:30pm

Part 3

In this session you will learn about the respective strengths and development needs of yourself and others, and how to apply this information to better manage individual employees and team performance. Also, learn how to better manage yourself in terms of time pressures and stress to be a more effective leader in your organization.

COURSE FEE: \$550

Terrace Dec 6-9
Tue-Fri 8:30am-4:30pm

Intro to Mental Health

A "best practices" approach to mental health care through learning activities that encompass grounded theory, new developments in the field, problem solving and group interaction. Learn about philosophy and values directing care; disorders that constitute serious and persistent mental illness; person-centered practice; facilitative communication; behaviour management; non-violence crisis intervention; the mental health system and evidence based practice. This course is an excellent introduction to the field of mental health for those with no previous experience in the mental health field who wish to strengthen their knowledge and skill base and acquire a credential.

COURSE FEE: \$699

Terrace Oct 7-Dec 17 (bi/w)
Fri 6:30pm-9:30pm
Sat 8:30am-4:30pm

Psychosocial Rehabilitation Principles

Build your foundation for PSR or psychiatric rehabilitation practice in PSR Principles. This course focuses on core concepts of psychiatric rehabilitation; psychiatric rehabilitation models; and key competencies for working in a psychiatric rehabilitation environment. Key competencies include: Appropriate engagement, Inclusiveness, Knowledge of mental health issues, Understanding of severe and persistent mental illness, Development of individualized service plan, Best practices of intervention and support strategies, Effective community mapping and networking, Collaborative and cooperative approach, Ethical behaviour, and Being culturally competent. Pre-requisite: Intro to Mental Health. Required Text: Psychiatric Rehabilitation, Pratt, CW, (1999) available in the Northwest Community College bookstore. (60 hours)

COURSE FEE: \$699

Terrace Sep 16-Dec 3 (bi/w)
 Fri 6:30pm-9:30pm
 Sat 8:30am-4:30pm

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.

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.

If you are interested in teaching for NWCC, we prefer to hire people with their Provincial Instructor's Diploma (see page 36), or minimally Instructors Skills Workshop (see page 37).

Please send us your resume and a brief description of your area of expertise to:

Northwest Community College,
 Human Resources Department
 5331 McConnell Avenue
 Terrace, BC V8G 4X2 Fx:
 250.638.5475 Email:
 soates@nwcc.bc.ca



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. This class will benefit people who have limited experience before taking a full application program course.

COURSE FEE: \$100 (includes book)

Terrace Sep 13-15
 Tue/Thu 6:30pm-9:30pm

Q. Charlotte Sep 27-29
 Tue/Thu 6:30pm-9:30pm

Kitimat Sep 19-21
 Mon/Wed 6:30pm-9:30pm

Hazelton Oct 4-6
 Tue/Thu 6:30pm-9:30pm

Terrace Nov 15-17
 Tue/Thu 6:30pm-9:30pm

Intro to Windows

Learn the basic commands and functions included with the Windows operating system. Knowledge of this program is essential to effectively and efficiently operate a Windows driven computer. 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 (includes book)

Rupert Sep 10-11
 Sat/Sun 9:00am-4:00pm

Terrace Sep 19-28
 Mon/Wed 6:30pm-9:30pm

Kitimat Sep 26-Oct 5
 Mon/Wed 6:30pm-9:30pm

Internet/Email

Learn the essentials of the Internet including the search tools available to help you find the information you need on the World Wide Web. Includes e-mail basics such as mailboxes, address books, attachments, plus how to organize and store your e-mail messages.

Prerequisite: Intro to Windows.

COURSE FEE: \$100

Terrace Oct 5-6
 Wed/Thu 6:30pm-9:30pm

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 you have a virus. 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

Terrace Nov 14-16
 Mon/Wed 6:30pm-9:30pm

Smithers Nov 14-16
 Mon/Wed 6:30pm-9:30pm

Kitimat Nov 28-30
 Mon/Wed 6:30pm-9:30pm

Terrace Dec 5-7
 Mon/Wed 6:30pm-9:30pm



Keyboarding

Does "hunt and peck" best describe your typing style? Want to become more time efficient with your keyboarding? By the end of this course you will be able to touch-type with the alphabetic keys, and be well on your way to keyboarding success! Typing speed at completion varies with individuals. Home practice required.

COURSE FEE: \$169 (includes book)

Rupert Oct 1-Nov 22
Sat 10:00am-2:00pm

Computer Fundamentals (IC³ Module A)

This module covers basic elements dealing with computer hardware, software, and how to use operating systems. Students will be able to recognize the elements of the personal computer, and work in the Windows environment. Participants will be prepared to write the IC³ Module A exam by the end of this class.

COURSE FEE: \$249 (includes book)

Kitimat Oct 10-Nov 10
Tue/Thu 6:30pm-9:30pm

Computer Skills for the Workplace (IC³ Module B)

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. Participants will be prepared to write the IC³ Module B exam by the end of this class.

COURSE FEE: \$349 (includes book)

Rupert Sep 13-Oct 13
Tue/Thu 6:30pm-9:30pm

Kitimat Nov 15-Dec 15
Tue/Thu 6:30pm-9:30pm

Living Online (IC³ Module C)

This module covers Networks and the Internet, Electronic mail, using the Internet, and the impact of computing and the Internet Society. Participants will be prepared to write the IC³ Module C exam by the end of this class.

COURSE FEE: \$249 (includes book)

Kitimat Sep 20-Oct 13
Tue/Thu 6:30pm-9:00pm

The Internet and Computing Core Certification (IC³) program is the world's first digital literacy training certification program, and the only globally validated computer literacy credential. Computer courses taken at NWCC will prepare you for taking the IC³ certification. For more information or to register call your local campus. (See back cover for contact info)

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.

Prerequisites: Intro to Windows .

COURSE FEE: \$169 (includes book)

Rupert Sep 17-24
Sat 9:00am-4:00pm

Q. Charlotte Nov 15-24
Tue/Thu 6:30pm-9:30pm

Terrace Nov 22-Dec 1
Tue/Thu 6:30pm-9:30pm

Digital Cameras

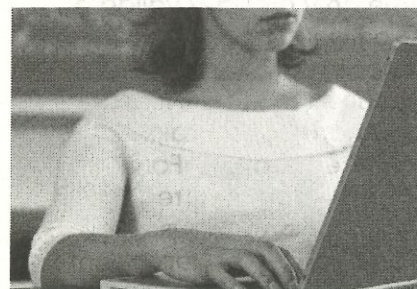
Are you familiar with basic camera functions and techniques and want to move on to using a digital camera? You will learn BASIC image manipulation; transference of images to the computer, file formats; obtaining the best hard copy output and more. Bring your digital camera!

COURSE FEE: \$100

Terrace Sep 27-29
Tue/Thu 6:30pm-9:30pm

Hazelton Oct 17-19
Mon/Wed 6:30pm-9:30pm

Kitimat Oct 17-24
Mon 6:30pm-9:30pm



Photoshop

The objective of this course is to introduce Adobe PhotoShop and to teach the basic skills needed in order to edit and manipulate images with this software application. This amazing program lets you alter and retouch photos and create special effects graphics. This course takes you through the first steps of learning the program, showing you its basic tools and giving you some projects to work through.

Prerequisite: Intro to Windows.

COURSE FEE: \$169 (includes book)

Terrace Nov 1-10
Tue/Thu 6:30pm-9:30pm

Working with Digital Pictures

Working with Windows, Adobe Photoshop Elements, your camera's software, and Internet Explorer participants will learn about digital imaging, including basic features of digital cameras, capturing images, viewing images on LCD screens, exploring image editing software, use basic editing tools, print images, and explore online photosharing. Participants are required to bring their digital cameras to class.

Prerequisites: Intro to Windows.

COURSE FEE: \$100

Terrace Oct 4-6
Tue/Thu 6:30pm-9:30pm

Kitimat Nov 7-14
Mon 6:30pm-9:30pm



Buying and Selling on eBay®

eBay® is one of the largest online auction sites. In this class participants will be introduced to the basics of buying and selling items. Learn how to register on eBay, search for and bid on items, recognize reputable sellers, and how to safely conduct financial transactions online. To sell items, participants will learn how to post items, including posting photos, auction length, descriptions, how to accept credit card payments for your items, and shipping guidelines. **Prerequisites:** Intro to Windows, Digital Photography is highly recommended.

COURSE FEE: \$79

Kitimat Dec 5-7
Mon/Wed 6:30pm-9:30pm

Adobe Acrobat

Adobe Acrobat covers the creation and use of PDF (Portable Document Format) files for the printing and web industries. PDF is the way to distribute documents amongst different users across a broad range of hardware and software without compatibility issues. Learn to create and edit PDF using Adobe Acrobat. **Prerequisite:** Intro to Windows.

COURSE FEE: \$100 (includes text)

Terrace Dec 6-8
Tue/Thu 6:30pm-9:30pm

Publisher Level 1

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 (includes book)

Smithers Oct 31-Nov 9
Mon/Wed 6:30pm-9:30pm

Rupert Oct 18-Oct 27
Tue/Thu 6:30pm-9:30pm

PowerPoint Level 1

MS PowerPoint is 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.

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

COURSE FEE: \$169 (includes book)

Rupert Oct 22-Oct 29
Sat 9:00am-4:00pm

Q. Charlotte Nov 1-10
Tue/Thu 6:30pm-9:30pm

Rupert Nov 3-15
Tue/Thu 6:30pm-9:30pm

Terrace Nov 7-16
Mon/Wed 6:30pm-9:30pm

Access Level 1

MS Access allows users to efficiently store, organize, retrieve, communicate and manage information. This computerized file cabinet can be a flexible electronic version of 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 (includes book)

Terrace Nov 29-Dec 8
Tue/Thu 6:30pm-9:30pm

Access Level 2

This course is intended for individuals who are comfortable with the basic operations in Access and want to produce a database application. This database application can automate various tasks and can be placed on a network so that it can be utilized by multi-users. The course includes instruction on how to enhance database design, building powerful queries, designing complex forms, creating macros, attaching macros to events, programming in Access and customizing reports.

COURSE FEE: \$169 (includes book)

Smithers Oct 17-26
Mon/Wed 6:30pm-9:30pm

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 (includes book)

Rupert Sep 12-21
Mon/Wed 6:30pm-9:30pm

Kitimat Sep 16, 23, Oct 7, 28
Fri 9:00am-12:00pm

Rupert Oct 1, 8, 15
Sat 9:00am-1:00pm

Houston call to express interest

Terrace Oct 5-14
Wed/Fri 6:30pm-9:30pm

Q. Charlotte Oct 18-27
Tue/Thu 6:30pm-9:30pm

Smithers Nov 21-30
Mon/Wed 6:30pm-9:30pm

VUE delivers exams for Microsoft, Cisco, CompTIA, Novell, The American College, NASD-R, the UK Teacher Training Agency and many other program sponsors. Exam vouchers can be purchased directly from VUE. For further information, or to book your exam please contact the Prince Rupert campus at 624-6054.



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.
Prerequisites: Excel Level 1 or equivalent.

COURSE FEE: \$169 (includes book)

Rupert Sep 26-Oct 5
Mon/Wed 6:30pm-9:30pm

Terrace Oct 26-Nov 4
Wed/Fri 6:30pm-9:30pm

Smithers Dec 5-14
Mon/Wed 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.
Prerequisites: Excel Level 2.

COURSE FEE: \$169 (includes text)

Rupert Oct 12-Oct 24
Mon/Wed 6:30pm-9:30pm

Terrace Nov 23-Dec 3
Wed/Fri 6:30pm-9:30pm

Project Level 1

Learn the basics of project scheduling and management. Topics include: developing parts of the project; displaying a project in different views; adjusting time scales; printing schedule information; entering tasks, durations and task notes; entering recurring tasks; hiding and showing outlines; establishing task dependencies; lag and lead time; managing project resources; assigning resources and costing. Students will apply the knowledge to create a project and work through all the steps.

Prerequisite: Intro to Windows.

COURSE FEE: \$169 (includes book)

Rupert Sep 15-27
Tue/Thu 6:30pm-9:30pm

Terrace Oct 18-27
Tue/Thu 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 (includes book)

Kitimat Oct 17-26
Mon/Wed 6:30pm-9:30pm

Terrace Oct 17-26
Mon/Wed 6:30pm-9:30pm

Rupert Nov 19-26
Sat 9:00am-4:00pm

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.

Prerequisites: Word Level 1.

COURSE FEE: \$169 (includes book)

Rupert Nov 9-30
Wed 6:30pm-9:30pm

Terrace Nov 14-23
Mon/Wed 6:30pm-9:30pm

Word Level 3

Experienced users will be introduced to the desktop publishing features of MS Word. Topics to be covered include: creating an index and table of contents; setting up the page layout; working with text boxes; inserting and formatting graphics; creating and using fill-in and on-line forms; using the Drawing and WordArt features; creating charts, and more.

Prerequisites: Word Level 2.

COURSE FEE: \$169 (includes book)

Call to express your interest at your local campus.



Private Contract Training

See classes in the brochure that would benefit your organization but can't participate on the dates listed? Contract training will work for you!

We have helped businesses, government agencies, social services, First Nations bands, and volunteer organizations. On a fee-for-service basis, we can meet your training needs.

Book any class listed in this brochure, or bring us your list of requirements. We craft training solutions for improved performance, customized to meet your special needs, and to assist you in maintaining regulatory compliance.

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

SENIORS

Senior citizens (age 65 or over) are eligible for tuition-free enrollment in many NWCC courses subject to the following conditions:

- A fee paying student cannot be displaced. Seniors requesting a fee waiver will be registered conditionally and should the class fill, be given the option of paying to retain their seat.
- The waiver of course fees does not include any charges for books or materials that may be required.

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: \$550 (includes book)

Terrace Oct 29-Dec 3
Sat 10:00am-4:00pm

Serving It Right

Designed to prepare students to take the Serving It Right exam. Upon successful completion students will receive their Server card from the Hospitality Industry Education Advisory Committee. Registration costs include examination fee.

Note: Serving It Right is a prerequisite for Bartender Training offered this fall in Terrace.

COURSE FEE: \$60 (includes exam fee)

Rupert Oct 3
Mon 6:30pm-9:30pm

Terrace Oct 12
Wed 6:30pm-9:30pm

Rupert Nov 14
Mon 6:30pm-9:30pm

Foodsafe Level 1

The Foodsafe course designed by the Ministry of Health in consultation with the BC Restaurant and Food Services' Assoc. 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 (includes book)

Rupert Sep 24
Thu 9:00am-6:00pm

Terrace Oct 22
Sat 8:30am-5:30pm

Rupert Oct 29
Sat 9:00am-6:00pm

Hazelton Nov 5
Sat 8:30am-5:30pm

Rupert Nov 19
Sat 9:00am-6:00pm

Q. Charlotte Nov 26
Sat 8:30am-5:30pm

Terrace Nov 26
Sat 8:30am-5:30pm

Masset Nov 27
Sun 8:30am-5:30pm

Rupert Dec 10
Sat 9:00am-6:00pm

Rupert Jan 28
Sat 9:00am-6:00pm

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.

Prerequisites: Foodsafe Level 1.

Note: This course is a prerequisite for the Professional Cook Training Program - Year 2.

COURSE FEE: \$100 (includes book)

Terrace Nov 4-5
Fri 6:00pm-10:00pm
Sat 8:30am-4:30pm

Start a Tourist Business

Come out to find out how to start your own micro-enterprise tourist business for the 2005 season. It's not too late to take your idea and turn it into a business venture that will provide you with a revenue stream and provide a "WOW" to the tourists coming to the Prince Rupert area all summer long. The seminar will provide you with the proven skills and template needed to start an innovative tourist enterprise. **Includes extensive materials in an easy to follow format packaged on a CD.**

COURSE FEE: \$45

Rupert Nov 21
Mon 6:30pm-9:30pm

Superhost: Customers with Disabilities

A workshop designed to increase sensitivity towards people with disabilities. The workshop develops understanding and insight into the requirements of people with a wide range of disabilities including those with vision and hearing impairments, mobility and agility concerns. As well, attitudes can be the most difficult barrier that persons with disabilities must face in gaining full integration, acceptance and participation in society. The Customers with Disabilities workshop takes a closer look at our attitudes and suggests steps that we can take towards eliminating possible barriers.

COURSE FEE: \$49

Terrace Nov 2
Wed 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

Terrace Oct 15
Sat 8:30am-5:30pm

Hazelton Oct 15
Sat 8:30am-5:30pm



Superhost: Service Across Cultures

This workshop addresses intercultural communication issues and provides practical guidelines to ensure that we communicate with empathy and understanding and make the most of every contact with visitors, customers and friends. Participants will increase their knowledge about visitors from other cultures and gain practical suggestions of how to improve communication and customer service skills. The workshop also challenges our culture biases and misconceptions and provides information about the travel trends of our visitors from other countries.

COURSE FEE: \$49

Terrace Nov 23
Wed 6:30pm-9:30pm

Tourist Potential Overview

A one evening session outlining the details and statistics of the Summer of 2004 Visitor survey conducted by NWCC and the Prince Rupert Chamber of Commerce. The information will focus on the upcoming tourist season. Find out who was here and what they liked and disliked, what they bought and what they did. Plan your strategy for this upcoming season!

COURSE FEE: \$25

Rupert Oct 17
Mon 6:30pm-9:30pm

Cashier Training

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

COURSE FEE: \$100

Rupert Sep 17
Sat 9:00am-4:00pm

Terrace Oct 1
Sat 9:00am-4:00pm

Rupert Oct 15
Sat 9:00am-4:00pm

Terrace Nov 19
Sat 9:00am-4:00pm

Rupert Nov 19
Sat 9:00am-4:00pm

Rupert Dec 3
Sat 9:00am-4:00pm

Terrace Dec 7-8
Wed/Thu 6:30pm-9:30pm

Inter-Institutional Cooperation

NWCC - Continuing Education cooperates with other post-secondary institutions to enhance the range of credit and non-credit courses to the residents of the northwest. Other institutes have included UNBC, SFU, VCC, BCIT and NAIT.

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.

Prerequisites: Grade 10 English and Writing.

COURSE FEE: \$290

Terrace Oct 21-23
Fri 6:00pm-10:00pm
Sat/Sun 8:30am-5:30pm

Hazelton Oct 28-30
Fri 6:00pm-10:00pm
Sat/Sun 8:30am-5:30pm

Q. Charlotte Nov 4-6
Fri 6:00pm-10:00pm
Sat/Sun 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.

Prerequisites: BSW - Level 1

COURSE FEE: \$299

Terrace Nov 18-20
Fri 6:00pm-10:00pm
Sat/Sun 8:30am-5:30pm

Hazelton Dec 9-11
Fri 6:00pm-10:00pm
Sat/Sun 8:30am-5:30pm

Committed to Making a Difference in the BC Forest Industry



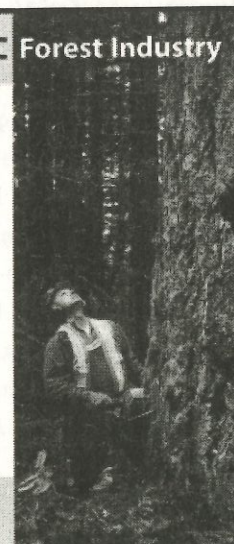
BC Forest Safety Council
Unsafe is Unacceptable

"A certified professional faller follows the Professional Faller's Code of Practice and is a safer, more productive worker."

Bill Bolton - Director
Faller Certification Program

July 31, 2005 is the deadline for experienced fallers to register for certification. After July 31st, WCB will require all working fallers to be either certified or registered for certification. For more information, please visit: www.bcfallersafe.org or call 1-877-324-1212

To learn more about the work of the BC FOREST SAFETY COUNCIL, please visit www.bcforestsafesafe.org or call 604-891-1259



Forklift Recertification

Provides review, testing, and recertification to individuals who have previously obtained Forklift Operator Certification. Successful participants will receive a Forklift Operator recertification valid for two years.

Prerequisite: Previous forklift operator certification (less than 3 months past expiration date).

COURSE FEE: \$137

Terrace Dec 10
Sat 8:30am-4:30pm

Forklift Operator

This one-day program is designed to meet the standards set out by the WCB and Labour Canada. Successful graduates of this course will be registered with both agencies. 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 on either Saturday or Sunday.

COURSE FEE: \$250

Rupert Sep 10-11
Sat 8:30am-12:30pm
Sat or Sun 2 hour practicum

Terrace Oct 7-9
Fri 6:00pm-10:00pm
Sat or Sun 2 hour practicum

Rupert Nov 19-20
Sat 8:30am-12:30pm
Sat or Sun 2 hour practicum

Terrace Nov 25-27
Fri 6:00pm-10:00pm
Sat or Sun 2 hour practicum

Red Cross® - Standard First Aid

Learn all elements of First Aid including heat and cold injuries, poisons, medical conditions, bone, joint, head and spinal injuries. This course includes certification in CPR.

COURSE FEE: \$145

Rupert Oct 29-30
Sat/Sun 8:30am-5:30pm

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.

If you are interested in teaching for NWCC, we prefer to hire people with their Provincial Instructor's Diploma or minimally Instructors Skills Workshop.

Watch our website for employment opportunities.

Red Cross® - Childsafe

If you are a parent, grandparent, caregiver, babysitter, or simply someone who loves children, Childsafe is designed for you.

Childsafe is a dynamic seven-hour workshop that will teach you how to make your home a safer place and help you handle childhood emergencies with confidence. Participants will learn: recognizing home hazards, injury prevention, safety education, rescue breathing, choking, CPR for infants and children, bleeding management, and common First Aid situations Upon successful completion of the course participants receive Canadian Red Cross Certification valid for three years. The Childsafe course is recognized by the British Columbia Provincial Child Care Facilities Licensing Board.

COURSE FEE: \$89

Rupert Sep 17
Sat 8:30am-4:30pm

Hazelton Oct 1
Sat 8:30am-4:30pm

Q. Charlotte Oct 1
Sat 8:30am-4:30pm

Terrace Oct 22
Sat 8:30am-4:30pm

Rupert Nov 25
Fri 8:30am-4:30pm

Masset Dec 3
Sat 8:30am-4:30pm

Terrace Dec 3
Sat 8:30am-4:30pm

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

Terrace Oct 1
Sat 9:00am-4:00pm

Rupert Oct 15
Sat 9:00am-4:00pm

Hazelton Oct 15
Sat 9:00am-4:00pm

Masset Oct 22
Sat 9:00am-4:00pm

Terrace Nov 19
Sat 9:00am-4:00pm

Q. Charlotte Dec 3
Sat 9:00am-4:00pm

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 the required documentation, as well as new modules on the identification and management of stroke, diabetes, seizures and fainting. Students will receive their OFA Level One 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.

COURSE FEE: \$100 (includes materials)

Smithers Sat	Sep 10 8:30am-4:30pm
Rupert Fri	Sep 16* 8:30am-4:30pm
Terrace Sat	Sep 24* 8:30am-4:30pm
Hazelton Sat	Sep 24* 8:30am-4:30pm
Q. Charlotte Sat	Sep 24 8:30am-4:30pm
Smithers Sat	Oct 8 8:30am-4:30pm
Terrace Sat	Oct 15 8:30am-4:30pm
Masset Sat	Oct 15 8:30am-4:30pm
Hazelton Sat	Oct 22* 8:30am-4:30pm
Kitimat Sat	Oct 22* 8:30am-4:30pm
Rupert Fri	Oct 28 8:30am-4:30pm

Smithers Fri	Nov 4* 8:30am-4:30pm
Terrace Sat	Nov 5 8:30am-4:30pm
Q. Charlotte Sat	Nov 5 8:30am-4:30pm
Rupert Thu	Nov 10 8:30am-4:30pm
Masset Sat	Nov 19 8:30am-4:30pm
Hazelton Sat	Nov 26* 8:30am-4:30pm
Terrace Sat	Nov 26* 8:30am-4:30pm
Houston Wed	Nov 30 8:30am-4:30pm
Q. Charlotte Sat	Dec 10 8:30am-4:30pm
Terrace Sat	Dec 17 8:30am-4:30pm

*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 I certificate

COURSE FEE: \$100 (includes materials)

Rupert Sun	Sep 18* 8:30am-4:30pm
Terrace Sun	Sep 25* 8:30am-4:30pm
Hazelton Sun	Sep 25* 8:30am-4:30pm
Q. Charlotte Sun	Sep 25 8:30am-4:30pm
Kitimat Sun	Oct 23* 8:30am-4:30pm
Masset Sun	Oct 16 8:30am-4:30pm
Hazelton Sun	Oct 23* 8:30am-4:30pm
Smithers Sat	Nov 5* 8:30am-4:30pm
Q. Charlotte Sun	Nov 6 8:30am-4:30pm
Masset Sun	Nov 20 8:30am-4:30pm
Terrace Sun	Nov 27* 8:30am-4:30pm
Hazelton Sun	Nov 27* 8:30am-4:30pm
Q. Charlotte Sun	Dec 11 8:30am-4:30pm

WCB® - Occupational First Aid Level 3

This 70 hour 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 (includes book, materials and exam fee)

Smithers Mon-Fri	Sep 16-Oct 4* 8:30am-4:30pm
Masset Mon-Fri	Sep 26-Oct 7 8:30am-4:30pm
Q. Charlotte Mon-Fri	Oct 24-Nov 4 8:30am-4:30pm
Rupert Mon-Fri	Nov 14-28* 8:30am-4:30pm
Smithers Mon-Fri	Nov 18-Dec 6* 8:30am-4:30pm
Q. Charlotte Mon-Fri	Jan 9-20 8:30am-4:30pm
Houston	call to express interest
Kitimat	call to express interest
Terrace	call to express interest

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.

Hazard Recognition & Control

Make informed decisions through identification of hazards and apply effective strategies to control hazards in the workplace. Develop safe work procedures and corrective measures to control hazards.

COURSE FEE: \$100 (includes materials)

Terrace Nov 15
Tue 8:30am-5:30pm

Joint OH&S Committee Training

Identify and interpret Occupational Health and Safety Committee members' responsibilities and duties, and carry them out in ways that promote workplace health and safety.

COURSE FEE: \$100 (includes materials)

Terrace Oct 6
Thu 8:30am-5:30pm

Preventing Workplace Violence

Learn to explain the regulatory requirements for protection of workers from workplace violence, conduct risk assessment, establish preventive measures and procedures, and develop a workplace violence prevention program.

COURSE FEE: \$100 (includes materials)

Terrace Dec 1
Thu 8:30am-5:30pm

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. Graduates earn "proof of completion training" documentation under the new program, and will become part of a provincial database that documents trainers and TCPs. **NOTE:** Students are required to bring a passport sized photo to class.

COURSE FEE: \$209

Rupert Sep 17-18
Sat/Sun 8:30am-5:30pm

Terrace Sep 24-25
Sat/Sun 8:30am-5:30pm

Rupert Nov 19-20
Sat/Sun 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.

Call now to express your interest. Contact information on back cover.

Chainsaw Safety

The topics in this 2-day course include personal protection, chainsaw maintenance and handling, and safe falling, limbing, and bucking practices. This course is delivered over 16 instructional hours, including both theory and hands-on practice. 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 and Safety glasses, emergency whistle, and chainsaw with tools to go to work.

Trades Training

Skilled trades workers are in short supply and high demand in the BC labour market. At NWCC you can get the training you need in a wide range of skilled trades and industry occupational areas including construction, hospitality, and automotive. Learning a trade will set you on the road to a long and rewarding career. The Red Seal Certification obtained in BC is recognized throughout Canada.

Visit our website to see the wide range of trades courses being offered.

Heavy Equipment Operator Training

This basic operations course will cover Heavy Equipment Operators training; and will consist of one-on-one instructor training. All of our instructors have a minimum of 20 years experience operating heavy equipment in the logging and construction industries. You will be trained on the latest equipment currently being used in these industries today. The course includes: theory and safety regulations; hydraulic controls operations; forest-related operations; road building, sloping, ditching, and clearing and landscaping.

COURSE FEE: UNDER REVIEW

Spring/05

Call now to express your interest. Contact information on back cover.

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

Hazelton Sep 23
Fri 9:00am-1:00pm

Terrace Oct 27
Thu 6:00pm-10:00pm

Kitimat Nov 19
Tue 6:00pm-10:00pm

Terrace Dec 8
Thu 12:00pm-4:00pm

Airbrakes

This course includes 20 hours of theory and practical instruction on Airbrakes' systems. Upon successful completion of a pre-trip, you will receive credit for the pre-trip (for 30 days) towards the Motor Vehicle Branch Air Endorsement Examination. CSA approved safety footwear is required for the practical instruction. Prerequisites: Participants must have valid Class 5 BC Driver's License with no outstanding charges.

COURSE FEE: \$220 (includes book)

Kitimat Sep 20-22
Tue-Wed 8:00am-4:30pm
Thu 8:00am-12:00pm

Rupert Sep 23-25
Fri-Sun 8:30am-4:30pm

Kitimat Sep 28-30
Wed-Thu 8:00am-4:30pm
Fri 8:00am-12:00pm

Terrace Oct 4-8
Tue-Fri 6:30pm-9:30pm
Sat 8:00am-4:00pm

Terrace Nov 15-19
Tue-Fri 6:30pm-9:30pm
Sat 8:00am-4:00pm

Rupert Nov 18-20
Fri-Sun 8:30am-4:30pm

Kitimat Dec 7-9
Wed-Thu 8:00am-4:30pm
Fri 8:00am-12:00pm

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.

Class 1 Driver Training (Fast Track)

This course will combine a licensed instructor and industry standard tractor-trailer to prepare learners for the Class 1 driver's exam. Students spend a total of 28 hours, including 2 hours road test time, learning safe operation, maintenance and duties of professional drivers. Topics include: the art of observation, road position, the pre trip inspection, safe work practices, vehicles and equipment, maintenance of vehicles, regulations, cargo handling, records, and professional driving. Students are responsible for additional fees required to obtain their class one driver license (i.e. exam, medical fees). Prerequisites: Minimum 19 years old, Class One Learners License, valid airbrakes endorsement, full privilege Class 5 or Class 6 licence, acceptable driving records, not owe any motor vehicle related fines or debts to ICBC or the province of B.C., and meet the required medical standards. CSA approved safety footwear is required for pre-trip practicals.

Call now to express your interest. Please see back cover for contact information.

Class 3 Driver Training

This 32 hour course prepares the students for examination by a Certified Driver Examiner for Class 3 in accordance with ICBC and Motor Vehicle Branch standards and is intended for students who are serious about gaining employment in the Commercial Transport industry. Prerequisites: Learners License, meet required ICBC medical standards, clean drivers abstract, minimum age is 18, owe no fines or debts to ICBC.

Call now to express your interest. Contact information on back cover.



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

Rupert Oct 4-27
Tue/Thu 6:30pm-9:30pm

Fishing Master IV - Certificate of Service

This course is for those requiring all the formal training associated with receiving Transport Canada TP 8090 certification. The program includes the following components: - Fishing Master IV/Certificate of Service - Marine Emergency Duties A2 - Marine Advanced First Aid - Restricted Radio Operator Certificate - ROC-MC Please contact Transport Canada at (250) 627-3045 for a complete list of sea time and other requirements for certification.

COURSE FEE: \$1780

Rupert Oct 11-Nov 1
Mon-Fri 8:30am-4:30pm

Rupert Jan 13-Feb 3
Mon-Fri 8:30am-4:30pm

COLLEGE TRANSCRIPTS

ALL courses taken at the college (including Continuing Education courses) appear on a Northwest Community College Official Transcript. Official Transcript cost is \$5.00.

Red Cross® - Marine Advanced First Aid

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

COURSE FEE: \$185

Rupert Oct 1-2
Sat/Sun 8:30am-5:30pm

Q. Charlotte Nov 19-20
Sat/Sun 8:30am-5:30pm

Rupert Dec 10-11
Sat/Sun 8:30am-5:30pm

Masters Limited

If you are considering running a charter vessel of any nature, a Master Limited Certificate is mandatory if the vessel is over 5 gross tons and carries passengers. If you are interested in a Master Limited Certificate you must contact Ship Safety at 627-3045. They will advise you as to sea time requirements and necessary course work and examinations. The program includes the following components: Limited Master, Marine Emergency Duties A2, Marine Advanced First Aid, Restricted Radio Operator Certificate ROC-MC

COURSE FEE: \$1780

Rupert Oct 11-Nov 1
Mon-Fri 8:30am-4:30pm

Rupert Jan 13-Feb 3
Mon-Fri 8:30am-4:30pm

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

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.

COURSE FEE: \$330

Rupert Sep 12-15
Mon-Thu 8:30am-5:30pm

Rupert Nov 21-24
Mon-Thu 8:30am-5:30pm

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

Recently announced by Transport Canada, 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

Rupert Sep 18
Sun 8:30am-5:30pm

Rupert Nov 27
Sun 8:30am-5:30pm

Small Vessel Operator

This course is for operators of small commercial vessels and focuses on charts and navigation, Collision Regulations, seamanship, marine weather and small vessel stability. It will also include 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

Rupert Sep 16-17
Fri/Sat 8:30am-5:30pm

Rupert Nov 25-26
Fri/Sat 8:30am-5:30pm

FOR ADDITIONAL MARINE COURSES PLEASE LOOK IN THE OUTDOOR RECREATION SECTION.

How Can We Better Serve Your Organization?

NWCC also delivers training customized to the specific needs of your business or organization. If you identify an educational or training gap in your workplace or community, please contact us with your idea and questions about how we can help.

NWCC takes pride in its ability to respond to organizational and individual training needs by developing specific, client based programs.

Our well established network of training and development consultants and educators with varied work experiences and extensive adult education backgrounds are pleased to serve your needs



H₂S Alive®

The goal of the Alive program is to prepare a worker to recognize Hydrogen Sulphide hazards and save himself, as well as perform basic rescue during an H₂S incident. The course is a combination of theory and practice with each student having to use detection equipment, don breathing apparatus and perform mouth-to-mouth resuscitation. On successful completion of written and practical examination, the candidate will be issued an H₂S Alive certificate, which is valid for three-years.

Prerequisite: None.

Contact your local campus to book a time convenient for you.



Petroleum Safety Training (PST)

Headed for work in the oilpatch? ENFORM, formerly Petroleum Industry Training Service (PITS) has designed and produced this computer-based safety training program for workers in the petroleum industry. This comprehensive program includes a WHMIS certificate as well as specialized lessons in four sectors of the oil industry, and qualifies as Basic Orientation. (You will still need a site-specific orientation provided by your employer) Learners need only take one of the optional lessons which pertains to their sector. PST meets all of the requirements of IRP Vol.16 - Basic Industry Safety Orientation. For more detailed information on industry standards, contact www.enform.ca (formerly www.pits.ca)

This CD-ROM training program is interactive and enables users to work at their own pace. After completing each individual lesson, learners are challenged with a short competency test. Total running time of the program is approximately five hours. This program has been specifically designed so learners do not need significant computer skills. Users can relax and enjoy the training process, as they are easily guided through the program. This training must be pre-scheduled during office hours or upon availability of computer lab facilitator.

COURSE FEE: \$100

Contact your local campus to book a time convenient for you.

COURSE CANCELLATIONS

A minimum enrollment is required to recover the costs of the course. If that number is not reached, Continuing Education 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.

Introduction to GPS

Hikers, boaters, mushroomers, kayakers, outdoor enthusiasts...learn to use a GPS instrument to determine position, plot a course, define waypoints, and mark a position with reasonable competency. Course includes a practical field trip.

COURSE FEE: \$89

Q. Charlotte Dec 4
Sun 9:00am-5:00pm

Map & Compass Reading

Learn basic navigation using map and compass. Discover how to read and interpret maps, find a location and plot a course to a destination. Acquire the basic skills required to estimate distances along a route and estimate ETA. Bring your own compass!

COURSE FEE: \$79

Terrace Sep 24
Sat 9:00am-4:00pm

Hazelton Sep 24
Sat 9:00am-4:00pm

Bear Aware

Bear Aware is an educational program 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

Hazelton Sep 17
Sat 9:00am-12:00pm

Boating Safety/Basic Seamanship

This 12 hour course covers the required material for the Pleasure Craft Operator Card and adds information that will increase your safety on coastal waters; basic navigation, tides and currents and use of the VHF radio

COURSE FEE: \$120

Rupert Nov 19-26
Sat 9:00am-4:00pm

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

Rupert Sep 17-18
Sat/Sun 8:30am-5:30pm

Rupert Nov 5-6
Sat/Sun 8:30am-5:30pm

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.

CORE - Hunter Training

Successful completion of the Conservation and Outdoor Recreation Education course is mandatory for all residents applying for their hunting license. This course contains information about outdoor survival, hunter safety, wildlife, gun handling and first aid. Upon successful completion of the course, a BC Provincial hunting license will be issued. Participants must be 10 years of age or older to register for this class.

COURSE FEE: \$155

Houston Sep 9-13
Fri, Mon, Tue 6:30pm-9:30pm
Sat-Sun 8:30am-4:30pm

Rupert Sep 19-30
Mon, Wed, Fri 6:00pm-10:00pm

Rupert Nov 4-8
Fri, Mon, Tue 6:30pm-9:30pm
Sat-Sun 8:30am-4:30pm

Firearms Safety - PAL Non Restricted

To acquire firearms in Canada you will require a Possession Acquisition License (PAL), formerly known as the Firearms Acquisition Certificate. Federal law requires that when you 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 in both written and practical field will enable participants to submit their application for a non-restricted PAL.

COURSE FEE: \$150

Rupert Sep 12-19
Mon-Fri 6:00pm-10:00pm

Houston Sep 9-13
Fri 6:00pm-10:00pm
Sat 8:30am-5:30pm
Sun 8:30am-12:30pm

Meat Cutting

Through demonstration and hands-on experience students will prepare a side of beef into variety meats and specialty cuts. Participants will be taught sanitation, how to wrap and package meat for the freezer, as well as the care and safe operation of meat cutting equipment. Learn basic meat cutting and apply it to your domestic butchering or big game! At the end of class students will be able to purchase cuts of choice.

COURSE FEE: \$79

Houston Sep 17
Sat 8:30am-4:30pm

Terrace Oct 8
Sat 8:30am-4:30pm

Rupert Nov 19
Sat 8:30am-4:30pm

DISCLAIMER

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, 2005. Prospective students are advised to contact the Continuing Education Department in your local community for current course schedules and rates.

Build Your Own Acoustic Guitar

Handcraft your own acoustic guitar with Rayco Resophonics creators of world class guitars! This course will allow each student the opportunity to complete an acoustic guitar or similar acoustic stringed instrument under the instruction of locally based luthiers. Most time will be spent "hands on" in Rayco Resophonics' workshop in Telkwa. Instruction will include instrument design, choice and affects of materials. Students will be required to provide materials and some tools and should have previous woodworking experience. Additional information available at the Smithers Campus.

COURSE FEE: \$690

Smithers Jan 16-Mar 8
Mon/Wed 6:00pm-9:00pm

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

Rupert Oct 22-23
Sat/Sun 10:00am-4:00pm

Hazelton Oct 22-29
Sat 9:00am-2:00pm

Q. Charlotte Nov 15-18, 20
Tue-Fri 3:30pm-6:00pm
Sun 1:00pm-5:00pm

Small Engine Repair

This course covers basic service, maintenance, troubleshooting, and repair of small engine equipment. The course covers the basics for both 2 and 4 stroke engine, ignition and carburation, how to troubleshoot, and no start diagnosis. Course is designed for owners who want to look after their own maintenance and gain some understanding of how their equipment operates. Bring a small project to service and do minor repairs.

COURSE FEE: \$140

Kitimat Spring/05

Call now to express your interest in any of our campus locations. Contact information on back cover.

Woodworking Basics (for Beginners)

Learn a new hobby or refresh your woodworking skills! This hands-on course will introduce you to woodworking in a fun and safe environment. Learn to use hand tools and power tools while you complete woodworking projects under the supervision of an experienced teacher. Students must attend the first class on safety and equipment use in order to attend remaining classes, and supply their own materials and safety gear; project will be provided by instructor.

COURSE FEE: \$149

Terrace Oct 5-Nov 2
Wed 6:30pm-9:30pm

Metal Leaching/Acid Rock Drainage

This is a five-day field course. 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 time will be spent touring mines in this 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 instructor's experience with mines in Canada and throughout the world.

COURSE FEE: \$1000

Smithers Sep 12-16
Mon-Fri 9:00am-5:00pm

Basic Prospector Training

This six-day program is offered in partnership with the Ministry of Energy & Mines and Smithers Exploration Group, for people interested in prospecting for fun or profit. Courses provide the basic information required to become a successful prospector but may also be of interest to the amateur rock hound. Participants will learn: Rocks and Minerals Identification; Claim Staking Online and Claim Management; Basic Geology and Mineral Deposits; Rock, Soil & Stream Sediment Sampling; and will participate in a Prospector Field Day.

COURSE FEE: \$300 (subsidized)

Houston Oct 3-8
Mon-Sat 8:30am-5:00pm

Hazelton Oct 11-16
Tue-Sun 8:30am-5:00pm



Instructional Skills Workshop (ISW)

This course is a basic requirement to teach for Continuing Education. Participants prepare and present mini-lessons and receive feedback to improve their teaching and learning. By the end of the workshop, you will be able to: write a lesson plan, use learning objectives to inform learners of their expectations, present a participatory classroom lesson, use common instructional aids, use questioning techniques in the classroom to measure learning, use techniques to test teaching, evaluate outcomes, give objective behavioral feedback. Equivalent to PID 102A.

COURSE FEE: \$502

Rupert Oct 29–Nov 6
Sat/Sun 9:00am–4:00pm

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.

If you are interested in teaching for NWCC, we prefer to hire people with their Provincial Instructor's Diploma or minimally Instructors Skills Workshop (see above).

Watch our website for employment opportunities.

Train the Trainer - Basic Facilitation Skills

Are you involved in any aspect of "training" within your company or organization? Would you be interested in learning some new approaches to enhance your ability to transfer knowledge to individuals? The train the trainer seminar is a new and intensive approach to adult education learning principles and their delivery that is designed specifically for you and this region.

Learning modules and objectives will include:

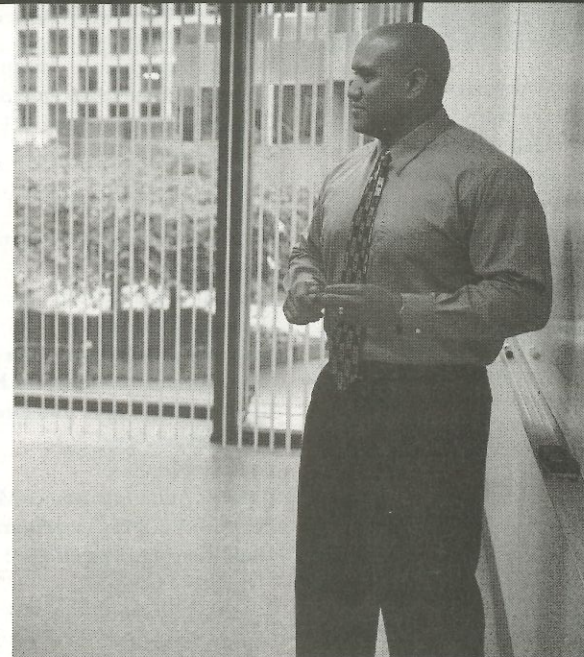
- Assessing the training needs in your organization in order to determine what steps to take.
- Determining your own style and how to increase your facilitation skills in training effectiveness.
- How to develop an instructional plan that keeps you on track.
- Develop new training techniques that make learning more focused and fun.
- How to enhance your training methods using the best available resources within this region.

Participants in the seminar will receive a complete resource kit including worksheets, checklists and detailed plans to assist in your future training applications, programs and training success. Invest your time wisely... consider what this seminar could do to enhance your training career and the individuals within your company or organization.

COURSE FEE: \$350

Terrace Oct 15–23
Sat/Sun 9:00am–4:00pm

B.C. 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.

This program is for experienced professionals, trades people and specialists who are looking for the skills needed to instruct in education, industry and the community.

Register now for courses being offered at Northwest Community College.

For more information go to www.instructordiploma.com or contact the Provincial Instructor Diploma Program **1.888.332.3212**



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

COURSES FROM HOME OR WORKPLACE

Take classes that fit into YOUR schedule. Relax and take classes from home, save money on tuition and gas. Choose from over 300 online classes available every month.



One of the primary advantages of on-line courses is that you can learn in the comfort and convenience of your own home and office. Simply log onto your on-line classroom when you are ready for your lesson, or communicate with your instructor and fellow students. On-line courses fit your schedule.

How Does It Work?

Most courses run for six weeks. You will be given two lessons each week - each lesson is accompanied by a short quiz. Some lessons will also be accompanied by an assignment that has been designed to give you hands-on application of the skills taught in the lesson. Courses conclude with a final exam. If you fall behind at any time you can request a two-week extension, but only one extension per course is granted.

Courses begin: September 21, October 19, November 16, December 21 and January 18

How Do I Register?

Register online at www.ed2go.com/nwcc
Payment must be made to the Terrace campus. Pay by cash, cheque, money order or Interac at the registration office (5331 McConnell Avenue Terrace) or phone in your credit card information to (250) 635-6511 local 5342. Following payment, students will be required to complete the on-line "Student Orientation". When complete, your payment will be verified and your lessons will be released on the first day of classes.

What Courses Are Available?

There are many courses available through Ed2Go. Please visit the website to browse through the many departments listed below:

The Internet
Web Page Design
Web Graphics & Multimedia
Web Programming
Basic Computer Literacy
Computer Applications
Desktop Publishing & Imaging
Computer Troubleshooting & Networking
Computer Programming & Database Management
Certification Prep
Palm Pilot & Pocket PC
Digital Photography & Digital Video Languages
Law and Legal Careers
Writing & Publishing
Entertainment Industry Careers
Grant Writing & Nonprofit Management
Business Planning & Entrepreneurial Sales & Marketing
Accounting
Business Administration & Management
Personal & Career Development
Child Care and Parenting

An application for admission is required for any of the courses listed on this page. Please visit the website www.nwcc.bc.ca for the program you are interested in to determine all the documents required for a complete application.

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.

Fall 2005

BIOL 040	Ecological Biology
BIOL 0501/0502	Prov. Human Biology
EDCP030	Interm. Educ. & Career Plan.
CHEM 0401/0402	Advanced Chemistry
CPST 030	Interm. Computer Studies
CPST 040	Advanced Computer Studies
CPST 050	Provincial Computer Studies
ENGL 030	Intermediate English
ENGL 040	Advanced English
ENGL 050	Provincial English
ENGL 055	Prov. Bus/Tech English
FNST 050	Prov. First Nations Studies
MATH 0301/02	Intermediate Math
MATH 046	Advanced Bus/Tech Math
MATH 0501/0502	Provincial Math
SOSC 040	Advanced Social Sciences
SOSC 055	Social Psychology

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.

Fall 2005

CPTe 181 Web Development Foundation

University Credit (UC) Online

UC courses can be taken whether you are working towards a degree or just want to take a course(s) that interests you. Plus, they are fully transferable to other post-secondary institutions.

Fall 2005

BIOL 20	Invertebrate Zoology
ENGL 205	Lit./Classical Mythology
ENGL 209	Creative Writing I
MATH 190	Principles of Mathematics for Elementary School Teachers

There are also UC evening classes available. Call your local campus or check out the timetable on the college website for a complete listing.

Business Technology Program (BTEC) Online

The Business Technology program prepares students for general and specialized administrative support positions in a variety of business settings. There are three certificate options for students to choose from.

Office Assistant Certificate

Can be taken in either the classroom (Terrace) or online.

Accounting Specialty Certificate

Online only

Online learning offers flexibility to those students who wish to complete college courses from their homes/offices or who are unable to attend classes in person. This program delivery method is designed to serve the needs of full-time and part-time learners, and upon completion learners will receive the Office Assistant Certificate and/or the Accounting Certificate. Please contact Sandy Clark, for information concerning online courses at sclark@nwcc.bc.ca.

Proposal Writing

This 24 hour intensive course presents the elements in developing proposals. Sessions cover the ingredients of a proposal including learning to identify, then 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. You will explore web-based resources on proposal development and on funding agencies.

Prerequisites: Participants should have good command of English and be prepared for challenging course load which includes extensive home study and weekly assignments. Basic computer skills are an asset.

COURSE FEE: \$249

Rupert Nov 1-24
Tue/Thu 6:30pm-9:30pm

Term Paper Writing

This three-hour workshop will help students write a term paper for the social sciences. Participants will learn a general term paper format that can be adapted to the directions of your Anthropology, Sociology, Psychology, Women's Studies, Criminology, Political Science instructors and career instructors. Specific topics include how to construct an aim and form an argument, paper organization, conclusion, references and an introduction to APA style references. Purchase of "Teaching and Writing the First College/University Term Paper" by Jake Muller (available at NWCC bookstore) is highly recommended for this workshop.

COURSE FEE: \$10

Terrace Nov 5
Sat 9:00am-12:00pm

TOWES - Test of Workplace Essential Skills

The TOWES Test evaluates abilities and competencies in three of the primary skills: reading, document use, and numeracy relative to occupations.

Tests can be administered at your workplace, agency office or other convenient sites to help you make the right training and upgrading decisions.

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 Margo Van der Touw at 250-638-5414 or by email at: mvandertouw@nwcc.bc.ca.

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

Canada



Registration Hours

Hazelton Campus
Monday-Friday 8:30am-4:00pm

Houston Campus
Monday-Friday 8:30am-4:00pm

Kitimat Campus
Monday-Friday 8:30am-4:00pm

Prince Rupert Campus
Monday-Thursday 8:30am-7:00pm
Friday 8:30am-4:30pm

Queen Charlotte City Campus
Monday-Thursday 8:45am-12:00pm
Friday by appointment only

Smithers Campus
Monday-Friday 8:30am-4:30pm

Terrace Campus
Monday-Thursday 8:30am-4:00pm
4:30pm-8:00pm
Friday 8:30am-4:00pm
Saturday 1:00pm-4:30pm

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.

College Transcripts

ALL courses taken at the college (including Continuing Education courses) appear on a Northwest Community College Official Transcript.

Cost for Official Transcript is \$5.00.

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.

Seniors

Senior citizens (age 65 or over) are eligible for tuition-free enrollment in many NWCC courses subject to the following conditions:

- A fee paying student cannot be displaced. Seniors requesting a fee waiver will be registered conditionally and should the class fill, be given the option of paying to retain their seat.
- The waiver of course fees does not include any charges for books or materials that may be required.

Check Your Receipt

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.

CONTACT US

Hazleton Campus

Leah Marshall

Ph: 250.842.5291 Fx: 250.842.5813

Email: lmarshall@nwcc.bc.ca

Houston Campus

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Kitimat Campus

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