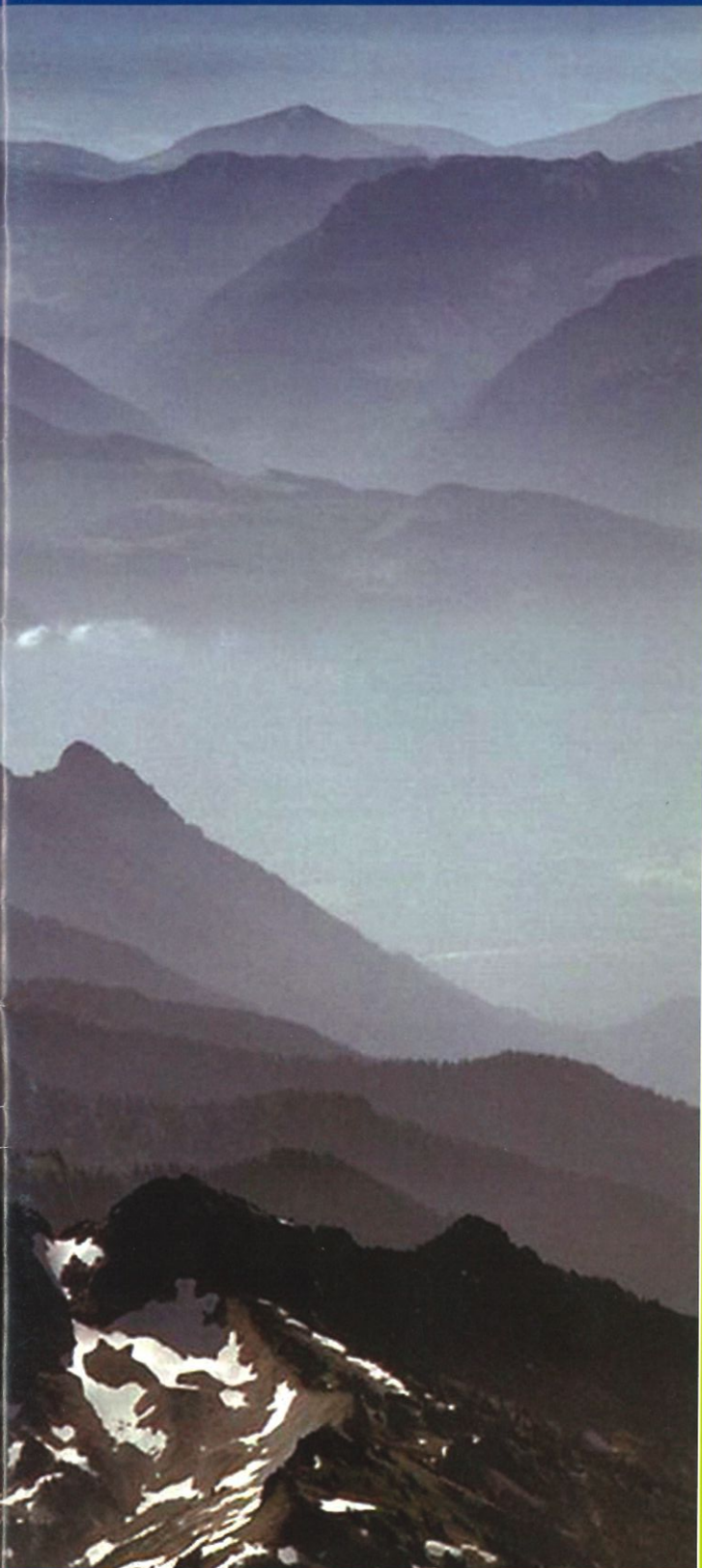




Continuing
▶▶▶ EDUCATION

Winter/
Spring 2006



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)

Campus phone numbers below:

Hazelton - 842.5291

Houston - 845.7266

Kitimat - 632.4766

Masset - 626.3670

Pr. Rupert - 624.6054

Q. Charlotte City - 559.8222

Smithers - 847.4461

Terrace - 635-6511

2) Drop in

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

3) Fax In

Sponsoring Agencies or employers may fax an authorization to invoice for student registration.

The authorization to invoice must be accompanied by a **Funded Student Information Form**.

To get copies of this form please contact your local Continuing Education department.

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.

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- Creating Web Pages		- Get Assertive
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		- Pleasures of Poetry
		- Term Paper Writing
		- The Craft of Magazine Writing
		- Travel Writing
		- Write Your Life Story
		- Writerific: Creativity Training
		- Your Screenwriting Career

Beginning Braille

Prepare for a rewarding career as a transcriber by learning to write and read the language of the blind.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Conversational French

Bonjour! Learn to carry on a simple conversation and be understood in French. This 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+GST 20 HOURS

Rupert Jan 17-Feb 28
Tue 6:30pm-9:30pm

Kitimat Jan 25-Apr 5
Wed 7:00pm-9:00pm

Kitimat Apr 12-Jun 14
Wed 7:00pm-9:00pm

Enjoying European Art Online

An introduction to the most important works of European art, with a wealth of commentary and interesting historical information.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

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+GST 20 HOURS

QCC Jan 16-Feb 15
Mon/Wed 7:00pm-9:00pm

Kitimat Jan 24-Apr 4
Tue 7:00pm-9:00pm

Hazelton Feb 22-Apr 26
Wed 7:00pm-9:00pm

Rupert Mar 20-Apr 24
Mon/Wed 7:00pm-9:00pm

Conversational Spanish - Level 2

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

COURSE FEE: \$100+GST 20 HOURS

Terrace Feb 20-Mar 22
Mon/Wed 7:00pm-9:00pm

Smithers Feb 20-Mar 23
Mon/Thu 7:00pm-9:00pm



Business Planning for the Retired

Learn business planning basics and overcome the challenges of starting a business later in life.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Creating a Successful Business Plan

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

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

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 3 HOURS

Rupert Mar 22
Wed 6:30pm-9:30pm

Terrace Apr 11
Tue 9:00am-12:00pm

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

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. **Note:** Bring your calculator.

COURSE FEE: \$100 6 HOURS

Kitimat Jan 24-26
Tue/Thu 6:30pm-9:30pm

Terrace Mar 7-9
Tue/Thu 6:30pm-9:30pm

QCC & Masset May 23-25
Tue/Thu 6:30pm-9:30pm

Simply Accounting - Level 1

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

COURSE FEE: \$199 15 HOURS

Kitimat Feb 3-Mar 3
Fri 1:00pm-4:00pm

Terrace Mar 14-28
Tue/Thu 6:30pm-9:30pm

Rupert Mar 27-Apr 10
Mon/Wed 6:30pm-9:30pm

QCC & Masset May 30-Jun 13
Tue/Thu 6:30pm-9:30pm



Simply Accounting - Level 2

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

COURSE FEE: \$199 15 HOURS

Kitimat Mar 10-Apr 21
Fri 1:00pm-4:00pm

Terrace Apr 4-18
Tue/Thu 6:30pm-9:30pm

Publish It Yourself: How to Start and Operate Your Own Publishing Business

Convert manuscripts into income by producing and selling books like the pros.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Marketing & Advertising A Small Business

Marketing is much broader than selling. Learn how to understand the characteristics of your customers and what motivates them to buy your product or service. Learn which tools will be more effective and efficient in improving the position of your organization. Learn how to improve your company's competitive edge. This series of workshops will take you through the steps required to prepare a marketing plan that works. Certificate will be awarded upon completion of all four courses in the series.

Choosing the Right Marketing Tools

The right tools always make the job easier. Learn about different marketing tools that are available to help you sell more products and services.

COURSE FEE: \$30 2 HOURS

Rupert Feb 8
Wed 7:00pm-9:00pm

Making Sense of Market Research

Who will buy your product or service? Identifying your market is the first step in building a successful marketing plan and earning more profits.

COURSE FEE: \$30 2 HOURS

Rupert Feb 15
Wed 7:00pm-9:00pm

Street Smart Promotion

"I can't afford to advertise" - a common complaint from the small business person. In reality, if your customer does not know you're out there, they cannot buy your product or service. Learn promotion tricks that won't cost you an arm and a leg and will bring customers through the door.

COURSE FEE: \$30 2 HOURS

Rupert Feb 22
Wed 7:00pm-9:00pm

Preparing a Practical Marketing Plan

The marketing plan is your blueprint to marketing success. Learn how to focus your limited marketing resources into a powerful campaign.

COURSE FEE: \$30 2 HOURS

Rupert Mar 1
Wed 7:00pm-9:00pm

Start Your Own Consulting Practice

Find out how you can earn income by sharing your training or knowledge with others.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Start and Operate Your Own Home-Based Business

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

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Understanding the Human Resources Function

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

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Hire Smart

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

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Writing to Win

This course presents the elements in developing proposals. Participants are asked to submit real proposal ideas before the course; ones that they are willing to have developed by a "team" during the course. At the end of the course, the team will have two real proposals well on their way to completion. Topics covered: 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. Prerequisites: Participants should have good command of English and be prepared for challenging course load, which includes extensive home study and assignments. Basic computer skills are an asset. The instructor, Gail MacDonald has over 30 years of experience writing and evaluating successful proposals.

Instructor would like proposal ideas submitted to the college by Mar 17, so she can select two proposals for the class to work on.

COURSE FEE: \$355 18 HOURS

Hazelton Apr 22-27
Sat/Sun 9:00am-4:00pm
Wed/Thu 7:00pm-10:00pm

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.



JUSTICE INSTITUTE of BRITISH COLUMBIA

Conflict Resolution Certificate Program

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

An ability to negotiate and to resolve conflicts effectively has become a modern-day survival skill in our professional and personal settings. 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.

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 **21 HOURS**

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

Terrace Mar 22-24
Wed/Thu/Fri 8:30am-4:30pm

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.



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, Roger Fisher and William Ury, Penguin Books, 1992. **Prerequisite:** CR110B

COURSE FEE: \$575 **21 HOURS**

Terrace Jan 20-22
Fri-Sun 8:30am-4:30pm

Terrace Jun 12-14
Mon/Tue/Wed 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 **14 HOURS**

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

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 **14 HOURS**

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

Terrace July 20-21
Thu/Fri \$475

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: \$475 **14 HOURS**

Terrace Aug 28-29
Mon/Tue \$475

Get Paid to Travel

Learn everything you need to start your new and exciting career as a professional tour director.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

High Powered Communication

Master the five critical factors of highly effective communication used by all skilled communicators.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Keys to Effective Communication

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Medical Terminology

This course is a fundamental preparation for many positions in the medical field. An intensive course designed to assist you in developing the skills to understand medical terminology through the use of common medical prefixes, suffixes, word roots, and combining forms as well as exploring human body systems.

Prerequisite: Grade 10 English and Writing. **Noet:** The textbook "Medical Terminology: A Living Language", 3rd Edition, to be purchased by student. Cost \$79+tax.

COURSE FEE: \$295

30 HOURS

Smithers
Mon/Wed

Jan 30-Mar 8
6:00pm-8:30pm

Public Speaking Workshops

Public speaking skills are becoming more important in today's personal and business environment! This workshop will cover a number of tips and ideas on overcoming the fear of public speaking. If you're just beginning or have experience, this workshop will help you communicate with confidence in an interactive and relaxed atmosphere.

COURSE FEE: \$100

8 HOURS

Kitimat
Tue/Thu

Feb 21-Mar 2
6:30pm-8:30pm

Terrace
Sat

Apr 1-8
8:30am-12:30pm

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.

COURSE FEE: \$699

60 HOURS

Terrace
Fri
Sat

Mar 10-May 27 (bi/w)
6:30pm-9:30pm
8:30am-4:30pm



Resume Writing Workshop

Discover the secret to transforming your tired, boring resume into a powerful tool that will get you interviews.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Time Management

Not enough time in the day? This workshop will teach participants time management skills and techniques designed to increase your personal performance, organizational productivity while reducing the causes of personal and team stress. Learn how to effectively use time by identifying and overcoming time wasters and procrastination. This interactive workshop is beneficial to everyone wanting to improve time management for personal and professional growth!

COURSE FEE: \$59

3.5 HOURS

Terrace
Tue

Apr 25
9:00am-12:30pm

Achieving Success with Difficult People

Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

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.

Individual Excellence: Secrets of Career Success

Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Twelve Steps to a Successful Job Search

World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Administrative Assistant Fundamentals

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

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Leadership

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

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 **6 HOURS**

Rupert	Jan 10-11
Tue/Wed	6:30pm-9:30pm
Kitimat	Jan 31-Feb 7
Tue/Thu	10:30am-12:30pm
Terrace	Feb 6-8
Mon/Wed	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 **12 HOURS**

Rupert	Jan 16-25
Mon/Wed	6:30pm-9:30pm
QCC & Masset	Jan 17-Jan 26
Tue/Thu	6:30pm-9:30pm
Kitimat	Feb 9-28
Tue/Thu	10:30am-12:30pm
Terrace	Feb 13-22
Mon/Wed	6:30pm-9:30pm

Outlook Level 1

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

COURSE FEE: \$169 **12 HOURS**

QCC & Masset	Feb 14-23
Tue/Thu	6:30pm-9:30pm
Terrace	May 3-17
Wed	6:00pm-10:00pm

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 **12 HOURS**

Terrace	Apr 25-May 4
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 **12 HOURS**

Terrace	May 16-25
Tue/Thu	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 **12 HOURS**

Rupert	Jan 31-Feb 9
Tue/Thu	6:30pm-9:30pm
Kitimat	Feb 3-24
Fri	9:00am-12:00pm
Terrace	Feb 28-Mar 9
Tue/Thu	6:30pm-9:30pm
QCC & Masset	Mar 21-30
Tue/Thu	6:30pm-9:30pm

Excel Level 2

Learners will be introduced to the intermediate features of the MS Excel program. Upon successful completion participants will learn how to create and name ranges of cells; sort a list of data; create a Web page from an Excel worksheet; change cell sizes and alignment; summarize information in the database; change Excel options; protect your worksheets and workbooks; customize your printing options; use drawing tools, and more. **Prerequisite:** Excel Level 1 or equivalent.

COURSE FEE: \$169 **12 HOURS**

Rupert	Feb 14-23
Tue/Thu	6:30pm-9:30pm
Kitimat	Mar 10-Apr 7
Fri	9:00am-12:00pm
Terrace	Mar 21-30
Tue/Thu	6:30pm-9:30pm

Excel Level 3

Level 3 is designed for proficient users of MS Excel. Advanced topics include: how to link workbooks; consolidate information from different worksheets; create a database; create and use Pivot Tables; use the Goal Seek and Solve function to calculate optimal values; create and run macros; add comments to worksheet cells; create worksheet forms with controls; import and export with other applications, and more. **Prerequisite:** Excel Level 2.

COURSE FEE: \$169 **12 HOURS**

Rupert	Jan 5-16
Mon/Thu	6:30pm-9:30pm
Terrace	Apr 11-20
Tue/Thu	6:30pm-9:30pm
Kitimat	Apr 21-May 12
Fri	9:00am-12:00pm

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 *12 HOURS*

QCC & Masset Jan 31-Feb 9
Tue/Thu 6:30pm-9:30pm

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

Rupert Feb 28-Mar 9
Tue/Thu 6:30pm-9:30pm

Kitimat Mar 2-28
Tue/Thu 10:30am-12:30pm

Terrace Mar 6-15
Mon/Wed 6:30pm-9:30pm

Word Level 2

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

Prerequisite: Word Level 1.

COURSE FEE: \$169 *12 HOURS*

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

Rupert Mar 14-23
Tue/Thu 6:30pm-9:30pm

Terrace Mar 27-Apr 5
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. **Prerequisite:** Word Level 2.

COURSE FEE: \$169 *12 HOURS*

Rupert Mar 28-Apr 6
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.

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

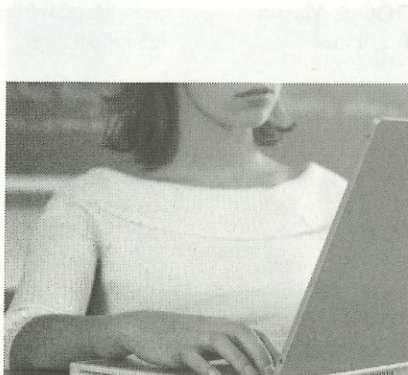
COURSE FEE: \$169 *12 HOURS*

Rupert Jan 21-28
Sat 9:00am-4:00pm

QCC & Masset Feb 28-Mar 9
Tue/Thu 6:30pm-9:30pm

Terrace Apr 3-12
Mon/Wed 6:30pm-9:30pm

Kitimat Apr 4-20
Tue/Thu 10:30am-12:30pm



PowerPoint Level 2

The main objective of this course is to introduce you to some advanced commands, functions, and capabilities of PowerPoint. It is designed for users who have worked with the basic elements of PowerPoint and now want to expand their knowledge of using PowerPoint to enhance their presentations. Upon successful completion of this courseware, participants will be able to move efficiently within one presentation or multiple presentations, understand what place holders are, insert or delete a slide, rearrange the order of slides, insert pictures, charts, tables, insert sound or video files, recording narration, add speaker notes, create handouts, and more!

Prerequisite: PowerPoint Level 1

COURSE FEE: \$169 *12 HOURS*

Rupert Feb 18-25
Sat 9:00am-4:00pm

Terrace Apr 24-May 3
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 *12 HOURS*

Terrace May 24-31
Wed 6:30pm-9:30pm

Creating Web Pages

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

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Introduction to Microsoft Publisher

Create brochures, newsletters, and Web sites with ease. (Software needed)

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Design Projects for Adobe Illustrator

Learn the basics of Adobe Illustrator with design projects that let you practice as you learn. (Software needed)

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Introduction to QuarkXPress for Windows

Master the fundamentals of graphic design using the industry standard tool for desktop publishing. (Software needed)

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Summer Express Series 2

This week long session includes A First Look at Computers, MS Word Level 1 Express, and MS Excel Level 1 Express, and PowerPoint Level 1 Express. It is an information intensive format allowing participants to fast track these four certificates at an affordable price.

COURSE FEE: \$249 *20 HOURS*

Terrace Jun 19-23
Mon-Fri 8:30-12:30pm

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 6 HOURS

See Page 10 for dates/times in your area.

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 12 HOURS

See Page 10 for dates/times in your area.

Keyboarding

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

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Using AppleWorks

Learn expert techniques and time-saving tips for creating documents, images, spreadsheets, databases, and slide shows with this powerful program.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

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 6 HOURS

Terrace Feb 27-Mar 1
Mon/Wed 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 6 HOURS

Rupert Jan 30-Feb 1
Mon/Wed 6:30pm-9:30pm

Kitimat Feb 13-15
Mon/Wed 6:30pm-9:30pm

Terrace Feb 21-23
Mon/Wed 6:30pm-9:30pm

Terrace May 30-Jun 1
Tue/Thu 6:30pm-9:30pm

Introduction to PC Security

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

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc



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 6 HOURS

Kitimat Feb 6-8
Mon/Wed 6:30pm-9:30pm

Terrace Mar 20-22
Mon/Wed 6:30pm-9:30pm

Hazelton Apr 3-5
Mon/Wed 6:30pm-9:30pm

Photoshop Level 1

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: \$100 12 HOURS

Terrace Apr 12-26
Wed 6:00pm-10:00pm

Computer Camp for Seniors

This week long session includes A First Look at Computers, Internet/Email, Word Level 1 Express, and Digital Cameras. This course is limited to seniors 55 years and older.

COURSE FEE: \$10 20 HOURS

Terrace Jun 19-23
Mon-Fri 8:30-12:30pm

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. **Prerequisite:** Intro to Windows.

COURSE FEE: \$100 6 HOURS

Kitimat Feb 13-15
Mon/Wed 6:30pm-9:30pm

Terrace Apr 3-5
Mon/Wed 6:30pm-9:30pm

Hazelton Apr 10-12
Mon/Wed 6:30pm-9:30pm

Learn to Buy and Sell 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. **Prerequisite:** Intro to Windows, Digital Photography is highly recommended.

COURSE FEE: \$79 6 HOURS

Hazelton May 6
Sat 9:00am-4:00pm

Hazelton Jun 17
Sat 9:00am-4:00pm

What is ElderCollege?

Learning with a Difference!

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

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

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

... that's ElderCollege!



Hazelton ElderCollege

Weekly Information Sessions

Elder College will offer regular information sessions every Thursday afternoon from 1 p.m. to 2 p.m. beginning January 19, 2006, at NWCC **Hazelton Campus**. Social Time: 2 p.m. to 2:30 p.m. The first three sessions will focus on nutrition for seniors. Come and learn and share your knowledge and healthy recipes.

Upcoming ElderCollege courses: Watch for news of courses and social events in the Bulkley Browser each week.

THESE SESSIONS ARE FREE!

Computers for Scaredy Cats

Six hours of computer learning for beginners offered in four 1-1/2 hour sessions. This course will cover an introduction to computers, main focus will be on word processing and introduction to email and the internet. Each learning session will be followed by an hour of coffee, tea and conversation. Seats are limited.

COURSE FEE: \$35 *6 HOURS*

Hazelton Jan 16-25
Mon/Wed 2:00pm-3:30pm



Smithers ElderCollege

Becoming Friends With Your Digital Camera

Become more familiar with your digital camera and its functions. Learn how to transfer images to the computer, how to arrange them in folders and how to email images. Bring your camera and your manual.

COURSE FEE: \$30 *8 HOURS*

Smithers Jan 10-Jan 31
Tue 10:00am-12:00pm

What's News

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

COURSE FEE: \$30 *8 HOURS*

Smithers Mar 6-27
Mon 1:30pm-3:30pm

Gardening Between Frosts

Want to have a fabulous garden this year? In this course, you'll get all kinds of tips from a well-known and respected Valley gardener. Learn which seeds to select and how to properly prepare the soil and start the seedlings. As well, you will learn about vegetable gardening in the north and container gardening, of interest to all who enjoy gardening.

COURSE FEE: \$30 *8 HOURS*

Smithers Mar 9-30
Thu 1:00pm-3:00pm

Conversational Spanish

Are you planning a vacation in Mexico or another Spanish speaking country? If so, this course is a must! Learn to carry on a simple conversation and be understood in Spanish. This introductory course will focus on correct pronunciation and useful vocabulary. In a fun and relaxed

atmosphere, you will practice giving and taking directions, ordering from a menu, and much more. You will also learn about Spanish and Latin culture. This course will build your confidence in speaking a new language.

COURSE FEE: \$40 *16 HOURS*

Smithers Jan 9-Feb 27
Mon 10:00am-12:00pm

Memoirs/Life Writing

A scrupulous writer, in every sentence that he/she writes, will contemplate at least four questions: What am I trying to say? What words will express it? What image or idiom will make it clearer? Is this image fresh enough to have an effect? And probably he/she will ask one more: could I put it more concisely? This holds true whether you write a resume, an opinion piece or your memoirs. If you want to learn more about this, the 16-hour course on Memoirs/Life Writing may be for you. Helpful reading may include 'Writing From Life' by Heather Robertson and 'On Writing Well' by William Zinsser. Expect some homework.

COURSE FEE: \$40 *16 HOURS*

Smithers Feb 2-Mar 23
Thu 9:30am-11:30pm

Taking Control of Your Life in Retirement

Attend one session or attend all four!
Week One - Wills, Living Wills/Power of Attorney
Week Two - Personal Investment Planning
Week Three - Community Assistance/Services
Week Four - Tips on Travel

COURSE FEE: BY DONATION *12 HOURS*

Smithers Apr 4-25
Tue 1:00pm-4:00pm

Certificate in Complementary and Alternative Medicine

Gain a broad understanding of alternative health care options. (27 contact hours)

ONLINE COURSE FEE: \$299

www.ed2go.com/nwcc

Certificate in Spirituality, Health, and Healing

Recognize the impact spiritual values and beliefs have on health and healing. (22 contact hours)

ONLINE COURSE FEE: \$269

www.ed2go.com/nwcc

Conquer Your Stress

Learn a variety of fun exercises to shift your mind and body from stress and anxiety to joy and peace.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Creating a Healthier Home

Learn what you can do to minimize health risks related to the quality of the air in your home.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Introduction to Natural Health and Healing

Promote wellness, balance, and health in all aspects of your life.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Luscious, Low-Fat, Lightning-Quick Meals

Discover how easy it can be to prepare meals that are both delicious and nutritious!

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

The Magic of Hypnosis

Learn to use hypnotic suggestion on yourself and others with amazing results.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Medicinal Plants of the Valley

Spend a day discovering medicinal plants growing in the valley! The morning will be spent in the classroom learning about the usage and properties of a variety of plants. At noon, students will go into the field to gather and prepare plant medicine. Medicinal teas will be made at the end of the day if time permits. Students must arrange transportation and bring a bag lunch, basket and knife.

COURSE FEE: \$45+GST 6 HOURS

Smithers May 27
Sat 9:00am-4:00pm

NO GST/HIDDEN FEES

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



Jin Shin Do - Self Acupressure

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

COURSE FEE: \$125+GST 8 HOURS

Sandspit Feb 4-11
Sat 9:00am-1:00pm

Jin Shin Do - Neck Release

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

COURSE FEE: \$50+GST 6 HOURS

Sandspit Jan 28
Sat 9:00am-4:00pm

An Evening of Classical Homeopathic Medicine

An introduction to classical homeopathic medicine. Discover the philosophy behind it and its application to a wide range of common disorders such as allergies, asthma, skin disorders, recurring flus and ear infections. Through homeopathic medicine students will begin to understand the roots of illness and the true basis of healing.

COURSE FEE: \$20+GST 2 HOURS

Smithers Jan 31
Tue 6:30pm-8:30pm

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.

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 **8 HOURS**

Rupert Sat	Feb 4 8:30am-5:30pm
Terrace Sat	Feb 11 8:30am-5:30pm
Terrace Sat	Mar 4 8:30am-5:30pm
Rupert Sat	Mar 4 8:30am-5:30pm
Smithers Fri	Mar 24 8:30am-5:30pm
Terrace Sat	Mar 25 8:30am-5:30pm
Houston Sat	Apr 1 8:30am-5:30pm
Rupert Sat	Apr 1 8:30am-5:30pm
Hazelton Wed/Thu	Apr 19-20 6:00pm-10:00pm
Rupert Sat	May 6 8:30am-5:30pm
Hazelton Tue/Wed	May 9-10 6:00pm-10:00pm
Smithers Sat	May 13 8:30am-5:30pm
Terrace Sat	May 20 8:30am-5:30pm
QCC Sat	May 27 8:30am-5:30pm

Masset
Sun Jun 10
8:30am-5:30pm

Terrace
Sat Jul 8
8:30am-5:30pm

Foodsafe Level 2

Explores safe food handling, storage and preparation practices in great detail. This advanced level is designed for managers, potential managers, and those who plan on a career in the food services' industry. Successful completion of the course and final exam results in certification and registration by the Ministry of Health.

Prerequisite: Foodsafe Level 1.

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

COURSE FEE: \$100 **10 HOURS**

Rupert Sat/Sun	Mar 25-26 9:00am-3:00pm
Terrace Fri Sat	Mar 31-Apr 1 6:00pm-10:00pm 8:30am-4:30pm
Rupert Sat/Sun	May 13-14 9:00am-3:00pm
Hazelton Fri Sat	May 26-27 6:00pm-10:00pm 8:30am-4:30pm
Terrace Fri Sat	Aug 11-12 6:00pm-10:00pm 8:30am-4:30pm



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

COURSE FEE: \$60 **3 HOURS**

Hazelton Tue	Feb 21 6:30pm-9:30pm
Rupert Wed	Mar 1 6:30pm-9:30pm
Terrace Wed	Mar 8 6:30pm-9:30pm
Hazelton Wed	Mar 8 6:30pm-9:30pm
Rupert Wed	Apr 26 6:30pm-9:30pm
Terrace Thu	Jun 15 9:00am-12:00pm

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 **8 HOURS**

Terrace Sat	Mar 25 8:30am-5:30pm
Hazelton Fri	Apr 28 8:30am-5:30pm

Hazelton
Fri May 26
8:30am-5:30pm

Hazelton
Sat Jun 17
8:30am-5:30pm

Terrace
Wed/Thu Jul 5-6
6:00pm-10:00pm

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 **6 HOURS**

Terrace Sat	Feb 18 9:00am-4:00pm
Terrace Tue/Wed	Mar 14-15 6:30pm-9:30pm
Kitimat Sat	Apr 15 9:00am-4:00pm
Terrace Sat	May 20 9:00am-4:00pm
Rupert Sat	Mar 25 9:00am-4:00pm
Terrace Tue/Wed	Jun 20-21 6:30pm-9:30pm
Terrace Sat	Jul 29 9:00am-4:00pm

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.

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 24 HOURS

Rupert Tue/Thu Feb 7-Mar 2
6:30pm-9:30pm

QCC Fri-Sun May 26-28
8:30am-5:30pm

Fishing Master IV - Certificate of Service

If you are considering running a charter vessel of any nature, a Fishing Master IV Certificate of Service is **mandatory** if the vessel is over 5 gross tons and less than 100 gross tons, either carrying passengers or not. This certificate requires a minimum of 12 months sea-time on a vessel of 5 gross tons or greater, ROC-M, ROC-MC, MED-A2, and Marine Advanced First Aid, and medical examination. Please contact Transport Canada (250) 627-3045 for a complete list of sea time and other requirements for this certification.

COURSE FEE: \$755 105 HOURS

Rupert Mon-Fri Jan 3-23
8:30am-4:30pm

Rupert Mon-Fri Feb 6-24
8:30am-4:30pm

Kitimat call to express your interest

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 16 HOURS

Rupert Sat/Sun Jan 21-22
8:30am-5:30pm

Rupert Sat/Sun Feb 18-19
8:30am-5:30pm

Rupert Sat/Sun Mar 22-23
8:30am-5:30pm

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

QCC Sat/Sun May 6-7
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 less than 60 gross tons, either carrying passengers or not. This certificate requires a minimum of 2 months sea-time on a vessel of 5 gross tons or greater, MED-A2 certification and medical examination. Upon completion, students are responsible to arrange an oral examination by a Ship Safety examiner. Please contact Transport Canada (250) 627-3045 for a complete list of sea time and other requirements for this certification.

COURSE FEE: \$755 105 HOURS

Rupert Mon-Fri Jan 3-23
8:30am-4:30pm

Rupert Mon-Fri Feb 6-24
8:30am-4:30pm

Kitimat Call to express interest



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

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

Course Fee: \$330 32 hours

Rupert Tue-Fri Jan 24-27
8:30am-5:30pm

QCC Mon-Thu Feb 20-23
8:30am-5:30pm

Rupert Mon-Thu Mar 6-9
8:30am-5:30pm

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

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 8 HOURS

Rupert Sun Feb 12
8:30am-5:30pm

Kitimat Sat Mar 25
8:30am-5:30pm

Rupert Sun Apr 8
8:30am-5:30pm

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

This course will provide those individuals currently holding a Restricted Radio Operator's Maritime Certificate (ROC-M) to upgrade their certification to Transport Canada Restricted Operator's Certificate - Maritime Commercial (ROC-MC). Includes GMDSS and VHF-DSC training. To verify the requirement for you to hold this certification, please contact Ship Safety at (250) 627-3045. Note: You must be in possession of a valid ROC-M certificate; operators must be a minimum of 18 years old.

COURSE FEE: \$530 16 HOURS

Rupert Mon/Tue Jan 30-31
8:30am-5:30pm

Rupert Fri/Sat Mar 3-4
8:30am-5:30pm

Restricted Radio Operator (ROC-M)

Do you have a license to use the VHF radio on your boat. If not, this course is for you. **Prerequisite:** A sound knowledge of the phonetic alphabet and pre-reading of course handout.

COURSE FEE: \$120 16 HOURS

Rupert Sat/Sun Jan 28-29
8:30am-5:30pm

Rupert Wed/Thu Mar 1-2
8:30am-5:30pm

Kitimat Sat/Sun Mar 4-5
8:30am-5:30pm

GROUP RATES AVAILABLE

Group rates are available on request. Call your local Continuing Education Department today to get more information.

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 16 HOURS

Rupert Feb 4-5
Sat/Sun 8:30am-5:30pm

Kitimat Feb 25-26
Sat/Sun 8:30am-5:30pm

Rupert Apr 22-23
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.

IMPORTANT TO REMEMBER

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

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

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

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

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.

COURSE FEE: \$250 8 HOURS

Rupert Mar 27
Mon 8:30am-5:30pm

Terrace Mar 28
Tue 8:30am-5:30pm

Kitimat Mar 29
Wed 8:30am-5:30pm

Smithers Mar 30
Thu 8:30am-5:30pm

Smithers Jun 26
Mon 8:30am-5:30pm

Kitimat Jun 27
Tue 8:30am-5:30pm

Terrace Jun 28
Wed 8:30am-5:30pm

Rupert Jun 29
Thu 8:30am-5:30pm

WCB - Occupational First Aid -Level 1

COURSE FEE: \$100 7 HOURS

See page 36 for a dates/times in your area.

WCB - Transportation Endorsement

COURSE FEE: \$100 7 HOURS

See Page 37 for dates/times in your area.

WHMIS

COURSE FEE: \$50 4 HOURS

See Page 38 for dates/times in your area.

Petroleum Safety Training (PST)

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. This training must be pre-scheduled during office hours or upon availability of computer lab facilitator.

COURSE FEE: \$100 SELF-PACED

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

Transportation of Dangerous Goods

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

COURSE FEE: \$89 8 HOURS

Terrace Feb 28
Tue 8:30am-5:30pm

Rupert Mar 6
Mon 8:30am-5:30pm

Kitimat Mar 22
Wed 8:30am-5:30pm

Terrace Apr 20
Thu 8:30am-5:30pm

Terrace Jul 14
Fri 8:30am-5:30pm

Kitimat Jun 22
Thu 8:30am-5:30pm

ATV Safety

Provides theory and practical training in safe all-terrain vehicle (ATV) operation for industrial and recreational users. Riders will learn to safely operate, load, unload and transport ATVs. Topics include risk awareness, environmental concerns, riding skills, and reduction of injuries and fatalities. A super course for anyone who uses a quad for work or play. According to section 16.53 of WCB Regulations, employers must ensure that each ATV operator is properly trained in the safe operation of the vehicle. Successful participants will receive Canada Safety Council certification. Students must supply their own ATVs and safety equipment. Class is limited to 8 participants; all participants must be 16 years or older.

COURSE FEE: \$325 7 HOURS

Terrace Jun 29
Thu 9:00am-5:00pm

Bear Aware Refresher

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 3 HOURS

Terrace Mar 25
Sat 9:00am-12:00pm

Terrace Apr 21
Fri 8:30am-11:30pm

GROUP RATES AVAILABLE

Group rates are available on request. Call your local Continuing Education Department today to get more information.

Boating Safety/Basic Seamanship

This 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 12 HOURS

Rupert Mar 25-26
Sat/Sun 9:00am-4:00pm

QCC Feb 25-26
Sat/Sun 9:00am-4:00pm

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: \$220+GST 24 HOURS

Rupert Jan 23-Feb 3
Mon/Wed/Fri 6:00pm-10:00pm

Hazleton May 5-9
Fri/Mon/Tue 6:30pm-9:30pm
Sat/Sun 8:30am-4:30pm

Houston Apr 21-25
Fri/Mon/Tue 6:30pm-9:30pm
Sat/Sun 8:30am-4:30pm

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.



Firearms Safety - Non-Restricted (PAL)

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+GST 16 HOURS

Rupert Jan 9-16
Mon/Wed/Fri 6:00pm-10:00pm

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: \$79 6 HOURS

Terrace May 6
Sat 9:00am-4:00pm

QCC Apr 1
Sun 9:00am-4:00pm

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 6 HOURS

Terrace Apr 22
Sat 9:00am-4:00pm

Outdoor Survival Techniques

Learn the essential skills you will need to survive in a remote or stranded condition.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

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 16 HOURS

See page 23 for dates/times in your area.

Red Cross® - Wilderness & Remote First Aid

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

COURSE FEE: \$475 35 HOURS

QCC Mar 20-25
Mon-Fri 8:30am-4:30pm

Red Cross® - Wilderness First Aid Recertification

COURSE FEE: \$275 21 HOURS

QCC Mar 26-28
Sat-Mon 8:30am-4:30pm

An Appreciation of Wine

Enjoy fine food and fine wines? Increase your knowledge and experience with wines in this relaxing afternoon workshop. Chef Dennis will introduce participants to fifteen different wine varieties. Learn about the different styles of wine, their histories, their production, and how to taste wine! Gourmet cheese and fruit platters are included for your tasting enjoyment! All participants must be 19 years or older.

COURSE FEE: \$100+GST 5 HOURS

Terrace Feb 11
Sat 1:00pm-6:00pm

Basic Cake Decorating

A hands-on introduction to cake decorating. Get the essentials of decorating; find out what equipment you'll need, recipes for icing's, plus learn how to pipe; make flowers and other designs. Students will take home their work.

COURSE FEE: \$85+GST 6 HOURS

Terrace May 13
Sat 9:00am-4:00pm

Beginner Guitar

Have you always wanted to learn how to play guitar? In this class you will start with the basics of playing a guitar including: tuning, strumming rhythms, chords, scales and finger exercises. You will combine all of these skills and learn how to play beginner songs.

COURSE FEE: \$135 20 HOURS

Houston dates TBA

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 Smithers. 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+GST 48 HOURS

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 8 HOURS

QCC Feb 28-Mar 5
Tue-Fri 3:30pm-6:00pm

Masset Mar 18-25
Sat 1:00pm-5:00pm

Hazelton May 6-13
Sat 10:00am-2:00pm

Terrace May 20-27
Sat 8:30am-12:30pm

Rupert Apr 22
Sat 8:30am-5:30pm



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 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 7 HOURS

Terrace Mar 11
Sat 8:30am-4:30pm

QCC May 27
Sat 8:30am-4:30pm

Masset Jun 17
Sat 8:30am-4:30pm

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

Genealogy Basics

Begin an exciting and fascinating exploration of your roots. from the comfort of your own home.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Get Assertive!

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

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Red Cross® - 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 16 HOURS

Rupert Feb 11-12
Sat/Sun 8:30am-5:30pm

Introduction to Bridge

Learn the Five Card Major Bridge System. This course is based on the best selling teaching manuals written by Shirley Silverman. Each lesson will have a short theory session followed by the play of card hands designed to explore the possibilities of the lesson. Please come prepared to exercise your grey matter and to learn the Queen of all card games. Improved brain function is guaranteed at the end of the course. Instructors are Dennis Lee and Don Russell. Course sponsored by the Smithers Bridge Club.

COURSE FEE: \$35+GST 12 HOURS

Smithers Jan 24-Feb 28
Tue 7:30pm-9:30pm

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: \$149 16 HOURS

Kitimat Mar 3-5
Fri 7:00pm-10:00pm
Sat/Sun 9:00am-4:30pm

NORTHWEST COMMUNITY COLLEGE SCHOOL OF EXPLORATION & MINING

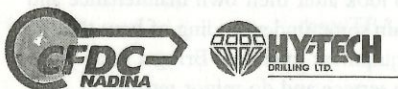


NWCC School of Exploration and Mining was developed in response to the training needs of the industry. The school operates in partnership with Smithers Exploration Group, BC Ministry of Energy, Mines & Petroleum, and Hy-Tech Drilling Ltd. Currently, the School of Exploration & Mining offers four areas of training. For more information on the following courses or any other industry training opportunities or partnerships, please contact Tracy Moore at the Smithers campus or email Tracy at tmoore@nwcc.bc.ca.

Pre-Employment Programs include: Mining Exploration Field Assistant and Driller's Helper.

Why Apply?

- Learn skills that will enhance your opportunities for employment with exploration and drilling companies
- Learn skills to increase workplace health and safety
- Renew or obtain certificates recognized by other industries including Forestry and Oil & Gas



COMING SOON TO NWCC!

Heavy Equipment Operator

See Page 38 for more details.

Hazelton

March/06

Qualities that employers look for in this industry:

- Want to work in the drilling or mineral exploration sectors
- Enjoy living in a remote camp setting performing hard, physical work.
- Like to work outside in all weather conditions
- At ease in the wilderness
- Enjoy working independently or with a team
- Physically fit and strong enough to hike, carry equipment and operate tools and machinery
- Common sense, mechanical and analytical aptitudes, strong work ethic, and computer experience are assets

Mining Exploration Field Assistant

This pre-employment course builds upon the success of the Basic Mining Exploration Skills courses offered in 2005. The Mining Exploration Field Assistant course prepares individuals for the safety and physical demands of entry-level employment in the mineral exploration sector. Employers of last year's graduates include expeditors, mining consultants, government, drilling, junior exploration, and geoscience companies.

Part of the course is in the classroom while the rest of the course is taught outdoors in a remote tent camp. Afterwards, participants will have opportunities to work with Employment and Job Placement Advisors to assist graduates in gaining employment. The Mining Exploration Field Assistant course is a drug and alcohol free environment. Applicants must be 18 years or older at the time of the course.

COURSE FEE: PENDING FUNDING*

*Group rates also available

Various Locations Dates TBA

Contact Tracy Moore (847-4461) at the Smithers Campus for more information.



Driller's Helper Pre-Employment Program

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

COURSE FEE: \$500

Smithers Apr 24-May 5
Mon-Fri 8:30am-5:00pm

Basic Prospector Training

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

COURSE FEE: PENDING FUNDING*

*Group rates also available.

Various Locations Dates TBA

Contact Tracy Moore (847-4461) at the Smithers Campus for more information.

Introduction to Metal Leaching and Acid Rock Drainage

The goal of this course is to provide a practical understanding of metal leaching and acid rock drainage (ML/ARD), the major environmental and reclamation challenges faced by the mining industry. ML/ARD is a multi-disciplinary subject, involving a large number of processes, each with demanding information requirements. It is also an applied science, with much of the current knowledge residing in company reports and with leading industry practitioners and regulators. The course will provide a basic understanding of the procedures used to assess and prevent potential ML/ARD impacts. Much of 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 instructors experience with mines in Canada and throughout the world.

COURSE FEE: \$1000 35 HOURS

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

Transportation of Dangerous Goods

COURSE FEE: \$89 8 HOURS

See Page 25 for dates/times in your area.

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 3102.

COURSE FEE: \$502

20 HOURS

Smithers Feb 11-19
Sat/Sun 9:00am-4:00pm

Terrace Mar 18-26
Sat/Sun 9:00am-4:00pm

Provincial Instructor's 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 at 1.888.332.3212



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



ed2go.com

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

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

How to Get Started:

1. Visit our Online Instruction Center:

www.ed2go.com/nwcc

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

Start Dates:

A new section of every course in this catalog will begin on January 18, February 15, March 15, April 19, May 17, June 21, July 19, and August 16.

Requirements:

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

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

www.ed2go.com/nwcc

NWCC Distance Learning Opportunities

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

Business Technology Program (BTEC) Online

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

Career & College Prep (CCP) Online

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

Computer Technology (CPTe) Online

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

Early Childhood Education - Teleconference

The ECE Post-Basic program will be offered via distance education part-time until Winter 2006. There will be a face to face Post-Basic Summer Institute 2007.

University Credit (UC) Online

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

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

www.nwcc.bc.ca

Building Service Worker Level 1

More and more employers are requiring that potential custodial employees have some formal service worker training. This course is an introduction to the skills required to work in the building service custodial field. Topics include: basic cleaning procedures, interior office cleaning, ground rules for custodians, restroom cleaning and daily floor maintenance. The course includes theory and practical demonstration of techniques. Certificates issued upon successful completion of class. **Prerequisite:** Grade 10 English and Writing.

COURSE FEE: \$290 20 HOURS

Terrace Mar 10-12
Fri 6:00pm-10:00pm
Sat/Sun 8:30am-5:30pm

Kitimat Mar 24-26
Fri 6:00pm-10:00pm
Sat/Sun 8:30am-5:30pm

Hazelton May 12-14
Fri 6:00pm-10:00pm
Sat/Sun 8:30am-5:30pm

QCC May 26-28
Fri 6:00pm-10:00pm
Sat/Sun 8:30am-5:30pm

Terrace Jun 2-4
Fri 6:00pm-10:00pm
Sat/Sun 8:30am-5:30pm

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

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 3 HOURS

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

Forklift Operator Certification - Class 4 & 5

This one-day program is designed to meet the standards set out by the WCB and Labour Canada for Class 4 and 5 (Internal Combustion Engine Forklifts). 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.

COURSE FEE: \$250 6 HOURS

Rupert Jan 21-22
Sat 8:00am-12:00pm
Sat/Sun 2 hour practicum

Rupert Feb 18-19
Sat 8:00am-12:00pm
Sat/Sun 2 hour practicum

Terrace Feb 24-26
Fri 6:00pm-10:00pm
Sat or Sun 2 hour practicum

Rupert Mar 25-26
Sat 8:00am-12:00pm
Sat/Sun 2 hour practicum

Terrace Jun 2-4
Fri 6:00pm-10:00pm
Sat or Sun 2 hour practicum

FORKLIFT OPERATOR - ONSITE CONTRACT TRAINING

Northwest Community College is able to offer on-site forklift certification for the following classes:

- Class 1** - Electric Motor Rider Trucks
- Class 2** - Electric Motor Narrow-Aisle Trucks
- Class 3** - Electric Motor Hand Trucks
- Class 6** - Electric and Internal Combustion Engine Tractors
- Class 7** - Rough Terrain Fork Lift Trucks



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 6 HOURS

Terrace Feb 25
Sat 9:00am-4:00pm

Rupert Mar 11
Sat 9:00am-4:00pm

Terrace Mar 18
Sat 9:00am-4:00pm

Terrace Mar 25
Sat 9:00am-4:00pm

Masset Apr 8
Sat 9:00am-4:00pm

QCC Apr 29
Sat 9:00am-4:00pm

Terrace May 13
Sat 9:00am-4:00pm

Terrace Aug 12
Sat 9:00am-4:00pm

S-100 Fire Suppression

This sixteen hour course includes classroom instruction using the Ministry of Forests resource materials, and practical experience. Participants will be instructed in the details of forest fire fighting. Recommended for persons seeking employment in the Fire Fighting sector. A certificate of completion will be awarded.

COURSE FEE: \$179 16 HOURS

Hazelton Apr 8-9
Sat/Sun 8:30am-5:30pm

S-100 Fire Suppression Refresher

This one day refresher course includes a review of classroom instruction and practical experience. According to the Ministry of Forest and W.C.B. this ticket has to be renewed annually. If you have never taken the S-100 course before, you will have to do the 2-day course. **Prerequisite:** Valid S-100 Fire Suppression Ticket.

COURSE FEE: \$89 8 HOURS

Hazelton Apr 22
Sat 8:30am-5:30pm

FALLER TRAINING - COMING SOON TO THE NORTHWEST!

BC Forest Safety Council endorsed training will be coming to the Northwest in 2006.

Courses will be held in Hazelton, Houston, Kitimat, Masset, New Aiyansh, Pr. Rupert, Queen Charlotte City, Smithers, Stewart, and Terrace.

Call this number now to put your name on the interest list!

Phone: 250.638.5451

CERTIFIED TRAINING INSTITUTE

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

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

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 1 tickets, valid for two years, upon successful completion of a written exam and practical evaluation by the instructor. Participants must be 16 years or older and bring photo identification to class. **NOTE:** OFA Level 1 is a prerequisite for NWCC's Culinary Arts and Nursing Programs.

COURSE FEE: \$100 7 HOURS

Kitimat Fri	Feb 10*	8:30am-4:30pm
QCC Sat	Feb 11	8:30am-4:30pm
Smithers Sat	Feb 11	8:30am-4:30pm
Rupert Thu	Feb 16	8:30am-4:30pm
Hazelton Sat	Feb 18	8:30am-4:30pm
Terrace Sat	Feb 18	8:30am-4:30pm
Smithers Fri	Mar 3*	8:30am-4:30pm
Rupert Thu	Mar 9*	8:30am-4:30pm
Hazelton Sat	Mar 11	8:30am-4:30pm
Masset Sat	Mar 11	8:30am-4:30pm
Terrace Sun	Mar 19	8:30am-4:30pm
Terrace Sat	Mar 25	8:30am-4:30pm
Smithers Fri	Apr 7	8:30am-4:30pm

Terrace Sat	Apr 8*	8:30am-4:30pm
Hazelton Sat	Apr 22*	8:30am-4:30pm
QCC Sat	Apr 22	8:30am-4:30pm
Kitimat Fri	Apr 28*	8:30am-4:30pm
Houston Sat	May 13	8:30am-4:30pm
Masset Sat	May 13	8:30am-4:30pm
Terrace Thu	May 25	8:30am-4:30pm
Rupert Thu	May 25*	8:30am-4:30pm
Smithers Fri	May 26*	8:30am-4:30pm
Hazelton Sat	May 27	8:30am-4:30pm
Hazelton Sat	Jun 10	8:30am-4:30pm
QCC Sat	Jun 10	8:30am-4:30pm
Terrace Sat	Jun 10*	8:30am-4:30pm
Kitimat Thu	Jun 15	8:30am-4:30pm
Smithers Sat	Jun 17	8:30am-4:30pm
Masset Sat	Jun 24	8:30am-4:30pm
Terrace Sat	Jul 27	8:30am-4:30pm
Terrace Sat	Aug 26	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 1 certificate

COURSE FEE: \$100 7 HOURS

Kitimat Sat	Feb 11*	8:30am-4:30pm
QCC Sun	Feb 12	8:30am-4:30pm
Rupert Fri	Feb 17	8:30am-4:30pm
Terrace Sun	Feb 19	8:30am-4:30pm
Hazelton Sun	Feb 19	8:30am-4:30pm
Smithers Sat	Mar 4*	8:30am-4:30pm
Rupert Fri	Mar 10*	8:30am-4:30pm
Hazelton Sun	Mar 12	8:30am-4:30pm
Masset Sun	Mar 12	8:30am-4:30pm
Terrace Sun	Apr 9*	8:30am-4:30pm
Hazelton Sun	Apr 23*	8:30am-4:30pm
QCC Sun	Apr 23	8:30am-4:30pm
Kitimat Sat	Apr 29*	8:30am-4:30pm
Houston Sun	May 14	8:30am-4:30pm
Masset Sun	May 14	8:30am-4:30pm
Rupert Fri	May 26*	8:30am-4:30pm

Smithers Sat	May 27*	8:30am-4:30pm
Hazelton Sun	May 28	8:30am-4:30pm
Hazelton Sun	Jun 11	8:30am-4:30pm
QCC Sun	Jun 11	8:30am-4:30pm
Terrace Sun	Jun 11*	8:30am-4:30pm
Kitimat Fri	Jun 16	8:30am-4:30pm

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.

Occupational Health & Safety in Small Business

COURSE FEE: \$100 8 HOURS

Terrace Mon	Feb 27	8:30am-5:30pm
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Joint OH&S Committee Training

COURSE FEE: \$100 8 HOURS

Terrace Tue	Mar 28	8:30am-5:30pm
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Supervisor Safety Management

COURSE FEE: \$100 8 HOURS

Terrace Thu	May 18	8:30am-5:30pm
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Investigating & Controlling Sprains and Strains

COURSE FEE: \$100 8 HOURS

Terrace Thu	Jul 13	8:30am-5:30pm
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WCB® - Occupational First Aid Level 3

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

COURSE FEE: \$695 **77 HOURS**

QCC Feb 6- Mar 20
Mon/Wed/Fri 7:00pm-10:00pm
Exams Mar 20 & 22

Smithers Feb 10-24*
Mon-Fri 8:00am-4:00pm
Exams Feb 25-26

Kitimat Mar 20-Apr 3*
Mon-Fri 8:30am-4:30pm
Exams Apr 4-5

Houston May 1-15
Mon-Fri 8:30am-4:30pm
Exams May 16-17

Terrace May 22-Jun 5
Mon-Fri 8:30am-4:30pm
Exams Jun 6-7

Heavy Equipment Operator

Participants will be introduced to the operation of backhoe, excavator, bulldozer, loader, packer, and some practice on a dump truck. 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.

Hazelton March/06

Call the Hazelton campus (842-5291) now to put your name on the interest list!

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 **4 HOURS**

Rupert Feb 4
Sat 9:00am-1:00pm

Terrace Mar 2
Thu 12:00pm-4:00pm

Kitimat Mar 21
Tue 9:00am-1:00pm

Terrace May 1
Mon 6:00pm-10:00pm

Hazelton May 5
Fri 9:00am-1:00pm

Kitimat Jun 23
Fri 9:00am-1:00pm

Terrace Jul 15
Sat 12:00pm-4:00pm



Airbrakes Endorsement

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. **Prerequisite:** Participants must have valid Class 5 BC Driver's License with no outstanding charges.

COURSE FEE: \$220 **20 HOURS**

Rupert Feb 3-5
Fri-Sat 8:30am-4:30pm
Sun 8:30am-12:00pm

Terrace Feb 21-26
Tue-Fri 6:30pm-9:30pm
Sat 8:00am-4:00pm

Rupert Mar 3-5
Fri-Sat 8:30am-4:30pm
Sun 8:30am-12:00pm

Terrace Mar 21-26
Tue-Fri 6:30pm-9:30pm
Sat 8:00am-4:00pm

Rupert Mar 31-Apr 2
Fri-Sun 8:30am-4:30pm

Kitimat Apr 12-14
Wed/Thu 8:30am-4:30pm
Fri 8:30am-12:00pm

QCC Apr 28-30
Fri-Sun 8:30am-4:30pm

Rupert May 5-7
Fri-Sat 8:30am-4:30pm
Sun 8:30am-12:00pm

Terrace May 23-27
Tue-Fri 6:30pm-9:30pm
Sat 8:00am-4:00pm

Kitimat May 31-Jun 2
Wed/Thu 8:30am-4:30pm
Fri 8:30am-12:00pm

Terrace Jul 11-16
Tue-Fri 6:30pm-9:30pm
Sat 8:00am-4:00pm

Traffic Control Flagging

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

COURSE FEE: \$209 **16 HOURS**

Rupert Feb 11-12
Sat/Sun 8:30am-5:30pm

Rupert Mar 4-5
Sat/Sun 8:30am-5:30pm

Terrace Mar 18-19
Sat/Sun 8:30am-5:30pm

Hazelton Apr 8-9
Sat/Sun 8:00am-5:00pm

Rupert Apr 8-9
Sat/Sun 8:30am-5:30pm

Terrace Apr 22-23
Sat/Sun 8:30am-5:30pm

Smithers Apr 22-23
Sat/Sun 8:30am-5:30pm

Kitimat Apr 29-30
Sat/Sun 8:30am-5:30pm

Terrace May 20-21
Sat/Sun 8:30am-5:30pm

Kitimat May 27-28
Sat/Sun 8:30am-5:30pm

QCC Jun 3-4
Sat/Sun 8:30am-5:30pm

Terrace Jul 22-23
Sat/Sun 8:30am-5:30pm

Houston Dates tba
Sat/Sun 8:30am-5:30pm

Introduction to Journaling

Discover how journaling can help you explore your dreams, values, and beliefs, survive unwanted change, succeed in your career, and express your creativity.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Pleasures of Poetry

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

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Term Paper Writing

This 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 "Writing the First Social Science Term Paper and Book Review" by Jake Muller (available at NWCC bookstore) is highly recommended for this workshop.

COURSE FEE: \$10

3 HOURS

Terrace

Mar 4

Sat

9:00am-12:00pm

The Craft of Magazine Writing

If you're a determined new writer, this class will provide you with the skills you need to get published.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Travel Writing

Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Write Your Life Story

Give your family and friends an inspirational autobiography.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Writeriffic: Creativity Training for Writers

Banish writer's block forever with these tricks from the published writer's toolbox.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc

Your Screenwriting Career

Learn how to write and sell professional-quality screenplays from a Hollywood veteran.

ONLINE COURSE FEE: \$119

www.ed2go.com/nwcc



Registration Hours

Hazelton Campus

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

Houston Campus

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

Kitimat Campus

Monday-Friday 8:30am-4:0pm

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

Patricia Kuppers

Ph: 250.632.4766 Fx: 250.632.5069

Email: pkuppers@nwcc.bc.ca

Masset Campus

Ph: 250.626.3670 Fx: 250.626.3680

Prince Rupert Campus

Mia Algarvio

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Email: malgarvio@nwcc.bc.ca

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Terrace Campus

Roxanne Rldler

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NORTHWEST
COMMUNITY COLLEGE