

# Calendar

## FALL 2009

SEPT - DEC



▶ CONTINUING :  
EDUCATION & :  
INDUSTRY TRAINING :

"Leading the Northwest in quality training for a sustainable future."



**NORTHWEST**  
COMMUNITY COLLEGE

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Note: The information in this calendar is subject to change. Course dates and locations vary and new courses are added throughout the year. For the most up-to-date information, go to [nwcc.bc.ca/ce](http://nwcc.bc.ca/ce).

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Note: The information in this calendar is subject to change. Course dates and locations vary and new courses are added throughout the year. For the most up-to-date information, go to [ceit.nwcc.bc.ca](http://ceit.nwcc.bc.ca).

# Welcome

Northwest Community College strives to meet the educational needs of all residents and industries in the communities it serves. The Continuing Education & Industry Training department plays a critical role in meeting that challenge.

The department looks to local individuals, groups, organizations and industry for guidance on course ideas and planning to ensure program offerings are responsive and relevant.

Courses range from general interest to skills enhancement and growth, to applied learning and industry training. The courses are drawn from the areas of arts and language, business and computer technology, health and human sciences, natural resources, tourism, trades and more. Many are an outgrowth of the College's academic, career and vocational programs.

Please browse this calendar to find courses that suit your individual and business needs. If you can't find the course or program you want, or the dates don't suit your schedule, give us a call.



## CONTRACT TRAINING

Our flexible delivery methods allow training to be customized to you and your business's needs. Courses can be delivered in the classroom or onsite. Whether you are looking to schedule a program listed in this calendar, or a specialized course specific to your work place, we can create a training solution for you.

Northwest Community College's Continuing Education & Industry department is a certified training agency for:

- WorkSafeBC (WorkSafe, WHMIS, First Aid)
- Transport Canada (Marine Training)
- TourismBC (Serving It Right, WorldHost)
- Ministry of Health (Foodsafe)
- Red Cross (CPR Level 'C', CPR Level 'C' for HCP, Childcare First Aid and CPR, Wilderness & Remote First Aid, Marine Advanced First Aid)
- ICBC (Airbrakes Endorsement, Driver Training)

When you make the decision to train with NWCC, you can expect:

- Friendly, efficient, knowledgeable administrative staff
- Qualified instructors who are experts in their field
- Flexible delivery options to meet yours and your organization's needs and budget

Contact the NWCC Continuing Education & Industry Training office at your local campus for more information. See the back cover of this calendar for contact info.

## REGISTRATION

Classes can fill quickly and space is limited so register in advance to guarantee your spot. Only receipt of payment guarantees your place in a class.

### Registration Options

- 1) **Phone 1.877.277.2288.** Pay with credit card (Visa, MasterCard or American Express). See the back cover of this calendar to contact your local campus directly.
  - 2) **Drop in.** Register at your local campus. Pay with a credit card, debit card or by cheque. No post-dated cheques are accepted.
  - 3) **Register online.**
    - a) Go to 'ceit.nwcc.bc.ca'
    - b) Click 'Admissions/Registration'
    - c) Follow on-screen instructions to complete online registration for Continuing Education & Industry Training Courses.
  - 4) **Fax in your application form.** Go to 'ceit.nwcc.bc.ca/Register/index.cfm' and download a NWCC Continuing Education & Industry Training application form. Complete form and fax it to your local campus. Campus fax numbers are on the back of the form.
- Sponsoring agencies and employers may fax an authorization to invoice for student registration. The authorization to invoice must be accompanied by a NWCC Continuing Education & Industry Training application form. To get copies of the form, go to 'ceit.nwcc.bc.ca/Register/index.cfm' or contact your local campus' Continuing Education & Industry Training department.

### Course Cancellations

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

### Waitlists

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 warrants, another course may be added.

Those on the waitlist will be contacted and registration will be confirmed upon full receipt of tuition fees. Should space become available in a course (due to student withdrawals or other factors) the person whose name is first on the waitlist will be contacted. If that person cannot be reached, the next person will be contacted.

### Fees, Withdrawals & Refunds

Full refunds are 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 are administered as follows:

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

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

**Any exceptions to this refund policy are noted in course descriptions.**

## CAREER & PROFESSIONAL DEVELOPMENT

### Personality Dimensions

Build self-awareness, self-esteem, and effective communication strategies for use in your job search, employment situations, and in daily interactions with others. This human relations and communications process helps to explain what motivates behaviour in people with different personalities or temperaments.

**CEBSNS** 6 hrs \$100  
 RUP Oct 2 (Fr) 9-4pm  
 RUP Nov 13 (Fr) 9-4pm

### Bulkley Valley Research Centre Seminar Series

The Bulkley Valley Research Centre has partnered with Northwest Community College to present a noon-hour lecture on the latest developments in natural and cultural resource management from regional and international scientists and practitioners. The topic will differ every second week and is free of charge. Please bring your lunch. For information on the latest topic go to [bvcentre.ca](http://bvcentre.ca).

**CEBSNS** 1 hr each FREE  
 SMI Oct 7-Apr 21 (We) 12noon-1pm

### Sand Play Therapy Level 1: A Healing Journey for All Ages

A Healing Journey for All Ages Level is intended for adult and/or child therapists who want to incorporate the use of Sand Play Therapy in their practice. The content of this workshop is based on holistic expressive therapy an integrative approach to healing developed by Marie-Jose Dhaese. This course centres around the sand-tray as a therapeutic tool, the therapeutic properties unique to Sand Play Therapy, the methodology, and setting up a sand-play area in various settings for different age groups. Participants will learn to witness the image making process and the many ways Sand Play Therapy can be used to help children and adults heal themselves while engaged in spontaneous play. Please contact the College for a supply list. **Note:** The deadline to register is March 31, 2010. No refund after the deadline.

**CEEDUC 717** 24 hrs \$850  
 SMI Jun 15-Jun 18 (Tu-Fr) 9-4pm

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## Community Futures

Nadina

### The Business Opener

This intensive Community Futures workshop explores all areas of business planning helping you to be prepared for business. Topics include: Is Self Employment for You?, Market Research, Business Plan - Financials, The Red Tape, The Tax Man, How to Grow a Business, and How to Market Your Business. There is no charge for this workshop but you must pre-register. **Note:** You must register at NWCC Smithers Campus.

**CEBSNS** 3 hrs each FREE  
 SMI Sep 15-Sep 17 (Tu-Th) 9-4pm  
 HOU Oct 27-Oct 29 (Tu-Th) 9-4pm  
 SMI Nov 24-Nov 26 (Tu-Th) 9-4pm

### Succession Planning for Small Business

This Community Futures workshop consists of professionally developed curriculum which will help the participants begin the process of considering their options and planning for the future. Key study pieces include: learning how to establish the value of your business, staging your business, financing, tax implications, legal considerations and other necessary information to make a smooth transition when you are ready to take that step. **Note:** You must register at NWCC Smithers Campus.

**CEBSNS** 6 hrs \$50  
 SMI Oct 20-Oct 23 (Tu/Fr) 6:30-9:30pm

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Enterprise Project Management Ltd.

### Advanced Project Management: Making Tracks to Success (EPM)

This course provides the techniques and tools to effectively manage each stage of the project life cycle, work within organizational and cost constraints, set goals tied directly to stakeholder needs, get the most from your project management team, and utilize state-of-the-art project management tools. Discover proven ways to work within your identified constraints, without letting predefined limits curtail creativity or innovation. Develop effective techniques for managing projects as you put the tools of project management to work. Individual and small-group exercises enhance these skills, and a comprehensive toolkit provides practical field guidance.

**CEBSNS 807 21 hrs \$1,250**

*TER Oct 21-Oct 23 (We-Fr) 8:30-5:30pm*

### Project Management: Laying the Foundation (EPM)

In this comprehensive introductory course, you gain a solid understanding of project management. Gain practical experience in proven project management techniques and discover valuable, flexible tools that can be used immediately on the job to ensure the success of any type of project in any type of organization. Apply your project management skills to the unique challenges of projects with strategies developed in the field by experienced project managers.

**CEBSNS 808 21 hrs \$1,250**

*SMI Oct 26-Oct 28 (Mo-We) 8:30-4:30pm*

### Learn to Buy and Sell on eBay

Online auctions match buyers with sellers in a global marketplace for almost any item. If you've ever dreamed of working from home or just earning extra income by buying and selling goods online, our experienced instructors will guide you every step of the way. You'll learn how to create titles that get noticed, how to craft advertising copy that sells items quickly and for top dollar, and how to create and upload photos of the items you are selling. You'll also learn how to safely conduct financial transactions, how to accept credit card payments, and how to pack and ship any item hassle-free. If you're a buyer, you'll learn how to value almost any item up for auction, how to get the best possible price, how to protect yourself against fraud, and how to compete effectively against other bidders.

**CECOMP 810 \$119**

*Online at ed2go.com/nwcc*

### Understanding the Human Resources Function

This course is designed to help people without experience in human resources to understand this very vital link in the organizational chain. It will prepare both managers and business owners to handle basic human resource functions in a way that will ensure the best possible result.

**CECOMP 810 \$119**

*Online at ed2go.com/nwcc*

### WHAT OUR STUDENTS SAY...

"Excellent course. Great material.  
Very fulfilling."  
- Project Management student

### INTRODUCTION TO NON-PROFIT MANAGEMENT

This 6-day course develops skills and knowledge for those who work in (or are interested in) non-profit management. The course was developed as a response to the needs expressed by many working in the voluntary sector to have an accessible overview of the main issues affecting them. Each of the course topics builds on the next and offers students a basic understanding of each.

#### Cost:

The first 25 seats are free (one free seat per non-profit agency) but participants must register. After that, limited seats are available for \$449 per person.

#### Course Topics:

- Understanding the Non-Profit Sector in Context
- Board Governance
- Strategic Planning
- Financial Management
- Human Resources Management
- Fundraising
- Marketing & Public Relations
- Evaluation
- Leadership
- Management
- Volunteer Management

**CEBSNS 810 45 hrs**

*SMI Sep 25/Sep 26, Oct 23/24, Nov 27/28  
(Fr-Sa) 8:30-4:30pm*

*Call your local campus to express your interest! Upon sufficient demand, the course will be scheduled.*

### Resume Writing Workshop

Create an effective resume, or improve the one you already have. Transform your resume into a powerful tool that will get you interviews. This workshop will lead you through a self-assessment series so you will have extensive knowledge about the product you are marketing - you! Learn different resume formats, how to write an employment objective, and tricks to writing persuasive cover letters. Make the most of your work experience. Know what to reveal in a resume, and what to keep to yourself. This course also covers the use of on-line resumes and Internet Resume Secrets.

**CECOMP 810 \$119**

*Online at ed2go.com/nwcc*

### Marketing Your Business on the Internet

Find out how you can affordably market your business on the Internet from an e-commerce expert. In this practical, hands-on course, you'll learn little-understood secrets about the types of businesses that thrive on the Web. Then, you'll discover proven methods that will help you establish an Internet presence and build an online brand identity. You'll even learn several low-cost promotion strategies that you can use to drive visitors to your site.

**CECOMP 810 \$119**

*Online at ed2go.com/nwcc*

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## Online Courses For Business Professionals

### Northwest Community College

Sharpen your skills, or learn new ones. Online Continuing Education courses run for six-weeks (with a 10-day extension period available at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. Courses can be completed from the comfort of your home or office. Any time of the day or night.

#### Fundamentals of Supervision and Management I & II

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts. Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills.

#### Mastery of Business Fundamentals

Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program.

#### Mastery of Business Applications

Learn what all MBAs know—without going to the trouble of getting an MBA!

#### Purchasing Fundamentals

Improve your company's bottom line by mastering the fundamentals of purchasing.

#### Purchasing Applications

Become a more effective member of your company by learning to apply advanced purchasing concepts.

#### Distribution and Logistics Management

Learn how to improve your company's distribution and logistics management activities, increase customer satisfaction, and improve operational throughput.

#### Introduction to Business Analysis

Learn powerful techniques to improve your decision-making skills at work.

#### Six Sigma: Total Quality Fundamentals

Learn the basics of total quality management.

#### Six Sigma: Total Quality Applications

Learn to apply the elements and methods of Six Sigma to achieve the highest possible quality.

#### Supply Chain Management Fundamentals

Master the fundamentals of supply chain management and prepare for internationally recognized certification examinations.

#### Supply Chain Management Applications

Become more valuable to your organization by learning to improve company processes.

#### Manufacturing Fundamentals

Learn the basic skills required to work in the manufacturing field.

#### Manufacturing Applications

Increase efficiencies and productivity by learning to apply the principles and concepts of manufacturing.

Visit our site or call us to learn more about these and other courses

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## COMPUTER SKILLS

### Welcome to the World of Computers

NEW!

Welcome to the World of Computers is an easy, fun class for computer novices to learn how to use computers, Windows, the Internet, e-mail, and word processing. The class will start with elementary computer concepts and introduce basic navigation such as mousing, the cursor, the desktop and the taskbar. The basics of Word 2007 will be introduced including how to create, spell check and print a new document. You will then learn the essentials of the Internet and email basics to be able to surf the net with ease. This course is reinforced with plenty of practical, hands-on projects and exercises to build your confidence and ensure your success.

CECOMP 835 12 hrs \$179

TER Oct 7/14/28, Nov 4/18 (We) 9-12noon

### Intro to Windows

Learn basic commands and functions included in Windows' operating system. Upon completion of this course you will be able to log on; customize your desktop; manage files, folders, and disks; work with Windows programs; personalize Windows; and more.

**Note:** This course, or equivalent experience, is a prerequisite for all NWCC Continuing Education & Industry Training computer software courses.

CECOMP 745 12 hrs \$179

KIT Oct 3-Oct 10 (Sa) 9-4pm  
TER Oct 5-Oct 19 (Mo/We) 6:30-9:30pm



### Computer Basics

NEW!

This course is designed for those who have very little computer experience and want to be introduced to a wide range of programs. This course will incorporate Internet/Email, Word Level 1 and Excel Level 1.

CECOMP 831 18 hrs \$255

SMI Sep 21-Oct 7 (Mo/We) 6:30-9:30pm  
HOU Oct 20-Nov 5 (Tu/Th) 6:30-9:30pm

### First Aid & Security for Computers

NEW!

In this course, you will learn how to make your computer feel better! This course is an easy, fun way to learn how to protect and maintain your computer. Topics include installing and updating software and hardware; proper back-up techniques; hard drive maintenance, including disk cleanup, check disk, and disk defragmenter; installing and using firewalls to increase web browser security; understanding, preventing and removing virus; and improving email security.

**Prerequisite:** Intro to Windows, or Welcome to the World of Computers.

CECOMP 12 hrs \$179

TER Oct 6-Oct 27 (Tu) 6:30-9:30pm



**Excel (2007) Level 1**

Microsoft Excel is a versatile tool that makes it easy to analyze, report and share data. Participants learn how to create and use worksheets and charts; enter, edit and format information; build sample worksheets; view different parts of a worksheet simultaneously; view several worksheets at once; and more.

**Prerequisite:** Intro to Windows or equivalent experience.

**CECOMP 722 12 hrs \$179**

*SMI Oct 19-Oct 28 (Mo/We) 6:30-9:30pm*

**Excel (2007) Level 2**

Learners in this course are introduced to the intermediate features of Microsoft Office Excel 2007. Participants 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 experience.

**CECOMP 723 12 hrs \$179**

*HOU Nov 10-Nov 19 (Tu/Th) 6:30-9:30pm*  
*SMI Nov 30-Dec 9 (Mo/We) 6:30-9:30pm*

Learn  
**Windows Vista**  
from the comfort  
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**Webpage Design Level 1**

The global objective of this course is to teach participants how to create web pages consisting of text, graphics, links to other pages, and how to upload pages to a web server. Web Page Design will cover web authoring basics, web page design, HTML enhancements, graphics and publishing.

**CECOMP 778 15 hrs \$249**

*TER Nov 3-Dec 1 (Tu) 6:30-9:30pm*

**Word (2007) Level 1**

This course introduces the basics of Microsoft Office Word 2007. Participants learn 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 documents; use the 'find' and 'replace' features; use the 'zoom' and 'print preview'; understand file management; create envelopes and labels; and more.

**Prerequisite:** Intro to Windows or equivalent experience.

**CECOMP 749 12 hrs \$179**

*KIT Oct 17-Oct 24 (Sa) 9-4pm*  
*TER Oct 26-Nov 4 (Mo/We) 6:30-9:30pm*  
*RUP Nov 10-Nov 19 (Tu/Th) 6-9pm*

**Word (2007) 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

**CECOMP 750 12 hrs \$179**

*KIT Oct 31-Nov 7 (Sa) 9-4pm*  
*TER Nov 16-Nov 25 (Mo/We) 6:30-9:30pm*  
*RUP Dec 1-Dec 10 (Tu/Th) 6-9pm*

**Word (2007) Level 3**

Experienced users are introduced to the desktop publishing features of MS Word. Topics 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

**CECOMP 752 12 hrs \$179**

*TER Nov 30-Dec 9 (Mo/We) 6:30-9:30pm*

**Social Network**

Social networking and blogging is catching on faster than the speed of light! Do you want to keep up with technology and social media outlets like Facebook, Twitter, Blogging? Learn how to navigate these revolutionary, web-based tools that keeps you in touch with friends new and old. You will also learn how to protect your privacy, download files safely, and keep your computer secure.

**CECOMP 6 hrs \$100**

*TER Nov 21 (Sa) 9-4pm*

**Microsoft Certified Application Specialist Word (MCAS) Exam**

Microsoft Certified Application Specialist Certification (MCAS) is a testing service that validates a user's skills in various Microsoft Office applications. A certification that is internationally recognized industry-wide adds to your professional credibility and gives you an advantage in the competitive job market.

**CECOMP 832 1 hr \$149**

*TER Dec 17 (We) 6:30-7:30pm*

**Photoshop Level 1**

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

**CECOMP 769 12 hrs \$179**

*TER Nov 5-Nov 26 (Th) 6:30-9:30pm*

**Mapping with Manifold**

This course will demonstrate the capabilities of Manifold GIS using free publicly available digital geoscience data. Participants will learn where to acquire free geoscience data, how to import it into Manifold and how to make their own geoscience maps and databases for use in regional and property scale mineral exploration programs.

**CECOMP 830 14 hrs \$220**

*SMI Sep 9-Sep 10 (We/Th) 8:30-4:30pm*

**Becoming Friends with Your Digital Camera**

In a classroom setting, you will become familiar with your digital camera and its functions. Basic picture taking skills will also be introduced. Then you will learn to transfer images to the computer, to arrange them in folders and to email images to family and friends. Bring your camera, manual, blank memory card, fresh batteries and camera cords.

**CECOMP 833 6 hrs \$100**

*TER Dec 2-Dec 9 (We) 9-12noon*

**Simply Accounting Level 1**

This is an introduction to accomplishing basic accounting tasks using Simply Accounting. Participants begin with a company file and enter transactions for general ledger, accounts receivables, accounts payable, inventory, and managing capital expenses. This course reviews accounting fundamentals as they relate to the transaction at hand only. Prerequisite: Intro to Accounting and Intro to Windows or equivalent experience.

**Note:** Expect some homework.

**CECOMP 711 15 hrs \$225**

RUP Sep 21-Oct 5 (Mo/We) 6:30-9:30pm

HOU Sep 22-Oct 1 (Tu/Th) 6:30-9:30pm

TER Oct 13-Oct 27 (Tu/Th) 6:30-9:30pm

SMI Nov 2-Nov 4 (Mo/We) 6:30-9:30pm

**Simply Accounting Level 2**

Participants are 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; additional payroll features including employee benefits, generating a payroll run, releasing vacation pay, and generating T4 slips; working with foreign currencies; handling bad debts and PST/GST remittances; and more.

**Prerequisite:** Simply Accounting Level 1.

**CECOMP 712 15 hrs \$225**

RUP Oct 19-Nov 3 (Mo/We) 6:30-9:30pm

TER Nov 3-Nov 17 (Tu/Th) 6:30-9:30pm

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**Microsoft Project**

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

**CECOMP 775 12 hrs \$179**

KIT Nov 14-Nov 21 (Sa) 9-4pm

**Small Business Spreadsheets****NEW!**

Set up an Excel Workbook for your own business records. Learn how to build links and customize your sheets for your particular needs. Prerequisite: Excel Level 1 and some basic bookkeeping experience.

**CECOMP 6 hrs \$100**

SMI Nov 16-Nov 18 (Mo/We) 6:30-9:30pm

**Introduction to CorelDRAW X3**

Enhance your company newsletter, logo, or letterhead, boost your personal Web page, or design an original greeting card using dazzling images you've created with CorelDRAW. Learn how to add brilliant colors, designs and exquisite text to your original artwork and then export them with ease to other computer applications, such as Microsoft Office, Adobe Acrobat, and the Web.

**CECOMP 810 \$119**

Online at [ed2go.com/nwcc](http://ed2go.com/nwcc)

**Introduction to InDesign CS3**

In this Adobe InDesign CS3 class, you'll get hands-on desktop publishing training and come away knowing how to use this popular page layout software to design and create professional quality letterhead, business cards, brochures, PDF files that play movies, and more. Whether you're a business owner, employee, student, softball coach, or service club member, you need to communicate with others. See the many ways in which Adobe InDesign CS3 can help you design slick, colorful, and useful content. We'll develop a wide range of publications for Natalie's Nautical Emporium, a fictional business. Starting with her logo design in Lesson 1, you'll see how to design multiple types of publications incorporating the same colors, look, and feel for a professional business presentation. By the end of the course, you'll know all about designing documents, as well as numerous ways to work smarter, not harder.

**CECOMP 810 \$119**

Online at [ed2go.com/nwcc](http://ed2go.com/nwcc)

**Keyboarding**

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

**CECOMP 810 \$119**

Online at [ed2go.com/nwcc](http://ed2go.com/nwcc)

**NO GST CHARGES**

Most Continuing Education & Industry Training have no GST charges. If GST is to be paid, it is specifically noted in this calendar.



## CULINARY ARTS

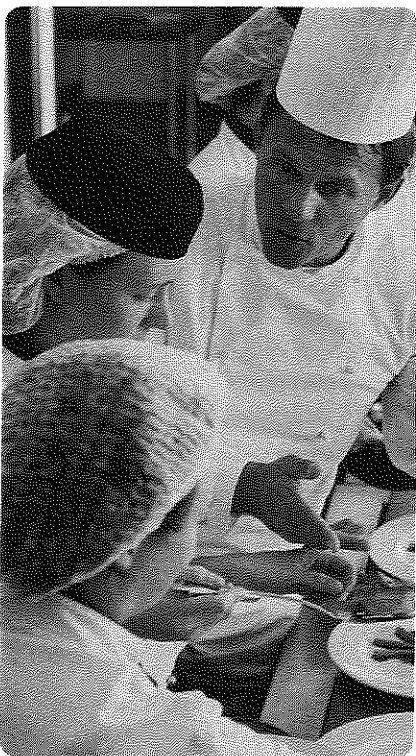
### East Meets West

If you love the flavours of the Orient and the South Pacific or the rich aromas and taste of the Mediterranean, then you will love this cooking class. Each evening will cover one of four different countries' ethnic favourites: Greece, India, Indonesia, France.

**Note:** Wear comfortable shoes and clothing appropriate for the kitchen.

**CEGENI 843** 12 hrs **\$249+GST**

TER Oct 13-Nov 3 (Tu) 6:30-9:30pm



### Healthy Eating Part 1

Everyone wants to eat healthier. Are you looking for alternatives to cooking without sugar? In this one day class you will learn creative solutions to sweetening your recipes. In part 1, our professional culinary chef will cover different ideas for breakfast and lunch

**Note:** Wear comfortable shoes and clothing appropriate for the kitchen.

**CEGENI 842** 6 hrs **\$89+GST**

TER Oct 24 (Sa) 9-4pm

### Soups and Stews

The days are getting shorter and the weather is getting cooler. It is the perfect time to use the harvest from your gardens to create steaming hot comfort food. Learn different recipes of soups and stews from one of our Culinary Art's Chefs.

**CEGENI 838** 6 hrs **\$89+GST**

TER Nov 7 (Sa) 9-4pm

### North Meets South

If you enjoy the comforting food of the North, or want to sample the flavours of the South, then this 4-week course will be of interest to you. Each evening will introduce recipes from a different country including: South Africa, Scotland, Russia, Australia.

**Note:** Wear comfortable shoes and clothing appropriate for the kitchen.

**CEGENI 841** 12 hrs **\$249+GST**

TER Nov 10-Dec 1 (Tu) 6:30-9:30pm

### Japanese Cooking

Participate in an exciting day of hands-on experience with our knowledgeable culinary Chef. The menu will be designed with a delicious assortment of classic Japanese recipes

**CEGENI 801** 6 hrs **\$89+GST**

TER Oct 3 (Sa) 9-4pm

### Reading Labels for Healthy Eating

This course will help you learn how to make informed food choices using the nutrition information on food labels. Learn how to use Nutrition Facts to easily compare similar foods, look for foods with more or less of a specific nutrient, and to select foods for special diets. This interactive course is aimed at being both fun and educational.

**CEGENI 842** 3 hrs **\$49+GST**

TER Nov 25 (We) 2-5pm

### Holiday Baking

The sparkling holiday lights are going up, the smell of wood smoke is in the air, the crackle of the frost is on the ground. The anticipation of the holiday season is fast approaching and it is the most wonderful time of the year to start baking. Come and share this baking experience with our knowledgeable Chef.

**Note:** Wear comfortable shoes and clothing appropriate for the kitchen.

**CEGENI 837** 6 hrs **\$89+GST**

TER Nov 28 (Sa) 9-4pm

## No place like home.

Take ed2go courses from the comfort of your home or office at the times that are most convenient for you.

We offer you hundreds of engaging online courses for adults, covering every topic from SAT Test Preparation to Web Design.

Each ed2go course comes equipped with a patient and caring instructor, lively discussions with your fellow students, and plenty of practical information that you can put to immediate use.

enroll at [www.ed2go.com/nwcc](http://www.ed2go.com/nwcc)

ed2go | LEARN. LIVE. LEAD.

**ELDERCOLLEGE****What is ElderCollege?**

No pressure, deadlines, boredom or exams.

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

If you are interested in exploring ideas, sharing laughter and making new friends, we invite you to discover learning for enjoyment.

Participants have access to the College library, which has an area specifically for 50 plus.

**Armchair Travel**

Travel without leaving the comfort of home. During each of four sessions, you will hear exciting travel tales as you visit cities and countries of your dreams. Let's travel the world together with ElderCollege this winter.

**CEELDR 713 8 hrs \$15+GST**  
SMI Nov 18-Dec 9 (We) 9:30-11:30am

**Pleasant Teas & Medicinal Teas****NEW!**

Spend an afternoon at Narnia Farms with the staff. Wander through the gardens and learn to recognize medicinal plants as well as herbal plants which can be used for pleasant or medicinal teas. Afternoon teas using plants observed will be served, after the walk, along with freshly baked goodies.

**CEELDR 737 3 hrs \$15+GST**  
SMI Sep 14 (Mo) 12:15-3:15pm

**KITIMAT SENIORS - WE WANT TO HEAR FROM YOU!**

Here is a list of courses we can offer based on interest...

- First Look at Computers
- Internet/Email
- Gardening
- Reading Labels for Healthy Eating
- Family Roots Research
- Know Your Wines
- Word 2007
- Intro to Yoga
- First Aid
- Intro to Digital Cameras and Photography
- Wills and Other Legal Issues

Let us know which courses interest you. Drop by NWCC Kitimat campus or contact Sue-Ann Norton of the Continuing Education & Industry Training department at NWCC Terrace Campus at:

**1.877.277.2288 Ext. 5408 or snorton@nwcc.bc.ca**

**HAZELTON CAMPUS ELDERCOLLEGE**

Upper Skeena ElderCollege meets every Thursday from 1pm to 3 pm at NWCC Hazelton Campus for various workshops. For upcoming workshops, contact the Hazelton Campus at 250.842.5291 and give your email address.

**Let's Explore What's Added to our Food****NEW!**

Let's identify the good and bad additives added to our food. For example, what is polysorbate 80 or calcium chloride? Let's explore together what is behind some of these additives with incomprehensible names. Feel free to bring your own list of additives that you may find puzzling. This group interactive course is aimed at being both fun and educational.

**CEELDR 738 4 hrs \$15+GST**  
SMI Nov 19-Nov 26 (Th) 9:30-11:30am

**Introductory Spanish**

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

**CEELDR 739 8 hrs \$15+GST**  
SMI Nov 17-Dec 8 (Tu) 9:30-11:30am

**TERRACE PLUS 50 SERIES****NEW!**

The Plus 50 series is designed for students who want to learn in a low stress, self paced environment. Look for course information throughout this calendar.

- **Welcome to the World of Computers**  
Oct 7/14/28, Nov 4/18
- **Reading Labels for Healthy Eating**  
Nov 25
- **Becoming Friends With Your Digital Camera**  
Dec 2/9

Other courses of interest...

- **Intro to Windows**  
Oct 5-21
- **First Aid & Security for Computers**  
Oct 6-27
- **Social Network**  
Nov 21
- **Write Your Own Will**  
Nov 21
- **Healthy Eating Part 1**  
Nov 24
- **Making Age an Asset in Your Job Search**  
Online Anytime
- **Keyboarding**  
Online Anytime

**Call Michelle Rutsatz at 250.638.5473 for more information.**

## EXPLORATION & MINING

 School of  
Exploration & Mining  
NORTHWEST COMMUNITY COLLEGE



In partnership with Smithers Exploration Group and the Province of BC, the School of Exploration & Mining develops industry-related courses and programs, and offers training in various areas of mining and exploration.

### Prospector Basic Training

This course is for people interested in prospecting for fun and profit. The course provides basic information required to become a successful prospector and may also be of interest to the amateur rock hound. Participants learn rock and mineral identification; on-line claim staking and claim management; basic geology and mineral deposits; and rock, soil, and stream sediment sampling. Students participate in a prospector field day.

**CENREN 711 48 hrs \$695**

*SMI May 3-May 8, 2010 (Mo-Sa) 8:30-5:30pm*

### Environmental Monitor Assistant Program (EMAP)

Tailored to the needs of Northern BC, this camp-based training program prepares students for entry-level fieldwork with a focus on environmental monitoring. Graduates will have the practical and technical skills necessary to assist biologists, technicians, engineers, researchers, and environmental monitoring professionals. Potential industries for employment include construction, natural resources, exploration and mining, agriculture, environmental and government agencies.

**Course Topics Include:** Environmental Terminology; Data Collection Methods and Information Management; Monitoring Aquatic Environments – Including Fish Habitat, Basic Hydrology, and Stream Surveys; Monitoring Terrestrial Environments – Including Soils, Vegetation, and Wildlife; Construction Site Monitoring; Site Characterizations and Reclamation; Traditional Knowledge; Measurement Systems and Tools; and Equipment Set-up and Operation.

**Industry-Related Certificates Included in the Program:** Occupational First Aid Level 1; Transportation Endorsement; WHMIS; Bear Awareness; and Spill Response.

Students will also learn essential bush skills including navigation using a compass, GPS, and maps; helicopter safety; field communications; and wilderness survival.

**Prerequisite:** Applicants must be 18 years of age or older at the time of the program. A resume, reading and math assessment, and criminal record check are required for acceptance into the program. Contact the Smithers Campus to apply.

**CENREN \$TBA**

*SMI Dates TBA Full-time*

### Mining Exploration Field Assistant

Taught in a remote outdoor tent-camp, this hands-on field training provides transferable skills for resource-based industries with a focus on exploration and mining. Graduates are safety-conscious workers ready to meet the physical demands of entry-level employment in the field. After the course, participants have the opportunity to work with an Employment Advisor to assist graduates in gaining employment. Potential employers include expeditors, mining consultants, and drilling, junior exploration, and geoscience companies.

**Course Topics Include:** Orientation, Employer Expectations & Field Protocols; Bear Awareness; Basic Wilderness Survival; Helicopter Safety; Personal Protective Equipment; Navigation Skills using Compass, GPS & Maps; Field Communications; Sampling Rocks, Soils & Silts; Splitting & Labeling Core; Grid Layouts & Line Cutting; Camp Assembly & Management; Equipment Knowledge, Handling, & Safety; and Teamwork.

**Co-requisites:** Occupational First Aid Level 1 with Transportation Endorsement; applicants must be 19 years of age or older at the time of the course. A resume, letter of reference, and reading and graphic assessment are required for acceptance into the course. Contact the Smithers Campus to apply.

**CENREN 714 72 hrs \$TBA**

*SMI Spring 2010 Full-time*

### Camp Management Module 1

Learn to efficiently build and maintain fully operational camps used in remote work sites in exploration, forestry, and guide outfitting. Taught by industry-experienced instructors, training will begin in the classroom and carry on to our training camp.

**Course Topics Include:** Job Expectations and Opportunities; Camp Operations, Roles, and Responsibilities; Safe Work Practices including: Personal Protective Equipment, Hazard Identification and Control, Camp Site Assessments and Inspections, and Camp Layout in terms of Fire Safety and Wildlife Concerns; Building and Maintaining a Remote Tent Camp; Organizing and Loading Temporary Camps; and Small Engine Repair and Troubleshooting.

**Industry Related Certificates Included in the Program:** WHMIS; OFA 1 & TE; FoodSafe Level 1; Helicopter Safety; Bear Awareness; Propane Handling Safety; Spill Response; Chainsaw Safety; ATV Safety Training; S-100 Fire Suppression; and Transportation of Dangerous Goods.

**Prerequisite:** Applicants must be 19 years of age or older at the time of the program. A resume, letter of reference, and a reading and math assessment are required for acceptance into the program. Contact the Smithers Campus to apply.

**CENREN 743 \$TBA**

*SMI Spring 2010 Full-time*

### REGISTER YOUR INTEREST IN A COURSE!

Don't see the course you want? Call or drop by your local campus to register your interest.

### Drill Core Technician Basic Training

The quality of information provided by a Core Technician plays an important role in the prediction and definition of ore bodies. The Drill Core Technician course teaches students how to handle drill core and collect important technical data for diamond drilling projects.

**Course Topics Include:** Safe Work Procedures; Employer Expectations; Handling, Labelling, Organizing, & Storing Core Boxes; Measuring Core and Recording Technical Data; Splitting and Sampling Core; Quality Assurance/Quality Control of Data; and Familiarization with Diamond Drilling.

Drill Core Technician is a physically and mentally demanding position that requires frequent carrying of up to seventy-five pound (35 kg) core boxes. Core Techs accurately measure, calculate, and record technical data. Training will take place in a core shack environment to replicate actual working conditions. Industry and job related field trips will be taken.

**Prerequisite:** Applicants must be 18 years of age or older at the time of the course. A resume and a reading and math assessment are required for acceptance into the course. Contact the Smithers Campus to apply.

**CENREN 741 48 hrs \$695**

*SMI Spring 2010*

### Metal Leaching & Acid Rock Drainage

This course provides 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 leading industry practitioners and regulators.

This course provides a basic understanding of the procedures used to assess and prevent potential ML/ARD impacts. Much of the time is spent touring mines in the Smithers area, which are world leaders in ML/ARD mitigation. The tours allow participants to observe state of the art ML/ARD practices.

Participants gain experience in how ML/ARD test work is conducted, mitigation plans are developed, and challenges are dealt with. In addition to the mine tours, ML/ARD practices and the underlying theory are illustrated using case studies drawn from the instructors' experience with mines in Canada and throughout the world.

**CENREN 712 35 hrs \$1,600**

*SMI September 2010 (Mo-Fr) 8-5pm*

#### CALL FOR MORE INFORMATION!

Call your local campus today for more information about these courses. Register your interest and we'll try to arrange to arrange a course schedule that meets your needs.

### Surface Diamond Driller's Helper

In consultation with B.C. drilling companies, this training has been developed to provide the knowledge and skills necessary to work safely and competently as a Driller's Helper. Training takes place on an operating drill with significant hands-on experience, and competency-based instruction. NWCC's Surface Diamond Driller's Helper Graduates are safety-conscious, reliable, responsible, certified, and pre-screened for Industry.

**Program Topics Include:** Core Recovery; Hand and Power Tools; Lifting Devices and Pump; and Expectations and Responsibilities.

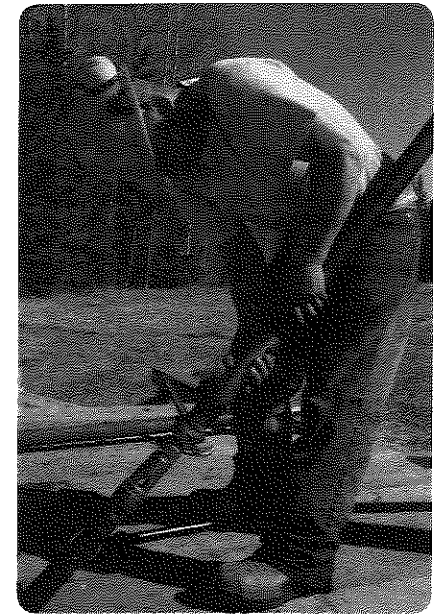
**Industry-Related Certificates Included in the Program:** Helicopter Safety; Spill Response; Chainsaw Safety; Bear Awareness; Occupational First Aid Level 1; Transportation Endorsement; WHMIS; Propane Handling; and Transportation of Dangerous Goods.

**Prerequisite:** Applicants must be 18 years of age or older at the time of the program. A resume, reading and math assessment, and reference check are required for acceptance into the program. Contact the Smithers Campus to apply.

**CENREN 738 85 hrs \$2,995**

*SMI April 2010 Dates TBA Full-time*

*Contact your local campus to register your interest in this course. The course will be scheduled upon sufficient demand.*



#### EXPLORATION & MINING INDUSTRY-RELATED COURSES

Refer to the Workforce & Industry Training courses on pages 34 to 43 for information on exploration & mining industry-related courses such as...

- Occupational First Aid (OFA) Levels 1 - 3
- Transportation Endorsement
- Transportation of Dangerous Goods
- WHMIS



## GENERAL INTEREST



Canadian Red Cross

## Red Cross Babysitting

This Red Cross course is for participants 11 to 15 years of age. Students 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. Bring a bag lunch/snack.

**Note:** The course fee includes the course manual.

**CEFAID 715** 8 hrs \$100  
HAZ Oct 24 (Sa) 9-6pm

## Conversational Spanish

This course offers instruction in every day use of Spanish including: pronunciation, reading, vocabulary, and basic grammar. Participants learn to carry on basic communications in Spanish. The course is perfect for those planning on vacationing in Mexico or other Spanish speaking countries, or for students interested in learning another language.

**CELANG 707** 20 hrs \$139+GST  
HAZ Oct 8-Nov 19 (Tu/Th) 7-8:30pm

## Intermediate Guitar

Develop your talents from basic chords to advanced songs. Acoustic, bass or electric guitars welcome.

**CEGENI 704** 20 hrs \$135+GST  
HOU Oct 1-Dec 3 (Th) 5-6:30pm

## Beginner Guitar

Start with the basics of playing guitar including tuning, strumming, rhythms, chords, scales and finger exercises. Combine all of these skills and learn how to play beginner songs. Acoustic, bass or electric guitars welcome.

**CEGENI 702** 20 hrs \$135+GST  
HOU Oct 1-Dec 3 (Th) 3-4:30pm

## Paper Beading

Create beautiful jewelry with what you might otherwise throw out.

**CEGENI** 4 hrs \$25+GST  
HOU Nov 28 (Sa) 9-1pm

## The Story of Stuff

A close look at consumerism and how to jump off the bandwagon.

**CEGENI** 4 hrs \$25+GST  
HOU Oct 24 (Sa) 9-1pm

## Beginner Sewing

Learn all the sewing basics including how to take body measurements, read a pattern envelope, operate your sewing machine, threading, choosing and preparing material, putting in zippers, making buttonholes and finally sewing a garment. Required materials list will be provided.

**CEGENI** 32 hrs \$249+GST  
RUP Sep 22-Nov 12 (Tu/Th) 6:30-8:30pm

## Simply Christmas

Challenge the consumer side of the holiday seasons and learn how to spend less cash and enjoy Christmas more.

**CEGENI** 4 hrs \$25+GST  
HOU Nov 14 (Sa) 9-1pm

## Write Your Own Will

Writing a will is the first thing that any person who has a responsibility toward others should do. If you die without a will, the government simply distributes your estate according to provincial law, not according to your wishes. Only with a will can you ensure that your wishes are fulfilled. Writing a will is no problem at all compared to the time lost and the financial problems your family will face if you neglect this responsibility.

**CEGENI 839** 6 hrs \$69+GST  
KIT Nov 7 (Sa) 9-4pm  
TER Nov 21 (Sa) 9-4pm

## Digital Video Bootcamp for Teens

This 60-hour course will introduce production theory and provide practical experience in telling stories using video. Structured classroom sessions will delve into the technical, practical, and creative aspects of single camera production including: basics in lighting, sound, axis and movement, shot composition, story boarding, scripting, editing, voice and sound, and crew functions. Practical lab sessions will reinforce the lessons.

Participants learn the importance of preparation and planning in keeping a project on time, on budget, and on target; and have opportunities to enhance their team building skills during production labs. Each student will work in a post-production setting, editing their individual, short video together for group screening 'wrap party', and posting on YouTube.

**Note:** Students are required to bring their own videocamera.

**CEGENI 831** 60 hrs \$535+GST  
TER Sep 26-Dec 4 (Sa) 9-4pm

## No More Film!

Go Digital.

ed2go courses will guide you through the world of Digital Photography!

- Discover the possibilities
- Learn to use photograph enhancement tools
- Explore new tricks and strategies
- Receive expert advice on taking better photographs

Visit our site to learn more.

[www.ed2go.com/nwcc](http://www.ed2go.com/nwcc)

## Introduction to 3D Animation and Modeling

This 60-hour course will introduce students modeling and animation concepts and provide practical experience creating 3D objects and animating in Lightwave 3D. Classroom sessions will cover basics of modeling, texturing and animation. Practical hands on sessions will reinforce concepts taught in the lessons.

**CEGENI 832** 60 hrs \$535+GST  
TER Sep 29-Dec 2 (Tu/We) 6:30-9:30pm



**Wormshop**

The 'wormshop' introduces participants to the basics of indoor composting by learning about the life cycle of composting worms and worm bin ecology. Each participant makes a composter that can be used at home. The materials are included in the cost of the course.

**CEGENI 840** 1.5 hrs **\$55+GST**

SMI Nov 21

(Sa) 9-11:30am

**Beginning Writer's Workshop**

If you've dreamed of writing creatively, this course is a great place to start. Get a taste of the writing life, improve your writing skills, and discover new ways to stretch your creative muscles. This isn't school as you know it. It's an in-depth writing experience filled with challenging hands-on exercises, expert advice, and plenty of direct support and encouragement.

**CECOMP 810** **\$119**

Online at [ed2go.com/nwcc](http://ed2go.com/nwcc)

**Get Paid to Travel**

Do you love to travel and enjoy working with individuals? A career as a professional tour director, tour guide, and cruise host may be the job for you! Tour directors are hired to escort local, domestic, and international tours and cruises, earning as much as \$1900 per week. Learn everything you need to start your new and exciting career in travel. We will cover group tour procedures, documentation, and handling emergencies. Gain information on full and part-time career opportunities, as well as prospective employers and much, much more. Don't wait any longer - start today!

**CECOMP 810** **\$119**

Online at [ed2go.com/nwcc](http://ed2go.com/nwcc)

**Music Made Easy**

If you enjoy music and would like to know more about what makes it work, this is the course for you. You'll gain a complete understanding of rhythm, melody, and harmony, and you'll be able to recognize pitches on the musical staff and on the keyboard. You'll also be able to build intervals, major scales, and chords. By the time you complete this comprehensive and full-featured course, you'll be able to read, write, and even play simple musical pieces on a keyboard.

**CECOMP 810** **\$119**

Online at [ed2go.com/nwcc](http://ed2go.com/nwcc)

**Write Your Life Story**

It's your story. It's time to write it so you can tell history, share your secrets and successes, and better understand yourself. Learn what it takes to write essays, a legacy letter (sometimes called an ethical will), a memoir, an autobiography or the story of a loved one's life in simple, easy steps that will get you ready for whatever you want to tell. It's fun, it's exciting and it's your truth. The step-by-step process begins with capturing ideas and ends by providing all the tools to tell the stories in your life.

**CECOMP 810** **\$119**

Online at [ed2go.com/nwcc](http://ed2go.com/nwcc)

**Speed Spanish**

This powerful course teaches six easy recipes you can use to glue Spanish words together into sentences. With the powerful methods taught in this course, you'll be able to engage in conversational Spanish in no time. ¡Qué Bueno!

**CECOMP 810** **\$119**

Online at [ed2go.com/nwcc](http://ed2go.com/nwcc)

**HEALTH & WELLNESS****Become a Physical Therapy Aide**

Prepare for a rewarding career as a valued member of the physical therapy team while learning all about the human body, specific disorders, and the way physical therapists treat these disorders. You'll get training in physical therapy terminology and communication skills. And by the end of the course, you'll know the legal and ethical issues that are becoming increasingly important for every physical therapy aide to understand.

**CECOMP 810** **\$119**

Online at [ed2go.com/nwcc](http://ed2go.com/nwcc)

**Medical Terminology:  
A Word Association Approach**

This course teaches medical terminology according to each body system. Multiple graphics, study tips and unusual facts make for a most enjoyable course.

**CECOMP 810** **\$119**

Online at [ed2go.com/nwcc](http://ed2go.com/nwcc)

**Introduction to Natural Health  
and Healing**

This course is designed for anyone who wants to learn how to promote wellness, balance and health in their daily lives. It will give students a basic understanding of the field of natural health.

**CECOMP 810** **\$119**

Online at [ed2go.com/nwcc](http://ed2go.com/nwcc)

**MARINE****Simulated Electronic Navigation  
Limited (SEN LTD)**

Every Fishing Master certificate including the new Fishing Master Certificate of Service for Vessels to 60 gross tons requires the certificate holder to have a Simulated Electronic Navigation certificate - either the Simulated Electronic Navigation Part 1 and Part 2, or the Simulated Electronic Navigation Limited certificate (SEN Ltd).

This latter certificate provides the Small Commercial Vessel Watch Keeper with a thorough knowledge of the application of the Collision Regulation as it applies to the keeping of a navigational watch while using radar. Participants practice navigating the vessel using a radar simulator, including fixing their position using ranges and bearings. Students also practice collision avoidance while using the radar and establish the target vessels course, speed and closest point of approach.

**CENAUT 717** 28 hrs **\$1,029**

RUP Nov 16-Nov 19 (Mo-Th) 8:30-5:30pm

**Marine Basic First Aid**

This course provides comprehensive First Aid and CPR techniques with scenarios taken from the marine/fishing industry for individuals who need a basic training level in First Aid and CPR for the marine industry.

**CEFAID 705** 16 hrs **\$199**

RUP Oct 4-Oct 5 (Su/Mo) 8:30-5:30pm

RUP Dec 6-Dec 7 (Su/Mo) 8:30-5:30pm

**Marine Advanced First Aid**

This course provides comprehensive First Aid and CPR techniques with scenarios taken from the marine/fishing industry for individuals who need a basic training level in First Aid & CPR for the marine industry. The course covers a variety of topics from basic first aid such as cardiovascular emergencies for Adults, CPR Level A, and other topics including choking, airway and breathing emergencies and prevention of disease transmission and progresses to in-depth ones including sudden medical conditions and injuries to the head and spine.

**CENAUT 787 44 hrs \$749**  
RUP Nov 26-Dec 1 (Fr-Th) 8:30-5:30pm

**Small Vessel Operator Proficiency (SVOP)**

This course provides basic theoretical knowledge to people with specified practical skills and experience in commercial (non-recreational) power driven vessels. On completion of the course, students will have the skill and knowledge to take charge of a vessel under 15 gross tons operating in designated waters. The SVOP Certificate is valid for the operators of a small non-passenger commercial vessel. This may be a fish farm utility boat, a small trading vessel or patrol vessel (Canadian Coast Guard, police, conservation, fireboats and fisheries vessels, etc.) under eight metres LOA and five gross tons operating in Home Trade 4 and minor waters limits. **Note:** This license is not valid for a vessel of any size engaged in towing.

**CENAUT 716 26 hrs \$430**  
RUP Sep 8-Sep 11 (Tu-Fr) 8:30-5:30pm

**Marine Emergency Duties MED - 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 passenger safety. Students receive a Transport Canada TC EXN 24 certificate upon successful completion of the course. Topics include hazards associated with the marine environment, developing skills to assist passengers to survive an emergency, maintaining safety equipment and keeping safety records. **Note:** A bathing suit and rain gear are required.

**CENAUT 714 28 hrs \$480**  
RUP Nov 12-Nov 15 (Th-Su) 8:30-5:30pm

**Marine Emergency Duties MED - A3**

MED-A3 is a basic personal safety training certificate course mandatory for persons working as crew members of fishing vessels or small commercial vessels shorter than 12 metres in length, operating no more than 25 miles offshore. Transport Canada requirements state: Every member of the complement of a ship shall, before the member has completed six months on board ships, obtain a certificate of member's successful completion of training at a recognized institution in marine emergency duties with respect to basic safety.

**CENAUT 709 8 hrs \$175**  
RUP Sep 12 (Sa) 8:30-5:30pm

**ATTAIN A CDN #**

Prior to attending any marine certification courses, contact Transport Canada at 250.627.3045 to attain a CDN #.

**Restricted Operator Certificate - Maritime Commercial (ROC-MC)**

This radio communications course enables radio station personnel, both ashore and afloat, operating all types of marine radio systems compatible with the international standard of the Global Maritime Distress and Safety System (GMDSS), to efficiently utilize aspects of the GMDSS communications systems applicable to sea area A1 operations. (This includes most of British Columbia's coastal waters.) This certificate is a requirement for most vessels over eight metres in length and operating outside of sheltered waters. **Note:** This certificate is a requirement for most vessels over eight metres in length and operating outside of sheltered waters. **Prerequisite:** Operators must be a minimum of 18 years old.

**CENAUT 708 24 hrs \$730**  
RUP Nov 20-Nov 22 (Fr-Su) 8:30-5:30pm

**Fishing Master IV/ Masters Limited**

Every person serving as Master (Captain) of a Canadian Fishing Vessel is required, under the Canada Shipping Act 2001 - Canadian Personnel Regulations, to hold a Fishing Master Certificate of Competency. Depending on size of the vessel and the area where operations take place, this may be a:

**1. Small Vessel Operator Proficiency Certificate**

This certificate is restricted to fishing vessels under 15 gross tonnage and operating within 25 miles of the shore and 100 miles of a safe port;

**2. Certificate of Service as Master of the Fishing Vessel under 60 Gross Tonnage**

This certificate has a "sunset" clause and will only be available for approximately seven years from 2007.

The holder of this certificate may act as Master on board a fishing vessel of not more than 60 gross tonnage engaged on an unlimited, a near coastal, Class 1 or 2 or a sheltered waters voyage, according to the voyages on which the qualifying service for the certificate has been acquired. The validity will be specified on the certificate; or a

**3. Fishing Master IV**

The holder of this certificate may act as Master on board a fishing vessel of not more than 100 gross tonnage engaged on a near coastal or sheltered waters voyage and as Officer-In-Charge of the Watch of a fishing vessel of any tonnage engaged on/near coastal or sheltered waters voyage.

Contact Transport Canada at 250.627.3045 for a complete list of sea-time and other requirements for this certification such as:

**Fishing Masters IV**

CENAUT 704 105 hrs \$895  
RUP Oct 26-Nov 10 (Mo-Sa) 8:30-5:30pm

**Master's Limited**

CENAUT 706 105 hrs \$895  
RUP Oct 26-Nov 10 (Mo-Sa) 8:30-5:30pm

**Simulated Electronic Navigation Limited (SEN LTD)**

See dates, cost and description on p. 25.

**Marine Basic First Aid**

See dates, cost and description on p. 25.

**Marine Advanced First Aid**

See dates, cost and description on p. 26.

**Marine Emergency Duties MED-A2**

See dates, cost and description on p. 26.

**Restricted Operator Certificate - Maritime Commercial (ROC-MC)**

See dates, cost and description on this page.

**Boating Safety Challenge Exam**

If you are an experienced mariner you may take a challenge exam. Book an appointment! Arrange a time that is convenient for you by calling your local campus. **Note:** The Boating Safety Challenge Exam is offered at all NWCC campuses.

**CENAUT 702** **\$25**

**Boating Safety Self Study**

This self-study course covers the required material for the Pleasure Craft Operator Card. You may purchase the self study package, study at your own convenience and, when ready, challenge the exam. Contact your local campus for details.

**Note:** The exam fee is included in the course cost.

**CENAUT 703** **\$40**

**Boat Pro Seminar**

Northwest Community College and Terrace Power & Sail are partnering to offer the boat pro course, which is a great way to learn or brush up on basic essentials of boating safety. This course covers the essential information, reviewing: marine rules of the road, safety equipment regulations, navigational aids you need to know, anchoring basics, and much more. Upon successful completion students receive a Pleasure Craft Operator's Certificate, which will be a mandatory requirement for every boater as of September 15, 2009.

**CENAUT 721** 8 hrs **\$60**  
 TER Nov 13-Nov 14 (Fr) 7-10 pm  
 (Sa) 8:30-12:30

**OIL & GAS INDUSTRY TRAINING**

Refer to Workforce & Industry Training courses on pages 34 to 43 for information on the following oil & gas industry courses.

**Occupational First Aid (OFA) Levels 1 - 3****Transportation Endorsement****Transportation of Dangerous Goods****WHMIS****H<sub>2</sub>S Alive****WORK SAFE BC****CONTRACT TRAINING**

Whether you are looking to schedule a program listed in this calendar, or a specialized course specific to your work place, we can create a training solution for you. Call your local campus for more information about contract training.

**OUTDOOR RECREATION & SAFETY****ATV Rider Safety (Canadian Safety Council)**

The ATV (All Terrain Vehicle) Rider Safety Course teaches the principles and behaviours of safer and more responsible ATV riding. The course consists of both discussion and riding lessons. Discussion lessons cover the principles and practices of riding an ATV, while the riding lessons provide practice of riding exercises under the supervision of a licensed instructor. Industry workers and recreational users are welcome.

**Note:** Participants must bring their own ATV; DOT approved helmet; gloves; eye protection; long pants; long sleeve shirt; and above the ankle boots.

**CEFAID 777** 7 hrs **\$150**

KIT Sep 19 (Sa) 9-5pm  
 TER Oct 10 (Sa) 8:30-4:30pm  
 HAZ Dates TBA 8:30-4:30pm

**Bear Awareness**

This course provides up-to-date instruction on black and grizzly bear ecology and behaviour so that you can apply your knowledge to proactively reduce the risk of encountering and attracting bears. The course includes hands-on practice with bear spray.

**CEFAID 747** 8 hrs **\$119**

TER Sep 26 (Sa) 8:30-5:30pm  
 HAZ Oct 2 (Fr) 8:30-4:30pm  
 KIT Oct 3 (Sa) 9-5pm  
 HAZ May 14 (Fr) 8:30-4:30pm  
 SMI Dates TBA

**Industrial Snowmobile Operator**

The Industrial Snowmobile Operator course is a two-day course for employees who use snowmobiles in their work. The course teaches the same lessons as the Snowmobile Operator course on the first day. Day two involves specific training on WorkSafe BC policy while operating a snowmobile, plus more difficult and challenging riding on a snowmobile.

**Note:** Participants must bring their own snowmobile; DOT approved helmet; proper winter clothing; food; and water for a day of riding.

**CEFAID 779** 13 hrs **\$299**

SMI Winter 2010  
 TER Winter 2010

Contact your local campus to register your interest in this course. Upon sufficient demand, the course will be scheduled.

**Firearms Safety - Non-Restricted Possession Acquisition License (PAL)**

To acquire firearms in Canada you require a PAL, formerly known as the Firearms Acquisition Certificate. To apply for a PAL you must prove 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 enables participants to submit their application for a non-restricted PAL.

**Note:** This course is a prerequisite for the Firearms Safety-Restricted PAL course.

**Prerequisite:** Participants must be 12 years of age or older.

**CEFAID 727** 16 hrs **\$169**

RUP Sep 14-Sep 18 (Mo/Tu/We/Fr) 6-10pm  
 HOU Oct 15-Oct 17 (Th/Fr) 6-10pm  
 (Sa) 8:30-5:30pm (Su) 8:30-5:30pm  
 SMI Dec 4-Dec 6 (Fr) 6-10pm  
 (Sa) 8:30-4:30pm (Su) 8:30-2pm



### Firearms Safety Restricted Possession Acquisition License (PAL)

Topics include the new CRFSC with emphasis on handguns, evolution of firearms, major parts and types, basic firearms safety practices, ammunition, operating handgun actions, safe handling and carrying procedures, handgun firing techniques, care of handguns including servicing and cleaning and responsibilities of the firearms owner/user.

**CEFAID 728 6 hrs \$100**  
RUP Oct 17 (Su) 9:30-4:30pm

### CORE - Hunter Training

Successful completion of the Conservation and Outdoor Recreation Education (CORE) course is mandatory for all residents applying for their hunting license. This course provides information about outdoor survival, hunter safety, wildlife, gun handling and first aid.

**Prerequisite:** Participants must be 10 years of age or older.

**CEFAID 769 24 hrs \$219**  
SMI Sep 17-Sep 20 (Th/Fr) 6:30-9:30pm  
(Sa/Su) 8:30-5pm  
RUP Sep 21-Oct 2 (Mo/We/Fr) 6-10pm  
HOU Sep 25-Sep 29 (Fr/Mo/Tu) 6:30-9:30pm  
(Sa/Su) 8:30-4:30pm  
SMI Nov 19-Nov 22 (Th/Fr) 6:30-9:30pm  
(Sa/Su) 8:30-5pm

### ONLINE COURSES & PROGRAMS AT NWCC

NWCC also offers a variety of online courses and career programs. For more information, application requirements and registration information turn to page 45 of this calendar or go to [nwcc.bc.ca](http://nwcc.bc.ca).

## SERVICE & HOSPITALITY

### FoodSafe Level 1

This FoodSafe course, designed by the Ministry of Health in consultation with the BC Restaurant and Food Services Association, provides instruction in the safe and sanitary handling, storage and preparation of food. Successful completion of the course and final exam results in certification and registration by the Ministry of Health. This course is designed for all food service workers. **Note:** Students have half an hour for lunch. Participants should bring their Care Card to class.

**CEFAID 729 8 hrs \$119**  
RUP Sep 19 (Sa) 8:30-5:30pm  
SMI Oct 2 (Fr) 8:30-5:30pm  
HOU Oct 16 (Fr) 8:30-5:30pm  
RUP Oct 17 (Sa) 8:30-5:30pm  
TER Oct 17 (Sa) 8:30-5:30pm  
HAZ Oct 24 (Sa) 8:30-5:30pm  
KIT Oct 31 (Sa) 8:30-5:30pm  
RUP Nov 14 (Sa) 8:30-5:30pm  
TER Nov 21 (Sa) 8:30-5:30pm  
RUP Dec 5 (Sa) 8:30-5:30pm

### FoodSafe Level 2

This class explores safe food handling, storage and preparation practices in great detail. This advanced FoodSafe course 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.

**CEFAID 730 12 hrs \$179**  
TER Nov 27-Nov 28 (Fr) 6-10pm  
(Sa) 8:30-5:30pm  
SMI Dates TBA  
RUP Dates TBA

### WorldHost Fundamentals

**NEW!**

WorldHost Fundamentals training provides participants with an understanding of the importance of excellent customer service skills, helps participants make their communication with customers more effective and efficient, helps participants demonstrate their attentiveness to customer needs, provides participants with an understanding of the social and economic contribution that a healthy tourism industry makes to their home communities and to the province as a whole and to teach the five key WorldHost Fundamental commitments that help BC's tourism workforce go that extra mile.

**CEPSTR 725 8 hrs \$109**  
KIT Sep 19 (Sa) 9-6pm  
TER Nov 7 (Sa) 8:30-5:30pm  
HAZ Dates TBA (Sa) 8:30-4:30pm

### Intro to Accounting

An introduction to fundamental accounting principles and terminology including: debits, credits, assets, liabilities, equity, revenue, and expenses.

**Note:** Bring your own calculator.

**CEBSNS 735 6 hrs \$100**  
KIT Oct 3 (Sa) 9-4pm  
TER Oct 6-Oct 8 (Tu/Th) 6:30-9:30pm  
SMI Nov 2-Nov 4 (Mo/We) 6:30-9:30pm

### Cashier Training

Do you want to work in retail and be one step ahead of other job applicants? This class details the professional responsibilities that go along with handling cash. Lessons on cashiers' equipment include the use of debit cards, credit cards and cash registers.

**CEBSNS 763 6 hrs \$100**  
TER Oct 3 (Sa) 9-4pm  
KIT Oct 24 (Sa) 9-4pm  
TER Nov 28 (Sa) 9-4pm

### Serving It Right

This course prepares students for the Serving It Right exam. Upon successful completion students receive their certification from 'go2: The Resource People for Tourism'.

**CEPSTR 712 3 hrs \$79**  
HAZ Oct 10 (Sa) 9-12noon  
TER Nov 18 (We) 6:30-9:30pm  
RUP Nov 28 (Sa) 1-4pm

### Building Teams That Work

Teams are becoming a staple in today's workplace. In this course, you'll learn the components of a successful team and the stages of its development. You'll master the skills you'll need to effectively manage projects, make decisions, and solve problems in a team setting. Plus, you'll have a chance to learn the pitfalls of unhealthy group interaction and minimize any of its effects on your team.

**CECOMP 810 \$119**  
Online at [ed2go.com/nwcc](http://ed2go.com/nwcc)

### Managing Customer Service

Customer service personnel interact with current and potential customers every day. But do they truly spend time finding out what customers really want and giving them the highest service possible? In this six-week online course, you'll discover dynamite methods for bringing out the best in your team, measuring customer service, and anticipating the needs of your reps and your customers. Learn how to attract and hire top-notch reps, succeed with teams, and minimize customer complaints. As an added bonus, you'll unlock the power of leading by example and setting new trends for customer service in your growing business.

**CECOMP 810 \$119**  
Online at [ed2go.com/nwcc](http://ed2go.com/nwcc)

## TEACHING

**Creating the Inclusive Classroom:  
Strategies for Success**

In this professional development course for teachers, you'll get the training you need to reach the diverse mix of students you face every day—learning proven strategies that turn diversity into opportunity. With students who have learning disabilities, neurobiological disorders, and physical challenges, the modern classroom requires an efficient and effective teacher who can prioritize under tight deadlines and be creative on demand. Learn how to be the kind of super teacher who can guide every student toward academic success.

CECOMP 810 \$119

Online at [ed2go.com/nwcc](http://ed2go.com/nwcc)**Solving Classroom Discipline  
Problems**

Why do some teachers enjoy peaceful, orderly classrooms while other teachers face daily discipline battles? The answer is that many teachers have not been taught the secrets to solving discipline problems. This course reveals those secrets and presents a step-by-step approach to effective, positive classroom discipline. Teachers continually rate this course one of the most valuable they have ever taken.

CECOMP 810 \$119

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**The Creative Classroom**

Creativity will abound in your classroom as you tap into your students' hidden talents. Learn creative new approaches to learning labs, activities, exercises, assignments, field trips, and evaluation methods. Think beyond the textbook and challenge your students by making your classroom a creative classroom!

CECOMP 810 \$119

Online at [ed2go.com/nwcc](http://ed2go.com/nwcc)**Interdisciplinary Access Programs  
INTA***Charting your pathway to success!*

These 6-month full-time developmental programs can help you meet the requirements needed for NWCC post secondary programs.

INTA-Art	Freda Diesing School of Northwest Coast Art
INTA-Health	Level 1 FN Health Care Assistant, FN Community Mental Health Worker Level 2 Health Care Asst. CMH Worker Level 3 Practical Nursing
INTA-Business	Level 1 Applied Business Tech Computer Tech Level 2 Part 1 Business Administration Level 3 Part 2 Business Administration
INTA-Trades	Carpentry, Electrical, Plumbing, Residential Building Maintenance Worker, Millwright, Automotive, Heavy Duty Mechanic, Welding
INTA-Ecology	Level 1 Guardian Watchmen, Coastal Ecology, Adventure Tourism Level 2 Applied Coastal Ecology, Ecology-Based Management
INTA-Culinary Arts	Culinary Arts
INTA-Careers	Level 1 Part 1 for Early Childhood Education, Special Education Assistant, Social Service Worker Level 2 Part 2 for Early Childhood Education, Special Education Assistant, Social Service Worker



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## WORKFORCE & INDUSTRY TRAINING

### Occupational First Aid (OFA) Level 1

This WorkSafeBC 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 receive their OFA Level 1 tickets, valid for two years, upon successful completion of a written exam and practical evaluation by the instructor.

**Prerequisite:** Participants must be 16 years or older and bring photo identification.

**Note:** 100% attendance is mandatory. Students more than 15 minutes late are not admitted to class. NO refunds are given.

**CEFAID 706 7 hrs \$109**

HOU Sep 17	(Th) 8:30-5pm
SMI Sep 19	(Sa) 8:30-5pm
KIT Sep 19	(Sa) 9-4pm
RUP Sep 26	(Sa) 8:30-5pm
TER Sep 26	(Sa) 8:30-5pm
HAZ Oct 3	(Sa) 8:30-5pm
RUP Oct 16	(Fr) 8:30-5pm
SMI Oct 16	(Fr) 8:30-5pm
KIT Oct 17	(Sa) 9-5pm
TER Oct 23	(Fr) 8:30-5pm
HOU Oct 23	(Fr) 8:30-5pm
HAZ Nov 7	(Sa) 8:30-5pm
SMI Nov 20	(Fr) 8:30-5pm
KIT Nov 21	(Fr) 9-5pm
HOU Nov 26	(Th) 8:30-5pm
TER Dec 5	(Sa) 8:30-5pm
HAZ Dec 5	(Sa) 8:30-5pm
RUP Dec 12	(Fr) 8:30-5pm



### WORKFORCE & INDUSTRY-RELATED COURSES

Refer to Outdoor Recreation & Safety on pages 29 to 30 for information on Workforce & Industry-Related courses such as...

- **ATV Rider Safety**
- **Industrial Snowmobile Operator**
- **Bear Awareness**

### 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 20 minutes from medical aid. Successful completion of this WorkSafeBC certified course results in a certificate valid for two years. Evaluation is conducted by the instructor.

**Prerequisite:** Valid OFA Level 1 certificate.

**Note:** 100% attendance is mandatory. Any student more than 15 minutes late will not be admitted to class. NO refunds are given. Bring your OFA Level 1 Certificate and valid ID to class.

**CEFAID 707 7 hrs \$109**

HOU Sep 18	(Fr) 8:30-5pm
HAZ Oct 4	(Su) 8:30-5pm
SMI Oct 17	(Sa) 8:30-5pm
KIT Oct 18	(Su) 9-5pm
TER Oct 24	(Sa) 8:30-5pm
HAZ Nov 8	(Su) 8:30-5pm
HOU Nov 27	(Fr) 8:30-5pm
TER Dec 6	(Su) 8:30-5pm
HAZ Dec 6	(Su) 8:30-5pm

### Occupational First Aid (OFA) Level 2

OFA Level 2 is an intermediate first aid course for those whose worksite is less than 20 minutes from medical aid. The certification requires an examination – written, oral, and practical – conducted by a WorkSafeBC approved examiner following course completion. Course participants must score at least 70% on all portions of the exam in order to be issued a WorkSafeBC Level 2 certificate, valid for two years from the date of examination.

**Prerequisite:** A medical is required and participants must be 16 years of age.

**Note:** Register at least one week prior to start date. Students under 19 years of age who successfully complete the OFA Level 2 or Level 3 course will receive a “restricted” certificate. The holder of a restricted certificate must be in the company of a fully certified OFA Level 2 or 3 ticket holder to administer first aid.

**CEFAID 716 35 hrs \$499**

TER Oct 26-Nov 2 (Mo-Fr) 8:30-5:30pm

### Occupational First Aid (OFA) Level 3 Recertification

This course is for students who have already successfully obtained an OFA Level 3 Certificate and want recertification.

**CEFAID 708 35 hrs \$499**

TER Nov 2-Nov 10 (Mo-Fr) 8-5pm



### Occupational First Aid (OFA) Level 3

This course is based on first aid theory and practical skill development. OFA Level 3 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.

**Prerequisite:** A medical is required and participants must be 16 years of age.

**Note:** Course fee includes text, materials, and exam fee. Register at least one week prior to start date. Students under 19 years of age who successfully complete the OFA Level 2 or Level 3 course will receive a “restricted” certificate. The holder of a restricted certificate must be in the company of a fully certified OFA Level 2 or 3 ticket holder to administer first aid.

**CEFAID 709 77 hrs \$729**

HOU Sep 21-Oct 7 (Mo-Fr) 8-4:30pm  
TER Oct 26-Nov 10 (Mo-Fr) 8:30-5:30pm  
SMI Oct 30-Nov 15 (Mo-Fr) 8-4:30pm

### WHAT OUR STUDENTS SAY...

“Great class. Great teacher. Great learning experience.”

- OFA Level 3 student

**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 two-Rescuer CPR. AED (Automated External Defibrillation) content & certification is included. Successful participants receive certification valid for three years.

**CEFAID 703 6 hrs \$100**

RUP Sep 27	(Su) 9-4pm
SMI Oct 3	(Sa) 8:30-3:30pm
KIT Oct 3	(Sa) 9-4pm
SMI Oct 4	(Su) 8:30-3:30pm
TER Oct 17	(Sa) 9-4pm
HAZ Nov 14	(Sa) 9-4pm
TER Dec 12	(Sa) 9-4pm
HOU Dates TBA	

**H<sub>2</sub>S Alive**

The H<sub>2</sub>S Alive program prepares workers to recognize hydrogen sulphide hazards to save themselves, as well as perform basic rescue during an H<sub>2</sub>S incident. The course combines theory and practice with each student using detection equipment and breathing apparatus, and performing mouth-to-mouth resuscitation. Upon successful completion, each candidate will be issued an H<sub>2</sub>S Alive certificate from Enform.

**CEFAID 733 8 hrs \$250**

TER Sep 30	(We) 8:30-5:30pm
KIT Oct 24	(Sa) 8:30-5:30pm
TER Nov 4	(We) 8:30-5:30pm
TER Dec 16	(We) 8:30-5:30pm
HOU Dates TBA	



Canadian Red Cross

**Childcare Emergency First Aid & CPR**

The Canadian Red Cross Childcare Emergency First Aid & CPR course is an interactive class recommended for individuals who care for babies or children at home. The course covers skills needed to recognize, prevent and respond to cardiovascular emergencies for adults, children, and babies. Course topics include choking, airway and breathing emergencies, prevention of disease transmission and an introduction to AED (Automated External Defibrillation). Successful participants receive certification valid for three years.

**CEFAID 702 8 hrs \$119**

RUP Oct 3	(Sa) 8:30-5:30pm
HAZ Oct 17	(Sa) 8:30-5:30pm
KIT Oct 31	(Sa) 8:30-5:30pm
TER Nov 14	(Sa) 8:30-5:30pm

**Transportation of Dangerous Goods**

Comply with Transportation of Dangerous Goods regulations! This course is designed for people who handle and/or transport dangerous goods by land and rail. Successful participants receive a certificate from Danatec.

**CEFAID 714 5 hrs \$89**

SMI Oct 9	(Fr) 1-5pm
TER Oct 15	(Tu) 12:30-5:30pm
KIT Oct 23	(Fr) 9-3pm
TER Dec 2	(We) 9-3pm

**DOVETAIL LOG BUILDER COURSE**

NEW!

The dovetail joint is one of the oldest and strongest log corner joints, exhibiting far less shrinkage and settling than the saddle notch joint. It can be used in a variety of situations from sawn four sides timber to sawn two sides cants to natural round logs. Lateral joints can be chinked or scribe fit.

In this 13-week course, you do it all – jig cut tails on squared timber, centre line layout using templates on slabbed two sides cants and scribed dovetail on slabbed and natural round logs. You learn how to select log size, plan header and plate heights, how to saw slabbed logs properly on a sawmill and how to hew the flat surfaces using hand and power tools. The course demonstrates the use of different chinking materials, backer rods and gaskets for a leak free structure. To finish the building off, we lay out and cut a roof truss using lofting methods from a deck (French scribe). Nothing is left out as far as this method of log construction goes!

**Coming in April 2010. Call to express your interest!**

**Building Service Worker Level 1**

More and more employers require potential custodial employees to 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. A certificate is issued upon successful completion of the class.

**Prerequisite:** Grade 10 English and writing.

**CEPSTR 702 20 hrs \$299**

KIT Sep 25-Sep 27	(Fr) 6-10pm
	(Sa/Su) 8:30-5:30pm
TER Oct 2-Oct 4	(Fr) 6-10pm
	(Sa/Su) 8:30-5:30pm
RUP Oct 23-Oct 25	(Fr) 6-10pm
	(Sa/Su) 8:30-5:30pm
TER Nov 27-Nov 29	(Fr) 6-10pm
	(Sa/Su) 8:30-5:30pm

**Building Service Worker Level 2**

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

**Prerequisite:** Building Service Worker Level 1.

**CEPSTR 703 20 hrs \$299**

TER Oct 9-Oct 11	(Fr) 6-10pm
	(Sa/Su) 8:30-5:30pm
RUP Nov 6-Nov 8	(Fr) 6-10pm
	(Sa/Su) 8:30-5:30pm
TER Dec 4-Dec 6	(Fr) 6-10pm
	(Sa/Su) 8:30-5:30pm



## WORKSAFE TRAINING MODULES

Northwest Community College is a proud member of the WorkSafeBC Education Network. These WorkSafeBC 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 Occupational Health & Safety Program at the British Columbia Institute of Technology (BCIT).

**CEFAID 743 \$119 each**

### WorkSafe: Preventing Violence in the Workplace

TER Oct 22 (Th) 8:30-5:30pm  
RUP Dates TBA

### WorkSafe: Joint Occupational Health & Safety

TER Nov 26 (Th) 8:30-5:30pm  
RUP Dates TBA

### WorkSafe: Supervisor Safety Management

RUP Dates TBA



### Fall Protection

This course is designed for workers who require a thorough understanding of fall-from-height hazards and issues on the worksite. The course addresses human and legal requirements for fall protection; introduces the principles and proper procedures for several types of fall protection systems; teaches the proper selection, usage, limitations, maintenance and daily inspection of Personal Fall Arrest Systems through hands-on exercises; and uses anchorages, connectors, and full body harnesses. Upon successful completion, students are certified for three years.

**Note:** The course references WorkSafeBC and Canadian Standard Association fall protection equipment standard.

**CEFAID 726 8 hrs \$225**

KIT Oct 7 (We) 9-5:30pm  
HAZ Oct 9 (Fr) 8:30-5:30pm  
TER Nov 2 (Mo) 8:30-5:30pm  
SMI Dates TBA

### Rigging Safety

This one day, 8-hour course covers the basic aspects of safe rigging and lifting practices. The course also includes inspection of rigging equipment and safe operation of overhead cranes and other lifting devices.

**CEFAID 786 hrs \$TBA**

HOU Dates TBA

### Forklift Operator

This course is designed to meet the standards set out by WorkSafeBC and Labour Canada for Class 4 and 5 (Internal Combustion Engine Forklifts). Graduates will be registered with both agencies. Course content includes: safe operating procedures, current forklift operations regulations, pre-trip inspection, hands-on operations, safe handling of different fuel types, and the operator certification exam.

**Note:** In addition to class time, students book a two-hour practicum time with the instructor.

**CETTRAN 703 4 hrs + 2 hrs practicum \$279**

TER Oct 17-Oct 18 (Sa-Su) 8:30-5:30pm  
TER Nov 28-Nov 29 (Sa-Su) 8:30-5:30pm

### Airbrakes Endorsement

This course includes 22 hours of theory and practical instruction on airbrakes systems. Upon successful completion of a pre-trip inspection, students receive credit for the pre-trip (for 30 days) towards the Motor Vehicle Branch Air Endorsement Examination.

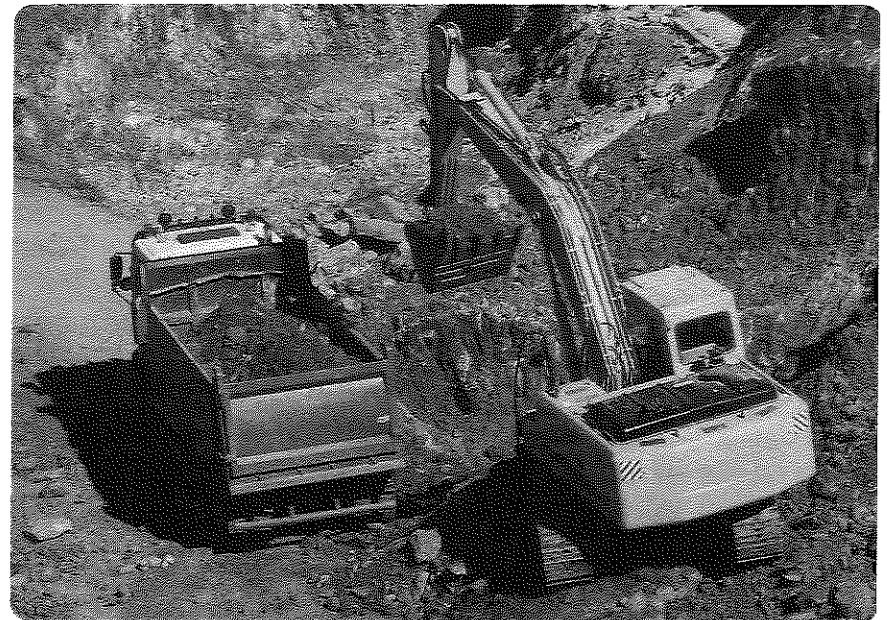
**Note:** CSA approved safety footwear is required for the practical instruction.

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

**CETTRAN 701 22 hrs \$249**

HAZ Oct 9-Oct 11 (Fr) 5-10pm  
(Sa/Su) 8-6pm  
TER Oct 13-Oct 17 (Tu-Fr) 6-9:30pm  
(Sa) 8-5pm  
TER Dec 1-Dec 5 (Tu-Fr) 6-9:30pm  
(Sa) 8-5pm

*This course is available in Smithers, Houston and Kitimat upon sufficient demand. Contact your local campus to register your interest.*



**WHMIS**

WHMIS (Workplace Hazardous Materials Information System) 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 upon completion of the course. The course fee includes course materials.

Employers must provide education and training in WHMIS which is administered by WorkSafe BC. Occupational Health and Safety Regulations state the WHMIS certificate should be renewed annually.

**CEFAID 744 4 hrs \$59**

SMI Oct 9	(Fr) 8:30-12:30pm
TER Oct 15	(Th) 8-12noon
RUP Oct 16	(Fr) 8:30-12:30pm
HAZ Oct 16	(Fr) 9-1pm
KIT Nov 14	(Sa) 9-1pm
TER Dec 3	(Th) 6-10pm

*This course is available through contract training at all NWCC campuses. Contact your local campus for more information.*

**Specialized Chainsaw Safety**

This is an introductory course that includes classroom instruction and practical experience. Personal protection, chainsaw handling and safe practices are covered. Also covered is regular chainsaw maintenance, troubleshooting and minor onsite repairs. **Note:** Students must bring their own chainsaw and safety gear, bucking pants, steel toe boots, hard hat with visor and earmuffs, gloves and long sleeve shirt.

**CEFAID 724 8 hrs \$199**

TER Dates TBA 8:30-5:30pm

**Traffic Control Flagging**

The Traffic Control Flagging course is required for those monitoring, controlling and directing traffic in and around maintenance and construction areas. This course provides in-depth coverage of the skills and information needed to become a qualified traffic control flag person. Successful completion of class participation and examination result in a British Columbia Safety Network Flagging certificate valid for three years. Students spend both scheduled days gaining practical experience with a qualified instructor or Master Trainer. Successful participants must pass a written exam and practical evaluation. Graduates earn proof of completion training documentation under the new program, and become part of a provincial database that documents trainers and Traffic Control Persons.

**Note:** Students are required to wear CSA approved steel-toed or composite-toed boots that are above the ankle. Participants are outside both days. Dress according to the weather.

**CETRAN 704 16 hrs \$259**

RUP Sep 17-Sep 18	(Th-Fr) 8:30-5:30pm
TER Sep 26-Sep 27	(Sa-Su) 8:30-5:30pm
KIT Oct 3-Oct 4	(Sa-Su) 8:30-5:30pm
HAZ Dates TBA	(Sa-Su) 8-5pm

*This course is available through contract training at all NWCC campuses. Contact your local campus for more information.*

**WHAT OUR STUDENTS SAY...**

"Educational & informative. Well laid-out. Thorough."

- Traffic Control Flagging student



**Canadian Home Builders' Association**

**NEW!**

**BRITISH COLUMBIA**

**"Building a Better BC"**

**REGISTERED HOUSING PROFESSIONAL (RHP) DESIGNATION**

Upgrade your skills with courses and training in residential construction! Northwest Community College and the Canadian Home Builders' Association of British Columbia (CHBA-BC) are partnering to offer the Registered Housing Professional (RHP) Designation Program. The designation has the following requirements:

- Successfully complete 6 mandatory courses (Financial Management, Construction Law, Project Management, Marketing & Sales, Built Green and BC Building Code) with a passing grade of 80%;
- Total of 5 years experience with 3 years practical "hands on" in the residential construction industry either in a vocational school environment or on-the-job training; and
- Be employed by a member of the Canadian Home Builders' Association

**Financial Assistance**

Funding for qualified participants is provided through the Canada-British Columbia Labour Market Agreement. You may qualify for financial assistance if you are:

- An unemployed individual who is not receiving Employment Insurance (EI);
- An employed individual who does not have a high school diploma or a recognized certification
- Additional bursaries to assist with child care expenses may also be available.

**Contact Information**

For complete registration details check out [elearning4u-chba.com](http://elearning4u-chba.com)

For course fees and more information contact:

**Email:** [support@chbabc.org](mailto:support@chbabc.org)

**Phone:** 1.800.933.6777

**Fax:** 1.604.432.9038

**See pages 42 to 43 for course information.**

## REQUIRED COURSES FOR RHP DESIGNATION:

### Financial and Business Management (RHP)

Most people in the residential construction industry are not trained professionally in accounting or finance; but given the uncertain nature of business and economic cycles combined with an increasingly rapid rate to technological change, monitoring the financial and staffing conditions of a business and making sound financial and staffing decisions has never been more important. This course addresses the role of a "money manager" and the need for continuous financial management and control. **Note:** The registration deadline for this course is Oct 6, 2009.

### CETRAD 746 7 hrs

RUP Nov 17 (Tu) 8:30-4:30pm  
TER Nov 18 (We) 8:30-4:30pm

### Project Management (RHP)

This course covers methods to get employees and sub-trades to work together to get the job done on time and on budget while meeting standards for quality and using new and innovative methods and materials. Techniques that will help in planning and scheduling of complex projects, get people working as a team and keeping projects on the path to successful completion are discussed. WHMIS and Residential Construction Waste are also discussed as well as the use of written contracts. **Note:** The registration deadline for this course is Nov 24, 2009.

### CETRAD 740 7 hrs

RUP Jan 5 (Tu) 8:30-4:30pm  
TER Jan 6 (We) 8:30-4:30pm

### Built Green™ BC Builder Training (RHP)

In today's market consumers are demanding healthier, environmentally appropriate housing. Meet this market demand and learn proven techniques of energy efficiency and environmentally sound housing construction. Get information on air-barrier systems, low-toxicity products, rain screen principles, advanced framing techniques and construction techniques that generate little waste. This course is compulsory to become a certified Built Green™ BC Builder and a licensed R-2000 Builder. **Note:** The registration deadline for this course is Jan 5, 2010.

### CETRAD 742 14 hrs

TER Feb 15-Feb 16 (Mo-Tu) 8:30-4:30pm  
RUP Mar 15-Mar 16 (Mo-Tu) 8:30-4:30pm

### Construction Law (RHP)

The Construction Law course provides answers to questions regarding contracts, risks you are and are not accepting, risk-minimizing clauses, issues that could lead to liability disputes, holdbacks and more. A more professional knowledge of the law as it relates to construction projects and building contracts and the creation of legal relationships is gained.

**Note:** The registration deadline for this course is Feb 5, 2010.

### CETRAD 745 7 hrs

RUP Mar 30 (Tu) 8:30-4:30pm  
TER Mar 31 (We) 8:30-4:30pm

### BC Building Code Part 9: An Intro (RHP)

This course teaches the importance of the BC Building Code, Part 9, and explains how it was developed. In addition to familiarizing students with the code book, this course teaches them how to mark it for easy reference. The online home study of 40-45 hours includes quizzes and assignments and constitutes 50% of the overall grade. **Note:** The registration deadline for this course is Mar 30, 2010.

### CETRAD 741 7 hrs

RUP May 11 (Tu) 8:30-4:30pm  
TER May 12 (We) 8:30-4:30pm

### Marketing and Sales (RHP)

This course covers the process involved in developing an effective sales and marketing strategy, from researching the market, to opportunities to building a home, to meeting the exacting needs of the target buyer. An effective sales and marketing strategy should result in the final sale of a home to a very satisfied customer who "sings the praises" of the builder/tradesperson/developer/realtor. **Note:** The registration deadline for this course is May 11, 2010.

### CETRAD 747 7 hrs

RUP Jun 22 (Tu) 8:30-4:30pm  
TER Jun 23 (We) 8:30-4:30pm

## RHP DESIGNATION COURSES OF INTEREST:

### Business Planning and Managing

This course focuses on how to develop a business blueprint (plan) recognizing that such a blueprint is as critical to building a business, as a blueprint is to building a house. This course combines financial, sales and marketing, and human resource information. **Note:** The registration deadline for this course is Aug 25, 2009.

### CETRAD 743 14 hrs

RUP Oct 5-Oct 6 (Mo-Tu) 8:30-4:30pm  
TER Oct 7-Oct 8 (We-Th) 8:30-4:30pm

### Certified Energy Advisor Training

This four-day workshop provides training in the use of the HOT2000 software which is used to model house plans within the Built Green™ BC and R-2000 programs. This workshop is for those who wish to become third-party advisors to builders building Built Green™ BC homes including certified R-2000 homes. **Note:** The registration deadline for this course is Jan 5, 2009.

### CETRAD 744 28 hrs

TER Feb 17-Feb 20 (We-Sa) 8:30-4:30pm  
RUP Mar 17-Mar 20 (We-Sa) 8:30-4:30pm

## MORE INFORMATION

Call 1.800.933.6777 or go to [elearning4u-chba.com](http://elearning4u-chba.com) for more information about the Canadian Home Builder's Association and Registered Housing Professional Designation.

## MOBILE TRAINING

### Mobile Safety Training Unit

Safety training delivered straight to you with our Mobile Safety Training Unit...

Save on expensive hotel fees, meals, and travel by having the NWCC Mobile Safety Training Unit come straight to you! This vehicle is fully equipped to bring Safety Training to your community...no matter how remote!

#### We can offer:

- Occupational First Aid Level 1
- Transportation Endorsement
- WHMIS
- Bear Awareness
- Transportation of Dangerous Goods
- And much, much more!

#### Call us today for a quote!



### Mobile Pre-Employment Heavy Equipment Operator Simulator Training

NEW!

This mobile unit can be brought to your community to train members on safety features and hand-eye coordination necessary to work as a Heavy Equipment Operator. Participants have the opportunity to try their hand on a Front End Wheel Loader, Excavator, and Off Highway Truck. All training takes place on realistic simulators utilizing HD laptops, steering wheels, shifters, and gas, break, and clutch pedals.

It's fun, it's safe, and it prepares participants with job ready skills. Included in the program are industry related certificates such as: Occupational First Aid Level 1, Transportation Endorsement, WHMIS, and Heavy Duty Equipment Safety & Awareness.

#### Why should employers and funders be interested in simulator training?

- Employee and vehicle safety
- Improved training results and reduced costs
- Reduced wear and tear on machinery

Dates TBA

160 hrs

Contact NWCC Smithers Campus today for a quote. See back cover of this calendar for contact information.

## ONLINE COURSES

ed2go | Learn More

### Ed2go Online Learning Centre

Through the online learning centre ed2go, Northwest Community College's Continuing Education & Industry Training department offers practical and highly effective online courses on a variety of topics. More than 1,500 top schools across the United States, Canada, and Australia use ed2go's ever-growing catalogue of courses to increase their student's learning opportunities.

Recently, ed2go merged with Gatlin Education Services (GES), the world's largest provider of asynchronous web-based training to colleges, universities and other educational providers worldwide.

This merger means Northwest Community College's Continuing Education & Industry Training department now offers an even bigger and better selection of web-based courses. It makes education simple for everyone to enrich their lives and reach their professional goals in a supportive and engaging environment.

Students take courses at their own pace and communicate with online instructors on their own time; they do not have to be online at the same time as other students in the course.

### Technical Requirements

All courses require Internet access, e-mail, Netscape Navigator, Microsoft Internet Explorer, Mozilla Firefox or Apple Safari. Some courses may have additional requirements.

### Getting Started

1. Go to [ed2go.com/nwcc](http://ed2go.com/nwcc)
2. Click on 'Orientation' and choose the course you are interested in.
3. Follow the instructions to enroll and pay for your course online. During the online orientation, you learn important information about your course. You are also provided an opportunity to choose the name and password you will use to access your course.
4. When your course starts, return to [ed2go.com/nwcc](http://ed2go.com/nwcc) and click the 'Classroom' link. To begin your studies, simply log in with the name and password you selected during orientation.

### Courses Schedule

A new section of every course in the NWCC ed2go catalogue begins the third Wednesday of every month. Each course runs for six weeks, with a two-week grace period.

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



# CROSS INDUSTRY TRAINING

Most of Northwest Community College's industry training courses are transferable among industries. Check out the charts on this page and the next to see which NWCC programs and courses are required or recommended for which industries.

## First Aid & Safety Certificates

	Exploration & Mining	Rupert / Klamath Container Port	Utilities / Powerlines	Residential Construction	Industrial Construction	Pipeline	Oil & Gas	Forestry	Fisheries	Tourism & Recreation
ATV Safety										
Bear Awareness										
Chainsaw Safety - Basic										
Chainsaw Safety - Enform										
Faller Certification										
Food Safe Level 1										
Food Safe Level 2										
Forklift Operator										
GPS, Map, Compass, Notetaking										
H2S Alive										
Helicopter Safety										
Propane Handling										
Red Cross Wilderness First Aid										
S-100 Fire Suppression										
Snowmobile Safety										
Spill Response - Coastal										
Spill Response - Interior										
Transportation of Dangerous Goods										
WHMIS										
WorkSafeBC OFA level 1										
WorkSafeBC OFA level 3										
WorkSafeBC Transportation Endorsement										

Grayed sections indicate courses which will enhance your employability

## Trades & Technical Skills & Certifications

	Exploration & Mining	Rupert / Klamath Container Port	Utilities / Powerlines	Residential Construction	Industrial Construction	Pipeline	Oil & Gas	Forestry	Fisheries	Tourism & Recreation
Camp Management										
Carpenter										
Cook										
Cook's Helper										
CUA - Certified Utility Arborist										
CUA Helper										
Drill Core Technician										
Electrician										
Environmental Monitor Assistant										
Heavy Duty / Commercial Transport Mechanic										
Heavy Equipment Operator										
Millwright										
Mining Exploration Field Assistant										
Plumber										
Prospector Basic Training										
Residential Building Maintenance Worker										
Surface Diamond Drillers Helper										
Welder										

Grayed sections indicate employment prospects in a variety of industry sectors

### ▶ DID YOU KNOW?

**NEW!**

Northwest Community College has a new Mobile Safety Training Unit. The vehicle is fully equipped to bring Safety Training to your community – no matter how remote. See page 44 for more info.



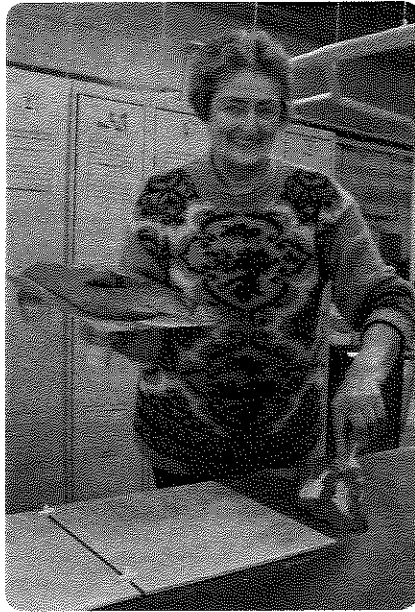
## UPCOMING PROGRAMS FOR SPRING 2010

### Wilderness Guiding and Wrangling

The Wilderness Guiding and Wrangling program is a hands-on intensive course designed and developed by the Guide Outfitters Association of British Columbia. The goal of the program is to prepare individuals for employment in the guide-outfitting industry. In recent years the employment rate of graduates has been virtually 100%.

This 30-day program takes place entirely at Wagontrail Ranch, near Smithers. Students stay in bunkhouses and food is provided in a cookhouse. Horseback riding is an essential component of the program.

**CEPSTR 722 30 days \$3,500**  
SMI May 3-June 1 (Mo-Su) Full-time



### Do-It-Yourself Women's Series

These workshops are for women who want to complete home improvement projects but need hands-on experience and knowledge to make that happen. Come alone or with a partner to these handy, informative and fun workshops.

- Plumbing Basics I & II
- Electrical Basics I & II
- Drywall Repair & Taping Basics
- Tiling Ceramic Floors
- Baseboards & Mouldings

*These courses will be offered in Terrace and Smithers. Call now to register your interest!*

### WHICH COURSES INTEREST YOU?

We want to know which courses interest you. Drop by or call the Continuing Education & Industry Training department at your local campus. See the back cover of this calendar for contact information.



### FALL 2009 CALENDAR ECO-AUDIT

Using recycled paper made with 40% post-consumer waste and bleached without the use of chlorine or chlorine compounds to produce this calendar resulted in measurable environmental savings:

- 10 trees
- 905 pounds of solid waste
- 996 gallons of water
- 1,299 kilowatt hours of electricity
- 1,645 pounds of greenhouse gases
- 7 pounds of HAPs, VOCs and AOX combined
- 2 cubic yards of landfill space

\*Sources: Paper Task Force and Office of the Federal Environmental Executive





## Campus Locations

### Hazelton

4815 Swannell Drive,  
P.O. Box 338  
Hazelton, BC V0J 1Y0  
Tel: 250.842.5291  
Fax: 250.842.5813

### Houston

3221 - 14th Street, West,  
P.O. Box 1277  
Houston, BC V0J 1Z0  
Tel: 250.845.7266  
Fax: 250.845.5629

### Kitimat

606 Mountainview Square  
Kitimat, BC V8C 2N2  
Tel: 250.632.4766  
Fax: 250.632.5069

### Masset

1730 Hodges,  
P.O. Box 559  
Masset, BC V0T 1M0  
Tel: 250.626.3670  
Fax: 250.626.3680

### Prince Rupert

353 Fifth Street  
Prince Rupert, BC V8J 3L6  
Tel: 250.624.6054  
Fax: 250.624.3923

### Queen Charlotte

138 Bay Street,  
P.O. Box 67  
Queen Charlotte, BC V0T 1S0  
Tel: 250.559.8222  
Fax: 250.559.8219

### Smithers

3966 2nd Avenue,  
P.O. Box 3606  
Smithers, BC V0J 2N0  
Tel: 250.847.4461  
Fax: 250.847.4568

### Terrace

5331 McConnell Avenue  
Terrace, BC V8G 4X2  
Tel: 250.635.6511  
Fax: 250.638.5432



## Contact Us

Call toll-free: 1.877.277.2288

E-mail: [CEIT@nwcc.bc.ca](mailto:CEIT@nwcc.bc.ca)

Web site: [ceit.nwcc.bc.ca](http://ceit.nwcc.bc.ca)

▶ CONTINUING  
EDUCATION &  
INDUSTRY TRAINING