



# ▶ CONTINUING EDUCATION & INDUSTRY TRAINING

## SPRING 2008



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“Leading the Northwest  
in quality training for a  
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# CONTINUING EDUCATION & INDUSTRY TRAINING



## Continuing Education & Industry Training **CONTRACT SERVICES**

### Effective staff training can bring out the best in your business!

The Continuing Education & Industry Training department has helped many businesses, government and social service agencies, First Nations bands, and volunteer organizations meet their training needs through private contract training.

When you make the decision to work with NWCC for specific training, you can expect:

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

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

- WorkSafeBC (Worksafe, WHMIS, First Aid)
- Transport Canada (Marine Training)
- TourismBC (SuperHost, Serving It Right)
- Ministry of Health (Foodsafe)

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

## Message from the DEAN

Welcome to our Spring/Summer 2008 Calendar. Whether you want to upgrade your skills so you can improve your career, or you want to ease back into school in a friendly environment, Continuing Education & Industry Training is the right place for you. Our students tell us they love the small classes, the quality of instruction, and the close knit community environment.

In addition to a broad range of courses and employment-focused certificate programs for individual students, we also deliver staff or contract group training in many different areas. This year, we are pleased to launch several new and timely courses: Core Technician, Microsoft User Specialist Certification, Northwest Coast Design for Adults, Problem Gambling, Simulated Electronic Navigation Ltd., and a whole series of culinary cooking experiences.

It's never too soon or too late to start learning!

*Margo Van der Touw,  
Dean, Continuing Education &  
Industry Training*



SPRING  
2008

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**INTRODUCTION TO FIRST NATIONS ART (FOR YOUTH)**

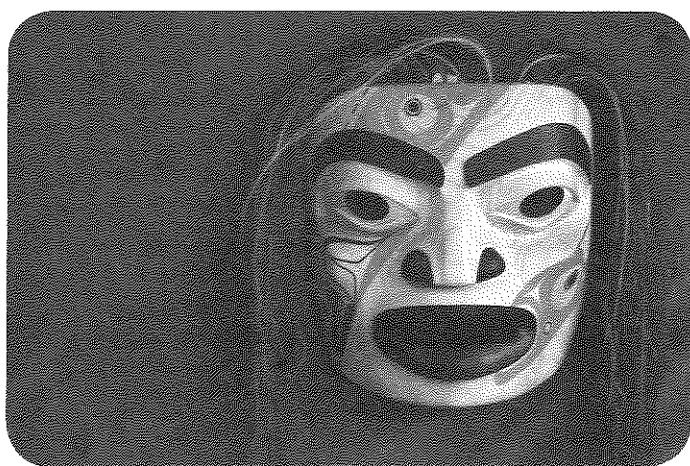
Are you, or is someone you know, a budding artist between the ages of 13 and 17? Northwest Community College is offering an exciting introductory course on First Nations Design for Youth. You will explore elements of First Nations' Design from the Terrace area. You will practice form lines, ovoids and the basis of First Nations two-dimensional design in this introductory class. You'll get hands-on experience with various pencil and paint assignments. You'll even get to create a design and use it to decorate your own mask – one you can keep!

**CEARTS 718** **\$200**  
 TER May 3-Jun 7 (Sa) 9:00-1:00pm

**INTRODUCTION TO NORTHWEST COAST DESIGN (ADULTS)**

Explore the unique artistic design of Northwest Coast First Nations artisans. Discover the basics of ovoids and lines of two dimensional drawing techniques passed down through the generations. Learn from the talented students of the Frieda Diesing School of Northwest Coast Art.

**CEARTS** \_\_\_\_\_ **\$250**  
 TER Feb 9-Mar 15 (Sa) 1:00-4:00pm



**CONVERSATIONAL SPANISH - LEVEL 1**

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

**CELANG 707** **\$139+gst**  
 KIT Jan 29-Apr 1 (Tu) 7:00-9:00pm

**BASIC QUILTING**

Learn basic quilting techniques and complete a project of your own. Please pick up a supply list at NWCC prior to the course. The tuition cost does not include supplies.

**CEGENI 805** **\$80+gst**  
 HOU Feb 18-Mar 10 (Mo) 10:00-1:00pm

**JEAN RAG QUILTING**

Make something beautiful with your old jeans. Learn how to make and complete your own throw sized Jean Rag Quilt. Please pick up a supply list at NWCC prior to the course. The tuition does not include supplies.

**CEGENI 806** **\$80+gst**  
 HOU Apr 8-Apr 29 (Tu) 6:30-9:30pm

**What our students say...**

"Very enjoyable, lots of variety, very worthwhile."  
 "Good instructor, good people, good fun."  
 "Enjoyable, interesting, useful, understandable; I want to learn more."

- Conversational Spanish



**MANDARIN - BEGINNER**

This course is for students with little or no previous experience of this language. You will learn to ask basic questions of those around you in Mandarin, as well as share information about yourself in this language. Basics like describing and ordering food in restaurants, asking for directions when travelling, shopping and paying, telephone basics, and how to fill in forms for employment or travel. In this introductory course you will begin to understand the complex language structure of Mandarin, focussing primarily in the present tense.

**CELANG 709** **\$139+gst**  
 TER dates TBA 7:00-9:30pm  
 RUP Mar 4-Mar 20 (Tu/Th) 7:00-9:30pm  
 SMI Fall/08 7:00-9:30pm

**EXPLORING CHINESE CULTURE**

China is an expanding global force, with a rapidly growing economy and the largest population in the world. This course is for those who want to learn more about the Chinese culture for professional, business or personal reasons. Students will study issues around Chinese history as well as current events; focusing on political structures, geography and regional characteristics, traditional values, education system, art appreciation and business environment. This one-day course is an excellent supplement to those taking a Chinese language course.

**CEGENI 803** **\$100+gst**  
 TER Dates TBA (Sa) 9:00-5:00pm  
 RUP Apr 29-May 1 (Tu/Th) 6:00-9:30pm

**Give the gift of learning...**

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

For more information contact your local campus or call toll-free to 1.877.277.2288

*It will be the best present you ever give!*

**TOURISM MANDARIN**

This course covers specific language needed for those who work in the BC tourism industry or for those planning to travel or work in China. While providing a foundation in the Mandarin language and contemporary Chinese culture, this course will help students understand the needs of Chinese tourists visiting our province. Basic language structures will be covered. Cultural discussions will be in English.

**CELANG 710** **\$139+gst**  
 TER dates TBA 7:00-9:30pm  
 RUP Apr 8-Apr 24 (Tu/Th) 7:00-9:30pm

**BUSINESS MANDARIN**

This course is designed for those students who need to know vocabulary and the etiquette of business practices in China. Business vocabulary and facets of Chinese culture relating to business will be covered.

**CELANG 711** **\$139+gst**  
 TER Dates TBA 7:00-9:30pm  
 RUP May 6-May 22 (Tu/Th) 7:00-9:30pm





JUSTICE INSTITUTE  
of BRITISH COLUMBIA

### Conflict Resolution Certificate Program

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

An ability to negotiate and to resolve conflicts effectively has become a modern-day survival skill in our professional and personal settings. Most employers consider conflict resolution skills to be a key component of leadership. This specialization provides an excellent opportunity to explore the broad field of conflict resolution, with an emphasis on negotiation skills. It will equip you with concepts and skills to improve your personal and working relationships by learning how to handle conflict more constructively.

Visit the JIBC website at <http://www.jibc.bc.ca/> for more detailed information.

Please note: Registration for these JIBC credit courses will be done through the Northwest Community College.

#### What our students say...

"It was a course I would recommend to anyone - it was fantastic!"

- Resolving Conflict in the Workplace

### RESOLVING CONFLICT IN THE WORKPLACE (CR110B)

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

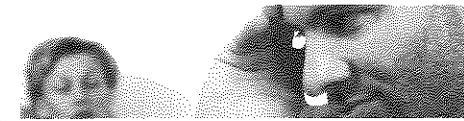
**Prerequisite:** None, but this course is a prerequisite for many other courses.

<b>CEBSNS 738</b>		<b>\$575</b>
SMI	Feb 27-Feb 29 (We/Th/Fr)	8:30-4:30pm
RUP	May 13-May 15 (Tu/We/Th)	8:30-4:30pm

### CONFLICT ON THE FRONT LINE: LEADERS AS CONFLICT RESOLVERS (CR128)

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

<b>CEBSNS 773</b>		<b>\$575</b>
SMI	Jun 4-Jun 6 (We/Th/Fri)	8:30-4:30pm



### NEGOTIATION SKILLS LEVEL 1 (CR260)

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

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

**Prerequisite:** CR110B

<b>CEBSNS 737</b>		<b>\$575</b>
SMI	Mar 10-Mar 12 (Mo/Tu/We)	8:30-4:30pm
TER	Apr 2-Apr 4 (We/Th/Fr)	8:30-4:30pm

### BUILDING YOUR COMMUNICATION TOOLBOX (CR102)

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

<b>CEBSNS 736</b>		<b>\$475</b>
KIT	Jun 24-Jun 25 (Tu/We)	8:30-4:30pm

### RESOLVING CONFLICT IN GROUPS: LEVEL 1 (CR504)

Conflict in a team situation is challenging and team members need strategies for positive resolutions. As an effective team member, you need to identify the dynamics at play in the team and learn and practice strategies for intervening to move the group towards resolution. Through role-play, case analysis and discussion, you will build your understanding of group role functions and problematic behaviours that interfere with the function of the team. You will practice a collaborative conflict resolution process.

<b>CEBSNS 778</b>		<b>\$475</b>
SMI	Apr 22-Apr 23 (Tu/We)	8:30-4:30pm

#### The experts say...

"Practicing personal courage is necessary if you want to really resolve conflicts at work. It is much easier and much safer to ignore the necessary conflict and play ostrich. Unfortunately, unresolved conflict tends to escalate. It never really disappears because it simmers just below the surface. Think of water that is coming to a boil. It bubbles up in the pot sporadically and then finally reaches the boiling temperature. At that point, a full blown rolling, constant boiling is seen on the surface of the water."

Conflict behaves similarly. The water may seem calm, but every once in a while, usually at the worst possible times, the conflict bubbles up to the surface once again. Unresolved conflict does not go away; unresolved conflict can turn into a full boil at any time."

- <http://humanresources.about.com>





**Management Skills For Supervisors**

Today's changing work environment requires that supervisors produce tangible results with less resources and support. Management Skills for Supervisors is a three-part program that will give participants the skills and tools required to be an effective supervisor. This three part management training series includes hands on training that is immediately useful on the job, eighty-four hours of up-to-date reference materials, and content that includes scenarios specific to the challenges of Northern B.C. Participants will develop excellent human relation skills, including interpersonal communication, conflict resolution and team-building skills, and administrative skills. This is valuable training for all levels of business, government, industry, First Nation's or non-profit organizations. By preparing yourself to be an effective supervisor, you will also prepare your team to excel in today's business world. The sections are best taken in succession; however each can be taken independent of each other. Participants who complete all three parts of the program will receive a certificate from Northwest Community College.

**INTERPERSONAL SKILLS (PT. 1)**

Learn how to give and receive effective feedback that will help resolve even the most difficult situations and how to set a supportive communication climate for one-to-one problem solving with a fellow employee, colleague, or boss. This section of training focuses on: respecting individual differences, identifying and preventing win/lose situations before they begin, listening with sensitivity, clear communication, influencing and persuading others, and moving from conflict resolution to cooperation.

**CEBSNS 705** **\$575**  
*TER* *May 6-May 9 (Tu-Fr)* *8:30-4:30pm*

**GROUP DECISION MAKING (PT. 2)**

Participants will identify and understand their style of decision making and what effect this has on others. Leading leadership styles will be discussed to determine which is best for any situation, individual, or work group. Learn about motivation, and how to apply this to build strong work teams. Specific topics include addressing problem behaviours, facilitating meetings, understanding and managing change, as well as facilitating a problem-solving session.

**CEBSNS 706** **\$575**  
*TER* *May 27-May 30 (Tu-Fr)* *8:30-4:30pm*

**ADMINISTRATIVE SKILLS AND PERSONAL DEVELOPMENT (PT. 3)**

Learn how to find, hire, retain and evaluate staff on a long-term basis. Understand employee performance management methods from selecting and orienting staff, defining responsibilities and goals, conducting performance reviews, training techniques, delegating, coaching, and addressing performance issues. Participants will learn how to manage themselves under pressure, as well as how to self-develop. Enhance your writing, improve your time and stress management, and develop your presentation skills.

**CEBSNS 707** **\$575**  
*TER* *Jun 17-Jun 20 (Tu-Fr)* *8:30-4:30pm*



**DEVELOPING STRONG PRESENTATION SKILLS**

Business communications rely on effective presentation skills. If you need to update your presentation methods, this workshop will help. Participants will examine their speaking style, learn how to engage the audience, and practice using PowerPoint presentations. Participant's final presentation will be recorded for feedback.

**CEBSNS 776** **\$250**  
*TER* *Mar 27-Apr 17 (Th)* *6:30-10:30pm*

**READING FINANCIAL REPORTS**

Financial reports hold a wealth of information about a business. This workshop will introduce participants to the fundamentals of financial reports, generate an understanding of the three types of financial reports – Balance Sheet, Income Statement, and Cash Flow – and introduce methods for analyzing the information. Participants will apply their knowledge to a case study in the final class.

**CEBSNS 775** **\$285**  
*TER* *Mar 4-Mar 25 (We)* *6:30-10:00pm*

**MOVING UP TO SUPERVISION**

Have you recently applied for or been promoted into a supervisory position – or plan to? Becoming a new supervisor demands new skills as well as new roles and changing relationships. Assess your leadership style, develop strategies to adapt to different workplace situations, and build essential skills for communication, delegation, and the motivation of others.

**CEBSNS 780** **\$120**  
*TER* *Apr 21-Apr 23 (Mo/We)* *6:30-9:30pm*

**INTRO TO ACCOUNTING**

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

**CEBSNS 735** **\$100**  
*TER* *Jan 15-Jan 17 (Tu/Th)* *6:30-9:30pm*

**TELEPHONE COURTESY AND CUSTOMER SERVICE**

Most customer service in a typical organization is provided over the telephone. Telephone interaction is important to business, and effective telephone customer service builds capacity. Topics include: voice assessment, effective listening, managing changing technology, and managing different caller behaviours.

**CEBSNS 785** **\$100**  
*TER* *Mar 1 (Sa)* *9:00-4:00pm*

**STRATEGIC PLANNING**

Strategic planning prepares organizations to anticipate rather than react to change. In this 12 hour class participants will learn how to formulate and communicate a strategic plan, from identifying issues and choices the process will address, to articulating your mission and vision, to reviewing your internal strengths and weaknesses as well as external opportunities and threats to develop an understanding of critical issues. From this initial review, participants will organize the information, and learn which actions to take to develop a strategic thought process to apply to your organization.

**CEBSNS 786** **\$245**  
*TER* *Feb 22-Feb 29 (Fr)* *9:00-4:00pm*

**MEDICAL TERMINOLOGY**

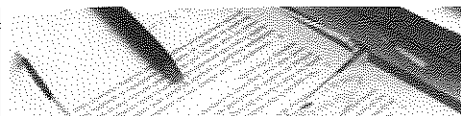
This 45 hour course is a fundamental preparation for many positions in the medical field. An intensive course designed to assist you in developing the skills to understand medical terminology through the use of common medical prefixes, suffixes, word roots, and combining forms as well as exploring human body systems.

**Prerequisites:** Grade 10 English and Writing.

**NOTE:** The textbook "Medical Terminology: A Living Language", 3rd Edition, to be purchased by student.

**CEBSNS 712** **\$425**  
*RUP* *Feb 26-Apr 24 (Tu/Th)* *6:00-9:00pm*





**ADMINISTRATIVE ASSISTANT FUNDAMENTALS**

Rapid growth in the health, legal services, data processing, management, public relations, and other industries have created many new job opportunities for administrative assistants. This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You'll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine. This course may help you prepare for the internationally recognized Certified Professional Secretary (CPS) and Certified Administrative Professional (CAP) exams offered by the International Association of Administrative Professionals.

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

**GRANT PROPOSAL WRITING**

This 7-hour workshop is for anyone who wants to learn how to run the gauntlet of proposal writing and succeed! The steps covered in this workshop will assist those involved with business, government, education or the non-profit sector to achieve their granting and project goals. Key topics include: the proposal writing process; key issues and challenges to be aware of; gathering background information; creating a compelling case; and preparing a budget. Emphasis will be on providing an enjoyable, hands-on experience.

**CEBSNS 703** **\$79**  
 RUP Mar 3-Mar 5 (Tu/Th) 6:00-9:30pm

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

**BUILDING TEAMS THAT WORK**

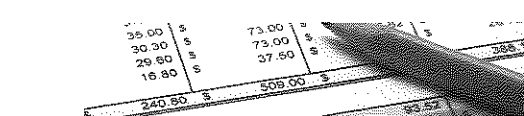
Teams are becoming a staple in today's workplace. In this course, you'll learn the components of a successful team and the stages of its development. You'll master the skills you'll need to effectively manage projects, make decisions, and solve problems in a team setting. Plus, you'll have a chance to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

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

**What our students say...**

*"Although I've been an Adm Asst for over 5 years, this course was very stimulating for me. I learned so much; I like the detailed information. I feel very good about taking this course."*

- Administrative Assistant Fundamentals



**SIMPLY ACCOUNTING LEVEL 1**

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

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

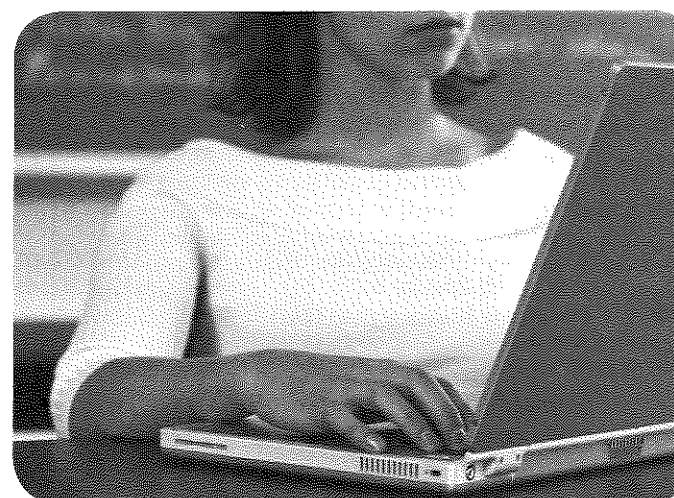
**CECOMP 711** **\$199**  
 TER Feb 5-Feb 19 (Tu/Th) 6:00-9:00pm  
 RUP Apr 29-May 13 (Tu/Th) 6:00-9:00pm

**SIMPLY ACCOUNTING LEVEL 2**

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

**Prerequisite:** Simply Accn't Level 1.

**CECOMP 712** **\$199**  
 TER Feb 26-Mar 11 (Tu/Th) 6:00-9:00pm



Register Now! Call 1.877.277.2288

**COMPUTER CAMP FOR SENIORS**

This week long course includes A First Look at Computers, Internet/Email, Word Level 1 Express, and Digital Cameras.

**CECOMP 718** **\$239\***  
 TER May 5-May 9 (Mo-Fr) 8:30-12:30pm  
 RUP May 5-May 9 (Mo-Fr) 8:30-12:30pm

\*Seniors over 65 qualify for tuition reduction.

**EXCEL LEVEL 1**

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

**CECOMP 722** **\$169**  
 SMI Feb 19-Feb 28 (Tu/Th) 6:30-9:30pm  
 QC Feb 25-Mar 5 (Mo/We) 6:30-9:30pm  
 RUP Apr 21-Apr 30 (Mo/We) 6:30-9:30pm

**EXCEL LEVEL 2**

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

**Prerequisite:** Excel Level 1 or equivalent.

**CECOMP 723** **\$169**  
 RUP Jan 21-Jan 30 (Mo/We) 6:30-9:30pm  
 KIT Feb 5-Feb 14 (Tu/Th) 6:30-9:30pm  
 QC Feb 25-Mar 5 (Mo/We) 7:00-10:00pm  
 HOU Mar 4-Mar 25 (Tu) 6:30-9:30pm  
 RUP May 7-May 21 (Mo/We) 6:30-9:30pm



## INTERNET/EMAIL

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

**Prerequisite:** Intro to Windows.

<b>CECOMP 728</b>	<b>\$100</b>
TER Feb 11-Feb 13 (Mo/We)	6:30-9:30pm

## POWERPOINT LEVEL 1

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

**Prerequisite:** Intro to Windows. NOTE: Word Level I highly recommended.

<b>CECOMP 739</b>	<b>\$169</b>
RUP Apr 15-Apr 24 (Tu/Th)	6:00-9:00pm

## PUBLISHER LEVEL 1

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

**Prerequisite:** Intro to Windows.

<b>CECOMP 741</b>	<b>\$169</b>
HOU Feb 22-Mar 14 (Fr)	8:45-11:45am

## Get a jump start...

Manuals can be picked up before class for those wanting to do pre-reading.

## INTRODUCTION TO WINDOWS

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

<b>CECOMP 745</b>	<b>\$169</b>
TER Jan 14-Jan 23 (Mo/We)	6:00-9:00pm
RUP Feb 25-Mar 5 (Mo/We)	6:30-9:30pm
TER Mar 25-Apr 3 (Tu/Th)	6:00-9:00pm

## WORD LEVEL 1

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

**Prerequisite:** Intro to Windows.

<b>CECOMP 749</b>	<b>\$169</b>
HOU Feb 5-Feb 14 (Tu/Th)	6:30-9:30pm
QC Feb 11-Feb 20 (Mo/We)	6:30-9:30pm
RUP Mar 10-Mar 19 (Mo/We)	6:30-9:30pm

## WORD LEVEL 2

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

**Prerequisite:** Word Level 1.

<b>CECOMP 750</b>	<b>\$169</b>
QC Feb 11-Feb 20 (Mo/We)	7:00-10:00pm
KIT Feb 26-Mar 6 (Tu/Th)	6:30-9:30pm
RUP Mar 31-Apr 9 (Mo/We)	6:30-9:30pm

## INTERNET SAFETY

Learn safe techniques for you and your family to use the World Wide Web or Email. From safe downloading, to tracking an IP address, filtering software, chat room safety, and more.

**Prerequisite:** Intro to Windows.

<b>CECOMP 770</b>	<b>\$40</b>
TER Feb 2 (Sa)	9:00-noon
RUP Apr 26 (Sa)	9:00-noon

## Did you know?

- \* There are more than 1,000,000,000 Internet users worldwide;
- \* Approximately 80 percent of children in grades 5 through 12, are online for at least 1 hour per week;
- \* Approximately 41 percent of students in grades 5 through 12 don't tell their parents what they do online;
- \* Approximately 24 percent of students in grades 5 through 12 have hidden their online activities from their parents;
- \* 61 percent of students admit to using the Internet unsafely or inappropriately;
- \* 20 percent of middle school and high school students have actually met face-to-face with someone they first met online;
- \* 23 percent of students know someone who has been bullied on the Internet;
- \* 56 percent of parents feel that online bullying of children is an issue that needs to be addressed;
- \* 61 percent of parents want to be more personally involved with Internet safety.

We remind our children to use extra safety precautions when out in the sun, when using the pool, or driving their cars. As our children enjoy their summer vacation at home, they may spend even more time in front of the computer or on the Internet. We, as parents, must remind them about the potential risks and dangers they may face online.

By working together, by communicating with one another, and by bringing much needed attention to this very important issue, our children can have a safer online experience.

- International Safety Month article

## A FIRST LOOK AT COMPUTERS

Designed to introduce the new user to the basics of working with a computer. Participants will learn the components of a PC, working with storage systems, and be introduced to Windows. This class will benefit people who have limited experience before taking a full application program course.

<b>CECOMP 767</b>	<b>\$100</b>
TER Jan 19 (Sa)	9:00-4:00pm
TER Mar 18-Mar 20 (Tu/Th)	6:00-9:00pm

## FIRST AID FOR COMPUTERS

Learn how to make your computer feel better! Learn about viruses and how they can affect files, how to minimize the chances of receiving one, and what to do if you have a virus. Clear up cookies and temp files to free up memory; defragging to increase speed, and learn proper back up techniques.

**Prerequisite:** Intro to Windows.

<b>CECOMP 800</b>	<b>\$100</b>
KIT Mar 25-Apr 1 (Tu/Th)	10:00-12noon

## WORKING WITH DIGITAL PICTURES

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

**Prerequisite:** Intro to Windows.

<b>CECOMP 801</b>	<b>\$100</b>
HOU Jan 22-Jan 24 (Tu/Th)	6:30-9:30pm
SMI Jan 29-Jan 31 (Tu/Th)	6:30-9:30pm
TER Feb 9 (Sa)	9:00-4:00pm



### Microsoft Office Specialist Program

The Microsoft Office Specialist program is the only comprehensive, performance-based certification program approved by Microsoft to validate desktop computer skills using the Microsoft Office programs.

This program provides computer program literacy, measures proficiency, and identifies opportunities for skills enhancement. Successful candidates receive an Office Specialist certificate that sets them apart from their peers in the competitive job market. The certificate is a valuable credential recognized worldwide as proof that an individual has the desktop computing skills needed to work more productively and efficiently.

Become a Microsoft Specialist	
in the following applications:	
Word	33 hours + successful completion of MOS Word Specialist Exam
Excel	33 hours + successful completion of MOS Excel Specialist Exam
Powerpoint	21 hours + successful completion of MOS Powerpoint Specialist
Access	21 hours + successful completion of MOS Access Specialist
Outlook	21 hours + successful completion of MOS Outlook Specialist
Become a Microsoft Office EXPERT in the following applications:	
Word	33 hours + successful completion of MOS Word Expert Exam
Excel	33 hours + successful completion of MOS Word Expert Exam

Become a Microsoft Office Master		
Successfully complete all THREE of these exams:		
1. MOS Word Expert	2. MOS Excel Expert	3. MOS Powerpoint Specialist
Plus one of the following:		
MOS Outlook Specialist	Or	MOS Access Specialist

You can always challenge the exam if you feel your knowledge meets or exceeds the requirements for the exams. Check out the Microsoft Office website <http://www.microsoft.com/learning/mcp/officespecialist>

### MS WORD SPECIALIST

This course will introduce you to the basic commands, functions and capabilities of Microsoft Office Word 2003. It is designed for computer users who are new to word processing and will prepare the learner to take the Microsoft Office Specialist Exam. You will learn to start and run Microsoft Office word, move within documents, change views, apply formatting to text and paragraphs, set and adjust tabular columns, set margins, add automatic page numbering, create numbered and bulleted lists, use Find and Replace, create envelopes and labels, add borders to texts and paragraphs.

**Prerequisite:** Intro to Windows or equivalent experience working in Windows environment.

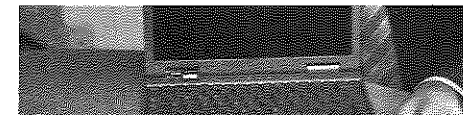
**CECOMP \_\_\_\_\_ \$375**  
 TER Jan 24-Feb 28 (Tu/Th) 6:00-9:00pm

### MS WORD EXPERT

This course will introduce you to the advanced features of Word and will examine features that make working with long documents simpler, and to provide tools for increasing productivity while enhancing document design. You will learn to work with document backgrounds, themes and graphics, mail merge, customize word toolbars, buttons, menus and shortcut keys, macros, templates and forms, lists, tables, linking and embedding worksheets, sharing and protecting documents, digital signatures, publishing large documents, styles, master documents, references, indexing and web elements. At the end of this course, the learner should be prepared to take the Microsoft Office Word - Expert exam.

**Prerequisite:** Intro to Windows, Microsoft Word Specialist and/or equivalent experience.

**CECOMP 820 \$375**  
 TER Mar 4-Apr 8 (Tu/Th) 6:00-9:00pm



### MS POWERPOINT SPECIALIST

This course will introduce learners to the basic commands, functions and capabilities of Microsoft Office PowerPoint 2003 and will prepare learners to take the Microsoft Office Specialist Exam.

**CECOMP \_\_\_\_\_ \$275**  
 TER Apr 10-May 6 (Tu/Th) 6:00-9:00pm

### MS ACCESS SPECIALIST

This course will introduce learners to the basic commands, functions and capabilities of Microsoft Office Access 2003 and will prepare learners to take the Microsoft Office Specialist Exam.

**Prerequisite:** Intro to Windows, Microsoft Word Specialist and/or equivalent experience.

**CECOMP 818 \$275**  
 TER May 8-29 (Tu/Th) 6:00-9:00pm

### MS EXCEL SPECIALIST

This course will introduce learners to the basic commands, functions and capabilities of Microsoft Office Excel 2003 and will prepare learners to take the Microsoft Office Specialist Exam for Excel.

**Prerequisite:** Intro to Windows or equivalent experience working in Windows environment.

**CECOMP \_\_\_\_\_ \$375**  
 TER Jan 23-Feb 27 (Mo/We) 6:00-9:00pm



### MS EXCEL EXPERT

This course will introduce learners to the advanced features of Microsoft Excel 2003, reviewing intermediate subject areas and then moving on to more advanced topics. This course will prepare the student to take the Microsoft Office Specialist, Microsoft Excel Expert exam.

**Prerequisite:** Intro to Windows, Microsoft Excel Specialist and/or equivalent experience.

**CECOMP 819 \$375**  
 TER Mar 3-Apr 7 (Mo/We) 6:00-9:00pm

### MS OUTLOOK SPECIALIST

This course will introduce learners to the basic commands, functions and capabilities of Microsoft Office PowerPoint 2003 and will prepare learners to take the Microsoft Office Specialist Exam.

**Prerequisite:** Intro to Windows, Microsoft Word Specialist and/or equivalent experience.

**CECOMP 817 \$275**  
 TER Apr 15-Jun 2 (Mo) 6:00-9:00pm

#### What experts say...

"Reasons for Microsoft MOS certification include career advancement, personal improvement, skills enhancement, and higher salaries. MOS-certified individuals report increased competence and productivity with Microsoft Office programs as well as increased credibility with their employers, co-workers and clients. MOS certification sets you apart in today's competitive job market, bringing employment opportunities, greater earning potential and career advancement, in addition to increased job satisfaction."

- www.trainingcamp.com



## INTERMEDIATE PHOTOSHOP CS2

Learn the secrets of professional image editing from a 2006 nominee to the Photoshop Hall of Fame. If you already understand the basics of the Photoshop toolset, this course will help you explore new and better techniques you can use to create images, edit photos, and combine existing images in amazing ways. You'll also increase your productivity by learning how to make non-destructive changes to your images without rebuilding or redoing any work.

**CECOMP 810** **\$119**  
www.ed2go.com/nwcc

## INTRO TO MAC COMPUTING

Have you recently bought a Mac and want to learn more about how it works? Recently switched from Windows? Bring your new computer, keyboard & mouse into our lab (& push the PC aside!) for this introductory 12 hour course (offered over 4 nights). It will cover tips & tricks for your operating system, software updates, backing up files, personalizing your dock, keyboard, "mighty mouse" and screen. An overview of iPhoto, iTunes and other included Apple applications will let you discover how much there is to Mac computing!

**CECOMP 814** **\$169**  
SMI Jan 15-Jan 24 (Tu/Th) 6:30-9:30pm  
HOU dates TBA 6:30-9:30pm

## 101 TIPS AND TRICKS FOR iMAC AND iBOOK

Use your Macintosh more efficiently and increase your productivity by learning dozens of tips, tricks, and shortcuts involving the Operating System, Keyboard, Desktop Navigation, the Internet, Editing Text, Fonts, Special characters, Maintenance, Viruses, Keyboards, Monitors, Disks, Sound, and more.

**CECOMP 810** **\$119**  
www.ed2go.com/nwcc

## INTRO TO WINDOWS VISTA

Windows Vista is a radical departure from the Windows of yesteryear. Whether you're a beginner or an experienced Windows user, you won't want to miss out on everything this powerful new version has to offer. In this course, specifically designed for beginners and casual users, you'll learn to use Vista's best and most important features.

**CECOMP 810** **\$119**  
www.ed2go.com/nwcc

## CREATING WEB PAGES

Learn how to design, create, and post your very own site on the Internet's World Wide Web. Discover low-cost marketing techniques and search engine strategies.

**CECOMP 810** **\$119**  
www.ed2go.com/nwcc

## CREATING WEB PAGES II

Are you using HTML to its fullest potential? In this hands-on course, you'll become adept at using color, tables, and frames to give your Web pages a more polished and professional look, improved navigation, and more organization. Beef up the fun factor with audio and interactive forms, and learn how to save hours of time and effort with Cascading Style Sheets.

**CECOMP 810** **\$119**  
www.ed2go.com/nwcc

## What our students say..

*"The instructor was superb. Lessons were written just as if he was speaking in a classroom. Responses to my questions were timely and on point. Content was excellent. I really enjoyed this class and have already recommended it to another person. This was my first on-line course and I enjoyed the flexibility of going to the classroom at my convenience. Thanks to the instructor for an excellent experience."*

- Creating Web Pages

Please wear comfortable shoes and kitchen appropriate clothing for these courses.

## MEXICAN CULINARY EXPERIENCE

Explore the cuisine of Mexico with a professionally trained Chef! Not just your run of the mill tacos - this course will delve into the unique flavours and cooking styles of Mexico. At the end of the day you'll sit down with your cooking peers and savour the flavours of your hard day's labour.

**CECLAR** \_\_\_\_\_ **\$79+gst**  
TER Jan 26 (Sa) 9:00-5:00pm

## WINE &amp; FOOD PAIRING

Learn to artfully coordinate wine with your dinners. Red with Chicken? White with Chicken? After this course you'll know some of the sommelier's secrets in wine selection, preparation and service. When pairing food and wine, the goal is synergy and balance; wine shouldn't overpower your food, nor should the food overpower the wine.

**CECLAR** \_\_\_\_\_ **\$79+gst**  
TER Feb 2 (Sa) 9:00-5:00pm

## SWEETHEART CHOCOLATE

Chocolate is the flavour of love. This Valentines Day surprise your loved one with a sweet treat you have made yourself - or treat them to a class at which they create the perfect treat for you! Learn a basic history of chocolate and the special techniques in creating chocolate confections that tantalize the tastebuds.

**CECLAR** \_\_\_\_\_ **\$125/couple**  
TER Feb 9 (Sa) 9:00-5:00pm

## QUICK BREADS, MUFFINS &amp; COOKIES

Quick and delicious-cookies mean instant gratification. Use basic dough recipes to create fun, scrumptious and attractive quick breads, muffins and cookies! Go home with treats for family and friends and recipes you and your family will treasure for a lifetime.

**CECLAR** \_\_\_\_\_ **\$79+gst**  
TER Mar 8 (Sa) 9:00-5:00pm

## JAPANESE CULINARY EXPERIENCE

Ever wonder how those mouth-watering traditional Japanese dishes are prepared? Explore the Cuisine of Japan. This class will provide a combination of demonstration and limited hands-on activities. This class focuses on appreciating Japanese culture through easy Japanese cooking.

**CECLAR** \_\_\_\_\_ **\$79+gst**  
TER Apr 5 (Sa) 9:00-5:00pm

## GREEK CULINARY EXPERIENCE

Discover the flavours of Greece with a talented, professionally trained Chef. This is a hands-on experience as complete menus or theme menus are prepared and then enjoyed by the class as a family meal. The atmosphere is friendly and hospitable in the Greek fashion with music and other entertainment to accompany you as you cook. Learn some of Greece's best known dishes as well as some of their better kept secrets.

**CECLAR** \_\_\_\_\_ **\$79+gst**  
TER May 3 (Sa) 9:00-5:00pm

## CHINESE CULINARY EXPERIENCE

Explore the culinary arts - China style. Ever wondered how those popular and mouth-watering Chinese dishes were made? Come to our irresistible class and you will learn hands-on all the trade secrets needed to make tons of beautiful and delicious Chinese foods from different regions of China.

**CECLAR** \_\_\_\_\_ **\$79+gst**  
TER Jun 7 (Sa) 9:00-5:00pm

## THAI CULINARY EXPERIENCE

Explore the "Spirit" of Thai cooking and learn to prepare authentic tasting Thai food. Rather than learning to blindly follow recipes, you will learn to cook with all your senses. The main ingredients in Thai cooking are introduced along with the concept of balancing the five flavor groups to get exactly the taste you desire.

**CECLAR** \_\_\_\_\_ **\$79+gst**  
TER Jul 5 (Sa) 9:00-5:00pm





### DIGITAL IN A SNAP - FIGURING OUT YOUR DIGITAL CAMERA

Lift the aura of mystery that is hanging over your new (or not so new) digital camera. In four sessions, this hands-on class explains the basic features, controls and settings on your camera, and shows you how to navigate the different menus and transfer images to your computer. You will soon be e-mailing pictures to your family and friends. Bring your camera, manual, blank memory card, fresh batteries and camera cords.

**CEELDR 703** **\$30+gst**  
SMI Jan 8-Jan 29 (Tu) 10:00-12:00noon

### KNOW YOUR WINES

"Wine moistens our soul and lulls our grief to sleep." (Ancient Greek Proverb) If this strikes a cord, this course may be for you. You will learn about grape varieties, pairing wine with food, stemware, decanting, health benefits, storage, wind-growing countries, advantageous buying, and that price alone is an unreliable indicator of quality.

**CEELDR 733** **\$20+gst**  
SMI Feb 21-Feb 28 (Th) 10:00-12:00noon

### ARMCHAIR TRAVEL

Don't let the Bulkley Valley weather lock you indoors this winter. Join your friends at ElderCollege and take an armchair trip to those exciting and evocative countries you've only been able to visit in your imagination. Share the experiences of an impressive list of travelers as you sail from Fort Lauderdale to Puerto Rico and travel, through visuals and commentary, to countries like Mongolia, Morocco, Belize, Portugal and Ireland.

**CEELDR 713** **\$20+gst**  
SMI Feb 26-Mar 11 (Th) 10:00-12:00noon

### BASIC WOODWORKING

Register for this introductory course and develop your skills and confidence with hand and power tools. Participants will work on a project utilizing the skills taught. Safety will be emphasized. Students are responsible for purchasing their own project materials. At the first session, you will be advised of the supplies needed for your project.

**CEELDR 714** **\$40+gst**  
SMI\* Jan 14-Feb 11 (Mo) 7:00-9:00pm

\*Held at Smithers Secondary School

#### ElderCollege in Hazelton

Interested persons can register for workshops at Northwest Community College. The workshops are free. Watch for announcements in The Bulkley Browser.

Please phone the College at (250) 842-5291 to indicate interest in courses. If you would like to be placed on the Upper Skeena ElderCollege email list and be notified of upcoming courses, please send your email address to Leah Marshall, Continuing Education & Industry Training Department, at [lmarshall@nwcc.bc.ca](mailto:lmarshall@nwcc.bc.ca)



### RED CROSS - BABYSITTING CERTIFICATE

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

**CEFAID 715** **\$60**  
QC Jan/08  
RUP Mar 20 (Th) 8:30am-5:30pm  
HAZ May 3-May 10 (Sa) 10:00-2:00pm

### PRENATAL FOR NEW PARENTS

In this six-week series of classes, new parents will be provided with helpful information on labour, birth, the newborn, and parenthood. Practical experience in labour techniques and a hospital tour are included. Please bring 2 pillows, a blanket, Baby's Best Chance (available for free from your Public Health Office), and pens/paper. Clothing suitable for floor exercises should be worn. Fee includes both mother and partner.

**CEHLTH 752** **\$165**  
TER Apr 3-Apr 24 (Th) 6:00-9:00pm  
TER Jun 5-Jun 26 (Th) 6:00-9:00pm

### PRENATAL IN A WEEKEND

Spend a weekend preparing for your new baby's arrival by taking this 12 hour course all in one weekend. Parents will be provided with helpful information on labour, birth, the newborn, and parenthood. Practical experience in labour techniques and a hospital tour are included. Please bring 2 pillows, a blanket, Baby's Best Chance (available for free from your Public Health Office), and pens/paper. Clothing suitable for floor exercises should be worn. Fee includes both mother and partner.

**CEHLTH 751** **\$165**  
TER Feb 9-Feb 10 (Sa/Su) 9:00-4:00pm  
TER May 10-May 11 (Sa/Su) 9:00-4:00pm

### CERTIFICATE IN GROWTH AND DEVELOPMENT THROUGH THE LIFESPAN

(31 contact hours) More than ever before, new theories, techniques, and views of human nature offer hope for a more penetrating understanding of human development. This certificate program addresses the characteristics, problems, and needs of people of various ages, giving you the additional knowledge and expertise you'll need to successfully care for all your patients.

**CECOMP 810** **\$299**  
[www.ed2go.com/nwcc](http://www.ed2go.com/nwcc)

### CERTIFICATE IN ISSUES IN OXYGENATION

(32 contact hours) Ensuring adequate oxygenation is fundamental to the nursing care of many types of patients—from those with common colds to those recovering from coronary artery bypass grafting. This certificate program will provide you with a holistic and collaborative approach to the care of patients with disorders of oxygenation.

**CECOMP 810** **\$299**  
[www.ed2go.com/nwcc](http://www.ed2go.com/nwcc)

### CERTIFICATE IN PAIN ASSESSMENT & MANAGEMENT

(24 contact hours) Pain assessment and management is a crucial part of compassionate and effective patient care. Scientific advancements in the understanding of the mechanisms of pain, multidisciplinary methods of assessment and management, and the improvement of medications to treat pain have contributed to the wealth of knowledge in this area. If you work with patients who are in pain, this certificate program will help you increase the accuracy of your pain assessment skills and become more effective in your pain management strategies.

**CECOMP 810** **\$269**  
[www.ed2go.com/nwcc](http://www.ed2go.com/nwcc)

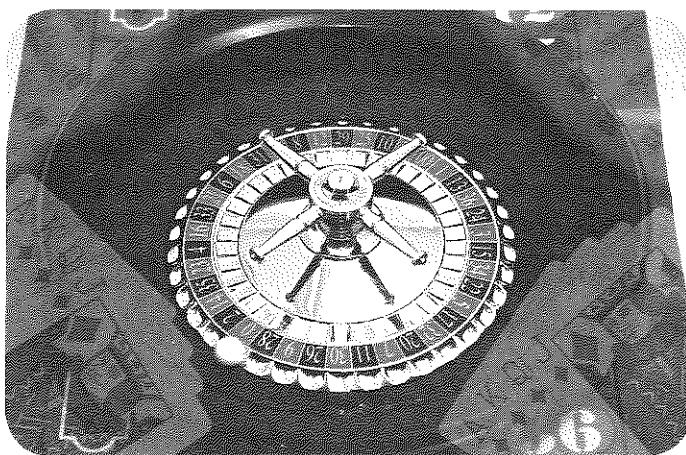


## PROBLEM GAMBLING - CLINICAL ASSESSMENT, TREATMENT AND PREVENTION

The 42-hour course is designed to increase knowledge and skills-based competencies in all aspects of problem gambling, including: personal and societal attitudes, historical background, and current policy on gambling; professional ethics and standards in the field; screening, assessment, and referral; treatment planning and case management; cultural issues and specific populations; and prevention and presentation skills. A number of theoretical frameworks and treatment models are addressed within the context of problem gambling, including the Gambling Continuum, Stages of Change, Bio-psycho-social-spiritual Model, Motivational Interviewing, Harm Reduction, and various counselling approaches.

This course is delivered through lecture format, participatory learning, group exercise and role-plays. To receive a certificate of completion, participants must complete a series of classroom activities and a final assignment.

Please contact the CE Coordinator at the Rupert Campus to express your interest in this course.



## JIBC - Expressive Play Therapy Methods - Level 1 (CY104)

This introductory course is for counsellors, social workers, child care workers, and mental health professionals working with children 3-12 years old. The course focuses on expressive play therapy methods and examines the function of art and play through the developmental stages. You will have the opportunity to become familiar with the toys and art therapy exercises used in working with children in this age group. Levels 1 and 2 are designed to be taken together. Combined, they provide an introduction to the why and how of play therapy - more specifically, expressive play therapy as a holistic and integrative practice that addresses in concrete terms the physical, emotional, cognitive, and spiritual needs of children in therapy. This course also incorporates the relationship, the milieu, a wide variety of expressive therapies, and, whenever possible, family therapy.

Please contact the CE Coordinator at the Smithers Campus to express your interest in this course.

### Gambling Addition checklist

The Center for Addiction & Mental Health has devised a simple checklist for the public to take a look at to help determine whether a family member or colleague has a gambling problem. The more clues you see, the more likely that gambling is a problem needing to be addressed:

- \* Is your family member or colleague often late for work or school?
- \* Are they gone for long unexplained periods?
- \* Do they neglect responsibilities, and make excuses?
- \* Have they withdrawn from family and friends?
- \* Do they have mood swings and sudden outbursts of anger?
- \* Is there less money available, even though income has not changed?
- \* Is money missing from the house or from bank accounts?
- \* Are they secretive and bad tempered about money?
- \* Do they have money conflicts with others?
- \* Do they talk about gambling all the time?
- \* Do they lie about gambling?

- Center for Addiction & Mental Health

## MARINE ADVANCED FIRST AID

This Red Cross course will prepare you to carry out the tasks, duties and responsibilities of providing first aid for an accident or illness at sea.

<b>CENAUT 705</b>		<b>\$185</b>
RUP	Mar 1-Mar 2 (Sa/Su)	8:00-5:30pm
RKIT	Mar 29-Mar 30 (Sa/Su)	8:00-5:30pm
RUP	Apr 15-Apr 16 (Sa/Su)	8:00-5:30pm

## COASTAL NAVIGATION

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

<b>CENAUT 712</b>		<b>\$255</b>
RUP	Feb 25-Mar 6 (Mo-Th)	6:00-9:00pm

## BOATING SAFETY BASIC SEAMANSHIP

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

<b>CENAUT 701</b>		<b>\$120</b>
RUP	Apr 14-Apr 17 (Mo-Th)	6:00-9:00pm

## MARINE EMERGENCY DUTIES (MED) - A3

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

<b>CENAUT 709</b>		<b>\$135</b>
RUP	Jan 20 (Tu)	8:30-4:30pm
QC	Mar 31 (Mo)	8:30-4:30pm
NASS	Apr 6 (Su)	8:30-4:30pm
KIT	Apr 10 (Th)	8:30-4:30pm

## SMALL VESSEL OPERATOR (SVOP)

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

<b>CENAUT 710</b>		<b>\$306</b>
RUP	Jan 26-Jan 28 (Sa-Mo)	8:30-6:00pm
QC	Mar 28-Mar 30 (Fr-Su)	8:30-6:00pm
NASS	Apr 3-Apr 5 (Th-Sa)	8:30-6:00pm
KIT	Apr 7-Apr 9 (Mo-We)	8:30-6:00pm

## RESTRICTED RADIO OPERATOR (ROC-MC)

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

<b>CENAUT 713</b>		<b>\$730</b>
RUP	Feb 21-Feb 23 (Th-Sa)	8:30-4:30pm
QC	Mar 17-Mar 19 (Mo-We)	8:30-4:30pm
NASS	Apr 7-Apr 9 (Mo-We)	8:30-4:30pm
KIT	Apr 11-Apr 13 (Fr-Su)	8:30-4:30pm





**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 ensuring the safety of passengers. Students receive a Transport Canada TC EXN 24 certificate upon successful completion of course. Topics include hazards associated with the marine environment, developing skills to assist passengers to survive an emergency, and maintaining safety equipment and keeping safety records. **NOTE:** Bathing suit and rain gear required.

**CENAUT 714** **\$330**

RUP	Feb 11-Feb 14 (Mo-Th)	8:30-4:30pm
RUP	Mar 10-Mar 13 (Mo-Th)	8:30-4:30pm

**FISHING MASTER IV/CERTIFICATE OF SERVICE**

This course is for those requiring all the formal training associated with receiving Transport Canada TP 8090 certification. The complete the program students must register separately and complete the ROC-MC, Advance Marine First Aid and the MED-A2. Please contact Transport Canada at (250) 627-3045 for a complete list of sea time and other requirements for certification.

**CENAUT 704** **\$755**

**MASTERS LIMITED**

If you are considering running a charter vessel of any nature, a Master Limited Certificate is mandatory if the vessel is over 5 gross tons and carries passengers. If you are interested in a Master Limited Certificate you must contact Ship Safety at 627-3045. They will advise you as to sea time requirements and necessary course work and examinations. The complete the program students must register separately and complete the ROC-MC, Advance Marine First Aid and the MED-A2.

**CENAUT 706** **\$755**

RUP	Jan 30-Feb 9/ Feb 15-Feb 20 (Mo-Sa)	8:30-4:30pm
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**SIMULATED ELECTRONIC NAVIGATION (SEN) - LIMITED**

Every Fishing Master certificate including the Fishing Master Certificate of Service for vessels to 60 gross tons include a requirement for the certificate holder to have a Simulated Electronic Navigation Certificate. This certificate will provide 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. If you are interested in the Simulated Electronic Navigation Ltd. course please contact Transport Canada at (250) 627-3045 for a complete list of requirements for certification.

**Prerequisite:** Fishing Master IV/Certificate of Service

**CENAUT** **\$tba**

RUP	Feb 24-Feb 27 (Su-We)	8:30-5:30pm
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**ROC-M (RESTRICTED RADIO OPERATOR)**

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

**CENAUT 711** **\$150**

RUP	Mar 8-Mar 9 (Sa/Su)	8:30-5:30pm
RUP	Apr 12-Apr 13 (Sa/Su)	8:30-5:30pm
RUP	Ma 10-11 (Sa/Su)	8:30-5:30pm

**BOATING SAFETY CHALLENGE EXAM**

If you are an experienced mariner you may take a challenge exam. You can arrange a time that is convenient for you by calling your local campus.

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

ALL	Spring/Summer	8:30-4:30pm
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**TRANSPORTATION OF DANGEROUS GOODS (LAND/RAIL)**

Comply with the new TDG regulations! This six hour course is designed for people who handle and/or transport dangerous goods by land and rail. Successful participants receive a certificate of course attendance.

**CEFAID 714** **\$89**

RUP	Feb 22 (Fr)	9:00-4:00pm
TER	Feb 26 (Tu)	8:30-3:30pm
SMI	Apr 5 (Sa)	9:00-4:00pm
RUP	Apr 18 (Fr)	9:00-4:00pm
TER	Apr 25 (Fr)	8:30-3:30pm
KIT	Jun 16 (Mo)	9:00-4:00pm
TER	Jul 14 (Mo)	8:30-3:30pm
TER	Aug 22 (Fr)	8:30-3:30pm

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

The Alive program prepares workers to recognize Hydrogen Sulphide hazards and 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.

**CEFAID 733** **\$250**

KIT	Feb 10 (Sa)	8:30-5:30pm
RUP	Mar 13 (Th)	8:30-5:30pm
TER	Mar 17 (Mo)	8:30-5:30pm
TER	May 10 (Sa)	8:30-5:30pm

**PETROLEUM SAFETY TRAINING (SELF-STUDY PROGRAM)**

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

**CEFAID 738** **\$100**

ALL	upon request	8:30-4:30pm
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**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.

**CEFAID 706** **\$100**

See page 32 for dates in your community

**TRANSPORTATION ENDORSEMENT**

This course is designed to deliver the skills and knowledge needed to secure and transport injured/ill workers to medical aid. These skills are necessary if the worksite is more than twenty minutes from medical aid. Evaluation is conducted by the instructor.

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

**CEFAID 707** **\$100**

See page 32 for dates in your community



**WHMIS**

WHMIS is information and training in the safe handling, recognition, storage and disposal of controlled products (hazardous materials). Emergency procedures as well as an understanding of the risk and necessary precautions will help prevent workplace injury or loss of life. A certificate is awarded at completion of the course. Fee includes course materials. Employers must provide education and training in WHMIS which is administered by WorkSafe BC. OHS Regulations state the WHMIS certificate should be renewed annually.

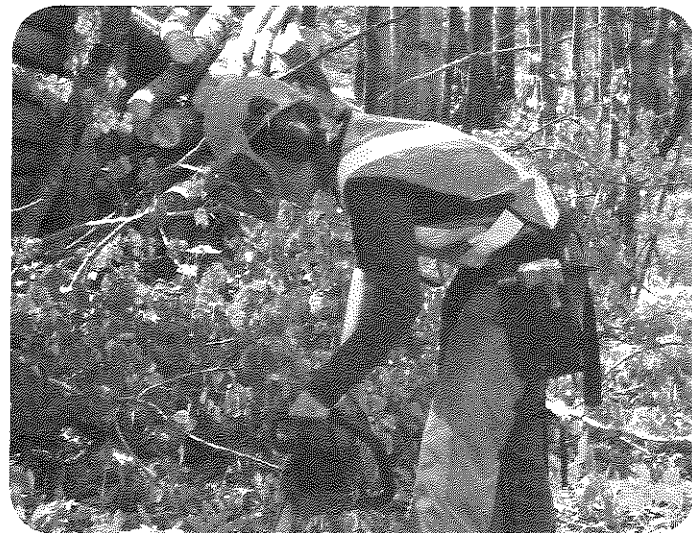
**CEFAID 744** **\$50**

See page 35 for dates in your community

**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 repairs on-site. Students must bring their own chainsaw and safety gear.

Please call your local campus to register your interest in this course.



**About the Petroleum Industry..**

*Presently, Canada's entire petroleum industry directly and indirectly employs more than 500,000 people, right across the country. Most of the jobs are in the western provinces: BC, Alberta and Saskatchewan.*

*Canada is the world's third-largest producer of natural gas and eighth-largest producer of crude oil. Worldwide, only Saudi Arabia has more oil reserves than Canada. As a result, many countries, especially the US, look to Canada for their secure, ongoing source of petroleum. That means there will be work in the Canadian oil and gas industry for decades to come.*

*The upstream and midstream petroleum industry offers a wide variety of jobs consisting of full-time, part-time, seasonal and contract. You can work inside or outdoors, close to home or farther away, in a team or by yourself, wearing safety equipment or a business suit.*

*We have classified the industry's occupations into nine key job families:*

- \* Helpers, Labourers & Semi-skilled Workers
  - \* Operators
  - \* Trades (Apprenticeable)
  - \* Technicians (Certified)
  - \* Technologists
  - \* Geosciences Professionals
  - \* Engineers
  - \* Marine & Nautical Services
  - \* Specialty Business Services
- Petroleum Human Resources of Canada

**WILDERNESS & REMOTE FIRST AID**

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

**CEFAID 711** **\$475**

RUP	Mar 1-Mar 5 (Sa-We)	8:30-5:30pm
QC	Mar 10-Mar 14 (Mo-Fr)	8:30-5:30pm
TER	Jun 9-Jun 14 (Mo-Fr)	8:30-5:30pm

**WILDERNESS & REMOTE FIRST AID RECERT.**

A 21-hour recertification course for those students already possessing a Red Cross Wilderness & Remote First Aid Certificate.

**CEFAID 749** **\$350**

QC	Mar 7-Mar 9 (Fr/Sa-Su)	6-10/8:30-4:30pm
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**INTRO TO GPS**

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

**CEFAID 735** **\$79**

HOU	Apr 11 (Fr)	9:00-5:00pm
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**CORE - HUNTER TRAINING**

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

**CEGENI 714** **220+gst**

HOU	Apr 4-Apr 8 (Fr/Mo/Tu)	6:30-9:30pm
	(Sa/Su)	8:30-4:30pm
SMI	dates TBA	

**BEAR AWARE**

This three hour seminar introduces you to the habits and behaviour of bears. Learn how to deal with bear encounters and high risk situations.

**CEFAID 722** **\$39**

RUP	Apr 3 (Th)	6:00-9:00pm
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**WILDERNESS SAFETY & SURVIVAL**

Learn to respond and react to crisis or emergency situations as a result of medical emergency, navigational problems, accidents, or bad weather in remote wilderness or bush camp environments. Participants will prepare and follow Emergency Procedures. Spontaneous field exercises in medical emergencies and search/rescue. Proper use and care of field radios are explained and practiced. Outdoor survival techniques will be practiced including starting a fire under wet conditions and building a primitive shelter.

**CEFAID 745** **\$250**

RUP	dates TBA	8:30-5:30pm
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**FIREARMS SAFETY NON-RESTRICTED PAL**

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

**Prerequisite:** Participants must be 12 years of age or older to take this course.

**CEFAID 727** **\$150**

SMI	Jan 11-Jan 13 (Fr)	6:00-10:00pm
	(Sa/Su)	8:30-4:30/8:30-2:00pm
SMI	Mar 14-Mar 16 (Fr)	6:00-10:00pm
	(Sa/Su)	8:30-4:30/8:30-2:00pm
HOU	Mar 28-Mar 30 (Fr)	6:00-10:00pm
	(Sa/Su)	8:30-4:30/8:30-2:00pm



**CASHIER TRAINING**

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

<b>CEBSNS 763</b>		<b>\$100</b>
TER	Feb 23 (Sa)	9:00-4:00pm
RUP	Mar 29 (Sa)	9:00-4:00pm
RUP	Apr 26 (Sa)	9:00-4:00pm
TER	Apr 26 (Sa)	9:00-4:00pm
TER	Jun 7 (Sa)	9:00-4:00pm
MAS	dates TBA	9:00-4:00pm

**FOODSAFE LEVEL 1**

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

<b>CEFAID 729</b>		<b>\$100</b>
HAZ	Jan 8-Jan 9	6:00-10:00pm
TER	Jan 19 (Sa)	8:30-5:30pm
RUP	Jan 26 (Sa)	9:00-6:00pm
HOU	Feb 1 (Fr)	8:30-5:30pm
TER	Feb 16 (Sa)	8:30-5:30pm
HAZ	Feb 22 (Fr)	8:30-5:30pm
RUP	Mar 8 (Sa)	9:00-6:00pm
SMI	Mar 8 (Sa)	8:30-5:30pm
TER	Mar 15 (Sa)	8:30-5:30pm
RUP	Apr 12 (Sa)	9:00-6:00pm
KIT	Apr 25 (Sa)	8:30-5:30pm
TER	May 17 (Sa)	8:30-5:30pm
RUP	May 31 (Sa)	9:00-6:00pm
TER	Jul 12 (Sa)	8:30-5:30pm
TER	Aug 16 (Sa)	8:30-5:30pm
MAS	dates TBA	8:30-5:30pm

**FOODSAFE LEVEL 2**

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

**Prerequisite:** FoodSafe Level 1.

<b>CEFAID 730</b>		<b>\$100</b>
TER	Mar 28-Mar 29 (Fr/Sa)	6-10/8:30-5:30pm
RUP	Apr 19-20 (Sa/Su)	9:00-4:00pm

**FISH!**

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

<b>CEPSTR 708</b>		<b>\$39</b>
RUP	Mar 5 (We)	6:00-9:00pm
RUP	Apr 23 (We)	6:00-9:00pm
RUP	May 21 (We)	6:00-9:00pm
SMI	dates TBA	

**SERVING IT RIGHT**

Prepares students for the Serving It Right exam. Upon successful completion students will receive their Server card from the Hospitality Industry Education Advisory Committee.

<b>CEPSTR 712</b>		<b>\$75</b>
RUP	Jan 26 (Sa)	9:00-12noon
TER	Mar 1 (Sa)	9:00-12noon
RUP	Mar 8 (Sa)	9:00-12noon
RUP	May 3 (Sa)	9:00-12noon
HAZ	May 7 (We)	6:00-9:00pm
KIT	May 16 (Fr)	9:00-12noon
MAS	dates TBA	9:00-12:00noon



**SUPERHOST FUNDAMENTALS**

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



<b>CEPSTR 714</b>		<b>\$79</b>
RUP	Apr 5 (Sa)	8:30-5:30pm
HAZ	May 3 (Sa)	8:30-5:30pm
KIT	May 3 (Sa)	8:30-5:30pm
MAS	dates TBA	8:30-5:30pm

**PREVENTING VIOLENCE, ROBBERY & THEFT**

Workplace violence is one of the top ten costs when it comes to WorkSafeBC claims in the retail industry in British Columbia. Being able to deal effectively with all types of violent incidents is critical for a retail business and its employees. Key risks of violence include: robbery and assault, shoplifting, abusive and difficult customers, and unwelcome members of the public. Participants will participate in scenarios to assess the risk, establish effective controls, and learn what to do after a violent incident.

<b>CEFAID 761</b>		<b>\$75</b>
TER	Jan 29 (Tu)	6:00-10:00pm

**YOUNG WORKER: HOSPITALITY**

Workers between the age of 15 and 24 have more injuries than any other age group in B.C. This workshop is designed to help keep young workers in the hospitality and tourism industry safe through the prevention of accidents. The key topics addressed are: using kitchen equipment safely, preventing slips, trips, and falls, handling hot objects and liquids, lifting safely, and using knives safely. Participants will be introduced to the WorkSafeBC Occupational Health and Safety regulations, and gain an understanding that safety is a shared responsibility of employers, supervisors, and employees.

<b>CEFAID 762</b>		<b>\$55</b>
TER	Mar 14 (Fr)	8:30-12:30pm

**YOUNG WORKER: RETAIL**

Workers between the ages of 15 and 24 have more injuries than any other age group in B.C. This workshop is designed to help keep young workers in the retail industry safe through the prevention of accidents and injuries. Participants will gain safety tips in handling and lifting materials, using ladders, traveling safely to and from work, as well as tips for handling potentially dangerous situations like working alone, shoplifting, and irate customers. Participants will be introduced to the WorkSafeBC Occupational Health and Safety regulations, and gain an understanding that safety is a shared responsibility of employers, supervisors, and employees.

<b>CEFAID 763</b>		<b>\$55</b>
TER	Feb 1 (Fr)	8:30-12:30pm

**WorkSafeBC says..**

"An employer must ensure that before a young or new worker begins in a workplace, the young or new worker is given health & safety orientation and training specific to that young or new worker's workplace."

- Regulation 3.23(1)



MINING for the FUTURE



Want to know more about a career in mining?



The Mining Industry Human Resources Council (MiHR) is the human resources sector council for Canada's mining industry. The Council collaborates with all communities of interest (employers, educators, organized labour, Aboriginal groups, and others) to address human resources challenges facing the Canadian minerals and metals sector.

Look at what you can earn!

Career	Salary Range (\$CDN / year)
Chief Engineer	\$88,500 to \$122,900
Senior Mine Engineer	\$75,400 to \$104,000
Mine Engineer	\$63,500 to \$87,000
Junior Mine Engineer	\$55,000 to \$77,000
New grad Eng - Mine (undergraduate degree)	\$53,000 to \$68,500
Chief Mine Geologist	\$77,000 to \$107,000
Mine Geologist	\$63,000 to \$84,500
Chief Surveyor	\$53,000 to \$74,000
Mine Technologist	\$53,000 to \$71,000
Chief Metallurgist	\$75,000 to \$105,000
Metallurgical/Process Engineer	\$62,000 to \$81,000
Senior plant technologist	\$58,000 to \$82,000
Plant technologist	\$50,000 to \$66,000
Laboratory Supervisor	\$62,000 to \$83,000
Maintenance Foreman (mine or plant)	\$67,000 to \$91,000
Planning Foreman	\$67,000 to \$92,000
Maintenance planner	\$61,000 to \$84,000
Senior Buyer	\$64,000 to \$88,000
Buyer	\$53,000 to \$74,000
Warehouse foreman	\$62,000 to \$83,000
Inventory analyst	\$47,000 to \$65,000
Human resources manager	\$90,000 to \$126,000
Human resources supervisor	\$64,000 to \$93,000
Chief Accountant	\$85,000 to \$119,000
Senior accountant	\$72,000 to \$101,000
Accountant/accounting supervisor	\$59,000 to \$83,000
Junior accountant	\$50,000 to \$67,000
Payroll supervisor	\$52,000 to \$70,000
Accounts payable clerk	\$40,000 to \$54,000
Superintendent of environmental services	\$84,000 to \$116,000
Environmental officer	\$57,000 to \$77,000

Challenges. Adventure. Good Pay. Great Opportunity.

**CAREER PROFILE**  
**PROSPECTOR**

Name: Jessica Bjorkman  
Employer: Contract work, claim-staking for mining and exploration companies  
Education: Introduction to Geology, Confederation College, Thunder Bay; and Wilderness First Aid  
Compensation: \$350/day with potential for increased earnings

Jessica's love for the outdoors, exploration and adventure led her into a career as a prospector. She has never looked back: "It's too bad that people don't know about prospecting. People have this image of an old guy in the Yukon panning for gold." Rather than using pans, prospectors research promising grounds through computer databases and the Internet, and carry global positioning systems to pinpoint mineralization.

Braving the wilderness, hiking through the bush and flying over breathtaking landscapes can all be in a day's work for a prospector. "You definitely have to have the personality to put up with harsh conditions and just keep it going. You can't be a quitter."

It also takes time and hard work to build a good reputation in this field. Jessica finds that networking is the best way to sell her services to prospective mining and exploration companies. Now that she is well known, the work is steady and the pay is good. Contract prospecting and claim staking jobs can range from a few days to two or three weeks.

When not working on contracts, nights. She also hopes to launch carved an exciting career for her

www.careerinmining.ca

**CAREER PROFILE**  
**DIAMOND DRILLER**

Name: Mike Brisson  
Employer: Doart Longyear Inc.  
Education: Surface Common Core  
Compensation: \$60,000 to start as a helper \$80,000+ as a driller

Can you imagine drilling a hole through solid rock that is four times the height of the CN tower? As a diamond driller, that is the challenge that Mike Brisson faces every day. Using special drills made of bits of industrial diamonds, Mike is able to cut through layers of rock to obtain core samples of the mineral wealth deep underground. Mining and exploration companies analyze these core samples before investing hundreds of millions of dollars to develop a mine.

Diamond drilling is very specialized, requiring a high degree of expertise and precision. Mike received his training through a course offered by his employer. He has worked extensively throughout northern Ontario, the Arctic and northern Saskatchewan in his quest for diamonds, uranium and other important resources.

With the mining industry booming, diamond drilling companies are very busy. These specialized companies, located around the globe, operate year-round, 24/7. Mike works 12-hour day or night shifts on a five-day schedule. On weekends though, he takes full advantage of nearby lakes to boat and fish.

A diamond driller is compensated well for hard work. "There's good money to be made in it," says Mike. "A helper starting out today can make \$60,000. A diamond driller can make more than \$80,000." Those who succeed in this career are reasonably strong, mechanically inclined and recognize the importance of working safely.

www.careerinmining.ca



PROSPECTOR BASIC TRAINING

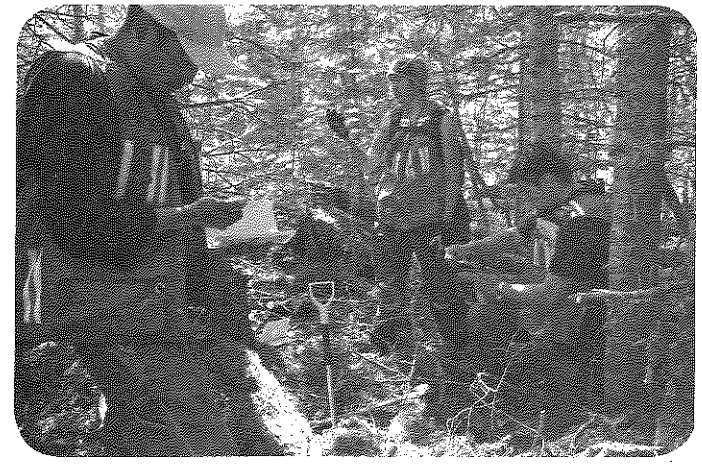
This six-day course is for people interested in prospecting for fun and profit. Courses provide the basic information required to become a successful prospector and may also be of interest to the amateur rock hound. Participants will learn: Rock and Mineral Identification; On-line Claim Staking & Claim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

CENREN 711 \$695  
SMI May 5-May 10 (Mo-Sa) 8:30-5:30pm

INTRO TO ROCKS & MINERALS

Attention budding rockhounds and lapidaries! Discover the fascinating world of rocks and minerals as they exist in the Pacific northwest. Learn the basics of mineral and rock identification focusing on local stones and deposits. Delve into the hobbies of rock and mineral collecting and basic lapidary. Learn the history of mining in the region highlighted by a visit to the miner's cabin in Heritage Park.

CENRES \_\_\_\_\_ \$100  
TER dates TBA (Sa) 1:00-4:00pm



DIAMOND DRILLER'S HELPER

Northwest Community College has developed this 10-module common core training program to provide you with the knowledge and skills required to work competently as a Diamond Driller's Helper. The "common core" program design is based on curriculum developed by the world-renowned Haileybury School of Mines and supported by the Canadian Diamond Drilling Association.

Upon program completion, graduates will be able to operate the equipment used in various surface diamond drilling operations. You will also receive extensive certifications in various health & safety training. There has never been a better time to get involved in the mining industry. Employment opportunities as a Diamond Driller's Helper are excellent.

Contact the CE Coordinator at the Smithers Campus for more information.

NORTHWEST COMMUNITY COLLEGE  
SCHOOL OF EXPLORATION & MINING



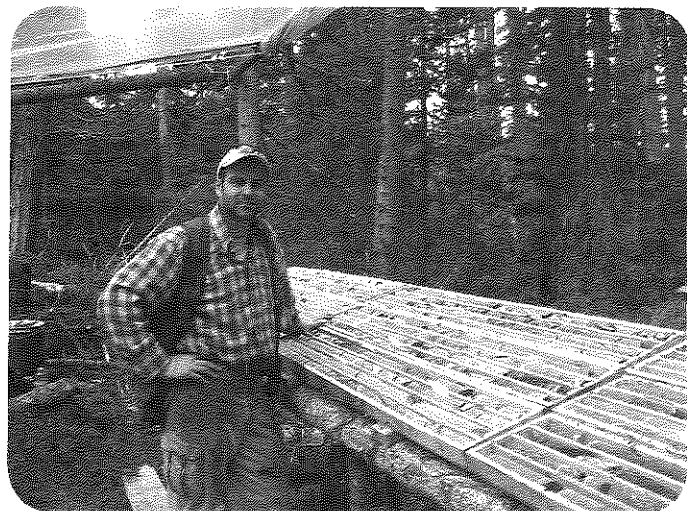
**CORE TECHNICIAN**

This course will provide you with the practical skills that will enable you to observe, measure, and record information from diamond drill core. As a "core tech" you will complete Geotechnical Forms which capture detailed observation and presents information in a manner that aids interpretation. The quality of the information that you provide as a Core Tech plays an important part in the prediction and definition of ore bodies.

Upon graduation, you will know all the steps required to process and safely handle core boxes. You will also learn how to operate and maintain a splitter, as well as the correct procedures for handling samples. A number of field trips will be undertaken.

NWCC's Core Technician program has been developed and supported by industry. If you would like technical training that will get you on the job quickly, call today!

Contact the CE Coordinator at the Smithers Campus for more information.



**MINING EXPLORATION FIELD ASSISTANT**

The Mining Exploration Field Assistant program prepares individuals for the safety and physical demands of entry-level employment in the mineral exploration sector. Employers of previous graduates include expeditors, mining consultants, government, drilling, junior exploration, and geoscience companies. Part of the course is in the classroom while the rest of the course is taught outdoors in a remote tent camp. Afterwards, participants will have opportunities to work with Employment and Job Placement Advisors to assist graduates in gaining employment. The Mining Exploration Field Assistant program is a drug and alcohol free environment. Applicants must be 19 years or older at the time of the course.

**Prerequisite:** OFA Level 1, Transportation Endorsement must be completed before applying for the program.

**CENREN 714** **\$750**

Please call the CE Coordinator at the Smithers Campus to register your interest in this course.

**What our students say...**

"...course was definitely related to the job."  
 "...many of the skills learned from the course are applicable elsewhere, and the course experience was invaluable."  
 "It took my body a while to get used to hiking and walking all day, but it's really good."  
 - Mining Exploration Field Assistant

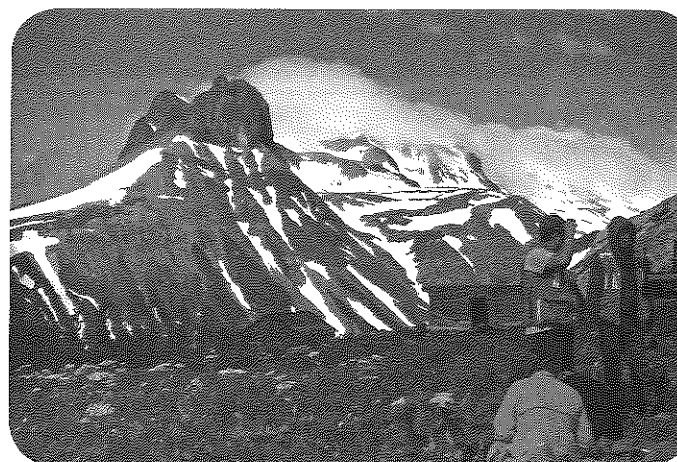
"Completing the RAP program made me more knowledgeable about the mining industry and our people's and other people's culture. It also helped me learn to get along with others and support people in groups."  
 "I have learned a lot about local environments and traditional culture."  
 "RAP has empowered me to take charge of my own life."  
 "Spending time hiking and being active has been very good for my health."  
 "This was one of the best summers I've ever spent."  
 - Reclamation & Prospecting Program

**METAL LEACHING/ACID ROCK DRAINAGE**

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

**CENREN 712** **\$1600**

*SMI* *Sep 8-Sep 12* *8:00-5:00pm*



**ACID ROCK DRAINAGE (ARD) PREDICTION**

Acid Rock Drainage (ARD) Prediction provides an introductory course and application reference for students, technicians, and practicing geochemists, geoscientists and other professionals who desire a solid grounding on the subject. The course provides sufficient knowledge and background to allow useful application of the presented information toward site assessment with regard to the evaluation of acid generation potential. By design, Acid Rock Drainage Prediction emphasizes the practical application of the concepts presented and limits the presentation of theory to the level required for a basic understanding of the topic. The aim of this course is to provide an overview of the concepts underlying acid rock drainage prediction and to act as a resource for practitioners to become more familiar with or reacquaint themselves with the topic.

**ONLINE** **\$285+enrolment fee**

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

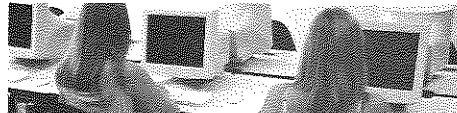
**Spring 2008 mining events ...**

*Smithers Exploration Group Rock Talk*  
 Smithers, BC  
 February 25-26  
[www.smithersexplorationgroup.com](http://www.smithersexplorationgroup.com)

*AMEBC Mineral Exploration Roundup*  
 Westin Bayshore, Vancouver, BC  
 February 28-31  
[www.amebc.ca](http://www.amebc.ca)

*Minerals North*  
 Smithers Civic Center, Smithers, BC  
 April 16-18  
[www.mineralsnorth.ca](http://www.mineralsnorth.ca)





## BC Provincial Instructor Diploma Program

### Teaching - A World of Difference

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



- Learn how to:
- design courses
  - plan learner-centered training
  - conduct participatory classes
  - use media effectively
  - assess student learning
  - evaluate training effectiveness

For information go to [www.instructordiploma.com](http://www.instructordiploma.com) or contact the School of Instructor Education 1.888.3323212 or 604.871.7488/7499



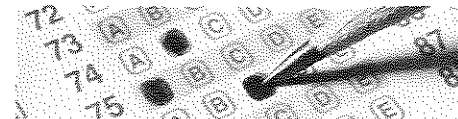
VCC offers this Diploma program throughout British Columbia and in Alberta in cooperation with your local college

### PID SCHEDULE SPRING/08...

#3102 - Instructional Techniques	January 25-27 and Feb 8-10	Smithers
#3104 - Evaluation of Learning	Feb 1-3 and Feb 15-17	Smithers
#3106 - Elements of Instruction	Feb 22-24 and Mar 7-9	Smithers
#3103 - Instructional Media	Mar 28-30 and Apr 11-13	Smithers

All courses are \$402.30 except #3103 which is \$422.30.

Courses can be scheduled in other communities if minimum numbers are met.



### TOWES - TEST OF WORKPLACE ESSENTIAL SKILLS

#### What is TOWES?

TOWES is Canada's Essential Credential. It is a nationally accepted test that measures workplace essential skills. The purpose of the test is not to pass or fail; instead, it is to find your level of proficiency in handling common tasks needed in the workplace. TOWES is not an academic test. It will feel familiar as the tasks are just like situations you encounter in the workplace everyday.

#### Why is TOWES needed?

Why is TOWES needed? In order to improve performance in a world that is becoming more competitive there is a need to constantly improve and implement new technologies. There are very few jobs today for "unskilled" workers. In every job, productivity, efficiency and safety are essential.

TOWES measures workplace essential skills, which differ from the academic skills measured by academic credentials such as grade 12 diplomas. Conversely, research shows that many people who have not graduated have the essential skills required for many jobs.

TOWES provides a uniform national standard that will help enhance productivity and our overall quality of life.

#### Why take TOWES?

TOWES can help you improve your job prospects. If you already have a job, TOWES will identify gaps in essential skills that can be addressed to improve your career options. Your TOWES score shows employers that you have workplace essential skills. They will feel more comfortable hiring you- and paying you accordingly.

#### Why is TOWES different?

TOWES uses authentic workplace documents, unlike many academic tests that assess grammar, composition skills and factual knowledge. TOWES is effective testing and training that uses workplace documents to accurately measure the three essential skills that are needed for safe and productive employment:

- Reading Text - the ability to understand and use information contained in prose passages.
- Document Use - the skills and knowledge needed to understand and use information from documents such as tables, catalogs, maps, and scale drawings.
- Numeracy - the ability to understand and use numerical information embedded in print.

TOWES has been validated through extensive field-testing across Canada. It links with a major initiative of Human Resources and Skills Development Canada that has profiled the essential skills needed in over 200 different occupations. <http://www.hrsdc.rhdcc.gc.ca>

#### What is the TOWES test like?

TOWES is different from other tests because it uses authentic documents - such as catalogues, order forms, labels, and schematics - as source material. Questions range in difficulty and mimic actual workplace tasks by having the test taker assume the role of a worker who needs to use information embedded in documents.

#### Measure Up!

Measure Up! is a free web-based tool that tests your essential skills. It has problem sets similar to the ones used in TOWES. Each problem set is based on a document - a memo, catalogue, regulations, work order - associated with workplace contexts.

<http://www.measureup.towes.com>

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

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



**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 will 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 to class.

**NOTE:** 100% attendance is mandatory. Any student more than 15 minutes late will not be admitted to class. NO refund will be given.

**CEFAID 706 \$100**

HAZ	Jan 19 (Sa)	8:30-5:00pm
SMI	Jan 26 (Sa)	8:30-5:00pm
TER	Jan 26 (Sa)	8:30-5:00pm
HAZ	Feb 1 (Fri)	8:30-5:00pm
MAS	Feb 2 (Sa)	8:30-5:00pm
KIT	Feb 7 (Th)	8:30-5:00pm
QC	Feb 9 (Sa)	8:30-5:00pm
TER	Feb 23 (Sa)	8:30-5:00pm
SMI	Feb 23 (Sa)	8:30-5:00pm
RUP	Feb 29 (Fr)	8:30-5:00pm
MAS	Mar 1 (Sa)	8:30-5:00pm
HOU	Mar 7 (Fr)	8:30-5:00pm
HAZ	Mar 8 (Sa)	8:30-5:00pm
QC	Mar 8 (Sa)	8:30-5:00pm
SMI	Mar 14 (Fr)	8:30-5:00pm
TER	Mar 18 (Tu)	8:30-5:00pm
RUP	Mar 28 (Fr)	8:30-5:00pm
SMI	Apr 4 (Fr)	8:30-5:00pm
HAZ	Apr 12 (Sa)	8:30-5:00pm
MAS	Apr 12 (Sa)	8:30-5:00pm
TER	Apr 19 (Sa)	8:30-5:00pm
KIT	Apr 24 (Th)	8:30-5:00pm
RUP	Apr 25 (Fr)	8:30-5:00pm
QC	May 3 (Sa)	8:30-5:00pm
SMI	May 9 (Fr)	8:30-5:00pm
HAZ	May 10 (Sa)	8:30-5:00pm
RUP	May 22 (Th)	8:30-5:00pm
HOU	May 23 (Fr)	8:30-5:00pm
TER	May 23 (Fr)	8:30-5:00pm
HAZ	Jun 6 (Fr)	8:30-5:00pm
KIT	Jun 12 (Th)	8:30-5:00pm

HOU	Jun 14 (Sa)	8:30-5:00pm
QC	Jun 14 (Sa)	8:30-5:00pm
RUP	Jun 20 (Fr)	8:30-5:00pm
TER	Jun 21 (Sa)	8:30-5:00pm
SMI	Jun 27 (Fr)	8:30-5:00pm
TER	Jul 12 (Sa)	8:30-5:00pm
TER	Aug 8 (Fr)	8:30-5:00pm

**TRANSPORTATION ENDORSEMENT**

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

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

**NOTE:** 100% attendance is mandatory. Any student more than 15 minutes late will not be admitted to class. NO refund will be given.

**CEFAID 707 \$100**

HAZ	Jan 20 (Su)	8:30-4:30pm
HAZ	Feb 2 (Sa)	8:30-4:30pm
MAS	Feb 3 (Su)	8:30-4:30pm
KIT	Feb 8 (Fr)	8:30-4:30pm
QC	Feb 10 (Su)	8:30-4:30pm
TER	Feb 24 (Su)	8:30-4:30pm
MAS	Mar 2 (Su)	8:30-4:30pm
HAZ	Mar 9 (Su)	8:30-4:30pm
QC	Mar 9 (Su)	8:30-4:30pm
SMI	Mar 15 (Sa)	8:30-4:30pm
HAZ	Apr 13 (Su)	8:30-4:30pm
TER	Apr 20 (Su)	8:30-4:30pm
KIT	Apr 25 (Fr)	8:30-4:30pm
QC	May 4 (Su)	8:30-4:30pm
SMI	May 10 (Sa)	8:30-4:30pm
HAZ	May 11 (Su)	8:30-4:30pm
RUP	May 23 (Fr)	8:30-4:30pm
HOU	May 24 (Sa)	8:30-4:30pm
HAZ	Jun 7 (Sa)	8:30-4:30pm
QC	Jun 15 (Sa)	8:30-4:30pm
TER	Jul 13 (Su)	8:30-4:30pm



**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. Please register at least one week prior to class start.

**CEFAID 704 \$695**

QC	Jan 7-Jan 22 (Mo-Fr)	8:30-5:30pm
MAS	Jan 21-Feb 5 (Mo-Fr)	8:30-5:30pm
TER	Jan 21-Feb 5 (Mo-Fr)	8:30-5:30pm
RUP	Jan 28-Feb 13 (Mo-Fr)	8:30-4:30pm
SMI	Feb 1-Feb 19 (Mo-Fr)	8:30-4:30pm
HOU	Apr 21-May 6 (Mo-Fr)	8:00-4:30pm
TER	May 26-Jun 10 (Mo-Fr)	8:30-5:30pm

\*NOTE: These dates include exam schedule.

**CHILDCARE FIRST AID (FORMERLY CHILDSAFE)**

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

**CEFAID 702 \$89**

TER	Feb 2 (Sa)	8:30-5:30pm
QC	Feb 6-Feb 13 (We)	6:30-10:00pm
TER	Mar 4-Mar 11 (Tu)	5:00-9:00pm
TER	Mar 8 (Sa)	8:30-5:30pm
RUP	Apr 9-Apr 10 (We/Th)	6:00-9:30pm
KIT	May 10 (Sa)	8:30-5:30pm
MAS	May 31 (Sa)	8:30-5:30pm
TER	Jul 26 (Sa)	8:30-5:30pm

**CPR LEVEL "C"**

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

**CEFAID 703 \$74**

TER	Feb 16 (Sa)	9:00-4:00pm
TER	Mar 29 (Sa)	9:00-4:00pm
TER	Apr 9-Apr 16 (We)	6:00-9:00pm
RUP	Apr 26 (Sa)	9:00-4:00pm
KIT	May 14 (We)	9:00-4:00pm
TER	May 17 (Sa)	9:00-4:00pm
HAZ	May 24 (Sa)	9:00-4:00pm
TER	Jul 5 (Sa)	9:00-4:00pm

**CPR LEVEL "C" RECERTIFICATION**

Renew your CPR Level "C" certification during this skills testing session led by instructor demonstrations. This CPR recertification is required by many professions in the health care field every year.

**CEFAID 704 \$50**

MAS	Mar 29 (Sa)	1:00-5:00pm
QC	May 31 (Sa)	1:00-5:00pm

**What our students say...**

"Over nine years ago, I took my first OFA Level 3 course through NWCC. The course was new and challenging. Little did I know that it was going to be the beginning of an incredible career for me. Once the course was complete, Faye handed me an application to join the BC Ambulance Service, and demanded I attend the next meeting... I moved to Vancouver, finished the Primary Care Paramedic Program, and worked as a paramedic downtown. After a few years, I went back to school and finished an Advanced Care Paramedic and I am now gainfully employed as an Advanced Care Paramedic in downtown Vancouver. Finishing the ACP program was the most difficult thing I have ever done, and it wouldn't have been possible without my humble beginnings in the NWCC classroom in Queen Charlotte."

- Ole Olsen, Vancouver





**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 repairs on-site. Students must bring their own chainsaw and safety gear.

**CEFAID 724** **\$199**

HOU	May 30 (Fr)	8:30-5:30pm
SMI	May 16 (Fr)	8:3-5:30pm

**S-100 FIRE SUPPRESSION**

The Worker's Compensation Board of BC requires ALL workers to be trained before fighting a forest fire and workers that fight forest fires to be trained annually (WCB Occupational Health and Safety Regulation section 26.19.) In addition, the BC Forest Service requires that anyone conducting industrial operations in a forest to be trained for fighting forest fires.

This course was developed by the BC Forest Service Protection Branch to meet the requirements of their regulations and is also a WCB acceptable standard.

This courses covers: fire-line safety; the fundamentals of fire fighting; fire behaviour; and water delivery using portable pumps and gravity systems. The latter portion of this course includes a field session working with water pumps, hoses and associated equipment. A short examination is given at the end of the course, 70% is required to pass. Successful participants receive a certificate of completion.

**CEFAID 741** **\$179**

SMI	Mar 28-Mar 29 (Fr/Sa)	8:30-4:30pm
HAZ	Apr 18-Apr 19 (Fr/Sa)	8:30-4:30pm

**S-10A FIRE SUPPRESSION REFRESHER**

This course arises from WorkSafeBC Regulation 26.19. The regulation states, in part "workers required to fight forest fires must be re-trained annually." For re-certification, participants must attend the one-day course which will review the Fundamentals of Fire Fighting, review Fire-line Safety, review Fire Behaviour, review FS232 Pumps and Pumping Systems, and will briefly review WHMIS regulations.

To be eligible to take the S-10A (Annual Retraining Course) a person must have successfully passed the full S-100 Basic Fire Suppression course, or successfully passed the S-130, S-190, and S-232 courses within the previous five year period. S-100 currently will be maintained by taking the annual S-10A refresher course each yaer. If no S-10A refresher course is taken on an annual basis, then the full S-100 course must be successfully completed every five years.

**CEFAID 750** **\$89**

HAZ	Apr 17 (Th)	8:30-4:30pm
HOU	Apr 25 (Fr)	8:30-4:30pm

**WORKSAFE TRAINING MODULES**

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 OH&S Program at BCIT.

**CEFAID 743** **\$100**

<b>Preventing Workplace Violence</b>		
TER	Feb 14 (Th)	8:30-5:30pm
RUP	dates TBA	

<b>Joint Occupational Health &amp; Safety Committees</b>		
TER	Apr 17 (Th)	8:30-5:30pm
RUP	dates TBA	

<b>Preventing Sprains &amp; Strains</b>		
TER	May 15 (Th)	8:30-5:30pm
RUP	dates TBA	

<b>Hazard Recognition &amp; Control</b>		
TER	Jul 15 (Th)	8:30-5:30pm
RUP	dates TBA	



**WHMIS**

WHMIS is information and training in the safe handling, recognition, storage and disposal of controlled products (hazardous materials). Emergency procedures as well as an understanding of the risk and necessary precautions will help prevent workplace injury or loss of life. A certificate is awarded at completion of the course. Fee includes course materials. Employers must provide education and training in WHMIS which is administered by WorkSafe BC. OHS Regulations state the WHMIS certificate should be renewed annually.

**CEFAID 744** **\$50**

RUP	Feb 21 (Th)	1:00-5:00pm
TER	Feb 27 (We)	12:30-4:30pm
TER	Mar 27 (Th)	12:30-4:30pm
RUP	Apr 17 (Th)	1:00-5:00pm
TER	Apr 24 (Th)	12:30-4:30pm
HAZ	Apr 25 (Fr)	9:00-1:00pm
SMI	May 2 (Fr)	8:30-12:30pm
HOU	May 16 (Fr)	8:30-12:30pm
TER	Jun 14 (Th)	12:30-4:30pm
KIT	Jun 17 (Tu)	9:00-1:00pm
TER	Aug 21 (Th)	12:30-4:30pm

**BUILDING SERVICE WORKER LEVEL 1**

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

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

**CEPSTR 702** **\$290**

TER	Feb 29-Mar 2(Fr)	6:00-10:00pm
	(Sa/Su)	8:30-5:30pm
SMI	dates TBA	

**BUILDING SERVICE WORKER LEVEL 2**

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

**Prerequisite:** BSW - Level I.

**CEPSTR 703** **\$290**

TER	Apr 5-Apr 6(Fr)	6:00-10:00pm
	(Sa/Su)	8:30-5:30pm

**AIRBRAKES ENDORSEMENT**

This course includes 20 hours of theory and practical instruction on Airbrakes' systems (16 hours of instruction and up to 4 hours pre-trip). Upon successful completion of a pre-trip inspection, you will receive credit for the pre-trip (for 30 days) towards the Motor Vehicle Branch Air Endorsement Examination. CSA approved safety footwear is required for the practical instruction.

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

**CETRAN 701** **\$220**

QC	Jan/08	8:30-4:30pm
TER	Jan 22-Jan 26 (Tu-Fr/Sa)	6-9pm/8-4pm
RUP	Feb 29-Mar 2 (Fr-Su)	8:30-4:30pm
KIT	Mar 19-Mar 21 (We-Th/Fr)	8-4:30/8-12pm
TER	Mar 25-Mar 29 (Tu-Fr/Sa)	6-9pm/8-4pm
RUP	Apr 11-13 (Fr-Su)	8:30-4:30pm
KIT	May 14-16 (We-Th/Fr)	8-4:30/8-12pm

**FORKLIFT OPERATOR CERTIFICATION**

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

**NOTE:** Students will book a two-hour practicum time with the instructor.

**CETRAN 703** **\$250**

TER	Mar 1-Mar 2 (Th/Fr)	8:00-5:00pm
TER	May 3-May 4 (Sa/Su)	8:00-5:00pm
TER	Jul 19-Jul 20 (Sa/Su)	8:00-5:00pm
QC	dates TBA	8:00-5:00pm
RUP	dates TBA	8:00-5:00pm

**FIREARMS SAFETY - RESTRICTED**

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 firearm owner/user.

**Prerequisites:** Participants must be 18 years of age or older. Must have successfully completed the Firearms Safety - Non-Restricted PAL.

**CEFAID 728** **\$95**

SMI	dates TBA
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**Did you know...**

There are many jobs that will require the use of a person who is properly trained as a TCP (Traffic Control Person), including: Flagging companies, road construction, BC Ferries, Production Assistants for movie studios and Utility Companies all require certified TCPs. Effective January 1, 2005 you need to be certified through the SAFETYNETWORK in order to flag in BC. This means even to back a truck out onto the street or an all day construction job!

**TRAFFIC CONTROL FLAGGING**

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

**CETRAN 743** **\$239**

HAZ	Mar 29-Mar 30 (Sa/Su)	8:30-5:30pm
TER	Mar 29-Mar 30 (Sa/Su)	8:30-5:30pm
SMI	Apr 12-Apr 13 (Sa/Su)	8:30-5:30pm
RUP	Apr 19-Apr 20 (Sa/Su)	8:30-5:30pm
HOU	Apr 26-Apr 27 (Sa/Su)	8:30-5:30pm
TER	Apr 26-Apr 27 (Sa/Su)	8:30-5:30pm
TER	May 24-May 25 (Sa/Su)	8:30-5:30pm
TER	Jul 12-Jul 13 (Sa/Su)	8:30-5:30pm



**EXCAVATOR OPERATOR**

The track excavator is probably the most versatile piece of equipment used in the construction industry today.

This hands-on course provides training on the operation of an excavator and our top priority is workplace safety. The program covers both theory and practical operation.

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

Upon successful completion students will be issued a certificate of completion.

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

**Recommendations:** Valid Class 5 Driver's License, with a clean drivers abstract, note that this is not a requirement; however, it does increase your employability status. Good physical condition and able to adapt to rugged working conditions. Mechanical dexterity and comfort with computerized equipment is also necessary. An aptitude for mechanical repairs and maintenance is helpful. Operators must be able to tolerate high noise levels. Good communication skills are necessary, and employers look for individuals who are able to work without supervision.

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

**CETRAD 717** **\$9990**

HAZ	dates TBA	8:30-4:30pm
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**BACKHOE/LOADER OPERATOR**

This hands-on course covers safety, preventive maintenance, operating techniques, and proper procedures using backhoes. Backhoe training is progressive, the instructor will introduce and demonstrate general maneuvers and work towards those of increased difficulty and complexity. Participants will practice and demonstrate their understanding of proper loader-backhoe operations. Program content can be adjusted to meet particular issues or concerns, and the instructor will routinely assist individuals with sticking points.

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

Upon successful completion students will be issued a certificate of completion.

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

**Recommendations:** Same as for the Excavator Operator.

**Students Responsibilities:** Same as for the Excavator Operator.

**CETRAD 717** **\$4900**

HAZ	dates TBA	8:30-4:30pm
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**BEAHR ENVIRONMENTAL MONITORING CERTIFICATE PROGRAM**

This program is part of the BEAHR project (Building Environmental Aboriginal Human Resources), which is a partnership between ECO (Environmental Careers Organization) Canada and the Aboriginal Human Resource Development Council of Canada (AHRDCC), and is funded by Human Resources and Skills Development Canada (HRSDC).

The program may be offered in an intense, 5 week format, or over a prolonged period of time, depending on the needs of your community. Successful completion of program consists of one 3-week core skills program and one 2-week regulatory or research specialization. The modules may be delivered consecutively over a 5-week period, or spread over a longer period of time to allow for program flexibility and specialization.

Upon successful completion, participants are issued a nationally recognized certificate by BEAHR and Northwest Community College. The program also allows for a unique, specialized 'on-the-job' training component.

**Prerequisite:** Participants should have a minimum of grade 8 education, and adequate knowledge of written and spoken English. Trainers will work with the community to ensure that prospective participants have sufficient and adequate skills for program success.

*For further information about offering the Environmental Monitor Training in your community, please contact:*  
Margo Van der Touw, Dean  
Direct Line: 250-638-5414

**What our students say...**

"Continue this course as is, it would be difficult to make it any better."  
"Lifetime friends and great learning resources."  
- Hunting & Fishing Guide Program

**HUNTING & FISHING GUIDE PROGRAM**

The Hunting & Fishing Guide Program is a hands-on intensive course of study which has been designed and developed by the Guide Outfitters Association of British Columbia. With financial support from the Ministry of Environment, the goal is to prepare First Nations individuals and other candidates for employment in the guide-outfitting industry.

In recent years the employment rate of graduates has been virtually 100%. The program takes place entirely at Wagontrail Ranch near Smithers over a 30 day period. Students stay in bunkhouses and food is provided in the cookhouse. Horseback riding is an essential component of the program.

**WHO SHOULD TAKE THE PROGRAM?**

People who...

- have a strong belief in wildlife conservation
- enjoy working in a team environment
- like hunting and fishing
- want to work in the industry
- like horses and feel confident with animals (previous riding experience is an asset but not essential)
- enjoy back country camping and nature
- take pleasure in meeting and talking to new people from different countries
- feel comfortable working in a camp setting for extended periods of time
- enjoy cooking
- feel mechanically inclined
- keep physically fit

and are...

- self-motivated
- safety conscious
- able to work in a drug and alcohol free environment

<b>CEPSTR 722</b>		<b>\$1350</b>
SMI	May 2-May 31 (Mo-Su)	full time
SMI	May 26-Jun 24 (Mo-Su)	full time



Tourism/Hospitality	Container Port	Mining	Oil & Gas	Forestry	Course Info
	OFA Level 1	OFA Level 1	OFA Level 1	OFA Level 1	Page 32
	OFA Level 3	OFA Level 3	OFA Level 3	OFA Level 3	Page 33
	Transportation Endorsement	Transportation Endorsement	Transportation Endorsement	Transportation Endorsement	Page 32
		Snowmobile Rider	Snowmobile Rider	Snowmobile Rider	Call for info
		ATV Rider	ATV Rider	ATV Rider	Call for info
	S-100 Fire Suppression	S-100 Fire Suppression	S-100 Fire Suppression	S-100 Fire Suppression	Page 34
		Chainsaw Safety	Chainsaw Safety	Chainsaw Safety	Page 34
	Transportation of Dangerous Goods	Transportation of Dangerous Goods	Transportation of Dangerous Goods		Page 21
	WHMIS	WHMIS	WHMIS	WHMIS	Page 35
	H2S Alive	H2S Alive	H2S Alive		Page 21
		Bear Aware	Bear Aware	Bear Aware	Page 23
		Excavator Operator		Excavator Operator	Page 37
		Intro to GPS	Intro to GPS	Intro to GPS	Page 23
	Forklift Operator				
Intro to Windows	Intro to Windows	Intro to Windows	Intro to Windows	Intro to Windows	Page 10
Mandarin Beginner	Mandarin Beginner				Page 3
Microsoft User Specialist Program	Microsoft User Specialist Program				Pages 12-13
SuperHost: Fundamentals					Page 25
Telephone Courtesy					Page 7
Foodsafe Level 1					Page 24

**Additional Upcoming Courses..**

The Continuing Education & Industry Training Department is currently scheduling the following courses:

- Assistant Legal Secretary
- Log Scaling
- Bucking
- Emergency Medical Responder (EMR)
- Gambling Certificate (JIBC)

For more information contact the CE Coordinator at the Rupert Campus.



## REGISTRATION INFORMATION

SPRING  
2008



### REGISTER EARLY

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

- 1) **Phone In.** Register using credit card (Visa, MasterCard, American Express)  
Hazelton - 842.5291  
Houston - 845.7266  
Kitimat - 632.4766  
Masset - 633.2292  
Pr. Rupert - 624.6054  
Q. Charlotte - 559.8222  
Smithers - 847.4461  
Terrace - 635.6511
- 2) **Drop in.** Register in person at your local campus. Pay using credit card, debit card or cheque. Sorry, no post-dated cheques accepted.
- 3) **Fax In.** You may wish to fax in your registration. Please go to website "www.nwcc.bc.ca/CE/RegFees.cfm" for a Fax Registration Form Sponsoring Agencies or employers may fax an authorization to invoice for student registration. The authorization to invoice must be accompanied by a Funded Student Information Form. To get copies of this form please contact your local Continuing Education department.
- 4) **Web Registration.** If paying by credit card, Northwest Community College has now made it easier for you to register for Continuing Education courses. Follow these steps for an easy at home (or work) registration process.
  - a) Go to "www.nwcc.bc.ca"
  - b) Click "Register Online"
  - c) Click "Continuing Education"
  - d) Click on "Register and Pay for Continuing Education Classes"
  - e) Search for course - enter in CE code listed in the calendar (e.g. CEFAID 706) or course name.
  - e) A list of courses will appear, click on the date/campus of your choice
  - f) Follow on-screen instructions to complete registration. Please supply as much personal information in the appropriate forms as possible.
  - g) Print out your confirmation of registration.

### COURSE CANCELLATIONS

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

### CHECK YOUR REGISTRATION STATEMENT

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

### WAITLISTS FOR COURSES

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

### FEES, WITHDRAWALS & REFUNDS

Full refunds will be made only if a course is cancelled by the College or if a student withdraws from a course for medical or bereavement reasons before the start of the course.

Withdrawals and requests for refunds will be administered as follows:

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

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

# NSIS

## Northwest Science and Innovation Society



### Upcoming Events

#### February 2008

Kitimat/Terrace Science Fairs

#### March 2008

Resources for Innovators Forum

#### April 2008

Regional Trade Shows

#### May 2008

IdealInx

**Additional events to be announced.**

*Your link to Science,  
Technology, and Innovation in  
Northwest British Columbia*



**www.nsis.ca**

Northwest Science &  
Innovation Society  
3224 Kalum Street  
Terrace, BC V8G 2N1

Phone: 250.638.0950  
Toll-Free: 1.877.297.6747  
E-mail: [contact@nsis.ca](mailto:contact@nsis.ca)

### Are you...

- An **innovator** with a great idea, but not sure what to do next?
- A **science or technology-based company** seeking information on market expansion, research and development activities, or intellectual property?
- An **educator** looking for science and technology resources and speakers for your classroom?
- A **student** interested in learning more about career opportunities in science and technology or participating in science fairs and other science events?
- A **Northwest resident** wanting to learn more about the use and application of technology?

### **The Northwest Science and Innovation Society can help you!**

The Northwest Science and Innovation Society (NSIS) is dedicated to supporting and promoting science, technology and innovation across Northwest BC. NSIS is a non-profit society that provides information, programming and events targeted at entrepreneurs, businesses, communities, educators and students in the region.

### **Contact the NSIS office or visit [www.nsis.ca](http://www.nsis.ca)**



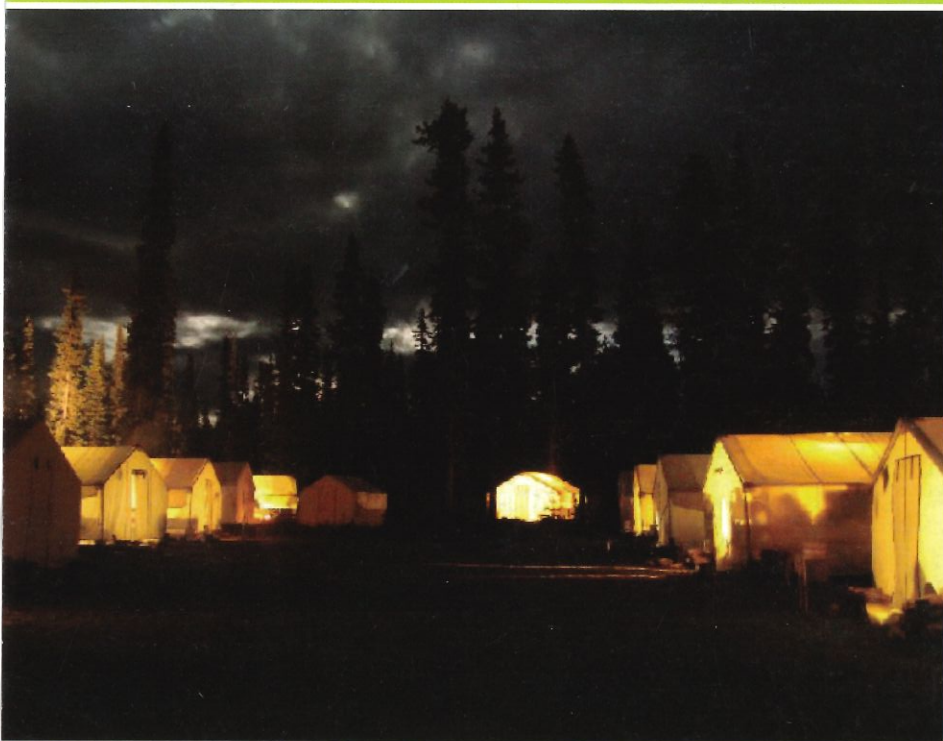


# ▶ CONTINUING EDUCATION & INDUSTRY TRAINING

Toll Free: 1.877.277.2288  
[www.nwcc.bc.ca/ce](http://www.nwcc.bc.ca/ce)



NORTHWEST COMMUNITY COLLEGE • CONTINUING EDUCATION • NORTHWEST COMMUNITY COLLEGE • CONTINUING EDUCATION



## Taking Classrooms Everywhere



### CONTINUING EDUCATION CONTACT INFORMATION

#### Hazelton Campus

4815 Swannel Drive, Hazelton, BC V0J 1Y0  
Ph: 250.842.5291 Fx: 250.842.5813  
Email: [Imarshall@nwcc.bc.ca](mailto:Imarshall@nwcc.bc.ca)

#### Houston Campus

3221 West 14th Street, Houston, BC V0J 1Z0  
Ph: 250.845.7266 Fx: 250.845.5629  
Email: [mlarocque@nwcc.bc.ca](mailto:mlarocque@nwcc.bc.ca)

#### Kitimat Campus

606 Mountainview Square, Kitimat, BC V8C 2N2  
Ph: 250.632.4766 Fx: 250.632.5069  
Email: [kwild@nwcc.bc.ca](mailto:kwild@nwcc.bc.ca)

#### Prince Rupert Campus

353 - 5th Street, Prince Rupert, BC V8J 1A8  
Ph: 250.624.6054 Fx: 250.624.3923  
Email: [malgarvio@nwcc.bc.ca](mailto:malgarvio@nwcc.bc.ca)

#### Queen Charlotte Campus

138 Bay Street, Queen Charlotte, BC V0T 1S0  
Ph: 250.559.8222 Fx: 250.559.8219  
Email: [fbeaulieu@nwcc.bc.ca](mailto:fbeaulieu@nwcc.bc.ca)

#### Smithers Campus

3966 - 2nd Avenue, Smithers, BC V0J 2N0  
Ph: 250.847.4461 Fx: 250.847.4568  
Email: [lkallio@nwcc.bc.ca](mailto:lkallio@nwcc.bc.ca)

#### Terrace Campus

5331 McConnell Avenue, Terrace, BC V8G 4X2  
Ph: 250.635-6511 Fx: 250.638-5433  
Email: [sraymond@nwcc.bc.ca](mailto:sraymond@nwcc.bc.ca)

Toll Free: 1.877.277.2288  
Email: [CEIT@nwcc.bc.ca](mailto:CEIT@nwcc.bc.ca)  
[www.nwcc.bc.ca/ce](http://www.nwcc.bc.ca/ce)



**NORTHWEST**  
COMMUNITY COLLEGE

*Take a closer look.*