



# ▶ CONTINUING EDUCATION & INDUSTRY TRAINING

## Calendar · FALL 2008

NORTHWEST COMMUNITY COLLEGE · CONTINUING EDUCATION & INDUSTRY TRAINING · NORTHWEST COMMUNITY COLLEGE



 **NORTHWEST**  
COMMUNITY COLLEGE  
*Take a closer look.*

“Leading the Northwest in quality training for a sustainable future.”

# Welcome to our Fall 2008 Calendar!

Whether you want to upgrade your skills, train for a new career, or ease your way back to school in a friendly environment, Northwest Community College's Continuing Education & Industry Training (CEIT) department is the right place for you. Our courses range from general interest to skills enhancement and growth, to technical and industrial training.

We look to local individuals groups, organizations and industry for guidance on course ideas and needs, and program planning, to ensure program offerings are responsive and relevant.

## Contract Training

NWCC's CEIT department also offers a range of specialized instructional and professional expertise to organizations, agencies and other clients in the College region whose requirements cannot be met through our regular course offerings. Through private contract training, the department has helped various businesses, government and social service agencies, First Nations bands, and volunteer organizations meet their training needs.

NWCC's CEIT 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)
- Red Cross (CPR Level 'C', CPR Level 'C' for HCP, Childcare First Aid and CPR, Wilderness & Remote First Aid, Marine Advanced First Aid)
- ICBC (Airbrakes Endorsement, Driver Training)

When you make the decision to contract 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

For more information contact Northwest Community College's Continuing Education & Industry Training office at your local campus. See back cover for contact information.



<b>A</b>	Accounting: Introduction to..... 9
	Advanced Project Management: Making Tracks to Success..... 4
	Airbrakes Endorsement..... 34
	ArcView GIS..... 27
	Artisan Bread..... 14
	Asserting Yourself in Conflict Situations..... 6
	ATV Rider Safety Course..... 38
<b>B</b>	Babysitting Certificate: Red Cross..... 17
	Backhoe/Loader Operator..... 37
	Bear Awareness..... 23
	Boating Safety Challenge Exam..... 19
	Boating Safety Self Study..... 19
	Bridge Watch Rating Program..... 20
	Building Service Worker Level 1..... 35
	Building Service Worker Level 2..... 35
	Butter Chicken..... 14
<b>C</b>	Cashier Training..... 26
	Chainsaw Safety: Enform (PITS)..... 22
	Chainsaw Safety: Specialized..... 36
	Childcare First Aid & CPR..... 33
	Class 4 Driver Training Preparation..... 36
	Conflict Resolution Certificate..... 6
	Confined Space Entry - Rescue 2..... 23
	CORE - Hunter Training..... 23
	Core Technician..... 29
	CPR/AED Level HCP..... 33
	CPR Level 'C'..... 33
<b>D</b>	Discover Photography..... 2
<b>E</b>	ElderCollege..... 15
	Enterprise Project Management..... 3
	Establishing and Managing a Project Office..... 5
	Excavator Operator..... 38
	Excel Level 1..... 10
	Expressive Play Therapy..... 9
<b>F</b>	Firearms Safety: Non-Restricted PAL..... 23
	Firearms Safety: Restricted PAL..... 35
	First Aid Level 1 (Occupational)..... 32
	First Aid Level 3 (Occupational)..... 32
	First Nations Design for Youth: Intro to..... 2
	Fishing Master IV/Master Limited..... 21
	Foodsafe Level 1..... 25
	Foodsafe Level 2..... 25
	Forklift Operator Training..... 35

	Foundations of Collaborative Conflict Resolution..... 35
<b>G</b>	Guitar - Beginner..... 2
	Guitar - Intermediate..... 2
	GPS, Map, Compass and Notetaking..... 27
	Graphic Design Career Certificate..... 13
<b>H</b>	Holiday Chocolates..... 14
	H <sub>2</sub> S Alive..... 22
<b>I</b>	Industrial Fall Protection..... 37
	Instructional Skills Workshop..... 9
	Internet/Email..... 13
<b>J</b>	Job Search and Career Planning in Mining..... 27
	Jump Start..... 4
<b>L</b>	Lock-Out..... 37
<b>M</b>	Mac Computing: iLife..... 13
	Management Skills for Supervisors - Part 1: Interpersonal Skills..... 7
	- Part 2: Group Decision Making..... 7
	- Part 3: Administrative..... 7
	Mandarin Beginner Level 1..... 2
	Marine Advanced First Aid..... 19
	Marine Emergency Duties (MED) - A2.. 18
	Marine Emergency Duties (MED) - A3.. 18
	Meat Cutting..... 23
	Medical Terminology..... 9
	Metal Leaching/Acid Rock Drainage..... 28
	Microsoft Specialist Program - Microsoft Excel Specialist..... 11
	- Microsoft Word Specialist..... 11
	Mining Exploration Field Assistant..... 29
	MS Project..... 13
<b>N</b>	Negotiation Skills Level 1..... 6
<b>O</b>	Octoberfest..... 14
<b>P</b>	PMP & CAPM Exam Preparation..... 5
	Portfolio Management Overview..... 5
	PowerPoint Level 1..... 10
	Prenatal for New Parents..... 17
	Prenatal in a Weekend..... 17

## ALPHABETICAL INDEX

	Project Leadership: The Next Level..... 4
	Project Management: Laying the Foundation..... 4
	Prospector Basic Training..... 28
	Provincial Instructors Diploma (PID)..... 30
<b>R</b>	Restricted Operator Certificate - Marine (ROC-M)..... 18
	Restricted Operator Certificate - Marine Commercial (ROC - MC)..... 18
	Retailer Safety: Preventing Violence, Robbery, Theft..... 26
	Rocks & Minerals: Introduction to..... 27
<b>S</b>	Serving It Right..... 25
	Simply Accounting Level 1..... 12
	Simply Accounting Level 2..... 12
	Simulated Electronic Navigation Limited (SEN Ltd.)..... 20
	Small Vessel Operator Proficiency (SVOP)..... 20
	Snowmobile Rider Course..... 38
	Stakeholder Management: The People Challenge..... 5
	SuperHost Fundamentals..... 25
	Surface Diamond Driller's Helper..... 28
<b>T</b>	Telephone Courtesy and Customer Service..... 26
	TOWES..... 31
	Traffic Control Flagging..... 34
	Transportation Endorsement..... 32
	Transportation of Dangerous Goods..... 36
<b>V</b>	Van Driver Safety Training..... 36
<b>W</b>	WHMIS..... 36
	What's New in Office 2007..... 10
	Wilderness Guiding and Wrangling..... 24
	Windows: Intro to..... 10
	Word Level 1..... 10
	Working with Digital Pictures..... 13
	WorkSafeBC Modules: - Joint Occupational Health & Safety..... 33
	- Joint Occupational Health & Safety Committee Training..... 33
	- Supervisor Safety..... 33
	Write Your Life Story..... 2
<b>Y</b>	Young Worker: Hospitality..... 26
	Young Worker: Retail..... 26

**INTRODUCTION TO FIRST NATIONS DESIGN (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. In this introductory class, you explore elements of First Nations' design from the Terrace area as well as practice form lines, ovoids and the basis of First Nations two-dimensional design. You get hands-on experience with various pencil and paint assignments. You even get to create a design and use it to decorate your own mask – one you can keep!

**CEARTS 717 24 hours \$199**

TER	Oct 11-Nov 29 (Sa)	9:00am-12noon
HAZ	Dates TBA	9:00am-12noon
KIT	Dates TBA	9:00am-12noon
RUP	Dates TBA	9:00am-12noon

Phone your local campus to register your interest in this course. Once sufficient interest is expressed, course dates will be set.

**BEGINNER GUITAR**

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

**CEGENI 702 20 hours \$135+gst**

HOU	Sept 18-Nov 20 (Th)	3:00-4:30 pm
-----	---------------------	--------------

**INTERMEDIATE GUITAR**

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

**CEGENI 704 20 hours \$135+gst**

HOU	Sept 18-Nov 20 (Th)	5:00-6:30 pm
-----	---------------------	--------------

**MANDARIN - BEGINNER LEVEL 1**

This course is for students with little or no previous experience with Mandarin. You learn to ask basic questions of those around you and share information about yourself in this language. This course also covers basics like describing and ordering food in restaurants, asking for directions, travelling, shopping, using the phone, and filling in forms for employment or travel. In this introductory course you begin to understand the complex language structure of Mandarin, focussing primarily on the present tense.

**CELANG 709 20 hours \$139**

TER	Sept 30-Oct 9 (Tu/Th)	7:00-9:30 pm
-----	-----------------------	--------------

**DISCOVER PHOTOGRAPHY**

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

**CEARTS 712 12 hours \$149**

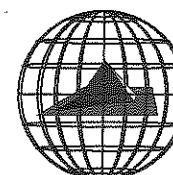
TER	Nov 5-Nov 26 (We)	6:30-9:30 pm
-----	-------------------	--------------

**WRITE YOUR LIFE STORY**

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

**CECOMP 810 \$119**

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



Enterprise Project Management Ltd.

A successful project manager must simultaneously manage four basic elements of a project: resources, time, money and most likely scope.

EPM has been a Registered Education Provider® (R.E.P®) through the Project Management Institute® (P.M.I.®) for the past 11 years. EPM has been providing project management services to the government of BC for the past three years and currently provides standard and customized project management training for the Ministry of Health and Capital Health Region. EPM develops course development, customization and training for organizations internationally.

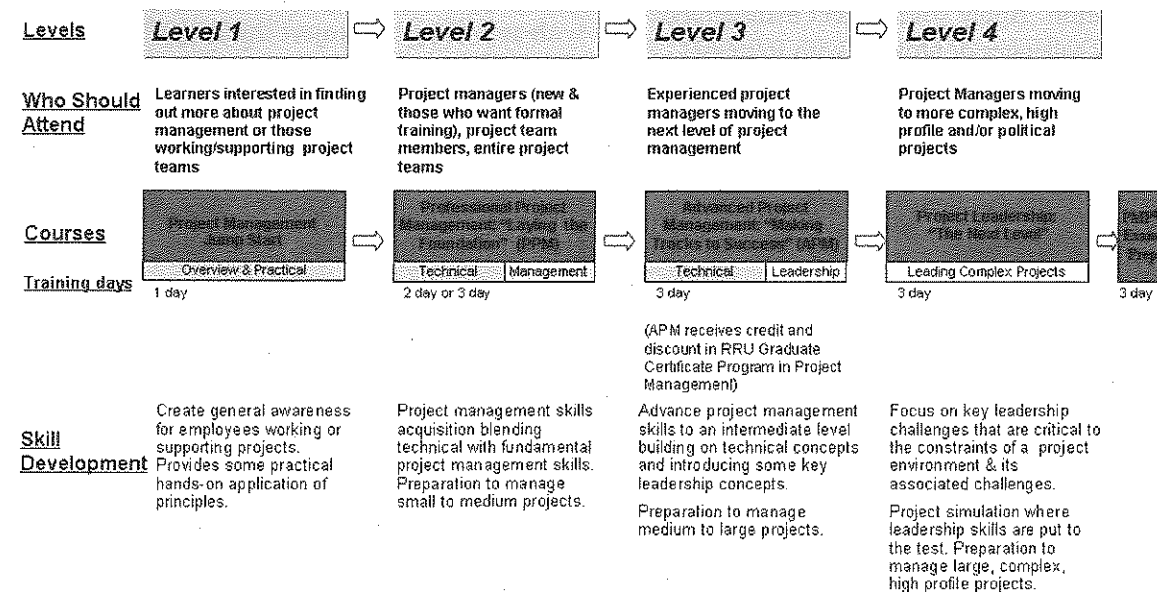
All EPM instructors are PMP® certified and not only teach, but work in the field to bring current knowledge and learning's to the classroom, bringing international experience from companies such as Syngenta, Novartis, Schnindler, Spring Canada, Lucent Technologies, Liberty Mutual and the Government of British Columbia.

The Professional Project Management Training Program enables current or potential project managers to:

- set realistic project goals
- identify, plan and organize tasks
- manage risks
- effectively coach project team members
- enhance communication within the project
- use state-of-the-art project management tools
- complete project successfully!

Participants gain a solid understanding of project management with this practical, comprehensive program, applicable to all types of projects.

**EPM PROJECT MANAGEMENT TRAINING PROGRAM**





**JUMP START**

Gain an understanding of project management methods with this fundamental course. Jump start your projects and gain practical experience in proven project management techniques. Discover valuable, flexible tools that can be used immediately on the job to ensure the success of any type of project in any type of organization. Apply your project management skills with strategies developed in the field by experienced managers to the common challenges of projects.

CEBSNS	1 day	\$TBA
HAZ	Dates TBA	8:30am-4:30pm
KIT	Dates TBA	8:30am-4:30pm
RUP	Dates TBA	8:30am-4:30pm
SMI	Dates TBA	8:30am-4:30pm
TER	Dates TBA	8:30am-4:30pm

**PROJECT MANAGEMENT: LAYING THE FOUNDATION**

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

CEBSNS	2 days	\$TBA
HAZ	Dates TBA	8:30am-4:30pm
KIT	Dates TBA	8:30am-4:30pm
RUP	Dates TBA	8:30am-4:30pm
SMI	Dates TBA	8:30am-4:30pm
TER	Dates TBA	8:30am-4:30pm

**ADVANCED PROJECT MANAGEMENT: MAKING TRACKS TO SUCCESS**

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

CEBSNS	3 days	\$TBA
HAZ	Dates TBA	8:30am-4:30pm
KIT	Dates TBA	8:30am-4:30pm
RUP	Dates TBA	8:30am-4:30pm
SMI	Dates TBA	8:30am-4:30pm
TER	Dates TBA	8:30am-4:30pm

**PROJECT LEADERSHIP: THE NEXT LEVEL**

This capstone course is a one of a kind learning experience which applies key project leadership principles and practice with an interactive project simulation tool, SimulTrain®. SimulTrain® is a registered trade mark of STS. The Project Leadership training is facilitator-lead and reality-based using a real life project scenario. Participants work in teams through a 'real' project, including all events and influences which occur in all projects - clients changing requirements, staff skill sets, team issues, personality concerns, resource constraints, and technical decisions and difficulties. Participants make decisions under stress as a team, considering all parameters of a project.

CEBSNS	3 days	\$TBA
HAZ	Dates TBA	8:30am-4:30pm
KIT	Dates TBA	8:30am-4:30pm
RUP	Dates TBA	8:30am-4:30pm
SMI	Dates TBA	8:30am-4:30pm
TER	Dates TBA	8:30am-4:30pm



**PMP®/CAPM® EXAM PREPARATION**

This well-proven and successful course will improve your chances of passing the grueling PMP® (Project Management Professional) certification exam and the new CAPM® (Certified Associate in Project Management) exam. The course provides you with exactly what you need to know to successfully tackle any question on the exam. You'll become familiar with the makeup and format of the exam itself. You'll practice on sample unit exams and the supplementary PMP® Exam: Practice Test and Study Guide, which was developed by Educational Services International and features hundreds of multiple-choice questions and fully referenced answers. Plus, you'll get a chance to explore the rationale behind each answer with your instructor, a certified PMP®.

*This three-day course is scheduled upon sufficient demand or on a contract basis. Call your local campus to express your interest.*

**ESTABLISHING AND MANAGING A PROJECT OFFICE**

Learn the essentials of project office design, development and implementation from experienced professionals. This two-day course provides fundamental information required to identify and quantify the need for a project office and then provides the tools, techniques and processes to successfully implement it. Examples of issues addressed include areas of control, methodology development, completion of a benefits analysis, and the development of a business case to support the Project Office.

*This two-day course is scheduled upon sufficient demand or on a contract basis. Call your local campus to express your interest.*

**PORTFOLIO MANAGEMENT OVERVIEW**

Learn the essentials of portfolio management. Learn how portfolio management enables an organization to manage projects across the organization, and identify unsuccessful projects early. This course provides fundamental information required to identify and quantify the need for portfolio management within organizations. It provides basic tools, techniques and processes to start a portfolio management process within an organization.

*This one-day course will be scheduled upon sufficient demand or on contract basis. Call your local campus to express your interest.*

**STAKEHOLDER MANAGEMENT: THE PEOPLE CHALLENGE**

Effective stakeholder management is one of the most critical aspects of project success. This course is designed to provide the project manager with a thorough understanding of stakeholder management processes using proven tools, techniques and strategies to manage the stakeholder community throughout the life of a project.

*This two-day course is scheduled upon sufficient demand or on a contract basis. Call your local campus to express your interest.*

FALL 2008



JUSTICE INSTITUTE  
of BRITISH COLUMBIA

### Conflict Resolution Certificate Program

An ability to negotiate and 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 equips 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 [www.jibc.bc.ca](http://www.jibc.bc.ca) for more detailed information.

The Justice Institute of BC's (JIBC) Certificate Program in Conflict Resolution, which specializes in negotiation, is offered in partnership with Northwest Community College. Registration for these JIBC credit courses is through Northwest Community College.



### JIBC - FOUNDATIONS OF COLLABORATIVE CONFLICT RESOLUTION (FORMERLY RESOLVING CONFLICT IN THE WORKPLACE)

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 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 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. Bring a VHS videotape to record your role-play on the final day of the course.

**Note:** This course is a prerequisite for many other courses.

**CEBSNS 738 21 hours \$575**

RUP	Oct 7-Oct 9 (Tu/We/Th)	8:30am-4:30pm
SMI	Nov 18-Nov 20 (Tu/We/Th)	8:30am-4:30pm
TER	Mar 17-Mar 19 (Tu-Th)	8:30am-4:30pm

### JIBC - ASSERTING YOURSELF IN CONFLICT SITUATIONS

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

**CEBSNS 742 21 hours \$575**

TER	Oct 28-Oct 30 (Tu/We/Th)	8:30am-4:30pm
-----	--------------------------	---------------

FALL 2008



### JIBC - NEGOTIATION SKILLS LEVEL 1

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. Course emphasis is on skills development through simulated negotiations assisted by trained coaches. 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

**CEBSNS 737 21 hours \$575**

KIT	Dec 1-Dec 3 (Mo/Tu/We)	8:30am-4:30pm
-----	------------------------	---------------

### 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, you can give a choice of over 1,000 courses.

For more information about gift certificates, contact your local campus or call toll free 1.877.277.2288.

## Convenient, Affordable, and Effective.

Take ed2go courses anywhere and when it's most convenient for you.

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

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

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





### MANAGEMENT SKILLS FOR SUPERVISORS (MSFS)

Today's changing work environment requires supervisors to produce tangible results with less resources and support. Management Skills for Supervisors is a three-part program that gives participants the skills and tools required to be an effective supervisor. The series includes hands-on training that is immediately useful on the job, 84 hours of up-to-date reference materials, and content that includes scenarios specific to the challenges of Northern B.C. Participants 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 Nations 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 following 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 Northwest Community College certificate.

### MSFS - INTERPERSONAL SKILLS (PART 1)

Learn how to give and receive effective feedback that helps 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 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 788 28 hours \$575**  
 TER Oct 14-Oct 17 (Tu-Fr) 8:30am-4:30pm

### MSFS - GROUP DECISION MAKING (PART 2)

Participants identify and understand their style of decision making and what effect this has on others. Leading leadership styles are 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 789 28 hours \$575**  
 TER Nov 4-Nov 7 (Tu-Fr) 8:30am-4:30pm

### MSFS - ADMINISTRATIVE SKILLS AND PERSONAL DEVELOPMENT (PART 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 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 798 28 hours \$575**  
 TER Nov 18-Nov 20 (Tu-Fr) 8:30am-4:30pm

### Online Courses For Becoming Veterinary Assistants



**Learn More...**  
 • Expert Instructors  
 • 24-Hour Access  
 • Online Discussion Areas  
 • 6 Weeks of Instruction

- Become a Veterinary Assistant
- Become a Veterinary Assistant II: Canine Reproduction
- Become a Veterinary Assistant III: Practical Skills

**New course sessions begin on the third Wednesday of each month. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.**

Our **instructor-facilitated** online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. It's no wonder that many long-lasting friendships have formed in our lively discussion areas.

All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of the day or night.

Visit our site to learn more.

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

### INTRO TO ACCOUNTING

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

**CEBSNS 735 6 hours \$100**  
 TER Oct 7-Oct 9 (Tu/Th) 6:30-9:30pm  
 SMI Nov 3-Nov 5 (Mo/We) 6:30-9:30pm  
 KIT Dec 2-Dec 4 (Tu/Th) 6:30-9:30pm

### INSTRUCTIONAL SKILLS WORKSHOP

Are you involved in any aspect of 'training' within your company or organization? Would you be interested in learning some new approaches to enhance your ability to transfer knowledge to individuals? The Instructional Skills Workshop is a new and intensive approach to adult education learning principles and their delivery that is designed specifically for you and this region. Learning modules and objectives will include: assessing the training needs in your organization in order to determine what steps to take; determining your own style and how to increase your facilitation skills in training effectiveness; how to develop an instructional plan that keeps you on track; develop new training techniques that make learning more focused and fun; and how to enhance your training methods using the best available resources within this region. Participants in this seminar receive a complete resource kit including worksheets, checklists and detailed plans to assist in your future training applications, programs and training success. Invest your time wisely...consider what this seminar could do to enhance your training career and the individuals within your company or organization.

**CEEDUC 701 30 hours \$499**  
 SMI Sept 15-Sept 18 (Mo-Th) 8:30am-5:00pm

### EXPRESSIVE PLAY THERAPY - A HOLISTIC AND INTEGRATIVE APPROACH

This seminar provides a general introduction to Play Therapy, as well as an overview of the theoretical framework of Expressive Play Therapy and the various expressive methods available in a play session. It will also focus on the play therapy process. The content of this workshop is based on Holistic Expressive Therapy, an integrative approach that addresses the physical, emotional, cognitive and spiritual needs of clients in therapy. This approach is child-centered, in the sense that it focuses on the present needs of each individual child, whether it is non-directive or incorporates expressive structured interventions.

**Important Note: The deadline to register for this course is February 20, 2009.**

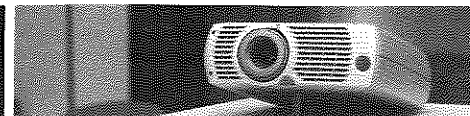
**CEEDUC 713 24 hours \$850**  
 SMI May 26-May 29 (Tu-Fr) 8:30am-3:30pm

### MEDICAL TERMINOLOGY

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

**Prerequisites:** Grade 10 English and Writing.  
**Note:** Students must buy the textbook 'Medical Terminology: A Living Language', 3rd Edition.

**CEBSNS 712 45 hours \$425**  
 TER Oct 28-Dec 18 (Tu/Th) 6:30-9:30pm



**INTRO TO WINDOWS**

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

**Note:** This course is a prerequisite for all NWCC computer software courses.

<b>CECOMP 745</b>	<b>12 hours</b>	<b>\$179</b>
TER	Sept 22-Oct 1 (Mo/We)	6:30-9:30pm
RUP	Oct 14-Oct 23 (Tu/Th)	6:30-9:30pm
KIT	Sept 16-Sept 25 (Tu/Th)	6:30-9:30pm

*This course is offered in Haida Gwaii upon sufficient demand. Call to register your interest.*

**WORD LEVEL 1**

This course introduces the basic operations of MS Word. Participants learn to create and edit documents; save, open and close documents; use the letter wizard and different document formatting methods; move and copy text; proofread and correct documents; use the 'find' and 'replace' features; use the 'zoom' and 'print preview'; understand file management; create envelopes and labels; and more.

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

<b>CECOMP 749</b>	<b>12 hours</b>	<b>\$179</b>
HOU	Sept 30-Oct 9 (Tu/Th)	6:30-9:30pm
KIT	Oct 14-Oct 23 (Tu/Th)	6:30-9:30pm
RUP	Nov 25-Dec 4 (Tu/Th)	6:30-9:30pm

*This course is offered in Haida Gwaii upon sufficient demand. Call to register your interest.*

All Microsoft Office (Word, Excel, Powerpoint, Access) courses will use 'Office 2007'.

**POWERPOINT LEVEL 1**

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

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

**Note:** Word Level 1 highly recommended.

<b>CECOMP 739</b>	<b>12 hours</b>	<b>\$179</b>
TER	Oct 8-Oct 17 (We/Fr)	6:30-9:30pm

**EXCEL LEVEL 1**

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

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

<b>CECOMP 722</b>	<b>12 hours</b>	<b>\$179</b>
SMI	Oct 20-Oct 29 (Mo/We)	6:30-9:30pm
RUP	Nov 3-Nov 12 (Mo/We)	6:30-9:30pm
HOU	Nov 18-Nov 27 (Tu/Th)	6:30-9:30pm

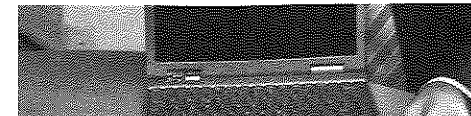
*This course is offered in Haida Gwaii upon sufficient demand. Call to register your interest.*

**WHAT'S NEW IN OFFICE 2007**

This course is for experienced computer users who have upgraded to Microsoft Office 2007. The course covers what's new in Office 2007. It also gives you the following quick references: 10 things you should know about compatibility issues, new tips and trick for excel and word, 10 new interface elements, 10 annoying features and how to turn them off, and other helpful tools for productivity.

<b>CECOMP 826</b>	<b>3.5 hours</b>	<b>\$54</b>
TER	Sept 26 (Fr)	8:30am-12noon

*This course will be offered on other campuses upon sufficient demand. Call to register your interest.*



**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.

**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.

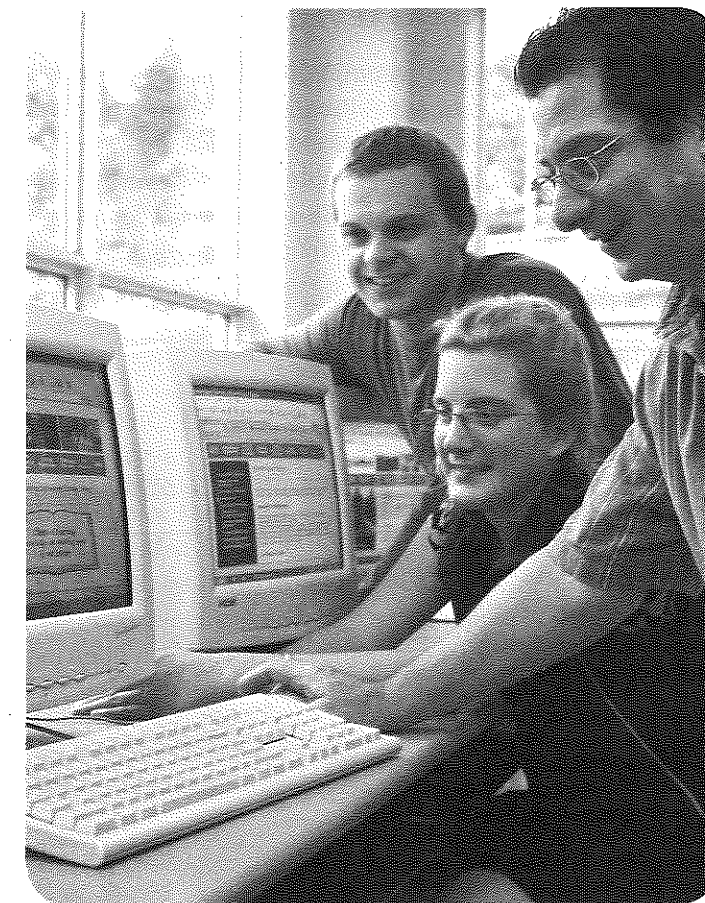
<b>CECOMP 824</b>	<b>33 hours</b>	<b>\$375</b>
TER	Oct 20-Nov 26 (Mo/We)	6:30-9:30pm

**MS WORD SPECIALIST**

This course introduces 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 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, and add borders to texts and paragraphs.

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

<b>CECOMP 823</b>	<b>33 hours</b>	<b>\$375</b>
TER	Sept 30-Nov 6 (Tu/Th)	6:30-9:30pm



**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

## SIMPLY ACCOUNTING LEVEL 1

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

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

**Note:** Expect some homework!

<b>CECOMP 711</b>	<b>15 hours</b>	<b>\$225</b>
TER	Oct 14-Oct 28 (Tu/Th)	6:30-9:30pm
SMI	Nov 10-Nov 24 (Mo/We)	6:30-9:30pm

## SIMPLY ACCOUNTING LEVEL 2

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

**Prerequisite:** Simply Accounting Level 1.

<b>CECOMP 712</b>	<b>15 hours</b>	<b>\$225</b>
TER	Nov 4 - Nov 20 (Tu/Th)	6:30-9:30pm

Instructor-Facilitated  
Online Courses

All courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office, and access the classroom any time of the day or night.

New course sessions begin each month. Please visit our Online Instruction Center to see exact start dates.

Enroll Now!

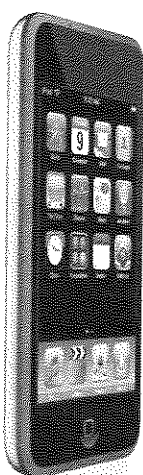
Visit us for more details!

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

or call:

(250) 638-5473

## Northwest Community College



ENROLL TODAY FOR A CHANCE TO

# Win an iPod touch!

From now until the end of November, ed2go is giving away up to three Apple iPod touch devices per month! You can win by becoming the 100th, 1,000th, or 10,000th student to enroll in a course from now through November. **Don't wait any longer—you could be one of the lucky winners this month!**

Visit our Online Instruction Center to view detailed descriptions of over 300 courses!

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

Courses start as low as  
**\$119**

Over 300 online courses available monthly:

**Creating Web Pages**

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

**Accounting Fundamentals**

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

**Write Like a Pro**

Find out from a Hollywood writer and author how professional writers use story outlines to structure any type of story.

**Medical Terminology**

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable way.

**Teaching Science Grades 4-6**

Increase your effectiveness at teaching science to children in fourth through sixth grades.

**Become a Veterinary Assistant**

Learn from a practicing veterinarian what you need to know to work in a veterinary office or hospital.

ed2go

## MS PROJECT

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

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

<b>CECOMP 775</b>	<b>12 hours</b>	<b>\$179</b>
KIT	Nov 4-Nov 13 (Tu/Th)	6:30pm-9:30pm

## WORKING WITH DIGITAL PICTURES

Working with Windows, Adobe Photoshop Elements, your camera's software, and Internet Explorer, participants learn about digital imaging including basic features of digital cameras, capturing images, viewing images on LCD screens, image editing software, basic editing tools, printing images, and online photo-sharing. Bring a digital camera to class.

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

<b>CECOMP 801</b>	<b>6 hours</b>	<b>\$100</b>
TER	Oct 11 (Sa)	9:00am-4:00pm

## MAC COMPUTING: iLIFE

This course helps you create your own iLife Project - perhaps an iPhoto Book, a Calendar, a set of cards, or DVD. This course covers the basics of the digital integration of iPhoto, iMovie, iDVD and iTunes. Most of the class time is dedicated to supporting you working on your project. Bring your own computer, keyboard & mouse into our lab.

<b>CECOMP 821</b>	<b>12 hours</b>	<b>\$179</b>
KIT	Dates TBA	12 hours
RUP	Dates TBA	12 hours
TER	Dates TBA	12 hours

## INTERNET/EMAIL

Learn the essentials of the Internet including search tools available to help you find information. This course also addresses e-mail basics such as mailboxes, address books and attachments, plus how to organize and store your e-mail messages.

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

<b>CECOMP 728</b>	<b>6 hours</b>	<b>\$100</b>
HOU	Nov 4-Nov 6 (Tu/Th)	6:30-9:30pm

## GRAPHIC DESIGN CAREER CERTIFICATE

This program prepares you for an entry-level position in the graphics industry. You learn the basics of design theory, and apply that theory using industry-standard software such as Adobe Illustrator, Photoshop, and InDesign. You also learn about typography and corporate and personal portfolio development.

This comprehensive program includes an instructor, all required textbooks and software, including Photoshop, Illustrator, and InDesign, and the following online instructor-led courses: Color Theory, Introduction to Graphic Design, Graphic Design and Production, Photo Image Editing 1, Photo Image Editing 2, Typography, Electronic Publishing, Corporate Design, and Portfolio Development. By the end of this program, you'll understand graphic design, Web design, and desktop publishing, and have developed your own portfolio.

The Graphic Design Career Certificate Program prepares students for careers in the graphics industry as designers, commercial artists and computer graphic designers. Such positions combine the skills of graphic art, graphic design, web graphic arts design, and desktop publishing. This program provides students with the training and portfolio necessary to interview for entry-level positions with advertising agencies, design studios, publishing houses, and corporate communications departments.

Students have 15 months to complete this program.

<b>CECOMP 827</b>	<b>405 hours</b>	<b>\$3,599</b>
<a href="http://www.ed2go.com/nwcc">www.ed2go.com/nwcc</a>		





**OCTOBERFEST**

Enjoy the Bavarian experience in this culinary experience class. NWCC's professional culinary arts instructors design a menu and teach you how to prepare an Oktoberfest celebration, as well as how to match your meal with ales.

**CEGENI 815**      **6 hours**      **\$79+gst**  
 TER                      Oct 4 (Sa)                      9:00am-4:00pm

**BUTTER CHICKEN**

Learn to make this rich and creamy dish from northern India. Boneless chicken is cooked in a smooth yogurt sauce with aromatic spices, complimented by naan bread, hand-made from scratch. NWCC's professional culinary arts instructors will suggest side dishes to complete this meal, and guide you through the steps as you learn this popular dish.

**CEGENI 817**      **6 hours**      **\$79+gst**  
 TER                      Nov 1 (Sa)                      9:00am-4:00pm

**ARTISAN BREAD**

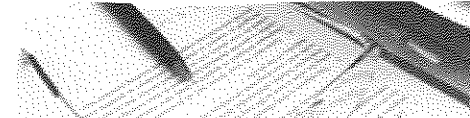
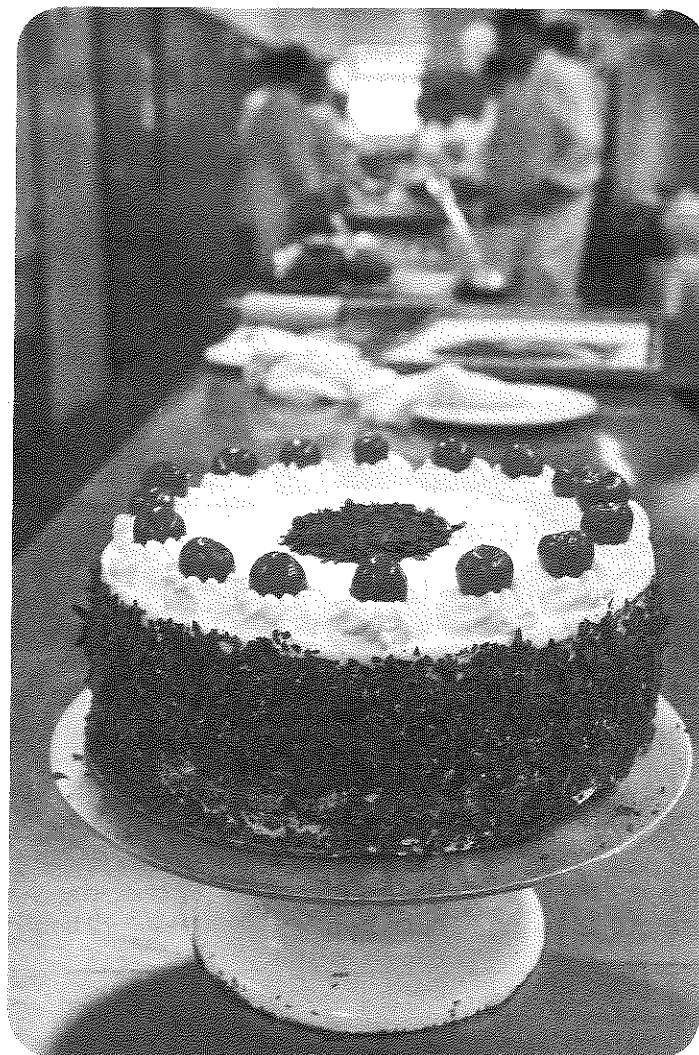
Baking your own bread allows for the incorporation of a variety of ingredients, letting you create new combinations of flavours and textures. In this class, participants learn bread basics - kneading, rising, and baking - then move on to the addition of specialty ingredients including multigrains, fruits and vegetables, seeds, and cheeses. NWCC's professional culinary arts instructors guide participants to the successful preparation of loaves, and rolls in this interactive class.

**CEGENI 816**      **6 hours**      **\$79+gst**  
 TER                      Nov 22 (Sa)                      9:00am-4:00pm

**HOLIDAY CHOCOLATES**

Get ready to celebrate the holidays with hand-made chocolates and truffles for your family and friends. In this interactive class, NWCC's professional culinary arts instructors will guide you as you learn the proper way to melt, temper, handle, mold, and decorate chocolates. Discover the finer points of working with chocolate, all the steps in making truffles, and finish the class with treats that are ready to for gift-giving!

**CEGENI 818**      **6 hours**      **\$79+gst**  
 TER                      Dec 6 (Sa)                      9:00am-4:00pm



**CPR & STANDARD FIRST AID INFO SESSION**

Do you know what to do in an emergency? Learn the new CPR for adults, children and infants. This **non-certified** course teaches one-person and two-person CPR as well as choking procedures. The course also covers a broad foundation of basic first aid training, such as what to do in the case of heart attack or stroke, bleeding, shock, broken bones and other medical emergencies.

**CEELDR 734**      **8 hours**      **\$30+gst**  
 SMI                      Sept 26-Oct 17 (Fr)                      10:00am-12noon

**INTERIOR DECORATING AND MORE**

Is there a room in your home you want to transform into something more appealing? If so, our interior decorating course is just for you. The course helps you develop your creativity, and shows you how to use colour, fabric, accessories, furnishings, lighting and paint in a way that reflects your own personal taste.

**CEELDR 731**      **8 hours**      **\$30+gst**  
 SMI                      Oct 14-Nov 4 (Tu)                      10:00-am12noon

**FIRST NATIONS OF NORTHERN BC**

This course offers an ideal opportunity to learn about First Nations peoples of Northern B.C. from the time prior to contact with the Europeans to the present. Course emphasis is on traditional societies and the history of European colonial impact. Invited guests from Aboriginal communities enhance your understanding of Aboriginal history and current issues.

**CEELDR 735**      **6 hours**      **\$30+gst**  
 SMI                      Nov 13-Nov 27 (Th)                      9:30am-11:30am

**ENHANCING YOUR MEMOIRS**

This course is for people who have written or are planning to write their memoirs. It includes instruction on scanning photographs and inserting them into your document and using Microsoft Word formatting tools for improving the appearance. As well, a member of the genealogical society will give tips on researching family histories using the internet, and accessing other sources of information. No writing instruction is included in this course.

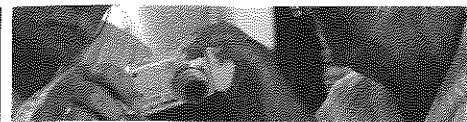
**Prerequisite:** Basic computer skills.

**CEELDR 736**      **6 hours**      **\$20+gst**  
 SMI                      Oct 23-Nov 6 (Th)                      9:30am-11:30am

**Elder College in Hazelton**

NWCC's Hazelton Campus offers the following free workshops from 1 pm to 3 pm every Thursday. Everyone is welcome. Call Hazelton Campus at 250.842.5291 to register.

- Sept 4      INDIGENOUS PLANTS & HERBS
- Sept 11    PLANTS & HERBS FIELD TRIP
- Sept 18    EDIBLE MUSHROOMS
- Sept 25    MUSHROOMS FIELD TRIP
- Oct 2      CHICAGO CREEK FISH HATCHERY
- Oct 9      FALL TRANSPLANTING & PREPARATION FOR SPRING PLANTING
- Oct 16    MATURE DRIVERS' WORKSHOP
- Oct 23    AFFLICTIONS OF THE ELDERLY
- Oct 30    HALLOWEEN PARTY - DRESS UP
- Nov 6     ARMCHAIR TRAVEL
- Nov 13    COMMUNITY AFFAIRS
- Nov 20    WILLS & OTHER LEGAL ISSUES
- Nov 27    RETIREMENT PROS & CONS
- Dec 4     CARETAKERS - DO YOU NEED HELP?
- Dec 11    PERCEPTION OF GOD AND THE AFTERLIFE
- DEC 18    CHRISTMAS PARTY



Comprehensive online courses with assignments and final exams  
 Earn Continuing Education Units Online  
 Certificate of Completion awarded with a passing score  
 Monthly classes that run for six weeks  
**Enroll Today!**



**Health Care Continuing Education Online Courses**  
**Accredited Certificate Programs for Health Care Professionals**

**Northwest Community College**

All Health Care Continuing Education courses run for six-weeks (with a 10-day extension period available at the end). They are self-paced and consist of lessons and chapters, a discussion area and a final exam for each course within the program. Students who successfully complete the program will be awarded a Certificate from Allegra Learning Solutions.

**Certificate in Complementary and Alternative Medicine**  
 (32 contact hours) Enhance your professional marketability by gaining a broad understanding of alternative health care options.

**Certificate in Issues in Oxygenation**  
 (32 contact hours) A holistic approach to the care of patients with disorders of oxygenation.

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

**Certificate in Perinatal Issues**  
 (14 contact hours) Stay current with emerging trends affecting childbearing women, newborns, and families.

**Certificate in Growth and Development Through the Lifespan**  
 (31 contact hours) Gain new insights in human development and be better prepared to care for patients of all ages.

**Certificate in Spirituality, Health, and Healing**  
 (36 contact hours) Enhance your professional marketability by recognizing the impact spiritual values and beliefs have on health and healing.

**Certificate in Pain Assessment and Management**  
 (24 contact hours) Increase the accuracy of your pain assessment skills and become more effective in your pain management strategies.

Courses start as low as **\$119**

**ACCREDITATION:**

ALLEGRA Learning Solutions, LLC is accredited as a provider of continuing education in nursing by the American Nurses Credentialing Center's Commission on Accreditation. Accreditation refers to recognition of continuing nursing education only and does not imply Commission on Accreditation approval or endorsement of any commercial product.

Provider approved by the California Board of Registered Nursing, Provider #CEP 14693, for the stated number of contact hours.

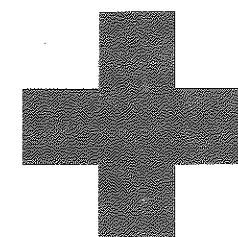
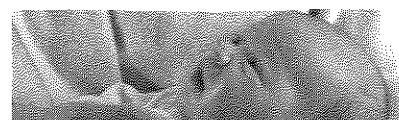
This course meets the qualifications for the stated hours of continuing education credit for MFTs and/or LCSWs as required by the California Board of Behavioral Sciences.

**New course sessions begin each month.**

**To learn more call:**  
**(250) 638-5473**

**Visit our Online Instruction Center to ENROLL TODAY!**

**www.ed2go.com/nwcc**



**Canadian Red Cross**

**RED CROSS BABYSITTING CERTIFICATE**

This Red Cross course is for participants 11 to 15 years of age. Students cover first aid, fire safety, accident prevention, and how to care for and entertain children at various stages of development. This is a fun, rewarding program for young entrepreneurs to learn safety and awareness. Bring a bag lunch/snack.

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

**CEFAID 715      8 hours      \$60**  
 HAZ      Nov 1-Nov 8 (Sa)      10:00am-2:00pm

**PRENATAL FOR NEW PARENTS**

In this six-week series of classes, new parents are provided with helpful information on labour, birth, the newborn, and parenthood. Practical experience in labour techniques and a hospital tour are included. Please bring two pillows, a blanket, Baby's Best Chance (available for free from your Public Health Office), and pens/paper to class. Wear clothing suitable for floor exercises.

**Note:** Fee includes both mother and partner.

**CEHLTH 752      12 hours      \$10**  
 TER      Dates TBA      7:00-9:00pm

**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 are provided with helpful information on labour, birth, the newborn, and parenthood. Practical experience in labour techniques and a hospital tour are included. Bring two pillows, a blanket, Baby's Best Chance textbook (available for free from your Public Health Office), and pens/paper. Clothing suitable for floor exercises should be worn.

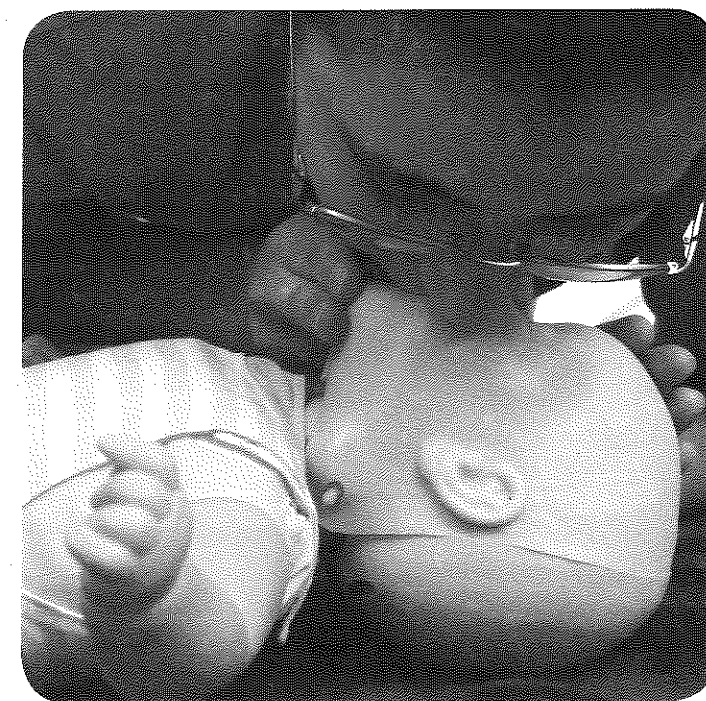
**Note:** Fee includes both mother and partner.

**CEHLTH 751      12 hours      \$10**  
 TER      Dates TBA (Sa/Su)      9:00am-4:00pm

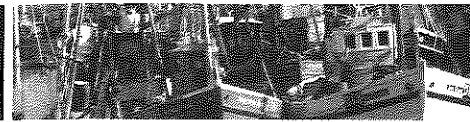
**CPR/AED LEVEL HCP**

This course covers all CPR Level 'C' course material plus two-person baby, child, and adult CPR and the use of a Bag-Valve-Mask. It's intended for healthcare providers such as physicians, nurses, paramedics and Allied Healthcare Providers.

**CEFAID 775      6 hours      \$109**  
 HOU      Dates TBA



FALL  
2008



**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 the 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:** A bathing suit and rain gear are required.

<b>CENAUT 714</b>	<b>28 hours</b>	<b>\$449</b>
RUP	Nov 24-Nov 27 (Mo-Th)	8:30am-4:30pm
RUP	Jan 12-Jan 14 (Mo-We)	8:30am-4:30pm
RUP	Mar 11-Mar 13 (We-Fr)	8:30am-4:30pm

**MARINE EMERGENCY DUTIES (MED) - A3**

MED-A3 is a basic personal safety training certificate course which is mandatory for persons working as crew members of fishing vessels or small commercial vessels not greater than 12 metres in length, operating no more than 25 miles offshore. Transport Canada requirements state: *Every member of the complement of a ship shall, before the member has completed six months on board ships, obtain a certificate of member's successful completion of training, at a recognized institution, in marine emergency duties with respect to basic safety.*

<b>CENAUT 709</b>	<b>8 hours</b>	<b>\$175</b>
RUP	Oct 18 (Sa)	8:30am-5:30pm
RUP	Nov 14 (Fr)	8:30am-5:30pm
RUP	Dec 12 (Fr)	8:30am-5:30pm

**RESTRICTED OPERATOR CERTIFICATE - MARITIME (ROC-M)**

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

<b>CENAUT 713</b>	<b>12 hours</b>	<b>\$179</b>
RUP	Nov 8-Nov 9 (Sa/Su)	9:00am-4:00pm

**RESTRICTED OPERATOR CERTIFICATE - MARITIME COMMERCIAL (ROC-MC)**

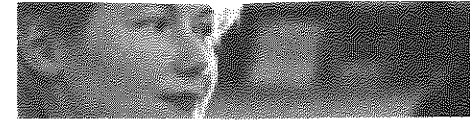
This radio communications course enables radio station personnel, both ashore and afloat, operating all types of marine radio systems compatible with the international standard of the Global Maritime Distress and Safety System (GMDSS), to efficiently utilize aspects of the GMDSS communications systems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

**Note:** You must be in possession of a valid ROC-M certificate. Operators must be a minimum of 18 years old.

<b>CENAUT 708</b>	<b>24 hours</b>	<b>\$730</b>
RUP	Dec 9-Dec 11 (Tu-Th)	8:30am-4:30pm
RUP	Jan 14-Jan 17 (We-Sa)	8:30am-4:30pm
RUP	Mar 14-Mar 17 (Sa/Su/Tu)	8:30am-4:30pm

Marine courses are offered in Haida Gwaii and Kitimat upon sufficient demand. Call today to register your interest!

FALL  
2008



**MARINE ADVANCED FIRST AID**

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

<b>CEFAID 705</b>	<b>16 hours</b>	<b>\$199</b>
RUP	Sept 27-Sept 28 (Sa/Su)	8:30am-5:30pm
RUP	Nov 29-Nov 30 (Sa/Su)	8:30am-5:30pm
RUP	Jan 10-Jan 11 (Sa/Su)	8:30am-5:30pm
RUP	Mar 9-Mar 10 (Mo/Tu)	8:30am-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.

<b>CENAUT 702</b>	<b>\$25</b>
-------------------	-------------

**BOATING SAFETY SELF STUDY**

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

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

<b>CENAUT 703</b>	<b>\$40</b>
-------------------	-------------





**SMALL VESSEL OPERATOR PROFICIENCY (SVOP)**

This course provides basic theoretical knowledge to persons with specified practical skills and experience in commercial (non-recreational) power driven vessels. On completion of the course, the student will have developed the skill and knowledge to take charge of a vessel under 15 gross tons operating in designated waters. The SVOP Certificate is valid for the operators of a small non-passenger commercial vessel. This may be a fish farm utility boat, a small trading vessel or patrol vessel (Canadian Coast Guard, Police, Conservation, Fireboats and Fisheries vessels, etc.) under eight metres LOA and five gross tons operating in Home Trade 4 and minor waters limits.

**Note:** This license is not valid for a vessel of any size engaged in towing.

**CENAUT 716 26 hours \$430**

RUP Dec 15-Dec 18 (Mo-Th) 8:30am-5:30pm

**SIMULATED ELECTRONIC NAVIGATION LIMITED (SEN LTD)**

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

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

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

RUP Jan 28-Jan 31 (We-Sa) 8:30am-4:30pm

**BRIDGE WATCH RATING PROGRAM**

This program is broad in scope and practical in nature. While the knowledge component of the training serves as an introduction to a broad number of nautical study areas, the manual skills – including rope work, splicing and other practical skills – will be fully mastered. Upon successful completion, students are prepared to commence a professional seagoing career. The aim of this course is to enable a new entry seaperson to prepare and pursue a career in the marine industries and to function as a competent member of a seagoing ship's deck and bridge watch team. NWCC will offer all four components of this program in January 2009:

<b>Marine Advanced First Aid</b>	<b>\$199</b>
Mar 9-Mar 10 (Mo/Tu)	8:30am-5:30pm
<b>MED-A2</b>	<b>\$449</b>
Mar 11-Mar 13 (We-Fr)	8:30am-4:30pm
<b>ROC-MC</b>	<b>\$730</b>
Mar 14-Mar 17 (Sa-Tu)	8:30am-4:30pm
<b>Bridge Watch Rating</b>	<b>\$6,521</b>
Mar 18-May 1 (We-Sa)	8:30am-4:30pm

*The registration deadline for this course is February 6, 2009. Students can register for all four components of the program for a reduced price of \$7,499, or for individual courses if they are already holders of some component certificates.*

**FISHING MASTER IV/MASTER LIMITED**

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

- 1) Small Vessel Operator Proficiency Certificate - This certificate is restricted to Fishing Vessels under 15 gross tonnage and operating within 25 miles of the shore and 100 miles of a safe port:
- 2) Certificate of Service as Master of the Fishing Vessel under 60 gross tonnage - This certificate has a "sunset" clause and will only be available for approximately seven years from 2007. The holder of this certificate may act as Master on board a fishing vessel of not more than 60 gross tonnage engaged on an unlimited, a near coastal, Class 1 or 2 or a sheltered waters voyage, according to the voyages on which the qualifying service for the certificate has been acquired. The validity will be specified on the certificate: or a
- 3) Fishing Master IV - The holder of this certificate may act as Master on board a fishing vessel of not more than 100 gross tonnage engaged on a near coastal or sheltered waters voyage and as Officer-In-Charge of the Watch of a fishing vessel of any tonnage engaged on/near coastal or sheltered waters voyage.

NWCC is scheduling all five components of the **Fishing Master IV/Master Limited Program** in Prince Rupert in January 2009:

<b>Marine Advanced First Aid</b>	<b>\$199</b>
Jan 10-11 (Sa/Su)	8:30am-5:30pm
<b>MED-A2</b>	<b>\$449</b>
Jan 12-Jan 14 (Mo-We)	8:30am-4:30pm
<b>ROC-MC</b>	<b>\$730</b>
Jan 15-Jan 17 (Th-Sa)	8:30am-4:30pm
<b>Fishing Master IV/Master Limited</b>	<b>\$895</b>
Jan 19-Jan 27 (Mo-Tu)	8:30am-4:30pm
<b>SEN Ltd.</b>	<b>\$1,029</b>
Jan 28-Jan 31 (We-Sa)	8:30am-4:30pm

*The registration deadline for this course is December 15, 2008. Students can register for all five components for a reduced price of \$2,900 or for individual courses if they are already holders of some component certificates.*

NWCC is scheduling all five components of the **Fishing Master Certificate of Service** for Kitimat/Terrace/Nass in February 2009:

<b>Marine Advanced First Aid</b>	<b>\$199</b>
Feb 16-Feb 17 (Mo/Tu)	8:30am-5:30pm
<b>MED-A3</b>	<b>\$175</b>
Feb 18 (We)	8:30am-4:30pm
<b>SVOP</b>	<b>\$430</b>
Feb 19-Feb 21 (Th-Sa)	8:30am-4:30pm
<b>ROC-MC</b>	<b>\$730</b>
Feb 23-Feb 25 (Mo-We)	8:30am-4:30pm
<b>SEN Ltd.</b>	<b>\$1,029</b>
Feb 26-Mar 1 (Th-Su)	8:30am-4:30pm

*The course location will be determined by interest. Call your local campus to register your interest. Students can register for all five components for a reduced price of \$2,175, or for individual courses if they are already holders of some component certificates.*

NWCC is scheduling all five components of the **Fishing Master Certificate of Service** for Haida Gwaii in March 2009:

<b>Marine Advanced First Aid</b>	<b>\$199</b>
Mar 23-Mar 24 (Mo/Tu)	8:30am-5:30pm
<b>MED-A3</b>	<b>\$175</b>
Mar 25 (We)	8:30am-4:30pm
<b>SVOP</b>	<b>\$430</b>
Mar 26-Mar 28 (Th-Sa)	8:30am-4:30pm
<b>ROC-MC</b>	<b>\$730</b>
Mar 30-Apr 1 (Mo-We)	8:30am-4:30pm
<b>SEN Ltd.</b>	<b>\$1,029</b>
Apr 2-Apr 5 (Th-Su)	8:30am-4:30pm

*The registration deadline for this course is February 15, 2009. Students can register for all five components for a reduced price of \$2,175 or for individual courses if they are already holders of some component certificates.*

## 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 help prevent workplace injury or loss of life. A certificate is awarded upon completion of this course.

**Note:** Fee includes course materials.

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

**CEFAID 744 4 hours \$59**

See page 36 for dates in your community.

## OCCUPATIONAL FIRST AID (OFA) LEVEL 1

This WorkSafeBC class provides training in basic first aid skills. Topics include C-spine control, respiratory and circulatory emergencies, minor soft tissue injuries, accurate completion of the required documentation. The course also covers new modules on the identification and management of strokes, diabetes, seizures and fainting.

**CEFAID 706 7 hours \$109**

See page 32 for dates in your community

## TRANSPORTATION ENDORSEMENT

This course delivers the skills and knowledge needed to secure and transport injured/ill workers to medical aid. These skills are necessary if the worksite is more than 20 minutes from medical aid. Evaluation is conducted by the instructor.

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

**CEFAID 707 7 hours \$109**

See page 32 for dates in your community

**WorkSafe bc.com**

Workers' Compensation Board of BC

H<sub>2</sub>S ALIVE

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

**CEFAID 733 8 hours \$250**

KIT	Sept 16 (Tu)	8:30am-5:30pm
TER	Oct 15 (We)	8:30am-5:30pm
KIT	Nov 15 (Sa)	8:30am-5:30pm
TER	Dec 15 (Mo)	8:30am-5:30pm

## ENFORM (PITS) CHAINSAW SAFETY

This two-day course covers personal protection, chainsaw maintenance and handling, and safe falling, limbing, and bucking practices. It's delivered over 16 instructional hours, including both theory (Day 1) and hands-on practice (Day 2). Students who successfully complete the prescribed practical skills and examination for the course receive a certificate of completion from Petroleum Industry Training Services (PITS). Suggested minimum age is 16. Certification last three years. Students are required to have the following on Day 2: appropriate work clothing, saw pants, steel-toed work boots, hard hat with muffs and visor, gloves, reflective vest and safety glasses, emergency whistle, and chainsaw with tools.

This course is scheduled upon sufficient demand. Call to register your interest.

## TRANSPORTATION OF DANGEROUS GOODS (LAND/RAIL)

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

**CEFAID 714 5 hours \$89**

See page 36 for dates in your community.

## BEAR AWARENESS

This 8-hour course provides up-to-date instruction on black and grizzly bear ecology and behaviour so that you can apply your knowledge to proactively reduce the risk of encountering and attracting bears. The course includes hands-on practice with bear spray.

**CEFAID 747 8 hours \$119**

RUP	Sept 19 (Fr)	8:30am-5:30pm
HAZ	Dates TBA	
KIT	Dates TBA	
SMI	Dates TBA	
TER	Dates TBA	

## CORE - HUNTER TRAINING

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

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

**CEFAID 769 24 hours 219**

HOU	Sept 19-Sept 23 (Fr/Mo/Tu)	6:30-9:30pm
	(Sa/Su)	8:30am-4:30pm
SMI	Sept 25-Sept 28 (Th/Fri)	6:30-9:30pm
	(Sa/Su)	8:30am-5:00pm
RUP	Sept 26-Sept 30 (Fr/Mo/Tu)	6:30-9:30pm
	(Sa/Su)	8:30am-4:30pm

## GPS, MAP, COMPASS AND NOTETAKING

Learn basic navigation using GPS, map and compass. Discover how to read and interpret maps, find a location, estimate distances, and plot a course. Compassing, traversing and notetaking is practiced in the field.

**CEFAID 732 16 hours \$199**

See page 27 for dates in your community

## 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 you have successfully completed a course or test in the safe handling and use of firearms and the laws relating to them. Successful completion of this class enables participants to submit their application for a non-restricted PAL.

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

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

**CEFAID 727 16 hours \$169**

HOU	Sept 26-Sept 28 (Fr)	6:00-10:00pm
	(Sa)	8:30am-4:30pm
	(Su)	8:30am-2:00pm
RUP	Oct 6-Oct 9 (Mo-Th)	6:00-10:00pm
SMI	Nov 14-Nov 16 (Fr)	6:00-10:00pm
	(Sa)	8:30am-4:30pm
	(Su)	8:30am-2:00pm

## MEAT CUTTING

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

**CEGENI 722 6 hours \$79+gst**

TER	Nov 8 (Sat)	9:00am-4:00pm
-----	-------------	---------------



**WILDERNESS GUIDING AND WRANGLING**  
(FORMERLY HUNTING & FISHING GUIDE)

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

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

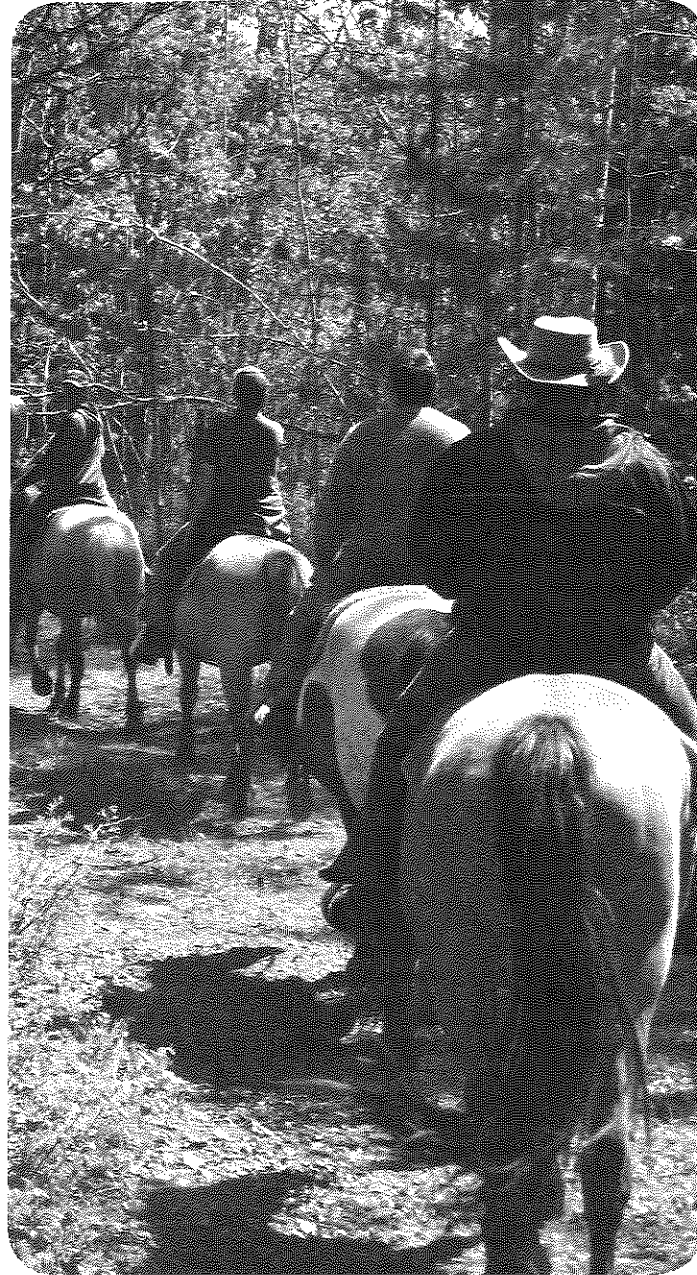
**WHO SHOULD TAKE THIS PROGRAM?**

- 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

**CEPSTR 722      30 days      \$TBA**

SMI      May 1-May 30 (Mo-Su)      Full Time  
SMI      May 26-Jun 24 (Mo-Su)      Full Time



**What our students say..**

"The guiding program was life changing. It was the best experience of my life."  
- Wilderness Guiding & Wrangling Program



**FOODSAFE LEVEL 1**

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

**CEFAID 729      8 hours      \$109**

HOU	Sept 20 (Sa)	8:30am-5:30pm
TER	Sept 27 (Sa)	8:30am-5:30pm
SMI	Oct 4 (Sa)	8:30am-5:30pm
KIT	Oct 17 (Fr)	8:30am-5:30pm
RUP	Oct 18 (Sa)	9:00am-6:00pm
HAZ	Oct 18 (Sa)	8:30am-5:30pm
TER	Oct 25 (Sa)	8:30am-5:30pm
TER	Nov 8 (Sa)	8:30am-5:30pm
KIT	Nov 22 (Sa)	8:30am-5:30pm
RUP	Dec 6 (Sa)	9:00am-6:00pm
TER	Dec 20 (Sa)	8:30am-5:30pm

*This course is offered on Haida Gwaii upon sufficient demand. Please call to register your interest.*

**FOODSAFE LEVEL 2**

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

**Prerequisite:** FoodSafe Level 1.

**CEFAID 730      12 hours      \$179**

TER	Nov 28-Nov 29 (Fr)	6:00-10:00pm
	(Sa)	8:30am-5:30pm

**SERVING IT RIGHT**

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

**CEPSTR 712      3 hours      \$79**

HAZ	Oct 18 (Sa)	9:00am-12noon
TER	Oct 24 (Sa)	6:30-9:30pm
TER	Dec 13 (Sa)	9:00am-12noon

**SUPERHOST FUNDAMENTALS**

Superhost is the sign of exceptional service. This dynamic and interactive workshop is designed to provide service professionals with the skills and knowledge they need to provide excellent customer service.

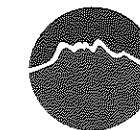


It encourages participants to feel a sense of personal pride and commitment to their work in the service industry. Courtesy, helpfulness, and excellent service keep customers coming back. Learn quality retail, restaurant, and service skills with Superhost, a TourismBC certified program.

**CEPSTR 714      8 hours      \$109**

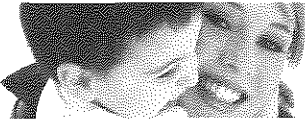
HAZ	Oct 25 (Sa)	8:30am-5:30pm
SMI	Oct 17 (Sa)	8:30am-5:30pm
TER	Dates TBA	

SuperHost is offered in partnership with Smithers' and Terrace's District Chamber of Commerce.



**Terrace & District  
Chamber Of  
Commerce**





**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. Course topics include voice assessment, effective listening, managing changing technology, and managing different caller behaviour.

<b>CEBSNS 785</b>	<b>6 hours</b>	<b>\$100</b>
TER	Nov 1 (Sa)	9:00am-4:00pm
HAZ	Dates TBA	9:00am-4:00pm
KIT	Dates TBA	9:00am-4:00pm
RUP	Dates TBA	9:00am-4:00pm
SMI	Dates TBA	9:00am-4:00pm

**CASHIER TRAINING**

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

<b>CEBSNS 763</b>	<b>6 hours</b>	<b>\$100</b>
TER	Oct 11 (Sa)	9:00am-4:00pm
KIT	Nov 15 (Sa)	9:00am-4:00pm
TER	Dec 6 (Sa)	9:00am-4:00pm

**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. 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 are 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>4 hours</b>	<b>\$59</b>
TER	Nov 24 (Mo)	8:30am-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 gain safety tips in handling and lifting materials; using ladders; travelling safely to and from work; and tips for handling potentially dangerous situations like working alone, shoplifting, and irate customers. Participants are 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>4 hours</b>	<b>\$59</b>
TER	Dec 8 (Mo)	8:30am-12:30pm

**RETAILER SAFETY: PREVENTING VIOLENCE, ROBBERY & THEFT**

Workplace violence is one of the top 10 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. Students participate in scenarios to assess risk, establish effective controls, and learn what to do after a violent incident.

<b>CEFAID 761</b>	<b>6 hours</b>	<b>\$100</b>
TER	Sept 19 (Fr)	9:00am-4:00pm

**NORTHWEST COMMUNITY COLLEGE**  
**SCHOOL OF**  
**EXPLORATION & MINING**



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

**JOB SEARCH AND CAREER PLANNING IN MINING**

This course provides training and assistance with resumes, cover letters and job applications; job search techniques; and effective interview skills for obtaining entry-level employment in exploration and mining. Bring a draft of your resume.

<b>CEBSNS 734</b>	<b>12 hours</b>	<b>\$45</b>
HAZ	Dates TBA	
SMI	Dates TBA	
TER	Dates TBA	

**ARCVIEW GIS**

Learn the skills required to successfully use ArcView Geographical Information Systems (GIS) software. Get hands-on experience as well as the conceptual background needed to take full advantage of ArcView's mapping, charting, and analytical functions.

**Prerequisite:** Intro to Windows.

<b>CECOMP 704</b>	<b>30 hours</b>	<b>\$450</b>
-------------------	-----------------	--------------

*This course is scheduled upon sufficient demand. Call your local campus to express your interest.*

**GPS, MAP, COMPASS AND NOTETAKING**

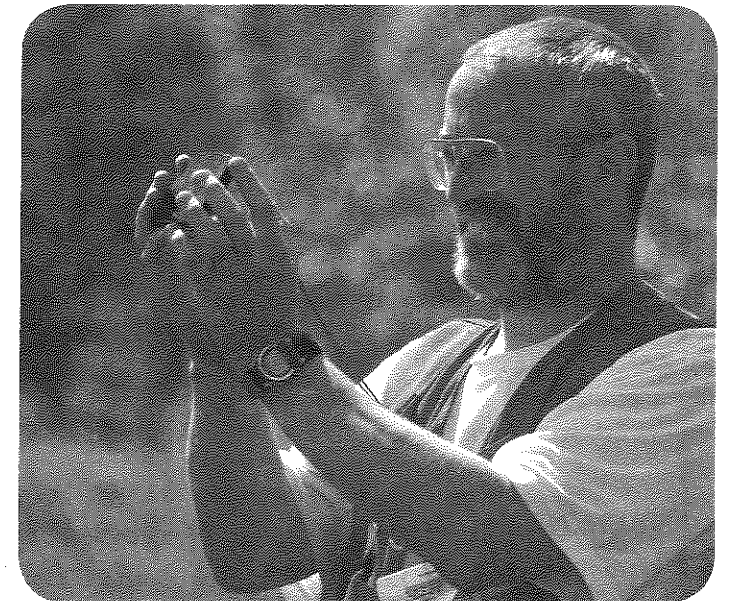
Learn basic navigation using GPS, map and compass. Discover how to read and interpret maps, find a location, estimate distances, and plot a course. Compassing, traversing and notetaking is practiced in the field.

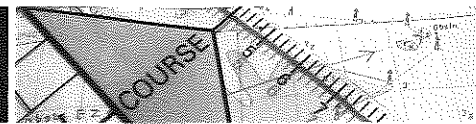
<b>CEFAID 732</b>	<b>16 hours</b>	<b>\$199</b>
TER	Sept 13-Sept 14 (Sa/Su)	9:00am-5:00pm
KIT	Dates TBA	16 hours
RUP	Dates TBA	16 hours
SMI	Dates TBA	16 hours

**INTRODUCTION 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.

<b>CENREN 737</b>	<b>9 hours</b>	<b>\$129</b>
TER	Oct 11-Oct 25 (Sa)	1:00-4:00pm





**SURFACE DIAMOND DRILLER'S HELPER**

This hands-on program combines safety training and basic drill maintenance skills required for new driller's helpers to prepare for entry-level employment. The program includes approximately eight days of safety training. Certificate courses include Chainsaw Safety, WHMIS, Helicopter Safety, Bear Awareness, Propane Handling, HAZMAT, OFA Level 1, and Transportation Endorsement. Students spend an additional five days developing competency with routine drill maintenance procedures using drill equipment.

**CENREN 736      13 days      \$1,950**

Contact the School of Exploration and Mining at the Smithers Campus for more information.

**METAL LEACHING/ACID ROCK DRAINAGE**

This course provides a practical understanding of metal leaching and acid rock drainage (ML/ARD), the major environmental and reclamation challenges faced by the mining industry. ML/ARD is a multi-disciplinary subject, involving a large number of processes, each with demanding information requirements. It is also an applied science, with much of the current knowledge residing in company reports and with leading industry practitioners and regulators.

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

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

**CENREN 712      5 days      \$1,600**

*SMI      Sep 8-Sep 12 (Mo-Fr)      8:00am-5:00pm*

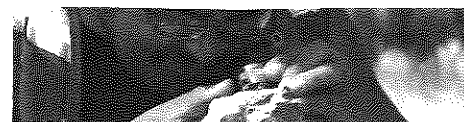


**PROSPECTOR BASIC TRAINING**

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

**CENREN 711      48 hours      \$695**

<i>TER</i>	<i>Sept 29-Oct 4 (Mo-Sa)</i>	<i>8:30am-5:30pm</i>
<i>HAZ</i>	<i>Oct 20-Oct 25 (Mo-Sa)</i>	<i>8:30am-5:30pm</i>
<i>RUP</i>	<i>Dates TBA</i>	<i>48 hours</i>



**CORE TECHNICIAN**

This course provides you with the practical skills that enable you to observe, measure, and record information from diamond drill core. As a "core tech" you 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 are part of the course.

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 School of Exploration and Mining 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 have opportunities to work with Employment and Job Placement Advisors to assist graduates in gaining employment.

**Note:** 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.

Contact the School of Exploration and Mining at the Smithers Campus for more information.

**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 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.

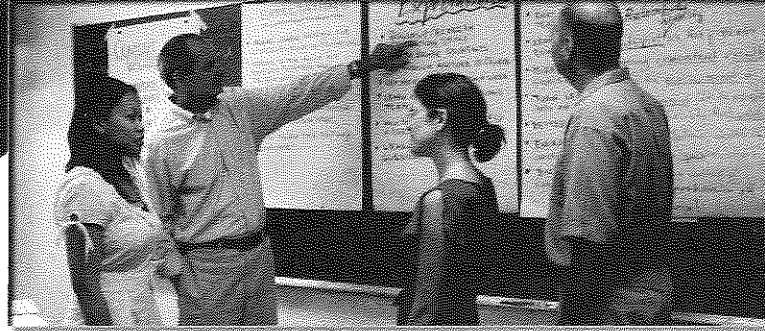
**Students Responsibilities:** All students must provide their own personal attire to meet WorkSafeBC regulations: steel-toed boots, hard hat, hearing protection, safety vest and gloves, which costs approximately \$170. Students that are required to wear glasses must have prescription safety glasses.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

**CETRAD 717      150 hours      \$9,990**

Contact the School of Exploration and Mining at the Smithers Campus for more information.



## BC Provincial Instructor Diploma Program



### Northwest Community College Fall & Winter Classes

3106	Sep 26 to Oct 19 Blended
	Online & Classroom Oct 17, 18, 19
3105	Oct 17, 18, 19, 31, Nov 1, 2
3103	Jan 16, 17, 18, 30, 31 Feb 1
3101	Mar 6, 7, 8, 20, 21, 22

#### 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.



For information go to [www.instructordiploma.com](http://www.instructordiploma.com) or contact the School of Instructor Education 1.888.332.3212

## Teaching Tools That Work!

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

Ed2go courses for teaching professionals are convenient, affordable and effective. Each ed2go course comes equipped with a patient and caring instructor, lively discussion areas with fellow teachers and plenty of practical information that you can apply to your students and classroom immediately.

Topics include:

- Differentiated Instruction in the Classroom
- Solving Classroom Discipline Problems
- Using the Internet in the Classroom and more...

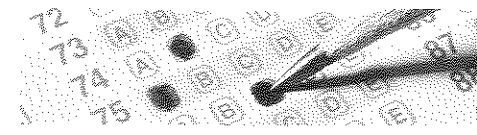
This is a customizable field to indicate additional types of credit. If you don't offer additional credit for these courses, please delete this field prior to submitting for print.

Courses  
start as low as  
**\$119**

Northwest Community College

To enroll, visit: [www.ed2go.com/nwcc](http://www.ed2go.com/nwcc)  
Or contact us for more info: 250.638.5473

ed2go



### 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 feels familiar as the tasks are just like situations you encounter in the workplace everyday.

#### 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 many people who have not graduated have the essential skills required for many jobs.

TOWES provides a uniform national standard that helps enhance productivity and overall quality of life.

#### Why take TOWES?

TOWES can help you improve your job prospects. If you already have a job, TOWES identifies gaps in essential skills that can be addressed to improve your career options. Your TOWES score shows employers 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.

#### 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://measureup.towes.com>)

Northwest Community College is proud to be a designated provider for Essential Skills services in British Columbia. To get more information on how to access TOWES testing for your clients or employees contact Lorrie Gowen at 250.638.5451 or [lgowen@nwcc.bc.ca](mailto:lgowen@nwcc.bc.ca).



**OCCUPATIONAL FIRST AID (OFA) LEVEL 1**

This WorkSafeBC class provides training in basic first aid skills including C-spine control, respiratory and circulatory emergencies, minor soft tissue injuries, accurate completion of the required documentation, as well as new modules on the identification and management of stroke, diabetes, seizures and fainting. Students receive their OFA Level 1 tickets, valid for two years, upon successful completion of a written exam and practical evaluation by the instructor.

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

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

CEFAID 706	7 hours	\$109
HAZ	Sept 13 (Sa)	8:30am-5:00pm
SMI	Sept 20 (Sa)	8:30am-5:00pm
TER	Sept 20 (Sa)	8:30am-5:00pm
HOU	Sept 26 (Fr)	8:30am-5:00pm
KIT	Sept 27 (Sa)	8:30am-5:00pm
SMI	Oct 17 (Fri)	8:30am-5:00pm
HAZ	Oct 18 (Sa)	8:30am-5:00pm
RUP	Oct 25 (Sa)	8:30am-5:00pm
HOU	Oct 25 (Sa)	8:30am-5:00pm
TER	Oct 25 (Sa)	8:30am-5:00pm
TER	Nov 6 (Th)	8:30am-5:00pm
HAZ	Nov 15 (Sa)	8:30am-5:00pm
HOU	Nov 21 (Fr)	8:30am-5:00pm
RUP	Nov 22 (Sa)	8:30am-5:00pm
SMI	Nov 29 (Sa)	8:30am-5:00pm
TER	Dec 4 (Th)	8:30am-5:00pm
HAZ	Dec 13 (Sa)	8:30am-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 20 minutes from medical aid. Successful completion of this WorkSafeBC certified course results in a certificate valid for two years. Evaluation is conducted by the instructor.

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

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

CEFAID 707	7 hours	\$109
HAZ	Sept 14 (Su)	8:30am-5:00pm
KIT	Sept 28 (Su)	8:30am-5:00pm
TER	Sept 21 (Su)	8:30am-4:30pm
SMI	Oct 18 (Sa)	8:30am-5:00pm
HAZ	Oct 19 (Su)	8:30am-5:00pm
TER	Oct 26 (Su)	8:30am-4:30pm
TER	Nov 7 (Fr)	8:30am-4:30pm
HAZ	Nov 16 (Su)	8:30am-5:00pm
HOU	Nov 22 (Sa)	8:30am-5:00pm
RUP	Nov 23 (Su)	8:30am-5:00pm
TER	Dec 5 (Fr)	8:30am-4:30pm
HAZ	Dec 14 (Su)	8:30am-5:00pm

**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.

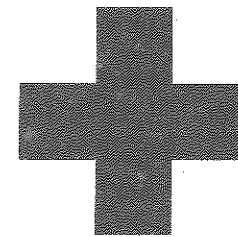
CEFAID 709	77 hours	\$729
TER	Sept 8-Sept 19 (Mo-Fr)	8:30am-4:30pm
HOU	Sept 29-Oct 16 (Mo-Fr)	8:00am-4:30pm
TER	Oct 6-Oct 17 (Mo-Fr)	8:30am-4:30pm
SMI	Oct 24-Nov 9 (Mo-Fr)	8:00am-4:30pm

\*Note: These dates include exam schedule.

**WorkSafe bc.com**

Workers' Compensation Board of BC

First Aid courses are offered in Haida Gwaii upon sufficient demand. Please call to register your interest.



Canadian Red Cross

**CHILDCARE FIRST AID & CPR**  
(FORMERLY CHILDSAFE)

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

CEFAID 702	8 hours	\$109
TER	Oct 4 (Sa)	8:30am-5:30pm
KIT	Nov 1 (Sa)	8:30am-5:30pm
RUP	Nov 15 (Sa)	8:30am-5:30pm
TER	Nov 15 (Sa)	8:30am-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 two-Rescuer CPR. Retraining is recommended every three years.

CEFAID 703	6 hours	\$100
TER	Sept 27 (Sa)	9:00am-4:00pm
TER	Oct 18 (Sa)	9:00am-4:00pm
RUP	Nov 1 (Sa)	9:00am-4:00pm
KIT	Nov 8 (Sa)	9:00am-4:00pm
KIT	Dec 13 (Sa)	9:00am-4:00pm
TER	Dec 13 (Sa)	9:00am-4:00pm
HOU	Dates TBA	

**CPR/AED LEVEL HCP**

This course covers all CPR Level 'C' course material plus two-person baby, child, and adult CPR and the use of a Bag-Valve-Mask. It's intended for healthcare providers such as physicians, nurses, paramedics and Allied Healthcare Providers.

CEFAID 775	6 hours	\$109
HOU	Dates TBA	

**WORKSAFE TRAINING MODULES**

Northwest Community College is a proud member of the WorkSafeBC Education Network. These WorkSafeBC certified classes are designed to reduce worksite injury and ensure a culture of safety within worksites. For each program, participants receive a certificate and 0.5 unit credit towards the elective component of the Occupational Health & Safety Program at BCIT.

CEFAID 743	\$100
<b>WorkSafe: Joint Occupational Health &amp; Safety</b>	
TER	Oct 10 (Fr) 8:30am-5:30pm
<b>WorkSafe: Joint Occupational Health &amp; Safety Committee Training</b>	
RUP	Oct 29 (We) 8:30am-5:30pm
<b>WorkSafe: Supervisor Safety</b>	
TER	Nov 21 (Fr) 8:30am-5:30pm

FALL 2009



**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 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.

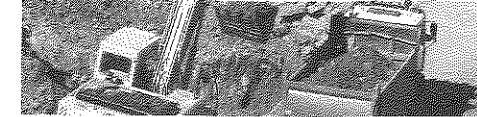
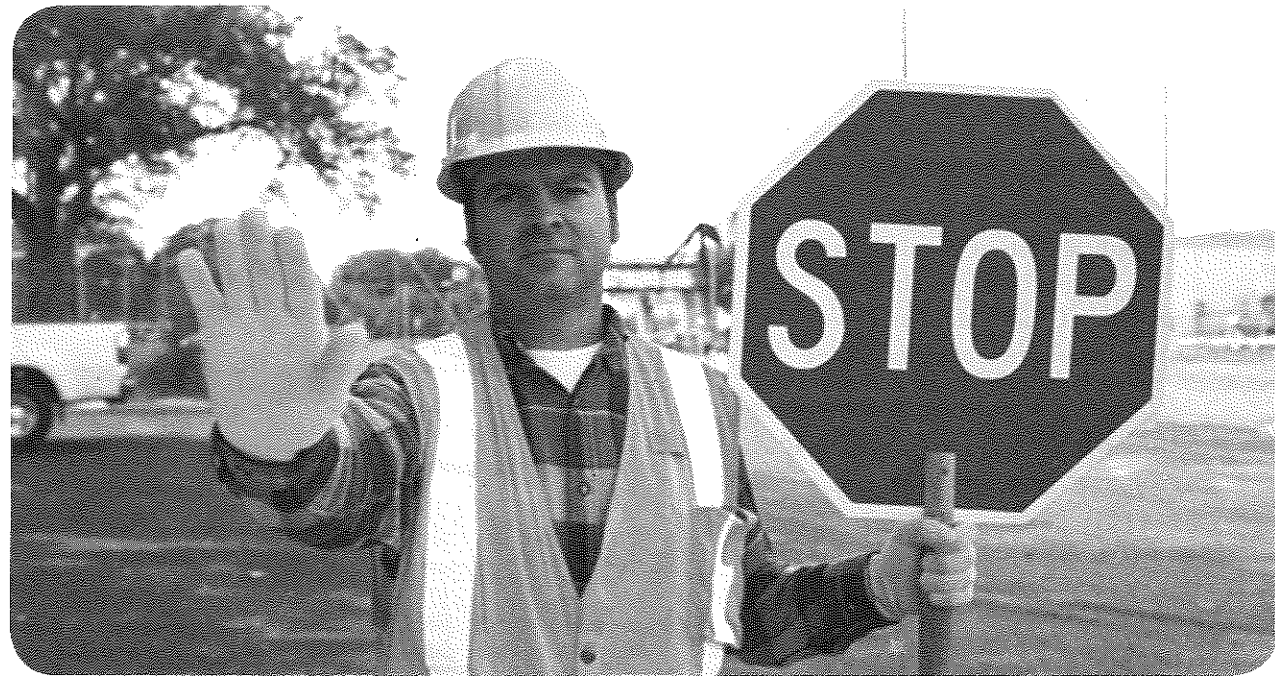
**Prerequisite:** Participants must have a valid Class 5 BC Driver's License with no outstanding charges.

<b>CETRAN 701</b>	<b>20 hours</b>	<b>\$249</b>
TER	Sept 30-Oct 4 (Tu-Fr) (Sa)	6:00-9:00pm 8:00am-4:00pm
KIT	Oct 14-Oct 16 (Tu-Th)	8:30am-4:30pm
RUP	Nov 21-Nov 23 (Fr-Su)	8:30am-4:30pm
TER	Nov 25-Nov 29 (Tu-Fr) (Sa)	6:00-9:00pm 8:00am-4:00pm
HAZ	Dates TBA	

**TRAFFIC CONTROL FLAGGING**

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

<b>CETRAN 743</b>	<b>16 hours</b>	<b>\$239</b>
TER	Sept 20-Sept 21 (Sa/Su)	8:30am-5:30pm



FALL 2009

**FORKLIFT OPERATOR TRAINING**

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

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

<b>CETRAN 703</b>	<b>4 hours</b>	<b>\$249</b>
TER	Oct 25-Oct 26 (Sa/Su)	8:00am-5:00pm
TER	Nov 29-Nov 30 (Sa/Su)	8:00am-5:00pm

Course dates are set for Prince Rupert upon sufficient demand. Call to express your interest.

**FIREARMS SAFETY - RESTRICTED PAL**

Course topics include the new Canadian Restricted Firearms Safety Course (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, and must have successfully completed the Firearms Safety - Non-Restricted PAL.

<b>CEFAID 728</b>	<b>7 hours</b>	<b>\$100</b>
RUP	Oct 17 (Fr)	8:30 am-4:30pm
SMI	Nov 28 (Fr)	8:30 am-4:30pm

**BUILDING SERVICE WORKER LEVEL 1**

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

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

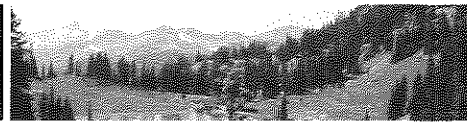
<b>CEPSTR 702</b>	<b>20 hours</b>	<b>\$299</b>
HAZ	Sept 19-Sept 21 (Fr) (Sa/Su)	6:00-10:00pm 8:30am-5:30pm
TER	Oct 24-Oct 26 (Fr) (Sa/Su)	6:00-10:00pm 8:30am-5:30pm
RUP	Nov 7-Nov 9 (Fr) (Sa/Su)	6:00-10:00pm 8:30am-5:30pm

**BUILDING SERVICE WORKER LEVEL 2**

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

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

<b>CEPSTR 703</b>	<b>20 hours</b>	<b>\$299</b>
HAZ	Oct 17-Oct 19 (Fr) (Sa/Su)	6:00-10:00pm 8:30am-5:30pm
TER	Dec 5-Dec 7 (Fr) (Sa/Su)	6:00-10:00pm 8:30am-5:30pm



**WHMIS**

WHMIS is information and training in the safe handling, recognition, storage and disposal of controlled products (hazardous materials). Emergency procedures as well as an understanding of the risk and necessary precautions will help prevent workplace injury or loss of life. A certificate is awarded upon completion of the course. The course fee includes course materials.

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

<b>CEFAID 744</b>	<b>4 hours</b>	<b>\$59</b>
TER	Sept 23 (Tu)	8:30am-12:30pm
HAZ	Oct 4 (Sa)	9:00am-1:00pm
KIT	Oct 9 (Th)	
RUP	Oct 15 (We)	12noon-4:00pm
TER	Nov 4 (Tu)	12:30-4:30pm
HAZ	Nov 21 (FR)	9:00am-1:00pm
TER	Dec 3 (We)	6:00-10:00pm

**TRANSPORTATION OF DANGEROUS GOODS (LAND/RAIL)**

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

<b>CEFAID 714</b>	<b>5 hours</b>	<b>\$89</b>
TER	Sept 22 (Mo)	9:00am-3:00pm
KIT	Oct 8 (We)	9:00am-3:00pm
TER	Nov 5 (We)	9:00am-3:00pm
TER	Dec 3 (We)	9:00am-3:00pm

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

<b>CEFAID 724</b>	<b>16 hours</b>	<b>\$189</b>
TER	Sept 20-Sept 21 (Sa/Su)	8:30am-5:30pm

**CLASS 4 DRIVER TRAINING PREPARATION**

Using ICBC's 'A Guide to Professional Drivers', students review basic driving skills; skills for driving buses, taxis and limousines; vehicle pre-trip inspections; and signs, signals and road markings. Course also gives tips on reducing fuel consumption, operating costs and greenhouse gas emissions.

<b>CETTRAN 720</b>	<b>7 hours</b>	<b>\$119</b>
SMI	Sept 26 (Fr)	8:30 am-4:30pm

*Dates are set upon sufficient interest. Call your local campus today to express your interest.*

**15-PASSENGER VAN DRIVER SAFETY**

Fifteen-passenger vans are popular modes of transport for community groups, schools, universities and tour operators. Since these vans became available in the 1970's, there have been a number of collisions involving rollovers and fatalities. While driving 15-passenger vans is not always inherently dangerous, some situations can result in erratic vehicle response that an inexperienced driver might not be able to control and which could result in a collision or rollover. Participants in this training session discuss the conditions that can result in loss of vehicle control and also, demonstrate some competency in driving a 15-passenger van.

<b>CETTRAN 719</b>	<b>7 hours</b>	<b>\$109</b>
SMI	Oct 3 (Fr)	8:30 am-4:30pm

*Dates are set upon sufficient interest. Call your local campus today to express your interest.*



**LOCK-OUT**

Learn to identify various energy sources, types of isolating devices, and lock-out methods and procedures. Determine when to lock-out and recognize roles and responsibilities.

<b>CEFAID 735</b>	<b>\$49</b>
-------------------	-------------

*Dates are set upon sufficient interest. Call your local campus today to express your interest.*

**CONFINED SPACE ENTRY - RESCUE 2**

This course deals with 'close-to-life' scenarios using a training simulator. Participants are given problems to solve which involve the work they are engaged in. Working as a team, within company policies and current legislation, students are expected to solve problems simulations.

<b>CEFAID 725</b>	<b>\$195</b>
-------------------	--------------

*Dates are set upon sufficient interest. Call your local campus today to express your interest.*

**INDUSTRIAL FALL PROTECTION**

This course is designed for any worker regularly working at height who requires a thorough understanding of fall-from-height hazards and issues on the worksite. The course includes an indepth discussion on human and legal requirements for fall protection. It introduces participants to the principles and proper procedures for several types of fall protection systems. Through hands-on exercises, students discuss and learn proper selection usage, limitations, maintenance and daily inspection of Personal Fall Arrest Systems (PFAS).

<b>CEFAID 726</b>	<b>\$225</b>
-------------------	--------------

*Dates are set upon sufficient interest. Call your local campus today to express your interest.*

**BACKHOE/LOADER OPERATOR**

This hands-on course covers safety, preventive maintenance, operating techniques, and proper procedures using backhoes. Backhoe training is progressive. The instructor introduces and demonstrates general maneuvers and works towards those of increased difficulty and complexity. Participants practice and demonstrate their understanding of proper loader-backhoe operations. The program content can be adjusted to meet particular issues or concerns. The instructor routinely assists 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.

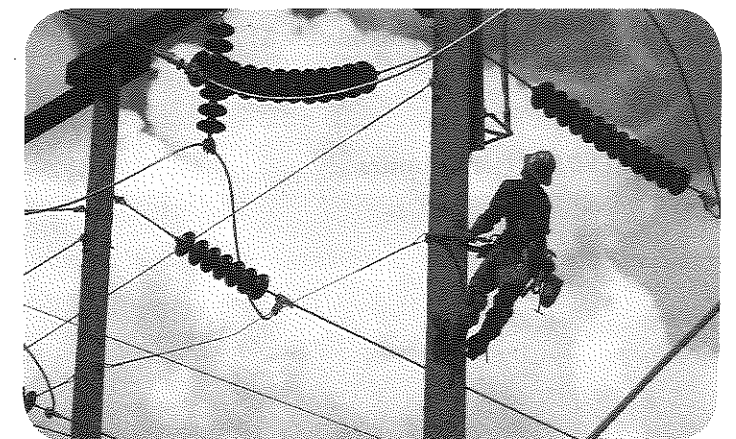
Upon successful completion students are issued a certificate of completion.

**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 on page 38.

**Students Responsibilities:** Same as for the Excavator Operator on page 38.

<b>CETTRAN 719</b>	<b>80 hours</b>	<b>\$4,900</b>
HAZ	Oct 20-Oct 31 (Mo-Fr)	8:00am-4:30pm





**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 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 costs approximately \$170. Students that are required to wear glasses must have prescription safety glasses. No contact lenses permitted.

**CETRAD 717    150 hours    \$9,990**  
 HAZ                      dates TBA                      8:00am-4:30pm

**SNOWMOBILE RIDER COURSE**

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

The Snowmobile Rider course provides hands-on training with emphasis on the safety implications relating to each lesson. Students learn basic techniques for riding a snowmobile responsibly. The lessons include introduction to snowmobile operations, rules to follow during practice, controls/safety equipment, riding strategies, starting/warming-up/stopping the engine, moving backward and forward, braking, turns, obstacles, safe riding practices, riding over hills, as well as day/night riding.

Snowmobiles must have a proper windshield with capping, all lights working in good operating condition and pass a safety inspection by the instructor. According to Section 16.53 of WorkSafeBC® regulations, the employer must ensure that each snowmobile operator is properly trained in the safe operation of the vehicle.

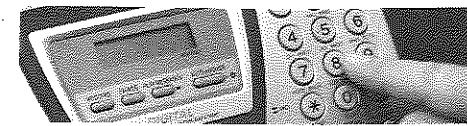
**Note:** Students must supply their own snowmobile, approved helmet, goggles, gloves proper footwear and warm protective clothing.

*Dates and costs to be announced. Call your local campus to express your interest.*

**ATV RIDER SAFETY COURSE**

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

*Dates and costs to be announced. Call your local campus to express your interest.*



Container Port	Mining	Oil & Gas	Forestry	Course Info
	ArcView GIS	ArcView GIS	ArcView GIS	Page 27
	ATV Rider Safety	ATV Rider Safety	ATV Rider Safety	Page 38
	Bear Awareness	Bear Awareness	Bear Awareness	Page 23
	Chainsaw Safety		Chainsaw Safety	Page 36
		Enform (PITS) Chainsaw Safety		Page 22
	Excavator Operator		Excavator Operator	Page 38
Forklift Operator				Page 35
	GPS, Map, Compass & Notetaking	GPS, Map, Compass & Notetaking	GPS, Map, Compass & Notetaking	Page 23 or 27
H2S Alive	H2S Alive	H2S Alive	H2S Alive	Page 22
Intro to Windows	Intro to Windows	Intro to Windows	Intro to Windows	Page 10
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 32
S-100 Fire Suppression	S-100 Fire Suppression	S-100 Fire Suppression	S-100 Fire Suppression	Spring Calendar - call for information
	Snowmobile Rider Safety	Snowmobile Rider Safety	Snowmobile Rider Safety	Page 38
TOWES	TOWES	TOWES	TOWES	Page 31
Transportation of Dangerous Goods	Transportation of Dangerous Goods	Transportation of Dangerous Goods	Transportation of Dangerous Goods	Page 36
Transportation Endorsement	Transportation Endorsement	Transportation Endorsement	Transportation Endorsement	Page 32
WHMIS	WHMIS	WHMIS	WHMIS	Page 22 or 36

## REGISTRATION

Some classes fill quickly and space is limited so register in advance to guarantee your spot in the class of your choice. Only receipt of payment guarantees a place in a class.

- 1) **Phone In.** Pay with your credit card (Visa, MasterCard or American Express).

Hazelton - 250.842.5291  
 Houston - 250.845.7266  
 Kitimat - 250.632.4766  
 Masset - 250.633.2292  
 Pr. Rupert - 250.624.6054  
 Q. Charlotte - 250.559.8222  
 Smithers - 250.847.4461  
 Terrace - 250.635.6511

- 2) **Drop in.** Register in person at your local campus. Pay with your credit card, debit card or by cheque. No post-dated cheques accepted.
- 3) **Fax In.** Go to '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.** 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 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.

## 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

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.



### Continuing Education & Industry Training Calendar Eco-audit

#### ENVIRONMENTAL BENEFITS OF USING RECYCLED PAPER TO PRODUCE THIS CALENDAR

Using recycled paper made with 40% post-consumer waste and bleached without the use of Chlorine or Chlorine compounds has resulted in these measurable environmental savings:

- 20 trees
- 1,768 pounds of solid waste
- 1,945 gallons of water
- 2,537 kilowatt hours of electricity
- 3,214 pounds of greenhouse gases
- 14 pounds of HAPs, VOCs and AOX combined
- 5 cubic yards of landfill space

\*Sources: Paper Task Force and Environmental Defense Fund

# ▶ CONTINUING EDUCATION & INDUSTRY TRAINING



NORTHWEST COMMUNITY COLLEGE • CONTINUING EDUCATION & INDUSTRY TRAINING • NORTHWEST COMMUNITY COLLEGE

## Hazelton Campus

4815 Swannel Drive  
Hazelton, BC V0J 1Y0  
Ph: 250.842.5291 Fx: 250.842.5813

## Houston Campus

3221 West 14th Street  
Houston, BC V0J 1Z0  
Ph: 250.845.7266 Fx: 250.845.5629

## Kitimat Campus

606 Mountainview Square  
Kitimat, BC V8C 2N2  
Ph: 250.632.4766 Fx: 250.632.5069

## Prince Rupert Campus

353 - 5th Street  
Prince Rupert, BC V8J 1A8  
Ph: 250.624.6054 Fx: 250.624.3923

## Queen Charlotte Campus

138 Bay Street  
Queen Charlotte, BC V0T 1S0  
Ph: 250.559.8222 Fx: 250.559.8219

## Smithers Campus

3966 - 2nd Avenue  
Smithers, BC V0J 2N0  
Ph: 250.847.4461 Fx: 250.847.4568

## Terrace Campus

5331 McConnell Avenue  
Terrace, BC V8G 4X2  
Ph: 250.635.6511 Fx: 250.638.5433



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.*