

WINTER/SPRING 2010

Calendar

JAN - SEPT



▶ CONTINUING
EDUCATION &
INDUSTRY TRAINING

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

CAREER & PROFESSIONAL DEVELOPMENT

Better Business Writing

After completing this course, you will have the critical skills to create more effective, persuasive memos and letters, and improve your spelling, punctuation, usage and style, while avoiding the pitfalls of business writing. Ten key techniques for effective communication will help you grow more confident in your ability to express yourself clearly. Good business writing is as important as ever. Being able to recognize and correct problems, avoid redundancies, and define your communication goals are all critical factors for effective business writing.

CEBSNS 824 6 hrs \$109
 TER Mar 19 (Fr) 9-4pm
 RUP Apr 16 (Fr) 9-4pm

The Business of Listening

This course will teach you how to become a better listener by demonstrating how your listening skills build either barriers or bridges. You will also learn ten steps to controlling emotional "hot buttons" and the impact of good listening skills on productivity. Most people think that the only message that will be heard is one of urgency, however, in today's fast-paced world even urgent messages are ignored. Becoming an active listener will help your productivity and success by helping you extract important details from every message.

CEBSNS 820 6 hrs \$109
 RUP Mar 26 (Fr) 9-4pm
 TER May 28 (Fr) 9-4pm

Face to Face Communication

Even as technology has allowed us to connect with an ever-expanding global network through the click of a mouse, face-to-face communication is still as important as ever. Improving one's in-person communication may seem nonessential and downright quaint in this computerized age, yet many workplace situations, often those involving conflict, feelings, or other sensitive issues, still demand human contact. Face-to-Face Communication explores why personal contact remains the most powerful type of human interaction and what readers can do to improve their skills to become excellent communicators.

CEBSNS 822 6 hrs \$109
 RUP Jan 29 (Fr) 9-4pm
 TER Jun 11 (Fr) 9-4pm

Time Management

Get a grip on priorities, identify your "time traps," and make every minute count by using these practical planning aids. Learn to control your use of time, make the best use of your personal energy and set your priorities.

CEBSNS 6 hrs \$109
 RUP Feb 19 (Fr) 9-4pm
 TER Feb 26 (Fr) 9-4pm

Powerful Proofreading Skills

Ever send out an embarrassing, costly, typo-filled business letter? Now, this practical course is here to help. Each section of the course book contains exercises and activities to strengthen your proofreading skills and eliminate errors and inaccuracies from your documents.

CEBSNS 826 6 hrs \$109
 RUP Apr 9 (Fr) 9-4pm
 TER Apr 30 (Fr) 9-4pm

Working Together

Today's workplace brings together a variety of people with very diverse backgrounds and behaviors. Discover how culture and politics impact your organization, and learn to reverse prejudicial thinking and understand how gestures and body language can differ between cultures. This course will guide you through mastering how you think about yourself and others, how to speak and listen effectively to people with different backgrounds, and how to pay attention to the non-verbal language of "where, when, and how" you do things.

CEBSNS 831 6 hrs \$109
 TER May 14 (Fr) 9-4pm

Office Politics

Designed for workers at all levels, this innovative new course addresses both the positive and negative aspects of office politics. It not only explains why political situations are so common, it also shows how you can use them to your benefit. Learn how to confidently and diplomatically respond to unfair situations, and even how to recover from your own political blunders. Discover the five simple rules of office politics that will enhance your career. The importance of mutual understanding and respect in dealing with office politics is emphasized, but tips of recognizing devious tactics are also provided.

CEBSNS 830 6 hrs \$109
 TER May 7 (Fr) 9-4pm

Writing Effective Email

Email is more prevalent today than ever before. Its instantaneous nature makes it a convenient, time-saving tool for businesses. However, it is also more important than ever to take the time to write messages that are secure as well as clear and error-free. The revised edition of Writing Effective Email includes an added emphasis on how to avoid workplace disasters such as lost sales, customer-service nightmares and in the worst cases, lawsuits and financial losses triggered by careless or poorly written e-mail. The materials provided will also guide you in writing a comprehensive and effective email policy for your organization.

CEBSNS 823 6 hrs \$109
 TER Apr 16 (Fr) 9-4pm
 RUP Apr 30 (Fr) 9-4pm

MORE OFFICE SKILLS & LEADERSHIP COURSES

Contact your local campus to register your interest in the following 6-hour office skills courses. Upon sufficient demand, courses will be scheduled.

- Achieving Job Satisfaction
- Accounting Essentials
- Critical Thinking
- E-mail Management
- Fat Free Writing
- Presentation Skills

Accounting Cycle 

Designed for the beginner, this course maps out the accounting cycle: balance sheets, income statements, ledger transactions, trial balances, and closing entries. Ideal for small or new businesses, the course book explains single-entry and double-entry accounting and cash versus accrual.

CEBSNS 834 6 hrs \$109

TER Feb 23-Feb 25 (Tu/Th) 6:30-9:30pm

Basic Skills in Management & Leadership 

In today's businesses, "management" is often considered "whatever needs to be done just to keep things afloat". However, for your company to grow and remain healthy, you must master certain basic skills in management and leadership. In this 3-day highly interactive course you will cover the basic skills of an effective manager: effective decision making, communications, leadership and change, negotiation, team building and conflict, and time management. These basics are the foundation from which to develop more advanced practices in management and leadership.

CEBSNS 837 18 hrs \$379

TER Feb 5, Feb 19, Mar 12 (Fr) 8:30-4:30pm
RUP Mar 18-Mar 20 (Th-Sa) 8:30-5:30pm
SMI Apr 8-Apr 10 (Th-Sa) 8:30-4:30pm

Job Search Essentials

The keys to successful job hunting are at your fingertips with this 12-hour course. You will learn all the information you need to prepare for the job search process from start to finish including writing strategic resumes; preparing for your interview; preparing for the behaviour-based interview; negotiation basics; and networking for success.

CEBSNS 836 12 hrs \$179

TER Mar 1-Mar 2 (Mo-Tu) 9-4pm
KIT Mar 16-Mar 17 (Tu/We) 9-4pm

Freelance Writing 

Learn how to get articles published in magazines, newspapers and online publications. In this course, students will learn how to generate story ideas, match ideas to publications, write pitches that sell, structure articles and deal with editors. This course is geared towards anyone who has ever hoped to become a freelance writer, as a career or hobby.

CEBSNS 839 12 hrs \$165

SMI Mar 26-Mar 27 (Fr) 6-10 pm (Sa) 9-5pm
TER May 4-May 25 (Tu) 6-9pm
RUP May 14-May 15 (Fr) 6-10 pm (Sa) 9-5pm

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

This course is intended for adult and/or child therapists who want to incorporate the use of Sand Play Therapy in their practice. The content of this workshop is based on holistic expressive therapy an integrative approach to healing developed by Marie-Jose Dhase. This course centres around the sand-tray as a therapeutic tool, the therapeutic properties unique to Sand Play Therapy, the methodology, and setting up a sand-play area in various settings for different age groups. Participants will learn to witness the image making process and the many ways Sand Play Therapy can be used to help children and adults heal themselves while engaged in spontaneous play. Please contact the College for a supply list.

Note: The deadline to register is March 31, 2010. No refund after the deadline.

CEEDUC 717 24 hrs \$850

SMI Jun 15-Jun 18 (Tu-Fr) 9-4pm

Community Futures  Nadina**Employment First Aid Kit** 

This 4-hour Community Futures workshop is designed to give the participants a hands-on approach to developing their own effective resume and cover letter. As an added bonus, it will also cover important topics such as interview skills & preparation. Participants will create their own resume, cover letter and will have the ability to prepare for their next interview with confidence.

Note: Register at NWCC Smithers or Houston Campus, or at Community Futures.

CEBSNS 819 4 hrs FREE

SMI Jan 12-Jan 19 (Tu) 7-9pm
HOU Jan 13-Jan 20 (We) 6:30-8:30pm
HOU Apr 14-Apr 21 (We) 6:30-8:30pm
SMI Apr 15-Apr 22 (Th) 7-9pm

The Business Opener 

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

Note: Register at NWCC Smithers or Houston Campus, or at Community Futures.

CEBSNS 818 18 hrs FREE

SMI Feb 2-Feb 4 (Tu-Th) 9-4pm
SMI Apr 6-8 (Tu-Th) 9-4pm
HOU Mar 2-Mar 4 (Tu-Th) 9-4pm
SMI Jun 8-Jun 10 (Tu-Th) 9-4pm

Succession Planning for Small Business 

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

Note: Register at NWCC Smithers or Houston Campus, or at Community Futures.

CEBSNS 817 6 hrs \$50

SMI Dates TBA

**CAREER DEVELOPMENT
PRACTITIONER
CERTIFICATE** 

Coming in Fall 2010!

This program provides training for new practitioners and people currently working in the career, employment, and rehabilitation fields. Develop career practitioner competencies, knowledge, skills and attitudes necessary to work effectively with a diverse client population. Learn techniques to work with both individuals and groups, and how to use assessment tools.

Creating a Successful Business Plan

Success in business begins with a plan. By committing your idea to paper, you face tough questions and identify strengths and weaknesses. Business plans are not just for financing purposes; they are working documents to guide your business. For new and established small business owners, the course will start you down the path of small business success.

CECOMP 810 **\$119**

Online at ed2go.com/nwcc

Marketing Your Business on the Internet

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

CECOMP 810 **\$119**

Online at ed2go.com/nwcc

Understanding the Human Resources Function

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

CECOMP 810 **\$119**

Online at ed2go.com/nwcc

Learn to Buy and Sell on eBay

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

CECOMP 810 **\$119**

Online at ed2go.com/nwcc

LEARN FROM HOME!

NWCC offers thousands of online courses, career programs and certificates. For more information and how to register go to ed2go.com/nwcc.

COMPUTER SKILLS

Welcome to the World of Computers

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

CECOMP 835 **15 hrs** **\$249**

RUP Feb 1-Feb 10 (Mo/We) 6-9pm
TER Mar 3-Mar 31 (We) 9-12noon
KIT Apr 7-Apr 21 (We) 9-3pm
SMI Dates TBA

Intro to Windows

Learn basic commands and functions in Windows' operating system. Upon completion of this course you will be able to log on; customize your desktop; manage files, folders, and disks; work with Windows programs; personalize Windows; and more. **Note:** This course, or equivalent experience, is a prerequisite for all NWCC Continuing Education & Industry Training computer software courses.

CECOMP 745 **12 hrs** **\$199**

QC Jan 16-Jan 30 (Sa) 1-6pm
TER Feb 8-Feb 17 (Mo/We) 6:30-9:30pm

Social Network

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

CECOMP 836 **6 hrs** **\$100**

TER Apr 10 (Sa) 9-4pm
RUP Apr 17 (Sa) 9-4pm

First Aid & Security for Computers

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

Prerequisite: Intro to Windows, Welcome to the World of Computers or equivalent experience

CECOMP 834 **12 hrs** **\$199**

TER May 8-May 15 (Sa) 9-4pm

Excel (2007) Level 1

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

Prerequisite: Intro to Windows or equivalent experience.

CECOMP 722 12 hrs \$199

QC Feb 6-Feb 27 (Sa) 1-4pm
TER Mar 1-Mar 10 (Mo/We) 6:30-9:30pm
KIT Feb 6-Feb 13 (Sa) 9-4pm

Excel (2007) Level 2

Learners in this course are introduced to the intermediate features of Microsoft Office Excel 2007. Participants learn how to create and name ranges of cells; sort a list of data; create a webpage from an Excel worksheet; change cell sizes and alignment; summarize information in the database; change Excel options; protect your worksheets and workbooks; customize your printing options; use drawing tools, and more.

Prerequisite: Excel Level 1 or equivalent experience.

CECOMP 723 12 hrs \$199

KIT Mar 6-Mar 13 (Sa) 9-4pm
TER Mar 22-Mar 31 (Mo/We) 6:30-9:30pm

ONLINE COURSES

Check out these computer courses online at ed2go.com/nwcc.

- Intro to Photoshop CS4
- Intro to InDesign CS3
- Keyboarding

Excel (2007) Level 3

Excel Level 3 is for proficient users of Microsoft Office Excel 2007. Advanced topics include: how to link workbooks; consolidate information from different worksheets; create a database; create and use pivot tables; use the goal seek and solve function to calculate optimal values; create and run macros; add comments to worksheet cells; create worksheet forms with controls; import and export with other applications, and more.

Prerequisite: Excel Level 2 or equivalent experience.

CECOMP 725 12 hrs \$199

TER Apr 12-Apr 21 (Mo/We) 6:30-9:30pm

Webpage Design Level 1

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

CECOMP 793 15 hrs \$249

HOU Feb 18-Mar 4 (Tu/Th) 6:30-9:30pm

Publisher Level 1

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

Prerequisite: Intro to Windows or equivalent experience

CECOMP 741 12 hrs \$199

TER Apr 13-May 4 (Tu) 6:30-9:30 pm

This course is available at other NWCC campuses upon sufficient demand. Contact your local campus to register your interest.

Word (2007) Level 1

This course introduces the basics of Microsoft Office Word 2007. Participants learn to create and edit documents; save, open and close documents; use the letter wizard and different document formatting methods; move and copy text; proofread and correct documents; use the 'find' and 'replace' features; use the 'zoom' and 'print preview'; understand file management; create envelopes and labels; and more.

Prerequisite: Intro to Windows or equivalent experience.

CECOMP 749 12 hrs \$199

SMI Feb 1-Feb 10 (Mo/We) 6:30-9:30pm

Word (2007) Level 2

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

Prerequisite: Word Level 1 or equivalent experience.

CECOMP 750 12 hrs \$199

QC Jan 11-Feb 1 (Mo) 6-9pm
MAS Jan 11-Feb 1 (Mo) 6-9pm
SMI Feb 15-Feb 24 (Mo/We) 6:30-9:30pm

Photoshop Level 1

This amazing program lets you alter and retouch photos and create special effects graphics. This course takes you through the first steps of learning the program, showing you its basic tools and giving you some projects to work through.

Prerequisite: Intro to Windows or equivalent experience.

CECOMP 769 12 hrs \$199

TER Apr 15-May 6 (Th) 6:30-9:30pm

Computerized Sound Editing

NEW

Students will learn how to attach audio equipment to the computer, record and edit sound files, and how to produce audio CDs. The main computer program used will be the freely available 'Audacity'.

Prerequisites: Previous computer experience in Word processing and file management. Each student must bring a set of headphones to class.

CECOMP 839 12 hrs \$179

HOU Jan 19-Jan 28 (Tu/Th) 6:30-9:30 pm

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.

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

Note: Bring a digital camera to class.

CECOMP 801 6 hrs \$100

HOU Feb 2-Feb 4 (Tu/Th) 6:30-9:30pm

Digital Photo Processing

Using the software program "GIMP," students will learn how to process digital images. Students will learn to crop, resize, colour balance, and save photographs in different formats. Using layers, students will also copy parts of one image to another image, and add text and other graphics.

Prerequisite: previous computer experience in word processing and file management.

CECOMP 838 9 hrs \$199

SMI Jan 18-Jan 27 (Mo/We) 6:30-9:30 pm

Computer Camp for Seniors

This week-long course includes subject material from the following courses: **A** First Look at Computers, Internet/Email, Word Level 1 Express, and Digital Cameras.

CECOMP 829 9 hrs \$225
QC Jan 15-Jan 19 (Fr) 1-4 pm
MAS Dates TBA

Simply Accounting Level 1

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

Prerequisite: Intro to Accounting and Intro to Windows or equivalent experience.
Note: Expect some homework.

CECOMP 711 15 hrs \$249
SMI Jan 26-Feb 9 (Tu/Th) 6:30-9:30pm
TER Mar 2-Mar 16 (Tu/Th) 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/departments accounting; managing inventory; additional payroll features including employee benefits, generating a payroll run, releasing vacation pay, and generating T4 slips; working with foreign currencies; handling bad debts and PST/GST remittances; and more.

Prerequisite: Simply Accounting Level 1.

CECOMP 712 15 hrs \$249
TER Mar 23-Apr 6 (Tu/Th) 6:30-9:30pm

CULINARY ARTS**Cooking Without Sugar Part 1****NEW!**

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

CEGENI 842 6 hrs \$89+GST
TER Feb 28 (Su) 9-4pm

Appreciation of Wine**NEW!**

Enjoy fine food and fine wines? Increase your knowledge and experience with wines in this relaxing afternoon workshop. Students will be introduced to fifteen different wine varieties. Learn about the different styles of wine, their histories, their production, and how to taste wine! Gourmet cheese and fruit platters are included for your tasting enjoyment.

Note: All participants must be 19 years or older. Wear comfortable shoes and clothing appropriate for the kitchen.

CEGENI 780 5 hrs 100+GST
TER May 9 (Su) 9-3pm

WE'RE ON FACEBOOK!

Search Northwest Community College Continuing Education on Facebook. Join the group to learn about the latest news and upcoming courses.

Teen Cuisine**NEW!**

This is a perfect summer camp for teens aged 13 to 17 who want to learn easy-to-make, nutritious meals with one of our enthusiastic chefs. The course will cover breakfast classics on day one; lunches on day two; healthy fun snacks on day three; dinners on day four; and desserts on day five.
Note: Wear comfortable shoes and clothing appropriate for the kitchen.

CEGENI 834 30 hrs \$229+GST
TER Jul 12-Jul 16 (Mo-Fr) 9-4pm

Sweethearts Chocolates

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

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

CEGENI 814 6 hrs \$89+GST
TER Feb 7 (Su) 9-4pm

Meat Cutting

Learn basic meat cutting and apply it to domestic butchering or big game! Through demonstration and hands-on experience, prepare a side of beef into a variety of meats and specialty cuts. 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.

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

CEGENI 775 6 hrs \$89+GST
TER Apr 18 (Su) 9-4pm

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 in the successful preparation of loaves and rolls in this interactive class.

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

CEGENI 816 6 hrs \$89+GST
TER Mar 21 (Su) 9-4pm

All About Seafood

Our Chef teaches you about the locally-available seafoods: crab, clam, scallops, halibut and salmon. Learn how to purchase, store, prepare, cook and finally present on the dining table. Test a variety of recipes.

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

CEGENI 823 6 hrs \$89+GST
TER Jun 12 (Sa) 9-4pm

Sausage Making

Explore the art of making sausage from one of NWCC's professionally trained culinary chef and butcher. You will learn to incorporate different meats and spices to make delicious tasting sausages.

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

CEGENI 830 6 hrs \$89+GST
TER Apr 25 (Su) 9-4pm

ELDERCOLLEGE

What is ElderCollege?

No pressure, deadlines, boredom or exams. ElderCollege provides learning opportunities for adults aged 50 or older who wish to enrich their lifestyle through self-directed education, and contribute to the social and cultural development of their community. It designs and offers quality education activities to stimulate interests in learning. It also provides a forum for sharing ideas and knowledge with others.

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

ElderCollege: Digital Camera

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

CEELDR 8 hrs **\$15+GST**
SMI Feb 2-Feb 23 (Tu) 10-12noon

HAZELTON CAMPUS

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

ElderCollege: Young At Heart

NEW!

The old adage rings true: "An ounce of prevention is worth a pound of cure." Learn what professionals are saying about health issues of concern to older adults. This series of 3 workshops will provide you with reliable strategies that promote health and help you stay active and well. Workshops include: **Come Bless Your Heart; Dem Bones, Dem Bones; and Seeing is Believing.**

CEELDR 711 6 hrs **\$20+GST**

ElderCollege: Come Bless Your Heart

NEW!

Food choices and up-to-date information for wellness, vitality and pleasure. Tips and trends on heart disease and stroke-related information.

SMI Mar 11 (Th) 10-12noon

ElderCollege: Dem Bones, Dem Bones

NEW!

This session will focus on how to minimize the effects of aches and pains related to aging muscles and bones.

SMI Mar 18 (Th) 1-2:45pm

ElderCollege: Seeing is Believing

NEW!

A session dealing with vision defects that can occur because of aging eyes – signs to watch for and preventative measures to take.

SMI Mar 24 (We) 10-12noon

ElderCollege: Perennials that Will Grow Best in My Garden

NEW!

Confused as to what grows where? This course will help you decide what perennials to buy for your garden environment and preferences. Factors to consider are hours of sun/shade, soil type, drainage, slope, tree roots, wildlife, pests, color, seasons of bloom and how much time you want to spend gardening (weeding).

Note: Jot down a few characteristics of your garden beforehand and bring them to class.

CEELDR **\$15**
SMI May 5 (We) 10-12noon

ElderCollege: Playing with Perennials

NEW!

Come play and learn how to grow perennials in your garden. You will discover what soil types, light, moisture, exposure and habitats perennials like. A slide presentation of hardy and not-so-hardy perennials and ground covers of the Bulkley Valley will begin the day followed by a stroll through established perennial beds at Tyhee Lake. You will become enthusiastic and excited about growing perennials or reviving your not-so-happy plants. Tea and baked goodies will be served. Participants are to meet at the College at 9:45 a.m.

CEELDR 3 hrs **\$15+GST**
SMI Jul 14 (We) 10-1pm

ElderCollege: Skype, Google Earth, Facebook Info Session

NEW!

Save money and learn how to communicate with friends and family through Skype, get a bird's eye view through Google Earth and learn more about Facebook, the pros and cons.

CEELDR 6 hrs **\$15+GST**
SMI Apr 20-May 4 (Tu) 10-12noon

TERRACE PLUS 50 SERIES

NEW!

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

- **Welcome to the World of Computers**
Mar 3-Mar 31 (We) 9-12noon

Other courses of interest...

- **Intro to Windows**
Feb 8-Feb 17
(Mo/We) 6:30-9:30pm
- **Cooking Without Sugar**
Feb 28 (Su) 9-4pm
- **Social Network**
Apr 10 (Sa) 9-4pm
- **First Aid and Security for Computers**
May 8-May 15 (Sa) 9-4pm
- **Making Age an Asset in Your Job Search**
Online at ed2go.com/nwcc
- **Keyboarding**
Online at ed2go.com/nwcc

Call Michelle Rutsatz at
NWCC Terrace Campus
at 250.638.5473 for more
information.

EXPLORATION & MINING



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

Prospector Basic Training

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

CENREN 711 48 hrs \$695
SMI May 3-May 8 (Mo-Sa) 8:30-5:30pm

Mining Exploration Field Assistant

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

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

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

CENREN 714 72 hrs \$750
SMI March 2010 Dates TBA Full-time

USE YOUR RESP FUNDS!

Student may be able to access their Registered Education Savings Plan for training programs more than 3 weeks long. Check with your bank!

Environmental Monitor Assistant Program (EMAP)

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

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

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

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

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

CENREN 760 660 hrs \$TBA
SMI Spring 2010 Dates TBA Full Time

Bulkley Valley Research Centre Seminar Series

NEW!

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

Note: Please bring your lunch.

CENRES 759 1 hr each FREE
SMI Oct 7-Apr 21 (We) 12noon-1pm

EXPLORATION & MINING INDUSTRY-RELATED COURSES

Refer to the Workforce & Industry Training courses section of this calendar for more information on the following exploration & mining industry-related courses.

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



WORK SAFE BC



Camp Management Module 1

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

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

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

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

CENREN 743 356 hrs \$TBA
SMI Spring 2010 Dates TBA Full-time

Drill Core Technician Basic Training

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

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

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

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

CENREN 741 48 hrs \$695
SMI Feb 2010 Dates TBA

Metal Leaching & Acid Rock Drainage

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

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

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

CENREN 712 35 hrs \$1,600
SMI August 2010 (Mo-Fr) 8-5pm

Surface Diamond Driller's Helper

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

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

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

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

CENREN 738 85 hrs \$2,995
SMI April 2010 Dates TBA Full-time

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

JOIN US ON FACEBOOK!

Search Northwest Community College School of Exploration & Mining on Facebook and join the group. Learn about the latest news and upcoming courses. Hear from former students, enter contests, win prizes and learn about employment opportunities.

GENERAL INTEREST

Conversational Spanish

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

CELANG 707 20 hrs \$139+GST

HAZ Feb 11-Mar 25 (Tu/Th) 7-8:30pm

Edible Wild Plants

Take a walk on the wild side. Discover edible plants right in your own backyard and discover how you can use them to stretch your food budget.

CEGENI 856 4 hrs \$25+GST

HOU June 12 (Sa) 9-1pm



Canadian Red Cross

Red Cross Babysitting

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

Note: The course fee includes the course manual.

CEFAID 715 8 hrs \$100

HAZ May 8 (Sa) 8:30-5:30pm

Faith and Environment

What does Christian faith have to do with caring for the natural world? Explore biblical principles for caring for creation and how to implement them in your Christian walk.

CEGENI 855 4 hrs \$25+GST

HOU Feb 20 (Sa) 9-1pm

Writing for Non-Profits

In this 12-hour course students will learn how to raise the profile of their organization through well written press releases, submitted articles and photo opportunities. A powerful tool for non-profit executive directors and managers.

CEBSNS 838 12 hrs \$179

RUP Mar 22-Mar 31 (Mo-We) 6-9pm

This course is available at other NWCC campuses upon sufficient demand. Contact your local campus to register your interest.

Welcome to Digital Photography

This 18-hour course is an easy and fun way to learn how to buy and use a digital camera. This class will start with the basics of using your camera's customized settings, including shooting modes, the flash, the self-timer, and drive modes. The second half of the class teaches how to use the customized manual settings. Some of the topics included are exploring exposure, resolution, compression, and file formats. You will also learn how to adjust color and use accessories like lens hoods, tripods, and lens adaptors. By the end of this class you will be able to produce a well composed photograph.

Note: Bring a digital camera to class.

CEGENI 854 18 hrs \$229

TER Feb 13-Mar 20 (Sa) 9-12noon

Writerrific: Creativity Training for Writers

Do you have a novel, essay or legacy to share in writing? Have you thought of writing, but don't know how to stay motivated? Are you stumbling with writer's block? Wonder how to capture characters and plots to make them marketable? This class will ignite your creative energies in simple, fun and easy steps. In just six weeks, you'll be a liberated, imaginative and versatile writer ready to tackle or finish that book that is inside you. If you've ever dreamed of hearing your writer's voice and writing what's in your heart and head, this class will make it happen. In a few weeks, you'll quickly put to use the tools published writers utilize for novels, memoirs, short stories or articles.

Note: The class is G-rated in content and language.

CECOMP 810 \$119

Online at ed2go.com/nwcc

Beginning Conversational French

Discover how easy it can be to learn common words and phrases for both leisure and business. This course makes pronunciation simple, with phonetic spellings for every word and phrase you need to learn. The course even includes audio, so you'll be able to hear and practice the language with little more than a click of your mouse! You'll also learn cultural tips in each lesson that will make you more comfortable in a foreign setting. After finishing this course, you'll be prepared to speak French in a wide variety of settings and situations.

CECOMP 810 \$119

Online at ed2go.com/nwcc

Write Fiction Like a Pro

Do you have an idea for a novel or short story burning in your mind, but can't seem to get it on paper? This is a common experience for anyone who tries to write fiction using creative intuition alone. What you need is a structure to guide you. In this course, you'll develop your own original story, beginning with your passion and theme. From these you'll discover your characters, their flaws, and the inner struggles that will bring them to life. Then, you'll structure your story, from start to finish. Once you have mastered the techniques taught in this course, you'll be prepared to . . . write fiction like a pro.

CECOMP 810 \$119

Online at ed2go.com/nwcc

Speed Spanish

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

CECOMP 810 \$119

Online at ed2go.com/nwcc

ASK FOR THE COURSE YOU WANT!

Don't see the course you want or the course you want is being offered at another campus? Call or drop by your local campus to register your interest. Upon sufficient demand, the course could be scheduled in your area.

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

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

CECOMP 810 **\$119**

Online at ed2go.com/nwcc

**Medical Terminology:
A Word Association Approach**

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

CECOMP 810 **\$119**

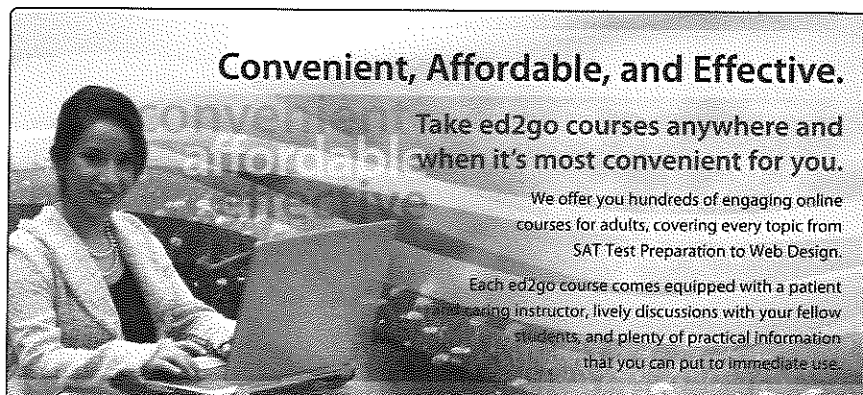
Online at ed2go.com/nwcc

**Introduction to Natural Health
and Healing**

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

CECOMP 810 **\$119**

Online at ed2go.com/nwcc



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

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

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

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

RUP Feb 28-Mar 3 (Su-We) 8:30-5:30pm

Marine Basic First Aid

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

CEFAID 705 16 hrs **\$199**

RUP Feb 6-Feb 7 (Sa-Su) 8:30-5:30pm

RUP Mar 13-Mar 14 (Sa-Su) 8:30-5:30pm

RUP May 8-May 9 (Sa-Su) 8:30-5:30pm

This course is available at other NWCC campuses upon sufficient demand. Contact your local campus to register your interest.

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. Other topics include choking, airway and breathing emergencies; prevention of disease transmission; and progresses to in-depth emergencies including sudden medical conditions and injuries to the head and spine.

CEFAID 787 44 hrs **\$699**

RUP Dates TBA (Mo-Sa) 8:30-5:30pm

Small Vessel Operator Proficiency (SVOP)

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

CENAUT 716 26 hrs **\$439**

QC Jan 26-Jan 29 (Tu-Th) 8:30-4:30pm

TER Apr 6-Apr 9 (Tu-Fr) 8:30-4:30pm

RUP Apr 19-Apr 22 (Mo-Th) 8:30-4:30pm

Marine Emergency Duties MED - A2

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

Note: A bathing suit and rain gear are required.

CENAUT 714 28 hrs \$449

RUP Feb 1-Feb 4 (Mo-Th) 8:30-5:30pm

Marine Emergency Duties MED - A3

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

CENAUT 709 8 hrs \$175

QC Jan 25 (Mo) 8:30-5:30pm
MAS Jan 30 (Sa) 8:30-5:30pm
TER Apr 10 (Sa) 8-5pm
RUP Apr 23 (Fr) 8:30-5:30pm

Restricted Operator Certificate - Maritime Commercial (ROC-MC)

This radio communications course enables radio station personnel, both ashore and afloat, operating all types of marine radio systems compatible with the international standard of the Global Maritime Distress and Safety System (GMDSS), to efficiently utilize aspects of the GMDSS communications systems applicable to sea area A1 operations. (This includes most of British Columbia's coastal waters.)

Note: This certificate is a requirement for most vessels over eight metres in length and operating outside of sheltered waters

Prerequisite: Operators must be a minimum of 18 years old.

CENAUT 708 24 hrs \$730

RUP Feb 25-Feb 27 (Th-Sa) 8:30-5:30pm

Restricted Operator Certificate - Maritime (ROC-M)

This maritime radio course teaches emergency radio procedures and everyday operating techniques for you and your family. The course also prepares you for the Restricted Operator Certificate (Maritime) with DSC Endorsement examination.

CENAUT 713 12 hrs \$179

MAS Jan 23 (Sa) 9-5pm
RUP Feb 13 (Sa) 9-5pm
TER Apr 11-Apr 12 (Su-Mo) 9-5pm
RUP Apr 24-Apr 25 (Sa-Su) 8:30-5:30pm

Boating Safety Challenge Exam

If you are an experienced mariner you may take a challenge exam. Book an appointment by calling your local campus. Arrange a time that is convenient for you!

Note: The Boating Safety Challenge Exam is offered at all NWCC campuses.

CENAUT 702 \$25

Boating Safety Self Study

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

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

CENAUT 703 \$40

Boat Pro Seminar

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

CENAUT 721 8 hrs \$60

TER Apr 9-Apr 10 (Fr) 7-10 pm
(Sa) 8:30-1pm

Fishing Master IV/ Masters Limited

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

1. Small Vessel Operator Proficiency Certificate

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

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

This certificate has a "sunset" clause and will only be available for approximately seven years from 2007. The holder of this certificate may act as Master on board a fishing vessel of not more than 60 gross tonnage engaged on an unlimited, a near coastal, Class 1 or 2 or a sheltered waters voyage, according to the voyages on which the qualifying service for the certificate has been acquired. The validity will be specified on the certificate; or a

3. Fishing Master IV

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

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

Fishing Masters IV

CENAUT 704 105 hrs \$895
RUP Feb 8-Feb 24 (Mo-Sa) 8:30-5:30pm

Masters Limited

CENAUT 706 105 hrs \$895
RUP Feb 8-Feb 24 (Mo-Sa) 8:30-5:30pm

Simulated Electronic Navigation Limited

Marine Basic First Aid

Marine Advanced First Aid

Marine Emergency Duties MED-A2

Restricted Operator Certificate - Maritime Commercial (ROC-MC)

OIL & GAS INDUSTRY TRAINING

Refer to the Workforce & Industry Training section of this calendar for information on oil & gas industry-related courses.

OIL & GAS TRAINING CERTIFICATE (5 DAYS)

This program provides students with a one-stop shopping approach to acquiring the certificates needed to work in the Oil & Gas employment sector. The program consists of:

- Occupational First Aid (OFA) Level 1
- Transportation Endorsement
- Transportation of Dangerous Goods
- WHMIS
- H₂S Alive
- Confined Space Awareness

KIT Mar 8-Mar 12 (Mo-Fr) \$629

Individually, these courses would cost \$705.



OUTDOOR RECREATION & SAFETY

Spey Casting

Learn how to spey cast with a two-handed rod.

Note: Bring a two handed spey rod with reel and line, waders, boots and a wader belt plus lunch and water for the day.

CEGENI 852 6 hrs \$165
SMI Jun 12 (Sa) 8:30-5:30pm

Intro to Fly Tying

Learn the basic fundamentals and techniques to tying your own flies as well as basic terminology surrounding fly tying.

Note: Bring your own vice (pedestal or c-clamp vice), hackle pliers, scissors, bobbin and bodkin. The College will supply the fly material and hooks.

CEGENI 851 6 hrs \$165
SMI Feb 2-Feb 11 (Tu/Th) 6:30-9:30pm

This course is available at other NWCC campuses upon sufficient demand. Contact your local campus to register your interest.

Bear Awareness

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

CEFAID 747 8 hrs \$119
KIT May 1 (Sa) 9-5pm
HAZ May 14 (Fr) 8:30-4:30pm
TER May 29 (Sa) 8:30-5:30pm
SMI Dates TBA

ATV Rider Safety

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

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

CEFAID 777 7 hrs \$189

HAZ Apr 24 (Sa) 8:30-4:30pm
TER Apr 10 (Sa) 8:30-4:30pm
KIT May 15 (Sa) 9-5pm
SMI May 15 (Sa) 8:30-4:30pm
HOU May 29 (Sa) 9-5pm
TER May 29 (Sa) 8:30-4:30pm
HAZ Jun 19 (Sa) 8:30-4:30pm

Industrial Snowmobile Operator

This is a two-day course for employees who use snowmobiles in their work. Lessons include operations, rules, 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. Day two involves specific training on WorkSafeBC policy while operating a snowmobile, plus more difficult and challenging riding

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

CEFAID 779 13 hrs \$TBA

SMI Winter 2010

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

GPS, Compass & 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 hrs \$199

RUP Mar 27-Mar 28 (Sa/Su) 8:30-4:30pm
HOU May 13-14 (Th/Fr) 8:30-4:30pm

Firearms Safety Restricted - Possession Acquisition License (PAL)

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

CEFAID 728 6 hrs \$159

RUP Feb 27 (Sa) 9-4pm
SMI Dates TBA

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

To acquire firearms in Canada you require a PAL, formerly known as the Firearms Acquisition Certificate. To apply for a PAL you must prove you have successfully completed a course or test in the safe handling and use of firearms and the laws relating to them. Successful completion of this class enables participants to submit their application for a non-restricted PAL.

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

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

CEFAID 727 16 hrs \$199

HOU Mar 26-Mar 28 (Fr) 6-10pm
(Sa) 8:30-4:30pm (Su) 8:30-2pm
SMI Mar 19-Mar 21 (Fr) 6-10pm
(Sa) 8:30-4:30pm (Su) 8:30-2pm
SMI Aug 27-Aug 29 (Fr) 6-10pm
(Sa) 8:30-4:30pm (Su) 8:30-2pm

CORE - Hunter Training

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

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

CEFAID 769	24 hrs	\$219
SMI Mar 25-Mar 28	(Th/Fr) 6:30-9:30pm (Sa/Su) 8:30-5pm	
HOU Apr 9-Apr 13	(Fr/Mo/Tu) 6:30-9:30pm (Sa/Su) 8:30-4:30pm	

OUTDOORS TRAINING CERTIFICATE (7 DAYS)



This program provides students with a one-stop shopping approach to acquiring the certificates needed to work in employment sectors such as forestry, parks and environmental monitoring. The program consists of:

- Occupational First Aid (OFA) Level 1
- Transportation Endorsement
- Chainsaw Safety
- Bear Awareness
- ATV or Snowmobile Rider Safety
- S-100 Fire Suppression

KIT Apr 8-Apr 16 (Mo-Fr) \$829

Individually these courses would cost \$1,025.

Wilderness and Remote First Aid

This basic level of Wilderness & Remote First Aid & CPR is for individuals who recreate or live in isolated or wilderness settings and need to respond to emergencies when advanced care is not immediately available. The course covers material in Red Cross Standard First Aid & CPR plus special material on techniques for wilderness and remote areas. It also offers strategies to provide extended care for up to 24 hours.

CEFAID 783	20 hrs	\$279
HAZ Apr 23-Apr 25	(Fr) 6-10 pm (Sa/Su) 8:30-5:30pm	
SMI May 28-May 30	(Fr) 6-10pm (Sa/Su) 8-5pm	

Wilderness Guiding and Wrangling

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

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

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

Some students may be eligible for funding through the Employment Skills Access (ESA) Program. (See ad for ESA on page 34 of this calendar.) To meet funding criteria, these students would be required to participate in a pre-course component between March 23 and May 1.

SERVICE & HOSPITALITY

FoodSafe Level 1

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

Note: Students have half an hour for lunch. Please bring your personal medical care card to class.

CEFAID 729	8 hrs	\$129
HOU Mar 20	(Sa) 8:30-5:30pm	
KIT Jan 23	(Sa) 8:30-5:30pm	
RUP Jan 23	(Sa) 8:30-5:30pm	
TER Feb 20	(Sa) 8:30-5:30pm	
SMI Mar 6	(Sa) 8:30-5pm	
RUP Mar 13	(Sa) 8:30-5:30pm	
TER Apr 10	(Sa) 8:30-5:30pm	
KIT Apr 10	(Sa) 8:30-5:30pm	
RUP Apr 10	(Sa) 8:30-5:30pm	
HAZ May 1	(Sa) 8:30-5:30pm	
RUP Jun 5	(Sa) 8:30-5:30pm	
TER Jun 19	(Sa) 8:30-5:30pm	
KIT Jun 19	(Sa) 8:30-5:30pm	
TER Aug 20	(Fr) 8:30-5:30pm	

Serving It Right

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

CEPSTR 712 3 hrs \$79
HAZ Apr 17 (Sa) 9-12noon

This course is available at other NWCC campuses upon sufficient demand. Contact your local campus 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.

Note: Please bring a copy of your Foodsafe Level 1 certificate and your personal medical care card to class.

CEFAID 730	12 hrs	\$189
SMI Jan 29-Jan 30	(Fr) 5-9pm (Sa) 8:30-5:30pm	
TER Apr 30-May 1	(Fr) 6-10pm (Sa) 8:30-5:30pm	
HAZ May 28-May 29	(Fr) 6-10pm (Sa) 8:30-5:30pm	
TER Aug 27-Aug 28	(Fr) 6-10pm (Sa) 8:30-5:30pm	

FISH!

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

CEPSTR 708 3 hrs \$59
RUP Feb 5 (Fr) 1-4pm



WorldHost Fundamentals

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

CEPSTR 725 6 hrs \$119

KIT Mar 27 (Sa) 9-5pm
HAZ Apr 10 (Sa) 8:30-4:30pm
HAZ May 8 (Sa) 8:30-4:30pm
HAZ Jun 19 (Sa) 8:30-4:30pm

Cashier Training

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

CEBSNS 763 6 hrs \$100

TER Feb 6 (Sa) 9-4pm
TER Mar 27 (Sa) 9-4pm
KIT Apr 17 (Sa) 9-4pm
TER May 8 (Sa) 9-4pm
HAZ May 15 (Sa) 9-4pm
HAZ Jun 12 (Sa) 9-4pm

Calming Upset Customers

This course will demonstrate communication techniques that build customer loyalty, how to defuse customer anger with attentive listening and empathy, focus on the customer's needs without blaming, and respond to personal accusations without becoming defensive. Customers are your most important assets, but sometimes they get upset. It's critical to learn what steps to take to address the situation quickly and tactfully, and what can be done to keep the customer coming back. You will learn how listening, nonverbal communication, feedback, and management all help to deal with an unhappy customer, and turn the situation into a positive one.

CEBSNS 821 6 hrs \$109

TER Mar 26 (Fr) 9-4pm

Telephone Courtesy and Customer Service

Give employees effective telephone skills and you will see what a powerful business tool the phone can be. Everything from voice inflection to follow-up calls is covered in this course. Learn to understand customers' needs, ask effective questions and master proper telephone techniques.

CEBSNS 785 6 hrs \$109

RUP May 7 (Fr) 9-4pm
SMI Dates TBA

NO GST!

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

TEACHING

Solving Classroom Discipline Problems

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

CECOMP 810 \$119

Online at ed2go.com/nwcc

Working Successfully With Learning Disabled Students

Learn how to successfully meet the diverse needs of the learning disabled students in your classroom from an experienced special educator. We'll dissect the whole special education process, from working with individualized education programs (IEPs) to helping students struggling with reading comprehension, math skills, and writing. Empower yourself by discovering easy, practical, and creative strategies that you can use to help your struggling students to find their light bulb moments!

CECOMP 810 \$119

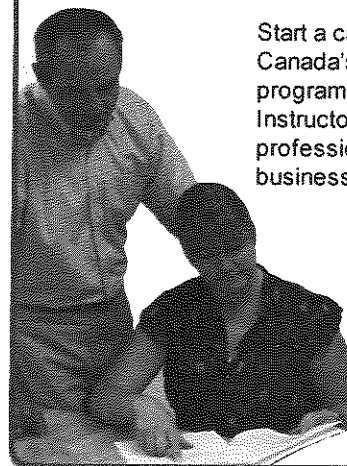
Online at ed2go.com/nwcc

BC Provincial Instructor Diploma Program

Teaching - A World of Difference!

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

For information go to www.instructordiploma.com or contact the School of Instructor Education at 1.888.332.3212



Vancouver
Community
College



TRADES

DO-IT-YOURSELF WOMEN'S SERIES

These informative and fun workshops are for women who want to complete home improvement projects but need the knowledge and hands-on experience to do so.

Other NWCC campuses will offer one or more of the courses upon sufficient demand. NWCC Smithers campus will offer the Do-It-Yourself series when its new campus 'shop' is complete. Call to express your interest!

Tiling Ceramic Floors

Learn the basics of how to set and choose floor tiles. The class covers the different types of tiles, setting materials and grouts.

CETRAD 725 3 hrs \$59
TER Mar 27 (Sa) 1-4pm

Mechanics for Women

Don't let your car intimidate you. Find out what goes on under the hood and what you can do to keep your car in good running condition. Learn to do minor maintenance at home, handle roadside emergencies, and deal more effectively with your mechanic!

CETRAD 705 6 hrs \$15
HOU May 1 (Sa) 9-4pm

Handy Woman Workshop

This workshop for women will cover making and cutting moulding, using a router, and learning to correct techniques for laying laminate flooring

CETRAD 6 hrs \$99
HOU Mar 20-Mar 27 (Sa) 10-1pm

Plumbing Basics I

Learn basic trouble-shooting and maintenance of home plumbing systems including how to repair leaky faucets.

CETRAD 723 3 hrs \$59
TER Mar 6 (Sa) 1-4pm

Electrical Basics I

Learn to recognize the types and applications of the different switches and plugs available, and how to change them.

CETRAD 726 3 hrs \$59
TER Mar 6 (Sa) 9-12noon

Electrical Basics II

Based on the work done in Basic Electrical I, students increase their confidence to install and do basic residential wiring.

CETRAD 720 3 hrs \$59
TER Mar 20 (Sa) 9-12noon

Plumbing Basics II

Learn how to replace leaky faucets and install a toilet.

Prerequisite: Plumbing Basics I

CETRAD 724 3 hrs \$59
TER Mar 20 (Sa) 1-4pm

Drywall Repair

Learn how to repair small to large holes in drywall and to drywall tape a demonstration practice wall. Materials for the workshop are included.

CETRAD 722 3 hrs \$59
TER Mar 27 (Sa) 9-12noon

Baseboards & Mouldings

Learn to cut and attach baseboards and mouldings.

CETRAD 721 6 hrs \$99
TER Apr 10 (Sa) 9-4pm

CONSTRUCTION CERTIFICATE (5 DAYS)

This program provides students with a one-stop shopping approach to acquiring the certificates needed to work in the construction sector in British Columbia and Alberta. The program consists of:

- Occupational First Aid (OFA) Level 1
- Transportation Endorsement
- Fall Protection
- Construction Safety Training System (CSTC)
- Forklift Operator Training

TER Apr 26-Apr 30 (Mo-Tu) \$739

Individually these courses would cost \$842.

DOVETAIL LOG BUILDER

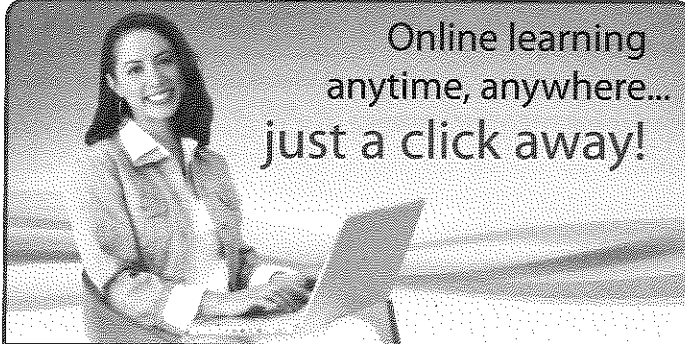
Coming in April 2010!

Call to express your interest.

Do it all in this 13-week course: -jig cut tails on squared timber, and centre line layout using templates on slabbed two sides cants and scribed dovetail on slabbed and natural round logs. Learn how to select log size, plan header and plate heights, saw slabbed logs properly on a sawmill and hew flat surfaces using hand and power tools.

This course demonstrates the use of different chinking materials, backer rods and gaskets for a leak free structure. To finish a building off, participants lay out and cut a roof truss using lofting methods from a deck (French scribe).

The dovetail joint is one of the oldest and strongest log corner joints, exhibiting far less shrinkage and settling than the saddle notch joint.



Online learning
anytime, anywhere...
just a click away!

www.ed2go.com/nwcc



Canadian
Home Builders'
Association

BRITISH COLUMBIA

"Building a Better BC"

REGISTERED HOUSING PROFESSIONAL (RHP) DESIGNATION **NEW!**

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

- Successfully complete 6 mandatory courses with a passing grade of 80%;
- Total of 5 years experience with 3 years practical "hands on" in the residential construction industry either in a vocational school environment or on-the-job training; and
- Be employed by a member of the Canadian Home Builders' Association

Contact Information

For complete registration details go to elearning4u-chba.com. For course fees and more information contact:

Email: support@chbabc.org

Phone: 1.800.933.6777

Fax: 604.432.9038

RHP DESIGNATION MANDATORY COURSES:

Financial and Business Management **NEW!**

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

CETRAD 746 7 hrs

RUP Feb 9 (Tu) 8:30-4:30pm
TER Feb 10 (We) 8:30-4:30pm

Project Management **NEW!**

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

CETRAD 740 7 hrs

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

Built Green™ BC Builder Training **NEW!**

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

CETRAD 742 14 hrs

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

Construction Law **NEW!**

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

CETRAD 745 7 hrs

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

BC Building Code Part 9: An Intro **NEW!**

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

CETRAD 741 7 hrs

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

Marketing and Sales **NEW!**

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

CETRAD 747 7 hrs

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

WANT HELP PAYING YOUR RHP COURSE FEES?

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

- An unemployed individual who is not receiving Employment Insurance (EI);
- An employed individual who does not have a high school diploma or a recognized certification

Additional bursaries to assist with child care expenses may also be available.



RHP DESIGNATION COURSES OF INTEREST:

Business Planning and Managing



This course focuses on how to develop a business blueprint (plan) recognizing that such a blueprint is as critical to building a business, as a blueprint is to building a house. This course combines financial, sales and marketing, and human resource information.

CETRAD 743 14 hrs

RUP Mar 1-Mar 2 (Mo/Tu) 8:30-4:30pm
TER Mar 3-Mar 4 (We/Th) 8:30-4:30pm

Certified Energy Advisor Training



This 4-day workshop provides training in the use of the HOT2000 software which is used to model house plans within the Built Green™ BC and R-2000 programs. This workshop is for those who wish to become third-party advisors to builders building Built Green™ BC homes including certified R-2000 homes.

CETRAD 744 28 hrs

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

EMPLOYMENT SKILLS ACCESS PROGRAM

UNEMPLOYED?

The Employment Skills Access Program Is Your Next Step

We offer fully funded programs specifically selected to help you gain employment. We will also assist you to success by developing an Action Plan that is designed just for you.

Get a leg-up on the competition by enrolling in the Employment Skills Access Program today!

ESA training programs must commence before March 31, 2010 and be completed by August 31, 2010.

For more information please contact one of our Northwest Community College campuses today! Call 1.877.277.2288 or email to CEIT@nwcc.bc.ca



Funding provided through the Canada-British Columbia Labour Market Agreement.



This Program is designed to provide unemployed individuals with the opportunity to access training in local public post-secondary institutions. Brought to you by The BC Public Post-Secondary Labour Market Consortium of Colleges and Universities in British Columbia.

WORKFORCE & INDUSTRY TRAINING

Occupational First Aid (OFA) Level 1

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

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

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

CEFAID 706 7 hrs \$109

KIT Jan 16	(Sa) 9-5pm
HAZ Jan 16	(Sa) 8:30-5pm
HOU Jan 21	(Th) 8:30-5pm
RUP Jan 23	(Sa) 8:30-5pm
SMI Jan 23	(Sa) 8:30-5pm
TER Jan 30	(Sa) 8:30-5pm
SMI Feb 5	(Fr) 8:30-5pm
RUP Feb 18	(Th) 8:30-5pm
HAZ Feb 20	(Sa) 8:30-5pm
QC Feb 25	(Th) 8:30-5:30pm
RUP Mar 26	(Fr) 8:30-5pm
SMI Mar 12	(Sa) 8:30-5pm
TER Mar 13	(Sa) 8:30-5pm
KIT Mar 20	(Sa) 9-5pm
HOU Mar 20	(Sa) 8:30-5pm
KIT Mar 20	(Sa) 9-5pm
HAZ Mar 20	(Sa) 8:30-5pm
SMI Apr 10	(Sa) 8:30-5pm
TER Apr 16	(Fr) 8:30-5pm
RUP Apr 15	(Th) 8:30-5pm
HAZ Apr 17	(Sa) 8:30-5pm
SMI Apr 23	(Fr) 8:30-5pm
HOU Apr 29	(Th) 8:30-5pm
HOU May 10	(Mo) 8:30-5pm
HOU May 12	(We) 8:30-5pm

SMI May 14	(Fr) 8:30-5pm
TER May 15	(Sa) 8:30-5pm
HAZ May 15	(Sa) 8:30-5pm
HAZ May 29	(Sa) 8:30-5pm
HOU May 31	(Mo) 8:30-5pm
HOU Jun 2	(We) 8:30-5pm
SMI Jun 4	(Fr) 8:30-5pm
KIT Jun 5	(Sa) 8:30-5pm
RUP Jun 5	(Sa) 8:30-5pm
HAZ Jun 12	(Sa) 8:30-5pm
TER Jun 19	(Sa) 8:30-5pm
RUP Jun 25	(Fr) 8:30-5pm
SMI Jun 25	(Fr) 8:30-5pm
HAZ Jun 26	(Sa) 8:30-5pm
HAZ Jul 10	(Fr) 8:30-5pm
KIT Aug 14	(Sa) 8:30-5pm
TER Aug 18	(We) 8:30-5pm
TER Aug 24	(Tu) 8:30-5pm
MAS Dates TBA	

Transportation of Dangerous Goods

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

CEFAID 714 5 hrs \$99

TER Feb 25	(Th) 12:30-5:30pm
KIT Mar 12	(Fr) 9-3pm
SMI Mar 19	(Fr) 8:30-12:30pm
SMI Apr 16	(Fr) 8:30-12:30pm
TER Apr 22	(Th) 9-3pm
HOU May 7	(Fr) 1-6pm
KIT May 19	(We) 9-3pm

AED TRAINING

As of March 1, 2010, Occupational First Aid (OFA) Levels 1, 2 & 3 will include Automated External Defibrillation (AED) training. AEDs are portable electronic devices that can diagnose and treat patients that are under threat of a cardiac arrest.



Transportation Endorsement

This course is designed to deliver the skills and knowledge needed to secure and transport injured/ill workers to medical aid. These skills are necessary if the worksite is more than 20 minutes from medical aid. Successful completion of this WorkSafeBC certified course results in a certificate valid for two years. Evaluation is conducted by the instructor.

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

CEFAID 707 7 hrs \$109

HAZ Jan 17	(Su) 8:30-5pm
HOU Jan 22	(Fr) 8:30-4:30pm
SMI Feb 6	(Sa) 8:30-5pm
RUP Feb 19	(Fr) 8:30-5pm
HAZ Feb 21	(Su) 8:30-5pm
TER Mar 14	(Su) 8:30-5pm
HAZ Mar 21	(Su) 8:30-5pm
HOU Mar 21	(Su) 8:30-4:30pm
KIT Mar 21	(Su) 9-5pm
HAZ Apr 18	(Su) 8:30-5pm
SMI Apr 24	(Sa) 8:30-5pm
HOU Apr 30	(Fr) 8:30-4pm
HOU May 11	(Tu) 8:30-4:30pm
HOU May 13	(Th) 8:30-4:30pm
SMI May 15	(Sa) 8:30-5pm
TER May 16	(Su) 8:30-5pm
HAZ May 16	(Su) 8:30-5pm
HAZ May 30	(Su) 8:30-5pm
HOU Jun 7	(Tu) 8:30-4:30pm
HOU Jun 3	(Th) 8:30-4:30pm
KIT Jun 6	(Su) 9-5pm
HAZ Jun 13	(Su) 8:30-5pm
RUP Jun 26	(Sa) 8:30-5pm
HAZ Jun 27	(Su) 8:30-5pm
HAZ Jul 11	(Su) 8:30-5pm
TER Aug 25	(We) 8:30-5pm

Occupational First Aid (OFA) Level 2

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

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

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

CEFAID 716 35 hrs \$499

TER Mar 15-Mar 22	(Mo-Fr) 8:30-5pm
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MOBILE SAFETY TRAINING UNIT

Northwest Community College has a new Mobile Safety Training Unit. The vehicle is fully equipped to bring safety training to your community – no matter how remote. For more information, see the Mobile Training section in this calendar or call the NWCC Smithers Campus. See the back of this calendar for contact info.

INDOOR SHOES ONLY

Please note that outdoor shoes are not allowed in the NWCC Hazelton campus first aid classroom. Please bring indoor shoes or slippers to wear.

Occupational First Aid (OFA) Level 3

This course is based on first aid theory and practical skill development. OFA Level 3 certification requires an examination – written, oral, and practical – conducted by a certified examiner following course completion. Course participants must score at least 70% on all portions of the exam in order to be issued an OFA Level 3 certificate valid for two years from the date of the exam.

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

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

CEFAID 709 77 hrs \$729

HOU Jan 29-Mar 7	(Fr/Sa) 8-4:30pm
SMI Feb 12-Feb 28	(Mo-Fr) 8-4:30pm
MAS Feb 15-Mar 2	(Mo-Fr) 8:30-5:30pm
HOU Apr 12-Apr 28	(Mo-Fr) 8-4:30pm
TER Mar 15-Mar 30	(Mo-Fr) 8:30-5pm



CPR Level 'C'

This Red Cross CPR course includes recognizing the signals and responding to cardiovascular emergencies, accessing the Emergency Medical System, rescue breathing and treatment for conscious and unconscious choking situations. Level ‘C’ covers Adult, Child, Infant and two-Rescuer CPR. AED (Automated External Defibrillation) content & certification is included. Successful participants receive certification valid for three years.

CEFAID 703 6 hrs \$100

HOU Jan 23	(Sa) 9-4pm
RUP Jan 24	(Su) 9-4pm
TER Feb 6	(Sa) 9-4pm
KIT Feb 13	(Sa) 9-4pm
SMI Mar 5	(Fr) 9-4pm
RUP Mar 29	(Mo) 9-4pm
RUP Apr 16	(Fr) 9-4pm
TER Apr 17	(Sa) 9-4pm
HAZ May 1	(Sa) 9-4pm
KIT May 8	(Sa) 9-4pm
TER May 29	(Sa) 9-4pm
RUP Jun 6	(Su) 9-4pm
TER Aug 21	(Sa) 9-4pm
TER Aug 28	(Sa) 9-4pm

H₂S Alive

The H₂S Alive program prepares workers to recognize hydrogen sulphide hazards to save themselves, as well as perform basic rescue during an H₂S 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 H₂S Alive certificate from Enform.

CEFAID 733 8 hrs \$250

TER Feb 10	(We) 8:30-5:30pm
TER Mar 24	(We) 8:30-5:30pm
KIT Apr 14	(We) 8:30-5:30pm
TER May 5	(We) 8:30-5:30pm
HOU May 14	(Fr) 8:30-5:30pm
TER Jun 16	(We) 8:30-5:30pm
TER Aug 11	(We) 8:30-5:30pm

WHMIS

WHMIS (Workplace Hazardous Materials Information System) is information and training in the safe handling, recognition, storage and disposal of controlled products (hazardous materials). Emergency procedures, as well as an understanding of the risk and necessary precautions, will help prevent workplace injury or loss of life.

Note: A certificate is awarded upon completion of the course. The course fee includes course materials. Employers must provide education and training in WHMIS which is administered by WorkSafe BC. Occupational Health and Safety Regulations state the WHMIS certificate should be renewed annually.

CEFAID 744 4 hrs \$69

RUP Feb 12	(Fr) 8:30-12:30pm
HAZ Feb 19	(Fr) 9-1pm
TER Feb 25	(Th) 8-12noon
KIT Feb 27	(Fr) 9-1pm
SMI Mar 19	(Fr) 1-5pm
HAZ Apr 16	(Fr) 9-1pm
KIT Apr 10	(Sa) 9-1pm
SMI Apr 16	(Fr) 1-5pm
TER Apr 22	(Th) 6-10pm
HOU May 7	(Fr) 8:30-12:30pm
HAZ May 14	(Fr) 9-1pm

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



Canadian Red Cross

Childcare Emergency First Aid & CPR

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

CEFAID 702 8 hrs \$119

TER Mar 6	(Sa) 8:30-5:30pm
KIT Mar 6	(Sa) 8:30-5:30pm
RUP Mar 17	(We) 8:30-5:30pm
HAZ Apr 9	(Fr) 8:30-5:30pm
KIT May 22	(Sa) 8:30-5:30pm
TER Jun 5	(Sa) 8:30-5:30pm
TER Aug 7	(Sa) 8:30-5:30pm

Spill Response

This field course deals with the prevention and response of the release of petroleum hydro-carbon into the environment. It also covers chemical characteristics and behaviour of fuel in addition to safety.

CEFAID 770 \$TBA

HOU Dates TBA
SMI Dates TBA

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

Rigging Safety

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

CEFAID 786 8 hrs \$TBA

HOU Dates TBA

This course is available at other NWCC campuses upon sufficient demand. Contact your local campus to register your interest.

Specialized Chainsaw Safety

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

CEFAID 724 8 hrs \$225

SMI May 7	(Fr) 8:30-5:30pm
TER May 22	(Sa) 8:30-5:30pm
KIT May 29	(Sa) 8:30-5:30pm

Airbrakes Endorsement

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

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

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

CETRA 701 22 hrs \$269

TER Feb 23-Feb 27	(Tu-Fr) 6-9:30pm (Sa) 8-5pm
TER Apr 20-Apr 24	(Tu-Fr) 6-9:30pm (Sa) 8-5pm
HAZ May 14-May 16	(Fr) 5-10pm (Sa-Su) 8-5pm
TER Jun 22-Jun 26	(Tu-Fr) 6-9:30pm (Sa) 8-5pm

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

WORKFORCE & INDUSTRY-RELATED COURSES

Refer to the Outdoor Recreation & Safety courses section of this calendar for more information on the following workforce & industry-related courses.

- ATV Rider Safety
- Industrial Snowmobile Operator
- 7-day Outdoor Certificate
- Bear Awareness
- Wilderness & Remote First Aid
- Wilderness Guiding & Wrangling

CONTRACT TRAINING

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

Traffic Control Flagging

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

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

CESTRAN 704 16 hrs \$259

QC Feb 23-Feb 24	(Tu/We) 8:30-5:30pm
HAZ Apr 10-Apr 11	(Sa/Su) 8-5pm
TER Apr 17-Apr 18	(Sa/Su) 8:30-5:30pm
KIT Apr 24-Apr 25	(Sa/Su) 8:30-5:30pm
HOU Apr 24-Apr 25	(Sa/Su) 8:30-5:30pm
RUP Apr 30-May 1	(Fr/Sa) 8:30-5:30pm
TER May 8-May 9	(Sa/Su) 8:30-5:30pm
TER May 22-May 23	(Sa/Su) 8:30-5:30pm
TER Jun 12-Jun 13	(Sa/Su) 8:30-5:30pm
KIT Jun 26-Jun 27	(Sa/Su) 8:30-5:30pm
TER Jul 3-Jul 4	(Sa/Su) 8:30-5:30pm

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

Building Service Worker Level 1

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

Prerequisite: Grade 10 English and writing.

CEPSTR 702 20 hrs \$299

TER Feb 19-Feb 21	(Fr) 6-10pm
	(Sa/Su) 8:30-5:30pm
KIT Mar 5-Mar 7	(Fr) 6-10pm
	(Sa/Su) 8:30-5:30pm
TER Apr 23-Apr 25	(Fr) 6-10pm
	(Sa/Su) 8:30-5:30pm

Building Service Worker Level 2

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

Prerequisite: Building Service Worker Level 1.

CEPSTR 703 20 hrs \$299

TER Apr 30-May 2	(Fr) 6-10pm
	(Sa/Su) 8:30-5:30pm

Fall Protection

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

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

CEFAID 726 8 hrs \$225

HOU Jan 29	(Fr) 8:30-5:30pm
TER Feb 15	(Mo) 8:30-5:30pm
HAZ Feb 22	(Mo) 8:30-5:30pm
KIT Mar 2	(Mo) 8:30-5:30pm
SMI Mar 3	(We) 8:30-5:30pm
TER Apr 12	(Mo) 8:30-5:30pm
HAZ May 28	(Fr) 8:30-5:30pm
KIT May 11	(Tu) 8:30-5:30pm

Forklift Operator

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

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

CESTRAN 703 4 hrs + 2 hrs practicum \$299

TER Mar 13-Mar 14	(Sa-Su) 8:30-5:30pm
TER May 1-May 2	(Sa-Su) 8:30-5:30pm
RUP Mar 20-Mar 21	(Sa-Su) 8:30-5:30pm

WORKSAFE TRAINING MODULES

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

CEFAID 743 \$119 each**WorkSafe: Preventing Violence in the Workplace**

RUP Feb 11	(Th) 8:30-5:30pm
TER Feb 18	(Th) 8:30-5:30pm
SMI Dates TBA	

WorkSafe: Joint Occupational Health & Safety

RUP Mar 26	(Fr) 8:30-5:30pm
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WorkSafe: Supervisor Safety Management

TER Jun 3	(Th) 8:30-5:30pm
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WorkSafe: Hazard Recognition and Control

TER Apr 15	(Th) 8:30-5:30pm
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**WORKSAFE BC**


WORK SAFE BC

S-100 Fire Suppression

WorkSafeBC (WBC) requires *all* workers to be trained annually before fighting a forest fire (WCB Occupational Health and Safety Regulation section 26.19.) In addition, the British Columbia Forest Service requires anyone conducting industrial operations in a forest be trained for fighting forest fires.

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

This course covers: fire-line safety; the fundamentals of fire fighting; fire behaviour; and water delivery using portable pumps and gravity systems. The latter portion includes a field session working with water pumps, hoses and associated equipment.

A short examination is given at the end of the course, 70% is required to pass. Successful participants receive a certificate of completion.

CEFAID 741 16 hrs \$200

SMI May 12-May 13 (We/Th) 8:30-5:30pm
HOU May 27-May 28 (Th/Fr) 8:30-5:30pm

This course is available at other NWCC campuses upon sufficient demand. Contact your local campus to register your interest.

S-10A Fire Suppression Refresher

This course arises from WCB 26.19. The regulation states, in part "workers required to fight forest fires must be re-trained annually." For re-certification participants must attend the 1-day course, which will review the Fundamentals of Fire Fighting, review Fire-line Safety, review of Fire Behaviour, review of FS232 Pumps and Pumping Systems, a brief review of WHMIS.

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

CEFAID 750 8 hrs \$89

SMI May 11 (Tu) 8:30-5:30pm

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

S-100 CLASSROOM REFRESHER

Call your local campus about taking a 4-hour S-100 Classroom Refresher course, in which students review the fundamentals of fire fighting, fireline safety, FS232 pumps and pumping systems and WHMIS.

EMERGENCY SERVICES TRAINING CENTRE

In 2009, the Terrace Fire Department spear-headed the construction of a new multi-use training facility at NWCC Terrace campus. The facility supports the emergency services and industrial training needs of stakeholders in the region by providing on-site training in addition to courses at regional campuses. This eliminates the high cost of travel that currently prohibits most rural communities from accessing required training. Contact the Terrace Fire Department at 250.638.4777 to schedule one or more of the following courses.

Fire Extinguisher Training

This course teaches the practical hands on application of a portable fire extinguisher. A brief classroom session touches on the five different classes of fire and their characteristics, as well as the fire triangle and the physical properties of a portable fire extinguisher. After learning theory, the class use a live fire training system outside. Each student apply the classroom theory by extinguishing one or several controlled fires.

Call today to express your interest!

Intro to Firefighting

This course provides entry-level fire service personnel with an understanding of the dangers associated with emergency operations. Topics include the basic functions of a fire department, personal protective equipment, small tools, communications, water supply and the incident command structure.

Call today to express your interest!

Propane Construction Heaters

Workers who use propane on construction sites or in warehouses need to understand the special uses it has there. Increase your skills in safely operating propane construction heaters. This course covers Propane Storage and Handling Code requirements concerning the handling, storage, transporting, and installation of propane cylinders and the safe use and installation of construction heaters and hand held propane torches. Tuition includes five free "Important Tips for Using Propane at Construction Sites" pamphlets.

Call today to express your interest!

Pump Operator and Equipment Staging Level 1

Students will gain hands-on training in the use of vehicle mounted pumps. Basic vehicle maintenance, basic pump operations and driver responsibilities will be covered. Water supply availability will be reviewed and best selection and best practice use of each water supply will be discussed. Different basic pumping scenarios will challenge the students.

Call today to express your interest!


Confined Space Awareness

To comply with WorkSafeBC regulations, plant managers, supervisors, safety professionals, and industrial hygienists have the responsibility to ensure procedures for safe entry into confined spaces are in place. Do your workers enter confined spaces such as ship holds, sewers, tunnels, pipelines silos and vats? Are you in compliance?

Call today to express your interest!



MOBILE TRAINING

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

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

We can offer:

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

Call your local campus today for a quote!

TAKE YOUR TOWES!

NWCC is proud to be a designated provider of TOWES (Test of Workplace Essential Skills), a nationally accepted test that measures essential skills in the workplace. Take TOWES to improve your job prospects; employers feel more comfortable hiring and paying a worker accordingly when they are ensured the worker has the essential skills to do the job properly. Call for more information.

Mobile Pre-Employment Heavy Equipment Operator Simulator Training



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

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

Why should employers and funders be interested in simulator training?

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

Call your local campus today for a quote!

RESPONSIBLE PRINTING

The paper used to print this calendar was certified by the Forest Stewardship Council (FSC), which guarantees the paper comes from well-managed forests, controlled sources and recycled wood and fibre.

REGISTRATION

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

Registration Options

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

Sponsoring agencies and employers may fax an authorization to invoice for student registration. The authorization to invoice must be accompanied by a NWCC Continuing Education & Industry Training application form.

Course Cancellations

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

Waitlists

Registrations are accepted on a first-come first-serve basis upon full receipt of tuition fees at the time of registration. If a course is full, your name is placed on a waitlist. If the waitlist warrants, another course may be added.

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

Fees, Withdrawals & Refunds

Full refunds are made only if a course is cancelled by the College or if a student withdraws from a course for medical or bereavement reasons before the start of the course. Withdrawals and requests for refunds are administered as follows:

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

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

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



Campus Locations

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

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

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

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

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

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

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

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



Contact Us

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Web site: ceit.nwcc.bc.ca

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EDUCATION &
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