



NORTHWEST COMMUNITY COLLEGE | WORKFORCE TRAINING & CONTINUING STUDIES

CALENDAR Sept 2011 – July 2012

WORKFORCE TRAINING & CONTINUING STUDIES

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



nwcc.bc 1.877.277.2288

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Register early to guarantee your seat, as classes fill up quickly.

Registration is guaranteed with receipt of payment.

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 cheque. Post-dated cheques not accepted.

3) Fax: Go to ceit.nwcc.bc.ca/register and download an Application Form. Fax the completed form to your local campus. See back cover of this calendar for local campus contact information.

ONLINE REGISTRATION

Coming soon! Students will soon be able to register for courses online through NWCC's Workforce Training & Continuing Studies website - <http://ceit.nwcc.bc.ca>

Note: Agencies and employers may fax an authorization to invoice for student registration. The authorization to invoice must be accompanied by an Application Form. To access this form online, download and print, visit ceit.nwcc.bc.ca/register or contact your local Workforce Training & Continuing Studies office. See the back cover of this calendar for local campus contact information.

Course Cancellations

A minimum number of students is required to run courses. 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. Please ensure your contact information is correct at time of registration.

Waitlists

Registrations are accepted on a first-come first-served basis. Full payment is due at time of booking. 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 receipt of full payment. If space becomes available in a course the person whose name is first on the waitlist will be contacted. If that person cannot be reached, the next person on the list will be contacted.

Fees, Withdrawals & Refunds

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% refund
- less than 3 days = no refund

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

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

Confirmations

Students are contacted only if classes are cancelled. Check your registration statement carefully for course dates and times, and refer to this calendar for more info on fees, withdrawals and our refund policy.

Registering for Ed2Go Online

Getting Started with Online Courses:

- 1) Go to ed2go.com/nwcc
- 2) Click on the 'Orientation' link and choose a course
- 3) Follow the instructions to enroll and pay for your course. During the online orientation, you will learn important information about your course. You will also choose the name and password you will use to access your course.
- 4) You will be prompted to contact NWCC to make payment.
- 5) When your course starts, return to ed2go.com/nwcc and click the 'Classroom' link. To begin your studies, simply log in with the name and password you selected during orientation.

To learn more about all of the online courses NWCC's Workforce Training & Continuing Studies department offers please go to ed2go.com/nwcc

USING THIS CALENDAR...

Please take your time to browse this calendar to find courses that suit your individual and business needs.

And don't forget ed2go.com/nwcc. Thousands of web-based courses including professional development for teachers and certificate programs such as graphic design are available online.

If you still don't find the course you want at the campus you want, or the course dates don't fit your schedule, give us a call. With sufficient demand, we can schedule a course that fits your needs.

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

LOCATION LEGEND...

KIT - Kitimat, BC
HAZ - Hazelton, BC
HOU - Houston, BC
MAS - Masset, BC
QC - Queen Charlotte, BC
RUP - Prince Rupert, BC
SMI - Smithers, BC
TER - Terrace, BC

CONTACT US...

Northwest Community College
Workforce Training & Continuing Studies

Toll Free: 1.877.277.2288
Email: ceit@nwcc.bc.ca
Web: ceit.nwcc.bc.ca

See back cover of this calendar for local campus contact information.

Achieving Job Satisfaction

Are you getting as much satisfaction out of your job as you should? This course will help you determine your level of satisfaction and then assist you in making positive change to increase both your satisfaction level and quality of work.

CEBSNS 835 6 hrs \$109
 KIT Feb 3 (Fr) 9-4pm
 TER Jun 22 (Fr) 9-4pm

Job Search Essentials

The keys to successful job hunting are at your fingertips in 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 an interview; preparing for a behaviour-based interview; negotiation basics; and networking for success.

CEBSNS 836 12 hrs \$179
 HAZ Apr 13-Apr 14 (Fr/Sa) 9-4pm

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, communication, 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
 RUP Oct 12-Oct 14 (We-Fr) 9-4pm

Handling the Difficult Employee

Sooner or later every supervisor must deal with a difficult employee. This course helps managers understand why performance problems occur and how to resolve them. It includes a six-step intervention model and a thorough discussion of discipline and termination procedures.

CEBSNS 864 6 hrs \$109
 KIT Nov 18 (Fr) 9-4pm
 TER May 11 (Fr) 9-4pm

Achieving Consensus

The ability to work together, make decisions together, and implement them is critical for success in group activities. This course offers a practical approach to consensus building, explaining the concept of consensus, why it is important, and how it fits with other decision-making styles. It explores reaching consensus and alignment, and provides the student with the necessary tools to help his or her team succeed.

CEBSNS 829 6 hrs \$109
 SMI Mar 10 (Sa) 9-4pm

Negotiation Skills & Strategies

Negotiation is a fact of life. Everyone negotiates something every day. Negotiation skills and strategies help us have two-way communications with others to reach a satisfactory resolution. This workshop will help you identify and build communication and negotiation skills and strategies that will help you get what you want from others without compromising relationships.

CEBSNS 733 6 hrs \$109
 TER Jan 6 (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. 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 to recognize devious tactics are also provided.

CEBSNS 830 6 hrs \$109
 TER Jan 27 (Fr) 9-4pm
 KIT Apr 13 (Fr) 9-4pm

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 Sep 23 (Sa) 9-4pm
 KIT Oct 14 (Fr) 9-4pm
 RUP Nov 4 (Fr) 9-4pm
 HAZ Nov 15-Nov 17 (Tu/Th) 6-9pm
 SMI Nov 19 (Sa) 9-4pm
 RUP Feb 24 (Fr) 9-4pm

Writing Effective Email

Email's instantaneous nature makes it a convenient, time-saving tool for businesses. However, it is also important to take the time to write messages that are secure, clear and error-free. This course emphasizes 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 emails. The materials provided will also guide you in writing a comprehensive and effective email policy for your organization.

CEBSNS 823 6 hrs \$109
 KIT Sep 23 (Fr) 9-4pm
 RUP Feb 17 (Fr) 9-4pm
 TER Mar 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
 TER Oct 7 (Fr) 9-4pm
 KIT Dec 2 (Fr) 9-4pm

CAREER & PROFESSIONAL DEVELOPMENT

Calming Upset Customers

This course will demonstrate communication techniques that build customer loyalty. You will learn how listening, non-verbal 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
 QC Oct 4 (Tu) 9-4pm
 HAZ Oct 18-Oct 20 (Tu/Th) 6-9pm

Critical Thinking

This course will provide the learner with the ability to define and solve problems both independently and in teams using a variety of creative problem solving approaches. Upon completion of this course, learners will have the ability to develop critical thinking skills and apply them to real-life situations. They will also be able to define and solve problems both independently and in teams, using a variety of critical thinking techniques.

CEBSNS 822 6 hrs \$109
 TER Nov 4 (Fr) 9-4pm
 HAZ Nov 4 (Fr) 9-4pm
 KIT Jan 13 (Fr) 9-4pm

Personal Growth Workshop

This one day course will concentrate on the following skills for successful living: self awareness, acceptance, integrity and character, budgeting and personal finance, stress, decision making, goal setting and networking. The day will include theory and skills development.

CEBSNS 811 7 hrs \$109
 HAZ Oct 12 (We) 8:30-4:30pm
 HAZ Feb 17 (Fr) 8:30-4:30pm
 HAZ Apr 27 (Fr) 8:30-4:30pm
 HAZ May 25 (Fr) 8:30-4:30pm
 HAZ Jul 5 (Th) 8:30-4:30pm

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. 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
 TER Dec 2 (Fr) 9-4pm
 KIT Mar 16 (Fr) 9-4pm

NEW! Minute Taking Made Easy

Does the thought of taking minutes cause your heart to sink? Do you ever read minutes for a meeting that you attended and the recorder didn't record what actually happened? Or do you have people in your office that want the minutes to record what they meant to say, not what they actually said? Minute taking is one of those skills very few people have ever learned to do properly. Here is your chance to shine!

CEBSNS 866 6 hrs \$389
 TER Oct 14 (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 energy and set your priorities.

CEBSNS 841 6 hrs \$109
 RUP Nov 25 (Fr) 9-4pm
 RUP Feb 10 (Fr) 9-4pm
 KIT Feb 17 (Fr) 9-4pm
 TER Apr 13 (Fr) 9-4pm
 RUP May 18 (Fr) 9-4pm

Powerful Proofreading Skills

Have you ever sent out an embarrassing, costly, error-filled business letter? This practical course is here to help. The course's exercises and activities will strengthen your proofreading skills and help eliminate errors and inaccuracies from your documents.

CEBSNS 826 6 hrs \$109
 TER Sep 16 (Fr) 9-4pm
 RUP Nov 14 (Mo) 9-4pm
 HAZ Jan 27 (Fr) 9-4pm
 TER Feb 24 (Fr) 9-4pm
 RUP Mar 2 (Fr) 9-4pm
 KIT May 11 (Fr) 9-4pm

NEW! Writing & Selling Self-Help Books

In today's highly competitive book market, it takes insider know-how to land a publishing contract for a self-help book. This course, taught by a New York Times bestselling author, will introduce you to the world of publishing and tell you the secrets for writing a self-help book that catches the attention of agents and publishers. In these hands-on lessons, you'll build your own polished proposal package and create a finely honed writing sample.

CEBSNS 852 \$119
 Online at ed2go.com/nwcc

Telephone Courtesy & 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.

CEBSNS 785 6 hrs \$109
 QC Oct 6 (Th) 9-4pm
 HAZ Sep 27-Sep 29 (Tu/Th) 6-9pm
 SMI tba Call if you're interested!

Stress Management

We all experience stressful situations. This course is about what we can do to cope with stress. Stress manifests in many forms. Students will learn to recognize stress, identify behaviour patterns, examine the stages of stress, then offer coping skills and strategies.

CEBSNS 862 6 hrs \$109
 RUP Oct 21 (Fr) 9-4pm
 RUP Feb 10 (Fr) 9-4pm
 TER May 18 (Fr) 9-4pm

Working Together

Today's workplace brings together a variety of people with diverse backgrounds and behaviors. Discover how culture and politics impact your organization. Understand how gestures and body language can differ between cultures. This course will guide you through mastering 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 Feb 17 (Fr) 9-4pm
 KIT Jun 15 (Fr) 9-4pm

FREE! Bulkley Valley Research Centre Seminar Series

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

Note: Please bring your lunch.

CENRES 759 1 hr FREE
 SMI Oct 12-May 2 (We) 12noon-1pm

Get Assertive!

Are you tired of being intimidated and treated badly by others? Get the assertiveness training you need in order to be more confident and powerful with family members, friends, bosses, co-workers, professionals, service people, and even total strangers. Discover how you lose your power when you talk and what you can do to get it back. Learn how to deal with anger and criticism effectively. It's your turn to speak out!

CEGENI 855 **24 hrs** **\$119**
Online at ed2go.com/nwcc

Presentation Skills

Give confident, enthusiastic, and persuasive presentations. With an emphasis on the need for preparation and practice, this course provides guidance on how to organize, create, and deliver effective presentations. Conquer your fear of public speaking. Capture and maintain audience interest.

CEBSNS 861 **6 hrs** **\$109**
TER Jun 1 (Fr) 9-4pm

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/accrual.

CEBSNS 834 **6 hrs** **\$109**
TER Sep 20-Sep 21 (Tu/We) 6:30-9:30pm
TER Feb 1-Feb 2 (We/Th) 6:30-9:30pm

Intro to Accounting

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

CEBSNS 735 **6 hrs** **\$100**
SMI Nov 21-Nov 23 (Mo/We) 6:30-9:30pm

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.

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

Note: Expect some homework.

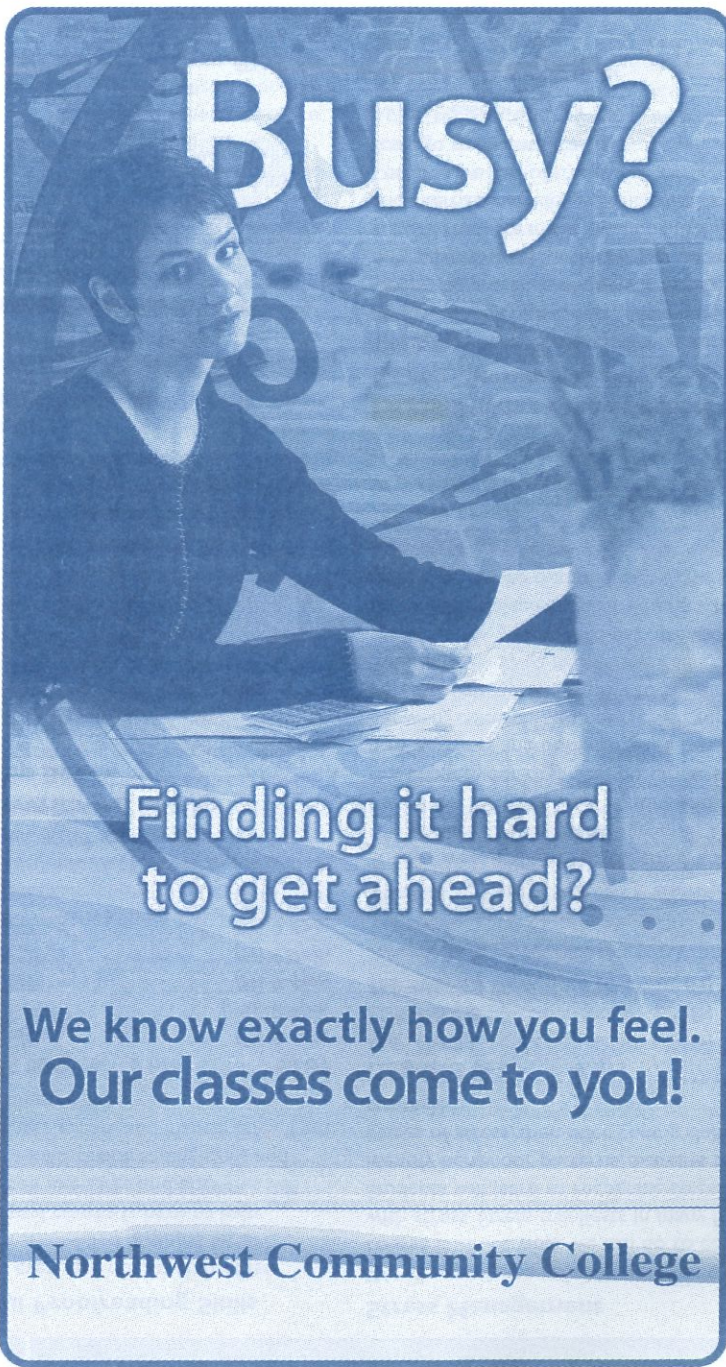
CECOMP 711 **18 hrs** **\$265**
QC Sep 24-Oct 8 (Sa) 9-4pm
TER Sep 27-Oct 6 (Tu-Th) 6:30-9:30pm
MAS Jan 27-Jan 29 (Fri-Su) 9-4pm
SMI Feb 13-Feb 29 (Mo/We) 6:30-9:30pm
TER Feb 20-Mar 1 (Mo/Tu/Th) 6:30-9:30pm

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/department accounting; managing inventory; additional payroll features including employee benefits, generating a payroll run, releasing vacation pay, and generating T4 slips; working with foreign currencies; handling bad debts and PST/HST remittances; and more.

Prerequisite: Simply Accounting Level 1.

CECOMP 712 **18 hrs** **\$265**
TER Oct 25-Nov 3 (Tu-Th) 6:30-9:30pm
TER Mar 6-Mar 15 (Tu-Th) 6:30-9:30pm



Busy?

Finding it hard to get ahead?

We know exactly how you feel. Our classes come to you!

Northwest Community College

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, email, 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 practical, hands-on exercises to build your confidence and ensure your success.

CECOMP 835	15 hrs	\$249
TER Sep 27-Sep 29	(Tu-Th) 9-3pm	
QC Oct 1-Oct 29	(Sa) 1-4pm	
MAS Jan 13-Feb 10	(Fr) 1-4pm	
TER Jan 23-Jan 27	(Mo-Fr) 6-9pm	
TER Apr 24-Apr 30	(Tu-Th/Mo) 9-12pm	
TER Jul 17-Jul 25	(Tu-Th) 6:30-9:30pm	

NEW! Intro to Windows 7

Learn basic commands and functions in the 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 Workforce Training & Continuing Studies computer software courses.

CECOMP 745	12 hrs	\$199
TER Sep 20-Sep 29	(Tu/Th) 6:30-9:30pm	
TER Jan 9-Jan 18	(Mo/We) 6:30-9:30pm	
TER May 15-May 24	(Tu/Th) 6:30-9:30pm	

The Social Network

Social networking and blogging is here to stay. Do you want to keep up with technology and social media outlets like Facebook, Twitter and blogs? 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
SMI Oct 25-Oct 27	(Tu/Th) 6:30-9:30pm	
TER Nov 1-Nov 3	(Tu/Th) 6:30-9:30pm	
TER Mar 6-Mar 7	(Tu/We) 6:30-9:30pm	

Internet/Email

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

Prerequisite: Intro to Windows or equivalent experience.

CECOMP 728	6 hrs	\$100
HOU Feb 21-Feb 23	(Tu/Th) 6:30-9:30pm	

Computer Basics

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

CECOMP 831	12 hrs	\$179
HOU Oct 4-Oct 13	(Tu/Th) 6:30-9:30pm	
SMI Oct 17-Oct 26	(Mo/We) 6:30-9:30pm	

Webpage Design Level I

Create webpages with text, graphics and links to other pages. Also learn how to upload pages to a web server. This course will cover web authoring basics, webpage design, HTML enhancements, graphics and publishing.

CECOMP 793	15 hrs	\$249
QC Nov 2-Nov 30	(We) 6-9pm	
MAS Jan 28-Feb 25	(Sa) 1-4pm	


Designing Effective Websites

These days, creating a website is so easy almost anyone can do it. But with all the competition on the Web, creating a site that's effective is more challenging than ever. To do that, you need to employ good design principles. Regardless of your current skills or level of knowledge, in this course you'll master the basics of Web design and learn how to build sites that are better and more effective. Get ready to take your Web design skills to the next level!

CECOMP 851	24 hrs	\$119
Online at ed2go.com/nwcc		

**Gain Valuable
Computer Skills
for the Workplace**

from the comfort
of your home!



Visit our site to
learn more.

www.ed2go.com/nwcc

CONNECT WITH US...

On Facebook...

Find our new **WORKFORCE TRAINING & CONTINUING STUDIES Facebook page.**

Learn about new and upcoming courses, special offers, contract training and government funding opportunities!

On Twitter...

Follow us on Twitter at [NWCC_GALTS'AP](https://twitter.com/NWCC_GALTS_AP) to keep up to date on the latest news and events happening at NWCC.

DID YOU KNOW...

The BC Labour Market Outlook report estimates that over 1 million job openings will come available in the province between 2009-2019.

40% of these jobs will be a result of new opportunities due to economic growth in the province.

77% of these jobs will require some kind of post-secondary or higher-level education or training.

The Northcoast and Nechako regions of BC are expected to experience a higher-than-average annual employment growth rate of 2.8%, the highest growth rate in the province.

COMPUTER SKILLS

NEW! Excel (2010) 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
RUP Oct 11-Oct 20	(Tu/Th) 6-9pm	
TER Oct 17-Oct 26	(Mo/We) 6:30-9:30pm	
SMI Nov 7-Nov 16	(Mo/We) 6:30-9:30pm	
TER Feb 7-Feb 16	(Mo/We) 6:30-9:30pm	
RUP Mar 6-Mar 15	(Tu/Th) 6-9pm	
TER May 5-May 6	(Sa/Su) 9-4pm	

NEW! Excel (2010) Level 2

Learners in this course are introduced to the intermediate features of Microsoft Office Excel 2010. 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 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
RUP Oct 25-Nov 3	(Tu/Th) 6-9pm	
TER Nov 8-Nov 17	(Tu/Th) 6:30-9:30pm	
SMI Nov 28-Dec 7	(Mo/We) 6:30-9:30pm	
TER Feb 21-Mar 1	(Tu/Th) 6:30-9:30pm	
RUP Mar 27-Apr 5	(Tu/Th) 6-9pm	

NEW! Excel (2010) Level 3

Excel Level 3 is for proficient users of Microsoft Office Excel 2010. Course 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 functions to calculate optimal values; create and run macros; add comments to worksheet cells; create worksheet forms with controls; import and export, and more. Prerequisite: Excel Level 2 or equivalent experience.

CECOMP 725	12 hrs	\$199
TER Apr 14-Apr 15	(Sa/Su) 9-4pm	

NEW! Word (2010) Level 1

This course introduces the basics of Microsoft Word 2010. 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
TER Sept 12-Sep 15	(Mo-Th) 6:30-9:30pm	
TER Apr 10-Apr 12	(Tu-Th) 8:30-12:30pm	

NEW! Word (2010) Level 2

Learners will be introduced to the intermediate features of Microsoft 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
TER Oct 11-Oct 20	(Tu/Th) 6:30-9:30pm	
TER Dec 6-Dec 14	(Tu/We) 6:30-9:30pm	
TER Jun 5-Jun 7	(Tu-Th) 8:30-12:30pm	

NEW! Word (2010) Level 3

Experienced users of MS Word will be introduced to the program's desktop publishing features. Topics covered include: creating an index and table of contents; setting up the page layout; working with text boxes; inserting and formatting graphics; creating and using fill-in and online forms; using Drawing and WordArt features; creating charts; and more.

Prerequisite: Word Level 2 or equivalent experience.

CECOMP 752	12 hrs	\$199
TER Jan 17-Jan 26	(Tu/Th) 6:30-9:30pm	
TER Jun 19-Jun 21	(Tu-Th) 8:30-12:30pm	

Introduction to QuickBooks 2010

Learn how QuickBooks makes it easy to set up a chart of accounts, reconcile your checking account, create and print invoices, receipts, and statements, track your payables, inventory, and receivables, create estimates and generate reports.

CECOMP 843	\$119
Online at ed2go.com/nwcc	

NEW! PowerPoint (2010) Level 1

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

Prerequisite: Intro to Windows or equivalent experience.

CECOMP 739	12 hrs	\$199
TER Jan 30-Jan 31	(Mo/Tu) 9-4pm	
RUP Feb 21-Mar 1	(Tu/Th) 6-9pm	

NEW! PowerPoint (2010) Level 2

The main objective of this course is to introduce you to some advanced commands, functions, and capabilities of PowerPoint. Upon successful completion of this course, participants will be able to move efficiently within one presentation or multiple presentations; understand what place holders are; insert or delete a slide; rearrange the order of slides; insert pictures, charts, tables, sound and/or video; record narration; create handouts and more.

Prerequisite: PowerPoint Level 1.

CECOMP 802	12 hrs	\$199
TER May 9-May 10	(Tu/We) 9-4pm	

Introduction to Microsoft Access 2007

Learn how Microsoft's powerful and award-winning database can help you manage, store, search, analyze, and display important business, personal, or scientific data. You'll gain practical, hands-on experience with tables, relationships, custom data entry forms, queries, mailing labels, macros, and more. Increase productivity, reduce data entry errors, conduct comprehensive searches, and produce handsome and professionally formatted reports.

CECOMP 846	\$119
Online at ed2go.com/nwcc	

Keyboarding

Learn how to touch-type (type text without looking at your keyboard) with Keyboarding Pro 5, a typing tutorial designed for personal computers. In addition to touch-typing, you'll learn computer and word processing basics, useful keyboard shortcuts, and posture tips. Whether you're a beginner or want to improve your keyboarding skills, this class will help you type faster, improve your accuracy, and become more productive. By the end of the course, you'll know how to touch-type letters, numbers, and symbols; create, save, and edit word processing documents; and successfully take a timed writing test during a job interview.

CECOMP 841 24 hrs \$119
Online at ed2go.com/nwcc

Working with Digital Pictures

Working with several software programs – Windows, Adobe Photoshop Elements, Internet Explorer, and your camera's software – you'll 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.

Note: Bring a digital camera to class.

CECOMP 801 6 hrs \$100
TER Dec 5- Dec 7 (Mo/We) 6:30-9:30pm
HOU Jan 17-Jan 19 (Tu/Th) 6:30-9:30pm
SMI Feb 6-Feb 8 (Mo/We) 6:30-9:30pm
TER May 5 (Sa) 9-4pm

Photoshop Elements 9 for the Digital Photographer

Bring out the best in your images! Whether you're making quick fixes or detailed enhancements, Adobe's Photoshop Elements 9 provides the tools you need to achieve high-quality results. As you master this award-winning software, you'll learn to edit images on your computer, correct flaws, enhance your final product, create simple art projects, prepare images for email and the Web, and organize your images so you can keep track of them easily. Designed for camera enthusiasts with no photo-editing experience, this course will take you from novice to accomplished user in just a few weeks. Upgrade students are welcome as well!

CECOMP 861 24 hrs \$119
Online at ed2go.com/nwcc

NEW! Microsoft Office 2010 Essentials

Microsoft Office 2010 Essentials is a comprehensive course reviewing Office 2010 for introductory-level students. In the first unit, students are introduced to basic computer concepts, including components and computer types, hardware and software, and computer security. The Windows lesson includes Windows XP, Vista, and 7. A new online collaboration lesson covers Web 2.0, cloud computing, social networking, and threaded discussions. The next four units introduce the major Office 2010 applications: Word, Excel, PowerPoint, and Access. This course will conclude with a comprehensive, capstone integration project that incorporates all the skills learned in the course.

CECOMP 858 48 hrs \$675
KIT Oct 8-Nov 26 (Sa) 9-4pm
TER Mar 6-Mar 21 (Tu-Th) 9-4pm

Introduction to Microsoft Outlook 2007

Learn the essentials of Microsoft Outlook 2007 from an expert instructor who's already helped thousands become productive and confident with previous versions of Outlook. Get up and running quickly with the most important aspects of the program. Create a Google Gmail account for class assignments and personal use.

CECOMP 849 24 hrs \$119
Online at ed2go.com/nwcc

C++ for the Absolute Beginner

Learn how to program in C++, even if you have no prior programming experience! Create programs for Microsoft Windows using Microsoft Visual C++ 2005 Express Edition. Learn Object-Oriented techniques, how to create windows and forms, and how to program in a step-by-step nature. This course is ideal whether you're an enthusiast, a business person hoping to advance your career, or someone who already knows how to program but wants to move ahead to C++ and Object-Oriented Programming.

CECOMP 845 24 hrs \$119
Online at ed2go.com/nwcc

MOBILE COMPUTER SKILLS TRAINING

We now have a fully-equipped mobile training lab to accommodate off-campus computer skills training. The mobile computer training unit offers a variety of courses such as Microsoft Office (Word, Excel, PowerPoint), Computer Camps for Elders, Webpage Design, Social Networking and much more.

If your community, organization or village would benefit from mobile computer skills training, please contact Sue-Ann Norton at 250.638.5408 or snorton@nwcc.bc.ca

WORKER CERTIFICATION

A recent labour market study has stated that new projects underway and planned in the Northwest will require properly certified and trained employees.

Contact Workforce Training & Continuing Studies staff today to talk about certifications that will help you in your job search.

See back cover of this calendar for local NWCC campus contact information.

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

CULINARY CUISINE

Culinary Experience: Sweetheart Chocolate

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

CEGENI 814 6 hrs \$99+hst
TER Feb 12 (Su) 9-4pm

Culinary Experience: Sushi

Sushi 101 is designed to take the mystery out of making sushi and give you confidence to go further. We will breakdown the process in simple easy steps that anyone can follow. Have fun learning the basics!

CEGENI 725 6 hrs \$99+hst
HAZ Sep 24 (Sa) 9-3pm
RUP Nov 5 (Sa) 9-4pm
RUP Feb 4 (Sa) 9-4pm
SMI Feb 11 (Sa) 9-4pm

Culinary Experience: Mexican

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

CEGENI 811 6 hrs \$99+hst
SMI Nov 5 (Sa) 9-4pm
TER Nov 6 (Su) 9-4pm

NEW! Culinary Experience: India

Bringing you the exotic flavours of the land of spices: come and try out the taste of three vegetarian dishes, blended with ginger, garlic, green chillies, cumin, coriander, turmeric, lentils and more.

CEGENI 717 6 hrs \$99+hst
TER Oct 9 (Su) 9-4pm

NEW! Culinary Experience: Indonesia

A pretty blend of seafood, vegetables, meats, lemon grass, palm sugar, coconut and several spices marks the exoticness of this nation. Come and try out something different and walk away 'warm' and fulfilled!

CEGENI 719 6 hrs \$99+hst
TER Nov 27 (Su) 9-4pm

NEW! Culinary Experience: South Africa

South African cuisine has sometimes been known as "rainbow cuisine" because of its roots in multicultural sources: British, Dutch, Portuguese, Malaysia, and the Indigenous people of South Africa.

CEGENI 880 6 hrs \$99+hst
TER Jan 22 (Su) 9-4pm

NEW! Culinary Experience: Jamaica

Jamaica residents have come from around the globe, bringing with them the cooking techniques, flavours, spices and recipes of their homelands and blending them with the bountiful harvest of this tropical island. Participants will enjoy some of the most flavourful cuisine of Jamaica.

CEGENI 878 6 hrs \$99+hst
TER Mar 4 (Su) 9-4pm

Culinary Experience: Italian

Chi mangia bene, mangie Italiano! Traditional recipes take a new twist in this fun and interactive day of cooking. Participants will enjoy the variety of recipes for this Italian experience.

CEGENI 802 6 hrs \$99+hst
HAZ Feb 18 (Sa) 9-4pm

NEW! Culinary Experience: France

French cuisine is known for using rich sauces, cheese, wines and the liberal use of herbs and spices. Knowledge of French cooking has contributed to how we cook and its criteria is what is used in many cooking and culinary schools. Have fun and learn basic French techniques and recipes.

CEGENI 877 6 hrs \$99+hst
TER Mar 18 (Su) 9-4pm

NEW! Culinary Experience: Spain

Spanish cuisine is associated with two distinct diets. One is Mediterranean offering the bounty of the sea, and the other is more meat based from the interior part of the country. Enjoy the flavours of this country's rich unique cuisine.

CEGENI 879 6 hrs \$99+hst
TER Jun 10 (Su) 9-4pm

Meat Cutting

Learn basic meat cutting and apply it to domestic butchering or big game through demonstrations and hands-on experience. Learn sanitation, how to wrap and package meat for the freezer, and the care and safe operation of meat cutting equipment.

CEGENI 775 6 hrs \$99+hst
TER Apr 15 (Su) 9-4pm

Thrill of the Grill

A new variety of recipes and dishes are prepared in this popular barbecue class. All foods - from appetizers to desserts - are prepared on the grill. Bring your appetite because all participants are treated to deliciously barbecued meats and veggies!

CEGENI 747 6 hrs \$99+hst
TER May 13 (Su) 9-4pm

Sausage Making

Explore the art of making sausage from a local culinary chef and/or butcher. Learn to incorporate different meats and spices to make delicious tasting sausages.

CEGENI 830 6 hrs \$99+hst
TER Apr 22 (Su) 9-4pm
SMI tba

Wine and Food Pairing

Learn to artfully coordinate wine with your dinners. Red with chicken? White with chicken? After this course you'll know some of the sommalier's secrets in wine selection, preparation, and service. When pairing food and wine, the goal is synergy and balance, wine shouldn't overpower your food, nor should the food overpower the wine. After class, you'll be the envy of your friends and family as you demonstrate the sophisticated knowledge and techniques of proper food and wine combinations.

CEGENI 807 6 hrs \$99+hst
TER Dec 11 (Su) 9-4pm

ELDERCOLLEGE

NEW! Fall & Winter Gardening Tasks

Divide the Delphiniums? Prune the Potentillas? Cover the Cedars? Fertilize the lawn? A few simple fall tasks can make spring gardening easier and your plants happier. Learn about fall clean-up, mulching, composting, fertilizing, watering, wintering tender perennials and much, much more.

CEELDR 705 1.5 hrs \$15+hst
SMI Oct 4 (Tu) 10-11:30am

NEW! Starting from Seed

Want to start your garden from seed this year? Learn more about propagation, germination, soil mixes, light, care of seedlings, seed bed preparation and transplant growing. Easy and fun to do. Bring your seed catalogues and we can browse through them together. The facilitator is Irene Howard.

CEELDR 749 1.5 hrs \$15+hst
SMI Feb 21 (Tu) 10-11:30am

NEW! Retired & Lovin' It or Not?

How can you live retirement to the fullest so it is deeply satisfying?

This 2 hour course will lead you to explore and celebrate what is most meaningful and satisfying about your life and retirement today. You will also examine any difficulties or obstacles to a fulfilling retirement, and explore possible solutions. You can expect to come away with a better understanding of yourself and what you live in your retirement, and, with tools to move towards more fullness and satisfaction. This course can be a doorway into other, more in-depth, courses on living ones' life to the fullest. The facilitator is Wendy Marion-Orienti.

CEELDR 748 2 hrs \$15+hst
SMI Oct 13 (Th) 10-12noon

Yoga for 50+

Yoga is a form of exercise that can be adapted to your needs and abilities. It can be done by everyone, and deals with your whole being. It makes your body fitter, and the mind calmer and more relaxed. Yoga is also beneficial in the prevention and control of common health and emotional problems that are linked with age. Yoga aims to quiet the mind as you exercise the body. This course is a total of 3 classes.

CEELDR 732 1 hr/class \$15+hst
SMI Nov 1-Nov 15 (Tu) 1:30-2:30pm

NEW! Book Club

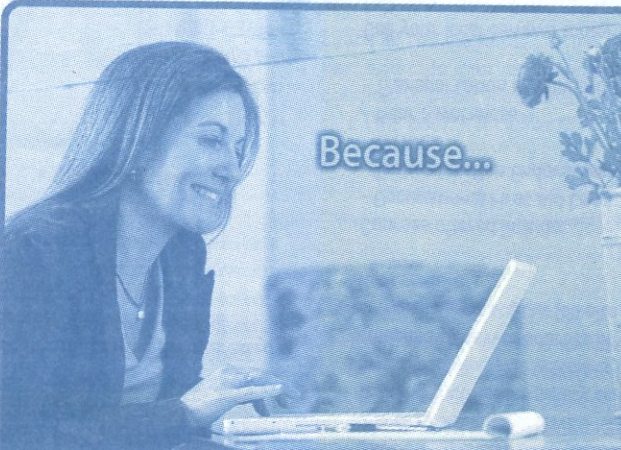
Do you enjoy reading and sharing your opinions with others? In book club, a different book will be selected each time and discussion will be centered around the book previously selected. You will have an opportunity to suggest favourite books for consideration. Each session will be led by a different member of the group on a rotating basis. This is meant to be a fun and casual open discussion. Book club will meet the first Thursday of the month, see dates below. For the first class read: The Golden Spruce by John Vaillant.

CEELDR 747 2 hrs/class \$15+hst
SMI Oct 6-Mar 1 (Th) 10-12noon

THURSDAYS AT NWCC HAZELTON CAMPUS

Upper Skeena ElderCollege meets every Thursday from 1pm to 3pm at NWCC Hazelton Campus.

Contact the Hazelton Campus at 250.842.5291 or Toll Free 1.877.277.2288 Ext. 5505



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Northwest Community College

www.ed2go.com/nwcc

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FIRST AID, HEALTH & SAFETY

Occupational First Aid (OFA) Level 1

This WorksafeBC class provides training in basic first aid skills including C-spine control, respiratory and circulatory emergencies, soft tissue injuries, identification and management of stroke, diabetes, seizures and fainting. Students will receive certification valid for three years upon successful completion of the course. This course includes the use of automated external defibrillator (AED) trainers.

Prerequisite: Participants must be 16 years or older. Bring photo ID to class.

Note: Fee includes course textbook and materials. 100% attendance is mandatory. Students more than 15 minutes late are not admitted to class. No refunds.

CEFAID 706 7 hrs \$109

HAZ	Sep 24	(Sa)	8:30-4:30pm
	Oct 22	(Sa)	8:30-4:30pm
	Nov 19	(Sa)	8:30-4:30pm
	Dec 10	(Sa)	8:30-4:30pm
	Jan 21	(Sa)	8:30-4:30pm
	Feb 18	(Sa)	8:30-4:30pm
	Mar 17	(Sa)	8:30-4:30pm
	Apr 21	(Sa)	8:30-4:30pm
	May 12	(Sa)	8:30-4:30pm
	May 26	(Sa)	8:30-4:30pm
	Jun 9	(Sa)	8:30-4:30pm
	Jul 14	(Sa)	8:30-4:30pm
HOU	Sep 19	(Mo)	8:30-4:30pm
	Oct 25	(Tu)	8:30-4:30pm
	Nov 28	(Mo)	8:30-4:30pm
	Jan 30	(Mo)	8:30-4:30pm
	Mar 1	(Th)	8:30-4:30pm
	Apr 11	(We)	8:30-4:30pm
	May 14	(Mo)	8:30-4:30pm
	May 16	(We)	8:30-4:30pm
	May 28	(Mo)	8:30-4:30pm
	May 30	(We)	8:30-4:30pm
	Jun 25	(Mo)	8:30-4:30pm
KIT	Oct 22	(Sa)	8:30-4:30pm
	Dec 10	(Sa)	8:30-4:30pm
	Feb 18	(Sa)	8:30-4:30pm
	Apr 21	(Sa)	8:30-4:30pm
	Jun 2	(Sa)	8:30-4:30pm
	Aug 11	(Sa)	8:30-4:30pm

MAS	Sep 8	(Th)	8:30-4:30pm
	Oct 7	(Fr)	8:30-4:30pm
	Nov 3	(Fr)	8:30-4:30pm
	Dec 2	(Fr)	8:30-4:30pm
	Jan 12	(Th)	8:30-4:30pm
	Feb 3	(Fr)	8:30-4:30pm
	Mar 1	(Th)	8:30-4:30pm
	Apr 6	(Fr)	8:30-4:30pm
	May 3	(Th)	8:30-4:30pm
QC	Sep 16	(Fr)	8:30-4:30pm
	Oct 13	(Th)	8:30-4:30pm
	Nov 10	(Th)	8:30-4:30pm
	Dec 8	(Th)	8:30-4:30pm
	Jan 20	(Fr)	8:30-4:30pm
	Feb 9	(Th)	8:30-4:30pm
	Mar 9	(Fr)	8:30-4:30pm
	Apr 12	(Th)	8:30-4:30pm
	Apr 13	(Fr)	8:30-4:30pm
	May 11	(Fr)	8:30-4:30pm
RUP	Sep 24	(Sa)	8:30-4:30pm
	Nov 19	(Sa)	8:30-4:30pm
	Jan 21	(Sa)	8:30-4:30pm
	Mar 10	(Sa)	8:30-4:30pm
	May 12	(Sa)	8:30-4:30pm
SMI	Sep 23	(Fr)	8:30-4:30pm
	Oct 14	(Fr)	8:30-4:30pm
	Nov 25	(Fr)	8:30-4:30pm
	Dec 9	(Fr)	8:30-4:30pm
	Jan 20	(Fr)	8:30-4:30pm
	Feb 4	(Sa)	8:30-4:30pm
	Mar 8	(Th)	8:30-4:30pm
	Mar 30	(Fr)	8:30-4:30pm
	Apr 21	(Sa)	8:30-4:30pm
	May 12	(Sa)	8:30-4:30pm
	May 24	(Th)	8:30-4:30pm
	Jun 8	(Fr)	8:30-4:30pm
	Jul 13	(Fr)	8:30-4:30pm
TER	Oct 17	(Mo)	8:30-4:30pm
	Nov 19	(Sa)	8:30-4:30pm
	Dec 3	(Sa)	8:30-4:30pm
	Jan 21	(Sa)	8:30-4:30pm
	Feb 11	(Sa)	8:30-4:30pm
	Mar 10	(Sa)	8:30-4:30pm
	Apr 5	(Th)	8:30-4:30pm
	May 11	(Fr)	8:30-4:30pm
	Jun 23	(Sa)	8:30-4:30pm
	Jul 14	(Sa)	8:30-4:30pm
	Aug 20	(Mo)	8:30-4:30pm

Occupational First Aid (OFA) Level 3

This course is based on First Aid theory and practical skill development. It includes skills necessary to effectively manage workplace medical emergencies. OFA Level 3 certification requires an examination (written, oral, and practical) conducted by a certified examiner following course completion.

Prerequisite: A self-declaring medical form must be filled out. Participants must be 16 years of age. Restrictions apply.

Note: This course includes the use of automated external defibrillators. 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 three years from the date of the exam. Course fee includes text, materials, and exam fee. If the Level 3 certificate has been expired for more than 2 years, the candidate must take a full course of instruction.

CEFAID 709 \$729 in HOU/SMI/TER \$799 in MAS

HOU	Sep 26-Oct 13	(Mo-Fr)	8:00-4:30pm
	Apr 16-May 2	(Mo-Fr)	8:00-4:30pm
SMI	Oct 21-Nov 8	(Mo-Fr)	8:00-4:00pm
	Feb 10-Feb 28	(Mo-Fr)	8:00-4:00pm
TER	Oct 24-Nov 4	(Mo-Fr)	8:30-4:30pm
	Feb 13-Feb 24	(Mo-Fr)	8:30-4:30pm
MAS	Feb 13-Feb 24	(Mo-Fr)	8:30-4:30pm

Contact your local campus if you're interested in taking this course! The course will be scheduled upon sufficient demand.

DID YOU KNOW...

- NWCC is an official training agency for:
- * BC Construction Safety Alliance (Traffic Control Flagging)
 - * Danatec (Transportation of Dangerous Goods)
 - * Enform (H2S Alive, Chainsaw Basics Level 1)
 - * Go2 (Serving It Right)
 - * ICBC (Airbrakes Endorsement, Driver Training)
 - * IVES (Forklift Certification)
 - * Ministry of Health (FoodSafe)
 - * Ministry of Tourism, Trade & Investment (WorldHost)
 - * Red Cross (Babysitter training, CPR Level 'C', Childcare First Aid & CPR, Marine Basic First Aid, Oxygen Therapy, Standard First Aid, Wilderness and Remote First Aid & CPR, Emergency First Aid)
 - * Transport Canada (Marine Training)
 - * WorkSafeBC (WorkSafe Safety Modules, WHMIS, Occupational First Aid)

NWCC Mobile Safety Training Unit

Save on expensive hotel fees, meals, and travel by having the NWCC Mobile Safety Training Unit deliver safety training directly to you. This vehicle is fully equipped to deliver courses in your community or at your job site – no matter how remote.

- Courses offered include:
- Occupational First Aid Level 1
 - Transportation Endorsement
 - WHMIS
 - Bear Awareness
 - Transportation of Dangerous Goods

Call your local campus today for a quote. See back cover of this calendar for local campus contact information.

FIRST AID, HEALTH & SAFETY

Occupational First Aid (OFA) Level 3 Challenge Exam

The Occupational First Aid Level 3 Challenge Exam is an opportunity to challenge the written, oral and practical exam conducted by a certified examiner.

Note: There will be no instructor support. Course participants must score at least 70% on all portions of the exam in order to be issued an OFA Level 3 certificate. If the Level 3 certificate has been expired for more than 2 years, the candidate must take a full course of instruction.

CEFAID 755 7 hrs \$155
 HOU Oct 13 (Th) 8-5pm
 HOU May 3 (Th) 8-5pm
 TER Call to register your interest!

NEW! Occupational First Aid (OFA) Level 3 Yearly Update with Red Cross CPRA

This course provides candidates with an opportunity to practice and brush up on their level 3 first aid skills. This one-day course will provide OFA 3 certificate holders the knowledge to keep up with developments in first aid practices, and to refresh skills that may be only intermittently used. This course will provide the learner with the knowledge and practical skills to continue to provide good quality first aid and give them added confidence heading into their retraining year. At the end of the course, successful students will receive a CPR/AED 'A' certificate. Candidates are eligible to take this course if they currently hold a valid OFA 3 certificate.

CEFAID 821 8 hrs \$119
 HOU Oct 14 (Fr) 8-5pm
 HOU Apr 3 (Th) 8-5pm

Transportation Endorsement

This course is designed to deliver the skills and knowledge needed to manage life threatening emergencies and transport injured/ill workers to medical aid. These skills are necessary if the worksite is more than twenty minutes from medical aid.

Note: Successful completion course results in a certificate valid for three years. Prerequisite: OFA Level 1 certificate.

CEFAID 707 7 hrs \$109

HAZ	Sep 25	(Su) 8:30-4:30pm
	Oct 23	(Su) 8:30-4:30pm
	Nov 20	(Su) 8:30-4:30pm
	Dec 11	(Su) 8:30-4:30pm
	Jan 22	(Su) 8:30-4:30pm
	Feb 19	(Su) 8:30-4:30pm
	Mar 18	(Su) 8:30-4:30pm
	Apr 22	(Su) 8:30-4:30pm
	May 13	(Su) 8:30-4:30pm
	May 27	(Su) 8:30-4:30pm
	Jun 10	(Su) 8:30-4:30pm
	Jul 15	(Su) 8:30-4:30pm
HOU	Sep 20	(Tu) 8:30-4:30pm
	Oct 26	(We) 8:30-4:30pm
	Nov 29	(Tu) 8:30-4:30pm
	Jan 31	(Tu) 8:30-4:30pm
	Mar 2	(Fr) 8:30-4:30pm
	Apr 12	(Th) 8:30-4:30pm
	May 15	(Tu) 8:30-4:30pm
	May 17	(Th) 8:30-4:30pm
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	May 31	(Tu) 8:30-4:30pm
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	Nov 26	(Sa) 8:30-4:30pm
	Feb 5	(Su) 8:30-4:30pm
	Mar 9	(Fr) 8:30-4:30pm
	Mar 31	(Sa) 8:30-4:30pm
	Apr 22	(Su) 8:30-4:30pm
	May 25	(Fr) 8:30-4:30pm
	Jun 9	(Sa) 8:30-4:30pm

TER Oct 18 (Tu) 8:30-4:30pm
 Nov 20 (Su) 8:30-4:30pm
 Mar 11 (Su) 8:30-4:30pm
 Apr 10 (Tu) 8:30-4:30pm

Emergency Childcare First Aid & CPR

This interactive course is 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).

Note: Successful participants receive certification valid for three years.

CEFAID 702 8 hrs \$119

TER	Dec 10	(Sa) 8-5pm
TER	Mar 3	(Sa) 8-5pm
MAS	Mar 9	(Th) 8:30-5:30pm
QC	Mar 10	(Fr) 8:30-5:30pm
KIT	Mar 17	(Sa) 8:30-5:30pm
HOU	May 4	(Fr) 8-5pm

Red Cross Wilderness and Remote First Aid & CPR

This basic level course 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 the Red Cross Standard First Aid and CPR courses 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 26 hrs \$450

QC	Apr 1-Apr 3	(Su-Tu) 8:30-5:30pm
QC	Apr 4-Apr 6	(We-Fr) 8:30-5:30pm

Red Cross Standard First Aid

Learn all the elements of First Aid including heat and cold injuries, poisons, medical conditions, bone, joint, head and spinal injuries. This course includes CPR certification.

CEFAID 712 16 hrs \$199
 TER Jul 28-Jul 29 (Sa/Su) 8:30-5:30pm
 HOU Call to register your interest!

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.

Note: The course fee includes the course manual. Bring a bag lunch/snack.

CEFAID 715 8 hrs \$100

HAZ	Oct 1	(Sa) 8:30-5:00pm
TER	Nov 5	(Sa) 8:30-5:30pm
QC	Mar 11	(Sa) 8:30-5:30pm
MAS	Mar 12	(Su) 8:30-5:30pm
HAZ	May 12	(Sa) 8:30-5:00pm
TER	Aug 11	(Sa) 8:30-5:30pm

Red Cross Oxygen Administration

Learn how to operate various oxygen delivery devices, as well as respond to and treat respiratory emergencies. This course is applicable to those who may be required to use oxygen in the workplace.

Prerequisite: Participants must hold current CPR Level C or CPR Level HCP.

CEFAID 812 4 hrs \$74

TER	Sep 10	(Sa) 1-5pm
KIT	Oct 29	(Sa) 1-5pm
TER	Jan 7	(Sa) 1-5pm

FIRST AID, HEALTH & SAFETY

Paramedic in Industry

Upon successful completion of this course, a PCP, ACP or CCP licence holder will be granted an OFA Level 3 Paramedic in Industry Certificate valid for three years. This can count as 20 Continuing Medical Education Credits.

Note: Participant guide and textbooks are included in fee. A pre-course study requirement must be completed before class.

Prerequisite: Current EMA licence required to take this course.

CEFAID 799 4 hrs \$139
TER May 12 (Sa) 9-1pm

Red Cross CPR Level 'C'

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

CEFAID 703 6 hrs \$100
SMI Sep 16 (Fr) 9-4pm
HAZ Sep 17 (Sa) 9-4pm
RUP Oct 1 (Sa) 9-4pm
HOU Oct 27 (Th) 9-4pm
KIT Nov 26 (Sa) 9-4pm
SMI Dec 3 (Sa) 9-4pm
KIT Feb 25 (Sa) 9-4pm
HAZ May 5 (Sa) 9-4pm
RUP May 18 (Sa) 9-4pm
TER May 26 (Sa) 9-4pm

CPR Level 'C' Re-Certification

CEFAID 704 4 hrs \$59
TER Sep 10 (Sa) 8-12noon
KIT Oct 29 (Sa) 8:30-12:30pm
TER Jan 7 (Sa) 8-12noon
KIT May 12 (Sa) 8:30-12:30pm

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LABOUR MARKET OUTLOOK & PROJECTIONS

Labour market projections for major projects in the North Coast/Nechako Regions (where start and completion dates have been identified) total \$16 billion and will involve almost 47,400 direct construction-related jobs. These projects include mine developments, pipeline developments, port expansion, an electric power project, and the Northwest Transmission Line.

The Labour Market Outlook predicts that the majority of new jobs available will be for mechanics, heavy equipment operators, machine operators, and construction helpers.

To meet this demand, NWCC has created two new programs "Construction Trades Helpers & Labourers" (p. 28) and "Value Added Heavy Equipment Operator" (p.27) which are scheduled for several communities here in the Northwest. Contact Workforce Training & Continuing Studies if you're interested in these innovative training programs.

Some students may be eligible for funding. For more information on funding, contact Charlynn Toews at ctoews@nwcc.bc.ca or 1.877.277.2288 Ext. 5357

DOUBLE CHECK!

Dates, locations and price may change after this calendar has been printed. In cases of price differences, the price on your registration statement is considered final. Check your registration statements carefully to confirm the dates and times of your course.

For the most up-to-date information on upcoming courses, times and locations

GATLIN EDUCATION ONLINE COURSES

Business and Professional

Administrative Professional with Microsoft Office Specialist 2007 Training 320 hours - \$2984

This Administrative Professional with Microsoft Office Specialist 2007 (MOS) Training Program will teach you the skills needed to become a successful administrative professional using the Microsoft Office 2007 suite of programs. You'll receive training on the most popular Microsoft Office 2007 programs, including Word, Excel, Access, PowerPoint, and Outlook, running on the Vista operating system. In addition, you can opt to take introductory QuickBooks training. Upon successful completion of this program, you'll be prepared to take the MOS 2007 certification exam offered by Microsoft.

www.gatlineducation.com/nwcc

Microsoft Office Specialist 2007 240 Hours - \$2464

The Microsoft Office Specialist Online Training Program (formerly the Microsoft Certified Application Specialist, or MCAS) is a performance-based certification program approved by Microsoft to assess and validate computer skills using the Microsoft Office 2007 suite of programs: Excel, Word, PowerPoint, Access, and Outlook, as well as Windows Vista. You'll learn basic through advanced skills for each program and the Vista operating system, and you'll be prepared for certification.

www.gatlineducation.com/nwcc

Grant Writing - 300 hours - \$2724

If you want to learn the essentials of writing or acquiring grants for private, public, or government use this program is perfect

for you. You'll discover how to develop successful grants by focusing on the skills needed to prepare professional, competitive, compelling grant proposals. An experienced grant writer will show you how to create proposals that get funded.

www.gatlineducation.com/nwcc

Healthcare and Fitness

Fitness Business Management 200 hours - \$3114

Learn to strategically manage a personal training program or a fitness department with the education you'll get in the Fitness Business Management Online Training Program. This program is ideal for allied health and fitness professionals, personal trainers, fitness managers, and entrepreneurs who wish to establish a successful business model to apply to a fitness operation. The Fitness Business Management Program will prepare you to implement a successful business system in private or commercial health clubs, medically-based fitness facilities, community wellness centers, personal training studios, physical therapy clinics, YMCAs, JCCs, college centers, recreational settings, or corporate fitness centers. This program was developed to establish an industry standard in fitness management education.

www.gatlineducation.com/nwcc

Medical Terminology 60 hours - \$774

The Medical Terminology Online Training Program will teach you to understand not only medical terms themselves, but also their application. You'll start by learning the origins of medical words and how to recognize prefixes and suffixes used in medical terminology. Then you'll learn about the body as a whole and how to

differentiate cells, tissues, organs, systems, and cavities. Next, you'll learn to define and describe the function of each system of the human body. This knowledge will help you take the next step in your medical career or education.

www.gatlineducation.com/nwcc

Hospitality and Gaming

Event Management and Design 300 Hours - \$2464

The Event Management and Design Online Training Program will equip you with the knowledge to advance in the field if you're already working in special events, or it will prepare you to enter the profession with an understanding of the industry. You'll build a foundation that you can use to build a career in special events or start your own special event business.

www.gatlineducation.com/nwcc

Media and Design

Graphic Design Photoshop CS4 200 Hours - \$2334

Learn how to use Photoshop CS4, the gold standard for image creation and editing, as you get instruction from a Photoshop and graphic design expert. This is the ideal program if you're looking to turn your interest in art into an enjoyable and creative career.

The program begins with the fundamentals of graphic design and guides you through the design process, teaching you the terms and skills you'll need to launch your new career. You'll discover the rules and standards for effective graphic design, Web design, and photo editing, as well as useful marketing strategies for creating graphics that convey the desired message, style, and tone for clients.

www.gatlineducation.com/nwcc

Web Design Certificate 420 hours - \$7274

The Web Design Online Certificate Program will teach you to develop the visual graphic and information design skills required to create compelling Web sites. You'll learn professional applications for Adobe Photoshop, Adobe Dreamweaver, Fireworks, and Flash.

Program projects include XHTML page markup, CSS-based layout and typography, home page and navigation design, Flash graphics and animations, and more.

www.gatlineducation.com/nwcc

Marketing Design Certificate - 420 hours - \$7274

Looking to launch your career designing marketing or identity pieces for large companies or small businesses? This Marketing Design Online Training Program will give you the fundamental technical and aesthetic skills required for design in a business environment.

You'll learn in-demand software programs that a marketing designer needs to know: Adobe Photoshop, Illustrator, and Microsoft PowerPoint. You'll prepare digital images, illustrations, and presentations, learning how to address the challenges of color, typography, composition, and visual identity design.

www.gatlineducation.com/nwcc

Some students may be eligible for funding. For more information on funding opportunities and eligibility, please contact Charlynn Toews at 250.635.6511 Ext. 5357 or email ctoews@nwcc.bc.ca

GENERAL INTEREST

Conversational Spanish Level 1

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+hst
 TER Oct 4-Nov 3 (Tu/Th) 6:30-8:30pm
 RUP Oct 11-Oct 20 (Mo/Tu/Th) 6-9pm
 SMI Nov 14-Dec 14 (Mo/We) 6:30-8:30pm
 HAZ Oct 5-Nov 15 (Tu/Th) 7:00-8:30pm

Conversational Spanish Level 2

"¿Como esta" This is a continuation in the study of Conversational Spanish Level 1 course where you will build on the knowledge previously learned. Increase your knowledge of the Spanish language and practice your pronunciation skills.

CELANG 708 20 hrs \$139+hst
 RUP Nov 7-Nov 17 (Mo/Tu/Th) 6-9pm
 TER Jan 9-Feb 8 (Mo/We) 6:30-8:30pm

Conversational French Level 1

Bonjour! Learn to carry on a simple conversation and be understood in French. This 20 hour course will cater to beginners and will focus on correct pronunciation, basic verbs, sentence structure and useful vocabulary. In a relaxed atmosphere, learn how to better support your child in French immersion, practice giving and taking directions, ordering from a menu, and more, all to build your confidence in a language new to you.

CELANG 706 20 hrs \$139+hst
 TER Sep 20-Oct 19 (Tu/We) 7:30-9:30pm
 SMI Oct 4-Nov 3 (Tu/Th) 6:30-8:30pm
 TER Jan 18-Feb 16 (We/Th) 7:30-9:30pm

Conversational German Level 1

This course offers instruction in every day use of German including pronunciation, reading, vocabulary, and basic grammar.

CELANG 703 20 hrs \$139+hst
 SMI Feb 2-Apr 5 (Th) 6:30-8:30pm

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 includes audio, so you can hear and practice the language with a click of your mouse! You'll also learn cultural tips 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.

CELANG 713 \$119
 Online at ed2go.com/nwcc

Beginner Guitar

Start with the basics of playing guitar including tuning, strumming, rhythms, chords, scales and finger exercises. Combine all of these skills and learn how to play beginner songs. Acoustic, bass or electric guitars welcome. Participants need to bring a guitar, tuner, picks, capo, and a package of new strings.

CEGENI 702 20 hrs \$135+hst
 HAZ Oct 17-Dec 5 (Mo/We) 4:45-5:45pm

Intermediate Guitar

Develop your talents from basic chords to advanced songs. Acoustic, bass or electric guitars welcome. Participants need to bring a guitar, tuner, picks, capo, and a package of new strings.

CEGENI 704 20 hrs \$135+hst
 HAZ Jan 16-Mar 5 (Mo/We) 4:45-5:45pm

Guitarmaking: From Concept to Completion

Students will be guided from design to completion of their own acoustic guitar. Practical instruction will be given on design aesthetics, structural integrity, inlay, tool, mould and jig making. Upon completion of the course the student will have made all jigs and moulds and have gained the knowledge to continue building. Great course for the hobbyist, musician and wood workers.

CEGENI \$TBA
 SMI Call to register your interest!

NEW! Introduction to Permaculture Design

This course is designed to equip students with fundamental design skills to create sustainable human dwellings. The course explores such topics as permaculture history, elements in human systems, analysis of resources, water harvesting, energy conservation, waste reduction/reuse, ecological systems and home gardening. Learn to use the design framework to create your own sustainable environment.

CEGENI \$200+hst
 SMI Nov 5-Nov 6 (Sa/Su) 9-4pm

NEW! Cinema Politica

Cinema Politica is a Montreal-based non-profit organization that distributes documentary films around the world. Once a month, students will screen an independent political film or video by Canadian and international artists and then engage in a discussion on the film and ways to engage, inform, inspire, and provoke social change.

CEGENI 874 By donation
 SMI tba (Mo) 7:30-9:30pm

Start a Pet Sitting Business

If you're an animal lover, find out how to translate your passion into a profitable career! In this course, you'll master the essentials of starting a pet sitting business. You'll begin with dog and cat care, including nutrition, exercise, first aid, and identification of common diseases. You'll also find out how to handle home visits and impress potential clients. In addition, you'll delve into finances and explore start-up costs, accounting, fee-setting, business plans, and low-cost marketing. By the end of this course, you'll have all the knowledge you need to be a successful pet sitter.

CEGENI 852 24 hrs \$119
 Online at ed2go.com/nwcc

Welcome to Digital Photography

This course is an easy and fun way to learn how to buy and use a digital camera. Start with the basics of using your camera's customized settings, including shooting modes, flash, self-timer, and drive modes. Topics include 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. Note: Bring a digital camera to class.

CEBSNS 854 18 hrs \$229+hst
 TER Oct 18-Nov 15 (Tu/Th) 7-9pm

Secrets of Better Photography

Designed for both film and digital photographers, this course is filled with tips and tricks to help you take better photographs. You'll learn the basic technology that all cameras use, and you'll receive helpful information on exposure and lighting. You'll also explore strategies for taking excellent photos in all types of situations, including portraiture, landscape, macro and still life.

CEGENI 861 24 hrs \$119
 Online at ed2go.com/nwcc

HEALTH & WELLNESS

NEW! Drug & Alcohol Awareness Workshop

This 6 hour informational workshop will focus on the misuse of drugs and alcohol. Topics covered will include how to recognize signs of drug use, myth busters, classes of drugs, drugs and sex, and how to access help. Open question and answer discussion will follow.

CEHLTH **6 hrs** **\$99**
TER Nov 29-Nov 30 (Tu/We) 6:30-9:30pm
SMI tba

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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.

CEHLTH 262 **24 hrs** **\$119**
Online at ed2go.com/nwcc

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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.

CEHLTH 262 **24 hrs** **\$119**
Online at ed2go.com/nwcc

Certificate Programs for Health Care Professionals



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CATERING & CONFERENCE FACILITIES AT NWCC

Northwest Community College has a wide range of conference and meeting facilities available for rent, accommodating groups of 10 to 200. Local campus facilities vary.

Over the years the College has established an excellent reputation for the quality of its catering and conference services.

NWCC can provide catering for events of 100 to 1200 people.

In addition, between July and September the College offers dormitory style accommodations for business or leisure travelers (accommodations available at the Terrace campus only).

To book or discuss hosting your event at NWCC or having your event catered by NWCC, please contact:

Lynne Nordstrom
Terrace Campus Special Events
Phone: 250-635-6511, Ext. 5219
Cell: 250-631-7765
Fax: 250-638-5435
Email: lnordstrom@nwcc.bc.ca

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

MARINE

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	\$235
RUP Oct 15	(Sa) 8:30-5:30pm
TER Nov 1	(Tu) 8:30-5:30pm
RUP Feb 3	(Fr) 8:00-5:00pm
KIT Feb 21	(Tu) 8:00-5:00pm
RUP Apr 10	(Tu) 8:00-5:00pm
QC Apr 19	(Tu) 8:30-5:30pm
MAS Apr 24	(Tu) 8:30-5:30pm
TER May 22	(Tu) 8:30-5:30pm
RUP May 25	(Fr) 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 Digital Selective Calling (DSC) endorsement examination.

CENAUT 713	\$250
RUP Oct 22-Oct 23	(Sa/Su) 8:30-4:30pm
RUP Feb 12-Feb 13	(Su/Mo) 8:30-4:30pm
MAS Feb 25-Feb 26	(Sa/Su) 9-4pm
RUP Mar 31-Apr 1	(Su/Mo) 8:30-4:30pm
RUP May 30-May 31	(Mo/Tu) 8:30-4:30pm

Small Vessel Operator Proficiency (SVOP)

This course provides basic theoretical knowledge to people with specified practical skills and experience in commercial 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 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. Participants must have a valid MED-A3 certificate prior to registering in this course.

CENAUT 716	\$570
RUP Oct 16-Oct 19	(Th-Tu) 8:30-4:30pm
TER Nov 2-Nov 5	(We-Sa) 8:30-5:30pm
RUP Feb 8-Feb 11	(We-Sa) 8:30-5:30pm
KIT Feb 22-Feb 25	(We-Sa) 8:30-5:30pm
RUP Apr 11-Apr 14	(We-Sa) 8:30-5:30pm
QC Apr 20-Apr 23	(Fr-Su) 8:30-5:30pm
MAS Apr 25-Apr 27	(We-Fr) 8:30-5:30pm
TER May 23-May 26	(We-Sa) 8:30-5:30pm
RUP May 26-May 29	(Th-Tu) 8:30-4:30pm

Marine Basic First Aid

This Red Cross course provides comprehensive First Aid and CPR techniques with scenarios taken from the marine/fishing industry.

CEFAID 705	16 hrs	\$199
RUP Nov 5-Nov 6	(Sa/Su) 8:30-5:30pm	
MAS Nov 18-Nov 19	(Fr/Sa) 8:30-5:30pm	
RUP Feb 4-Feb 5	(Sa/Su) 8:30-5:30pm	
QC Mar 2-Mar 3	(Fr/Sa) 8:30-5:30pm	
TER Mar 10-Mar 11	(Sa/Su) 8:30-5:30pm	
KIT Mar 24-Mar 25	(Sa/Su) 8:30-5:30pm	
RUP Apr 21-Apr 22	(Sa/Su) 8:30-5:30pm	
TER Apr 14-Apr 15	(Sa/Su) 8:30-5:30pm	
RUP Jun 2-Jun 3	(Sa/Su) 8:30-5:30pm	

Fishing Master IV/Master Limited

Every person serving as Master (Captain) of a Canadian Fishing Vessel is required, under the Canada Shipping Act 2001 - Canadian Personnel Regulations, to hold a Fishing Master Certificate of Competency. Depending on size of the vessel and the area where operations take place, this may be a 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 certificate holder may act as Master on board a fishing vessel of not more than 60 gross tonnage engaged on an unlimited, near coastal, Class 1 or 2 or sheltered waters voyage, according to the voyages on which the qualifying service for the certificate has been acquired.

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.

FISHING MASTER IV

CENAUT 704 105 hrs \$TBA

MASTER LIMITED

CENAUT 706 105 hrs \$TBA

Courses will be scheduled upon sufficient demand. Please contact your local campus to register your interest.

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: Swimsuit and rain gear are required.

CENAUT 714	28 hrs	\$499
RUP Jan 17-Jan 20	(Tu-Fr) 8:30-4:30pm	

Simulated Electronic Navigation Limited (SEN LTD)

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

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

CENAUT 717	28 hrs	\$1,029
RUP Jan 11-Jan 14	(We-Sa) 8:30-5:30pm	

Restricted Operator Certificate – Maritime Commercial (ROC-MC)

This radio communications course enables radio station personnel – ashore and afloat – operating all marine radio systems compatible with the international standard of the Global Maritime Distress and Safety System to efficiently utilize aspects of the GMDSS communications systems applicable to sea area A1 operations. (This includes most of BC'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 Oct 25-29 (Tu-Fr) 6-10pm, (Sa) 8-5pm

RUP Jan 24-28 (Tu-Fr) 6-10pm, (Sa) 8-5pm

RUP Mar 27-30 (Tu-Fr) 6-10pm, (Sa) 8-5pm

RUP Jun 5-9 (Tu-Fr) 6-10pm, (Sa) 8-5pm

Marine Advanced First Aid

This Red Cross course provides comprehensive First Aid and CPR techniques 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 Jan 4-Jan 9 (We-Mo) 8:30-5:30pm

Coastal Spill Response

This 2-day course begins with participants becoming familiar with oil spill legislation in Canada. Participants gain awareness of various sources of marine spills and the characteristic of oil and water. Emphasis is on safety to both the environment and the responder. Initial spill site safety assessments are demonstrated and oil spill responder health and safety is examined at length. The afternoon session consists of theory and teaching of various techniques of containment, recovery and storage of the product. The first day ends with a demonstration and discussion on the decontamination of the shore-line, equipment and most importantly the responders.

Day 2 consists of a full mock drill with teams assigned to:

Shoreline crew; Marine crew (on small shoreline skimmer boats and much larger skimmer, the Eagle Bay); Decontamination crew, and Inventory supervisor.

Note: Day 2 is very interactive. Participants must have appropriate outdoor apparel including steel-toed waterproof footwear. Participants should be fit.

CENRES 762 14 hrs \$750

RUP Oct 11-Oct 12 (Tu/We) 8:30-4:30pm

RUP Apr 16-Apr 17 (Mo/Tu) 8:30-4:30pm

Terrace Power & Sail Squadron Marine Radio (CPS)

This Maritime Radio course teaches emergency radio procedures, as well as everyday operating techniques to you and your family. As well, the course prepares you for the Restricted Operator Certificate (Maritime) with DSC Endorsement examination.

CENAUT 720 \$80

TER Nov 21-Nov 24 (Mo/Tu/Th) 7-10pm

TER Apr 16-Apr 19 (Mo/Tu/Th) 7-10pm

Terrace Power & Sail Squadron Boating Basics (CPS)

This 8-hour Boating Basics course is a great way to learn or brush up on the basic essentials of boating safety. This course will cover the essential information and will review: marine rules of the road, safety equipment regulations, navigational aids you need to know, anchoring basic, and much more. Upon successful completion students will receive a Pleasure Craft Operator's Certificate; which is a mandatory requirement as of September 15, 2009 for every boater.

CENAUT 721 8 hrs \$60

TER Oct 21-22 (Fr) 7-10pm (Sa) 8:30-1pm

TER May 4-5 (Fr) 7-10pm (Sa) 8:30-1pm

Terrace Power & Sail Squadron Boating Course

This ever-popular course is designed for boaters who wish to safely operate power and sail pleasure boats in coastal and inland waters. The course is conducted one evening per week, with homework assignments for each session. There is a final examination.

Course content covers: characteristics of boats; licensing, registration and other requirements; mandatory/optional equipment; magnetic compass, preparing to launch; ropes, lines and knots; handling a boat under power/sail; collision regulations; Canadian aids to navigation; GPS and charts; navigation; conning; intro to plotting; plotting and labelling; cruising single-handed; anchors and anchoring emergencies, supplementary topics; Canadian Power and Sail Squadrons; manners and customs; and practice cruises.

CENAUT 719 30 hrs \$250

TER Jan 16-Mar 26 (Mo) 7-10pm

IMPORTANT INFO FOR BOATERS!

For any Transport Canada Marine Course, participants must obtain a CANADIAN (CDN) NUMBER prior to registration. Failure to do so will result in delays in issuing course certification regardless of participants success in completing the course.

Transport Canada requires all students have a CDN number before getting certified. Candidates living far from a Transport Canada Marine Safety (TCMS) office should follow these procedures to obtain a CDN #.

1. Fill out the TCMS application form at http://www.tc.gc.ca/wwwdocs/Forms/82-0701_1005-03_BO.pdf

2. Follow the instructions on Form 82-0701

Transport Canada asks members to obtain at least two certified true copies of ID as listed on the form.

- a) Canadian birth certificate;
- b) Canadian baptismal certificate;
- c) Certificate of citizenship;
- d) Canadian passport;
- e) Permanent resident card;
- f) Certificate of Indian status;
- g) Seafarer's Identity document.

In person, have a commissioner for taking oaths and affidavits notarize or sign ID documents as certified true copies.

3. Send the package to Transport Canada Marine Safety, 400 - 309 2nd Ave. West, Prince Rupert, BC, V8J 3T1

OIL & GAS INDUSTRY

OIL & GAS TRAINING CERTIFICATE

This program provides students with a one-stop shopping approach to acquire the certificates needed to work in the oil and gas sector. The program consists of:

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

CEFAID 796 **\$745**

MAS Nov 3-Nov 7 (Th-Mo) 8:30-5:30pm
SMI Apr 16-Apr 20 (Mo-Fr) 8:30-5:30pm

H2S Alive

The H2S Alive program prepares workers to recognize hydrogen sulphide hazards, 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**

KIT	Sep 14	(We)	8:30-5:30pm
	Dec 7	(We)	8:30-5:30pm
	Mar 21	(We)	8:30-5:30pm
HAZ	Oct 14	(Fr)	8:30-5:30pm
	Apr 28	(Sa)	8:30-5:30pm
SMI	Apr 19	(Th)	8:30-5:30pm
TER	Sep 28	(We)	8:30-5:30pm
	Nov 2	(We)	8:30-5:30pm
	Dec 14	(We)	8:30-5:30pm
	Feb 1	(We)	8:30-5:30pm
	Mar 28	(We)	8:30-5:30pm
	Apr 25	(We)	8:30-5:30pm
	Jun 6	(We)	8:30-5:30pm
	Jul 18	(We)	8:30-5:30pm
	Aug 22	(We)	8:30-5:30pm

MAS tba Call to register your interest!

CONTRACT TRAINING

Our flexible delivery methods allow training to be customized to your specific business needs. Courses can be delivered in our classrooms or onsite. Let us create a customized training solution suited to your workplace!

When you make the decision to train with Northwest Community College, expect:

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

Contact your local campus for more information. See the back cover of this calendar for contact info.

Prepare for a GREENER future!



Online Career Training Programs

- Principles of Green Buildings
- Performing Comprehensive Building Assessments
- Senior Certified Sustainability Professional
- Certified Indoor Air Quality Manager (CIAQM)
- Building Analyst Quick Start
- Certified Green Supply Chain Professional
- Certified Indoor Environmentalist (CIE)
- Solar Power Professional

To learn more or enroll, please visit:
www.gatlineducation.com/nwcc

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Learn a new Language

Teaching Tips for Survival
in the Classroom



Northwest Community College

Contact us at:

(250) 635-6511x5217

Visit us at:

www.ed2go.com/nwcc

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	\$255
HAZ Sep 15-18	(Th/Fr) 6:30-9:30pm	
	(Sa/Su) 8:30-5:30pm	
Apr 19-22	(Th/Fr) 6:30-9:30pm	
	(Sa/Su) 8:30-5:30pm	
HOU Sep 22-26	(Th/Fri/Mo) 6:30-9:30pm	
	(Sa/Su) 8:30-5pm	
Mar29-Apr2	(Th/Fri/Mo) 6:30-9:30pm	
	(Sa/Su) 8:30-5pm	
SMI Apr 26-29	(Th/Fr) 6:30-9:30pm	
	(Sa/Su) 8:30-5pm	

NEW! CORE Hunter Training Challenge

The CORE Hunter Training Challenge provides students an opportunity to challenge the exam without participating in the course. Students have 2 hours to complete the exam. There will be no instructor support.

CEFAID	2 hrs	\$89
SMI Sep 24	(Sa) 8:30-2:30pm	
SMI Aug 18	(Sa) 8:30-2:30pm	

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
SMI May 17-18	(Th/Fr) 8:30-4:30pm	

Bear Awareness

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

CEFAID 747	8 hrs	\$119
HAZ Sep 16	(Fr) 8:30-5:30pm	
TER Oct 12	(We) 8:30-5:30pm	
QCC Mar 31	(Sa) 8:30-5:30pm	
MAS Apr 7	(Sa) 8:30-5:30pm	
TER Apr 4	(We) 8:30-5:30pm	
SMI May 3	(Th) 8:30-5:30pm	
HAZ May 4	(Fr) 8:30-5:30pm	
HAZ Jun 29	(Fr) 8:30-5:30pm	

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 Oct 13-15	(Th/Fr) 6-10pm	
	(Sa) 8:30-5:30pm	
Apr 26-28	(Th/Fr) 6-10pm	
	(Sa) 8:30-5:30pm	
SMI Nov 25-27	(Fr) 6-10pm	
	(Sa) 8:30-4:30pm	
	(Su) 8:30-2pm	
Jun 1-3	(Fr) 6-10pm	
	(Sa) 8:30-4:30pm	
	(Su) 8:30-2pm	

Firearms Safety - Restricted – Possession Acquisition License (PAL)

Topics covered in this course include the new Canadian Restricted Firearms Safety Course (CRFSC) with emphasis on handguns, evolution of firearms, major parts and types, basic firearms safety practices, ammunition, operating handgun actions, safe handling and carrying procedures, handgun firing techniques, care of handguns including servicing and cleaning and responsibilities of the owner/user.

Prerequisite: Participants must be 18 years of age or older to and must have successfully completed PAL Firearms Safety Non-Restricted.

CEFAID 728	6 hrs	\$100
SMI Dec 10	(Sa) 9:30-4:30pm	

Wilderness Guiding & Wrangling

The Wilderness Guiding & Wrangling Program is a hands-on intensive course of study which has been designed and developed by the Guide Outfitters Association of British Columbia. The goal is to prepare First Nations individuals and other candidates for employment in the guide-outfitting industry. In recent years the employment rate of graduates has been almost 100%. Horseback riding is an essential component of the program.

Note: Some students may be eligible for funding through the Employment Skills Access program.

CEPSTR 722	\$TBA
SMI May 2012	Call if you're interested!

DID YOU KNOW.....

Successful completion of a hunter safety training course is the primary requirement in advance of obtaining a hunter number. In BC, the Conservation and Outdoor Recreation Education (CORE) course requires about 21 hours of self study and firearm handling practice based upon the CORE manual.

The goal of the CORE Program is to ensure that prospective hunters meet acceptable standards of knowledge and skill for safe and ethical participation in hunting recreation.

The successful completion of the program is required for BC residents at age 14 or over who wish to obtain a BC resident hunter number card, and a first BC resident hunting licence.

If you have passed the Conservation and Outdoor Recreation Education (CORE) program, obtained a BC Resident Hunter Number Card, and purchased a hunting licence, you can go hunting in accordance with the rules in the Wildlife Act and Regulations.

Individuals who have completed a hunter education program from another state or province in North America are exempt from the requirement to complete the CORE Program. Contact the Government Agent at BC Access Centres for more details on program exemption.

The BC Wildlife Federation (BCWF) operates the CORE Program on behalf of the Ministry of Environment.

For more information and to obtain the CORE manual, visit the BCWF's Conservation Outdoor Recreation Education (CORE) program website at www.bcwf.net

SCHOOL OF EXPLORATION & MINING

Since its inception in 2004, Northwest Community College's School of Exploration & Mining (SEM), in partnership with Smithers Exploration Group and the Province of BC, has taken a leadership role in providing training for the minerals industry workforce in Northern BC communities.

SEM develops and delivers essential courses and programs in a practical and applicable way. This means job-ready skills and employment for students – of more than 800 SEM graduates, more than 70% have found employment or returned to school.

SEM is the go-to organization for companies seeking qualified employees. Key partnerships with industry stakeholders ensure SEM training is responsive to current industry needs and companies have access to skilled workers.

SEM's innovative program design, strategic partnerships, and commitment to social and environmental responsibility have been recognized through several provincial and international awards.

NEW! Mine Rescue Team Competition Practice

This course is designed to aid an already established mine rescue team in the preparation of a mine rescue competition. This course will aid the mine rescue team so that they can work together and with other teams to accomplish rescue objectives in the event of a mine disaster. This course offers mine rescue and miner first aid teams a unique opportunity to hone their skills and gain confidence before they head out to compete.

CEFAID 819

HOU

Contract Opportunity

Metal Leaching & Acid Rock Drainage

Designed as a professional development course for individuals working in the industry and with government agencies, 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 how 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

SMI Fall 2012

Contact the Smithers campus for more information! 1.877.277.2288 Ext. 5831

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 who assists 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 and maps; field communications; sampling rocks, soils & silts; splitting & labeling core; grid layouts & line cutting; camp assembly and management; equipment knowledge, handling and safety; and teamwork.

Prerequisites: 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 assessment are required for acceptance into the course.

CENREN 714 72 hrs

Contact the Smithers campus for more information! 1.877.277.2288 Ext. 5831

FIND SEM ON FACEBOOK

Join the School of Exploration & Mining's Facebook group for the chance to win prizes and learn about upcoming courses!

MINING-RELATED NWCC COURSES

Refer to the First Aid, Health & Safety (p.10-12) and the Workforce & Industry Training (p.27-30) sections of this calendar for more information on exploration and mining related courses.

- * Expediting for Camps
- * Intro to Camp Operations
- * Occupational First Aid (OFA) Levels 1 - 3
- * Transportation Endorsement
- * Transportation of Dangerous Goods
- * WHMIS

DID YOU KNOW...

Average earnings for individuals employed in BC's mining industry is \$110,000/yr.

The average number of individuals employed by BC mining companies is 8,195 (2010)

Gross revenues for BC mining industry rose to \$7.9 billion (2010)

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 and storing core boxes; measuring core and recording technical data; splitting and sampling core; quality assurance/quality control; and familiarization with diamond drilling.

Drill Core Technician is a physically and mentally demanding position that requires frequent lifting of 75 lbs (35 kg) core boxes. Core Techs accurately measure, calculate, and record technical data. Training takes place in a core shack environment to replicate actual working conditions, and includes industry-related field trips.

Prerequisites: Applicants must be 18 years of age or older at the time of the course. A resume, letter of reference, reading and math assessment are required for acceptance into the course.

CENREN 741 48 hrs

SMI Spring 2012

Contact the Smithers campus for more information! 1.877.277.2288 Ext. 5831

Camp Operations

Learn to efficiently build and maintain fully operational camps used in remote work sites in exploration, forestry, and guide outfitting. Taught by experienced instructors, training begins in the classroom and moves to an outdoor tent-camp.

Course topics include: job expectations and opportunities; camp operations, roles and responsibilities; safe work practices, personal protective equipment, hazard identification and control, camp site assessments and inspections, 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.

Successful students will earn the following certifications: WHMIS; Occupational First Aid (OFA) Level I; Transportation Endorsement; FoodSafe Level I; Helicopter Safety; Bear Awareness; Propane Handling Safety; Spill Response; Chainsaw Safety; S-100 Fire Suppression; and Transportation of Dangerous Goods.

Prerequisites: Applicants must be 19 years of age or older at the time of the program. A resume, letter of reference, reading and math assessment are required for acceptance into the program.

CENREN 743 356 hrs

Contact the Smithers campus for more information! 1.877.277.2288 Ext. 5831

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; construction site monitoring; site characterizations and reclamation; traditional knowledge; measurement systems and tools; and equipment set-up and operation.

Successful students will earn the following certifications: Occupational First Aid (OFA) Level I; Transportation Endorsement; WHMIS; Bear Awareness; and Spill Response.

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

Prerequisites: 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.

CENREN 760 660 hrs

Contact the Smithers campus for more information! 1.877.277.2288 Ext. 5831

Surface Diamond Driller's Helper

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

Course topics include: core recovery; hand and power tools; lifting devices and pumps; and expectations and responsibilities.

Successful students will earn the following certifications: Helicopter Safety; Spill Response; Chainsaw Safety; Bear Awareness; Occupational First Aid (OFA) Level I; Transportation Endorsement; WHMIS; Propane Handling; and Transportation of Dangerous Goods.

Prerequisites: Applicants must be 18 years of age or older at the time of the program. A resume, reading/math assessment, and reference check are required for acceptance into the program.

CENREN 738 85 hrs

SMI Spring 2012

Contact the Smithers campus for more information! 1.877.277.2288 Ext. 5831



WORK SAFE BC

SERVICE & HOSPITALITY

FoodSafe Level 1

FoodSafe Level 1 is a food handling, sanitation and work safety course designed for front line food service workers such as cooks, servers, bussers, dishwashers, and deli workers. The course covers important food and worker safety information including foodborne illness, receiving and storing food, preparing food, serving food, cleaning and sanitizing.

Note: Please bring your personal medical care card to class. FoodSafe Level 1 workbooks are available in English, Chinese, Korean and Punjabi, and the FoodSafe examination is available in many other languages. Please contact your local NWCC campus in advance if you would like to have your workbook and/or examination in a language other than English.

CEFAID 729	8 hrs	\$129
HAZ Oct 1	(Sa) 8:30-5:30pm	
May 5	(Sa) 8:30-5:30pm	
HOU Nov 19	(Sa) 8:30-5:30pm	
Apr 14	(Sa) 8:30-5:30pm	
KIT Sep 24	(Sa) 8:30-5:30pm	
Oct 29	(Sa) 8:30-5:30pm	
May 5	(Sa) 8:30-5:30pm	
Aug 25	(Sa) 8:30-5:30pm	
MAS Oct 1	(Sa) 8:30-5:30pm	
Mar 18	(Su) 8:30-5:30pm	
QC Oct 2	(Su) 8:30-5:30pm	
Mar 17	(Sa) 8:30-5:30pm	
RUP Sep 24	(Sa) 8:30-5:30pm	
Nov 19	(Sa) 8:30-5:30pm	
Jan 21	(Sa) 8:30-5:30pm	
Mar 10	(Sa) 8:30-5:30pm	
May 12	(Sa) 8:30-5:30pm	
SMI Oct 29	(Sa) 8:30-5:30pm	
Mar 3	(Sa) 8:30-5:30pm	
TER Sep 10	(Sa) 8:30-5:30pm	
Oct 15	(Sa) 8:30-5:30pm	
Dec 3	(Sa) 8:30-5:30pm	
Jan 28	(Sa) 8:30-5:30pm	
Mar 3	(Sa) 8:30-5:30pm	
Apr 28	(Sa) 8:30-5:30pm	
May 26	(Sa) 8:30-5:30pm	
Jul 14	(Sa) 8:30-5:30pm	
Aug 25	(Sa) 8:30-5:30pm	

FoodSafe Level 2

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

Prerequisite: FoodSafe Level 1.

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

CEFAID 730	12 hrs	\$189
TER Oct 20-21	(Th/Fr) 8:30-3:30pm	
HAZ Nov 25-26	(Fr) 6-10pm	
	(Sa) 8:30-5:30pm	
SMI Mar 30-31	(Fr) 6-10pm	
	(Sa) 8:30-5:30pm	
HAZ May 25-26	(Fr) 6-10pm	
	(Sa) 8:30-5:30pm	
KIT Jun 1-2	(Fr/Sa) 9-4pm	

Serving It Right

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

CEPSTR 712	3 hrs	\$99
MAS Oct 3	(Mo) 9-12noon	
SMI Nov 18	(Fr) 6:30-9:30pm	
HAZ Dec 3	(Sa) 9-12noon	
SMI Mar 2	(Fr) 6:30-9:30pm	
HAZ Apr 21	(Sa) 9-12noon	

Cashier Training

Be one step ahead of other retail 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 Sep 17	(Sa) 9-4pm	
MAS Oct 3	(Mo) 1-5pm	
HAZ Oct 22	(Sa) 9-4pm	
KIT Nov 5	(Sa) 9-4pm	
SMI Nov 18	(Fr) 9-4pm	
TER Jan 14	(Sa) 9-4pm	
TER Apr 14	(Sa) 9-4pm	
HAZ Jun 9	(Sa) 9-4pm	
TER Jun 23	(Sa) 9-4pm	

WorldHost Fundamentals

WorldHost Fundamentals training provides participants with an understanding of the importance of excellent customer service skills. It helps participants communicate with customers more effectively and efficiently, 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.

CEPSTR 725	8 hrs	\$119
MAS Oct 5	(We) 8:30-5:30pm	
KIT Oct 8	(Sa) 8:30-5:30pm	
HAZ Oct 22	(Sa) 8:30-5:30pm	
HAZ Apr 14	(Sa) 8:30-5:30pm	
HAZ Jun 16	(Sa) 8:30-5:30pm	
KIT Jun 16	(Sa) 8:30-5:30pm	

BOOST YOUR EMPLOYABILITY!

Take courses in this section of the calendar to boost your employability in the tourism and hospitality industry!

There are over 400 occupations in the tourism and hospitality industry. You may choose to work indoors or outdoors, during the day or at night, in the heart of the city or far off the beaten path. There are numerous career possibilities that can fit your individual lifestyle.

Explore them today at www.go2hr.ca

DID YOU KNOW...

Tourism is the world's largest industry, and number one employer. Tourists spend nearly \$1 trillion a year travelling around the world!

In Canada, total tourism spending reached \$75 billion in 2009. Of that total, Canadians represent 80% of this spending exploring their own backyard!

In BC, tourism is the second biggest industry and adds \$26 million to the provincial economy every day - that's more than \$1 million every hour!

The two most recent labour market studies in BC have both come to the same conclusion—tourism in BC is a growth industry!

Instructional Skills Workshop

The Instructional Skills Workshop is a 4-day workshop conducted by faculty for faculty or potential faculty members and trainers. Participants will prepare and present three mini-lessons and receive feedback from their peers so that they may improve their teaching skills. Participants will also learn how to complete a lesson plan and give constructive feedback.

This course is equivalent to PIDP 3102 from the Provincial Instructor Diploma program at Vancouver Community College. By the end of this workshop the participants will be able to write and prepare a useful, practical lesson plan, use learning objectives to inform learners of their expectations, use common instructional aids, evaluate whether outcomes match objectives and much more.

CEEDUC 701 **\$499**
SMI Oct 17-Oct 20 (Mo-Th) 8:30-3:30pm

Using the Internet in the Classroom

Harness the power of the Internet to make your textbooks and lessons come alive! Teach your students how to locate and evaluate Internet resources. Improve the caliber and amount of discussion through the use of e-mail and discussion boards. The Internet can make teaching easier—this course will show you how.

CECOMP 848 **\$119**
Online at ed2go.com/nwcc

Guiding Kids on the Internet

Work the Web with your kids! This essential course for teachers, leaders, and parents will give you the confidence you need for helping children get the best from the Internet.

CEGENI 862 **\$119**
Online at ed2go.com/nwcc

Solving Classroom Discipline Problems

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

CEEDUC 724 **\$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!

CEEDUC 724 **\$119**
Online at ed2go.com/nwcc

Microsoft PowerPoint 2007 in the Classroom

In this course for teachers, you'll learn how to motivate students and enrich lessons by bringing Microsoft PowerPoint 2007 into your classroom. You'll master a variety of uses for this MS Office program and come away able to develop lessons and presentations filled with text, graphics, sound, and video. You'll be able to use PowerPoint templates or create your own dynamic presentations that will increase interest in any subject you teach!

CECOMP 848 **\$119**
Online at ed2go.com/nwcc

Differentiated Instruction in the Classroom

Differentiated instruction is becoming a mainstay in classrooms as educators start to see how the traditional classroom setting limits their ability to reach diverse learners. In this course, learn 10 practical differentiated instruction integration strategies. Count on at least three sample integration lessons for each strategy.

Over six weeks, this class talks about differentiated instruction strategies ranging from multiple intelligences to flexible grouping, cubing, WebQuests, I-Searches, tiering, anchoring activities, and interest centers. Every lesson is packed with real-world examples that will help you put these strategies to use in your own classroom. Take a look at integration across different subjects, grade levels, and learning profiles as you gain helpful tips on bringing differentiated instruction to your classroom.

CEEDUC 724 **\$119**
Online at ed2go.com/nwcc

Empowering Students with Disabilities

Teaching students with disabilities is a rewarding challenge, and this course gives you the tools you'll need to succeed. First, you'll put yourself in the shoes of students with special needs as you explore a wide variety of disabilities ranging from autism to cerebral palsy. Next, you'll master simple and effective techniques for fostering the reading, writing, and math skills of these students. And finally, you'll discover ways to help these learners behave appropriately and make friends in your classroom.

CEEDUC 724 **\$119**
Online at ed2go.com/nwcc

Creating the Inclusive Classroom: Strategies for Success

In this professional development course for teachers, you'll get the training you need to reach the diverse mix of students you face every day—learning proven strategies that turn diversity into opportunity.

CEEDUC 724 **\$119**
Online at ed2go.com/nwcc

Web Design Certificate

Online Career Training Programs

Northwest Community College

ed2go

Online Learning Anytime, Anywhere...

TRADES

DO-IT-YOURSELF SERIES

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

Baseboards & Mouldings

Learn to cut and attach baseboards and mouldings.

CETRAD 721	6 hrs	\$99
QC Nov 5		(Sa) 9-4pm
SMI Nov 26		(Sa) 9-4pm
TER Jan 14		(Sa) 9-4pm

Small Engine Repair

This course is an introduction to the mechanical fundamentals, and lubrication and cooling devices of two stroke cycle reciprocating internal combustion engines (i.e. dirtbikes, ATV's, snowmobiles, out-board motors, chainsaws). The learner will dismantle, inspect and reassemble single cylinder examples of these types of engines.

CEMECH 706	15 hrs	\$189
TER Nov 5-Nov 6		(Sa/Su) 8:30-5pm
TER Mar 31-Apr 1		(Sa/Su) 8:30-5pm
TER Jun 23-Jun 24		(Sa/Su) 8:30-5pm

Tiling Ceramic Floors

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

CETRAD 725	3 hrs	\$69
QC Nov 19		(Sa) 9-12noon
SMI Nov 19		(Sa) 9-12noon
TER Dec 10		(Sa) 9-12noon

Plumbing Basics I

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

CETRAD 723	3 hrs	\$69
TER Nov 12		(Sa) 9-12noon
QC Jan 28		(Sa) 9-12noon

Plumbing Basics II

Learn how to replace leaky faucets and install a toilet.

CETRAD 724	3 hrs	\$69
TER Nov 12		(Sa) 1-4pm
QC Feb 4		(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	\$69
TER Nov 26		(Sa) 9-12noon
QC Jan 14		(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	\$69
TER Nov 26		(Sa) 1-4pm
QC Jan 21		(Sa) 1-4pm

Drywall Repair

Learn how to repair small to large holes in drywall and practice drywall taping on a demonstration wall.

CETRAD 722	3 hrs	\$69
QC Nov 12		(Sa) 9-12noon
SMI Dec 3		(Sa) 9-12noon
TER Dec 10		(Sa) 1-4pm

Busy?

Finding it hard to get ahead?

We know exactly how you feel. Our classes come to you!

Northwest Community College

Certified Utility Arborist Apprenticeship Training Program

“Utility Arborist” means a person who does any work required to prune or clear vegetation near energized electrical equipment, structures and conductors or who in the course of utility line clearing operations, prunes, falls or removes trees which could come into contact with energized power lines.

In partnership with EITI (Electrical Industry Training Institute), NWCC is pleased to offer this 6-week enhanced program. Students will be trained on the following components in the Certified Utility Arborist program:

- Arboriculture
- Power Line Awareness
- Safety
- Pre-work Planning & Accident Prevention
- Hand Tools
- Power System Safety Practices 2 & 3
- Falling & Bucking
- Leadership Communications and Personal Development

Additional certifications will include:

- BC Wildlife Danger Tree Assessor's Course
- S-100 Fire Suppression
- AWPRV (Approved Work Practices for Managing Riparian Vegetation)
- Occupational First Aid Level 1
- Transportation Endorsement
- Airbrakes Endorsement
- Helicopter Safety

PROGRAM CONTACT:

Brian Badge
1.877.277.2288 ext. 5205
bbadge@nwcc.bc.ca

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NEW! Value-Added Heavy Equipment Operator Program

A recent labour market study forecasts strong demand for Heavy Equipment Operators by 2012 to work on projects such as the Northwest Transmission Line, mining developments, port expansion and pipeline construction projects.

The Value-Added Heavy Equipment Operator program meets the training needs of Northwest BC communities, to assist unemployed or underemployed individuals gain employment in the resource and construction industries, and to ensure a well-trained local workforce for the major projects being planned in the Northwest. Program content is transferable to any major project, enabling students to develop a robust set of skills that will allow easy employment transition during industry downturns and provide multiple opportunities for economic engagement.

This 11-week program will be offered in nine modules:

- Module 1 – Industry Orientation & Overview
- Module 2 – Tool & Equipment Operation & Maintenance
- Module 3 – Civil Engineering Principles
- Module 4 – Worksite Preparation
- Module 5 – Safety Certificates
- Module 6 – Skills for Work & Life
- Module 7 – Equipment Operational Theory
- Module 8 – Seat Time on Equipment
- Module 9 – Job Search Skills

Some students may be eligible for funding. For more information on funding, contact Charlynn Toews at 250.635.6511 Ext. 5357 or email ctoews@nwcc.bc.ca

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.

Simulator training:

- * Improves training results
- * Increases employee and vehicle safety
- * Reduces wear and tear on machinery
- * Decreases long-term costs

Call your local campus today for a quote! Contact information for specific NWCC campus locations can be found on back cover of this calendar.

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DID YOU KNOW...

According to estimates, in the next two years there will be at least 350 additional workers needed for the upcoming major construction projects happening in the Northwest.

WORKFORCE & INDUSTRY TRAINING

NEW! Construction Trades Helpers & Labourers Program

A recent labour market study predicts a labour shortage of 500 construction trades labourers and helpers in the near future for major projects such as Northwest Transmission Line, mining development, port expansion, and pipeline construction projects.

The Construction Trades Helpers & Labourers program was developed to meet the training needs of Northwest BC communities, to assist unemployed or underemployed individuals gain entry-level employment in the construction sector, and to ensure a well-trained local workforce for the major projects developing in the Northwest.

This program is being planned for three communities; Kitimat/Kitamaat, Gitanyow/Hazelton, and Terrace. Other communities offerings are available on request.

The 8-week program will be delivered in nine modules:

- Module 1 – Safety certificates
- Module 2 – Basics of construction
- Module 3 – Operation of tools
- Module 4 – Backfill and compaction
- Module 5 – Basics of concrete
- Module 6 – Ladders and scaffolding
- Module 7 – Working safely around electricity
- Module 8 – Skills for work & life
- Module 9 – Job search and interview skills

Some students may be eligible for funding. For more information on funding, contact Charlynn Toews at ctoews@nwcc.bc.ca or 1.877.277.2288 Ext. 5357

NEW! Industrial Hazards Certificate Program

This 4-day pack of certificate courses will assist those people looking for jobs in the areas of industry that deal with hazardous materials and conditions. Included in the program are WHMIS, Confined Space Hazards Awareness, H2S Alive, Transportation of Dangerous Goods and WorkSafe Fall Protection.

CEFAID 822	\$615
KIT Sep 13-Sep 16	(Tu-Fr) 8:30-5:30pm
Dec 6-Dec 9	(Tu-Fr) 8:30-5:30pm
Mar 20-Mar 23	(Tu-Fr) 8:30-5:30pm

Transportation of Dangerous Goods

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

CEFAID 714	5 hrs	\$99
HAZ Oct 21	(Fr) 1-6pm	
Dec 2	(Fr) 1-6pm	
Mar 22	(Th) 1-6pm	
May 17	(Th) 1-6pm	
Jun 15	(Fr) 1-6pm	
HOU May 4	(Fr) 1-6pm	
KIT Sep 16	(Fr) 8-1pm	
Dec 9	(Fr) 8-1pm	
Mar 23	(Fr) 8-1pm	
SMI Apr 20	(Fr) 8:30-1:30pm	
Apr 27	(Fr) 8:30-1:30pm	
May 4	(Fr) 8:30-1:30pm	
TER Sep 21	(We) 8:30-1:30pm	
Oct 29	(Sa) 12:30-5:30pm	
Dec 5	(Mo) 8:30-1:30pm	
Feb 1	(We) 12:30-5:30pm	
Mar 31	(Sa) 9-2pm	
May 23	(We) 12:30-5:30pm	
Jul 12	(Th) 8:30-1:30pm	
Aug 14	(Tu) 12:30-5:30pm	

Wildland Firefighting Training

This program prepares individuals for entry-level employment in the wildland firefighting industry. A number of safety certificates are offered as part of this overall program.

Prerequisites: Candidates must be in good physical condition, 18 years of age or older, and have a good attitude towards working with others. Participants must have their own transportation and are required to bring sturdy, leather boots, a bagged lunch and appropriate outdoor clothing.

Note: Food and accommodation are NOT included. Some students may be eligible for funding through the Employment Skills Access program.

CEFAID 800	35 hrs	\$2,600
SMI May 2-11	(Mo-Fr) 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
HAZ Oct 28	(Fr) 8:30-5:30pm	
SMI tba	Call if you're interested!	

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
HAZ Oct 21	(Fr) 9-12noon	
Dec 2	(Fr) 9-12noon	
Mar 22	(Th) 9-12noon	
May 17	(Th) 9-12noon	
Jun 15	(Fr) 9-12noon	
HOU May 4	(Fr) 8:30-12:30pm	
KIT Sep 13	(Tu) 8:30-12:30pm	
Dec 6	(Tu) 8:30-12:30pm	
Mar 20	(Tu) 8:30-12:30pm	
SMI Apr 18	(We) 1:30-5:30pm	
Apr 27	(Fr) 1:30-5:30pm	
May 4	(Fr) 1:30-5:30pm	
TER Sep 30	(Fr) 8-12noon	
Oct 29	(Sa) 8-12noon	
Dec 1	(Th) 8:30-12:30pm	
Feb 1	(We) 8-12noon	
Apr 18	(We) 8:30-12:30pm	
May 23	(We) 8-12noon	
Jun 25	(Mo) 8-12noon	
Aug 14	(Tu) 12:30-5:30pm	

MAS Call to register your interest!

Traffic Control Flagging

This course is required for those monitoring, controlling and directing traffic in and around maintenance and construction areas. It 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 Construction Safety Alliance (BCCSA) certificate valid for three years. Students spend both scheduled days gaining practical experience with a qualified instructor. Successful participants must pass a written exam and practical evaluation. Graduates earn proof of completion training documentation, and become part of a provincial database that documents trainers and Traffic Control Persons.

Note: Students are required to wear Canadian Standards Association approved steel-toed or composite-toed boots that are above the ankle. Participants are outside both days. Dress according to the weather. Students must supply a passport style photograph (45mm x 35mm) for this class.

CETRAN 704		16 hrs	\$279
KIT	Sep 24-23	(Sa/Su) 8:30-5:30pm	
	May 5-6	(Sa/Su) 8:30-5:30pm	
TER	Oct 1-2	(Sa/Su) 8:30-5:30pm	
	Apr 28-29	(Sa/Su) 8:30-5:30pm	
	Jun 2-3	(Sa/Su) 8:30-5:30pm	
	Aug 18-19	(Sa/Su) 8:30-5:30pm	
HAZ	Call to register your interest!		
HOU	Call to register your interest!		

Forklift Operator

This one-day program is designed to meet the standards set out by WorkSafeBC and Labour Canada. Course content includes: safe operating procedures, current forklift operations regulations, pre-trip inspection, hands-on operation, safe handling of different fuel types, and operator certification exam. Note: In addition to class time, students book a two-hour practicum time.

CETRAN 703		20 hrs	\$299
MAS	Oct 8-Oct 9	(Sa/Su) 9-5pm	
RUP	Sep 24-25	(Sa/Su) 8:30-5:30pm	
	Nov 19-20	(Sa/Su) 8:30-5:30pm	
	Jan 14-15	(Sa/Su) 8:30-5:30pm	
	Feb 25-26	(Sa/Su) 8:30-5:30pm	
SMI	tba		
TER	Oct 14-16	(Fr) 6-10pm	
		(Sa/Su) 8:30-5:30pm	
	Nov 25-27	(Fr) 6-10pm	
		(Sa/Su) 8:30-5:30pm	
	Jan 20-22	(Fr) 6-10pm	
		(Sa/Su) 8:30-5:30pm	
	Mar 2-4	(Fr) 6-10pm	
		(Sa/Su) 8:30-5:30pm	
	Apr 27-29	(Fr) 6-10pm	
		(Sa/Su) 8:30-5:30pm	
	May 25-27	(Fr) 6-10pm	
		(Sa/Su) 8:30-5:30pm	

Class 7 – Graduated License Program Learners Workshop

This workshop will review the material in ICBC's *Learn to Drive Smart* guide book. At the end of the workshop students will be given a practice test as well as a link to an online ICBC website for a practice test.

Note: Students will have to go to their local BC Access Center and pay exam fees.

CETRAN 722		6 hrs	\$89
RUP	Apr 20	(Fr) 9-4pm	
	May 18	(Fr) 9-4pm	
HAZ	May 11	(Fr) 9-3pm	
	Jun 20	(We) 9-3pm	
	Jul 11	(We) 9-3pm	

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 90 days) towards the Motor Vehicle Branch Air Endorsement Examination.

Prerequisite: Participants must have a valid Class 7 or Class 5 BC Driver's License with no outstanding charges.

Note: Canadian Standards Association approved safety footwear is required for the practical instruction.

CETRAN 701		22 hrs	\$269
KIT	Sep 20-22	(Fr-Su) 8-5pm	
	Apr 3-5	(Fr-Su) 8-5pm	
TER	Sep 23-25	(Fr) 4-10pm	
		(Sa/Su) 8:30-5:30pm	
	Nov 18-20	(Fr) 4-10pm	
		(Sa/Su) 8:30-5:30pm	
	Mar 9-11	(Fr) 4-10pm	
		(Sa/Su) 8:30-5:30pm	
	Apr 17-21	(Tu-Fr) 6-10pm	
		(Sa) 8:30-5:30pm	
	May 11-13	(Fr) 4-10pm	
		(Sa/Su) 8:30-5:30pm	
	Jun 26-30	(Tu-Fr) 6-10pm	
		(Sa) 8:30-5:30pm	
	Aug 7-11	(Tu-Fr) 6-10pm	
		(Sa) 8:30-5:30pm	
HAZ	Call to register your interest!		

NEW! CFC/HCFC/HFC Control and Recovery & Air Conditioning Basics

Learn how to properly handle CFC/HCFC/HFC equipment and materials in order to comply with provincial regulations covering refrigeration and air-conditioning systems.

Based on Environment Canada's *Code of Practice for Reducing CFC Emissions in Refrigeration and Air Conditioning Systems* it's required for those involved in all automotive, RV, residential, commercial and industrial applications (including auto wreckers) where CFCs are involved. Students will also be instructed on how to properly use today's equipment to keep the system operating efficiently. Topics include components found in air conditioning systems, principles of heat, refrigerants and oils, system service how-to and more. Participants who successfully complete the course and achieve 75% on the exam will receive a certificate from the Heating, Refrigeration and Air Conditioning Institute of Canada (HRAI). The certificate is valid in all provinces and does not expire.

CEMECH 709 **\$TBA**
HOU Call to register your interest!

WORKFORCE & INDUSTRY TRAINING

Building Service Worker Level 1

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

Prerequisite: Grade 10 English and writing.

CEPSTR 702	20 hrs	\$299
KIT Sep 6-Sep 8	(Fr/Sa/Su) 8:30-4:30pm	
HAZ Sep 9-Sep 11	(Fr) 6-10pm	
	(Sa/Su) 8:30-5:30pm	
RUP Apr 13-Apr 15	(Fr) 6-10pm	
	(Sa/Su) 8:30-5:30pm	
TER Oct 14-Oct 16	(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; and 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
HAZ Oct 28-Oct 30	(Fr) 6-10pm	
	(Sa/Su) 8:30-5:30pm	
RUP Apr 17-Apr 19	(Fr) 6-10pm	
	(Sa/Su) 8:30-5:30pm	
TER Oct 21-Oct 23	(Fr) 6-10pm	
	(Sa/Su) 8:30-5:30pm	
KIT tba		

Chambermaid & Housekeeper Training

Chambermaid can be a secure employment choice. Participants prepare to enter into this sector with safety and sanitation training in this nine-hour course. Students will learn how to strip linens, operate vacuum equipment, proper use of cleansers, how to clean bathrooms, kitchen equipment, and use of the cleaning trolley. Current WCB regulations will also be covered.

CEPSTR 704	9 hrs	\$TBA
TER	Call to register your interest!	

Introduction to Environmental Monitoring

This 2-day course will provide a comprehensive overview of the work environmental monitors do. Students will learn the benefits of when and where environmental monitoring takes place; short and long term monitoring; different types of sampling such as aquatic, terrestrial and air, and the importance of environmental monitoring to cultural resource management. Students will learn about the environmental assessment process and how environmental monitoring contributes to this.

CENRES 762	14 hrs	\$349
HAZ	Call to register your interest!	

Rigging Safety

This 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	Contract Opportunity	

General Radio Operator

This 4-hour course will provide information useful to all radio operators. It will outline general operating procedures; including the proper manner in which a radio message is to be structured and sent, as well as international phonetic alphabet used to avoid confusion and provide clarity when spelling words. General information on distress calling procedures will also be covered.

CEFAID 803	4 hrs	\$69
SMI Oct 22	(Sa) 9-1pm	

NEW! Confined Space Hazard Awareness

Accidents in confined spaces may be rare but they can result in severe injury or death. The majority of deaths in confined spaces are caused by hazardous atmospheres such as toxic gases or lack of oxygen, the remaining deaths are the result of physical hazards where a worker may be crushed, buried or struck by falling objects. This course will be of interest to employers, owners, managers, supervisors and joint committee in workplaces where there are confined spaces. However, employees ultimately have to be aware of the conditions that they are working in as well.

CEFAID 823	4 hrs	\$69
KIT Sep 13	(Tu) 1-5pm	
	Dec 6	(Tu) 1-5pm
	Mar 20	(Tu) 1-5pm
TER Sep 30	(Fr) 12:30-4:30pm	
	Dec 1	(Th) 12:30-4:30pm
	Jun 25	(Mo) 12:30-4:30pm
SMI Apr 18	(We) 8:30-12:30pm	
MAS	Call to register your interest!	

Specialized Chainsaw Safety – One Day

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
QC Sep 17	(Sa) 8:30-5:30pm	
SMI May 16	(We) 8:30-5:30pm	
TER May 26	(Sa) 8:30-5:30pm	

Enform Level 1 Chainsaw Safety

Topics in this course include personal protection; chainsaw maintenance and handling; and safe falling, limbing, and bucking practices. This course includes both theory and hands-on practice. Students successfully completing the prescribed practical skills and examination will receive a certificate of completion from Enform.

Note: Suggested minimum age is 16 years. Certification lasts 3 years. All students are required to have the following gear for the second day: saw pants, steel-toed work boots, hard hat with visor and earmuffs, gloves, reflective vest, safety glasses, emergency whistle, and chainsaw with work tools.

CEFAID 773	16 hrs	\$TBA
HAZ Oct 5-Oct 7	(We-Fr) 8:30-4:30pm	
	May 2-May 4	(We-Fr) 8:30-4:30pm
	Jun 6-Jun 8	(We-Fr) 8:30-4:30pm
TER	Call to register your interest!	

S-100 Fire Suppression

WorkSafeBC requires all firefighters to be trained annually before fighting a forest fire (WorkSafeBC 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 WorkSafeBC 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.

Note: 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	\$265
TER Oct 5-Oct 6	(We/Th) 8:30-5:30pm	
May 2-May 3	(We/Th) 8:30-5:30pm	
HOU May 7-May 8	(Mo/Tu) 8:30-5:30pm	

NEW! Intro to Camp Operations

This half-day course provides an introduction to the daily operations of a remote work camp. The course will include an overview of the infrastructure and components that make up a working bush camp and the services necessary for day to day operations, including catering, maintenance, inventory control and janitorial.

CEBSNS 857	4 hrs	\$165
HAZ May 5	(Sa) 8:30-12:30pm	
SMI Jun 1	(Th) 8:30-12:30pm	

S-10A Fire Suppression Classroom Refresher

WorkSafeBC regulation section 26.19 states, in part, that workers required to fight forest fires must be re-trained annually. For re-certification participants must attend this one-day course, which will review the fundamentals of fire fighting, fire-line safety, fire behaviour, FS232 Pumps and Pumping Systems, and, briefly, WHMIS.

Prerequisite: To be eligible to take this S-10A annual retraining course, a person must have successfully passed the full S-100 Basic Fire Suppression course, or successfully passed the S-130, S-190 and S-232 courses within the previous five years. S-100 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 785	4 hrs	\$TBA
HOU	Contract Opportunity	

Expediting for Camps

This half-day course provides an introduction to the role of a Camp Expediter - a person who, from town, supports all the needs of an isolated work camp - whether it be a mining exploration tent camp, a guide-outfitters camp, or an ATCO trailer logging camp. The first part of the course covers the day-to-day tasks and responsibilities of an expeditor: taking supply orders from a camp, buying camp supplies, and coordinating the logistical transportation of the supplies to camp. The latter part of the course provides an overview of how to become an expeditor.

CEBSNS 858	4 hrs	\$179
HAZ May 5	(Sa) 1-5pm	
SMI Jun 1	(Fr) 1:30-5:30pm	

WORKSAFEBC TRAINING MODULES

NWCC is a proud member of the WorkSafeBC Education Network. WorkSafeBC certified classes are designed to reduce worksite injury and ensure a culture of safety within worksites.

Worksafe 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 815	6 hrs	\$100
KIT Sep 15	(Th) 8:30-3:30pm	
Dec 8	(Th) 8:30-3:30pm	
Mar 22	(Th) 8:30-3:30pm	
TER Oct 24	(Mo) 9-4pm	
Apr 2	(Mo) 9-4pm	
SMI tba		

Other WorksafeBC Modules:

- Preventing and Investigating Musculoskeletal Injury (MSI)
- Hazard Recognition & Control
- Joint Occupational Health & Safety Committees
- Preventing Workplace Violence
- Supervisor Safety Management

Please call to register your interest!

DID YOU KNOW...

WorkSafeBC is an independent, provincial statutory agency governed by a board of directors that serves about 2.3 million workers and more than 200,000 employers. WorkSafeBC was born from the historic compromise between BC's workers and employers in 1917, where workers gave up the right to sue their employers and fellow workers for injuries on the job in return for a no-fault insurance program fully paid for by employers.

WorkSafeBC is committed to safe and healthy workplaces and to providing return-to-work rehabilitation and legislated compensation benefits.

In 2010, more than 6,300 young workers (ages 15-24) were injured on the job - and two died as a result.

Young workers are most at risk of being injured when they are new to their jobs: 55% of all serious injuries occur during the first six months of employment. Those are injuries like amputations, head and spinal cord injuries. It's a heavy cost for anyone to pay, never mind a young person.

Recently, WorkSafeBC launched HiddenKiller.ca, a comprehensive website on asbestos-exposure prevention and the first of its kind in Canada.

The HiddenKiller.ca website includes information on what asbestos is, where it can be found, and how it should be handled, along with real-life stories about workers and families dealing with the consequences of asbestos exposure, and information about how to file a work-related exposure claim.

SEPTEMBER 2011 COURSE SCHEDULE


SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
<div style="border: 1px dotted black; padding: 5px; margin-bottom: 10px;"> LEGEND: Single-day Course Multi-day Course </div>						
4	Labour Day	5	6	7	8	9
			Building Service Worker I (KIT)			Building Service Worker I (HAZ)
				OFA Level I (MAS)	Transport. Endorsement (MAS)	FoodSafe I (TER) Oxygen Admin (TER) CPR C recert (TER)
11	12	13	14	15	16	17
Building Service Worker I (HAZ)		Industrial Hazards Certificate (KIT)			Proofreading (TER)	
		MS Word 2010 Level I (TER)			OFA Level I (QC)	Specialized Chainsaw Safety (QC)
		WHMIS (KIT)	H2S Alive (KIT)	WorksafeBC Fall Protection (KIT)	Bear Awareness (HAZ)	Cashier Training (TER)
		Confined Space Hazard Awareness (KIT)			Transportation of Dangerous Goods (KIT)	CPR C (HAZ+SMI)
18	19	20	21	22	23	24
		Intro to Windows 7 (TER)				FoodSafe I (RUP/KIT)
	OFA Level I (HOU)	Transportation Endorsement (HOU)	Transportation of Dangerous Goods (TER)		OFA Level I (SMI)	Traffic Flagging (KIT)
	Keyboarding (TER)				CORE Hunter Training (HOU)	
					Airbrakes Endorsement (TER)	
					Writing Effective Email (KIT)	Forklift Operator (RUP)
Forklift Operator (RUP)	25	26	27	28	29	30
		Intro to Windows 7 (TER)				
			>Welcome to World of Computers (TER)		WHMIS (TER)	
					Confined Space Hazard Awareness (TER)	
	OFA Level 3 (HOU)		H2S Alive (TER)			
CORE Hunter Training (HOU)						
Airbrakes Endorsement (TER)						
Traffic Flagging (KIT)						

OCTOBER 2011 COURSE SCHEDULE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>LEGEND:</p> <p>Single-day Course</p> <p>Multi-day Course</p>						Red Cross Babysitting (HAZ) FoodSafe Level I (HAZ/MAS) CPR Level 'C' (RUP)
2 FoodSafe Level I (QC)	3 Cashier Training (MAS) Serving It Right (MAS)	4 Fall & Winter Gardening Tasks (SMI) Calming Upset Customers (MAS)	5 WorldHost Fundamentals (MAS)	6 Telephone Courtesy & Customer Service (MAS)	7 OFA Level I (MAS)	8 Forklift Operator (MAS)
9 Culinary Experience: India (TER) Forklift Operator (MAS)	Thanksgiving Day 10	11 Coastal Spill Response (RUP)	12 Bear Awareness (TER) S-100 Fire Suppression (TER) Basic Skills in Management & Leadership (RUP)	13 OFA Level I (QC) Firearms Safety Non-Restricted (PAL) (HOU)	14 Minute Taking (TER) Building Service Worker Level 1 (TER) Forklift Operator (TER)	15 FoodSafe Level I (TER) MED-A3 (RUP)
16 Transport. Endorsement (QC) Building Service Worker Level 1 (TER) Forklift Operator	17 OFA Level I (TER)	18 Transport. Endorsement (SMI) Instructional Skills Workshop (SMI)	19	20 FoodSafe Level 2 (TER)	21 Transport. Dangerous Gds Building Service Worker Level 2 (TER) Terrace Power & Sail Boating Basics (TER)	22 OFA Level I (HAZ/KIT) ROC - M (RUP)
23 Transport. Endorsement (HAZ/KIT) Building Service Worker Level 2 (TER) ROC - M (RUP)	24 Fall Protection (TER)	25 OFA Level I (HOU)	26 Transport. Endorsement (HOU) The Social Network (SMI)	27 CPR 'C' (HOU)	28 Restricted Operator Certificate - Marine Commercial (ROC-MC) (RUP)	29 FoodSafe Level I (SMI) WHMIS (TER) Cashier Training (KIT)
30	31 Construction Trades Helpers & Labourers (TER)					

WORKFORCE TRAINING & CONTINUING STUDIES

NOVEMBER 2011 COURSE SCHEDULE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
LEGEND:  Single-day Course  Multi-day Course		1	2	3	4	5
		MED - A3 (TER)	Construction Trades Helpers & Labourers (TER) H2S Alive (TER) The Social Network (TER)	OFA Level I (MAS)	Better Business Writing (RUP) Oil & Gas Certificate (MAS) Small Vessel Operator Proficiency (TER)	Small Engine Repair (TER) Marine Basic First Aid (RUP)
6	7	8	9	10	11	12
Small Engine Repair (TER) Marine Basic First Aid (RUP) Oil & Gas Certificate (MAS)		Construction Trades Helpers & Labourers (TER) Accounting Cycle (TER)		OFA Level I (QC)	Remembrance Day	DIY - Plumbing 1 & 2 (TER) DIY - Drywall Repair (QC)
13	14	15	16	17	18	19
		Construction Trades Helpers & Labourers (TER)			Cashier Training (SMI) Airbrakes Endorsement (TER) Forklift Operator (RUP) Serving It Right (SMI) Marine Basic First Aid (MAS)	OFA Level I (HAZ/RUP/TER) FoodSafe Level I (RUP)
20	21	22	23	24	25	26
Forklift Operator (RUP) Airbrakes Endorsement (TER) Transport. Endorsement (TER/HAZ)		Construction Trades Helpers & Labourers (TER) Terrace Power & Sail Marine Radio (TER) Welcome to Digital Photography (TER) Intro to Accounting (SMI)			FoodSafe Level 2 (HAZ) OFA Level I Forklift Operator (TER)	CPR 'C' (KIT) DIY - Electrical 1 & 2 (TER) Baseboards & Moulding (SMI)
27	28	29	30			
Forklift Operator (TER) Culinary Experience: Indonesia (TER)	OFA Level I (HOU)	Drug & Alcohol Awareness Workshop (TER) Construction Trades Helpers & Labourers (TER) Transport. Endorsement (HOU)				

WORKFORCE TRAINING & CONTINUING STUDIES

DECEMBER 2011 COURSE SCHEDULE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>LEGEND:</p> <p>Single-day Course</p> <p>Multi-day Course</p>				<p>1</p> <p>Construction Trades Helpers & Labourers (TER)</p> <p>Confined Space Hazard Awareness (TER)</p> <p>WHMIS (TER)</p>	<p>2</p> <p>Business of Listening (KIT)</p> <p>Transport. Dangerous Gds. (HAZ)</p> <p>WHMIS (HAZ)</p>	<p>3</p> <p>CPR 'C' (SMI)</p> <p>Drywall Repair (SMI)</p> <p>FoodSafe Level I (TER)</p> <p>Serving It Right (HAZ)</p> <p>OFA Level I (TER)</p>
4	5	<p>6</p> <p>WHMIS (KIT)</p>	<p>7</p> <p>H2S Alive (KIT)</p>	8	<p>9</p> <p>OFA Level I (SMI)</p>	<p>10</p> <p>OFA Level I (TER/HAZ/KIT)</p> <p>Firearms Safety (PAL) - Restricted (SMI)</p> <p>Drywall Repair (TER)</p> <p>Tiling Ceramic Floors (TER)</p>
	Working with Digital Pictures (TER)		Industrial Hazards Certificate Program (KIT)			
		Confined Space Hazard Awareness (KIT)	Transport. Endorsement (HOU)	Fall Protection (KIT)	Transport. Endorsement (QC)	
				OFA Level I (QC)	Transport. Dangerous Gds. (KIT)	
11	12	13	14	15	16	17
Transport. Endorsement (HAZ)						
Wine & Food Pairing (TER)			H2S Alive (TER)			
18	19	20	21	22	23	24
Christmas 25	Boxing Day 26	27	28	29	30	New Year's Eve 31

WORKFORCE TRAINING & CONTINUING STUDIES

New Year's Day 1	2	3	4 Negotiation Skills & Strategies (TER)	5	6 Marine Advanced First Aid (RUP)	7 CPR 'C' Recert (TER) Red Cross Oxygen Administration (TER)
8 Marine Advanced First Aid (RUP)	9	10	11	12 OFA Level I (MAS) Simulated Electronic Navigation Ltd. (RUP)	13 Critical Thinking (KIT) Transport. Endorsement (MAS)	14 DIY - Electrical Basics I (QC)
15	16	17 Working with Digital Pictures (HOU)	18	19	20 OFA Level I (QC)	21 DIY - Electrical Basics II (QC)
22	23	24	25	26	27 Simply Accounting Level I (MAS)	28 DIY - Plumbing Basics I (QC)
29 Simply Accounting Level I (MAS)	30 OFA Level I (HOU)	31 Transport. Endorsement (HOU)				

LEGEND:

Single-day Course

Multi-day Course

FEBRUARY 2012 COURSE SCHEDULE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>LEGEND:</p> <p>Single-day Course</p> <p>Multi-day Course</p>			1	2	3	4
					OFA Level 1 (MAS)	<p>Marine Basic First Aid (RUP)</p> <p>DIY - Plumbing Basics I (QC)</p>
5	6	7	8	9	10	11
<p>Marine Basic First Aid (RUP)</p>				<p>Small Vessel Operator Proficiency (RUP)</p> <p>OFA Level 1 (QC)</p>	<p>Time Mngt (RUP)</p> <p>Stress Management (RUP)</p> <p>OFA Level 3 (SMI)</p>	<p>OFA Level 1 (TER)</p> <p>Culinary Experience: Sushi (SMI)</p>
12	13	14	15	16	17	18
<p>Culinary Experience: Sweetheart Chocolate (TER)</p> <p>ROC - M (RUP)</p>			OFA Level 3 (MAS/SMI/TER)		<p>Time Mngt (KIT)</p> <p>Personal Growth Workshop (HAZ)</p> <p>Working Together (TER)</p>	<p>OFA Level 1 (HAZ/KIT)</p>
19	20	21	22	23	24	25
<p>Transport. Endorsement (HAZ)</p>		<p>MED - A3 (KIT)</p> <p>Starting from Seed (SMI)</p>	<p>OFA Level 3 (MAS/SMI/TER)</p> <p>Internet/Email (HOU)</p>		<p>Better Business Writing (RUP)</p> <p>Small Vessel Operator Proficiency (KIT)</p> <p>Powerful Proofreading (TER)</p>	<p>Forklift Operator (RUP)</p> <p>CPR 'C' (KIT)</p> <p>ROC - M (MAS)</p>
26	27	28	29			
<p>Forklift Operator (RUP)</p> <p>ROC - M (MAS)</p>	OFA Level 3 (SMI/TER)					

MARCH 2012 COURSE SCHEDULE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>LEGEND:</p> <p>Single-day Course</p> <p>Multi-day Course</p>				1 OFA Level I (HOU/MAS)	2 Proofreading (RUP) Serving It Right (SMI) Transport. Endorsement (HOU/MAS) Forklift Operator (TER) Marine Basic First Aid (QC)	3 FoodSafe Level I (SMI/TER) Emergency Childcare First Aid & CPR (TER)
4 Culinary Experience: Jamaica (TER) Forklift Operator (TER)	5	6 The Social Network (TER)	7	8	9 OFA Level I (QC) Airbrakes Endorsement (TER) Transport. Endorsement (SMI) Emergency Childcare First Aid (QC)	10 OFA Level I (RUP/TER) Marine Basic First Aid (TER)
11 Airbrakes Endorsement (TER) Marine Basic First Aid (TER) Transport. Endorsement (TER)	12	13	14	15	16 Writing Effective Email (TER) Face to Face Comm. (KIT)	17 OFA Level I (HAZ) Emergency Childcare First Aid & CPR (KIT) FoodSafe Level I (QC)
18 Culinary Experience: France (TER) Transport. Endorsement (HAZ) FoodSafe Level I (MAS)	19	20 Confined Space Hazard Awareness (KIT) WHMIS (KIT)	21 Industrial Hazards Certificate Program (KIT) H2S Alive (KIT)	22 Fall Protection (KIT) WHMIS (HAZ) Transport. Dangerous Gds. (HAZ)	23 Transport. Dangerous Gds. (KIT)	24 Marine Basic First Aid (KIT)
25 Marine Basic First Aid (KIT)	26	27	28 H2S Alive (TER)	29 ROC - MC (RUP)	30 CORE Hunter Training (HOU)	31 Bear Awareness (QC) Small Engine Repair (TER) ROC - M (RUP)

APRIL 2012 COURSE SCHEDULE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 ROC - M (RUP)	2 CORE Hunter Training (HOU) Small Engine Repair (TER)	3 Airbrakes Endorsement (KIT) OFA Level 3 Yearly Update (HOU)	4 Bear Awareness (TER)	5 OFA Level I (TER)	6 Good Friday	7
8	9 Easter Monday	10 Transport. Endorsement (TER) MED - A3 (RUP) Accounting Cycle (TER)	11 OFA Level I (HOU)	12 Small Vessel Operator Proficiency (SVOP) (PR) OFA Level I (QC) Transport. Endorsement (HOU)	13 Time Management (TER) Office Politics (KIT) Building Service Worker Level I (RUP)	14 WorldHost (HAZ) Cashier Training (KIT/TER) Marine Basic First Aid (TER)
15 Meat Cutting (TER) Marine Basic First Aid (TER) Building Service Worker Level I (RUP)	16 Coastal Spill Response (RUP)	17 Oil & Gas Training Certificate (SMI) Terrace Power & Sail Marine Radio (TER) OFA Level 3 (HOU)	18 WHMIS (SMI)	19 H2S Alive (SMI) MED - A3 (QC) Airbrakes Endorsement (TER)	20 Class 7 Learners Workshop (RUP) Transport. Dangerous Goods (SMI)	21 OFA Level I (HAZ/KIT/SMI) Serving It Right (HAZ) Marine Basic First Aid (RUP)
22 Sausage Making (TER) Transport. Endorsement (HAZ/SMI/KIT) Marine Basic First Aid (RUP)	23	24 MED - A3 (MAS)	25 H2S Alive (TER) OFA Level 3 (HOU)	26 Small Vessel Operator Proficiency (MAS)	27 WHMIS (SMI) Forklift Operator (TER) CORE Hunter Training (SMI)	28 Traffic Control Flagging (TER) FoodSafe Level I (TER)
29 Forklift Operator (TER) CORE Hunter Training (SMI) Traffic Control Flagging (TER)	30 OFA Level 3 (HOU)					

LEGEND:

Single-day Course

Multi-day Course

MAY 2012 COURSE SCHEDULE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>LEGEND:</p> <p>Single-day Course</p> <p>Multi-day Course</p>		1	2	3	4	5
			OFA Level 3 Challenge Exam (HOU)	Bear Awareness (SMI)	WHMIS (HOU/SMI)	FoodSafe Level I (HAZ/KIT)
		OFA Level 3 (HOU)	S-100 Fire Suppression (TER)	OFA Level I (MAS)	Transport. Dangerous Gds. (HOU/SMI)	Intro to Camp Operations (HAZ)
			ENFORM Chainsaw Safety (HAZ)	ENFORM Chainsaw Safety (HAZ)	Emergency Childcare First Aid & CPR (HOU)	Expediting for Camps (HAZ)
6	7	8	9	10	11	12
	S-100 Fire Suppression (HOU)				OFA Level I (QC/TER)	OFA Level I (HAZ/RUP/SMI)
					Handling Difficult Employees (TER)	Paramedic in Industry (TER)
					Proofreading (KIT)	Babysitting (HAZ)
					Airbrakes Endorsement (TER)	
13	14	15	16	17	18	19
Thrill of the Grill (TER)				WHMIS (HAZ)	Stress Mngt (TER)	
Transport. Endorsement (HAZ)	OFA Level I (HOU)	Transport. Endorsement (HOU)	Specialized Chainsaw Safety (SMI)	Transport. Dangerous Gds. (HAZ)	Class 7 Learners Workshop (RUP)	
Airbrakes Endorsement (TER)				GPS, Compass & Notetaking (SMI)	CPR Level C (RUP)	
20	Victoria Day 21	22	23	24	25	26
		MED - A3 (TER)	WHMIS (TER)		MED - A3 (RUP)	FoodSafe Level I (TER)
			Transport. Dangerous Gds. (TER)	OFA Level I (SMI)	Personal Growth (HAZ)	SVOP (RUP)
				Small Vessel Operator Proficiency (TER)	FoodSafe Level 2 (HAZ)	
					Forklift Operator (TER)	
27	28	29	30	31		
Transport. Endorsement (HAZ)	Small Vessel Operator Proficiency (RUP)	Transport. Endorsement (HOU)	OFA Level I (HOU)			
Forklift Operator (TER)	OFA Level I (HOU)		ROC - M (RUP)			

WORKFORCE TRAINING & CONTINUING STUDIES

JUNE 2012 COURSE SCHEDULE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>LEGEND:</p> <p>Single-day Course</p> <p>Multi-day Course</p>					<p>1</p> <p>FoodSafe Level 2 (KIT)</p> <p>Presentation Skills (TER)</p> <p>Firearms Safety Non-Restricted (PAL) (SMI)</p>	<p>2</p> <p>OFA Level I (KIT)</p> <p>Marine Basic First Aid (RUP)</p> <p>Traffic Control Flagging (TER)</p>
<p>3</p> <p>Traffic Control Flagging (TER)</p> <p>Firearms Safety Non-Restricted (PAL) (SMI)</p>	<p>4</p>	<p>5</p>	<p>6</p> <p>H2S Alive (TER)</p> <p>Word 2010 Level 2 (TER)</p>	<p>7</p> <p>ENFORM Chainsaw Safety (HAZ)</p> <p>ROC - MC (RUP)</p>	<p>8</p> <p>OFA Level I (SMI)</p>	<p>9</p> <p>Cashier Training (HAZ/KIT)</p> <p>OFA Level I (HAZ)</p> <p>Transport. Endorsement (SMI)</p>
<p>10</p> <p>Culinary Experience: Spain (TER)</p> <p>Transport. Endorsement (HAZ)</p>	<p>11</p>	<p>12</p>	<p>13</p>	<p>14</p>	<p>15</p> <p>Working Together (KIT)</p> <p>Transport. Dangerous Gds. (HAZ)</p> <p>WHMIS (HAZ)</p>	<p>16</p> <p>WorldHost Fundamentals (HAZ)</p>
<p>17</p>	<p>18</p>	<p>19</p>	<p>20</p> <p>Class 7 Learners Workshop (HAZ)</p> <p>Word 2010 Level 3 (TER)</p>	<p>21</p>	<p>22</p> <p>Achieving Job Satisfaction (TER)</p>	<p>23</p> <p>OFA Level I (TER)</p> <p>Cashier Training (TER)</p> <p>Small Engine Repair (TER)</p>
<p>24</p> <p>Small Engine Repair (TER)</p>	<p>25</p> <p>Confined Space Hazard Awareness (TER)</p> <p>OFA Level I (HOU)</p> <p>WHMIS (TER)</p>	<p>26</p> <p>Transport. Endorsement (HOU)</p>	<p>27</p>	<p>28</p> <p>Airbrakes Endorsement (TER)</p>	<p>29</p> <p>Bear Awareness (HAZ)</p>	<p>30</p>

1 Canada Day	2	3	4	5 Personal Growth Workshop (HAZ)	6	7
8	9	10 Class 7 Learners Workshop (HAZ)	11	12 Transport. Dangerous Gds. (TER)	13 OFA Level I (SMI)	14 OFA Level I (HAZ/TER)
15 Transport. Endorsement (HAZ/TER)	16	17	18 H2S Alive (TER)	19	20	21
22	23	24	25	26	27	28 Red Cross Standard First Aid (TER)
29 Red Cross Standard First Aid (TER)	30	31			<div style="border: 1px dashed black; border-radius: 15px; padding: 5px;"> <p>LEGEND: Single-day Course</p> <p> Multi-day Course</p> </div>	



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