

# 2015-16 WTCS Calendar

NORTHWEST COMMUNITY COLLEGE



**WORKFORCE  
▶ TRAINING &  
CONTRACT SERVICES**

NORTHWEST COMMUNITY COLLEGE

     #NWCCBC  
**nwcc.ca 1.877.277.2288**

# Contents

## Career & Professional Development .....6

Accounting Cycle.....	6
Accounting Essentials.....	6
Administrative Professional.....	6
Administrative Support.....	6
Anger Management.....	6
Attitude.....	6
Basic Bookkeeping.....	6
Budgets and Financial Reporting.....	6
Business Etiquette Workshop.....	7
Calming Upset Customers.....	7
Coaching and Mentoring.....	7
Conflict Resolution.....	7
Customer Service.....	7
Employee Onboarding.....	7
Event Planning.....	7
Executive and Personal Assistants.....	7
Face-to-Face Communication.....	7
Facilitation Skills.....	7
Generation Gap Workshop.....	8
Health & Wellness at Work.....	8
Human Resource Management.....	9
Improving Mindfulness.....	9
Increasing your Happiness.....	9
Introduction to Camp Operation.....	9
Introduction to Quickbooks 2015.....	9
Management Skills for Supervisors —	
P-1 Interpersonal Skills.....	9
P-2 Group Decision Making.....	9
P-3 Admin Skills &	
Personal Development.....	9
Marketing Basics.....	10
Medical Office Assistant.....	10
Project Management Workshop.....	10
Proposal Writing.....	10
Supervising Others.....	10
Succession Planning Workshop.....	10
Time Management.....	10
Work Life Balance.....	10
Workplace Harassment & Bullying.....	10

## Computer Skills.....11

Computer Skills for the Workplace.....	11
Computerized Sound Editing.....	11
Creating Web Pages.....	11
Excel 2013	
Essentials.....	11
Level 1.....	11
Level 2.....	12
Level 3.....	12
Internet/Email.....	12
Microsoft Project (2013).....	12
PowerPoint	
Level 1.....	12
Level 2.....	12
Level 3.....	12
Sage Simply Accounting	
Level 1.....	13
Level 2.....	13
Web Design Essentials.....	13
Word 2013	
Essentials.....	13
Level 1.....	13
Level 2.....	13
Level 3.....	13

## Culinary Arts .....14

Cook's Helper.....	14
Culinary: India.....	14
Culinary: Thai.....	14
Start Your Own Edible Garden.....	14
Teen Cuisine.....	14

## Elder College .....15

Genealogy Course.....	15
Introduction to Dreamwork.....	15
Optimize your wellness with Nutrition,	
Knowledge and Flair.....	15
Retirement Planning for Life.....	15
Self Hypnosis.....	15
You & the Power of Community Radio.....	15

## First Aid, Health & Safety .....16

Joint Occupational Health &	
Safety Training.....	16
Red Cross	
Advanced Wilderness &	
Remote First Aid.....	16
Babysitting.....	18
CPR Level C.....	18
Emergency Childcare First Aid & CPR.....	18
Instructor Training Course.....	18
Standard First Aid.....	18
Basic Wilderness & Remote First Aid.....	16
Marine Basic First Aid.....	16
Occupational First Aid (OFA) Level 1.....	17
Occupational First Aid (OFA) Level 3.....	17
OFA Level 1 Instructor Training.....	17
Transportation Endorsement.....	18

## Gatlin Education Online

### Career Training Programs .....19

Administrative Professional with	
MS Office Specialist 2013.....	19
Certified Wedding Planner.....	19
Oil Refinery Operations.....	19
Personal Fitness Trainer.....	19
Veterinary Assistant.....	19

### General Interest .....20

Conversational French.....	20
Conversational German.....	20
Conversational Spanish Level 1.....	20
Level 2.....	20
Level 3.....	20
Screenwriting for Film & Television.....	20
Start Your Own Gift Basket Business.....	21

### Marine .....22

Fishing Master IV Programs.....	22
Chartwork & Pilotage.....	22
Cold Water Survival.....	22
Marine Emergency Duties MED-A2.....	22
Marine Emergency Duties (MED-A3).....	23
Navigation Safety Level 1.....	23
Red Cross Marine Advanced First Aid.....	23
Restricted Operator Certificate –	
Maritime (ROC-M).....	23
Restricted Operator Certificate –	
Commercial Maritime (ROC-MC).....	23
SEN Ltd.....	23
Ship Construction & Stability.....	23
Small Vessel Operator Proficiency (SVOP).....	24

Terrace Power and Sail Squadron Boating	
Basics (PCOC) The Operator Card Course.....	24
Terrace Power and Sail Squadron –	
Boating Essentials.....	24
Terrace Power and	
Sail Squadron Marine Radio (ROC-M).....	24

### Oil & Gas Industry .....25

Confined Space Hazard Awareness.....	25
ENFORM Level 1 Chainsaw.....	25
Fast Track to Oil & Gas.....	25
Ground Disturbance.....	25
H2S Alive.....	26
Oil & Gas Certificate Program.....	26
Petroleum Safety Training.....	26
Transportation of Dangerous Goods.....	27
WHMIS.....	27

### Outdoor Recreation & Safety .....28

Bear Awareness.....	28
Hunter Training.....	28
CSC ATV Rider Course.....	28
Firearms Safety – Non Restricted PAL.....	29
Firearms Safety – Restricted PAL.....	29
Industrial Snowmobile Operator.....	29

### School of Exploration & Mining.....30

Driller Blaster.....	30
Drill Core Technician Basic Training.....	30
Environmental Monitor Assistant Program.....	30
Introduction to Forestry: Silviculture	
Surveying.....	30
Introduction to Forestry: Timber Cruising.....	30
Intro to Geology & Prospecting.....	30
Mineral Processing Operator.....	30
Mining Exploration &	
Natural Resources Field Assistant.....	30
Surface Diamond Driller's Helper.....	30
Surface Mining Foundations.....	31
Workforce Exploration Skills Training.....	31

### Service & Hospitality .....32

Food and Beverage Industry Starter Kit.....	32
Heritage Interpreter.....	32
Local Tour Guide.....	32
MarketSafe.....	32
Professional Sales Skills.....	33
Serving It Right.....	33
World Host Fundamentals.....	33

<b>Teaching</b> .....	<b>34</b>
Solving Classroom Discipline Problems .....	34
Teaching Students with Autism: Strategies for Success.....	34
The Creative Classroom.....	34
Working Successfully with Learning Disabled Students .....	34
<b>Trades</b> .....	<b>37</b>
<b>Workforce &amp; Industry Training</b> .....	<b>38</b>
Airbrakes Endorsement.....	38
Become an Optical Assistant.....	38
Building Service Worker Level 1 .....	38
Building Service Worker Level 2 .....	39
Comprehensive Class 1 Driver Training .....	39
Comprehensive Class 3 Driver Training .....	39
Fall Protection .....	39
Forklift Operator .....	39
Industrial Certificate Training.....	40
Platform ScissorLift Operator Training.....	40
Rigging and Lifting Safety.....	40
S-100 Fire Suppression .....	40
S-100A Fire Suppression Classroom – One Day .....	40
Specialized Chainsaw Safety .....	42
Traffic Control Flagging.....	42
Transportation Certificate .....	42
Wildland Firefighter Training.....	42
<b>Registration Information</b> .....	<b>5</b>
Using this Calendar.....	4
NWCC Contact Information.....	inside back cover

### Using this Calendar...

Browse this calendar to find courses.

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

Note: Course dates, times and locations are subject to change.

Visit [nwcc.ca](http://nwcc.ca) for up-to-date information.

And don't forget [ed2go.com/nwcc](http://ed2go.com/nwcc). We offer thousands of web-based courses available online.

### Location Legend...

KIT ..... Kitimat  
 KL ..... Kay Llnagaay  
 HAZ ..... Hazelton  
 HOU ..... Houston  
 MAS ..... Masset  
 QC ..... Queen Charlotte  
 RUP ..... Prince Rupert  
 SMI ..... Smithers  
 TER ..... Terrace

### Contact Us...

Northwest Community College  
 Workforce Training & Contract Services  
[3c@nwcc.bc.ca](mailto:3c@nwcc.bc.ca)  
 1.877.277.2288

## Registration

Classes fill up quickly! Register early.  
 Guarantee a seat with receipt of payment.

### Registration

- Phone:** 1.877.277.2288 or your local campus.  
Pay with credit card.
- Drop in:** At your local campus.  
Pay with a credit card, debit card, cash, or cheque. Post-dated cheques are not accepted.
- Fax:** Agencies and employers may fax an authorization to invoice for student registration with a completed Registration Form.  
Contact NWCC or visit [nwcc.ca](http://nwcc.ca) to download.

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

### Course Cancellations

A minimum number of students is required to run courses. NWCC reserves the right to cancel classes.

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.

### Fees, Withdrawals and Refunds

Refunds are made if NWCC cancels a course or in the case of withdrawal for medical or bereavement reasons before the start of the course. Withdrawals and 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.

If you register by phone, request for email confirmation.

### Registering for Ed2Go Online

- 1) [ed2go.com/nwcc](http://ed2go.com/nwcc)
- 2) Choose a course.
- 3) Follow the instructions to enroll.  
Choose a name and password to log-in.
- 4) Contact NWCC to make payment.

When your course starts, return to [ed2go.com/nwcc](http://ed2go.com/nwcc) and click the 'Classroom' link. Log in with your name and password.

To learn more about all of the online courses NWCC's Workforce Training & Contract Services department offers, visit [ed2go.com/nwcc](http://ed2go.com/nwcc)

## Career & Professional Development

### 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**      **\$119.25**  
 TER Oct 20-21      (Tu-We) 6:30-9:30pm  
 RUP Oct 26-28      (Mo/We) 6:30-9:30pm  
 SMI Nov 2-4      (Mo/We) 6:30-9:30pm  
 TER Mar 22-23 (2016)      (Tu-We) 6:30-9:30pm

### Accounting Essentials

To run a business, numbers must be taken into account and factored into everyday decision-making, both major and minor. Everyone from lower-level staff to senior managers should learn the fundamentals of the cost of the organization's product or service, the price strategies involved, and the impact that short-term and long-term decisions have on the bottom line.

**CEBSNS 833**      **6 hrs**      **\$119.25**  
 RUP Nov 9-10      (Mo/Tu) 6-9pm  
 RUP Feb 22-23 (2016)      (Mo/Tu) 6-9pm

### Administrative Professional

The Administrative Professional program teaches you the fundamental skills needed to obtain employment as an Administrative Professional.

You will learn essential skills including how to work in a modern professional office, how to maintain a professional image, personal and professional ethics, communication essentials, technology basics, records and financial management, event planning and travel, and how to advance your career.

**CEBSNS 950**      **120 hrs**      **\$995**  
 online      [www.ed2go.com/nwcc](http://www.ed2go.com/nwcc)

### NEW! Administrative Support

In this course, participants will learn the core skills that will help them use their resources efficiently, manage their work time wisely, communicate effectively and collaborate with others skillfully.

**CEBSNS 920**      **6 hrs**      **\$119.25**  
 TER Oct 9      (Fr) 9-4pm  
 TER Mar 8-9 (2016)      (Tu/We) 6:30-9:30pm

### Anger Management

It important to have constructive approaches to manage anger effectively. This workshop will help teach participants how to identify their anger triggers and what to do when they are angry.

**CEHLTH 782**      **6 hrs**      **\$119.25**  
 SMI Nov 9      (Mo) 9-4pm  
 MAS Dec 11      (Fr) 8:30-3:30pm  
 TER Aug 23-25 (2016)      (Tu/Th) 6:30-9:30pm

### Attitude

Define attitude, to show its importance and effect on personality and work performance, and how to keep it positive. Explore techniques for retaining and recapturing a positive attitude. See the effect of a positive attitude on the work environment, especially its effect on workforce diversity, career success, and teamwork.

**CEBSNS 869**      **6 hrs**      **\$119.25**  
 MAS Sep 18      (Fr) 8:30-3:30pm

### Basic Bookkeeping

Numbers connect us all to each other in many more ways than we might imagine. Essentially, our world revolves around numbers. Some of us enjoy dealing with numbers while others may have a fear of them, or even a phobia. For those of you who have already recognized and appreciate the impact that numbers actually have on just about everything, you deserve a cookie. Welcome to Basic Bookkeeping!

**CEBSNS 716**      **6 hrs**      **\$119.25**  
 KIT Sep 24-25      (Th/Fr) 6-9pm  
 TER Sep 28-30      (Mo/We) 6:30-9:30pm  
 RUP Oct 22-23      (Th/Fr) 6-9pm  
 HAZ Nov 6      (Fr) 9-4pm

### Budgets and Financial Reporting

The goal of this workshop is to give the participant a basic understanding of budgets and financial reports so they can hold relevant discussions and render decisions based on financial data. This course will define key terms like ROI, EBIT, GAAP, and extrapolation. Furthermore, this one-day course will discuss commonly used financial terms, financial statements, budgets, forecasting, purchasing decisions, and laws that regulate the handling of financial information.

**CEBSNS 906**      **6 hrs**      **\$119.25**  
 HAZ Nov 27      (Fr) 9-4pm  
 SMI Mar 4 (2016)      (Fr) 8:30-3:30pm  
 TER Mar 14-15 (2016)      (Mo/Tu) 6:30-9:30pm

### NEW! Business Etiquette Workshop

At the end of this workshop participants will be able to define etiquette and provide an example of how it can be of value to a company or organization. Participants will be able to identify and practice numerous practices of good etiquette in business and other formal situations.

**CEBSNS 947**      **6 hrs**      **\$119.25**  
 HAZ Oct 30      (Fr) 9-4pm

### 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 869**      **6 hrs**      **\$119.25**  
 MAS Oct 9      (Fr) 8:30-3:30pm

### Coaching and Mentoring

This workshop focuses on how to better coach your employees to a higher performance. How well you coach relates directly to how well you are able to foster a great working relationship with your employees through understanding them and strategic goal setting.

Prepare yourself to change a few things about yourself in order to coach your employees to better a performance.

**CEBSNS 944**      **6 hrs**      **\$119.25**  
 TER Mar 22-24 (2016)      (Tu/Th) 6:30-9:30pm

### Conflict Resolution

This course will give participants a seven-step conflict resolution process that they can use and modify to resolve conflict disputes of any size.

**CEBSNS 881**      **7 hrs**      **\$119.25**  
 RUP Dec 1      (Tu) 9-5pm  
 KIT Dec 8      (Tu) 9-5pm

### NEW! Customer Service

This course will cover the following areas of customer service: what does customer service mean in relation to all your customers, both internal and external; recognize how your attitude affects customer service; Identify your customers' needs; Use outstanding customer service to generate return business; build good will through in-person customer service; provide outstanding customer service over the phone; connect with customers through online tools; and dealing with difficult customers.

**CEBSNS 948**      **6 hrs**      **\$119.25**  
 HAZ Oct 16      (Fr) 9-4pm

### NEW! Employee Onboarding

Employee onboarding is essential to retaining top talent. Implementing an employee onboarding program will shape the company culture while developing a highly qualified pool of talent.

**CEBSNS 945**      **6 hrs**      **\$119.25**  
 TER Apr 12 (2016)      (Tu) 9-4pm

### Event Planning

Creating an event is no small feat. It takes planning and understanding of the process. When planning an event, there are a multitude of tasks to consider. In this course we will explore together how to effectively plan and produce an event.

**CEBSNS XXX**      **6 hrs**      **\$119.25**  
 TE Oct 28-29      (We/Th) 6:30-9:30pm

### NEW! Executive and Personal Assistants

Executive and personal assistants have always played an important role in business. Their roles and responsibilities have evolved, but assistants are still vital to the profitability of any organization. Training to become an effective assistant will make you a valued employee who assists management on the road to success.

**CEBSNS 937**      **6 hrs**      **\$119.25**  
 TER Nov 24-26      (Tu/Th) 6:30-9:30pm

### 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. This course reinforces why personal interaction remains the most powerful form of human contact and gives students the skills they need to be excellent communicators.

**CEBSNS 822**      **6 hrs**      **\$119.25**  
 MAS Oct 23      (Fr) 8:30-3:30pm

### Facilitation Skills

Facilitation is often referred to as the new cornerstone of management philosophy. With its focus on fairness and creating an easy decision making, facilitation can make any organization make better decisions. This workshop will give participants an understanding of what facilitation is all about, as well as some tools that they can use to facilitate small meetings.

**CEBSNS 946**      **6 hrs**      **\$119.25**  
 KIT Dec 12      (Sa) 9-3pm  
 RUP Dec 5      (Sa) 9-3pm  
 TER May 17-19      (Tu/Th) 6:30-9:30pm

**Generation Gap Workshop**

As older workers delay retiring and younger workers are entering the workforce, the work environment has become a patchwork of varying perspectives and experiences. Both the young and older worker have many ideas to offer, which can help the organization thrive in the marketplace. Learning how to deal with the generation gap at work will help you become a better manager or co-worker.

**CEBSNS 903**      **6 hrs**      **\$119.25**  
 MAS Dec 4      (Fr) 8:30-3:30pm

**NEW! Health & Wellness at Work**

Health and wellness are important aspects in anyone's life. Having employees who are happy and healthy is important in a company. Employees who are happy are more productive, and stay employed longer, with the company. Having a health and wellness program to help those employees stay healthy helps you as an employer, and the employee.

**CEBSNS 938**      **6 hrs**      **\$119.25**  
 TER Dec 8-10      (Tu/Th) 6:30-9:30pm

**Online Learning Anytime, Anywhere...Just a click away!**



**Online Courses For Small Business Owners**

**NORTHWEST COMMUNITY COLLEGE**

Sharpen your skills, or learn new ones with our instructor facilitated online courses.

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

**Understanding the Human Resources Function**

Learn to handle basic human resource functions to ensure the best possible results.

**Employment Law Fundamentals**

Learn the basics of employment law so you can legally hire, evaluate, and manage employees.

**Marketing Your Business on the Internet**

E-commerce expert helps you develop an Internet marketing plan for your business.

**Creating a Successful Business Plan**

Turn your business ideas into a solid plan for financing and long-term success.

**Creating Web Pages**

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

**Introduction to Business Analysis**

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

**Performing Payroll in QuickBooks**

Learn to create paychecks, pay tax liabilities, and produce dazzling payroll reports.

**Introduction to QuickBooks**

Learn how to quickly and efficiently gain control over the financial aspects of your business.

**Designing Effective Websites**

Learn powerful graphic design techniques and build Web sites that are both attractive and wickedly effective.

**Accounting Fundamentals**

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

**Effective Selling**

Learn the secret to converting a potential customer into a long-term asset. Find out how to lay the groundwork for repeat business and your future success.

**Enroll Today!**

Details on any of these courses can be found at:

**www.ed2go.com/nwcc**

You can also reach us by calling

**1.877.277.2288**

**Human Resource Management**

This workshop will give managers the basic tools to handle numerous human resource situations such as interviewing, orientation, safety, harassment, discrimination, violence, discipline and termination.

**CEBSNS 911**      **6 hrs**      **\$119.25**  
 KIT Dec 5      (Sa) 9-3pm  
 RUP Dec 12      (Sa) 9-3pm

**NEW! Improving Mindfulness**

Learn what mindfulness is, and how to practice it to improve customer service and leadership skills.

**CEBSNS 926**      **7 hrs**      **\$119.25**  
 TER Mar 1-3 (2016)      (Tu/Th) 6-9:30pm

**NEW! Increasing your Happiness**

If we're unhappy at work, we're likely to feel the effects in other areas of our lives, too. Finding ways to be happy at work not only brings you greater productivity and greater job satisfaction, but will help you achieve greater overall mental, emotional, and physical health.

**CEBSNS 939**      **6 hrs**      **\$119.25**  
 TER Jan 27-29 (2016)      (Tu/Th) 6-9:30pm

**Introduction to Camp Operation**

This 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**      **\$97.25**  
 KIT Sep 21      (Mo) 5-9pm  
 RUP Sep 25      (Fr) 5-9pm

**NEW! Introduction to Quickbooks 2015**

Learn to manage the financial aspects of your small business quickly and efficiently with this powerful accounting software program. QuickBooks is designed especially for the small-to midsized-business owner who needs a fully functional accounting system that's also easy to use.

**CEBSNS 843**      **24 hrs**      **\$129**  
 online      www.ed2go.com/nwcc

**Management Skills for Supervisors — P-1 Interpersonal Skills**

Learn how to give and receive feedback that will help resolve difficult situations and create a supportive climate for one-to-one problem solving with fellow employees, colleagues or superiors. This course focuses on respecting individual differences, identifying and preventing win/lose situations, listening with sensitivity, communicating clearly, influencing and persuading others, and moving from conflict resolution to cooperation.

**CEBSNS 788**      **28 hrs**      **\$656.25**  
 MAS Nov 6-27      (Fr) 8:30-4:30pm  
 KIT Jan 7-15 (2016)      (Th/Fr) 8:30-4:30pm  
 RUP Jan 19-22 (2016)      (Tu/Fr) 8:30-4:30pm

**Management Skills for Supervisors — P-2 Group Decision Making**

Participants will identify and better understand their style of decision-making and the effect it has on others. Key leadership styles will be discussed to consider which is best for a specific situation, individual, or work group. Topics include how to apply motivation to build strong teams; facilitating meetings and problem-solving sessions; understanding and managing change; and addressing problem behaviors.

**CEBSNS 789**      **28 hrs**      **\$656.25**  
 MAS Jan 8-29 (2016)      (Fr) 8:30-4:30pm  
 RUP Jan 26-29 (2016)      (Tu/Fr) 8:30-4:30pm  
 KIT May 16-24 (2016)      (Mo/Tu) 8:30-4:30pm

**Management Skills for Supervisors — P-3 Admin Skills & Personal Development**

Learn how to find, hire, retain and evaluate staff on a long-term basis. Understand employee performance management methods including selecting and orienting staff, defining responsibilities and goals, conducting performance reviews, training, delegating, coaching, and addressing performance issues. This course also provides self-development skills including how to manage yourself under pressure, improve your time and stress management, enhance your writing, and sharpen your presentation skills.

**CEBSNS 798**      **28 hrs**      **\$656.25**  
 MAS Feb 12-Mar 4 (2016)      (Fr) 8:30-4:30pm  
 RUP Apr 18-26 (2016)      (Mo/Tu) 8:30-4:30pm  
 KIT Jul 18-26 (2016)      (Mo/Tu) 8:30-4:30pm

**NEW! Marketing Basics**

Thanks to the rise of technology and social media, the world of marketing and advertising has become bigger than ever. Marketing has gone beyond the classic printed ads, billboards or even television commercials. Unfortunately, this can cause any company to become confused or even intimidated about getting their product or service out into the market. But if we can learn the right strategies with the right tools, we can break into the marketing world without fear or hesitation.

**CEBSNS 940** 6 hrs \$119.25  
TER Feb 16-18 (2016) (Tu/Th) 6:30-9:30pm

**Medical Office Assistant**

In this course you will receive a combination of classroom and computer lab time as well as hands-on clinical training in areas such as routine tests and exams. In addition, you will receive training on specialized software, Medical Office Information System (MOIS), used throughout the north in public and private clinics. This course will be divided into two sections.

*Prerequisites: Medical Terminology*

**CEHLTH 785** 123 hrs \$1,895  
SMI Jan 11-Mar 19 (Mo/We) 6-9pm (Sa) 9-4pm

**NEW! Project Management Workshop**

The Project Management workshop will give participants an overview of the entire project management process, as well as key project management tools that they can use every day. Working with project planning documents, such as needs assessments, risk management plan, and a communication plan will provide benefits throughout your organization.

**CEBSNS 924** 7 hrs \$169  
TER Oct 7-8 (We/Th) 6:30-9:30pm  
TER Jan 25-26 (2016) (Mo/Tu) 6:30-9:30pm

**NEW! Proposal Writing**

Are you trying to obtain grants from government or foundations for your organization? If so, this is the course for you. Learn handy tips from a successful proposal writer.

**CEBSNS 703** 6 hrs \$119.25  
KIT Jan 4-13 (2016) (Mo/We) 6-9pm  
RUP Jan 11-12 (2016) (Mo/We) 6-9pm  
TER Mar 29-31 (2016) (Tu/Th) 6:30-9:30pm

**NEW! Supervising Others**

This workshop will help supervisors become more efficient. They will also become more proficient with delegating, managing time, setting goals and expectations (for themselves and others), providing feedback, resolving conflict, and administering discipline.

**CEBSNS 931** 6 hrs \$119.25  
TER Apr 19-21 (2016) (Tu/Th) 6:30-9:30pm

**NEW! Succession Planning Workshop**

Whether it is preparing someone to take over as the sole proprietor of a small business or a position of leadership in a corporation, business succession planning is essential to the long-term survival of a company. This course will teach you the difference between succession planning and mere replacement planning and how to prepare people to take on the responsibilities of leadership so that the company thrives in the transition.

**CEBSNS 943** 6 hrs \$135  
TER Nov 17-19 (Tu/Th) 6:30-9:30pm

**Time Management**

Get a grip on your priorities and identify your personal time traps. This workshop will help you to make every minute count by applying proven, practical planning aids and time management skills.

**CEBSNS 841** 6 hrs \$119.25  
RUP Jan 25-26 (2016) (Mo/Tu) 6-9pm  
TER Jul 26-28 (2016) (Tu/Th) 6-9:30pm

**Work Life Balance**

Work-life balance is essential to combat stress, ensuring both individual and company success. The stress associated with unbalanced lifestyles is costly; it can damage productivity and can increase individual health risks. Employees who have the tools to balance their professional and personal lives are happier, healthier and more productive. In addition to improving performance, many younger employees place a high value on a work-life balance.

**CEBSNS 885** 6 hrs \$119.25  
TER Jan 5-7 (2016) (Tu/Th) 6:30-9:30pm

**NEW! Workplace Harassment & Bullying**

This course is intended to raise awareness of, and to understand both human rights types of harassment, and personal (or non-human rights) harassment, as well as the related concepts of psychological harassment, and bullying, in the area of employment.

**CEBSNS 816** 3.5 hrs \$75.75  
TER Jul 26-28 (2016) (Tu/Th) 6-9:30pm

**Computer Skills****Computer Skills for the Workplace**

Most jobs today require basic computer skills. Employers seek and reward employees who can send messages via e-mail; use a spreadsheet to create a graph and paste it into a report; add and edit content in a database; understand the implications of file sizes, memory limitations, and networks; and recognize the function and features of modern computers. This course will equip participants with these important workplace skills.

**CECOMP 841** 24 hrs \$129  
online www.ed2go.com/nwcc

**Computerized Sound Editing**

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

*Prerequisites: Previous computer experience in word processing and file management.*

*Note: Each student must bring a set of headphones.*

**CECOMP 839** 12 hrs \$195.50  
SMI Feb 16-25 (2016) (Tu/Th) 6:30-9:30pm

**Creating Web Pages**

This six week, hands-on workshop will teach you how to create and post your own web site on the internet using HTML. You will learn the capabilities of the world wide web and the fundamentals of web design. You will plan the content, structure and layout of your own web site including how to create pages of neatly formatted text with color, backgrounds, graphics, and tables. You will build links between pages and to the internet – and also learn how to secure the best possible position in search engines and implement effective, low-cost web marketing strategies.

**CECOMP 851** 24 hrs \$129  
online www.ed2go.com/nwcc

**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 \$129  
online www.ed2go.com/nwcc

**Excel 2013 Essentials**

Welcome to Microsoft Excel 2013 Essentials workshop. Excel is the world's premier spreadsheet software. You can use Excel to analyze numbers, keep track of data, and graphically represent your information. Excel also makes your job easier by providing an easy to use interface, and an array of powerful tools to help you turn your data into useable information – and better information leads to better decision making!

**CECOMP 875** 6 hrs \$119.25  
TER Oct 13-15 (Tu/Th) 6:30-9:30pm  
TER Feb 23-25 (2016) (Tu/Th) 6:30-9:30pm

**Excel (2013) Level 1**

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

**CECOMP 722** 12 hrs \$217.50  
RUP Oct 5-14 (Mo/We) 6:30-9:30pm  
KIT Oct 19-28 (Mo/We) 6:30-9:30pm  
MAS Nov 2-3 (Mo/Tu) 8:30-3:30pm  
HAZ Nov 4-18 (Mo/We) 1-4pm  
QC Jan 11-12 (2016) (Mo/Tu) 8:30-3:30pm

**Excel (2013) Level 2**

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

*Prerequisites: Excel Level 1 or equivalent.*

<b>CECOMP 723</b>	<b>12 hrs</b>	<b>\$217.50</b>
SMI Oct 6-15	(Tu/Th) 6:30-9:30pm	
RUP Nov 2-11	(Mo/We) 6:30-9:30pm	
MAS Nov 9-10	(Mo/Tu) 8:30-3:30pm	
HAZ Nov 23-Dec 2	(Mo/We) 1-4pm	
QC Jan 25-26 (2016)	(Mo/Tu) 8:30-3:30pm	

**Excel (2013) Level 3**

Level 3 is designed for proficient users of MS Excel. Advanced topics include: how to link workbooks; consolidate information from different worksheets; create a database; create and use Pivot Tables; use the Goal Seek and Solve function to calculate optimal values; create and run macros; add comments to worksheet cells; create worksheet forms with controls; import and export with other applications, and more.

*Prerequisite: Excel Level 2.*

<b>CECOMP 725</b>	<b>12 hrs</b>	<b>\$217.50</b>
SMI Oct 20-29	(Tu/Th) 6:30-9:30pm	
MAS Nov 23-24	(Mo/Tu) 8:30-3:30pm	
HAZ Dec 7-16	(Mo/We) 1-4pm	
RUP Dec 7-16	(Tu/Th) 6:30-9:30pm	
QC Feb 1-2 (2016)	(Mo/Tu) 8:30-3:30pm	

**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.

<b>CECOMP 728</b>	<b>6 hrs</b>	<b>\$109.25</b>
HAZ Feb 24-29 (2016)	(Mo/We) 1-4pm	

**Microsoft Project (2013)**

Discover how to effectively plan, implement, and control projects using Microsoft Project 2013, the world's most popular project management software. In these lessons, you'll learn how to use Microsoft Project to think through and organize your project's details, plan a schedule, sequence tasks, produce a baseline, assign resources and costs, track your progress, identify and analyze variances, and revise your project plan. By the end of the course, you'll be able to produce a project plan that wows your audience and helps you to achieve your business goals.

<b>CECOMP 865</b>	<b>18 hrs</b>	<b>\$551.25</b>
TER Oct 20-Nov 5	(Tu/Th) 6:30-9:30pm	
TER Jul 5-21 (2016)	(Tu/Th) 6:30-9:30pm	

**PowerPoint 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.

<b>CECOMP 739</b>	<b>12 hrs</b>	<b>\$217.50</b>
HAZ Jan 11-20 (2016)	(Mo/We) 1-4pm	

**PowerPoint 2**

The main objective of this course is to introduce you to some advanced commands, functions, and capabilities of PowerPoint. It is designed for users who have worked with the basic elements of PowerPoint and now want to expand their knowledge to enhance their presentations. Upon successful completion, 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, insert sound or video files.

<b>CECOMP 802</b>	<b>12 hrs</b>	<b>\$217.50</b>
HAZ Jan 25-Feb 3 (2016)	(Mo/We) 1-4pm	

**NEW! PowerPoint 3**

Level 3 provides thorough, advanced training of PowerPoint 2013. This course provides more complex skills than those presented in our Level 1 and Level 2 courses, but with the same proven instructional design. This is an advanced course that will challenge students. Topics introduced include presentation connection techniques, online collaboration, cloud computing, transporting presentations, and more. The course concludes with an integration lesson.

<b>CECOMP 878</b>	<b>12 hrs</b>	<b>\$217.50</b>
HAZ Feb 10-22 (2016)	(Mo/We) 1-4pm	

**Sage Simply Accounting 1**

This is an introduction to accomplishing basic accounting tasks using Sage 50 (formerly known as Simply Accounting). Participants begin with a company file and enter transactions for general ledger, accounts receivables, accounts payable, inventory, and managing capital expenses.

<b>CECOMP 711</b>	<b>18 hrs</b>	<b>\$289</b>
TER Oct 27-Nov 12	(Tu/Th) 6:30-9:30pm	
SMI Nov 16-Dec 2	(Mo/We) 6:30-9:30pm	
TER Mar 29-Apr 4 (2016)	(Tu/Th) 6:30-9:30pm	

**Sage Simply Accounting 2**

Participants are introduced to the advanced functions and capabilities of Sage 50 (formerly known as 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.

<b>CECOMP 712</b>	<b>18 hrs</b>	<b>\$289</b>
TER Nov 24-Dec 10	(Tu/Th) 6:30-9:30pm	
TER Apr 19-May 5 (2016)	(Tu/Th) 6:30-9:30pm	

**Web Design Essentials**

In this hands-on class for beginners, you will learn how to design, layout, manage, and publish web pages for your personal or professional use. Using Macromedia Dreamweaver, a program for creating web pages, you will work step-by-step to develop your own web project, with text, images, and links. Topics include: planning and designing a web site; organizing and structuring your content for the web; managing and constructing a web site; and uploading your pages for the world to see.

<b>CECOMP 749</b>	<b>15 hrs</b>	<b>\$272</b>
SMI Nov 3-17	(Tu/Th) 6:30-9:30pm	

**Word 2013 Essentials**

Welcome to Microsoft Word 2013 Essentials workshop. Word is a powerful word processing application. However, it does much more than create simple documents. It includes several desktop publishing features to make your documents look great. With Office 2013, you can work on your documents from different computers or even a tablet running Windows 8. And now, it's easier than ever to share your work.

<b>CECOMP 876</b>	<b>6 hrs</b>	<b>\$109.25</b>
TER Sep 29-Oct 1	(Tu/Th) 6:30-9:30pm	
KIT Nov 3-5	(Tu/Th) 6:30-9:30pm	
TER Mar 15-17 (2016)	(Tu/Th) 6:30-9:30pm	
TER Jun 14-16 (2016)	(Tu/Th) 6:30-9:30pm	

**Word 2013 Level 1**

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

<b>CECOMP 749</b>	<b>12 hrs</b>	<b>\$217.50</b>
HAZ Sept 21-30	(Mo/We) 1-4pm	
KIT Oct 6-15	(Tu/Th) 6:30-9:30pm	
RUP Oct 13-22	(Tu/Th) 6:30-9:30pm	
MAS Dec 14-15	(Mo/Tu) 8:30-3:30pm	
QC Feb 15-16 (2016)	(Mo/Tu) 8:30-3:30pm	

**Word 2013 Level 2**

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

*Prerequisites: Word Level 1.*

<b>CECOMP 750</b>	<b>12 hrs</b>	<b>\$217.50</b>
HAZ Oct 5-19	(Mo/We) 1-4pm	
RUP Nov 10-19	(Tu/Th) 6:30-9:30pm	

**Word 2013 Level 3**

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

*Prerequisites: Word Level 2.*

<b>CECOMP 752</b>	<b>12 hrs</b>	<b>\$217.50</b>
HAZ Oct 21-Nov 2	(Mo/We) 1-4pm	

## Culinary Arts

### Cook's Helper

If you are interested in working in the culinary and food industry, Northwest Community College has just the program for you. Cook's Helper is a 12 week program which will provide students with the skills and knowledge required to fill entry level culinary and food service positions. In addition to a Cook's Helper college participation certificate, successful applicants will receive certification for Foodsafe Level 1, WorldHost, WHMIS, Cashier Training and Occupational First Aid Level 1 or Emergency First Aid.

**CETRAD 766**      **420 hrs**      **\$7,250**  
 TER May 24-Aug 19 (2016) (Mo-Fr) 8:30-4:30pm

### Culinary: 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 chilies, cumin, coriander, turmeric, lentils and more.

**CEGENI 717**      **6 hrs**      **\$108.25**  
 RUP Nov 14 (Sa) 9-4pm  
 SMI Nov 21 (Sa) 9-4pm

### Culinary: Thai

Explore the "Spirit" of Thai cooking and learn to prepare authentic tasting Thai food. Rather than learning to blindly follow recipes, you will learn to cook with all your senses. The main ingredients in Thai cooking are introduced along with the concept of balancing the five flavour groups to get exactly the taste you desire. After mingling and cooking in our professional kitchen, you'll join your classmates for a relaxing dinner at which you'll experience the unique flavours of Thailand. Wear comfortable shoes and clothing appropriate for the kitchen environment.

**CEGENI 809**      **6 hrs**      **\$108.25**  
 RUP Jan 30 (2016) (Sa) 9-4pm  
 SMI Jan 30 (2016) (Sa) 9-4pm

### Start Your Own Edible Garden

Grow delicious, nutritious fruit and vegetables in your own backyard! In this course, you'll learn how to give your garden a healthy start and keep it growing strong all season. You'll begin by figuring out which type of garden is right for you. After that, you'll discover how to properly prepare a garden bed so your crops have the best opportunity to thrive. Along the way, you'll delve into the variety of crops you can select: leafy greens, root vegetables, fruit, herbs, and more. Whether you want to provide your family with nutritious food, save money, get some exercise, or just be more self-sufficient, this course will give you the skills and knowledge you need to be on your way to a successful harvest.

**CEBSNS 852**      **24 hrs**      **\$129**  
 online      [www.ed2go.com/nwcc](http://www.ed2go.com/nwcc)

### Teen Cuisine

Summer teen (13-17 years olds) course (5 day) teaching how to make breakfasts, lunches, healthy snacks, dinners and desserts.

**CEGENI 834**      **30 hrs**      **\$250**  
 RUP Jul 11-15 (2016) (Mo-Fr) 9-4pm  
 SMI Jul 11-15 (2016) (Mo-Fr) 9-4pm

## Elder College

### Genealogy Course

This course is designed to enable beginning researchers of family history to acquire proper research techniques, to understand the source and meaning of various records and to record their new found information. On completion of this course, participants will know where and how to start their family research and will be able to independently continue research activities.

**CEELDR 717**      **9 hrs**      **\$15**  
 SMI Sep 30-Nov 4 (We) 10:30-12pm

### Introduction to Dreamwork

An introduction and approach to working with dreams. Exploring the collaborative process between the dream, the dreamer, and the practitioner in order to open up the unique promise of the dream via the art of query. Not adhering to a rule book, so no reading required, an open mind an asset and interaction encouraged.

**CEGENI 904**      **6 hrs**      **\$10**  
 Please call Smithers campus to express interest.

### Optimize your wellness with Nutrition, Knowledge and Flair

This course will cover such topics as: how food impacts our aging; what are designer foods; what are the commercial influences on what we eat; the importance of nutrients, essential non-nutrients, calcium, etc; and what is the relationship between nutrition, disease and medications.

**CEELDR 709**      **2 hrs**      **\$5**  
 SMI Nov 5 (Th) 1:30-3:30pm

### Retirement Planning for Life

Register for all four sessions or pick and choose.

#### Session 1: Ins and outs of tax free savings accounts

Understand the full potential of Tax Free Savings Accounts (TFSA's) and why everyone should have one.

#### Session 2: Are RRSPs right for you?

There is such thing as having too much in RRSPs. We will look at RRSP alternatives paying down your mortgage vs adding to your RRSP and RRSP catch up strategies for those that should maximize RRSPs.

#### Session 3: Firewall your financial plan

Learn the risks that threatened your retirement plan and solutions to those risks.

#### Session 4: Estate Planning

Avoid making the Government the beneficiary of your Estate, preserve your savings should life changing event occur and avoid unnecessary family feuds over your Estate.

**CEELDR 707**      **4 hrs**      **\$10/session**  
 SMI Apr 5-26 (2016) (Tu) 10-11am

### Self Hypnosis

Learn how to use self-hypnosis in order to make positive changes in your life. Registered Hypnotherapist Barri Blix has years of experience using self-hypnosis to help people improve their sleep, learn a new skill, reduce high blood pressure and exercise effectively.

**CEELDR 754**      **4.5 hrs**      **\$15**  
 SMI Feb 24-Mar 9 (2016) (We) 9:30-11am

### You & the Power of Community Radio

Learn the basics of radio programming with the help of CICK 93.9FM., Smithers Community Radio. Go through the steps of concept development, adapting for radio, live vs. pre-recorded, production and post-production of programming. The result of this course will be 30 minutes of your programming that will be aired on CICK.

**CEELDR 782**      **6 hrs**      **\$10**  
 SMI Feb 1-29 (2016) (Mo) 11-12:30pm

Upper Skeena ElderCollege meets every Tuesday from 1-3pm at the Hazelton Campus for various workshops.

For upcoming workshops, contact the Hazelton Campus at 250.842.5291.



## First Aid, Health & Safety

### Joint Occupational Health and Safety Training

This course is designed to teach employees their rights and responsibilities in the workplace and is a must for anyone responsible or involved with Health and Safety within an organization.

<b>CEFAID 743</b>	<b>8hrs</b>	<b>\$130.25</b>
RUP Oct 19	(Mo)	8:30-5:30pm
KIT Oct 24	(Sa)	8:30-5:30pm
TER Nov 20	(Fr)	8:30-5:30pm
TER Mar 16 (2016)	(We)	8:30-5:30pm

### Red Cross Advanced Wilderness & Remote First Aid

Comprehensive First Aid & CPR techniques for individuals who are interested in taking longer excursions or live in isolated communities and want a higher level of training. The course covers material in Red Cross Standard First Aid & CPR plus advanced procedures and strategies to provide extended care for more than 24 hours.

<b>CEFAID 782</b>	<b>40 hrs</b>	<b>\$599.75</b>
MAS Mar 14-24 (2016)	(Tu-Su, Mo-Th)	8:30-4:30pm

Call Masset Campus for more information about spring training that will meet the requirements for backcountry guiding in Gwaii Hanaas.

### Red Cross Basic Wilderness & Remote First Aid

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

<b>CEFAID 783</b>	<b>20 hrs</b>	<b>\$381.50</b>
MAS Mar 11-13 (2016)	(Fr-Sa)	8:30-4:30pm
KAY Mar 29-31 (2016)	(Tu-Th)	8:30-4:30pm

### Red Cross Marine Basic First Aid

This course provides a basic first aid curriculum for individuals who require First Aid & CPR training for activities in the marine/fishing industry. Transport Canada mandates this program for many marine certification requirements including where persons wish to obtain a Master's or Officer's certificate or endorsement, as well as for persons designated to provide first aid on board a vessel engaged on a near-coastal voyage, Class 1 or Unlimited Voyage.

*Prerequisites: All participants must obtain and present a Transport Canada CDN (Candidate Document Number) prior to the course. See 'Important Info for Boaters' on page 21 for more information.*

<b>CEFAID 705</b>	<b>16 hrs</b>	<b>\$217.50</b>
RUP Sep 8-9	(Tu/We)	8:30-5:30pm
RUP Nov 21-22	(Sa/Su)	8:30-5:30pm
TER Dec 5-6	(Fr/Sa)	8:30-5:30pm
KAY Jan 13-14 (2016)	(We/Th)	8:30-5:30pm
MAS Mar 5-6 (2016)	(Sa/Su)	8:30-5:30pm
RUP Mar 24-25 (2016)	(Th/Fr)	8:30-5:30pm
TER Apr 9-10 (2016)	(Fr/Sa)	8:30-5:30pm
KIT May 21-22 (2016)	(Sa/Su)	8:30-5:30pm



### 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 receive certification valid for three years upon successful completion. 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.*

<b>CEFAID 706</b>	<b>7 hrs</b>	<b>\$119.25</b>
SMI Sep 12	(Sa)	8:30-5:30pm
TER Sep 12	(Sa)	8:30-5:30pm
HAZ Sep 19	(Sa)	8:30-5:30pm
MAS Sep 21	(Mo)	8:30-5:30pm
HOU Sep 23	(We)	8:30-5:30pm
SMI Sep 26	(Sa)	8:30-5:30pm
RUP Oct 3	(Sa)	8:30-5:30pm
SMI Oct 3	(Sa)	8:30-5:30pm
KL Oct 19	(Mo)	8:30-5:30pm
SMI Oct 23	(Fr)	8:30-5:30pm
HAZ Oct 24	(Sa)	8:30-5:30pm
TER Oct 24	(Sa)	8:30-5:30pm
HOU Oct 28	(We)	8:30-5:30pm
SMI Nov 7	(Sa)	8:30-5:30pm
MAS Nov 16	(Mo)	8:30-5:30pm
HAZ Nov 21	(Sa)	8:30-5:30pm
RUP Nov 21	(Sa)	8:30-5:30pm
TER Nov 21	(Sa)	8:30-5:30pm
HOU Nov 25	(We)	8:30-5:30pm
SMI Dec 11	(Fr)	8:30-5:30pm
HOU Jan 20 (2016)	(We)	8:30-5:30pm
SMI Jan 23 (2016)	(Sa)	8:30-5:30pm
HAZ Jan 23 (2016)	(Sa)	8:30-5:30pm
TER Jan 30 (2016)	(Sa)	8:30-5:30pm
KL Feb 9 (2016)	(Tu)	8:30-5:30pm
RUP Feb 16 (2016)	(Tu)	8:30-5:30pm
SMI Feb 19 (2016)	(Fr)	8:30-5:30pm
HAZ Feb 20 (2016)	(Sa)	8:30-5:30pm
HOU Feb 24 (2016)	(We)	8:30-5:30pm
KIT Mar 2 (2016)	(We)	8:30-5:30pm
RUP Mar 2 (2016)	(We)	8:30-5:30pm
SMI Mar 19 (2016)	(Sa)	8:30-5:30pm
TER Mar 19 (2016)	(Sa)	8:30-5:30pm
SMI Apr 12 (2016)	(Tu)	8:30-5:30pm
HAZ Apr 16 (2016)	(Sa)	8:30-5:30pm
RUP Apr 16 (2016)	(Sa)	8:30-5:30pm
HOU Apr 20 (2016)	(We)	8:30-5:30pm
HOU May 4 (2016)	(We)	8:30-5:30pm
TER May 7 (2016)	(Sa)	8:30-5:30pm
SMI May 13 (2016)	(Fr)	8:30-5:30pm
MAS May 16 (2016)	(Mo)	8:30-5:30pm
HOU May 18 (2016)	(We)	8:30-5:30pm
HAZ May 28 (2016)	(Sa)	8:30-5:30pm
HOU Jun 1 (2016)	(We)	8:30-5:30pm
HAZ Jun 11 (2016)	(Sa)	8:30-5:30pm

SMI Jun 16 (2016)	(Th)	8:30-5:30pm
QC Jun 20 (2016)	(Mo)	8:30-5:30pm
TER Jun 25 (2016)	(Sa)	8:30-5:30pm
HAZ Jul 16 (2016)	(Sa)	8:30-5:30pm
SMI Jul 23 (2016)	(Sa)	8:30-5:30pm
TER Aug 13 (2016)	(Sa)	8:30-5:30pm
RUP Mar 4 (2016)	(Fr)	8:30-5:30pm

### Occupational First Aid (OFA) Level 3

First aid theory and the practical skills are needed to be able to effectively manage workplace medical emergencies and in those areas where an OFA 3 certified person is required. The course provides 77 hours of instruction but also included are additional practical exercises to the class the weekend before the exams. Hands-on exercises on the use of AEDs (automated external defibrillators) is also practiced. In addition to the textbooks, manuals and exam, refreshments and energy snacks will also be included.

OFA 3 certification requires examinations (written, practical and oral) conducted by a certified examiner at the end of instruction. A score at or above 70% is required in order to be successful. This certification is valid for three years from the date of the exam.

*Prerequisite: A self-declaring medical form must be filled out. Participants must be 19 years of age for full certification. Restrictions apply for those students between 16-18 years of age.*

*Note: If certification has been expired for more than two years, the candidate must re-do the full OFA 3 course.*

<b>CEFAID 709</b>	<b>77 hrs</b>	<b>\$799</b>
TER Sep 21-Oct 7	(Mo-Fr)	8:30-5:30pm
RUP Oct 12-28	(Mo-Fr)	8-5pm
SMI Nov 12-27	(Mo-Fr)	8-4:30pm
MAS Jan 11-24 (2016)	(Mo-Fr)	8:30-5pm
TER Feb 1-17 (2016)	(Mo-Fr)	8-5pm
HAZ Feb 29-Mar 15 (2016)	(Mo-Fr)	8-5pm

### OFA Level 1 Instructor Training

This 35 hour course is one of the steps required to attain certification as an Occupational First Aid Level 1 and Transportation Endorsement Instructor. Participants must have a valid OFA Level 3 (or equivalent), an OFA Level 1, and a Transportation Endorsement (TE) certificate. The program teaches how to prepare and use lesson plans, how to use media and how to present and provide instruction in OFA Level 1 and Transportation Endorsement training courses. A pre-study guide is supplied prior to the start of the course and train-the-trainer or previous instructional experience is an asset.

<b>CEFAID 809</b>	<b>35hrs</b>	<b>\$702.45</b>
TER Oct 19-23	(Mo-Fr)	8:30-4:30pm

**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.

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

<b>CEFAID 715</b>	<b>8 hrs</b>	<b>\$130.75</b>
RUP Oct 3	(Sa) 8:30-5:30pm	
SMI Mar 23 (2016)	(We) 8:30-5:30pm	
KIT Aug 18 (2016)	(Sa) 8:30-5:30pm	

**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.

<b>CEFAID 703</b>	<b>6 hrs</b>	<b>\$109.25</b>
TER Oct 3	(Sa) 8:30-5:30pm	
RUP Sep 22-23	(Tu/We) 4-7pm	
TER Dec 12	(Sa) 8:30-5:30pm	
SMI Jan 16 (2016)	(Sa) 8:30-5:30pm	
RUP Feb 20 (2016)	(Sa/Su) 9-4pm	
TER Mar 12 (2016)	(Sa) 8:30-5:30pm	
MAS Apr 2 (2016)	(Sa) 8:30-5:30pm	
SMI Apr 28 (2016)	(Th) 8:30-5:30pm	
TER May 28 (2016)	(Sa) 8:30-5:30pm	
TER Aug 27 (2016)	(Sa) 8:30-5:30pm	

**Red Cross Instructor Training Course**

This 32-hour course will teach participants to deliver Red Cross First Aid and CPR training. Candidates must be 18 years of age or older and hold a current Red Cross Standard First Aid with CPR-HCP certification from a recognized national agency. In addition, a skills-checklist assessment form must be completed and signed with a CRC Instructor or CRC IT prior to the course start date.

<b>CEFAID 713</b>	<b>32 hrs+assessment</b>	<b>\$576.45</b>
TER Feb 15-18 (2016)	(Mo-Th) 8:30-4:30pm	

**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.

<b>CEFAID 712</b>	<b>16 hrs</b>	<b>\$217.50</b>
MAS Apr 9-10 (2016)	(Sa/Su) 8:30-5:30pm	
TER Jul 23-24 (2016)	(Sa/Su) 8:30-5:30pm	

**Red Cross Emergency Childcare First Aid and CPR**

This course is recommended for individuals who care for babies or children at home. It covers skills needed to recognize, prevent and respond to cardiovascular emergencies for 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.*

<b>CEFAID 702</b>	<b>8 hrs</b>	<b>\$130.75</b>
SMI Oct 7	(We) 8:30-5:30pm	
TER Aug 20	(Sa) 8:30-5:30pm	
TER Oct 10	(Sa) 8:30-5:30pm	
TER Nov 14	(Sa) 8:30-5:30pm	
TER Jan 9 (2016)	(Sa) 8:30-5:30pm	
MAS Apr 2 (2016)	(Sa) 8:30-5:30pm	
TER Apr 9 (2016)	(Sa) 8:30-5:30pm	

**Transportation Endorsement**

This course delivers 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 of course results in a certificate valid for three years. Prerequisite: OFA Level 1 certificate.*

<b>CEFAID 707</b>	<b>7.5 hrs</b>	<b>\$119.25</b>
TER Aug 14	(Fr) 8:30-5pm	
SMI Sep 13	(Su) 8:30-5pm	
HAZ Sep 20	(Su) 8:30-5pm	
MAS Sep 22	(Tu) 8:30-5pm	
SMI Oct 17	(Sa) 8:30-5pm	
KL Oct 20	(Tu) 8:30-5pm	
SMI Oct 24	(Sa) 8:30-5pm	
HAZ Oct 25	(Su) 8:30-5pm	
MAS Nov 17	(Tu) 8:30-5pm	
HAZ Nov 22	(Su) 8:30-5pm	
TER Nov 22	(Su) 8:30-5pm	
HAZ Jan 24 (2016)	(Su) 8:30-5pm	
KL Feb 10 (2016)	(Tu) 8:30-5pm	
HAZ Feb 21 (2016)	(Su) 8:30-5pm	
SMI Apr 13 (2016)	(We) 8:30-5pm	
HAZ Apr 17 (2016)	(Su) 8:30-5pm	
HOU Apr 21 (2016)	(Th) 8:30-5pm	
HOU May 5 (2016)	(Th) 8:30-5pm	
TER May 8 (2016)	(Su) 8:30-5pm	
SMI May 16 (2016)	(Mo) 8:30-5pm	
MAS May 17 (2016)	(Tu) 8:30-5pm	
HOU May 18 (2016)	(Th) 8:30-5pm	
HAZ May 29 (2016)	(Su) 8:30-5pm	
HOU Jun 2 (2016)	(Th) 8:30-5pm	
HAZ Jun 12 (2016)	(Su) 8:30-5pm	
QC Jun 21 (2016)	(Tu) 8:30-5pm	
HAZ Jul 17 (2016)	(Su) 8:30-5pm	
TER Aug 14 (2016)	(Su) 8:30-5pm	



## Gatlin Education Online Career Training Programs

**Administrative Professional with MS Office Specialist 2013**

This program teaches the key skills you need to become an Administrative Professional and prepare you for the Microsoft Office Specialist Certification Exams in Word, Excel, Powerpoint, Outlook and Access. You will learn essential skills including how to work in a modern professional office, how to maintain a professional image, personal and professional ethics, communication essentials, technology basics, record keeping and financial management, event planning and travel, and how to advance in an administrative career.

<b>CEBSNS 951</b>	<b>455 hrs</b>	<b>\$2,695</b>
Online	<a href="http://www.gatlineducation.com/nwcc">www.gatlineducation.com/nwcc</a>	

**Certified Wedding Planner**

Prepare for a career in wedding and special event planning by mastering the fundamentals of planning, orchestrating, and delivering stunning weddings and parties. Earn your certification as a professional wedding and event planner. You will get step-by-step training and learn concise formulas for ensuring the success of any social event, from weddings and anniversaries, to birthdays and baby showers.

<b>CEBSNS 728</b>	<b>340 hrs</b>	<b>\$1,895</b>
Online	<a href="http://www.gatlineducation.com/nwcc">www.gatlineducation.com/nwcc</a>	

**Oil Refinery Operations**

The Oil Refinery Operations Online Training Program will prepare you for an entry-level career as an oil refinery operator. Across North America there are thousands of oil refineries that are operated by oil refinery operators. Oil refinery operators are highly paid and enjoy a stable work environment, and there's an ongoing need for entry-level personnel. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

<b>CEBSNS 774</b>	<b>400 hrs</b>	<b>\$2,895</b>
Online	<a href="http://www.gatlineducation.com/nwcc">www.gatlineducation.com/nwcc</a>	

**Personal Fitness Trainer**

The Personal Fitness Training (PFT) Program will give you the knowledge and skills to implement a unique, medical-based fitness plan for your clients. You'll learn how to apply your client's health history, goals, and abilities into a systematic model that guides each client through progressive, tailored training phases. This innovative and interactive program is the result of collaboration between industry experts, internship affiliates, national organizations, and Educational Fitness Solutions, Inc., and their board of advisors.

<b>CEHLTH 786</b>	<b>250 hrs</b>	<b>\$2,595</b>
Online	<a href="http://www.gatlineducation.com/nwcc">www.gatlineducation.com/nwcc</a>	

**Veterinary Assistant**

This program is designed for people who want to work at a veterinary hospital and those who are already employed in positions in which they look after animals. You'll learn about every aspect of veterinary assisting, including anatomy and physiology, animal restraint, laboratory sample collection, assisting in surgery and dentistry, prescription preparation, and taking radiographs. You'll also learn how to interact professionally with clients and gain the expertise you need to educate them about key topics in pet care, such as nutrition, vaccinations, and administering medication.

<b>CEHLTH 781</b>	<b>170 hrs</b>	<b>\$2,295</b>
Online	<a href="http://www.gatlineducation.com/nwcc">www.gatlineducation.com/nwcc</a>	

## General Interest

### Conversational French

Learn to carry on a conversation, give and take directions and more in French. The course will focus on conversation and oral comprehension. This 20 hour course will be of special interest to those who are interested in learning more about the French language and culture or anyone wanting to try a new language.

**CELANG 706**      20 hrs      \$151.75  
 RUP Oct 6-27      (Tu/Th) 6:30-8:30pm  
 TER Oct 6-27      (Tu/Th) 6:30-8:30pm  
 RUP Jan 12-Feb 2 (2016)      (Tu/Th) 6:30-8:30pm  
 TER Jan 12-Feb 2 (2016)      (Tu/Th) 6:30-8:30pm

### Conversational German

An important tourism language! Or to learn just for fun... become familiar with the basic vocabulary and carry on basic conversations in German. The class is for beginners and requires no previous knowledge.

**CELANG 714**      20 hrs      \$139  
 RUP Oct 12-Nov 4      (Mo/We) 6:30-8:30pm  
 RUP Feb 8-Mar 10 (2016)      (Mo/We) 6:30-8:30pm

### 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  
 TER Oct 13-Nov 3      (Tu/Th) 6:30-9:30pm  
 RUP Oct 13-Nov 3      (Tu/Th) 6:30-9:30pm

### 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  
 TER Feb 2-23 (2016)      (Tu/Th) 6:30-9:30pm  
 RUP Feb 2-23 (2016)      (Tu/Th) 6:30-9:30pm

### Conversational Spanish Level 3

With guidance from the instructor, Clara Donnelly, practice speaking Spanish in a classroom session with your peers. The focus of this course will be on full sentences and pronunciation using common everyday words and phrases you may need for traveling to a Spanish speaking country.

**CELANG 715**      20 hrs      \$139  
 SMI Oct 22-Nov 24      (Tu) 6-8pm

### Introduction to Dream Interpretation

This course will introduce learners to dream interpretation and apply it as a means to harvest the natural wisdom within. Students will explore eastern and western world views of dream interpretation and define the philosophy that resonates for them. Students will discuss five different types of dreams and apply them to the interpretation of their dreams. Students will learn techniques for remembering their dreams and incubating their dreams. Intuition will be discussed as a tool for decoding the meaning of dream symbols. Students will practice interpreting their dreams as they participate in group work. Students should bring a notebook and several dreams they wish to share in class."

**CEGENI 904**      8.5 hrs      \$49  
 SMI Oct 16-17      (Fr) 4-9:30pm  
 (Sa) 9-4pm

### Screenwriting for Film & Television

The Screenwriting for Film and Television program provides a technical and business understanding of how to become a professional screenwriter and sustain a career in the film industry. Topics include formatting a screenplay, the writer room, spec script, The Writer's Guild of America, and information to help you become a successful screenwriter. Final Draft Software is industry leading screenwriting software. It is provided with the course, along with the training necessary to use the software effectively. This enables you to construct and submit screenplays in a timely and professional manner. The Screenwriting for Film and Television program offers exceptional training and connects you with successful screenwriters and international students in the program. Learn from the best, and receive the foundation necessary to become a successful screenwriter.

**CEGENI 905**      340 hrs      \$1,895  
 Online      www.ed2go.com/nwcc

### Start Your Own Gift Basket Business

Take your first step toward a career as a gift basket designer! This course will tell you everything you need to know about starting a gift basket business and running it successfully. First, you'll learn how to make gift baskets that stand out from everyone else's. Next, you'll learn how to maximize your profits by pricing your gift baskets correctly. And of course, you'll want a Web site. By the end of this course, you'll be ready to start your own business as a gift basket designer and you'll have the confidence you need to excel in this fun and profitable career.

**CEBSNS 852**      24 hrs      \$129  
 Online      www.ed2go.com/nwcc

Enroll Today!
NORTHWEST COMMUNITY COLLEGE

## Prepare for a GREENER future!

### Online Career Training Programs

The green industry, including building and energy efficiencies, is experiencing tremendous growth! ed2go now offers premier building performance programs designed to prepare students to enter the green workforce or transition into a new green job. Below is a listing of the current green programs. Please reference the program description for certification eligibility.

- **Principles of Green Buildings**  
This program teaches individuals in the building, remodeling, or trade industry the principles of making buildings perform more efficiently. Contact hours: 30
- **Performing Comprehensive Building Assessments**  
This intermediate program is geared toward conducting visual building inspections, performing diagnostic testing, and determining residential building improvement opportunities in the field; then documenting a home's performance, and prioritizing improvements for homeowners. Contact hours: 30
- **Senior Certified Sustainability Professional**  
This program is designed to prepare students to become leaders in the green collar economy. The certification exam is included at no additional cost. Contact hours: 110
- **Certified Indoor Air Quality Manager (CIAQM)**  
This program is perfect for facility managers, building engineers, and health and safety officers who want to improve the indoor air quality (IAQ) of buildings. Contact hours: 16
- **Building Analyst Quick Start**  
This unique bundle of two very popular programs, Principles of Green Buildings and Performing Comprehensive Building Assessment, will prepare students to move into a new career in the ever growing green building field. Contact hours: 60 (for bundle)
- **Certified Green Supply Chain Professional**  
Students will learn to create sustainability programs and apply "lean and green" manufacturing strategies. This program also includes the certification exam at no additional cost. Contact hours: 60
- **Certified Indoor Environmentalist (CIE)**  
This program teaches all of the practical steps needed in order to make indoor environmental assessments, including how to take samples and how to resolve common IAQ problems. Contact hours: 32
- **Solar Power Professional**  
Learn the fundamentals of photovoltaic solar powered energy systems and gain the knowledge you'll need for an entry level position with a dealer, installer, or other photovoltaic industry company. Contact hours: 120

**To learn more or enroll, please visit**  
[www.ed2go.com/nwcc](http://www.ed2go.com/nwcc) or call 1.877.277.2288

Learn More

Providing Students (and the environment) a better future!

Online Learning Anytime, Anywhere...Just a click away!

# ▶ Marine

**NOTE: all Marine courses are offered as stand alone courses and are part of the Fishing Masters IV Program. The Fishing Masters IV courses are marked with this symbol** 

## Fishing Master IV Programs

This comprehensive program is designed to provide students with the knowledge and skills required to become a Fishing Master Class IV. It prepares students to complete all Transport Canada examinations required to attain the Transport Canada Certificate of Competency as a Class IV Fishing Master.

To obtain a Fishing Master IV certificate the candidate must

- ✓ have at least 12 months of sea service performing deck duties on fishing vessels that are six metres or more in length.
- ✓ MED with respect to basic safety
- ✓ ROC-MC
- ✓ SEN Ltd
- ✓ Marine Advanced First Aid
- ✓ Pass the following examinations:
  - Chartwork & Pilotage Level 1
  - Navigation Safety Level 1
  - Ship Construction & Stability Level 1
  - Level 1 Oral examination on General Seamanship

Prince Rupert program begins October 14 | Queen Charlotte program begins January 4

## Chartwork & Pilotage\*

The Chartwork and Pilotage level 1 is a basic training course in the use and appreciation of navigational charts and other navigation publications as employed in coastal navigation.

This course is a requirement for the Fishing Master 4th Class and Master Limited Certificates

**CENAUT 724 80 hrs \$1,964.75**  
 RUP Oct 22 - Nov 5 (Mo-Sa) 8:30-5:30pm  
 QC Jan 7-21 (2016) (Mo-Sa) 8:30-5:30pm

## Cold Water Survival

Sudden immersion in cold water initiates a series of incapacitating reflexes that increase the risk of drowning, the most common cause of death from accidental cold water immersion. The initial phase of the cold shock response is brief and actions taken during this time can vastly improve your chance of survival. This is a one-day, hands-on course.

**CENAUT 731 8 hrs \$205**  
 MAS Dec 4 (Fr) 8:30-5:30pm  
 KL Mar 3 (2016) (Th) 8:30-5:30pm

## **Marine Emergency Duties MED-A2\***

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

This course is a requirement for students pursuing Fishing Masters Ltd or Fishing Masters IV certification.

**CENAUT 714 28 hrs \$545**  
 RUP Oct 19-21 (Mo-We) 8:30-5:30pm  
 QC Jan 4-6 (2016) (Mo-We) 8:30-5:30pm

## **Marine Emergency Duties (MED-A3)\***

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

*Prerequisites: All students must obtain and present a Transport Canada CDN (Candidate Document Number) prior to the course.*

*See 'Important Info for Boaters' on page 21 for more information.*

**CENAUT 709 8 hrs \$288**  
 RUP Sep 14 (Mo) 8:30-5:30pm  
 MAS Dec 5 (Sa) 8:30-5:30pm  
 KL Mar 5 (2016) (Sa) 8:30-5:30pm  
 RUP Mar 21 (2016) (Mo) 8:30-5:30pm  
 KIT Apr 11 (2016) (Tu) 8:30-5:30pm  
 RUP May 2 (2016) (Mo) 8:30-5:30pm

## Navigation Safety Level 1\*

This course fulfills the requirements for the Transport Canada Certificates as: Master 150 gross tonnage, Watchkeeping Mate Near Coastal and Chief Mate 500 gross tonnage Domestic. This course provides the student with a knowledge of the content and application of the Collision Regulations; Code of Nautical Procedures and Practices; National and International Watchkeeping Standards.

*This course is part of the Fishing Master IV and the Fishing Masters Limited programs.*

**CENAUT 723 48 hrs \$1,178.25**  
 RUP Nov 30-Dec 4 (Mo-Sa) 8:30-5:30pm  
 QC Feb 25-Mar 1 (2016) (Mo-Fr) 8:30-5:30pm

## Red Cross Marine Advanced First Aid\*

Comprehensive First Aid and CPR techniques and scenarios for those who need a higher level of training to work and respond to emergencies in an advanced marine setting. This course covers material in the Red Cross Emergency Care Manual including a variety of topics from basic (such as cardiovascular and breathing emergencies, workplace-specific CPR, and prevention of disease transmission) to in-depth (such as sudden medical conditions, oxygen administration and injuries to the head and spine).

**CEFAID 787 31 hrs \$835**  
 RUP Oct 14-17 (We-Sa) 8:30-5:30pm  
 QC Dec 11-14 (Fr-Mo) 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 12 hrs \$273**  
 RUP Sep 19-20 (Sa/Su) 9-4pm  
 MAS Dec 19-20 (Sa/Su) 9-3pm  
 QC Feb 6-7 (2016) (Sa/Su) 9-3pm  
 RUP Mar 26-27 (2016) (Sa/Su) 9-4pm  
 KIT Apr 16-17 (2016) (Sa/Su) 9-4pm  
 RUP May 7-9 (2016) (Mo/Tu) 9-4pm

## Restricted Operator Certificate – Commercial Maritime (ROC-MC)\*

This radio communications course will enable radio station personnel, both ashore and afloat, operating all types of marine radio systems compatible with the international standard of the Global Maritime This certificate is a requirement for most vessels over 8 metres in length and operating outside of sheltered waters.

**CENAUT 708 24 hrs \$977**  
 RUP Nov 25-27 (We-Fr) 8:30-5:30pm  
 QC Feb 21-24 (2016) (Su-We) 8:30-5:30pm

## SEN Ltd

This certificate will provide the Small Commercial Vessel Watch keeper with a thorough knowledge of the application of the Collision Regulation as it applies to the keeping of a navigational watch while using Radar. Using a RADAR simulator those attending the course will practice navigating the vessel using radar including fixing your position using ranges and bearings. Will practice collision avoidance while using the radar and establish the target vessels course, speed and closest point of approach, etc.

**CENAUT 717 28 hrs \$1,156.75**  
 RUP Nov 6-10 (Fr-Tu) 8:30-5:30pm  
 QC Feb 17-20 (2016) (We-Sa) 8:30-5:30pm

## Ship Construction & Stability

Ship Construction and Stability Level 1 introduces the fisher to the safe loading and operational requirements of their boat and the method of determining the safe loading fish in various conditions at sea.

**CENAUT 725 64 hrs \$1,571.50**  
 RUP Nov 12-24 (Tu/Th) 8:30-5:30pm  
 QC Jan 22-Feb 3 (2016) (Tu/We) 8:30-5:30pm

\* A CDN (Canadian Document Number) is required prior to receiving certification in marine courses. For more information call your local campus or visit: [www.tc.gc.ca/eng/marinesafety/bulletins-2010-05-eng.htm](http://www.tc.gc.ca/eng/marinesafety/bulletins-2010-05-eng.htm)

**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, 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.

*Prerequisites: All students must obtain and present a Transport Canada CDN (Candidate Document Number) prior to the course.*

<b>CENAUT 716</b>	<b>24 hrs</b>	<b>\$895</b>
RUP Sep 15-18	(We-Sa) 8:30-5:30pm	
MAS Dec 7-10	(Mo-Th) 8:30-5:30pm	
KL Mar 7-10 (2016)	(Mo-Th) 8:30-5:30pm	
RUP Mar 22-25 (2016)	(Tu-Fr) 8:30-5:30pm	
KIT Apr 12-15 (2016)	(Tu-Fr) 8:30-5:30pm	
RUP May 3-6 (2016)	(We-Sa) 8:30-5:30pm	

**Terrace Power and Sail Squadron Boating Basics (PCOC) The Operator Card Course**

All operators of motorized pleasure craft are required to pass a Transport Canada test showing proof of operator competency. Once you pass the test offered by Canadian Power and Sail Squadrons, your Card is recognized by both Transport Canada and in the US, The National Association of State Boating Law Administrators.

<b>CENAUT 721</b>	<b>8 hrs</b>	<b>\$75.75</b>
TER Oct 23-24	(Fr) 7-10pm & (Sa) 8-1pm	
TER Apr 15-16 (2016)	(Fr) 7-10pm & (Sa) 8-1pm	

**Terrace Power and Sail Squadron – Boating Essentials**

This course will take you to the next level in your boating education. Technology has changed the way we navigate. However, to use tools like GPS and chart plotters effectively, you should understand the use of paper charts and coastal navigation. Topics covered: magnetic compass, global positioning and charts, conning, plotting, digital charting, anchoring, lines and ropes - will increase your boating knowledge and make your adventures on the water safe and enjoyable.

<b>CENAUT 719</b>	<b>30 hrs</b>	<b>\$298</b>
TER Jan 12-Mar 15 (2016)	(Tu) 7-10pm	

**Terrace Power and Sail Squadron Marine Radio (ROC-M)**

This course teaches emergency radio procedures and everyday operating techniques. Learn about the uses of marine radios including choice of frequencies, operation, phonetic alphabet, procedural words and phrases, as well as Digital Selective Calling and the Global Maritime Distress and Safety System (DSC/GMDSS).

This complete package with CD, and the new Digital Selective Calling, will prepare you for the Restricted Operator Certificate (Maritime) and DSC Endorsement exam. To operate a maritime radio, you need this certificate.

<b>CENAUT 720</b>	<b>9 hrs</b>	<b>\$112.25</b>
TER Nov 17-19	(Tu-Th) 7-10pm	
TER Apr 19-21 (2016)	(Tu-Th) 7-10pm	

**Oil & Gas Industry****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 committees in workplaces where there are confined spaces.

<b>CEFAID 823</b>	<b>4 hrs</b>	<b>\$75.75</b>
SMI Sep 15	(Tu) 1:30-5:30pm	
TER Nov 25	(We) 8:30-12:30pm	
RUP Dec 8	(Tu) 1-5pm	
KL Dec 14	(Mo) 1-5pm	
RUP Feb 17 (2016)	(We) 8:30-12:30pm	
KL Feb 24 (2016)	(We) 8:30-12:30pm	
TER Mar 24 (2016)	(Th) 8:30-12:30pm	
RUP Apr 25 (2016)	(Mo) 1-5pm	
TER Jul 8 (2016)	(Fr) 8:30-12:30pm	
KL Jul 11 (2016)	(Mo) 1-5pm	

**ENFORM Level 1 Chainsaw**

This course covers instruction in personal and work site safety, hazard assessment and control, chainsaw inspection and maintenance, chainsaw handling and operations, and safe limbing and bucking practices. Upon successful completion of this course participants will receive a Chainsaw Competency Record Logbook and a wallet certificate from ENFORM valid for three years.

*Note: Suggested minimum age is 16 years. Certification valid for three years. Students are required to have the following gear for the second and third day: saw pants, CSA steel-toed work boots, hard hat with visor and earmuffs, gloves, reflective vest, safety glasses, emergency whistle, and chainsaw with work tools. The instructor can loan gear to students who do not have it for the training. However, all students must have CSA steel-toed boots.*

<b>CEFAID 773</b>	<b>24 hrs</b>	<b>\$1,419.75</b>
HAZ Sep 14-16	(Mo-We) 8:30-4:30pm	
HAZ Oct 5-7	(Mo-We) 8:30-4:30pm	
HAZ Oct 8-10	(Th-Sa) 8:30-4:30pm	
HAZ Nov 18-20	(We-Fr) 8:30-4:30pm	
HAZ Feb 22-24 (2016)	(Mo-We) 8:30-4:30pm	
HAZ Mar 9-11 (2016)	(We-Fr) 8:30-4:30pm	
HAZ Apr 11-13 (2016)	(Mo-We) 8:30-4:30pm	
HAZ May 9-11 (2016)	(Mo-We) 8:30-4:30pm	
HAZ Jun 6-8 (2016)	(Mo-We) 8:30-4:30pm	
HAZ Jul 4-6 (2016)	(Mo-We) 8:30-4:30pm	

**Fast Track to Oil & Gas**

If you are looking for employment in the Oil and Gas Field this three week program is for you. A one-stop shop approach will put you on the fast track to acquiring the certificates required to work in this industry. After completing the following courses you will be prepared for entry level employment in the Oil and Gas Industry.

Courses covered:  
Fall Protection; Rigging and Lifting Safety; S-100 Fire Suppress, Confined Space & Hazard Awareness; OFA Level 1, Transportation Endorsement; WHMIS, Transportation of Dangerous Goods, Petroleum Safety Training; H2S Alive, Spill Response; Ground Disturbance; Specialized Chainsaw Safety, Construction Safety Training System; Forklift Operator Certification; Industry Awareness Oil & Gas; Career Awareness Oil & Gas.

<b>CETRAD 787</b>	<b>179 hrs</b>	<b>\$3,499</b>
TER Nov 2 - Dec 28	(Mo-Fr) 8:30-5:30pm	
TER Mar 2 - Jun 7	(Mo-Fr) 8:30-5:30pm	
RUP Mar 28-Apr 22 (2016)	(Mo-Fr) 8:30-5:30pm	

**Ground Disturbance**

Participants gain an understanding of the necessary approvals/crossing agreements and regulations necessary before creating a ground disturbance. They learn to create a plot plan/site drawing, gain an understanding of line locating and learn about types of exposure. Participants will also learn how to do a back-fill inspection, as well as how to use permits and conduct pre-job meetings. Emergency response plans and what to do in case an underground facility is contacted are also covered.

<b>CEFAID 840</b>	<b>6 hrs</b>	<b>\$169</b>
KL Dec 15	(Tu) 8:30-3pm	
RUP Dec 16	(We) 8:30-3pm	
KL Mar 14 (2016)	(Mo) 8:30-3:30pm	
RUP Mar 16 (2016)	(We) 8:30-3:30pm	
KL Jul 12 (2016)	(Tu) 8:30-3pm	
RUP Jul 13 (2016)	(We) 8:30-3pm	

**Online Courses****Petroleum Safety Training**

**CEFAID 738** **\$130.25**  
Online - call your local campus to register

**Ground Disturbance**

**CEFAID 840** **\$169**  
Online - call your local campus to register

**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. This certification is valid anywhere in the world for three years.

<b>CEFAID 733</b>	<b>8 hrs</b>	<b>\$273</b>
SMI Sep 16	(We) 8:30-5:30pm	
HAZ Oct 1	(Th) 8:30-5:30pm	
TER Oct 9	(Fr) 8:30-5:30pm	
KIT Dec 9	(We) 8:30-5:30pm	
RUP Dec 10	(Th) 8:30-5:30pm	
TER Jan 23 (2016)	(Sa) 8:30-5:30pm	
HAZ Feb 18 (2016)	(Th) 8:30-5:30pm	
KIT Feb 26 (2016)	(Fr) 8:30-5:30pm	
RUP Feb 26 (2016)	(Fr) 8:30-5:30pm	
TER Mar 18 (2016)	(Fr) 8:30-5:30pm	
SMI Apr 11 (2016)	(Mo) 8:30-5:30pm	
HAZ Apr 14 (2016)	(Th) 8:30-5:30pm	
HAZ May 18 (2016)	(We) 8:30-5:30pm	
RUP May 25 (2016)	(We) 8:30-5:30pm	
HAZ Jun 16 (2016)	(Th) 8:30-5:30pm	
KIT Jul 6 (2016)	(We) 8:30-5:30pm	
TER Aug 26 (2016)	(Fr) 8:30-5:30pm	

**Oil & Gas Certificate Program**

This program provides students with a one-stop shopping approach to acquiring the certificates needed to work in the Oil & Gas employment sector. The program consists of H2S Alive, OFA Level 1, Transportation Endorsement, WHMIS, Transportation of Dangerous Goods, and Confined Space Awareness training.

<b>CEFAID 796</b>	<b>26 hrs</b>	<b>\$769.75</b>
RUP Nov 9-16	(Mo-Fr) 8:30-5pm	
SMI Apr 11-15 (2016)	(Mo-Fr) 8:30-5pm	

**Petroleum Safety Training**

The Petroleum Safety Training course provides guidelines for safe practices while working on a petroleum site. An oil refinery or petroleum production plant must follow certain safety rules aimed at preventing major disasters. This course covers what procedures to follow after accidents, as well as safe handling rules for various petroleum products. Also covered is proper safety gear for workers, petroleum regulations, hazard recognition and control, safety communications and work procedures.

<b>CEFAID 778</b>	<b>8 hrs</b>	<b>\$130</b>
KIT Dec 16	(We) 8:30-5pm	
RUP Dec 17	(Th) 8:30-5pm	
KIT May 26 (2016)	(Th) 8:30-5pm	
RUP Jul 13 (2016)	(We) 8:30-5pm	

**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.

<b>CEFAID 714</b>	<b>5 hrs</b>	<b>\$108.25</b>
RUP Sep 28	(Mo) 1-6pm	
HAZ Oct 2	(Fr) 1-6pm	
TER Oct 28	(We) 1-6pm	
HAZ Nov 9	(Mo) 1-6pm	
RUP Dec 3	(Th) 1-6pm	
KIT Dec 10	(Th) 1-6pm	
HAZ Feb 16 (2016)	(Tu) 1-6pm	
TER Feb 19 (2016)	(Fr) 1-6pm	
KIT Feb 24 (2016)	(We) 1-6pm	
TER Mar 30 (2016)	(We) 1-6pm	
HAZ Apr 25 (2016)	(Th) 1-6pm	
HAZ May 19 (2016)	(Th) 1-6pm	
TER May 26 (2016)	(Th) 1-6pm	
HOU May 27 (2016)	(Fr) 8:30-1:30pm	
RUP Jun 6 (2016)	(Mo) 1-6pm	
HAZ Jun 17 (2016)	(Fr) 1-6pm	
HAZ Jul 7 (2016)	(Th) 1-6pm	
KIT Jul 7 (2016)	(Th) 1-6pm	
TER Jul 29 (2016)	(Fr) 1-6pm	

**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 WorkSafeBC. Occupational Health and Safety Regulations state the WHMIS certificate should be renewed annually.

<b>CEFAID 744</b>	<b>4 hrs</b>	<b>\$75.75</b>
SMI Sep 15	(Tu) 8:30-12:30pm	
HAZ Oct 2	(Fr) 8:30-12:30pm	
TER Oct 28	(We) 8:30-12:30pm	
SMI Oct 31	(Sa) 8:30-12:30pm	
HAZ Nov 9	(Mo) 8:30-12:30pm	
KIT Dec 14	(Mo) 8:30-12:30pm	
HAZ Feb 16 (2016)	(Tu) 8:30-12:30pm	
TER Feb 19 (2016)	(Fr) 8:30-12:30pm	
KIT Feb 25 (2016)	(Th) 5-9pm	
RUP Feb 25 (2016)	(Th) 5-9pm	
HAZ Apr 25 (2016)	(Mo) 8:30-12:30pm	
HAZ May 19 (2016)	(Th) 8:30-12:30pm	
RUP May 23 (2016)	(Mo) 8:30-12:30pm	
TER May 26 (2016)	(Th) 8:30-12:30pm	
HOU May 27 (2016)	(Fr) 8:30-12:30pm	
HAZ Jun 17 (2016)	(Fr) 8:30-12:30pm	
HAZ Jul 7 (2016)	(Th) 8:30-12:30pm	
KIT Jul 11 (2016)	(Mo) 8:30-12:30pm	
TER Jul 29 (2016)	(Fr) 8:30-12:30pm	



ONLINE LEARNING

ANYTIME, ANYWHERE  
...JUST A CLICK AWAY!

NORTHWEST COMMUNITY COLLEGE

We have some exciting new online learning options!

**ed2go Instructor-Led Courses**

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

- Speed Spanish
- Become an Optical Assistant
- Medical Coding
- Designing Effective Websites
- Starting a Nonprofit
- Secrets of Better Photography
- Everyday Math
- Creating a Successful Business Plan
- 12 Steps to a Successful Job Search

**Online High School Credit Recovery Courses**

**Are you a high school student that needs to make up a course?** Enroll in a credit recovery course to get on track to earn your high school diploma!

- Flexible: Online courses are available anytime, anywhere
- Accredited: Southern Association of Colleges and Schools
- Convenient: Work at your own pace on your schedule

Nine Courses Available:

Mathematics	Science	Language Arts
• Algebra I	• Biology	• English I
• Geometry	• Chemistry	• English II
• Algebra II		• English III
		• English IV

One semester course is equivalent to 0.5 Carnegie unit

www.ed2go.com / nwcc

1.877.277.2288

ed2go

## Outdoor Recreation & Safety

### 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 inert bear spray.

CEFAID 747	8 hrs	\$130.25
TER Oct 8		(Th) 8:30-5:30pm
KIT Oct 10		(Sa) 8:30-5:30pm
RUP Oct 10		(Sa) 8:30-5:30pm
HAZ Oct 13		(Tu) 8:30-5:30pm
TER Mar 11 (2016)		(Fr) 8:30-5:30pm
KIT Mar 30 (2016)		(We) 8:30-5:30pm
RUP Mar 30 (2016)		(We) 8:30-5:30pm
HAZ Apr 18 (2016)		(Mo) 8:30-5:30pm
RUP May 4 (2016)		(We) 8:30-5:30pm
KIT May 14 (2016)		(Sa) 8:30-5:30pm
HAZ May 20 (2016)		(Fr) 8:30-5:30pm
TER May 25 (2016)		(We) 8:30-5:30pm
HAZ Jun 15 (2016)		(We) 8:30-5:30pm
TER Jul 7 (2016)		(Th) 8:30-5:30pm

### CORE Hunter Training

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

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

CEFAID 769	24 hrs	\$278.25
SMI Oct 1-4		(Th/Fr) 6:30-9:30pm & (Sa/Su) 8:30-5pm
HOU Oct 1-5		(Th/Fr/Mo) 6:30-9:30pm & (Sa/Su) 8:30-5pm
SMI Apr 7-10 (2016)		(Th/Fr) 6:30-9:30pm & (Sa/Su) 8:30-5pm
HOU Apr 7-11 (2016)		(Th/Fr/Mo) 6:30-9:30pm & (Sa/Su) 8:30-5pm

### Hunter Safety Training

For more information and to obtain the CORE manual, visit the BCWF's CORE program website at [bcwf.net](http://bcwf.net)



### CSC ATV Rider Course

Knowing all you can about your ATV and the places you can ride is the best preparation for safe and enjoyable riding. The ATV Rider's course is a 7 hour training program operated by Canada Safety Council certified instructors. Our program, based on field-tested techniques, provides a fun and orderly way to learn proper ATV operation, controls, reading terrain, turning and climbing hills. Riders must provide their own ATV in good working order, safety equipment and proper riding gear (approved helmet and eyewear, gloves, long sleeved shirt, long pants, and over-the-ankle boots). For children aged 16 - 18 a signed consent form from the parent or legal guardian is mandatory. The parent or guardian must also remain present at the training site for the duration, no exceptions.

CEFAID 777	7 hrs	\$595
TER Oct 3		(Sa) 8:30-5pm
TER Apr 30 (2016)		(Sa) 8:30-5pm
KIT Apr 30 (2016)		(Sa) 8:30-5pm
RUP Apr 30 (2016)		(Sa) 8:30-5pm

### Firearms Safety – Non Restricted 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	\$217.50
SMI Sep 4-6		(Fr) 6-10pm & (Sa) 8:30-4:30pm & (Su) 8:30-2pm
HOU Sep 24-26		(Th/Fr) 6-10pm & (Sa) 8:30-5pm
SMI Nov 13-15		(Fr) 6-10pm & (Sa) 8:30-4:30pm & (Su) 8:30-2pm
HOU Apr 28-30 (2016)		(Th/Fr) 6-10pm & (Sa) 8:30-5pm
SMI Apr 29-May 1 (2016)		(Fr) 6-10pm (Sa) 8:30-4:30pm (Su) 8:30-2pm
SMI Aug 19-21 (2016)		(Fr) 6-10pm & (Sa) 8:30-4:30pm & (Su) 8:30-2pm
RUP Aug 29-30 (2016)		(Mo/Tu) 8:30-5:30pm

### Firearms Safety – Restricted 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 and must have successfully completed Firearms Safety – Non-Restricted PAL.*

CEFAID 728	6 hrs	\$109.25
HOU Nov 14		(Sa) 8:30-4:30pm
SMI Nov 21		(Sa) 9:30-4:30pm
RUP Aug 28 (2016)		(Fr) 3-9pm

### Industrial Snowmobile Operator

This is a two day course for employees who use snowmobiles in their work. The course teaches the same lessons as the Snowmobile Operator course on the first day. Day two involves specific training on Worksafe BC policy while operating a snowmobile, plus more difficult and challenging riding on a snowmobile. Participants must bring their own snowmobile, a DOT approved helmet, proper winter clothing, food and water for a day of riding.

CEFAID 779	13 hrs	\$795
RUP Nov 21-22		(Sa/Su) 9-4pm
KIT Nov 28-29		(Sa/Su) 9-4pm
TER Feb 20-21 (2016)		(Sa/Su) 9-4pm

### 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 please visit [nwcc.ca](http://nwcc.ca)

## School of Exploration & Mining

### NEW! Driller Blaster

Through classroom theory and practical application students will learn entry-level skills to perform the duties of a driller and a blaster. Drillers operate mobile drilling machines to bore blast holes in open pit mines and quarries and to bore holes for blasting and for building foundations at construction sites. Blasters fill blast holes with explosives and detonate explosives to dislodge ore and rock or to demolish structures. Students will learn geology, theory of explosives, transportation, storage, handling and destruction of explosives, initiating systems, controlling and securing the blast area, blast pattern design, blasthold loading, legal framework, and drilling.

**CENREN TBA**      **400 hrs**      **\$ Tuition Free**  
SMI Fall 2015

### Drill Core Technician Basic Training

Develop and apply the technical skills to observe, measure and record information from diamond drill core in this five day course, while learning to safely handle core boxes, use core splitters, and core samples.

**CENREN 741**      **40 hrs**      **\$1,265**  
SMI Spring 2016

### Environmental Monitor Assistant Program (EMAP)

Tailored to the needs of Northern BC, this innovative 320 hour training program prepares students for entry-level fieldwork with a focus on environmental monitoring.

**CENREN 770**      **320 hrs**      **\$ TBA**

### Introduction to Forestry: Silviculture Surveying

This five day course provides students with basic field skills and knowledge to be employed as a Silviculture Surveyor.

**CENREN 769**      **48 hrs**      **\$1,790**  
SMI Spring 2016      (Mo-Fr) 8:30-5:30pm

### Introduction to Forestry: Timber Cruising

This five day program provides students with basic field skills and knowledge to be employed as a Timber Cruiser. Students will learn to identify local trees and plants.

**CENREN 768**      **48 hrs**      **\$1,790**  
SMI Spring 2016      (Mo-Fr) 8:30-5:30pm

### Intro to Geology & Prospecting

This five day course provides the basic information required to become a successful prospector but may also be of interest to amateur rock hounds, students, and field assistants.

**CENREN 711**      **48 hrs**      **\$925**  
SMI Summer 2016

### Mineral Processing Operator

This unique program, based on National Standards, prepares students to be employed at operating mines that mill ore. Training is focused on the knowledge and skills to work safely and become a Mineral Processing Operator. Training components include safety certifications, mine safety, METSO software and computer based training on mill processing equipment, hands-on training at a mine site and a practicum.

**CENREN TBA**      **366 hrs**      **\$6,729**  
SMI Sept. 9-Dec. 18

### Mining Exploration & Natural Resources Field Assistant

This 14 day course prepares students for entry-level fieldwork in a variety of natural resource industries with a focus on activities in mining, exploration, natural resources and environmental monitoring.

**CENREN 714**      **120 hrs**      **\$3,150**  
SMI Spring/Summer 2016

### Surface Diamond Driller's Helper

This 11 day program combines safety training with hands-on experience with an operating drill and diamond drilling equipment. (Additional offerings may be scheduled with sufficient demand)

**CENREN 738**      **88 hrs**      **\$3,790**  
SMI Spring

### NEW! Surface Mining Foundations

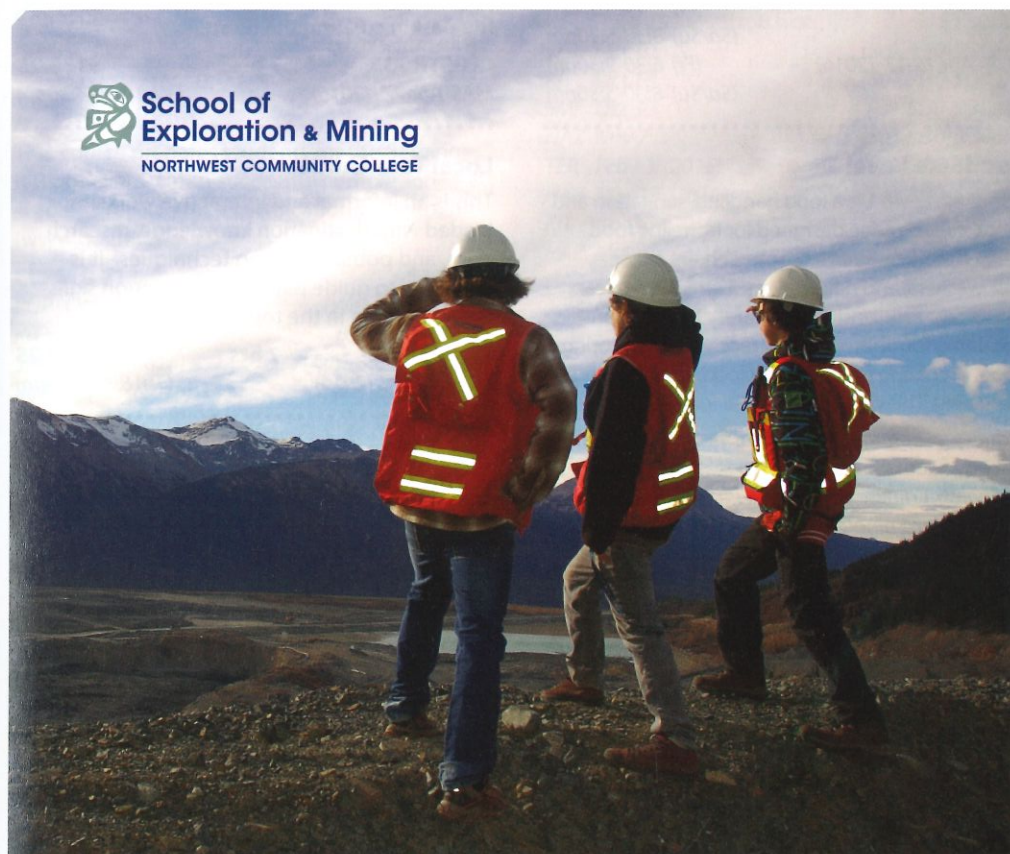
This innovative program prepares students to be employed as entry level Surface Miners at operating mines. Training components include safety certifications, mine safety, equipment operations, and drilling and blasting.

**CENREN TBA**      **\$ TBA**  
SMI Sep 9-Dec 2

### Workforce Exploration Skills Training (WEST)

Join WEST and learn the skills to become employed in the minerals and natural resources industries. This 32-day training program will build your skill-set through hands-on training delivered in a camp-based environment.

**CENREN 755**      **\$ Tuition Free**  
SMI TBA





## Service & Hospitality

### Food and Beverage Industry Starter Kit

This starter kit will include the three courses that are the basis for working in the Food and Beverage industry: FoodSafe, WorldHost and Serving it Right.

<b>CEPSTR 735</b>	<b>20 hrs</b>	<b>\$387.50</b>
RUP Oct 16-18	(Fr) 6:30-9:30pm	
	(Sa/Su) 8:30-5:30pm	
RUP Apr 15-17 (2016)	(Fr) 6:30-9:30pm	
	(Sa/Su) 8:30-5:30pm	

### 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. This certificate is valid for five years.

*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.*

<b>CEFAID 729</b>	<b>8 hrs</b>	<b>\$140.75</b>
TER Sep 26	(Sa) 8:30-5:30pm	
RUP Oct 13	(Tu) 8:30-5:30pm	
HAZ Oct 16	(Fr) 8:30-5:30pm	
SMI Oct 17	(Sa) 8:30-5:30pm	
TER Oct 24	(Sa) 8:30-5:30pm	
HAZ Nov 7	(Sa) 8:30-5:30pm	
SMI Nov 23	(Sa) 8:30-5:30pm	
TER Nov 28	(Sa) 8:30-5:30pm	
TER Jan 16 (2016)	(Sa) 8:30-5:30pm	
RUP Jan 21 (2016)	(Th) 8:30-5:30pm	
HAZ Feb 11 (2016)	(Th) 8:30-5:30pm	
TER Feb 20 (2016)	(Sa) 8:30-5:30pm	
SMI Mar 8 (2016)	(Tu) 8:30-5:30pm	
TER Mar 19 (2016)	(Sa) 8:30-5:30pm	
HAZ Apr 9 (2016)	(Sa) 8:30-5:30pm	
RUP Apr 26 (2016)	(Tu) 8:30-5:30pm	
TER Apr 30 (2016)	(Sa) 8:30-5:30pm	
HAZ May 12 (2016)	(Th) 8:30-5:30pm	
TER Jun 4 (2016)	(Sa) 8:30-5:30pm	
HAZ Jun 20 (2016)	(Mo) 8:30-5:30pm	
TER Jul 23 (2016)	(Sa) 8:30-5:30pm	
TER Aug 27 (2016)	(Sa) 8:30-5:30pm	

### Heritage Interpreter

The Heritage Interpreter workshop explores the mission and methods of interpretation. It is designed to reveal through exploration and experience the knowledge, skills and responsibilities involved in the field of interpretation. You will begin to appreciate the importance of knowing the past in creating the future.

<b>CEPSTR 733</b>	<b>7 hrs</b>	<b>\$130.25</b>
MAS Apr 27 (2016)	(We) 8:30-4:30pm	

### Local Tour Guide

This is an informal and interactive workshop loaded with destination knowledge, research skills, and public speaking techniques. It is designed to guide participants through skills-based training in the tourism field.

<b>CEPSTR 734</b>	<b>7 hrs</b>	<b>\$130.25</b>
MAS Apr 28 (2016)	(Th) 8:30-4:30pm	

### MarketSafe

The MarketSafe Program was developed to increase awareness and knowledge of food safety and safe food handling procedures for farmers' market vendors, market managers, farm gate vendors, home kitchen small scale food processors, and others who may make, bake or produce food products for public consumption outside of regulated food service establishments.

<b>CEFAID 818</b>	<b>6hrs</b>	<b>\$109.25</b>
Call your local campus to express interest.		



### Professional Sales Skills

Today, there are no shortages of opportunities for skilled salespeople. In good times or bad, companies never stop looking for sales representatives that can help them meet their financial goals. If you've always dreamed of becoming successful in sales, this course is exactly what you need. You'll learn how to turn prospects into buyers, how to provide proper customer service, how to develop a sales plan, and more.

<b>CEBSNS 848</b>	<b>24hrs</b>	<b>\$129</b>
online		www.ed2go.com/nwcc

### Serving It Right

This course prepares students for the Serving It Right exam. Upon successful completion students receive their certification from go2hr (www.go2hr.ca).

<b>CEPSTR 712</b>	<b>3 hrs</b>	<b>\$108.25</b>
RUP Oct 14	(We) 6:30-9:30pm	
KIT Oct 16	(Fr) 6:30-9:30pm	
SMI Mar 7 (2016)	(Mo) 6:30-9:30pm	
RUP Apr 13 (2016)	(We) 6:30-9:30pm	
KIT Apr 15 (2016)	(Fr) 6:30-9:30pm	
MAS Apr 25 (2016)	(Mo) 1-4pm	

### World Host Fundamentals

This 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 communities and to the province as a whole.

<b>CEPSTR 725</b>	<b>8 hrs</b>	<b>\$130.25</b>
TER Oct 10	(Sa) 8:30-5:30pm	
KIT Oct 18	(Su) 8:30-5:30pm	
SMI Oct 30	(Fr) 8:30-5:30pm	
HAZ Nov 7	(Sa) 8:30-5:30pm	
TER Feb 13 (2016)	(Sa) 8:30-5:30pm	
HAZ Mar 19 (2016)	(Sa) 8:30-5:30pm	
KIT Apr 16 (2016)	(Sa) 8:30-5:30pm	
HAZ May 14 (2016)	(Sa) 8:30-5:30pm	
HAZ Jul 9 (2016)	(Sa) 8:30-5:30pm	

## Online Career Training Programs

Online Learning Anytime, Anywhere...Just a click away!

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

#### Features:

- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors will help you prepare for the transition from the classroom to the workplace
- Courses are all open-enrollment and self paced
- No additional charges - all materials, workbooks, and software are included in the course fee
- Payment plans available

#### Pharmacy Technician

This nationally recognized Pharmacy Technician online course and training program teaches the skills needed to gain employment as a Pharmacy Tech in either the hospital or retail setting.

#### Medical Coding and Billing

Upon successful completion of the Medical Billing and Coding course, students will be prepared for an entry-level position doing medical billing or coding in a medical office setting.

#### Medical Transcription

This nationally recognized medical transcription online course and training program prepares you to start a new career as a medical transcriptionist.

#### Six Sigma Black Belt

Course material provides an in-depth look at the Six Sigma Black Belt DMAIC problem-solving methodology, as well as deployment and project development approaches.

#### Freight Broker/Agent Training

Learn the skills to be a successful Freight - Load Broker Agent. Tutorials and projects will teach the you the practical application of Freight Broker skills.

#### AutoCAD 2009

Learn the skills needed to create and edit simple drawings and gradually introduce more advanced AutoCAD skills.

#### Veterinary Assistant

Prepare for an exciting new career as an administrative veterinary assistant. Students in the program learn about the care of animals as well as how to recognize signs of illness and disease. This online program also covers interpersonal communication, interaction with clients and their animals, as well as how to assist the veterinarian during examinations. And much more!

#### Paralegal

This program will prepare you to be successful in the fast growing paralegal career field. The paralegal training program includes free access to the official NALA Campus certification exam prep and Westlaw.

#### Project Management

This program will provide you with a solid introduction to the understanding of project management and help you comply with the minimum 35 hours of training as required by the Project Management Institute (PMI) before you take the Project Management Professional (PM) exam.

#### Programs are available in the following areas:

- Business and Professional
- Healthcare and Fitness
- Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial
- IT and Software Development

ed2go | Learn More

Visit our site to learn more! [ed2go.com/nwcc](http://ed2go.com/nwcc) 1.877.277.2288

## Teaching

### Solving Classroom Discipline Problems

Why do some teachers enjoy peaceful, orderly classrooms while others face daily discipline battles? The answer is that some teachers know the secrets to solving discipline problems. This course reveals those secrets and presents a step-by-step approach to effective, positive classroom discipline.

**CEEDUC 724**      **24 hrs**      **\$129**  
online      [www.ed2go.com/nwcc](http://www.ed2go.com/nwcc)

### Teaching Students with Autism: Strategies for Success

This program explores the neurobiology behind autistic disorders and how autism affects student behavior, learning, and thinking. Most importantly, the course will provide you with creative, easy, low-budget strategies to help autistic kids succeed in the classroom and beyond. Topics will include how to counter social awkwardness, sensory sensitivities, meltdowns, problems with homework completion, language reciprocity issues, and violent fixations.

**CEEDUC 724**      **\$129**  
online      [www.ed2go.com/nwcc](http://www.ed2go.com/nwcc)

### The Creative Classroom

Creativity will abound in your classroom as you tap your students' hidden talents. Learn how to use creativity to teach reading, writing, visual arts, performing arts, social studies, science, mathematics, and physical and health education. Develop creative new approaches to field trips, learning labs, activities, exercises, assignments, and evaluation methods. Think beyond the textbook and challenge your students by making your classroom a creative classroom!

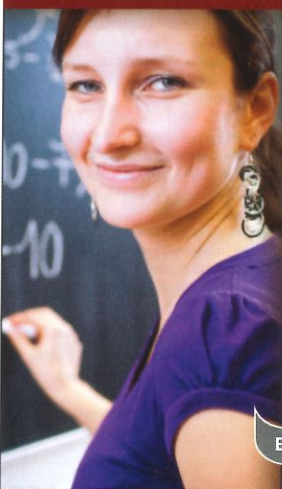
**CEEDUC 724**      **24 hrs**      **\$129**  
online      [www.ed2go.com/nwcc](http://www.ed2go.com/nwcc)

### Working Successfully with Learning Disabled Students

In this course, an experienced special educator dissects the entire special education process. Topics range from working with individualized education programs (IEPs) to helping students struggling with reading comprehension, math skills, and writing. You will learn tips for modifying your classroom and tested methods for bringing out the best behavior in your students including fun games that promote learning. Whether you're already in the classroom, studying for the Praxis Special Education exam, or getting ready to work with students in a variety of settings, this course will prepare you to understand and empower your kids who have learning disabilities.

**CEEDUC 724**      **\$129**  
online      [www.ed2go.com/nwcc](http://www.ed2go.com/nwcc)

## Complete Your Continuing Education Hours ONLINE



Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Visit our website to view start dates for the courses that interest you.

Below are just a few of our most popular continuing education courses:

- Enhancing Language Development in Childhood
- Teaching Students With Autism: Strategies for Success
- Differentiated Instruction in the Classroom
- Creating K-12 Learning Materials
- Survival Kit for New Teachers
- Spanish in the Classroom

Learn from the  
comfort of home!

- 24-Hour Access
- Discussion Areas
- 6 Week Format

Please consult your  
Professional Development  
Coordinator for continuing  
education approval.

Prices  
Start at **\$00**

Over 50 Continuing Education Certified Online Courses!

Enroll Now! [ed2go.com/nwcc](http://ed2go.com/nwcc) 1.877.277.2288

**NORTHWEST COMMUNITY COLLEGE**

## PROVINCIAL INSTRUCTOR DIPLOMA PROGRAM

The BC Provincial Instructor Diploma Program provides adult educators with the knowledge and skills needed to design, develop, manage and evaluate the instruction of adults in post-secondary education, business, industry and non-traditional adult learning environments. It also provides instructors with an accredited development program leading to diplomas and degrees at Vancouver Community College and other institutions.

The program places a priority on developing the practical abilities to fulfill the role and responsibilities of adult educators. It also emphasizes the development of personal attributes needed to assume the duties of a professional educator. The program stresses classroom leadership and facilitation, as well as motivational skills and human relations skills.

Upcoming courses at Northwest Community College:

**PIDP 3210: Curriculum Development**  
September 11,12,13,25,26,27 - 2015

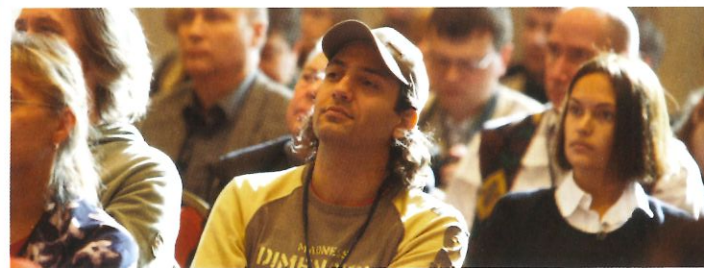
**PIDP 3260: Professional Practice**  
November 13,14,15,27,28,29 - 2015

**PIDP 3230: Evaluation of Learning**  
January 22,23,24 February 5,6,7 - 2016

**PIDP 3100: Foundations of Adult Education**  
March 4,5,6,18,19,20 - 2016

Contact us for more information!

**School of Instructor Education**  
**604.871.7000 ext. 7488 or 7499**  
**SIE@vcc.ca**  
**<http://www.vcc.ca/sie>**



**Enroll Today!****NORTHWEST COMMUNITY COLLEGE****Prepare for a GREENER future!****Online Career Training Program**

The green industry, including building and energy efficiencies, is experiencing tremendous growth! ed2go now offers premier building performance programs designed to prepare students to enter the green workforce or transition into a new green job. Principles of Green Buildings (PGB) and Performing Comprehensive Building Assessments (PCBA) are offered individually, or as a bundle program titled Building Analyst Quick Start. All three programs lead to industry certification.

**Building Analyst Quick Start** - Hours: 60

This building performance program combines two premier programs; Principles of Green Buildings and Performing Comprehensive Building Assessments for an extensive overview of green building.

**Principles of Green Building** - Hours: 30

This program teaches individuals in the building, remodeling, or trade industry the principles of making buildings perform more efficiently. Students learn the major sub-systems that affect the way the entire structure system performs and how to optimize buildings to provide the best energy efficiency and a healthy environment for its occupants. Completion of this program is recognized by both BPI and NATE for 28 hours of continuing education units applicable to several BPI and NATE certifications.

**Performing Comprehensive Building Assessments** - Hours: 30

This intermediate program is geared toward conducting visual building inspections, performing diagnostic testing, and determining residential building improvement opportunities in the field; then documenting a home's performance, prioritizing improvements, and preparing a work scope that will guide the homeowners decision making process. Performing Comprehensive Building Assessments helps prepare students for BPI Building Analyst Certification and NATE HVAC Efficiency Analyst Certification (Senior Level).

To learn more or enroll, please visit

[www.ed2go.com/nwcc](http://www.ed2go.com/nwcc) or call 1.877.277.2288

**ed2go** | Learn More

**Online Learning Anytime, Anywhere...Just a click away!**

08/08/04

**Trades**

Contact NWCC for the following Trades Programs offered on contract:

Carpentry IP Refresher • Heavy Equipment Operator • Practical Training on Heavy Equipment

**Can't come to us?  
We'll come to you.**

NWCC provides exploratory, trades training and Workforce Training & Contract Services programs with the use of our mobile training units.

Used in communities and on job sites where courses are not regularly offered, we bring training directly to where it's needed.

**NEW! NWCC's Education on the Move.**

NWCC's newest mobile training unit is 55ft long, with nearly 1000 ft<sup>2</sup> inside, and has all the features of a high tech classroom,

The unit is built with retractable sides. These roll out and expand, with a hinged and collapsible floor, to reveal a state-of-the-art workspace.

Supplying power to operate equipment, satellite feed, heating and air conditioning with generators, Northwest Community College will provide dynamic training to rural and remote communities within our region.

Our unit can reconfigure to provide various training. This includes, but is not limited to, welding, electrical, millwright, carpentry and hairdressing programs.

Contact us today to find out how we can come to you!



# Workforce & Industry Training

## 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 in good standing.*

*Note: Canadian Standards Association approved safety footwear is required.*

<b>CETRAN 701</b>	<b>22 hrs</b>	<b>\$294</b>
KIT Sep 9-11	(We-Th) 8:30-4:30pm (Fr) 4-10pm	
RUP Sep 16-18	(We-Th) 8:30-4:30pm (Fr) 4-10pm	
TER Sep 25-27	(Fr) 4-10pm (Sa/Su) 8:30-5:30pm	
TER Nov 6-8	(Fr) 4-10pm (Sa/Su) 8:30-5:30pm	
TER Jan 29-31 (2016)	(Fr) 4-10pm (Sa/Su) 8:30-5:30pm	
TER Mar 4-6 (2016)	(Fr) 4-10pm (Sa/Su) 8:30-5:30pm	
KIT Apr 13-15 (2016)	(We-Th) 8:30-4:30pm (Fr) 4-10pm	
RUP Apr 20-22 (2016)	(We-Th) 8:30-4:30pm (xx) 4-10pm	
TER Apr 22-24 (2016)	(Fr) 4-10pm (Sa/Su) 8:30-5:30pm	
RUP May 4-6 (2016)	(We-Th) 8:30-4:30pm (Fr) 4-10pm	
TER Jun 3-5 (2016)	(Fr) 4-10pm (Sa/Su) 8:30-5:30pm	
KIT Jun 15-17 (2016)	(We-Th) 8:30-4:30pm (Fr) 4-10pm	
SMI Jun 20-22 (2016)	(Mo-We) 9-4pm	

## Become an Optical Assistant

Take a comprehensive look into the diverse world of optical assisting—a world that's becoming more exciting all the time. You'll see why optometry is such an interesting field and how rewarding it can be to help people solve their vision problems.

<b>CEHLTH 262</b>	<b>24 hrs</b>	<b>\$129</b>
online		<a href="http://www.ed2go.com/nwcc">www.ed2go.com/nwcc</a>

## Boomlift (Aerial) Telehandler Training

Boom lifts are also known as Aerial Lifts or Telehandlers. These telescopic material handlers are used to reach places where standard forklifts cannot go. This course will give operators an understanding of the physics pertaining to boom lifts including the dangers inherent with reach-style forklifts. It will also cover operator responsibilities and practical operation of this equipment. Format is four hours theory and two hours of hands-on training.

<b>CEFAID 771</b>	<b>20 hrs</b>	<b>\$471.50</b>
KIT Sep 16-18	(We-Fr) 6-10pm (Sa) 8:30-5:30pm	
TER Mar 21-23 (2016)	(Mo-We) 8:30-4:30pm (Sa) 8:30-5:30pm	

## Building Service Worker Level 1

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

<b>CEPSTR 702</b>	<b>20 hrs</b>	<b>\$326</b>
TER Oct 16-18	(Fr) 6-10pm (Sa/Su) 8:30-5:30pm	
KIT Nov 13-15	(Fr) 6-10pm (Sa/Su) 8:30-5:30pm	
RUP Nov 20-22	(Fr) 6-10pm (Sa/Su) 8:30-5:30pm	
RUP Jan 22-24 (2016)	(Fr) 6-10pm (Sa/Su) 8:30-5:30pm	
TER Feb 5-7 (2016)	(Fr) 6-10pm (Sa/Su) 8:30-5:30pm	
TER May 6-8 (2016)	(Fr) 6-10pm (Sa/Su) 8:30-5:30pm	
TER Jun 24-26 (2016)	(Fr) 6-10pm (Sa/Su) 8:30-5:30pm	

## Building Service Worker Level 2

A 20-hour class that teaches students theory and practical experience in floor care. Students will learn the latest techniques in maintaining and refinishing hard floors. Topics include hard floor stripping, refinishing and shine maintenance, types of floor sealers and finishes, and how to apply them. Learn to use and store chemicals safely. Students will participate in on-site floor stripping and refinishing.

*Prerequisites: BSW - Level 1.*

<b>CEPSTR 703</b>	<b>20 hrs</b>	<b>\$326</b>
TER Oct 30-Nov 1	(Fr) 6-10pm (Sa/Su) 8:30-5:30pm	
KIT Jan 22-24 (2016)	(Fr) 6-10pm (Sa/Su) 8:30-5:30pm	
TER Feb 26-28 (2016)	(Fr) 6-10pm (Sa/Su) 8:30-5:30pm	
TER May 13-15 (2016)	(Fr) 6-10pm (Sa/Su) 8:30-5:30pm	
TER Jul 15-17 (2016)	(Fr) 6-10pm (Sa/Su) 8:30-5:30pm	

## Comprehensive Class 1 Driver Training

This program prepares students to become Class 1 drivers in the trucking industry. Training consists of 24 hours airbrakes endorsement; 20 hours of hands-on training in regular maintenance, safety procedures and pre-trip inspection on truck and tractor; and 56 hours of behind-the-wheel driver training.

<b>CETRAN 737</b>	<b>98 hrs</b>	<b>\$7,950</b>
TER Nov 2-Dec 4	(Mo-Fr) 8-4pm	
TER Feb 22-Mar 21 (2016)	(Mo-Fr) 8-4pm	
TER May 2-25 (2016)	(Mo-Fr) 8-4pm	
TER May 30-Jun 27 (2016)	(Mo-Fr) 8-4pm	
TER Jul 4-Aug 4 (2016)	(Mo-Fr) 8-4pm	
TER Aug 15-Sep 12 (2016)	(Mo-Fr) 8-4pm	

## Comprehensive Class 3 Driver Training

This program prepares students to become Class 3 drivers in the trucking industry. It consists of 22 hours air brake endorsement training; 13 hours of hands-on training in regular maintenance, safety procedures and pre-trip inspection on truck and tractor; and 35 hours of behind-the-wheel driver training.

*Note: Students must possess a Class 1 Learner's Licence and are required to bring steel-toed boots.*

<b>CETRAN 738</b>	<b>70 hrs</b>	<b>\$4,529</b>
TER Nov 2-16	(Mo-Fr) 8-4pm	
TER Feb 22-Mar 4 (2016)	(Mo-Fr) 8-4pm	
TER May 2-13 (2016)	(Mo-Fr) 8-4pm	
TER Jul 4-15 (2016)	(Mo-Fr) 8-4pm	
TER Aug 15-26 (2016)	(Mo-Fr) 8-4pm	

## Fall Protection

This course is designed for workers who require a thorough understanding of fall-from-height hazards and issues on worksites. The course addresses human and legal requirements for fall protection; introduces the 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.

<b>CEFAID 815</b>	<b>6 hrs</b>	<b>\$109.25</b>
SMI Sep 14	(Mo) 8:30-3:30pm	
KIT Sep 15	(Tu) 8:30-3:30pm	
TER Sep 18	(Fr) 8:30-3:30pm	
RUP Sep 22	(Sa) 8:30-3:30pm	
TER Oct 30	(Fr) 8:30-3:30pm	
RUP Jan 29 (2016)	(Fr) 8:30-3:30pm	
TER Jan 29 (2016)	(Fr) 8:30-3:30pm	
KIT Feb 25 (2016)	(Th) 8:30-3:30pm	
SMI Mar 18 (2016)	(Fr) 8:30-3:30pm	
TER Apr 15 (2016)	(Fr) 8:30-3:30pm	
TER Jul 22 (2016)	(Fr) 8:30-3:30pm	

## Forklift Operator

This 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.*

<b>CETRAN 703</b>	<b>20 hrs</b>	<b>\$326.75</b>
TER Oct 5-6	(Mo/Tu) 8:30-5:30pm	
KIT Oct 30-31	(Fr/Sa) 8:30-5:30pm	
RUP Oct 30-31	(Fr/Sa) 8:30-5:30pm	
TER Nov 23-24	(Mo/Tu) 8:30-5:30pm	
TER Jan 18-19 (2016)	(Mo/Tu) 8:30-5:30pm	
TER Feb 22-23 (2016)	(Mo/Tu) 8:30-5:30pm	
KIT Mar 9-12 (2016)	(We-Sa) 8:30-5:30pm	
TER Apr 4-5 (2016)	(Mo/Tu) 8:30-5:30pm	
TER May 30-31 (2016)	(Mo/Tu) 8:30-5:30pm	
TER Jun 28-29 (2016)	(Tu/We) 8:30-5:30pm	
TER Jul 18-19 (2016)	(Mo/Tu) 8:30-5:30pm	
TER Aug 29-30 (2016)	(Mo/Tu) 8:30-5:30pm	
RUP Mar 9-12 (2016)	(We-Sa) 8:30-5:30pm	

**Industrial Certificate Training**

This program offers students a variety of certificates suited to working on an industrial worksite. The program consists of the following six certificates: OFA Level 1; Transportation Endorsement; WHMIS; Transportation of Dangerous Goods; Fall Protection; and Construction Safety Training System.

**CETRAD 786** 23 hrs \$825  
 TER Jan 4-8 (2016) (Mo-Fr) 8:30-5:30pm  
 TER Apr 25-29 (2016) (Mo-Fr) 8:30-5:30pm

**Platform ScissorLift Operator Training**

Participants will be provided with a general understanding of the safe and efficient operation of power-operated mobile work platforms. Upon successful completion, they will be able to identify specific health and safety hazards associated with operating scissor lifts. Each individual will be tested to ensure they can safely and efficiently operate site-specific equipment. Upon successful completion of both the theory and practical parts of this course, the participant will issued a certificate. CSA approved safety footwear is required for the practical instruction.

**CETRAN 735** 16 hrs \$499  
 RUP Oct 14-15 (We/Th) 8:30-5:30pm  
 KIT Oct 14-15 (We/Th) 8:30-5:30pm

**Rigging and Lifting Safety**

This eight-hour course covers the basic aspects of safe rigging and lifting practices, inspection of rigging equipment and safe operation of overhead cranes and other lifting devices.

**CEFAID 786** 8 hrs \$269  
 TER Nov 19 (Th) 8:30-5:30pm  
 RUP Feb 22 (2016) (Mo) 8:30-5:30pm  
 KIT Feb 29 (2016) (Mo) 8:30-5:30pm  
 SMI Mar 17 (2016) (Th) 8:30-5:30pm  
 TER May 27 (2016) (Fr) 8:30-5:30pm

**S-100 Fire Suppression**

The Wildfire Act of BC states that anyone working on an industrial activity in the forest within one kilometer of a fire must report it and take preventive action. WorkSafeBC states that anyone taking such action must be certified. This course provides mandated certification with training that includes fire-line safety, fire behavior, and water delivery using portable pumps and gravity systems.

*Note: The S-100 fire suppression designation is valid for five years but S-100 holders are required to take a S-10A refresher course annually to remain certified.*

**CEFAID 741** 16 hrs \$289.50  
 HAZ Oct 14-15 (We/Th) 8:30-4:30pm  
 KIT Mar 16-17 (2016) (We/Th) 8:30-5:30pm  
 RUP Mar 16-17 (2016) (We/Th) 8:30-5:30pm  
 HAZ Apr 19-20 (2016) (Tu/We) 8:30-4:30pm  
 TER Apr 21-22 (2016) (Th/Fr) 8:30-5:30pm  
 HAZ Jun 13-14 (2016) (Mo/Tu) 8:30-4:30pm

**S-100A Fire Suppression Classroom – One Day**

This recertification course is for individuals who have already completed the two-day S-100 Fire Suppression course within the last four years (since 2002).

*Note: All participants must bring certificate of completion of the S-100 full course and photo identification to enroll.*

*WCB Occupational Health & Safety Regulations, Part 26, Section 26.19, Item 2, requires that workers required to fight forest fires must be retrained annually. In accordance with this regulation and in agreement with the BC Forestry Service, NWCC offers a review course based upon the safety aspects of sections 1, 2, 3, 4 and 5 of the S-100 course.*

*Participants must have one year or less wild-fire or brush experience with two-day course less than four years ago.*

**CEFAID 766** 8 hrs \$130.25  
 HAZ Oct 14 (We) 8:30-4:30pm  
 HAZ Apr 19 (2016) (Tu) 8:30-4:30pm  
 HAZ Jun 13 (2016) (Mo) 8:30-4:30pm

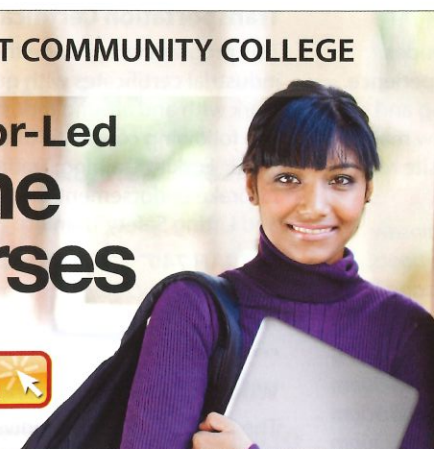
**Online Courses**

**Petroleum Safety Training**  
**CEFAID 738** \$130.25  
 Online - call your local campus to register

**Ground Disturbance**  
**CEFAID 840** \$169  
 Online - call your local campus to register

**NORTHWEST COMMUNITY COLLEGE****Instructor-Led  
Online  
Courses**

Learn From the  
Comfort of Home!

**Learn More...**

- Expert Instructor
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction
- Courses Sessions Begin Monthly

**Enroll Now!**

Visit Our Online Instruction Center Today!

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

**1.877.277.2288**

**Some of our popular topics include:****Creating Mobile Apps with HTML5**

Learn to use HTML5, CSS3, JavaScript, jQuery, and Web APIs to create cross-platform mobile apps and mashups.

**Mac, iPhone, and iPad Programming**

Learn to create Mac, iPhone, and iPad apps and programs using Objective-C and the Xcode compiler.

**Introduction to Chemistry**

Gain a solid foundation in the basics of chemistry and see how everything that goes on in your body depends on a chemical reaction.

**Introduction to Java Programming**

An experienced Java programmer introduces important Java topics with clear, step-by-step instructions.

**Creating WordPress Websites**

Learn how to use WordPress, a free and popular Web design tool, to quickly and easily create attractive blogs and interactive websites.

**ACT/SAT Preparation**

Master the reading, writing, English, and science questions on the ACT and new SAT.

**Discover Digital Photography**

An informative introduction to the fascinating world of digital photography equipment.

**Creating jQuery Mobile Websites with Dreamweaver**

Learn how to build mobile-friendly websites for devices such as smartphones and tablets using Dreamweaver and jQuery Mobile.

**Introduction to C# Programming**

Learn the fundamentals of computer programming with the new C# programming language.

**Introduction to CSS3 and HTML5**

Learn to create state-of-the-art Web sites using modern CSS3 and HTML5 techniques.

**Introduction to Biology**

Learn how cells and DNA determine the structure and function of the human body and get a foundation for a career in the healthcare or medical professions.

All courses run for six weeks (with a 10-day grace period at the end). Courses include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

Online courses are accessible anywhere any time of day or night.

MORE COURSES AVAILABLE AT OUR ONLINE INSTRUCTION CENTER

CALL US TODAY!

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

**1.877.277.2288**

**Specialized Chainsaw Safety**

This is an introductory course that includes classroom instruction and practical experience. Personal protection, chainsaw handling and safe practices are covered. Regular chainsaw maintenance, troubleshooting and minor onsite repairs are also covered.

*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.*

<b>CEFAID 724</b>	<b>8 hrs</b>	<b>\$245.75</b>
TER Oct 23	(Fr) 8:30-5:30pm	
KIT Mar 7 (2016)	(Mo) 8:30-5:30pm	
RUP Mar 14 (2016)	(Mo) 8:30-5:30pm	
SMI Mar 16 (2016)	(We) 8:30-5:30pm	
TER Apr 29 (2016)	(Fr) 8:30-5:30pm	
SMI May 31 (2016)	(Tu) 8:30-5:30pm	
TER Jun 10 (2016)	(Fr) 8:30-5:30pm	

**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. 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 (CSA) approved steel-toed boots that must be at least 6 inches high. Participants are outside both days. Dress according to the weather.*

<b>CETAN 704</b>	<b>16 hrs</b>	<b>\$304.50</b>
KIT Oct 2-3	(Fr/Sa) 8:30-5:30pm	
RUP Oct 9-10	(Fr/Sa) 8:30-5:30pm	
TER Oct 17-18	(Sa/Su) 8:30-5:30pm	
HAZ Nov 3-4	(Tu/We) 8:30-5:30pm	
TER Nov 21-22	(Sa/Su) 8:30-5:30pm	
TER Mar 12-13 (2016)	(Sa/Su) 8:30-5:30pm	
SMI Apr 18-19 (2016)	(Mo/Tu) 8:30-4:30pm	
TER Apr 23-24 (2016)	(Sa/Su) 8:30-5pm	
HAZ May 14-15 (2016)	(Sa/Su) 8:30-5:30pm	
TER Jun 25-26 (2016)	(Sa/Su) 8:30-4:30pm	
HAZ Jul 9-10 (2016)	(Sa/Su) 8:30-5:30pm	
TER Aug 6-7 (2016)	(Sa/Su) 8:30-5:30pm	

**Transportation Certificate**

This program will provide the learner with industrial certificates with qualifications to work with and around industrial equipment. The following course certificates are as outlined: Forklift Training; Traffic Control Flagging; Airbrake Endorsement Certification; and Rigging and Lifting Safety Training.

<b>CETAN 740</b>	<b>66 hrs</b>	<b>\$1,007</b>
TER Feb 1-11 (2016)	(Mo-Fr) 8:30-5:30pm	
TER Jun 20-29 (2016)	(Mo-Fr) 8:30-5:30pm	

**Wildland Firefighter Training**

The program prepares individuals for entry level employment in the Wildland Firefighter Industry. A number of safety certificates will be offered as part of this overall program. Candidates must be in good physical condition and 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.

<b>CEFAID 800</b>	<b>70 hrs</b>	<b>\$2,839.25</b>
SMI May 9-20 (2016)	(Mo-Fr) 8:30-5pm	

### Prepare for Class 1 Driver Exam

Register to access our tractor trailer  
in four hour time blocks.

For more info contact

**Eleanor Caissie**  
ecaissie@nwcc.bc.ca  
250.638.5473

1.877.277.2288 Ext 5473

**Contact us**

3c@nwcc.bc.ca

Toll free: 1.877.277.2288

**nwcc.ca**

f t p i y #NWCCBC

**WTCS Campus Contact Info**

Easy-to-follow directions are available on Google Maps.

**Hazelton**

**Leah Marshall**

lmarshall@nwcc.bc.ca  
250.842.5291  
1.877.277.2288 Ext 5505  
Fax: 250.842.5813

**Houston**

**Nikki Royer**

nroyer@nwcc.bc.ca  
250.845.7266  
1.877.277.2288 Ext 5912  
Fax: 250.845.5629

**Masset**

Marlene Liddle  
mliddle@nwcc.bc.ca  
250.626.3670  
Fax: 250.626.3680

**Kitimat**

**Leona Wells**

lwells@nwcc.bc.ca  
250.632.5069  
1.877.277.2288 Ext 5800  
Fax: 250.638.5433

**Nass Valley**

**Sue-Ann Norton**

snorton@nwcc.bc.ca  
250.638.5408  
1.877.277.2288 Ext 5408  
Fax: 250.638.5433

**Prince Rupert**

**Cherry Patterson**

cpatterson@nwcc.bc.ca  
250.624.6054  
1.877.277.2288 Ext 5715  
Fax: 250.624.3923

**Queen Charlotte**

250.559.8222  
Fax: 250.559.8219

**Smithers**

**Tanya Fisher**

tfisher@nwcc.bc.ca  
250.847.4461  
1.877.277.2288 Ext 5849  
Fax: 250.847.4568

**Terrace**

**Eleanor Caissie**

ecaissie@nwcc.bc.ca  
250.638.5473  
1.877.277.2288 Ext 5473  
Fax: 250.638.5433



# WORKFORCE ▶ TRAINING & CONTRACT SERVICES

NORTHWEST COMMUNITY COLLEGE



## WTCS Innovative Industry Training

When & where you need it.

     #NWCCBC  
nwcc.ca 1.877.277.2288

 **NORTHWEST**  
COMMUNITY COLLEGE