



2013 – 2014 CALENDAR

WORKFORCE
▶ TRAINING &
CONTINUING STUDIES

NORTHWEST COMMUNITY COLLEGE





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▶ Registration

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

Registration is guaranteed with receipt of payment.

Registration Options

- 1) **Phone:** 1.877.277.2288 or your local campus. Pay with credit card (Visa, Mastercard or American Express). See page 42 of this calendar to contact your local campus directly.
- 2) **Drop in:** Register at your local campus. Pay with a credit card, debit card or cheque. Post-dated cheques not accepted.
- 3) **Fax:** See page 42 of this calendar for local campus contact information.

Note: Agencies and employers may fax an authorization to invoice for student registration. The authorization to invoice must be accompanied by an Application Form.

To access this form online, download and print, visit nwcc.bc.ca or contact your local Workforce Training & Continuing Studies office. See page 42 of this calendar for local campus contact information.

Course Cancellations

A minimum number of students is required to run courses. If that number is not reached, NWCC reserves the right to cancel classes. Every attempt is made to notify you in advance. A full refund is processed automatically unless you notify us that you wish to transfer to another class. Please ensure your contact information is correct at time of registration.

Waitlists

Registrations are accepted on a first-come first-served basis. Full payment is due at time of booking. If a course is full, your name is placed on a waitlist. If the waitlist warrants, another course may be added. Those on the waitlist will be contacted and registration will be confirmed upon receipt of full payment. If space becomes available in a course the person whose name is first on the waitlist will be contacted. If that person cannot be reached, the next person on the list will be contacted.

Fees, Withdrawals & Refunds

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

- 7 days or more = \$10 admin fee
- between 7 and 3 days = 50% refund
- less than 3 days = no refund

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

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

Confirmations

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

Using this Calendar...

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

And don't forget ed2go.com/nwcc

Thousands of web-based courses including professional development for teachers and certificate programs such as graphic design are available online.

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

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

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 & Continuing Studies

Toll Free: **1.877.277.2288**

Email: wtcs@nwcc.bc.ca

Web: wtcs.nwcc.bc.ca

See page 42 of this calendar for local campus contact information.

Registering for Ed2Go Online

Getting Started with Online Courses:

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

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

Career and 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** **\$113**
 TER Oct 15-16 (Tu-We) 6:30-9:30pm
 Feb 4-5 (2014) (Tu-We) 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** **\$113.50**
 Can be offered as a contract. Call your local campus.

Better Business Writing

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

CEBSNS 824 **6 hrs** **\$113.50**
 SMI Mar 22 (2014) (Sa) 9-4pm
 Can be offered as a contract. Call your local campus.

Business of Listening

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

CEBSNS 820 **6 hrs** **\$113.50**
 Can be offered as a contract. Call your local campus.

Calming Upset Customers

This course will demonstrate communication techniques that build customer loyalty. You will learn how listening, non-verbal communication, feedback, and management all help to deal with an unhappy customer, and turn the situation into a positive one.

CEBSNS 821 **6 hrs** **\$113.50**
 Can be offered as a contract. Call your local campus.

Communication and Conflict in the Workplace

This 3-hour course explores how team members working together are more effective than individuals working independently. It also considers how workplace conflict is unavoidable since different personality types are natural and hard-wired. Students will learn how to be better team players by communicating clearly, assertively and successfully even in stressful situations. Learning is via lectures, discussions, exercises and short videos.

CEBSNS 876 **3 hrs** **\$72**
 SMI Oct 1 (Tu) 9-12pm

Critical Thinking Skills

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

CEBSNS 832 **7 hrs** **\$113.50**
 SMI Sept 30 (Mo) 9-4pm
 Can be offered as a contract. Call your local campus.

NEW! Office Essential Skills

This program will provide students with the essential skills for entry-level office careers. Participants will learn essential skills in customer service, communication, business writing, time management, office environment, accounting and computer skills. They will finish the program with job and career skills.

CEBSNS 873 **10 weeks** **\$3495**
 TER Apr 21-Jun 27 (2014) (Mo-Fr) 9-4pm

Face To Face Communication

Even as technology has allowed us to connect with an ever-expanding global network through the click of a mouse, face-to-face communication is still as important as ever. Many workplace situations, often those involving conflict, feelings, or other sensitive issues, demand human contact. 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 **7 hrs** **\$113.50**
 SMI Sept 12 (Th) 9-4pm

NEW! Goal Setting and Getting Things Done

This workshop covers skills and strategies to overcome procrastination and thereby increase productivity and satisfaction in both professional and personal endeavors. Participants will learn the goal-setting and task-managing characteristics of successful people – and help themselves to become happier, more accomplished individuals.

CEBSNS 885 **6 hrs** **\$113.50**
 TER Oct 22-24 (Tu/Th) 6:30-9:30pm

Intro to Accounting

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

Note: Bring your own calculator.

CEBSNS 735 **6 hrs** **\$104**
 SMI Nov 4-6 (Mo/We) 6:30-9:30pm

Job Search Essentials

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

CEBSNS 836 **13 hrs** **\$186**
 Can be offered as a contract. Call your local campus.

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** **\$625**
 KIT Oct 3-4 (Th/Fr) 8:30-4:30pm
 KIT Oct 10-11 (Th/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** **\$625**
 KIT Nov 7-8 (Th/Fr) 8:30-4:30pm
 KIT Nov 14-15 (Th/Fr) 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** **\$625**
 KIT Mar 27-28 (2014) (Th/Fr) 8:30-4:30pm
 KIT Apr 3-4 (2014) (Th/Fr) 8:30-4:30pm

Powerful Proofreading Skills

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

CEBSNS 826 **6 hrs** **\$113.50**
 Can be offered as a contract. Call your local campus.

Simply Accounting Level 1

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

Prerequisite: Accounting Cycle.

Note: Expect some homework.

| | | |
|------------------------|------------------------|--------------|
| CECOMP 711 | 18 hrs | \$275 |
| TER Oct 22 - Nov 7 | (Tu/Th) 6:30-9:30pm | |
| SMI Nov 13 - Dec 2 | (Mo/We) 6:30-9:30pm | |
| TER Feb 11 - 27 (2014) | (Tu/We/Th) 6:30-9:30pm | |

Simply Accounting Level 2

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

Prerequisite: Simply Accounting Level 1.

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| CECOMP 712 | 18 hrs | \$275 |
| TER Jan 7 - 30 (2014) | (Tu/Th) 6:30-9:30pm | |
| SMI Jan 13 - 29 (2014) | (Mo/We) 6:30-9:30pm | |
| TER Mar 4 - 27 (2014) | (Tu/Th) 6:30-9:30pm | |

Telephone Courtesy & Customer Service

Give your employees effective phone communication skills and you will see what a powerful business tool the telephone can be. This course covers key topics including: how to ask and respond to customer questions clearly and politely; voice inflections skills; and the importance of timely follow-up calls in delivering courteous, customer-driven service.

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| CEBSNS 785 | 6 hrs | \$113.50 |
| <i>Can be offered as a contract. Call your local campus.</i> | | |

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 | \$113.50 |
| <i>Can be offered as a contract. Call your local campus.</i> | | |

Working in Teams

Learn to tap the power of teamwork through a deeper appreciation of the types of roles people play, and the planning and cooperation practices, used in leading organizations. Understand how to make meetings more enjoyable and productive; how to reach agreement and build rapport with others; and how to help your team think and work like a family. Topics include how to communicate teamwork so that decision-makers champion your team's efforts.

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| CEBSNS 870 | 6 hrs | \$113.50 |
| SMI Nov 13 | (We) 9-4pm | |
| <i>Can be offered as a contract. Call your local campus.</i> | | |

Working Together

Today's workplace brings together a variety of people with diverse backgrounds and behaviors. This course examines how culture and politics impact your organization – and how a better understanding of gestures and body language can prevent bias and prejudicial thinking. Topics include changing how you think about yourself and others, how to speak and listen effectively to people with different backgrounds, and how to pay attention to the non-verbal language of "where, when, and how" you do things.

| | | |
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| CEBSNS 831 | 6 hrs | \$113.50 |
| SMI Oct 2 | (We) 9-4pm | |

NEW! at Smithers

Smithers Campus will be offering a series of Career & Professional Development courses this year.

| | |
|---------------------------------------|--------|
| Effective Speaking Strategies..... | Sep 25 |
| Assertive Techniques..... | Sep 26 |
| Group Decision Making Strategies | Oct 1 |
| Continuous Learning | Oct 7 |
| Strategies & Attitudes..... | Oct 8 |

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- Expert Instructor
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- Online Discussion Areas
- 6 Weeks of Instruction

New course sessions

begin monthly.

Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

Enroll Now!

(250) 635-6511

Courses as Low as:

\$119

Northwest Community College**Introduction to Microsoft Excel**

Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

Creating Web Pages

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

Accounting Fundamentals

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

Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.

A to Z Grantwriting

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

Introduction to QuickBooks

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

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Microsoft Excel

Work faster and more productively with Excel's most powerful tools.

Real Estate Investing

Build and protect your wealth by investing in real estate.

Introduction to Microsoft Access

Store, locate, print, and automate access to all types of information.

Introduction to Microsoft Word

Learn how to create and modify documents with the world's most popular word processor.

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Introduction to PC Troubleshooting

Learn to decipher and solve almost any problem with your PC.

Introduction to PowerPoint

Build impressive slide presentations filled with text, images, video, audio, charts, and more.

Discover Digital Photography

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

**MORE COURSES AVAILABLE
AT OUR ONLINE INSTRUCTION CENTER**

www.ed2go.com/nwcc

Computer Skills

Computer Basics

This course is designed for students who have very little computer experience and want to be introduced to a range of basic programs. Subjects will include a primer on using the internet and email, as well as the basic functions, capabilities and processes of popular writing and data software such as Word and Excel, Level 1.

CECOMP 831 12 hrs \$207
HAZ Sep 24-Oct 3 (Tu/Th) 6-9pm
SMI Oct 8-10 (Tu/Th) 6:30-9:30pm

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 \$119
www.ed2go.com/nwcc

Creating Web Pages

This 6-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 \$119
www.ed2go.com/nwcc

Excel (2010) Level 1

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

CECOMP 722 12 hrs \$207
SMI Sept 17-26 (Tu/Th) 6:30-9:30pm
HAZ Oct 15-24 (Tu/Th) 6-9pm

Excel (2010) Level 2

Learners in this course are introduced to the intermediate features of Microsoft Office Excel 2010. Participants learn how to create and name ranges of cells; sort a list of data; create a webpage from an Excel worksheet; change cell sizes and alignment; summarize information in the database; change options; protect your worksheets and workbooks; customize your printing options; use drawing tools, and more.

Prerequisite: Excel Level 1 or equivalent experience.

CECOMP 723 12 hrs \$207
HAZ Nov 5-14 (Tu/Th) 6-9pm
SMI Jan 14-23 (2014) (Tu/Th) 6:30-9:30pm

Excel (2010) Level 3

Excel Level 3 is for proficient users of Microsoft Office Excel 2010. Course topics include: how to link workbooks, consolidate information from different worksheets, create a database, create and use pivot tables; use the goal seek and solve functions to calculate optimal values; create and run macros; add comments to worksheet cells; create worksheet forms with controls; import and export, and more.

Prerequisite: Excel Level 2 or equivalent experience.

CECOMP 725 12 hrs \$207
SMI Feb 11-20 (2014) (Tu/Th) 6:30-9:30pm

Internet/Email

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

CECOMP 728 6 hrs \$104
HAZ Oct 8-10 (Tu/Th) 6-9pm

NEW! Microsoft Project (2010)

Discover how to effectively plan, implement, and control projects using Microsoft Project 2010, 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.

CECOMP 865 18 hrs \$329
TER Oct 1-17 (Tu/Th) 6:30-9:30pm
TER Mar 4-20 (2014) (Tu/Th) 6:30-9:30pm

PowerPoint (2010) Level 1

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

CECOMP 729 12 hrs \$207
HAZ Jan 14-23 (2014) (Tu/Th) 6-9pm

Word (2010) Level 1

This course introduces the basics of Microsoft Word 2010. Participants learn to create and edit documents; save, open and close documents; use the letter wizard and different document formatting methods; move and copy text; proofread and correct documents; use the 'find' and 'replace' features; use the 'zoom' and 'print preview'; understand file management; create envelopes and labels; and more.

CECOMP 749 12 hrs \$207
SMI Oct 29-Nov 13 (Tu/Th) 6:30-9:30pm
HAZ Dec 3-12 (Tu/Th) 6-9pm

Mobile Computer Skills Training

NWCC has a fully-equipped mobile training lab to accommodate off-campus computer skills training.

The mobile computer training unit offers a variety of courses such as Microsoft Office (Word, Excel, PowerPoint, Outlook, Access), Welcome to the World of Computers, just to name a few.

If your community, organization or village would benefit from mobile computer skills training, please contact:

Sue-Ann Norton
250.638.5408
snorton@nwcc.bc.ca

Worker Certification

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

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

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

Note: The information in this calendar is subject to change. Course dates, times and locations may vary and new courses are added throughout the year.

For the most up-to-date information, go to wtcs.nwcc.bc.ca



Culinary Arts

Cook's Helper

This 13-week program prepares you to work in entry-level culinary and food service positions in camp or in town by teaching you how to thrive in a fast-paced kitchen environment. It leads directly in to the NWCC Professional Cook Level 1 Program. The course has three core learning modules: Student Success and Assessments; Cook's Helper Curriculum; and Health, Safety and Service Certificates.

CETRAD 766 **13 weeks** **\$7,250**
 TER Oct 21-Feb 6 (Mo-Fr) 11-7pm
 TER Apr 22-Jul 16 (2014) (Mo-Fr) 11-7pm

Culinary Experience: Japanese (Sushi)

Enjoy a day of hands-on learning with a Japanese-trained chef. Learn the secret to making great rice and creating beautiful rolls with a variety of succulent sauces. All ingredients and tools provided!

CEGENI 725 **6 hrs** **\$106**
 RUP Nov 16 (Sa) 9-4pm

Events & Catering at NWCC

Northwest Community College rents facilities at each of our campuses including classrooms, conference rooms, gathering spaces, science and computer labs, video-conference and tele-conference facilities, executive boardrooms and office space.

Our facilities are equipped with the latest audio, video, telephone and computer technology, including video conference, teleconference and Internet access for guest use. Local campus facilities will vary.

NWCC provides catering and banquet services for groups as large as 1200. We offer an extensive selection of full service, special event, casual catering or customized menu options for any occasion, and have established an excellent reputation for high quality food and beverage service.

To host or cater your event at NWCC contact:

Lynne Nordstrom
 250-635-6511, Ext. 5219
 lnordstrom@nwcc.bc.ca

Elder College

Elder College Workshop

Elder College meets every Tuesday from 1 p.m. to 3 p.m. at the Hazelton Campus. Different topics/issues are covered each week. To be notified on what will be covered each week, please sign up to be put on the email list.

CEELDR 728 **2 hrs** **FREE**
 HAZ Sept 17 (Tu) 1-3pm

Write Your Life Story

If you've ever thought about writing your life story, now is the time. You will have the satisfaction of telling history your way. You may even find a lucrative market for your story. This course walks you step-by-step through the process of writing your life story. It's fun. It's exciting. It's a story only you can tell.

CEGENI 864 **2 hrs** **\$119**
 www.ed2go.com/nwcc

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Online Courses For Business Professionals

Northwest Community College

Sharpen your skills, or learn new ones. 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. **Courses can be completed from the comfort of your home or office. Any time of the day or night.**

Fundamentals of Supervision and Management I & II

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts. Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills.

Mastery of Business Fundamentals

Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program.

Managing Customer Service

Become indispensable to any organization by understanding how to identify and meet customer needs.

Purchasing Fundamentals

Improve your company's bottom line by mastering the fundamentals of purchasing.

Principles of Sales Management

Master the art of managing sales teams from a sales management professional.

Distribution and Logistics Management

Learn how to improve your company's distribution and logistics management activities, increase customer satisfaction, and improve operational throughput.

Introduction to Business Analysis

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

Six Sigma: Total Quality Fundamentals

Learn the basics of total quality management.

Six Sigma: Total Quality Applications

Learn to apply the elements and methods of Six Sigma to achieve the highest possible quality.

Supply Chain Management Fundamentals

Master the fundamentals of supply chain management and prepare for internationally recognized certification examinations.

Manufacturing Fundamentals

Learn the basic skills required to work in the manufacturing field.

Manufacturing Applications

Increase efficiencies and productivity by learning to apply the principles and concepts of manufacturing.

Visit our site or call us to learn more about these and other courses

www.ed2go.com/nwcc

(250) 635-6511

▶ Employment Skills Access (ESA)

Employment Skills Access (ESA)

The ESA program provides tuition-free, group-based training for unemployed individuals who need to upgrade their skills in order to get employed. ESA programs are focused on preparing individuals for entry-level employment in industries or occupations that are experiencing or are projected to experience labour or skills shortages. You are eligible to apply if you are currently unemployed and answer "no" to these four questions:

- Are you currently receiving EI benefits?
- Have you received regular EI benefits in the past three years?
- Have you received maternity or paternal EI benefits in the past five years?
- Did you establish a regular EI claim in the past three years but did not receive benefits as the result of a disqualification?

Visit the WTCS website for program (ESA) application details.



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

NEW! First Aid/Protection Services

Occupational First Aid Level 3 (two weeks), the certificate required to be a designated First Aid Attendant, is combined with Security Guard Training (one week) and S-100 Fire Suppression (two days). Graduates will have opportunities to work in camp or at industrial sites, as well as in towns and cities.

| | | |
|-----|-----------------|---------------------|
| TER | Sept 6-Oct 12 | (Mo-Fr) 8:30-5:30pm |
| SMI | Oct 16-Nov 17 | (Mo-Fr) 8:30-5:30pm |
| RUP | Nov 15-Dec 17 | (Mo-Fr) 8:30-5:30pm |
| HAZ | Jan 2-31 (2014) | (Mo-Fr) 8:30-5:30pm |

NEW! Mining Fundamentals

Safe work practices are emphasized as students study Mine Rescue Training as well as earning numerous safety certificates. Theory and practice of road building and heavy construction are developed through classroom instruction and HEO simulator training. The program also includes instruction in fundamental numeracy skills, basic computer skills and workplace communications.

| | | |
|-----|---------------------|---------------------|
| SMI | Sept 9-Nov 26 | (Mo-Fr) 8:30-5:30pm |
| TER | Nov 4-Jan 31 (2014) | (Mo-Fr) 8:30-5:30pm |

Class 1 Professional Driver

Two weeks of classroom study followed by 56 hours of one-on-one instruction in a modern Class 1 highway tractor. Students will be exposed to all aspects of safe vehicle operation and trucking industry procedures. Training will prepare students to pass the ICBC Class 1 driver test and gain employment as a professional truck driver.

Applicants must hold at least a valid Class 5 Driver's License, provide an ICBC driver's abstract, and be 19 years of age or older.

| | | |
|-----|----------------|----------------------|
| TER | Aug 6-Sep 10 | ((Mo-Fr) 8:30-5:30pm |
| TER | Sept 16-Oct 22 | (Mo-Fr) 8:30-5:30pm |
| TER | Oct 28-Dec 3 | (Mo-Fr) 8:30-5:30pm |

Labour Market Outlook & Projections

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

NWCC has created two innovative programs to help meet the skills and training demands of these developments.

First Aid Protection Services (p. 14) and Mining Fundamentals (p.14) are scheduled for several communities here in the Northwest. Contact Workforce Training & Continuing Studies if you're interested. Students may be eligible for funding.

For more information, contact

Charlynn Toews
ctoews@nwcc.bc.ca
1.877.277.2288 Ext. 5357

Double Check!

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

For the most up-to-date information on upcoming courses, times and locations please visit wtcs.nwcc.bc.ca



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▶ First Aid, Health and Safety

Emergency Childcare First Aid

This interactive course is recommended for individuals who care for babies or children at home. The course covers skills needed to recognize, prevent and respond to cardiovascular emergencies for children, and babies. Course topics include choking, airway and breathing emergencies, prevention of disease transmission and an introduction to AED (Automated External Defibrillation).

Note: Successful participants receive certification valid for three years.

| | | |
|-------------------|------------------|--------------|
| CEFAID 702 | 8 hrs | \$124 |
| TER Sep 21 | (Sa) 8:30-5:30pm | |
| HAZ Sep 28 | (Sa) 8:30-5:30pm | |
| SMI Nov 9 | (Sa) 8:30-5:30pm | |
| TER Dec 7 | (Sa) 8:30-5:30pm | |
| TER May 17 (2014) | (Sa) 8:30-5:30pm | |

NEW! Emergency Preparedness Course: Safety in an Emergency

This 7-hour course looks at emergency events that can happen here in Northwest BC including earthquakes and tsunamis, floods, wildfires, landslides, rock-slides and avalanches. You will learn how to make yourself safe before helping others; how to make an emergency plan and an emergency kit; how to stay in contact during the event; how to monitor information from local authorities; and key precautions for children, people with special needs and pets.

| | | |
|-------------------|------------------|--------------|
| CEFAID 835 | 7 hrs | \$124 |
| TER Oct 19 | (Sa) 8:30-4:30pm | |

Marine Advanced First Aid

This course provides a comprehensive First Aid & CPR curriculum with scenarios taken from the marine/fishing industry for individuals who require certification training in First Aid & CPR. It is typically a Transport Canada required course for marine certifications. According to the Transport Canada web site, the marine advanced certification is required by:

- Any person who wants to obtain a Master's or Officer's certificate or endorsement;
- The person 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.

| | | |
|-------------------|---------------------|--------------|
| CEFAID 787 | 32 hrs | \$727 |
| RUP Nov 13-16 | (We-Sa) 8:30-5:30pm | |

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.

| | | |
|----------------------|---------------------|--------------|
| CEFAID 705 | 16 hrs | \$207 |
| RUP Oct 26-27 | (Sa/Su) 8:30-4:30pm | |
| TER Nov 16-17 | (Sa/Su) 8:30-5:30pm | |
| RUP Mar 22-23 (2014) | (Sa/Su) 8:30-4:30pm | |
| TER Apr 12-13 (2014) | (Sa/Su) 8:30-5:30pm | |
| TER Jun 28-29 (2014) | (Sa/Su) 8:30-5:30pm | |

OFA Level 1 Instructor Training

This week-long (35 hours) course is one of the steps required to gain certification in Occupational First Aid, Level 1. 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.

| | | |
|----------------------|---------------------|--------------|
| CEFAID 809 | 35 hrs | \$669 |
| TER Jan 27-31 (2014) | (Mo-Fr) 8:30-4:30pm | |

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Occupational First Aid (OFA) Level 1

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

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

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

| | | |
|-------------------|---------------|-----------------|
| CEFAID 706 | 7 hrs | \$113.50 |
| SMI Sep 13 | (Fr) 8:30-5pm | |
| HOU Sep 19 | (Th) 8:30-5pm | |
| HAZ Sep 21 | (Sa) 8:30-5pm | |
| TER Sep 28 | (Sa) 8:30-5pm | |
| SMI Oct 19 | (Sa) 8:30-5pm | |
| HAZ Oct 19 | (Th) 8:30-5pm | |
| HOU Oct 24 | (Sa) 8:30-5pm | |
| RUP Oct 26 | (We) 8:30-5pm | |
| TER Oct 30 | (Sa) 8:30-5pm | |
| SMI Nov 16 | (Sa) 8:30-5pm | |
| HAZ Nov 16 | (Th) 8:30-5pm | |
| HOU Nov 21 | (Sa) 8:30-5pm | |
| TER Nov 30 | (Tu) 8:30-5pm | |
| TER Dec 10 | (Fr) 8:30-5pm | |
| HOU Dec 13 | (Sa) 8:30-5pm | |
| SMI Dec 14 | (Fr) 8:30-5pm | |
| TER Jan 11 (2014) | (Th) 8:30-5pm | |
| SMI Jan 17 (2014) | (Sa) 8:30-5pm | |
| HOU Jan 23 (2014) | (Th) 8:30-5pm | |
| RUP Feb 1 (2014) | (Sa) 8:30-5pm | |
| TER Feb 15 (2014) | (Th) 8:30-5pm | |
| HOU Feb 20 (2014) | (Sa) 8:30-5pm | |
| HAZ Feb 22 (2014) | (Th) 8:30-5pm | |
| SMI Feb 27 (2014) | (Sa) 8:30-5pm | |
| HAZ Mar 22 (2014) | (Th) 8:30-5pm | |
| SMI Mar 29 (2014) | (Sa) 8:30-5pm | |
| HOU Apr 10 (2014) | (Th) 8:30-5pm | |
| RUP Apr 12 (2014) | (Sa) 8:30-5pm | |
| SMI Apr 19 (2014) | (Th) 8:30-5pm | |
| HAZ Apr 26 (2014) | (Tu) 8:30-5pm | |
| TER Apr 22 (2014) | (Tu) 8:30-5pm | |
| TER Apr 24 (2014) | (Th) 8:30-5pm | |
| HOU May 8 (2014) | (Th) 8:30-5pm | |
| TER May 15 (2014) | (Th) 8:30-5pm | |
| HOU May 20 (2014) | (Th) 8:30-5pm | |
| SMI May 23 (2014) | (Fr) 8:30-5pm | |
| HAZ May 24 (2014) | (Sa) 8:30-5pm | |
| HOU Jun 12 (2014) | (Th) 8:30-5pm | |
| TER Jun 16 (2014) | (Mo) 8:30-5pm | |
| SMI Jun 20 (2014) | (Fr) 8:30-5pm | |
| TER Jun 23 (2014) | (Mo) 8:30-5pm | |
| HAZ Jun 28 (2014) | (Sa) 8:30-5pm | |
| HAZ Jul 19 (2014) | (Sa) 8:30-5pm | |
| TER Aug 11 (2014) | (Mo) 8:30-5pm | |

Occupational First Aid (OFA) Level 3

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

Prerequisite: A self-declaring medical form must be filled out. Participants must be 19 years of age. Restrictions apply.

Note: This course includes the use of automated external defibrillators. Course participants must score at least 70% on all portions of the exam in order to be issued an OFA Level 3 certificate valid for three years from the date of the exam. Course fee includes text, materials, and exam fee. If the Level 3 certificate has been expired for more than 2 years, the candidate must take a full course of instruction.

| | | |
|--------------------------|------------------|--------------|
| CEFAID 709 | 77 hrs | \$779 |
| TER Sep 9-24 | (Mo-Fr) 8-5pm | |
| HOU Sep 23-Oct 9 | (Mo-Fr) 8-4:30pm | |
| SMI Oct 21-Nov 5 | (Mo-Fr) 8-5pm | |
| HAZ Jan 6-21 (2014) | (Mo-Fr) 8-5pm | |
| HOU Apr 22-May 8 (2014) | (Mo-Fr) 8-4:30pm | |
| TER Apr 28-May 13 (2014) | (Mo-Fr) 8-4:30pm | |

Paramedics in Industry (Pii)

Upon successful completion of this course, a PCP, ACT or CCP license holder will be granted an OFA level 3 Paramedic in Industry certificate valid for three years. This can count as 20 Continuing Medical Education Credits. A program guide and textbooks are provided. A pre-study requirement must be completed before the start of the course. Participants must have a current EMA license.

| | | |
|-------------------|-------------------|-----------------|
| CEFAID 799 | 4 hrs | \$144.50 |
| TER Nov 30 | (Sa) 8:30-12:30pm | |

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. This is a fun, rewarding program for young entrepreneurs to learn safety and awareness.

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

| | | |
|-------------------|------------------|--------------|
| CEFAID 712 | 8 hrs | \$104 |
| TER Sep 22 | (Su) 8:30-5:30pm | |
| HAZ Oct 19 | (Sa) 8:30-5pm | |
| SMI Nov 30 | (Sa) 8:30-5:30pm | |
| HAZ Apr 14 (2014) | (Sa) 8:30-5:30pm | |
| HAZ Jul 2 (2014) | (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.

| | | |
|-------------------|--------------|--------------|
| CEFAID 703 | 6 hrs | \$104 |
| TER Sep 7 | | (Sa) 9-4pm |
| SMI Sep 20 | | (Sa) 9-4pm |
| SMI Oct 11 | | (Fr) 9-4pm |
| HAZ Oct 26 | | (Sa) 9-4pm |
| TER Dec 14 | | (Sa) 9-4pm |
| TER Jan 18 (2014) | | (Sa) 9-4pm |
| SMI Apr 7 (2014) | | (Mo) 9-4pm |
| HAZ May 17 (2014) | | (Sa) 9-4pm |
| TER Jul 26 (2014) | | (Sa) 9-4pm |

NEW! Red Cross Instructor Training Course

This 32-hour course will teach participants to deliver Red Cross First Aid and CPR training. The course consists of practical and theory components. 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.

| | | |
|-------------------------|--------------------------|---------------------|
| CEFAID 713 | 32 hrs+assessment | \$549 |
| TER Feb 21 (2014) | | (Fr) 6-9pm |
| TER Feb 22-Mar 2 (2014) | | (Sa/Su) 8:30-5:30pm |

NEW! Red Cross Instructor Training-Recertification Course

This 8-hour course provides recertification for Red Cross First Aid Instructors. Participants are required to show proof of current Red Cross First Aid Instructor Certification with a recognized national agency and must have taught at least three Canadian Red Cross CPR courses in the past three years (one of which must be either Standard First Aid, Standard Child Care First Aid, or Marine Basic First Aid) since obtaining Instructor certification or recertification.

| | | |
|-------------------|--------------|------------------|
| CEFAID 834 | 8 hrs | \$124 |
| TER Jul 12 (2014) | | (Sa) 8:30-5:30pm |

Red Cross Standard First Aid

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

| | | |
|--------------------|---------------|---------------------|
| CEFAID 712 | 16 hrs | \$207 |
| TER Apr 5-6 (2014) | | (Sa/Su) 8:30-5:30pm |

Spill Response

This field course deals with prevention of, and response to, the release of petroleum hydrocarbon into the environment. It also covers the chemical characteristics and behaviour of fuel, and fuel-handling safety.

| | | |
|-------------------|--------------|--|
| CEFAID 770 | 3 hrs | \$156 |
| HOU | | Call to book this course for your workplace. |


Transportation Endorsement

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

Note: Successful completion of course results in a certificate valid for three years.

Prerequisite: OFA Level 1 certificate.

| | | |
|-------------------|--------------|------------------|
| CEFAID 707 | 7 hrs | \$114 |
| SMI Sep 14 | | (Sa) 8:30-5pm |
| HAZ Sep 22 | | (Su) 8:30-5pm |
| HAZ Oct 20 | | (Su) 8:30-5pm |
| TER Nov 9 | | (Sa) 8:30-5:30pm |
| HAZ Nov 17 | | (Su) 8:30-5pm |
| HOU Nov 22 | | (Fr) 8:30-5pm |
| TER Jan 12 (2014) | | (Su) 8:30-5pm |
| SMI Jan 18 (2014) | | (Sa) 8:30-5pm |
| HOU Jan 24 (2014) | | (Fr) 8:30-5:30pm |
| HAZ Feb 23 (2014) | | (Su) 8:30-5pm |
| SMI Feb 28 (2014) | | (Fr) 8:30-5pm |
| HAZ Mar 23 (2014) | | (Su) 8:30-5pm |
| HOU Apr 11 (2014) | | (Fr) 8:30-5pm |
| HAZ Apr 27 (2014) | | (Su) 8:30-5pm |
| HOU May 9 (2014) | | (Fr) 8:30-5pm |
| HOU May 21 (2014) | | (We) 8:30-5pm |
| SMI May 24 (2014) | | (Sa) 8:30-5:30pm |
| HAZ May 25 (2014) | | (Su) 8:30-5pm |
| HOU Jun 13 (2014) | | (Fr) 8:30-5pm |
| HAZ Jun 29 (2014) | | (Su) 8:30-5pm |
| HAZ Jul 20 (2014) | | (Su) 8:30-5pm |



Gatlin Education Online Career Training Programs

Forensic Computer Examiner

Upon successful completion of this course, you will be fully prepared to sit for the CCE Certification testing through the International Society of Forensic Computer Examiners. Topics will address forensic examination basics, software licensing, ethical standards, legalities and privacy issues, custody of media and evidence, and internet and electronic data considerations including how to present data in court and other proceedings.

80 hrs **\$3,395**

www.gatlineducation.com/nwcc

HVAC Technician

HVACR training for heating, ventilation, air conditioning, and refrigeration installers and technicians. This on-line program focuses on learning objectives that have been identified by HVACR industry groups as key knowledge for HVACR technicians. The program has 16 sections, each containing six study modules that deal with current HVACR concepts. Learning tools include reading assignments, Web site tours, applied exercises, quizzes, industry terminology definitions, video clips, animations, images, and printable handouts.

320 hrs **\$3,395**

www.gatlineducation.com/nwcc

Legal Secretary

Attorneys are always on the lookout for sharp, motivated legal secretaries to help them start a practice or keep a thriving practice competitive. This program gives you the skills you need to enter the fast-paced world of the legal secretary. Topics include legal terminology and procedure, practice management tasks, accounting, and QuickBooks skills. Participants will be well-equipped to write the National Association of Legal Professionals (NALS) Accredited Legal Secretary (ALS) exam.

350 hrs **\$2,595**

www.gatlineducation.com/nwcc

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.

250 hrs **\$2,595**

www.gatlineducation.com/nwcc

Personal Fitness Trainer (Advanced)

This advanced program will further your abilities in implementing unique, effective fitness plans for your clients. You'll build on your skills in applying client health history, goals, and abilities into a systematic model that allows them to progress through different training levels and phases. You'll also have the unique opportunity to participate in an on-site, practical experience in personal training through an optional six-week, 60-hour field internship.

400 hrs **\$3,095**

www.gatlineducation.com/nwcc

Web Design Certificate

This program focuses on the technical and aesthetic skills required in the challenging field of web design. You'll gain proficiency in Adobe Photoshop and Dreamweaver, and Flash. You'll learn how to create digital images, build standards-compliant Web sites using HTML and CSS code and Dreamweaver software, and add interactivity with JavaScript and jQuery. Hands-on projects will include digital retouching and compositing, HTML page markup, CSS-based layout and typography, home page and navigation design, JavaScript features and effects, competitive analysis, site maps, wireframes, mood boards, color palettes, blog layout, and portfolio site design.

360 hrs **\$6,295**

www.gatlineducation.com/nwcc

▶ General Interest

Conversational Spanish Level 1

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

CELANG 707 20 hrs \$139
TER Oct 8-Nov 7 (Tu/Th) 7-9pm

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 Jan 14-Feb 13 (2014) (Tu/Th) 7-9pm

NEW! Instant Italian

This dynamic course will teach you how to express yourself comfortably in Italian. You'll learn practical, everyday words and phrases that will make your stay in Italy more enjoyable. You'll read, hear, and practice dialogues based on typical situations that you're likely to encounter while staying in Italy. The dialogues and follow-up exercises of each lesson will teach you to communicate in Italian in a wide variety of settings. You'll be surprised by how quickly and easily you can learn many useful expressions in Italian!

CELANG 713 24 hrs \$119
www.ed2go.com/nwcc

Intro Photography: Learning to Play (correctly) with your Digital Camera

This course will cover the basic aspects of photography including colour and balance, as well as composition and creative ideas. Basics of digital file management and editing will also be touched on. Students will become confident in their abilities to use most features of today's digital SLR (single-lens-reflex) cameras, and they will enjoy a renewed sense of enthusiasm for the creative potential of photography. This course will also serve as a starting point for intermediate level courses with a more discrete focus on particular themes of photography.

CEGENI 824 12 hrs \$156
RUP Oct 21-30 (Mo/We) 6-9pm
RUP Jan 20-29 (2014) (Mo/We) 6-9pm

Intermediate Digital Photography

The emphasis will be on the nature of light and how to vary exposure to create original and striking images. Some technical aspects will also be touched on including file management. Participants will be provided with ongoing feedback through the class.

Requirements: A digital SLR camera with interchangeable lenses.

CEGENI 892 12 hrs \$156
RUP Nov 18-27 (Mo/We) 6-9pm
RUP Feb 17-26 (2014) (Mo/We) 6-9pm

Speed Spanish

Imagine yourself speaking, reading and writing Spanish. Now you can, with Speed Spanish! This course is for anyone who wants to learn Spanish pronto. You'll learn six easy ways to glue Spanish words together into sentences. In no time at all, you'll be able to go into any Spanish-speaking situation and converse in Spanish. ¡Qué Bueno!

CELANG 713 24 hrs \$119
www.ed2go.com/nwcc

Travel Photography for the Digital Photographer

Join us and discover this fascinating world through a photographer's eye. This course will address the tactics and techniques digital photographers use to capture scenes from around the world and bring them home. Subjects and practical exercises will focus on specific tips for digital photographers and how to use both traditional principles of composition and photography, as well as those unique to modern digital equipment.

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

Understanding Homeopathic Medicine

This introductory program teaches the philosophy and practical use of homeopathic medicine. Course content will include case studies of homeopathic treatment of a wide range of conditions - both physical and emotional.

CEGENI 809 4 hrs \$25 + GST
SMI Oct 5 (Sa) 9:30-1:30pm
HOU Nov 2 (Su) 10-3pm
TER Nov 2 (Sa) 10-3pm

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Online Career Training Programs

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All the tools that you need to learn are included in the registration fee and each course has an instructor available to answer questions and help you solve problems.

Program Features:

- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors to 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 part of the course fee
- Payment plans are available

Programs are available in the following areas:

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

Enroll Today!

All materials are included in the Program fees. Each course has an instructor assigned to answer student questions and solve student problems. To learn more, visit

www.ed2go.com/nwcc

You can also reach us by calling

(250) 635-6511

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▶ Marine

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** **\$260**
RUP Oct 19-20 (Sa/Su) 9-3pm

Marine Emergency Duties (MED-A3)

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

CENAUT 709 **8 hrs** **\$244.50**
RUP Oct 28 (Mo) 8:30-5:30pm

Small Vessel Operator Proficiency (SVOP)

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

Note: This license is not valid for a vessel of any size engaged in towing. Participants must have a valid MED-A3 certificate prior to registering in this course.

CENAUT 716 **28 hrs** **\$593**
RUP Oct 29-Nov 1 (Tu-Fr) 8:30-5:30pm

Terrace Power & 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. This course presents everything you need to know via a format that is both informative and entertaining. Once you pass the test offered by Canadian Power and Sail Squadrons, your Card is recognized by both Transport Canada and The National Association of State Boating Law Administrators (USA). You may contact Canadian Power and Sail Squadrons to locate a local testing facility.

CENAUT 721 **8 hrs** **\$60**
TER Oct 4-5 (Fr) 7-9pm & (Sa) 8:30-12pm
TER May 2-3 (2014) (Fr) 7-9pm & (Sa) 8:30-12pm

Terrace Power & Sail Squadron – Boating Essentials

Boating Basics gets you out there. Boating Essentials brings you back. 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.

CENAUT 719 **30 hrs** **\$260**
TER Jan 13-Mar 31 (2014) (Mo) 7-10pm

Terrace Power & 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.

CENAUT 720 **9 hrs** **\$83**
TER Nov 18-21 (Mo/Tu/Th) 7-10pm
TER Apr 7-10 (2014) (Mo/Tu/Th) 7-10pm

Fishing Master IV

The Fishing Master, Fourth Class, is the Master license required for fishing vessels of up to 100 gross tonnage operating in Canadian Waters up to 200 miles offshore, and in the contiguous coastal waters of the United States. Candidates for FM IV must have at least 12 months of sea service in the deck department on a vessel more than 5 gross tonnage operating beyond partially smooth waters.

A grant from the provincial government in response to the Northwest Regional Workforce Table has allowed NWCC to offer the Fishing Master IV program at a substantially reduced cost. Courses in the full program are shown below. Individual seats may be available in these courses for those not wanting the whole program. Please contact your campus for more information.

| Course | Haida Gwaii | Prince Rupert |
|---|---------------|-----------------|
| Ship Construction & Stability Level 1 | Oct 1-15 | Nov 19-29 |
| SEN Limited | Oct 16-19 | Nov 30-Dec 4 |
| Restricted Operator Certificate – Maritime Commercial | Oct 21-23 | Dec 5-7 |
| MED A1/2 Basic Safety & Small Passenger Vessel Safety | Oct 24-26 | Jan 2-4 (2014) |
| Chartwork & Pilotage Level 1 | Oct 28-Nov 9 | Dec 9-20 |
| Navigation Safety Level 1 | Nov 12-16 | Jan 6-13 (2014) |
| Marine Advanced First Aid | Nov 18-21 | Nov 13-16 |
| TUITION | \$4950 | \$4950 |

Important Info for Boaters

Participants in Transport Canada marine training courses must obtain a Candidate Document Number (CDN) prior to registration. Failure to do so will result in delays in issuing certification upon successful course completion.

A CDN may be acquired in person from any Transport Canada Marine Safety (TCMS) office. Candidates who do not have access to such services locally should follow these procedures to obtain a CDN via mail and the internet:

- Fill out the TCMS application form at http://www.tc.gc.ca/wwwdocs/Forms/82-0701_1005-03_BO.pdf
- Note that the form requires candidates to provide two certified-true copies of any of these ID documents:
 - ☐ Canadian birth certificate
 - ☐ Canadian baptismal certificate
 - ☐ Certificate of Canadian citizenship
 - ☐ Canadian passport
 - ☐ Permanent resident card
 - ☐ Certificate of Indian status
 - ☐ Seafarer's Identity document
- Send the package to
Transport Canada Marine Safety
400 – 309 2nd Ave. West
Prince Rupert, BC V8J 3T1
- In person, have a commissioner for taking oaths and affidavits notarize or sign ID documents as certified true copies.

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. However, employees ultimately have to be aware of the conditions that they are working in as well.

| | | |
|-------------------|-------------------|-------------|
| CEFAID 823 | 4 hrs | \$72 |
| TER Oct 25 | (Fr) 8:30-12:30pm | |
| TER Dec 2 | (Mo) 8:30-12:30pm | |
| TER Apr 28 (2014) | (Mo) 8:30-12:30pm | |
| TER May 20 (2014) | (Tu) 8:30-12:30pm | |
| TER Jun 20 (2014) | (Fr) 8:30-12:30pm | |
| TER Jun 20 (2014) | (Fr) 8:30-12:30pm | |
| TER Jun 25 (2014) | (We) 8:30-12:30pm | |
| TER Aug 15 (2014) | (Fr) 8:30-12:30pm | |

ENFORM Level 1 Chainsaw

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

Note: Suggested minimum age is 16 years.

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

| | | |
|----------------------|------------------------|----------------|
| CEFAID 773 | 24 hrs | \$1,352 |
| HAZ Sep 4-6 | (We/Th/Fr) 8:30-4:30pm | |
| HAZ Sep 23-25 | (Mo/Tu/We) 8:30-4:30pm | |
| HAZ May 14-16 (2014) | (We/Th/Fr) 8:30-4:30pm | |
| HAZ Jun 25-27 (2014) | (We/Th/Fr) 8:30-4:30pm | |
| HAZ Jul 21-23 (2014) | (Mo/Tu/We) 8:30-4:30pm | |

H2S Alive

The H2S Alive program prepares workers to recognize hydrogen sulphide hazards, as well as perform basic rescue during an H2S incident. The course combines theory and practice with each student using detection equipment and breathing apparatus, and performing mouth-to-mouth resuscitation. Upon successful completion, each candidate will be issued an H2S Alive certificate from Enform.

| | | |
|-------------------|------------------|--------------|
| CEFAID 733 | 8 hrs | \$260 |
| TER Sep 27 | (Fr) 8:30-5:30pm | |
| HAZ Sep 30 | (Mo) 8:30-5:30pm | |
| SMI Oct 18 | (Fr) 8:30-5:30pm | |
| TER Nov 27 | (We) 8:30-5:30pm | |
| HAZ Jan 22 (2014) | (We) 8:30-5:30pm | |
| TER Feb 26 (2014) | (We) 8:30-5:30pm | |
| TER May 5 (2014) | (Mo) 8:30-5:30pm | |
| TER May 12 (2014) | (Mo) 8:30-5:30pm | |
| HAZ May 13 (2014) | (Tu) 8:30-5:30pm | |
| TER Jun 18 (2014) | (We) 8:30-5:30pm | |
| HAZ Jun 24 (2014) | (Tu) 8:30-5:30pm | |
| HAZ Jul 25 (2014) | (Fr) 8:30-5:30pm | |
| TER Aug 14 (2014) | (Th) 8:30-5:30pm | |

Oil & Gas Training Certificate

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

The program consists of: Occupational First Aid (OFA) Level 1; Transportation Endorsement; Transportation of Dangerous Goods; WHMIS; H2S Alive; and Confined Space Hazards Awareness.

| | | |
|----------------------|------------------|--------------|
| CEFAID 796 | 36 hrs | \$733 |
| SMI Feb 3-7 (2014) | (Mo-Fr) 8:30-5pm | |
| TER Jun 16-20 (2014) | (Mo-Fr) 8:30-5pm | |
| TER Aug 11-15 (2014) | (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.

| | | |
|-------------------|---------------------------|--------------|
| CEFAID 738 | 6-8 hrs self-paced | \$124 |
| HAZ ONLINE | Self-paced | |

Transportation of Dangerous Goods

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

| | | |
|-------------------|------------------|--------------|
| CEFAID 714 | 5 hrs | \$103 |
| SMI Sep 20 | (Fr) 8:30-1:30pm | |
| TER Sep 26 | (Fr) 1-6pm | |
| HAZ Sep 28 | (Sa) 1-6pm | |
| SMI Oct 19 | (Sa) 8:30-1:30pm | |
| RUP Oct 24 | (Th) 1-6pm | |
| TER Oct 29 | (Tu) 1-6pm | |
| HAZ Nov 15 | (Fr) 1-6pm | |
| HOU Nov 22 | (Fr) 1-6pm | |
| TER Dec 11 | (We) 1-6pm | |
| HAZ Jan 3 (2014) | (Fr) 1-6pm | |
| HAZ Feb 8 (2014) | (Sa) 1-6pm | |
| TER Feb 11 (2014) | (Tu) 1-6pm | |
| SMI Mar 14 (2014) | (Fr) 8:30-1:30pm | |
| HAZ Apr 11 (2014) | (Fr) 1-6pm | |
| TER May 2 (2014) | (Fr) 1-6pm | |
| TER May 9 (2014) | (Fr) 1-6pm | |
| SMI May 23 (2014) | (Fr) 8:30-1:30pm | |
| TER Jun 17 (2014) | (We) 8:30-1:30pm | |
| TER Jun 19 (2014) | (Th) 1-6pm | |
| HAZ Jun 23 (2014) | (Mo) 1-6pm | |
| HAZ Jul 24 (2014) | (Th) 1-6pm | |
| TER Jul 24 (2014) | (Th) 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.

| | | |
|-------------------|-------------------|-------------|
| CEFAID 744 | 4 hrs | \$72 |
| SMI Sep 20 | (Fr) 1-5pm | |
| TER Sep 26 | (Th) 8:30-12:30pm | |
| HAZ Sep 28 | (Sa) 8:30-12:30pm | |
| SMI Oct 19 | (Sa) 1-5pm | |
| RUP Oct 24 | (Th) 8:30-12:30pm | |
| TER Oct 29 | (Tu) 8:30-12:30pm | |
| HAZ Nov 15 | (Fr) 8:30-12:30pm | |
| HOU Nov 22 | (Fr) 8:30-12:30pm | |
| TER Dec 11 | (We) 8:30-12:30pm | |
| HAZ Jan 3 (2014) | (Fr) 8:30-12:30pm | |
| HAZ Feb 8 (2014) | (Sa) 8:30-12:30pm | |
| TER Feb 11 (2014) | (Tu) 8:30-12:30pm | |
| SMI Feb 14 (2014) | (Fr) 1-5pm | |
| HAZ Apr 11 (2014) | (Fr) 8:30-12:30pm | |
| TER May 2 (2014) | (Fr) 8:30-12:30pm | |
| TER May 14 (2014) | (We) 8:30-12:30pm | |
| SMI May 23 (2014) | (Fr) 1-5pm | |
| TER Jun 19 (2014) | (Th) 8:30-12:30pm | |
| HAZ Jun 23 (2014) | (Mo) 8:30-12:30pm | |
| HAZ Jul 24 (2014) | (Th) 8:30-12:30pm | |
| TER Aug 13 (2014) | (Th) 8:30-12:30pm | |

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- Solar Power Professional

To learn more or enroll, please visit:

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Outdoor Recreation & Safety

ATV Rider Safety

This training program is operated by Canada Safety Council certified instructors. It is based on field-tested techniques that provide a fun and systematic way to learn proper ATV operation including controls, reading terrain, turning and climbing hills. Riders must provide their own ATV in good working order as well as safety equipment and proper riding gear.

Note: Students 16 to 18 years of age require a consent form signed by a parent or legal guardian – and the parent or guardian must be present at the site for the duration of training.

CEFAID 777 **7 hrs** **\$196.50**
SMI Apr 12 (2014) (Sa) 9-5pm
HAZ Call Hazelton Campus.

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** **\$124**
HAZ Oct 5 (Sa) 8:30-5:30pm
TER Oct 16 (We) 8:30-5:30pm
SMI Feb 18 (2014) (Sa) 8:30-5:30pm
HAZ May 5 (2014) (Mo) 8:30-5:30pm
TER May 5 (2014) (Mo) 8:30-5:30pm
TER May 21 (2014) (We) 8:30-5:30pm
TER Jun 4 (2014) (We) 8:30-5:30pm
TER Jun 24 (2014) (Tu) 8:30-5:30pm
HAZ Jul 3 (2014) (Th) 8:30-5:30pm
TER Aug 5 (2014) (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** **\$265**
SMI Sep 26-29 (Th/Fr) 6:30-9:30pm &
 (Sa/Su) 8:30-5pm
HOU Sep 26-30 (Th-Mo) 6:30-9:30pm &
 (Sa/Su) 8:30-4:30pm
SMI Nov 14-17 (Th/Fr) 6:30-9:30pm &
 (Sa/Su) 8:30-5pm
HOU Apr 10-14 (2014) (Th/Fr/Mo) 6:30-9:30pm &
 (Sa/Su) 8:30-4:30pm
SMI Apr 24-27 (2014) (Th/Fr) 6:30-9:30pm &
 (Sa/Su) 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** **\$207**
SMI Sep 6-8 (Fr) 6-10pm
 & (Sa) 8:30-4:30pm
 & (Su) 8:30-2pm
HOU Oct 31-Nov 2 (Th-Mo) 6-10pm
 & (Sa) 8:30-4:30pm
SMI Nov 22-24 (Fr) 6-10pm
 & (Sa) 8:30-4:30pm
 & (Su) 8:30-2pm
HOU Apr 24-26 (2014) (Th/Fr) 6-10pm
 & (Sa) 8:30-4:30pm
SMI May 2-4 (2014) (Fr) 6-10pm
 & (Sa) 8:30-4:30pm
 & (Su) 8:30-2pm

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** **\$104**
HOU Nov 23 (Sa) 9:30-4:30pm
SMI Dec 7 (Sa) 8:30-4:30pm
SMI May 17 (2014) (Sa) 8:30-4:30pm

Did You Know

Successful completion of a hunter safety-training course is the primary requirement to obtain a BC hunter number.

The Conservation and Outdoor Recreation Education (CORE) course requires about 21 hours of self-study and firearm handling practice based upon the CORE manual. The goal of the CORE program is to ensure that prospective hunters meet acceptable standards of knowledge and skill for safe and ethical participation in hunting recreation.

BC residents 14 years of age or older who wish to obtain a BC resident hunter number card, and a first BC resident hunting license, are eligible to participate in the CORE program.

Participants who successfully complete the CORE program, obtain a BC Resident Hunter Number Card and purchase a hunting license, qualify to go hunting in BC in accordance with the rules in the Wildlife Act and Regulations.

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

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

For more information and to obtain the CORE manual, visit the BCWF's CORE program website at www.bcwf.net

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Service & Hospitality

Cashier Training

Be one step ahead of other retail job applicants. This class details the professional responsibilities that go along with handling cash. Lessons on cashiers' equipment include the use of debit cards, credit cards and cash registers.

| | | |
|-------------------|--------------|--------------|
| CEBSNS 763 | 6 hrs | \$104 |
| TER Oct 28 | | (Mo) 9-4pm |
| TER May 1 (2014) | | (Th) 9-4pm |
| HAZ Jul 8 (2014) | | (Tu) 9-4pm |

NEW! Customer Service Fundamentals

In this six-week on-line course, you'll discover dynamite methods to bring out the best in your team and deliver superior customer service. You will also learn how to measure customer service and identify what you need to do to anticipate the needs of your reps and your clientele. A key emphasis will be placed upon the power of leading by example and setting new trends for customer service to grow your business.

| | | |
|--|---------------|--------------|
| CEBSNS 848 | 24 hrs | \$119 |
| www.ed2go.com/nwcc | | |

NEW! Essential Skills for ECE

This course combines Red Cross Childsafe First Aid, Foodsafe, Work Skill Essentials, Learning Pathways, English Prep (upgrading) and a 45-hour work experience placement.

Call Jessica Hrechka to express your interest.
250.635.6511 Ext 5308

NEW! 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. These courses are Foodsafe, WorldHost and Serving it Right.

| | | |
|-------------------------|---------------|---------------------|
| CEPSTR 735 | 20 hrs | \$369 |
| TER Sep 28-30 | | (Fr) 6:30-9:30pm |
| | | (Sa/Su) 8:30-5:30pm |
| KIT Oct 18-20 | | (Fr) 6-10pm |
| | | (Sa/Su) 8:30-5:30pm |
| KIT Feb 28-Mar 2 (2014) | | (Fr) 6-10pm |
| | | (Sa/Su) 8:30-5:30pm |
| KIT May 30-Jun 1 (2014) | | (Fr) 6-10pm |
| | | (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 5 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.

| | | |
|-------------------|--------------|------------------|
| CEFAID 729 | 8 hrs | \$134 |
| SMI Sep 14 | | (Sa) 8:30-5:30pm |
| TER Sept 28 | | (Sa) 8:30-5:30pm |
| HAZ Oct 4 | | (Fr) 8:30-5:30pm |
| RUP Oct 5 | | (Sa) 8:30-5:30pm |
| TER Oct 5 | | (Sa) 8:30-5:30pm |
| TER Oct 23 | | (We) 8:30-5:30pm |
| HOU Oct 25 | | (Fr) 8:30-5:30pm |
| TER Nov 9 | | (Sa) 8:30-5:30pm |
| SMI Nov 23 | | (Sa) 8:30-5:30pm |
| RUP Nov 23 | | (Sa) 8:30-5:30pm |
| TER Dec 7 | | (Sa) 8:30-5:30pm |
| SMI Jan 11 (2014) | | (Sa) 8:30-5:30pm |
| TER Feb 1 (2014) | | (Sa) 8:30-5:30pm |
| RUP Feb 1 (2014) | | (Sa) 8:30-5:30pm |
| HOU Mar 8 (2014) | | (Sa) 8:30-5:30pm |
| TER Mar 8 (2014) | | (Sa) 8:30-5:30pm |
| HAZ Apr 5 (2014) | | (Sa) 8:30-5:30pm |
| RUP Apr 12 (2014) | | (Sa) 8:30-5:30pm |
| TER Apr 24 (2014) | | (Th) 8:30-5:30pm |
| SMI May 10 (2014) | | (Sa) 8:30-5:30pm |
| HAZ Jun 12 (2014) | | (Th) 8:30-5:30pm |
| TER Jun 14 (2014) | | (Sa) 8:30-5:30pm |
| HAZ Jul 8 (2014) | | (Sa) 8:30-5:30pm |
| TER Jul 5 (2014) | | (Sa) 8:30-5:30pm |
| TER Aug 16 (2014) | | (Sa) 8:30-5:30pm |

Serving It Right

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

| | | |
|-------------------|--------------|------------------|
| CEPSTR 712 | 3 hrs | \$103 |
| TER Sep 27 | | (Fr) 6:30-9:30pm |
| HAZ Oct 3 | | (Th) 1-4pm |
| SMI Nov 15 | | (Fr) 6:30-9:30pm |
| SMI Feb 21 (2014) | | (Fr) 6:30-9:30pm |
| HOU Mar 7 (2014) | | (Fr) 6:30-9:30pm |
| HAZ Apr 4 (2014) | | (Fr) 1-4pm |
| HAZ Jul 7 (2014) | | (Mo) 1-4pm |

World Host Fundamentals

World Host Fundamentals training provides participants with an understanding of the importance of excellent customer service skills. It helps participants communicate with customers more effectively and efficiently, and demonstrate their attentiveness to customer needs.

The course provides participants with an understanding of the social and economic contribution that a healthy tourism industry makes to their home communities and to the province as a whole.

| | | |
|-------------------|--------------|------------------|
| CEPSTR 725 | 8 hrs | \$124 |
| TER Sep 29 | | (Su) 8:30-5:30pm |
| HAZ Oct 19 | | (Sa) 8:30-5:30pm |
| TER Oct 25 | | (Fr) 8:30-5:30pm |
| SMI Nov 29 | | (Fr) 8:30-5:30pm |
| SMI Mar 8 (2014) | | (Sa) 8:30-5:30pm |
| TER Apr 25 (2014) | | (Fr) 8:30-5:30pm |
| HAZ Mar 15 (2014) | | (Sa) 8:30-5:30pm |
| HAZ May 3 (2014) | | (Sa) 8:30-5:30pm |
| HAZ Jul 5 (2014) | | (Sa) 8:30-5:30pm |

Did You Know

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

In Canada, total tourism spending is about \$75 billion – and 80% of this spending is by Canadians exploring their own backyard. In BC, tourism is the second biggest industry in the province and it adds \$26 million to the provincial economy every day. That's more than \$1 million every hour.

And the two most recent labour market studies have come to the same exciting conclusion — tourism in BC is growing.

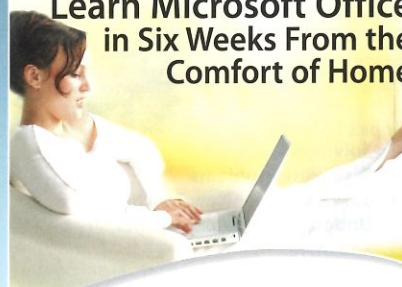
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Online Courses

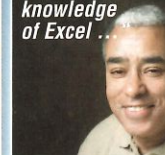
Workforce Training & Continuing Studies

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Intro to Microsoft Word

Learn how to create and modify documents in Word, the most popular word-processing program available.

Intro to Microsoft Excel

Discover dozens of shortcuts and tricks, and learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating custom charts, and much more!

Intro to Microsoft PowerPoint

Learn to create impressive slide presentations filled with visually stimulating elements.

Intro to Microsoft Access

Learn how Microsoft's powerful database can help you store and manage information you've collected about your business, home, or community.

Intro to Microsoft Outlook

Learn the essentials of Microsoft Outlook from an expert instructor. Get up and running quickly with the most important aspects of the program.

Intro to Windows Vista

Learn the important basic skills and concepts you need to take control of your Windows Vista PC.

Visit our Online Instruction Center to find more courses!

Teaching

Enhancing Language Development in Childhood

Follow your child's lead and have fun while enhancing language development! In this fun and user-friendly course for parents, teachers, and caregivers, you will discover how children learn to process language and how they become proficient speakers and thinkers. This course will help you enrich your child's life by stimulating his or her continued speech, brain, and language development in an enjoyable, age-appropriate, and natural way.

CEGENI 862 **\$119**
www.ed2go.com/nwcc

Instructional Skills Workshop

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

This course is equivalent to PIDP 3220 from the Provincial Instructor Diploma program at Vancouver Community College. By the end of this workshop the participants will be able to write and prepare a useful, practical lesson plan, use learning objectives to inform learners of their expectations, use common instructional aids, evaluate whether outcomes match objectives and much more.

CEEDUC 701 **24 hrs** **\$519**
 SMI Oct 7-10 (Mo-Th) 9-4pm

Introduction to Teaching ESL/EFL

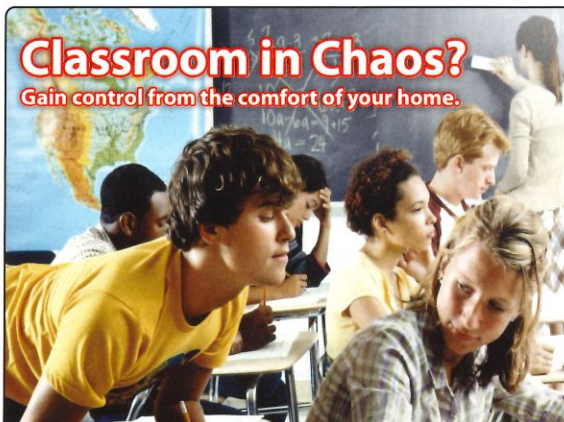
Would you like to increase your effectiveness as an English language teacher and go beyond the well-known methods that often leave teachers frustrated with their one-size-fits-all approach? This course will take you on a fascinating exploration of what it means to be a teacher, how to understand who your students are and the needs they have, and how to choose the most appropriate materials and activities for your classroom. You'll learn how you can select and fine-tune the principles that exactly fit your teaching situation.

CEEDUC 723 **\$119**
www.ed2go.com/nwcc

Teaching Smarter with SMART Boards

SMART Boards are revolutionizing today's classroom. These interactive whiteboards enable instructors to deliver dynamic multimedia lessons that engage learners and address their diverse needs. But you have to know how to use a SMART Board before you can apply it to provide quality instruction! This course will give you that ability. You'll discover how to create outstanding presentations with SMART Board and SMART Notebook technology including how to develop lessons that blend text, videos, and graphics. Then you'll go beyond the bells and whistles to look at specific ways to use SMART technology to broaden your content and make your lessons accessible to all students.

CEEDUC 724 **\$119**
www.ed2go.com/nwcc



Classroom in Chaos?
Gain control from the comfort of your home.

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


Topics include:

- Solving Classroom Discipline Problems
- Survival Kit for New Teachers
- Understanding Adolescents and more...

Courses start as low as \$119

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 Or contact us for more info: (250) 635-6511

 Learn More

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. Even if you don't have a student with high-functioning autism or Asperger's Syndrome in your class right now, these skills will equip you to deal with any student who exhibits these characteristics on a regular basis.

CEEDUC 724 **\$119**
www.ed2go.com/nwcc

Teaching Students with ADHD

Children with attention deficit hyperactivity disorder are always hearing things like "try harder," "pay attention" and "sit still." And they would love to do these things but often don't know how! In this course, you will discover practical ways to help children with ADHD manage their behavior and succeed in school. Importantly, you will be learning from the real experts: the children themselves. You'll find out how Kristi controls her energy, how Wanda handles boredom and how Adam jump-starts his thought process. You'll also hear from parents and teachers about the amazing benefits of relatively simple adaptations in space, structure, rules, and expectations.

CEEDUC 724 **\$119**
www.ed2go.com/nwcc

The Differentiated Instruction and Response to Intervention Connection

Today's teachers are using two powerful approaches—Differentiated Instruction (DI) and Response to Intervention (RTI)—to help kids succeed academically. In this course, you'll learn how to put this dynamic duo to work in your own lesson plans. You'll start by exploring different learning styles and key factors that motivate students to learn. Then you'll find out how to perform different types of assessments, monitor student progress, select research-based teaching materials and move students up or down the RTI tiers to give them the help they need. You'll discover how to work with your colleagues – and parents – as a team to identify at-risk students, plan solutions and address issues efficiently. Case studies and examples will be used to illustrate how DI and RTI strategies work in the real world.

CEEDUC 724 **\$119**
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 **\$119**
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Trades

NEW! Carpentry IP Refresher

This 60-hour course reviews the theoretical concepts and workplace applications that carpenters need to successfully prepare themselves for their ITA Red Seal exam.

Note: Students must purchase workbook "Understanding Construction Drawings for Housing & Small Business", available at bookstore. BC Building Code is recommended.

CETRAD 777 **60 hrs** **\$1,355**
 TER Oct 22-Nov 30 (Tu/Th) 6-9pm
 (Sa) 8:30-12:30pm

NEW! CVIP/PVIP Commercial & Public Vehicle Inspection

This course covers how to perform inspections according to specifications and responsibilities described in the Vehicle Inspection Manual and the Motor Vehicle Regulations, and how to comply with the regulations and policies governing the administration of the Commercial and Public Vehicle Inspection Program.

CETRAD 733 **24 hrs** **\$550**
 TER Dec 11-13 (We-Fr) 8-5pm
 TER Jun 11-13 (2014) (Tu-Th) 8-5pm

NEW! General Trades Labourer Training

With major project developments booming here in the Northwest, the demand for a well-trained local workforce has never been stronger! This eight-week program provides the job skills and workplace training needed for entry-level employment in the construction industry. The program will be delivered in these hands-on and theoretical modules: Safety certificates, Basics of Construction, Operation of Tools, Backfill and Compaction, Basics of Concrete, Ladders and Scaffolding, and Working Safely Around Electricity.

CETRAD 775 **8 weeks** **\$3,195**
 TER Mar 31-May 16 (2014) (Mo-Fr) 8:30-5:30pm
 TER May 14-Jul 10 (2014) (Mo-Fr) 8:30-5:30pm

NEW! Heavy Equipment Operator IP Refresher Training

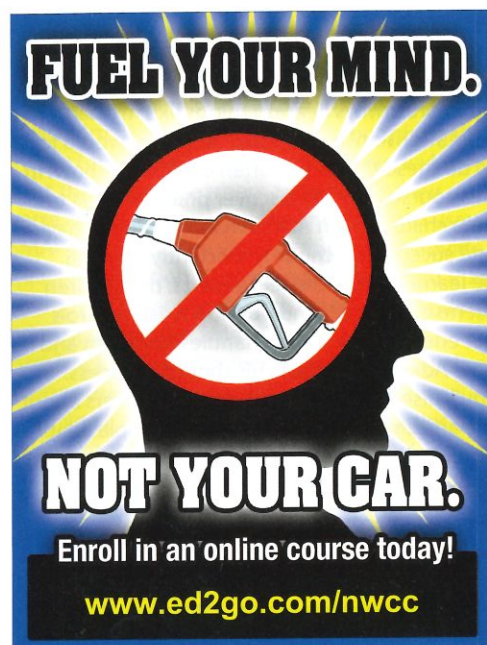
This 35-hour course reviews the theoretical concepts and workplace applications that heavy equipment operators need to successfully prepare themselves for their ITA Red Seal exam.

CETRAD 766 **35 hrs** **\$695**
 TER Nov 17-24 (Sa-Su) 8:30-5pm

Intro to Trades for Women

Have you considered a career in the trades? Women are finding job satisfaction, good pay and flexible schedules in the skilled trades – and opportunities for employment are abundant! This program explores the skilled-trades workplace from a woman's perspective and gives you the information you need to turn your dreams into reality. The September program is full but we encourage you to get your name on the list to participate in future offerings.

Call Karen McMurray at 250.635.6511 Ext 5304



Workforce & Industry Training

Airbrake Endorsement

This course includes 22 hours of theory and practical instruction on airbrakes systems. Upon successful completion of a pre-trip inspection, students receive credit for the pre-trip (for 90 days) towards the Motor Vehicle Branch Air Endorsement Examination.

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

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

CETRAN 701 **22 hrs** **\$280**
 TER Oct 4-6 (Fr) 4-10pm
 (Sa-Su) 8:30-5:30pm
 KIT Oct 8-10 (Tu-Th) 8-4pm
 TER Nov 22-24 (Fr) 4-10pm
 (Sa-Su) 8:30-5:30pm
 TER Mar 28-30 (2014) (Fr) 4-10pm
 (Sa-Su) 8:30-5:30pm
 KIT Apr 29-May 1 (2014) (Tu-Th) 8-4pm
 TER May 2-4 (2014) (Fr) 4-10pm
 (Sa-Su) 8:30-5:30pm
 TER Jun 20-22 (2014) (Fr) 4-10pm
 (Sa-Su) 8:30-5:30pm

Basic Security Guard Training

Security Professionals working in the province of British Columbia are required to complete mandatory training to qualify for provincial licensing. This course provides this basic training and covers key topics including: Introduction to Private Security, Legal Issues, Documentation and Personal Safety. The course entails approximately 25 hours of homework.

Participants must be 19 years of age to apply for their Basic Security Training License and complete a Criminal Records Check. Completion of Grade 10 and good reading skills are also prerequisites.

CETRAD 772 **40 hrs** **\$1,250**
 TER Oct 7-12 (Mo-Sa) 8:30-5:30pm
 HAZ Jan 26-31 (2014) (Su-Fr) 8:30-5:30pm

NEW! Become a Veterinary Assistant

This course focuses on pet nutrition and a variety of health and safety issues. You'll learn how to treat and prevent parasites, including roundworms and heartworms. You'll even learn the facts of life, as it pertains to dogs and cats.

In addition, you'll explore current thoughts on spaying and neutering – and how to deal with the emotional issues of euthanasia, pet loss, and assisting clients in a time of personal need.

CEHLTH 762 **\$119**
 www.ed2go.com/nwcc

NEW! Boom Lift (Aerial)/ Tele-Handler Operation

Boom lifts are also known as Aerial Lifts or Tele-handlers. 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.

CETRAN 771 **20 hrs** **\$449**
 TER Nov 15-17 (Fr) 6-10pm
 (Sa/Su) 8:30-5:30pm

Class 7 Graduated License Program Learners Workshop

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

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

CETRAN 722 **5 hrs** **\$92.50**
 SMI Oct 26 (Sa) 9-3pm
 SMI Mar 1 (2014) (Sa) 9-3pm

**NEW! Comprehensive Class 1
Driver Training**

This 98-hour program prepares students to become Class 1 drivers in the trucking industry. It consists of 22 hours air brake endorsement training; 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.

| | | |
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| CETTRAN 737 | 98 hrs | \$11,199 |
| RUP Jan 6 start date (2014) | (Mo-Fr) 8-5pm | |
| TER Feb 11 start date (2014) | (Mo-Fri) 8-5pm | |
| MAS Feb 24 start date (2014) | (Mo-Fr) 8-5pm | |
| TER Apr 10 start date (2014) | (Mo-Fr) 8-5pm | |
| TER Jun 2 start date (2014) | (Mo-Fr) 8-5pm | |
| TER Jul 21 start date (2014) | (Mo-Fr) 8-5pm | |

**NEW! Comprehensive Class 3
Driver Training**

This 70-hour 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.

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| CETTRAN 738 | 70 hrs | \$7,800 |
| TER Sep 17 start date | (Mo-Fr) 8-5pm | |
| TER Oct 31 start date | (Mo-Fr) 8-5pm | |
| TER Jan 6 start date (2014) | (Mo-Fri) 8-5pm | |
| TER Feb 11 start date (2014) | (Mo-Fr) 8-5pm | |
| TER Jun 2 start date (2014) | (Mo-Fr) 8-5pm | |

**NEW! Cross Connection Training
(BC Waste Water)**

A cross connection is an actual or potential contact between a potable water system and pollution or contamination. Cross connections exist in every water system and they can subject people to serious water-borne health risks. This course looks at how the prevention of backflow situations is the key to eliminating problems. It covers new devices and assemblies that prevent backflow and backpressure incidents – and when and how to use them. A mix of theory and hands-on exercises will qualify students to write the BCWWA Cross Connection Control Examiner exam.

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| CEMECH 704 | 35 hrs | \$2,279 |
| KIT Apr 7-11 (2014) | (Mo-Fr) 8:30-4:30pm | |

Fall Protection

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

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| CEFAID 815 | 6 hrs | \$104 |
| SMI Oct 15 | (Tu) 8:30-3:30pm | |
| RUP Oct 23 | (Tu) 8:30-3:30pm | |
| TER Nov 8 | (Tu) 8:30-3:30pm | |
| TER Mar 25 (2014) | (Tu) 8:30-3:30pm | |
| TER Apr 25 (2014) | (Tu) 8:30-3:30pm | |
| TER Jun 20 (2014) | (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.

| | | |
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| CETTRAN 703 | 20 hrs | \$311 |
| TER Sep 27-29 | (Fr) 6-10pm (Sa-Su) 8:30-5:30pm | |
| TER Nov 15-17 | (Fr) 6-10pm (Sa-Su) 8:30-5:30pm | |
| RUP Nov 23-24 | (Fr) 6-10pm (Sa-Su) 8:30-5:30pm | |
| RUP Jan 18-19 (2014) | (Fr) 6-10pm (Sa-Su) 8:30-5:30pm | |
| TER Jun 28-30 (2014) | (Fr) 6-10pm (Sa-Su) 8:30-5:30pm | |

General Radio Operator

This course will provide general information useful to all radio operators. It will outline radio operating procedures including the proper way to structure and send a message in both casual and distress-call situations. It will also review the importance of the International Phonetic Alphabet (IPA) and how it is used to avoid confusion during radio communications by providing clarity when spelling words.

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| CEFAID 803 | 4 hrs | \$72 |
| SMI Nov 6 | (We) 9-1pm | |
| HAZ Jan 2 (2014) | (Th) 1-5pm | |

**NEW! Non-Commercial Heavy Haul
Endorsement
(Code 20 – over 4600kg)**

The Insurance Corporation of BC requires drivers to have a Code 20 restriction in order to haul recreational vehicles in excess of 4600 kg. This course will enable you to obtain the proper licensing to tow these types of vehicles (e.g. many horse trailers, large boat trailers, utility trailers and fifth-wheel travel trailers). Remember, it is your responsibility to have the appropriate license and driving skills for the vehicle you are towing. Not having the right credentials puts your personal safety in jeopardy – and risks a breach of your insurance policy in the event of a crash.

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| CETTRAN 730 | 21 hrs | \$1,329 |
| TER Apr 9-11 (2014) | (We/Th/Fr) 8:30-4:30pm | |

NEW! Platform/Scissor Lift Operation

This course provides a general understanding of the safe and efficient operation of power-operated mobile work platforms. Participants will learn to identify specific health and safety hazards associated with operating scissor lifts and will be trained to operate site-specific equipment safely and efficiently. Successful completion of both the two-hour theory and two-hour practical components of the course will earn a certificate of competency.

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| CETTRAN 735 | 16 hrs | \$299 |
| TER Oct 26-27 | (Sa/Su) 8:30-5:30pm | |
| TER Mar 15-16 (2014) | (Sa/Su) 8:30-5:30pm | |

Rigging Safety

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

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| CEFAID 815 | 8 hrs | \$363 |
| TER Apr 30 (2014) | (Th) 8:30-5:30pm | |
| TER Jun 30 (2014) | (Mo) 8:30-5:30pm | |
| TER Aug 6 (2014) | (We) 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. And WorkSafeBC states that anyone taking such action must be certified. This course provides that 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-100A refresher course annually to remain certified.

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| CEFAID 741 | 16 hrs | \$275.50 |
| HAZ Sep 26-27 | (Th/Fr) 8:30-5:30pm | |
| TER Oct 1-2 | (Tu/We) 8:30-5:30pm | |
| SMI Nov 7-8 | (Th/Fr) 8:30-5:30pm | |
| HOU Call to book this course for your workplace. | | |
| HAZ Jan 23-24 (2014) | (Th/Fr) 8:30-5:30pm | |
| TER Apr 1-2 (2014) | (Tu/We) 8:30-5:30pm | |
| HAZ Apr 24-25 (2014) | (Th/Fr) 8:30-5:30pm | |
| TER May 6-7 (2014) | (Tu/We) 8:30-5:30pm | |
| TER May 22-23 (2014) | (Th/Fr) 8:30-5:30pm | |
| HAZ Jun 5-6 (2014) | (Th/Fr) 8:30-5:30pm | |
| TER Jun 25-26 (2014) | (We/Th) 8:30-5:30pm | |

**S-100A Fire Suppression Classroom
Refresher**

This S-100A training is a half-day refresher course for individuals who already possess a S-100 fire suppression designation. Completion of this course is an annual requirement to retain S-100 certification.

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| CEFAID 785 | 4 hrs | \$61.50 |
| HAZ May 3 (2014) | (Sa) 8:30-12:30pm | |
| HAZ Jun 4 (2014) | (We) 8:30-12:30pm | |
| HOU Call to book this course for your workplace. | | |

NEW! Skid Steer Operation Training

Participants in this course will learn the practices and procedures to safely operate a skid steer loader (Bobcat). Topics include fundamentals of safe skid steer loader operation, pre-use inspections, safe operation of skid steer attachments, safe handling of loads and safe task-handling procedures. The course will consist of two hours of theory and two hours of practical experience. CSA footwear is required.

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| CETTRAN 736 | 16 hrs | \$299 |
| TER Nov 4-5 | (Sa/Su) 8:30-5:30pm | |

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.

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| CEFAID 724 | 8 hrs | \$234 |
| TER Sep 30 | (Mo) 8:30-5:30pm | |
| SMI Apr 11 (2014) | (Fr) 8:30-5pm | |
| TER Apr 29 (2014) | (Mo) 8:30-5:30pm | |
| TER Jun 2 (2014) | (Mo) 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. Students spend both scheduled days gaining practical experience with a qualified instructor. Successful participants must pass a written exam and practical evaluation. Graduates earn proof of completion training documentation, and become part of a provincial database that documents trainers and Traffic Control Persons.

Note: Students are required to wear Canadian Standards Association (CSA) approved steel-toed boots that must be at least 6 inches high. Participants are outside both days. Dress according to the weather.

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| CETRA 704 | 16 hrs | \$290 |
| TER Sep 14-15 | (Sa/Su) 8:30-5:30pm | |
| KIT Oct 5-6 | (Sa/Su) 8:30-5:30pm | |
| HAZ Oct 10-11 | (Th/Fr) 8:30-5:30pm | |
| TER Nov 2-3 | (Sa/Su) 8:30-5:30pm | |
| TER Mar 15-16 (2014) | (Sa/Su) 8:30-5:30pm | |
| KIT Apr 5-6 (2014) | (Sa/Su) 8:30-5:30pm | |
| TER Apr 5-6 (2014) | (Sa/Su) 8:30-5:30pm | |
| RUP Apr 8-9 (2014) | (Tu/We) 8:30-5:30pm | |
| SMI Apr 21-22 (2014) | (Mo/Tu) 8:30-5:30pm | |
| TER May 10-11 (2014) | (Sa/Su) 8:30-5:30pm | |
| HOU May 13-14 (2014) | (Tu/We) 8:30-5:30pm | |
| HAZ May 31-Jun 1 (2014) | (Sa/Su) 8:30-5:30pm | |
| KIT Jun 7-8 (2014) | (Sa/Su) 8:30-5:30pm | |
| TER Jul 3-4 (2014) | (Th/Fr) 8:30-5:30pm | |
| HAZ Jul 5-6 (2014) | (Sa/Su) 8:30-5:30pm | |
| TER Aug 21-22 (2014) | (Th/Fr) 8:30-5:30pm | |

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- Cook's Helper
- Driller Blaster (in development)
- Professional Driving
- Mining Pre-employment Training
- Camp Operations
- Surface Diamond Drillers Helper
- Mineral Processing Operator

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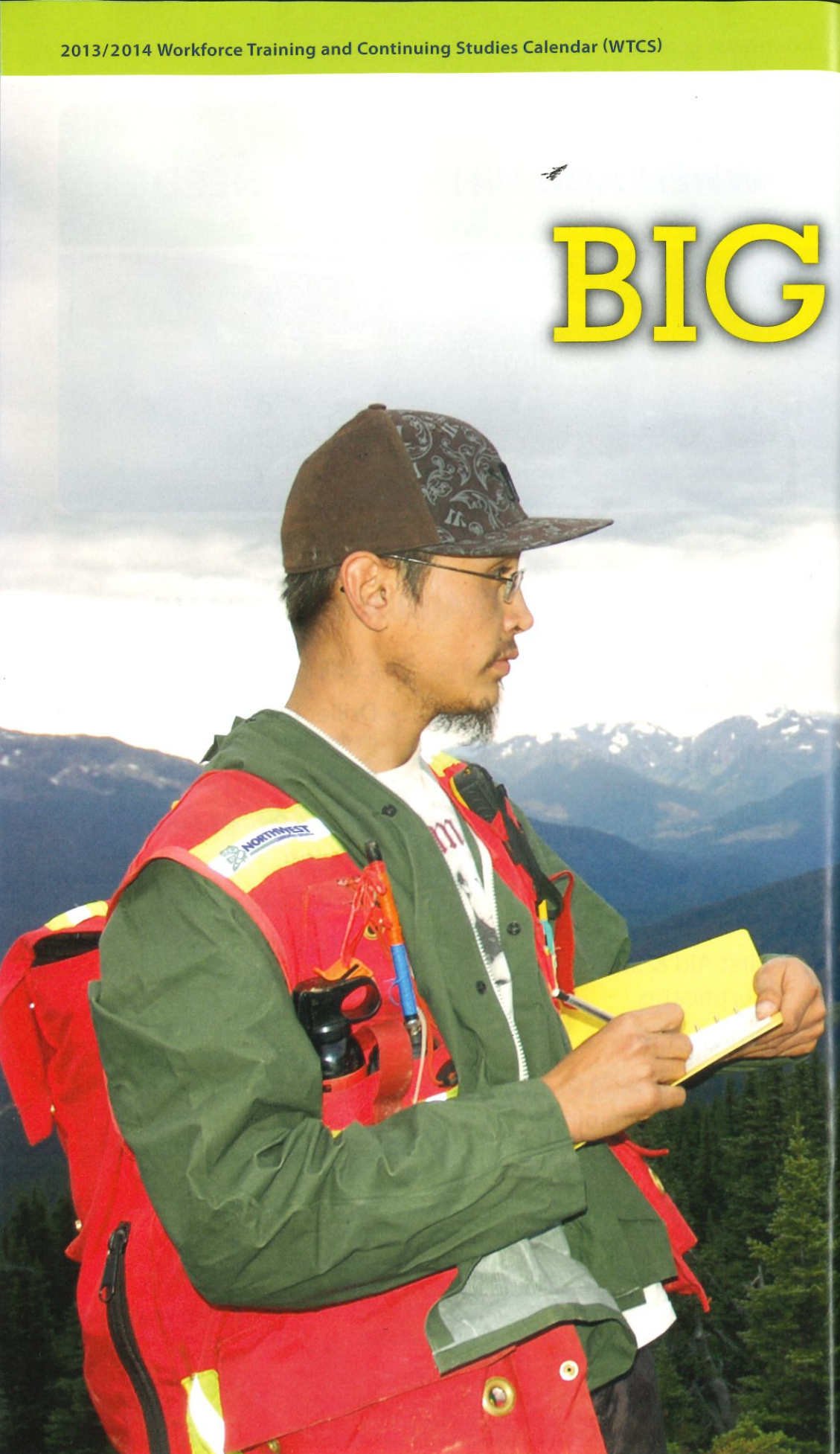
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WTCS Campus Contact Info

NWCC campuses are centrally located. Easy-to-follow directions are available for each of our campuses on Google Maps.

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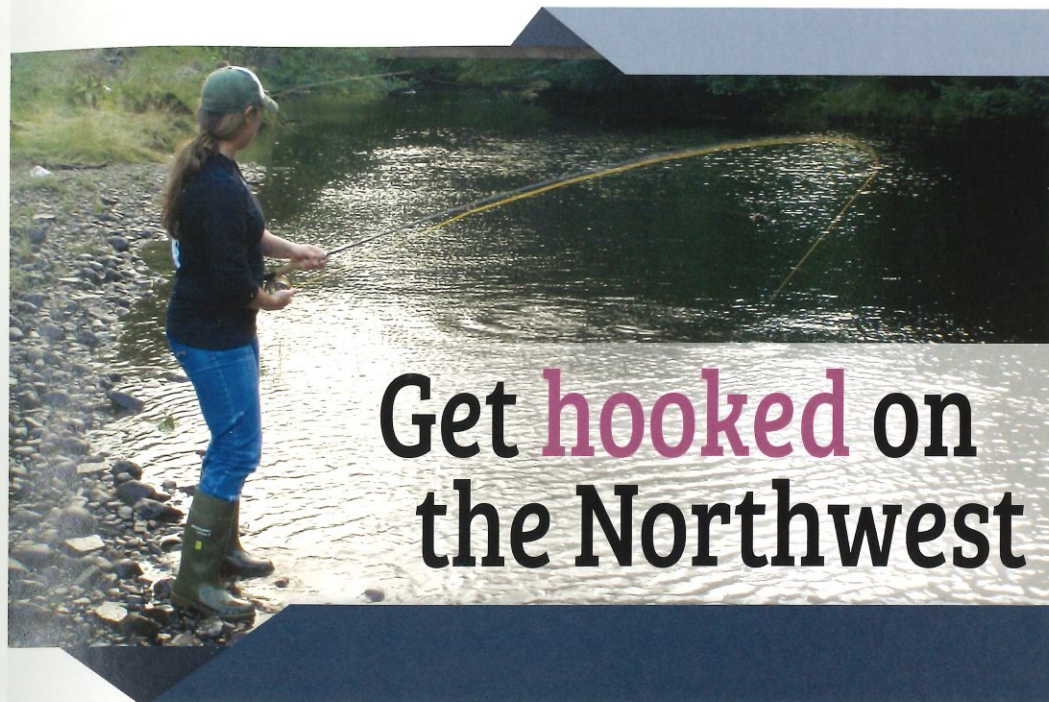
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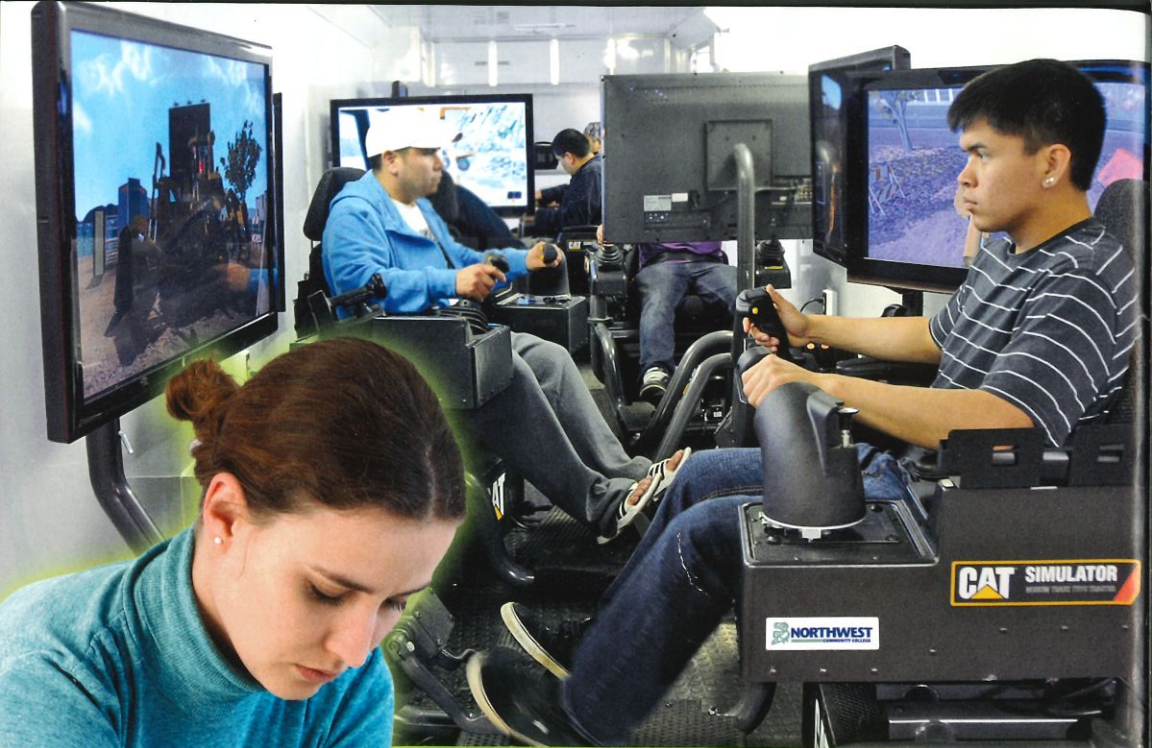
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