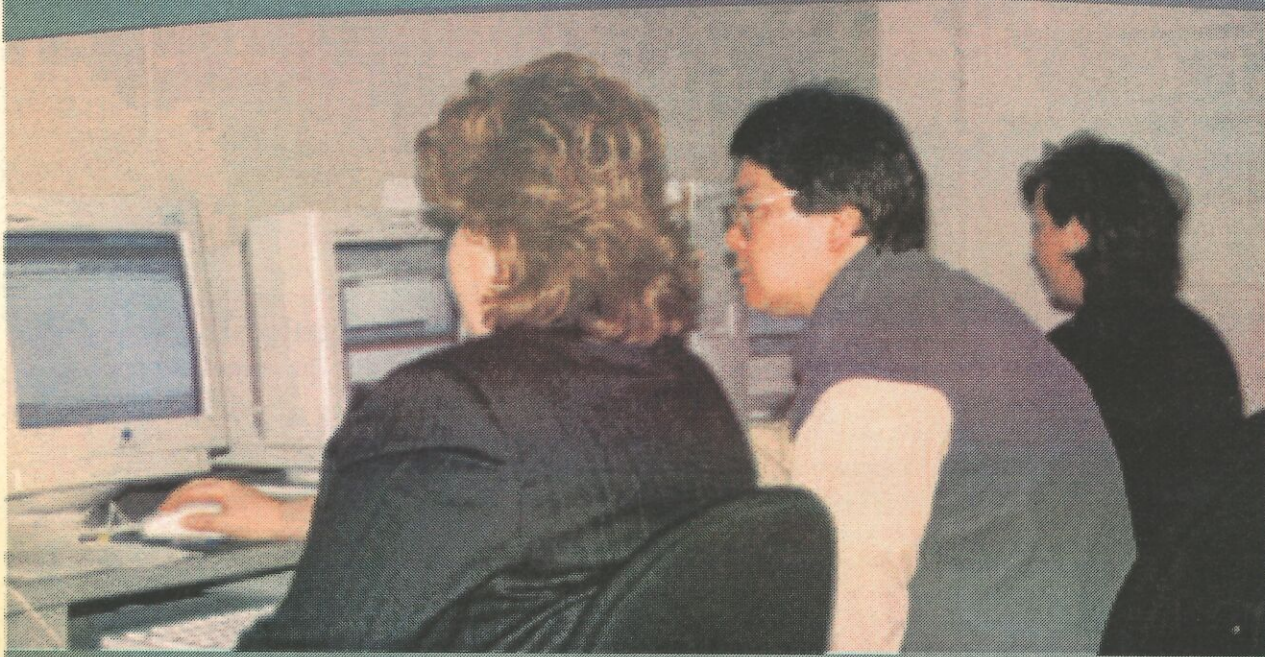


# CONTINUING EDUCATION

at Northwest Community College • Terrace/Kitimat



JANUARY 2003 - MAY 2003



*Take a closer look.*

#### MISSION STATEMENT

The Continuing Education Department of Northwest Community College is committed to:

- a) responding quickly to meeting community needs
- b) providing standardized quality learning.
- c) operating in a flexible pro-active learning environment.

#### CONTINUING EDUCATION STAFF

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#### PRIVATE CONTRACT TRAINING

See classes in the brochure that would benefit your organization but can't participate on the dates listed? Contract training will work for you! We've helped businesses, governments, social services, First Nations and voluntary organizations. On a fee-for-service basis, we can meet your training needs. Book any class listed in this brochure, or bring us your list of requirements. We craft training solutions for improved performance, customized to meet your special needs, and to assist you in maintaining regulatory compliance.

Training you need, when you want it and how you want it - see NWCC first! Local training that is cost effective, confidential, and convenient. For more information contact the Continuing Education Department, Terrace Campus at (250) 638-5408.

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#### Contact Us

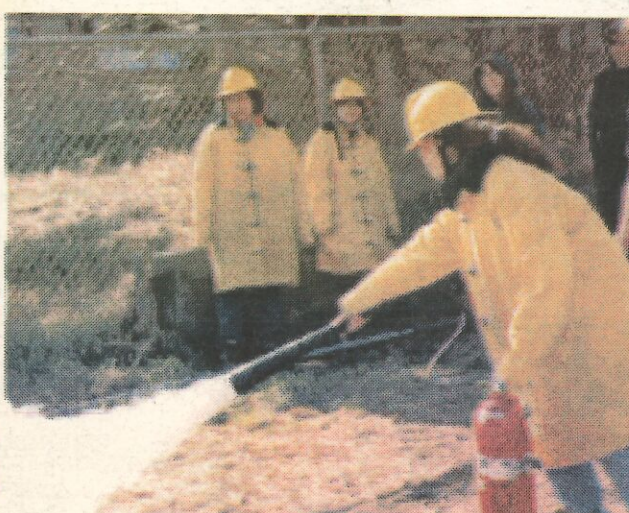
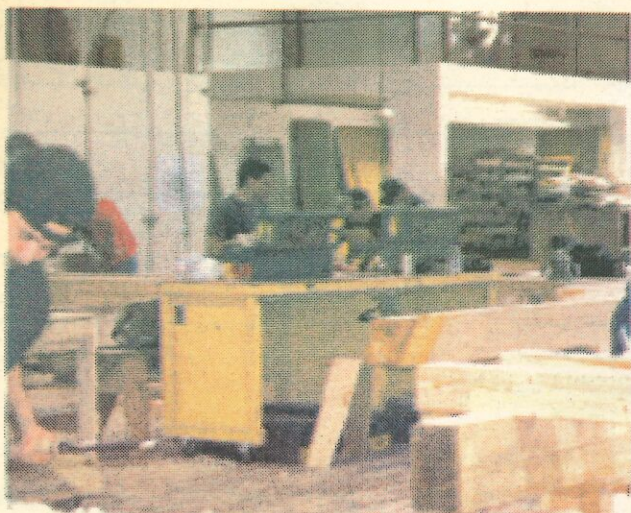
##### Terrace Campus

Phone: (250) 635-6511  
Fax: (250) 638-5433

##### Kitimat Campus

Phone: (250) 632-4766  
Fax: (250) 632-5069

[www.nwcc.bc.ca](http://www.nwcc.bc.ca)



*Take a closer look.*

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**Choose your course - choose your campus!**

This tabloid includes courses offered in both Kitimat and Terrace.

Find the course you want to take, then check its availability at either the Terrace or Kitimat campus.

## Registration Information

### Register Early

Some classes fill quickly, only receipt of payment guarantees a place in a class. Space is limited so register in advance to guarantee your spot in the class of your choice!

- 1) Phone In to Terrace at (250) 635-6511 local 5204 or 5342; or Kitimat (250) 632-4766. Register using Visa or MasterCard, receipts will be mailed.
- 2) Drop In to register in person with the Cashier at the Terrace or Kitimat Campus.
- 3) Mail In the registration form and send it with cheque or credit card information to either campus at:
  - a) Northwest Community College, Terrace Campus, 5331 McConnell Avenue, Terrace, BC V8G 4X2.
  - b) Northwest Community College, Kitimat Campus, 606 Mountainview Square, Kitimat, BC V8C 2N2.
 Make cheques payable to NWCC. Sorry, no post-dated cheques accepted.
- 4) Fax In the registration form to (250) 638-5432 or (250) 632-5069. Credit card payment only.

### Cashier/Registration Hours

The Terrace Campus cashier is open the following hours:

Monday-Thursday	8:30am-4:00pm
	4:30pm-8:00pm
Friday	8:30am-4:00pm
Saturday	1:00pm-4:30pm

The Kitimat Campus cashier is open the following hours:

Monday-Friday	8:30am-4:00pm
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### Course Cancellations

A minimum enrolment is required to recover the costs of the course. If that number is not reached, Continuing Education reserves the right to cancel classes. Every attempt will be made to notify you in advance. A full refund will be processed automatically unless we are notified of your wish to transfer to another class.

### Waitlists for Courses

Registrations are accepted on a first-come, first-served basis, upon full receipt of tuition fees at the time of registration. If a course is full, your name is placed on a wait list. If the wait list is sufficiently large, another session of the course may be added. Those on the wait list will be contacted and registration will be confirmed upon full receipt of tuition fees. Should space become available in a course (due to student withdrawals or other factors) the person whose name is first on the wait list will be contacted. If that person cannot be reached, the next person will be contacted.

### Fees, Withdrawals and Refunds

Full refunds will be made only if a course is cancelled by the College or if a student withdraws from a course for medical or bereavement reasons before the start of the course.

Withdrawals and requests for refunds made three days prior to the start of class will be subject to a \$10 administration fee. The balance of course fees will be refunded by cheque, or if fees were paid by credit card, refunded to your card. Receipts will be mailed. As an alternative we would be pleased to hold the registration fee as a credit toward taking another Continuing Education course.

Course fees will **NOT** be refunded for withdrawals made less than three days prior to the start of any course.

**Mail to:** Northwest Community College  
 Terrace Campus  
 5331 McConnell Avenue  
 Terrace, BC V8G 4X2

**Fax to:** (250) 638-5432

-or-

Northwest Community College  
 Kitimat Campus  
 606 Mountainview Square  
 Kitimat, BC V8C 2N2

-or-

(250) 632-5069

Please **TYPE** or **PRINT** in black ink.

Mr.  Mrs.  Ms. \_\_\_\_\_

Bus. Tel. \_\_\_\_\_ Home Tel. \_\_\_\_\_

Address \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Payment by:  Cheque (payable to NWCC)  Money Order  MasterCard  Visa

Card No. \_\_\_\_\_ Exp. \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

	Course Name	Campus	Dates	Fee
#1				
#2				
#3				

## Computer Courses

### Intro to Computers

This introductory course is for learners with little or no computer knowledge. Ensure your successful use of personal computers - become familiar with computer technology, operating systems, protocols and much more.

Jan 25  
Terrace Sat \$69  
9-4pm

Feb 1  
Kitimat Sat \$69  
9-4pm

### Computer Troubleshooting & Repair

Learn a basic hands-on approach to diagnosing and repairing common computer hardware problems. Bring your questions. No prerequisite.

Apr 1 - Apr 3  
Terrace Tue/Thu \$89  
7-10pm

### Internet/E-mail

Learn the essentials of the Internet including the search tools available to help you find the information you need on the World Wide Web. Includes e-mail basics such as mailboxes, address books, attachments, and how to organize and store your e-mail messages.

Prerequisites: Introduction to Windows 2000.

Feb 8  
Terrace Sat \$89  
9-4pm

Apr 8 - Apr 10  
Kitimat Tue/Thu \$89  
7-10pm

### Introduction to Windows 2000

Learn the basic commands and functions included with the Windows 2000 operating system. Knowledge of this program is essential to effectively and efficiently operate a Windows driven computer (appropriate for Windows 98 and Windows ME operating systems). Upon completion participants will be able to log on; customize your desktop; manage files, folders, and disks; work with Windows 2000 programs; personalize Windows 2000 and more. This course is a prerequisite for all NWCC-computer software courses.

Jan 28 - Feb 6  
Terrace Tue/Thu \$169  
7-10pm

Feb 4 - Feb 13  
Kitimat Tue/Thu \$169  
7-10pm

### Intro to Scanners

This course will help you use your scanner to its full potential. Learn about the types of scanners and scanner software, how to scan in pictures and documents, discover picture formats and manipulate images - cropping, resizing and editing.

Prerequisites: Intro to Windows 2000.

Mar 8  
Terrace Sat \$47  
9-12pm

### Intro to Accounting

An introduction of the basic concepts of accounting - gain understanding of fundamental accounting principles and terminology; of debits, credits, assets, liabilities, equity, revenue, and expenses. Bring your calculator!

Prerequisites: Intro to Windows 2000.

Feb 18 - Feb 20  
Terrace Tue/Thu \$79  
7-10pm

### Internet Safety

Learn safe techniques for you or your family to use the World Wide Web or Email. From safe downloading, to tracking an IP Address, filtering software, chat room safety, and more.

Prerequisites: Intro to Windows 2000.

Feb 22  
Terrace Sat \$39  
6-9pm

### Burn Your Own CD

Want to know how to burn your own CD using your computer? This 3 hour class will give you an overview about the use of CD burners, internet downloads, converting your MP3s, and safety.

Prerequisites: Intro to Windows 2000.

Feb 15  
Terrace Sat \$39  
12-3pm

May 10  
Kitimat Sat \$39  
9-12pm

### ArcView: An Intro to GIS Skills

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

Prerequisite: Intro to Windows 2000

Feb 8 - Mar 15  
Terrace Sat \$269+text  
9-4pm

### Introduction to AutoCAD

AutoCAD is a computer aided design program used in fields such as Engineering, Carpentry, Interior Design and more. This hands-on course will teach you how to use AutoCAD to create, print, and plot drawings.

Prerequisite: Intro to Windows 2000, strong file management skills, experience with graphics, and drafting.

Feb 25 - Mar 27  
Terrace Tue/Thu \$269  
7-10pm

### Upgrading Your Computer

Learn basic advice and hands-on experience to upgrade your PC.

Prerequisite: Intro to Computers

Apr 29 - May 1  
Terrace Tue/Thu \$89  
7-10pm

### MS Access 2000 - Level 1

MS Access 2000 allows users to efficiently store, organize, retrieve, communicate and manage information. This computerized file cabinet can be a flexible electronic version of just about any collection of information - inventory, to-do lists, appointments, addresses, and more. Learn how to load and exit from Access; use the Database Wizard; create a new table; enter, adjust, and delete information; sort records; create and use forms, mailing labels, reports, and more.

Prerequisites: Intro to Windows 2000.

Apr 23 - May 2  
Terrace Wed/Fri \$169  
7-10pm

### MS Excel 2000 - Level 1

MS Excel 2000 is a versatile tool that makes it easy for you to analyze, report and share your data. Participants will create and use worksheets and charts; enter, edit and format information on the worksheet; build sample worksheets; view different parts of a worksheet simultaneously; view several worksheets at one time; print worksheets, and more.

Prerequisites: Intro to Windows 2000.

Feb 11 - Feb 20  
Terrace Tue/Thu \$169  
7-10pm

Feb 18 - Feb 27  
Kitimat Tue/Thu \$169  
7-10pm

### MS Excel 2000 - Level 2

Learners will be introduced to the intermediate features of the MS Excel 2000 program. Upon successful completion participants will learn how to create and name ranges of cells; sort a list of data; create a Web page from an Excel worksheet; change cell sizes and alignment; summarize information in the database; change Excel options; protect your worksheets and workbooks; customize your printing options; use drawing tools, and more.

Prerequisites: Intro to Windows 2000 and MS Excel 2000 - Level 1.

Mar 18 - Mar 27  
Terrace Tue/Thu \$169  
7-10pm

### MS Excel 2000 - Level 3

Level 3 is designed for proficient users of MS Excel 2000. Advanced topics include: how to link workbooks; consolidate information from different worksheets; create a database; create and use Pivot Tables; use the Goal Seek and Solve function to calculate optimal values; create and run macros; add comments to worksheet cells; create worksheet forms with controls; import and export with other applications, and more.

Prerequisites: Intro to Windows 2000 and MS Excel 2000 Level 2.

Apr 22 - May 1  
Terrace Tue/Thu \$169  
7-10pm

## Microsoft Office Skills Training Program (MOST)

This part-time certificate program is designed for individuals who want to develop professional computer skills that meet the employment needs of today's business and industry.

Courses are scheduled to accommodate those with varying work schedules and will provide greater employment opportunities in a challenging job market. Participants have 18 months to complete this program. No test is required.

A Northwest Community College Certificate of Program Completion will be issued upon fulfillment of the Microsoft Office Skills Training Program requirements.

### Required Courses:

- MS Word - Level 1
- MS Excel - Level 1
- MS Excel - Level 2
- MS PowerPoint
- MS Outlook

### Electives (Choose 3):

- MS Publisher
- Simply Accounting 7.0
- MS Word - Level 2
- MS Access - Level 1
- MS Excel - Level 3
- MS Word - Level 3

## Contract Courses?

Successful contract courses that we have offered include:

- Airbrakes
- Defensive Driving
- TDG-for Biomedical Workers
- Bear Aware
- Crane Rigging Training
- Forklift Training
- S-100 Fire Suppression
- Chainsaw Safety
- Yoga
- Report Writing for Special Needs Children
- Harassment Policy Training
- Discrimination Prevention Workshops
- Superhost
- Foodsafe

Additional classes may be added as demanded.

Call us for updates to this schedule or to add your name to our request list.

Provide us with your fax number or email address to receive regular course updates.

### MS FrontPage 2000

MS FrontPage 2000 is a Web site creation and management tool that gives users everything they need to easily create and manage web sites, whether you're creating a personal Web page or a corporate Internet or intranet site. Upon successful completion of this MOUS courseware the learner should be able to create web pages consisting of text, graphics, links to others pages, and know how to upload pages to a web server.

**Prerequisites:** Intro to Windows 2000

Mar 31 - Apr 3 \$169  
Terrace Mon/Wed 7-10pm

### MS Outlook 2000 Express

Designed to show the student how to use MS-Outlook, a desktop information management program. You will use the Office Assistant; send, check and manage your messages; send mail; manage your calendar and contacts; track activities and more.

**Prerequisites:** Introduction to Windows 2000.

Mar 11 - Mar 13 \$99  
Terrace Tue/Thu 7-10pm

### MS PowerPoint 2000 Express

MS PowerPoint 2000 is most commonly used for creating and displaying "slides" in multimedia presentations. Participants will learn how to start the PC and PowerPoint 2000, create and edit slides; create and edit graphs and charts; save, close and open slide shows; view slides, and more.

**Prerequisites:** Intro to Windows 2000 and Word 2000 Level I highly recommended.

Mar 24 - Mar 26 \$99  
Terrace Mon/Wed 7-10pm

Mar 18 - Mar 20 \$99  
Kitimat Tue/Thu 7-10pm

### MS Publisher 2000 Express

Learn the basics of desktop publishing using MS Publisher 2000, one of the easiest desktop publishing programs available. Participants will review desktop publishing concepts then learn how to create documents like newsletters, flyers, and brochures.

**Prerequisites:** Intro to Windows 2000.

Apr 14 - Apr 16 \$99  
Terrace Mon/Wed 7-10pm

### MS Project 2000

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

**Prerequisites:** Intro to Windows 2000.

Mar 10 - Mar 19 \$169  
Terrace Mon/Wed 7-10pm

### MS Word 2000 - Level 1

An introduction to the basic operations of MS Word 2000. Participants will be able to create and edit documents; save, open and close documents; use the Letter Wizard and different document formatting methods; move and copy text; proofread and correct your documents; use the Find and Replace features; Zoom and Print Preview; understand file management; create envelopes and labels, and more.

**Prerequisites:** Intro to Windows 2000.

Feb 10 - Feb 19 \$169  
Terrace Mon/Wed 7-10pm

Feb 24 - Mar 5 \$169  
Kitimat Mon/Wed 7-10pm

### MS Word 2000 - Level 2

Learners will be introduced to the intermediate features of MS-Word 2000. Learn how to format documents with styles; work with document templates, headers and footers, and special characters; work with tables and perform simple calculations; insert graphics; perform mail merges; customize MS Word 2000 and more.

**Prerequisites:** Intro to Windows 2000 and MS Word 2000-Level 1.

Mar 11 - Mar 15 \$169  
Terrace Tue/Thu/Sat 7-10/9-4

### MS Word 2000 - Level 3

Experienced users will be introduced to the desktop publishing features of MS Word 2000. Topics to be covered include: creating an index and table of contents; setting up the page layout; working with text boxes; inserting and formatting graphics; creating and using fill-in and on-line forms; using the Drawing and WordArt features; creating charts, and more.

**Prerequisites:** Intro to Windows 2000 and MS Word 2000 - Level 2.

Apr 8 - Apr 17 \$169  
Terrace Tue/Thu 7-10pm

### Simply Accounting for Windows

Simply Accounting for Windows provides small businesses and home offices with an affordable accounting software system with all the user-friendly features needed to run a business. This hands-on class guides you through a Simply Accounting MOUS course manual, which includes general ledgers, purchasing, accounts payable and receivable, inventory control, payroll and project costing. *Bring your calculator!*

**Prerequisites:** Introduction to Accounting and Intro to Windows 2000.

Feb 24 - Mar 5 \$184  
Terrace Mon/Wed 7-10pm

## On-Line Courses

One of the primary advantages of on-line courses is that you can learn in the comfort and convenience of your own home and office. Simply log onto your on-line classroom when you are ready for your lesson, or communicate with your instructor and fellow students. On-line courses fit your schedule.

### How Does It Work?

Most courses run for six-weeks. You will be given two lessons each week - each lesson is accompanied by a short quiz. Some lessons will also be accompanied by an assignment that has been designed to give you hands-on application of the skills taught in the lesson. Courses conclude with a final exam. If you fall behind at any time you can request a two-week extension, but only one extension per course is granted. Courses begin the third Wednesday of every month; Jan 15, Feb 19, Mar 19, Apr 16, May 21.

### How Do I Register?

Register on-line at [www.ed2go.com/nwcc](http://www.ed2go.com/nwcc). Payment must be made to the Terrace campus. Pay by cash, cheque, money order to Interac at the registration office (5331 McConnell Avenue-Terrace) or phone in your credit card information to (250) 635-6511 local 5342. Following payment, students will be required to complete the on-line "Student Orientation". When complete, your payment will be verified and your lessons will be released on the first day of classes (see dates listed).

### What Courses Are Available?

Following is a list of some of the courses that are currently being offered. Please note some courses require software; if that is the case, the course name will have (SFT) next to it.

### Certification Prep Courses

Earn your credentials in A+ Certification, MCSE Certification or prepare for the CCNA 2.0 Exam (640-607).

### Design and New Media Certification Programs

A whole range of design and media certificate courses are available. Courses include:

- Digital Design
- New Media Marketing
- Graphic and Digital Design
- Plus many more!

### Computer Courses

Pick up tips for your MAC, or unlock the powerful secrets behind Photoshop, QuickBooks, Quicken, and all of your other favorite applications. Courses include:

- Photoshop 6 for the Absolute Beginner
- Intro to PC Troubleshooting
- 101 Tips and Tricks for the iMac and Macintosh
- Keyboarding
- Introduction to Networking
- Plus many more!

### Internet Courses

Learn how to navigate the Internet, create a Web page; create images for the Web; achieve top search engine positions; market your business on the Internet; master the art of Web programming in JavaScript, Perl or Java; or use powerful applications like Dreamweaver, or Flash. Classes include:

- Creating Web Pages (HTML)
- Introduction to Adobe Acrobat 5
- Introduction to Dreamweaver 4
- Marketing your Business or Organization on the Internet
- Creating Web Graphics (SFT)
- Plus many more!

### Writing Courses

Learn the secret to getting published with our growing collection of writing courses taught by experienced professionals. Courses include:

- Fundamentals of Technical Writing
- The Keys to Effective Editing
- Writerific: Creativity Training for Writers
- History of Women Writers
- Pleasures of Poetry
- Plus many more!

### Entrepreneur/Business Courses

Discover how best to plan, start, finance, grow, staff and market your small to mid-sized business:

- Professional Sales Skills
- Caring For Children
- Administrative Assistant Fundamentals
- Plus more!

### Personal Enrichment

Eliminate debt, research your genealogy, plan for your retirement, eat better, live happier, or chart a new career path. Courses include:

- Give That Speech
- Online Investing
- Assisting Aging Parents
- Genealogy Basics
- Discover Digital Photography
- Solving Discipline Problems at Home
- Plus many more!

### Bus. Admin./Management Courses

Improve your job skills by mastering the fundamentals of supervision, logistics, and inventory and project management, among other topics. Earn certificates in:

- Understanding the Human Resources Function
- Project Management at E-speed
- Principles of Sales Management

### Courses for Health Care Professionals

Professionals' continuing education courses and certificate programs for nurses and other health care professionals. Update your knowledge of

- Animal Assisted Therapy
- Complementary and Alternative Medicine
- Spirituality and Aging
- Plus many more!

## General Interest Courses

### Darkroom Basics

The natural continuation of the Discover Photography class. Learn the techniques necessary to develop your own black and white film. Through hands-on demonstration students will learn how to obtain good quality prints. Class will be held in NWCC's blackroom. Students must bring their own camera, and pay a supply cost to the instructor.

Apr 2 - Apr 23  
Terrace Wed \$120+gst  
6:30-9pm

### Discover Photography

Want to know how your 35mm camera works? This six-week class will teach participants about light, film exposure, depth of field, as well as composition. Pick up methods that can help in all aspects of your photography from portraits to landscapes! Students must supply their own 35mm SLR camera, and film for practice shots. An intense introduction for beginners, or a nice refresher course for those with experience.

Feb 12 - Mar 19  
Terrace Wed \$100+gst  
7-9pm

### Introduction to Drawing

This is an introductory drawing course for those with or without drawing skills. Students will learn to use various drawing techniques and principles such as shading, line, texture, perspective and composition. Various drawing styles will be introduced and practiced. Please ask for your supply list when registering.

Mar 24 - Apr 10  
Terrace Mon/Thu \$79+gst  
7-8:30pm

### Italian For Beginners

Ciao! An introductory course with instruction in the every day use of the language; pronunciation, reading, vocabulary, and basic grammar. Participants will learn to carry on basic communications in Italian! Highly recommended if you're planning on vacationing in Italy or for students interested in learning another language!

Feb 25 - Mar 20  
Terrace Tue/Thu \$89+gst  
7-9pm

### Map and Compass Reading

Learn basic navigation using map and compass. Discover how to read and interpret maps, find a location and plot a course to a destination. Acquire the basic skills required to estimate distances along a route and estimate ETA.

Bring your own compass!

Apr 26  
Terrace Sat \$79+gst  
9-4pm

### Massage Fundamentals

Learn the basic techniques and theory behind massage therapy in this six hour class. This is a hands-on class. Students should bring a partner for practice sessions, and are encouraged to bring a blanket and pillow.

Feb 4 - Feb 6  
Terrace Tue/Thu \$59+gst  
7-10pm

### Pizza 'Round the World

Participants will learn the basics of pizza making from dough and sauce, to a plethora of exotic toppings that make up today's trend of international pizzas! Travel from Greece, to Mexico, Italy, and more without ever leaving your kitchen! Bring containers to take your pizza home.

Jan 25 - Feb 1  
Terrace Sat \$99+gst  
9:30-12pm

### Pruning Fruit Trees

Learn how to correctly prune your apples, pears, peaches, cherries, and plums for optimal health, fruit production and appearance. Students start with in-class discussion about pruning materials and methods, followed by hands-on practice in this four-hour workshop. Bring your own pruning shears and wear comfortable clothing.

Mar 29  
Terrace Sat \$39+gst  
8:30-12:30pm

### Intro To Reflexology

An introduction to the compression technique used on the feet. This four hour class will demonstrate how to relieve stress, pain, and rejuvenate circulation with basic methods.

Mar 22  
Kitimat Sat \$43+gst  
12:30-4:30pm

### Recreational Global Positioning System (GPS)

Hikers, boaters, mushroomers, kayakers, outdoor enthusiasts... learn to use a GPS instrument to determine position, plot a course, define waypoints, and mark a position with reasonable competency. Course includes a practical field trip.

Apr 26  
Kitimat Sat \$88+gst  
9-4pm

### The ABC's of Cooking

Learn basic cooking methods and techniques in this fun course for those new to cooking, or for cooks who want to sharpen their skills. Prepare a variety of tasty dishes for breakfast, lunch, and dinner. Learn about nutrition and safety in the kitchen. Bring containers to take your samples home. Register early - class size is limited!

Mar 1 - Apr 26  
Terrace Sat \$249+gst  
9-12pm

Look for these courses to be scheduled for late spring/summer!

### Terrace Campus

- German Level 1
- Reflexology
- Basic Picture Framing
- Recreational GPS
- Chainsaw Safety
- Adult Care Component
- Childsafe
- CPR Level "C"
- Foodsafe Level 1
- Foodsafe Level 2
- OFA Level 1
- Transp. Endorsement
- WHMIS (Ter)
- Worksafe:
  - Investigating Sprains & Strains (Ter)
  - OH&S Committee Training (Ter)
  - Preventing Workplace Violence
- Bldg. Service Worker
- Traffic Control Recert.
- Traffic Control Flagging
- Cabinetry
- Chainsaw Maintenance

### Kitimat Campus

- Map & Compass Reading
- OFA Level 1
- OFA Level 3
- Transp. Endorsement

## The regulations have changed!

NWCC is a recognized WCB training agency, delivering WCB certified courses such as Worksafe, OFA I, Transportation Endorsement, WHMIS, and OFA III.

Still the same quality courses, now with issuance at the local level!

### The Art of Breadmaking

This hands-on class introduces you to the recipes and methods to make a variety of breads. Progress from basics to multigrain, fruit, holiday styles, and more; learn braiding techniques, and the benefits of baking your own bread. Bring containers to take your loaves home.

May 3 - May 10  
Terrace Sat 9-12pm \$99+gst

### Health &-Safety Courses

#### Adult Care Component

Topics include asthma, diabetes, epilepsy, environmental injuries, and poisons. Meets requirements and is recognized by the Vancouver/Richmond Health Board for adult care workers. Participants must have valid OFA Level I certificate. Adult Care certificate valid for two years from date of issue.

Feb 13  
Terrace Thu 4:30-5:30pm \$25

May 15  
Terrace Thu 4:30-5:30pm \$25

#### Bear Aware

This three hour seminar introduces you to the habits and behaviour of bears. Learn how to deal with bear encounters and high risk situations.

Apr 3  
Terrace Thu 7-10pm \$39

#### Childsafe

Designed for parents and caregivers of children up to ten years of age. Recognizing home hazards, injury prevention, safety education, rescue breathing, choking, CPR, bleeding management and common first aid situations are covered.

Feb 8  
Terrace Sat 8:30-4:30pm \$79

Feb 15  
Kitimat Sat 8:30-4:30pm \$79

Apr 12  
Terrace Sat 8:30-4:30pm \$79

#### CPR-Level "C"

This 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 2-Rescuer CPR. Retraining is recommended every two years.

Mar 1  
Terrace Sat 9-4pm \$69

### Foodsafe Level I

A ten-hour Foodsafe course designed by the Ministry of Health in consultation with the BC Restaurant and Food Services' Assoc. provides instruction in the safe and sanitary handling, storage and preparation of food. Successful completion of the course and final exam results in certification and registration by the Ministry of Health. This course is designed for all food service workers and is the prerequisite for Foodsafe Level II.

Feb 7 - Feb 8  
Terrace Fri/Sat 6-10pm/9-4pm \$99

Mar 7 - Mar 8  
Kitimat Fri/Sat 6-10pm/9-4pm \$99

Apr 11 - Apr 12  
Terrace Fri/Sat 6-10pm/9-4pm \$99

### OFA Level I

This WCB certified course is designed to provide basic first aid skills. Successful completion results in an OFA Level I certificate, valid for two years. Evaluation is conducted by the instructor. Course participants must be 16 years of age and show photo ID. Fee includes textbook and no gst.

Jan 25  
Terrace Sat 8:30-4:30pm \$89

Feb 8  
Kitimat Sat 8:30-4:30pm \$89

Feb 13  
Terrace Thu 8:30-4:30pm \$89

Mar 6  
Kitimat Thu 8:30-4:30pm \$89

Mar 13  
Kitimat Thu 8:30-4:30pm \$89

Mar 14  
Terrace Fri 8:30-4:30pm \$89

Apr 16  
Kitimat Wed 8:30-4:30pm \$89

Apr 17  
Terrace Thu 8:30-4:30pm \$89

May 15  
Terrace Thu 8:30-4:30pm \$89

### Transportation Endorsement

This course is designed to deliver the skills and knowledge needed to secure and transport injured/ill workers to medical aid. These skills are necessary if the worksite is more than twenty minutes from medical aid. Successful completion of this WCB certified course results in a certificate valid for two years. Evaluation is conducted by the instructor. Fee includes book and no GST. Prerequisites: OFA Level I certificate.

Feb 14  
Terrace Fri 8:30-5:30pm \$89

Mar 14  
Kitimat Fri 8:30-5:30pm \$89

Apr 17  
Kitimat Thu 8:30-5:30pm \$89

### OFA Level III

This 70 hour course is based on First Aid theory and practical skill development. OFA Level III certification requires an examination - written, oral, and practical - conducted by a WCB certified examiner following course completion. Course participants must score at least 70% on all portions of the exam in order to be issued an OFA Level III certificate valid for two years from the date of the exam. A medical is required and participants must be 16 years of age. Course fee includes text, materials, and exam fee.

Feb 17 - Feb 28  
Kitimat Mon-Fri 8:30-4:30pm \$659

Mar 17 - Mar 28  
Terrace Mon-Fri 8:30-4:30pm \$659

Apr 28 - May 7  
Terrace Mon-Fri 8:30-4:30pm \$659

### S-100 Fire Suppression

This sixteen hour course includes classroom instruction using the Ministry of Forests resource materials, and practical experience. Participants will be instructed in the details of forest fire fighting. Recommended for persons seeking employment in the Fire Fighting sector. A certificate of completion will be awarded.

May 2 - May 3  
Terrace Fri/Sat 8:30-5:30pm \$179

### WHMIS

WHMIS is information and training in the safe handling, recognition, storage and disposal of controlled products (hazardous materials). Emergency procedures as well as an understanding of the risk and necessary precautions will help prevent workplace injury or loss of life. A certificate is awarded at completion of the course. Fee includes course materials. Employers must provide education and training in WHMIS which is administered by the Workers' Compensation Board.

Feb 28  
Terrace Fri 12:30-4:30pm \$50

Mar 1  
Kitimat Sat 12:30-4:30pm \$50

### WCB Worksafe

Worksafe programs are WCB certified classes that are designed to reduce worksite injury and ensure a culture of safety within those worksites. Each program is eight-hours long and participants receive a certificate and 0.5 unit credit towards the elective component of the OH&S Program at BCIT.

#### Joint OH&S Committee Training

Feb 21  
Terrace Fri 8:30-5:30pm \$99

#### Supervisor Safety Management

Mar 17  
Terrace Mon 8:30-5:30pm \$99

#### Hazard Recognition & Control

Apr 30  
Terrace Wed 8:30-5:30pm \$99

## Skills For Success Courses

### Building Service Worker Level I

This course is an introduction to the skills required to work in the building service custodial field. Topics include: basic cleaning procedures, WHMIS, interior office cleaning, ground rules for custodians, restroom cleaning and daily floor maintenance. The course includes theory and practical demonstration of techniques. More and more employers are requiring that potential custodial employees have some formal service worker training. Certificates issued upon successful completion of class.  
**Prerequisites:** Grade 10 English and Writing.

Mar 14 - Mar 16 \$265  
 Terrace Fri/Sat/Sun 6-10/9-5/9-5

### Building Service Worker Level II - Resilient Floor Care

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

Mar 21 - Mar 23 \$299  
 Terrace Fri/Sat/Sun 6-10/9-5/9-5

### Cashier Training

Want to work in retail and be one step ahead of other job applicants? This seven hour class will introduce participants to the professional responsibilities that go along with handling cash, as well as cashier's equipment including the use of debit cards, credit cards, and cash register.

Feb 25 - Feb 27 \$99  
 Terrace Tue/Thu 6:30-10pm

Apr 14 - Apr 16 \$99  
 Terrace Mon/Wed 6:30-10pm

### Medical Terminology

This 30 hour course is a fundamental preparation for many positions in the medical field. An intensive course designed to assist you in developing the skills to understand medical terminology through the use of common medical prefixes, suffixes, word roots, and combining forms as well as exploring human body systems.  
**Prerequisites:** Grade 10 English and Writing.

Feb 3 - Mar 5 \$250+text  
 Terrace Mon/Wed 7-10pm

### Proposal Writing

This 24 hour in-depth course presents the elements in developing proposals. Sessions cover the ingredients of a proposal including learning to identify, then gathering evidence in support of your idea, understanding funding agencies, writing proposal goals and objectives, developing implementation and evaluation plans, creating budgets, and estimating timelines.

**Prerequisites:** Participants should have good command of English.

Jan 20 - Mar 10 \$249  
 Terrace Mon 7-10pm

### Serving It Right

Designed to prepare students to take the Serving It Right exam. Upon successful completion students will receive their Server card from the Hospitality Industry Education Advisory Committee. Registration costs include examination fee.

Apr 5 \$58+gst  
 Terrace Mon/Wed 7-10pm

### Traffic Control Recertification

A four hour recertification course for individuals who have received initial training through NWCC. Certificate valid for two years, issued after successful completion.

Mar 21 \$60  
 Terrace Fri 12:30-4:30pm

Apr 11 \$60  
 Kitimat Fri 12:30-4:30pm

Apr 25 \$60  
 Terrace Fri 12:30-4:30pm

### Traffic Control Flagging

A sixteen hour course that is required for those monitoring, controlling and directing traffic in and around maintenance and construction areas. This course provides in-depth coverage of the skills and information needed to become a qualified traffic control flag person. Certificate valid for two years, issued after successful completion.

Mar 22 - Mar 23 \$209  
 Terrace Sat/Sun 8:30-5:30pm

Apr 11 - Apr 12 \$209  
 Kitimat Fri/Sat 6-10/9-5pm

Apr 26 - Apr 27 \$209  
 Terrace Sat/Sun 8:30-5:30pm

## Trades/Vocational Courses

### Airbrakes Certification

This course includes 24 hours of theory and practical instruction on Airbrakes' systems. Upon successful completion of a pre-trip, you will receive credit for the pre-trip (for 30 days) towards the Motor Vehicle Branch Air Endorsement Examination. CSA approved safety footwear is required for the practical instruction.

**Prerequisites:** Participants must have valid BC Driver's License with no outstanding charges.

Feb 18 - Feb 22 \$220  
 Terrace Tue-Fri 6:30-10:30pm  
 Sat 8-4pm

Mar 25 - Mar 29 \$220  
 Terrace Tue-Fri 6:30-10:30pm  
 Sat 8-4pm

Apr 29 - May 3 \$220  
 Terrace Tue-Fri 6:30-10:30pm  
 Sat 8-4pm

### Airbrakes Refresher

This course is intended as a refresher about Airbrakes. Topics will include ABS brakes, Auto-slack adjusters, EBS braking (Electronic Braking System), Disc Brake systems. Ideal for individuals who received their Air Endorsement some time ago and for those who want to keep up-to-date on the industry.

Mar 24 \$50  
 Terrace Mon 6-10pm

### Forklift Operator Certification

This one-day program is designed to meet the standards set out by the WCB and Labour Canada. Successful graduates of this course will be registered with both agencies. 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.

To express your interest call Joan at (250) 638-5408.

### Refinishing Wood Furniture

Learn how to turn garage sale finds into treasures, or just change the look your furniture by refinishing. Learn how to strip old finishes, prepare surfaces, make minor repairs, add new stain and finishes. Registration fee includes a basic refinishing kit. Additional supplies may be required but are the responsibility of the student. Students to supply their own refinishing project and discuss their project with the instructor during the first class.  
**Prerequisite:** WHMIS

Feb 24 - Mar 26 \$299  
 Terrace Mon/Wed 7-10pm

**Are you coming to the College in Terrace to take a course?**

The Terrace campus has dorm accommodation available at very reasonable daily and monthly rates. Call (250) 638-5415 for more information.

We also have a cafeteria that offers delightful dishes on a student's budget!

## Require a course in your community?

We can schedule any course at your site, at your convenience.

Contact us at (250) 638-5408 with your needs!

### Timber Framing Course

NWCC Terrace offers a Timber Framing course. The focus is on frame construction discipline; an emphasis on proficiency of layout, joinery, and tool use. All tools and materials will be supplied as part of the course. A timber frame building will be constructed as part of the course.

**Prerequisites:** Participants must be physically fit. Student must supply his/her own Safety Gear. Minimum Grade 10 completion (Math 10 essential).

To express your interest call Joan at (250) 638-5408.

### Welding/Cutting

An eight-hour refresher class for tradespeople using Mapp/Oxygen heating, cutting equipment, and Shielded Metal Arc Welding processes. Learners will gain knowledge and skills to safely perform basic heating, cutting of mild steel, and mechanical parts. Pre-reading is required. Students must provide their own safety gear, including welding helmet.

**Prerequisites:** A, B, or C Level Ticket.

Mar 23			\$225
Terrace	Sat	9-4pm	

### Woodworking: 2x4 Furniture

Learn how to make great looking furniture pieces from inexpensive 2 x 4s. Students should have previous woodworking experience for this project oriented course. Selected patterns and supplies for the first project are included in the course fee.

May 3 - May 24			\$269
Terrace	Sat	9-4pm	

### Woodworking: Cedar Lawn Furniture

Decorate your yard with projects you have made! This project oriented course can be taken by people with limited previous woodworking experience. Learn the safe use of power and hand tools as you create your project. Selected patterns and supplies for the first project are included in the course fee.

Apr 22 - May 15			\$269
Terrace	Tue/Thu	7-10pm	

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