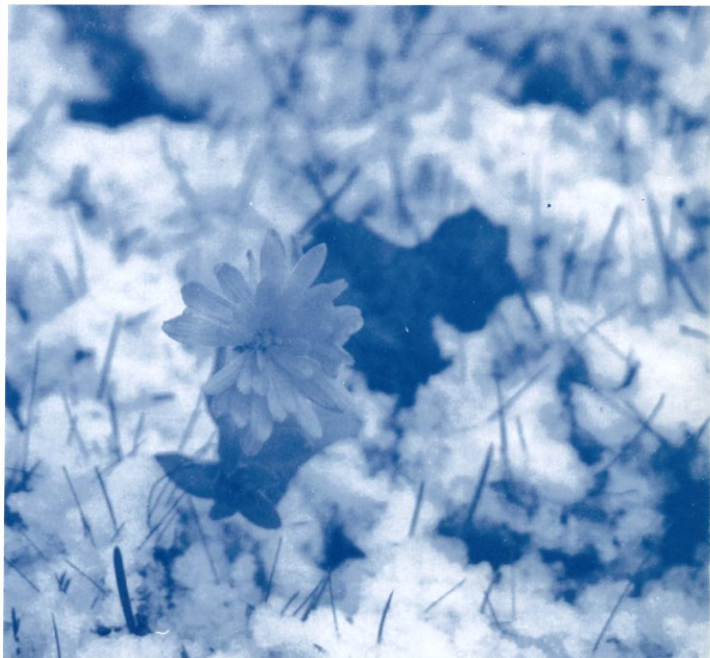
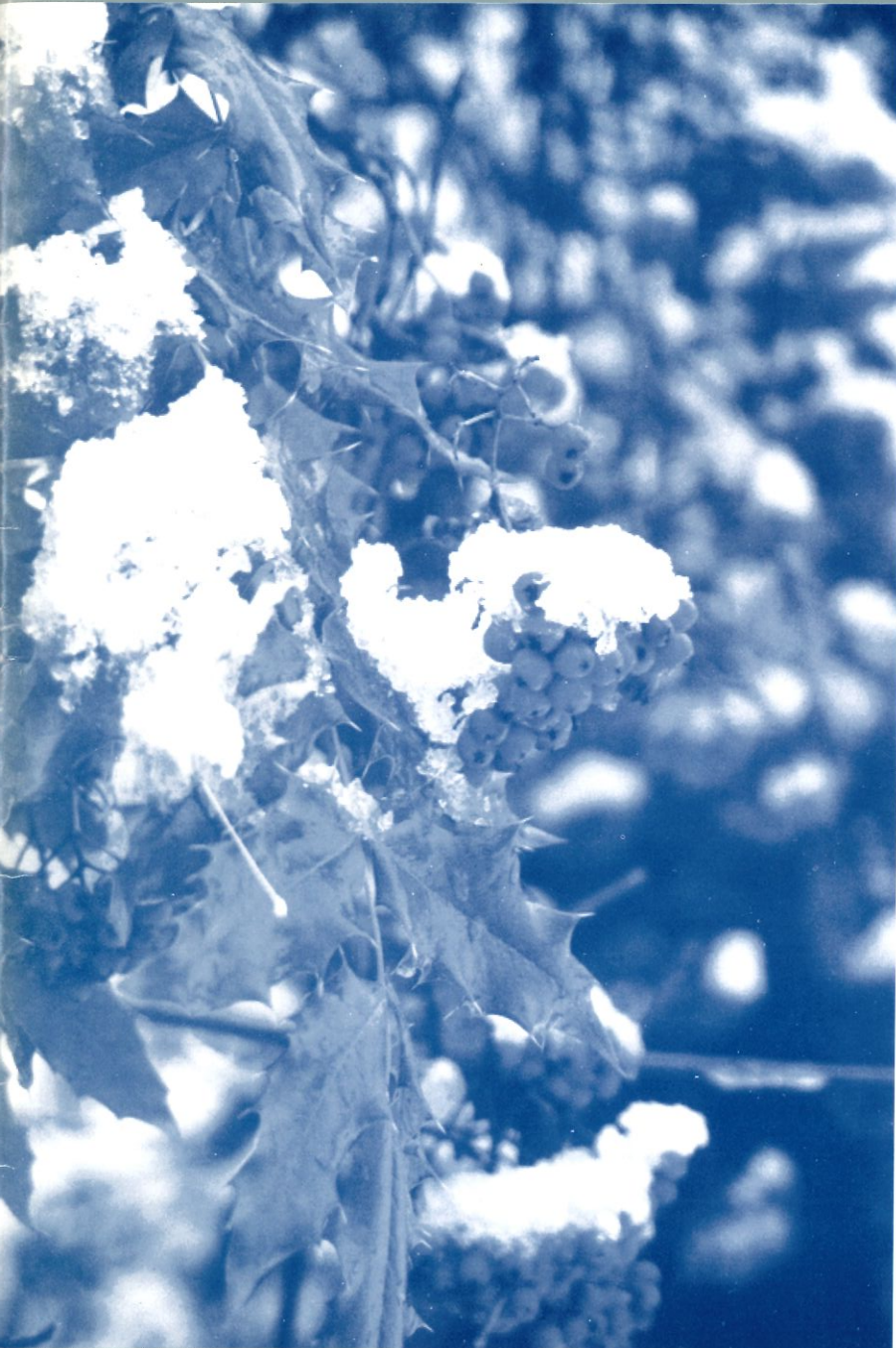


*YOUR* college  
working in *YOUR* community.



Winter/Spring 2002 • Continuing Education



TERRACE, BC



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## Contract Training

Your organization requires training relevant to your needs which will meet your business objective! Contract training is quality, customized training, oriented to your workplace, campus, or other community facilities which provides high quality, accessible, cost-effective educational opportunities. We will tailor or develop programs to meet your specific requirements. Contract training may include credit courses.

The advantage of contract training is that it provides knowledge, skills and understanding to meet occupational, personal and/or community needs. In-house, on-site customized training brings courses to your company door. Whether we deliver the courses on-site or at the College, instructors will tailor the material to meet your specific needs. Training will be economical, effective and convenient.

# Registration Info

## 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 635-6511 local 5204 or 5342. Register using Visa or MasterCard, receipts will be mailed.
- 2) **Drop In** to register in person with the Cashier in the Administration Building, main floor.
- 3) **Mail In** the registration form and send it with cheque or credit card information to Northwest Community College, Terrace Campus, 5331 McConnell Avenue, Terrace, BC V8G 4X2. Make cheques payable to NWCC. Sorry, no post-dated cheques accepted.
- 4) **Fax In** the registration form and fax to 638-5432. Credit card payment only.

## Cashier/Registration Hours

The cashier is open Monday to Friday from 8:30 am to 4:00 pm.

## 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.

## Seniors

Senior citizens (age 65 or over) are eligible for tuition-free enrolment in many NWCC courses subject to the following conditions:

- A fee paying student cannot be displaced. Seniors requesting a fee waiver will be registered conditionally and, should the class fill, be given the option of paying to retain their seat.
- The waiver of course fee does not include any charges for books or materials that may be required.

## 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 Ave.  
Terrace, BC V8G 4X2.

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

Please Type or Print in Black Ink

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

Bus. Tel. \_\_\_\_\_ Home Tel. \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Payment by:  Cheque (payable to NWCC)  Money Order  Credit Card

Credit Card Information:  Visa  Mastercard

Card Number \_\_\_\_\_

Cardholder's Name \_\_\_\_\_ Expiry Date \_\_\_\_\_

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

Course Name	Start Date	Time	Fee
#1			
#2			
#3			
			<i>Total</i>

Please note Refund Policy above.



# Computer Courses

## Start Here!

This is the place to begin your journey into the world of computer technology. This introductory course is for learners with little or no computer knowledge. It's a *must* to help ensure your successful use of personal computers. Learn the basics of computer hardware and software. Become familiar with computer technology, operating systems, protocols and much more. Instruction is hands-on, interactive and non-intimidating.

Jan 15 - Jan 17      Tues/Thur      19:00 - 22:00  
6 hours      \$69

Mar 5 - Mar 7      Tues/Thur      19:00 - 22:00  
6 hours      \$69

Apr 22 - Apr 24      Mon/Wed      19:00 - 22:00  
6 hours      \$69

## Introduction to Windows 2000

The main objective of this course is to introduce the new user to the basic commands and functions included with the Windows 2000 operating system. Knowledge of this program is essential in order to effectively and efficiently operate a Windows driven computer (appropriate for Windows 98 and Windows ME operating systems). A computer's operating system works behind the scenes, translating your commands into a language that the computer can understand. On successful completion of the courseware, you will be able to log on, customize your desktop, work with other Programs, use Windows Explorer, manage files, folders and disks; work with Windows 2000 programs, personalize Windows 2000 and more.

**Note:** This course is a prerequisite for all our computer software courses.

**Prerequisites:** You are required to know how to use a mouse, have some keyboarding skills and some basic computer knowledge.

Jan 22 - Jan 31      Tues/Thur      19:00 - 22:00  
12 hours      \$169

Mar 4 - Mar 13      Mon/Wed      19:00 - 22:00  
12 hours      \$169

May 7 - May 16      Tues/Thur      19:00 - 22:00  
12 hours      \$169

## Internet/E-mail

The Internet is a network of networks that connects all kinds of computers around the globe. Using Netscape Communicator, learn to access the World Wide Web, the Internet's application, a distributed browsing and searching system for exploring, viewing, and publishing multimedia documents. Be introduced to the search tools available to help you find the information you need on the web.

**Prerequisites:** Introduction to Windows 2000 or familiarity with the Windows operating system.

Feb 16      Sat      09:00 - 16:00  
6 hours      \$89

## Intro to Scanners

If you have (or are about to purchase) a scanner, this course will help you use it to its full potential. Learn what types of scanners and scanner software are available, how to scan in pictures and documents using "Optical Character Recognition". Discover picture formats and manipulate images - cropping, resizing and editing. Get the most from your scanner.

**Prerequisites:** Introduction to Windows 2000 or familiarity with the Windows operating system.

Feb 4      Mon      19:00 - 22:00  
3 hours      \$47

## Introduction to Accounting

This course will introduce you to the basic concepts of accounting in preparation for "Introduction to Simply Accounting for Windows 7.0". Gain an understanding of fundamental accounting principles and terminology; of debits, credits, assets, liabilities, equity, revenue and expenses.

**Prerequisites:** Participants must be competent using PC computers and a Windows operating system.

**Bring your calculator.**

May 7 - May 9      Tues/Thur      19:00 - 22:00  
6 hours      \$79

## Simply Accounting 7.0

This software program contains features that appeal to a wide range of small business managers, regardless of their level of experience with accounting. This hands-on course guides you through a Simply Accounting 7.0 MOUS course manual that introduces the program's various features. Simply Accounting 7.0 for Windows provides small businesses and home offices an affordable accounting software system with all the user-friendly features needed to run a business. Simply Accounting 7.0 includes several fully integrated modules, including general ledgers, purchasing, accounts payable and receivable, inventory control, payroll and project costing. One entry feature allows users to enter orders, quotes, estimates and accept credit card payments.

**Bring your calculator.**

**Prerequisites:** Participants must be competent using PC computers and Windows operating system and have some basic accounting knowledge and/or have completed our "Introduction to Accounting" course.

May 21 - May 30      Tues/Thur      19:00 - 22:00  
12 hours      \$184

## MS Word 2000 - Level 1

This course is designed to introduce new users to the basic operation of MS Word 2000. Upon successful completion of this MOUS courseware, you should be able to: start the PC, load Windows 2000 and load Word 2000; be able to use the mouse and keyboard to make selections; use the Office Assistant; create and edit documents; save, open and close documents; move efficiently within a document; use the Letter Wizard and different document formatting methods; apply text formatting, move and copy text; proofread and correct your documents using the Spelling and Grammar AutoCorrect, Thesaurus and AutoText features; use the Find and Replace features; use Zoom and Print Preview; print documents; understand file management techniques; change the paper size; create envelopes and labels.

**Prerequisites:** Participants must be competent using PC computers and Windows operating systems. Knowledge using a mouse and keyboard is also required.

Feb 4 - Feb 13      Mon/Wed      19:00 - 22:00  
12 hours      \$169

## MS Word 2000 - Level 2

This course will provide a review of Word for Windows basics and will introduce the learner to the intermediate features of the program. Upon successful completion of this MOUS courseware, you should be able to: format documents with styles; work with document templates; add headers and footers; add special characters; work with tables and perform simple math calculations; use borders and shading; insert graphics; work with columns; perform mail merges; perform sorts; understand some basic concepts about working with macros; customize Word 2000.

**Prerequisites:** The participant must have completed Word 2000 - Level I (or have instructor's permission), as well as a good working knowledge of PC computers and Windows operating systems.

Mar 4 - Mar 13      Mon/Wed      19:00 - 22:00  
12 hours      \$169

## MS Word 2000 - Level 3

The objectives of this course are to introduce experienced users to the desktop publishing features of Word 2000. Using MOUS courseware, the following topics will be covered: add comments; add footnotes and endnotes; create an index and table of contents; desktop publishing concepts; setting up the page layout; formatting with styles; adjusting character and paragraph spacing; using headers and footers to create repeating graphics; working with text boxes; inserting and formatting graphics; creating and using fill-in and on-line forms; using the Drawing feature; creating charts; using the WordArt feature.

**Prerequisites:** The participant must have completed Word 2000 - Level II (or have instructor's permission), as well as a good working knowledge of PC computers and Windows operating systems.

Apr 8 - Apr 17      Mon/Wed      19:00 - 22:00  
12 hours      \$169

## Mission Statement

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

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



# Computer Courses

## MS Outlook 2000

An introductory course designed to show the student how to use MS Outlook, a desktop information management program. While working through a MOUS approved course manual you will: use the Office Assistant; send, check and manage your messages; send mail; manage your calendar; manage contacts, tasks and files; track activities; share information with other MS Office programs; use Journal and Notes.

**Prerequisites:** Participants must be competent using PC computers and Windows operating systems. Knowledge using a mouse and keyboard is also required.

Apr 8 - Apr 17      Mon/Wed      19:00 - 22:00  
12 hours      \$169

## 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:** This courseware assumes and requires that you have a good working knowledge of PC's and Windows operating systems. File management and Windows navigation skills are required. You should also be familiar with using a mouse and keyboard.

Apr 16 - Apr 25      Tues/Thur      19:00 - 22:00  
12 hours      \$169

## MS Publisher 2000

This is an introduction to one of the easiest desktop publishing programs available in the market today. Students will begin with a review of desktop publishing concepts and then look at how to create documents such as newsletters, flyers, and brochures using Publisher 2000. The objective of this course is to introduce new users to the basics of desktop publishing using MS Publisher 2000.

**Prerequisites:** The material covered in this course assumes the student has a good working knowledge of PC's and Windows operating systems, and a word processing package such as MS Word.

Mar 5 - Mar 14      Tues/Thur      19:00 - 22:00  
12 hours      \$169

## MS Access 2000 - Level 1

MS Access 2000 is an information manager that allows users to quickly and efficiently store, organize, retrieve, communicate and manage information. This computerized file cabinet can be a flexible electronic version of an inventory file, to-do lists, notebooks, appointment calendars, a phone book, a card index with names and addresses of your business contacts, a catalogue of your goods and possessions - just about any collection of information. Participants will learn: how to load and exit from Access; how to use the Database Wizard; how to create a new table; how to enter, adjust and delete information in the table; how to sort the records in a table, how to create and use queries, how to create and use forms, how to create mailing labels and reports from the table.

**Prerequisites:** Participants must be competent using PC computers and Windows operating systems. Knowledge using a mouse and keyboard is also required.

Feb 12 - Feb 21      Tues/Thur      19:00 - 22:00  
12 hours      \$169

## MS Access 2000 - Level 2

This course expands on the fundamentals of databases; multiple tables, advanced queries, forms and reports design, and command buttons. During this course you will use MOUS courseware to learn how to: add validation edits to improve the quality of the data entered into a table; design databases with multiple tables; use queries to handle multiple tables; look up values in other tables in a query; form and report; update multiple records in a table with one query; modify the fonts, alignment, and other properties of text tables and fields on a form and report; create check boxes, combo boxes, list boxes, and option groups on a form; create forms and reports to handle multiple tables; create a report using a query; modify the group interval on a report; create a report with parameters; create and use command buttons to do record navigation, and to open and close forms; use export and import data with other applications.

**Prerequisites:** The participant must have completed Access 2000 - Level I (or have instructor's permission), as well as a good working knowledge of PC computers and Windows operating systems.

Mar 19 - Mar 28      Tues/Thur      19:00 - 22:00  
12 hours      \$169

## MS Excel 2000 - Level 1

MS Excel 2000 is a comprehensive graphical spreadsheet program. This number-crunching application will make it easy for you to analyse, report and share your data. MS Excel is a versatile tool that can be used for formatting and tracking financial transactions, budgeting, calculating grades, forecasting economic conditions, investment management, recording scientific data - just about any task that involves repetitive number calculations. Participants will start and run MS Excel 2000; use a mouse to select from menus, toolbars, prompts and screens; create and use worksheets and charts; enter, edit and format information on the worksheet; enhance worksheets with fonts and borders; design and build sample worksheets; freeze the titles on large worksheets; view different parts of a worksheet simultaneously; view several worksheets at one time; set up the printer; print worksheets; exit and save your work.

**Prerequisites:** Participants must be competent using PC computers and Windows operating systems. Knowledge using a mouse and keyboard is also required.

Feb 18 - Feb 27      Mon/Wed      19:00 - 22:00  
12 hours      \$169

## MS Excel 2000 - Level 2

This course is a continuation of the MS Excel 2000 - Level 1 course in which you were introduced to the basics of worksheets. You will begin with a review of these basic operations and then move to more advanced topics. Upon successful completion of the MOUS courseware, you will be able to: use the AutoFill handle; create and name ranges of cells; sort a list of data; create and use worksheet outlining; create a Web page from an Excel worksheet; apply built-in and custom formats, change cell size and alignment; use conditional formatting and styles; use various commonly used functions for analysis; summarize information in the database; change Excel options; turn the AutoSave feature on and off; protect your worksheets and workbooks; verify the correctness of worksheet formulas by displaying them; customize your printing options; customize your chart; use drawing tools.

**Prerequisites:** The participant must have completed Excel 2000 - Level 1 (or have instructor's permission), as well as have a good working knowledge of PC computers and Windows operating systems.

Mar 18 - Mar 27      Mon/Wed      19:00 - 22:00  
12 hours      \$169

## MS Excel 2000 - Level 3

This course is a continuation of the MS Excel 2000 - Level 2 course in which you gained more knowledge as a proficient user of Excel. You will begin with a review of these intermediate subject areas and then move to more advanced topics. Upon successful completion of this courseware, you will be able to: understand how to link work books together, consolidate information from different worksheets, create and modify data maps, create a database, search for data in the database, create and use Pivot Tables, use the Goal Seek and Solve functions to calculate optimal values, use a data table, use scenarios, create and run macros, use pick lists and data validation, add comments to worksheet cells, share your workbooks with other users concurrently, merge workbooks, use audit tools on worksheets to identify errors, create worksheet forms with controls, import and export with other applications.

**Prerequisites:** The material in this courseware assumes that you have completed the MS Excel 2000 - Level 2 courseware (or equivalent) and have a good working knowledge of PC computers and Windows operating systems.

May 6 - May 15      Mon/Wed      19:00 - 22:00  
12 hours      \$169

## MS PowerPoint 2000

MS PowerPoint 2000 is a dynamic, interactive multimedia presentation software program. Most commonly used for creating and displaying "slides" to serve as visual aids for presentations, this program makes it easy for non-artists to combine text, graphics and other media into multimedia presentations. It helps you organize your thoughts, powerfully illustrate your ideas, and deliver your message in any setting. While working through a MOUS approved course manual, participants will learn to start the PC and PowerPoint 2000; use the mouse and keyboard to make selections; create and edit slides; create and edit graphs and charts; save, close and open slide shows; view slides; change the order of the slides; create and print a presentation; develop notes for the slides; develop handouts for the slides; view the presentation; and use PowerPoint viewer.

**Prerequisites:** Participants must be competent using PC computers and Windows operating systems. Knowledge using a mouse and keyboard is also required.

Apr 2 - Apr 11      Tues/Thur      19:00 - 22:00  
12 hours      \$169



# On-Line Courses

In today's fast-paced world, many of us find it difficult to take time away from work and family to attend school. One of the primary advantages of our On-Line courses is that you can "attend class" in the comfort and convenience of your own home and office. All you have to do is log into your online classroom when you are ready to read your lessons, complete your quizzes and assignments, or communicate with your instructor and fellow students. Our on-line courses fit your schedule!

## How Does It Work?

Unless otherwise specified, all courses run for six-weeks. You will be granted access to two lessons each week. Each lesson is accompanied by a short multiple-choice quiz. You are expected to try and complete each quiz within ten days from when the lesson is released. Some lessons will also be accompanied by an assignment that has been designed to give you a hands-on application of the skills taught in that lesson. Again, you will be granted ten days to complete each assignment, you will be provided with the tools you will need to self-evaluate your work. The course will conclude with a final exam. You will have ten days after your course ends to submit the final for evaluation. If you fall behind at any time you can request a two-week extension, but only one extension per course is allowed.

## When Do the Courses Begin?

Courses begin the second Wednesday of every month. Following are the dates for this term: January 9, February 13, March 13, April 10, May 8, June 12.

## How Do I Register?

You can do an on-line registration at our website:  
<http://www.ed2go.com/nwccterrace>

At that time you will be prompted to make payment to the College, Terrace Campus. You can pay by phoning credit card information to (250) 635-6511 local 5342. You can also pay by cheque, cash or money order at the Registration Office, Administration Building, Terrace Campus, 5331 McConnell Avenue. Once payment is made a student will need to log-on to the website again and do the "Student Orientation." Once that is complete, your payment will be verified and your lessons will be released on the first day of class (see dates above).

## What Courses Are Available?

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

### Internet Courses

- Introduction to the Internet
- Creating Web Pages
- Advanced Web Pages
- Creating Web Graphics (SFT)
- Dreamweaver (SFT)
- Marketing Your Business or Organization on the Web
- Achieving Top Search Engine Positions (SFT)
- Introduction to Java 2 Programming
- Intermediate Java 2 Programming
- CGI Programming for the Web
- Javascript Programming for the Web
- Online Investing

### Computer Courses

- Introduction to PC Troubleshooting
- 101 Tips and Tricks for the iMac and Macintosh
- Windows File and Disk Management (SFT)
- Introduction to Windows XP
- Introduction to Visual Basic 6.0 (SFT)
- Introduction to Photoshop 5.0/5.5 (SFT)
- Photoshop 6 for the Absolute Beginner (SFT)
- Introduction to Photoshop 6 (SFT)
- Introduction to QuickBooks (SFT)
- QuickBooks for the Macintosh (SFT)
- Performing Payroll in QuickBooks (SFT)
- Quicken for Windows (SFT)
- Intro to Microsoft Works - The Word Processor (SFT)
- Intermediate Microsoft Works - The Spreadsheet (SFT)
- Basic A+ Certification
- Intermediate A+ Certification
- Advanced A+ Certification
- MCSE Certification Series (7 Course Series) (SFT)
- WordPerfect (SFT)
- Quattro Pro (SFT)
- Keyboarding (SFT)
- Intro to Red Hat Linux (SFT)
- Navigating Your Palm Pilot

### Personal Enrichment

- The Craft of Magazine Writing
- Write Your Life Story
- Writeriffic: Creativity Training for Writers
- Travel Writing
- Grammar for ESL
- Debt Elimination: Techniques That Work
- Introduction to Natural Health & Healing
- Discover Digital Photography
- Guiding Kids on the Internet
- Genealogy Basics
- Give That Speech
- The Keys to Effective Editing
- Appreciating European Art
- Pleasures of Poetry
- Your Screenwriting Career

# General Interest

## The Art of Thai Cooking

Come and learn the art of Thai cooking by using traditional techniques to blend herbs, spices and aromatic leaves to create an authentic Thai taste. A hands-on demonstration class where students will get to sample their work!

Jan 26 Sat 12:00 - 17:00  
5 hours \$80+gst

## Cookin' Cajun

Celebrate Mardi Gras by cooking Cajun! Try out Creole seasonings and Southern methods of cooking. Learn about gumbo, and jambalaya in this five-hour introduction to Cajun. Plus sample the dishes you'll help prepare!

Feb 9 Sat 12:00 - 17:00  
5 hours \$80+gst

## Cooking with Tofu

Introduce yourself to this versatile alternative - tofu is inexpensive, high in protein, low in fat and cholesterol free! Learn how to use it in a variety of uses - boiled, sauteed, stir-fried, deep fried, blended or simmered. Taste your creations in this introductory class!

Mar 20 Wed 18:30 - 21:30  
3 hours \$48+gst

## Barbeque - Beyond Basics

Discover the potential outdoor cooking has for both veggies and meats. Learn about sauces, marinades and seasonings. Optimize your barbeque! Bring your appetite and get ready to grill more than just burgers!

June 15 Sat 10:00 - 14:00  
4 hours \$60+gst

## SuperHost

Focus on the needs of your customers in this eight hour workshop. Learn effective communication, how to listen, and the value of tourism! SuperHost, developed by Tourism BC is designed to provide service professionals with the skills and knowledge needed to provide excellent customer service.

Mar 2 Sat 08:30 - 17:30  
8 hours \$83

## Serving It Right - Server

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 cost includes \$28 examination fee.

Mar 9 Sat 09:00 - 12:00  
3 hours \$58+gst

## Plant Propagation

Discover how easy propagation is, in this half-day workshop. Hormones, propagating mediums and various methods of plant propagation will be explained and demonstrated.

Mar 9 Sat 13:00 - 16:00  
3 hours \$29+gst

## 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 23 Sat 12:00 - 16:00  
4 hours \$42+gst

## Intermediate Pruning

For students who want greater experience in pruning trees and shrubs. Intermediate pruning features classroom and hands-on learning on grapevines, rosebushes, hedges, and more. Students should dress comfortably and bring their pruning shears.

Apr 6 Sat 12:00 - 16:00  
4 hours \$42+gst

## Starting Your Own Garden Pond

The instructor will demonstrate the materials required, locations suggested, and plants you can use to create, decorate and maintain your own pond. It's a popular new dimension in gardening!

Apr 20 Sat 13:00 - 16:00  
3 hours \$29+gst

## Analyzing Your Soil

If your garden is not producing as well as you expect, this may be the class for you! Learn what components may be missing from your garden soil, and how to correct imbalances for the best possible production.

May 4 Sat 09:00 - 12:00  
3 hours \$29+gst



# General Interest

## German - Level 1

A language important to the tourist industry, or to learn just for fun! Become familiar with the basic vocabulary and be able to talk about daily events in German. This class is for beginners and requires no previous knowledge.

Feb 26 - Mar 21      Tues/Thur      19:00 - 21:00  
16 hours      \$69+gst

## German - Level 2

A continuation in the study of basic language; including common phrases and vocabulary for students and travelers. Increase your knowledge of German and practice your pronunciation in this second level class.

Apr 9 - May 2      Tues/Thur      19:00 - 21:00  
16 hours      \$69+gst

## English as a Second Language

Designed especially for those who want to improve their conversational, reading and writing skills.

Jan 8 - Mar 28      Tues/Thur      18:30 - 20:30  
56 hours      Interconnect      \$40

## Cnd. Coast Guard Pleasure Craft Operator

The Competency of Operators of Pleasure Craft Regulations require operators of pleasure craft fitted with a motor and used for recreational purposes to have proof of competency on board at all times. Upon successful completion of our Canadian Coast Guard accredited exam, the participant will receive proof of competency. This comprehensive course also includes an introduction to marine chart navigation, tide tables and basic knot tying. Successfully complete the study guide and the Radio Operator's Restricted Certificate (Maritime) exam to receive this certificate.

May 19 - May 21      Sun      09:00 - 16:30  
   Mon      18:30 - 21:30  
   Tues      18:30 - 20:30  
12 hours      \$129+gst

## Blueprint Reading

This course is for those in a construction trade who need to be able to read blueprints confidently. It will also benefit do-it-yourselfers, fire fighters, real estate agents, interior decorators, mortgage brokers, and anyone who uses the information available on blueprints. While the text focuses primarily on architectural blueprints; blueprints of various trades will also be discussed.

12 hours      Call to express an interest.

## 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.

May 18      Sat      09:00 - 16:00  
6 hours      \$88+gst

## Rigging Chainsaw Winch Systems for Stream Restoration

Participants will set up a chainsaw winch and use it to rearrange local fallen timbers in order to restore a local fish habitat. This two day course incorporates classroom learning and in the field experience.

To express an interest, please call Roxanne Ridler at (250) 638-5473.

## Chainsaw Maintenance

A hands-on class that covers regular chainsaw maintenance, troubleshooting, and minor repairs on-site. Students must bring their own chainsaw and safety gear.

Apr 6      Sat      08:30 - 17:30  
8 hours      \$79+gst

## Alaskan Sawmilling

Learn the economic aspects of Alaskan Chainsaw Milling...allowing students to efficiently saw trees and produce dimensional timbers. A hands-on class. Students must bring their chainsaws and safety gear.

To express an interest, please call Roxanne Ridler at (250) 638-5473.

## 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!**

May 4      Sat      09:00 - 16:00  
12 hours      \$129+gst

# General Interest

## Introduction to Northcoast Design

Learn the basic elements used in traditional Northwest Coast Design. Students will study ovoids and form lines in traditional and contemporary pieces, and learn how to put these elements together to make their own Northcoast design. Bring your sketchbook, pencils, and enthusiasm for this unique art form!

Feb 18 - Feb 22      Mon/Wed/Fri      18:30 - 21:30  
9 hours      \$69+gst

## Northcoast Design In Color

Continue practicing your use of ovoids and formlines in this hands-on studio class that incorporates painting techniques. Learn color, composition, and balance. Students must provide their own materials, including paints.

April 8 - Apr 22      Mon/Wed      19:00 - 21:30  
12.5 hours      \$99+gst

## Watercolors: An Introduction

Learn the techniques required to create beautiful watercolors. Color mixing, composition, and sketching are a few of the subjects to be covered. All levels of experience are welcomed. Students are required to supply their own sketchbook, pencils, brushes, watercolors, and watercolor paper.

Feb 21 - Mar 28      Thur      19:00 - 21:30  
15 hours      \$99+gst

## Watercolors: Landscapes

Expand your use of watercolors to capture the beauty of landscapes. Learn how to depict sky, water, mountains, buildings, and more. Students are required to supply their own sketchbook, pencils, brushes, and watercolors.

**Prerequisite:** Watercolors - An Introduction.

Apr 25 - May 30      Thur      19:00 - 21:30  
15 hours      \$99+gst

## Discover Photography

Want to know how your 35mm camera works? This five-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.

Mar 28 - Apr 25      Thur      19:00 - 21:00  
12 hours      \$100+gst

## People Pictures

Preserve your favorite people! With demonstrations, photo shoots, and critiques you will learn how use simple techniques to take more beautiful images of the special people in your life. Students must bring your own 35 mm SLR camera and film.

May 16 - May 30      Thur      19:00 - 21:00  
6 hours      \$49+gst

## Advanced Picture Framing

This is a continuing course for those who took the Basic Picture Framing. In this course you will acquire valuable skills in the following areas: glass etching, French matting, creative designs, object framing, conservation framing, multi-opening mat. Each topic has practical projects associated with them. Students are encouraged to bring their projects such as needlework, paper art, canvas oils, object framing to the class for assistance and advice.

Mar 12 - Mar 14      Tues/Wed/Thur      18:00 - 22:00  
12 hours      \$89+gst

## Refund Policy

You are eligible for a refund (less \$10 administraiton fee) when you withdraw at least 3 working days before the course starts.

If we cancel your course, full refunds will be given.



## Occupational First Aid Level I

This eight hour course is designed to provide basic first aid skills. Successful completion results in a WCB issued 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.

Jan 19	Sat	08:30 - 16:30	8 hours	\$89
Feb 21	Thur	08:30 - 16:30	8 hours	\$89
Mar 14	Thur	08:30 - 16:30	8 hours	\$89
Apr 25	Thur	08:30 - 16:30	8 hours	\$89
May 17	Fri	08:30 - 16:30	8 hours	\$89
June 13	Thur	08:30 - 16:30	8 hours	\$89
July 20	Sat	08:30 - 16:30	8 hours	\$89
Aug 15	Thur	08:30 - 16:30	8 hours	\$89

## Transportation Endorsement

This is an eight hour course designed to deliver the skills and knowledge needed to secure and transport injured/ill workers to medical aid. The course focuses on the practical skills necessary to safely handle and secure the injured. These skills are necessary if the worksite is more than twenty minutes from medical aid. Successful course completion results in a WCB issued certificate valid for two years. Evaluation is conducted by the instructor. Fee includes materials.

**Prerequisites:** OFA Level I certificate.

Mar 15	Fri	08:30 - 17:30	8 hours	\$89
May 18	Sat	08:30 - 17:30	8 hours	\$89
Aug 16	Fri	08:30 - 17:30	8 hours	\$89

## 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 9 - May 10	Thur, Fri	08:30 - 17:30	16 hours	\$199
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## Occupational First Aid 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 the WCB examiner following course completion. Course participants must score at least 70% on all portions of the exam in order to be issued a WCB 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.

Mar 18 - Mar 28	Mon-Sat	08:30 - 16:30	70 hours	\$659
June 17 - June 28	Mon-Fri	08:30 - 16:30	70 hours	\$659

## OFA Level III Recertification (Evenings/Weekends)

This 35 hour OFA Level III recertification course is designed for those experienced and qualified candidates who have two OFA Level III renewals.

Feb 18 - Mar 1	Mon-Fri	19:00 - 22:00	35 hours	\$479
	Sat	08:30 - 16:30		

## WCB Worksafe

WCB Worksafe programs 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 WCB certificate and 0.5 unit credit towards the elective component of the OH&S Program at BCIT.

### OH&S Committee Training

Apr 26	Fri	08:30 - 17:30	8 hours	\$99
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### Hazard Recognition & Control

Mar 18	Mon	08:30 - 17:30	8 hours	\$99
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### Supervisor Safety Management

May 16	Thur	08:30 - 17:30	8 hours	\$99
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## Pesticide Dispenser/Applicator

This course will be of interest to individuals working with the application and/or dispensing of pesticides. Training will provide the basics in the proper use and handling of pesticides and will prepare participants to challenge the BC Ministry of Environment, Lands and Parks (MOELP) Pesticide Dispenser and Applicator exam appropriate to their field of work. Choose from landscape general and dispenser general.

Mar 4 - Mar 7	Mon-Thur	09:00 - 16:00	24 hours	\$260
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## Red Cross - Childsafe First Aid

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.

Mar 9	Sat	08:30 - 16:30	7 hours	\$79
May 25	Sat	08:30 - 16:30	7 hours	\$79
Aug 23	Sat	08:30 - 16:30	7 hours	\$79

## Red Cross - Basic Rescuer 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.

Feb 1	Fri	09:00 - 16:00	6 hours	\$69
May 3	Fri	09:00 - 16:00	6 hours	\$69
July 6	Fri	09:00 - 16:00	6 hours	\$69

## Adult Care Component

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

Jan 19	Sat	16:30 - 17:30	1 hour	\$25
Mar 14	Thur	16:30 - 17:30	1 hour	\$25
May 17	Fri	16:30 - 17:30	1 hour	\$25

## Chainsaw Safety

An introductory course that includes classroom instruction and practical experience. Personal protection, chainsaw handling, safe bucking and limbing practices are covered. Bring your chainsaw and protective gear for both days.

Apr 19 - Apr 20	Fri/Sat	08:30 - 17:30	16 hours	\$189
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## Transportation of Dangerous Goods (Land/Rail)

This six hour course is designed for people who handle and/or transport dangerous goods by land and rail. This course includes the TDG Act, classification, documentation, packaging, placarding, and reporting procedures. A NWCC certificate of course completion valid for three years is issued upon completion.

Feb 7	Thur	09:00 - 16:00	6 hours	\$75
Apr 18	Thur	09:00 - 16:00	6 hours	\$75
July 18	Thur	09:00 - 16:00	6 hours	\$75

## WHMIS (Workplace Hazardous Materials Information System)

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 WCB.

Mar 22	Fri	12:30 - 16:30	4 hours	\$50
July 19	Fri	12:30 - 16:30	4 hours	\$50

## Foodsafe - Level I

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

Feb 1 - Feb 2	Fri	18:00 - 22:00	10 hours	\$99
	Sat	09:00 - 16:00		
Apr 12 - Apr 13	Fri	18:00 - 22:00	10 hours	\$99
	Sat	09:00 - 16:00		
June 14 - June 15	Fri	18:00 - 22:00	10 hours	\$99
	Sat	09:00 - 16:00		
Aug 16 - Aug 17	Fri	18:00 - 22:00	10 hours	\$99
	Sat	09:00 - 16:00		



## Look for these courses in the fall!

### Management Skills for Supervisors

Today's collaborative workplace requires that all employees have good human relations' skills that include: highly developed interpersonal skills; conflict resolution and confrontation skills; group problem solving and decision making skills; motivation and self-management skills.

MSFS-Human Relations Training provides 84 hours of practical, hands-on training, delivered in three 4-day sessions.

Each 4-day session is a separate learning experience that can be taken in any sequence, however, they are best taken as a series as each module is designed to build on the knowledge and skills of the previous session.

#### Part 1: Interpersonal Communication Skills and Conflict Resolution

In this session you will learn how to give and receive effective feedback to help resolve the most difficult situations and how to create a supportive communication climate for one-to-one problem solving discussions.

#### Part 2: Group Decision Making and Problem Solving Skills

In this session you will identify your problem solving and decision-making style and how it may positively or negatively effect others. You will learn how to be more effective in your group/team meetings, and to take advantage of the skills of shared responsibility and leadership.

#### Part 3: Self and Performance Management Skills

In this session you will learn about the respective strengths and development needs of yourself and others, and how to apply this information to better manage individual employees and team performance. Also, learn how to better manage yourself in terms of time pressures and stress to be a more effective leader in your organization.

### Mushroom Identification Workshop

A weekend workshop aimed at helping participants accurately identify the more common species of mushroom in northwestern British Columbia. Includes study of taxonomy, and a field tour to collect local species.

### Meat Cutting

Through demonstration and hands-on experience students will prepare a side of beef into variety meats and specialty cuts. Participants will be taught sanitation, how to wrap and package meat for the freezer, as well as the care and safe operation of meat cutting equipment. Learn basic meat cutting and apply it to your domestic butchering or big game!

### Basic Cake Decorating

A hands-on introduction to cake decorating. Get the essentials of decorating; find out what equipment you'll need, recipes for icings, plus learn how to pipe, make flowers and other designs.

### Darkroom Basics

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. Students must bring their own camera, and pay a supply cost to the instructor.

### Our Office Staff

The Continuing Education department staff in Terrace are:

Joan Daniels  
Coordinator  
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jdaniels@nwcc.bc.ca

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You can fax us at  
(250) 638-5433  
or visit us in the  
East (Trades) Building,  
Room 1126.

Visit our website at:  
[www.nwcc.bc.ca](http://www.nwcc.bc.ca)

### 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.

Feb 19 - Feb 23      Tues - Fri      18:30 - 22:30  
Sat      08:00 - 16:00  
24 hours      \$199

Apr 15 - Apr 20      Tues - Fri      18:30 - 22:30  
Sat      08:00 - 16:00  
24 hours      \$199

### Timber Framing Course

NWCC Terrace will offer a six week Timber Framing course. The focus will be 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.

Feb 4 - Mar 22      Mon-Fri      08:30 - 15:30  
210 hours      \$1250

### Commercial Vehicle Inspection (CVIP)

The Commercial Vehicle Inspection Program enables the mechanic to inspect and certify vehicles to government safety standards as required by law. Applicants must be licensed heavy duty, automotive, or commercial transport mechanics. Students will receive provincial government certification upon successful completion of this course.

To express an interest, please call Joan Daniels at (250) 638-5408.

### Forklift Operator Certification Course

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 an interest, please call Joan Daniels at (250) 638-5408.

### 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 16 - Mar 17      Sat/Sun      08:00 - 17:00  
16 hours      \$209

Apr 27 - Apr 28      Sat/Sun      08:00 - 17:00  
16 hours      \$209

May 25 - May 26      Sat/Sun      08:00 - 17:00  
16 hours      \$209

### 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 15      Fri      12:30 - 16:30  
4 hours      \$60

Apr 26      Fri      12:30 - 16:30  
4 hours      \$60

May 24      Fri      12:30 - 16:30  
4 hours      \$60

### 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:** Basic English speaking and writing skills.

Mar 15 - Mar 17      Fri      18:00 - 22:00  
Sat/Sun      08:00 - 17:00  
20 hours      \$265

June 7 - June 9      Fri      18:00 - 22:00  
Sat/Sun      08:00 - 17:00  
20 hours      \$265



## The Interest List

The Interest List is a key element of our approach to program development. Give us a call - we will schedule courses as soon as a minimum number of people let us know that they're interested. It could be the best move you make this year!

Expressing your  
interest is FREE!



### TERRACE CAMPUS

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