



Calendar 2012–2013

WORKFORCE ▶ TRAINING & CONTINUING STUDIES



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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

- Phone:** 1.877.277.2288.
Pay with credit card (Visa, Mastercard or American Express). See the back cover of this calendar to contact your local campus directly.
- Drop in:** Register at your local campus. Pay with a credit card, debit card or cheque. Post-dated cheques not accepted.
- Fax:** Go to ceit.nwcc.bc.ca/register and download an Application Form. Fax the completed form to your local campus. See back cover of this calendar for local campus contact information.

ONLINE REGISTRATION

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

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

Course Cancellations

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

Waitlists

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

Fees, Withdrawals & Refunds

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

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

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

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

Confirmations

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

Registering for Ed2Go Online

Getting Started with Online Courses:

- Go to ed2go.com/nwcc
- Click on the 'Orientation' link and choose a course
- 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.
- You will be prompted to contact NWCC to make payment.
- When your course starts, return to ed2go.com/nwcc and click the 'Classroom' link. To begin your studies, simply log in with the name and password you selected during orientation.

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

USING THIS CALENDAR...

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

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

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

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

LOCATION LEGEND...

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

CONTACT US...

Northwest Community College
Workforce Training & Continuing Studies

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

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

Attitude

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

CEBSNS 869 6 hrs \$119
HAZ Apr 2-9 (Tu) 6-9pm

Accounting Cycle

Designed for the beginner, this course maps out the accounting cycle: balance sheets, income statements, ledger transactions, trial balances, and closing entries. Ideal for small or new businesses, the course book explains single-entry and double-entry accounting and cash/accrual.

CEBSNS 834 6 hrs \$109
TER Oct 10-11 (We-Th) 6:30-9:30pm
Jan 23-24 (We-Th) 6:30-9:30pm

Basic Skills in Management & Leadership

In today's businesses, management is often considered whatever needs to be done just to keep things afloat. However, for your company to grow and remain healthy, you must master certain basic skills in management and leadership. In this 3-day highly interactive course you will cover the basic skills of an effective manager: effective decision making, communication, leadership and change, negotiation, team building and conflict, and time management. These basics are the foundation from which to develop more advanced practices in management and leadership.

CEBSNS 837 18 hrs \$379
RUP Oct 17-19 (We-Fr) 9-4pm
HOU Mar 6-8 (We-Fr) 9-4pm

Better Business Writing

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

CEBSNS 824 6 hrs \$109
RUP Nov 2 (Fr) 9-4pm
Feb 22 (Fr) 9-4pm
HAZ Apr 16-23 (Tu) 6-9pm

Bulkley Valley Research Centre Seminar Series

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

Note: Please bring your lunch.

CENRES 759 1 hr FREE
SMI Oct 17 - Dec 12 (We) 12noon-1pm
Jan 16 - May 22 (We) 12noon-1pm

Building Teams That Work

Teams are becoming a staple in today's workplace. In this course, you'll learn the components of a successful team and the stages of its development. You'll master the skills you'll need to effectively manage projects, make decisions, and solve problems in a team setting. Plus, you'll have a chance to learn the pitfalls of unhealthy group interaction and minimize any of its effects on your team.

Along the way, you'll follow real-life examples and scenarios to help you identify with the team-building process. There's a lot more to it than just getting a number of people together in a room at the same time. Are you eager to develop your leadership qualities and be a quality team participant? Many of today's teams rotate leadership roles, so it's crucial to understand both perspectives as you learn the best ways to communicate and work together for positive change.

CEBSNS 846 24 hrs \$119
Online at www.ed2go.com/nwcc

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 \$119
HAZ Apr 16-23 (Tu) 6-9pm

Calming Upset Customers

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

CEBSNS 821 6 hrs \$109
HAZ Nov 13-20 (Tu) 6-9pm

Critical Thinking

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

CEBSNS 832 6 hrs \$109
HAZ Nov 27-Dec 4 (Tu) 6-9pm

Electronic Commerce

This course will examine the impact of current and emerging technologies on conducting business in a wired world. Topics include: the Internet, web design software, security threats to electronic commerce, electronic payment systems, strategies for marketing, sales, and promotion, purchasing, logistics and support activities and other current topics.

Prerequisites: Contact David Try, NWCC Business Coordinator ext 5448

ECON 250 45 hrs \$273
TER Sep 4-Dec 14 (Mo) 10:45-12:15pm
(We) 10:45-12:15pm

Intro to Accounting

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

CEBSNS 735 6 hrs \$100
SMI Nov 5 - Nov 7 (Mo/We) 6:30-9:30pm

Introduction to Marketing

An introduction to marketing principles with a focus on real world application of marketing strategies and techniques, in assessing and developing market opportunities over the product life-cycle.

Prerequisite: Contact David Try, NWCC Business Coordinator ext 5448

MARK 150 45 hrs \$273
TER Sep 4-Dec 14 (Tu) 1-2:30pm
(Th) 1-2:30pm

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 12 hrs \$179
HAZ Feb 5-26 (Tu) 6-9pm

Powerful Proofreading Skills

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

CEBSNS 826 6 hrs \$109
RUP Nov 9 (Fr) 9-4pm
Mar 8 (Fr) 9-4pm
HAZ Oct 30-Nov 6 (Tu) 6-9pm

Simply Accounting Level 1

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

Prerequisite: Accounting Cycle and Intro to Windows or equivalent experience. Note: Expect some homework.

CECOMP 711 18 hrs \$265
TER Oct 16-25 (Tu/We/Th) 6:30-9:30pm
Feb 12-21 (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.

CECOMP 712 18 hrs \$265
TER Nov 13 - Nov 22 (Tu/We/Th) 6:30-9:30pm
Mar 5 - Mar 14 (Tu/We/Th) 6:30-9:30pm
SMI Nov 13 - Nov 29 (Tu/Th) 6:30-9:30pm

Telephone Courtesy & Customer Service

Give employees effective telephone skills and you will see what a powerful business tool the phone can be. Everything from voice inflection to follow-up calls is covered in this course.

CEBSNS 785 6 hrs \$109
HAZ Oct 2-9 (Tu) 6-9pm

Time Management

Get a grip on priorities, identify your time traps, and make every minute count by using these practical planning aids. Learn to control your use of time, make the best use of your energy and set your priorities.

CEBSNS 841 6 hrs \$109
HAZ Mar 19-26 (Tu) 6-9pm
SMI Nov 2 (Fr) 9-4pm
RUP Nov 16 (Fr) 9-4pm
Apr 26 (Fr) 9-4pm

Working In Teams

Discover what teamwork is all about, what roles people play, and how to figure out what to do together. Understand how to make team meetings work, how to reach agreement with others, and to build the team into a "family" unit. Learn the best ways to follow up on teamwork so others, including the managers who support the whole deal, will listen to the team's decisions.

CEBSNS 70 6 hrs \$119
HAZ Mar 5-12 (Tu) 6-9pm

Writing Effective Email

Email's instantaneous nature makes it a convenient, time-saving tool for businesses. However, it is also important to take the time to write messages that are secure, clear and error-free. This course emphasizes how to avoid workplace disasters such as lost sales, customer-service nightmares and, in the worst cases, lawsuits and financial losses triggered by careless or poorly written emails. The materials provided will also guide you in writing a comprehensive and effective email policy for your organization.

CEBSNS 823 6 hrs \$109
RUP Mar 1 (Fr) 9-4pm

Computer Training - Hazelton

Please register your interest for computer training with the front office 250-842-5291.

Let us know which software program you are interested in learning (i.e. Word, Excel, Powerpoint, Email/Internet, etc.)

We do have space available to set courses up on Thursdays & Fridays during the day.

Computer Basics

This course is designed for those who have very little computer experience and want to be introduced to a wide range of programs. This course will incorporate Internet, email, Word Level 1 and Excel Level 1.

CECOMP 831 12 hrs \$179
SMI Oct 2-11 (Tu/Th) 6:30-9:30pm

NEW! Editing Digital Photos with GIMP

GIMP (Gnu Image Manipulation Program) is a freely available software package for editing digital photos. Learn how to download the software in Windows 7 and then use it to edit photos. Learn to crop, balance colours, and paste parts of one photo into another.

CECOMP 838 6 hrs \$199
SMI Jan 22-31 (Tu/Th) 6:30-9:30pm

Excel (2010) Level 1

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

Prerequisite: Intro to Windows or equivalent experience.

CECOMP 722 12 hrs \$199
RUP Oct 2-11 (Tu/Th) 6-9pm
Mar 26-Apr 4 (Tu/Th) 6-9pm
TER Jan 8-17 (Tu/Th) 6:30-9:30pm
May 21-30 (Tu/Th) 6:30-9:30pm
SMI Oct 16-25 (Tu/Th) 6:30-9:30pm

Excel (2010) Level 2

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

Prerequisite: Excel Level 1 or equivalent experience.

CECOMP 723 12 hrs \$199
RUP Oct 16-25 (Tu/Th) 6-9pm
SMI Feb 2-23 (Sa) 9-noon

Excel (2010) Level 3

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

Prerequisite: Excel Level 2 or equivalent experience.

CECOMP 725 12 hrs \$199
SMI Mar 5-14 (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.

Prerequisite: Intro to Windows or equivalent experience.

CECOMP 728 6 hrs \$100
HOU Oct 30-Nov 1 (Tu/Th) 6:30-9:30pm

Introduction to Microsoft Project

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 empowers you to achieve your business goals.

CECOMP 842 24 hrs \$119
Online at www.ed2go.com/nwcc

Introduction to Quickbooks

QuickBooks is designed for the small to midsized business owner who enjoys Quicken's ease of use but prefers a more traditional approach to accounting. Learn how this well-designed accounting program can make it a snap to set up a chart of accounts, reconcile your checking account, create and print invoices, receipts, and statements, track your payables, inventory, and receivables, create estimates, and generate reports.

CEBSNS 842 24 hrs \$119
Online at www.ed2go.com/nwcc

For Computer Courses in Hazelton, please call to express your interest.

CONNECT WITH US...

On Facebook...

Find our new WORKFORCE TRAINING & CONTINUING STUDIES Facebook page.

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

On Twitter...

Follow us on Twitter at NWCC_GALTS'AP to keep up to date on the latest news and events happening at NWCC.

DID YOU KNOW...

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

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

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

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

COMPUTER SKILLS

Photoshop Elements 10 for the Digital Photographer

Take your images from so-so to spectacular! Adobe Photoshop Elements 10 gives you the tools you need to achieve high-quality results right from the start. As you master this award-winning software, you'll learn to edit images on your computer, correct flaws, enhance your final product, create simple art projects, prepare images for email and the Web, and organize your images so you can keep track of them easily. Designed for camera enthusiasts with no photo-editing experience, this course will take you from novice to accomplished user in just a few weeks. Upgrade students are welcome as well!

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

PowerPoint (2010) Level 1

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

Prerequisite: Intro to Windows or equivalent experience.

CECOMP 739 12 hrs \$199
PR Feb 19-23 (Tu/Th) 6-9pm

Webpage Design Level 1

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

CECOMP 793 15 hrs \$249
MAS Call to express interest
QC Call to express interest

Welcome to the World of Computers

Welcome to the World of Computers is an easy, fun class for computer novices to learn how to use computers, Windows, the Internet, email, and word processing. The class will start with elementary computer concepts and introduce basic navigation such as mousing, the cursor, the desktop and the taskbar. The basics of Word 2007 will be introduced including how to create, spell check and print a new document. You will then learn the essentials of the Internet and email basics to be able to surf the net with ease. This course is reinforced with practical, hands-on exercises to build your confidence and ensure your success.

CECOMP 835 15 hrs \$249
QC Sept 23-Oct 21 (Su) 1:30-4:30pm

Word (2010) Level 1

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

Prerequisite: Intro to Windows or equivalent experience.

CECOMP 749 12 hrs \$199
TER Nov 27-Dec 6 (Tu-Th) 6:30-9:30pm
Apr 23-May 2 (Tu-Th) 6:30-9:30pm

Online learning anytime, anywhere ... just a click away!

MOBILE COMPUTER SKILLS TRAINING

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

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

WORKER CERTIFICATION

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

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

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

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

Cake Decorating

You will cover the techniques and methods used in all types of cake finishing and decorating. The format is demonstration and participation. Topics include: cutting, fillings, icings, writing on cakes, a variety of different borders, flowers and decorations from icing. Participants take home all of their creations!

CEGENI 836 24 hrs \$199+hst
TER Mar 26-Apr 11 (Tu-Th) 7-9pm

Culinary Experience: Chinese I

Explore the culinary arts - China style. Ever wondered how those popular and mouth-watering Chinese dishes were made? Come to our irresistible class and you will learn hands-on all the trade secrets needed to make tons of beautiful and delicious Chinese foods from different regions of China. Wear comfortable shoes and clothing appropriate for the kitchen environment.

CEGENI 722 6 hrs \$100+hst
TER Jan 27 (Su) 9-4pm

Culinary Experience: Chinese 2

Have you taken and enjoyed our Chinese Cooking I course? If so, you'll want to try this course as well. Learn to make and enjoy eating different recipes from those covered in Chinese Cooking I. No MSG will be used.

CEGENI 723 6 hrs \$100+hst
TER Feb 3 (Su) 9-4pm

Culinary Experience: Greece

Discover the flavours of Greece with a talented, professionally trained Chef. This is a hands-on experience as complete menus or theme menus are prepared and then enjoyed by the class as a family meal. Learn some of Greece's best know dishes as well as some of their better kept secrets. Wear comfortable shoes and clothing appropriate for the kitchen environment.

CEGENI 808 6 hrs \$100+hst
TER Nov 18 (Su) 9-4pm

Culinary Experience: India

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

CEGENI 717 6 hrs \$100+hst
TER Apr 21 (Su) 9-4pm

Culinary Experience: Mexican

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

CEGENI 811 6 hrs \$100+hst
TER Oct 7 (Su) 9-4pm

Culinary Experience: Sushi

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

CEGENI 725 6 hrs \$100+hst
PR Nov 17 (Sa) 9-4pm

EVENTS & CATERING AT NWCC

Northwest Community College is pleased to offer a wide range of facilities for rent at each of our regional campuses from Haida Gwaii to Houston, BC. From classrooms, conference rooms, gathering spaces, science and computer labs, video-conference and tele-conference facilities, executive boardrooms, as well as office space, our professional meeting facilities are sure to meet your needs.

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

NWCC Catering is supported by our 1st and 2nd year Culinary Arts program students, and can provide catering and banquet services for groups as large as 1200. NWCC Catering provide menus designed to please every palate and suit every budget. 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 discuss hosting your event at NWCC or having us cater your next event, please contact:

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

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

ELDER COLLEGE

NEW! Conversational French – Intermediate

Here's your chance to dust off the cobwebs and bring your knowledge and skills in French back to life. Join experienced teacher, Paul Candela and "rusty" French speakers in lively and relevant conversation while improving your ability and comfort in speaking the language. Be prepared to be actively participate in this fun and entertaining class. Prerequisite: A good background in French grammar and vocabulary with the ability to have a reasonable two-way conversation using past, present and future tenses.

CEELDR TBA 2 hrs \$30+hst
SMI Oct 16-Nov 15 (Tu-Th) 10-noon

NEW! Let it Rot!

As we re-evaluate our throw-away society, composting is becoming increasingly attractive. Facilitator, Irene Howard will look at why one should compost, how decomposition works, activators to get things cooking, methods to speed decomposition and composting concerns plus more. You and your garden will love the new compost soil!

CEELDR TBA 2 hrs \$5+hst
SMI Nov 7 (We) 10-noon

NEW! Pivotal Events & Perspectives in the 20th Century

The sessions, led by former History and Social Studies teacher, Mark Littler, will focus on interesting and influential events of the 20th Century and how they have effected the present. By looking at different perspectives and diverse topics. Ideally, the relationship between the past and present will become more meaningful and intriguing to participants who will share their thoughts and ideas. We can have fun and learn from each other!

CEELDR TBA 2 hrs \$5+hst
SMI Oct 17-Nov 14 (We) 2-4pm

NEW! Taking Care of Your Retirement

This three part series will cover wills, power of attorney, executors and estates during the first session (Facilitator: Richard Overstall), what you need to know when travelling for the second session (Facilitator: Matt Cachia) and planning wisely for your financial retirement in the third (Facilitator: Ian Grieve).

CEELDR TBA 2 hrs/class \$15+hst
SMI Sept 18-Oct 2 (Tu) 10-noon

Online Courses

Northwest Community College

Workforce Training & Continuing Studies


www.ed2go.com/nwcc Fall 2012

Our online courses are open to everyone!


expert instructors



affordable courses



24/7 access



convenient for everyone!



Learn from the comfort of home!

I want to learn!



Online learning anytime, anywhere ... just a click away!

Start Your Own Business

Stop dreaming and learn how to succeed at starting your own business.

Sales and Marketing

Discover how effective sales techniques and marketing efforts can lead to success for your company or business.

Business Writing

Develop well written documents that draw readers in and keeps them engaged.

Introduction to PowerPoint 2007

Learn how to use Microsoft PowerPoint 2007 to create impressive slide presentations.

Remember to view our entire online catalog of courses!

Course Fees Start at Just

\$119

Instructor-Led Online Learning
www.ed2go.com/nwcc

Occupational First Aid (OFA) Level 1

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

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

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

CEFAID 706	7 hrs	\$109
HAZ Sep 29	(Sa) 8:30-5pm	
Oct 20	(Sa) 8:30-5pm	
Nov 17	(Sa) 8:30-5pm	
Jan 26	(Sa) 8:30-5pm	
Feb 23	(Sa) 8:30-5pm	
Mar 23	(Sa) 8:30-5pm	
Apr 27	(Sa) 8:30-5pm	
May 25	(Sa) 8:30-5pm	
Jun 8	(Sa) 8:30-5pm	
Jul 13	(Sa) 8:30-5pm	
HOU Sep 10	(Mo) 8:30-5pm	
Oct 22	(Mo) 8:30-5pm	
Jan 16	(We) 8:30-5pm	
Feb 25	(Mo) 8:30-5pm	
Mar 20	(We) 8:30-5pm	
Apr 8	(Mo) 8:30-5pm	
May 8	(We) 8:30-5pm	
May 27	(Mo) 8:30-5pm	
Jun 6	(Th) 8:30-5pm	
RUP Sep 29	(Sa) 8:30-5pm	
Nov 24	(Sa) 8:30-5pm	
Mar 23	(Sa) 8:30-5pm	
Apr 27	(Sa) 8:30-5pm	

SMI Sep 29	(Sa) 8:30-5pm
Oct 19	(Fr) 8:30-5pm
Nov 30	(Fr) 8:30-5pm
Jan 25	(Fr) 8:30-5pm
Feb 16	(Sa) 8:30-5pm
Mar 23	(Sa) 8:30-5pm
Apr 18	(Th) 8:30-5pm
May 11	(Sa) 8:30-5pm
Jun 7	(Fr) 8:30-5pm
TER Sep 22	(Sa) 8:30-5pm
Nov 17	(Sa) 8:30-5pm
Jan 12	(Sa) 8:30-5pm
Feb 23	(Sa) 8:30-5pm
Mar 30	(Sa) 8:30-5pm
May 25	(Sa) 8:30-5pm
Jun 22	(Sa) 8:30-5pm
Aug 17	(Sa) 8:30-5pm

For courses on Haida Gwaii, please call to express interest.

Occupational First Aid (OFA) Level 3

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

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

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

CEFAID 709	77 hrs	\$749
HOU Oct 1-18	(Mo-Fr) 8:00-4:30pm	
Apr 15-May 1	(Mo-Fr) 8:00-4:30pm	
SMI Oct 29-Nov 15	(Mo-Fr) 8:00-4:00pm	
Feb 25-Mar 12	(Mo-Fr) 8:00-4:00pm	
TER Oct 12-30	(Mo-Fr) 8:30-4:30pm	
Feb 1-19	(Mo-Fr) 8:30-4:30pm	
Apr 26-May 14	(Mo-Fr) 8:30-4:30pm	

For course on Haida Gwaii, please call 250-626-3670 to express interest.

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

DID YOU KNOW...

NWCC is an official training agency for:

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

NWCC Mobile Safety Training Unit

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

Courses offered include:

- Occupational First Aid Level 1
- Transportation Endorsement
- WHMIS
- Bear Awareness
- Transportation of Dangerous Goods

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

WORKFORCE TRAINING & CONTINUING STUDIES

Occupational First Aid (OFA) Level 3 Challenge Exam

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

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

CEFAID 755	7 hrs	\$155
HOU Oct 18	(Th) 8-5pm	
May 1	(We) 8-5pm	

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

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

CEFAID 821	8 hrs	\$119
HOU Oct 19	(Fr) 8-5pm	
May 2	(Th) 8-5pm	

Transportation Endorsement

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

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

CEFAID 707	7 hrs	\$109
HAZ Sep 30	(Sa) 8:30-5pm	
Oct 21	(Sa) 8:30-5pm	
Nov 18	(Sa) 8:30-5pm	
Jan 27	(Sa) 8:30-5pm	
Feb 24	(Sa) 8:30-5pm	
Mar 24	(Sa) 8:30-5pm	
Apr 28	(Sa) 8:30-5pm	
May 26	(Sa) 8:30-5pm	
Jun 9	(Sa) 8:30-5pm	
Jul 14	(Sa) 8:30-5pm	
HOU Sep 11	(Tu) 8:30-5pm	
Oct 23	(Tu) 8:30-5pm	
Jan 17	(Th) 8:30-5pm	
Feb 26	(Tu) 8:30-5pm	
Mar 21	(Th) 8:30-5pm	
Apr 9	(Tu) 8:30-5pm	
May 9	(Th) 8:30-5pm	
May 28	(Tu) 8:30-5pm	
Jun 7	(Fr) 8:30-5pm	
SMI Dec 1	(Sa) 8:30-4:30pm	
Mar 24	(Su) 8:30-4:30pm	
Apr 19	(Fr) 8:30-4:30pm	
May 12	(Su) 8:30-4:30pm	
TER Sep 26	(We) 8:30-4:30pm	
Feb 25	(Mo) 8:30-4:30pm	
Jun 23	(Su) 8:30-4:30pm	

Emergency Childcare First Aid & CPR

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

Note: Successful participants receive certification valid for three years.

CEFAID 702	8 hrs	\$119
TER Sep 29	(Sa) 8:30-5:30pm	
Dec 1	(Sa) 8:30-5:30pm	
Mar 23	(Sa) 8:30-5:30pm	
Jun 1	(Sa) 8:30-5:30pm	
Aug 3	(Sa) 8:30-5:30pm	

Red Cross Wilderness and Remote First Aid & CPR

This basic level course is for individuals who recreate or live in isolated or wilderness settings and need to respond to emergencies when advanced care is not immediately available. The course covers material in the Red Cross Standard First Aid and CPR courses plus special material on techniques for wilderness and remote areas. It also offers strategies to provide extended care for up to 21 hours.

CEFAID 783	26 hrs	\$450
MA TBA	8:30-5:30pm	
KL TBA	8:30-5:30pm	

Red Cross Standard First Aid

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

CEFAID 712	16 hrs	\$199
HOU TBA	8:30-5:30pm	
SMI Apr 12-13	(Fr-Sa) 8:30-5:30pm	

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 715	8 hrs	\$100
HAZ Oct 13	(Sa) 8:30-5:30pm	
Dec 1	(Sa) 8:30-5:30pm	
Mar 10	(Su) 8:30-5:30pm	
May 11	(Sa) 8:30-5:30pm	
Jul 4	(Th) 8:30-5:30pm	
TER Sep 23	(Su) 8:30-5:30pm	
Nov 24	(Sa) 8:30-5:30pm	

For all First Aid courses on Haida Gwaii, please call 250-626-3670 to express interest.

WORKFORCE TRAINING & CONTINUING STUDIES

Red Cross CPR Level 'C'

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

CEFAID 703	6 hrs	\$100
HAZ Oct 13	(Sa)	9-4pm
Apr 20	(Sa)	9-4pm
HOU Nov 21	(We)	9-4pm
Jan 18	(Fr)	9-4pm
SMI Sep 21	(Fr)	9-4pm
Dec 8	(Sa)	9-4pm
TER Oct 6	(Sa)	9-4pm
Dec 8	(Sa)	9-4pm
Jan 26	(Sa)	9-4pm
Mar 16	(Sa)	9-4pm
May 18	(Sa)	9-4pm
Jul 20	(Sa)	9-4pm
Aug 24	(Sa)	9-4pm

Marine Basic First Aid

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 2-Rescuer CPR. Retraining is recommended every three years. Must have a CDN number from Transport Canada.

CEFAID 705	16 hrs	\$199
RUP Oct 13-14	(Sa-Su)	8:30-5:30pm
Feb 23-24	(Sa-Su)	8:30-5:30pm
Mar 9-10	(Sa-Su)	8:30-5:30pm
Apr 20-21	(Sa-Su)	8:30-5:30pm
May 11-12	(Sa-Su)	8:30-5:30pm
TER Oct 20-21	(Sa-Su)	8:30-5:30pm
Apr 20-21	(Sa-Su)	8:30-5:30pm
Jun 15-16	(Sa-Su)	8:30-5:30pm

Busy?

Finding it hard to get ahead?

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

www.ed2go.com/nwcc

LABOUR MARKET OUTLOOK & PROJECTIONS

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

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

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

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

DOUBLE CHECK!

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

For the most up-to-date information on upcoming courses, times and locations please visit <http://ceit.nwcc.bc.ca>

GATLIN EDUCATION ONLINE CAREER TRAINING PROGRAMS

Northwest Community College, Terrace Campus, in partnership with ed2go (formerly Gatlin Education Services), offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.

Our programs are designed by a team of professionals from each respective field, who work to provide you with an effective web-based learning experience. Instructors/mentors are actively involved in your online learning experience. They respond to any questions or concerns, as well as encourage and motivate you to succeed.

Each program includes a set of lessons and evaluations; grades are a combination of the instructor/mentor's evaluation of students' work and computer graded tests. We know you'll appreciate the quality as well as the convenience of anytime, anywhere learning!

www.gatlineducation.com/nwcc

AutoCAD 3D (software included)

If you've mastered AutoCAD's 2D concepts and methods, you can take your skills to a new level by adding 3D tools to your repertoire. In this program, you'll get a thorough grounding in the fundamentals of 3D and explore the main features of AutoCAD's advanced 3D Modeling workspace. Many employers use AutoCAD 3D in their computer-aided design environment, and AutoCAD 3D skills will make you more competitive in fields including mechanical and civil engineering, architecture, and facilities planning and management. This program will also help you prepare for a portion of the Autodesk AutoCAD 2011 Certified Associate exam. In addition, you'll receive a student AutoCAD 2011 license you'll be able to use long after the program is over.

Upon registering, you're given an initial six months to complete this program. Should you need more time beyond the six months, an extension of three months is available with a fee of \$250.

CECOMP TBA 80 hrs \$2,095
www.gatlineducation.com/nwcc

Digital Arts Certificate

Looking to make your mark in the digital arts? The Digital Arts Online Training Program will give you the education you need. You'll gain hands-on experience in fundamental technical and creative skills in digital imaging, traditional drawing, and digital illustration. You will master the intricacies of Adobe Photoshop and Illustrator, build your understanding of color, and explore the representation of form through vector illustration and drawing.

Hands-on projects focus on core skills and provide you with experience in traditional and digital media. Class assignments include digital imaging, vector drawing, traditional drawing, color and composition, and editorial illustration.

Upon registering, you're given an initial thirty-six weeks to complete this program. Should you need more time beyond the thirty-six weeks, an extension of six months is available with a fee.

CECOMP TBA 360 hrs \$6,295
www.gatlineducation.com/nwcc

Certified Wedding Planner

Prepare for a career in wedding planning by mastering the fundamentals of planning, orchestrating, and delivering "wow" weddings and parties. This program allows you to earn your certification as a professional wedding planner—and you'll even have an opportunity to put your new skills to work in an optional internship!

In these lessons, you'll get step-by-step training and learn concise formulas for ensuring the success of any social event, from weddings and anniversaries to birthdays and baby showers. Once you've grasped the basics of planning weddings, you'll translate theory into real-world applications as you discover how to cultivate the vendor and client relationships that are crucial to building your business.

With the aid of more than 150 business templates and other resource documents, you'll also gain the financial acumen you need to complement your wedding planning talents. This program provides you with an entire set of financial tools you'll be able to use for years to come, including contracts, business plans, fee structures, and service offerings. Each business template is carefully planned to address the specific demands of the wedding-planning industry.

Upon successfully completing this program, you will be certified as a professional wedding planner by the Wedding Planning Institute (WPI), a division of Lovegevy. In addition, you will qualify to apply for a six-month internship customized to your career objectives and goals. As a result, you can begin building your professional résumé right away.

CEFAID 728 300 hrs \$1,695
www.gatlineducation.com/nwcc

Event Management and Design

Learn to create spectacular special events with the Event Management and Design Online Training Program! This program is split up into two modules: Special Event Management and Special Event Design and Decoration. Each module includes multiple units complete with interactive presentations. Corporate events, weddings, parades, festivals, and more are covered. You'll learn about the practicalities of planning events and the dazzle of designing them. From permits to pyrotechnics, this program will teach you how to design, plan, implement, and evaluate special events.

Upon registering, you're given an initial six months to complete this program. Should you need more time beyond the six months, an extension of six months is available at no additional cost.

CEBSNS TBA 300 hrs \$2,195
www.gatlineducation.com/nwcc

Web Design Certificate

Online Career Training Programs

Northwest Community College

ed2go

Online Learning Anytime, Anywhere...

Marketing Design Certificate

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

You'll learn in-demand software programs that a marketing designer needs to know: Adobe Photoshop and Illustrator. You will build a skill set in digital image preparation and vector illustration while applying foundation design concepts in color, typography, and identity design.

Hands-on projects focus on essential skills and provide you with experience in business-focused design scenarios.

Upon registering, you're given an initial thirty-six weeks to complete this program. Should you need more time beyond the thirty-six weeks, an extension of six months is available with a fee.

CECOMP TBA 360 hrs \$6,295
www.gatlineducation.com/nwcc

Travel Agent Training

The Travel Agent Online Training Program will teach you all you need to know to start a travel career. You'll learn about ground transportation and the airline industry, hotels and resorts, cruises, tours, international and domestic travel, reservations and pricing, and more.

This online program consists of two modules. You'll first participate in a travel career development program, which will teach you the basics of the travel industry. This module will be followed by your choice of computer reservation system training. You'll choose which you want to learn, including SABRE, WORLDSPAN, APOLLO, GALILEO, or AMADEUS GDS systems.

Upon registering, you're given an initial six months to complete the program. Should you need more time, you may request a six-month extension at no additional charge.

CEBSNS TBA 200 hrs \$1,895
www.gatlineducation.com/nwcc

Veterinary Assistant

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

CEHLTH TBA 170 hrs \$2,095
www.gatlineducation.com/nwcc

Video Game Design and Development

Video game design and development is challenging, but the rewards are worth it. With this unparalleled comprehensive training program, you'll master skills that open doors to the growing video game industry.

Using a comprehensive and analytical approach to game engine architectures, this program offers you the opportunity to learn how to effectively implement game ideas. The curriculum is divided into eight modules covering five major areas of study: programming languages, mathematics skills, 3D graphics pipeline programming, real-time game engine architectures, and artificial intelligence algorithms. Developing and managing the complex environments for games and related visualization applications is a challenging task, but with the right training and professional guidance, the challenge becomes much less daunting.

Upon registering, you're given an initial eight months to complete this program. Should you need more time beyond the eight months, an extension of eight months is available with a fee of \$300.

CECOMP 854 500 hrs \$2,295
www.gatlineducation.com/nwcc

Webmaster

These days, just about every company, institution, and organization wants to have a presence on the Internet. Webmasters design, develop, and maintain these highly visible Web sites.

As a Webmaster, you might be called upon to work in a group developing interactive e-commerce or e-business sites. You could be in control of an auction site, a discussion group, an online newsletter, a physician's appointment page, an organization's membership site, or you could be developing a marketing presence for a new product. Webmasters are often the first to test new and state-of-the-art equipment as well as the latest software. They're allowed to indulge in artistic and professional freedoms rarely seen in any other industry—and can often work from home or use flextime.

This Webmaster Online Training Program starts with Web page development and introduces new concepts by involving you in active Web page implementation.

Upon registering, you're given an initial six months to complete the program. Should you need more time, you may request a six-month extension at no additional charge.

CECOMP TBA 150 hrs \$2,095
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+hst
PR Oct 4-13 (Th/Sa) 9-4pm
TER Sep 18-Oct 18 (Tu/Th) 6:30-8:30pm

Conversational Spanish Level 2

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

CELANG 708 20 hrs \$139+hst
RUP Nov 1-10 (Th/Sa) 6-9pm
TER Nov 6- Dec 6 (Tu/Th) 6:30-8:30pm

Get Assertive

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

CELANG 863 24 hrs \$119
Online at www.ed2go.com/nwcc

NEW! Gambling Awareness

There is research that consistently suggests underage excessive youth gambling is highly problematic and concomitant with a host of negative interpersonal, financial, academic, legal and mental health problems. In fact most problem gamblers began gambling, on average, at the age of 10. Problem gambling among adolescents has been shown to result in increased delinquency and crime, disrupted relationships, negative school performance and work activities. These adolescents have a preoccupation with gambling, sacrificing school, work, and personal relationships in order to maintain this behavior. They are also more likely to contemplate suicide. This "Parents as Partners" program offers not only awareness of the risk involved in youth gambling, but offers risk management tools that you as a parent may wish to apply with respects to your own families. Workshop is offered by the BC Responsible and Problem Gambling Program (Mr. Alan Sauvé – Facilitator)

CEGENI 886 FREE
TER Mar 20 (We) 7:30-9:30pm
Jul 24 (We) 7:30-9:30pm

NEW! Somatics: A Holistic Health Approach & Leadership

Integral Somatology is the field that studies the human being and being human from all perspectives. Essentially, this course is about understanding and embodying self-regulation: a program to improve your fundamental health and leadership skills. In this course you will take a dive into the lab of human experience and become aware of many unconscious processes of your operating system. You will move closer to the true origin of your health – a fundamental for healthy decision-making and leadership skills.

CEGENI 885 36 hrs \$625+hst
SMI Oct 26-27 (Fr-Sa) 9:30-4:30pm
Nov 9-10 (Fr-Sa) 9:30-4:30pm
Nov 23-24 (Fr-Sa) 9:30-4:30pm

NEW! Parents as Partners

After age 21, problem gambling is considerably more common among adults than alcohol dependence, even though alcohol dependence has received much more attention. "Gambling Awareness" is a fun and engaging gambling neutral presentation. This 2 hour session will not only be informative but entertaining, filled with fun, draws, games and prizes; who said that learning can't be fun. Come and take the challenge, odds are that you will be pleasantly surprised as well as enlightened. Presentation is offered by the BC Responsible and Problem Gambling Program (Mr. Alan Sauvé – Facilitator)

CEGENI 887 FREE
TER Nov 17 (Sa) 9-4pm
Jun 15 (Sa) 9-4pm

Managing Life as a Single Parent

Get the support you need for doing the toughest job on earth—raising children on your own. You'll learn how to enforce rules at home, support your kids emotionally, deal with your own disappointments, and resolve conflicts with your ex and extended family members. You'll also gain insights into managing your finances, getting help when you need it, carving out some time for yourself, and even making decisions about dating. Throughout the course, you'll have the chance to interact with other classmates and your instructor, ask questions, and apply new skills. Whether you're a mom or dad who's brand new to single parenting or making the choice to parent alone, this course will provide the support, resources, and information to make your life easier.

CEGENI 862 24 hrs \$119
Online at www.ed2go.com/nwcc

Introduction to Guitar

Learn to play guitar, and become the musician you've always wanted to be! In this fun and informative course, you'll build basic guitar skills step-by-step with the help of hands-on exercises, audio and video recordings, and detailed illustrations. First, you'll get to know all the parts of your guitar, from frets to strings. Then you'll jump right in and learn to read music, play clear and beautiful notes and chords, and control your rhythm, tempo, and volume. And finally, you'll discover how to add expression and artistry to your music. The classical guitar skills you'll master in this course will allow you to play any style of music, from hard rock to country-and-western. Whether you're a beginner or an intermediate student, you'll gain new skills and confidence with each lesson—and by the end of the course, you'll be well on your way to becoming a skilled guitar player.

CELANG 863 24 hrs \$119
Online at www.ed2go.com/nwcc

Bridge Watch Rating

The Bridge Watch Rating Program is broad in scope and practical in nature. While the knowledge component of the training will serve as an introduction to a broad number of nautical student areas, the manual skills, including rope work, splicing and other practical skills will be fully mastered and upon successful completion, the student will be prepared to commence a professional seagoing career. The aim of the Bridge Watch Rating Training Program is to enable a New Entry Seaperson to prepare and pursue a career in the Marine Industries and to function as a competent member of a seagoing ships deck and bridge watch team.

This Program includes Marine Advanced First Aid, MED-A2, ROC-MC, and the Bridge Watch Rating course.

CENAUT 718 376 hrs \$9,410
RUP Sep 4-Nov 16 (Mo-Fr) 8:30-4:30pm

For marine courses on Haida Gwaii, please call 250-626-3670 to express interest.

Coastal Spill Response

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

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

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

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

CENRES 762 14 hrs \$750
RUP Sep 26-27 (We-Th) 8:30-4:30pm
Apr 17-18 (We-Th) 8:30-4:30pm

Fishing Master IV/Master Limited

Every person serving as Master (Captain) of a Canadian Fishing Vessel is required, under the Canada Shipping Act 2001 - Canadian Personnel Regulations, to hold a Fishing Master Certificate of Competency. Depending on size of the vessel and the area where operations take place, this may be a Certificate of Service as Master of the Fishing Vessel under 60 gross tonnage.

This certificate has a "sunset" clause and will only be available for approximately seven years from 2007. The certificate holder may act as Master on board a fishing vessel of not more than 60 gross tonnage engaged on an unlimited, near coastal, Class 1 or 2 or sheltered waters voyage, according to the voyages on which the qualifying service for the certificate has been acquired.

FISHING MASTER IV
CENAUT 704 105 hrs \$895
RUP Nov 13-Dec 8 (Mo-Sa) 8:30-4:30pm

MASTER LIMITED

CENAUT 706 105 hrs \$895
RUP Nov 13-Dec 8 (Mo-Sa) 8:30-4:30pm

Marine Emergency Duties

MED - A2

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

Note: Swimsuit and rain gear are required.

CENAUT 714 28 hrs \$499
RUP Jan 21-24 (Mo-Th) 8:30-4:30pm

Marine Emergency Duties

MED - A3

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

CENAUT 709 8 hrs \$235
RUP Oct 1 (Th) 8:30-5:30pm
Jan 14 (Mo) 8:30-5:30pm
Mar 4 (Mo) 8:30-5:30pm
May 6 (Mo) 8:30-5:30pm
TER Sep 25 (Tu) 8:30-5:30pm
Mar 19 (Tu) 8:30-5:30pm

Restricted Operator Certificate – Maritime (ROC-M)

This maritime radio course teaches emergency radio procedures and everyday operating techniques for you and your family. The course also prepares you for the Restricted Operator Certificate – Maritime with Digital Selective Calling (DSC) endorsement examination.

CENAUT 713 12 hrs \$250
RUP Oct 13-14 (Sa-Su) 9-4pm
Jan 19-20 (Sa-Su) 9-4pm
Feb 23-24 (Sa-Su) 9-4pm
Mar 24-25 (Sa-Su) 9-4pm
May 4-5 (Sa-Su) 9-4pm

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 \$570
RUP Oct 2-5 (Th-Fr) 8:30-4:30pm
Jan 15-18 (Tu-Fr) 8:30-4:30pm
Mar 5-8 (Tu-Fr) 8:30-4:30pm
May 7-10 (Tu-Fr) 8:30-4:30pm
TER Sep 26-29 (We/Th/Fr/Sa) 8:30-4:30pm
Mar 20-23 (We/Th/Fr/Sa) 8:30-4:30pm

Simulated Electronic Navigation Limited (SEN LTD)

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

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

CENAUT 717 28 hrs \$XXX
RUP Call if interested.

Terrace Power & Sail Squadron Marine Radio (CPS)

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

CENAUT 720 \$80
TER Apr 15-18 (Mo/Tu/Th) 7-10pm

For marine courses on Haida Gwaii, please call 250-626-3670 to express interest.

Terrace Power & Sail Squadron Boating Basics (CPS)

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

CENAUT 721 8 hrs \$60
TER Oct 19-20 (Fr) 7-10pm
(Sa) 8:30-1pm
May 3-4 (Fr) 7-10pm
(Sa) 8:30-1pm

Terrace Power & Sail Squadron Boating Course

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

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

CENAUT 719 30 hrs \$250
TER Jan 21-Apr 1 (Mo) 7-10pm

IMPORTANT INFO FOR BOATERS!

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

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

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

2. Follow the instructions on Form 82-0701

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

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

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

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

Confined Space Hazard Awareness

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

CEFAID 823	4 hrs	\$69
TER Oct 11	(Th) 8:30-12:30pm	
Apr 17	(We) 8:30-12:30pm	

Enform Level I Chainsaw Safety

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

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

CEFAID 773	16 hrs	\$1,300
HAZ Oct 1-3	(Mo-We) 8:30-4:30pm	
Jan 28-30	(Mo-We) 8:30-4:30pm	
Mar 11-13	(Mo-We) 8:30-4:30pm	
May 13-15	(Mo-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	20 hrs	\$250
HAZ Oct 18	(Th) 8:30-5:30pm	
Jan 31	(Th) 8:30-5:30pm	
Mar 15	(Fr) 8:30-5:30pm	
May 16	(Th) 8:30-5:30pm	
Jun 26	(We) 8:30-5:30pm	
TER Oct 3	(We) 8:30-5:30pm	
Nov 21	(We) 8:30-5:30pm	
Feb 6	(We) 8:30-5:30pm	
Mar 20	(We) 8:30-5:30pm	
Apr 30	(Tu) 8:30-5:30pm	
Jun 5	(We) 8:30-5:30pm	
Aug 26	(Mo) 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 I
 - Transportation Endorsement
 - Transportation of Dangerous Goods
 - WHMIS
 - H2S Alive
 - Confined Space Hazards Awareness

CEFAID 796	\$745
HOU Nov 16-20	(Fr-Tu) 8:30-5:30pm
May 3-7	(Fr-Tu) 8:30-5:30pm

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	4 hrs	\$109
TER Oct 31	(We) 8:30-5:30pm	
Jan 23	(We) 8:30-5:30pm	
Apr 18	(Th) 8:30-5:30pm	
Jun 13	(Th) 8:30-5:30pm	

Transportation of Dangerous Goods

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

CEFAID 714	5 hrs	\$99
HAZ Sep 20	(Th) 1-6pm	
Nov 16	(Fr) 1-6pm	
Feb 8	(Fr) 1-6pm	
Apr 19	(Fr) 1-6pm	
Jun 14	(Fr) 1-6pm	
HOU Nov 16	(Fr) 1-6pm	
May 3	(Fr) 1-6pm	
SMI Apr 5	(Fr) 8:30-12:30pm	
May 10	(Fr) 8:30-12:30pm	
TER Sep 27	(Th) 1-5:30pm	
Nov 19	(Mo) 1-5:30pm	
Jan 8	(Tu) 1-5:30pm	
Feb 20	(We) 1-5:30pm	
Apr 3	(We) 1-5:30pm	
May 16	(Th) 1-5:30pm	
Jul 31	(We) 1-5:30pm	

WHMIS

WHMIS (Workplace Hazardous Materials Information System) is information and training in the safe handling, recognition, storage and disposal of controlled products (hazardous materials). Emergency procedures, as well as an understanding of the risk and necessary precautions, will help prevent workplace injury or loss of life.

Note: A certificate is awarded upon completion of the course. The course fee includes course materials. Employers must provide education and training in WHMIS which is administered by WorkSafe BC. Occupational Health and Safety Regulations state the WHMIS certificate should be renewed annually.

CEFAID 744	4 hrs	\$69
HAZ Sep 20	(Th) 8:30-12:30pm	
Nov 16	(Fr) 8:30-12:30pm	
Feb 8	(Fr) 8:30-12:30pm	
Apr 19	(Fr) 8:30-12:30pm	
Jun 14	(Fr) 8:30-12:30pm	
HOU Nov 16	(Fr) 8:30-12:30pm	
May 3	(Fr) 8:30-12:30pm	
SMI Oct 26	(Fr) 9-1pm	
Apr 5	(Fr) 1-5pm	
May 10	(Fr) 1-5pm	
TER Sep 27	(Th) 8:30-12:30pm	
Nov 19	(Mo) 8:30-12:30pm	
Jan 8	(Tu) 8:30-12:30pm	
Feb 20	(We) 8:30-12:30pm	
Apr 3	(We) 8:30-12:30pm	
May 16	(Th) 8:30-12:30pm	
Jul 31	(We) 8:30-12:30pm	

OUTDOOR RECREATION & SAFETY

Bear Awareness

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

CEFAID 747	8 hrs	\$119
HAZ Sep 21	(Fr) 8:30-5:30pm	
Mar 22	(Fr) 8:30-5:30pm	
May 17	(Fr) 8:30-5:30pm	
TER Sep 28	(Fr) 8:30-5:30pm	
Mar 20	(We) 8:30-5:30pm	
Jun 13	(Th) 8:30-5:30pm	
Aug 12	(Mo) 8:30-5:30pm	

For course offerings on Haida Gwaii, please call to express interest.

CORE - Hunter Training

Successful completion of the Conservation and Outdoor Recreation Education (CORE) course is mandatory for all residents applying for their hunting license. This course provides information about outdoor survival, hunter safety, wildlife, gun handling and first aid. Prerequisite: Participants must be 10 years of age or older.

CEFAID 769	24 hrs	\$255
HOU Sep 13-19	(Th/Fr/We) 6:30-9:30pm	
	(Sa/Su) 8:30-4:30pm	
Apr 4-8	(Th/Fr/Mo) 6:30-9:30pm	
	(Sa/Su) 8:30-4:30pm	
SMI Sep 20-23	(Th/Fr) 6:30-9:30pm	
	(Sa/Su) 8:30-5pm	

CORE Hunter Training Challenge

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

CEFAID	2 hrs	\$89
SMI Aug 17	(Sa) 8:30-2:30pm	

Firearms Safety - Non-Restricted Possession Acquisition License (PAL)

To acquire firearms in Canada you require a PAL, formerly known as the Firearms Acquisition Certificate. To apply for a PAL you must prove you have successfully completed a course or test in the safe handling and use of firearms and the laws relating to them. Successful completion of this class enables participants to submit their application for a non-restricted PAL.

Note: This course is a prerequisite for the Firearms Safety-Restricted PAL course. Prerequisite: Participants must be 12 years of age or older.

CEFAID 727	16 hrs	\$199
HOU Sep 20-22	(Th/Fr) 6-10pm	
	(Sa) 8:30-5:30pm	
Apr 11-13	(Th/Fr) 6-10pm	
	(Sa) 8:30-5:30pm	
SMI Nov 23-25	(Fr) 6-10pm	
	(Sa) 8:30-4:30pm	
	(Su) 8:30-2pm	
May 31-Jun 2	(Fr) 6-10pm	
	(Sa) 8:30-4:30pm	
	(Su) 8:30-2pm	
Jun 7-9	(Fr) 6-10pm	
	(Sa) 8:30-4:30pm	
	(Su) 8:30-2pm	

Firearms Safety - Restricted - Possession Acquisition License (PAL)

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

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

CEFAID 728	6 hrs	\$100
HOU Sep 29	(Sa) 9:30-4:30pm	
SMI Dec 1	(Sa) 8:30-4:30pm	

Prepare for a GREENER future!

Online Career Training Programs

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

Enroll Today!

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

DID YOU KNOW.....

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

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

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

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

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

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

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

Camp Operations

Learn to efficiently build and maintain fully operational camps used in remote work sites in exploration, forestry, and guide outfitting. Taught by industry-experienced instructors, training will begin in the classroom and then carry on to our training camp. Course topics include: job expectations and opportunities; camp operations, roles, and responsibilities; safe work practices including: personal protective equipment; hazard identification and control; camp site assessments and inspections; and camp layout in terms of fire safety and wildlife concerns; building and maintaining a remote tent camp; organizing and loading temporary camps; small engine repair and troubleshooting.

Certificates include: WHMIS, OFA I & TE, FoodSafe Level I, Helicopter Safety, Bear Awareness, Propane Handling Safety, Spill Response, Chainsaw Safety, ATV Safety Training, S-100 Fire Suppression and Transportation of Dangerous Goods.

CENREN 743

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

Mine Rescue Team Competition Practice

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

CEFAID 819

HOU Call to book this course for your workplace!

Driller's Helper Training Program

This hands on program combines safety training and basic drill maintenance skills required for new Driller's Helpers to prepare for entry level employment. The program includes approximately 8 days of safety training.

Certificate courses include Chainsaw safety, WHMIS, Helicopter Safety, Bear Awareness, Propane Handling, HAZMAT, Occupational First Aid Level One and Transportation Endorsement. Students spend an additional 5 days developing competency with routine drill maintenance procedures using drill equipment.

CEFAID 738

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

Mining Exploration Field Assistant

The Mining Exploration Field Assistant course prepares individuals for the safety and physical demands of entry-level employment in the mineral exploration sector. Employers of last year's graduates include expeditors, mining consultants, government, drilling, junior exploration, and geoscience companies.

Part of the course is in the classroom while the rest of the course is taught outdoors in a remote tent camp. Afterwards, participants will have opportunities to work with Employment and Job Placement Advisors to assist graduates in gaining employment. The Mining Exploration Field Assistant course is a drug and alcohol free environment. Applicants must be 19 years or older at the time of the course.

CENREN 714

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

Metal Leaching & Acid Rock Drainage

Designed as a professional development course for individuals working in the industry and with government agencies, this course provides a practical understanding of metal leaching and acid rock drainage (ML/ARD), the major environmental and reclamation challenges faced by the mining industry. ML/ARD is a multi-disciplinary subject, involving a large number of processes, each with demanding information requirements. It is also an applied science, with much of the current knowledge residing in company reports and leading industry practitioners and regulators.

This course provides a basic understanding of the procedures used to assess and prevent potential ML/ARD impacts. Much of the time is spent touring mines in the Smithers area, which are world leaders in ML/ARD mitigation. The tours allow participants to observe state of the art ML/ARD practices. Participants gain experience in how ML/ARD test work is conducted, mitigation plans are developed, and how challenges are dealt with. In addition to the mine tours, ML/ARD practices and the underlying theory are illustrated using case studies drawn from the instructors' experience with mines in Canada and throughout the world.

In order to receive a refund (minus the \$10 admin. fee students withdrawing from this course must do so 2 months prior to course start date)

CENREN 712 35 hrs \$1,600
SMI Fall 2013

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

FIND SEM ON FACEBOOK

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

MINING-RELATED NWCC COURSES

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

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

DID YOU KNOW...

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

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

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

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	\$100
HAZ Oct 13	(Sa) 9-4pm	
Mar 10	(Su) 9-4pm	
May 11	(Sa) 9-4pm	
Jul 7	(Su) 9-4pm	
SMI Mar 22	(Fr) 9-4pm	
TER Oct 20	(Sa) 9-4pm	

For Service & Hospitality course offerings on Haida Gwaii, please call 250-636-3670 to express interest.

FoodSafe Level I

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

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

CEFAID 729	8 hrs	\$129
HAZ Oct 5	(Fr) 8:30-5:30pm	
Nov 20	(Tu) 8:30-5:30pm	
Feb 13	(We) 8:30-5:30pm	
May 4	(Sa) 8:30-5:30pm	
Jul 3	(We) 8:30-5:30pm	
HOU Oct 13	(Sa) 8:30-5:30pm	
Jan 26	(Sa) 8:30-5:30pm	
Apr 27	(Sa) 8:30-5:30pm	
RUP Sep 29	(Sa) 8:30-5:30pm	
Nov 24	(Sa) 8:30-5:30pm	
Jan 26	(Sa) 8:30-5:30pm	
Mar 23	(Sa) 8:30-5:30pm	
Apr 27	(Sa) 8:30-5:30pm	
SMI Oct 27	(Sa) 8:30-5:30pm	
Mar 23	(Sa) 8:30-5:30pm	
TER Oct 6	(Sa) 8:30-5:30pm	
Nov 24	(Sa) 8:30-5:30pm	
Jan 19	(Sa) 8:30-5:30pm	
Mar 2	(Sa) 8:30-5:30pm	
Apr 27	(Sa) 8:30-5:30pm	
Jun 1	(Sa) 8:30-5:30pm	
Jul 20	(Sa) 8:30-5:30pm	
Aug 10	(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	\$99
HAZ Oct 6	(Sa) 9-12noon	
Nov 17	(Sa) 9-12noon	
Mar 8	(Fr) 9-12noon	
Jun 7	(Fr) 1-4pm	
Jul 2	(Tu) 1-4pm	
SMI Nov 16	(Fr) 6:30-9:30pm	
Mar 22	(Fr) 6:30-9:30pm	

WorldHost Fundamentals

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

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

CEPSTR 725	8 hrs	\$119
HAZ Oct 27	(Sa) 8:30-5:30pm	
Mar 9	(Sa) 8:30-5:30pm	
Apr 27	(Sa) 8:30-5:30pm	
May 18	(Sa) 8:30-5:30pm	
Jul 6	(Sa) 8:30-5:30pm	
SMI Mar 15	(Fr) 8:30-5:30pm	

BOOST YOUR EMPLOYABILITY!

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

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

Explore them today at www.go2hr.ca

DID YOU KNOW...

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

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

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

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

Creating Classroom Centres

Discover how easy and effective classroom centers can really be! In this course, you'll learn how to create and implement activities that boost independent learning in the classroom. You'll see what makes a truly successful center, get a warning about pitfalls to avoid, and gain tips for keeping your planning time to a minimum. The course also offers a simple system for creating a centers schedule and shepherding students through the process. You'll even get strategies for managing students who finish early, and discover how a regular centers routine can increase your small-group instruction opportunities each day. By the time you finish the course, you'll not only have the knowledge you need to get the most out of centers—you'll have a wealth of resources and center ideas you can take and try so you can get started right away!

CEEDUC 724 24hrs \$199
Online at www.ed2go.com/nwcc

Integrating Technology into the Classroom

In this professional development course for teachers, you'll learn the secrets of technology integration in the classroom, gaining the skills educators need to use tools such as wikis, podcasts, and blogs effectively. You'll discover simple ways to integrate technology to enhance your subject material and meet your course goals. We'll explore quick-and-easy, standards-based solutions for more interactive lesson plans, exciting WebQuests, and challenging assignments. We'll also unleash the power of Web resources, Word, Excel, and PowerPoint. Together, we'll look at basic integration, subject-specific activities, and smart ways to make your integration seamless.

CEEDUC 724 24hrs \$119
Online at 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 3102 from the Provincial Instructor Diploma program at Vancouver Community College. By the end of this workshop the participants will be able to write and prepare a useful, practical lesson plan, use learning objectives to inform learners of their expectations, use common instructional aids, evaluate whether outcomes match objectives and much more.

CEEDUC 701 28hrs \$499
SMI Oct 22-Oct 25 (Mo-Th) 9-4pm

Introduction to Teaching ESL/EFL

English language teachers enjoy a wide range of opportunities and face a daunting set of challenges. You teach more than a subject—you're teaching skills that will open up the entire world to your students! This course will show you innovative ways of teaching vocabulary and grammar, listening and speaking, and reading and writing. But more than that, it will give you a deeper understanding of who your students are and who you are as a teacher. So join us on this journey of becoming a more reflective and effective English language teacher!

CEEDUC 723 24hrs \$119
Online at www.ed2go.com/nwcc

Response to Intervention: Reading Strategies That Work

Wouldn't it be wonderful if we could be proactive in helping our struggling readers? Well, we can! In this six-week course, you'll learn response to intervention (RTI) strategies that ensure the struggling readers in your classroom get the help and education they need. RTI gives us a strategic plan to bring tiered interventions to our students, at their reading level and with their unique challenges in mind. Helping them with phonics, fluency, vocabulary mastery, comprehension, and writing, these intervention strategies tackle the toughest literacy problems with flexibility and creativity.

CEEDUC 724 24hrs \$119
Online at www.ed2go.com/nwcc

Singapore Math Strategies: Model Drawing for Grades 1-6

In this professional development course for teachers, you'll get the training you need to start teaching model drawing, the powerful Singapore Math strategy that gives word problems a visual context. As a teacher, you know that many students groan when it's time to solve word problems. Why is that? Are the problems too difficult? Do students get lost trying to decipher the wording or figure out the computation? Do they simply not know which strategy to use? Actually, it's a combination of all these issues. Luckily, model drawing, a Singapore Math strategy for working word problems, will help your students start to enjoy math in a way they may never have before.

CEEDUC 724 24hrs \$119
Online at www.ed2go.com/nwcc

Solving Classroom Discipline Problems

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

CEEDUC 724 24hrs \$119
Online at www.ed2go.com/nwcc

Teaching Adult Learners

If you're excited about the challenge of reaching and teaching adult learners, you're in the right place! In this course, you'll discover ways to motivate adult students by tapping into their learning styles, interests, and needs. In addition, you'll learn dozens of powerful teaching techniques that will keep your adult learners excited and help them absorb your material effortlessly. We'll also talk about planning your course, creating a welcoming classroom setting, and using educational aids and technology. And finally, we'll discuss classroom discipline, talk about creating tests, and look at tools you can use to measure your students' performance. If you're training to teach adults, the information and hands-on activities in this course will give you the confidence you need to succeed—and you'll know all the tricks and techniques for winning over this fun, exciting, and very demanding group of stud.

CEEDUC 724 24hrs \$119
Online at www.ed2go.com/nwcc

TRADES

Certified Indoor Air Quality Manager

Are you a facility manager, building engineer, or health and safety officer who wants to improve the indoor air quality of your building? Are you properly prepared to handle air quality complaints? Common mistakes can turn a small grievance into a wildfire of speculation and accusation.

In this Certified Indoor Air Quality Manager Online Training and Certification Program, you'll learn how to diagnose, resolve, and prevent indoor air quality (IAQ) complaints. You'll also establish a comprehensive IAQ plan specific to your buildings.

Not only does our program teach you practical skills to improve your building's indoor air, it also prepares you for third-party certification by the American Council for Accredited Certification (ACAC). The Certified Indoor Air Quality Manager Program will educate you on all the pertinent topics covered on the certification exam. You can even take a 100-question practice examination to prepare for the exam.

Getting certified is completely optional. Exams are arranged through ACAC at computerized testing centers throughout the U.S. Certain experience requirements and fees apply to ACAC certifications, but there are no experience requirements for this online program.

CETRAD TBA 16hrs \$1095
www.gatlineducation.com/nwcc

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

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

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

CEMECH 709 \$TBA
HOU Call to book this course for your workplace!

Small Engine Repair

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

CEMECH 706 15 hrs \$189
HOU Call to book this course for your workplace!
SMI Oct 20-21 (Sa/Su) 8:30-5pm
TER Nov 24-25 (Sa/Su) 8:30-5pm

HVAC Technician

The HVAC Technician Online Training Program is offered in partnership with HVACReduction.net to bring you the only HVAC Technician training program of its kind on the Web. HVACR training will prepare you for a career as a heating, ventilation, air conditioning, or refrigeration installer or technician.

The HVAC Technician Online Training Program is a comprehensive HVACR training program for heating, ventilation, air conditioning, and refrigeration installers and technicians. This program is for you if you're interested in getting started in an entry-level position in the HVACR industry, or if you're seeking continuing education for upgrading skills or becoming certified or licensed.

The program focuses on learning objectives that have been identified by HVACR industry groups as key knowledge for an HVACR technician.

If you wish to see what the industry recommends for study, AHRI (Air Conditioning, Heating, and Refrigeration Institute) and NATE (North American Technician Excellence) both have an HVAC curriculum guide posted on their Web sites.

The HVAC Technician Online Training Program has 16 sections, with a subscription length of 60 days per section. Each section contains 6 modules. The modules cover specific HVACR concepts and incorporate reading assignments, Web site tours, applied exercises, quizzes, industry terminology definitions, video clips, animations, images, and printable handouts.

CETRAD TBA 320hrs \$3395
www.gatlineducation.com/nwcc

Mobile Pre-Employment Heavy Equipment Operator Simulator Training

This mobile unit can be brought to your community to train members on the safety features and hand-eye coordination necessary to work as a Heavy Equipment Operator. Participants have the opportunity to try their hand on a Front End Wheel Loader, Excavator, and Off Highway Truck. All training takes place on realistic simulators utilizing HD laptops, steering wheels, shifters, and gas, break, and clutch pedals.

It's fun, it's safe, and it prepares participants with job-ready skills. Included in the program are industry-related certificates such as: Occupational First Aid Level 1, Transportation Endorsement, WHMIS, and Heavy Duty Equipment Safety & Awareness.

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

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

DID YOU KNOW...

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

Airbrakes Endorsement

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

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

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

CETTRAN 701	22 hrs	\$269
TER Oct 9-13	(Tu-Fr) 6-9pm	
	(Sa) 8:30-5:30pm	
Nov 20-24	(Tu-Fr) 6-9pm	
	(Sa) 8:30-5:30pm	
Apr 19-21	(Fr) 4-10pm	
	(Sa/Su) 8:30-5:30pm	
Jun 7-9	(Fr) 4-10pm	
	(Sa/Su) 8:30-5:30pm	
Aug 16-18	(Fr) 4-10pm	
	(Sa/Su) 8:30-5:30pm	

For course offerings on Haida Gwaii, please call to express interest.

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.

CETTRAN 722	6 hrs	\$89
HAZ Nov 3	(Sa) 9-3pm	
Mar 2	(Sa) 9-3pm	
Jun 22	(Sa) 9-3pm	
Jul 19	(Fr) 9-3pm	

Forklift Operator

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

CETTRAN 703	20 hrs	\$299
RUP Nov 17-18	(Sa/Su) 8:30-5:30pm	
Jan 26-27	(Sa/Su) 8:30-5:30pm	
Feb 23-24	(Sa/Su) 8:30-5:30pm	
TER Sep 28-30	(Fr) 6-10pm	
	(Sa/Su) 8:30-5:30pm	
Mar 29-31	(Fr) 6-10pm	
	(Sa/Su) 8:30-5:30pm	
Apr 26-28	(Fr) 6-10pm	
	(Sa/Su) 8:30-5:30pm	
Jun 7-9	(Fr) 6-10pm	
	(Sa/Su) 8:30-5:30pm	

Fall Protection

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

CEFAID 815	6 hrs	\$100
TER May 22	(We) 9-4pm	
Aug 14	(We) 9-4pm	

Rigging Safety

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

CEFAID 786	8 hrs	\$349
TER May 29	(We) 8:30-5:30pm	

Spill Response

This field course deals with prevention and response of the release of petroleum hydro-carbon into the environment. It also cover chemical characteristics and behaviour of fuel in addition to safety.

CEFAID 770	4 hrs	\$179
HOU Call to book this course for your workplace!		

Employment Skills Access (ESA) 2012 - 2013

Employment Skills Access funding is for unemployed job seekers who need a short program of studies in order to find work.

Successful participants meet the requirements: not working, not on Employment Insurance, haven't been on EI for the past three years. Other requirements may apply, such as passing an assessment test.

Tentative Programs

- Professional Truck Driver (ProD)
- Construction Trades Helpers & Labourers - (CTH&L)
- Cook's Helper (CHLP)
- Industry Field Medic (IFM)
- Essential Office Skills (EOS)
- Value Added Heavy Equipment Operator - Civil (VAHEO-C)
- Value Added Heavy Equipment Operator - Forestry (VAHEO-F)

Visit <http://ceit.nwcc.bc.ca/ESA.cfm> for the latest ESA information.

For more information on funding IFM/CTH&L/VAHEO-C programs please contact Charlynn Toews at ctoews@nwcc.bc.ca or 1.877.277.2288 ext. 5357

For more information on funding for CHLP, EOS, VAHEO-F programs, please contact Carrie Hobenshield at clhobenshield@nwcc.bc.ca or 1.877.277.2288 ext 5267

For more information on funding for Professional Driver Training, please contact Dave Menzies at dmenzies@nwcc.bc.ca or 1.877.277.2288 ext. 5237

Specialized Chainsaw Safety – One Day

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

Note: Students must bring their own chainsaw and safety gear, bucking pants, steel toe boots, hard hat with visor and earmuffs, gloves and long sleeve shirt.

CEFAID 724	8 hrs	\$225
SMI May 30	(Th) 8:30-5:30pm	
TER Apr 12	(Fr) 8:30-5:30pm	
Jun 18	(Tu) 8:30-5:30pm	

For course offerings on Haida Gwaii, call to express your interest.

S-10A Fire Suppression Classroom Refresher

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

Prerequisite: To be eligible to take this S-10A annual retraining course, a person must have successfully passed the full S-100 Basic Fire Suppression course, or successfully passed the S-130, S-190 and S-232 courses within the previous five years. S-100 will be maintained by taking the annual S-10A refresher course each year. If no S-10A refresher course is taken on an annual basis, then the full S-100 course must be successfully completed every five years.

CEFAID 785	4 hrs	\$TBA
HOU Call to book this course for your workplace!		

S-100 Fire Suppression

WorkSafeBC requires all firefighters to be trained annually before fighting a forest fire (WorkSafeBC section 26.19.) In addition, the British Columbia Forest Service requires anyone conducting industrial operations in a forest be trained for fighting forest fires.

This course was developed by the BC Forest Service Protection Branch to meet the requirements of their regulations and is also a WorkSafeBC acceptable standard.

This courses covers: fire-line safety; the fundamentals of fire fighting; fire behaviour; and water delivery using portable pumps and gravity systems. The latter portion includes a field session working with water pumps, hoses and associated equipment.

Note: A short examination is given at the end of the course, 70% is required to pass. Successful participants receive a certificate of completion.

CEFAID 741	16 hrs	\$265
HAZ May 3-4	(Fr-Sa) 8:30-5:30pm	
Jul 6-7	(Sa-Su) 8:30-5:30pm	
HOU Call to book this course for your workplace!		
TER Mar 28-29	(Th-Fr) 8:30-5:30pm	
Jun 19-20	(We-Th) 8:30-5:30pm	

Construction Safety Officer

This two week (70 hour) course examines authorities & legislation governing construction sites in week one, then covers the implementation of a safety management system on multi-employer construction sites in week 2.

Prerequisites: Grade 11 or equivalent or approval of the department • Minimum of 18 years of age • Minimum of one year experience on a construction site or approval of the department

Also recommended is a First Aid Level 2 or 3. This is not a requirement, but most employers expect CSOs to have this certification.

Call 250-638-5408 for more information.

Traffic Control Flagging

This course is required for those monitoring, controlling and directing traffic in and around maintenance and construction areas. It provides in-depth coverage of the skills and information needed to become a qualified traffic control flag person.

Successful completion of class participation and examination result in a British Columbia Construction Safety Alliance (BCCSA) certificate valid for three years. Students spend both scheduled days gaining practical experience with a qualified instructor. Successful participants must pass a written exam and practical evaluation. Graduates earn proof of completion training documentation, and become part of a provincial database that documents trainers and Traffic Control Persons.

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

CETTRAN 704	16 hrs	\$279
HAZ Sep 22-23	(Sa/Su) 8:30-5:30pm	
Mar 16-17	(Sa/Su) 8:30-5:30pm	
May 11-12	(Sa/Su) 8:30-5:30pm	
Jul 20-21	(Sa/Su) 8:30-5:30pm	
HOU Call to book this course for your workplace!		
RUP Jun 10-11	(Mo-Tu) 8:30-5:30pm	
TER Sep 15-16	(Sa/Su) 8:30-5:30pm	
Oct 27-28	(Sa/Su) 8:30-5:30pm	
Mar 23-24	(Sa/Su) 8:30-5:30pm	
Apr 27-28	(Sa/Su) 8:30-5:30pm	
Jun 8-9	(Sa/Su) 8:30-5:30pm	
Jul 20-21	(Sa/Su) 8:30-5:30pm	
Aug 24-25	(Sa/Su) 8:30-5:30pm	

Wildland Firefighting Training

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

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

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

CEFAID 800	35 hrs	\$2,600
SMI May 8-17	(Mo-Fr) 8:30-5:30pm	

Injured at Work, Cared for at Work

This 3.5 hour workshop is designed to educate attendants and their supervisors about the attendants role in a workplace first aid program. This workshop reinforces first aid skills that focus on injured work referral decisions, documentation, transportation and follow up responsibilities. The workshop promotes team building between the groups responsible for the first aid program -including all levels of first aid attendants, supervisors, health and safety committees, etc. This workshop will improve the quality of injury documentation, highlight importance of good follow up care, and assist attendants and supervisors in understanding their roles.

CEFAID 806	3.5 hrs	\$69
HOU Nov 22	(Th) 8:30-12:30pm	

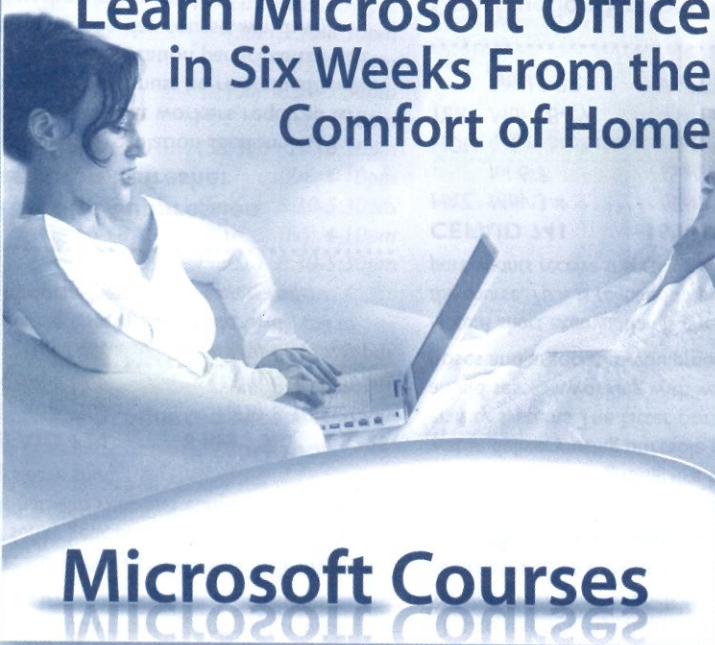
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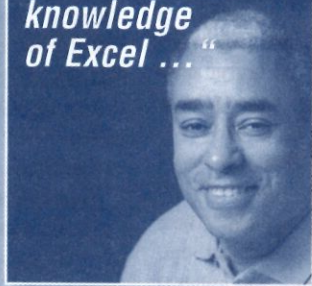
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Discover dozens of shortcuts and tricks, and learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating custom charts, and much more!

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

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120705

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CAMPUS LOCATIONS

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Hazelton, BC
V0J 1Y0
Tel: 250.842.5291
Fax: 250.842.5813

Prince Rupert

353 Fifth Street
Prince Rupert, BC
V8J 3L6
Tel: 250.624.6054
Fax: 250.624.3923

Houston

3221 – 14th Street, West
P.O. Box 1277
Houston, BC
V0J 1Z0
Tel: 250.845.7266
Fax: 250.845.5629

Queen Charlotte

138 Bay Street
P.O. Box 67
Village of
Queen Charlotte, BC
V0T 1S0
Tel: 250.559.8222
Fax: 250.559.8219

Kaay Llnagaay

#2 Second Beach Road
P.O. Box 1523
Skidegate, BC
V0T 1S1
Tel: 250.559.7885
Fax: 250.559.4782

Smithers

3966 2nd Avenue
P.O. Box 3606
Smithers, BC
V0J 2N0
Tel: 250.847.4461
Fax: 250.847.4568

Kitimat

606 Mountainview Square
Kitimat, BC
V8C 2N2
Tel: 250.632.4766
Fax: 250.632.5069

Terrace

5331 McConnell Avenue
Terrace, BC
V8G 4X2
Tel: 250.635.6511
Fax: 250.638.5432

Masset

1730 Hodges Avenue
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Masset, BC
V0T 1M0
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