

CONTINUING EDUCATION

at Northwest Community College • Terrace/Kitimat



JANUARY 2004 - AUGUST 2004



Take a closer look.

Register Early

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

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

Cashier/Registration Hours

The Terrace Campus cashier is open the following hours:

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

The Kitimat Campus cashier is open the following hours:

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

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

Waitlists for Courses

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

Fees, Withdrawals and Refunds

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

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

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

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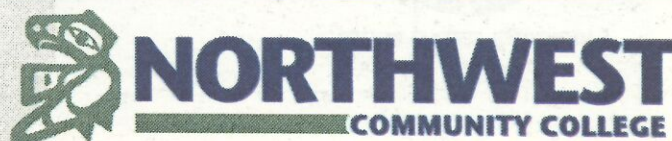
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Contact Us

Phone: 635-6511 or 632-4766

Fax: 638-5433 or 632-5069

www.nwcc.bc.ca



Take a closer look.



Computers

Computers

Intro to Computers

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

Jan 20 - Jan 22 Tue/Thu
\$69 6:30-9:30pm

A First Look At Computers

Designed to introduce the new user to the basics of working with a computer. Participants will learn the components of a PC, working with storage systems, and be introduced to Windows. This class will benefit people who have limited experience with a computer and want some basics before taking a full application program course.

Jan 26 - Feb 2 Mon
\$99 6:30-9:30pm

Introduction to Windows 2000

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

Jan 27 - Feb 5 Tue/Thu
\$169 6:30-9:30pm

Adobe Acrobat

Adobe Acrobat covers the creation and use of PDF (Portable Document Format) files for the printing and web industries. PDF is the way to distribute documents amongst different users across a broad range of hardware and software without compatibility issues. Learn to create and edit PDF using Adobe Acrobat.

Mar 30 - Apr 8 Tue/Thu
\$169 6:30-9:30pm

Adobe PageMaker - Level I

This course, designed for those who have experience with personal computers but are new to desktop publishing, provides a function-oriented introduction to Adobe PageMaker. Students will begin with a review of desktop publishing concepts and then look at how to create documents such as newsletters, flyers, and brochures.

Apr 3 - Apr 10 Sat
\$169 9-4pm

Adobe Photoshop - Level I

The objective of this course is to introduce Adobe PhotoShop and to teach the basic skills needed in order to edit and manipulate images with this software application. This amazing program lets you alter and retouch photos and create special effects graphics. This course takes you through the first steps of learning the program, showing you its basic tools and giving you some projects to work through.

Apr 20 - Apr 29 Tue/Thu
\$169 6:30-9:30pm

IC³

IC³ stands for Internet and Computing Core Certification. IC3 is the ideal starting point for anyone interested in learning computer and Internet basics. The IC³ program is the world's first validated, standards-based training and certification program for basic computing and Internet knowledge and skills. Successful completion of IC³ ensures you have the knowledge and skills required for basic use of computer hardware, software, networks, and the Internet. IC³ is the gateway to advancement in education, employment, or other certification programs.

Module A - Computer Fundamentals

This module covers basic elements dealing with computer hardware, software, and how to use operating systems. Students will be able to recognize the elements of the personal computer, and work in the Windows environment. Participants will be prepared to write the IC3 Module A exam by the end of this class.

Mar 15 - Mar 19 Mon-Fri
\$169 9-12pm

Module B - Key Applications

This module covers general word processing and spreadsheet tasks, as well as common application functions such as formatting, editing, managing and printing files, and utilizing help. Participants will be prepared to write the IC3 Module B exam by the end of this class.

Dates tba \$169

Module C - Living Online

This module covers Networks and the Internet, Electronic mail, using the Internet, and the impact of computing and the Internet Society. Participants will be prepared to write the IC3 Module C exam by the end of this class.

Mar 15 - Mar 19 Mon-Fri
\$169 1-4pm

IC³ Examinations

Global, broad-based IC3 certification verifies candidates possess the accepted standard level of basic computer and internet literacy and are more efficient and marketable.

Prerequisites: IC³ Modules A, B or C

Apr 17 Sat
\$60 9-12pm

Internet/E-mail

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

Prerequisites: Introduction to Windows 2000.

Mar 3 - Mar 5 Wed/Fri
\$89 6:30-9:30pm

May 4 - May 6 Tue/Thu
\$89 6:30-9:30pm

Internet Safety

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

Prerequisites: Intro to Windows 2000 is recommended.

May 8 Sat
\$29 9-12pm

Intro to Accounting

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

Apr 5 - Apr 7 Mon/Wed
\$89 6:30-9:30pm

Introduction to AutoCAD

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

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

Mar 25 - Apr 24 Thu/Sat
\$275+text 6:30-9:30pm

Introduction to Digital Cameras

Are you already familiar with basic camera functions and techniques and want to move on to using a digital camera? You will learn BASIC image manipulation; transference of images to the computer; file formats; obtaining the best hard copy output and more. Bring your digital camera.

Apr 13 - Apr 15 Tue/Thu
\$59 6:30-9:30pm

Introduction to Scanners

This course will help you use your scanner to its full potential. Learn about the types of scanners and scanner software, how to scan in pictures and documents, discover picture formats and manipulate images - cropping, resizing and editing. Participants are encouraged to bring their own scanners for hands-on practice.

Prerequisites: Intro to Windows 2000 or previous computer experience.

Feb 27 Fri
\$49 6:30-9:30pm

Keyboarding

Does "hunt and peck" best describe your typing style? Want to become more time efficient with your keyboarding? By the end of this course you will be able to touch-type with the alphabetic keys, and be well on your way to keyboarding success! Typing speed at completion varies with individuals. Home practice required.

Feb 17 - Mar 26 Tue/Fri
\$160+text 6:30-8:30pm

MS Excel 2000 - Level 1

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

Prerequisites: Intro to Windows 2000.

Feb 10 - Feb 19 Tue/Thu
\$169 6:30-9:30pm

MS Excel 2000 - Level 2

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

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

Mar 2 - Mar 11 Tue/Thu
\$169 6:30-9:30pm

MS FrontPage 2000

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

Prerequisites: Intro to Windows 2000

Apr 20 - Apr 29 Tue/Thu
\$169 6:30-9:30pm

MS PowerPoint 2000

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

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

Mar 9 - Mar 13 Tue/Thu/Sat
\$169 6:30-9:30/9-4



AUTHORIZED TESTING CENTER



MS Project 2000

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

Prerequisites: Intro to Windows 2000.

Mar 22 – Mar 31 Mon/Wed
6:30-9:30pm
\$169

MS Word 2000 - Level 1

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

Prerequisites: Intro to Windows 2000.

Feb 9 – Feb 18 Mon/Wed
6:30-9:30pm
\$169

MS Word 2000 - Level 2

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

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

Mar 1 – Mar 10 Mon/Wed
6:30-9:30pm
\$169

MOS Certificate Examination

Microsoft Office Specialist Certification (MOS) is a testing service that validates a user's skills in various Microsoft Office applications. A certification that is internationally recognized industry-wide adds to your professional credibility and gives you an advantage in the competitive job market.

May 7 Fri
9-12pm
\$115

Simply Accounting - Level 1

Simply Accounting Level 1 provides small businesses and home offices with an affordable accounting software system with all the user-friendly features needed to run a business. This hands-on class guides you through a Simply Accounting MOS course manual, which includes general ledgers, purchasing, accounts payable and receivable, inventory control, payroll and project costing. *Bring your calculator!*

Prerequisites: Introduction to Accounting and Intro to Windows 2000.

Apr 12 – Apr 21 Mon/Wed
6:30-9:30pm
\$184

Simply Accounting - Level 2

This level will help participants learn to manage a wide scope of transactions encountered during regular bookkeeping. Topics include: Setting up data files and general ledger operations; payroll, projects, inventory and services; accounts receivable; and accounts payable.

Prerequisites: Simply Accounting - Level 1.

May 3 – May 12 Mon/Wed
6:30-9:30pm
\$184

Summer Express Series

This week long session includes Intro to Computers, MS Word – Level 1 Express, and MS Excel – Level 1 Express. It is an information intensive format allowing participants to fast track these three certificates at an affordable price.

June 21-June 25 Mon-Fri
6:30-9:30pm
\$249

Web Page Design - Level 1

The global objective of this course is to teach participants how to create web pages consisting of text, graphics, links to other pages, and how to upload pages to a web server. Level One will cover Web authoring basics, web page design, HTML enhancements, graphics and publishing.

Prerequisites: Intro to Windows 2000.

Jun 8 – Jun 22 Tue/Thu
6:30-9:30pm
\$199

Web Page Design - Level 2

The global objective of this course is to teach participants how to create web pages consisting of text, graphics, and links to other pages, and how to upload pages to a web server. Level two will cover Web site planning, style, Web page extras, and graphical techniques.

Prerequisites: Web Page Design - Level 1

Jul 6 – Jul 20 Tue/Thu
6:30-9:30pm
\$199

On-Line Courses

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



How Does It Work?

Most courses run for six-weeks. You will be given two lessons each week – each lesson is accompanied by a short quiz. Some lessons will also be accompanied by an assignment that has been designed to give you hands-on application of the skills taught in the lesson. Courses conclude with a final exam. If you fall behind at any time you can request a two-week extension, but only one extension per course is granted. Courses begin: Jan 21, Feb 18, Mar 17, Apr 21, May 19.

How Do I Register?

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

What Courses Are Available?

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

Certification Prep Courses

Earn your credentials in A+ Certification, MCSE Certification or prepare for the Cisco Certified Network Associate 2.0 (640-607) or MOS certification.

Computer Courses

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

- Discover the Pocket PC
- Introduction to Networking
- Navigating Your Palm Pilot
- Intro to the Game Industry
- Plus many more!

Design and New Media Certification Programs

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

- Graphic Design Certificate
- Digital Design Certificate
- Plus many more!

Internet Courses

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

- Designing Effective Websites
- Creating Web Graphics (SFT)
- Introduction to Dreamweaver
- Java for the Absolute Beginner
- Plus many more!

Writing Courses

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

- Crafting Your Short Fiction
- The Keys to Effective Editing
- Your Screenwriting Career
- Pleasures of Poetry
- Plus many more!

Entrepreneur/Business Courses

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

- Songwriting Success
- Growing Plants for Fun and Profit
- Administrative Assistant Fundamentals
- Get Paid to Travel
- Plus more!

Personal Enrichment

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

- Leadership
- Parenting: The First Five Years
- Online Investing
- Genealogy Basics
- Appreciating European Art
- Plus many more!

Bus. Admin./Management Courses

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

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

Courses for Health Care Professionals

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

- Chinese Medicine
- Healing Environments
- Spirituality and Aging
- Ayurvedic Medicine
- Plus many more!

VUE-delivers exams for Microsoft, Cisco, CompTIA, Novell, The American College, NASD-R, the UK-Teacher Training Agency and many other program sponsors. Exam vouchers can be purchased directly from VUE. For further information, or to book your exam please contact the College at 638-5473.



General Interest

A Taste of the Caribbean

Aruba, Bahama....The Caribbean represents so many beautiful ports of call. Experience the famous tastes that add to the popularity of these hot spots! Bring your Bermuda shorts! Participants can invite one (1) guest to dine with them at the end of class, and participants will take home their creations!

Mar 20 Sat
\$79+gst 12-5pm

Basic 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!

Feb 7 Sat
\$79+gst 9-4pm

Chocolate Sculpting & Molding

Learn about the versatility of chocolate! Discuss tempering of chocolate in preparation of sculpting, then carve your own chocolate figurine. Finish the class off by creating decorated hollow Easter eggs! Participants take home all of their creations!

Apr 3 Sat
\$79+gst 9-3pm

Dark Continent: African Cuisine

An exciting exploration of Africa - a journey of taste and aromas. Join NWCC's professional cook instructors for an exciting safari abroad! Discover a new world of flavour! Participants can invite one (1) guest to dine with them at the end of class, and participants will take home their creations!

Jun 5 Sat
\$79+gst 12-5pm

Darkroom Basics

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

Apr 22 - May 13 Thu
\$120+gst 6:30-9:30pm

Dining in the Kings Court: Medieval Fare

Take a trip back in time to an age of chivalry, fairy tales, and the knights of the round table. Prepare a feast fit for a king! Participants can invite one (1) guest to dine with them at the end of class, and participants will take home their creations!

Jul 24 Sat
\$79+gst 12-5pm

Discover Photography

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

Mar 23 - Apr 27 Tue
\$100+gst 7-9pm

Drywall in a Day

This hands-on course will teach you drywall techniques to repair, and renovate around the home or cottage. Understand correct procedures to install drywall, mix materials, apply tapes, first coat, finish coat, and different types of texture applications. Fee includes materials.

May 8 Sat
\$100+gst 9-5pm

First Nations Artist in Residence

Learn basic drawing and design techniques, the history of designs and crests, hands-on tool making and traditional wood carving techniques. First Nations Artist in Residence Heber Reece, Tsimshian Master Carver, will serve as teacher and mentor to twelve students of First Nations descent as they learn the art and craft of traditional woodcarving while creating a commemorative totem pole. Students will share Mr. Reece's knowledge and experience while working along side him and other renowned, visiting artists including Earl Muldoe.

Applicants will be evaluated on a first-come, first served basis and must be of First Nations descent, at least 18 years old, have completed Grade 10 (minimum), have completed an NWCC Application form and supplied a letter describing his/her demonstrated interest and experience in woodcarving.

Fees for the twenty-four week program are \$1375.00. **Successful applicants are eligible for a one-time only taxable grant* reducing fees to \$500.00.**

Expect to pay an addition \$200 - \$300.00 for tools, materials, and books.

Upon completion of program projects and minimum 85% participation, students will receive a Statement of Completion.

*Grant applies to January 2004 program. Subsequent programs will be charged full fees.

From Butcher Block to Pot

Chicken and Fish: You will learn the knife skills for cutting chickens and turkeys in preparation for meals. Also included in this course are filleting of fish. Once the poultry and fish are portioned, our Professional Cook Training Instructors will show you quick and tasty techniques to prepare recipes in your own kitchen. This class will make your prep time at home go smoothly with great culinary results that you can be proud of! Bring containers to take home surplus!

Apr 24 Sat
\$69+gst 9-12pm

Knife Skills

Want to know what makes a great knife? Or do you already have some great knives and want to know how to use them? Spend Saturday morning with our Professional Cook Training Instructor as he explains and shows how to use and maintain these great tools of the kitchen. Bring your knives for sharpening and practice.

May 22 Sat
\$35+gst 9-12pm

Map & Compass Reading

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

Apr 24 Sat
\$79+gst 9-4pm

Mosaic Tile Tabletops

Learn how to cover a small table top with mosaic of tiles. Learn about adhesives, grout, and care of your project. Supplies included for project table.

May 25 - Jun 5 Sat
\$69+gst 10-1pm

Painted House

Tired old walls? Want a creative and cost effective treatment? Try paint! There are endless possibilities in a can of paint! Discuss ideas, view the instructor's work, and work with different paints, stains, and finishes that can transform your home and save you money!

Mar 20 - Mar 27 Sat
\$100+gst 9-12pm

Recreational GPS

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

Apr 17 Sat
\$89+gst 9-4pm

Router Workshop

A workshop on routing and shaping of wood. Topics include safety, types, selection and anatomy of routers, mounting a router, router techniques, and simple mouldings. Students should wear clothing appropriate for shop work, and bring safety glasses to class.

Apr 3 Sat
\$35+gst 6-9pm

Thrill of the Grill

A new variety of recipes and dishes will be prepared in this popular barbeque class. All foods will be prepared on the grill, from appetizers to desserts! Bring an appetite 'cause all participants will be treated to deliciously barbequed meats, veggies, and more!

Jun 26 Sat
\$75+gst 9-3pm

Watercolors: An Introduction

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

Apr 8 - May 6 Thu
\$99+gst 6:30-9:30pm

Winter Luau: Hawaiian Feast

Beat the winter blues by making your way to NWCC's Professional cook training headquarters for a culinary trip to Hawaii! Think of warm breezes, crystal blue waves, and sunshine as you prepare tropical dishes from the Islands! Participants can invite one (1) guest to dine with them at the end of class, and participants will take home their creations!

Feb 21 Sat
\$79+gst 12-5pm

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

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

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



Health &-Safety

Adult Care Component

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

Jan 22	Thu
\$25	4:30-5:30pm
Mar 20	Sat
\$25	4:30-5:30pm
May 13	Thu
\$25	4:30-5:30pm
Jul 17	Sat
\$25	4:30-5:30pm

Bear Aware

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

Apr 15	Thu
\$39	6:30-9:30pm

Chainsaw Maintenance and Safety

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 repairs on-site. Students must bring their own chainsaw and safety gear for both days.

Apr 17 - Apr 18	Sat/Sun
\$139	9-5pm

Childsafe

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

Jan 24	Sat
\$79	8-4pm
Mar 13	Sat
\$79	8-4pm
May 8	Sat
\$79	8-4pm
Aug 14	Sat
\$79	8-4pm

CPR Level "C" Recertification

Renew your CPR Level "C" certification during this skills testing session led by instructor demonstrations. This CPR recertification is required by many professions in the health care field every year.

Feb 21	Sat
\$35	9-12pm
May 27	Thu
\$35	6-9pm
Aug 21	Sat
\$35	9-12pm

CPR-Level "C"

This CPR course includes recognizing the signals and responding to cardiovascular emergencies, accessing the Emergency Medical System, rescue breathing and treatment for conscious and unconscious choking situations. Level "C" covers Adult, Child, Infant and 2-Rescuer CPR. Retraining is recommended every three years.

Jan 31	Sat
\$69	9-4pm
Mar 6	Sat
\$69	9-4pm
Apr 10	Sat
\$69	9-4pm
Jun 12	Sat
\$69	9-4pm

Defensive Driving

The Canada Safety Council's Defensive Driving course is designed to help you become a better and safer driver. Participants will learn what is involved in driving defensively, why and how various types of motor vehicle collisions occur, and what it takes to prevent them. You will be provided with a standard of driving excellence that you can use to evaluate and improve your own driving.

Jan 31	Sat
\$60	9-4pm

OFA Level I

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

Jan 22	Thu
\$99	8:30-4:30pm
Feb 19	Thu
\$99	8:30-4:30pm
Mar 20	Sat
\$99	8:30-4:30pm
Apr 15	Thu
\$99	8:30-4:30pm
May 13	Thu
\$99	8:30-4:30pm
Jun 17	Thu
\$99	8:30-4:30pm
Jul 17	Sat
\$99	8:30-4:30pm
Aug 19	Thu
\$99	8:30-4:30pm

Additional classes added as needed.

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

OFA Level 2

OFA Level 2 is a 35 hour intermediate first aid course designed for those whose worksite is less than 20 minutes from medical aid. OFA Level 2 certification requires an examination - written, oral, and practical - conducted by a WCB approved examiner following course completion. Course participants must score at least 70% on all portions of the exam in order to be issued a WCB Level 2 certificate, valid for two years from the date of examination. Please register at least one week prior to class start.

Mar 8 - Mar 12	Mon-Fri
\$495	8:30-4:30pm
Jun 7 - Jun 11	Mon-Fri
\$495	8:30-4:30pm

OFA Level 3

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

Mar 15 - Mar 26	Mon-Fri
\$659	8:30-4:30pm

S-100 Fire Suppression

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

Apr 16 - Apr 17	Fri/Sat
\$179	8:30-5:30pm
May 22 - May 23	Sat/Sun
\$179	8:30-5:30pm
Jun 26 - Jun 27	Sat/Sun
\$179	8:30-5:30pm

Transportation of Dangerous Goods (Clear Language Regulations)

Comply with the new TDG regulations! This eight hour course is designed for people who handle and/or transport dangerous goods by land and rail. Successful participants receive a certificate of course attendance.

Mar 26	Fri
\$89	8:30-5:30pm
May 11	Tue
\$89	8:30-5:30pm
Jul 29	Thu
\$89	8:30-5:30pm

Transportation Endorsement

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

Prerequisites: OFA Level I certificate.

Feb 20	Fri
\$99	8:30-5:30pm
May 14	Fri
\$99	8:30-5:30pm
Aug 20	Fri
\$99	8:30-5:30pm

WHMIS

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

Mar 12	Fri
\$50	12:30-4:30pm
Jun 11	Fri
\$50	12:30-4:30pm

WorkSafe

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

Accident Investigation Workshop

May 20	Thu
\$39	9-12pm

Hazard Recognition & Control

Feb 12	Thu
\$99	8:30-5:30pm

Joint OH&S Committee Training

May 6	Thu
\$99	8:30-5:30pm

OH&S For Small Business

Jul 15	Thu
\$99	8:30-5:30pm

Safety Inspection Workshop

Mar 8	Mon
\$39	9-12pm

Violence Prevention

Mar 25	Thu
\$99	8:30-5:30pm



Hospitality/Skills for Success

Hospitality

Bartender Training

Learn the skills of professional bartending including managing a bar, mixing and serving drinks, bar set up and terminology, LCB rules, and dealing with customers. This course is based on Bartending Standards developed by the Canadian Tourism Human Resource Council. Participants must have a Serving it Right Certificate and be at least 19 years of age.

Feb 21 - Mar 27 Sat
\$550 10-4pm

Cashier Training

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

Feb 7 Sat
\$99 9-4pm

Mar 6 Sat
\$99 9-4pm

Apr 17 Sat
\$99 9-4pm

May 8 Sat
\$99 9-4pm

Jul 10 Sat
\$99 9-4pm

FISH!

The Fish experience workshop is based on the successful experiences of the world-famous Pike Place Fish Market in Seattle. Learn ingeniously simple lessons about bringing energy, passion, and a positive attitude to business and your everyday life!

Apr 3 Sat
\$35 9-12pm

Jun 19 Sat
\$35 9-12pm

Foodsafe Level 1

The Foodsafe course designed by the Ministry of Health in consultation with the BC Restaurant and Food Services' Assoc. provides instruction in the safe and sanitary handling, storage and preparation of food. Successful completion of the course and final exam results in certification and registration by the Ministry of Health. This course is designed for all food service workers and is the prerequisite for Foodsafe Level 2.

Jan 27 - Jan 30 Tue/Wed/Fri
\$99 6:30-10:30pm

Feb 27 - Feb 28 Fri/Sat
\$99 6-10pm/9-4pm

Mar 19 - Mar 20 Fri/Sat
\$99 6-10pm/9-4pm

Apr 30 - May 1 Fri/Sat
\$99 6-10pm/9-4pm

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

Aug 6 - Aug 7 Fri/Sat
\$99 6-10pm/9-4pm

Foodsafe Level 2

Explores safe food handling, storage and preparation practices in great detail. This advanced level is designed for managers, potential managers, and those who plan on a career in the food services' industry. Successful completion of the course and final exam results in certification and registration by the Ministry of Health.

Prerequisites: Foodsafe Level 1.

May 18 - May 27 Tue/Thu
\$99 6:30-9:30pm

Serving It Right

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

Mar 11 Thu
\$60 6-9pm

May 15 Sat
\$60 9-12pm

Jul 13 Tue
\$60 6-9pm

SuperHost: Fundamentals

Superhost is the sign of exceptional service. This eight-hour dynamic and interactive workshop is designed to provide service professionals with the skills and knowledge they need to provide excellent customer service. It encourages participants to feel a sense of personal pride and commitment to their work in the service industry. Courtesy, helpfulness, and excellent service keep customers coming back. Learn quality retail, restaurant, and service skills with Superhost, a TourismBC certified program.

Apr 24 Sat
\$79 9-5pm

Jul 3 Sat
\$79 9-5pm

Skills For Success

Building Service Worker - Level 1

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

Prerequisites: Grade 10 English and Writing.

Mar 26 - Mar 28 Fri-Sun
\$265 6-10/8-5/8-5

Jun 18 - Jun 20 Fri-Sun
\$265 6-10/8-5/8-5

Building Service Worker - Level 2

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

Prerequisites: BSW - Level I

Apr 23 - Apr 25 Fri-Sun
\$295 6-10/8-5/8-5

Developing a Business Plan

This course will focus on developing a Business Plan for a business opportunity. A Business Plan is a road map for the entrepreneur, so this course will focus on creating an accurate document that can be used to evaluate business ideas or be used to attract potential investors. Course materials included.

Apr 28 - May 26 Wed
\$149 6:30-9:30pm

Developing and Leading Tours

This class guides students through the background, key skills, and job opportunities for local tour guides and tour directors. Students will learn to research, develop and deliver local tour guide tour commentary, as well as administer multi-day tours including developing escort notes, creating an escort kit, making announcements, and handling difficult situations. For local tour guide and tour director training, practical skills and hands-on assignments will replicate the fascinating world of leading tours.

Apr 3 - Jun 5 Sat
\$395 1-4pm

Intro to Mental Health

Introduces participants to the variety of settings in the mental health field. The course is multi-faceted with a focus on philosophy and values directing care, facilitative communication, mental illnesses with a range of interventions, behaviour management, consumer/family involvement and empowerment. The participants are familiarized with the best practices approach to mental health care through learning activities that encompass grounded theory, new developments in the field, problem solving and group interaction. This course is newly revised to reflect current concepts and standards in practice.

Mar 1 - May 10 Mon/Wed
\$669 6:30-9:30pm

Management Skills for Supervisors - Human Relations' Training

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

Management Skills for Supervisors-Human Relations Training provides 84 hours of practical, hands-on training, delivered in three four-day sessions. Each four-day session is a separate learning experience that can be taken in any sequence, however, they are best taken as a series as each module is designed to build on the knowledge and skills of the previous session.

All three parts of this program will be facilitated by Mr. P.J. (Phil) Kolbuc, President of Kolbuc and Associates Human Resource Development Training and Consulting Inc. (1985). Phil is a seasoned human resource professional with over 25 years of experience. He has trained over 6,000 employees from all types of organizations and organizational levels. His training style has been described as "Enthusiastic", "Fun", "Practical", "Knowledgeable", and "Knows how to get the best out of people".

You will:

- Receive a certificate of completion after each part from NWCC.
- You will receive over 200 pages of backup reading and resource materials to reinforce and compliment your in-session activities.

Part 1: Interpersonal Communication Skills & Conflict Resolution

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

Mar 23 - Mar 26 Tue-Fri
\$469 8:30-4:30pm

Part 2: Group Decision Making & Problem Solving Skills

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

Apr 26 - Apr 30 Tue-Fri
\$469 8:30-4:30pm

Are you interested in any of the following:

- Aboriginal Literacy and Parenting Skills (A.L.A.P.S.)
- Public Speaking
- Medical Office Billing
- Heavy Duty Mechanic
- Intro to Bookkeeping
- Trapper Education Course
- Intro to Silviculture
- Alternate Fuels

Call 638-5451 to express your interest.



Part 3: Self and Performance Management Skills

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

May 25 - May 28 **Tue-Fri**
\$469 8:30-4:30pm

Enrol in all 3 components of Management Skills for Supervisors for \$1335.00

Proposal Writing

This in-depth course presents the elements in developing proposals. Sessions cover the ingredients of a proposal including learning to identify, then gathering evidence in support of your idea, understanding funding agencies, writing proposal goals and objectives, developing implementation and evaluation plans, creating budgets, and estimating timelines. **Prerequisites:** Participants should have good command of English.

Note: Fee does not include textbook

Mar 1 - Mar 31 **Mon/Wed**
\$249 7-10pm

Mathematics for Trades

This course is recommended for students enrolled or intending to enroll in a Trades' program at Northwest Community College. This class is designed for the new apprentice or Journeyman in need of an upgrade in math. Instruction will review basic mathematics, geometry, and trigonometry as it applies to the needs of students in Trades' programs.

Mar 11 - Apr 29 **Thu**
\$149 6:30-9:00pm

Traffic Control/Flagging

The Traffic Control/Flagging course is required for those monitoring, controlling and directing traffic in and around maintenance and construction areas. This course provides in-depth coverage of the skills and information needed to become a qualified traffic control flag person. Successful completion of class participation and examination results in a BC Safety Network Flagging certificate valid for three years.

Under the new curriculum students are responsible for obtaining their textbooks one week prior to class in order to complete written exercises and prepare for a quiz to be held on the first day. Students will spend both scheduled days gaining practical experience with a qualified Master Trainer. Graduates earn "proof of completion training" documentation under the new program, and will become part of a provincial database that documents trainers and TCPs. **NOTE:** Students are required to bring a passport sized photo to class.

Mar 27 - Mar 28 **Sat/Sun**
\$209 8:30-5:30pm

Apr 24 - Apr 25 **Sat/Sun**
\$209 8:30-5:30pm

Jun 19 - Jun 20 **Sat/Sun**
\$209 8:30-5:30pm

Jul 17 - Jul 18 **Sat/Sun**
\$209 8:30-5:30pm

Trades/Vocational

Airbrakes Certification

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

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

Feb 17 - Feb 21 **Tue-Fri/Sat**
\$220 6:30-10:30/8-4

Mar 16 - Mar 20 **Tue-Fri/Sat**
\$220 6:30-10:30/8-4

Apr 20 - Apr 24 **Tue-Fri/Sat**
\$220 6:30-10:30/8-4

Jun 1 - Jun 5 **Tue-Fri/Sat**
\$220 6:30-10:30/8-4

Aug 3 - Aug 7 **Tue-Fri/Sat**
\$220 6:30-10:30/8-4

Air Conditioning Retrofit

Any person servicing a motor vehicle air conditioning system must have successfully completed a motor vehicle air conditioning retrofitting course approved by the Ministry. The term servicing refers to any person repairing or replacing automotive air conditioning systems and components.

Apr 28 - Apr 29 **Wed/Thu**
\$145 6:30-9:30pm

Class 1 - Driver Training

This "behind the wheel" course is intended to help prepare learners for the Class 1 Driver's exam. Safe operation, maintenance and duties of competent professional drivers are emphasized. The course includes the two hour test. Topics include: professional driving, safe work practices, vehicles and equipment, maintenance of vehicles, regulations, cargo handling, and records.

Prerequisites: 19 years of age, clear driving abstract, valid Airbrakes Endorsement Certificate, and a valid Class 1 Learner's Permit. CSA approved safety footwear is required for pre-trip practicals.

Coming this spring. Dates/fees tba.

Commercial Vehicle Inspection

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

Apr 29 - Apr 30 **Thu/Fri**
\$425 9:30am-4:30pm

Forklift Operator Certification

This one-day program is designed to meet the standards set out by the WCB and Labour Canada. Successful graduates of this course will be registered with both agencies. Course content includes: safe operating procedures, current forklift operations regulations, pre-trip inspection, hands-on operation, safe handling of different fuel types, and operator certification exam.

Note: Students will book a two-hour practicum time with the instructor on either Saturday or Sunday.

Feb 20 - Feb 22 **Fri/Sat/Sun**
\$250 6-10/8-4

Mar 19 - Mar 21 **Fri/Sat/Sun**
\$250 6-10/8-4

Apr 23 - Apr 25 **Fri/Sat/Sun**
\$250 6-10/8-4

Refinishing Wood Furniture

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

Prerequisite: WHMIS

May 20 - Jun 24 **Thu**
\$179 6:30-9:30pm

Timber Framing Course

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

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

May 31 - Jul 12 **Mon-Fri**
\$1750 8:30am-3:30pm

Woodworking Basics

This hands-on course will introduce you to woodworking in a fun and safe environment! Learn to use hand tools and power tools while you complete woodworking projects under the supervision of an experienced teacher. Students must attend the first class on safety and equipment use in order to attend remaining classes, and supply their own project, materials and safety gear. Learn a new hobby or refresh your woodworking skills.

Feb 11 - Mar 31 **Wed/Thu**
\$169 6:30-9:30pm

Private Contract Training

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

Successful contract courses that we have offered include:

- Airbrakes
- Defensive Driving
- Welding Upgrading
- TDG - Clear Language Regulations
- TDG - Biomedical
- Bear Aware
- Crane Rigging training
- Forklift training
- Superhost
- Worksafe
- WHMIS
- Foodsafe
- Childsafe
- Customized Computer training
- Yoga
- Chainsaw Safety
- OFA Level One
- OFA Level Three
- Transportation Endorsement
- Tai Chi
- Plus much more!

Training you need, when you want it and how you want it - see NWCC first! Local training that is cost effective, confidential, and convenient. For more information contact the Continuing Education Department, Terrace Campus at (250) 638-5473.



KITIMAT COURSES

Computers

IC³

IC³ stands for Internet and Computing Core Certification. IC³ is the ideal starting point for anyone interested in learning computer and Internet basics. The IC³ program is the world's first validated, standards-based training and certification program for basic computing and Internet knowledge and skills. Successful completion of IC³ ensures you have the knowledge and skills required for basic use of computer hardware, software, networks, and the Internet. IC³ is the gateway to advancement in education, employment, or other certification programs.

Module A - Computer Fundamentals

This module covers basic elements dealing with computer hardware, software, and how to use operating systems. Students will be able to recognize the elements of the personal computer, and work in the Windows environment. Participants will be prepared to write the IC³ Module A exam by the end of this class.

Feb 10 - Feb 19 Tue/Thu
\$169 6:30-9:30pm

Module B - Key Applications

This module covers general word processing and spreadsheet tasks, as well as common application functions such as formatting, editing, managing and printing files, and utilizing help. Participants will be prepared to write the IC³ Module B exam by the end of this class.

Mar 2 - Mar 11 Tue/Thu
\$169 6:30-9:30pm

Module C - Living Online

This module covers Networks and the Internet, Electronic mail, using the Internet, and the impact of computing and the Internet Society. Participants will be prepared to write the IC³ Module C exam by the end of this class.

Apr 6 - Apr 11 Tue/Thu
\$169 6:30-9:30pm

Intro to Accounting

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

Mar 16 - Mar 18 Tue/Thu
\$89 6:30-9:30pm

Simply Accounting - Level 1

Simply Accounting Level 1 provides small businesses and home offices with an affordable accounting software system with all the user-friendly features needed to run a business. This hands-on class guides you through a Simply Accounting MOS course manual, which includes general ledgers, purchasing, accounts payable and receivable, inventory control, payroll and project costing. *Bring your calculator!*

Prerequisites: Introduction to Accounting and Intro to Windows 2000.

Mar 23 - Apr 1 Tue/Thu
\$184 6:30-9:30pm

General Interest

Basic 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!

Feb 7 Sat
\$79+gst 9-4pm

Chocolate Sculpting & Molding

Learn about the versatility of chocolate! Discuss tempering of chocolate in preparation of sculpting, then carve your own chocolate figure. Finish the class off by creating decorated hollow Easter eggs! Participants take home all of their creations!

Apr 3 Sat
\$79+gst 9-3pm

CCG Pleasure Craft Operator

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

Apr 1 - Apr 3 Thu/Fri/Sat
\$139 6:30-9:30/8:30-3:30pm

Health & Safety

Childsafe

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

Apr 24 Sat
\$79 8:30-4:30pm

OFA Level 1

This WCB certified course is designed to provide basic first aid skills. Successful completion results in an OFA Level 1 certificate, valid for two years. Evaluation is conducted by the instructor. Course participants must be 16 years of age and show photo ID. Fee includes textbook and no gst.

Mar 6 Sat
\$99 8:30-4:30pm

May 15 Sat
\$99 8:30-4:30pm

Jul 10 Sat
\$99 8:30-4:30pm

WHMIS

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

Mar 27 Sat
\$50 9-1pm

WorkSafe

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

Worksafe: Joint OH&S Com. Trng.

Apr 17 Sat
\$99 8:30-5:30pm

Hospitality

Foodsafe Level 1

The Foodsafe course designed by the Ministry of Health in consultation with the BC Restaurant and Food Services' Assoc. provides instruction in the safe and sanitary handling, storage and preparation of food. Successful completion of the course and final exam results in certification and registration by the Ministry of Health. This course is designed for all food service workers and is the prerequisite for Foodsafe Level 2.

Feb 20 - Feb 21 Fri/Sat
\$99 6-10/9-5pm

May 7-8 Fri/Sat
\$99 6-10/9-5pm

Serving It Right

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

Apr 10 Sat
\$58 9-12pm

Skills for Success

Building Service Worker - Level 1

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

Prerequisites: Grade 10 English and Writing.

Apr 16 - Apr 18 Fri-Sun
\$265 6-10/8-5/8-5

Traffic Control/Flagging

The Traffic Control/Flagging course is required for those monitoring, controlling and directing traffic in and around maintenance and construction areas. This course provides in-depth coverage of the skills and information needed to become a qualified traffic control flag person. Successful completion of class participation and examination results in a BC Safety Network Flagging certificate valid for three years.

Under the new curriculum students are responsible for obtaining their textbooks one week prior to class in order to complete written exercises and prepare for a quiz to be held on the first day. Students will spend both scheduled days gaining practical experience with a qualified Master Trainer. Graduates earn "proof of completion training" documentation under the new program, and will become part of a provincial database that documents trainers and TCPs.

NOTE: Students are required to bring a passport sized photo to class.

Apr 17 - Apr 18 Sat/Sun
\$209 8:30-5:30pm

May 29 - May 30 Sat/Sun
\$209 8:30-5:30pm

Register early to avoid disappointment! Some classes fill up quickly; some classes are cancelled due to low enrollment.

Registration is the best way to guarantee your seat!