

NEVER STOP LEARNING.

**WORKFORCE
▶ TRAINING &
CONTRACT SERVICES**

NORTHWEST COMMUNITY COLLEGE

    #NWCCBC

nwcc.ca 1.877.277.2288

TABLE OF CONTENTS

General Interest	3
Culinary Arts	4
Serving & Hospitality	5
Career & Professional Development	6
Computer Skills	7
Workforce & Industry Training	9
Oil & Gas Industry	10
School of Exploration & Mining	11
First Aid, Health & Safety	13
Outdoor Recreation & Safety	14
Marine	15
Trades	16
Gatlin Education	17

 Course delivered online

Wait lists: Registration for courses is first-come, first-served. If a course is full, your name is placed on a wait list. Another course may be added if there is enough demand. If seats open those on the wait list will be contacted.

Fees, Withdrawals and Refunds: If you need to withdraw for medical reasons or bereavement before the start of the course a refund will be given. Withdrawals and refunds are processed as follows:

- More than 7 days before start of class = \$10 admin. fee
- 3 to 7 days before start of class = 50% refund
- Less than 3 days before start of class = no refund

Transfers to future classes are treated as withdrawals and are processed as shown above.

Program changes: Many of the courses in the program guide are not subject to minimum enrollments and will run regardless of how many students are enrolled. For those that are subject to minimum enrollments, we ask that learners register at least seven days in advance of the course start date to avoid the class being canceled. If a class is canceled you can transfer to another course or receive a full refund.

Northwest Community College Never stop learning.

Classes fill up quickly. Register early.

To register for any of our courses call 1.877.277.2288 or visit your local campus.

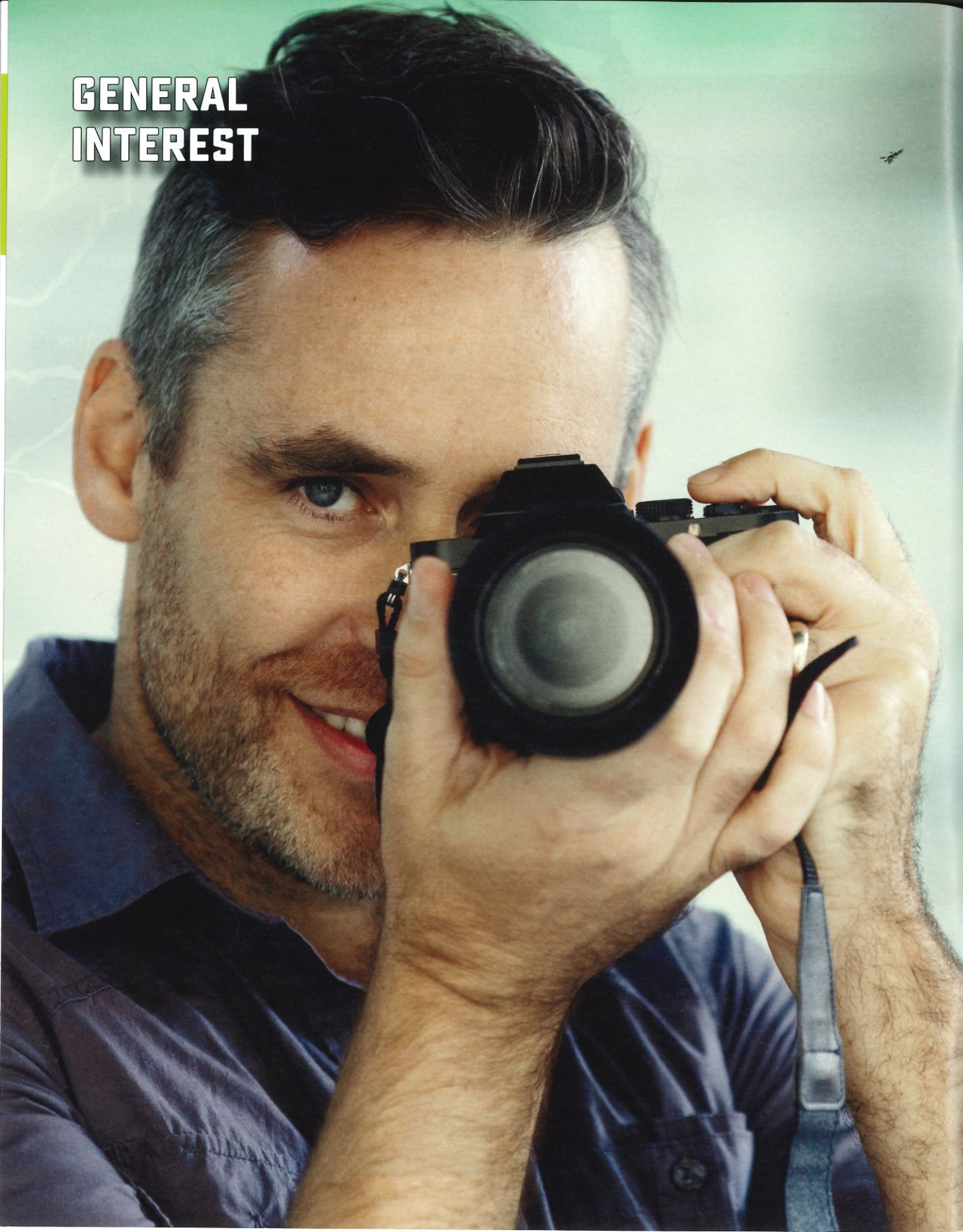


We proudly acknowledge the traditional First Nations territories in which we operate and live. NWCC celebrates the rich cultural diversity in all of our communities.

Our campuses are centers of sharing for teachers and students, gathering places for friends, family and community where a mix of social, cultural and recreational activities are happening everyday.



GENERAL INTEREST



American Sign Language (18 hrs)

Terrace · Sep. 29 to Nov. 3

Use hand signs, facial expressions and the body to speak the language of the deaf.

Course Cost: \$151.75

Basic Picture Framing (12 hrs)

Terrace · Nov. 1 to Nov. 29

Gain a basic understanding of picture framing in this introductory course. All materials supplied.

Course Cost: \$225.00

Counted Cross Stitch (8 hrs)

Terrace · Oct. 18 to Nov. 8

This course will teach you everything you need to know to start and finish a cross stitch project.

Course Cost: \$75.75

Conversational French (18 hrs)

Terrace · Oct. 6 to Dec. 1

Carry on a simple conversation in French. Practice the basics in a relaxed setting.

Course Cost: \$151.75

Conversational Spanish (18 hrs)

Terrace · Oct. 6 to Dec. 1

This course will teach you how to have a simple conversation in Spanish.

Course Cost: \$151.75

Intro to Digital Photography (18 hrs)

Terrace · Sep. 21 to Oct. 26

Learn the tools and tricks to take great digital photos. You must bring your own camera or mobile phone.

Course Cost: \$250.00

Intro to French-braiding (4 hrs)

Terrace · Oct. 2

A French-braid is quick and easy. Master the techniques of this timeless hairstyle.

Course Cost: \$75.75*

Introductory German (18 hrs)

Prince Rupert · Sep. 27 to Oct. 25

German is a great language for those in the tourism field. Cover the basics in this introductory course.

Course Cost: \$151.00

Learn to Crochet (12 hrs)

Terrace · Oct. 5 to Nov. 9

This course will teach you basic skills as you work on a beginner project.

Course Cost: \$119.25*

Learn to Quilt (18 hrs)

Terrace · Sep. 26 to Nov. 28

Quilting is a fun and rewarding hobby. This introductory course will get you started.

Course Cost: \$151.75*

Window Painting Workshop (16 hrs)

Terrace · Oct. 5 to Nov. 9

Learn how to prepare a surface for painting, how to mix and blend colors, how to paint simple designs on glass and more.

Course Cost: \$151.75*

Woodworking for Beginners (12 hrs)

Terrace · Nov. 16 to Dec. 7

Finish a beginner woodworking project in this hands-on course.

You must attend the first class on safety and equipment and bring your own safety gear. You must supply your own project and materials.

Course Cost: \$119.25*

* Students must bring their own supplies. Contact the WTCS Program Officer for a list at 1.877.277.2288 Ext. 5473.

The courses on this page are subject to minimum enrollments. Please register at least seven days prior to start date.

CULINARY ARTS



Fresh Cheese Making (6 hrs)

Terrace · Sep. 25

Our professionally trained chef will teach you how to make delicious, fresh cheese at home and include some recipes.

Course Cost: \$119.25

German Cookie & Pastry Making (6 hrs)

Terrace · Dec. 18

Bring the magic of a German Christmas into your home with this collection of German recipes. This course will teach you how to make traditional cakes and cookies to enjoy yourself, or give as gifts.

Course Cost: \$119.25

Sausage Making (6 hrs)

Terrace · Oct. 23

Discover the art of making sausage and how to use different cuts of meat for a great taste.

Course Cost: \$119.25

Smoked Salmon (6 hrs)

Terrace · Nov. 27

You don't need a smoke house to create authentic smoked salmon. Our course will teach you how to make different marinades and brines, and include recipes for using smoked salmon.

Course Cost: \$119.25

COMING IN MAY 2017

Comprehensive Cook's Helper

Master the skills you need for entry-level work in the food industry. This 13-week program includes these certificate courses: Cashier Training, Food Safe Level 1, WHMIS, WorldHost® and Occupational First Aid.

Course Cost: \$7,312.50
Books & Supplies: \$1,500.00

To express interest in this program please call 1.877.277.2288 Ext. 5473.

The courses on this page are subject to minimum enrollments. Please register at least seven days prior to start date.

SERVING & HOSPITALITY



Food Safe Level 1 (8 hrs)

Terrace · Sep. 17, Oct. 22, Nov. 26, Dec. 17
Smithers · Oct. 18
Hazelton · Nov. 19
Prince Rupert · Nov. 15

Safely handling food is very important for front line food workers. Learn about sanitation and safety to ensure you are prepared for food service.

Students must bring their Care Card and bagged lunch.

Course Cost: \$140.75

WorldHost® (8 hrs)

Prince Rupert · Nov. 16

Go the extra mile and impress your customers. This course will teach you how to provide excellent customer service in any setting.

Course Cost: \$130.25



NEVER STOP LEARNING

Upper Skeena Elder College meets every Tuesday at the NWCC Hazelton campus for various workshops.

Elders, please call 250-842-5291 to register or learn more about the workshops being offered.

The courses on this page are not subject to minimum enrollments.

CAREER & PROFESSIONAL DEVELOPMENT



📌 Course delivered online via Ed2Go
For the complete Ed2Go course catalogue go to:
ed2go.com/nwcc

Accounting Fundamentals (24 hrs) 📌
This course will give you a solid base as you learn everything you need for entry-level accounting.

Course Cost: \$129.00

Admin. Assistant Fundamentals (24 hrs) 📌
Learn to support managers and staff, look after records, plan travel and meetings and more.

Course Cost: \$129.00

Essential Office Skills (10 weeks)

Prince Rupert · Jan. 2017

Learn the skills you need for an entry-level office career. Call 1.877.277.2288 Ext. 5408 for more information.

Money Matters (6 hrs)
Hazleton · Sep. 22

Work with your budget to pay bills, plan, save and reduce debt. Learn how to access your credit score and maintain it.

Course Cost: \$119.25

Project Management Fundamentals (24 hrs) 📌
Become an important member of your team with the skills to plan, carry out, control and close any type of project.

Course Cost: \$129.00



We offer a variety of workshops to help your organization stay competitive and deliver excellence. Contact us today for a custom program.

Call 1.877.277.2288 Ext. 5473.

The courses on this page are not subject to minimum enrollments.

COMPUTER SKILLS



📌 Course delivered online via Ed2Go
For the complete Ed2Go course catalogue go to:
ed2go.com/nwcc

Computer Skills for the Workplace (24 hrs) 📌
A great introduction to Windows 10 and Office 2016 to give you the skills you need in today's fast-changing workplace.

Course Cost: \$129.00

Intro to Microsoft Excel 2013 (24 hrs) 📌
Learn the shortcuts and tricks to setting up Excel worksheets. You'll learn the secrets to writing formulas and how to use the function wizard to calculate information.

Course Cost: \$129.00

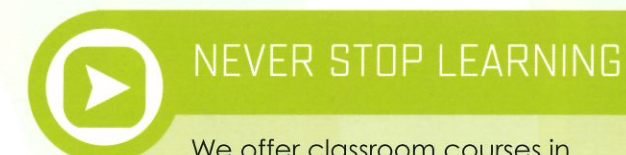
Intro to Microsoft Word 2013 (24 hrs) 📌
Master all the basics of Microsoft Word to type, edit, format, spell check, and print documents.

Course Cost: \$129.00

To register for an Ed2Go course:

- » Visit ed2go.com/nwcc
- » Choose a course.
- » Follow the instructions to enrol. Choose a user name and password to log-in.
- » Contact NWCC at 1.877.277.2288 to make payment.

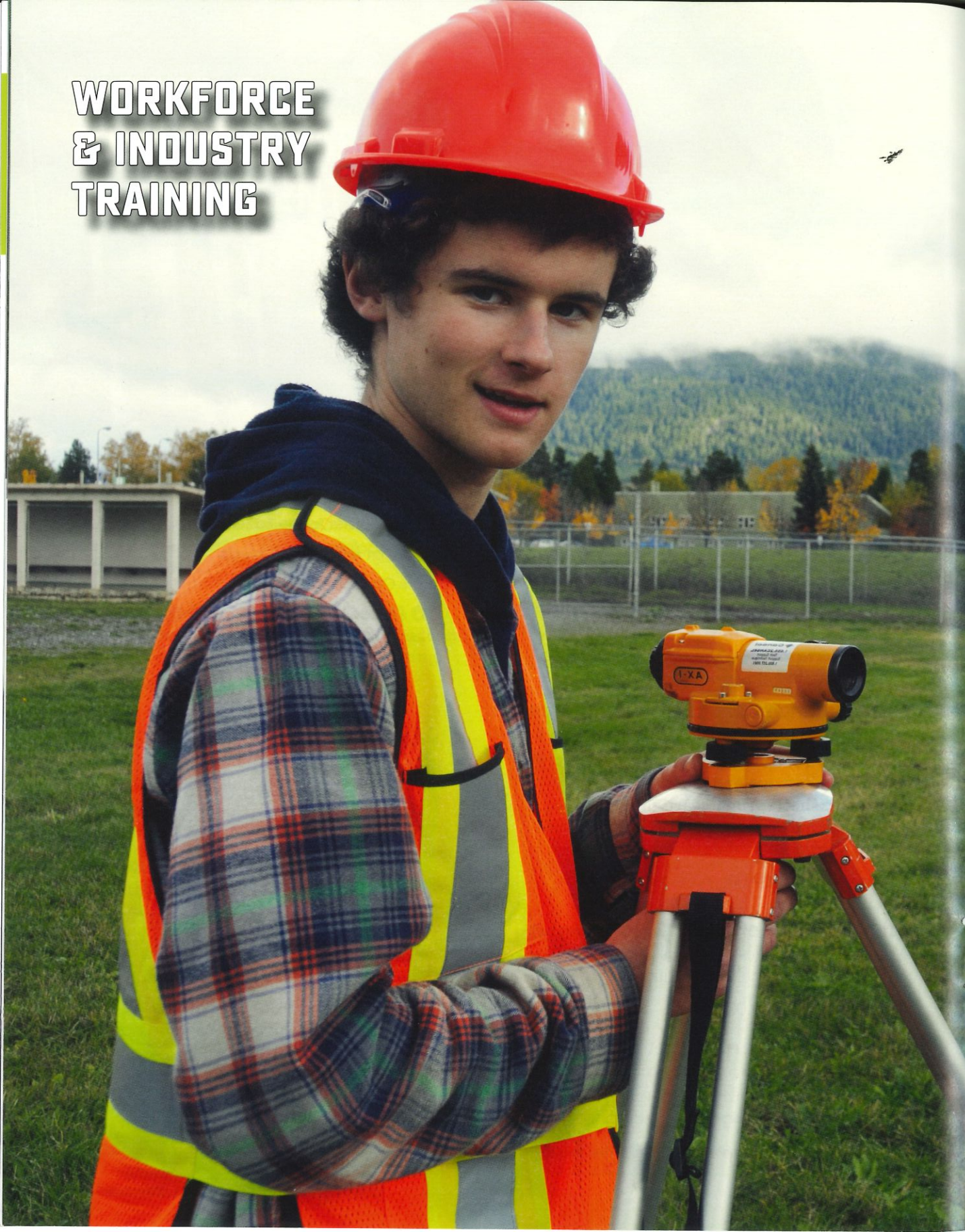
When your course starts, go to ed2go.com/nwcc and click the 'classroom' link. Log-in with your user name and password.



We offer classroom courses in Microsoft Office Suite including Word, Excel, Project, PowerPoint & Outlook. Contact your local campus to express interest or request a customized program to meet your needs.

The courses on this page are not subject to minimum enrollments.

WORKFORCE & INDUSTRY TRAINING



Air Brake Endorsement (22 hrs)

Terrace · Sep. 16 to 18, Nov. 4 to 6, Dec. 2 to 4

This program will prepare you for the Motor Vehicle Branch Air Endorsement Examination.

CSA approved safety footwear is required for hands-on training. Participants must have a valid BC Driver's License with no outstanding charges.

Course Cost: \$294.00

Building Service Worker Level 1 (20 hrs)

Terrace · Sep. 23 to 25

Prepare to work in the custodial field with the skills you will learn in this program.

Course Cost: \$326.00

Building Service Worker Level 2 (20 hrs)

Terrace · Nov. 25 to 27

Gain hands-on experience as you learn to maintain and refinish floors.

Course Cost: \$326.00

Commercial Vehicle Inspection (24 hrs)

Terrace · Sep. 15 to 18

Perform a proper vehicle inspection and learn to fill out the needed paperwork.

Course Cost: \$625.00

Fall Protection (6 hrs)

Prince Rupert · Sep. 6

Terrace · Nov. 23

Work safely at heights with the proper use of fall protection.

Course Cost: \$109.25

Forklift Operator Certification (20 hrs)

Prince Rupert · Sep. 13 to 14

Terrace · Sep. 29 to 30, Nov. 14 to 15

Learn how to safely operate a forklift. This course meets WCB and Labour Canada standards.

Course Cost: \$326.75

The courses on this page are not subject to minimum enrollments.

Rigging & Lifting Safety (8 hrs)

Prince Rupert · Sep. 7

Gain hands-on skills rigging loads, using and understanding hand signals, and safely running a crane or hoist.

Course Cost: \$269.00

S-100 Fire Suppression (16 hrs)

Terrace · Oct. 1 to 2

Required training for any person who will be fighting a forest fire. This course meets the BC Forest Service Protection Branch requirements and is also a WCB acceptable standard.

Course Cost: \$289.50

Specialized Chainsaw Safety (8 hrs)

Prince Rupert · Sep. 8, Sep. 22

Terrace · Sep. 27, Nov. 4

Safely handle and care for a chainsaw. Learn how to troubleshoot and manage minor on-site repairs.

Students must bring their own chainsaw and safety gear.

Course Cost: \$245.75

Traffic Control Flagging (8 hrs)

Terrace · Sep. 24 to 25, Oct. 22 to 23

Hazelton · Oct. 3 to 4

This course covers the skills and information you need to become a traffic control flag person.

Participants must have CSA approved boots that cover the ankle.

Course Cost: \$304.50

COMING IN JANUARY 2017

CFC/HCFC/HFC Control in the Refrigeration & Air Condition Industry Training

Learn everything you need to properly handle CFC/HCFC/HFC equipment and materials.

To express interest in this course please call 1.877.277.2288 Ext. 5473.

OIL & GAS INDUSTRY



Confined Space Awareness (4 hrs)

Prince Rupert · Sep. 9
Terrace · Nov. 21

Prevent workplace accidents when working in confined spaces.

Course Cost: \$75.75

Enform® Chainsaw Safety (24 hrs)

Hazleton · available on request

Safely use and maintain a chainsaw. Learn safe limbing and bucking practices.

Course Cost: \$1,419.75

Ground Disturbance (6 hrs) Ⓢ

Know before you dig. Perform back-fill inspection, use permits, prepare for emergencies and more.

Course Cost: \$169.00

H2S Alive (8 hrs)

Terrace · Oct. 15, Dec. 3
Smithers · Oct. 20

Recognizing hydrogen sulphide hazards could save your life. Learn to perform basic rescue.

Course Cost: \$273.00

The courses on this page are not subject to minimum enrollments.

Petroleum Safety Training (8 hrs) Ⓢ

Safely use and properly store propane tanks.

Course Cost: \$130.00

Transportation of Dangerous Goods (TDG) (5 hrs)

Prince Rupert · Sep. 28, Nov. 14
Terrace · Oct. 20, Dec. 1

Move dangerous goods by land and rail. Prevent and respond to emergencies.

Course Cost: \$108.25

Working in Natural Gas (240 hrs)

Houston · Oct. 3 to Nov. 10

Get the safety training you need for entry-level work in the Natural Gas Industry.

Course Cost: Free (priority seating)

To register or for more info call 1.877.277.2288 Ext. 5877

Workplace Hazardous Materials Information System (WHMIS) (4 hrs)

Prince Rupert · Sep. 28, Nov. 14
Terrace · Oct. 20, Dec. 1

Safely handle, store and dispose of materials.

Course Cost: \$75.75

SCHOOL OF EXPLORATION & MINING



Collaborative Mining Engineering & Technology Diploma/Degree Program

Study close to home and get a head start on BCIT's Mining Engineering & Technology program. You can choose to apply your first year credits to a technology diploma or engineering degree. For more information call 1.877.277.2288 Ext. 5304.

Drill Core Technician Basic Training*

You will learn to handle drill core and collect important data for a diamond drilling project.

Introduction to Silviculture*

Learn the basic field skills and knowledge to be employed as a Silviculture Surveyor trainee.

Introduction to Timber Cruising*

Learn the basic field skills and knowledge to be an assistant (compass-person) to a Timber Cruiser.

Surface Diamond Drillers Helper*

Gain basic knowledge and hands-on skills to work safely as a driller's helper.

* Call 1.877.277.2288 Ext. 5877 to express interest in any of these courses.

Workforce Exploration Skills Training

Smithers · Sep. 15 to Oct. 24

This hands-on program for First Nations people will give you the skills and training you need to work in the mining and natural resource industry.

Course Cost: Free (for eligible persons)

To register or for more info call 1.877.277.2288 Ext. 5877



NEVER STOP LEARNING

The School of Exploration & Mining offers mobile and customizable courses or contract packages designed to meet your specific training needs.

For more information call 1.877.277.2288 Ext. 5877.

FIRST AID, HEALTH & SAFETY



Occupational First Aid Level 1 (7.5 hrs)

Prince Rupert · Sep. 19, Nov. 7
Smithers · Sep. 24, Oct. 1, Nov. 25
Terrace · Oct. 1, Nov. 12, Dec. 17
Houston · Oct. 7, Nov. 18
Hazelton · Oct. 22
Masset · Oct. 17, Nov. 5
Queen Charlotte · Nov. 21

This introductory course will teach you basic first aid for the workplace. Learn basic life support (CPR-A), how to care for small wounds and keep someone safe with C-spine control.

Participants must be 16 years or older and bring photo identification to class. This course includes the use of an automated external defibrillator.

Course Cost: \$119.25

Occupational First Aid Level 3 (77 hrs)

Hazelton · Sep. 12 to 27
Masset · Jan. 2017

Building on basic first aid, this course will teach you to deal with emergencies in remote work places.

Students must complete a self-declaring medical form and be over 16 years of age. This course includes the use of an automated external defibrillator.

Course Cost: \$799.00

Red Cross Babysitting (8 hrs)

Masset · Sep. 24
Terrace · Oct. 16

A course for youth aged 11 to 15 years to teach first aid, fire safety, how to avoid accidents, and how to care for children.

Course Cost: \$130.75

Red Cross Emergency Child Care First Aid & CPR (8 hrs)

Terrace · Dec. 5

Be prepared for childhood emergencies. This course is accepted by the British Columbia Provincial Child Care Facilities Licensing Board.

Course Cost: \$130.75

Red Cross Standard First Aid (16 hrs)

Masset · Oct. 10 to 11
Skidegate · Nov. 14 to 15

Learn how to respond to all kinds of emergencies. This course includes certification in CPR.

Course Cost: \$217.50

Red Cross Marine Basic First Aid (16 hrs)

Terrace · Dec. 8 to 9

This course focuses on basic first aid in the marine and fishing industry.

Course Cost: \$217.50

Red Cross CPR Level C (6 hrs)

Terrace · Sep. 17 & Dec. 10

Learn how to respond to someone who is choking or can't breathe. Level "C" covers adult, child, infant and Two-Rescuer CPR.

Course Cost: \$109.25

Transportation Endorsement (7.5 hrs)

Prince Rupert · Sep. 20, Sep. 21
Terrace · Oct. 2
Smithers · Oct. 15, Oct. 22
Hazelton · Oct. 23
Masset · Nov. 6
Queen Charlotte · Nov. 22

Handle life threatening emergencies and move injured or ill workers to medical aid. You must have Occupational First Aid Level 1.

Course Cost: \$119.25

The courses on this page are not subject to minimum enrollments.

OUTDOOR RECREATION & SAFETY



ATV Rider Course (7 hrs)

Terrace · Oct. 8

Managed by Canada Safety Council, this course will teach you proper ATV use.

Riders must provide their own ATV in good working order, safety equipment and proper riding gear. Youth aged 16 to 18 require signed consent from a parent or legal guardian, and parent or guardian must remain on site for the duration of the training.

Course Cost: \$595.00

Bear Awareness (8 hrs)

Terrace · Nov. 22

Reduce the risk of attracting and facing bears. This course includes hands-on practice using bear spray.

Course Cost: \$130.00

Firearms Safety (non-restricted) (16 hrs)

Terrace · Oct. 29 to Oct. 30

Smithers · Nov. 18 to Nov. 20

Learn how to safely handle and use firearms. This course is needed to apply for a non-restricted Possession Acquisition License (PAL).

Course Cost: \$218.00

Firearms Safety (restricted) (8 hrs)

Smithers · Nov. 26

This course will teach you how to safely use, store and care for a handgun.

Course Cost: \$217.50

The courses on this page are subject to minimum enrollments. Please register at least 7 days prior to start date.

MARINE



Chartwork & Pilotage (80 hrs)

Masset · Oct. 25 to Nov. 5

Prince Rupert · Jan. 3 to 14, 2017

Learn to use navigational charts and publications.

Course Cost: \$2,100.00

Marine Advanced First Aid (31 hrs)

Masset · Oct. 13 to Oct. 17

Prince Rupert · Nov. 30 to Dec. 3

Advanced first aid and CPR for marine settings.

Course Cost: \$855.00

Marine Emergency Duties - A2 (28 hrs)

Masset · Oct. 18 to Oct. 20

Prince Rupert · Dec. 5 to Dec. 7

Ensure the safety of your passengers with skills you need as a captain or operator.

Course Cost: \$630.00

Navigation Safety Level 1 (48 hrs)

Masset · Nov. 24 to Nov. 28

Prince Rupert · Jan. 20 to Jan. 25, 2017

Prepare for the needed Transport Canada certification exams.

Course Cost: \$1,585.00

Restricted Operator Certificate - Maritime Commercial (24 hrs)

Masset · Oct. 21 to Oct. 24

Prince Rupert · Dec. 8 to Dec. 10

Learn to use radio equipment and properly communicate to ensure safety of life at sea.

Course Cost: \$840.00

Ship Construction & Stability (64 hrs)

Masset · Nov. 14 to Nov. 23

Prince Rupert · Dec. 12 to Dec. 21

Understand the safe loading and operational needs of your vessel.

Course Cost: \$1,550.00

Simulated Electronic Navigation Limited (28 hrs)

Masset · Nov. 7 to Nov. 10

Prince Rupert · Jan. 16 to Jan. 19, 2017

Practice navigating a small vessel using radar and learn how to avoid collisions.

Course Cost: \$840.00

These courses are part of the Fishing Masters IV Program. To register you must have a Candidate Document Number (CDN) and 1 year of sea service on vessels in excess of 5 gross tonnage operating outside sheltered waters. Call the Masset campus at 250.626.3670 for more information and to register.

The courses on this page are subject to minimum enrollments. Please register at least seven days prior to start date.



Intro to Carpentry (20 hrs)

Terrace · Nov. 14 to Dec. 7

Master the basic skills found in the workplace. You will frame a small structure using hand and power tools.

CSA approved footwear is required.

Course Cost: \$235.00

Intro to Mechanics (20 hrs)

Terrace · Sep. 12 to 28

Gain experience in a mechanic shop and learn the basic skills for automotive, heavy duty and small engine mechanics.

Course Cost: \$235.00

Intro to Welding (20 hrs)

Terrace · Jan. 2017

Try your hand at basic welding and cutting skills and learn how to work safely. To express interest call 1.877.277.2288 Ext. 5473.

Course Cost: \$235.00

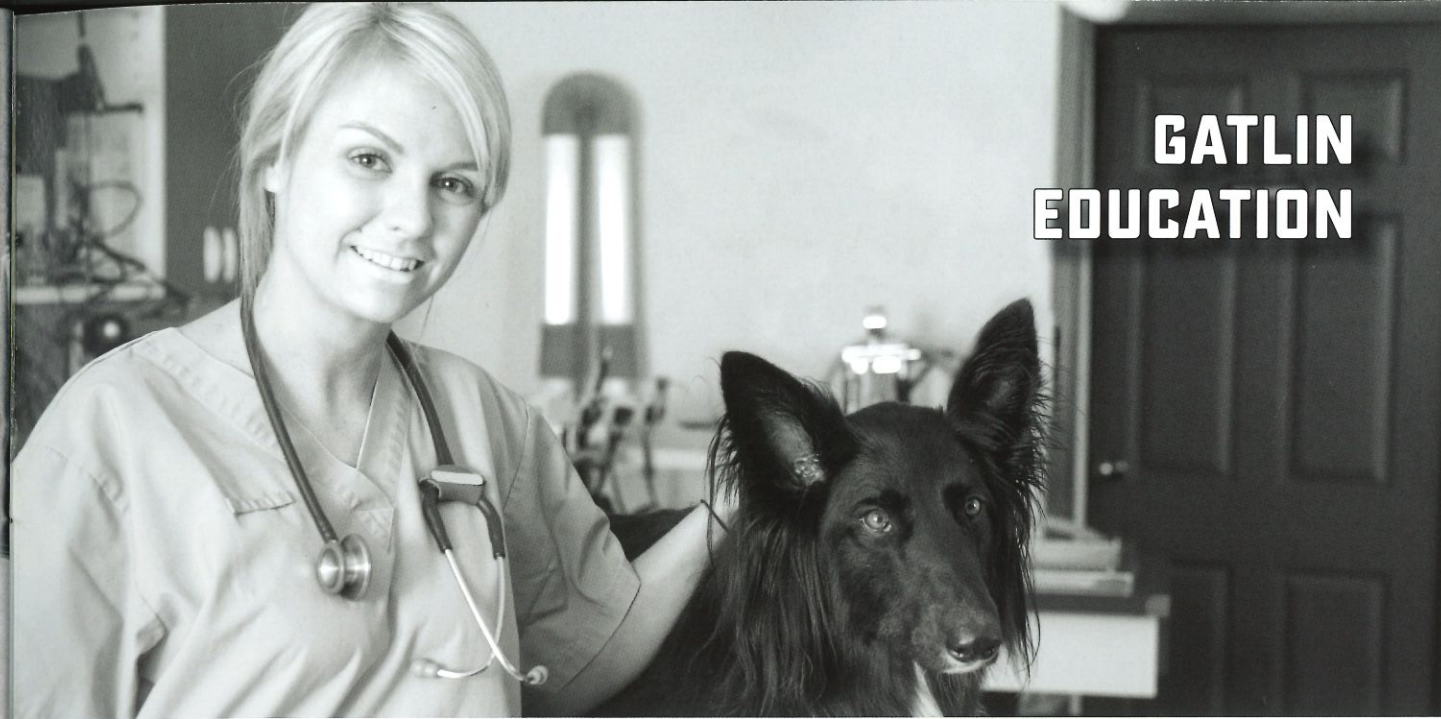
The courses on this page are subject to minimum enrollments. Please register at least seven days prior to start date.



NEVER STOP LEARNING

Our mobile training units are fully equipped classrooms on wheels. We bring state-of-the-art training directly to where it's needed.

Call us today 1.877.277.2288 to find out how we can come to you.



📍 Course delivered online via Gatlin Education
For the complete Gatlin Education course catalogue go to: gatlineducation.com/nwcc

Administrative Professional with MS Office Specialist 2013 (455 hrs) 📍

Master the skills needed to use Microsoft Word, Excel, PowerPoint, Outlook, and Access.

Course Cost: \$2,695.00

Advanced Personal Fitness Trainer (400 hrs) 📍

Learn advanced training skills and how to connect with dietitians to create nutritional programs for your clients.

Course Cost: \$3,095.00

Certified Wedding Planner (340 hrs) 📍

Plan and deliver stunning weddings and parties as a certified planner. Put your new skills to work with an optional internship.

Course Cost: \$1,895.00

The courses on this page are not subject to minimum enrollments.

Grant Writing (300 hrs) 📍

Get your project funded with the writing and formatting skills you learn in this course.

Course Cost: \$2,695.00

Veterinary Assistant (170 hrs) 📍

Learn everything you need to start a career in animal care. This program is for people who want to work at a veterinary hospital and those who already look after animals.

Course Cost: \$2,295.00

Video Game Design & Development (500 hrs) 📍

This is the place to start if you're looking for a career in video games or simply want to explore this field as a hobby.

Course Cost: \$2,295.00

Professional Bookkeeping with QuickBooks® (140 hrs) 📍

Learn to use QuickBooks 2013, the leading software for small businesses. Plan a budget, handle payroll and accounting.

Course Cost: \$2,195.00



Contacts for Workforce Training & Contract Services

Terrace, Kitimat & Prince Rupert

Eleanor Caissie
Program Officer West Region
Tel: 250.638.5473
1.877.277.2288 Ext. 5473
Fax: 250.638.5432
5331 McConnell Ave
Terrace B.C. V8G 4X2

Hazelton, Smithers & Houston

Leah Marshall
Program Officer East Region
Tel: 250.842.5291
1.877.277.2288 Ext. 5505
Fax: 250.842.5813
4815 Swannell Drive
PO Box 338
Hazelton B.C. V0J 1Y0

Haida Gwaii

Marlene Liddle
Program Officer Haida Gwaii
Tel: 250.626.3670
1.877.277.2288 Ext. 5324
Fax: 250.626.3680
2151 Tahayghen
PO Box 559
Masset B.C. V0T 1M0