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Classes fill up quickly. Register early.

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

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: If a class is cancelled you can transfer to another course or receive a full refund.

Career & Professional Development

Accounting Fundamental Series (48 hrs)

Gain a solid base for entry-level accounting. This series includes the courses: Accounting Fundamentals and Accounting Fundamentals 2.

Course Cost: \$174.00

Administrative Assistant Suite (72 hrs)

Support managers and staff, look after records, plan travel and more. This suite includes the courses: Administrative Assistant Fundamentals, Administrative Assistant Applications, and Effective Business Writing.

Course Cost: \$261.00

Project Management Fundamentals (24 hrs)

Become an important member of your project team with skills to plan, implement, control and close any type of project.

Course Cost: \$129.00

New Manager Suite (72 hrs)

Develop the leadership and people skills you need to motivate and delegate, the tools for solving problems and resolving conflicts, and the basics of communicating effectively.

Course Cost: \$261.00

Resume Writing Workshop (24 hrs)

This workshop will lead you through a self-assessment series so you can best market yourself to employers. Transform your resume into a powerful tool that will get you interviews.

Cost: \$129.00

 Course delivered online via Ed2Go

For the complete Ed2Go course catalogue go to: ed2go.com/nwcc

Computer Skills

Excel® Level 1 (12 hrs)

Masset • Dec. 4 to 5

Analyze, report and share your data. Create and use worksheets and charts in this introductory course.

Course Cost: \$217.50

Excel® Level 2 (12 hrs)

Masset • Dec. 11 to 12

Learn advanced features such as creating a web page from a worksheet, customizing your printing options, use drawing tools and more.

You must have 'Excel Level 1' to take this course.

Course Cost: \$217.50

Excel® Level 3 (12 hrs)

Masset • Dec. 18 to 19

This advanced course will cover linking workbooks; consolidating information, creating a database, using Pivot Tables and more.

You must have 'Excel Level 2' to take this course.

Cost: \$217.50

Introduction to Microsoft Excel 2016® (24 hrs) ④

Do you work with numbers? Then you need to master Microsoft Excel 2016 and this is the place to do it. Even beginners will find it easy to learn Excel in this fun, step-by-step online course.

Cost: \$159.00

Introduction to Microsoft PowerPoint 2016® (24 hrs) ④

Take your PowerPoint presentations from ordinary to extraordinary. Create professional-quality slide presentations that grab and hold your audience's attention from start to finish.

Cost: \$159.00

Introduction to Microsoft Word 2016® (24 hrs) ④

One of the most basic skills needed in any job is writing reports and letters using Microsoft Word 2016. This course will give you the skills you need to make the most of this powerful program.

Cost: \$159.00

Web Design Essentials (15 hrs)

Masset • Oct. 9 to 10

This hands-on class for beginners will teach you how to design, layout, manage, and publish web pages for your personal or professional use while using Macromediate Dreamweaver.

Cost: \$272.00

Web Page Design - Level 1 (15 hrs)

Masset • Oct. 16 to 17

This course will cover web authoring basics, web page design, HTML enhancements, graphics and publishing.

Cost: \$272.00

Web Page Design - Level 2 (15 hrs)

Masset • Oct. 23 to 24

This second level course will cover web site planning, style, web page extras, and graphical techniques.

Prerequisites: Web Page Design Level 1

Cost: \$272.00

④ Course delivered online via Ed2Go
For the complete Ed2Go course catalogue go to:
ed2go.com/nwcc

First Aid, Health & Safety

Mental Health First Aid (12 hrs)

Hazelton • Oct. 26 to 27

Terrace • Nov. 23 to 24

Learn about mental health disorders and first aid to handle these crisis situations: substance overdose, suicidal behaviour, panic attack, acute stress reaction and psychotic episode.

Cost: \$224.00

Occupational First Aid Level 1 (7.5 hrs)

Terrace • Sep. 15, Oct. 14, Nov. 18

Smithers • Sep. 22, Oct. 27, Nov. 24

Masset • Sep. 25, Nov. 27

Prince Rupert • Oct. 7, Dec. 2

Hazelton • Oct. 20, Nov. 20

Queen Charlotte • Nov. 6

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)

Terrace • Sep. 25 to Oct. 7

Building on level 1, this course will teach you to handle emergencies in remote work places and stabilize patients for transport.

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: \$975.00

Red Cross CPR C (6 hrs)

Terrace • Sep. 9, Dec. 9

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

Red Cross CPR C Recertification (4 hrs)

Terrace • Sep. 9

Course Cost: \$64.75

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

Terrace • Oct. 28
Masset • Nov. 20

This course teaches lifesaving first aid skills and cardiopulmonary resuscitation (CPR and AED) for children, and babies. This course is accepted by the British Columbia Provincial Child Care Facilities Licensing Board.

Course Cost: \$130.75

Red Cross Marine Basic First Aid (16 hrs)

Prince Rupert • Nov. 25 to 26

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

Course Cost: \$217.50

Red Cross Standard First Aid (16 hrs)

Masset • Sep. 11 to 12
Smithers • Nov. 27 to 28
Terrace • Dec. 9 to 10

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

Course Cost: \$217.50

Transportation Endorsement (7.5 hrs)

Hazelton • Oct. 21, Nov. 21
Terrace • Sep. 16
Smithers • Oct. 28
Masset • Sep. 26, Nov. 28
Queen Charlotte • Nov. 7

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

Gatlin Education

Entrepreneurship: Start-Up and Business Owner Management (360 hrs) ①

Grow your understanding of financial and accounting terms, gain confidence and improve your communication skills, and explore the basics of running a business. It's never been easier to get your own business up and running.

Course Cost: \$2,395.00

Medical Terminology (60 hrs) ①

In this program, you will not only learn and understand medical terms, but also their application, making you a valuable asset to a healthcare team.

Course Cost: \$1,095.00

Grant Writing (300 hrs) ①

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

Course Cost: \$2,695.00

Mastering Project Management with PMP Prep (70 hrs)

This course will give you a better understanding of how to apply project management concepts and the variations between them. This program meets or exceeds the educational requirements for those interested in the Project Management Professional (PMP)® certification.

Course Cost: \$1,595.00

Veterinary Assistant (170 hrs) ①

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

① Course delivered online via Gatlin Education
For the complete Gatlin Education course catalogue go to: gatlineducation.com/nwcc



General Interest

Conversational Spanish Level 1 (20 hrs)

Terrace • Oct. 5 to Dec. 7

This course will teach you how to have a simple conversation in Spanish. A great course if you are planning travel to a Latin country.

Course Cost: \$139.00

Counted Cross Stitch (8 hrs)

Terrace • Oct. 3 to Oct 24

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

Course Cost: \$75.75*

Introduction to Natural Health and Healing (24 hrs)

This course will explore various methods and practices of natural healing including naturopathy, aromatherapy and more. By the end of this course, you'll have begun taking charge of your own health and healing.

Course Cost: \$129.00

Secrets to Better Photography (24 hrs)

Master your digital camera and learn the secrets behind outstanding photos. Have your lesson assignments critiqued by a knowledgeable teaching team of professional photographers.

Course Cost: \$129.00

Learn to Knit (18 hrs)

Terrace • Oct. 4 to Nov. 22

Learn the basics to create a simple item. If you've tried knitting and need help with a bigger project this course is also for you.

Course Cost: \$151.75*

Learn to Quilt (18 hrs)

Terrace • Oct. 4 to Nov. 22

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

Course Cost: \$151.75*

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

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

Marine

Marine Emergency Duties - A3 (8 hrs)

Prince Rupert • Oct. 23 to 24

This basic personal safety certificate course is mandatory for persons working as crew members on fishing vessels shorter than 12 metres in length, operating no more than 25 metres off-shore.

Course Cost: \$317.50

Restricted Operator Certificate - Maritime (12 hrs)

Prince Rupert • Oct. 23 to 24

This radio course will teach you emergency procedures and operating skills and prepare you for the Restricted Operator Certificate - Maritime and Digital Selective (DSC) examination.

Course Cost: \$317.50

Small Vessel Operator Proficiency (32 hrs)

Prince Rupert • Oct. 25 to 28

Learn to operate commercial power driven vessels. On successful completion you will be able to take charge of a vessel under 15 gross tonnes operating in designated waters. This certificate is valid for operators of a small non-passenger vessel.

Cost: \$895.00

Outdoor Recreation & Safety

ATV Rider Course (7 hrs)

Terrace • Call to express interest

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 • Sep. 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)

Hazleton • Sep. 9 to 10

Smithers • Sep. 30 to Oct. 1, Nov. 18 to 19

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

Course Cost: \$217.50

Firearms Safety (restricted) (6 hrs)

Smithers • Nov. 25

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

Course Cost: \$109.25



NEVER STOP LEARNING

If you like the convenience of learning online check out the many courses available at
Ed2Go.com/NWCC



Service & Hospitality

Achieving Success with Difficult People

This course will give you helpful information for understanding yourself; solving people problems; and improving your relationships and personal and professional productivity.

Cost: \$129.00

Building Service Worker Level 1 (20 hrs)

Terrace • Oct. 20 to 22

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. 24 to 26

Building on Level 1, gain hands-on experience as you learn to maintain and refinish floors.

Course Cost: \$326.00

Cashier Training (6 hrs)

Terrace & Prince Rupert • Call to express interest

Want to work in retail and be one step ahead of other job applicants? Learn about the responsibilities of handling cash, and how to use cashier's equipment including the use of debit cards, credit cards, and a cash register.

Course Cost: \$104.00 (Terrace)

Course Cost: \$109.25 (Prince Rupert)

Customer Service Fundamentals (24 hrs)

Bring out your best and do the same for the people you work with. Learn how to measure customer service—from your company's point of view and from the customer's—and how to anticipate the needs of your customers.

Course Cost: \$129.00

 Course delivered online via Ed2Go

For the complete Ed2Go course catalogue go to:
ed2go.com/nwcc

FoodSafe® Level 1 (8 hrs)

Smithers • Sep. 25

Terrace • Oct. 14, Nov. 18 & Dec. 2

Prince Rupert • Nov. 4

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

Please bring your personal medical care card to class.

Contact your local NWCC campus if you would like your workbook and examination in another language.

Course Cost: \$140.75

Interpersonal Communication (24 hrs)

This course explains and explores verbal and nonverbal expression including personal style, listening, relationship dynamics, self-esteem, conflict management, and cultural and gender communication differences.

Course Cost: \$129.00

Serving It Right (3 hrs)

Terrace • Oct. 20

Ensure you never over-pour alcohol. On successful completion of this course you will receive your Server card from the Hospitality Industry Education Advisory Committee.

Course Cost: \$108.25

WorldHost® Fundamentals (8 hrs)

Terrace • Oct. 21

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

Trades

First Level Supervisor Training Program

Learn the basic skills and concepts to supervise a crew in the residential, institutional, commercial and civil construction sectors.

Course Cost: \$400.00

Intro to Construction Estimating

Accurate estimating is critical to the financial success of a construction firm. Learn how to manage this important task.


Course Cost: \$150.00

National Construction Safety Awareness Training

Understand what you can do to keep yourself, your coworkers and your work environment safe every day.

Course Cost: \$100.00

 Trades courses delivered online via NWCC

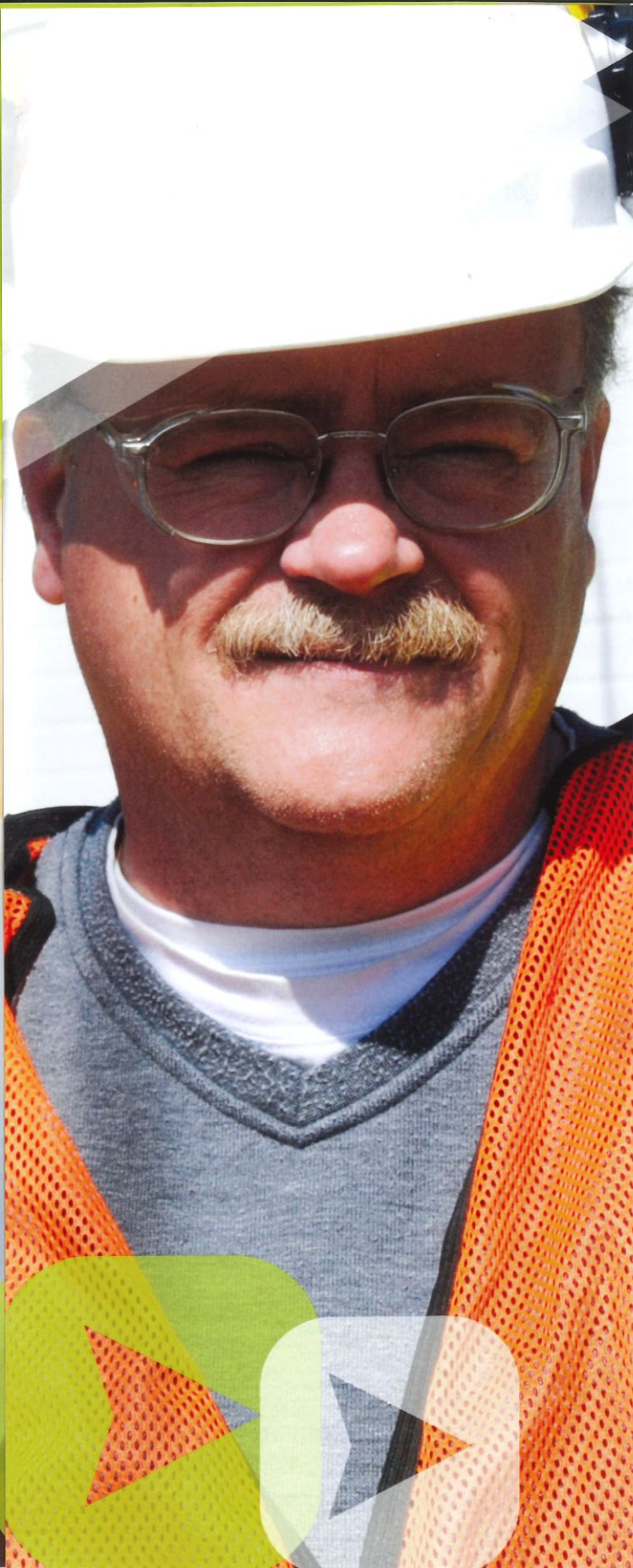
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NEVER STOP LEARNING

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.



Workforce & Industry Training

Air Brake Endorsement (22 hrs)

Terrace • Sep. 22 to 24, Nov. 24 to 26

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

Boomlift (Aerial) Telehandler training

Terrace • call to express interest

Learn the physics and dangers of boom lifts while learning how to operate this equipment.

Cost: \$471.50

Commercial Vehicle Inspection (24 hrs)

Terrace • Sep. 14 to 17

Mechanics who successfully complete this program will be provincially certified to inspect and certify vehicles to government safety standards as required by law. Applicants must be licensed heavy duty, automotive, or commercial transport mechanics.

Course Cost: \$625.00

Comprehensive Class 1 Driver Training (98 hrs)

Terrace • call to express interest

Learn everything you need for a career as a professional driver. This course includes instruction on air brake endorsement, regular maintenance, safety procedures and pre-trip inspection for a truck or tractor. You will also get 56 hours of driving experience.

You must have a Class 1 learners driver's license and a clean driver's abstract.

Course Cost: \$7,950.00

Confined Space Hazard Awareness (4hrs)

Prince Rupert • Oct. 18
Terrace • Nov. 15

Learn more about the hazards of confined spaces in the workplace.

Course Cost: \$75.75

Fall Protection (6 hrs)

Terrace • Sep. 28, Nov. 16
Prince Rupert • Nov. 24

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

Cost: \$109.25

Forklift Operator Certification (20 hrs)

Terrace • Oct. 11 to 13, Nov. 28 to 30

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

Course Cost: \$395.00

H2S Alive (8 hrs)

Terrace • Oct. 6

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

Course Cost: \$273.00

Rigging & Lifting Safety (8 hrs)

Terrace • Sep. 27, Nov. 14

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

Course Cost: \$269.00

Specialized Chainsaw Safety (8 hrs)

Terrace • Oct. 16

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 (16 hrs)

Hazleton • Oct. 2 to 3
Terrace • Oct. 10 to 11, Nov. 22 to 23

This certificate course will give you the skills you need to monitor, control and direct traffic in and around maintenance and construction areas. On successful completion you will receive a BC Safety Network Flagging certificate valid for three years.

Participants must have CSA approved boots that cover the ankle.

Course Cost: \$304.50

Transportation of Dangerous Goods (TDG) (5 hrs)

Terrace • Sep. 29, Nov. 17
Prince Rupert • Oct. 13, Dec. 8

Ensure you comply with Transport of Dangerous Goods regulations. This course is for people who handle and/or transport dangerous goods by land and rail.

Course Cost: \$108.25

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

Terrace • Sep. 29, Nov. 17
Prince Rupert • Oct. 13, Dec. 8

Prepare for safe handling, recognition, storage and disposal of controlled products (hazardous materials). This course also covers the safety measures and emergency procedures to help prevent workplace injury or loss of life.

Course Cost: \$75.75



Contacts for Workforce Training & Contract Services

Terrace, Kitimat & Prince Rupert

Tel: 250.638.5473
1.877.277.2288 Ext. 5473
Fax: 250.638.5432
5331 McConnell Ave
Terrace B.C. V8G 4X2

Hazelton & Smithers

Tel: 250.847.4461
1.877.277.2288 Ext. 5805
Fax: 250.847.4568
3966 2nd Avenue
PO Box 3606
Smithers BC V0J 2N0

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

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