



**2014-15 WTCS  
CALENDAR**

     /NWCCBC  
**nwcc.ca 1.877.277.2288**

**WORKFORCE  
▶ TRAINING &  
CONTINUING STUDIES**

**NORTHWEST COMMUNITY COLLEGE**

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▶ Registration

Register early to guarantee your seat, as classes fill up quickly.  
Registration is guaranteed with receipt of payment.

Registration Options

- 1) **Phone:** 1.877.277.2288 or your local campus.  
Pay with credit card (Visa, Mastercard or American Express). See inside back cover to contact your local campus directly.
- 2) **Drop in:** Register at your local campus.  
Pay with a credit card, debit card, cash, or cheque.  
Post-dated cheques are **not** accepted.
- 3) **Fax:** See inside back cover of this calendar for local campus fax numbers.

*Note: Agencies and employers may fax an authorization to invoice for student registration. The authorization to invoice must be accompanied by a Registration Form.*

*To access this form online, download and print, visit [nwcc.ca](http://nwcc.ca) or contact your local Workforce Training & Continuing Studies office.*

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

Course Cancellations

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

Waitlists

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

Fees, Withdrawals and Refunds

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

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

Transfers to future classes are treated as withdrawals and are subject to the above.  
Any exceptions to the refund policy are noted in course descriptions.

Confirmations

Students are contacted only if classes are cancelled. Check your registration statement carefully for course dates and times, and refer to this calendar for more info on fees, withdrawals and our refund policy.  
If you have registered by phone, ask the registration staff to mail or email your registration.

Using this Calendar...

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

And don't forget [ed2go.com/nwcc](http://ed2go.com/nwcc)

There are thousands of web-based courses including professional development for teachers and certificate programs such as graphic design are available online.

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

*Note: The information in this calendar is subject to change. Course dates, times and locations may vary and new courses are added throughout the year. For the most up-to-date information, go to [nwcc.ca](http://nwcc.ca)*

Location Legend...

- KIT ..... Kitimat
- KL ..... Kay Lnagaay
- HAZ ..... Hazelton
- HOU .... Houston
- MAS .... Masset
- QC ..... Queen Charlotte
- RUP ..... Prince Rupert
- SMI ..... Smithers
- TER ..... Terrace

Contact Us...

Northwest Community College  
Workforce Training & Continuing Studies  
[3c@nwcc.bc.ca](mailto:3c@nwcc.bc.ca)  
1.877.277.2288  
  
See inside back cover for local NWCC contact information.

Registering for Ed2Go Online

Getting Started with Online Courses:

- 1) Go to [ed2go.com/nwcc](http://ed2go.com/nwcc)
- 2) Browse catalogue and choose a course.
- 3) Follow the instructions to enroll in your course. During the online orientation, you will learn important information about your course. You will also choose the name and password you will use to access your course.
- 4) You will be prompted to contact NWCC to make payment.
- 5) When your course starts, return to [ed2go.com/nwcc](http://ed2go.com/nwcc) and click the 'Classroom' link. To begin your studies, simply log in with the name and password you selected when enrolling.

To learn more about all of the online courses NWCC's Workforce Training & Continuing Studies department offers, please go to [ed2go.com/nwcc](http://ed2go.com/nwcc)



# Career & Professional Development

## Accounting Cycle

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

<b>CEBSNS 834</b>	<b>6 hrs</b>	<b>\$119.25</b>
TER Oct 8-9	(We-Th) 6:30-9:30pm	
RUP Jan 17 (2015)	(Sa) 9-4pm	
RUP Mar 7 (2015)	(Sa) 9-4pm	
TER Mar 23-24 (2015)	(Mo-Tu) 6:30-9:30pm	

## Attitude

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

<b>CEBSNS 869</b>	<b>6 hrs</b>	<b>\$119.25</b>
SMI Oct 22	(We) 9-4pm	

## NEW! Budgets and Financial Reporting

The goal of this workshop is to give the participant a basic understanding of budgets and financial reports so they can hold relevant discussions and render decisions based on financial data. This course will define key terms like ROI, EBIT, GAAP, and extrapolation. Furthermore, this one-day course will discuss commonly used financial terms, financial statements, budgets, forecasting, purchasing decisions, and laws that regulate the handling of financial information.

<b>CEBSNS 906</b>	<b>7 hrs</b>	<b>\$145.00</b>
TER Mar 7 (2015)	(Sa) 8:30-4:30pm	

## Calming Upset Customers

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

<b>CEBSNS 821</b>	<b>6 hrs</b>	<b>\$119.25</b>
RUP Dec 5	(Fr) 9-4pm	

## Face-to-Face Communication

Even as technology has allowed us to connect with an ever-expanding global network through the click of a mouse, face-to-face communication is still as important as ever. Many workplace situations, often those involving conflict, feelings, or other sensitive issues, demand human contact. This course reinforces why personal interaction remains the most powerful form of human contact and gives students the skills they need to be excellent communicators.

<b>CEBSNS 822</b>	<b>6 hrs</b>	<b>\$119.25</b>
SMI Mar 13 (2015)	(Fr) 9-4pm	

## NEW! Generation Gap Workshop

The workplace can present challenges to management in terms of handling the different generations present. As older workers delay retiring and younger workers are entering the workforce, the work environment has become a patchwork of varying perspectives and experiences. Both the young and older worker have many ideas to offer, which can help the organization thrive in the marketplace. Learning how to deal with the generation gap at work will help you become a better manager or co-worker.

<b>CEBSNS 903</b>	<b>6 hrs</b>	<b>\$119.25</b>
TER Oct 17	(Fr) 9-4pm	

## NEW! Introduction to QuickBooks 2013

Learn how to quickly and efficiently gain control over the financial aspects of your small business with this powerful accounting software program. In 12 lessons, you'll master the tools you'll need to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports.

<b>CEBSNS 843</b>	<b>24 hrs</b>	<b>\$119</b>
<a href="http://www.ed2go.com/nwcc">www.ed2go.com/nwcc</a>		



Management Skills for Supervisors —  
P-1 Interpersonal Skills

Learn how to give and receive feedback that will help resolve difficult situations and create a supportive climate for one-to-one problem solving with fellow employees, colleagues or superiors. This course focuses on respecting individual differences, identifying and preventing win/lose situations, listening with sensitivity, communicating clearly, influencing and persuading others, and moving from conflict resolution to cooperation.

**CEBSNS 788                      28 hrs                      \$656.25**  
*TER   Nov 28-Dec 5                      (Th/Fr) 8:30-4:30pm*

Management Skills for Supervisors —  
P-2 Group Decision Making

Participants will identify and better understand their style of decision-making and the effect it has on others. Key leadership styles will be discussed to consider which is best for a specific situation, individual, or work group. Topics include how to apply motivation to build strong teams; facilitating meetings and problem-solving sessions; understanding and managing change; and addressing problem behaviors.

**CEBSNS 789                      28 hrs                      \$656.25**  
*TER   Jan 8-16 (2015)                      (Th/Fr) 8:30-4:30pm*

Management Skills for Supervisors —  
P-3 Admin Skills & Personal Development

Learn how to find, hire, retain and evaluate staff on a long-term basis. Understand employee performance management methods including selecting and orienting staff, defining responsibilities and goals, conducting performance reviews, training, delegating, coaching, and addressing performance issues. This course also provides self-development skills including how to manage yourself under pressure, improve your time and stress management, enhance your writing, and sharpen your presentation skills.

**CEBSNS 798                      28 hrs                      \$656.25**  
*TER   Feb 12-20 (2015)                      (Th/Fr) 8:30-4:30pm*

**NEW! Sales Fundamentals**

This workshop will give participants a basic sales process, plus some basic sales tools, that they can use to seal the deal, no matter what the size of the sale. After completing this course you will know how to turn prospects into buyers, how to provide proper customer service, how to develop a sales plan, and more.

**CEBSNS 902                      6 hrs                      \$119.25**  
*TER   Nov 22                      (Sa) 9-4pm*  
*TER   Apr 24 (2015)                      (Fr) 9-4pm*

**SAGE 50 Level 1**

This is an introduction to accomplishing basic accounting tasks using Sage 50 (formerly known as Simply Accounting). Participants begin with a company file and enter transactions for general ledger, accounts receivables, accounts payable, inventory, and managing capital expenses.

*Prerequisite: Accounting Cycle.*  
*Note: Expect some homework.*

**CECOMP 711                      18 hrs                      \$289.50**  
*TER   Oct 14-30                      (Tu/Th) 6:30-9:30pm*  
*TER   Apr 7-23 (2015)                      (Tu/Th) 6:30-9:30pm*  
*RUP   Apr 14-30 (2015)                      (Tu/Th) 6:30-9:30pm*

**SAGE 50 Level 2**

Participants are introduced to the advanced functions and capabilities of Sage 50 (formerly known as Simply Accounting). Topics include: setting up bank reconciliations; working with credit/debit card transactions; creating a budget; handling project/department accounting; managing inventory; additional payroll features including employee benefits, generating a payroll run, releasing vacation pay, and generating T4 slips; working with foreign currencies; handling bad debts and PST/HST remittances; and more.

*Prerequisite: Sage 50 or Simply Accounting Level 1.*

**CECOMP 712                      18 hrs                      \$289.50**  
*TER   Nov 18-Dec 4                      (Tu/Th) 6:30-9:30pm*  
*TER   May 5-21 (2015)                      (Tu/Th) 6:30-9:30pm*  
*RUP   May 13-29 (2015)                      (We/Fr) 6:30-9:30pm*

**Skills for Frontline People**

This course will support participants in developing skills that are critical to their roles as front-line supervisors. They will develop their leadership and management styles so that they can assist others in improving their own performance. They will enhance their communication skills to become more effective. The participants will also explore the challenges of their role, the perceptions and expectations, and will develop strategies to assist them in their daily activities. The importance of self-care, including stress management, will also be discussed.

**CEBSNS 800                      6 hrs                      \$119.25**  
*TER   Dec 11                      (Th) 9-4pm*

**Time Management**

Get a grip on your priorities and identify your personal time traps. This workshop will help you to make every minute count by applying proven, practical planning aids and time management skills.

**CEBSNS 841                      6 hrs                      \$119.25**  
*RUP   Dec 4                      (Th) 1-4:30pm*



# Computer Skills

**NEW! Android Programming Module 1**

Android Programming consists of four modules. The first module is an introduction to programming for Android devices and also covers some practical professional skills for developers. Upon completion of this course, the successful student will be able to write a sophisticated Android app and they will have a good understanding of what is required of a professional software engineer. Additionally, their skill should transfer to other disciplines with relative ease, allowing them to quickly transition to develop for a variety of platforms not explicitly covered in the course.

*Note: It is recommended that students have Math 10 and an inexpensive Android 4.0+ platform (phone or tablet).*

**CECOMP 868                      24 hrs                      \$375**  
*TER   Oct 20-Nov 12                      (Mo/We) 6:30-9:30pm*  
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**NEW! Android Programming Module 2**

Android Programming consists of four modules. Module 2 consists of:

- 1. Programming revisited
- 2. Simple data types, flow control, advanced data types, objects and classes
- 3. Android API
- 4. A more advanced Android app

In Module 2, the students are given a stronger base upon which to build and should finish the module with a good understanding of procedural and object-oriented programming, data types and flow control.

**CECOMP 869                      24 hrs                      \$375**  
*TER   Nov 24-Dec 17                      (Mo/We) 6:30-9:30pm*  
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**NEW! Android Programming Module 3**

Android Programming consists of four modules. Module 3 consists of:

- 1. Android to Database
- 2. Web-based apps
- 3. Using the Android sensors
- 4. Intermediate Android graphics
- 5. An Android app for the market

Module 3 covers some more practical aspects of developing for the Android platform and some common concepts which are useful for a wide variety of platforms. This will allow students to create apps which more fully take advantage of the Android platform.

**CECOMP 870                      24 hrs                      \$375**  
*TER   Jan 5-28 (2015)                      (Mo/We) 6:30-9:30pm*  
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**NEW! Android Programming Module 4**

Android Programming consists of four modules. Module 4 consists of:

- 1. Keeping it tidy and following rules
- 2. Development methodologies
- 3. Commit early, commit often and fork at every opportunity
- 4. Review code, critique constructively and sharing code
- 5. Software engineering
- 6. Licences, culture and adapting to it all

Module 4 finishes the course with a focus on turning a programmer into a true professional by covering some of the concepts common to most software development companies. These skills will enable a successful student to join a team of developers and quickly be productive.

**CECOMP 871                      24 hrs                      \$375**  
*TER   Feb 23-Mar 18 (2015)                      (Mo/We) 6:30-9:30pm*  
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**Computer Skills for the Workplace**

Most jobs today require basic computer skills. Employers seek and reward employees who can send messages via e-mail; use a spreadsheet to create a graph and paste it into a report; add and edit content in a database; understand the implications of file sizes, memory limitations, and networks; and recognize the function and features of modern computers. This course will equip participants with these important workplace skills.

**CECOMP 841                      24 hrs                      \$119**  
*www.ed2go.com/nwcc*  
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**Computerized Sound Editing**

Students will learn how to attach audio equipment to the computer, record and edit sound files, and how to produce audio CDs. The main computer program used will be the freely available 'Audacity.'

*Prerequisites: Previous computer experience in word processing and file management.*  
  
*Note: Each student must bring a set of headphones.*

**CECOMP 839                      12 hrs                      \$186**  
*SMI   Mar 10-19 (2015)                      (Tu/Th) 6-9pm*  
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Creating Web Pages

This six week, hands-on workshop will teach you how to create and post your own web site on the internet using HTML. You will learn the capabilities of the world wide web and the fundamentals of web design. You will plan the content, structure and layout of your own web site including how to create pages of neatly formatted text with color, backgrounds, graphics, and tables. You will build links between pages and to the internet – and also learn how to secure the best possible position in search engines and implement effective, low-cost web marketing strategies.

**CECOMP 851            24 hrs            \$119**  
*www.ed2go.com/nwcc*  
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Creating WordPress Websites

Want to build an attractive, sophisticated blog or website—without having to learn any special coding? WordPress is the answer you’re looking for! WordPress is one of the world’s most popular Web design tools because it’s free, it’s easy to use, and it produces professional results.

**CECOMP 851            24 hrs            \$119**  
*www.ed2go.com/nwcc*  
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Excel (2010) Level 1

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

**CECOMP 722            12 hrs            \$217.50**  
*SMI Oct 21-30                            (Tu/Th) 6:30-9:30pm*  
*RUP Jan 20-29 (2015)                (Tu/Th) 6:30-9:30pm*  
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Excel (2010) Level 2

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

*Prerequisite: Excel Level 1 or equivalent experience.*  
**CECOMP 723            12 hrs            \$217.50**  
*RUP Feb 10-19 (2015)                (Tu/Th) 6:30-9:30pm*  
*SMI Feb 10-19 (2015)                (Tu/Th) 6:30-9:30pm*  
*RUP Feb 23-Mar 4 (2015)            (Mo/We) 6:30-9:30pm*  
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Excel (2010) Level 3

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

*Prerequisite: Excel Level 2 or equivalent experience.*  
**CECOMP 725            12 hrs            \$217.50**  
*RUP Mar 9-18 (2015)                (Mo/We) 6:30-9:30pm*  
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**NEW! Keyboarding**

If you want to learn touch-typing or improve your existing typing skills, this is the perfect course for you! In these lessons, you’ll use the Keyboarding Pro 5 program, a typing tutorial designed for personal computers, to learn how to touch-type—that is, to type text you read from a printed page or a computer screen without looking at your keyboard.

**CECOMP 806            24 hrs            \$206.50**  
*www.ed2go.com/nwcc*  
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Internet/Email

Learn the essentials of the Internet including search tools available to help find information. This course also addresses email basics such as mailboxes, address books and attachments, plus how to organize and store email messages.

**CECOMP 728            6 hrs            \$109.25**  
*SMI Sep 23-25                            (Tu/Th) 6-9pm*  
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**NEW! Linux for Beginners**

Got an old computer that’s too good to throw away? Give it new life with Linux. Linux is a freely distributed operating system with software that has the potential to rival the great software monopoly. Students will learn to download, install, use, and maintain their own Linux systems on a variety of computers.

**CECOMP 873            12 hrs            \$285**  
*SMI Oct 7-16                                (Tu/Th) 6-9pm*  
*TER Feb 24-Mar 5 (2015)            (Tu/Th) 6-9pm*  
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Microsoft Project (2013)

Discover how to effectively plan, implement, and control projects using Microsoft Project 2013, the world’s most popular project management software. In these lessons, you’ll learn how to use Microsoft Project to think through and organize your project’s details, plan a schedule, sequence tasks, produce a baseline, assign resources and costs, track your progress, identify and analyze variances, and revise your project plan. By the end of the course, you’ll be able to produce a project plan that wows your audience and helps you to achieve your business goals.

**CECOMP 865            18 hrs            \$551.25**  
*TER   Mar 24-26 (2015)            (Mo/Tu/We) 9-4pm*  
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**NEW! Processing Digital Photos with GIMP**

Using the freeware program “GIMP,” students will learn how to process digital images. Students will learn to crop, resize, colour balance, and save photographs in different formats. Using layers, students will also copy parts of one image to another image, and add text and other graphics.

*Prerequisite: Previous computer experience in word processing and file management.*

**CECOMP 838            12 hrs            \$217.50**  
*SMI   Jan 20-29 (2015)            (Tu/Th) 6:30-9:30pm*  
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**Mobile Computer Skills Training**

NWCC has a fully-equipped mobile training lab to accommodate off-campus computer skills training.

The mobile computer training unit offers a variety of courses including Microsoft Office (Word, Excel, PowerPoint, Outlook, Access), and Welcome to the World of Computers.

If your community, organization or village would benefit from mobile computer skills training, please contact:

**Sue-Ann Norton**  
**snorton@nwcc.bc.ca**  
**250.638.5408**  
**1.877.277.2288 Ext 5408**

**bcmicrobusiness.com    1-778-410-2324**



**Could YOU use \$1000 in training?**

Running your own business is hard - the Micro Business Training Program would like to help you make it easier.

**You are likely eligible if:**

- ▶ You are a business owner
- ▶ Your company has less than five employees
- ▶ You have no post-secondary credits
- ▶ You have no recognized certifications
- ▶ You are 19 years of age or older



**Online Learning Anytime, Anywhere...Just a click away!**

## Online Career Training Programs

### Northwest Community College

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

**Programs are available in the following areas:**

- **Business and Professional**
- **Healthcare and Fitness**
- **IT and Software Development**
- **Management and Corporate**
- **Media and Design**
- **Hospitality and Gaming**
- **Skilled Trades and Industrial**

**Features:**

- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors will help you prepare for the transition from the classroom to the workplace
- Courses are all open-enrollment and self paced
- No additional charges - all materials, workbooks, and software are included in the course fee
- Payment plans available

**ed2go**

Learn More

#### **Pharmacy Technician**

This nationally recognized Pharmacy Technician online course and training program teaches the skills needed to gain employment as a Pharmacy Tech in either the hospital or retail setting.

#### **Medical Coding and Billing**

Upon successful completion of the Medical Billing and Coding course, students will be prepared for an entry-level position doing medical billing or coding in a medical office setting.

#### **Administrative Medical Specialist with Medical Billing and Coding**

Learn about medical office operations, with an emphasis on billing and coding, processing insurance forms, and using medical software. This program provides training on medical billing software as well as preparation for the Certified Coding Associate (CCA) national certification exam.

#### **Medical Transcription**

This nationally recognized medical transcription online course and training program prepares you to start a new career as a medical transcriptionist.

#### **Six Sigma Black Belt**

Course material provides an in-depth look at the Six Sigma Black Belt DMAIC problem-solving methodology, as well as deployment and project development approaches.

#### **Project Management**

This program will provide you with a solid introduction to the understanding of project management and help you comply with the minimum 35 hours of training as required by the Project Management Institute (PMI) before you take the Project Management Professional (PMP) exam.

#### **AutoCAD 2009**

Learn the skills needed to create and edit simple drawings and gradually introduce more advanced AutoCAD skills.

#### **Freight Broker/Agent Training**

Learn the skills to be a successful Freight - Load Broker Agent. Tutorials and projects will teach the you the practical application of Freight Broker skills.

#### **Veterinary Assistant**

Prepare for an exciting new career as an administrative veterinary assistant. Students in the program learn about the care of animals as well as how to recognize signs of illness and disease. This online program also covers interpersonal communication, interaction with clients and their animals, as well as how to assist the veterinarian during examinations. And much more!

#### **Paralegal**

This program will prepare you to be successful in the fast growing paralegal career field. The paralegal training program includes free access to the official NALA Campus certification exam prep and Westlaw.

**Visit our site to learn more!**

**[www.ed2go.com/nwcc](http://www.ed2go.com/nwcc)**

01602016



# First Aid, Health & Safety

**NEW! Anger Management**

This workshop will help teach participants how to identify their anger triggers and what to do when they are angry. Anger can be an incredibly damaging force, costing people their jobs, personal relationships, and even their lives when it gets out of hand. However, since everyone experiences anger, it is important to have constructive approaches to manage it effectively.

<b>CEHLTH 782</b>	<b>6 hrs</b>	<b>\$119.25</b>
TER Nov 14		(Fr) 9-4pm
SMI Nov 27		(Fr) 9-4pm
TER Feb 27 (2015)		(Fr) 9-4pm
TER Apr 22 (2015)		(We) 9-4pm

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**Handling Medical Emergencies**

This course will identify common medical emergencies affecting children and adults, help you recognize signs and symptoms, and teach you how to render appropriate emergency care. For adults, you will learn how to recognize and manage chest pain, heart attack, stroke, diabetic problems, seizures, breathing difficulty, burns, and allergic reactions. For children, you will also learn about poisoning, fever, childhood illnesses, injuries from accidents, and the signs of abuse.

<b>CEHLTH 262</b>	<b>24 hrs</b>	<b>\$119</b>
<a href="http://www.ed2go.com/nwcc">www.ed2go.com/nwcc</a>		

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**NEW! Joint Occupational Health and Safety Training**

This course is designed to teach employees their rights and responsibilities in the workplace. This course is a must for anyone responsible or involved with Health and Safety within an organization. NWCC is also able to offer the following courses: Hazard Recognition and Control, Preventing Violence in the Workplace, Joint Occupational Health and Safety Committee, Supervisor Safety, Due Diligence, Risk Assessment and Control, Accident Investigations, Investigating and Preventing Sprains and Strains.

<b>CEFAID 743</b>	<b>8hrs</b>	<b>\$130.25</b>
TER Oct 29		(We) 8:30-5:30pm

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**Marine Basic First Aid**

This course provides a basic first aid curriculum for individuals who require First Aid & CPR training for activities in the marine/fishing industry. Transport Canada mandates this program for many marine certification requirements including where persons wish to obtain a Master's or Officer's certificate or endorsement, as well as for persons designated to provide first aid on board a vessel engaged on a near-coastal voyage, Class 1 or Unlimited Voyage.

*Prerequisites: All participants must obtain and present a Transport Canada CDN (Candidate Document Number) prior to the course. See 'Important Info for Boaters' on page 21 for more information.*

<b>CEFAID 705</b>	<b>16 hrs</b>	<b>\$217.50</b>
TER Oct 25-26		(Sa/Su) 8:30-5:30pm
KIT Jan 31-Feb 1 (2015)		(Sa/Su) 8:30-5:30pm
RUP Feb 20-21 (2015)		(Sa/Su) 8:30-5:30pm
RUP Mar 21-22 (2015)		(Sa/Su) 8:30-5:30pm
KIT Apr 18-19 (2015)		(Sa/Su) 8:30-5:30pm
TER Apr 18-19 (2015)		(Sa/Su) 8:30-5:30pm

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**NEW! Lose Weight and Keep it Off**

Do you want to lose weight and keep it off? Now you can! In this comprehensive course, you will discover how to establish a healthy approach to weight loss and weight maintenance. You will master how to set and achieve your weight-loss and maintenance goals.

<b>CEHLTH 262</b>	<b>24 hrs</b>	<b>\$119</b>
<a href="http://www.ed2go.com/nwcc">www.ed2go.com/nwcc</a>		

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**Double Check!**

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

For the most up-to-date information on upcoming courses, times and locations please visit [nwcc.ca](http://nwcc.ca)



Occupational First Aid (OFA) Level 1

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

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

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

CEFAID 706	7 hrs	\$119.25
SMI Sep 13		(Sa) 8:30-5pm
HOU Sep 18		(Th) 8:30-5pm
TER Sep 20		(Sa) 8:30-5pm
SMI Oct 11		(Sa) 8:30-5pm
HOU Oct 16		(Th) 8:30-5pm
TER Oct 18		(Sa) 8:30-5pm
HAZ Oct 25		(Sa) 8:30-5pm
RUP Nov 1		(Sa) 8:30-5pm
TER Nov 15		(Sa) 8:30-5pm
SMI Nov 8		(Sa) 8:30-5pm
HOU Nov 20		(Th) 8:30-5pm
HAZ Nov 22		(Sa) 8:30-5pm
SMI Dec 12		(Fr) 8:30-5pm
SMI Jan 17 (2015)		(Sa) 8:30-5pm
HOU Jan 22 (2015)		(Th) 8:30-5pm
HAZ Jan 24 (2015)		(Sa) 8:30-5pm
TER Feb 7 (2015)		(Sa) 8:30-5pm
SMI Feb 19 (2015)		(Th) 8:30-5pm
RUP Feb 21 (2015)		(Sa) 8:30-5pm
HAZ Feb 21 (2015)		(Sa) 8:30-5pm
HOU Feb 26 (2015)		(Th) 8:30-5pm
SMI Mar 13 (2015)		(Fr) 8:30-5pm
TER Mar 14 (2015)		(Sa) 8:30-5pm
TER Apr 11 (2015)		(Sa) 8:30-5pm
HOU Apr 15 (2015)		(We) 8:30-5pm
SMI Apr 17 (2015)		(Fr) 8:30-5pm
RUP Apr 18 (2015)		(Sa) 8:30-5pm
HAZ Apr 25 (2015)		(Sa) 8:30-5pm
HOU May 6 (2015)		(We) 8:30-5pm
TER May 9 (2015)		(Sa) 8:30-5pm
HOU May 20 (2015)		(We) 8:30-5pm
HAZ May 23 (2015)		(Sa) 8:30-5pm
SMI May 29 (2015)		(Fr) 8:30-5pm
HOU Jun 3 (2015)		(We) 8:30-5pm
RUP Jun 6 (2015)		(Sa) 8:30-5pm
HAZ Jun 6 (2015)		(Sa) 8:30-5pm
TER Jun 13 (2015)		(Sa) 8:30-5pm
SMI Jun 20 (2015)		(Sa) 8:30-5pm
TER Jul 11 (2015)		(Sa) 8:30-5pm
HAZ Jul 11 (2015)		(Sa) 8:30-5pm
SMI Jul 18 (2015)		(Sa) 8:30-5pm
TER Aug 15 (2015)		(Sa) 8:30-5pm
RUP Aug 22 (2015)		(Sa) 8:30-5pm
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Occupational First Aid (OFA) Level 3

NWCC's experienced instructors teach first aid theory and the practical skills needed to be able to effectively manage workplace medical emergencies and in those areas where an OFA 3 certified person is required. The course provides 77 hours of instruction but also included in our offering is additional practical exercises to the class the weekend before the exams. Hands -on exercises on the use of AEDs (automated external defibrillators) is also practiced. In addition to the textbooks, manuals and exam, refreshments and energy snacks will also be included.

OFA 3 certification requires examinations (written, practical and oral) conducted by a certified examiner at the end of instruction. A score at or above 70% is required in order to be successful. This certification is valid for three years from the date of the exam.

Prerequisite: A self-declaring medical form must be filled out. Participants must be 19 years of age for full certification. Restrictions apply for those students between 16 -18 years of age.

Note: If certification has been expired for more than two years, the candidate must re-do the full OFA 3 course.

CEFAID 709	77 hrs	\$799
TER Sep 22-Oct 7		(Mo-Fr) 8:30-5pm
SMI Nov 12-27		(Mo-Fr) 8-5pm
RUP Jan 12-27 (2015)		(Mo-Fr) 8:15-5pm
TER Feb 23-Mar 10 (2015)		(Mo-Fr) 8:30-5pm
HAZ Mar 16-31 (2015)		(Mo-Fr) 8-5pm
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OFA Level 1 Instructor Training

This 35 hour course is one of the steps required to attain certification as an Occupational First Aid Level 1 and Transportation Endorsement Instructor. Participants must have a valid OFA Level 3 (or equivalent), an OFA Level 1, and a Transportation Endorsement (TE) certificate. The program teaches how to prepare and use lesson plans, how to use media and how to present and provide instruction in OFA Level 1 and Transportation Endorsement training courses. A pre-study guide is supplied prior to the start of the course and train-the-trainer or previous instructional experience is an asset.

CEFAID 809	35hrs	\$702.45
TER Dec 1-5		(Mo-Fr) 8:30-5pm
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Red Cross Babysitting

This Red Cross course is for participants 11 to 15 years of age. Students cover First Aid, fire safety, accident prevention, and how to care for and entertain children at various stages of development. This is a fun, rewarding program for young entrepreneurs to learn safety and awareness.

*Note: The course fee includes the course manual. Bring a bag lunch/snack.*

<b>CEFAID 715</b>	<b>8 hrs</b>	<b>\$109.25</b>
SMI Oct 24		(Fr) 8:30-5:30pm
TER Jul 4 (2015)		(Sa) 8:30-5:30pm

Red Cross CPR Level C

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

Successful participants receive certification valid for three years.

<b>CEFAID 703</b>	<b>6 hrs</b>	<b>\$109.25</b>
TER Sep 6		(Sa) 9-4pm
SMI Oct 3		(Fr) 9-4pm
TER Nov 29		(Sa) 9-4pm
SMI Feb 13 (2015)		(Sa) 9-4pm
SMI Apr 18 (2015)		(Sa) 9-4pm
TER May 23 (2015)		(Sa) 9-4pm
RUP Jun 13 (2015)		(Mo) 9-4pm
TER Aug 22 (2015)		(Sa) 9-4pm

Red Cross Instructor Training Course

This 32-hour course will teach participants to deliver Red Cross First Aid and CPR training. The course consists of practical and theory components. Candidates must be 18 years of age or older and hold a current Red Cross Standard First Aid with CPR-HCP certification from a recognized national agency. In addition, a skills-checklist assessment form must be completed and signed with a CRC Instructor or CRC IT prior to the course start date.

<b>CEFAID 713</b>	<b>32 hrs+assessment</b>	<b>\$576.45</b>
TER Jan 26-30 (2015)		(Mo-Fr) 8:30-4:30pm

Red Cross Standard First Aid

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

<b>CEFAID 712</b>	<b>16 hrs</b>	<b>\$217.50</b>
TER Dec 6-7		(Sa/Su) 8:30-5:30pm
TER Jul 25-26 (2015)		(Sa/Su) 8:30-5:30pm

Red Cross Emergency Childcare First Aid and CPR

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

*Note: Successful participants receive certification valid for three years.*

<b>CEFAID 702</b>	<b>8 hrs</b>	<b>\$130.25</b>
TER Oct 25		(Sa) 8:30-5:30pm
TER Nov 8		(Sa) 8:30-5:30pm
TER May 9 (2015)		(Sa) 8:30-5:30pm
TER Jun 6 (2015)		(Sa) 8:30-5:30pm
TER Aug 29 (2015)		(Sa) 8:30-5:30pm

Transportation Endorsement

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

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

<b>CEFAID 707</b>	<b>7 hrs</b>	<b>\$119.25</b>
SMI Sep 20		(Sa) 8:30-5pm
SMI Oct 4		(Sa) 8:30-5pm
HOU Oct 17		(Fr) 8:30-5pm
HAZ Oct 26		(Su) 8:30-5pm
TER Nov 16		(Su) 8:30-5pm
HAZ Nov 23		(Su) 8:30-5pm
SMI Dec 13		(Sa) 8:30-5pm
HAZ Jan 25 (2015)		(Su) 8:30-5pm
SMI Feb 20 (2015)		(Sa) 8:30-5pm
HAZ Feb 22 (2015)		(Su) 8:30-5pm
TER Mar 15 (2015)		(Su) 8:30-5pm
HOU Apr 16 (2015)		(Th) 8:30-5pm
SMI Apr 18 (2015)		(Sa) 9:30-5pm
RUP Apr 19 (2015)		(Sa) 8:30-5pm
HAZ Apr 26 (2015)		(Su) 8:30-5pm
HOU May 7 (2015)		(Th) 8:30-5pm
HOU May 21 (2015)		(Th) 8:30-5pm
HAZ May 24 (2015)		(Su) 8:30-5pm
HOU Jun 4 (2015)		(Th) 8:30-5pm
HAZ Jun 7 (2015)		(Su) 8:30-5pm
TER Jun 14 (2015)		(Su) 8:30-5pm
HAZ Jul 12 (2015)		(Su) 8:30-5pm
TER Aug 16 (2015)		(Su) 8:30-5pm





# Gatlin Education Online Career Training Programs

**NEW! Certified Residential Interior Design**

The online Residential Interior Design Education (R.I.D.E.) program is available to both aspiring designing individuals and interior designers who are wanting to increase their education, career opportunities, and professional status in the interior design industry. The R.I.D.E. certification trains new designers and increases the credentials for designers in current practice.

This program will not only give you the basic skills and background you need to start working as an interior home designer, but the R.I.D.E. credential will also increase your status with potential clients. You will explore the cornerstones of professional design, discover how to plan both visually appealing and functional spaces, and study how interior design has evolved throughout history.

Upon completion of this program, you will take the Residential Interior Designer Exam (R.I.D.E.) as the final. After you receive your RIDE certification, you can qualify for benefits such as a free one-year Designer Society of America, or DSA designer membership and possible participation in a 40-hour internship through DSA, if you meet certain eligibility requirements.

**120 hrs                      \$2,295**

[www.gatlineducation.com/nwcc](http://www.gatlineducation.com/nwcc)  
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**HVAC Technician**

HVACR training for heating, ventilation, air conditioning, and refrigeration installers and technicians. This on-line program focuses on learning objectives that have been identified by HVACR industry groups as key knowledge for HVACR technicians. The program has 16 sections, each containing six study modules that deal with current HVACR concepts. Learning tools include reading assignments, Web site tours, applied exercises, quizzes, industry terminology definitions, video clips, animations, images, and printable handouts.

**320 hrs                      \$3,395**

[www.gatlineducation.com/nwcc](http://www.gatlineducation.com/nwcc)  
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**Personal Fitness Trainer**

The Personal Fitness Training (PFT) Program will give you the knowledge and skills to implement a unique, medical-based fitness plan for your clients. You'll learn how to apply your client's health history, goals, and abilities into a systematic model that guides each client through progressive, tailored training phases. This innovative and interactive program is the result of collaboration between industry experts, internship affiliates, national organizations, and Educational Fitness Solutions, Inc., and their board of advisors.

**250 hrs                      \$2,595**

[www.gatlineducation.com/nwcc](http://www.gatlineducation.com/nwcc)  
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**NEW! Veterinary Assistant**

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

**170 hrs                      \$2,295**

[www.gatlineducation.com/nwcc](http://www.gatlineducation.com/nwcc)  
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**Webmaster**

This program will help you gain the skills and knowledge necessary to develop websites for both Internet content and Web applications. You will learn basic skills in HTML5 and CSS3 coding that allow you to build professional websites. The course walks through several advanced website-building features. Learn how to use advanced HTML5 codes for embedding multimedia elements such as audio and video clips, advanced CSS3 styling for manipulating images on the Web page, and JavaScript involved in creating dynamic Web pages.

**150 hrs                      \$2,295**

[www.gatlineducation.com/nwcc](http://www.gatlineducation.com/nwcc)  
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# General Interest

## Conversational Spanish Level 1

This course offers instruction in every day use of Spanish including pronunciation, reading, vocabulary, and basic grammar. Participants learn to carry on basic communications in Spanish. The course is perfect for those planning on vacationing in Mexico or other Spanish speaking countries, or for students interested in learning another language.

**CELANG 707                      20 hrs                      \$151.75**  
*SMI   Sep 16-Nov 25                      (Tu) 6-9pm*  
*TER   Nov 10-Dec 1                      (Mo/We) 6:30-9:30pm*

## Conversational Spanish Level 2

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

**CELANG 708                      20 hrs                      \$151.75**  
*TER   Jan 12-Feb 2 (2015)                      (Mo/We) 6:30-9:30pm*

## Discover Digital Photography

Completely rewritten and updated, Discover Digital Photography introduces the technology that has catapulted the photographic world into the 21st century. You'll explore a broad overview of the basics of digital photography, including equipment, software, and practical uses. We'll discuss different types of digital cameras, from phones and tablets to digital SLRs, all of which offer a wide array of photographic options. We'll also help you decide what type of equipment fits your needs, and you'll have hands-on exercises so you can explore the areas that interest you.

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

## Instant Italian

This dynamic course will teach you how to express yourself comfortably in Italian. You'll learn practical, everyday words and phrases that will make your stay in Italy more enjoyable. You'll read, hear, and practice dialogues based on typical situations that you're likely to encounter while staying in Italy. The dialogues and follow-up exercises of each lesson will teach you to communicate in Italian in a wide variety of settings. You'll be surprised by how quickly and easily you can learn many useful expressions in Italian!

**CELANG 713                      24 hrs                      \$119**  
*www.ed2go.com/nwcc*

## Mastering Digital Photography: Photographing People

This course will make taking beautiful pictures of adults, children, and babies simple. Learn the basic principles to become a people photographer. Discover the best way to shoot faces, fix common close-up problems, and use digital photo editing techniques to retouch your photos. Learn how to organize people in portrait and group shots, which angles to use, and which to avoid. Become proficient in action photography, and learn several fun and creative ways to photograph children and babies. Gain expertise in filling your photographs with imagery, setting moods, and creating themes.

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

## Speed Spanish

Imagine yourself speaking, reading and writing Spanish. Now you can, with Speed Spanish! This course is for anyone who wants to learn Spanish pronto. You'll learn six easy ways to glue Spanish words together into sentences. In no time at all, you'll be able to go into any Spanish-speaking situation and converse in Spanish. ¡Qué Bueno!

**CELANG 713                      24 hrs                      \$119**  
*www.ed2go.com/nwcc*

## Travel Photography for the Digital Photographer

Join us and discover this fascinating world through a photographer's eye. This course will address the tactics and techniques digital photographers use to capture scenes from around the world and bring them home. Subjects and practical exercises will focus on specific tips for photographers and how to use both traditional principles of composition and photography, as well as those unique to digital equipment.

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

## Write Your Life Story

If you've ever thought about writing your life story, now is the time. You will have the satisfaction of telling history your way. You may even find a lucrative market for your story This course walks you step-by-step through the process of writing your life story. It's fun. It's exciting. It's a story only you can tell.

**CEGENI 864                      2 hrs                      \$119**  
*www.ed2go.com/nwcc*

# Northwest Community College

## Instructor-Led

# Online Courses



## Learn More!

- **Expert Instructor**
- **24-Hour Access**
- **Online Discussion Areas**
- **6 Weeks of Instruction**
- **Course Sessions Begin Monthly**

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

All courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office, any time of the day or night.

## Enroll Now!

**Call Us Today!**

## Hundreds of Titles to Choose From!

### **Stocks, Bonds, and Investing: Oh, My!**

Make wise investment decisions so you have enough to live comfortably through your retirement.

### **Creating Web Pages**

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

### **Accounting Fundamentals**

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

### **Grammar Refresher**

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

### **Introduction to CSS3 and HTML5**

Learn to create state-of-the-art web sites using modern CSS3 and HTML5 techniques.

### **Introduction to SQL**

Gain a solid working knowledge of the most powerful and widely used database programming language.

### **Mac, iPhone, and iPad Programming**

Learn to create Mac, iPhone, and iPad apps and programs using Objective-C and the Xcode compiler.

### **Blogging and Podcasting for Beginners**

Learn how to create your very own blog and add a podcast too using the tools that you already have available on your computer.

### **Small Business Marketing on a Shoestring**

Discover small business marketing strategies that can help you attract attention, woo your target audience, grow your customer base, and expand your profits—all for little or no money.

### **Basic CompTIA® A+ Certification Prep**

Start preparing for CompTIA A+ certification as you learn PC basics and troubleshoot in a real world PC environment.

### **Creating WordPress Websites**

Discover how to create and maintain dynamic websites and blogs without technical coding using the self-hosted WordPress.org publishing platform.

### **Explore a Career in a Dental Office**

Discover the wide range of dental office careers open to you, master basic dental anatomy and terminology, and learn how dental professionals create healthy smiles.

### **Beginning Writer's Workshop**

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.

### **Writing Effective Grant Proposals**

Learn to prepare grant proposals that get solid results for your favorite organization or charity.

**More Courses Available!**

**1.877.277.2288**

**www.ed2go.com/nwcc**



# Labour Market Programming

In response to recent labour market projections for the Northwest Region of BC, NWCC’s Workforce Training & Continuing Studies Department has developed numerous programs for entry level office and trades related occupations. Programs listed below may be offered as regular fee paying courses for students or on a contract basis with communities, organizations or industry.

**Contact your local WTCS program officer to learn more about offers and opportunities.**

## Essential Office Skills with Purchasing Specialization

This program will provide students with the essential skills to entry-level office careers. Over this 10 week program students will learn essential skills in customer service, communication, business writing, organizational skills, office environment, accounting and computer skills. They will also gain essential training as a purchaser including procurement, negotiation skills, contract preparation, and management and networking. This program will finish with job and career skills.

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## Cook’s Helper Program

If you are interested in working in the culinary and food industry, Northwest Community College has just the program for you. Cook’s Helper is a 13 week program which will provide students with the skills and knowledge required to fill entry level culinary and food service positions. In addition to a Cook’s Helper college participation certificate, successful applicants will receive certification for FoodSafe Level 1, WorldHost, WHMIS, Cashier Training and Occupational First Aid Level 1 or Emergency First Aid.

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## Worker Certification

New projects underway (and planned) in the Northwest will require trained and properly certified employees.

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

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

*Note: The information in this calendar is subject to change. Course dates, times and locations may vary and new courses are added throughout the year.*

## Construction Trades Helper and Labourer Program

This is a hands on, practical 11 week long program that incorporates 5 weeks of Construction Modules, 14 safety certificates along with employability, resume writing and interview skills training. Students will work together utilizing acquired skills on a community project.

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## Introduction to Trades

This 300 hour course is designed so that students will gain basic technical knowledge and hands on experience in a number of Industrial Trades. Upon completion of this program, students will be able to evaluate their suitability for working in the trades and determine a trade they may wish to pursue. The Program is approximately 20% theory and 80% practical. Instruction includes classroom lectures, shop work, industry speakers and site tours.

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## Comprehensive Class 1 Driver Training

This course is 98 hours long. This covers a 22 hour airbrakes endorsement and 20 hours of regular maintenance, safety procedures and pre-trip inspection on truck and tractor. Students also get 56 hours of driving time.

*Prerequisite: Students must come with a Class 1 learner’s licence and clean drivers abstract*

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**COMING SOON! Driller/Blaster**

Through classroom theory and practical applications students will learn the entry-level skills to perform the duties of a driller and a blaster. Drillers operate mobile drilling machines to bore blast holes in open-pit mines and quarries and to bore holes for blasting and for building foundations at construction sites. Blasters fill blast holes with explosives and detonate explosives to dislodge ore and rock or to demolish structures.

Students will learn:

- geology
- theory of explosives
- transportation, storage, handling and destruction of explosives
- initiating systems
- controlling and securing the blast area
- blast pattern design
- blasthold loading
- legal framework
- drilling.

**COMING SOON! Class 7/5 Driver Training**

This program is intended for those drivers who have their “N” novice Class 7 license. This program will include the following topics: risk avoidance, driver psychology, social responsibilities, legal responsibilities, safe driving, vehicle performance, motor skills

Students will receive 16 hours of in-class instruction and will use an NWCC driver training vehicle for a minimum of 12 hours of one-on-one driver instruction training. Students may be able to have hands on training in Vehicle Maintenance as part of this program.

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**Labour Market Outlook & Projections**

Northwest Community College is responding to the current and future labour market projections for our region and has created and adapted training programs to meet identified gaps in the labour market.

With more than \$30 billion proposed investment in Northwestern BC, the economy is poised to experience unprecedented growth. The predicted need for workers is driven by several major projects. They include mineral exploration activity, new mine development and expansion, the Northwest Transmission Line, proposed LNG pipeline and terminal facilities, modernization of the Rio Tinto Alcan smelter, expansion of the Prince Rupert Port, and overall expansion of Canada's Asia Pacific Gateway.

Construction Trades Helpers and Labourers, Purchasing Agents, Cooks, Drillers and Blasters, and Truck Drivers are identified as in-demand occupations for the proposed LNG projects and all major projects in the region. These are all occupations that have the opportunity for mobility across industries, as well as the foundation for career and educational advancement.



**Enroll Today!**

# Prepare for a GREENER future!

## Online Career Training Programs

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

**To learn more or enroll, please visit:**  
[www.gatlineducation.com/nwcc](http://www.gatlineducation.com/nwcc)

▶ **Marine**

**Marine Emergency Duties (MED-A3)**

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

*Prerequisites: All students must obtain and present a Transport Canada CDN (Candidate Document Number) prior to the course.  
See 'Important Info for Boaters' on page 21 for more information.*

<b>CENAUT 709</b>	<b>8 hrs</b>	<b>\$288</b>
RUP Jan 6 (2015)	(Tu) 8:30-5:30pm	
KL Jan 13 (2015)	(Tu) 8:30-5:30pm	
TER Feb 17 (2015)	(Tu) 8:30-5:30pm	
RUP Feb 24 (2015)	(Tu) 8:30-5:30pm	
SMI Mar 17 (2015)	(Tu) 8:30-5:30pm	
MA Mar 24 (2015)	(Tu) 8:30-5:30pm	

**Restricted Operator Certificate – Maritime (ROC-M)**

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

<b>CENAUT 713</b>	<b>12 hrs</b>	<b>\$273</b>
MAS Feb 28-Mar 1 (2015)	(Sa/Su) 9-4pm	
RUP Mar 21-22 (2015)	(Sa/Su) 9-4pm	
KL Apr 18-19 (2015)	(Sa/Su) 9-4pm	

**Small Vessel Operator Proficiency (SVOP)**

This course provides basic theoretical knowledge to people with specified practical skills and experience in commercial power driven vessels. On completion of the course, students will have the skill and knowledge to take charge of a vessel under 15 gross tons operating in designated waters. The SVOP Certificate is valid for the operators of a small non-passenger commercial vessel. This may be a fish farm utility boat, a small trading vessel or patrol vessel under eight metres LOA and five gross tons operating in Home Trade 4 and minor waters limits.

*Prerequisites: All students must obtain and present a Transport Canada CDN (Candidate Document Number) prior to the course.  
See 'Important Info for Boaters' on page 21 for more information.*

<b>CENAUT 716</b>	<b>24 hrs</b>	<b>\$895</b>
RUP Jan 7-10 (2015)	(We-Sa) 8:30-5:30pm	
KL Jan 14-17 (2015)	(We-Sa) 8:30-5:30pm	
TER Feb 18-21 (2015)	(We-Sa) 8:30-5:30pm	
RUP Feb 25-28 (2015)	(We-Sa) 8:30-5:30pm	
SMI Mar 18-21 (2015)	(We-Sa) 8:30-5:30pm	
MA Mar 25-28 (2015)	(We-Sa) 8:30-5:30pm	

**Terrace Power and Sail Squadron Boating Basics (PCOC) The Operator Card Course**

All operators of motorized pleasure craft are required to pass a Transport Canada test showing proof of operator competency. This course presents everything you need to know via a format that is both informative and entertaining. Once you pass the test offered by Canadian Power and Sail Squadrons, your Card is recognized by both Transport Canada and in the US, The National Association of State Boating Law Administrators.

<b>CENAUT 721</b>	<b>8 hrs</b>	<b>\$65.75</b>
TER Oct 24-25	(Fr) 7-10pm & (Sa) 8-12pm	
TER Apr 17-18 (2015)	(Fr) 7-10pm & (Sa) 8-12pm	





Terrace Power and Sail Squadron – Boating Essentials

Boating Basics gets you out there. Boating Essentials brings you back. This course will take you to the next level in your boating education. Technology has changed the way we navigate. However, to use tools like GPS and chart plotters effectively, you should understand the use of paper charts and coastal navigation. Topics covered – magnetic compass, global positioning and charts, conning, plotting, digital charting, anchoring, lines and ropes - will increase your boating knowledge and make your adventures on the water safe and enjoyable.

<b>CENAUT 719</b>	<b>30 hrs</b>	<b>\$273</b>
TER Jan 20-Mar 24 (2015)	(Tu) 7-10pm	
.....		

Terrace Power and Sail Squadron Marine Radio (ROC-M)

This course teaches emergency radio procedures and everyday operating techniques. Learn about the uses of marine radios including choice of frequencies, operation, phonetic alphabet, procedural words and phrases, as well as Digital Selective Calling and the Global Maritime Distress and Safety System (DSC/GMDSS). This complete package with CD, and the new Digital Selective Calling, will prepare you for the Restricted Operator Certificate (Maritime) and DSC Endorsement exam. To operate a maritime radio, you need this certificate.

<b>CENAUT 720</b>	<b>9 hrs</b>	<b>\$87.25</b>
TER Nov 17-20	(Mo/Tu/Th) 7-10pm	
TER Apr 20-Apr 23 (2015)	(Mo/Tu/Th) 7-10pm	
.....		

Important Info for Boaters

Participants in Transport Canada marine training courses must obtain a **Candidate Document Number** (CDN) prior to registration. Receipt of certification upon successful course completion will be delayed for students that did not obtain a CDN before registration.

A CDN may be acquired in person from any Transport Canada Marine Safety (TCMS) office. Candidates who do not have access to such services locally should follow these procedures to obtain a CDN via mail and the internet:

- Fill out the TCMS application form at [http://www.tc.gc.ca/wwwdocs/Forms/82-0701\\_1005-03\\_BO.pdf](http://www.tc.gc.ca/wwwdocs/Forms/82-0701_1005-03_BO.pdf)
- Note that the form requires candidates to provide two certified-true copies of any of these ID documents:
  - ▣ Canadian birth certificate
  - ▣ Canadian baptismal certificate
  - ▣ Certificate of Canadian citizenship
  - ▣ Canadian passport
  - ▣ Permanent resident card
  - ▣ Seafarer's Identity document
  - ▣ Certificate of Indian status
- In person, have a commissioner for taking oaths and affidavits notarize or sign ID documents as certified true copies.
- Send the package to  
**Transport Canada Marine Safety**  
400 – 309 2nd Ave. West  
Prince Rupert, BC V8J 3T1

For more information, contact:  
**Sheila Seidemann, Registrar of Vessels/Marine Safety Clerk**  
[sheila.seidemann@tc.gc.ca](mailto:sheila.seidemann@tc.gc.ca)  
250.627.3045  
Fax: 250.624.9305

# Oil & Gas Industry

## Confined Space Hazard Awareness

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

<b>CEFAID 823</b>	<b>4 hrs</b>	<b>\$75.75</b>
TER Sep 13	(Sa)	8:30-12:30pm
TER Nov 1	(Sa)	8:30-12:30pm
TER Feb 21 (2015)	(Sa)	8:30-12:30pm
TER May 22 (2015)	(Fr)	8:30-12:30pm
TER Jul 4 (2015)	(Sa)	8:30-12:30pm

## ENFORM Level 1 Chainsaw

This course covers instruction in personal and work site safety, hazard assessment and control, chainsaw inspection and maintenance, chainsaw handling and operations, and safe limbing and bucking practices. Upon successful completion of this course participants will receive a Chainsaw Competency Record Logbook and a wallet certificate from ENFORM valid for three years.

*Note: Suggested minimum age is 16 years. Certification valid for three years. Students are required to have the following gear for the second and third day: saw pants, CSA steel-toed work boots, hard hat with visor and earmuffs, gloves, reflective vest, safety glasses, emergency whistle, and chainsaw with work tools. The instructor can loan gear to students who do not have it for the training. However, all students must have CSA steel-toed boots.*

<b>CEFAID 773</b>	<b>24 hrs</b>	<b>\$1,419.75</b>
HAZ Oct 6-8	(Mo-We)	8:30-5:30pm
HAZ Apr 15-17 (2015)	(We-Fr)	8:30-5:30pm
HAZ May 6-8 (2015)	(We-Fr)	8:30-5:30pm
HAZ Jun 15-17 (2015)	(Mo-We)	8:30-5:30pm
HAZ Jul 6-8 (2015)	(Mo-We)	8:30-5:30pm

## NEW! Ground Disturbance

Participants gain an understanding of the necessary approvals/crossing agreements and regulations necessary before creating a ground disturbance. They learn to create a plot plan/site drawing, gain an understanding of line locating and learn about types of exposure. Participants will also learn how to do a back-fill inspection, as well as how to use permits and conduct pre-job meetings. Emergency response plans and what to do in case an underground facility is contacted are also covered.

<b>CEFAID 840</b>	<b>6 hrs</b>	<b>\$169</b>
<i>Call your local campus to register.</i>		

## H2S Alive

The H2S Alive program prepares workers to recognize hydrogen sulphide hazards, as well as perform basic rescue during an H2S incident. The course combines theory and practice with each student using detection equipment and breathing apparatus, and performing mouth-to-mouth resuscitation. Upon successful completion, each candidate will be issued an H2S Alive certificate from Enform. This certification is valid anywhere in the world for three years.

<b>CEFAID 733</b>	<b>8 hrs</b>	<b>\$273</b>
HAZ Oct 2	(Th)	8:30-5:30pm
SMI Oct 17	(Fr)	8:30-5:30pm
TER Oct 18	(Sa)	8:30-5:30pm
TER Dec 9	(Tu)	8:30-5:30pm
TER Mar 7 (2015)	(Sa)	8:30-5:30pm
SMI Apr 13 (2015)	(Mo)	8:30-5:30pm
HAZ Apr 20 (2015)	(Mo)	8:30-5:30pm
HAZ May 12 (2015)	(Tu)	8:30-5:30pm
TER May 30 (2015)	(Sa)	8:30-5:30pm
HAZ Jun 18 (2015)	(Th)	8:30-5:30pm
TER Jul 11 (2015)	(Sa)	8:30-5:30pm
TER Aug 28 (2015)	(Fr)	8:30-5:30pm

Petroleum Safety Training

The Petroleum safety training course provides guidelines for safe practices while working on a petroleum site. An oil refinery or petroleum production plant must follow certain safety rules aimed at preventing major disasters. This course covers what procedures to follow after accidents, as well as safe handling rules for various petroleum products. Also covered is proper safety gear for workers, petroleum regulations, hazard recognition and control, safety communications and work procedures.

**CEFAID 778      8 hrs      \$130.25**  
Call your local campus to register.

Transportation of Dangerous Goods

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

<b>CEFAID 714</b>	<b>5 hrs</b>	<b>\$108.25</b>
TER Sep 26	(Fr) 1-6pm	
HAZ Oct 3	(Fr) 1-6pm	
TER Oct 23	(Th) 1-6pm	
HAZ Nov 14	(Fr) 1-6pm	
SMI Nov 14	(Fr) 1-6pm	
TER Jan 22 (2015)	(Th) 1-6pm	
HAZ Feb 20 (2015)	(Fr) 1-6pm	
SMI Feb 21 (2015)	(Sa) 1-6pm	
TER Apr 15 (2015)	(We) 1-6pm	
HAZ Apr 21 (2015)	(Tu) 1-6pm	
SMI May 9 (2015)	(We) 1-6pm	
HAZ May 11 (2015)	(Mo) 1-6pm	
HOU May 29 (2015)	(Fr) 1-6pm	
TER Jun 17 (2015)	(We) 1-6pm	
HAZ Jun 19 (2015)	(Fr) 1-6pm	
HAZ Jul 9 (2015)	(Th) 1-6pm	
TER Jul 31 (2015)	(Fr) 1-6pm	
HOU		

Online offerings available

WHMIS

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

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

<b>CEFAID 744</b>	<b>4 hrs</b>	<b>\$75.75</b>
TER Sep 26	(Fr) 8:30-12:30pm	
HAZ Oct 3	(Fr) 8:30-12:30pm	
TER Oct 23	(Th) 8:30-12:30pm	
SMI Oct 18	(Sa) 8:30-12:30pm	
HAZ Nov 14	(Fr) 8:30-12:30pm	
SMI Nov 14	(Fr) 8:30-12:30pm	
TER Jan 22 (2015)	(Th) 8:30-12:30pm	
HAZ Feb 20 (2015)	(Fr) 8:30-12:30pm	
SMI Feb 21 (2015)	(Sa) 8:30-12:30pm	
TER Apr 15 (2015)	(We) 8:30-12:30pm	
HAZ Apr 21 (2015)	(Sa) 8:30-12:30pm	
SMI May 9 (2015)	(Tu) 8:30-12:30pm	
HAZ May 11 (2015)	(Mo) 8:30-12:30pm	
HOU May 29 (2015)	(Fr) 8:30-12:30pm	
TER Jun 17 (2015)	(We) 8:30-12:30pm	
HAZ Jun 19 (2015)	(Fr) 8:30-12:30pm	
HAZ Jul 9 (2015)	(Th) 8:30-12:30pm	
TER Jul 31 (2015)	(Fr) 8:30-12:30pm	
HOU	Online offerings available	

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# Outdoor Recreation & Safety

### Bear Awareness

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

<b>CEFAID 747</b>	<b>8 hrs</b>	<b>\$130.25</b>
HAZ Oct 4	(Sa) 8:30-5:30pm	
TER Oct 8	(We) 8:30-5:30pm	
TER Nov 21	(Fr) 8:30-5:30pm	
TER Apr 8 (2015)	(We) 8:30-5:30pm	
HAZ Apr 22 (2015)	(We) 8:30-5:30pm	
HAZ May 13 (2015)	(We) 8:30-5:30pm	
TER Jun 3 (2015)	(We) 8:30-5:30pm	
HAZ Jun 12 (2015)	(Fr) 8:30-5:30pm	
TER Aug 11 (2015)	(Tu) 8:30-5:30pm	

### CORE Hunter Training

Successful completion of the Conservation and Outdoor Recreation Education (CORE) course is mandatory for all residents applying for their hunting license. This course provides information about outdoor survival, hunter safety, wildlife, gun handling and first aid.

*Prerequisite: Participants must be 10 years of age or older.*

<b>CEFAID 769</b>	<b>24 hrs</b>	<b>\$278.25</b>
SMI Sep 11-14	(Th/Fr) 6:30-9:30pm & (Sa/Su) 8:30-5pm	
HOU Oct 2-6	(Th/Fr/Mo) 6:30-9:30pm & (Sa/Su) 8:30-5pm	
SMI Nov 20-23	(Th/Fr) 6:30-9:30pm & (Sa/Su) 8:30-5pm	
SMI Mar 19-21 (2015)	(Th/Fr) 6:30-9:30pm & (Sa/Su) 8:30-5pm	
HOU Apr 15-20 (2015)	(Th/Fr/Mo) 6:30-9:30pm & (Sa/Su) 8:30-5pm	

### Firearms Safety – Non Restricted PAL

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

*Note: This course is a prerequisite for the Firearms Safety-Restricted PAL course.*

*Prerequisite: Participants must be 12 years of age or older.*

<b>CEFAID 727</b>	<b>16 hrs</b>	<b>\$217.50</b>
SMI Sep 5-7	(Fr) 6-10pm & (Sa) 8:30-4:30pm & (Su) 8:30-2pm	
HOU Sep 11-13	(Th/Fr) 6-10pm & (Sa) 8:30-4:30pm	
SMI Nov 7-9	(Fr) 6-10pm & (Sa) 8:30-4:30pm & (Su) 8:30-2pm	
HOU Mar 19-21 (2015)	(Th/Fr) 6-10pm & (Sa) 8:30-4:30pm	
SMI Apr 24-26 (2015)	(Fr) 6-10pm & (Sa) 8:30-4:30pm & (Su) 8:30-2pm	

### Firearms Safety – Restricted PAL

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

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

<b>CEFAID 728</b>	<b>6 hrs</b>	<b>\$109.25</b>
HOU Nov 8	(Sa) 9:30-4:30pm	
SMI	Call Smithers Campus to express your interest	



### Did You Know?

Successful completion of a hunter safety-training course is the primary requirement to obtain a BC hunter number.

The Conservation and Outdoor Recreation Education (CORE) course requires about 21 hours of self-study and firearm handling practice based upon the CORE manual. The goal of the CORE program is to ensure that prospective hunters meet acceptable standards of knowledge and skill for safe and ethical participation in hunting recreation.

BC residents 10 years of age or older who wish to obtain a BC resident hunter number card, and a first BC resident hunting license, are eligible to participate in the CORE program.

Participants who successfully complete the CORE program, obtain a BC Resident Hunter Number Card and purchase a hunting license, qualify to go hunting in BC in accordance with the rules in the Wildlife Act and Regulations.

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

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

For more information and to obtain the CORE manual, visit the BCWF's CORE program website at [www.bcwf.net](http://www.bcwf.net)





# Service & Hospitality

## Cashier Training

Be one step ahead of other retail job applicants. This class details the professional responsibilities that go along with handling cash. Lessons on cashiers' equipment include the use of debit cards, credit cards and cash registers.

<b>CEBSNS 763</b>	<b>6 hrs</b>	<b>\$109.25</b>
TER Oct 11		(Sa) 9-4pm
HAZ Nov 29		(Sa) 9-4pm
TER Jan 24 (2015)		(Sa) 9-4pm
HAZ May 2 (2015)		(Sa) 9-4pm
TER May 16 (2015)		(Sa) 9-4pm
HAZ Jul 4 (2015)		(Sa) 9-4pm

## Customer Service Fundamentals

In this six-week on-line course, you'll discover dynamite methods to bring out the best in your team and deliver superior customer service. You will also learn how to measure customer service and identify what you need to do to anticipate the needs of your reps and your clientele. A key emphasis will be placed upon the power of leading by example and setting new trends for customer service to grow your business.

<b>CEBSNS 848</b>	<b>24 hrs</b>	<b>\$119</b>
<a href="http://www.ed2go.com/nwcc">www.ed2go.com/nwcc</a>		

## Food and Beverage Industry Starter Kit

This starter kit will include the three courses that are the basis for working in the Food and Beverage industry. These courses are FoodSafe, WorldHost and Serving it Right.

<b>CEPSTR 735</b>	<b>20 hrs</b>	<b>\$387.50</b>
SMI Nov 6-8		(Th) 6:30-9:30pm (Fr/Sa) 8:30-5:30pm
KIT Feb 27-Mar 1 (2015)		(Fr) 6:30-9:30pm (Sa/Su) 8:30-5:30pm
TER May 1-3 (2015)		(Fr) 6:30-9:30pm (Sa/Su) 8:30-5:30pm

## FoodSafe Level 1

FoodSafe Level 1 is a food handling, sanitation and work safety course designed for front line food service workers such as cooks, servers, bussers, dishwashers, and deli workers. The course covers important food and worker safety information including foodborne illness, receiving and storing food, preparing food, serving food, cleaning and sanitizing. This certificate is valid for five years.

*Note: Please bring your personal medical care card to class. FoodSafe Level 1 workbooks are available in English, Chinese, Korean and Punjabi, and the FoodSafe examination is available in many other languages. Please contact your local NWCC campus in advance if you would like to have your workbook and/or examination in a language other than English.*

<b>CEFAID 729</b>	<b>8 hrs</b>	<b>\$140.75</b>
SMI Sep 6		(Sa) 8:30-5:30pm
TER Sep 27		(Sa) 8:30-5:30pm
RUP Oct 18		(Sa) 8:30-5:30pm
TER Oct 25		(Sa) 8:30-5:30pm
HAZ Nov 1		(Sa) 8:30-5:30pm
SMI Nov 7		(Fr) 8:30-5:30pm
TER Dec 6		(Sa) 8:30-5:30pm
TER Jan 17 (2015)		(Sa) 8:30-5:30pm
SMI Feb 7 (2015)		(Sa) 8:30-5:30pm
TER Feb 28 (2015)		(Sa) 8:30-5:30pm
HAZ Apr 11 (2015)		(Sa) 8:30-5:30pm
TER Apr 11 (2015)		(Sa) 8:30-5:30pm
RUP May 2 (2015)		(Sa) 8:30-5:30pm
TER May 23 (2015)		(Sa) 8:30-5:30pm
HAZ Jun 6 (2015)		(Sa) 8:30-5:30pm
TER Jun 20 (2015)		(Sa) 8:30-5:30pm
RUP Jun 20 (2015)		(Sa) 8:30-5:30pm
TER Jul 18 (2015)		(Sa) 8:30-5:30pm
TER Aug 22 (2015)		(Sa) 8:30-5:30pm
HOU	Call Houston Campus to express your interest	

## NEW! MarketSafe

The MarketSafe Program was developed to increase awareness and knowledge of food safety and safe food handling procedures for farmers' market vendors, market managers, farm gate vendors, home kitchen small scale food processors, and others who may make, bake or produce food products for public consumption outside of regulated food service establishments.

<b>CEFAID 818</b>	<b>6hrs</b>	<b>\$109.25</b>
TER Mar 28 (2015)		(Sa) 9-4pm



Professional Sales Skills

Today, there are no shortages of opportunities for skilled salespeople. In good times or bad, companies never stop looking for sales representatives that can help them meet their financial goals. If you've always dreamed of becoming successful in sales, this course is exactly what you need. You'll learn how to turn prospects into buyers, how to provide proper customer service, how to develop a sales plan, and more.

**CEBSNS 848                      24hrs                      \$119**  
*www.ed2go.com/nwcc*  
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Retail Customer Service Skills

The Retail Customer Service training will teach students the skills needed to provide exceptional customer service in the retail setting. How to create loyal customers, positive telephone interaction and dealing with the difficult customer area a few of the skills students will gain. An interaction format will allow the students to practice the skills learned in training, enabling them to project self-confidence when working with the public.

**CEPSTR 711                      6hrs                      \$109.25**  
*RUP Jul 9 (2015)                      (Th) 9-3pm*  
.....

Serving It Right

This course prepares students for the Serving It Right exam. Upon successful completion students receive their certification from go2hr ([www.go2hr.ca](http://www.go2hr.ca)).

**CEPSTR 712                      3 hrs                      \$108.25**  
*SMI Nov 6                      (Th) 6:30-9:30pm*  
.....

World Host Fundamentals

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

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

**CEPSTR 725                      8 hrs                      \$130.25**  
*TER Oct 11                      (Sa) 8:30-5:30pm*  
*HAZ Oct 25                      (Sa) 8:30-5:30pm*  
*SMI Nov 8                      (Sa) 8:30-5:30pm*  
*TER Apr 25 (2015)                      (Sa) 8:30-5:30pm*  
*HAZ May 23 (2015)                      (Sa) 8:30-5:30pm*  
*TER Aug 8 (2015)                      (Sa) 8:30-5:30pm*  
.....

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▶ Teaching

Instructional Skills Workshop

The Instructional Skills Workshop is a four day workshop conducted by faculty for faculty or potential faculty members and trainers. Participants will prepare and present three mini-lessons and receive feedback from their peers so that they may improve their teaching skills. Participants will also learn how to complete a lesson plan and give constructive feedback. This course is equivalent to PIDP 3220 from the Provincial Instructor Diploma program at Vancouver Community College. By the end of this workshop the participants will be able to write and prepare a useful, practical lesson plan, use learning objectives to inform learners of their expectations, use common instructional aids, evaluate whether outcomes match objectives and much more.

**CEEDUC 701**                      **24 hrs**                      **\$699**  
SMI   May 4-7 (2015)                      (Mo/Th) 9-4pm  
TER   Jul 21-24 (2015)                      (Tu-Fr) 9-4pm

Introduction to Teaching ESL/EFL

Would you like to increase your effectiveness as an English language teacher and go beyond the well-known methods that often leave teachers frustrated with their one-size-fits-all approach? This course will take you on a fascinating exploration of what it means to be a teacher, how to understand who your students are and the needs they have, and how to choose the most appropriate materials and activities for your classroom. You'll learn how you can select and fine-tune the principles that exactly fit your teaching situation.

**CEEDUC 723**                      **\$119**  
[www.ed2go.com/nwcc](http://www.ed2go.com/nwcc)

Teaching Students with Autism: Strategies for Success

This program explores the neurobiology behind autistic disorders and how autism affects student behavior, learning, and thinking. Most importantly, the course will provide you with creative, easy, low-budget strategies to help autistic kids succeed in the classroom and beyond. Topics will include how to counter social awkwardness, sensory sensitivities, meltdowns, problems with homework completion, language reciprocity issues, and violent fixations.

**CEEDUC 724**                      **\$119**  
[www.ed2go.com/nwcc](http://www.ed2go.com/nwcc)

Teaching Students with ADHD

Children with attention deficit hyperactivity disorder are always hearing things like "try harder," "pay attention" and "sit still." And they would love to do these things but often don't know how! In this course, you will discover practical ways to help children with ADHD manage their behavior and succeed in school. Importantly, you will be learning from the real experts: the children themselves. You'll find out how Kristi controls her energy, how Wanda handles boredom and how Adam jump-starts his thought process. You'll also hear from parents and teachers about the amazing benefits of relatively simple adaptations in space, structure, rules, and expectations.

**CEEDUC 724**                      **\$119**  
[www.ed2go.com/nwcc](http://www.ed2go.com/nwcc)

Working Successfully with Learning Disabled Students

In this course, an experienced special educator dissects the entire special education process. Topics range from working with individualized education programs (IEPs) to helping students struggling with reading comprehension, math skills, and writing. You will learn tips for modifying your classroom and tested methods for bringing out the best behavior in your students including fun games that promote learning. Whether you're already in the classroom, studying for the Praxis Special Education exam, or getting ready to work with students in a variety of settings, this course will prepare you to understand and empower your kids who have learning disabilities.

**CEEDUC 724**                      **\$119**  
[www.ed2go.com/nwcc](http://www.ed2go.com/nwcc)



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#### **Enhancing Language Development in Childhood**

Enrich the lives of your children by helping them become proficient speakers and thinkers.

#### **Teaching Students With Autism: Strategies for Success**

Help students with high-functioning autism and Asperger's Syndrome unlock their potential.

#### **Differentiated Instruction in the Classroom**

Improve your ability to teach diverse learners with real-world examples from the classrooms.

#### **Creating K-12 Learning Materials**

Increase student performance and earn extra income by converting your ideas for instructional aids into reality.

#### **Survival Kit for New Teachers**

Veteran instructor shares the secrets for success in your first years of teaching.

#### **Spanish in the Classroom**

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# Northwest Community College



## Carpentry IP Refresher

This 60-hour course reviews the theoretical concepts and workplace applications that carpenters need to successfully prepare themselves for their ITA Red Seal exam.

*Note: Students must purchase workbook "Understanding Construction Drawings for Housing & Small Business", available at bookstore. BC Building Code is recommended.*

<b>CETRAD 777</b>	<b>60 hrs</b>	<b>\$1,422.75</b>
<i>TER</i>		<i>TBA</i>

## Cook's Helper Program

This 13-week program prepares you to work in entry-level culinary and food service positions in camp or in town by teaching you how to thrive in a fast-paced kitchen environment. The course has three core learning modules: Student Success and Assessments; Cook's Helper Curriculum; and Health, Safety and Service Certificates.

**CETRAD 778**    **13 weeks** (456hrs)    **\$7,312.50**  
TER   May 25-Aug 21    (Mo-Fr) 9-5pm

## Heavy Equipment Operator IP Refresher Training

This 35-hour course reviews the theoretical concepts and workplace applications that heavy equipment operators need to successfully prepare themselves for their ITA Red Seal exam.

<b>CETRAD 776</b>	<b>35 hrs</b>	<b>\$749</b>
TER Nov 17-21	(Mo-Fr) 8:30-4:30pm	
TER Feb 16-20 (2015)	(Mo-Fr) 8:30-4:30pm	

## **NEW! Insulation Testing for Electricians and Maintenance Technicians**

This four hour course introduces the tradesperson or technician to the powerful system diagnostic functions of a modern Insulation Tester (Megohmmeter). The simplicity of operation, yet powerful functionality of the tool are demonstrated. Insulation tester functions are demonstrated and used by the participant.

**CETRAD 791**      **4hrs**      **\$134**  
TER Nov 17      (Mo) 6-10pm

## **NEW! Level 1 Programmable Smart Relays Programming and Integration Training**

The first level introduces basic programming elements and builds on combinations of these elements. Logic combinations are covered and then introduced to real world control scenarios. Internal or “auxiliary” relays are used in motor control and sequence control circuits. The student will learn about control voltage and I/O requirements. Circuits will be connected by following schematic diagrams in each exercise. The importance of circuit logic behavior by viewing in monitoring mode is stressed in this level.

**CETRAD 793**      **24hrs**      **\$699**  
*TER Nov 28-30*      (Fr) 1-9:30pm  
    (Sa/Su) 8:30-5:30pm

## NEW! Level 2 Programmable Smart Relays Programming and Integration Training

The Level 2 course explains programmable timing and counting functions. Timer on delay and time off delay are covered with real world examples. Timing charts are explained and used extensively. Programmable timing functions such as: timer on addition (hour meter); symmetrical flasher; clock function; and, on and off delay, are programmed to meet actual control scenarios. Count up and countdown functions are programmed. The importance of understanding circuit logic behavior by viewing in monitoring mode is stressed in this level.

**CETRAD 794**      **18hrs**      **\$599**  
TER Dec 5-7      (Fr) 6-8pm  
                                 (Sa/Su) 8:30-5:30pm

## **NEW! Variable Frequency Drives (VFD)** **Training for Electricians and Apprentices**

This is a course for qualified electrical tradesperson or electrical apprentice tradespersons seeking to augment existing motor control skills, and gain knowledge and hands on experience working with VFDs. This course will also be valuable to the electrical tradesperson with VFD knowledge seeking to refresh their skills and gain additional knowledge in the area of VFD applications. Plant maintenance staff seeking to gain knowledge in upgrading legacy motor controls to VFD technology would also benefit from taking this course. There are prerequisites.

**CETRAD 792**      **24hrs**      **\$729**  
TER Nov 14-16      ((Fr) 1-9:30pm  
   (Sa/Su) 8:30-5:30pm



# Workforce & Industry Training

## Airbrakes Endorsement

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

*Prerequisite: Participants must have a valid Class 7 or Class 5 BC Driver's License in good standing.*

*Note: Canadian Standards Association approved safety footwear is required.*

CETRAN 701	22 hrs	\$294
KIT Sep 9-11	(Tu/Th) 8:30-4:30pm	
TER Sep 26-28	(Fr) 4-10pm	
	(Sa/Su) 8:30-5:30pm	
TER Nov 7-9	(Fr) 4-10pm	
	(Sa/Su) 8:30-5:30pm	
RUP Nov 14-16	(Fr) 4-10pm	
	(Sa/Su) 8:30-5:30pm	
KIT Feb 10-12 (2015)	(Tu/Th) 8:30-4:30pm	
TER Mar 27-29 (2015)	(Fr) 4-10pm	
	(Sa/Su) 8:30-5:30pm	
TER May 8-10 (2015)	(Fr) 4-10pm	
	(Sa/Su) 8:30-5:30pm	
RUP Jun 12-14 (2015)	(Fr) 4-10pm	
	(Sa/Su) 8:30-5:30pm	
TER Jun 26-28 (2015)	(Fr) 4-10pm	
	(Sa/Su) 8:30-5:30pm	
KIT Jul 14-16 (2015)	(Fr) 4-10pm	
	(Sa/Su) 8:30-5:30pm	

## Basic Security Training

Security Professionals working in the province of British Columbia are required to complete mandatory training to qualify for provincial licensing. This course provides this basic training and covers key topics including: Introduction to Private Security, Legal Issues, Documentation and Personal Safety. The course entails approximately 25 hours of homework.

*Participants must be 19 years of age to apply for their Basic Security Training License and complete a Criminal Records Check. Completion of Grade 10 and good reading skills are also prerequisites.*

CETRAD 772	40 hrs	\$1,499
TER Nov 17-22	(Mo-Sa) 8:30-5:30pm	
SMI Jan 19-24 (2015)	(Mo-Sa) 8:30-5:30pm	
TER May 25-30 (2015)	(Mo-Sa) 8:30-5:30pm	

## Become a Veterinary Assistant

This course focuses on pet nutrition and a variety of health and safety issues. You'll learn how to treat and prevent parasites, including roundworms and heartworms. You'll even learn the facts of life, as it pertains to dogs and cats. In addition, you'll explore current thoughts on spaying and neutering – and how to deal with the emotional issues of euthanasia, pet loss, and assisting clients in a time of personal need.

CEHLTH 762	24 hrs	\$119
<a href="http://www.ed2go.com/nwcc">www.ed2go.com/nwcc</a>		

## Building Service Worker Level 1

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

CEPSTR 702	20 hrs	\$326
TER Nov 7-9	(Fr) 6-10pm	
	(Sa/Su) 8:30-5:30pm	
TER Mar 27-29 (2015)	(Fr) 6-10pm	
	(Sa/Su) 8:30-5:30pm	
TER Jun 12-14 (2015)	(Fr) 6-10pm	
	(Sa/Su) 8:30-5:30pm	

## 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.*

CEPSTR 703	20 hrs	\$326
TER Jun 12-14 (2015)	(Fr) 6-10pm	
	(Sa/Su) 8:30-5:30pm	
TER Jul 24-26 (2015)	(Fr) 6-10pm	
	(Sa/Su) 8:30-5:30pm	







S-100A Fire Suppression Classroom – One Day

This recertification course is for individuals who have already completed the two-day S-100 Fire Suppression course within the last four years (since 2002).

*Note: All participants must bring certificate of completion of the S-100 full course and photo identification to enroll.*

WCB Occupational Health & Safety Regulations, Part 26, Section 26.19, Item 2, requires that workers required to fight forest fires must be retrained annually. In accordance to this regulation and in agreement with the BC Forestry Service, NWCC offers a review course based upon the safety aspects of sections 1, 2, 3, 4 and 5 of the S-100 course.

Participants must have one year or less wild- fire or brush experience with two-day course less than four years ago.

<b>CEFAID 766</b>	<b>8 hrs</b>	<b>\$130.25</b>
HAZ Oct 16 (2015)	(Th)	8:30-5:30pm
HAZ Apr 23 (2015)	(Th)	8:30-5:30pm
HAZ Jun 10 (2015)	(We)	8:30-5:30pm

S-10A Fire Suppression Classroom Refresher

This S-10A training is a half-day refresher course for individuals who already possess a S-100 fire suppression designation. Completion of this course is an annual requirement to retain S-100 certification.

<b>CEFAID 785</b>	<b>4 hrs</b>	<b>\$64.75</b>
TER Sep 18	(Th)	8:30-12:30pm
TER Jun 19 (2015)	(Fr)	8:30-12:30pm

Specialized Chainsaw Safety

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

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

<b>CEFAID 724</b>	<b>8 hrs</b>	<b>\$245.75</b>
SMI Sep 26	(Fr)	8:30-5:30pm
TER Oct 31	(Fr)	8:30-5:30pm
SMI Mar 23 (2015)	(Mo)	8:30-5:30pm
TER Apr 27 (2015)	(Mo)	8:30-5:30pm
TER May 27 (2015)	(We)	8:30-5:30pm
TER Jul 8 (2015)	(We)	8:30-5:30pm
TER Aug 26 (2015)	(We)	8:30-5:30pm

Traffic Control Flagging

This course is required for those monitoring, controlling and directing traffic in and around maintenance and construction areas. It provides in-depth coverage of the skills and information needed to become a qualified traffic control flag person. Successful completion of class participation and examination result in a British Columbia Construction Safety Alliance (BCCSA) certificate valid for three years. Students spend both scheduled days gaining practical experience with a qualified instructor. Successful participants must pass a written exam and practical evaluation. Graduates earn proof of completion training documentation, and become part of a provincial database that documents trainers and Traffic Control Persons.

*Note: Students are required to wear Canadian Standards Association (CSA) approved steel-toed boots that must be at least 6 inches high. Participants are outside both days. Dress according to the weather.*

<b>CETRAN 704</b>	<b>16 hrs</b>	<b>\$304.50</b>
TER Sep 27-28	(Sa/Su)	8:30-5:30pm
RUP Oct 18-19	(Sa/Su)	8:30-5:30pm
HAZ Oct 20-21	(Mo/Tu)	8:30-5:30pm
TER Oct 25-26	(Sa/Su)	8:30-5:30pm
TER Nov 29-30	(Sa/Su)	8:30-5:30pm
TER Mar 21-22 (2015)	(Sa/Su)	8:30-5:30pm
KIT Apr 9-10 (2015)	(Th/Fr)	8:30-4:30pm
RUP Apr 11-12 (2015)	(Sa/Su)	8:30-5pm
TER May 2-3 (2015)	(Sa/Su)	8:30-5:30pm
KIT May 21-22 (2015)	(Th/Fr)	8:30-4:30pm
HAZ May 30-31 (2015)	(Sa/Su)	8:30-5:30pm
TER Jun 20-21 (2015)	(Sa/Su)	8:30-5:30pm
HAZ Jul 18-19 (2015)	(Sa/Su)	8:30-5:30pm

Prepare for Class 1 Driver Exam

Register to access our new tractor trailer in four hour time blocks.

For more info contact

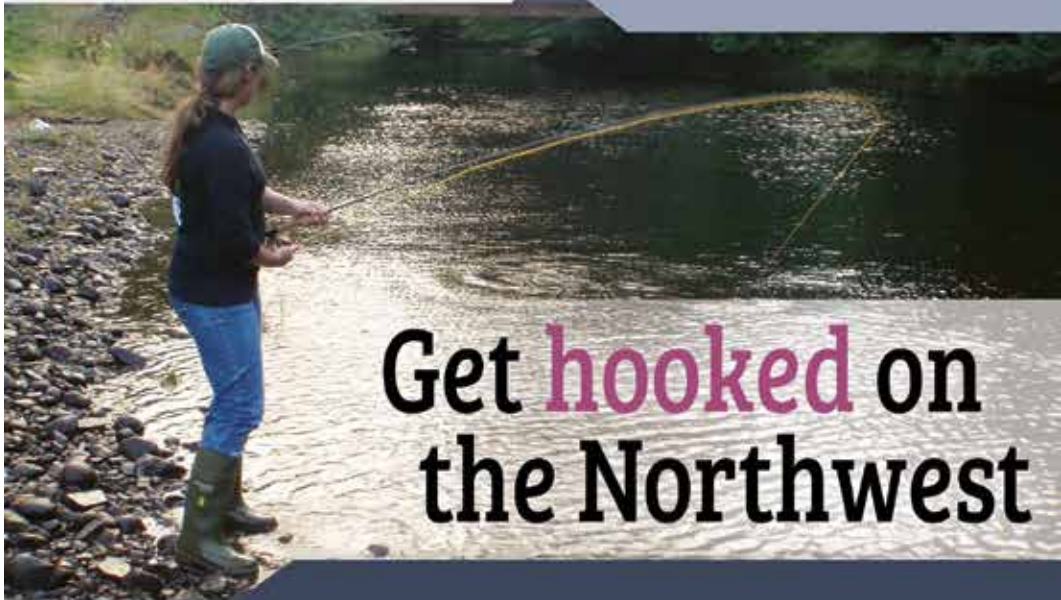
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## Contact us

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Toll free: 1.877.277.2288

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Easy-to-follow directions are available on Google Maps.

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