

Personal Interest/ Professional Development Courses



Administrative Writing

Administrative Writing is a self-paced correspondence package. On registration, you will be sent a study manual which contains all materials you will need.

Start: Ongoing Registration

Days/Time: Correspondence

Cost: \$200

Boat Operators Accredited Training

In eight hours (2 nights), you can learn boating safety, Canadian boat regulations, laws, boating skills and attitudes that could save your life! You will also get the chance to write the BOAT exam and earn the Proof of Competency card.

Dates: Wed./Thu. 6 – 10 p.m.

May 12 & 13, June 9 & 10, June 23 & 24, July 7 & 8, August 11 & 12

Cost: \$70

Bookkeeping (Elements of)

The basic elements of bookkeeping encompass the fundamental accounting principles, mechanics of bookkeeping: analyzing, recording, classifying and summarizing of financial data for both a service and a merchandising business.

Start: May 3 **End:** May 7

Days: Mon. – Fri. **Time:** 9 a.m. – 4:30 p.m.

Cost: \$360

Business Writing II – Going Beyond the Basics

Join us for an intermediate look at tips and techniques for improving your writing skills.

Start: June 15 **End:** June 15 **Days:** Tue.

Time: 9 am – 4:30 pm **Cost:** TBD

Electrical Safety Workshop

Offered in partnership with Newfoundland Power, this workshop relates to Electrical Safety Practices and Awareness for Disconnection/Reconnection of Electrical Service.

Start: June 9 **End:** June 9 **Days:** Wed.

Time: 9 a.m – 12 p.m. **Cost:** \$80

Medical Terminology – Online

This course is designed to guide the student from the fundamentals of word building to complete mastery of a medical word building system. Correct spelling and pronunciation are emphasized. The course integrates the terms for anatomy, physiology and pathology of specified body systems in a manner that maximizes learning opportunities.

Start: May 10 **End:** June 25

Days/Time: Online **Cost:** \$350

Security Services

The Security Services Program is designed to provide a course of study that will prepare students for employment in security related fields.

Start: Ongoing Registration

Days/Time: Correspondence

Cost: \$400

Train the Trainer

This five-day workshop is designed to provide participants with the knowledge, skills and attitudes required to effectively develop, facilitate, and evaluate training sessions.

Start: May 17 **End:** May 21 **Days:** Mon. – Fri.

Time: 9 a.m. – 5 p.m. **Cost:** \$650

Welding: CWB Testing

The Canadian Welding Bureau (CWB) offers testing monthly through College of the North Atlantic testing centre. Testing will be offered on plate in all four

positions using the Shielded Metal Arc Welding (SMAW), Flux Core Arc Welding (FCAW), and Tubular Welding processes. Monthly testing will be based upon sufficient registration.

Computer Courses



AutoCAD 2009 Intermediate

This Intermediate level course extends on the basic concepts and techniques of 2D drawing presented in the prerequisite AutoCAD 2009 Fundamentals.

Start: June 5 **End:** June 19 **Days:** Sat.

Time: 9 a.m. – 5 p.m. **Cost:** \$230

Macintosh Basics

This is a course for beginning users of the Mac, to give a solid grounding and show how to enjoy its ease of use.

Start: May 4 **End:** June 3 **Days:** Tue./Thu.

Time: 6:30 – 9:30 p.m. **Cost:** \$270

Start: July 5 **End:** July 9 **Days:** Mon./Fri.

Time: 9 a.m. – 4:30 p.m. **Cost:** \$360

MS Excel – Introduction

This course is designed for people who already have knowledge of Microsoft® Office, Windows® 2000 (or above), and who desire to gain the skills necessary to create, edit, format, and print basic Microsoft Office Excel 2007 worksheets.

Start: June 7 **End:** June 10

Days: Mon. – Thu. **Time:** 9 a.m. – 5 p.m.

Cost: \$330

Simply Accounting – Workshop

This workshop will introduce the basic functions of the fully integrated Simply Accounting software program.

Start: June 29 **End:** June 30 **Days:** Tue./Wed.

Time: 9 a.m. – 4 p.m. **Cost:** \$230

Firearms Courses



These courses will prepare persons in the knowledge and skills to meet the requirements to obtain a federal Firearms Possession and Acquisition License for non-restricted or restricted firearms, and a provincial hunting license.

Canadian Firearms Safety Course

Cost: \$53

Time: Mon./Tue. 6 – 11 p.m.

Dates: May 3 & 4 May 10 & 11
May 17 & 18 May 31 & June 1
June 7 & 8 June 14 & 15
July 5 & 6 July 26 & 27
Aug 9 & 10 Aug 23 & 24

Canadian Firearms Safety Challenge Test

Cost: \$53

Time: Wed. 6 – 9 p.m.

Date: May 26

Canadian Restricted Firearms Safety Course

Cost: \$53

Time: Wed./Thu. 6 – 11 p.m.

Dates: May 5 & 6 June 2 & 3
July 21 & 22 August 18 & 19

Firearms Safety Hunter Education

Cost: \$78 (Youth \$68)

Time: Sat./Sun. 9 a.m. – 6 p.m.

Date: May 8 & 9 May 15 & 16
May 29 & 30 June 5 & 6
June 12 & 13 June 26 & 27
July 17 & 18 July 24 & 25
Aug 7 & 8 Aug 21 & 22

Life & Accident and Sickness, and Real Estate Exams



LLQP – Accident & Sickness Exams

Cost: \$75

LLQP – Full Exams

Cost: \$100

Insurance licensing standards for life insurance agents have been developed which reflect the skills necessary to do business. The Life License Qualification Program (LLQP) multiple choice examination is mandatory and tests application of knowledge rather than the recollection of facts.

Real Estate - Sales Exam

Call for details. Government regulated exam.

- May 5 & 19 (4:30 p.m.)
- June 2, 16, & 30 (4:00 p.m.)
- July 14 & 28 (4:00 p.m.)

* Exam sessions are held every second Wednesday. Sessions will be held on the following dates and time. Pending sufficient enrolment:

Certificate Programs



*Classes may be done individually, i.e. not only as part of a certificate program.

Maintenance Management Professional (MMP) Certificate Program*

Developed and authorized by the Plant Engineering and Maintenance Association of Canada, the Maintenance Management Professional Certification Program consists of eight modules. The program is designed for individuals who are:

- Already in maintenance management or supervisory positions and are seeking formal training;
- Aspiring to management positions in the maintenance field;
- Seeking full maintenance accreditation through the MMP designation (Maintenance Management Professional); or
- Those seeking specific training in selected areas.

Module 3: Human Resource Management

Start: May 13/14 **End:** June 10/11

Days: Thu./Fri. 8 a.m. – 5 p.m.

Cost: \$795

Module 4: Financial Management

Start/End: TBD **Time:** 8 a.m. – 5 p.m.

Cost: \$795

Occupational Health and Safety Certificate Courses*

This program consists of eight courses to be completed during part-time evening studies. Select courses will be offered in our Fall (Sept. – Dec.), Winter (Jan. – Apr.), & Spring/Summer (May – Aug.) semester.

Accident Prevention

Start: May 3 **End:** June 16

Days: Mon./Wed. 6 – 9 p.m. **Cost:** \$380

Effective Presentations

Start: May 4 **End:** June 15

Days: Tue./Thu. 6 – 9 p.m. **Cost:** \$380

Records & Information (RIM) Certificate Courses*

This program consists of nine courses to be completed during part-time evening studies. Select courses will be offered in our Fall (Sept. – Dec.), Winter (Jan. – Apr.), & Spring/Summer (May – Aug.) semester.

RP1200 Archives Principles

Start: May 25 **End:** June 24

Days: Tue./Thu. 7 – 10 p.m. **Cost:** \$300

Supply Management Courses

Offered in partnership with the Newfoundland and Labrador Institute of Purchasing Management Association of Canada (NLIPMAC), Supply Management training consists of introductory technical courses, soft skill seminars and business management seminars.

Introduction to Accounting & Finance

Dates: June 8 – 9 **Days:** Tue./Wed.

Time: 8:30 a.m. – 5 p.m.

Costs: \$495 member/\$545 non-member

Ridge Road Campus

Hazardous Area “EX” Training

(Monthly offering)

This 5-day course is designed to raise the level of competence of personnel carrying out installations, inspection and maintenance of electrical apparatus in explosive gas atmospheres to nationally accepted levels.

Course duration: 5 days **Cost:** \$1600

CFC Refrigerant Handlers Course

All individuals who handle refrigerants, or service refrigeration equipment must become certified by attending this approved 1-day (6 hours) Environmental Awareness Training Course.

Course duration: 6 hours

Cost: \$150 + HST (Depends on class size)

Recreational GPS Course

Recreational GPS provides an introduction to the information necessary to understand and operate a global positioning system for recreational purposes.

Course duration: 15 hours

Cost: \$150+ HST

Power Engineering 4th Class

Correspondence Program (On-going)

This is a 12-month program which prepares students to enter the expanding and dynamic field of Power Engineering.

Course duration: 12 months

Cost: \$1400, plus cost of textbooks

(\$914.48), taxes extra and courier charges if applicable. (Please note, fees are subject to change without notice)

Power Engineering 3rd Class

Correspondence Program

This program will provide an opportunity for 4th Class Power Engineers to advance their careers to the 3rd Class level. The program includes topics outlines in the SOPEEC syllabus.

Course duration: 18 months

Cost: \$1300, plus cost of textbooks

(\$695.50), taxes extra and courier charges, if applicable. (Please note, fees are subject to change without notice)

*Call Ridge Road Campus for dates and to register.



Continuing Education Courses

Prince Philip Drive Campus

For more information or to register contact:
ptprograms@cna.nl.ca

Prince Philip Drive Campus

P.O. Box 1693
St. John's, NL A1C 5P7

Tel: **709 758 7531**

Ridge Road Campus

P.O. Box 1150
St. John's, NL A1C 6L8

Tel: **709 758 7707**

Seal Cove Campus

P.O. Box 19003
Seal Cove, C.B.S., NL A1X 5C7

Tel: **709 744 6846**

Textbook fees and/or taxes may apply to some courses. Fees subject to change without notice.
Early Registration is encouraged as minimum number of participants are required for each class to proceed.

Seal Cove Campus

Firearms courses will prepare persons in the knowledge and skills to meet the requirements to obtain a federal Firearms Possession and Acquisition License for non-restricted or restricted firearms, and a provincial hunting license.

Canadian Firearms Safety Course
(1-Day) **Dates:** May 1/ May 15/June 12
Cost: \$53 Manual Provided

Firearms Safety Hunter Education
(2 Days) **Dates:** May 1, 2/ May 15, 16/
June 12, 13
Cost: \$78 (Youth \$68) Manual Provided

Climbing Techniques and Safety Procedures (3 Days)
This is a basic course designed to teach fundamentals of climbing techniques and safety procedures. It is suitable for any individual in a job requiring ascending to and working in high locations. This training would be beneficial to those working as oil rig derrick persons, utility line workers, ironworkers, and others involved in construction of high rise structures, tree trimming around transmission lines, servicing of telecommunication towers, rigging on ships, and installation of signs.
Dates: May 5 - 6/May 31 - June 1
Cost: \$420 Manual Provided

Drill Camp
This five-day course is offered only to 2nd year Petroleum students.
Dates: May 3 - 7/May 17 - 21/May 25 - 28/May 31 - June 4 **Cost:** Call for details

Electrical Hazard Awareness (1-Day)
After completing this course, participants will be able to:

- recognize potential electrical hazards for utility work;
- recall qualifications for various work operations related to communication utilities;
- recall principles of basic electricity;
- appreciate how power is distributed;
- distinguish difference between voltage levels above and below 425v;
- recognize various power equipment and their functions.

Dates: June 4
Cost: \$135 Manual Provided

Fall Protection
This is a theory course. Demonstrations of equipment will be part of the training.
Dates: TBD **Cost:** \$100

Flag Person
The course will teach you the necessary information to be a traffic control person, covering such topics as what to wear, signing and signaling.
Dates: May 13/Additional dates to be determined **Cost:** \$60

H2S Alive
This one-day course is standard for hydrogen sulphide safety training in Canada's petroleum industry. Delivered under a competency-based model of instruction, students must satisfactorily complete a written examination and demonstrate skills taught including: operation and reading of detector tube devices, operation of self-contained breathing apparatus, rescue techniques and rescue breathing, and analysis of hydrogen sulphide case studies. Training is taught by certified H2S instructor and quality assurance

is backed by Enform. Certification valid for three years.

Dates: May 8/May 29/June 9 /June 23 /
July 13 **Cost:** \$180 Manual Provided

Hydraulics Level 3: Pump Controls & Troubleshooting
Dates: April 12 - 16
Cost: \$1,150 Manual Provided

Hydraulics Level 4: Advanced Control Valves & Troubleshooting
Dates: April 19 - 23
Cost: \$1,150 Manual Provided

Pole Top Rescue
The course will teach participants the necessary information required to climb poles and how to rescue someone that becomes incapable of descending. Recommended for lines people with previous climbing experience.
Dates: June 3 **Cost:** \$75

Powerline Hazards 3-Year Certification
This half-day seminar on electrical safety is a necessity for boom trucks and heavy equipment and crane operators as well as any individual who operates a vehicle around industrial/construction work sites. Participants will learn to recognize electrical hazards, obtain clearances, use appropriate CSA hand signals, and handle emergencies. Participants will become familiar with safe work practices and safe use of machinery and equipment. OH&S Certification Training through Workplace Health, Safety, and Compensation Commission, August 31, 2007.
Dates: June 2
Cost: \$120 Manual Provided

Rigging/Banksman
This is a safety course designed for deckhands, roustabouts, and other personnel involved in hoisting or moving crane loads around the perimeter of an offshore vessel. Course will address safety aspects of hoisting, lowering, and moving equipment and personnel in accordance with established API Recommended Practice Sixth Edition, May 2007. This course covers CAPP standard practice for training personnel, April 2008.
Dates: June 28 - 30/July 14 - 16
Cost: Call for Details/Manual Provided

Well Control/IWCF Option 2-Year Certification (5 Days)
Candidates are required to nominate assessment level at time of registration.
• Fundamental (Driller) Surface Stack
• Fundamental (Driller) Surface Stack with Subsea
• Supervisor Level Surface Stack
• Supervisor Level Surface Stack with Subsea
Dates: May 10 - 14/July 19 - 23
Cost: \$2495 Manual Provided

Keep tuned for the re introduction of the 9-day Roughneck course coming to the Seal Cove Campus fall of 2010.

*Call Seal Cove Campus for dates and to register.