



Continuing Education

Prince Philip Drive Campus

Fall 2010



COLLEGE OF THE
North Atlantic

Personal Interest/Professional Development Courses

Bartending

This course is designed for those just entering the hospitality industry, for individuals with some industry experience wishing to upgrade their skills, or for the home host. The course includes preparation and service of cocktails and liquors, care of equipment and facilities, stock control, bar set up and closing.

Start	End	Days	Time	Cost
Oct 5	Nov 30	Tue/Thu	7 - 10 p.m.	\$630

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.

Start	End	Days	Time	Cost
Sept 8	Sept 9	Wed/Thu	6 - 10 p.m.	\$70
Oct 13	Oct 14	Wed/Thu	6 - 10 p.m.	\$70
Nov 24	Nov 25	Wed/Thu	6 - 10 p.m.	\$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	End	Days	Time	Cost
Sept 21	Oct 26	Tue/Thu	6 - 9 p.m.	\$280

Business Writing II - Going Beyond the Basics

This course will teach you how to identify and correct common errors in formatting and constructing e-mail messages, letters, and reports. You will practice how to write and edit efficiently so that key points come across clearly, concisely, and professionally.

Start	End	Days	Time	Cost
Oct 20	Oct 20	Wed	9 a.m. - 4:30 p.m.	\$210

Cake Decorating - Beginners

This course will cover all aspects of cake decorating including flower making and wedding cake design. Students learn cake decorating techniques and will not cook cakes in class.

Start	End	Days	Time	Cost
Oct 16	Nov 27	Sat	1 - 4 p.m.	\$240

Chocolate Making Workshop

Anyone wishing to learn about baking with chocolate would certainly enjoy this class. Topics covered include Types of Chocolate, Melting Chocolate, Fillings, Using Moulds, Coating Chocolates, Truffles.

Start	End	Days	Time	Cost
Dec 4	Dec 4	Sat	1 - 4 p.m.	\$50

CIFP Retirement Planning Certificate Course

The CIFP Retirement Planning Certificate Course will equip advisors with the comprehensive knowledge they need to discuss retirement concepts and strategies with their clients. Upon completion of this course, the advisor will be entitled to use the prestigious Registered Retirement Consultant-RRC® & RRC® titles.

Start	End	Days	Time	Cost
Oct 12	Nov 9	Tue/Thu	7 - 10 p.m.	\$675

Electrical Safety Workshop

This workshop relates to Electrical Safety Practices and Awareness for Disconnection/Reconnection of Electrical Service. It is offered in partnership with Newfoundland Power.

Start	End	Days	Time	Cost
Sept 8	Sept 8	Wed	9 a.m. - 12 p.m.	\$80
Oct 27	Oct 27	Wed	9 a.m. - 12 p.m.	\$80

French - Level 1

French Level I is an introductory course covering the basics of conversational French. Every opportunity will be made to provide a relaxed, enjoyable environment where all individuals can participate freely and openly without any intimidation.

Start	End	Days	Time	Cost
Sept 28	Oct 28	Tue/Thu	7 - 9 p.m.	\$170

French Travel Workshop

This workshop focuses on basic French vocabulary related to travel combined with aspects of the French culture. This course will be particularly useful for those who want to take a holiday or otherwise make a short visit to a French speaking country.

Start	End	Days	Time	Cost
Sept 18	Sept 18	Sat	1 - 4 p.m.	\$40

Identity Theft Prevention

Education, vigilance, and proactive, effective personal risk management are essential requirements for any consumer or organization that hopes to protect themselves against identity fraud.

Start	End	Days	Time	Cost
Oct 19	Oct 19	Tues	9 a.m. - 4:30 p.m.	\$180

Indian Cooking - Samosa

Samosa is perhaps the most popular Indian appetizer and is a very popular starter or accompaniment to an Indian meal. Pastry on the outside, it contains a stuffing made with a combination of boiled potato, peas, ginger, green chilies, coriander and some Indian spices.

Start	End	Days	Time	Cost
Sept 25	Sept 25	Sat	11 a.m. - 4 p.m.	\$50

Medical Laboratory Assistant Bridging Program

This course is intended for Medical Laboratory Assistants (MLA) who are working in hospitals but are not certified through CSMLS.

Start	End	Days	Time	Cost
Sept 13	Dec 8	Online	Online	\$340

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	End	Days	Time	Cost
Sept 7	Dec 14	Online	Online	\$350

National Food Safety Training Program (NFSTP)

The Canadian Restaurant and Foodservices Association (CRFA) has developed the new National Food Safety Training Program (NFSTP), which offers a national training curriculum and certification for food-service operators and employees. The NFSTP is delivered to food-service students and workers through national network of certified trainers and is designed to meet the highest training standards in jurisdictions all across Canada.

Start	End	Days	Time	Cost
Nov 20	Nov 20	Sat	8:30 a.m. - 5:30 p.m.	\$100

Security Services (Correspondence)

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

Start	End	Days	Time	Cost
Ongoing Registration				\$400

Self-Defense Tactics

This personal safety course teaches preventive measures to avoid potentially dangerous situations.

Start	End	Days	Time	Cost
Sept 18	Sept 18	Sat	1 - 4 p.m.	\$110

Spanish Travel Workshop

The Spanish Travel Workshop will introduce helpful phrases for people who want to take a holiday or working visit to any Spanish speaking country. This workshop introduces students to basic Spanish, emphasizing the language as it is spoken today.

Start	End	Days	Time	Cost
Sept 11	Sept 11	Sat	1 - 4 p.m.	\$40

Sterile Supply Technician

This program prepares individuals to work as beginning level technicians in a sterile supply processing department or operating room of a health care facility.

Start	End	Days	Time	Cost
Oct 19	April 19	Tue/Thu	7 – 10 p.m.	\$759

Tactical Communication – Preventing Violence in the Workplace

Provides participants with practical course theory dealing with tactical communication skills, how to prevent the escalation of a potentially volatile situation and the psychological aspect of coping with aggression.

Start	End	Days	Time	Cost
Nov 17	Nov 17	Wed	9 a.m. – 12 p.m.	\$120

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	End	Days	Time	Cost
Nov 1	Nov 5	Mon-Fri	9 a.m. – 5 p.m.	\$650

Welding Basic Arc I

This course is designed to help students achieve the basic skills to perform (SMAW) Shielded Metal Arc Welding and (GMAW) Gas Metal Arc Welding. Students will also learn how to perform Oxygen-Acetylene Cutting (OAC).

Start	End	Days	Time	Cost
Sept 21	Nov 30	Tues/Thurs	6 – 9 p.m.	\$580

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.

Dates - see below (Friday, 8 a.m. start)	Cost
Sept 24	Oct 29
Nov 26	Dec 17

Computer Courses

AutoCAD 2009 Fundamentals

This beginner level course is suitable for students wanting to become familiar with the basic concepts and techniques of 2D drawing using AutoCAD 2009. The course features a hands-on approach through lab exercises in which students apply the knowledge and skill they learn through formal instruction.

Start	End	Days	Time	Cost
Oct 16	Oct 30	Sat	9 a.m. – 5 p.m.	\$230

Introduction to Robot Studio

Any service or manufacturing industry personnel engaged in automation, continuous improvements, health and safety personnel engaged in workstation design, or lean manufacturing, would benefit from this training. Ideal for professional development.

Start	End	Days	Time	Cost
Sept 25	Oct 2	Sat/Sun/Sat	9 a.m. – 5 p.m.	\$240

Keyboarding

This course will teach touch keyboarding to people who are not professional typists, but need typing skills for work or personal use.

Start	End	Days	Time	Cost
Sept 14	Nov 2	Tue/Thu	7 – 9 p.m.	\$325

MS Excel 2007 – 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	End	Days	Time	Cost
Sept 20	Oct 18	Mon/Wed	6:30 – 9:30 p.m.	\$260

MS Excel 2007 – VBA and Macros

Visual Basic Applications (VBA) and Excel integrate to build some very powerful tools to enhance Excel applications. VBA enables you to achieve tremendous efficiencies in your day-to-day use of Excel.

Start	End	Days	Time	Cost
Sept 15	Nov 17	Wed	7 – 10 p.m.	\$280

Microsoft Office 2007 – Introduction

For Introductory Computer courses in Microsoft Office 2007 or courses in Computer Concepts with a lab component for Microsoft Office 2007 applications.

Start	End	Days	Time	Cost
Sept 14	Oct 14	Tue/Thu	7 – 10 p.m.	\$320

Microsoft Project 2007 – Level I

This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage these project plans.

Start	End	Days	Time	Cost
Oct 26	Nov 2	Tue	7 – 10 p.m.	\$110

Simply Accounting for Windows

This course will introduce the basic functions of the fully integrated Simply Accounting software program. This program is more commonly used for small business applications. Through lectures, demonstrations and hands-on practice students will acquire the fundamental skills to operate the commercial version of Simply Accounting.

Start	End	Days	Time	Cost
Oct 4	Nov 24	Mon/Wed	6 – 9 p.m.	\$410

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

(Mon/Tue 6 – 11 p.m.)

Dates: Aug 30 & 31
Oct 4 & 5
Nov 8 & 9
Dec 6 & 7

Sept 13 & 14
Oct 18 & 19
Nov 15 & 16
Dec 13 & 14

Sept 20 & 21
Oct 25 & 26
Nov 22 & 23

Sept 27 & 28
Nov 1 & 2,
Nov 29 & 30

Cost: \$53

Canadian Firearms Safety Course Challenge Test

(Wed 6 – 9 p.m.)

Date: Nov 24

Cost: \$53

Canadian Restricted Firearms Safety Course

(Wed/Thu 6 – 11 p.m.)

Dates: Sept 15 & 16
Dec 8 & 9

Sept 22 & 23

Oct 20 & 21

Nov 17 & 18

Cost: \$53

Firearms Safety Hunter Education

(Sat/Sun 8 a.m. – 5 p.m.)

Dates: Sept 11 & 12
Oct 16 & 17
Nov 13 & 14
Dec 11 & 12

Sept 18 & 19
Oct 23 & 24
Nov 20 & 21

Sept 25 & 26
Oct 30 & 31
Nov 27 & 28

Oct 2 & 3
Nov 6 & 7
Dec 4 & 5

Cost: \$78 (Adult)/\$68 (Youth)

LLQP

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 exam is mandatory and tests application of knowledge rather than the recollection of facts.

Exam Sessions

LLQP – Accident & Sickness Exams
LLQP – Full Exams

Cost
\$75
\$100

Real Estate Sales Professional Exam

Register by calling the Newfoundland and Labrador Association of REALTORS® Inc. at 726-5110. Registration in the NLAR training program is now mandatory.

* Exam sessions are held every second Wednesday. Sessions will be held on the following dates at 5:00pm, pending sufficient enrolment:

Sep 8 & 22
Nov 3 & 17

Oct 6 & 20
Dec 1 & 15

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.

Course	Part 1	Part 2	Start Time	Cost
Module 1: Maintenance Management Skills & Techniques	Sept. 23 & 24	N/A	8 a.m.	\$395
Module 2: Production & Operations Management	Nov. 18 & 19	Dec. 9 & 10	8 a.m.	\$795
Module 4: Financial Management	Nov. 22 & 23	Dec. 13 & 14	8 a.m.	\$795
Module 5: Developing & Implementing Maintenance Tactics	Sept. 27 & 28	Oct. 21 & 22	8 a.m.	\$795

Occupational Health and Safety Certificate*

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

Course	Start	End	Days	Time	Cost
Chemical Components	Sept 13	Dec 13	Mon	6 – 9 p.m.	\$380
Effective Presentations	Sept 15	Dec 8	Wed	7 – 10 p.m.	\$380
Introduction to Ergonomics	Aug 30	Dec 6	Mon	7 – 10 p.m.	\$380
Workers Compensation & Disability Management	Sept 1	Dec 8	Wed	6:30 – 9:30 p.m.	\$400
Workplace Safety Legislation	Sept 11	Dec 18	Sat	9 a.m. – 1 p.m.	\$580

Records & Information (RIM) Certificate Program*

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

Course	Start	End	Days	Time	Cost
RP1300 Active, Semi and Non-active Records	Sept 23	Dec 2	Thu	7 – 10 p.m.	\$300

Supply Management

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.

Course	Dates	Days	Time	Cost
Introduction to Contract Law & Administration	Nov 18-19	Thu/Fri	8:30 a.m. – 5 p.m.	\$495 member/\$545 non-member
Introduction to Marketing	Oct 21-22	Thu/Fri	8:30 a.m. – 5 p.m.	\$495 member/\$545 non-member
Introduction to Operations Management	Sept 13-Dec 13	Mon	7 – 10 p.m.	\$495 member/\$545 non-member

Ridge Road Campus

Hazardous Area "EX" Training (Monthly offering)

The 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 hour) 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)

The program is a 12 month, Power Engineering 4th Class Correspondence Program which prepares students to enter the expanding and dynamic field of Power Engineering.

Course duration: 12 months Cost: \$1400.00, 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

The 3rd Class Power Engineering 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.

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: Sep 11/Sept 18/Oct 2/Oct 9/Oct 16/Oct 30/Nov 13/Nov 20/Nov 27/Dec 4

Cost: \$53 Manual Provided

Firearms Safety Hunter Education (2 Days)

Dates: Sept 11, 12/Sept 18, 19/Oct 2, 3/Oct 9, 10/Oct 16, 17/Oct 30, 31/Nov 13, 14/Nov 20, 21/Nov 27, 28/Dec 4, 5

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: TBD

Cost: \$420 Manual Provided

Electrical Hazard Awareness (1 Day)

After completing this course, participants will be able to:

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

Dates: TBD

Cost: \$135 Manual Provided

Flag Person (Traffic Control 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: TBD

Cost: \$60

Forklift Awareness

This course includes three hours of theory safety and per check list and one hour practical on forklift

Dates: TBD

Cost: \$150

H2S Alive (1 Day)

This 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: Aug 3/Sep 7/Oct 12/Nov 9

Cost: \$180 Manual Provided

Hydraulics Level 1: Theory & Components

Dates: Sep 27 - Oct 1

Cost: \$1,150 Manual Provided

Hydraulics Level 2: Basic Circuits & Troubleshooting

Dates: Oct 4 - 8

Cost: \$1,150 Manual Provided

Hydraulics Level 3: Pump Controls & Troubleshooting

Dates: Nov 22 - 26

Cost: \$1,150 Manual Provided

Hydraulics Level 4: Advanced Control Valves & Troubleshooting

Dates: Nov 29 - Dec 3

Cost: \$1,150 Manual Provided

Powerline Hazards 3-Year Certification (½ Day)

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: TBD

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: Aug 4 - 6/Sep 8 - 10/Oct 13 - 15/Nov 23 - 25

Cost: Call for Details/Manual Provided

Roughneck Course (9 Days)

A course to prepare an individual to work on a land rig - safety is most important. Practical is on a fully functional single drilling rig. H2S Alive and WHIMS also included.

Dates: TBDC

Cost: \$1475.00

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: Oct 4 - 8/Oct 18 - 22

Cost: \$2495 Manual Provided

*Call Seal Cove Campus for further details and to register.

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.

So much more. www.cna.nl.ca 1 888 982 2268

