

COLLEGE OF THE NORTH ATLANTIC

Continuing Education

Winter Semester 2010 (January to April)

Prince Philip Drive Campus



Personal Interest/Professional Development

Course	Start	End	Days/Nights	Time	Cost
Administrative Writing for Office Communications	Ongoing	Ongoing	Correspondence		\$200
Babysitting	Apr 10	Apr 10	Sat	9am - 4:30pm	\$70
Bartending	Feb 2	Mar 25	Tue/Thu	7 - 10pm	\$630
Boat Operators Accredited Training	Mar 24	Mar 25	Wed/Thu	6 - 10pm	\$70
Boat Operators Accredited Training	Mar 31	Apr 1	Wed/Thu	6 - 10pm	\$70
Boat Operators Accredited Training	Apr 14	Apr 15	Wed/Thu	6 - 10pm	\$70
Medical Laboratory Assistant Bridging Program	Mar 1	May 21	Online		\$340
Medical Terminology Online	Jan 11	Apr 25	Online		\$350
Public Speaking: The Speaker's Tool Box	Feb 2	Mar 23	Tue	7- 10pm	\$190
Security Services	Ongoing	Ongoing	Correspondence		\$400
Welding Basic Arc I	Jan 19	Mar 25	Tue/Thu	6:30 - 9:30pm	\$580
Welding: CWB Testing	Jan 29	Jan 29	Fri	8 am start	Varies
Welding: CWB Testing	Feb 26	Feb 26	Fri	8 am start	Varies
Welding: CWB Testing	Mar 26	Mar 26	Fri	8 am start	Varies
Welding: CWB Testing	Apr 30	Apr 30	Fri	8 am start	Varies



Computer Courses

Course	Start	End	Days/Nights	Time	Cost
AutoCAD Fundamentals	Feb 6	Feb 20	Sat	9am - 5 pm	\$230
Cisco: Network Fundamentals	Jan 9	Apr 24	Sat	9:30am-12:30	\$560
Graphic Design 1: Design Fundamentals VA1230	Feb 2	Mar 23	Tue/Thu	7 - 10 pm	\$360
Illustration 1: Introduction to Illustration For Graphic Arts - GA1630	Jan 18	Mar 29	Mon/Wed	7 - 10 pm	\$480
Introduction to Computers	Feb 2	Mar 4	Tue/Thu	7 - 10 pm	\$270
Microsoft Excel 2007 - Introduction	Mar 22	Apr 14	Mon/Wed	7 - 10 pm	\$260
Simply Accounting for Windows	Jan 26	Mar 16	Tue/Thu	7 - 10 pm	\$410



NEW Supply Management Courses

Intro. to Procurement	Dates TBD	39 hrs 7 - 10 pm	\$495 member / \$595 non-member
Intro. to Logistics	Dates TBD	39 hrs 7 - 10 pm	\$495 member / \$595 non-member
Intro. to Transportation	Dates TBD	39 hrs 7 - 10 pm	\$495 member / \$595 non-member
Intro. to Operations Management	Dates TBD	39 hrs 7 - 10 pm	\$495 member / \$595 non-member
Intro. to Business Communications	Dates TBD	2 days 9 am - 5:30 pm	\$495 member / \$595 non-member
Intro. to Negotiations	Dates TBD	2 days 9 am - 5:30 pm	\$495 member / \$595 non-member
Intro. to Contract Law & Admin.	Dates TBD	2 days 9 am - 5:30 pm	\$495 member / \$595 non-member
Intro. to Accounting and Finance	Dates TBD	2 days 9 am - 5:30 pm	\$495 member / \$595 non-member
Intro. to Marketing	Dates TBD	2 days 9 am - 5:30 pm	\$495 member / \$595 non-member
Intro. to Business Planning	Dates TBD	2 days 9 am - 5:30 pm	\$495 member / \$595 non-member





Seal Cove Campus

Course

Firearms Safety Hunters Education
 Firearms Safety Hunters Education
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 Firearms Safety Hunters Education
 Firearms Safety Hunters Education

Start

Jan 23
 Feb 6
 Feb 27
 Mar 13
 Apr 17

End

Jan 24
 Feb 7
 Feb 28
 Mar 14
 Apr 18

Days/Nights

Sat/Sun
 Sat/Sun
 Sat/Sun
 Sat/Sun
 Sat/Sun

Time

8 am - 5 pm
 8 am - 5 pm
 8 am - 5 pm
 8 am - 5 pm
 8 am - 5 pm

Cost

\$78
 \$78
 \$78
 \$78
 \$78

Forklift Training**

H2S**

Hydraulic Theory & Components**

Rigging/Banksman Slinger**

Well Control Certification**

**Call Seal Cove Campus for details.



For more information or to register contact:

Prince Philip Drive Campus
 P.O. Box 1693
 St. John's, NL
 A1C 5P7

Tel: **709 758 7531**
 Fax: 709 758 7305

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

Tel: **709 758 7707**
 Fax: 709 758 7127

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

Tel: **709 744 6846**
 Fax: 709 744 3929

Email: ptprograms@cna.nl.ca

www.cna.nl.ca

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.



Certificate Programs

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

Maintenance Management Professional (MMP)

Course	Start	End	Days/Nights	Time	Cost
Module 1: Maintenance Management Skills & Technologies	TBD	TBD	TBD	8 am - 5 pm	\$395

Occupational Health and Safety

Course	Start	End	Days/Nights	Time	Cost
Fire Loss Control & Emergency Response	Jan 13	Apr 7	Wed	7 - 10 pm	\$380
Fundamentals Management	Jan 12	Apr 6	Tue	7 - 10 pm	\$380
OHS Chemical Components	Jan 11	Apr 12	Mon	7 - 10 pm	\$380
Workplace Safety Legislation	Jan 9	Apr 24	Sat	9 am - 1 pm	\$580

Project Management Fundamentals (PMF)

Course	Start	End	Days/Nights	Time	Cost
Leadership Excellence	Jan 5	Jan 7	T/W/T	9 am - 5 pm	\$670
Effective Project Planning	Apr 6	Apr 8	T/W/T	9 am - 5 pm	\$670

Records & Information (RIM)

Course	Start	End	Days/Nights	Time	Cost
RP1101 Management & Control of Records	Jan 14	May 27	Thu	7 - 10 pm	\$550



Ridge Road Campus

Hazardous Area "EX" Training (Monthly Offering)

Correspondence Course (Continues intake)

- Power Engineering 4th Class
- Power Engineering 3rd Class
- Refrigeration Operator "B"

*Call Ridge Road Campus for details.





Firearms

Course	Start	End	Days/Nights	Time	Cost
Canadian Firearms Safety Course	Jan 11	Jan 12	Mon/Tue	6 - 11 pm	\$53
Canadian Firearms Safety Course	Jan 18	Jan 19	Mon/Tue	6 - 11 pm	\$53
Canadian Firearms Safety Course	Jan 25	Jan 26	Mon/Tue	6 - 11 pm	\$53
Canadian Firearms Safety Course	Feb 1	Feb 2	Mon/Tue	6 - 11 pm	\$53
Canadian Firearms Safety Course	Feb 8	Feb 9	Mon/Tue	6 - 11 pm	\$53
Canadian Firearms Safety Course	Feb 15	Feb 16	Mon/Tue	6 - 11 pm	\$53
Canadian Firearms Safety Course	Feb 17	Feb 18	Wed/Thu	6 - 11 pm	\$53
Canadian Firearms Safety Course	Feb 22	Feb 23	Mon/Tue	6 - 11 pm	\$53
Canadian Firearms Safety Course	Feb 24	Feb 25	Wed/Thu	6 - 11 pm	\$53
Canadian Firearms Safety Course	Mar 1	Mar 2	Mon/Tue	6 - 11 pm	\$53
Canadian Firearms Safety Course	Mar 8	Mar 9	Mon/Tue	6 - 11 pm	\$53
Canadian Firearms Safety Course	Mar 22	Mar 23	Mon/Tue	6 - 11 pm	\$53
Canadian Firearms Safety Course	Mar 24	Mar 25	Wed/Thu	6 - 11 pm	\$53
Canadian Firearms Safety Course	Mar 29	Mar 30	Mon/Tue	6 - 11 pm	\$53
Canadian Firearms Safety Course	Apr 5	Apr 6	Mon/Tue	6 - 11 pm	\$53
Canadian Firearms Safety Course	Apr 7	Apr 8	Wed/Thu	6 - 11 pm	\$53
Canadian Firearms Safety Course	Apr 12	Apr 13	Mon/Tue	6 - 11 pm	\$53
Canadian Firearms Safety Course	April 26	Apr 27	Mon/Tue	6 - 11 pm	\$53
Canadian Firearms Safety Challenge Test	Jan 27	Jan 27	Wed	6 - 9 pm	\$53
Canadian Firearms Safety Challenge Test	Mar 17	Mar 17	Wed	6 - 9 pm	\$53
Canadian Restricted Firearms Safety Course	Jan 13	Jan 14	Wed/Thu	6 - 11 pm	\$51
Canadian Restricted Firearms Safety Course	Jan 20	Jan 21	Wed/Thu	6 - 11 pm	\$51
Canadian Restricted Firearms Safety Course	Feb 3	Feb 4	Wed/Thu	6 - 11 pm	\$51
Canadian Restricted Firearms Safety Course	Feb 10	Feb 11	Wed/Thu	6 - 11 pm	\$51
Canadian Restricted Firearms Safety Course	Mar 3	Mar 4	Wed/Thu	6 - 11 pm	\$51
Canadian Restricted Firearms Safety Course	Mar 10	Mar 11	Wed/Thu	6 - 11 pm	\$51
Canadian Restricted Firearms Safety Course	Apr 14	Apr 15	Wed/Thu	6 - 11 pm	\$51
Canadian Restricted Firearms Safety Course	Apr 21	Apr 22	Wed/Thu	6 - 11 pm	\$51
Firearms Safety Hunter Education	Jan 16	Jan 17	Sat/Sun	9 am - 6 pm	\$78
Firearms Safety Hunter Education	Jan 23	Jan 24	Sat/Sun	9 am - 6 pm	\$78
Firearms Safety Hunter Education	Jan 30	Jan 31	Sat/Sun	9 am - 6 pm	\$78
Firearms Safety Hunter Education	Feb 6	Feb 7	Sat/Sun	9 am - 6 pm	\$78
Firearms Safety Hunter Education	Feb 13	Feb 14	Sat/Sun	9 am - 6 pm	\$78
Firearms Safety Hunter Education	Feb 20	Feb 21	Sat/Sun	9 am - 6 pm	\$78
Firearms Safety Hunter Education	Feb 27	Feb 28	Sat/Sun	9 am - 6 pm	\$78
Firearms Safety Hunter Education	Mar 6	Mar 7	Sat/Sun	9 am - 6 pm	\$78
Firearms Safety Hunter Education	Mar 20	Mar 21	Sat/Sun	9 am - 6 pm	\$78
Firearms Safety Hunter Education	Mar 27	Mar 28	Sat/Sun	9 am - 6 pm	\$78
Firearms Safety Hunter Education	Apr 10	Apr 11	Sat/Sun	9 am - 6 pm	\$78
Firearms Safety Hunter Education	Apr 24	Apr 25	Sat/Sun	9 am - 6 pm	\$78



Life & Accident and Sickness, and Real Estate Exams

Course	Cost
LLQP - Accident & Sickness Exams	\$75
LLQP - Full Exams	\$100
Real Estate - Sales Exam	\$25
Real Estate - Agent Exam	\$40

All exams occur at the same time and exam sessions are held every second Wednesday at 4:30 p.m. Sessions will be held on the following dates... pending sufficient enrolment:

January 6 & 20

February 3 & 17

March 3, 17, & 31

April 14

