Northern Lights College

Arts and Culture | Creative Services | Information and Technology | Business | Education | Trades and Industry

Registration opens June 10

Course Offerings Summer 2024

July–August

Northern Lights College
Continuing Education

FSJ: 250–787–2112
DC: 250–784–7587
1–866–463–6652
ce@nlc.bc.ca
ce.nlc.bc.ca

General Information

Registration

Registration for Summer 2024 programs is open June 10. Registration can be done in any NLC campus, or, via email **ce@nlc.bc.ca** or over the phone at **1-866-463-6652**. You must provide the course code when you register. Codes begin with 2024UC. Many classes have multiple offerings with varying dates and delivery methods. Choose one when registering. Some class sizes may be limited and are filled on a first come, first served basis.
Click on the QR code to go to the Continuing Education How to Register page.

Cancellations

Some courses or classes may be cancelled if minimum attendance is not met. Every effort is made to notify students in advance. Please ensure your contact information is current.

Refunds

Our general refund policy is to provide a full refund, including textbooks and supplies, if written notification is received seven business days or more prior to the start of the class. Notification should be sent to **ce@nlc.bc.ca.** There are no refunds for cancellations that are six business days or less prior to the start date of the class or for non-attendance. Refunds for canceled classes will be processed automatically.

Fees

Tuition fees are payable to NLC at the time of registration. GST added where applicable.

Course Requirements

Students are responsible for ensuring they have the right equipment and software for the courses they are enrolled in. If a course has prerequisites, you will be required to confirm eligibility.

Ed2Go Courses

We offer over 250 online courses through Ed2Go. Visit **www.ed2go.com/northern/** to view the catalogue. Look on NLC website on how to register.

Knowledgeware

Interested in online WHMIS or FoodSafe Level? We offer these online courses through the KnowledgeWare platform.

BuildForce Courses

We offer a variety of construction workforce courses online through BuildForce.

Safety Training

We offer a variety of Safety Training courses with online and on-campus options.

Corporate Training

Continuing Education at NLC offers custom,corporate training for businesses, organizations and their staff. From computer courses to equipment operating, we can develop training that you need.
Email **corporatetraining@nlc.bc.ca** or call **250-787-6205** for more information.

Training for Indigenous Communities

Continuing Education is proud to work with our Indigenous communities to create accessible and relevant training and courses for their members. Where necessary, NLC's Indigenous Education team is involved in the planning process. Previous programming for Indigenous communities has included Computer Fundamentals, Indigenous Resource Management and Job Search Skills. Training is customizable and can be completed at an NLC campus or wherever the training is required. Email: **corporatetraining@nlc.bc.ca**.

Online, Self-Guided	Online, Instructor-Moderated	Online, Live Instructor
Students are given full access to all course content the day the course starts and learning is self-paced. Students have 12 weeks from the course start date to complete the course. No extensions are permitted.	Course content is released weekly. Students have 6 weeks from the course start date to complete the course.	Delivered online via Teams, Zoom, or other platforms.

We offer a wide arrange of online courses, Go to **ce.nlc.bc.ca** for more information.

Arts and Culture

Discover Sign Language — $176 +GST

Discover the graceful and expressive language of sign language and learn to communicate with anyone, anywhere, just by using your hands! With this American Sign Language (ASL) course, you can unlock this rewarding ability and master communicating with deaf people.

Throughout your online sign language training course, you will learn to fingerspell the alphabet, sign colours, numbers, objects, and family members. You will acquire a wide range of useful, everyday vocabulary that will enable you to engage in meaningful conversations with members of the deaf community. Using video demonstrations, you will understand how to form correct signs and incorporate facial expressions to communicate beautifully in sign language.

Explore the history and usage of American Sign Language (ASL) and how to navigate the culture and social customs of the deaf community. By the end of this sign language course, you will be confident and ready to participate in a conversation using the power of sign language. This is not US specific.

Online, Self-Guided
Open registration begins July 2, 2024
2024UC CE-AC32-WZO01

Online, Instructor Moderated
Begins July 17, 2024
2024UC CE-AC32-WA001

Online, Instructor Moderated
Begins August 14, 2024
2024UC CE-AC32-WA002

Drawing for the Absolute Beginner — $155 +GST

If you've always been interested in drawing but don't really know how to get started, then this is the course for you. Gain a solid foundation and understanding of the basics of drawing and become the artist you've always dreamed you could be!

You'll become intimately familiar with paper types, drawing styles, rendering techniques, and the basic principles of perspective, layout, design, lighting, volume, and space. If you have an interest in learning what it's like to draw or would love to increase your current knowledge in the field of art and illustrating, then this course aims to fulfill all of your needs.
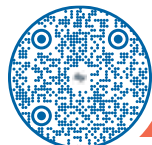
Online, Self-Guided
Open registration begins July 2, 2024
2024UC CE-AC82-WZO01

Online, Instructor Moderated
Begins July 17
2024UC CE-AC82-WA001

Online, Instructor Moderated
Begins August 14
2024UC CE-AC82-WA002

To register: ce@nlc.bc.ca | 250-784-7587 | 250-787-2112 | 1-866-463-6652

Arts and Culture

Speed Spanish $189 +GST

In this online Spanish course, you will learn to converse in Spanish using common words and phrases and demonstrate the proper forms of common Spanish nouns and verbs. You will also discuss Spanish culture and differences in Spanish-speaking countries while learning how to use numbers in Spanish to discuss dates, times, and money.

By completing this course, you will gain confidence in your ability to converse with others in Spanish, be prepared to travel to a Spanish-speaking country and communicate effectively and build in-demand skills that can increase your career opportunities.

Online, Self-Guided
Open registration begins July 2, 2024
2024UC CE-AC35-WZO01

Online, Instructor Moderated
Begins July 17, 2024
2024UC CE-AC35-WA001

Online, Instructor Moderated
Begins August 14, 2024
2024UC CE-AC35-WA002

Speed Spanish II $189 +GST

Learn Spanish online with ease! Gain comfort in Spanish-speaking situations by gaining essential strategies you can immediately use; from Spanish pronunciation strategies to past and future tense lessons, possessive expressions, and more.

Our Speed Spanish courses are designed differently than other Spanish classes you may have taken or encountered before, offering both instructor-moderated and self-guided options to enable your future success.
Once you have completed this course and its predecessor (Speed Spanish), you will be well on your way to Spanish fluency.

Online, Self-Guided
Open registration begins July 2, 2024
2024UC CE-AC47-WZO01

Online, Instructor Moderated
Begins July 17, 2024
2024UC CE-AC47-WA001

Online, Instructor Moderated
Begins August 14, 2024
2024UC CE-AC47-WA002

Arts and Culture

Instant Italian $176 +GST

This dynamic course will teach you how to express yourself comfortably in Italian. You'll learn practical, everyday words. You'll read, hear, and practice dialogues based on typical situations that you're likely to encounter if you plan to vacation 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!

This course will make it simple to master your pronunciation of Italian. Essential words and phrases are written phonetically by using sounds that are familiar to you from English words. The audio feature lets you hear the words and phrases spoken aloud with just a click of your mouse.

Short exercises are included with each lesson to help you reinforce what you've learned and gauge your progress, making it easy to pinpoint areas that you still need to review. The exercises also give you immediate feedback; you'll know whether you answered correctly as soon as you finish.

Online, Self-Guided
Open registration begins July 2, 2024
2024UC CE-AC45-WZO01

Online, Instructor Moderated
Begins July 17
2024UC CE-AC45-WA001

Online, Instructor Moderated
Begins August 14
2024UC CE-AC45-WA002

Creative Services

Introduction to Interior Design $208 +GST

Are you a creative person with an eye for design? If so, this course will show you how to transform plain living spaces into beautiful and functional rooms.

Interior design takes training as well as talent, and these lessons will give you the know-how you need to design a room from floor to ceiling. You'll delve into colour theory, industry trends, spatial arrangements, floor plans, traditional and modern interior design ideas, and other basics. In addition, you'll explore a range of careers in interior design and get insider tips for entering this exciting field.

Because interior design is constantly evolving, you'll also learn about some of the latest trends affecting the industry. You'll investigate "green" sustainable design, and you'll find out how to modify your designs for people with special needs.

As you master design skills step-by-step, you'll complete your first project: a fully developed room design, complete with spatial layout, lighting, and finish selections. Your new knowledge and hands-on practice will give you the confidence you need to start creating beautiful residential interiors for yourself and others.

Online, Self-Guided
Open registration begins July 2, 2024
2024UC CE-HM02-WZO01

Online, Instructor Moderated
Begins July 17
2024UC CE-HM02-WA001

Online, Instructor Moderated
Begins August 14
2024UC CE-HM02-WA002

To register: ce@nlc.bc.ca | 250-784-7587 | 250-787-2112 | 1-866-463-6652

Information & Technology

Introduction to Microsoft Excel 2019 — $218 +GST

If you work with numbers, names, dates, or other important data, you need to create spreadsheets to manage this information.

Microsoft Excel is the most widely used spreadsheet software to organize, store, and optimize data. If you're ready to learn Excel 2019, this course will teach you the basics.

You will learn how to create a spreadsheet using several time-saving functions. You will also learn how to use macros and buttons, how to sort and analyze your data, and more. By course completion, you will know how to best organize large sets of data into a spreadsheet with this powerful business productivity tool.

Online, Self-Guided
Open registration begins July 2, 2024
2024UC CE-CT21-WZ001

Online, Instructor Moderated
Begins July 17, 2024
2024UC CE-CT21-WA001

Online, Instructor Moderated
Begins August 14, 2024
2024UC CE-CT21-WA002

Microsoft Office 2019 Value Suite — $598 +GST

With more than one billion users worldwide, Microsoft Office remains the world's most popular business productivity software suite. From small businesses to Fortune 500 companies, job recruiters look for candidates that know how to use Microsoft Office's Word, Excel, and PowerPoint programs.

Whether you're a beginner or need a refresher, the Microsoft Office 2019 Value Suite will teach you the fundamentals of some of the most widely used programs in the Microsoft Office family.

This course bundle will introduce you to Microsoft Word 2019, Microsoft Excel 2019, and Microsoft PowerPoint 2019. These programs are used to handle common workplace tasks like word processing and presentation design. Through hands-on activities, you will gain proficiency in each of these programs and build skills that contribute to your organization's success.

Value Suite Bundles **must be treated as a single registration. Individual courses within the bundle cannot be dropped.**

Online, Instructor Moderated
Begins July 17, 2024
2024UC CE-CT11-WA001

Online, Instructor Moderated
Begins August 14, 2024
2024UC CE-CT11-WA002

Information & Technology

Basic Computer Skills Value Suite $473 +GST

Keyboarding
If you want to learn touch-typing or improve your existing typing skills, this is the perfect course for you! With the skills you master here, you'll become faster and more confident at the keyboard. By the end of the course, you'll know how to touch-type the alphabetic, numeric, and symbol keys; create, save, and edit word processing documents; and successfully take a timed writing test during a job interview.

Computer Skills for the Workplace
Most jobs today require a working knowledge of certain computer skills. This course is a great introduction to Windows 10 and Office 2016 and is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace. When you finish this course, you will have learned why employers consider technological literacy so critical to the success of any organization.

Introduction to PC Troubleshooting
Most of the problems people experience with their computers are completely avoidable, and most can be solved with nothing more than a few minutes of your time. Whether you're a computer newbie or a master, Intro to PC Troubleshooting will show you how to maintain and optimize a Windows PC. So, what are you waiting for? Let's troubleshoot and fix some PCs!

Value Suite Bundles **must be treated as a single registration. Individual courses within the bundle cannot be dropped.**

Online, Instructor Moderated
Begins July 17, 2024
2024UC CE-CT49-WA001

Online, Instructor Moderated
Begins August 14, 2024
2024UC CE-CT49-WA002

Business

Effective Business Writing — $207 +GST

Do you have a nagging suspicion that a small improvement in your writing skills might also improve your career prospects? Don't let small gaps in your business writing skills prevent you from reaching your full potential! It doesn't matter whether you're a clerical worker, an engineer, or an executive. If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. By the end of this course, you'll know the secret to developing powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word.

Online, Self-Guided
Open registration begins July 2, 2024
2024UC CE-BE12-WZ001

Online, Instructor Moderated
Begins July 17, 2024
2024UC CE-BE12-WA001

Online, Instructor Moderated
Begins August 14, 2024
2024UC CE-BE12-WA002

Start Your Own Small Business — $208 +GST

Learn how to take your dream of starting a business, and put it into action. In this class, you will learn everything you need to know about starting a business. You will begin by discovering the tricks to picking the right opportunity for you. Next, you will learn how to develop proven marketing techniques to easily build sales. Since every business needs money, this course discusses traditional and non-traditional financing options. Finally, you will learn easy-to-implement employee-management procedures and how to write business policies that help you build your business.

You, as a business owner, need to manage all your limited resources. One resource that often gets overlooked is your time. Throughout the course, you will learn time management techniques especially for entrepreneurs. While taking this course, you will discover the secrets that separate the successful entrepreneurs from the struggling ones.

Online, Self-Guided
Open registration begins July 2, 2024
2024UC CE-BE31-WZ001

Online, Instructor Moderated
Begins July 17, 2024
2024UC CE-BE31-WA001

Online, Instructor Moderated
Begins August 14, 2024
2024UC CE-BE31-WA002

Business

Explore a Career in Medical Coding $207 +GST

This is your chance to find out what it's really like to be a medical coder. In this course, you'll learn exactly what medical coders do daily. You'll learn to use the CPT manual and the ICD-10-CM to find medical codes for any disease, condition, treatment, or surgical procedure. As you explore a career in medical coding, you'll also explore each of the main systems of the human body–integumentary (skin), musculoskeletal, respiratory, cardiovascular, gastrointestinal, and endocrine, outlining the medical terminology, conditions, diseases, injuries, treatments, and procedures you will see most often in each of these systems.

Along the way, you will see numerous real-world examples and coding exercises to help you begin using your coding tools in conjunction with your analytical skills to come up with just the right choices to describe any medical situation. As you explore a career in medical coding, you'll get all the hands-on experience and knowledge you need to begin your career with confidence. Check it out because this might just be a great career choice for you!

Online, Self-Guided
Open registration begins July 2, 2024
2024UC CE-BE24-WZ001

Medical Terminology: A Word Association Approach $208 +GST

The Medical Terminology; A Word Association Approach course will teach you to understand medical terminology as it pertains to each body system. Using graphics and study tips you will not only learn definitions and root terms, but also their application in the medical world. Learning blocks are used to condense information and to help isolate what you need to know, versus what is nice to know; and you will be provided with fun and unusual facts to help you remember the medical terminology in unique ways. You will have opportunities to see how medical terminology is used in the real world through case study assignments, and will be provided with flashcards to help you study. The knowledge gained in this course will help you take the next step in your medical career or education.
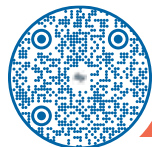
Online, Self-Guided
Open registration begins July 2, 2024
2024UC CE-BE14-WZ001

Online, Instructor Moderated
Begins July 17, 2024
2024UC CE-BE14-WA001

Online, Instructor Moderated
Begins August 14, 2024
2024UC CE-BE14-WA002

To register: ce@nlc.bc.ca | 250-784-7587 | 250-787-2112 | 1-866-463-6652

Business

Administrative Assistant Fundamentals — $203 +GST

Gain the skills and knowledge you'll need to prepare for the Certified Administrative Professional exam and begin a rewarding career as an administrative assistant. Discover how time management, accounting, business law, organizational behavior, and management affect administrative assistant responsibilities and activities.

Learn the basics of accounting, including the general ledger and key accounting terms, and see how financial statements and controls help keep your organization moving in a positive direction. Understand the fundamentals of business law, contracts, and the principal–agency relationship; discover ethics and organizational politics; and understand the basics of human resources management.

Also, discover key management functions such as planning, control, motivation, and organization; and discover how to increase creativity. Plus, find out how marketing differs from sales and learn the basics of operations management.

Online, Self–Guided
Open registration begins July 2, 2024
2024UC CE–BE27–WZ001

Online, Instructor Moderated
Begins July 17, 2024
2024UC CE–BE27–WA001

Online, Instructor Moderated
Begins August 14, 2024
2024UC CE–BE27–WA002

A–Z Grant Writing — $125 +GST

This course will provide you with the hands-on experience and knowledge you need to successfully begin writing grant proposals – including real–world scenarios; and the opportunity to improve their work by reviewing previous grant proposals completed by peers.

A to Z Grant Writing will take you through the process of finding and writing a grant application. Using a *Theory of Change* process to engage stakeholders in framing a grant application: you will prepare a draft of a grant application of your choice, step-by-step. In doing so, you will learn what grant funders look for in an application by reviewing pieces of your peers' grant proposals to provide and receive feedback. Additional features include six *teachable moments* videos and six *choose your own adventure* branching scenarios.

Online, Self–Guided
Open registration begins July 2, 2024
2024UC CE–BE125–WZ001

Education

Writing Essentials $198 +GST

Master the essentials of writing and become the stellar wordsmith you've always wanted to be! In this course, you'll develop the skills you need to excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

Whether you're hoping to get a better job, write for a blog, or publish your short story, this course will give you the writing tools you need for success. It's also a perfect choice if you speak English as a second language. With the knowledge and hands-on practice you gain from this course, you'll be able to express yourself clearly and persuasively in writing; both in your personal life and in the business world.

Online, Instructor Moderated
Begins July 17, 2024
2024UC CE-PD103-WA001

Online, Instructor Moderated
Begins August 14, 2024
2024UC CE-PD103-WA002

Mastering Public Speaking $208 +GST

You can become an effective public speaker! In this course, you will discover how to talk confidently and persuasively to both large audiences and small groups. You will also learn how to plan and deliver your presentations skillfully, and how to manage one of the most common public speaking barriers; fear.

You'll learn the secrets to presenting a speech, how to handle questions, manage conflict in meetings, and even how to shine in a job interview. You will get tips for training your voice and learn how to use both verbal and nonverbal communication effectively. By the time you finish this course, you'll have an entire set of skills you can use on the job, in social settings, and in any other situation where you need to communicate with ease and authority!
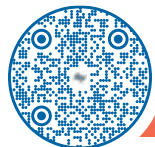
Online, Self-Guided
Open registration begins July 2, 2024
2024UC CE-PD53-WZ001

Online, Instructor Moderated
Begins July 17, 2024
2024UC CE-PD53-WA001

Online, Instructor Moderated
Begins August 14, 2024
2024UC CE-PD53-WA002

Education

Grammar Refresher — $207 +GST

Develop your English grammar skills, and take your writing and speaking to the next level of excellence with this course. This course explores the eight parts of speech, punctuation and mechanics, and foundational sentence construction. You will learn about phrases, clauses, problem words, common grammar mistakes, and much more thorough practical, hands-on exercises. You will also learn through short videos, examples, and even fun games. Take your writing and speaking to the next level of excellence!

Online, Self-Guided
Open registration begins July 2, 2024
2024UC CE-PD04-WZO01

Trades & Industry

FoodSafe Level 1 – Online Self-Guided — $115 +GST

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

Online, Self-Guided
Open registration starts July 2, 2024
2024UC WFTR-OSO4-WZO01

Trades & Industry

FoodSafe Level 1 – Live Instructor $155.80 +GST

FOODSAFE Level 1 is an in-person food handling, sanitation and work safety course designed for food service establishment operators and front-line food service workers such as cooks, servers, bussers, dishwashers, and deli workers. The course covers important food safety and worker safety information, including foodborne illness, receiving and storing food, preparing food, serving food, cleaning, and sanitizing.

Dawson Creek,
Face-to-Face, NLC Trainer
Friday, July 12, 9am–4pm
2024UC WFTR-OS04-DP001

Saturday, July 13, 9am–4pm
2024UC WFTR-OS04-DP002

Friday, August 16, 9am–4pm
2024UC WFTR-OS04-DP003

Saturday, August 17, 9am–4pm
2024UC WFTR-OS04-DP004

Fort St John Campus,
Face-to-Face, NLC Trainer
Friday, July 26, 9am–4pm
2024UC WFTR-OS04-FP001

Saturday, July 27, 9am–4pm
2024UC WFTR-OS04-FP002

Chetwynd Campus,
Face-to-Face, NLC Trainer
Friday, August 9, 9am–4pm
2024UC WFTR-OS04-CP001

Saturday, August 10, 9am–4pm
2024UC WFTR-OS04-CP002

Instructor: **Carole Taylor**

Carole Taylor has been an instructor at Northern Lights College since 2001, focusing on the Career & College Preparation Department with upgrading courses. Carole has facilitated the Foodsafe Level 1 course since 2002.

Communication, Negotiation, Conflict Resolution $150 +GST

This course is intended for anyone in the construction and maintenance industry who must interact effectively and professionally with employees, subcontractors, owners, clients, engineers, and employers. The information presented in this course will help you to improve both your oral and written communication skills, your negotiating skills and conflict resolution abilities everyday alongside your co-workers and on the job site. The Communication, Negotiation and Conflict Resolution course has been designed to help improve written, oral, and negotiating skills within the construction industry. The course contains interactive elements, case studies, practical examples, a search function, course glossary and reference library.

Online, Self-Guided
Open registration starts July 2, 2024
2024UC WFTR-OS02-WZ001

Trades & Industry

Construction Project Management $150 +GST

This course is intended for everyone working in construction in any part of the country, in any sector (residential, institutional, and commercial, heavy industrial and engineering). The information presented in this course will help you to understand what you can do to successfully administer projects and will provide you with the necessary tools to help manage a project. This training program will provide you with the knowledge and skills to help you plan and administer projects from start to finish

Online, Self-Guided
Open registration starts July 2, 2024
2024UC WFTR-TI15-WZ001

Construction Law $150 +GST

This course is intended for people working in the construction industry who deal primarily in trade-to-trade and/or trade-to-customer situations. It is intended to provide members of the construction industry with an understanding of construction law. This course is designed to teach and familiarize owners, managers, supervisors and project managers with construction contracts and contract law, liabilities, and responsibilities of all parties to a contract, compiling and submitting proper extras and claims, and ways and means for leaders to avoid conflict with contracts, owners, trades and labour.

Online, Self-Guided
Open registration starts July 2, 2024
2024UC WFTR-TI14-WZ001

Pipeline Construction Safety Training (PCST) $100 +GST

Construction safety is not to be taken lightly, and it is something that the pipeline construction industry takes very seriously. This course is intended to familiarize you, the worker, with how to recognize, assess and control hazards on the work site. It has been designed to complement other safety-related courses offered by the industry.

Online, Self-Guided
Open registration starts July 2, 2024
2024UC WFTR-TI13-WZ001

Canadian Construction Contract Essentials $200 +GST

For contactors and anyone involved in procurement and contracting within a construction company. Gain a basic and practical understanding of Canadian construction contract and subcontract essentials.

Online, Self-Guided
Open registration starts July 2, 2024
2024UC WFTR-TI171-WZ001

Trades & Industry

First Level Supervisor Training Program $400 +GST

This course is intended for foremen and supervisors or any individual who wants to become a First Level Supervisor in any part of the country, in any sector (residential, industrial, commercial, institutional, pipeline, civil). First Level Supervisor Training offers the critical basic skills and concepts needed to supervise a crew in the residential, institutional, commercial, industrial, and civil construction sectors. Supervisors play a key role in ensuring the job gets done on time, on budget and safely. The course introduces you to planning and scheduling, followed by productivity and quality, including problem solving for quality outcomes. The final section teaches you how to lead an effective work team by discussing concepts, motivation, and team performance

Online, Self-Guided
Open registration starts July 2, 2024
2024UC WFTR-TI11-WZ001

Construction Industry Ethics $350 +GST

This course is intended for owner/clients, contractors, supervisors, project managers, etc. who must deal effectively and professionally with employees, subtrades, owners, clients, engineers, employers, and the public. Ethical behaviour is paramount in the construction industry. By maintaining high ethical standards, and being consistent in our practices, we thrive both personally and professionally. The Construction Industry Ethics course can help your employees navigate the ethical grey areas they face every day. The Construction Industry Ethics course has been designed to help you understand ethics as it relates to the construction industry.

Online, Self-Guided
Open registration starts July 2, 2024
2024UC WFTR-TI10-WZ001

Introduction to Construction Estimating $150 +GST

This course is intended for people working in estimating or any individual who wants to become an estimator in any part of the country, in any sector (residential, industrial, commercial, institutional, pipeline, civil). Accurate and precise estimating is critical to the financial viability of a construction firm. This course introduces the field of construction estimating and covers all aspects of the production of an accurate estimate. This training program will provide you with the knowledge and skills to visualize the scope and magnitude of a construction project and produce reliable estimates. This is accomplished by reviewing drawings through various phases of a project with the aim of determining the quantity and type of materials required for the project.

Online, Self-Guided
Open registration starts July 2, 2024
2024UC WFTR-TI12-WZ001

To register: ce@nlc.bc.ca | 250-784-7587 | 250-787-2112 | 1-866-463-6652

Safety Training

Skid Steer Training — $595 +GST

Our workplace integrated Skid Steer Operator training program has been designed for those who are required to be trained to safely undertake work activities that involve the operation of a skid steer. This program uses a mix of training theory and practical skid steer operation to provide students the knowledge of how to operate the equipment safely.

Please note: this course is ideally suited for students/employees who have some previous experience operating a skid steer. There will be a two-day training offered in the fall for those without experience.

Dawson Creek campus,
Face-to-Face, NLC Trainer
July 3
8:00 am – 5:00 pm
Room A-105 in Dawson Creek Trades Training Centre
2024UC WFTR-TI48-DP001

Loader Operator Training — $595 +GST

This course will provide you with a loader operator certificate that meets and exceeds WorkSafeBC standards and will provide valuable documentation regarding the student's competency to safely operate a loader.

Please note: This course is ideally suited for students who have some previous experience operating a loader. Attempting the course with no previous experience may result in additional training being required before competency can be demonstrated and certification received.

Dawson Creek campus,
Face-to-Face, NLC Trainer
June 26
8:00 am – 5:00 pm
Room A-105 in Dawson Creek Trades Training Centre
2024SC WFTR-TI22-DP001

Aerial Work Platform — $595 +GST

If you work in aerial lifts or near them on the ground, you need to understand the hazards, the basic regulatory requirements, and the safety work practices that must be followed to prevent accidents and injuries. This program consists of morning classroom training session followed by a practical operating test and is recommended for new and existing operators of multiple types of elevated work platforms and aerial work platforms.

Dawson Creek campus,
Face-to-Face, NLC Trainer
July 10
8:00 am – 5:00 pm
Room A-105 in Dawson Creek Trades Training Centre
2024UC WFTR-TI35-DP001

Safety Training

Occupational First Aid Level 1 — $199 +GST

Occupational First Aid Level 1 is certified by Worksafe BC and is valid for three years. Students will learn basic first aid procedures such as minor wound care, airway obstruction, shock and severe bleeding. Additional topics covered are CPR with AED, medical emergency procedure and emergency scene management.

Fort St. John campus,
Face-to-Face, NLC Trainer
Date: August 26
8:00 am – 5:00 pm
Room 136 on FSJ Campus
2024UC WFTR-TI23-FP001

Common Safety Orientation (CSO) — $139 +GST

This course will be offered in-person and provides new workers with safety messaging that explains safe work practices and how to recognize and address hazards in the workplace. Participants will learn the 10 lifesaving rules, emergency preparedness and response procedures, and how to report both incidents and near misses.

Fort St. John campus,
Face-to-Face, NLC Trainer
Date: August 28
8:00 am – 5:00 pm
Room 136 on FSJ Campus
2024UC WFTR-TI182-FP001

H2S Alive — $249 +GST

This course covers the physical properties and health hazards of H2S, how to protect oneself and basic rescue techniques. Each student is required to operate a self-contained breathing apparatus (SCBA), a detector tube device and perform rescue drag exercises. This course is recognized worldwide and complies with industry and Workplace Health & Safety Standards.

Fort St. John campus,
Face-to-Face, NLC Trainer
Date: August 27
8:00 am – 5:00 pm
Room 136 on FSJ Campus
2024UC WFTR-OS11-FP001

To register: ce@nlc.bc.ca | 250-784-7587 | 250-787-2112 | 1-866-463-6652

Safety Training

First Aid Level 1 – CPR–C — $199 +GST

Course Description: First Aid Level 1 CPR-C is a one-day course, offering lifesaving first aid and cardiopulmonary resuscitation (CPR) skills for the workplace or home. This training meets legislative requirements for provincial or territorial worker safety and insurance boards and includes the latest first aid and CPR guidelines. The successful student will be issued a Red Cross CPR-C certification that will be valid for three years. This certification will satisfy the requirement set out by WorkSafe BC for Level 1 First Aid and includes CPR-C (adult, child, and infant) for persons requiring this level of CPR qualification.

**Fort St. John campus,
Face–to–Face, NLC Trainer**
July 30th
8:00 am – 5:00 pm,
Room 136 on FSJ Campus
2024UC WFTR-TI181-FP001

WHMIS — $45 +GST

The Workplace Hazardous Materials Information System is a Canada-wide system to help educate workers in the handling of hazardous materials in the workplace. Hazardous materials are separated into nine different classifications by the Globally Harmonized System (GHS), with each classification bearing a universal label that represents a slightly different type of risk for handlers. WHMIS training teaches students how to read these labels and approach hazardous materials safely. This online course is through KnowledgeWare.

Tourmaline students can register in online WHMIS.

Online, Self–Guided
Open registration starts July 2, 2024
2024UC WFTR-TI55-WZ001

Continuing Education at NLC

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We Can Help You

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- Gain the knowledge needed to move up in your career of choice.

Instructor Recruitment

- If you have an area of expertise and are interested in teaching please contact **ce@nlc.bc.ca** for more information

Course Interest List

- If you have a course that you would like us to provide please contact **ce@nlc.bc.ca** for more information

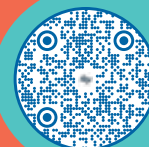**To Register:** **ce@nlc.bc.ca** | 250–784–7587 | 250–787-2112 | 1–866–463–6652

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