



Northern Lights
College



No matter where you are on your career journey, Northern Lights College Continuing Education is here to help guide you on your way.

Registration is open

Course Offerings Fall 2024

September–December



1-866-463-6652 | 250-784-7587
studenthelp@nlc.bc.ca
nlc.bc.ca/continuing-education

We offer a variety of courses that help you learn new skills or improve on those you already have.

Table of Contents

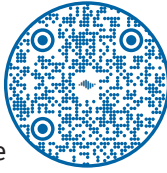
- General Information..... 3
- Business**
 - Business Essentials 101..... 4
 - CAPM Certification Preparation..... 4
 - Emerging Leader — Leadership Essentials..... 4
 - Emerging Leader — Financial Essentials and Project Management Essentials..... 4
 - Emerging Leader — Workplace Culture Essentials..... 5
 - Management Skills for Supervisors..... 5
 - Project Management Essentials Part 1..... 5
 - Project Management Essentials Part 2..... 6
 - Project Management PMP Bootcamp Prep..... 6
- General Information**
 - Horse Trimming for Horse Owners..... 6
- Hairstyles and Esthetics**
 - Barbering — Gentleman Haircut..... 7
 - Barbering — Caesar Haircut..... 7
 - Barbering — Fade Haircut..... 7
 - Barbering — Beard Grooming..... 8
 - Gel Nail Technology..... 8
- Health and Wellness**
 - Medical Terminology Series..... 8
- Hospitality**
 - Hotel Management..... 9
 - Hotel Management for Executive Housekeeper..... 9
- Information and Technology**
 - Accounting with MS Excel 2019 Suite..... 10
 - Advanced Python..... 10
 - AutoCAD Basics..... 11
 - Digital Marketing Suite..... 11
 - Intermediate MS Excel 2019..... 11
 - Introduction to Python 3 Programming..... 12
 - Introduction to SharePoint 2019..... 12
 - Web Design Value Suite..... 12
- Personal Enrichment**
 - Cooking — Greek..... 13
 - Cooking — Italian..... 13
 - Cooking — Sushi..... 13
 - Cooking — Holiday..... 13
- ROTO Training**
 - Allison 250 C20 Series Engine (ROTO 120)..... 14
 - Bell 204/205 Series Airframes (ROTO 119)..... 14
 - Bell 206 Series Airframe (ROTO 121)..... 14
 - Eurocopter AS350 Series (ROTO 122)..... 15
 - Lycoming LTS 101 Series Engines (ROTO 117)..... 15
 - Lycoming T53 Series Engines (ROTO 124 T53)..... 16
 - Turbomeca Arriel 1 Series Engine (ROTO 123)..... 16
- Safety Training**
 - Aerial Platform Safety..... 16
 - Food Safe Level 1..... 17
 - Pipeline Construction Safety Training (PCST)..... 17
 - WHMIS..... 17
- Trades and Industry**
 - Airport Management — Airside Maintainer..... 18
 - Airport Management — Airside Application..... 18
 - Airport Management — Airport Manager..... 19
 - Canadian Construction Contract Essentials..... 19
 - Commercial Vehicle Inspector Certification..... 20
 - Communication, Negotiation, Conflict Resolution..... 20
 - Construction Industry Ethics..... 20
 - Construction Law..... 20
 - Construction Project Management..... 21
 - Designated Inspection Facility Operator..... 21
 - First Level Supervisor Training Program..... 21
 - Fundamentals of Blueprint Reading and Construction..... 21
 - Introduction to Construction Estimating..... 22
 - Restoration 101 — Part 1..... 22
 - Restoration 101 — Part 2..... 22
- Veterinary**
 - Veterinary Assistant Series..... 23
- Coming soon: Continuing Education courses..... 23**

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.

General Information

Registration

Registration for Fall 2024 programs is open. Registration can be done on any NLC campus, or, via email studenthelp@nlc.bc.ca or over the phone at **1-866-463-6652**. You must provide the course code when you register. Codes begin with 2024FC. 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 canceled 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 unopened 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 studenthelp@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 will be 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 the NLC website nlc.bc.ca for info on how to register. All Ed2Go Suite or Series courses are recommended to be done sequentially.



KnowledgeWare

Interested in online WHMIS or FoodSafe Level 1. We offer these online courses through the KnowledgeWare platform.



BuildForce Courses

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



Gold Seal



Safety Training Courses

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

Synchronous Instructor-Led	Asynchronous	Sequentially	Hybrid
Program delivery is through online learning in real time, and consists of reading, hands-on assignments, knowledge quizzes and final exam.	This program is delivered through online learning and consists of reading, hands-on assignments, knowledge quizzes and final exam.	Courses to be taken in sequence of date offerings.	Course is a combination of online and in-person training.

Business



Business Essentials 101

\$818.67+GST

Using the “Look Before You Leap Business Plan,” students will be guided by an experienced instructor through the eight elements of a business plan: Self-Assessment, Concept Development, Legal Issues, Going to Market, Sales and Quality Service, Finances, Establishing a Contracting Business and Anatomy of a Business Plan. By the end of this course, students will have the knowledge to successfully start a business.

Online, Live Instructor

September 24, 2024–October 10, 2024 (16 hours/2 weeks)
Tuesday/Thursday, 5:30–8pm

Code: 2024FC CE-BE123-WS001

Online, Live Instructor

November 12–28, 2024 (16 hours/2 weeks)
Tuesday/Thursday, 5:30–8pm

Code: 2024FC CE-BE123-WS002



CAPM Certification Preparation

\$1,497.50+GST

Specifically designed for new project managers or those without previous formal project management. Gain a comprehensive overview of project management techniques so that you can effectively plan, manage and control projects based on the standards of the Project Management Institute (PMI). Theory and practical examples of these methodologies are provided in an interactive format, and skills gained can be immediately applied at work. Earn Professional Development Unit (PDU) credits from PMI.

Online, Live Instructor

September 18–20, 2024 (23 hours/1 week)
Wednesday–Friday, 9am–4:30pm

Code: 2024FC CE-BE122-WS001



Emerging Leader — Leadership Essentials

\$1552.32+GST

The Emerging Leader — Leadership Essentials, focuses on developing leadership skills needed to be an effective front-line leader. Students will build effective and confident communication styles and abilities, including a strong public speaking voice. As part of a strong leadership style, the student will understand how to create a positive and safe work environment by creating an action plan to direct workers to mental health resources within their organization and in the community.

Online, Live Instructor

October 15, 2024–January 23, 2025 (60 hours/9 weeks)
Tuesdays, Thursdays, 6–8:30pm

No classes: December 23, 2024–January 10

Code: 2024FC CE-PD158-WS001



Emerging Leader — Financial Essentials and Project Management Essentials

\$1164.24+GST

In this course, students will learn project management essentials — mastering critical concepts that need plans and learning how to implement, control, and close any type of project. You will develop skills to manage client requirements, multiple scope change requests, limited resources, lack of authority, and working with difficult clients. Rounding out this course, students will be engaged in understanding budgets: tracking income and expenses, identifying, forecasting, and staying within budget guidelines.

Online, Live Instructor

January 28, 2025–April 10, 2025 (45 hours/6 weeks)
Tuesdays, Thursdays, 6–8:30pm

No classes: March 17–28, 2025

Code: 2025WC CE-PD159-WS001



Business



Emerging Leader — Workplace Culture Essentials

\$1164.24+GST

Workplace Culture Essentials develops tools for leaders to create open and respectful workplaces that value the perspectives of individuals from different backgrounds. Hone competence leading diverse teams, including understanding, and respecting the rights of Indigenous peoples of the region and the principles of reconciliation.

Online, Live Instructor

April 15, 2025-June 12, 2025

(45 hours/7 weeks)

Tuesdays, Thursdays, 6–8:30pm

Code: 2025SC CE-PD160-WS001



Management Skills for Supervisors

\$1,465+GST

Learners will examine management styles and understand the process for transitioning from colleague to supervisor. Participants will gain an understanding of their own unique management identity and begin the journey of creating a Foundations of Management Portfolio. The course will focus on skill development to give and receive feedback, conflict resolution, best practices for communication, roles of team members and characteristics of successful teams.

Online, Live Instructor

September 18, 2024-November 6, 2024 (33 hours/8 weeks)

Tuesdays, 6:30–9pm

Code: 2024FC CE-BE124-WA001

Live Instructor, Fort St. John Campus

October 1–4 2024 (33 hours/1 week)

Tuesday-Friday, 9am–4:30pm

Code: 2024FC CE-BE124-FP001



Project Management Essentials Part 1

\$997.50+GST

Specifically designed for new project managers or those without previous formal project management. Gain a comprehensive overview of project management techniques so that you can effectively plan, manage and control projects based on the standards of the Project Management Institute (PMI). Theory and practical examples of these methodologies are provided in an interactive format, and skills gained can be immediately applied at work. Earn Professional Development Unit (PDU) credits from PMI.

Online, Live Instructor

October 7–9, 2024 (15 hours/1 week)

Monday-Wednesday, 9am–4:30pm

Code: 2024FC WFTR-PD27-WS001



To apply: studenthelp@nlc.bc.ca | 250-782-5251 | 1-866-463-6652

Business



Project Management Essentials Part 2

\$997.50+GST

A continuation of Project Management Essentials: Part 1 with more advanced skill development based on the Project Management Institute (PMI) framework. Executing project management in the real world requires practical skills to tackle many issues. Changing client requirements, multiple scope change requests, limited resources, lack of authority and difficult clients are all problems that a project manager must manage and control. This course provides a comprehensive overview of these issues and provides practical tools, based on PMI best practices, for managing them. Instruction and industry examples of these skills are provided in an interactive format. Earn Professional Development Unit (PDU) credits from the PMI.

Online, Live Instructor

October 10–11, 2024 (15 hours/1 week)

Thursday and Friday, 9am–4:30pm

Code: 2024FC WFTR-PD28-WS001



Project Management PMP Bootcamp Prep

\$1,997.50+GST

The Project Management Professional (PMP) Certification from the Project Management Institute (PMI) is the industry standard for demonstrating competence and a solid foundation of project management skills. This workshop prepares new and experienced construction sector project managers without formal training, developers, general contractors, sub-contractors, owners, and consultants to write the PMI Project Management Professional certification exam and provides the 35 hour educational credits required for new PMP certification applications.

Online, Live Instructor

October 28–November 8, 2024 (35 hours/5 days)

Monday–Wednesday, 9am–4:30pm

Code: 2024FC CE-PD58-WS001

General Information



Hoof Trimming for Horse Owners

\$500+GST

Join professional farrier Aaron Harbridge in this intense two-day trimming clinic. Learn the steps and concepts to analyze your horse's hooves and correctly use your tools to trim the frog, sole, and wall according to your horse's individual needs for optional hoof health and balance. Horse owners will come away from this course with a solid grasp of hoof-trimming, and are able to successfully care for their own horse's hooves. Shoes and nails are provided, students supply their own tools and horse. Camping is available. *Student must bring own horse.*

Live Instructor, Dawson Creek Exhibition Grounds Cattle Barn

October 26–27 (16 hours, 2 days)

Saturday–Sunday, 9am–5pm

Code: 2024fc CE-PD154-DP001

For students without a horse, there is:

Theory of Hoof Trimming for Horse Owners (\$270+GST)

October 26–27 (16 hours, 2 days)

Saturday–Sunday, 9am–5pm

Code: 2024fc CE-PD156-DP001



Hairstyles and Esthetics



Barbering — Gentleman Haircut

\$170+GST

This class is designed for seasoned hair stylists looking to boost their confidence with clipper work and men's styling. Whether you're a veteran stylist who has felt unsure with their clippers or a recent graduate from hair school, this class is a refresher on the fundamentals to help you feel more assured when working with male clients. This class plan aims to provide experienced hair stylists with the foundational knowledge and hands-on experience necessary to transition into men's grooming and barbering. The goal is to build confidence and proficiency in styling men's hair while maintaining the high standards expected in the industry. Students to bring a model for afternoon portion of the class.

Prerequisite: Completion of Hairstylist Foundation Program

Live Instructor, South Peace Secondary campus, behind main building

September 22, 2024 (5 hours/1 day)

Sunday, 9am–3pm

Code: 2024FC CE-TI129-DP001



Barbering — Caesar Haircut

\$170+GST

This class is designed for seasoned hair stylists looking to boost their confidence with clipper work in barber styling. Whether you're a veteran stylist who has felt unsure with their clippers or a recent graduate from hair school, this class is a refresher on the fundamentals of a masculine uniform haircut, to help you feel more assured when working with barber cuts and styles. This class plan aims to provide experienced hair stylists with the foundational knowledge and hands-on experience necessary to transition into masculine grooming and barbering. The goal is to build confidence and proficiency in masculine styling while maintaining the high standards expected in the industry. Students to bring a model for afternoon portion of the class. Students to bring a model for afternoon portion of the class.

Prerequisite: Completion of Hairstylist Foundation Program

Live Instructor, South Peace Secondary campus, behind main building

September 29, 2024 (5 hours/1 day)

Sunday, 9am–3pm

Code: 2024FC CE-TI128-DP001



Barbering — Fade Haircut

\$170+GST

This class is designed for seasoned hair stylists looking to boost their confidence while producing a fade haircut. Whether you're a veteran stylist who has felt unsure with their clippers or a recent graduate from hair school, this class is a refresher on the fundamentals of a fade haircut and style. This class plan aims to provide experienced hair stylists with the foundational knowledge and hands-on experience necessary for this style. The goal is to build confidence and proficiency in masculine styling while maintaining the high standards expected in the industry. Students to bring a model for afternoon portion of the class.

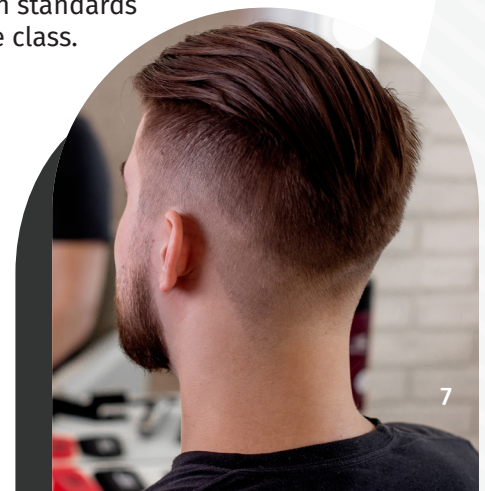
Prerequisite: Completion of Hairstylist Foundation Program

Live Instructor, South Peace Secondary campus, behind main building

October 20, 2024 (5 hours/1 day)

Sunday, 9am–3pm

Code: 22024FC CE-TI131-DP001



To apply: studenthelp@nlc.bc.ca | 250-782-5251 | 1-866-463-6652

Hairstyles and Esthetics



Barbering - Beard Grooming

\$170+GST

Whether you're a veteran stylist who has felt unsure dealing with facial hair or a recent graduate from hair school, this class focuses on the fundamentals of beard grooming to help you feel more assured when working with male clients. This class plan aims to provide experienced hair stylist with the foundational knowledge and hands-on experience necessary for facial grooming. The goal is to build confidence and proficiency while maintaining the high standards expected in the industry. Students to bring a model for afternoon portion of the class.

Prerequisite: Completion of Hairstylist Foundation Program

Live Instructor, South Peace Secondary campus, behind main building

Sunday, October 27, 2024 (5 hours/1 day)

9am-3pm

Code: 2024FC CE-TI131-DP001



Gel Nail Technology

\$680+GST

This course is an introduction to the foundation of Gel Nail Extensions. Students will learn about client consultation, which method to use for nail extensions, the benefits of the type of extension used, applying the nail, troubleshooting when applying refills, and safe removal of nail extensions. Course includes nail kit.

Live Instructor, South Peace Secondary campus, behind main building

September 22, 2024–October 6, 2024 (15 hours/3 weeks)

Sundays, 9am-3pm

Code: 2024FC CE-TI133-DP001

Health and Wellness



Medical Terminology Series

\$375+GST

This course will be helpful for any career that uses medical terminology such as medical coding, health information technology, medical transcription, working as a health care professional, or working in the administrative side of health care. This course will help prepare you for jobs related to health care by teaching you the language of medicine, including an overview of how the different

There are no prerequisites to take this course. No medical background is necessary.

Online, Instructor Moderated

September 11, 2024–November 1, 2024

(48 hours/6 weeks)

Code: 2024FC CE-BE07-WA001

Online, Instructor Moderated

November 13, 2024–January 6, 2025

(48 hours/6 weeks)

Code: 2024FC CE-BE07-WA003



Online, Instructor Moderated

October 16, 2024–December 6, 2024

(48 hours/6 weeks)

Code: 2024FC CE-BE07-WA002

Online, Instructor Moderated

December 18, 2024–February 7, 2025

(48 hours/6 weeks)

Code: 2024FC CE-BE07-WA004



Hospitality



Hotel Management

\$1,632+GST

In this comprehensive online hotel management course, you will gain a solid understanding of the growing hospitality business – from historical context to current trends. You will explore the key factors that shape the industry and its impact on the global economy, before delving into the various aspects of hotel operations.

This course will cover the responsibilities and skills required for various positions, including front desk management, guest relations, housekeeping, and revenue management. You will learn the different areas of hotel management, including staff leadership and management, gaining effective strategies for motivating, and managing a diverse team. You will gain a firm grasp of business management principles – understanding key concepts such as budgeting, marketing, strategic planning, logistics, and record-keeping – all of which play a crucial role in the successful operation of a hotel.

Online, Instructor Moderated

September 11, 2024-February 28, 2025
(100 hours/24 weeks)

Code: 2024FC CE-BE111-WA001

Online, Instructor Moderated

November 13, 2024-May 2, 2025
(100 hours/24 weeks)

Code: 2024FC CE-BE111-WA003



Online, Instructor Moderated

October 16, 2024-April 4, 2025
(100 hours/24 weeks)

Code: 2024FC CE-BE111-WA002

Online, Instructor Moderated

December 18, 2024-June 6, 2025
(100 hours/24 weeks)

Code: 2024FC CE-BE111-WA004



Hotel Management for Executive Housekeeper

\$2,895+GST

The hospitality industry provides a variety of jobs and opportunities to advance worldwide. Learning the skills needed to manage any venue, hotel, motel, resort, or accommodation house and supervise housekeeping staff will position you for success within this growing field.

This course bundle will train you for managerial positions in the hospitality industry. The principles learned can be transferred to multiple accommodation types such as hotels, motels, resorts, bed and breakfasts, or any other business that provides accommodation or lodging. You will learn the different management structures of hospitality, from the front office to housekeeping, and how to organize and oversee staff.

Hotel managers and executive housekeepers must be adept at recognizing quality staff during recruitment; and implement training procedures to develop their potential. You will learn the management skills necessary to serve as a supervisor to other staff members and learn how to properly train and organize a team of housekeepers.

Online, Instructor Moderated

September 11, 2024-February 28, 2025
(160 hours/24 weeks)

Code: 2024FC CE-CS07-WA001

Online, Instructor Moderated

November 13, 2024-May 2, 2025
(160 hours/24 weeks)

Code: 2024FC CE-CS07-WA003



Online, Instructor Moderated

October 16, 2024-April 4, 2025
(160 hours/24 weeks)

Code: 2024FC CE-CS07-WA002

Online, Instructor Moderated

December 18, 2024-June 6, 2025
(160 hours/24 weeks)

Code: 2024FC CE-CS07-WS004



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Information and Technology



Accounting with MS Excel 2019 Suite

\$750+GST

As the most widely used spreadsheet software, Microsoft Excel is used by accountants to analyze data, create reports, and prepare forecasts. The Accounting with MS Excel 2019 Suite will help you gain basic accounting skills while training you to effectively use Microsoft Excel 2019. Discover how to create and use worksheets, charts, graphs, and more advanced features of Excel as you learn double-entry bookkeeping, financial reporting, and other accounting fundamentals used in small to mid-sized companies. This course is for online students to help master fundamental accounting skills and learn Microsoft Excel 2019.



• Introduction to Microsoft Excel 2019:

Become proficient in using Microsoft Excel 2019 (now available through Office 365) and discover how to create worksheets, workbooks, charts, and graphs quickly and efficiently.

• Intermediate Microsoft Excel 2019:

Take your Microsoft Excel 2019 skills to the next level as you master charts, graphs, PivotTables, Slicers, Sparklines, AutoFilter, macros, and other advanced Excel functions.

• Accounting Fundamentals:

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

• Accounting Fundamentals II:

Learn the high demand accounting skills needed at small-to-medium sized businesses.

Online, Instructor Moderated

September 11, 2024–February 28, 2025
(96 hours/24 weeks)

Code: 2024FC CE-CT45-WA001

Online, Instructor Moderated

November 13, 2024–May 2, 2025
(96 hours/24 weeks)

Code: 2024FC CE-CT45-WA003



Online, Instructor Moderated

October 16, 2024–April 5, 2025
(96 hours/24 weeks)

Code: 2024FC CE-CT45-WA002

Online, Instructor Moderated

December 18, 2024–June 6, 2025
(96 hours/24 weeks)

Code: 202FC CE-CT45-WA004

***All suite or series courses to be taken sequentially.**



Advanced Python

\$219+GST

Obtain the skills needed to take your Python programming to an advanced level. Prior to enrolling in this course, you must have an introductory level of Python programming experience.

Requirements: A PC (Windows 10 or later or Mac (macOS 11.0 or later)).

Online, Self-Guided

September 3, 2024–March 7, 2025
(28 hours/12 weeks)

Code: 2024FC CE-CT148-WZ001



Information and Technology



AutoCAD Basics

\$1,758.25+GST

AutoCAD Basics will introduce you to the fundamentals of using AutoCAD. You will start at the very beginning by creating drafting symbols; kitchen and bath fixtures; and a floor plan, bringing everything together on a deliverable printed sheet. You will also create an abbreviated set of construction documents, such as a floor plan, roof plan, structural foundation plan, electrical plan, and building elevations. During this online course, you will learn about paper/model space and create deliverable sheet files. If you need to get an introduction to AutoCAD, this course for beginners will get you up – and running. This class is hands-on, real-world applicable, and includes optional projects.

Online, Self-Guided

September 3, 2024-March 7, 2025 (60 hours/12 weeks)

Code: 2024FC CE-TI125-WZ001



Digital Marketing Suite

\$565+GST

Digital marketing uses varied media such as cellphones, social media platforms and websites. Learn how to market your business on the internet and discover proven methods that will help you establish an internet presence and build your online brand identity. Social media platforms such as Facebook, Twitter (X), and LinkedIn are popular and can be a game changer for businesses when used correctly. Finally, learn how to boost your website's visibility to get maximum results.

Prerequisites: Having computer and internet knowledge will support your success in this program.

Online, Instructor Moderated

September 11, 2024-February 28, 2025
(72 hours/24 weeks)

Code: 2024FC CE-BE41-WA001

Online, Instructor Moderated

November 13, 2024-May 2, 2025
(72 hours/24 weeks)

Code: 2024FC CE-BE41-WA003



Online, Instructor Moderated

October 16, 2024-April 4, 2025
(72 hours/24 weeks)

Code: 2024FC CE-BE41-WA002

Online, Instructor Moderated

December 18, 2024-June 6, 2025
(72 hours/24 weeks)

Code: 2024FC CE-BE41-WA004



Intermediate MS Excel 2019

\$218+GST

This course is designed for those who use Microsoft Excel and want to learn more advanced features. You'll explore data analysis tools, AutoFilter commands, and create macros to automate tasks. Enhance your skills with functions like VLOOKUP, INDEX & MATCH, and learn to use Goal Seek and Solver for practical applications.

Online, Self-Guided

September 3, 2024-March 7, 2025
(24 hours/12 weeks)

Code: 2024FC CE-MS09-WZ001

Online, Instructor Moderated

October 16, 2024-December 6, 2024
(24 hours/6 weeks)

Code: 2024FC CE-MS09-WA002



Online, Instructor Moderated

September 11, 2024-November 1, 2024
(24 hours/6 weeks)

Code: 2024FC CE-MS09-WA001

Online, Instructor Moderated

November 13, 2024-January 6, 2025
(24 hours/6 weeks)

Code: 2024FC CE-MS09-WA003

Online, Instructor Moderated

December 18, 2024-February 7, 2025
(24 hours/6 weeks)

Code: 2024FC CE-MS09-WA004



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Information and Technology

Introduction to Python 3 Programming

\$218+GST

The Python programming language was developed to provide a way to develop code that's easy to create and understand. This course will show you how to create basic programming structure like decisions and loops. Then, you will move on to more advanced topics such as object-oriented programming with classes and exceptions.

Requirements: PC (Windows 8 or later), Mac (macOS 10.6 or later).

Online, Self-Guided

September 3, 2024–March 7, 2025
(24 hours/12 weeks)

Code: 2024FC CE-CT120-WZ001

Online, Instructor Moderated

October 16, 2024–December 6, 2024
(24 hours/6 weeks)

Code: 2024FC CE-CT120-WA002

Online, Instructor Moderated

December 18, 2024–February 5, 2025
(24 hours/6 weeks)

Code: 2024FC CE-CT120-WA004

Online, Instructor Moderated

September 11, 2024–November 1, 2024
(24 hours/6 weeks)

Code: 202FC CE-CT120-WA001

Online, Instructor Moderated

November 13, 2024–January 6, 2025
(24 hours/6 weeks)

Code: 2024FC CE-CT120-WA003



Introduction to SharePoint 2019

\$145+GST

This SharePoint course is for end users and site owners/managers new to working in a SharePoint environment. The course teaches SharePoint basics such as working with lists and libraries, simple page customization, working with forms, and managing site permissions and users.

Requirements: PC with Windows 8 or later. MacOS is not compatible.

Online, Self-Guided

September 3, 2024–March 7, 2025 (14 hours/12 weeks)

Code: 2024FC CE-CT108-WZ001



Web Design Value Suite

\$537+GST

Create and post your very own website using HTML! First, you'll learn about the capabilities of the World Wide Web and the fundamentals of web design. Then, you'll plan the content, structure, and layout of your website; create pages full of neatly formatted text; build links between the pages and to the outside world; and add colour, backgrounds, graphics, and tables. You'll also learn powerful no-cost or low-cost web marketing strategies.

Prerequisites: Intermediate computer knowledge and skills.

Online, Instructor Moderated

September 11, 2024–February 28, 2025
(72 hours/24 weeks)

Code: 2024FC CE-CT01-WA001

Online, Instructor Moderated

November 13, 2024–May 2, 2025
(72 hours/24 weeks)

Code: 2024FC CE-CT01-WA003

Online, Instructor Moderated

October 16, 2024–April 4, 2025
(72 hours/24 weeks)

Code: 2024F CE-CT01-WA002

Online, Instructor Moderated

December 18, 2024–June 6, 2025
(72 hours/24 weeks)

Code: 2024FC CE-CT01-WA004



Personal Enrichment



Cooking — Greek

\$87.38+GST

Increase your recipe repertoire and come learn the skills required to prepare various Greek dishes such as tzatziki, chicken souvlaki, roasted potatoes, grilled flat bread, and traditional Greek salad. In this class you will experience hands-on learning with live demonstrations, kitchen safety, and for the finale you get to eat the delicious food you created.

***Must be 16 years and older to take this course.**

Face to Face
Dawson Creek campus

September 25, 2024 (3 hours/1 day)
Wednesday, 6–9pm
Code: 2024FC CE-CA02-DP001



Cooking — Italian

\$87.38+GST

We will be creating a gourmet meal in this Italian cooking class. Bring your partner or make it a friend's night out and learn how to make signature Italian dishes. This is a hands-on, demonstration style class where students will be making the food and enjoying a five-star meal at the end of this fun-filled class.

***Must be 16 years and older to take this course.**

Face to Face, Live Instructor
Dawson Creek campus

October 23, 2024 (3 hours/1 day)
Wednesday, 6–9pm
Code: 2024FC CE-CA04-DP001



Cooking - Sushi

\$87.38+GST

Master the technique of making the perfect sushi rolls in this delicious sushi class. Learn the recipes and the rolling techniques of various sushi rolls. Everything is supplied for you! In this class you will experience hands-on learning with live demonstrations, and for the finale you get to eat the delicious food you created.

***Must be 16 years and older to take this course.**

Face to Face
Dawson Creek campus

November 20, 2024 (3 hours/1 day)
Wednesday, 6–9pm
Code: 2024FC CE-CA07-DP001



Cooking — Holiday

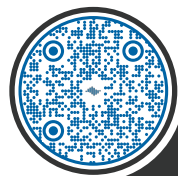
\$87.38+GST

Be prepared to dazzle your family and friends this holiday season, by learning the skills to prepare and cook a delicious holiday dinner, with focus on turkey roulade and cranberry orange chutney. Let our Chef lower your stress levels and give you a boost of confidence in the kitchen by teaching you a perfect holiday meal. This is a hands-on, demonstration style class, where students will make the food and enjoy their creations.

***Must be 16 years and older to take this course.**

Face to Face, Live Instructor
Dawson Creek campus

December 18, 2024 (3 hours/1 day)
Wednesday, 6–9pm
Code: 2024FC CE-CA03-DP001



To apply: studenthelp@nlc.bc.ca | 250-782-5251 | 1-866-463-6652



Helicopter Type Training



Allison 250 C20 Series Engine (ROTO 120)

\$2,500+GST

This is an intensive course in field maintenance of Allison 250 C20 type engines. It is intended to bring the learners up to a level of knowledge and skill which will enable them to maintain this type of engine to the standards required for safe operation. Most government and industry requirements for recurrent training are also met when attending this course.

Dawson Creek campus

October 21–25, 2024

(30 hours/1 week)

Monday-Friday, 8:30am–4pm

Code: 2024FC ROTO 120 DP001

Dawson Creek campus

January 27–31, 2025

(30 hours/1 week)

Monday-Friday, 8:30am–4pm

Code: 2025WC ROTO 120 DP001



Bell 204/205 Series Airframes (ROTO 119)

\$4,500+GST

This field maintenance course is intended to meet industry's needs for qualified helicopter maintenance engineers to maintain and certify the Bell 204/205 Airframe. Most government and industry requirements for recurrent training are also met when attending this course.

Dawson Creek campus

September 16–27, 2024

(60 hours/10 days)

Monday and Tuesday, 8:30am–4pm

Code: 2024FC ROTO 119 DP001

Dawson Creek campus

December 2–13, 2024

(60 hours/10 days)

Monday-Friday, 8:30am–4pm

Code: 2024FC ROTO 119 DP002

Dawson Creek campus

March 17–28, 2025

(60 hours/10 days)

Monday and Tuesday, 8:30am–4pm

Code: 2025WC ROTO 119 DP002



Bell 206 Series Airframe (ROTO 121)

\$4,500+GST

This two-week Field Maintenance Course is intended to meet industry's needs for qualified Helicopter Maintenance Engineers to maintain and certify the Bell 206 airframe. Most government and industry requirements for recurrent training are also met when attending this course. *Includes Long Ranger.*

Dawson Creek campus

October 28, 2024–November 8, 2024

(60 hours/2 weeks)

Monday-Friday, 8:30am–4pm

Code: 2024FC ROTO 121 DP001

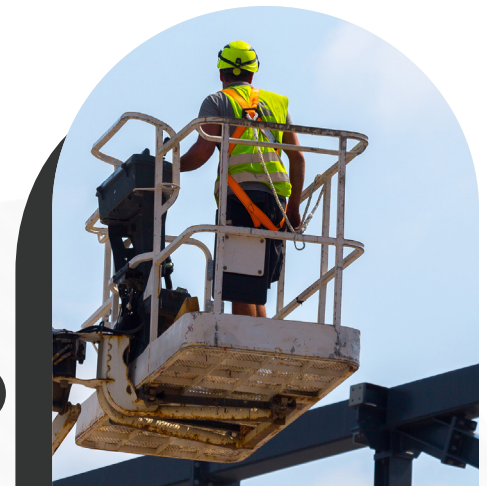
Dawson Creek campus

February 3–14, 2025

(60 hours/2 weeks)

Monday-Friday, 8:30am–4pm

Code: 2025WC ROTO 121 DP001



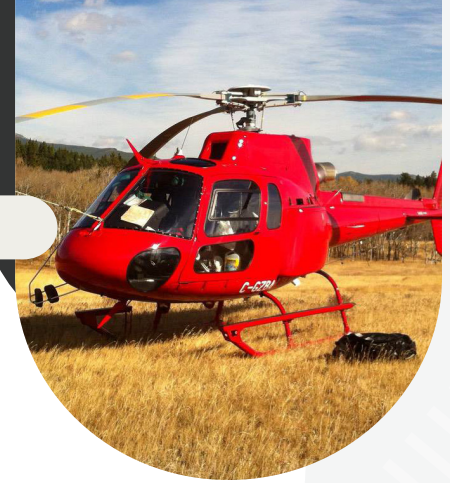
Helicopter Type Training



Eurocopter AS350 Series (ROTO 122)

\$4,500+GST

This AS350/H125 Airframe course delivers Transport Canada-approved type training certification to Aircraft Maintenance Engineers. At completion of this two-week course, students will leave with intricate knowledge of the aircraft and the aptitude to perform field maintenance tasks.



Dawson Creek campus

October 28–November 8, 2024
(60 hours/2 weeks)
Monday-Friday, 8:30am–4pm
Code: 2024FC ROTO 122 DP002

Dawson Creek campus

March 10–21, 2025
(60 hours/2 weeks)
Monday-Friday, 8:30am–4pm
Code: 2025WC ROTO 122 DP002

Dawson Creek campus

December 9–20, 2024
(60 hours/2 weeks)
Monday-Friday, 8:30am–4pm
Code: 2024FC ROTO 122 DP003

Dawson Creek campus

May 5–16, 2025 (60 hours/2 weeks)
Monday-Friday, 8:30am–4pm
Code: 2025SC ROTO 122 DP001

Dawson Creek campus

January 20–31, 2025 (60 hours/2 weeks)
Monday-Friday, 8:30am–4pm
Code: 2025WC ROTO 122 DP001



Lycoming LTS 101 Series Engines (ROTO 117)

\$2,500+GST

This course in field maintenance of Lycoming LTS-101 type engines. It is intended to bring learners to a level of knowledge and skill which will enable them to maintain this type of engine to the standards required for safe operation. Most government and industry requirements for recurrent training are also met when attending this course. Successful completion of this course will provide the graduate with the prerequisites of Transport Canada for a turbine endorsement on applicable aircraft. There shall be no less than 5% “hands-on” training in relation to the course duration.

Dawson Creek campus

October 7–11, 2024
(30 hours/1 week)
Monday-Friday, 8:30am–4pm
Code: 2024FC ROTO 117 DP001

Dawson Creek campus

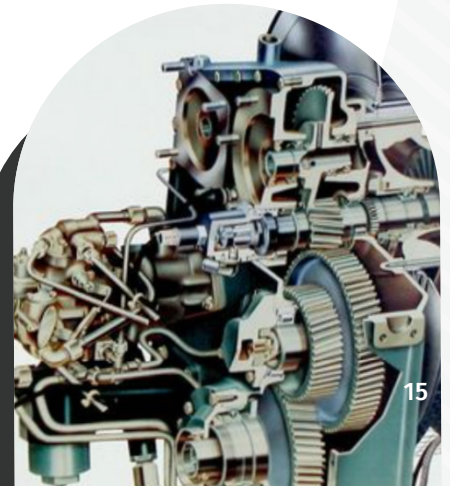
March 3–7, 2025
(30 hours/1 week)
Monday-Friday, 8:30am–4pm
Code: 2025WC ROTO 117 DP002

Dawson Creek campus

January 13–17, 2024
(30 hours/1 week)
Monday-Friday, 8:30am–4pm
Code: 2025WC ROTO 117 DP001

Dawson Creek campus

April 28, 2024–May 2, 2025
(30 hours/1 week)
Monday-Friday, 8:30am–4pm
Code: 2025SC ROTO 117 DP001



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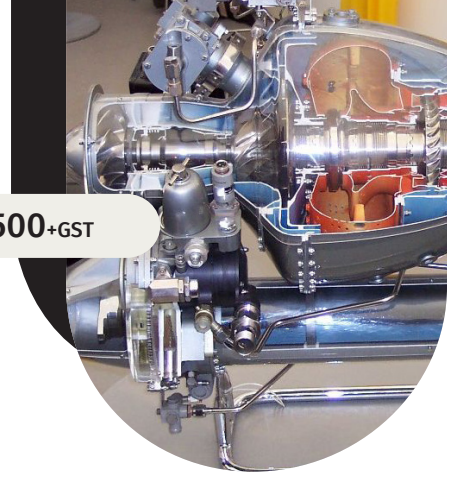
Helicopter Type Training



Lycoming LTS 101 Series Engines (ROTO 124 T53)

\$2,500+GST

This course in field maintenance of the Honeywell/Lycoming T53 turbine type engines is intended to bring the learner to a level of knowledge and skill which will enable them to maintain this type of engine for safe operation. Most government and industry requirements for recurrent training are also met when attending this course. Successful completion of this course will provide the graduate with the prerequisites of Transport Canada for a turbine endorsement on applicable aircraft.



Dawson Creek campus

November 25–29, 2024 (30 hours/1 week)

Monday-Friday, 8:30am–4pm

Code: 2024FC ROTO 124 DP002

Dawson Creek campus

March 10–14, 2025 (30 hours/1 week)

Monday-Friday, 8:30am–4pm

Code: 2025WC ROTO 124 DP001



Turbomeca Arriel 1 Series Engine (ROTO 123)

\$2,500+GST

This course is in field maintenance of Turbomeca Arriel 1 Turboshift type engines. It is intended to bring learners up to a level of knowledge and skill which will enable them to maintain this type of engine to the standards required for safe operation. Most government and industry requirements for recurrent training are also met when attending this course.

Dawson Creek campus

October 21–25, 2024 (30 hours/5 days)

Monday-Friday, 8:30am–4pm

Code: 2024FC ROTO 123 DP002

Dawson Creek campus

December 2–6, 2024 (30 hours/5 days)

Monday-Friday, 8:30am–4pm

Code: 2024FC ROTO 123 DP003

Dawson Creek campus

February 3–7, 2025 (30 hours/5 days)

Monday-Friday, 8:30am–4pm

Code: 2025WC ROTO 123 DP001

Dawson Creek campus

March 24–28, 2025 (30 hours/5 days)

Monday-Friday, 8:30am–4pm

Code: 2025WC ROTO 123 DP002

Dawson Creek campus

April 28–May 2, 2025 (30 hours/5 days)

Monday-Friday, 8:30am–4pm

Code: 2025SC ROTO 123 DP001



Safety Training



Food Safe Level 1

See below

This course covers important food safety and worker safety information including foodborne illness, receiving, storing, preparing, cleaning, sanitizing and serving food. Student workbook included.

Online, Self-Guided (\$115+GST)

September 3, 2024-January 17, 2025
(6 hours/4 weeks)

Code: 2024FC WFTR-OS04-WZ001



Face to Face, Dawson Creek campus (\$155.80+GST)

September 14, 2024 (7 hours/1 day)
Saturday, 9am-4pm

Code: 2024FC WFTR-OS04-DP001

Face to Face, Dawson Creek campus (\$155.80+GST)

November 16, 2024 (7 hours/1 day)
Saturday, 9am-4pm

Code: 2024FC WFTR-OS04-DP003

Face to Face, Dawson Creek campus (\$155.80+GST)

October 26, 2024 (7 hours/1 day)
Saturday, 9am-4pm

Code: 2024FC WFTR-OS04-DP002

Face to Face, Dawson Creek campus (\$155.80+GST)

December 14, 2024 (7 hours/1 day)
Saturday, 9am-4pm

Code: 2024FC WFTR-OS04-DP004



Pipeline Construction Safety Training (PCST)

\$100+GST

For anyone working in the oil and gas pipeline construction industry. This course is designed to familiarize workers with the unique safety requirements associated with working in the pipeline construction industry, from construction to inspection. *This is a Gold Seal 2 course.*

- Understand the rights and responsibilities of workers and employers.
- Learn how to recognize, assess, and control hazards on the worksite.
- Identify front-end hazards associated with drilling and excavating.

Online, Self-Guided

September 3, 2024-January 17, 2025 (6 hours/4 weeks)

Code: 2024FC WFTR-TI13-WZ001

This course uses interactive elements, scenarios, videos, and quizzes to reinforce learning.



WHMIS

\$45+GST

WHMIS Orientation is an online educational training course for workers on the *Workplace Hazardous Materials Information System*. This self-paced course teaches students or workers the basic elements of WHMIS and the Global Harmonization System (GHS).

Online, Self-Guided

September 3, 2024-January 17, 2025 (2.5 hours/4 weeks)

Code: 2024FC WFTR-TI55-WZ001



To apply: studenthelp@nlc.bc.ca | 250-782-5251 | 1-866-463-6652



Trades and Industry



Airport Management — Airside Maintainer

\$1,250+GST

This is a comprehensive course of the standards of Transport Canada document *Aerodrome Standards and Recommended Practices, TP312E 5th. Standard TP312E 5th* is the foundation for an airport certificate to be issued and remain in force.

A candidate enrolled in the course learns how to apply the standards to an airport, how to assess an airport for standard compliance, and how to report deviations from the standard.

Who Should Take The Program

These series of courses are for anyone interested in pursuing a career from airport maintenance to the airport management level.

Prerequisites

- These courses must be taken sequentially.
- No prerequisites

Synchronous, Live Instructor, Online

Program Dates

- October 8–December 12, 2024 (80 hours/9 weeks)
- Tuesday/Thursday, 5–8pm
(Exam week: last Thursday will be 5–9pm)

Code: 2024FC CE-TI122-WS001



Airport Management — Airside Application

\$1,250+GST

This is a comprehensive course of the standards of Transport Canada document *Aerodrome Standards and Recommended Practices, TP312E 5th. Standard TP312E 5th* is the foundation for an airport certificate to be issued and remain in force.

The student enrolled in the course learns and are instructed how to build an airport to a certification level by applying *Aerodrome Standards and Recommended Practices* in *TP312E 5th*. The student will use their knowledge from Course A, Level 1 to build a virtual airport on paper or virtual electronic display that conforms to airport standards.

The airport management program consists of three programs: (Course A) Airside Maintainer, (Course B) Airport Manager and, (Course C) Accountable Executive. Upon completion at the Accountable Executive level, a person has gained the knowledge in oversight of airport operations, airport operations quality control, and technical knowledge, to conduct regulatory required airport operations audits.

Who Should Take The Program

This series of courses is for anyone interested in pursuing a career from airport maintenance to the management level.

Prerequisites

- These courses must be taken sequentially.
- No prerequisites
 - Must have passed the following course:
 - Airside Maintainer 2024FC CE-TI124-WS001

Code: 2025WC CE-TI123-WS001

Synchronous, Live Instructor, Online

Program Dates

- January 7–March 13, 2025 (80 hours/9 weeks)
- Tuesday/Thursday, 5–8pm
(Exam week: last Thursday will be 5–9pm)



Trades and Industry



Airport Management — Airport Manager

\$1,250+GST

The student will learn how Airport Managers design and develop manuals; and safety in airport operations; and airport suitability for aircraft operations; by applying daily quality control (Daily Rundown). Candidates have learned and been instructed in how to design and develop an Airport Operations Manual in compliance with TP312E, other airside operations manuals, and airside operations plans. The student will use their knowledge from the Airside Maintainer course and Airside Application course, to accept roles and responsibilities as an Airport Manager at a certified airport in Canada.

The airport management program consists of three programs: (Course A) Airside Maintainer, (Course B) Airport Manager and, (Course C) Accountable Executive. Upon completion at the Accountable Executive level, a person has gained the knowledge in oversight of airport operations, airport operations quality control, and technical knowledge, to conduct regulatory required airport operations audits.

Who Should Take The Program

This series of courses is for anyone interested in pursuing a career from airport maintenance to the management level.

Prerequisites

- ➔ These courses must be taken sequentially.
- ➔ Must have passed the following course:
 - Airside Maintainer 2024FC CE-TI124-WS001
 - Airside Application 2024FC CE-TI123-WS001

Synchronous, Live Instructor, Online

- ➔ March 18–May 22, 2025 (80 hours/9 weeks)
- ➔ Tuesday/Thursday, 5–8pm
(Exam week: last Thursday will be 5–9pm)

Code: 2025WC CE-TI124-WS001



Canadian Construction Contract Essentials

\$200+GST

For contractors and anyone involved in procurement and contracting within a construction company. Gain a basic and practical understanding of Canadian construction contracts and subcontract essentials. This course builds upon the BuildForce Construction Law course, and thus repeats some of that material where applicable. Construction Law, however, is not a prerequisite to taking this course. *This is a Gold Seal 1 course.*

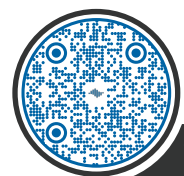
- ➔ Understand what a contract is from a legal standpoint and what makes it valid and enforceable.
- ➔ Know some key legal principles regarding general contracts and construction contracts.
- ➔ Understand why contracts are important in the construction process.
- ➔ Learn the difference between a “bidding” contract, and the actual construction contract.
- ➔ Be able to discern the difference between a letter of intent, a purchase order, and a construction contract.
- ➔ Learn about a major cause of construction disputes and why standard industry contract forms can reduce the risk of such disputes.

Online, Self-Guided

September 3, 2024–January 17, 2024 (5 hours/4 weeks)

Code: 2024FC WFTR-TI171-WZ001

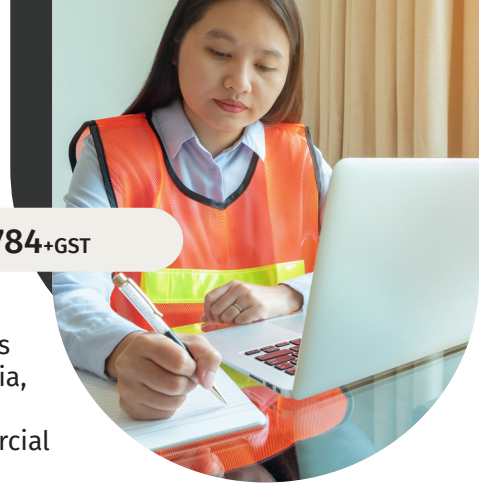
This course uses interactive elements, scenarios, videos, and quizzes to reinforce learning.



To apply: studenthelp@nlc.bc.ca | 250-782-5251 | 1-866-463-6652



Trades and Industry



Commercial Vehicle Inspector Certification

\$784+GST

Students who complete this course will be able to write the CVIP Authorization Examination, Utilize the Vehicle Inspection Manual when performing inspections to accurately identify the vehicle component method of inspection, reject criteria, and out-of-service criteria, and accurately complete relation inspection forms. Prerequisites: B.C. TQ in Automotive, Heavy Duty, Commercial Transport, Commercial Transport Trailer, or Motorcycle Mechanic; and set up BC Services Card App on a mobile device or get a personal BCeID for the CVI exam. Additional, non-refundable fees for textbooks apply.

Online, Face to Face

Fort St. John campus

Meet & Greet: Friday, Sept 20, 2024

Online: 12:00–12:30pm

In Class: September 28, 2024 (40 hours/1 week)

Saturday, 8am–4:30pm

Code: 2024FC WFTR-TI07-FB001



Communication, Negotiation, Conflict Resolution

\$150+GST

For supervisors, project managers, and anyone who must deal effectively and professionally with employees, subtrades, owners, clients, engineers, and employers. Improve your written, oral, and negotiating skills and enhance your conflict resolution skills. *This is a Gold Seal 2 course.*

Online, Self-Guided

September 3, 2024-January 17, 2024 (5 hours/4 weeks)

Code: 2024FC WFTR-OS02-WZ001

This course uses interactive elements, scenarios, videos, and quizzes to reinforce learning.



Construction Industry Ethics

\$350+GST

For owner/clients, contractors, supervisors, project managers, etc. who must deal effectively and professionally with employees, subtrades, owners, clients, engineers, employers, and the public. Understand ethics as it relates to the construction industry and learn how to navigate daily ethical grey areas. *This is a Gold Seal 3 course.*

Online, Self-Guided

September 3, 2024-January 17, 2024 (3 hours/4 weeks)

Code: 2024FC WFTR-TI10-WZ001

This course uses interactive elements, scenarios, videos, and quizzes to reinforce learning.



Construction Law

\$150+GST

For owners, managers, supervisors and project managers who deal primarily in trade-to-trade and/or trade-to-customer situations. Understand construction contracts and contract law. *This is a Gold Seal 1 course.*

Online, Self-Guided

September 3, 2024-January 17, 2024 (4 hours/4 weeks)

Code: 2024FC WFTR-TI14-WZ001

This course uses interactive elements, scenarios, videos, and quizzes to reinforce learning.



Trades and Industry



Construction Project Management

\$150+GST

For everyone working in construction. Gain the knowledge and skills to help you successfully plan, manage, and administer projects from start to finish. *This is a Gold Seal 1 course.*

Online, Self-Guided

September 3, 2024-January 17, 2024 (4 hours/4 weeks)

Code: 2024FC WFTR-TI15-WZ001

This course uses interactive elements, scenarios, videos, and quizzes to reinforce learning.



Designated Inspection Facility Operator

See below

This course prepares Designated Inspection Facility owner/operators for the DIF operator examination. The Designated Inspection Facility Operator training course educates in program objectives, authorized inspector obligations, and a clear recognition of operator responsibilities and liabilities. Course price includes exam fee.

Online, Face To Face, Fort St. John campus (\$565+GST)

Meet & Greet Friday, September 20, 2024 **Online** 12:00–12:30pm

In Class Friday-Saturday, September 23-28, 2024

7–9:30pm (40 hours/8 days)

Code: 2024FC WFTR-TI08-FB001

Face to Face, Fort St. John campus (\$75+GST)

September 28, 2024 (8 hours/1 day)

Saturday, 8am–4:30pm

Code: 2024FC WFTR-TI08A-FP001



First Level Supervisor Training Program

\$400+GST

For supervisors, foremen, or any individual who wants to become a First Level Supervisor. Develop the critical skills and learn the concepts required to supervise a construction crew, maximize productivity and quality, and ensure a job gets done on time, on budget, and safely. *This is a Gold Seal 4 course.*

Online, Self-Guided

September 3, 2024-January 17, 2025 (14 hours/4 weeks)

Code: 2024FC WFTR-TI11-WZ001

This course uses interactive elements, scenarios, videos, and quizzes to reinforce learning.



Fundamentals of Blueprint Reading and Construction

\$1,208.25+GST

Start at the very beginning in this blueprint reading and construction estimating course with drawing scale lessons that are thorough and detailed. During this online blueprint reading course, you will discover how blueprint drawings are organized and how information is referenced throughout a set of construction blueprint drawings. Your estimating training will also help you understand how to review architectural and engineering blueprint drawings and project specifications. By course completion, you will understand the relationship between the construction drawings and a quantity-takeoff cost estimate, analyze the components of a cost estimate, and learn how a quantity-takeoff cost estimate is created.

Online, Self-Guided

September 3, 2024-March 7, 2025 (50 hours/12 weeks)

Code: 2024FC CE-TI127-WZ001



To apply: studenthelp@nlc.bc.ca | 250-782-5251 | 1-866-463-6652



Trades and Industry



Introduction to Construction Estimating

\$150+GST

For people working in estimating, or for any individual who wants to become an estimator. Gain the knowledge and skills required to visualize the scope and magnitude of a construction project and produce accurate and reliable estimates. Course work includes reviewing drawings through various phases of a project, with the aim of determining the quantity and type of materials required for the project. *This is a Gold Seal 2 course.*

Online, Self-Guided

September 3, 2024–January 17, 2025 (3 hours/4 weeks)

Code: 2024FC WFTR-TI12-WZ001

This course uses interactive elements, scenarios, videos, and quizzes to reinforce learning.



Restoration 101 — Part 1

\$504.50+GST

Consisting of seven modules, Restoration 101 — Part 1, Modules 1–3 provides individuals with essential skills and knowledge regarding environmental monitoring and conservation. This program is relevant to those working in a variety of roles in the natural resources industry, looking to ensure environmental considerations are incorporated and considered in the natural resources construction and service field. The program is intended for individuals interested in pursuing a career in environmental monitoring and conservation, including recent high school graduates, environmental technicians, and individuals looking to change their career path. It is also a valuable professional development opportunity for individuals currently working in a variety of construction, trades and service roles in the natural resources and energy sector.

Online, Live Instructor

September 16–October 21, 2024 (21 hours, 6 weeks)

Monday, Tuesday, Thursday, 7–8:30pm

Code: 2024FC CE-TI120-WS001



Restoration 101 — Part 2

\$792.79+GST

Consisting of seven modules, Restoration 101 Part 2 – Modules 4–7 provides individuals with essential skills and knowledge regarding environmental monitoring and conservation. This program is relevant to those working in a variety of roles in the natural resources industry looking to ensure environmental considerations are incorporated and considered in the natural resources construction and service field. The program is intended for individuals interested in pursuing a career in environmental monitoring and conservation, including recent high school graduates, environmental technicians, and individuals looking to change their career path. It is also a valuable professional development opportunity for individuals currently working in a variety of construction, trades and service roles in the natural resources and energy sector.

Online, Live Instructor

October 22, 2024–December 10, 2024 (33 hours/7 weeks)

Monday, Tuesday, Thursday, 7:30am–8:30pm

Code: 2024FC CE-TI121-WS001



Veterinary



Veterinary Assistant Series

\$ 758+GST

Do you love animals? Have you ever thought about a career as a veterinary assistant? This course, taught by a practicing veterinarian and college instructor, will give you the information you need to prepare for work in veterinary hospitals.

This course is intended for those who are interested in work in the veterinary field or who are already working and would like to enhance their skills and/or advance. This course will also help prepare you for related college courses.

Online, Instructor Moderated

September 11, 2024-February 28, 2025
(96 hours/24 weeks)

Code: 2024FC CE-HW131-WA001

Online, Instructor Moderated

November 13, 2024-May 2, 2025
(96 hours/24 weeks)

Code: 2024FC CE-HW131-WA003

Online, Instructor Moderated

October 16, 2024-April 4, 2025
(96 hours/24 weeks)

Code: 2024FC CE-HW131-WA002

Online, Instructor Moderated

December 18, 2024-June 6, 2025
(96 hours/24 weeks)

Code: 2024FC CE-HW131-WA004



Continuing Education courses

- Chainsaw Safety Training
- Drone Training
- Fall Protection
- Forklift Training
- Intermediate First Aid
- Principles of Nutrition
- Snowmobile Safety
- Transportation

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