



# Continuing Education Course Offerings

Spring/Summer 2025  
April-August



1-866-463-6652 | 250-784-7587  
[studenthelp@nlc.bc.ca](mailto:studenthelp@nlc.bc.ca)  
[nlc.bc.ca/continuing-education](http://nlc.bc.ca/continuing-education)



**Northern Lights College**  
Continuing Education

**Invest. Learn. Grow.**  
Investment in education is the key to a bright future.

# Table of Contents

<b>General Information</b>	<b>3</b>
----------------------------	----------

<b>Corporate Training</b>	<b>27</b>
---------------------------	-----------

## Youth Summer Camps (Ages 12-16)

• Beyond Beauty Esthetics Skills Camp	4
• Build It! Youth Carpentry Camp	4
• Mind Over Metal (MoM) Welding Camp	4
• Trade Exploration Camp	4
• UNBC Active Minds – Tech Trailblazers (Coding)	5

## General Interest

• Basic Remotely Piloted Aircraft (RPAS)	6
• Beginning Conversational French	6
• Discover Sign Language	6
• French for Beginners	7
• Hoof Trimming for Horse Owners	7
• Theory of Hoof Trimming for Horse Owners	7
• Speed Spanish	8

## Professional Development

### Computer and Innovative Technologies

• AI for Students: Ensuring Appropriate and Effective Use	8
• AI for Teachers: Increase Productivity and Improve Instruction	8
• Artificial Intelligence and Machine Learning Suite	9
• Computer Basics Level 1	9
• Computer Fundamentals for the Workplace	9
• Digital Communication	10
• Introduction to Artificial Intelligence	10
• Introduction to Programming	10
• Introduction to Python 3 Programming	11
• Introduction to SharePoint 2019	11
• Introduction to Structured Query Language	11
• Understanding the Cloud	12
• Web Design Introduction to CSS3 and HTML5	12

### Leadership

• Emerging Leader Foundation Series	12
• Emerging Leader – Financial Essentials & Project Management Essentials	13
• Emerging Leader – Workplace Culture Essentials	13
• Emerging Leader – Leadership Essentials	13

### Microsoft

• Accounting with MS Excel 2019 Suite	14
• Intermediate MS Excel 2019	14
• Introduction to Microsoft Excel 2019	15

## Professional Office and Business Skills

• Basic Computer Skills Suite	15
• Certified Associate in Project Management (CAPM) Certification Preparation	16
• Computer Skills for the Workplace	16
• Digital Marketing Suite	17
• Keyboarding	17
• Management Skills For Supervisors	17

## Medical

• Medical Terminology Series	18
------------------------------	----

## Veterinary

• Veterinary Assistant Series	18
-------------------------------	----

## Workforce Training

### Safety Training

• Basic Chainsaw Safety	19
• FoodSafe Level 1	19
• Forklift Operator Training – Introduction	20
• Forklift Operator Training	20
• Loader Operator Training – Introduction	20
• Loader Operator Training	20
• Pipeline Construction Safety Training (PCST)	21
• Remote Wilderness First Aid – 20 hours	21
• Skid Steer Operator Training – Introduction	21
• Skid Steer Operator Training	22
• WHMIS	22

## Trades and Industry

• Airport Management Series	22
• Airport Management – Airside Maintainer	22
• Airport Management – Airside Application	23
• Airport Management – Airport Manager	23
• Canadian Construction Contract Essentials	23
• Commercial Vehicle Inspector Certification (CVIP)	25
• Communication, Negotiation, Conflict Resolution	24
• Construction Industry Ethics	24
• Construction Law	24
• Construction Project Management	24
• Designated Inspection Facility Operator (DIF)	25
• Designated Inspection Facility Operator (DIF) – Exam Only	25
• First Level Supervisor Training Program	26
• Introduction to Construction Estimating	26
• Pesticide Applicator Training: Forestry Management	26
• Pesticide Applicator Training: Industrial Vegetation and Noxious Weeds	26

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.

# General Information

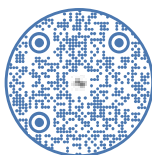


## Registration

### 3 ways to register

- Online
- By email [studenthelp@nlc.bc.ca](mailto:studenthelp@nlc.bc.ca)
- By phone 1-866-463-6652 or 250-782-5251

You must provide the course code when you register. Codes begin with 2025SC and 2025UC. Many courses have multiple offerings with varying dates and delivery methods. Choose only one when registering. Some class sizes may be limited and are filled on a first come, first served basis. Scan or click on the QR code to go to [Continuing Education – How to Register](#) on our site.



## Cancellations

Courses or classes may be cancelled seven days prior to start date, if minimum attendance is not met. Every effort will be 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 (or more) business days prior to the start of the class. Notification should be sent to [ce@nlc.bc.ca](mailto: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 cancelled classes will be processed automatically.



## Fees

Course fees are payable to NLC at the time of registration, and GST will be added where applicable. Fees are subject to change, and online registration is available.



## 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 your eligibility.



## Ed2Go Courses

We offer many online courses through Ed2Go. Visit [www.ed2go.com/northern](http://www.ed2go.com/northern) to view the catalogue. All Ed2Go Suite or Series courses are to be done sequentially. Look on the NLC website for info on how to register, or scan or click on the QR code to go to [Continuing Education – How to Register](#) on our site.



## Knowledgeware

We offer WHMIS and FOODSAFE Level 1 on the KnowledgeWare platform.



## BuildForce Courses

There are many workforce development courses available online through BuildForce for the construction industry.”



## Safety Training Courses

We offer a variety of safety training courses with online and on-campus options.



Gold Seal



## 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 the training that you need. Email [corporatetraining@nlc.bc.ca](mailto: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](mailto:corporatetraining@nlc.bc.ca)



## Sponsorship

### Are you paying for someone?

Steps to **register** or **sponsor** a student

- Have the course code or course name available. Call 1-866-463-6652 with your Visa or Mastercard. Ask for Campus Services.
- If you prefer to pay by Sponsorship Authorization and receive an invoice, please complete the [Sponsorship Authorization Form](#).
- Download, complete and email the form to: [ce@nlc.bc.ca](mailto:ce@nlc.bc.ca). If you have any questions, please contact our Continuing Education team at 1-866-463-6652 extension 7587 or 2112, or email [ce@nlc.bc.ca](mailto:ce@nlc.bc.ca).

Online, Self-Guided	Online, Instructor-Moderated	Online, Live Instructor
Students are given full access to all course content on the day the course starts and learning is self-paced.	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.



Registration opens April 1

# Youth Summer Camps

## Ages 12–16

*Sponsored by Shell*



### Beyond Beauty Esthetics Skills Camp

**\$350+GST**

**Ages 12–16.** Step into the world of beauty and wellness, and kickstart your journey into the world of esthetics! This five-day camp is a great way to introduce you to the world of skincare, beauty, and self-care — while also teaching important skills related to personal grooming and wellness. Whether you're passionate about skincare, makeup, or self-care, our hands-on, five-day camp offers expert guidance in a creative, empowering environment. Through interactive activities, you'll explore basic skin care, makeup techniques, and nail care basics to build self-esteem and confidence. Projects include DIY scrubs, face mask, and much more!

#### **In Person, Dawson Creek**

July 7–11, 2025

Monday-Friday, 9:30am-3pm

**Code:** 2025UC CE-CAMP02-DP001

#### **In Person, Fort St. John**

July 14–18, 2025

Monday-Friday, 9:30am-3pm

**Code:** 2025UC CE-CAMP02-FP001



### Build It! Youth Carpentry Camp

**\$350+GST**

**Ages 12–16.** Do you have a passion for building, creating, and working with your hands? In this five-day camp, you will learn the basics of carpentry — measuring, cutting, and assembling, as well as safe and proper tool usage — from a skilled carpenter. In this camp, you will apply the skills you learn through the creation of two–three projects. No experience needed.

#### **In Person, Dawson Creek**

July 7–11, 2025

Monday-Friday, 9:30am-3pm

**Code:** 2025UC CE-CAMP03-DP001

#### **In Person, Chetwynd**

August 18–22, 2025

Monday-Friday, 9:30am-3pm

**Code:** 2025UC CE-CAMP03-CP001



### Trade Exploration Camp

**\$350+GST**

**Ages 12–16.** Curious about the trades, but don't know where to start? Explore a variety of trades skills relating to mechanics, electrical, or plumbing. This camp will teach you the basics in mechanical and electrical repairs, and proper shop and equipment safety through hands-on training in the creation of several small projects.

To add your name to an interest list, contact the Continuing Education department at [ce@nlc.bc.ca](mailto:ce@nlc.bc.ca).

**In Person, Fort St. John**

**August 11–15, 2025** Monday-Friday, 9:30am-3pm



**Northern Lights College**  
Continuing Education

**Invest. Learn. Grow.**



### Mind Over Metal (MoM) Welding Camp

**Coming soon!**

**Ages 12–16.** To add your name to an interest list, contact the Continuing Education department at [ce@nlc.bc.ca](mailto:ce@nlc.bc.ca).



**cwbfoundation**

**In Person, Dawson Creek or Chetwynd**

**Dates TBA**

*In partnership with Canadian Welding Bureau (CWB) Foundation*

# Youth Summer Camps Ages 12–16

Brought to you by



Northern Lights College  
Continuing Education

Invest. Learn. Grow.



## UNBC ACTIVE MINDS – Tech Trailblazers (Coding Camp)

\$350+GST

**Ages 12–16.** This camp isn't about sitting behind a screen; it's about stepping into the role of an explorer using technology as a tool to solve real-world problems and engage with the environment around us. You will dive into hands-on projects involving robotics, coding, and even drones, all while learning the value of teamwork, creativity, and critical thinking. Each day offers a new adventure, from treasure hunts guided by GPS technology, to constructing robots that can navigate outdoor terrain. Tech Trailblazers is the ultimate camp for young adventurers eager to discover how technology can enhance our interaction with the natural world and empower us to create innovative solutions. This camp is in partnership with University of Northern British Columbia.

To add your name to an interest list, contact the Continuing Education department at [ce@nbc.bc.ca](mailto:ce@nbc.bc.ca).

**In Person, Fort St. John** Monday-Friday, 9:30am–3pm **Dates TBA**

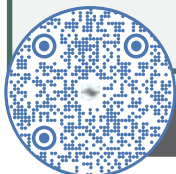
In partnership with



Presenting UNBC Sponsors



UNBC Sponsors



Scan code • register online • email [studenthelp@nbc.bc.ca](mailto:studenthelp@nbc.bc.ca) • 250-782-5251 or 1-866-463-6652

# General Interest



## Basic Remotely Piloted Aircraft (RPAS)

See pricing below

This two-day theory course prepares you to pass the Basic RPAS exam. This course consists of eight learning modules and a practice exam. If you desire to become an Advanced RPA pilot, this course will provide a strong foundation.

**Recommended Textbook:** *Unmanned: Textbook for RPAS Studies 3rd Edition*

**NOTE:** Course cost can vary by campus (based on instructor travel fees).

### In Person, Fort Nelson - \$398+GST

(2 days/14 hours)

June 7–8, 2025

Saturday-Sunday, 9am–4:30pm

**Code:** 2025SC CE-CT206-NP001

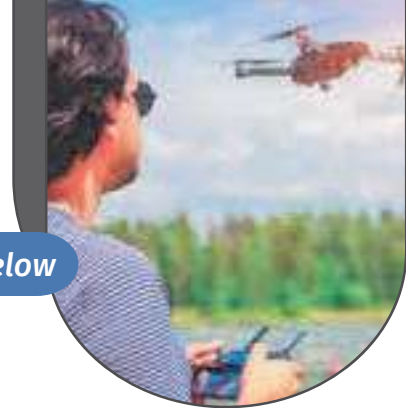
### In Person, Fort St. John - \$695+GST

(2 days/14 hours)

July 19–20, 2025

Saturday-Sunday, 9am–4:30pm

**Code:** 2025UC CE-CT206-FP001



## Beginning Conversational French

\$178.78+GST

Discover how easy learning simple words and phrases for leisure and business can be. The Beginning Conversational French course makes pronunciation simple, with phonetic spellings for every word and phrase you need in order to learn French. This online course includes audio so that you can hear and practice the language with little more than a click of your mouse. You will also learn cultural tips in each lesson that will make you more comfortable in a foreign setting. These skills will allow you to easily carry on a conversation in French, prepared to speak French in a wide variety of settings and situations.

### Online, Instructor Moderated

(6 weeks/24 hours)

Start date April 16, 2025

**Code:** 2025SC CE-AC37-WA004



## Discover Sign Language

\$181.40+GST

Learn to master American Sign Language (ASL) through immersive, silent instructional videos that emphasize proper sign technique and facial expressions for effective communication. You will become skillful at fingerspelling and an array of signs to engage in conversations confidently. Explore the history and usage of ASL and how to navigate the culture and social customs of the Deaf community. By the end of this course, you will be ready to participate in a conversation using the power of sign language.

Available online, as instructor-moderated or self-guided.

For self-guided, register to begin course between the dates shown.

### Online, Instructor Moderated

(6 weeks/24 hours)

Start Date

April 16, 2025

**Code:** 2025WC CE-AC32-WA004

### Online, Self-Guided

(12 weeks/24 hours)

Register between

April 28–June 30, 2025

**Code:** 2025SC CE-AC32-WZ001



### Online, Self-Guided

(12 weeks/24 hours)

Register between

July 2–August 29, 2025

**Code:** 2025UC CE-AC32-WZ001



# General Interest



## French for Beginners

Coming soon!

This in-person language course is currently being developed in partnership with the Fort Nelson Community Literacy Society (FNCLS).

In partnership with:



To add your name to an interest list, contact the Continuing Education department at [ce@nlc.bc.ca](mailto:ce@nlc.bc.ca).

In person, Fort Nelson

Dates TBA



## Hoof Trimming for Horse Owners

\$500+GST

Join professional farrier Aaron Harbidge in this two-day intensive trimming clinic. Learn the steps and concepts to analyze your horse's hooves, and then correctly use tools to trim the frog, sole, and wall — according to your horse's particular needs — for optimal hoof health and balance. As a horse owner, you will come out of this course with a solid grasp of hoof-trimming, able to successfully care for your own horse's hooves. Shoes and nails are provided, students need to supply their own tools and horse(s).

**Requirements:** One horse per day, per participant. To participate, you will need to provide proof of valid BC Horse Council Insurance or equivalent to [ce@nlc.bc.ca](mailto:ce@nlc.bc.ca) prior to the first day of the clinic.

### In Person, Chetwynd - Pine Valley Exhibition Park

(2 days/16 hours)

May 17–18, 2025

Saturday-Sunday, 9am–5pm

**Code:** 2025SC CE-PD154-CP001



## Theory of Hoof Trimming for Horse Owners

\$270+GST

If you are interested in the steps and concepts of hoof trimming, but do not have a horse available, you can take this course as a theory-only participant. This course is taught alongside Hoof Trimming for Horse Owners.

**Note:** This course only runs if **Hoof Trimming for Horse Owners** (above) runs. Horse insurance is not required for participants taking this course.

### In Person, Chetwynd - Pine Valley Exhibition Park

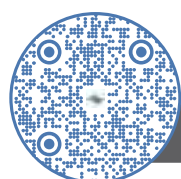
(2 days/16 hours)

May 17–18, 2025

Saturday-Sunday, 9am–5pm

**Code:** 2025SC CE-PD156-CP001

View our Ed2Go catalogue at [www.ed2go.com/northern](http://www.ed2go.com/northern)



Scan code • register online • email [studenthelp@nlc.bc.ca](mailto:studenthelp@nlc.bc.ca) • 250-782-5251 or 1-866-463-6652



# General Interest



## Speed Spanish

\$194.78+GST

In this course, you will immediately begin creating sentences and conversations in Spanish. Each lesson will introduce new techniques to rapidly increase your fluency, allowing you to start speaking Spanish right away. On completion of this course, you will be confident in your ability to converse in Spanish, travel to a Spanish-speaking country and communicate effectively, and build skills that can increase your career opportunities. Available online, as instructor-moderated or self-guided. *For self-guided, register to begin course between the dates shown.*

### Online, Instructor Moderated

(6 weeks/24 hours)

Start Date

April 16, 2025

**Code:** 2025SC CE-AC35-WA004

### Online, Self-Guided

(12 weeks/24 hours)

Register between

April 28–June 30, 2025

**Code:** 2025SC CE-AC35-WZ001

### Online, Self-Guided

(12 weeks/24 hours)

Register between

July 2–August 29, 2025

**Code:** 2025UC CE-AC35-WZ001



# Professional Development

## Computer and Innovative Technologies



## AI for Students: Ensuring Appropriate and Effective Use

\$69.35+GST

This course for teaching professionals will provide you with an overview of the benefits and limitations of allowing students access to artificial intelligence (AI) in the classroom, covering the tools that can be used for enhancing student achievement while addressing issues like academic dishonesty.

Unlock the potential of artificial intelligence (AI) in your classroom by learning about nine popular AI tools that can be used to enhance student learning. You will learn about the capabilities of AI, how to use AI tools to support student learning, and evaluate ways in which AI can support students in content knowledge, writing skills, creativity, and progress monitoring. You will also receive a planning document to help you implement what you have learned and an AI tool guide featuring the top nine tools you can start using immediately.

### Online, Self-Guided

(12 weeks/1 hour)

Register between

April 28–June 30, 2025

**Code:** 2025SC WFTR-CT20-WZ001

### Online, Self-Guided

(12 weeks/1 hour)

Register between

July 2–August 29, 2025

**Code:** 2025UC WFTR-CT20-WZ001



*For self-guided, register to begin course between the dates shown.*



## AI for Teachers: Increase Productivity and Improve Instruction

\$69.35+GST

This course is designed to help you understand, as a teacher, how to use artificial intelligence (AI) to enhance instruction and streamline planning. You will learn about six AI tools currently available to teachers that will support your lesson planning, assessment, differentiation, and communication with students and parents. This course comes with a downloadable PDF of the content, and a planning document to help you choose the AI tools that you can use to improve instruction and planning for your classroom.

### Online, Self-Guided

(12 weeks/1 hour)

Register between

April 28–June 30, 2025

**Code:** 2025SC WFTR-CT21-WZ001

### Online, Self-Guided

(12 weeks/1 hour)

Register between

July 2–August 29, 2025

**Code:** 2025UC WFTR-CT21-WZ001



*For self-guided, register to begin course between the dates shown.*





# Professional Development

## Computer and Innovative Technologies



### Artificial Intelligence and Machine Learning Suite

\$357.21+GST

Learn foundational artificial intelligence (AI) and machine learning knowledge in this introductory course. You will obtain a firm understanding of the science behind creating computer systems, the definition and history of machine learning (including the problem it is trying to solve), program languages, popular algorithms used, and the different types of machine learning. This suite includes the courses *Introduction to Artificial Intelligence* and *Introduction to Machine Learning*.

#### Online, Instructor Moderated

(12 weeks/48 hours)

Start date April 16, 2025

**Code:** 2025SC CE-CT176-WA004

#### Online, Instructor Moderated

(12 weeks/48 hours)

Start date June 11, 2025

**Code:** 2025SC CE-CT176-WA002

#### Online, Instructor Moderated

(12 weeks/48 hours)

Start date August 13, 2025

**Code:** 2025UC CE-CT176-WA002

#### Online, Instructor Moderated

(12 weeks/48 hours)

Start date May 14, 2025

**Code:** 2025SC CE-CT176-WA001

#### Online, Instructor Moderated

(12 weeks/48 hours)

Start date July 16, 2025

**Code:** 2025UC CE-CT176-WA001



### Computer Basics Level 1

Coming soon!

In-person computer basics courses are currently in development in partnership with the Fort Nelson Community Literacy Society (FNCLS).

To add your name to an interest list, contact the Continuing Education department at [ce@ncl.bc.ca](mailto:ce@ncl.bc.ca).

**In Person, Fort Nelson** (2 weeks/8 hours) **Dates TBA**

In partnership with:



### Computer Fundamentals for the Workplace

\$306+GST

This in-person course is perfect for a beginner to build a solid computer skill foundation. This introduction to basic computer literacy for the workplace will cover a wide range of topics from understanding basic hardware and navigating software applications, to utilizing the basic functions of Microsoft Word, Excel and PowerPoint. For personal use or professional growth, this course will help you gain the confidence and knowledge needed to navigate today's digital world.

#### In Person, Fort Nelson

(2 weeks/25 hours)

July 14–23, 2025

No class July 21

Monday–Wednesday,

9am–2:30pm

**Code:** 2025UC WFTR-CT01-NP001

#### In Person, Fort Nelson

(2 weeks/25 hours)

August 11–20, 2025

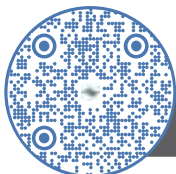
No class, August 18

Monday–Wednesday,

9am–2:30pm

**Code:** 2025UC WFTR-CT01-NP002

View our Ed2Go catalogue at [www.ed2go.com/northern](http://www.ed2go.com/northern)



Scan code • register online • email [studenthelp@ncl.bc.ca](mailto:studenthelp@ncl.bc.ca) • 250-782-5251 or 1-866-463-6652



# Professional Development

## Computer and Innovative Technologies



### Digital Communication

\$308.95+GST

In the age of digital communication, the ability to create captivating multimedia content and deliver compelling presentations is a valuable skill set. This course, Digital Communication, is designed to equip you with the knowledge and practical skills necessary to excel in various aspects of multimedia content creation, from storytelling and video production to design concepts, website creation, and online presentations. Perfect for people with little to no marketing and communications background interested in using various media to improve their professional communication skills.

#### Online, Instructor Moderated

(8 weeks/32 hours)

Start date May 7, 2025

**Code:** 2025SC CE-CT204-WA001

#### Online, Instructor Moderated

(8 weeks/32 hours)

Start date July 9, 2025

**Code:** 2025UC CE-CT204-WA001



### Introduction to Artificial Intelligence

\$214.33+GST

This course will introduce you to various forms of artificial intelligence (AI) and how we interact with AI as consumers, while using applications like chatbots and recommendation engines. Learn how AI provides analytics in business and consider industries that may be transformed or even disrupted by AI implementation. Discover how computers can “learn” using artificial neural networks and various forms of machine learning. Review AI applications such as natural language processing, forecasting, and robotics. Explore the AI development process and how AI will affect the workforce. As well, consideration of some of the ethical factors in AI deployment will be explored.

#### Online, Instructor Moderated

(6 weeks/24 hours)

Start date April 16, 2025

**Code:** 2025SC CE-CT178-WA004

#### Online, Instructor Moderated

(6 weeks/24 hours)

Start date June 11, 2025

**Code:** 2025SC CE-CT178-WA002

#### Online, Instructor Moderated

(6 weeks/24 hours)

Start date August 13, 2025

**Code:** 2025UC CE-CT178-WA002

#### Online, Instructor Moderated

(6 weeks/24 hours)

Start date May 14, 2025

**Code:** 2025SC CE-CT178-WA001

#### Online, Instructor Moderated

(6 weeks/24 hours)

Start date July 16, 2025

**Code:** 2025UC CE-CT178-WA001



### Introduction to Programming

\$207.13+GST

Take your first step toward a career as a computer programmer! In this course, you'll learn to use Just BASIC, a free Windows programming language, to create stand-alone applications for professional or personal use.

Even if you've never programmed before, you'll find it easy to follow the step-by-step instructions in each lesson. By the end of the course, you'll have the skills and confidence you need to program in BASIC and design your own custom applications for home, school, or work.

#### Online, Self-Guided

(12 weeks/24 hours)

Register between

April 28–June 30, 2025

**Code:** 2025SC CE-CT143-WZ001

#### Online, Self-Guided

(12 weeks/24 hours)

Register between

July 2–August 29, 2025

**Code:** 2025UC CE-CT143-WZ001



*For self-guided, register to begin course between the dates shown.*



# Professional Development Computer and Innovative Technologies



## Introduction to Python 3 Programming

\$208.16+GST

Enhance your professional profile by adding Python to your programming skills. The Python programming language was developed to provide a way to develop code that's easy to create and understand. While Python contains the same basic structures as other languages, it also offers unique functionality that makes your life as a programmer easier. Whether you're interested in writing simple scripts, full programs, or graphical user interfaces, this course will give you the tools you need to use Python with skill and confidence.

### Online, Self-Guided

(12 weeks/24 hours)

Register between

April 28–June 30, 2025

**Code:** 2025SC WFTR-CT120-WZ001

### Online, Self-Guided

(12 weeks/24 hours)

Register between

July 2–August 29, 2025

**Code:** 2025UC WFTR-CT120-WZ001



*For self-guided, register to begin course between the dates shown.*



## Introduction to SharePoint 2019

\$178.78+GST

Microsoft SharePoint is a collaborative tool that allows teams to work together in a web-based environment. This SharePoint course is for end-users and site owners/managers new to working in the 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. By the end of this course, you will be able to confidently use Microsoft SharePoint 2019 and collaborate with others to manage and share documents and data effectively.

**Requirements:** This course must be taken on a PC. The course is not compatible with Mac. Software must be installed and fully operational before the course begins. Microsoft SharePoint is not included in enrollment.

### Online, Self-Guided

(12 weeks/24 hours)

Register between

April 28–June 30, 2025

**Code:** 2025SC WFTR-CT108-WZ001

### Online, Self-Guided

(12 weeks/24 hours)

Register between

July 2–August 29, 2025

**Code:** 2025UC WFTR-CT108-WZ001



*For self-guided, register to begin course between the dates shown.*



## Introduction to Structured Query Language

\$202.55+GST

Learn the key concepts of SQL (Structured Query Language), a powerful and standard database management query language for relational databases. SQL is one of the best programming languages for beginning web developers to learn. This course will teach you the basics of designing and writing SQL queries to execute on a practice database. Using SQL Server Express, you'll learn several real-world applications for SQL so you can put this valuable skill set on your resume.

**Requirements:** This course must be taken on a PC. The course is not compatible with Mac. Software must be installed and fully operational before the course begins. *Available online as instructor moderated or self-guided.*

### Online, Instructor Moderated

(6 weeks/24 hours)

Start Date

April 16, 2025

**Code:** 2025SC CE-CT150-WA004

### Online, Self-Guided

(12 weeks/24 hours)

Register between

April 28–June 30, 2025

**Code:** 2025SC CE-CT150-WZ001

### Online, Self-Guided

(12 weeks/24 hours)

Register between

July 2–August 29, 2025

**Code:** 2025UC CE-CT150-WZ001

*For self-guided, register to begin course between the dates shown.*



Scan code • register online • email [studenthelp@nlc.bc.ca](mailto:studenthelp@nlc.bc.ca) • 250-782-5251 or 1-866-463-6652



# Professional Development

## Computer and Innovative Technologies



### Understanding the Cloud

\$208.16+GST

What is the Cloud? If you have trouble answering this question, you are not alone. In this course, you will explore how cloud computing works, what drives its incredible growth, and how you can use cloud services. Whatever your technical background, by the end of this course, you will be thoroughly cloud-savvy. Learn everything you need to truly understand the cloud — including how it works, what drives it, why it's so popular, and how to make it work for you.

*Available online as instructor moderated or self-guided.*

#### Online, Instructor Moderated

(6 weeks/24 hour)

Start Date

April 16, 2025

**Code:** 2025SC CE-CT32-WA004

#### Online, Self-Guided

(12 weeks/24 hour)

Register between

April 28-June 30, 2025

**Code:** 2025SC CE-CT32-WZ001

#### Online, Self-Guided

(12 weeks/24 hour)

Register between

July 2–August 29, 2025

**Code:** 2025UC CE-CT32-WZ001



*For self-guided, register to begin course between the dates shown.*



### Web Design – Introduction to CSS3 and HTML5

\$308.95+GST

This introductory course is designed to equip you with the foundational knowledge and skills needed to create modern and responsive web pages using HTML5 and CSS3. In this digital age, web development is an essential skill for a wide range of professions, from web designers and developers to content creators and marketers. This course provides a comprehensive understanding of HTML5 and CSS3, the fundamental building blocks of the web.

#### Online, Live Instructor

(8 weeks/32 hours)

Start Date May 8, 2025

**Code:** 2025SC CE-CT205-WA001

#### Online, Live Instructor

(8 weeks/32 hours)

Start Date July 10, 2025

**Code:** 2025UC CE-CT205-WA001

## Leadership



### Emerging Leader Foundation Series

**Coming Fall 2025!**

Earn recognition in leadership with our Emerging Leader Foundation course. This course is designed to equip aspiring leaders with essential skills in communication, decision-making, and team management. Applicable to a variety of industries, this course empowers you to grow as a confident and capable leader. Whether you plan on being a leader, or are looking to enhance your leadership journey, this course is the perfect foundation to kickstart your career.

Please note



#### The Emerging Leader Foundation Series incorporates three courses:

- 1) Emerging Leader – Financial Essentials & Project Management Essentials
- 2) Emerging Leader – Workplace Culture Essentials
- 3) Emerging Leader – Leadership Essentials

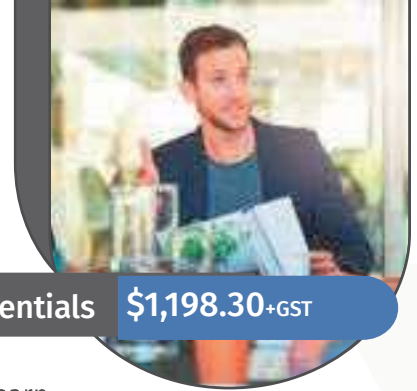
#### Online, Live Instructor

(150 hours/26 weeks)

**Dates:** TBA Fall 2025



# Professional Development Leadership



## Emerging Leader – Financial Essentials & Project Management Essentials

\$1,198.30+GST

Learn project management essentials. Master critical concepts that need plans, and learn how to implement, control, and close any type of project. You will develop skills in managing client requirements, multiple scope change requests, limited resources, lack of authority, and working with difficult clients. To round out this course, you will engage in understanding budgets — tracking income and expenses, as well as identifying, forecasting, and staying within budget guidelines. This course includes the following modules: *Project Management 1, Project Management 2, Managing Budgets*.

### Online, Live Instructor

(9 weeks/45 hours)

May 6-July 8, 2025

Tuesday/Thursday, 6–8:30pm

**Code:** 2025SC CE-PD159-WS001



## Emerging Leader – Workplace Culture Essentials

\$1,198.30+GST

Could your workplace be more harmonious? Workplace Culture Essentials develops tools for leaders to create open and respectful workplaces, that value the perspectives of individuals from different backgrounds. Hone your competence leading diverse teams, including understanding and respecting the rights of Indigenous People of the region and the principles of reconciliation. This course includes the following modules: *Diversity and Inclusion in the Workplace, Working Effectively with Indigenous Peoples, and Performance Management*.

### Online, Live Instructor

(9 weeks/45 hours)

July 15-September 11, 2025

Tuesday/Thursday, 6–8:30pm

**Code:** 2025UC CE-PD160-WS001



## Emerging Leader – Leadership Essentials

Coming Fall 2025!

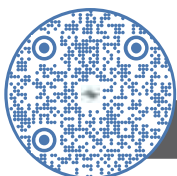
Ready to become an impactful leader? This course focuses on developing your leadership skills to be an effective frontline leader and to help you gain the tools to support development of leadership skills. The Leadership Essentials course is designed to equip emerging leaders with the core skills needed to inspire, motivate, and lead teams effectively. Learn key strategies in communication, decision-making, and conflict resolution, to boost your confidence and drive success.

### Online, Live Instructor

(60 hours/12 weeks)

**TBA Fall 2025**

View our Ed2Go catalogue at [www.ed2go.com/northern](http://www.ed2go.com/northern)



Scan code • register online • email [studenthelp@nlc.bc.ca](mailto:studenthelp@nlc.bc.ca) • 250-782-5251 or 1-866-463-6652



# Professional Development

## Microsoft



### Accounting with MS Excel 2019 Suite

\$880.66+GST

As the most widely used spreadsheet software, Microsoft Excel is used by accountants to analyze data, create reports, and prepare forecasts. This accounting 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. Suite includes the following courses: *Introduction to MS Excel 2019*, *Intermediate MS Excel 2019*, *Accounting Fundamentals*, and *Accounting Fundamentals II*.

**Requirements:** Must be taken on a PC. The course is not compatible with Mac. Software must be installed and fully operational before the course begins. Microsoft Excel (desktop version) is available to download with a subscription to Microsoft 365. Note: Web App versions of Microsoft Excel will not work with the full version of Excel taught in this course.

#### Online, Instructor Moderated

(24 weeks/96 hours)

Start date April 16, 2025

**Code:** 2025SC CE-CT45-WA004

#### Online, Instructor Moderated

(24 weeks/96 hours)

Start date June 11, 2025

**Code:** 2025SC CE-CT45-WA002

#### Online, Instructor Moderated

(24 weeks/96 hours)

Start date August 13, 2026

**Code:** 2025UC CE-CT45-WA002

#### Online, Instructor Moderated

(24 weeks/96 hours)

Start date May 14, 2025

**Code:** 2025SC CE-CT45-WA001

#### Online, Instructor Moderated

(24 weeks/96 hours)

Start date July 16, 2025

**Code:** 2025UC CE-CT45-WA001



### Intermediate MS Excel 2019

\$224.62+GST

Microsoft Excel, considered the industry standard for spreadsheets, provides organizations with an easy-to-use solution for managing budgets, scheduling, tracking, and more. This course will teach you the software's often-overlooked features and functions.

You will learn how to harness the power of Excel's data analysis tools and AutoFilter commands and how to create macros that eliminate repetitive tasks. You will also add VLOOKUP, INDEX and MATCH, and other intermediate functions to your professional skill set.

**Requirements:** Must be taken on a PC. The course is not compatible with Mac. Software must be installed and fully operational before the course begins. Microsoft Excel (desktop version) is available to download with a subscription to Microsoft 365. Note: Web App versions of Microsoft Excel will not work with the full version of Excel taught in this course.

#### Online, Instructor Moderated

(6 weeks/24 hours)

Start date April 16, 2025

**Code:** 2025SC CE-MS09-WA004

#### Online, Instructor Moderated

(6 weeks/24 hours)

Start date June 11, 2025

**Code:** 2025SC CE-MS09-WA002

#### Online, Instructor Moderated

(6 weeks/24 hours)

Start date August 13, 2025

**Code:** 2025UC CE-MS09-WA002

#### Online, Instructor Moderated

(6 weeks/24 hours)

Start date May 14, 2025

**Code:** 2025SC CE-MS09-WA001

#### Online, Instructor Moderated

(6 weeks/24 hours)

Start date July 16, 2025

**Code:** 22025UC CE-MS09-WA001





# Professional Development

## Microsoft



### Introduction to Microsoft Excel 2019

\$224.62+GST

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

You will learn how to create a spreadsheet using several time-saving functions. You will also learn how to use macros and buttons 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 productivity tool.

**Requirements:** Must be taken on a PC. The course is not compatible with Mac. Software must be installed and fully operational before the course begins. Microsoft Excel (desktop version) is available to download with a subscription to Microsoft 365. Note: Web App versions of Microsoft Excel will not work with the full version of Excel taught in this course.

**Online, Instructor Moderated**  
(6 weeks/24 hours)

Start date April 16, 2025

**Code:** 2025SC CE-CT21-WA004

**Online, Instructor Moderated**  
(6 weeks/24 hours)

Start date June 11, 2025

**Code:** 2025SC CE-CT21-WA002

**Online, Instructor Moderated**  
(6 weeks/24 hours)

Start date August 13, 2025

**Code:** 2025UC CE-CT21-WA002

**Online, Instructor Moderated**  
(6 weeks/24 hours)

Start date May 14, 2025

**Code:** 2025SC CE-CT21-WA001

**Online, Instructor Moderated**  
(6 weeks/24 hours)

Start date July 16, 2025

**Code:** 2025UC CE-CT21-WA001



## Professional Office and Business Skills



### Basic Computer Skills Suite

\$547.57+GST

Learn essential computer skills for the workplace, including how to troubleshoot PC issues. This suite bundle includes courses: *Keyboarding*, *Computer Skills for the Workplace*, and *Introduction to PC Troubleshooting*.

**Online, Instructor Moderated**  
(18 weeks/72 hours)

Start date April 16, 2025

**Code:** 2025SC CE-CT49-WA004

**Online, Instructor Moderated**  
(18 weeks/72 hours)

Start date June 11, 2025

**Code:** 2025SC CE-CT49-WA002

**Online, Instructor Moderated**  
(18 weeks/72 hours)

Start date August 13, 2025

**Code:** 2025UC CE-CT49-WA002

**Online, Instructor Moderated**  
(18 weeks/72 hours)

Start date May 14, 2025

**Code:** 2025SC CE-CT49-WA001

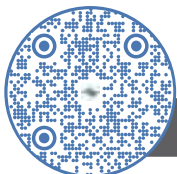
**Online, Instructor Moderated**  
(18 weeks/72 hours)

Start date July 16, 2025

**Code:** 2025UC CE-CT49-WA001



View our Ed2Go catalogue at [www.ed2go.com/northern](http://www.ed2go.com/northern)



Scan code • register online • email [studenthelp@nlc.bc.ca](mailto:studenthelp@nlc.bc.ca) • 250-782-5251 or 1-866-463-6652



# Professional Development

## Professional Office and Business Skills



### Certified Associate in Project Management (CAPM) Certification Preparation

\$1,541.23+GST

This workshop is designed to assist you, as a project manager, in studying and preparation for the CAPM Certification Exam from the Project Management Institute (PMI). You will learn exactly what to anticipate during the exam, as well as strategies for answering questions that can help you achieve a higher score. You will also learn proven techniques from a qualified Project Management Professional (PMP)®. All evaluated subject areas will be covered with a review of example questions and answers to familiarize you with the scoring methods used.

**Prerequisites:** To take the PMI CAPM certification exam, individuals require 23 hours of project management education prior to the exam. This CAPM exam preparation course fills this exam requirement. Individuals will also need a secondary education diploma/degree, such as a high school diploma, GED (general educational development), or global equivalent.

#### Online, Live Instructor

(3 days/23 hours)

June 23-25, 2025

Wednesday-Friday, 9am-4:30pm

**Code:** 2025SC CE-BE122-WS001



### Computer Skills for the Workplace

\$214.33+GST

This course is designed to provide you with the fundamental computer skills you need to survive and prosper in today's fast-changing workplace. You will learn how to use the power of modern office software to work faster and more efficiently. This course will also focus on practical applications for the most common software in the workplace. By the time you finish, you will have learned why employers consider technological literacy so critical to the success of any organization.

**Requirements:** This course must be taken on a PC, as the course is not compatible with Mac. Microsoft Office with desktop apps, Excel, Word, Outlook, PowerPoint, and Access — not included in enrollment — must be installed and fully operational before the course.

#### Online, Self-Guided

(12 weeks/24 hours)

Register between

April 28-June 30, 2025

**Code:** 2025SC CE-BE25-WZ001

#### Online, Self-Guided

(12 weeks/24 hours)

Register between

July 2-August 29, 2025

**Code:** 2025UC CE-BE25-WZ001



*For self-guided, register to begin course between the dates shown.*

View our Ed2Go catalogue at [www.ed2go.com/northern](http://www.ed2go.com/northern)



# Professional Development

## Professional Office and Business Skills



### Digital Marketing Suite

\$583.23+GST

You will learn how to develop an internet marketing plan, use popular social media platforms, and achieve higher positioning with major search engines. This suite includes the following courses: *Growing Your Business with Digital Marketing*, *Using Social Media in Business*, and *Achieving Top Search Engine Positions*.

#### Online, Instructor Moderated

(18 weeks/72 hours)

Start date April 16, 2025

Code: 2025SC CE-BE41-WA004

#### Online, Instructor Moderated

(18 weeks/72 hours)

Start date June 11, 2025

Code: 2025SC CE-BE41-WA002

#### Online, Instructor Moderated

(18 weeks/72 hours)

Start date August 13, 2025

Code: 2025UC CE-BE41-WA002

#### Online, Instructor Moderated

(18 weeks/72 hours)

Start date May 14, 2025

Code: 2025SC CE-BE41-WA001

#### Online, Instructor Moderated

(18 weeks/72 hours)

Start date July 16, 2025

Code: 2025UC CE-BE41-WA001



### Keyboarding

\$194.78+GST

If you want to learn touch-typing or improve your existing typing skills, this is the perfect course for you! In these lessons, you'll use the Keyboarding Pro 5 program, a typing tutorial designed for personal computers, to learn how to touch-type — type text you read from a printed page or a computer screen without looking at your keyboard. 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.

**Requirements:** This course must be taken on a PC. The course is not compatible with Mac, Chromebook, or Surface.

#### Online, Self-Guided

(12 weeks/48 hours)

Register between

April 28–June 30, 2025

Code: 2025SC CE-CT10-WZ001

#### Online, Self-Guided

(12 weeks/48 hours)

Register between

July 2–August 29, 2025

Code: 2025UC CE-CT10-WZ001



For self-guided, register to begin course between the dates shown.



### Management Skills for Supervisors

See pricing below

In this course, you will gain an understanding of your own unique management identity and begin the journey of creating a Foundations of Management Portfolio. The course will focus on skill development and information to give and receive feedback, resolve conflict, know best practices for communication, roles of team members and characteristics of successful teams. Examine management styles and understand the process of transitioning from colleague to supervisor

#### In-person, Dawson Creek - \$1,465+GST

(4 days/24 hours)

April 29–May 2, 2025

Tuesday–Friday, 9am–4pm

Code: 2025SC CE-BE124-DP001

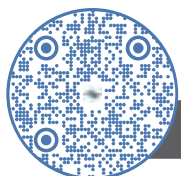
#### Online, Live Instructor - \$1,100+GST

(8 weeks/33 hours)

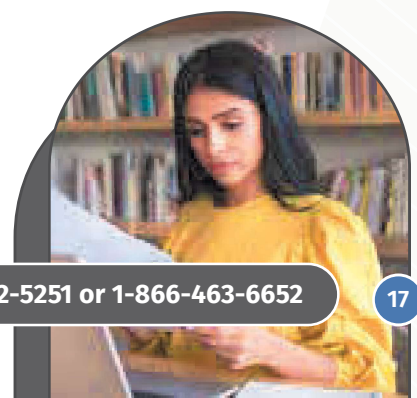
May 6–June 24, 2025

Tuesdays, 6:30–9pm

Code: 2025SC CE-BE124-WS001



Scan code • register online • email [studenthelp@nlc.bc.ca](mailto:studenthelp@nlc.bc.ca) • 250-782-5251 or 1-866-463-6652





# Professional Development

## Professional Office and Business Skills



### Medical Terminology Series

\$386.18+GST

If you have ever had trouble memorizing medical terms, this course (and word association approach) is for you. You will learn medical terminology from an anatomical approach by looking at each root term, its origin, a combined form, and an example of non-medical everyday usage. Learn medical terminology related to all 11 of the body's organ systems and review different diagnostic and treatment procedures for each system. This course includes lessons and activities designed to help you understand and remember the medical terminology you learn. This series includes the courses *Medical Terminology: A Word Association Approach* and *Medical Terminology II: A Focus on Human Disease*.

**Online, Instructor Moderated**  
(12 weeks/48 hours)  
Start date April 16, 2025  
**Code:** 2025SC CE-BE07-WA004

**Online, Instructor Moderated**  
(12 weeks/48 hours)  
Start date June 11, 2025  
**Code:** 2025SC CE-BE07-WA002

**Online, Instructor Moderated**  
(12 weeks/48 hours)  
Start date August 13, 2025  
**Code:** 2025UC CE-BE07-WA002

**Online, Instructor Moderated**  
(12 weeks/48 hours)  
Start date May 14, 2025  
**Code:** 2025SC CE- BE07-WA001

**Online, Instructor Moderated**  
(12 weeks/48 hours)  
Start date July 16, 2025  
**Code:** 2025UC CE-BE07-WA001



## Veterinary



### Veterinary Assistant Series

\$868.78+GST

Taught by a practicing veterinarian and college instructor, these courses in the Veterinary Assistant Series will give you the information you need to prepare for work as a veterinary assistant, including the specific duties you are likely to face each day. Gain practical skills, learn veterinary terminology, and prepare to apply for jobs as a veterinary assistant with total confidence! This series bundle includes courses: *Become a Veterinary Assistant*, *Become a Veterinary Assistant II: Canine Reproduction*, *Become a Veterinary Assistant III: Practical Skills*, and *Veterinary Medical Terminology*.

**Online, Instructor Moderated**  
(24 weeks/96 hours)  
Start date April 16, 2025  
**Code:** 2025SC CE-HW131-WA004

**Online, Instructor Moderated**  
(24 weeks/96 hours)  
Start date June 11, 2025  
**Code:** 2025SC CE-HW131-WA002

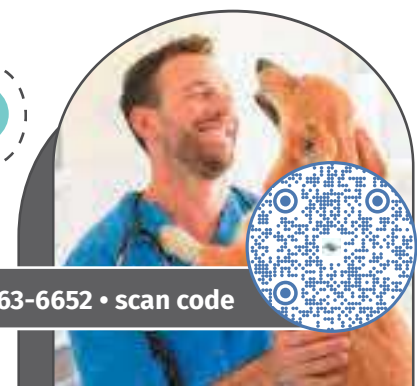
**Online, Instructor Moderated**  
(24 weeks/96 hours)  
Start date August 13, 2025  
**Code:** 2025UC CE-HW131-WA002

**Online, Instructor Moderated**  
(24 weeks/96 hours)  
Start date May 14, 2025  
**Code:** 2025SC CE-HW131-WA001

**Online, Instructor Moderated**  
(24 weeks/96 hours)  
Start date July 16, 2025  
**Code:** 2025UC CE-HW131-WA001



View our Ed2Go catalogue at [www.ed2go.com/northern](http://www.ed2go.com/northern)



# Workforce Training

## Safety Training



### Basic Chainsaw Safety

*See pricing below*

This one-day course will teach you chainsaw safety, maintenance, use and handling through hands-on practical training. You will learn what contributes to accidents and how to avoid them when dealing with slashing, bucking, and the falling of trees. Upon successful completion of the course, you will be certified in felling trees under six inches in diameter at stump height.

**Certification:** LRM Enterprises (valid for three years)

**NOTE:** Course cost can vary by campus, based on instructor travel fees.

#### **In-person, Fort St. John - \$360+GST**

(1 day/7 hours)

April 16, 2025

Wednesday, 9:30am–4:30pm

**Code:** 2025SC WFTR-TI183-FP001

#### **In-person, Dawson Creek - \$239+GST**

(1 day/7 hours)

May 14, 2025

Wednesday, 9:30am–4:30pm

**Code:** 2025SC WFTR-TI183-DP001

#### **In-person, Fort Nelson - \$493+GST**

(1 day/7 hours)

April 23, 2025

Wednesday, 9:30am–4:30pm

**Code:** 2025SC WFTR-TI183-NP001

#### **In-person, Chetwynd - \$360+GST**

(1 day/7 hours)

May 21, 2025

Wednesday, 9:30am–4:30pm

**Code:** 2025SC WFTR-TI183-CP001



### FoodSafe Level 1

*See pricing below*

FoodSafe Level 1 is designed for frontline food service workers such as cooks, servers, bussers, dishwashers, and deli workers. In this course, you will learn about food safety and worker safety information including foodborne illness, receiving, and storing food, preparing food, serving food, cleaning and sanitizing. This course is offered in person with an NLC certified trainer or online through the KnowledgeWare platform. In person course exam is held at the end of the course in class. Online exam is scheduled through KnowledgeWare.

#### **In Person, Dawson Creek**

**\$169.33+GST**

(1 day/7 hours)

April 12, 2025

Saturday, 9am–4pm

**Code:** 2025SC WFTR-OS04-DP004

#### **In Person, Dawson Creek**

**\$169.33+GST**

(1 day/7 hours)

May 10, 2025

Saturday, 9am–4pm

**Code:** 2025SC WFTR-OS04-DP001

#### **In Person, Dawson Creek**

**\$169.33+GST**

(1 day/7 hours)

June 14, 2025

Saturday, 9 am–4pm

**Code:** 2025SC WFTR-OS04-DP002

#### **Online, Self-Guided**

**\$121+GST**

(4 weeks/6 hours)

Register between

April 28-June 30, 2025

**Code:** 2025SC WFTR-OS04-WZ001

#### **Online, Self-Guided**

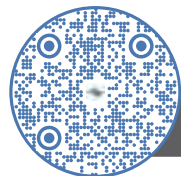
**\$121+GST**

(4 weeks/6 hours)

Register between

July 2–August 29, 2025

**Code:** 2025UC WFTR-OS04-WZ001



Scan code • register online • email [studenthelp@nlc.bc.ca](mailto:studenthelp@nlc.bc.ca) • 250-782-5251 or 1-866-463-6652



# Workforce Training

## Safety Training



### Forklift Operator Training - Introduction

\$575+GST

This two-day Forklift Operator Training is in heavy equipment entry level skills, required for anyone who requires forklift operator certification (indoors or outside). A forklift is a piece of heavy machinery with two metal prongs on the front which is used to lift and transport bulky and/or heavy materials. This two-day course provides comprehensive training for first-time operators or operators with little to no experience.

**Requirements:** Participants must be 18 years or older. **Dates:** May-August 2025. **Course options available.**

**Required PPE:** Steel toe boots, safety glasses, hi-vis (high visibility) vest or clothing.

To add your name to an interest list, contact the Continuing Education department at [ce@nlc.bc.ca](mailto:ce@nlc.bc.ca).



### Forklift Operator Training

\$300+GST

This one-day course is for people with prior experience with Forklift equipment training and who require recertification for current employment. For those with less than 20 hours of experience with forklift equipment, registering in the two-day Forklift Operator Training - Introduction course is recommended. This course uses a mix of training theory and practical operation.

**Requirements:** Participants must be 18 years or older. **Dates:** May-August 2025. **Course options available.**

**Required PPE:** Steel toe boots, safety glasses, hi-vis (high visibility) vest or clothing.

To add your name to an interest list, contact the Continuing Education department at [ce@nlc.bc.ca](mailto:ce@nlc.bc.ca).



### Loader Operator Training - Introduction

\$575+GST

This two-day course is designed for you, if you need training to safely operate a loader; and is good for individuals with little to no experience. Using a mix of theory and practical loader operation, you will spend the morning in the classroom learning background information, legislation, basic principles of safe operation, load handling, and miscellaneous systems and issues; then the afternoon practicing with the equipment. Upon successful completion of this course, you will receive a certificate that meets WorkSafeBC standards.

**Requirements:** Participants must be 18 years or older. **Dates:** May-August 2025. **Course options available.**

**Required PPE:** Steel toe boots, safety glasses, hi-vis (high visibility) vest or clothing.

To add your name to an interest list, contact the Continuing Education department at [ce@nlc.bc.ca](mailto:ce@nlc.bc.ca).



### Loader Operator Training

\$300+GST

This one-day course is for people with prior experience operating a loader, and who require recertification for current employment. For those with less than 20 hours of experience, we recommend registering in the two-day Loader Operator Training - Introduction course. This course uses a mix of training theory and practical loader operation.

**Requirements:** Participants must be 18 years or older.

**Dates:** May-August, 2025. **Course options available.**

**Required PPE:** Steel toe boots, safety glasses, hi-vis (high visibility) vest or clothing.

To add your name to an interest list, contact the Continuing Education department at [ce@nlc.bc.ca](mailto:ce@nlc.bc.ca).





# Workforce Training

## Safety Training



### Pipeline Construction Safety Training (PCST)

**\$105.26+GST**

If you will be working in the oil and gas pipeline construction industry, this course is designed to familiarize you with the unique safety requirements associated with working on pipeline construction, from ground breaking to inspection. **This is a Gold Seal 2 course.**

#### Online, Self-Guided

(4 weeks/6 hours)

Register between

April 28–June 30, 2025

**Code:** 2025SC WFTR-TI13-WZ001

#### Online, Self-Guided

(4 weeks/6 hours)

Register between

July 2–August 29, 2025

**Code:** 2025UC WFTR-TI13-WZ001



Gold Seal



### Remote Wilderness First Aid

**See pricing below**

Held over three days, this is a 20-hour course for individuals living or working in remote communities or worksites. In this course you will learn concepts such as wilderness planning, wound care, and environmental emergencies. As at least 25% of this course is outdoors, you will need appropriate clothing and a suitable daypack. By the end of the course, you will earn certification for Remote Wilderness First Aid. For an additional fee, you will have the option to take a secondary exam for a Standard First Aid ticket. This course has no prerequisites. Manual is included in course fee.

**Certification:** UpBeat First Aid (valid 3 years)

**Requirements:** Outdoor weather appropriate attire and suitable daypack.



Up-Beat First Aid & Safety Training

#### Remote Wilderness

**First Aid – 20 hours**

**\$792.64+GST**

**Date:** May 8–10, 2025

**Code:** 2025SC WFTR-OS25-DP001

#### Remote Wilderness First Aid –

**20 hours with WorkSafeBC First Aid ticket**

**\$834.11+GST**

**Code:** 2025SC WFTR-OS26A-DP001

See website for course hours



### Skid Steer Operator Training - Introduction

**\$575+GST**

This two-day course has been designed for those with little to no experience with skid steers and their operation, and need training to safely run one. This course uses a mix of training theory and practical skid steer operation. Participants will learn regulations, site and equipment inspection techniques, preventative maintenance and general safety tips. Upon successful completion of the course, participants will receive a certificate that meets WorkSafeBC standards.

**Requirements:** Participants must be 18 years or older.

**Dates:** May–August 2025. **Course options available.**

**Required PPE:** Steel toe boots, safety glasses, hi-vis (high visibility) vest or clothing.

To add your name to an interest list, contact the Continuing Education department at [ce@nlc.bc.ca](mailto:ce@nlc.bc.ca).



Scan code • register online • email [studenthelp@nlc.bc.ca](mailto:studenthelp@nlc.bc.ca) • 250-782-5251 or 1-866-463-6652



# Workforce Training

## Safety Training



### Skid Steer Operator Training

\$300+GST

This one-day course is for people with prior experience with skid steer operation, who require recertification for current employment. For those with less than 20 hours of experience with skid steer equipment, registering in the two-day Skid Steer Operator Training - Introduction course is recommended. This course uses a mix of training theory and practical skid steer operation.

**Requirements:** Participants must be 18 years or older. **Dates:** May-August 2025. **Course options available.**

**Required PPE:** Steel toe boots, safety glasses, hi-vis (high visibility) vest or clothing.

Email [ce@nlc.bc.ca](mailto:ce@nlc.bc.ca) be put on the email notification list.



### WHMIS

\$47.53+GST

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

#### Online, Self-Guided

(4 weeks/6 hours)

Register between

April 28–June 30, 2025

**Code:** 2025SC WFTR-TI55-WZ001

#### Online, Self-Guided

(4 weeks/6 hours)

Register between

July 2–August 29, 2025

**Code:** 2025UC WFTR-TI55-WZ001



For self-guided, register to begin course between the dates shown.

## Trades and Industry



### Airport Management Series

Coming Fall 2025!

Boost your credentials and open the door to exciting career opportunities in the airport and aviation industry. Whether you're aiming to lead airport operations, enhance customer experiences, or optimize logistics, this program offers practical, industry-specific training to set you apart. Gain expertise in airport management and operations — while learning from an experienced industry professional — to develop leadership and problem-solving skills.

This recognition is comprised of the following courses: *Airside Maintainer: Principles & Systems of Airport Standards*, *Airside and Applications: Build & Audit an Airport*, and *Airport Manager: Manual Development & Maintenance*. To earn the Airport Management recognition, you are required to take all three courses.



### Airport Management – Airside Maintainer

Coming Fall 2025!

This course is a comprehensive course of 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. You will learn how to apply the standards to an airport, how to assess an airport for standard compliance, and how to report deviations from the standard.

**Required document:** *Aerodromes Standards and Recommended Practices – TP312, 5th Edition* available through the [Government of Canada](https://www.canada.ca/government) website.

**Online, Live Instructor** (10 weeks/80 hours)

**Dates:** TBA Fall 2025



# Workforce Training

## Trades and Industry



### Airport Management – Airside Application

Coming Fall 2025!

In this course, learn how to build an airport to a certification level by applying *Aerodromes Standards and Recommended Practices – TP312E 5TH*. This course is a comprehensive course that reviews in-depth the standards of Transport Canada's *Aerodromes Standards and Recommended Practices – TP312E 5th*. *Standards TP312E 5th* is the foundation for an airport certificate to be issued and remain in force.

**Required document:** *Aerodromes Standards and Recommended Practices – TP312E, 5th Edition* available through the [Government of Canada](https://www.government.ca) website.

**Online, Live Instructor**

(10 weeks/80 hours)

**Dates:** TBA Fall 2025



### Airport Management – Airport Manager

\$1,250+GST

In this course, you will learn how Airport Managers design and develop manuals in compliance with TP312. Considerations in developing a manual include safety in airport operations and how to apply quality control to airport suitability for aircraft operations. By the end of the course, you will understand how to design and develop an Airport Operations Manual, how to design airside operations manuals, and airside operations plans in compliance with TP312.

To earn the Airport Management Series recognition, the Airside Maintainer, Airside Applications and Airport Manager courses must be successfully completed. The knowledge from Airside Maintainer and Airside Application, provide you with the understanding and experience to accept roles and responsibilities as an Airport Manager at a certified airport in Canada.

**Required document:** *Aerodromes Standards and Recommended Practices – TP312, 5th Edition* available through the [Government of Canada](https://www.government.ca) website.

**Online, Live Instructor**

(10 weeks/80 hours)

May 27-July 31, 2025

Tuesday/Thursday, 5:30–8:30pm

**NOTE:** Last class 5-9 pm for Exam

**Code:** 2025SC CE-TI124-WS001



### Canadian Construction Contract Essentials

\$210.22+GST

For contractors and anyone involved in procurement and contracting within a construction company. In this course you will gain a basic and practical understanding of Canadian construction contract and subcontract essentials. **This is a Gold Seal 1 course.**

**Online, Self-Guided**

(4 weeks/6 hours)

Register between

April 28–June 30, 2025

**Code:** 2025SC WFTR-TI171-WZ001

**Online, Self-Guided**

(4 weeks/6 hours)

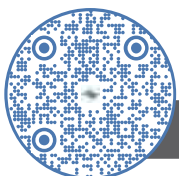
Register between

July 2–August 29, 2025

**Code:** 2025UC WFTR-TI171-WZ001



Gold Seal



Scan code • register online • email [studenthelp@nlc.bc.ca](mailto:studenthelp@nlc.bc.ca) • 250-782-5251 or 1-866-463-6652



# Workforce Training

## Trades and Industry



### Communication, Negotiation, Conflict Resolution

\$157.74+GST

This course is for supervisors, project managers — really anyone who must deal effectively and professionally with others — 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

(4 weeks/6 hours)

Register between

April 28–June 30, 2025

**Code:** 2025SC WFTR-OS02-WZ001

#### Online, Self-Guided

(4 weeks/6 hours)

Register between

July 2–August 29, 2025

**Code:** 2025UC WFTR-OS02-WZ001



Gold Seal



### Construction Industry Ethics

\$367.65+GST

This course is for anyone who works in construction or contracting — owners, clients, contractors, supervisors, project managers — who must deal effectively and professionally with others. In this course you will learn to 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

(4 weeks/6 hours)

Register between

April 28–June 30, 2025

**Code:** 2025SC WFTR-TI10-WZ001

#### Online, Self-Guided

(4 weeks/6 hours)

Register between

July 2–August 29, 2025

**Code:** 2025UC WFTR-TI10-WZ001



Gold Seal



### Construction Law

\$157.74+GST

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

#### Online, Self-Guided

(4 weeks/6 hours)

Register between

April 28–June 30, 2025

**Code:** 2025SC WFTR-TI14-WZ001

#### Online, Self-Guided

(4 weeks/6 hours)

Register between

July 2–August 29, 2025

**Code:** 2025UC WFTR-TI14-WZ001



Gold Seal



### Construction Project Management

\$157.74+GST

For everyone working in construction — in this course you will gain the knowledge and skills to help you successfully plan, manage, and administer projects from start to finish. Understand the construction business and your role in it as a construction project manager. Know your roles and responsibilities at the pre-construction, construction, and close-out stages. **This is a Gold Seal 1 course.**

#### Online, Self-Guided

(4 weeks/6 hours)

Register between

April 28–June 30, 2025

**Code:** 2025SC WFTR-TI15-WZ001

#### Online, Self-Guided

(4 weeks/6 hours)

Register between

July 2–August 29, 2025

**Code:** 2025UC WFTR-TI15-WZ001



Gold Seal





# Workforce Training

## Trades and Industry



### Commercial Vehicle Inspector Certification

\$879+GST

In this course you will learn how to properly fill out and submit the required paperwork, as well as understand how to perform inspections, according to specifications and responsibilities described in the vehicle inspection manual and the motor vehicle act regulation. By completing this course, you will be able to take the CVIP Authorization Exam.

**Prerequisite:** This course requires that students be Red Seal endorsed as: Heavy Duty Equipment Technician, Commercial Truck and Transport Mechanic, Commercial Transport Trailer Technician, Automotive Service Technician, or Motorcycle Mechanic. **CVSE will not accept 4th year apprentices.**

**Requirements:** Students will need to set up the BC Services Card App prior to the CVIP exam.

**NOTE:** For those wanting to take both the *Commercial Vehicle Inspector Certification* course and *Designated Inspection Facility Operator* courses, see *Designated Inspection Facility Operator – EXAM ONLY*.

#### Online, Live Instructor

(1 week/40 hours)

May 30–June 7, 2025

Friday, 12–12:30pm

Monday-Friday, 7–9:30pm

**Code:** 2025SC WFTR-TI07-FB001

#### In-person, Fort St. John - Exam

Saturday, June 7, 2025, 8am–4:30pm (In class exam)

(May 30, 2025, online meet & greet)

(June 2–6, 2025, online class)



### Designated Inspection Facility Operator

\$565+GST

This course will prepare you, as an owner/operator of a designated inspection facility, for the DIF operator exam. This course is designed to educate you to oversee the operations of the facility, and how to perform the day-to-day operations duties of the facility, which includes understanding of the roles and legal responsibilities of being a Designated Inspection Facility Operator (DIF). Course price includes exam fee.

**Requirements:** Students will need to set up the BC Services Card App prior to the DIF exam.

#### Online, Live Instructor

(1 week/40 hours)

May 30–June 7, 2025

Friday, May 30, 12–12:30pm (online meet & greet)

Monday-Friday, June 2–6, 7–9:30 pm (online classes)

**Code:** 2025SC WFTR-TI08-FB001

#### In-person, Fort St. John - Exam

Saturday, June 7, 2025,

8am–4:30pm (In class, exam)



### Designated Inspection Facility Operator – EXAM ONLY

\$75+GST

If you are interested in taking both *Commercial Vehicle Inspector Certification (CVIP)* and *Designated Inspection Facility Operator (DIF)* courses, register in the Commercial Vehicle Inspector Certification course and register in this EXAM ONLY. Add on to pay the DIF exam fee.

#### In-person, Fort St. John

(1 week/8 hours)

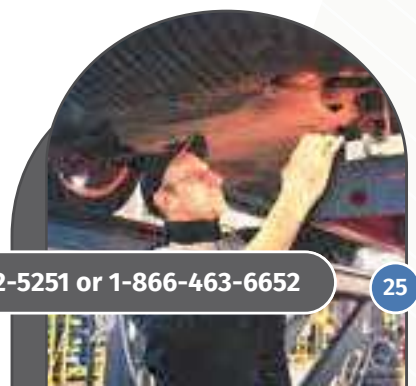
June 7, 2025

Saturday, 8am–4:30pm

**Code:** 2025SC WFTR-TI08A-FB001



Scan code • register online • email [studenthelp@nlc.bc.ca](mailto:studenthelp@nlc.bc.ca) • 250-782-5251 or 1-866-463-6652



# Workforce Training

## Trades and Industry



### First Level Supervisor Training Program

\$420.13+GST

In this course you will 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 course is for supervisors, foremen, or any individual who wants to become a First Level Supervisor. **This is a Gold Seal 4 course.**

#### Online, Self-Guided

(4 weeks/6 hours)

Register between April 28–June 30, 2025

**Code:** 2025SC WFTR-TI11-WZ001

#### Online, Self-Guided

(4 weeks/6 hours)

Register between July 2–August 29, 2025

**Code:** 2025UC WFTR-TI11-WZ001



Gold Seal



### Introduction to Construction Estimating

\$157.74+GST

In this course you will gain the knowledge and skills required to visualize the scope and magnitude of a construction project and produce accurate and reliable estimates. This course is for people working in estimating or for any individual who wants to become an estimator. 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

(4 weeks/6 hours)

Register between April 28–June 30, 2025

**Code:** 2025SC WFTR-TI12-WZ001

#### Online, Self-Guided

(4 weeks/6 hours)

Register between July 2–August 29, 2025

**Code:** 2025UC WFTR-TI12-WZ001



Gold Seal



### Pesticide Applicator Training: Forestry Management

\$963.90+GST

In this course, you will learn to manage weeds, insects and diseases in forestry production, including weed control on forest rangeland. Students will develop skills in the safe and effective use of pesticides, in preparation for the BC Ministry of Environment Pesticide Applicators Examination. Package labelling, storage and handling, toxicity and safety are covered in this course for applicators, supervisors, project monitors and consultants wishing to obtain a Pesticide Applicator Certificate issued by the BC Ministry of Environment. The exam fee is included in the course fee.

#### In-person, Dawson Creek

(3 days/24 hours)

May 9–11, 2025

Friday-Sunday, 8:30am–4:30pm

**Code:** 2025SC WFTR-TI06A-DP001



### Pesticide Applicator Training: Industrial Vegetation and Noxious Weeds

\$963.90+GST

In this course you will learn methods and best practices in managing weeds on industrial land, roads, powerlines, railways, and pipeline right of ways, seismic lines, wellsites or other oil and gas facilities. The control of weeds designated as noxious on private or public lands will be included. You will also develop skills in the safe and effective use of pesticides in preparation for the BC Ministry of Environment Pesticide Applicators Examination. This course is for applicators, supervisors, project monitors and consultants wishing to obtain a Pesticide Applicator Certificate issued by the BC Ministry of Environment. Exam fee included in course fees.

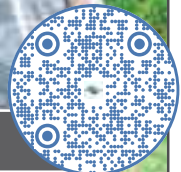
#### In-person, Dawson Creek

(3 days/24 hours)

May 9–11, 2025

Friday-Sunday, 8:30am–4:30pm

**Code:** 2025SC WFTR-TI06B-DP001



# Corporate Training



Work with our Corporate Program Coordinator to design custom courses or programs that address your unique business challenges and objectives. We tailor our programs to meet your organization's specific needs.

## Customized Training Solutions in:

- Team Building
- Leadership Development
- Professional Development
- Computer Skills and Software Training
- Technical Training
- Industry Certifications
- Holiday Team Parties
- And so much more!



To learn more about custom courses and programs through corporate training, please email us at [corporatetraining@nlc.bc.ca](mailto:corporatetraining@nlc.bc.ca)

## Flexible Delivery Options

Choose to bring the training to you. Have it on one of our NLC campuses or online. We offer flexible training solutions that accommodate your team's schedule and preferences.

## Contact

Contact NLC's Corporate Program Coordinator at [corporatetraining@nlc.bc.ca](mailto:corporatetraining@nlc.bc.ca) or call 250-787-6205 to learn more about our corporate training programs and how we can customize a solution to meet your organization's needs.



To view our Corporate Training Brochure, scan the QR code on the left.





Continuing Education Course Offerings Spring/Summer 2025 is a publication of the Northern Lights College Marketing and Communications Department



**Northern Lights College**  
Continuing Education

Invest. Learn. Grow.  


  
for NLC