



Your Bridge to Success.

Community & Continuing Education

2025 Course Calendar

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Business & Management



Bookkeeping

Certificate (10 months)

Delivery: Part Time | Online

Intake: September and January

Campus: Burns Lake, Fort St. James, Mackenzie,
Prince George, Quesnel, Vanderhoof

Apply  cnc.bc.ca/bookkeeping



Bookkeepers are vital to every business, ensuring accurate financial records and smooth day-to-day operations.

In this program, you will gain a comprehensive understanding of the full bookkeeping cycle, from transactions to financial statements, and build the skills employers rely on.

Upon completion, you will earn your Bookkeeping Certificate and be fully prepared to launch into a rewarding and in-demand career in finance and business administration.

Student Services

Student Career Services

CNC is pleased to provide tools and resources to assist students in finding career options best suited to their own skills, values, abilities, and interests. This will assist in determining the best educational path to pursue in order to meet those career goals.



Career Highlights

\$52,933

Median Salary

Annual provincial median salary in related positions according to workbc.ca.

79%

Employment Rate

Percent of graduates from this program that have found employment in a related field.

280

Job Openings

Total expected job openings in the Cariboo region in this field by 2033 according to workbc.ca.



Cybersecurity

Course - 7 hours

Delivery: In-person

Campus: Prince George

Register  cnc.bc.ca/ce

This course is designed to empower you with the tools you need to safeguard against cyberattacks and mitigate their impact. This workshop will cover essential topics such as:

- Understanding the scope and cost of cyberattacks on businesses
- Identifying common methods used in cyberattacks
- Recognizing the risk of human error in contributing to successful cyberattacks
- Cultivating a cybersecurity-focused company culture
- Developing a personal cybersecurity plan

By the end of the workshop, you will have the knowledge and confidence to protect yourself and your organization from cyber threats effectively.

Student Services



Information Technology Services

Your CNC username and password will grant you access to CNC Connect, Wi-Fi, Lab Computers, email, Microsoft Office, and printing services.





Management Skills for Supervisors

3 Courses - 26 hours each

Online: Burns Lake, Fort St. James, Mackenzie,
Prince George, Quesnel, Vanderhoof

In-person: Prince George

Register  cnc.bc.ca/ce

Through three courses, you'll learn the fundamentals of strategic communication and how to manage and leverage the strengths of a diverse team.

Take all three courses in sequence or select the one which best suits your needs.

1. **Interpersonal Communication and Conflict Resolution**

If you want to better handle difficult conversations and achieve positive outcomes, you will appreciate this practical course. By the end of this course, you will be a more confident communicator through the development of skills in listening, assertiveness, questioning, paraphrasing, and providing feedback.

2. **Group Decision Making and Problem-Solving Skills**

Unlock your potential as a leader. This course will empower you to effectively guide teams through complex challenges and make informed, collaborative decisions.

3. **Self-Management and Leadership Skill Development**

Effective leaders have a clear vision and the ability to guide their teams through change and uncertainty. Build your skills in stress management, maintaining optimism during challenging times, time management, and leveraging your personal strengths.

Career Highlights

\$64,654

Median Salary

Annual provincial median salary in management positions according to workbc.ca.

1,010

Job Openings

Total expected job openings in this field by 2032 according to workbc.ca.

A photograph of two women standing in a hallway, engaged in a conversation. The woman on the left is wearing a red top and glasses, and the woman on the right is wearing a striped sweater. A large red banner is overlaid on the bottom left of the image.

Managing Difficult Conversations

Course – 7 hours

Delivery: In-person

Campus: Prince George

Register  cnc.bc.ca/ce

In both our personal and professional lives, difficult conversations are inevitable. Whether you're navigating challenging discussions in person or virtually, mastering the art of communication is essential for achieving positive outcomes.

Key topics covered include:

- Defining frame of reference to understand differing perspectives
- Establishing positive intent and desired outcomes for productive dialogue
- Employing effective communication skills to foster understanding and collaboration
- Crafting a script to prepare for challenging conversations
- Accessing additional resources and support as needed
- Maintaining a safe and respectful environment throughout the conversation

Student Services



Health & Wellness Centre

Wellness-related services on campus include:

- Wellness coaching
- Counselling
- Medical appointments with a doctor or nurse practitioner
- Recreation services





Microsoft 365 Boot Camps

Excel - 2 Courses - 7 hours each (1 Day)

Delivery: In-person

Campus: Prince George

Register  cnc.bc.ca/ce

Get started with Microsoft Excel by learning the basics, or take your skills to the next level with more advanced features to boost your confidence and efficiency.

Whether you're new and learning how to create spreadsheets, need to perform advanced formulas and tables, or create professional-grade documents, we have a course that will meet you where you're at.

1. Microsoft Excel Basic
2. Microsoft Excel Intermediate

PowerPoint - Course - 7 hours (1 Day)

Delivery: In-person

Campus: Prince George

Register  cnc.bc.ca/ce

PowerPoint is more than a collection of slides; it is a valuable tool for delivering clear, engaging, and impactful presentations with confidence.

Visio - Course - 7 hours (1 Day)

Delivery: In-person

Campus: Prince George

Register  cnc.bc.ca/ce

Microsoft Visio is your ultimate tool for transforming complex data into clear, concise diagrams and flowcharts. In this course, you'll discover how Visio streamlines the entire design process, allowing you to create professional-looking visuals with ease.

Word - Course - 7 hours (1 Day)

Delivery: In-person

Campus: Prince George

Register  cnc.bc.ca/ce

Are you new to Microsoft Word and eager to become proficient quickly? This course is designed to provide novice computer users with the essential skills to navigate Word's interface, create documents, and utilize its key tools effectively.



Project Management

Fundamentals | Level 1 Course - 23 hours (3 Weeks)

Delivery: Online

Campus: Burns Lake, Fort St. James, Mackenzie, Prince George, Quesnel, and Vanderhoof

Register  cnc.bc.ca/ce

Non-profit organizations, businesses, and government organizations all use project management for special initiatives, resource development, infrastructure projects, innovation, and more. Project management is the center of successful operations across multiple industries. Understanding the elements of efficient project management is at the heart of this course.

Work with experienced project management professionals to gain skills in communication, critical thinking, detail organization, and data management. This course will introduce and explore the critical concepts you need to vision, plan, implement, control, and close any project.

Essentials | Level 2 Course - 60 hours (8 Weeks)

Delivery: Online

Campus: Burns Lake, Fort St. James, Mackenzie, Prince George, Quesnel, and Vanderhoof

Register  cnc.bc.ca/ce

Expand your knowledge of the project management life cycle using the industry leading Project Management Body of Knowledge (PMBOK) method.

- Discover the Key Performance Indicators (KPIs) of project management
- How to determine good KPIs, when to deploy them, and how to measure them
- Learn best practices and proven, results-oriented methods for stakeholder engagement and management
- Learn to work with multiple projects within a larger portfolio at your company, and learn how your project fits into larger frameworks
- Engage with the latest project management tools to perform instrumental tasks in meaningful theoretical examples to refine these skills for real-world implementation

This course is perfect for those who need a more hands-on, in-depth encounter with the complex and engaging world of project management.



The ABCs of Digital Marketing

Course - 6 Months

Online: Burns Lake, Fort St. James, Mackenzie,
Prince George, Quesnel, Vanderhoof

In-person: Prince George

Register  cnc.bc.ca/ce

Gain hands-on training in essential digital marketing skills, including search engine optimization, search engine marketing, social media marketing, email marketing, content marketing, and analytics. Learn practical techniques through real-world projects designed to build your confidence and expertise. By the end of the course, you will have a comprehensive understanding of the digital marketing landscape and the tools needed to succeed in today's competitive market.

■ Essentials to Digital Marketing, Website Design, and Data Analysis - Unlock the power of data analysis and digital marketing strategies with this comprehensive course. Master Excel's filtering and table functionalities for effective data analysis and gain the skills needed to make data-driven decisions.

Q Ace Search Engine and Email Marketing - Learn email marketing techniques to engage and convert customers and realize the importance of online reputation management to excel in digital marketing and stay ahead of the competition.

⚡ Application of AI and Advanced Digital Marketing Strategies - Gain hands-on and practical skills through real-world scenarios. Learn to implement the advanced digital marketing strategies learned in the previous modules and take it further by harnessing the power of the application of artificial intelligence tools (AI).

Student Services

Information Technology Services

Students may use equipment for presentations and projects.

Services include:

- Equipment loans and rentals (e.g. TVs, projectors, sound/PA systems)
- Photography
- Scanning
- Printing and lamination
- ITS service request submission assistance
- Other equipment and resources





Health Care & Human Services



Dental Office Receptionist

Course - 60 hours (11 Weeks)

Intake: January

Delivery: In-person

Campus: Prince George

Register ➡ cnc.bc.ca/ce

A career in Dental Office Reception offers a rewarding and dynamic opportunity for those who enjoy working in a team-oriented environment. It combines professional growth with the chance to make a positive impact in a fast-paced, client-focused setting.

In this course, you will learn dental terminology and anatomy, telephone and customer etiquette, tooth identification and numbering, dental records management, dental insurance and billing procedures, appointment scheduling, and how to work with current dental fee guides.

Career Highlights

\$65,863

Average Base Salary

Based on 4.7k salaries reported across Canada, according to indeed.ca.

“The connections the teachers provided and the resources they gave us were amazing. CNC has a great reputation in the dental community and many dentists opt to hire CNC grads first.”

Alexandria Yardley

CNC Graduate & Proprietor of Peace Country Mobile
Dental Hygiene





First Aid

Basic First Aid | Course - 8 hours (1 Day)

Delivery: In-person

Campus: Burns Lake, Fort St. James, Mackenzie, Quesnel, Vanderhoof

Register  cnc.bc.ca/ce

This 8-hour course is designed to provide lifesaving first aid skills to industry workers. Successful students receive a 3-year WorkSafeBC certificate. Previously called OFA level 1.

Intermediate First Aid | Course - 14 hours (2 Days)

Delivery: In-person

Campus: Burns Lake, Fort St. James, Mackenzie, Quesnel, Vanderhoof

Register  cnc.bc.ca/ce

This WorkSafeBC-approved course provides comprehensive training in emergency response, injury assessment, and life-saving techniques. Designed for workplaces with moderate to high risk, it equips participants with the skills needed to manage medical emergencies until advanced care arrives.

Advanced First Aid | Course - 70 hours (2 Weeks)

Delivery: In-person

Campus: Burns Lake, Fort St. James, Mackenzie, Quesnel, Vanderhoof

Register  cnc.bc.ca/ce

This 70-hour comprehensive course is offered with the objectives of qualifying candidates by WorkSafeBC as first aid attendants in industry. Instruction will be provided in both theory and practical applications. Topics include anatomy and physiology, injury and body response, resuscitation, and new procedures in patient care.

ASIST | Course - 16 hours (2 Days)

Delivery: In-person

Campus: Burns Lake, Fort St. James, Mackenzie, Vanderhoof

Register  cnc.bc.ca/ce

This two-day, skills-based workshop that teaches participants how to recognize and respond to individuals at risk of suicide. Developed by LivingWorks and offered through CMHA, this training equips participants with practical intervention strategies to help keep people safe and connect them to appropriate support.

Mental Health First Aid | Course - 16 hours (2 Days)

Delivery: In-person

Campus: Burns Lake, Fort St. James, Mackenzie, Vanderhoof

Register ➡ cnc.bc.ca/ce

Mental Health First Aid is a nationally recognized training program that teaches participants how to recognize, assist, and support individuals experiencing mental health challenges or crises. Offered by Canadian Mental Health Association (CHMA), this course provides practical strategies to respond effectively and connect individuals with appropriate resources.

Transportation Endorsement | Course - 8 hours (1 Day)

Delivery: In-person

Campus: Burns Lake, Fort St. James, Mackenzie, Quesnel, Vanderhoof

Register ➡ cnc.bc.ca/ce

Amplify your first aid skills with Transportation Endorsement. This course focuses on the transportation of injured workers to medical aid and is an excellent supplemental course for those with Basic First Aid.





Indigenous Cultural Competency in Health Care

Course - 45 hours (15 Weeks)

Intake: January & April

Delivery: Online

Campus: Burns Lake, Fort St. James, Mackenzie,
Prince George, Quesnel, Vanderhoof

Register  cnc.bc.ca/ce

This course provides a foundation in cultural competency. Challenge your personal and cultural biases while learning about decolonized and alternative ways of knowing and engaging in healthcare.

The course prioritizes cultural knowledge from Indigenous communities that CNC serves, while providing groundwork for you to practice with more sensitivity, cultural humility, and respect for all cultures.

This course could be right for you, if you are:

- Thinking of working in health care
- Already working in health care
- Wanting to build skills and capacity for cultural humility
- Want to know more about culture awareness, cultural sensitivity, and cultural safety

Student Services



Aboriginal Resource Centre

The Aboriginal Resource Centre (ARC) provides information and support before and after you become a CNC student that will help you achieve your educational goals.





Medical Device Reprocessing Technician

Associate Certificate (6 months)

Intake: January | Full Time

Delivery: Online & In-person

Campus: Instructional Online - Burns Lake, Fort St. James, Mackenzie, Prince George, Quesnel, Vanderhoof

Practicum: In-person (Possible practicum locations -

Prince George, Smithers, Dawson Creek, Fort St. John,

Quesnel, Kitimat, Prince Rupert, and Vanderhoof)

Apply  cnc.bc.ca/device-reprocessing



Have you ever wondered who cleans and prepares the instruments when you go for a medical exam? Medical Device Reprocessing Technicians are responsible for the safe processing of medical devices.

In this program, you will learn about medical terminology and medical device theory. You will also participate in a practicum in a Medical Device Reprocessing (MDR) Department. Upon graduation, you will have acquired the knowledge and ability to safely operate a variety of equipment. CNC is a CSA recognized training provider of the Medical Device Reprocessing Technician program.

Career Highlights

\$53,838

Average Base Salary

Average annual base salary in related positions according to indeed.ca.

90%

Employment Rate

Percentage of employed technicians in related positions according to indeed.ca.



Medical Terminology

Course - (15 Weeks / 9 Weeks)

Intake: September, January & May

Delivery: Online

Campus: Burns Lake, Fort St. James, Mackenzie,
Prince George, Quesnel, Vanderhoof

Register  cnc.bc.ca/ce

This course examines the basic fundamentals of medical terminology in both the written and the spoken forms. You will learn the different medical word parts and word-building skills that will aid in understanding medical terminology and anatomical relations. You will also learn the various terms used to describe or identify diseases, disorders, medical procedures, and abnormalities, as well as the use of appropriate medical abbreviations.

Upon completion of this course, you might find yourself employed in several healthcare environments, including:

- Medical clinics
- Doctor's offices
- Care facilities

Career Outlook



Enjoy Variety

This course can lead to a rewarding career in a variety of health care environments.

Access

Gain fast access to a rewarding career in the healthcare sector.



Nursing Unit Assistant

Certificate (13 months)

Intake: September | Part Time

Delivery: In-person

Campus: Prince George

Apply ➡ cnc.bc.ca/nursing-assistant



Learn the skills and knowledge necessary to successfully work as a Nursing Unit Assistant (NUA) in a vast array of nursing units and clinical settings. In many situations, NUAs contribute to overall patient care. To

support the efficient operation of a nursing unit, they must have a sharp eye for detail and great communication skills.

Through both lecture and a supported practicum placement, you will learn different types of physician's orders, policies, ethical standards, and duties that encompass the NUA role. With focused learning outcomes in technology, customer service, and employment skills, you will be prepared to exceed expectations.

Career Highlights

\$47,447

Median Salary

Annual provincial median salary in related positions according to workbc.ca.

+2.3%

Growth Rate

Forecasted average employment growth rate in this field by 2029 according to workbc.ca.

18,330

Job Openings

Total expected job openings in this field by 2029 according to workbc.ca.



Trades, Industry & Workplace Safety



Aerial Work Platform

Course - 8 hours (1 Day)

Delivery: In-person

Campus: Burns Lake, Fort St. James, Mackenzie,
Quesnel, Vanderhoof

Register  cnc.bc.ca/ce

Boom Lift & Scissor Lift - This course equips participants with essential knowledge and hands-on experience for safely operating aerial work platforms (AWPs), covering safety protocols, hazard identification, regulatory compliance, and equipment operation. It is intended for operators, supervisors, and anyone working around AWP equipment to ensure safe and efficient work at height. Participants must have a valid Fall Protection certificate to take the course.

Student Services



Student Career Services

CNC is pleased to provide tools and resources to assist students in finding career options best suited to their own skills, values, abilities, and interests. This will assist in determining the best educational path to pursue in order to meet those career goals.





Commercial Vehicle Inspection Endorsement

Course - 20 hours (3 Days)

Delivery: In-person

Campus: Prince George

Register  cnc.bc.ca/ce

This course will train and certify you to inspect commercial vehicles, including:

- Commercial vehicles with a licensed Gross Vehicle Weight (GVW) of 5500kg or less
- Motor vehicles with a licensed GVW of more than 5500kg
- Buses with a licensed GVW of more than 5500kg
- School buses
- Commercial trailers
- Semi trailers

Upon successful completion of the exam, you will receive a Commercial Vehicle Safety and Enforcement Endorsement, which will be attached to your current ticket.

Course Requirements

You must hold a trades qualification in the heavy duty, automotive or commercial transport industries to receive provincial certification. As of March 31, 2021, 4th year apprentices are no longer eligible to take this course.

Student Services

Financial Aid & Awards

Education should be accessible for everyone, and you shouldn't have to worry about finances while you study.

We offer consultation on student loan issues and can assist with your applications for financial assistance.

For more information:
cnc.bc.ca/financial-aid.





Confined Space Awareness

Course - 8 hours (1 Day)

Delivery: In-person

Campus: Mackenzie, Quesnel

Register  cnc.bc.ca/ce

This course is essential for all personnel working in or around confined spaces. It is designed to prevent accidents and promote workplace safety by providing comprehensive training on confined space hazards, safe work practices, and emergency rescue procedures.



Fall Protection

Course - 8 hours (1 Day)

Delivery: In-person

Campus: Mackenzie, Quesnel

Register  cnc.bc.ca/ce

Fall protection is essential for operators working at height, enabling you to perform your duties safely and effectively while minimizing the risk of accidents and injuries.



Joint Occupational Health & Safety Committee Fundamentals

Course - 8 hours (4 Days)

Delivery: Online

Campus: Burns Lake, Fort St. James, Mackenzie,
Prince George, Quesnel, Vanderhoof

Register  cnc.bc.ca/ce

This introductory course is designed for new Occupational Health and Safety Committee members or those members seeking a refresher. You will examine the occupational health and safety committee, its role, selection of members, activities, conduct of meetings, writing recommendations, planning educational leave, and reaching committee objectives.

This course meets the new provincial mandatory minimum training requirements for new joint committee members. This course is comprised of 4 hours of self-directed online learning followed by 4 hours of instructor led online class time.

Student Services

Cafeteria at the Prince George Campus

The CNC cafeteria is here to help keep students hydrated and nourished while on campus during the day. We offer a wide variety of made to order food from the grill, fresh baked goods, soups, salads, and much more.





Rigging and Lifting Awareness Level 1

Course - 8 hours (1 Day)

Delivery: In-person

Campus: Burns Lake, Fort St. James, Mackenzie, Quesnel, Vanderhoof

Register  cnc.bc.ca/ce

This course provides essential training on safe rigging and lifting operations, covering equipment use, hazard identification, load control, communication, and regulatory compliance. It is designed for riggers, crane operators, signal persons, and others involved in lifting tasks to ensure safety, efficiency, and compliance on the job site.



Traffic Control

Course - 16 hours (2 Days)

Delivery: In-person

Campus: Burns Lake, Mackenzie

Register  cnc.bc.ca/ce

This Traffic Control Person Training Program, endorsed by the BC Construction Safety Alliance, provides essential skills in hazard assessment, traffic management planning, communication, and equipment use. Combining classroom instruction with hands-on practice, it prepares participants to ensure safety and maintain traffic flow in various work zone scenarios.



Youth Programs

Babysitter's Training Course - 8 hours (1 Days)

Delivery: In-person

Campus: Burns Lake, Mackenzie, Vanderhoof

Register  cnc.bc.ca/ce

Babysitting is an ideal starter job for youth. This course demonstrates basic child care, accident prevention, first aid, and how best to handle emergency situations. This program is based on the Red Cross Youth Society curriculum. Students must be 11 years of age or older.

Student Services



Recreation Services

Our Facilities:

- Weight room
- Gymnasium
- Equipment rentals
- Fitness classes



Funded Training Opportunities

Unlock Your Potential

Take advantage of Funded Training Opportunities made possible through ministry grants and community partnerships. Whether you're looking for a fresh start, hands-on experience, or working to overcome barriers to future employment, CNC has funded options to help you succeed.

Featured Programs:

Skilled Training for Employment:

Your bridge to find meaningful employment and an opportunity for a fresh start with the Skilled Worker Access Program (SWAP) & Community Ambassadors in the Tourism and Hospitality Industry (CATHI) program.

Trades Exploration Program:

A first in British Columbia, this program was developed to help unemployed and underemployed individuals living with brain injuries explore trades occupations as a carpenter, automotive service technician, and professional cook, through a part-time supportive environment.






Skilled Laborer Program:

Funded by the Ministry of Advanced Education, this 10-week program is for youth ages 17-29. Gain essential skills, certifications, job readiness training, and on the job experience with supports like a weekly training wage, included tuition, fees, and books, also provided personal protective equipment.

To learn more about Funded Training Opportunities at CNC visit cnc.bc.ca/continuing-education/funded-training-opportunities or **scan the QR code**.



Supports May Include:

-  Free tuition, books, and materials
-  Personal Protective Equipment and work clothing
-  Public transit passes or fuel allowances
-  Daily meals (for select programs)
-  Paid work placements and wage subsidies

Corporate Training Solutions

Innovative solutions for your business training needs.

Does your business or organization have a need for learning and development? CNC is here for you!

CNC can develop customized and innovative employee training packages. From one-day workshops and quick response training classes, to longer-term personalized education solutions, CNC delivers corporate training where and when you need it.

Scan the QR code for a list of options.



The process is as simple as...



Contact us today for a free consultation!

P 250 561 5846

E continuinged@cnc.bc.ca

There's a great new beginning waiting for you at CNC.

Register Today!

For course details, schedules, and timetables, scan the QR code next to your program of interest (if available), or visit cnc.bc.ca to explore all programs.

To register for non-credit programming (courses), **scan the QR code** or visit cnc.bc.ca/continuing-education/registration.



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cnc.bc.ca/ce



✉ Stay in the loop!

Scan the QR code and subscribe to our Community & Continuing Education Newsletter to be the first to know about upcoming courses and programs at CNC.

cnc.bc.ca/cenewsletter

