



StrongerBC future skills grant

Program/Course information

September–December 2024



Northern Lights College
Continuing Education



250-782-5251

1-866-463-6652

To apply:

educationplannerbc.ca



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

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General Information



Registration for Fall 2024 programs opens August 12, 2024. Registration can be done in person at any NLC campus, online at www.nlc.bc.ca/continuing-education/how-to-register, or over the phone at 1-866-463-6652. You must provide the course code when you register. Codes begin with 2024FCCE. Many classes have multiple offerings with varying dates and delivery methods. Choose one when registering. Some class sizes may be limited and are filled on a first come, first served basis. Click on the QR code below to register, or register at apply.educationplannerbc.ca



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



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



Fees Tuition fees are payable to NLC at the time of registration. Tuition fees include GST where applicable. Any fees above amount paid/covered by grant funds are due.



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



Ed2Go Courses We offer over 250 online courses through Ed2Go. Visit www.ed2go.com to view the catalogue. Look on the Northern Lights College website, nlc.bc.ca.

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

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.



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Accounting with MS Excel 2019 Suite

Synchronous, Instructor Moderated, Online

Hours & Weeks: 96 hours / 24 weeks

Program Cost: \$750 + GST = \$787.50

Program Dates

Courses to be taken in sequence of date offerings.

- September 11, 2024–February 28, 2025
Code: 2024FC CE–CT45–WA001
- October 16, 2024– April 4, 2025
Code: 2024FC CE–CT45–WA002
- November 13, 2024– May 2, 2025
Code: 2024FC CE–CT45–WA003
- December 18, 2024–June 6, 2025
Code: 2024FC CE–CT45–WA004

Program Description

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



Who Should Take The Program

This course is for online students to help master fundamental accounting skills and learn Microsoft Excel 2019.

Prerequisites

- There are no prerequisites to take this series.

Learning Outcomes

- The student will become proficient in using Microsoft Excel 2019 (now available through Office 365).
- Create worksheets, workbooks, charts, and graphs quickly and efficiently.
- Students will master charts, graphs, PivotTables, Slicers, Sparklines, AutoFilter, macros, and other advanced Excel functions.
- Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.
- Learn the high demand accounting skills needed at small-to-medium sized businesses.



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A key part of the action plan is the StrongerBC future skills grant, which will support short-term skills training to further people's careers and upgrade their skills. The guidelines below will help you from start to finish! In a few easy steps, you can take advantage of the StrongerBC future skills grant!

Step 1: Go to the StrongerBC future skills grant website

Step 2: Apply at Education PlannerBC

Step 3: Register with Northern Lights College



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Airport Management– Airside Maintainer

Synchronous, Live Instructor, Online

Code: 2024FC CE-T1124-WS001

Hours & Weeks: 80 hours / 5 weeks

Program Cost: \$1,250 + GST = \$1,312.50

Program Dates

- September 9, 2024–October 15, 2024
(No classes September 30, October 14)
- Monday to Thursday, 5–8pm

Program Description

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

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

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

Who Should Take The Program

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

Prerequisites

- These courses must be taken sequentially.
- No prerequisites

Learning Outcomes

- Upon completion of this course, the student will have learned and been instructed how to independently assess airports for standard compliance, identify deviations from the standards, and report deviations to the manager. The goal is for the student to learn how airport standards affect a runway, taxiway, apron, or obstacles, and how to apply the standards beyond the airport property line.
- The student will have learned and been instructed on how to apply standards in *TP312E 5th* to an airport – with paved runways, taxiways, and aprons – for the application of an airport certificate. The student will be able to know how airport standards are applied to a runway, taxiway, apron, or obstacles, and how to apply the standards beyond the airport property line.
- The student will have learned how to apply Canadian Aviation Regulations, and *TP312E 5th* standards to airside daily operational processes, daily quality control, design of daily oversight of airport operations processes, airport zoning regulations; and, for an airport to conform to regulatory requirements daily and safety in operations.



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Airport Management– Airside Application

Synchronous, Live Instructor, Online

Code: 2024FC CE-TI123-WS0011

Hours & Weeks: 80 hours / 5 week

Program Cost: \$1,250 + GST = \$1,312.50

Program Dates

- ➊ October 21, 2024–November 28, 2024
(No class Remembrance Day November 11)
- ➋ Monday to Thursday, 5–8pm

Program Description

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

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

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

Who Should Take The Program

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

Prerequisites

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

Learning Outcomes

- ➊ Upon completion of this course the student will have learned and are instructed how to independently assess airports for standard compliance, identify deviations from the standards, and report deviations the to the manager. The goal is for the student to learn how airport standards affect a runway, taxiway, apron, or obstacles, and how to apply the standards beyond the airport property line.
- ➋ The student will have learned and are instructed how to apply standards in *TP312E 5th* to an airport with paved runways, taxiways, and aprons for the application of an airport certificate. The student will be able to know airport standards are applied to a runway, taxiway, apron, or obstacles, and how to apply the standards beyond the airport property line.
- ➌ The student will have learned how to apply Canadian Aviation Regulations, and *TP312E 5th* standards to airside daily operational processes, daily quality control, design of daily oversight of airport operations processes, airport zoning regulations, and for an airport to conform to regulatory requirements daily and safety in operations.



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Airport Management– Airport Manager

Synchronous, Live Instructor, Online

Code: 2024FC CE-TI122-WS001

Hours & Weeks: 80 hours / 5 weeks

Program Cost: \$1,250 + GST = \$1,312.50

Program Dates

- ➔ December 9–December 19, 2024,
January 6–January 20, 2025
- ➔ Monday–Thursday, 5–8pm
(No classes December 14,
December 23, 2024–January 3, 2025)
- ➔ Monday to Thursday, 5–8pm

Program Description

The student will learn Airport Manager design and develop manuals, and safety in airport operations and airport suitability for aircraft operations by applying daily quality control (Daily Rundown) and candidates have learned and instructed in how to design and develop an Airport Operations Manual in compliance with *TP312*, other airside operations manuals, and airside operations plans. The student will use their knowledge from Airside Maintainer course, and Airside Application course to accept roles and responsibilities as an Airport Manager at a certified airport in Canada.

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

Who Should Take The Program

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

Prerequisites

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

Learning Outcomes

- ➔ Upon completion of this course the student will have learned and are instructed how to independently assess airports for standard compliance, identify deviations from the standards, and report deviations to the manager. The goal is for the student to learn how airport standards affect a runway, taxiway, apron, or obstacles, and how to apply the standards beyond the airport property line.
- ➔ The student will have learned and are instructed how to apply standards in *TP312E* 5th to an airport with paved runways, taxiways, and aprons for the application of an airport certificate. The student will be able to know airport standards are applied to a runway, taxiway, apron, or obstacles, and how to apply the standards beyond the airport property line.
- ➔ The student will have learned how to apply Canadian Aviation Regulations, and *TP312E* 5th standards to airside daily operational processes, daily quality control, design of daily oversight of airport operations processes, airport zoning regulations, and for an airport to conform to regulatory requirements daily and safety in operations.



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AutoCAD Basics

Asynchronous, Self Guided, Online

Code: 2024FC CE-TI125-WZ001

Hours & Weeks: 60 hours / 12 weeks

Program Cost: \$1,758.25 + GST = \$,1846.16

Program Dates

- Open Enrollment from September 3, 2024– March 7, 2025.

Program Description

AutoCAD Basics will introduce you to the fundamentals of using AutoCAD for Computer-Aided Design (CAD). You will start at the very beginning by creating drafting symbols; kitchen and bath fixtures; and a floor plan, bringing everything together on a deliverable printed sheet. You will also create an abbreviated set of construction documents, such as a floor plan, roof plan, structural foundation plan, electrical plan, and building elevations.

During this online course, you will learn about paper/ model space and create deliverable sheet files. If you need to get an introduction to AutoCAD, this course for beginners will get you up — and running. This class is hands-on, real-world applicable, and includes optional projects.

Who Should Take The Program

AutoCAD software is for anyone that works as a project manager, mechanical engineer, or CAD drafter.

Prerequisites

- N/A



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Get started!

Choose from over 400 training options and begin your training as early as September. This is your opportunity, your future, your skills and your grant. Take control of your career and benefit from the StrongerBC future skills grant.



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CAPM Certification Preparation

Synchronous, Live Instructor, Online

Code: 2024FC CE-BE122 -WS001

Hours & Weeks: 23 hours / 1 week

Program Cost: \$1,497.50 + GST = \$1,572.38

Program Dates

- ➔ September 18–20, 2024
- ➔ Wednesday to Friday, 9am–4:30pm

Program Description

This workshop is designed to assist project managers in their study and preparation for the Associate in Project Management (CAPM)[®] Certification Exam from the Project Management Institute (PMI). You will learn exactly what to anticipate during the CAPM[®] Certification Exam, as well as strategies on answering questions that can help you achieve a higher score. We cover all evaluated subject areas and provide example questions and answers to familiarize you with the scoring methods used. In this workshop, you will learn proven techniques from a qualified Project Management Professional (PMP)[®], greatly increasing your chances of achieving a higher score than you would without this course.

Who Should Take The Program

This training is designed for those who have project management experience and would like to take the next step to advance in their careers



Prerequisites

- ➔ N/A

Learning Outcomes

Upon successful completion of all three courses in the program, you will know how to:

- ➔ Apply the project management key concepts, terminology, organizational influences, and project life cycle.
- ➔ Describe the project management fundamentals.
- ➔ Describe the predictive, plan-based methodologies.
- ➔ Describe the agile frameworks/methodologies.
- ➔ Describe the business analysis frameworks.
- ➔ Apply test-taking techniques for writing the exam.



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What is the StrongerBC future skills grant program?

Whether you just finished high school, are already employed, or are ready to rejoin the workforce, the StrongerBC future skills grant could help you. Seize your next opportunity in B.C.'s labour market!

Over the next 10 years, more than 800,000 jobs will need workers to have post-secondary education. As well, workers will need to adapt to new technology and economic shifts. The StrongerBC: Future Ready Action Plan is creating more opportunities for people to get the education they want. The StrongerBC is one of these opportunities.



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Digital Marketing Suite

Online, Instructor Moderated

Hours & Weeks: 72 hours / 24 weeks

Program Cost: \$565 + GST = \$593.25

Program Dates

Courses to be done sequentially, according to date.

- September 11, 2024–February 28, 2025
Code: 2024FC CE-BE41-WA001
- October 16, 2024– April 4, 2025
Code: 2024FC CE-BE41-WA002
- November 13, 2024– May 2, 2025
Code: 2024FC CE-BE41-WA003
- December 18, 2024–June 6, 2025
Code: 2024FC CE-BE41-WA004

Program Description

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

Courses Leading to the Certificate

Marketing Your Business on the Internet
Using Social Media in Business
Achieving Top Search Engine Positions

Who Should Take The Program

This program is designed for all business owners who want to build an online presence and grow their business; as well as those who work or would like to work in a marketing role.

Prerequisites

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

Learning Outcomes

- Learn how search engine optimization (SEO) works, and how to track website performance using web analytics.
- Understand how to use online advertising, email marketing, and social media (including blogs) to drive business to your website.
- Understand how to build a social media team and automate social media activities, so that it can leverage the power of social media without adding another full-time job.
- Practice techniques for measuring and tracking social media success.
- Develop a pre-submission analysis, know how to do a post-submission analysis using tools such as Google Analytics, and how to manage the SEO cycle to maximize results.
- Discuss step-by-step SEO strategies that can be implemented right away.



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Emerging Leader Foundation

Synchronous, Online, NLC Trainer

Code: 2024FC CE-PD157-WS001

Hours & Weeks: 150 hours / 30 weeks

Program Cost: \$3,420 + GST = \$3,591

Program Date

- October 15, 2024–June 12, 2025
- Tuesdays and Thursdays, 6–8:30pm
- No classes for December 23, 2024 – January 10, 2025 – 3 weeks
March 17–28, 2025 – 2 weeks

Program Description

The Emerging Leadership micro-credential is a comprehensive series of courses. Leadership Essentials focuses on developing your leadership skills as an effective frontline leader. You will learn to resolve workplace problems through effective communication and contribute to company profitability and success and will walk away with the knowledge to become a leader who respects the perspectives of individuals from different backgrounds and is competent leading diverse teams.

Who Should Take The Program

This program is for anyone wishing to hone their skills as a supervisor or wishing to move into a leadership role within their organization.

Prerequisites

- N/A

Learning Outcomes

- Frontline leaders with the skills to resolve workplace problems and communicate effectively, contributing to company profitability and success.
- Leaders who respect the perspectives of individuals from different backgrounds and are competent leading diverse teams.
- Leaders who understand and respect the rights of Indigenous Peoples of the region and the principles of Reconciliation.
- Leaders will become aware of their role and responsibilities as a frontline leader, particularly as related to understanding their personal leadership style, time management, delegation, and team management skills.



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Who is eligible?

British Columbians who are 19+ or have graduated from high school are eligible to participate. Training through the grant is available regardless of your financial situation.

How do I access the StrongerBC future skills grant?

It only takes a few easy steps. And you're in charge! Choose from over 400 training options and begin your training as early as September. This is your opportunity, your future, your skills and your grant.

Take control of your career and benefit from the StrongerBC future skills grant.



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Hotel Management

Synchronous, Live Instructor, Online

Hours & Weeks: 100 hours / 24 weeks
Program Cost: \$1,632 + GST = \$,1713.60

Program Dates

- September 11, 2024–February 28, 2025
Code: 2024 CE–BE111–WAO01
- October 16, 2024–April 4, 2025
Code: 2024FC CE–BE111–WAO02
- November 13, 2024–May 2, 2025
Code: 2024FC CE–BE111–WAO03
- December 18, 2024–June 6, 2025
Code: 2024FC CE–BE111–WAO04

Program Description

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

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

You will also learn to navigate the process of planning and executing successful events and activities that meet the needs and expectations of guests. Along with food and beverage roles, you will master the intricacies of menu planning, food safety, and customer service in a hospitality setting.



Who Should Take The Program

This program is for anyone who wants to learn the hospitality industry or further their career in hotel management.

Prerequisites

- N/A

Learning Outcomes

- Overview of the hospitality business
- Introduction to essential hotel management roles
- Coverage of various areas of management including staff leadership, activity and event coordination, and food and beverage roles
- Exploration of integrated disciplines, such as business management, hospitality and tourism, logistics, and record keeping
- How you will benefit
- This course provides fundamental knowledge and skills required to work in the hotel industry
- Learn the basics of hotel management without committing to years of study
- Open the door to new career opportunities in hospitality.



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Hotel Management with Executive Housekeeper

Online, Instructor Moderated

Hours & Weeks: 160 hours / 24 weeks

Program Cost: \$2,895 + GST = \$3,039.75

Program Dates

- September 11, 2024–February 28, 2025
Code: 2024FC CE-CS07-WA001
- October 16, 2024–April 4, 2025
Code: 2024FC CE-CS07-WA002
- November 13, 2024–May 25, 2025
Code: 2024FC CE-CS07-WA003
- December 18, 2024–June 6, 2025
Code: 2024FC CE-CS07-WS004

Program Description

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

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

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



Who Should Take The Program

This program is for anyone who wants to learn the hospitality industry or further their career in the hotel management and executive housekeeper roles.

Prerequisites

- N/A

Learning Outcomes

- Overview of the hospitality business
- Introduction to essential hotel management roles
- Areas of management, including staff leadership, activity and event coordination, and food and beverage roles
- Foundations of integrated disciplines including business management, hospitality and tourism, logistics, and record keeping
- The role of an Executive Housekeeper
- Communication & administrative skills
- Detailed level of housekeeping training
- Advanced laundry skills and techniques
- Advanced organizational skills
- Advanced skills for entertaining guests
- Household maintenance schedules
- Staff management



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Management Skills for Supervisors

Synchronous

Hours & Weeks: 24 hours / 8 weeks

Program Cost: \$1,465 + GST = \$1,464.75

Program Dates

📍 Online, Live Instructor

September 18, 2024–November 6, 2024

Tuesdays: 6:30–9pm

Code: 2024FC CE–BE124–WAO01

📍 Fort St. John, Live Instructor

October 1–4, 2024

Tuesday to Friday, 9am–4:30pm

Code: 2024FC CE–BE124–FPO01

Program Description

This course focuses on developing skills to give and receive feedback as a manager. It introduces the principles of coaching which help support the development of team members, and in turn drive successful achievement of goals. These principles will connect to productive and respectful conflict resolution skills. The tools and techniques introduced in this course will have you ready to hit the ground running and implement them into your daily work as a manager.

This course will also explore best practices for effective communication in your workplace. Determine what you need from others and what they need from you to ensure open, honest, and productive communication. You will develop your own management “voice” with an inter/intrapersonal action plan. One of the keys for success as a manager of people is to understand the dynamics of effective and collaborative teams. Explore the role of team members and the characteristics of successful teams while you develop an action plan for dealing with poorly/low non-functioning teams.

Who Should Take The Program

This program is for those who are interested in entering the customer service industry or for those who want to advance in their current role in customer service.

Prerequisites

- 📍 There are no prerequisites for this program.



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Learning Outcomes

- Define management and the roles of a manager
- Describe how management exists and connects at various levels within an organization
- Explain and assess the factors that influence how a manager operates
- Identify the steps to effectively transition from colleague to supervisor
- Incorporate decision-making tools to improve effectiveness as a manager
- Define team and types of teams
- Identify benefits of teams vs. individual
- Use models to assess and develop teams
- Provide and receive useful feedback
- List benefits of coaching
- Use tools in everyday management situations
- Define conflict and conflict resolution
- Identify primary components of conflict and conflict resolution
- Describe conflict resolution styles
- Apply a conflict resolution process for different types of conflict
- Connect good communication techniques to conflict situations
- Create and implement conflict resolution practices in your work
- Identify and manage the communication process.
- Assess your communication style and the impact it has on your conversations and relationships

Medical Terminology Series

Program Cost: \$375 + GST = \$393.75

Hours & Weeks: 48 hours / 12 weeks

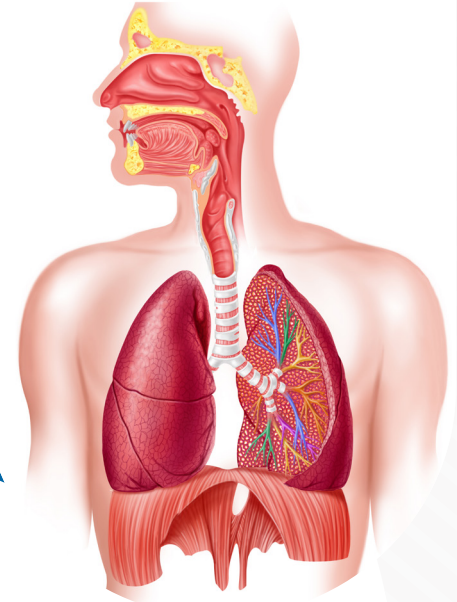
Program Dates

- **Online, Instructor Moderated**
September 11, 2024–November 1, 2024
Code: 2024FC CE–BE07–WA001
- **Online, Instructor Moderated**
October 16, 2024–December 6, 2024
Code: 2024FC CE–BE07–WA002
- **Online, Instructor Moderated**
November 13, 2024–January, 6, 2025
Code: 2024FC CE–BE07–WA003
- **Online, Instructor Moderated**
December 18, 2024–February 7, 2025
Code: 2024FC CE–BE07–WA004

Program Description

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

As a result, this course will help prepare you for related college courses and for certification or admissions exams that expect you to understand medical terminology. For example, this course will help prepare you for the certification exam for medical coders and for the HESI exam which is often required for admission into nursing schools.



Who Should Take The Program

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

Prerequisites

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

Learning Outcomes

- The student will learn medical terminology from an anatomical approach. Take a journey through the human body and learn medical terminology related to all 11 of its organ systems. In this course, we discuss diseases of the cardiovascular, lymphatic, respiratory, nervous, skeletal, muscular, integumentary (skin), urinary, digestive, and male and female reproductive systems. We also go over different diagnostic and treatment procedures for each system. As you progress through the course, you'll learn the meaning of many prefixes, root words, and suffixes, and you'll greatly increase your medical terminology vocabulary.



To apply: www.educationplannerbc.ca | 250–782–5251 | 1–866–463–6652

Project Management PMP Bootcamp Prep

Synchronous, Online Virtual Instruction

Code: 2024FC CE-BE121-WS001

Hours & Weeks: 35 hours / 1 week

Program Cost: \$1,899.00 + GST = \$1,994

Program Dates

- ➔ October 28, 2024–November 8, 2024
Monday to Wednesday, 9am–4:30pm

Program Description

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

Who Should Take The Bootcamp

This training is designed for those who have project management experience and would like to take the next step to advance in their careers.

Prerequisites

Bachelor's Degree or equivalent

- ➔ 4,500 hrs of project management work experience in project initiation, planning, execution, monitoring and control, and closing processes, more than 3 years of non-overlapping project management experience 35 hours of project management courses

OR

No bachelor's degree

- ➔ 7,500 hrs of project management work experience in project initiation, planning, execution, monitoring and control, closing processes. More than 5 years of non-overlapping project management experience
- ➔ 35 hours of project management courses

Following the successful completion of the 35 Hour Prep Course, the student will need to apply to take the Project Management exam and successfully complete, this is outside of this course. At the time of the application, proof of the Prerequisites will need to be provided.

Learning Outcomes

- ➔ Apply the project management key concepts, terminology, organizational influences, and project life cycle.
- ➔ Describe the project management process groups
- ➔ Describe the project management knowledge areas.
- ➔ Apply inputs, tools and techniques, and outputs for each of the project management knowledge areas.
- ➔ Apply test-taking techniques for writing the exam.



To apply: www.educationplannerbc.ca | 250-782-5251 | 1-866-463-6652

Restoration 101

Online, Live Instructor

Code: 2024FC CE-TI135-FSG01

Hours & Weeks: 54 hours / 13 weeks

Program Cost: \$1,350.17 + GST = \$1,417.68

Program Dates

- September 16, 2024–December 12, 2024 (no classes September 30, October 14, November 11)
- Monday, Tuesday, Thursday, 7–8:30pm

Program Description

Consisting of seven modules, this course will provide you with essential skills and knowledge regarding environmental monitoring and conservation. This program is relevant to those working in a variety of roles in the natural resources industry, looking to ensure environmental considerations are incorporated and considered in the natural resources construction and service field; as well as individuals with essential skills and knowledge regarding environmental monitoring and conservation.

Who Should Take The Program

The program is intended for those interested in pursuing a career in environmental monitoring and conservation, including recent high school graduates, environmental technicians, and individuals looking to change their career path. It is also a valuable professional development opportunity for individuals currently working in a variety of construction, trades and service roles in the natural resources and energy sector.

Prerequisites

- N/A

Learning Outcomes

- Fundamentals of biodiversity monitoring
- Socio-cultural factors and traditional ecological knowledge (TEK) in monitoring biodiversity
- Cultural sensitivity, co-management, and shared decision-making of natural resources
- Vegetation monitoring
- Terrestrial wildlife monitoring
- Monitoring freshwater ecosystems
- Fundamentals of data analysis and management



StrongerBC

Click logo to go to StrongerBC

A key part of the action plan is the StrongerBC future skills grant, which will support short-term skills training to further people's careers and upgrade their skills. The guidelines below will help you from start to finish! In a few easy steps, you can take advantage of the StrongerBC future skills grant!

Step 1: Go to the StrongerBC future skills grant website

Step 2: Apply at Education PlannerBC

Step 3: Register with Northern Lights College



StrongerBC

 EducationPlannerBC

 Northern Lights College



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Veterinary Assistant Series

Online, Instructor Moderated

Hours & Weeks: 96 hours / 24 weeks

Program Cost: \$758 + GST= \$795.90

Program Dates

- **Online, Instructor Moderated**
September 11, 2024–February 28, 2025
Code: 2024FC CE–HW131–WA00
- **Online, Instructor Moderated**
October 16, 2024–April 4, 2025
Code: 2024FC CE–HW131–WA002
- **Online, Instructor Moderated**
November 13, 2024–May 2, 2025
Code: 2024FC CE–HW131–WA003
- **Online, Instructor Moderated**
December 18, 2024–June 6, 2025
Code: 2024FC CE–HW131–WA004

Program Description

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

- Become A Veterinary Assistant
- Become a Veterinary Assistant II: Canine Reproduction
- Become a Veterinary Assistant III: Practical Skills
- Veterinary Medical Terminology

Who Should Take The Program

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



Prerequisites

- N/A

Learning Outcomes

- Learn about pet nutrition and a variety of health and safety issues.
- Understand how to treat and prevent parasites
Learn the facts of life, as it pertains to dogs and cats
- Discuss how to deal with the very emotional issues of euthanasia, pet loss, and how best to assist clients in a time of need.
- Interpret medical prescriptions
- Explore marketing and communication
Understand the hazards of working in a veterinary setting
- Understand how to obtain blood samples
- Gain understanding of examination room procedures



To apply: www.educationplannerbc.ca | 250-782-5251 | 1-866-463-6652

Eligibility Criteria



StrongerBC



Find out who is eligible (HINT: it's most British Columbians).
The StrongerBC future skills grant is available regardless of your financial situation.

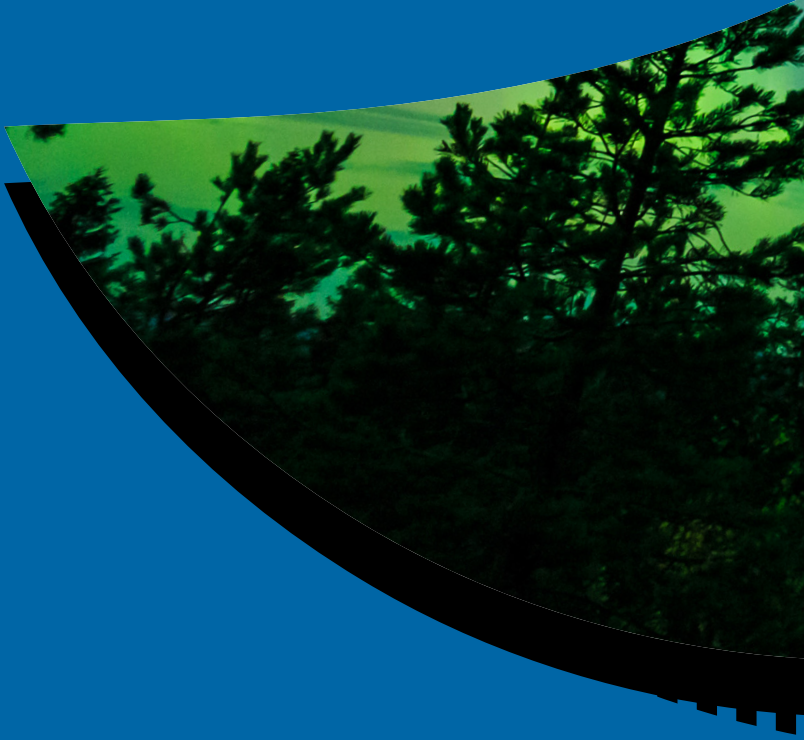
If you can answer YES to every question below, you are eligible for the StrongerBC future skills grant.

<p>I am one of the following:</p> <ul style="list-style-type: none"> • Canadian Citizen • Permanent Resident • Protected Person entitled to study in Canada 	<input checked="" type="checkbox"/> Yes
<p>I am a B.C. resident. I live in British Columbia.</p>	<input checked="" type="checkbox"/> Yes
<p>I have graduated from grade 12 or equivalent, or I am 19 years of age or older.</p>	<input checked="" type="checkbox"/> Yes
<p>I will give consent for public post-secondary institutions to collect and disclose personal information that is relevant to accessing the StrongerBC future skills grant to the provincial government.</p>	<input checked="" type="checkbox"/> Yes
<p>I will not access duplicative and/or overlapping funding to cover eligible costs. For example, other grants, loans, scholarships or funding that cover the same program costs as the StrongerBC future skills grant.</p>	<input checked="" type="checkbox"/> Yes
<p>I understand that the StrongerBC future skills grant benefits may have tax implications. I will consult the Canada Revenue Agency (CRA) for tax advice.</p>	<input checked="" type="checkbox"/> Yes
<p>I understand that the StrongerBC future skills grant is subject to a \$3,500 lifetime maximum. All eligible costs will be counted towards the \$3,500 per learner limit. Eligible costs include:</p> <ul style="list-style-type: none"> • Tuition • Mandatory fees • Program/course materials 	<input checked="" type="checkbox"/> Yes
<p>If I am receiving any federal or provincial benefit, such as Employment Insurance (EI) or BC Employment and Assistance (BCEA), I will seek approval from the appropriate government body before participating in the StrongerBC future skills grant program.</p>	<input checked="" type="checkbox"/> Yes
<p>If I am a current WorkBC Employment Services client, I will work with my employment counsellor before I register with a public post-secondary institution.</p>	<input checked="" type="checkbox"/> Yes
<p>I understand that if I require additional financial supports like living supports or daycare to attend training, I can contact my local WorkBC Centre 6-8 weeks in advance to determine if I am eligible.</p>	<input checked="" type="checkbox"/> Yes
<p>I understand that fall and winter 2024/25 programs are eligible. I will confirm eligible start dates with the learning institution. or I am already enrolled in an eligible program. I understand that I must confirm the first date of instruction for eligible courses with the learning institution. <i>A course is part of a program. For example, a Business Certificate program may be made up of several courses, like Formal Writing 101 and Business Planning 200. It's okay if you registered for the program before the fall or winter 2024/25 semester but only courses that occur during the fall or winter 2024/25 semester are currently eligible for funding.</i></p>	<input checked="" type="checkbox"/> Yes

For more information about the grant, email: futureskillsgrant@gov.bc.ca



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Northern Lights College
Continuing Education



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