



Continuing Education Course Offerings Winter 2024



Northern Lights College
Continuing Education

General Information

ce@nlc.bc.ca

250-784-7587 | 1-866-463-6652

REGISTRATION

Registration for Winter 2024 programs opens December 4, 2023. Registration can be done in person at any NLC campus, via email ce@nlc.bc.ca or over the phone at 1-866-463-6652. You must provide the course code when you register. Codes begin with 2023yc.

Many classes have multiple offerings with varying dates and delivery methods. Choose 1 when registering. Some class sizes may be limited and are filled on a first come, first served basis.

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.

FEES

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

COURSE REQUIREMENTS

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

ED2GO COURSES

We offer over 250 online courses through Ed2Go. Visit www.ed2go.com/northern/ to view the catalogue or email ce@nlc.bc.ca to register.

REFUNDS

Our general refund policy is to provide a full refund, including textbooks and supplies, if written notification is received seven (7) business days or more prior to the start of the class. Notification should be sent to ce@nlc.bc.ca. There are no refunds for cancellations that are six (6) business days or less prior to the start date of the class or for non-attendance. Refunds for cancelled classes will be processed automatically.

CORPORATE TRAINING

Continuing Education at NLC offers custom, corporate training for businesses and organizations and their staff. From computer courses to equipment operating, we can develop training that you need.

Email corporatetraining@nlc.bc.ca or call 250-787-6205 for more information.

COURSE IDEAS & INSTRUCTORS

If you have an idea for a course that CE should offer, or you are interested in becoming a CE instructor, let us know! We are continuously adding to our interest lists and course offerings.



Northern Lights College
Continuing Education

WINTER 2024 COURSES

COMPUTER PROGRAMMING

Advanced Python, \$182

Obtain the experience needed to take your Python programming skills to an advanced level. Prior to enrolling in this course, you must have an introductory level of Python programming experience. Requirements: a PC (Windows 10 or later) or Mac (macOS 11.0 or later).

Online, Self-Paced
Begins January 17 (28 hours)
2023yc CE-CT148-WZ002

Introduction to Programming, \$180

Take your first steps 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. Requirements: PC (Windows 8 or later). Macs are not compatible.

Online, Self-paced
Begins January 17 (24 hours)
2023yc CE-CT143-WZ002

Online, Instructor Led
Begins January 17 (24 hours)
2023yc CE-CT143-WA005

Online, Instructor Led
Begins February 14 (24 hours)
2023yc CE-CT143-WA006

Online, Instructor Led
Begins March 13 (24 hours)
2023yc CE-CT143-WA007

Introduction to Python 3 Programming, \$180

The Python programming language was developed to provide a way to develop code that's easy to create and understand. This course will show you how to create basic programming structures like decisions and loops. Then, you will move on to more advanced topics such as object-oriented programming with classes and exceptions. Requirements: PC (Windows 8 or later) or Mac (macOS 10.6 or later).

Online, Self-Paced
Begins January 17 (24 hours)
2023yc CE-CT120-WZ002

Online, Instructor Led
Begins January 17 (24 hours)
2023yc CE-CT120-WA005

Online, Instructor Led
Begins February 15 (24 hours)
2023yc CE-CT120-WA006

Online, Instructor Led
Begins March 15 (24 hours)
2023yc CE-CT120-WA007

ONLINE, SELF PACED = 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.

ONLINE, INSTRUCTOR LED = Course content is released weekly. Students have 6 weeks from the course start date to complete the course.



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WINTER 2024 COURSES

MEDICAL TERMINOLOGY

Medical Terminology: A Word Association Approach, \$182

This course will teach you to understand medical terminology as it pertains to each body system. Using graphics and study tips you will not only learn definitions and root terms, but also their application in the medical world.

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

Online, Self-Paced

Begins January 17 (24 hours)

2023yc CE-BE14-WZ002

Online, Instructor Led

Begins January 17 (24 hours)

2023yc CE-BE14-WA006

Online, Instructor Led

Begins February 15 (24 hours)

2023yc CE-BE14-WA007

Online, Instructor Led

Begins March 15 (24 hours)

2023yc CE-BE14-WA008

Medical Terminology II: A Focus on Human Disease, \$182

The 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.

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

Online, Self-Paced

Begins January 17 (24 hours)

2023yc CE-BE21-WZ002

Online, Instructor Led

Begins January 17 (24 hours)

2023yc CE-BE21-WA005

Online, Instructor Led

Begins February 15 (24 hours)

2023yc CE-BE21-WA006

Online, Instructor Led

Begins March 15 (24 hours)

2023yc CE-BE21-WA007

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WINTER 2024 COURSES

PERSONAL & PROFESSIONAL SKILLS

Creating a Successful Business Plan, \$182

Work through all the major components of writing a business plan and emerge with your first draft in hand. Requirements: PC (Windows 8 or later) or Mac (macOS 10.6 or later).

Online, Self-Paced
Begins January 17 (24 hours)
2023yc CE-BE40-WZ002

Online, Instructor Led
Begins January 17 (24 hours)
2023yc CE-BE40-WA005

Online, Instructor Led
Begins February 15 (24 hours)
2023yc CE-BE40-WA006

Online, Instructor Led
Begins March 15 (24 hours)
2023yc CE-BE40-WA007

Computer Fundamentals for the Workplace, \$482

An introduction to basic computer literacy for the workplace. Includes basic functions of Word, Excel and PowerPoint. Requirements: PC or Mac with Microsoft 365 installed.

Online, Live Instructor
Wednesdays 6 pm – 9pm
January 17-March 13
2023yc WFTR-CT01-WS005

Online, Live Instructor
Saturdays 9am – 1pm
February 10-March 16
2023yc WFTR-CT01-WS006

**In-Person, Dawson Creek Campus,
Room 14A.03**
Tuesdays 6pm – 9pm
January 9-February 27
Small class size, recommended for Seniors
2023yc WFTR-CT01-DP001

**In-Person, Fort St John Campus,
Room 2-115**
Thursdays 6pm – 9pm
January 11-February 29
Small class size, recommended for Seniors
2023yc WFTR-CT01-FP001

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ONLINE, INSTRUCTOR LED = Course content is released weekly. Students have 6 weeks from the course start date to complete the course

ONLINE, LIVE INSTRUCTOR = Delivered online via Teams, Zoom or other platforms.

IN-PERSON = Delivered face-to-face at the noted campus. Students will use an NLC computer.



WINTER 2024 COURSES

PERSONAL & PROFESSIONAL SKILLS

Digital Communication: Multimedia Content Creation and Presentation Skills, \$340.04

In the age of digital communication, the ability to create captivating multimedia content and deliver compelling presentations is a valuable skill set. This course is designed to equip students with the knowledge and practical skills necessary to excel in various aspects of digital communication, from storytelling and video production to design concepts, website creation, and online presentations. PC (Windows 8 or later) or Mac (macOS 10.6 or later).

Online, Live Instructor
Tuesdays and Wednesdays 6pm – 9pm
January 9-January 31
2023yc CE-CT204-WS001

Online, Live Instructor
Tuesdays and Wednesdays 6pm – 9pm
February 6-February 28
2023yc CE-CT204-WS002

Introduction to Sharepoint, \$145

This SharePoint course is for end-users and site owners/managers new to working in a SharePoint environment. The course teaches SharePoint basics such as working with lists and libraries, simple page customization, working with forms, and managing site permissions and users. Requirements: PC. Macs are not compatible.

Online, Self-Paced
Begins January 17 (14 hours)
2023yc CE-CT108-WZ002

Digital Marketing Suite, \$493

Learn how to develop an Internet marketing plan, use popular social media platforms and achieve higher positions with major search engines with this bundle of 3 courses. Requirements: PC (Windows 8 or later) or Mac (macOS 10.6 or later).

Online, Instructor Led
Begins January 17 (72 hours)
2023yc CE BE41 WA006

Online, Instructor Led
Begins February 14 (72 hours)
2023yc CE BE41 WA007

Online, Instructor Led
Begins March 13 (72 hours)
2023yc CE BE41 WA008

Introduction to Quickbooks Online, \$340.04

Learn the basic functions of Quickbooks Online from entering company data to invoicing customers and issuing credit memos. Requirements: PC or Mac with Quickbooks installed.

Online, Live Instructor
Wednesdays and Fridays
6 pm – 8 pm
January 17-February 23
2023yc CE-BE81-WS001

Online, Live Instructor
Wednesdays and Fridays
6 pm – 8 pm
February 28-April 5
2023yc CE-BE81-WS002



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WINTER 2024 COURSES

PERSONAL & PROFESSIONAL SKILLS

Foodsafe Level 1, \$145.80

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

**In-Person, Dawson Creek Campus,
Room 14A.03**

**Saturday January 20
9am-4pm**

2023yc WFTR-OS04-DP002

**In-Person, Fort St John Campus,
Room 2-115**

**Saturday February 22
9am-4pm**

2023yc WFTR-OS04-DP001

Understanding the Cloud, \$180

In this course, you will explore how the cloud works, what drives its incredible growth, and how you can use cloud services. Requirements: PC (Windows 8 or later), Mac (macOS 10.6 or later) or Chromebook.

Online, Self-Paced

**Begins January 17 (24 hours)
2023yc CE-CT32-WZ002**

Online, Instructor Led

**Begins January 17 (24 hours)
2023yc CE-CT32-WA005**

Online, Instructor Led

**Begins February 15 (24 hours)
2023yc CE-CT32-WA006**

Online, Instructor Led

**Begins March 15 (24 hours)
2023yc CE-CT32-WA007**

Pregnancy & Childbirth Prep Series, \$295

Learn about common experiences of pregnancy, labour & childbirth. Explore various birthing options and learn different strategies, interventions, medications and position related to giving birth. The birthing partner will learn ways to support and advocate. Facilitated by Jessica Dillon of The Delightful Doula. Course price is for a couple.

**In-Person, Dawson Creek Campus,
Room 14A.03**

**March 2 & 3
9am-4pm**

2023yc CE-HW127-DP002

**In-Person, Chetwynd Campus,
Room 108**

**March 16 & 17
9am-4pm**

2023yc CE-HW127-CP001

Web Design Intro to CSS3 and HTML5, \$340.04

This introductory course is designed to equip students with the foundational knowledge and skills needed to create modern and responsive web pages using HTML5 and CSS3. In today's digital age, web development is an essential skill for a wide range of professions, from web designers and developers to content creators and marketers. Requirements: PC (Windows 8 or later) or Mac (macOS 10.6 or later).

Online, Live Instructor

**Thursdays and Fridays 6 pm – 9 pm
January 4-February 26
2023yc CE-CT01-WS001**

Online, Live Instructor

**Thursdays and Fridays 6 pm – 9 pm
February 1-February 23
2023yc CE-CT01-WS002**

WINTER 2024 COURSES

PROJECT MANAGEMENT

Project Management Essentials Part 1, \$997.50

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

Online, Live Instructor
9am-5pm
February 12 & 13
2023yc WFTR-PD27-WS001

Project Management for Administrative Professionals, \$997.50

Designed for executive assistants and other administrative professionals, this course will help you discover how to apply project management processes for supporting multiple people and projects in a team setting. Learn how to plan, prioritize and manage projects on time, on budget, while meeting stakeholder expectations. Earn Professional Development Unit (PDU) credits from the Project Management Institute (PMI).

Online, Live Instructor
9am-5pm
April 22 & 23
2023yc WFTR-PD29-WS001

Project Management Essentials Part 2, \$997.50

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

Online, Live Instructor
9am-5pm
February 14 & 15
2023yc WFTR-PD28-WS001

PMP Certification Exam Preparation, \$1997.50

PMP Certification is the industry standard for demonstration competence and a solid foundation of project management skills. The Project Management course prepares students to write the PMI project management professional exam. Prerequisites required, please visit www.nlc.bc.ca/continuing-education for more information.

Online, Live Instructor
9am-5pm
February 26, 27, 28 & March 4, 5
2023YC CE-BE121-WS001

ONLINE, LIVE INSTRUCTOR = Delivered online via Teams, Zoom or other platforms.



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WINTER 2024 COURSES

VETERINARY COURSES

Become a Veterinary Assistant, \$182

Consider a career as a veterinary assistant. You will learn about pet health and nutrition, safety, treating and preventing parasites, current thoughts on spaying and neutering and how to best assist clients in a time of need.

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

Online, Self-Paced

Begins January 17 (24 hours)

2023yc CE-HW28-WZ001

Online, Instructor Led

Begins January 17 (24 hours)

2023yc CE-HW28-WA001

Online, Instructor Led

Begins February 15 (24 hours)

2023yc CE-HW28-WA002

Online, Instructor Led

Begins March 15 (24 hours)

2023yc CE-HW28-WA003

Become a Veterinary Assistant II: Canine Reproduction, \$182

This course is the definitive guide to the principles of sound dog breeding. If you're a veterinary assistant or preparing to become one, this course will help you understand the essential facts so that you can knowledgeably converse with clients on the complexities of canine reproduction.

Online, Self-Paced

Begins January 17 (24 hours)

2023yc CE-HW37-WZ001

Online, Instructor Led

Begins January 17 (24 hours)

2023yc CE-HW37-WA001

Online, Instructor Led

Begins February 15 (24 hours)

2023yc CE-HW37-WA002

Online, Instructor Led

Begins March 15 (24 hours)

2023yc CE-HW37-WA003

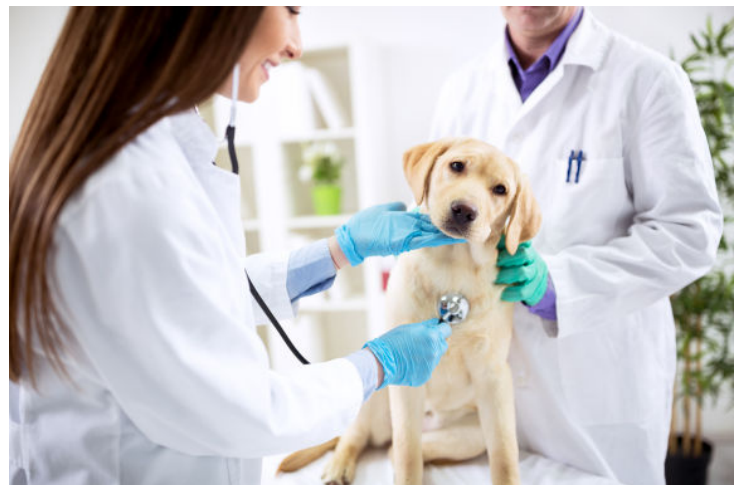
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WINTER 2024 COURSES

VETERINARY COURSES

Become a Veterinary Assistant III: Practical Skills, \$182

Learn the practical skills you'll need to be a valuable veterinary assistant or educated pet owner. Throughout the course, you'll benefit from videos that demonstrate many procedures and techniques, as well as state-of-the-art interactive graphics. It's as close as you can get to actually being right there in the veterinarian's office!

Online, Self-Paced
Begins January 17 (24 hours)
2023yc CE-HW38-WZ001

Online, Instructor Led
Begins January 17 (24 hours)
2023yc CE-HW38-WA001

Online, Instructor Led
Begins February 15 (24 hours)
2023yc CE-HW38-WA002

Online, Instructor Led
Begins March 15 (24 hours)
2023yc CE-HW38-WA003

Veterinary Assistant Series, \$655

These courses will give you the information you need to prepare for work as a veterinary assistant, including the specific duties you are likely to face every day. Gain practical skills, learn veterinary terminology, and prepare to apply for jobs as a veterinary assistant with total confidence! Requirements: PC (Windows 8 or later), Mac (macOS 10.6 or later) or Chromebook.

Online, Instructor Led
Begins January 17 (96 hours)
2023yc CE-HW40-WA001

Veterinary Medical Terminology, \$182

To work in the veterinary field, you need to understand the medical language unique to the anatomy, physiology, and pathology of animals. This online course will teach you the definition and uses of veterinary medical terminology. Requirements: PC (Windows 8 or later), Mac (macOS 10.6 or later) or Chromebook.

Online, Self-Paced
Begins January 17 (24 hours)
2023yc CE-HW41-WZ001

Online, Instructor Led
Begins January 17 (24 hours)
2023yc CE-HW41-WA001

Online, Instructor Led
Begins February 15 (24 hours)
2023yc CE-HW41-WA002

Online, Instructor Led
Begins March 15 (24 hours)
2023yc CE-HW41-WA003



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