

Burnaby
COMMUNITY & CONTINUING EDUCATION

Be More.



It's Easy to Register

CERTIFICATE & DIPLOMA PROGRAMS AND GENERAL INTEREST COURSES

OPTION
1

Web:

Visit www.burnabyccce.ca and register online today

OPTION
2

Phone:

Call 604-296-6901 Monday to Friday, 9:30am - 3:30pm
Have your MasterCard/Visa number and expiry date ready

OPTION
3

In Person:

- District Administration Office, 5325 Kincaid Street
(Phone ahead for office hours: 604-296-6901)
- Burnaby South Secondary, 5455 Rumble Street
(After September 2, Monday to Thursday 7 - 8:30pm)
- Burnaby Central Secondary, 6011 Deer Lake Parkway
(After September 2, Tuesday & Thursday 7 - 8:30pm)

OPTION
4

Fax:

Send your registration form by fax to 604-296-6913
Be sure to include your credit card information

OPTION
5

Mail:

Send your registration form and payment to:
Community & Continuing Education
Burnaby School District
5325 Kincaid Street
Burnaby BC V5G 1W2

OPTION
6

24 Hour Drop-Off:

Drop off your registration form and payment in our
mail slot at 5325 Kincaid Street, Burnaby

LINC, LITERACY FOUNDATIONS AND HIGH SCHOOL COMPLETION

High School Completion

- In person registration only
- See pages 6-8 for courses
- Call 604-296-6901 for more information

Literacy Foundations Program

- In person registration only
- See pages 3-5 for courses
- Call 604-296-6901 for more information

LINC

- See page 2 for details
- Call 604-296-6900 Ext. 661093
for more information

Get your registration form at www.burnabyccce.ca

A Message from the Burnaby Board of Education

This fall, choose to **be more** through Burnaby Community & Continuing Education.

Burnaby School District looks at the learning needs of the entire community – early learners, school-age students from kindergarten to grade 12, and adults. We view the learning journey as a continuum. Our staff and qualified teachers strive to ensure that adults in our community have the opportunities available to be able to grow – whether you want to simply take a course or a certificate or diploma program.

Think about who you are today, and what you know. Is it possible that you can learn more – and in turn, be more? It all starts with what you enjoy – and what you are good at. If you need help, Burnaby Community & Continuing Education's vocational advisors are here for you. With more than 900 courses at 14 locations throughout Burnaby and plenty of flexibility with daytime, evening and weekend courses you are bound to find something that works for you.

Whether you are a long-term resident or new to the country, consider the possibilities that will unfold when you complete your high school diploma. Imagine the places you can visit after learning that new language. Or a new career might open the door to a better salary, benefits and job satisfaction.

If you have the motivation, we have the tools to help you make it happen. **Burnaby Community & Continuing Education invites you to be more.**



Baljinder
Narang
Chair



Ron
Burton
Vice-Chair



Meiling
Chia



Larry
Hayes



Harman
Pandher



James
Wang



Gary
Wong

Community and Continuing Education:

Phone: 604-296-6901
Fax: 604-296-6913
www.burnabyce.ca

Payment of Fees

The fees listed for each course are payable upon registration and include tax. Payments may be made by cash, Visa, Master Card, or money order (payable to School District #41, Burnaby)

Refund Policy

Full-time Certificate/Diploma programs

Requests for refunds received in writing (fax or email) at least 1 week prior to classes starting will have \$100 deducted from the course fee. Requests received less than a week prior to classes starting will have \$200 deducted from the course fee. There will be no refunds once classes begin. Please see individual course descriptions for exceptions.

Part-time Certificate/Diploma programs

Requests for refunds received in writing (fax or email) at least 1 week prior to classes starting will have \$25 deducted from the course fee. Requests received less than a week prior to classes starting will have \$50 deducted from the course fee. There will be no refunds once classes begin. Please see individual course descriptions for exceptions.

General Interest programs

For courses that are more than 2 sessions - If a student requests a refund before the 2nd class, the student will receive a refund minus a 20% administrative fee, and minus a supply fee if applicable. NO refund after 2nd class.

For one session courses - If a student requests a refund at least 24 hours before the start time of the class, they will receive a refund minus a 20% administrative fee, and minus a supply fee *if applicable*. There are no refunds within 24 hours of the start time of the class.

 twitter.com/burnabyce

LINC, Foundations & High School Completion

LINC Program	2
Registration for Foundations Courses	3
Foundations Courses	4
Registration for High School Completion Courses	6
High School Completion Courses	7

Certificate & Diploma Programs

Health Care

Health Care Assistant	9
ESL for Health Care Professionals	11
Medical Office Assistant (Full time and Part time)	10
Dental Office Administration	11

Hospitality & Service

Housekeeping/Laundry Aide	12
Dietary Aide	12
Hotel Management	13
Foodsafe	13

Building & Trades

Building Caretaker	14
Building Service Worker	14
Electrical Code - 2012 Code	14
Industrial Warehouse	14

Education

Early Childhood Education	15
TESOL: ESL Teacher Training	15

Art & Design

Interior Decorating	16
Floral Arranging	17
Makeup Artistry	17

Horticulture

Ecological Landscape Design	18
Arborist - ISA Certification (Exam Prep)	18
Landscape Horticulturist Apprenticeship Levels 1 & 2	19
Organic Master Gardener	19
Permaculture for Vibrant Urban Life	20
Residential Landscape Technician	20

Business Admin

Accounting & Payroll Administration	21
Administrative Assistant	21
Bookkeeping	22
Payroll	22
Frontline Banking (Bank Teller Training)	22
Legal Administrative Assistant	22

Free Information Sessions	36
---------------------------------	----

Career & Business Training

Computers

General Interest

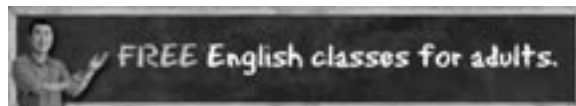
Food & Drink	27
Health & Wellness	29
Fitness & Dance	30
Languages	31
Special Interest	32
Community Centered College for the Retired	35
Burnaby Family Life	35

Registration	inside front cover
--------------------	--------------------

Map of School Locations	inside back cover
-------------------------------	-------------------

LINC

(Language Instruction for Newcomers to Canada)



If you, or someone you know, is a newcomer to Canada who is 17 years of age or older and a Permanent Resident or Convention Refugee and your first language is not English then FREE LINC classes are available. Canadian citizens are not eligible for LINC.

LINC courses focus on vocabulary development, grammar, speaking and listening, reading and writing and settlement themes and help you learn English for day to day living. To learn more, go to www.elsanet.org.

How do I apply for LINC classes?

Students must phone one of the testing centres listed below to make an appointment to take the free assessment test. After you have taken the test, the assessment centre will contact you (within two weeks) with the results. You must go back to the assessment centre for a referral letter to take to the LINC school of your choice.

Western ESL Services
208 – 2525 Commercial Drive
Vancouver, BC V5N 4C1
604-876-5756

OR

Surrey Language Assessment Centre
202 – 7337 137th Street
Surrey, BC V3W 1A4
604-507-4150

How Do I Register For Classes with the Burnaby Board of Education?

Go to any of the locations listed below:

Edmonds Resource Centre, Room 209, 7355 Canada Way
Mondays at 10:30 am, Tuesdays at 5:30 pm and Wednesdays at 1:30 pm

Windsor Neighbourhood Learning Centre, 6907 Gilley Avenue
Tuesdays at 12:30 pm, Tuesdays at 6:30 pm Thursdays at 11:15 am

Free Childcare

is available at all locations to parents or guardians who enrol in daytime LINC classes. Through play, children will learn English and school readiness skills. Children must be between 18 months and five years of age. Space is limited.

CLASS LEVEL	DAYS OF CLASSES	LOCATION OF CLASS	TIME OF CLASSES
Levels 1, 2, 3, 5 & 6	Monday – Thursday	Edmonds	8:45 – 11:45 am
Levels 1, 2, 3 & 4	Monday – Thursday	Edmonds	12:15 – 3:15 pm
Levels 3, 4 & 5	Tuesday – Thursday	Edmonds	6:00 – 9:00 pm
Levels 7 & 8	Monday – Thursday	Windsor	8:45 am – 3:15 pm
Levels 4 & 6	Monday – Thursday	Windsor	8:45 – 11:45 am
Levels 3, 4 & 5	Monday – Thursday	Windsor	12:15 – 3:15 pm
Level 5 & 6	Monday – Thursday	Windsor	8:45 am – 3:15 pm
Levels 7 & 8	Monday – Wednesday & 1 session online	Windsor	6:00 – 9:00 pm

Funded by:

Financé par :



Citizenship and
Immigration Canada

Citoyenneté et
Immigration Canada

How to Register for Foundations Courses

Registration is in person only (Assessment and registration takes **approximately 2 hours**)

STEP
1

Choose a registration date and location:

For daytime or evening classes, register at:

South Burnaby Adult Education Centre (SBAEC), Portables at Burnaby South Secondary, 5455 Rumble Street

September 2, 3, & 4 at 9:30 am & 12:30 pm

September 8 & 9 at 6:30 pm

OR

Brentwood Continuing Education Centre, 4247B (lower building) Lougheed Highway

September 2, 3, & 4 at 9:30 am & 12:30 pm

September 8 & 9 at 6:30 pm

Ongoing Assessment and Registration:

Please arrive on time for your assessment

South Burnaby Adult Education Centre, Portables at Burnaby Secondary School, 5455 Rumble St.

- Sept 11 to Dec 11, every Thursday at **12:45 pm**
- Sept 23, Oct 7, 21, Nov 4, 18, Dec 2 at **6:30 pm**

Brentwood Continuing Education Centre, 4247B (lower building) Lougheed Hwy

- Sept 11 to Oct 23, every Thursday at **1:00 pm**
- Sept 16, 30, Oct 14, 28 at **6:30 pm**

Schou Education Centre, 4041 Canada Way

- Oct 30 to Dec 11 every Thursday at **1:00 pm**
- Nov 4, 25, Dec 9 at **6:30 pm**

**Tuition-free
for most students**
*Excellent Prep courses for
TOEFL & IELTS exams*

STEP
2

Bring the following:

- If you are a Canadian citizen, your birth certificate, passport or citizenship card
- If you are a Permanent Resident, your Permanent Resident card
- If you are a visitor or Refugee, please bring your passport, visa and /or claimant documents
- If you are a work permit holder, please bring your work permit
- Photo ID
- Proof of Residency in BC (BC Driver's License, BC Care Card, BCID or utility bill)

Note: Students will not be registered unless documentation is provided.

Fees and Deposits for Foundations Courses

Textbook Deposits

\$100 deposit is required. This fee is 90% refundable if books are returned in good condition within 2 weeks of the end of the course; 50% refundable after 2 weeks and no refund after 4 weeks.

Fees

- **A non-refundable language assessment of \$25.00.**
- \$1200 per course for International Students and Visitors (space permitting)
- \$900 per course for guardians of Burnaby School District's International Students

**Tuition-free
for most students**
*Excellent Prep courses for
TOEFL & IELTS exams*

Foundations Courses

(for details visit <http://www.burnabyccce.ca/foundations.php>)

COURSE NAME	COURSE #	DAYS	TIMES	DATES	LOCATION
Fall Term Day Classes					
Foundations English 1-2	UE1A	M, W, F	9:15 am - 11:30 am	Sept 8 - Dec 10	Brentwood
Foundations English 3-4	UE3A	M, W, F	9:15 am - 11:30 am	Sept 8 - Dec 10	Brentwood
Foundations English 5-6	UE5A	M, W, F	9:15 am - 11:30 am	Sept 8 - Dec 10	Brentwood
Foundations English 6-7	UE7A	M, W, F	9:15 am - 11:30 am	Sept 8 - Dec 10	Brentwood
Foundations Reading 1-2	UR1A	M, W, F	12:00 pm - 2:15 pm	Sept 8 - Dec 10	Brentwood
Foundations Reading 3 -4	UR3A	M, W, F	12:00 pm - 2:15 pm	Sept 8 - Dec 10	Brentwood
Foundations Social Studies	US5A	M, W, F	12:00 pm - 2:15 pm	Sept 8 - Dec 10	Brentwood
Foundations Speaking & Listening 1-2	UL1A	T & Th	9:15 am - 12:35 pm	Sept 9 - Dec 11	Brentwood
Foundations Writing 3-4	UW3A	T & Th	9:15 am - 12:35 pm	Sept 9 - Dec 11	Brentwood
Foundations Writing 5-6-7	UW5A	T & Th	9:15 am - 12:35 pm	Sept 9 - Dec 11	Brentwood
Foundations English 1-2	SE1A	M, W, F	9:15 am - 11:30 am	Sept 8 - Dec 10	SBAEC
Foundations English 3-4	SE3A	M, W, F	9:15 am - 11:30 am	Sept 8 - Dec 10	SBAEC
Foundations English 5-6	SE5A	M, W, F	9:15 am - 11:30 am	Sept 8 - Dec 10	SBAEC
Foundations English 6-7	SE7A	M, W, F	9:15 am - 11:30 am	Sept 8 - Dec 10	SBAEC
Foundations Reading 1-2	SR1A	M, W, F	12:00 pm - 2:15 pm	Sept 8 - Dec 10	SBAEC
Foundations Reading 3 -4	SR3A	M, W, F	12:00 pm - 2:15 pm	Sept 8 - Dec 10	SBAEC
Foundations Social Studies	SS5A	M, W, F	12:00 pm - 2:15 pm	Sept 8 - Dec 10	SBAEC
Foundations Speaking & Listening 1-2	SL1A	T & Th	9:15 am - 12:35 pm	Sept 9 - Dec 11	SBAEC
Foundations Writing 3-4	SW3A	T & Th	9:15 am - 12:35 pm	Sept 9 - Dec 11	SBAEC
Foundations Writing 5-6-7	SW5A	T & Th	9:15 am - 12:35 pm	Sept 9 - Dec 11	SBAEC

Notes for Foundations Courses

1. No classes on October 13 and November 11.
2. Students are expected to attend all classes and may be withdrawn for non-attendance.
3. Students who do not attend the first class of the term will lose their seat if there is a wait list.
4. Students taking English Foundations classes will require an English dictionary.
5. Students will progress through the Foundations program at varying rates according to a number of factors, such as previous education, hours of attendance, and how much English is practiced on a daily basis outside the classroom.



**Tuition-free
for most students**
*Excellent Prep courses for
TOEFL & IELTS exams*

Foundations Courses

(for details visit <http://www.burnabyccce.ca/foundations.php>)

Christmas Break will be from December 22 to January 2. Evening classes will resume on January 5

COURSE NAME	COURSE #	DAYS	TIMES	DATES	LOCATION
Fall Term Evening Classes					
Foundations English 1-2	UE1W	T & Th	6:30pm - 9:30 pm	Sept 16 - Jan 13	Schou
Foundations English 3-4	UE3W	T & Th	6:30pm - 9:30 pm	Sept 16 - Jan 13	Schou
Foundations English 5-6	UE5W	T & Th	6:30pm - 9:30 pm	Sept 16 - Jan 13	Schou
Foundations English 6-7	UE7W	T & Th	6:30pm - 9:30 pm	Sept 16 - Jan 13	Schou
Foundations Speaking & Listening 1-2	UL1W	M & W	6:30pm - 9:30 pm	Sept 17 - Jan 14	Schou
Foundations Writing 3-4	UW3W	M & W	6:30pm - 9:30 pm	Sept 17 - Jan 14	Schou
Foundations Writing 5-6-7	UW5W	M & W	6:30pm - 9:30 pm	Sept 17 - Jan 14	Schou
Foundations English 1-2	SE1W	T & Th	6:30pm - 9:30 pm	Sept 16 - Jan 13	SBAEC
Foundations English 3-4	SE3W	T & Th	6:30pm - 9:30 pm	Sept 16 - Jan 13	SBAEC
Foundations English 5-6	SE5W	T & Th	6:30pm - 9:30 pm	Sept 16 - Jan 13	SBAEC
Foundations English 6-7	SE7W	T & Th	6:30pm - 9:30 pm	Sept 16 - Jan 13	SBAEC
Foundations Speaking & Listening 1-2	SL1W	M & W	6:30pm - 9:30 pm	Sept 17 - Jan 14	SBAEC
Foundations Writing 3-4	SW3W	M & W	6:30pm - 9:30 pm	Sept 17 - Jan 14	SBAEC
Foundations Writing 5-6-7	SW5W	M & W	6:30pm - 9:30 pm	Sept 17 - Jan 14	SBAEC

Notes for Foundations courses:

1. No classes October 13 and November 11
2. Students are expected to attend all classes and may be withdrawn for non-attendance.
3. Students who do not attend the first class of the term will lose their seat if there is a wait list.
4. Students taking English Foundations courses will require an English dictionary.
5. Students will progress through the Foundations program at varying rates according to a number of factors, such as previous education, hours of attendance, and how much English is practiced on a daily basis outside the classroom.



Course start dates are subject to change.

Visit www.burnabyccce.ca for updates.

How to Register for High School Completion Courses

Registration is in person only

STEP

1

Select a registration date and location:

- **For daytime courses, register at:**
Schou Education Centre, 4041 Canada Way
September 2 & 3 from 10:00 am to 2:00 pm
- **For evening courses, register at:**
Schou Education Centre, 4041 Canada Way
September 2 & 3 from 6:30 pm to 8:30 pm
OR
Burnaby South Secondary School, 5455 Rumble Street
September 2 & 3 from 6:30 pm to 8:30 pm



STEP

2

Bring the following:

- Birth certificate or passport (for Canadian citizens)
- Permanent Resident card (for Permanent Residents)
- If you are a Refugee claimant, please bring your passport, visa and /or claimant documents
- If you are a work permit holder, please bring your work permit
- Letter of permission from your principal (if you are currently attending daytime high school)
- Photo ID
- Proof of Residency in BC (BC Driver's License, BCID card, BC Care Card or utility bill)

Note: *Students will not be registered unless documentation is provided.*

STEP

3

Be prepared to discuss your graduation plans

- An intake advisor will assist you with your graduation questions and plans. If you have questions, please phone for an appointment at 604.296.6915
- Bring your school transcript or report card (if available)

Fees and Deposits for High School Completion Courses

Textbook Deposits

\$100 deposit for each course (due on the first day of class). This fee is 90% refundable if books are returned in good condition within 2 weeks of the end of course; 50% refundable after 2 weeks and no refund after 4 weeks.

Fees

- Some high school completion courses are no longer tuition-free for graduated adults. Please see www.burnabyccce.ca for details
- \$1200 per course for International Students and Visitors (space permitting)
- \$900 per course for guardians of Burnaby School District's International Students

High School Completion Courses

COURSE NAME	COURSE #	DAYS	TIMES	DATES	LOCATION
Fall Term Day Classes					
Biology 11	U300	M, W, F	9:00 am - 11:30 am	Sept 8 - Dec 10	Schou
Biology 12	U310	M, W, F	12:00 pm - 2:30 pm	Sept 8 - Dec 10	Schou
Communications 11	U100	M, W, F	9:00 am - 11:30 am	Sept 8 - Dec 1	Schou
Communications 12	U106	M, W, F	12:00 pm - 2:30 pm	Sept 8 - Dec 10	Schou
Computer Studies 12 (Modular Survey)	U525	T & Th	9:00 am - 12:20 pm	Sept 9 - Dec 11	Schou
English 10	U120	M, W, F	9:15 am - 11:30 am	Sept 8 - Dec 10	Brentwood
English 11	U130	T & Th	9:00 am - 12:20 pm	Sept 9 - Dec 11	Schou
English 11	U131	M, W, F	2:45 pm - 5:15 pm	Sept 8 - Dec 10	Schou
English 12	U140	T & Th	9:00 am - 12:40 pm	Sept 9 - Dec 11	Schou
English 12	U141	M, W, F	9:00 am - 11:30 am	Sept 8 - Dec 10	Schou
English 12	U142	M, W, F	12:00 pm - 2:30 pm	Sept 8 - Dec 10	Schou
English 12	U143	M, W, F	2:45 pm - 5:15 pm	Sept 8 - Dec 10	Schou
History 12	U410	T & Th	9:00 am - 12:20 pm	Sept 9 - Dec 11	Schou
Law 12	U420	T & Th	12:50 pm - 4:10 pm	Sept 9 - Dec 11	Schou
Math 10 (Pre Calc)	U200	M, W, F	12:00 pm - 2:30 pm	Sept 8 - Dec 1	Schou
Math 10 A&W	U205	T & Th	12:50 pm - 4:10 pm	Sept 9 - Dec 11	Schou
Math 11 (A & W)	U215	M, W, F	2:45 pm - 5:15 pm	Sept 8 - Dec 1	Schou
Math 11 (Foundations)	U218	M, W, F	9:00 am - 11:30 am	Sept 8 - Dec 1	Schou
Math 11 (Pre Calc)	U210	M, W, F	12:00 pm - 2:30 pm	Sept 8 - Dec 10	Schou
Math 12 (Pre Calc)	U220	T & Th	9:00 am - 12:40 pm	Sept 9 - Dec 11	Schou
Math 12 Foundations	U225	T & Th	12:50 pm - 4:10 pm	Sept 9 - Dec 11	Schou
Physics 11	U340	T & Th	12:50 pm - 4:10 pm	Sept 9 - Dec 11	Schou
Physics 12	U350	M, W, F	2:45 pm - 5:15 pm	Sept 8 - Dec 10	Schou
Social Justice 12	U430	M, W, F	2:45 pm - 5:15 pm	Sept 8 - Dec 1	Schou
Social Studies 11	U440	T & Th	9:00 am - 12:20 pm	Sept 9 - Dec 11	Schou
Tourism 12	U550	T & Th	12:50 pm - 4:10 pm	Sept 9 - Dec 11	Schou
Writing 12	U110	M, W, F	9:00 am - 11:30 am	Sept 8 - Dec 1	Schou

Notes for High School Completion courses:

1. No classes October 13 and November 11.
2. Students are expected to attend all classes.
3. Students who do not attend the first class of the term will lose their seat if there is a wait list.
4. Please see www.burnabycc.ca for withdrawal policy.
5. Some courses may require the purchase of workbooks and / or additional course material. Ask for details at registration.
6. Detailed course descriptions can be found at <http://www.bced.gov.bc.ca/irp/welcome.php>.
7. It is the responsibility of students to check the dates and times of provincial exams at <http://www.bced.gov.bc.ca/exams>.

Course start dates are subject to change.

Visit www.burnabycc.ca for updates.

High School Completion Courses

High School Completion Courses

Christmas Break will be from December 22 to January 2. Evening classes will resume on January 5

COURSE NAME	COURSE #	DAYS	TIMES	DATES	LOCATION
Fall Term Evening Classes					
Biology 12	M310	T & Th	6:30pm - 9:30 pm	Sept 9 - Jan 15	South
Chemistry 12	M330	M & W	6:30pm - 9:30 pm	Sept 17 - Jan 14	South
Chemistry 11	C320	T & Th	6:30pm - 9:30 pm	Sept 16 - Jan 12	Central
Communications 11	C100	T & Th	6:30pm - 9:30 pm	Sept 16 - Jan 13	Central
Communications 12	C106	T & Th	6:30pm - 9:30 pm	Sept 9 - Jan 15	Central
English 10	U120	T & Th	6:30pm - 9:30 pm	Sept 16 - Jan 13	Schou
English 11	M130	M & W	6:30pm - 9:30 pm	Sept 17 - Jan 14	South
English 12	M140	M & W	6:30pm - 9:30 pm	Sept 8 - Jan 14	South
English 12	C140	T & Th	6:30pm - 9:30 pm	Sept 9 - Jan 15	Central
English 12	M141	T & Th	6:30pm - 9:30 pm	Sept 9 - Jan 15	South
Geography 12	C400	T & Th	6:30pm - 9:30 pm	Sept 16 - Jan 13	Central
Law 12	M420	M & W	6:30pm - 9:30 pm	Sept 17 - Jan 14	South
Math 10 (Pre Calc)	M200	M & W	6:30pm - 9:30 pm	Sept 17 - Jan 14	South
Math 11 (Pre Calc)	M210	M & W	6:30pm - 9:30 pm	Sept 17 - Jan 14	South
Math 12 Foundations	M225	M & W	6:30pm - 9:30 pm	Sept 17 - Jan 14	South
Math 12 (Pre Calc)	M220	T & Th	6:30pm - 9:30 pm	Sept 9 - Jan 15	South
Physics 11	M340	M & W	6:30pm - 9:30 pm	Sept 17 - Jan 14	South
Physics 12	M350	T & Th	6:30pm - 9:30 pm	Sept 16 - Jan 13	South
Social Studies 11	M440	T & Th	6:30pm - 9:30 pm	Sept 16 - Jan 13	South
Tourism 12	M550	M & W	6:30pm - 9:30 pm	Sept 17 - Jan 14	South

Notes for High School Completion classes:

1. No classes October 13 and November 11.
2. Students are expected to attend all classes.
3. Students who do not attend the first class of the term will lose their seat if there is a wait list.
4. Please see www.burnabyccce.ca for withdrawal policy.
5. Some courses may require the purchase of workbooks and / or additional course material. Ask for details at registration.
6. Detailed course descriptions can be found at <http://www.bced.gov.bc.ca/irp/welcome.php>.
7. It is the responsibility of students to check the dates and times of provincial exams at <http://www.bced.gov.bc.ca/exams>.

Course start dates are subject to change.

Visit www.burnabyccce.ca for updates.

Health Care Assistant Diploma

Program Description

Join the community of committed Health Care professionals who provide care to those in need. If you enjoy helping people, enjoy working with the elderly or handicapped, consider working as a Health Care Assistant. This full time program will provide students with the knowledge and skills necessary to be employed as frontline care providers in care facilities or home-care settings. The program follows B.C. Ministry of Health provincial curriculum guidelines, and Burnaby CCE (Burnaby School District) is listed as an educator that meets specific program standards. The program includes theory, clinical instruction as well as supervised practicums in a variety of care facilities. Instruction is provided by qualified health professionals with extensive experience in the field of health care, both in clinical practice and teaching.

We have affiliation agreements with the Fraser Health Authority, Providence Health Authority and Vancouver Coastal Health Authority. Graduates will be qualified to work in long term care facilities, within community home support and in Assisted Living.

Our Graduates

Over 95% of our grads find employment within 6 months of graduating.

Our graduates can register with the BC Care Aide & Community Health Worker Registry and will be qualified to work in long term care facilities, within community home support and in Assisted Living areas of Health Care Services.

Program Courses

- Health & Healing: Concepts for Practice
- Introduction to Practice
- Caring for Individuals Experiencing Common Health Challenges
- Caring for Individuals Experiencing Cognitive or Mental Challenges
- Interpersonal Communications
- Lifestyle & Choices
- Personal Care & Assistance
- Practicum

The program also includes:

- Assisting with Medication
- Standard First Aid with CPR/HCP
- WHMIS Training
- Job Search

Admission Requirements

- proof of Grade 10 graduation or mature student status.
- proof of English language proficiency:
 - English 10 or equivalent (for native speakers of English)
 - Standardized English language proficiency test score (for non-native speakers of English)
- a signed medical certificate/note from a doctor indicating physical fitness and emotional stability
- proof of immunization for Hepatitis B
- proof of immunization for flu prior to practicum
- proof of a negative TB test or proof from TB Control that the applicant does not have active TB
- a current criminal record check within 6 months of practicum [available through the RCMP or Ministry of Justice]
- a Foodsafe certificate [this course is offered on a Saturday, course fee \$75]
- applicants must complete a successful interview. A \$50 non-refundable application fee, payable in advance is required.

Course Requirements

- students provide their own transportation to practicum sites
- students are responsible for the cost of uniforms & shoes (types to be discussed in class)
- passing grade is 70% on all assignments/tests.

The next course runs September 8, 2014 to March 28, 2015 (no class on stat holidays)

[1701] Canada Way Mon-Fri Sep 8, 9:00am-3:30pm \$4600

Free Information Session:

Thursday September 4, 7:30 pm
Canada Way Education Centre

(refer to www.burnabyccce.ca for future info session dates)



ESL for Health Care Professionals

See page 11

Certificate & Diploma Programs – Health Care

Medical Assistant Diploma (Full time and Part time)

The Medical Office Assistant Diploma prepares students for a rewarding career in medical offices, hospital departments, x-ray and physiotherapy offices, laboratories and a variety of other health-related institutions.

Our graduates are currently working at Children's Hospital, Vancouver General Hospital, Burnaby Hospital, Life Labs, Medical imaging at Royal Columbian Hospital, St. Paul's Hospital, Eagle Ridge Hospital, Care Point Medical Clinics, CML Diagnostics, x-ray clinics, doctor's offices, and in private MRI clinics.

The Burnaby School District's Medical Office Assistant program has affiliation agreements with:

- Fraser Healthy Authority
- Providence Health Authority
- Provincial Health Services Authority
- (Children's and Women's Health Centre of BC)
- Interior Health Authority

Graduates of our program can apply for employment at any of the above hospitals or affiliated clinics.

Program Courses

- Orientation / Information session
- Medical Terminology Level 1 & 2
- Medical Office and Clinical Procedures
- Manual and Computerized Medical Billing
- (EMR) Electronic Medical Records (Osler)
- Medical Transcription
- Word/Excel/Speed Development
- Job Search
- First Aid for Industry
- Practicum – 100 hours

Admission requirements

- Grade 12 English or equivalency
- Typing speed of 25 wpm net
- Must attend an Information session (see website for dates/times)

Completion requirements

- Successful completion of all courses (passing grade of 75%)
- Minimum typing speed of 50 net wpm (must be met before practicum placement)
- Successful completion of MOA practicum (100 hours)

Full time Program

The full time Medical Office Assistant program runs for 15 weeks (12 weeks of in-class instruction and 3 weeks of practicum). The Fall program runs from September 10 to December 23, 2014.

[5000] Canada Way Mon-Fri Sep 10, 9:00am-3:30pm 73 sess \$3595

Part time Program

The part time Medical Office Assistant program is designed for students who prefer to complete their diploma in the evenings and on weekends. The part-time program must be completed within two years. It is recommended that students take two courses each semester.



Medical Terminology - Level 1

Learn to apply medical terminology in a clinical setting and prepare for occupations in hospitals, medical and x-ray offices, physiotherapy, laboratories and a variety of other institutions. Medical terminology, human anatomy, physiology, and the medical systems of the body are covered, as well as pathological terminology, laboratory tests, and disease processes. Textbook extra (approx. \$95)

[5101] Central Tue/Thu Sep 16, 6:15pm-9:30pm 13 sess \$340

Medical Terminology - Level 2

Students will deepen their understanding of body systems and gain knowledge in oncology, radiology and psychiatry. This course is accepted as a prerequisite for specialized programs, such as Nursing Unit Clerk.

Prerequisites: Medical Terminology 1

[5102] Central Tue/Thur Oct 30, 6:15pm-9:30pm 13 sess \$340

Medical Office and Clinical Procedures

This hands-on course introduces students to MOA administrative duties. Topics include appointment scheduling, reception, pharmacology, filing, chart preparation, medical law and ethics, as well as aseptic and sterilization techniques. MOA Handbook extra (approx. \$15).

[5103] Canada Way Wed Sep 24, 6:30pm-9:30pm 12 sess \$310

Word/ Excel/ Speed Development

Learn how to produce a wide variety of medical documents using industry standard software. Emphasis will be on document formatting and production, speed and accuracy. This course also prepares you for medical transcription.

Prerequisites: Good computer skills.

[5106] Canada Way Sat Oct 18, 9:30am-4:00pm 6 sess \$280

Free Information Sessions:

*Thursday September 4, 6:30 pm
Canada Way Education Centre
Tuesday December 2, 6:30 pm
Burnaby Central School*

Dental Office Administration Certificate

Program Description

Learn the skills required to efficiently handle the day to day operation of a dental office. The course includes time in the computer lab so students have the opportunity to practice scheduling and entering patient information just like they would in a dental office. The course runs Tue/Thur Sept 23 to Feb 26 (plus practicum).

Program Includes:

- Dental Anatomy & Terminology
- Dental Clinical Procedures
- Billing Procedures
- Business Office Communications
- Electronic Records
- Job Search

Course Requirements

Students must complete 10 hours of job shadowing part way through the course and 20 hours of practicum after the classroom component is complete.

Students must pass the theory component (70%) in order to take the practicum.

Prerequisites

Keyboarding speed of 25 wpm.

Grade 12 English or equivalent.

English and keyboard testing is available Sept 4, 7:30 pm at Canada Way Education Centre and Sept 16, 7:30 pm at Burnaby Central School.

[1703] Canada Way Tue/Thu Sep 23, 6:30pm-9:30pm 37 sess
\$1850



Free Information Session:

*Tuesday September 16, 7:00 pm
Burnaby Central School*

STUDENT COMMENTS:

"I liked how you were made to feel welcome and got the knowledge you needed".

"I liked that the course offered Cleardent software - that is what I wanted to learn".

ESL for Health Care Professionals

Ideal for students whose primary language is not English and who wish to train for a career as Medical Office Assistant, Health Care Assistant, Nursing clerk, Orderly, or Nurses' Aide.

[6001] Central Sat Sep 27, 9:00am-3:30pm 8 sess \$240

Reflexology Diploma

Reflexology is a complimentary practice that involves manipulating the feet and hands to relieve discomfort in any part of the body.

The program is divided into 2 modules:

1. Foot Reflexology
2. Hand and Ear Reflexology

This part time program will be offered in the winter 2015 term.

Course detail will be posted on www.burnabyccce.ca

Other courses related to the Health Care Industry:

Reiki Training Workshop – see page 29

Chinese Massage – see page 29

Dietary Aide – see page 12

Housekeeping/Laundry Aide (for Hospitals and Care Centres) – see page 12

Housekeeping/Laundry Aide

This four week course will introduce the student to the role of the Laundry aide and Housekeeping Aide in a hospital, assisted living, or long term care facility setting. The course will cover the basic operational requirements for the laundry and housekeeping departments. Resume writing and job search strategies will also be covered.

Students will gain hands-on experience working during a one week practicum in an institutional setting as well as participate in field trips during the three week classroom portion of the course.

Where can I get a job?

The graduate of the program will be able to seek job opportunities in institutional settings such as long term care, hospitals, and assisted living. In some cases the skills may also be transferable to work in the hotel and cruise ship industry.

Course Content

- Basic Laundry systems
- Types of Soils
- Types of Fabric
- WHMIS
- Occupational Health & Safety
- Communication and Team Building
- Linen distribution methods
- Infection Control
- Horizontal and Vertical Cleaning Methods
- Special Cleaning
- Waste Management
- Reprocessing
- Floor Surface Management
- Bed Making
- Resume Writing and Job Search

Admission Requirements:

- English Grade 10 level or equivalent
- Must be in general good health with the ability to bend, stretch, lift up to 20 pounds.
- Proof of negative TB test or proof applicant does not have an active case of TB.
- Some practicum placements may require completion of a Criminal Record Search (CRS). Students are expected to pay this. The school can provide the form.

Completion Requirements:

- A passing grade of 70% for each segment.
- Completion of all assignments, presentations and tests.
- Successful completion of the practical components.
- A demonstration of professional standards of behaviour.

[1655] Canada Way Mon-Fri Sep 22, 9:00am-3:30pm 20 sess \$1350

Free Information Session:

Tuesday September 16, 7:30 pm
Burnaby Central School

Dietary Aide

Join a team of food service professionals. This 5 week program provides students with the certification, skills and knowledge needed to work as food handlers in institutional settings such as care facilities, hospitals, retirement homes, schools, restaurants and hotels. The program includes 3 weeks of in-class modules and a 2 week practicum. Students will learn to assemble and serve food and beverages while meeting food safety handling regulations.

Successful students will earn industry-recognized certification, including Foodsafe Level 1 and WHMIS (Workplace Hazardous Materials Information System), which will increase their employability.

Program includes:

- Food assembly & service
- Food safety
- Worksafe practice
- Equipment usage
- Nutrition & Specialized diets
- Institutional sanitization/infection control
- Communication/team skills
- Resume writing and interview skills
- Materials and manual

See www.burnabyccce.ca for course detail.

Admission Requirements:

Students are encouraged to attend a free information session to learn more about the program.

Some practicum sites, just like workplace settings may require completion of a criminal record check. This must be paid by the student.

[1653] Canada Way Tue/Wed/Thu/Fri/Sat Oct 21, 9:15am-3:15pm
26 sess \$1400

Free Information Session:

Tuesday September 16, 6:30 pm
Burnaby Central School



Increase your opportunity to find work in Health Care settings by taking both the Housekeeping/Laundry Aide and the Dietary Aide program.

Hotel Management

We offer a wide range of courses that will help you find employment in the Hotel industry. For those who are already working in the industry, these courses can help you advance in your career. You have the option to take just one course, or to take them all to earn a certificate.

We offer a variety of classroom based and online courses. For the online courses students must attend in person for the first and last class only.

- **Managing Front Office Operations** (classroom based)
- **Convention Management** (classroom based)
- **Supervision in the Hospitality Industry** (online)
- **Managing Housekeeping Operations** (online)
- **Revenue Management: Maximizing Revenue in the Hospitality Operations** (online)

A certificate will be awarded for successfully completing each course.

A (RDSC) **Rooms Division Specialization Certificate** will be awarded after completing all 5 courses.

Completion Requirements:

To successfully complete a course, a 70% grade is required for the final exam.

Course offerings this term:

Managing Hotel Front Office Operations

Gain employment in the hotel industry. This certificate course presents a systematic approach to front office procedures by detailing the flow of business through a hotel, from the reservations process to check-out and settlement. Students will learn how the front office interacts with other departments, and strategies for keeping the front desk profitable. Discover how guest concerns shape decisions and procedures for front office tasks. This course is accredited with the American Hotel & Lodging Educational Institute.

[1670] South Mon/Wed Sep 22, 6:30pm-9:30pm 12 sess \$350

Convention Management

Vancouver is a popular convention destination city. Training in Convention Management would be an asset to anyone hoping to enter the hotel industry, or for those already in the field who would like to expand their knowledge base. Learn the scope and segmentation of the convention and group business market, marketing and sales strategies to attract markets with specific needs, and techniques to meet those needs. Good English skills are recommended. Text included (\$100 value). This certificate course is accredited with the American Hotel & Lodging Educational Institute.

[1674] South Tue/Thu Nov 6, 6:30pm-9:30pm 12 sess \$350

Housekeeping Management in Hospitality

Housekeeping is critical to the success of every institution and employment opportunities in the field are growing. The instructor will present the day to day components of housekeeping management including planning and organization of various tasks required in a modern hotel. Topics include: planning and organizing of the housekeeping department; housekeeping human resources; managing inventories; controlling expenses; safety and security; managing on-premises laundry; guest room cleaning; public areas and other types of cleaning; ceilings, walls, furniture and fixtures; beds, linens and uniforms; carpets and floors. Text included (approx. \$100).

[1671] Online Tue/Thu Sep 23, 6:30pm-9:30pm 12 sess \$350

Revenue Management in the Hospitality Industry

Learn the difference between strategic and tactical revenue management in the hospitality industry and why that distinction is critical. Discover the tools available to revenue managers. Learn about effectively maximizing revenue, vital issues to consider before implementing revenue management tactics, how revenue management is often misunderstood and applied inappropriately, the potential consequences of using revenue management poorly, as well as the benefits it can provide when done well.

[1673] Online Mon/Wed Nov 10, 6:00pm-9:00pm 12 sess \$350

Free Information Session:

Tuesday September 16, 7:00 pm
Burnaby South School



Foodsafe Level 1 (Basic)

Designed for kitchen staff and dining room attendants. Topics include microbiology, food borne illnesses, personal hygiene and health, serving and dispensing, food protection and preparation, receiving and storing food safely and dish washing methods. Upon successful completion of the course, participants will receive a recognized certificate in sanitary food handling. Bring your medical card if you have one.

[1662] Central Sat Oct 4, 9:00am-5:00pm 1 sess \$75

[1663] Central Sat Nov 15, 9:00am-5:00pm 1 sess \$75

Building Caretaker Certificate

You've seen the ads in the Employment section of the paper 'Wanted, handyman/caretaker for strata complex (or apartment or business complex). Must be personable, with basic handyman skills'. Gain an advantage over the other applicants. Learn how to maintain and repair building systems in a multi-residential complex or commercial building. Topics include: primary maintenance responsibilities, cost control, preventative maintenance, building inspection, supervising on-site trades work, fire safety, security and an introduction to heating, plumbing and water problems, drywall and painting, floor substrates, carpet. Includes WHMIS, WCB's Occupational Health and Safety Regulations, CPR First Aid, resume writing and a field trip. Textbook is included (cost approx. \$100). An optional exam is offered in Facilities Management from the American Hotel and Lodging Educational Institute (successful students will receive a diploma from AH&EI). Participants must be at least 19 years old and have strong English skills. English testing is available after the Information Session. No class Nov. 11.

STUDENT COMMENT: *"It sure did a world of difference for me becoming self-employed. I'm now one of three handymen working for a property management company. I'm certain that without the accreditation of the Building Caretaker Certification course this would not have been possible."* Dan, 2012

[1600] South Tue/Wed Sep 23, 6:30pm-9:30pm 21 sess \$485

Free Information Session:

Tuesday September 16, 7:00 pm
Burnaby Central School

Building Service Worker Certificate

Upon successful completion of this course, participants will be qualified to apply for janitorial positions with school districts, hospitals or city facilities or apply for work with private contractors who provide cleaning services to a variety of public institutions and private companies. A combination of classroom instruction and practical, hands-on experience is used for training in areas of cleaning, chemicals, equipment, floor care and safety. A certificate will be issued upon successful completion (theory, practical and teamwork skills). Minimum of 90% attendance is required. Participants must be at least 19 years old and have strong English skills. English testing is available Thurs Sept 4, 7:30 pm at Canada Way Education Centre or Tue Sept 16 at Central.

[1601] North Mon/Tue/Wed/Thu Sep 15, 6:00pm-10:00pm
20 sess \$340

[1603] North Mon/Tue/Wed/Thu Oct 14, 6:00pm-10:00pm
20 sess \$340

[1608] North Mon/Tue/Wed/Thu Nov 17, 6:00pm-10:00pm
20 sess \$340

Woodworking and Cabinet Making

See page 32

Become a Household Handyperson

See page 32

Electrical Code - 2012 Code

The 2012 Electrical Code is now mandatory. There are extensive changes to wire ampacities, grounding, bonding, electric vehicles, renewable energy sources and receptacle requirements for residential installations. The instructor has extensive involvement in the electrical industry, including inspection activities. This course is recognized by the BCSA and is one of the compulsory requirements for writing the FSR examination. This course is strongly recommended for all licensed electricians and contractors - take advantage of this course and prepare for the exam.

[1658] South Mon/Wed Sep 15, 7:00pm-9:30pm 20 sess \$550

Industrial Warehouse Certificate (With Forklift Training)

Entry level warehouse jobs are out there for those with training (also called shipper/receiver or materials handler). Gain the knowledge and practical skills necessary to gain employment in the warehouse industry. If you are detail oriented and physically fit, consider a career in warehousing. This job can include picking, packing, receiving inventory both manually and with a forklift, loading and unloading trucks, moving product, organization of incoming stock, receiving and ticketing merchandise, scanning and packing merchandise, inventory and quality control. Forklift training is also included and upon successful completion of this module, participants will be certified as Industrial Lift Truck Drivers.

Students who successfully complete this course will receive the following Certificates:

- Industrial Warehouse Certificate (with Forklift Training)
- WorkSafeBC Occupational First Aid Level 1, valid for 3 years
- Class 4 & 5 forklift training (includes certification recognized by Worksafe BC), valid for 3 years
- WHMIS

Admission Requirements

- A grade 10 level of English (English testing is available after the Information Session).
- Ability to lift 40 lbs.
- Good physical condition.
- Ability to work on a team.
- Steel toed work boots required for the forklift training.
- Valid driver's license.

The forklift training, first aid and field trips to warehouses will be off site in Burnaby (transportation required). The course includes 3 Saturdays in November for First Aid and Forklift Training.

[1605] Central Tue/Thu/Sat Sep 30, 6:30pm-9:30pm 20 sess \$625

Free Information Session:

Tuesday September 16, 7:00 pm
Burnaby Central School

Early Childhood Education

Early Childhood Education Basic (certificate)

Program Description

This program is designed for those planning to care for and educate young children 3-5 years of age in preschool, group child care centres, 'early learning' programs and 'family places'. Our ECE program is approved by the Early Childhood Registry of the Ministry for Children & Families. Course content and competencies are similar to those of other approved colleges. We offer a current program based on responsive curriculum, where learning is explored in depth based on a negotiation between the children's interests and the teacher's invitations to learn. We include the B.C. Early Learning Framework in our pedagogical practices. This is a part-time, evening program with a choice of a completion plan of 2 or 3 years. Students have an option of starting in January or September.

Program courses

Successful completion of 14 courses (including 3 practicums, total 9 weeks) is required for licensing by the Early Childhood Educator (ECE) Registry. Application and Admission requirements can be found on www.burnabyccce.ca

Course Cost

Tuition for the whole ECE program is approximately \$4,200. Students pay for each course separately (approx \$290/course).

Class location: Burnaby Central School

Free Information Sessions:

Thursday September 4, 6:30 pm
Canada Way Education Centre
Tuesday December 2, 6:30 pm
Burnaby Central School

Early Childhood Education Post Basic (diploma)

Students who have completed the Basic ECE program may enrol in a Post Basic Specialty program. Options are:

1. Infant & Toddler
2. Special Needs

Application and Admission requirements can be found on www.burnabyccce.ca

Course Fee

\$2300 for one Post Basic specialty program.
\$1000 for a second specialty program.

Free Information Sessions:

Thursday September 4, 7:30 pm
Canada Way Education Centre
Tuesday December 2, 7:30 pm
Burnaby Central School

Start and Operate a Family Child Care Centre

See page 24

TESOL: ESL Teacher Training Certificate

Designed for individuals who are either currently teaching ESL or for those who wish to enter the English language teaching field, this program will give students the necessary skills in classroom management, lesson planning and a variety of teaching methodologies.

This TESL CANADA certified program is taught by an experienced and credentialed team of teachers. Students are prepared for teaching Reading, Writing, Speaking, Listening, Grammar and Presentation skills. Students will participate in seminars discussing topics such as Classroom management, matching learning outcomes to activities, conducting assessments and developing a teaching style of their own. Students will leave the program having developed a set of lesson plans and activities organized into a portfolio.

Program Courses

- TESOL 500: Reading Skills & Teaching Methodologies
- TESOL 501: Writing Skills & Teaching Methodologies
- TESOL 502: Pronunciation, Speaking and Listening Skills & Teaching Methodologies
- TESOL 503: Grammar and Vocabulary Skills & Teaching Methodologies

Prerequisites

Proof of English 12 or equivalent. English testing available Sept 16 after the information session or on Thurs Sept 4, 7:30 pm at Canada Way Education Centre.

Course Requirements

Students will complete 100 hours of classroom instruction and 20 hours of practicum. The observation component of the practicum will be completed by the course end date, while the remainder of the practicum will take place after the course end date. Class ends on Dec 17. (excluding practicum).

STUDENT COMMENTS: *"The TESOL program offered by the Burnaby School District is invaluable in preparing students for immersion into real-world ESL teaching realities."*

"The material presented throughout the course is accessible and authentic."

[1800] South Mon/Wed/Thu Sep 22, 6:30pm-9:30pm 34 sess
\$1990

Free Information Session:

Tuesday September 16, 7:00 pm
Burnaby Central School



Certificate & Diploma Programs – Art & Design

Interior Decorating Certificate/Diploma

This program is for those who are:

- seeking employment in the interior decorating industry
- expanding their knowledge of the interior decorating industry
- establishing an interior decorating business
- homeowners who wish to decorate their homes

Completion Requirements (Diploma)

340 hours of courses, of which 120 hours must be Core courses, 160 hours must be Elective courses, 60 hours must be Skills Enhancement courses. Diploma students must complete the program in 4 years.

Completion Requirements (Certificate)

200 hours of courses, of which 100 hours must be Core courses, 60 hours must be Elective courses, 40 hours must be Skills Enhancement courses

Certificate students must complete the program within 3 years.

Successful completion requires 80% attendance, completion of all assignments and, if applicable, passing a final exam.

Free Information Session:

*Tuesday September 9, 7:00 pm
Canada Way Education Centre*

Core Courses (20 hours each)

- Basics of Design
- Colour
- Light
- Decorating Styles 1
- Decorating Styles 2
- Final Decorating Project -
for Diploma students only.

Skills Enhancement courses
See www.burnabyccce.ca

Electives (20 hours each)

- Apartments and
Condominiums
- Background Coverings
- Fibres to Fabrics
- Furniture Selection
- Project Management
- Space Planning
- Window Coverings
- Accessories



Basics of Design

There are no decorating rules, but there are guidelines which, when followed, give a home a professionally decorated appearance. We will study the application of the elements (line, space, texture, colour and light) and the principles of design (proportion and scale, balance, focal point, rhythm and unity). Manual included in fee. This course is a prerequisite to all courses within the Interior Decorating program.

STUDENT COMMENTS: *"I know how to put a room together and it is done right." "It was so well presented, and the material was in depth....Enjoyable, informative and a great night out. I feel I have learned more than I expected to learn."*

[1450] Canada Way Tue Sep 30, 7:00pm-9:30pm 8 sess \$240

Accessories

Accessories are the personal finishing touches in colour, shape, and texture that affect a decorating scheme. Learn how to select, place and highlight them to achieve the maximum impact. Prerequisites: Colour and Light. Manual included in fee.

[1457] Canada Way Wed Oct 1, 7:00pm-9:30pm 8 sess \$240

Colour

Colour is the most stimulating and influential element in decorating. Variables of colour theory will be presented regarding the psychology, temperature, value, and intensity of colour, including the application of colour schemes to create the desired atmosphere and enhance furnishings. Manual included in fee. Can be taken in conjunction with 'Basics of Design'.

[1452] Canada Way Thu Sep 18, 7:00pm-9:30pm 8 sess \$240

Space Planning

Learn how to develop traffic patterns within the confines of spaces, redesign spaces, prepare elevations, and establish furniture arrangements in relation to focal points. Bring a mechanical pencil, imperial architectural scale ruler, a triangle, 45 degree drafting triangle, and a T-square. Prerequisite-Basics of Design. Manual included in fee.

[1455] Canada Way Mon Sep 29, 7:00pm-9:30pm 8 sess \$240

Floral Arranging Diploma

Learn floral arranging skills for both business and pleasure through this seven course diploma program, taught by Debbie Neratini. Students may receive credit for courses taken at other institutions upon presentation of proof of successful completion. **(Supply fees extra).**

Program Courses

- Floral Level 1
- Churches, Banquets & Funerals
- Floral Level 2
- Special Occasions
- Silk & Dried
- Christmas Basic
- Weddings

STUDENT COMMENT: *“Instructor is very organized, creative and has a wide knowledge of the floral business.” May 2014*

Free Information Session:

*Wednesday September 3, 7:00 pm
Canada Way Education Centre*

Floral Arranging- Level 1

Learn about basic floral arranging designs (symmetrical, asymmetrical, nosegay, crescent, horizontal, etc.), tools, care and handling of flowers and bows. Bring a small, sharp knife (or floral knife may be purchased from instructor) and your enthusiasm. A cost of \$30 per session (payable one week in advance) will cover flowers and other materials. Course fee includes textbook and flowers for first night. (no class Sept 24)
[1400] South Wed Sep 10, 6:30pm-9:00pm 8 sess \$165

Floral - Christmas Basic Designs

Christmas is coming - express it with flowers. Learn to create evergreen and dried Christmas wreaths, fresh table centerpieces, Christmas nosegays, fresh and dried swags, etc. Bring floral tools and a glue gun. A cost of \$35 per session payable one week in advance will cover flowers and other materials. Course fee includes textbook and flowers for the first session. Prerequisite: Level 1. Course runs Nov 4, 18, 20, 25, Dec 2, 4, 9, 16.

[1412] South Tue/Thu Nov 4, 6:30pm-9:00pm
8 sess \$165

Floral - Churches, Banquets, Funerals

Create flowers for wedding altars, funeral tributes, standing sprays, store openings and more. A fee of \$35 per session (payable one week in advance) will cover flowers and materials. Course fee includes book and flowers for first night. (class 6 on Thur Oct 16) Pre-requisite: Level 1 and 2.

[1409] South Tue Sep 9, 6:30pm-9:00pm 8 sess \$165

Course start dates, location are subject to change.

Please refer to www.burnabycc.ca closer to start date for detail.

Makeup Artistry

This program is designed by top makeup artists in the industry equipping you with knowledge and skills to prepare you for an exciting career as a makeup artist. A certificate will be awarded for each module. Successful completion of all 3 modules will earn a diploma.

Modules

1. Makeup Artistry
2. Airbrushing and Specialized Makeup
3. Hairstyling

Makeup Artistry Certificate

This (120 hour) course will focus on the areas necessary to excel in the industry such as fashion, photography, bridal, retail, film, television, stage, decades, editorial, celebrity and working on set. It will also include portfolio building and teach you to market yourself. The professional makeup kit is extra and will be charged at the time of registration (\$700).

Airbrushing and Specialized Makeup

This (80 hour) course expands your knowledge and skills as a professional makeup artist. The course starts with basic application techniques, facial makeup, bodywork, and stenciling. The second part of the course concentrates on advanced makeup skills such as scarring, bruising, character makeup and theatre. The professional makeup kit is extra and will be charged at the time of registration (\$350).

Hairstyling Certificate

This (30 hour) course will equip you with the techniques and skills to create various hair styles. Learn how to create beautiful bombshell hair for photo shoots, finger waves for decades, wedding updos and much more. This program is customized to give you a lead in the industry as a freelance beauty specialist. The kit is extra and will be charged at the time of registration (\$85).

ABOUT THE INSTRUCTOR: *Yasmine Khan is a professional with over 16 years of experience in top Canadian makeup artistry schools and agencies. She works with several designers and media companies and her work has been featured in various ad campaigns and magazines. For more information visit www.yasminekhan.com*

Makeup Artistry Certificate

[1753] Tue/Wed/Thu Sep 23, 6:00pm-9:00pm 38 sess
includes 2 Saturdays for photoshoots
\$2500 plus kit fee

Air Brushing and Hairstyling - offered in the winter term.
Dates will be posted on www.burnabycc.ca

Free Information Sessions:

*Thursday August 21, 7:00 pm
Thursday September 4, 7:00 pm
Tuesday September 16, 7:00 pm
Ray Hair Art Academy 568 W Broadway, Vancouver*

Certificate & Diploma Programs – Horticulture

Burnaby CCE offers a number of Horticulture programs all with a cutting edge, organic focus. These programs will appeal to Professional Landscapers, who want to provide environmentally sound services to their clients. They will also appeal to home gardeners who would like to focus on plant and garden health. Many of these programs offer a certificate or diploma to those who successfully complete the program. In addition to the individual certificate offered for each program, a Diploma in Organic Land Care from Gaia College can be obtained by those who successfully complete:

- Organic Master Gardener Certificate
- Growing Food in the City Certificate
- Ecological Landscape Design Certificate
- Plant Knowledge for Organic Gardeners Certificate

Ecological Landscape Design Certificate

Landscape health starts with intelligent design. Explore the intricate relationships within ecosystems, and how you can work with them to create vibrantly beautiful and healthy gardens. Be prepared for an eye-opening experience that will challenge some commonly held beliefs, and leave you empowered with a new understanding of how a garden works.

This course would be of interest to:

- Those considering a career in landscape design
- Landscapers wishing to offer more professional design services
- Homeowners wishing to design their gardens in a professional manner.
- Landscape professionals earn generous pre-approved Continuing Education Credits to maintain industry certifications (ISA, CNLA, BCCLA, SOUL).

This part time program is divided into 2 semesters.

Semester 1 is offered in the fall term (Oct - Dec).

Semester 2 is offered in the winter term. (Jan - Mar).

Intake is in fall term only. A detailed course outline can be seen on www.burnabycce.ca.

Admission Requirements

- Students must be prepared for a very intensive course of study.
- Internet access and an email account are required.
- ELD Semester I is a prerequisite to ELD Semester 2

Completion Requirements

- Attend at least 95% of classes
- Satisfactorily complete all assignments
- Study and practice 6-8 hours a week
- Actively participate in class study groups

Co-sponsored with Gaia College, and endorsed by the Society for Organic Urban Land Care (SOUL). Check the website www.gaiacollege.ca for more information.



STUDENT COMMENT: *"You could double the cost and it would be worth every penny. It met and very much exceeded my expectations." "I've enjoyed every class and lesson and Lisa Atkins' instruction. Honestly, I'm sorry it's over. I can't say it enough."*

The course includes both classroom and field experiences. Classes are held Monday evenings and Saturday afternoons.

Location: Riverway West School or off-site (transportation required)

Length: 6 weeks (16 classes) each semester.

[1000] Riverway Mon 6:30-9:30 pm & Sat. 1-4 pm, starting Sat. Oct. 4 16 sess \$695

Semester 2 begins Jan. 12, 2015.

Free Information Session:

Wednesday September 17, 6:30 pm
Burnaby Central School



Arborist ISA Certification (Exam Prep)

Designed for park professionals, tree pruners, landscape architects and gardeners who are preparing to write the International Society of Arboriculture Certification exam. Topics include tree identification, plant physiology, pruning, installation and establishment as well as other areas covered in the exam. Textbook: Arborists Certification Study Guide (available at Commercial Solutions, 604-927-5800, ask for a discounted price). The class runs Tues evenings 7:00-9:30 pm and Sat mornings, 9:30 am-12:00. Some Sat classes are offsite (field trips). The ISA exam is scheduled for Dec 6 in North Vancouver.

[1014] Central Tue 7:00-9:30 pm & Sat 9:30-12 starting Oct 14 10 sess \$300

Landscape Horticulturist Apprenticeship (levels 1 and 2)

If you are considering a career in the landscape industry, or are currently working as a landscaper, becoming an apprentice would be the first step to your Journey person certification. Burnaby School District's 'Community & Continuing Education' program has been given Provisional Designation by the Industry Training Authority to provide Common Cores Level 1 and 2 of the Landscape Horticulturist Apprenticeship.

Upon completion of your Apprenticeship, you will become a Journey person and, aside from being an expert in your field, you will be able to qualify for higher paying jobs that require professional certification (municipal parks departments, golf courses, nurseries, cemeteries, landscape contractors often require a Journey person certification for employment).

Landscape Horticulturist is now a Red Seal Trade. Most students will qualify for employment insurance (EI), which should be applied for at least 3 weeks prior to the start of class. For further information visit www.servicecanada.gc.ca

The provincial government also provides financial support which can be applied for online at www.apprenticeonline.gov.bc.ca

Hort Education BC provides guidance to apprentices. Hort Education BC will sponsor students for the first level (Common Core Level 1). www.horteducationbc.com

Admission Requirements

Grade 10 English, physically fit.

Completion Requirements

To receive the Journey person certification, students must complete 4 courses (called levels) each of which are 6 weeks in duration and the required workplace hours. Burnaby Community and Continuing is now offering the first 2 levels. Students can then transfer to Kwantlen Polytechnic University or another Institution to complete levels 3 & 4.

Landscape Horticulture Apprentice Level 2

[1009] Riverway Mon-Fri Nov 3 - Dec 15, 9:00am-3:30pm
30 sess \$750

An additional \$500 for textbooks & field trips is payable upon registration (total fee \$1250)

Landscape Horticulture Apprentice Level 1

[1005] Riverway Mon-Fri Jan 20, 9:00am-3:30pm 30 sess \$750.
An additional \$500 for textbooks & field trips is payable upon registration (total fee \$1250)

Free Information Sessions:

Monday November 17, 7:00 pm
Tuesday December 9, 7:00 pm
Burnaby Central School

Organic Master Gardener Certificate

Finally, a comprehensive organic gardening course for urban garden enthusiasts. Gather with like-minded, environmentally conscious gardeners and:

- Learn to create gardens without harmful chemicals
- Get involved with SOUL (Society for Organic Urban Land Care) and share your knowledge with your community
- Gain essential skills to start or enhance your own business in the rapidly growing organic land care industry
- Prepare to write the SOUL Organic Certification exam for land care professionals
- Earn generous Continuing Education Credits to maintain your industry certifications (ISA, CNLA, BCSLA, SOUL)

This is a gardening course, and so much more. Students have called it "life changing". This course partially satisfies the requirements of the Gaia College Diploma in Organic Land Care.

Fees include the textbook, comprehensive online educational materials, and access to the Gaia College online community center, libraries, discussion forums and more.

Course Requirements

Students must attend 90% of all sessions and satisfactorily complete all assignments and online quizzes. Students must have: Internet access and an e-mail account, basic gardening tools (including bypass pruners), transportation to offsite events.

For detail on course content visit www.burnabyccce.ca

Offered in partnership with Gaia College
www.gaiacollege.ca



Catherine Dale, Organic Master Gardener instructor, won the City of Burnaby Environmental Award for Chemical Free Lawns and Gardens in 2007. In 2008, this award was presented to Organic Master Gardener grad (Fall '07), Glenn Gyteneek.

STUDENT COMMENT: "I can't begin to say how meaningful. Like an epiphany, and I don't think that's overstating. Thank you for all that I have learned and for some eye opening discoveries." "It has simplified my gardening life and will save me a ton of money. Definitely changed my view of my garden."

[1007] Riverway Tue/Thu Sept 23, 6:30-9:30 pm & Sat Oct. 11, 25, Nov. 1, 15 1:00-4:00 pm off-site (locations to be announced in class), 16 sess \$695

Free Information Session:

Wednesday September 10, 7:00 pm
Burnaby Central School

Certificate & Diploma Programs – Horticulture

Permaculture for Vibrant Urban Life

Permaculture is a holistic design process that uses the patterns and relationships found in the natural world to help influence sustainable design in the built and social environment. By observing natural processes, we can adapt these tried, tested and true solutions to work with nature in order to create healthy, vibrant, and livable spaces. You will learn how to apply nature's solutions to make environmentally conscientious choices in your life, your home, your garden and your community. This course would be of interest to you if you want to learn how to:

- Grow your own food, organically, throughout the year
- Learn to identify wild, edible, medicinal and otherwise beneficial plants
- Design and maintain healthy soils and gardens
- Understand the effects of climate and climate change in your bioregion
- Work effectively and collaboratively in groups and build community.

This course is a combination of theoretical and hands-on learning modules with various field trips across the lower mainland to see permaculture in practice throughout the community. For a complete course outline, see www.burnabyccce.ca or call 604-296-6901 to have a brochure sent to your home.

Students who attend a minimum of 90% of the program and complete either an individual or a group design project will receive an internationally recognized Permaculture Design Certificate.

Class runs Mon & Wed Sept 22-Nov 26, 6:30-9:30 pm and Sat Sept 27, Oct. 4, 18, Nov 1, 15, 10:30 am-4:30 pm.

[1003] Riverway Mon/Wed/Sat Sep 22, 6:30pm-9:30pm
24 sess \$800

Free Information Session:

Thursday, September 18, 7:00 pm
Burnaby Central School

Growing Food in the City Certificate

Starting March, 2015.

See www.gaiacollege.ca for course details.



Residential Landscape Technician Diploma

This part time diploma program covers information required for employment as a residential landscaper, including business fundamentals. It is industry approved and developed in cooperation with the B.C. Landscape and Nursery Association and also prepares participants to write the Landscape Industry Certified Technician and the Provincial Trades Qualifications Exam.

This program will be of interest to:

- those considering a career in the landscape industry
- those starting their own business in the landscape industry
- those currently in the industry who wish to update their knowledge and provide more comprehensive services

Program Courses

The program includes 2 (9 week) semesters: Sept-Dec, and Jan-March.

Transportation required for Saturday offsite classes.

Semester 1 has pre-approved Continuing Education Credits for the following:

Certified Arborist 29, Board Certified Management, Arborist 29 (Science 20, Practice 8, Management 1).

Semester 2 has pre-approved Continuing Education Credits for: Certified Arborist 20, Tree Worker 7.5, Board Certified Management Arborist 27.5 (Practice 20, Management 7.5).

Course outlines can be found on www.burnabyccce.ca

In partnership with



DOUGLAS COLLEGE



TESTIMONIAL: *"We are the largest landscape Company in BC and are great supporters of the Residential Landscape Technician Diploma program. It is a great way to learn the foundation theory of horticulture, while being able to work full time."* Para Space Landscape Company Vice President - Jeff Foley

Residential Landscape Technician Semester 1

[1011] Riverway Wed 6:30-9:30 pm & Sat 9:00 am-12:00
starting Sep 24 18 sess \$575

Residential Landscape Technician Semester 2

[1013] Riverway Mon 6:30-9:30 pm & Sat 9:00 am-12:00
starting Sep 22 18 sess \$575

Free Information Session:

Thursday, September 18, 7:00 pm
Burnaby Central School

Accounting & Payroll Administration Diploma

Program Description

This program will provide a thorough working knowledge of fundamental accounting/bookkeeping and payroll procedures. The program provides the skills necessary to maintain manual or computerized accounting records, and to administer payroll. This program would be ideal for someone who already has some office experience (eg. clerical or admin assistance) and would like to move to a different position in Bookkeeping/Accounting or Payroll. It would also be useful for someone who needs to manage the finances in their own business. The Job Search component will help transition you from the course into your new role.

Program courses

- Bookkeeping
- Payroll
- Business Office Communications
- Microsoft Word level 1
- Excel levels 1 & 2
- Simply Accounting Levels 1 & 2
- Quickbooks Level 1
- File Management
- Job Search

Prerequisites

Students with no computer experience should take the following course before starting this program. Getting Started with Computers – see page 26

Full time

The full time course will run Monday to Friday, 9:00 to 3:30 pm. (10 weeks)

[5500] Canada Way Mon-Fri Sep 22, 9:00am-3:30pm 48 sess
\$2450

Part time

Courses are offered evenings and weekends. Students pay separately per course as they register. Credit may be given for equivalent courses taken at other schools. (maximum 3 courses, proof required). The part time program can be completed in 1 to 3 years depending on how many courses are taken during one term. Once all the courses are complete students must submit the application form found on www.burnabyce.ca to graduate.

The schedule for part time courses can be found on pages 24-26.

Free Information Session:

*Tuesday September 9, 7:00 pm
Canada Way Education Centre*

Administrative Assistant Certificate

This part time program provides you with the skills to succeed as today's successful Administrative Assistant. As a graduate of this program, you will be ready to jump-start your new and exciting career into the corporate world. Students must successfully complete all courses and maintain a typing speed of 50 wpm before they can graduate. Courses are offered evenings and weekends. Students pay separately per course as they register. Credit may be given for equivalent courses taken at other schools. (maximum 3 courses, proof required). The part time program can be completed in 1 to 3 years depending on how many courses are taken during one term. Once all the courses are complete students must submit the application form found on www.burnabyce.ca to graduate.

Program Courses

- Business Office Communications
- Office Skills for Valuable Employees
- Computer Keyboarding
- Microsoft Word Level 1 & 2
- Excel Level 1 & 2
- Powerpoint workshop
- Windows XP: File Management

See pages 24-26 for course details and schedule.



Payroll

Learn to prepare and maintain payroll records. Determination of taxable, pensionable and insurable amounts; calculation recording, and remitting CPP, EI and tax. Preparation of T4's and summaries and record of employment forms. Other topics include types of taxable benefits and provincial labour standards. Guides and reference materials provided. Please bring a calculator. A certificate will be issued to those who successfully complete this program.

STUDENT COMMENT: *"All you ever wanted to know, but were afraid to ask."*

[0222] Central Tue Sept 30, 7:00pm-9:30pm 6 sess \$140

Bookkeeping

Designed for people with minimal bookkeeping skills seeking employment, or for those who need a skill refresher. Topics include introduction to basic bookkeeping procedures, year end procedures, accounts payable, accounts receivable, financial statements, GST and reconciliations. Also suited to someone who wishes to keep books for a small business. Introduction to computerized spreadsheets and Simply Accounting is included. Text and workbook extra. Please bring a memory stick to the first class.

STUDENT COMMENT: *"Very practical & excellent instruction. Motivated me to learn more."*

[0220] South Mon/Wed Sep 22, 6:30pm-9:30pm 15 sess \$245

For more extensive training on Simply Accounting, please register for course 0209 - page 26

Frontline Banking (Bank Teller Training)

This interactive course will prepare you to become a client/customer service representative (teller) in a financial institution. Learn about various financial products and services, security issues, customer service and sales. You will be introduced to the skills necessary to work in today's financial institutions. This is an excellent course for those interested in a career in banking. A certificate will be issued upon successful completion. No class Oct 21 and Nov 11.

Admission Requirements:

Grade 11 English level is required (English testing available Sept 4, 7:30 pm at Canada Way Education Centre and Sept 16 at Burnaby Central School).

STUDENT COMMENT: *"The atmosphere in the class and our instructor Lynne were great. I enjoyed every moment of this course."*

[0230] Central Tue Sep 23, 7:00pm-9:30pm 7 sess \$130



Legal Administrative Assistant courses

Litigation 1: The Beginning

An introduction to the BC court systems, including supreme court rules, preparation of pleadings, process for initiating an action, counterclaims, response to civil claim and third party procedure. This course is a pre-requisite for the Litigation 2 and the Family Law course. It may be taken at the same time as The Basics of Legal Procedures. Bring a 3 ring binder (2 inch rings).

[1502] Central Tue Sep 23, 7:00pm-9:00pm 8 sess \$174

Litigation 2

Learn the steps leading up to the trial and the proper time procedures. No class Dec. 23 & 30.

[1505] Central Tue Nov 25, 7:00pm-9:00pm 8 sess \$174

Practicum for Legal Administration

This is a 2 week practicum and students must be available to attend during the day. There will be assistance in finding practicum placements. Typing speed of 45 wpm is required prior to practicum placement. Completion of Job Search and Resume Writing is a prerequisite.

[1507] Mon-Fri 10 sess \$250

Wills and Estates

Learn how to create a will and about different clauses. Bring a 3 ring binder (2 inch rings). No class Nov. 27.

[1508] Central Thu Oct 30, 7:00pm-9:00pm 7 sess \$126

Residential Conveyancing

This course will teach you the procedure to convey ownership of lands in the Province of BC. Please bring a calculator. Textbook extra (approx. \$65). No class Oct 9.

[1506] Central Thu Sep 4, 6:30pm-9:30pm 7 sess \$210

Burnaby COMMUNITY & CONTINUING EDUCATION



Graduation Ceremony

Grads of Certificate & Diploma programs and their guests are invited to participate in the annual Burnaby CCE graduation ceremony which will take place at the Michael J. Fox Theatre in Burnaby on Wed Sept 24, 2014 or Wed June 24 2015.

Visit www.burnabycce.ca for detail.

Vancity

We are proud to be an educational partner and provider of scholarships to the Burnaby School District.

Students

Congratulations on continuing your educational journey. We, at Vancity, would be pleased to meet with you to discuss any financial needs you may have as you pursue your educational program. We are a full-service financial institution with knowledgeable employees who are here to serve you.

Call to make an appointment:
Burnaby Heights Branch - 604- 877-7063
New Westminster Branch - 604 877-2613

If you have specific questions and are unable to come into a branch, we are always ready to help you on the phone. If you would like further information about Vancity, please visit our website Vancity.com



Graduating class:
'Residential Landscape Technician
diploma program'.

See page 20 for program information.

Do you need a boost to help you get a promotion or a better job?

Or, is starting your own business right for you?

Take some of our short 'Career & Business Training' courses. They can help you overcome obstacles that prevent you from moving forward in your job search and career.

Job Search

Gain the skills needed for an effective job search. Topics covered will include resume and cover letter writing together with effective marketing and interview skills. Students will be shown how to tap into the hidden job market and offered tips on seeking employment in a wide variety of settings.

[5107] Central Sat Oct 25, 9:00am-3:30pm 2 sess \$85

Business Office Communications

Do you have the skills that are required to communicate effectively in a business office? Poor communication can create unnecessary problems, delays and potential loss of business. This course will address forms of business communications including written and oral. Discover various communication styles and learn to effectively communicate with both colleagues and clients. This course includes both theory and role playing.

[1654] Central Thu Oct 30, 6:30pm-9:00pm 8 sess \$170

Office Skills for Valuable Employees

Skilled administrative assistants and clerical staff are extremely valuable to an organization and have a huge impact on the efficiency of the day to day operation, the office stress level and the success of an organization. Gain the skills that will enable you to make a difference in your office. Topics will include understanding internal and external customers, organizational skills, records management, managing office supplies and equipment, managing projects, arranging meetings, organizing travel, petty cash reconciliation, writing effective emails, taking minutes, making travel arrangements, creating and using policy & procedures manuals, etc.

[1656] Central Thu Sep 25, 6:30pm-9:30pm 5 sess \$170

International Marketing

If you have a business and are thinking of selling your product outside Canada, or you want to start an international business, you should take this course. It will help you increase your understanding of Global Marketing as a critical element for achieving international business success, how to foster an international trade culture, and promote international trade offerings through comprehensive and specialized international trade education.

[0232] Central Thu Oct 2, 6:30pm-9:00pm 8 sess \$325



How to Start a Successful Business

Are you thinking of starting your own business? This program is designed for would-be entrepreneurs. Learn how to register your business, create the beginning of a business plan to ensure your success, and market your idea. Learn where to begin and how much it will cost to start up. Find out if you need to be incorporated. The instructor has over 30 years of business experience at your disposal.

[0233] Central Tue Sep 30, 6:30pm-9:30pm 3 sess \$88

Start & Operate a Family Child Care

Caring for a small group of children in your own home is a rewarding experience and meets the needs of families for quality child care. The BC licensing process requires family child care providers to have training. This 'Good Beginnings' course is recognized by licensing officers and equips you with the information and skills needed to start your own family child care business. Topics include: children's development and behaviour, promotion of good health and nutrition, safety and emergencies, activity planning and managing and administering the business. A certificate issued by Burnaby CCE will be granted following satisfactory completion of this course. Fluency in written and spoken English is necessary. Course fee includes workbook (Value: \$100). Please bring a 3-ring binder with 2 inch rings. To receive the certificate, you must attend all the sessions. 11 evenings and 1 Sat morning (date discussed in class).

STUDENT COMMENTS: *"I would recommend this course, not just for starting a family daycare but for learning to understand children." "I had the best time ever. It was a great class."*

[0235] South Wed Sep 24, 6:45pm-9:45pm 12 sess \$350

Voice Over Announcing (Radio & TV)

With increasing employment in the film industry and local radio and T.V. markets, job opportunities in voice over announcing are always available. Learn basic breathing techniques, vocal exercises, pronunciation and articulation skills used in this profession. The instructor will focus on script editing and the importance of preparing a demo CD. Also covered in this course will be ideas on where to look for voice over work, how to self market your new skills and whether or not you need an agent. The instructor is a full time voice actor/producer and has worked in the business for 13 years. An email address is required. Students should expect to perform outside their normal comfort zones-practice reading of scripts will be done in front of classmates. Who knows, this may be the beginning of a new career for you.

[0237] Central Thur Sep 25, 6:30pm-9:30pm 6 sess \$140

Voice Over Announcing - Advanced

[0240] Central Thur Nov 6, 6:30pm-9:30pm 6 sess \$140

Accent Reduction

see page 33

Intro to Social Media

see page 26

Remove Obstacles that Slow your Career

Have you ever been in a position where you have the same education and skills as someone else but they seem to get promoted before you do? If you are constantly in situations where you are overlooked and cannot get ahead, you need to look at the way you are seeing your advancement. Our attitude decides our results in life. Some people are in a vicious cycle, never changing and therefore never achieving the results they want in life. This course will show you how to break that pattern.

[0234] Central Tue Oct 7, 7:00pm-9:00pm 5 sess \$145

ESL for Health Care Professionals

Ideal for students whose primary language is not English and who wishes to train for a career as Medical Office Assistant, Health Care Assistant, Nursing clerk, Orderly, or Nurses' Aide.

[6001] Central Sat Sep 27, 9:00am-3:30pm 8 sess \$240

Chinese-Western Cultural Differences

China has become an important business partner to Canada. This seminar demonstrates Chinese-Western cultural differences through real life examples, and explores logical models, ways of thinking, social values and morality behind these examples. The purpose of the presentation is to improve understanding of Chinese social and cultural environment, which will help to build up business relationship with China or Chinese organizations.

[0335] Central Tue Nov 4, 7:00pm-9:30pm 1 sess \$30

Computers

Computer Keyboarding

Learn to type correctly, faster and effortlessly so you can bring this valuable skill to the marketplace and your job. Almost all jobs require this necessary skill. We will show you the correct techniques, give you speed building skills and motivate you to improve!

[0217] Canada Way Tue Nov 18, 6:30pm-9:00pm 4 sess \$95

Microsoft® Office Word

90% of all work done on a personal computer is word processing. Learn how to use Microsoft Word to write and print out letters and much more. Create, edit, enhance, open and save files and print documents.

Microsoft Word 2010, Level 1

[0204] Canada Way Mon Sep 15, 6:30pm-9:30pm 4 sess \$168

Microsoft Word 2010, Level 2

[0205] Canada Way Mon Oct 20, 6:30pm-9:30pm 4 sess \$168

Microsoft Word 2013, Level 1

[0206] Central Sat Oct 18, 9:30-12:30 pm 4 sess \$168

Microsoft Word 2013, Level 2

[0207] Central Sat Nov 22, 9:30-12:30 pm 4 sess \$168

Microsoft® Office Excel

Level 1 teaches you how to create and edit professional-looking spreadsheets. Learn to format and enhance worksheets and use simple formulas. No experience in excel is necessary but basic familiarity with using a computer is necessary.

Level 2 teaches students how to apply basic skill sets along with some intermediate to advanced functions to manage and audit numerical reports. Students will work with various functions to perform specific types of calculations, customize charts, work with pictures or shapes in a worksheet, customize formatting for specific types of data, and look at various features for managing different types of lists using a table or database format.

Excel 2010, Level 1

[0200] Canada Way Tue Sep 16, 6:30pm-9:30pm 4 sess \$168

Excel 2013, Level 1

[0201] Central Thu Oct 23, 6:30pm-9:30pm 4 sess \$168

Excel 2010, Level 2

[0202] Canada Way Tue Oct 14, 6:30pm-9:30pm 4 sess \$168

Excel 2013, Level 2

[0203] Central Thu Nov 20, 6:30pm-9:30pm 4 sess \$168

Getting Started With Computers

Designed for those who are new to computers. Learn about computers in a fun, hands-on environment. Start with a brief overview of the computer followed by exercises to learn how to use a mouse to access pull-down menus and manage the desktop. Create folders, copy and delete files and learn skills for working on Windows applications. A helpful resource book is included.

[0213] *Central Thu Sep 25, 7:00pm-9:30pm 4 sess \$139*

Microsoft Publisher

Microsoft Publisher is a desktop publishing software for people who are not design professionals but who need to produce professional looking publications. To make it easier for the user, Publisher has several automated tools, templates and wizards. Why use Publisher over Word? Both Publisher and Word have templates offering similar types of publications. However, Publisher gives a wider variety of templates and more control over the page design. Plus Publisher contains hundreds of sample layouts that you can easily modify.

[0219] *Canada Way Wed Nov 12, 6:30pm-9:30pm 3 sess \$126*

PowerPoint Workshop

Learn to create and share dynamic presentations. You can add polish to presentations that will captivate your audience. (Bring a lunch).

[0216] *Canada Way Sat Oct 18, 9:00am-3:00pm 1 sess \$65*

Quickbooks

Learn to create a chart of accounts, set up data files, make journal entries and back up data on a PC. Learn accounts payable functions (creating new vendors, paying bills) and Accounts receivable functions (creating new customers, entering sales and recording payments). Learn payroll functions including creating employees, setting payment preferences and tax tables, writing cheques and processing government remittances. Prerequisite: a working knowledge of Windows. Basic computer, bookkeeping or accounting knowledge would be an asset. Please bring a memory stick.

Quickbooks Level 1

[0214] *Canada Way Wed Sep 24, 6:30pm-9:30pm 6 sess \$265*

Quickbooks Level 2

[0215] *Canada Way Wed Nov 5, 6:30pm-9:30pm 6 sess \$265*



Simply Accounting

In this computerized accounting program you will learn how to navigate in each of the windows, create, setup, and customize a company and record common journal entries for a business. You will experience processing day-to-day transactions such as sales invoices, customer payments, bills and expenses, bill payments, credit cards, sales tax payments, banking, receivable and payables management and financial statement reporting. Basic accounting knowledge and basic computer skills on a PC are required.

Simply Accounting Level 1

[0209] *Canada Way Thu Sep 25, 6:30pm-9:30pm 6 sess \$265*

Simply Accounting Level 2

[0210] *Canada Way Thu Nov 6, 6:30pm-9:30pm 6 sess \$265*

Windows: File Management

Create and manage files by learning to save, retrieve, rename and find files. Set-up, organize and manage your filing system on the computer by creating folders, copying & moving files and deleting files and folders. These are essential skills for all successful computer users.

[0218] *Canada Way Mon Nov 24, 7:00pm-9:30pm 2 sess \$85*

Create a Website the Easy Way

Learn to create a professional looking simple website without the need for software. In this course we will use free online website builders such as wix.com that provide templates where you can plug in your own information. You can then creatively manipulate the design, style, colour, format and fonts to suit your particular needs. Most people think that website building is very complicated and pass on the task to graphic designers. However for anyone with a little time on their hands learning to create a simple website can be a lot of fun and a great opportunity to be creative. Bring materials such as photos or creative writing that you would like to publish on the web.

[0224] *Canada Way Mon Sep 15, 6:30pm-9:30pm 4 sess \$125*

[0227] *Canada Way Mon Oct 20, 6:30pm-9:30pm 4 sess \$125*

Intro to Social Media

Looking to jump onto the social media bandwagon, or just wondering what all the fuss is about? This is a great course to start with a new social media site covered each night. What is Twitter and why do people Tweet? What are Blogs and why would you start one? What is LinkedIn? What is Facebook? And why are millions of people getting accounts? With hundreds of social media sites out there, this is a good place to learn what these sites have to offer and how to get started.

[0223] *Canada Way Thur Oct 2, 7:00pm-9:00pm 4 sess \$140*

Cooking with Curry

Join Chef David for a 3 hour tour of the curry world. Discuss, prepare and devour curries from southern and south east Asia, Africa and the Caribbean. Like David says... good curries ...no worries!

STUDENT COMMENT: *"Don't change a thing!"*

[0006] South Tue Nov 18, 6:45pm-9:45pm 1 sess \$58

Intro to Healthy Gluten-Free Eating

Discover how eating wheat-free can give you increased vitality, joy & mental clarity. You've heard that we should avoid wheat...but why? And do YOU need to? Learn what gluten is and why you should avoid it, learn the difference between wheat and gluten. Find out why wheat isn't the same food it was 15 years ago and how that's dangerous to your health. Get tips and tricks on making healthy, gluten-free meals and how to save money when buying healthy, gluten-free foods. Receive the instructor's black & white list of brands so that you don't have to stress and waste your time deciding what to eat.

[0007] South Tue Nov 4, 6:30pm-9:30pm 1 sess \$55

Italian Cuisine- Emilio Romagna region

Chef David is back from a culinary adventure in Italy. One of his stops was the region of Emilio Romagna, home of the great cities of Bologna, Modena and Parma. Join David for a three hour tour of regional classics: Zuppa minestrone alla Emilliana, Prosciutto di Parma con melone, Insalata di finocchio al balsamico, Lasagna alla Bolognese, Agnello Pasquale con piselli, Pollo alla cacciatora and Torta di castagna.

[0034] South Wed Oct 22, 6:45pm-9:45pm 1 sess \$58

Italian Cuisine - Region of Lombardia

Chef David is back from a culinary adventure in Italy. One of his stops was the region of Lombardia home of the city of Milan. Join David for a three hour tour of regional classics: Pastine in Brodo, Vitello Tonnato, Insalata di Risi Novarese, Pumpkin Tortellini with Sage Brown Butter, Osso Buco Milanese with Gremolata and Roasted Asparagus, Cassouela, Zabaione con Zafferano.

[0033] South Wed Oct 8, 6:45pm-9:45pm 1 sess \$58

Italian Cuisine - Region of Veneto

Chef David is back from a culinary adventure in Italy. One of his stops was the region of Veneto, home of the beautiful city of Venice. Join David for a three hour tour of regional classics: Zuppa pasta e fagioli, Sarde in saor, Insalata di polpo con patate e rucola, Baccala cannelloni with cauliflower, Fegato alla Veneziana, Cottechino con polenta and Fritelle

[0035] South Tue Oct 28, 6:45pm-9:45pm 1 sess \$58

Preserve Your Own Food - Canning

Learn the most current methods for safe, enjoyable home canning. The workshop includes a demonstration of the boiling-water-bath method of canning, as well as a discussion of pressure canning. Participants will be able sample at least three products which will be made during the workshop. Learn the most current methods for boiling-water-bath canning and pressure canning. 'Take away' items for each participant will include one jar of canned product, canning recipes and canning brochures.

[0027] South Wed Oct 1, 6:30pm-9:00pm 1 sess \$45

Raw Food for Optimal Health

Discover the magic of organic, raw (uncooked), living foods for radiant health. Create gourmet, vegan foods using fruits, vegetables, nuts, seeds, and sprouted grains. Any meal that you enjoy cooked can be made raw. The raw food diet is about eating whatever you want, whenever you want. The samples you will taste will be organic, dairy-free, vegan, sugar and gluten-free.

[0030] Central Thu Oct 2, 7:00pm-9:00pm 1 sess \$64

Raw Vegan Cheese Fermentation

Discover the magic of creating fabulous organic RAW VEGAN Foods for optimum health and rejuvenation! The culinary presentations will show you everything you need to know to create a wide variety of delicious, easy-to-prepare raw recipes. This two-hour class includes cheese, kefir, yogurt making and fermentation, plus food tasting. You will learn about and sample: raw coconut kefir, coconut sour cream and yogurt, almond cheese, macadamia pesto cheese and cheese cake dairy-free, gluten-free, and diabetic friendly.

[0031] Central Thu Oct 23, 7:00pm-9:00pm 1 sess \$64

Raw Vegan Gluten Free Desserts

Discover the magic of creating fabulous organic RAW VEGAN Desserts for optimum health and rejuvenation! The culinary presentations will show you everything you need to know to create a wide variety of delicious, easy-to-prepare raw recipes. You will sample freshly made raw-taste sensations. This two-hour class includes Lemon avocado cake, Pumpkin pie, Coconut cream pie. You will learn to use following ingredients: Avocado, coconut, dates, coconut sugar, almonds, dates, pumpkin, yams and almonds.

[0032] South Wed Nov 26, 7:00pm-9:00pm 1 sess \$64

Introduction to Wine Appreciation

Hosted by veteran wine educator, Eric Hanson, these classes are well known for being fun, informal, and educational. Whether you are a novice or an experienced enthusiast, you will gain insight into why wine is so enjoyable and fascinating. What makes some wines 'best buys' and others mediocre? You will learn how to use your five senses to critically evaluate a wine. We'll uncork a minimum of 10 bottled varieties of select wines to give you plenty of experience. Bread, fruit & cheese will also be served.

[0040] South Thu Oct 16, 7:00pm-9:00pm 1 sess \$59

Wines & Cheeses of Italy

Enjoy La Dolce Vita (the sweet life) as we explore the wines of Italy. From Piedmont in the north, through Tuscany, across to Sardinia, and down to Sicily we will enjoy wines like Nebbiolo, Chianti Classico, and Nero D'Avolo. Altogether seven wines will be paired with a mouth-watering selection of Italy's regional cheeses such as Parmigiano Reggiano, Tallegio, and Gorgonzola. This course will provide some great ideas for holiday gifts and entertaining.

[0043] South Thu Nov 27, 7:00pm-9:00pm 1 sess \$59

Wines of Spain and Portugal

There's more to Spain and Portugal than Sherry and Port. Spain's Riojas, Garnachas and Monastrells are delicious reds of world class quality, and are at very affordable prices. Don't forget their whites, such as Ruedas, Albarinos, or sparkling Cavas. Portugal also has well-priced whites and reds that are often overlooked such as Vinho Verde, Douro, and Bairrada. Join us as we explore ten wines, including the famous dessert wines and the less familiar table wines from this Mediterranean region. Bread, cheese, and fruit will be served with our tasty selection of wines.

[0045] South Thu Nov 6, 7:00pm-9:00pm 1 sess \$59

Tea Introduction

Tea Laureate, Nancy Prokosh will open your eyes to tea of excellent quality and flavour. Discover exceptional organic and chemical free tea.

[0038] Central Thu Oct 9, 7:00pm-9:00pm 1 sess \$35

Rare Teas from Around the World

Hand picked, crafted teas will help you discover new flavour sensations for your palate. Taught by Nancy Prokosh; Tea Laureate. Student comment: Nancy's passion really comes through.

[0039] Central Tue Nov 25, 7:00pm-9:00pm 1 sess \$35



Buddhist Philosophy & Vipassana Meditation

Start a journey to enlightenment. Learn about Vipassana meditation and Theravada Buddhism.

[0306] South Wed Oct 29, 7:00pm-9:15pm 5 sess \$69

Cold is the New Hot

Discover some of the new methods that will enhance your recovery and performance. As well find out how these methods can boost your metabolism and leave you with many other health related benefits. Taught by Dr. Jakeman BSC DC.

[0308] Central Tue Oct 14, 7:00pm-9:00pm 1 sess \$25

Chinese Massage for Pain Relief & Well Being

Learn massage techniques for pain relief (including headache, back and joint pain, insomnia and relaxation), as well as self-care massage to maintain good health. Chinese massage opens stagnant channels, increases energy and restores balance of the body through the use of acupoints. Instructor, Peijian Shen studied Chinese massage in a traditional Chinese medical school. He authored 'Massage for Pain Relief', an international best-seller translated into more than 10 languages. The book is optional and can be purchased from the instructor. Bring a mat or blanket.

[0097] Canada Way Thu Oct 2, 7:00pm-9:30pm 8 sess \$125

Reiki Level 1 (First Degree)

Reiki is a natural method of energy healing and transformation. During a session, the natural flow of life force energy is re-established in our body through a series of hand positions. Reiki level 1 (First Degree) training workshop introduces you to the vibration of Reiki, and teaches how to utilize the universal life force energy for healing purposes. Reiki level 1 emphasizes self-healing. Lots of practice (on self & others) will be done during the workshop. All human beings have the natural ability heal. This potential is awakened through the attunement or empowerment that is passed from a Reiki Master to the student. Reiki energies can be utilized for healing, cleansing, and empowerment. Healing can happen on all levels: Physical, mental, emotional, and spiritual. The course fee includes the Reiki level 1 certificate of completion, and manual. Tea and healthy snacks will be provided. Please wear comfortable clothing and bring your own lunch.

[0095] Canada Way Sat Oct 18, 10:00am-5:00pm 1 sess \$150

Reiki Level 2 (Second Degree)

[0096] Canada Way Sat Nov 29, 10:00am-5:00pm 1 sess \$175

Keep Your Back Feeling Good

Find out the causes of back and neck pain and then learn what you can do to minimize or eliminate it. This workshop is filled with practical action steps that you can take home. You will also learn that back pain may just be an early sign of even greater health problems that you need to take care of NOW. Taught by Dr. Jakeman BSC DC.

[0307] Central Thur Nov 6, 7:00pm-9:00pm 1 sess FREE

Mediate - Don't Litigate

How to talk to your spouse when you're angry, hurt, frustrated, insulted, betrayed and thinking of DIVORCE! This course emphasizes the importance of easy two-way communication. For good reasons or bad, we often don't talk to each other. And sometimes when we do talk, things only get worse. Feelings of anger, guilt and hurt can escalate. Each side becomes more sure that they're right. In a non-judgmental and blameless way, this workshop will take you by the hand and show you how to open the door to greater fulfillment in ANY relationship. Learn the skills needed to achieve effective communication across the gulf of differences in experiences, beliefs, and feelings.

[0305] Central Sat Oct 18, 9:30am-12:00pm 3 sess \$75

Use Elder Mediation to Resolve Conflict

We never know what our future might bring, except to know that we will require more care and support as we age. While most would like to believe our loved ones know our wishes, this is often not the case. To avoid unnecessary conflict and emotional trauma it is helpful to have discussions in advance. This course will teach families how to communicate respectfully and effectively so that issues that have been swept under the carpet for years such as distorted family history, sibling favouritism, medical questions, and financial matters can emerge for rational discussions.

[0298] Central Sat Nov 15, 9:30am-12:00pm 3 sess \$75

Total Body Care

Take care of your skin naturally and the results are amazing! Make and take home a chamomile face cleanser, aloe toner, almond oatmeal face scrub, face cream, mint tooth paste powder, solid herbal deodorant, a sugar mint foot exfoliant and cuticle nail oil. Recipes for facial powders, hydrating facial spray, wholesome facial mask and a night repair serum. ALL SUPPLIES INCLUDED IN COURSE FEE. Bring a lunch.

[0326] Canada Way Sat Oct 18, 10:00am-3:00pm 1 sess \$75

Use Your Subconscious Mind for Stress Reduction

Use the Power of Your Subconscious Mind for Stress Reduction and Improved Health. Many illnesses and health issues are caused by stress in our lives. Stress is a necessary part of today's work and social lifestyle. To help us get through the demands of our busy schedules we need to know how to handle the stresses that come with life's challenges. By using relaxation techniques and breathing exercises we will access the subconscious mind which houses all of our beliefs and behaviours. From this place we will make beneficial suggestions to release unwanted stress and beliefs and incorporate new beliefs to improve health and reduce stress.

[0311] Canada Way Tue Sep 30, 6:30pm-9:30pm 2 sess \$56

Belly Dancing for Fun & Fitness

These dynamic & fun dance classes are suitable for women of all size and ages. No Previous experience is required. Dancing is one of the most effective & enjoyable methods of exercising. Its health benefits include helping you shed extra body fat, improved flexibility, and increased balance stamina. Bellydancing movements can strengthen & tone our muscles in a joyful way. Wear comfortable clothing such as yoga attire and bring your own water bottle to keep hydrated during the class. It is recommended to have a coin scarf (also called Bellydancing scarf) to enhance your dance experience.

[0072] Canada Way Thu Sep 18, 6:00pm-7:00pm 8 sess \$89

[0073] Canada Way Thu Nov 13, 6:00pm-7:00pm 6 sess \$67

Belly Dancing - Free Trial class

[0071] Canada Way Thu Sep 11, 6:00pm-7:00pm

Dance for Health & Fitness- Intermediate

Taught in Chinese/Mandarin, this class mixes a variety of dance-styles; Cha cha, Tango, Waltz, Rumba, Mambo, Twist, and Chinese Folk Dance. Join this high spirited class and enjoy the social, fitness and health benefits.

[0089] Alpha Sat Sep 27, 9:30am-11:00am 10 sess \$89

Hatha Yoga

Hatha Yoga focuses on proper alignment of the body during yoga poses. Classes have a gentle pace and each pose is held for a length of time. Hatha Yoga prepares the body so that the mind can practice meditation with fewer obstacles.

STUDENT COMMENT: *The instructor Setareh was so kind to help me modify some of the moves for my needs; I will definitely sign up again!*

[0062] Canada Way Mon Sep 15, 10:00am-11:15am 8 sess \$89

[0064] Canada Way Wed Sep 17, 6:00pm-7:15pm 8 sess \$89

[0066] Canada Way Wed Nov 12, 6:00pm-7:15pm 6 sess \$67

[0063] Canada Way Mon Nov 17, 10:00am-11:15am 5 sess \$55

Hatha Yoga - free trial classes

[0069] Canada Way Mon Sep 8, 10:00am-11:15am

[0061] Canada Way Wed Sep 10, 6:00pm-7:15pm



Yoga, Belly Dance and
Reiki instructor - Setareh

Latin Dance & Swing

Get ready to move, it's time to find those hips and move to the Latin dances of Salsa, Mambo and Samba!

[0078] Canada Way Tue Oct 28, 7:00pm-9:00pm 4 sess \$66

The World of Ballroom Dance

Join us for the next 5 weeks in this Introductory Course to Social Dance. Waltz, Foxtrot and Rumba will be featured. Get out on the dance floor and have some fun! Singles are welcome, but partners are not guaranteed. Fee listed is for singles.

[0080] Canada Way Tue Sep 9, 7:00pm-9:00pm 5 sess \$77

Zumba® Fitness

Zumba fuses Latin and international rhythms with easy to follow moves to create a dynamic workout. The class format combines fast and slow rhythms that tone and sculpt the body to achieve a balance of cardio and muscle-toning benefits. All levels welcome.

[0058] Gilmore Wed Sep 17, 7:30pm-8:30pm 8 sess \$89

[0059] Gilmore Wed Nov 12, 7:30pm-8:30pm 4 sess \$45

[0060] Lochdale Mon Sep 15, 8:00pm-9:00pm 10 sess \$110

Zumba® Fitness - Free Trial class

[0051] Lochdale Mon Sep 8, 8:00pm-9:00pm

[0052] Gilmore Wed Sep 10, 7:30pm-8:30pm

Zumba® Gold

ZUMBA GOLD is based on the same dance moves used in the original Zumba class. The Gold class, however, is less intense, with dance routines designed for beginners, older adults and people with injuries using modified movements. ZUMBA GOLD provides an appropriate workout for those just beginning a fitness program. Feeling the music happens when one suddenly forgets they are dancing in a class and the music is the reason to move with joy.

[0053] Canada Way Mon Sep 15, 6:00pm-7:00pm 10 sess \$110

[0055] Canada Way Wed Sep 17, 9:30-10:30am 10 sess \$110

Zumba® Gold - Free Trial class

[0050] Canada Way Mon Sep 8, 6:00pm-7:00pm

[0054] Canada Way Wed Sep 10, 9:30-10:30am

French

Our conversationally oriented French courses will cover the basics of speaking and reading the French language. The first level is designed for students who have had little or no previous instruction in or exposure to the language. Once students improve they can progress through all the courses. See www.burnabyccce.ca for course descriptions and information on the instructor. The textbook is extra and can be purchased on the first day of class.

French - Level 1

[0120] South Tue Sep 30, 6:30pm-9:00pm 8 sess \$88

French - Level 2

[0122] South Wed Oct 1, 6:30pm-9:00pm 8 sess \$88

French - Level 3

[0123] South Thu Oct 2, 6:30pm-9:00pm 8 sess \$88

French Conversation - Advanced

[0124] South Mon Oct 20, 6:30pm-9:00pm 8 sess \$88

Italian

Learn everyday conversational Italian that will help you to communicate when you visit Italy. Basic grammar rules, which is the building block of a new language will also be taught. Textbook extra - to be purchased the first night of class. See www.burnabyccce.ca for full course descriptions.

Italian - Level 1

[0190] Central Tue Sep 30, 6:30pm-9:00pm 6 sess \$88

Italian - Level 2

[0192] Central Thu Oct 2, 6:30pm-9:00pm 6 sess \$88

Mandarin

Designed for people with little or no knowledge of the language of Mandarin Chinese, this course will help students master pronunciation through English letters (HanYuPinYin). Students will pick up basic communication phrases and sentences using daily life related topics as they are led to learn and internalize the sounds of Mandarin Chinese. When complete, students will pronounce confidently HanYuPinYin noted Chinese characters and phrases and will have learned to use various online resources to facilitate their learning individually. For those desiring to be literate in Mandarin Chinese, this fun, effective entry-level course will give you a strong foundation for future advancement. No textbook required.

Mandarin Chinese - Level 1

[0155] South Tue Sep 30, 7:00pm-9:00pm 9 sess \$99

Mandarin Chinese - Level 2

[0156] South Wed Oct 1, 7:00pm-9:00pm 9 sess \$99

Mandarin Chinese - Level 3

[0154] South Thu Oct 2, 7:00pm-9:00pm 9 sess \$99

Spanish

Our Spanish language courses are taught by native Spanish instructors. We offer them at 2 locations; Burnaby Central and Burnaby South. Visit www.burnabyccce.ca for course descriptions, instructor information and to register. The textbook is extra and can be purchased on the first day of class.

Spanish - Level 1

[0102] Central Thu Oct 2, 7:00pm-9:00pm 8 sess \$88

[0103] South Wed Sep 24, 7:00pm-9:00pm 10 sess \$111

Spanish - Level 2

[0107] South Thu Sep 25, 7:00pm-9:00pm 9 sess \$99

[0108] Central Tue Sep 30, 7:00pm-9:00pm 8 sess \$88

Spanish - Level 3 (+Conversation)

[0112] South Tue Sep 23, 7:00pm-9:00pm 10 sess \$111

Adult Heritage Language Programs

Burnaby School district offers a variety of General Interest courses in other languages.

Heritage Language partners:

Kiu Do Chinese School

Pui Ying Christian Services Society

Canada Tzi Chi Academy

Courses include Mandarin for Adults, Computer Applications, Conversational English for Adults, Tai Chi, and much more. Course detail will be available on the website by September 3, 2014. You can register online, by phone, or in person. www.burnabyccce.ca 604-296-6901

祖裔語言成人課程

本拿比學校局提供了用多種其他語言教授的成人學習課程。

祖裔語言協辦學校：

僑道中文學校

培英基督教服務協會

慈濟本拿比人文學校

課程包括成人國語、電腦訓練、成人英語會話、太極及多種趣味科目。詳情可於2014年9月3日後到網站 www.burnabyccce.ca 查詢。報名可於網站註冊，電話604-296-6901或親身到本拿比學校局。

Become a Household Handyperson

Have you ever wondered why some people seem so confident working with home repairs and trouble-shooting problems around the house and you wish you could do it! This course is designed to help people (male/female) with a classroom understanding on how to approach a minor household repair and gain confidence resolving it successfully. Learn to make small repairs yourself, or at least gain an understanding of the steps involved. Includes safety rules, use of hand tools, simple drywall repairs, fixing drain pipes, dealing with contractors, and how to approach an estimate.

[0404] Central Sat Oct 18, 10:00 am-1:00pm 3 sess \$98

Woodwork & Cabinetmaking

Learn woodworking basics in a fully equipped wood shop. Using construction techniques and shop tools, you will make and take home a project (a box with a secret opening). Practice using tools and equipment in an instructional environment. The first evening covers safety procedures and attendance is compulsory. Project material is included in the course fee.

[0403] Central Tue Oct 7, 7:00pm-9:00pm 8 sess \$180

Soap Making, Pure & Simple

Soap from scratch! In class, learn the basics of cold process soap making from scratch! Make a long lasting herbal floral soap and a batch of citrus explosion. Explore different ingredients, methods and techniques that you can use to create exciting soaps. Learn about trouble-shooting, history and packaging/decorating your soaps! Also receive a finished soap bar and recipes for gourmet garden bar, pet soap, laundry soap and herbal shampoo. Please bring hand towel to class. Come to class scent free and bring an apron (or wear appropriate clothing). ALL SUPPLIES INCLUDED IN COURSE FEE.

[0325] Central Tue Oct 7, 6:30pm-9:30pm 1 sess \$60

Stocking Stuffer Skin Care

Great Stocking Stuffer Gifts! Create luxurious and high quality products using nourishing butters, organic oils and botanical extracts without the high cost! In this class, make and take home a Papaya Sugar Scrub giving gentle exfoliation and leaving your skin feeling silky smooth, an Exotic Body Butter taking care of dry skin, a Vanilla Cream Milk Bath, a variety of Tub Fizzers and an Almond Oatmeal Soap for the sensitive skin type. Also receive recipes on body sprays and tub treats! ALL SUPPLIES INCLUDED IN COURSE FEE.

[0327] Central Thu Nov 20, 6:30pm-9:30pm 1 sess \$60

Total Body Care

See page 29.

Jewellery Design: Wire Work & Hammering

Join us for an inspiring class where you will create a beautiful wire and bead necklace. Starting with plain wire you will learn how to loop and hammer it into a variety of shapes and then add beads to make your necklace an exceptional one-of-a-kind creation. Wire is very versatile and with the techniques learned in this class you can go on to create many more pieces of fabulous hand-crafted jewellery. Material fee of \$20(cash) is payable to the instructor at the class.

[0401] South Wed Oct 29, 6:30pm-9:30pm 1 sess \$50

Jewellery Making: Introduction

This class is for BEGINNERS ONLY. Students will learn the basic skills in jewellery making: bending, shaping, hammering, texturing, and saw piercing. You will also learn to do soldering. The work will be done in sterling silver, which can be purchased for a minimal sum on the first night of class - approximately \$15-\$20. We will try to make a ring, a pendant and a pair of earrings, depending on how quickly each student learns the skills. The instructor will bring basic tools to get students started on their projects. If they become more interested, he will direct them in purchasing their own tools.

[0413] South Mon Sep 29, 6:30pm-9:30pm 8 sess \$100

Jewellery Making: Intermediate

If you have taken the beginner's course, or have previous experience, you might want to continue on with this class which teaches advanced techniques. Students decide on their own projects. The instructor will bring basic tools to get students started on their projects. Costs vary depending on your individual projects.

[0414] South Wed Oct 1, 6:30pm-9:30pm 8 sess \$100

Sewing for Beginners

Do you want to learn to sew? This class will get you started. An introduction to the sewing machine and what it does will be discussed. Learn basic sewing techniques and how to read a pattern. Each student will create a simple project of their own choice. Bring a tape measure, pencil and paper to the first class when pattern selection and supplies required will be discussed.

[0340] South Wed Sep 17, 6:30pm-9:30pm 5 sess \$98

Sewing Workshop

Students must have basic sewing skills or have taken Sewing for Beginners. Work independently on a project of your choice or finish a project with guidance from the instructor. Please bring your pattern, fabric (pre-washed) or project and all necessary sewing notions to the first class. Please ensure the class is confirmed before purchasing materials.

[0341] South Wed Oct 22, 6:30pm-9:30pm 3 sess \$69

[0342] South Wed Nov 26, 6:30pm-9:30pm 3 sess \$69

Ukulele Group Lessons - Adult Beginners

There's never been a better time than now to have fun plucking and strumming the world's friendliest instrument. Not only is it budget friendly, it's the easiest stringed instrument to learn and become proficient on. It's also a perfect starting point for aspiring guitar, mandolin, balalaika and banjo players. Level 1 covers the basic mechanics of fretting, thumb picking and strumming and immediately applies them to songs ranging in genre from Classical to Blues, Jazz, Folk, Rock and Pop. You'll also develop a working knowledge of music theory that includes the musical alphabet, chromatic scale, diatonic scales, key signatures, chords, progressions and traditional musical notation. Students must bring their own ukulele. See website for instructor information.

[0420] South Wed Sep 24, 7:00pm-8:00pm 6 sess \$48

[0421] South Wed Nov 5, 6:30pm-7:30pm 6 sess \$48

Ukulele Group Lessons - Advanced Beginner

[0422] South Wed Nov 5, 7:45pm-8:45pm 6 sess \$48

Digital SLR Photography For Beginners

Designed for people with their first Single Lense Reflex Digital Camera. Topics include basic functions of the camera, shutter speeds, F-stops, modes, flash, lenses, exposure and down loading your images to your computer.

[0372] South Wed Sep 10, 7:00pm-9:00pm 5 sess \$80

[0373] South Wed Nov 5, 7:00pm-9:00pm 5 sess \$80

Digital Photoshop with Adobe Photoshop

With this world-standard image-editing program, learn how to superimpose images, graphics & text on multiple layers and add dozens of special effects to create compelling images for the printed page, the web and virtually any other medium. Other topics to be covered are: file types and their organization (folders, sub-folders); properties and types of digital cameras (image sensors, memory cards, batteries, and lenses); resolution and image size (for printing, screen display, and e-mail); three variables which control image exposure; creative use of shutter speed and depth of field; lighting, and exposure compensation; composition. Students must have good mouse skills. Students must bring their own computer with any version of Adobe Photoshop (full or trial) installed. Please bring a USB drive to class with a collection of photos you want to work with. To view the instructor's work, visit MARK@COMPUTERSCHOOL.NET

[0375] Central Sat Oct 18, 9:00am-3:00pm 2 sess \$65

Tips & Tricks for your Cell Phone Camera

If you take almost all of your pictures with your cell phone, then this class is for you. Tips for using the camera controls will be discussed on the first night. The second night will be a full evening of composition elements with a powerpoint presentation full of tips and ideas. 2 course booklets can be purchased from the instructor for \$10 each. Bring your phone.

[0376] South Thur Oct 23, 6:30pm-9:30pm 2 sess \$69

Chinese-Western Cultural Differences

China has become an important business partner to Canada. This seminar demonstrates Chinese-Western cultural differences through real life examples, and explores logical models, ways of thinking, social values and morality behind these examples. The purpose of the presentation is to improve understanding of Chinese social and cultural environment, which will help to build up business relationship with China or Chinese organizations.

[0335] Central Tue Nov 4, 7:00pm-9:30pm 1 sess \$30

Accent Reduction

Andy Krieger has taught over 12,000 students, including Jackie Chan and Li Bing Bing. Hear your accent disappear by the end of the course. Using a simple, 5 step method, feel more confident about speaking English. Your words will be clear and have intonation. The class is fun and will help you in your social and professional interaction with others.

[0318] Canada Way Mon/Thu Nov 24, 10:00am-12:00pm 6 sess \$120

[0319] South Wed Oct 1, 6:30pm-9:30pm 5 sess \$120

Speaking Effectively

An expert in speaking beautiful English has been teaching Effective Speaking since 1997. If you want to learn how to give a report or presentation like Obama, then this is the class for you. Enjoy speaking like you never thought possible. Fun and easy. You will not be nervous standing in front of a group after you take this class. Andy Krieger has taught Hollywood actors and over 11,500 students. Each class will be filmed and you will receive a copy.

[0317] South Wed Nov 5, 6:30pm-9:30pm 5 sess \$120

How to Change Your Habit of Quitting

It seems that we are always trying to quit something in life... smoking, drinking, eating fattening foods. Quitting can become a habit. Sometimes we quit things, like jobs, relationships, or the pursuit of a goal, because we are actually avoiding something. When we understand that quitting is a habit, we can face challenges in a positive way and break through towards achieving a goal.

[0320] Central Tue Nov 18, 6:30pm-9:30pm 3 sess \$65

How to Potty Train in 2 Days

Potty Training can be done in just 2 days by using the Potty Party method. You will learn the best age to potty train, how to prepare for a weekend Potty Party and what makes it all work. This is not only very fast and effective, but parents also say it's a bonding experience between them and their toddler. (Potty Party Worksheet included). Bring a notepad and a sense of humour. Instructor: Lisa Bunnage, Parenting Coach.

[0350] Central Tue Oct 28, 7:00pm-9:00pm 1 sess \$45

How to Talk to Your Kids about Sex & Other Awkward Stuff

The sooner you talk to your kids about sex, drugs, alcohol, suicide, etc. the better. It's all about keeping it age appropriate. Open lines of communication with parents has been proven to keep kids safer and making better decisions right through the teen years and into adulthood. This is an awkward presentation dealt with in a very down-to-earth and humorous manner by Lisa Bunnage, Parenting Coach.

[0314] South Wed Nov 5, 7:00pm-9:00pm 1 sess \$45

Is Your Child Safe from Online Predators?

Children/Teens are often unaware of the dangers of being online. They are growing up with the internet and see it as a playground unless we educate them on what is and what isn't appropriate. We will discuss what your children are exposed to via computers, phones and tablets and how to teach them about online safety. Instructor: Lisa Bunnage, Parenting Coach.

[0355] Central Tue Oct 7, 7:00pm-9:00pm 1 sess \$45

Identity Theft & Fraud Prevention

This financial literacy workshop is part of Vancity's 'Each One, Teach One' educational series which promotes financial literacy and independence. The workshop will teach you about credit check reports, will alert you of things to be aware of, and will guide you on protecting your identity.

[0347] Central Thu Oct 23, 7:00pm-8:30pm 1 sess Free

Buying & Selling a House

Obtain information from a lawyer on mortgaging and refinancing, including types of purchase arrangements, the mechanics of purchase, dealing with realtors, mortgage lenders and lawyers.

[0343] South Mon Oct 27, 7:00pm-9:00pm 1 sess Free

Interested in fun and educational programs for kids?

We offer a variety of Lego Robotics and Video Game Design courses.

See www.burnabycc.ca for detail on upcoming courses.

Too busy working during the week to attend school?

Take a SATURDAY Course...

- PowerPoint – page 26
- Digital Photography with Adobe – page 33
- Job Search – page 24
- Reiki Training Level 1 – page 29
- Reiki Training Level 2 – page 29
- Foodsafe Level 1 – page 13
- Become a Household Handyperson – page 32
- Dance for Health (Mandarin) – page 30
- Total Body Care – page 29
- Mediate - Don't Litigate – page 29
- Use Elder Mediation to Resolve Conflict – page 29
- ESL for Health Care Professionals – page 11
- Microsoft Word 2013 – page 25
- Word/Excel/Speed Development for Medical Office Assistants – page 10



Community Centred College for the Retired

6650 Southoaks Crescent, Burnaby

www.cccrburnaby.org "Learn for Fun / Teach for Pleasure" 604-517-8732

FALL 2014 COURSES

Weekday daytime classes offered by the **Community Centred College for the Retired**, a registered non-profit society. Supported by Burnaby School District's Adult & Continuing Education Department. All CCCR instructors volunteer their time for the enjoyment of others

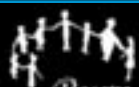
FALL REGISTRATION BEGINS SEPTEMBER 8... Doors open at 9:15 am

Registration is "in-person" only 9:15 – 3:15. Registration is on a first come, first served basis; no phone registrations. **Reasonably priced, courses & workshops** vary in number of sessions and length. **Annual \$10 membership** is valid Sept-Aug.

Visit www.cccrburnaby.org for further details or pick up a brochure at Burnaby Libraries, Community Centres or CCCR

ARTS & CREATIVITY (Quilting, Knitting, Painting, Clay Tile Design, Watercolour) / **COMPUTERS** (Desktop Basics - Windows 7 / 8, Internet & E-Mail, Beginner's Excel, Load-File-Edit, Create a web presence/Selling on line) / **COMPUTER PHOTOHANDLING** (Photoshop Level 1, Photoshop Level 2 & Pro Show Gold Imagineering) / **IPAD** (Basics) / **GENEALOGY** (Beginner or Intermediate-Advanced) / **MUSIC** (Voice / Ukulele, Piano) / **LANGUAGES** (Mandarin, French, Spanish) / **SOCIAL** (Bridge, Mahjong) / **PSYCHOLOGY, READING & WRITING** (The Psychology of our Behavior, Creative Writing-Memories into Memoirs, The Treasures Around You) / **WORKSHOPS** (including but not limited to Acrylics, BC History, Greeting Cards, Quilt-in-a-Day, Clutter & Clarity, Geocaching, Matting & Framing, Driving Tips & Regulations)

The College receives support from Burnaby School Board, City of Burnaby, Burnaby Arts Council / Arts Council of BC, BC Gaming Commission & Individuals



Burnaby Family Life
A place to go... a place to grow!

For more information about dates and description of programs visit us at

www.burnabyfamilylife.org

Family Life Education – call 604-659-2205

Nobody's Perfect 1 (English, Mandarin, Farsi and Arabic)
Nobody's Perfect 2 (English)
Systematic Training for Effective Parenting (STEP)
Father's Support Group
Anger Management for Parents
Anger Management for Men
Single Mothers' Support Group
Immigrant Women's Support Group
Parenting for Immigrants
Money Skills

Moving Ahead – NEW This program offers outreach and in home consultations in order to reach and support isolated new comer populations. Some of the services provided are: Needs Assessment and action Plan, Planning, Individual Case Management, Social and Emotional Support, Settlement Information, Life Skills and Supported Access to Services call 604-659-2205

African Children's Homework Club – call 604-254-6468

Family Resource Programs – call 604-659-2205 or 778-858-0485

Parent Child Mother Goose
Baby & Me Second Stage
Family Drop In Program
Learning Together Through Play
Songs, Rhymes Stories & Puppets
Science Experiences
Art & Craft Activities

Burnaby South Child Care Centre – call 604-257-4465

Morley Child Care Centre – call 604-659-2235

Daycare (3-5 yrs)
Preschool (3-5 yrs)
Out of School Care (5-12 yrs)

Prenatal Services – call 604-659-2228

Pregnancy Outreach Program

Postnatal Services – call 604-659-2228

Baby & Me

Individual Counselling Services for Women Survivors of Relationship Abuse or Childhood Sexual Abuse –

call 604-659-2217

Groups for Adult Female Survivors of Childhood Sexual Abuse

– call 604-659-2217

Mindfulness for Survivors

Adult Survivors of Abuse Levels 1, 2 & 3

Discovery & Empowerment

Children Who Witness Abuse Programs – call 604-659-2217

Individual Counselling

Children Who Witness Abuse

Youth Exposed to Abuse

Group Counselling

Keeling Cool

Creative and Strong

Anger Management

Attend an Information Session!

Full time Programs

Accounting & Payroll Administration

Tuesday September 9, 7:00 pm
Canada Way Education Centre

Dietary Aide

Tuesday September 16, 6:30 pm
Burnaby Central School

HouseKeeping/Laundry Aide

Tuesday September 16, 7:30 pm
Burnaby Central School

Health Care Assistant

Thursday September 4, 7:30 pm
Canada Way Education Centre
Tuesday December 2, 7:30 pm
Burnaby Central School

Medical Office Assistant

Thursday September 4, 6:30 pm
Canada Way Education Centre
Tuesday December 2, 6:30 pm
Burnaby Central School

Part time Programs

Accounting & Payroll Administration

Tuesday September 9, 7:00 pm
Canada Way Education Centre

Building Caretaker

Tuesday September 16, 7:00 pm
Burnaby Central School

Dental Office Administration

Tuesday September 16, 7:00 pm
Burnaby Central School

Early Childhood Education - Basic Program

Thursday September 4, 6:30 pm
Canada Way Education Centre
Tuesday December 2, 6:30 pm
Burnaby Central School

ECE - Post Basic Program**(Infant Toddler & Special Needs)**

Thursday September 4, 7:30 pm
Canada Way Education Centre
Tuesday December 2, 7:30 pm
Burnaby Central School

Floral Arranging

Wednesday September 3, 7:00 pm
Canada Way Education Centre

Hotel Front Office Management

Tuesday September 16, 7:00 pm
Burnaby South School

Industrial Warehouse

Tuesday September 16, 7:00 pm
Burnaby Central School

Interior Decorating

Tuesday September 9, 7:00 pm
Canada Way Education Centre

Ecological Landscape Design

Wednesday September 17, 6:30 pm
Burnaby Central School

Landscape Horticulture Apprenticeship

Monday November 17, 7:00 pm
Tuesday December 9, 7:00 pm
Burnaby Central School

Makeup Artistry

Thursday August 21, 7:00 pm
Thursday September 4, 7:00 pm
Tuesday September 16, 7:00 pm
Ray Hair Art Academy, Vancouver

Medical Office Assistant

Thursday September 4, 6:30 pm
Canada Way Education Centre
Tuesday December 2, 6:30 pm
Burnaby Central School

Organic Master Gardener

Wednesday September 10, 7:00 pm
Burnaby Central School

Permaculture for Vibrant Life

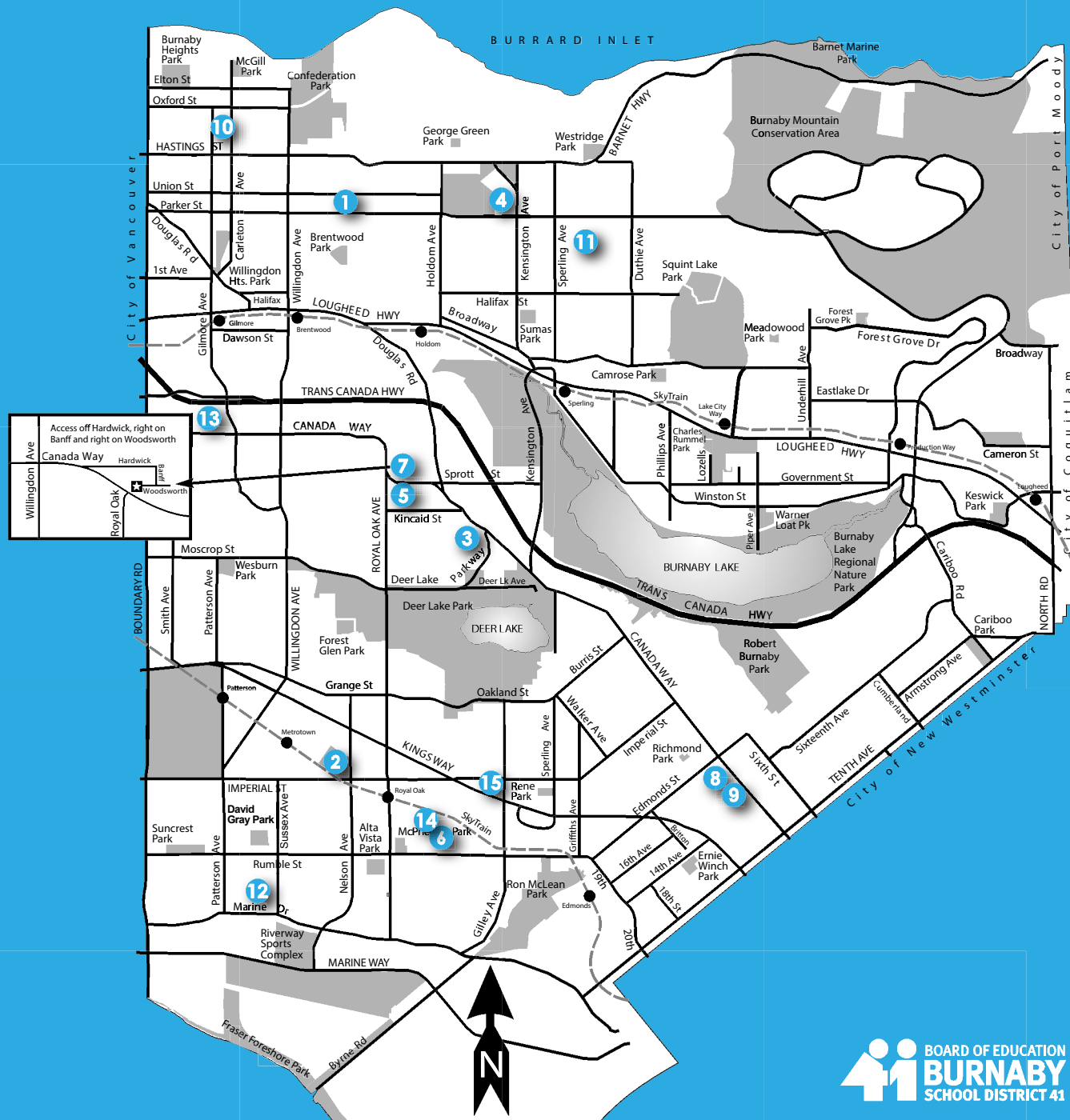
Thursday September 18, 7:00 pm
Burnaby Central School

Residential Landscape Technician

Thursday September 18, 7:00 pm
Burnaby Central School

TESOL (ESL Teacher Training)

Tuesday September 16, 7:00 pm
Burnaby Central School



Community & Continuing Education Location Map

1. **Alpha Secondary** 4600 Parker Street
2. **Bonsor Recreation Complex** 6550 Bonsor Avenue
3. **Burnaby Central Secondary** 4939 Canada Way
4. **Burnaby North Secondary** 751 Hammarskjold Drive
5. **Burnaby School District Administration Office** 5325 Kincaid Street
6. **Burnaby South Secondary** 5455 Rumble Street (enter from back parking lot)
7. **Canada Way Education Centre** 5310 Woodsworth Street
8. **Edmonds Community School** 7651 18th Avenue
9. **Edmonds Resource Centre** 7355 Canada Way
10. **Gilmore Community School** 50 South Gilmore Avenue
11. **Lochdale Community School** 6990 Aubrey Street
12. **Riverway West** 4340 Carson Street (by car, enter from McKay Ave)
13. **Schou Education Centre** 4041 Canada Way
14. **South Burnaby Adult Education Centre** 5455 Rumble Street
15. **Windsor Continuing Education Centre** 6907 Gilley Avenue