

# DO NOT OPEN this brochure

unless you want to...

- find your path to success and fulfillment
- train for a new job
- get your high school diploma
- improve your English language skills
- earn a certificate or diploma for a better future
- try something new

# It's Easy to Register

## CERTIFICATE & DIPLOMA PROGRAMS AND GENERAL INTEREST COURSES

OPTION  
1

### Web:

Visit [www.burnabyccce.ca](http://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  
Tuesday to Thursday 7 - 8:30pm (Starting Sept 4)
- Burnaby Central Secondary, 6011 Deer Lake Parkway  
Tuesday & Thursday 7 - 8:30pm (Starting Sept 4)

OPTION  
4

### 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

- See pages 3, 4, 6 & 7 for courses
- [In person registration only](#)
- [Call 604-296-6901 for more information](#)

### Literacy Foundations Program

- See pages 3, 4, 5 & 7 for courses
- [In person registration only](#)
- [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](http://www.burnabyccce.ca)**

## A Message from the Burnaby Board of Education

Whether this brochure is in your hands, or you're browsing through it online, allow us to be the first to welcome you to Burnaby CCE.

Do you want to graduate from high school, learn English, train for a new career, or try something new? Whatever your goal is, we're confident that one of our daytime, evening or weekend courses, offered at convenient locations throughout Burnaby, will work for you. Our qualified, dedicated instructors will guide you and support you throughout your learning journey. Thousands of successful graduates have had their lives transformed through their Burnaby CCE experience. Now it's your turn.

Take a class or program through Burnaby CCE as a way to try something new and enrich your life.



**Gary  
Wong**  
Chair



**Baljinder  
Narang**  
Vice-Chair



**Ron  
Burton**



**Meiling  
Chia**



**Larry  
Hayes**



**Harman  
Pandher**

[www.burnabyccce.ca](http://www.burnabyccce.ca)

## Community and Continuing Education:

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

## Payment of Fees

Payments may be made by cash, Visa, MasterCard, or money order (payable to School District #41, Burnaby)

## Refund Policies

### Full-time Certificate/Diploma Programs

Requests for refunds received in writing (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.

### Part-time Certificate/Diploma Programs

Requests for refunds received in writing (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.

## General Interest Programs

For courses that are 2 sessions or more - 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.

## Foundations & High School Completion Programs

See pages 3-7

**twitter** [twitter.com/burnabyce](https://twitter.com/burnabyce)

## LINC, Foundations & High School Completion

LINC Program .....	2
Registration for Foundations and High School Completion Courses .....	3
Learn English • Upgrade Your Skills • Finish High School .....	4
Foundations Courses .....	5
High School Completion Courses .....	6
Fees, Deposits & Refunds for High School Completion and Foundations Courses ..	7

## Certificate & Diploma Programs

### Health Care

Health Care Assistant Diploma .....	8
Therapeutic Recreation Aide Diploma .....	9
Dental Office Administration Certificate .....	10
Medical Office Assistant Diploma .....	11
Reiki Practitioner and Teacher Certificate .....	11

### Hospitality & Service

Dietary Aide Certificate .....	12
Foodsafe Level 1 Certificate .....	12
Hotel Management Certificates/Diplomas .....	13
Building Service Worker Certificate .....	12

### Child & Family Studies

Early Childhood Education Basic Certificate .....	14
Early Childhood Education Post Basic Diploma .....	14
GOOD BEGINNINGS: Responsible Adult .....	15
GOOD BEGINNINGS: The Business of Family Day Care .....	15

### Education

Education Assistant Diploma .....	16
TESOL: ELL Teacher Training Certificate .....	17

### Art & Design

Floral Arranging Diploma .....	18
Interior Decorating & Design Diploma .....	19
Makeup Artistry Diploma .....	20

### Horticulture

Arborist ISA Certification (Exam Prep) .....	21
Tree Pruning for Landscapers & Gardeners .....	21
Hardscape Installation Certificate .....	21
Landscape Horticulturist Apprenticeship Levels 1 & 2 .....	22
Organic Master Gardener Certificate .....	23
Organic Horticulture Specialist Certificate .....	23
Residential Landscape Technician Diploma .....	24
Permaculture Design Certificate .....	25

### Business Administration

Accounting & Payroll Administration Diploma .....	26
Administrative Assistant Certificate .....	26
Free Information Sessions .....	36

## Career & Business Training

Computers .....	30
-----------------	----

## General Interest

Health & Fitness .....	32
Languages .....	33
Special Interest .....	34
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)

## 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.



### 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 and Wednesdays at 12:00 pm

**Windsor Neighbourhood Learning Centre**, 6907 Gilley Avenue  
Tuesdays at 11:30 pm, Tuesdays at 5:30 pm and Wednesdays at 2:00 pm

**South Burnaby Adult Education Centre (SBAEC)**, 5455 Rumble St (Portables at Burnaby South Secondary)  
Thursdays at 11:30 am

### Free Childcare (Edmonds and Windsor only)

is available 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 & 4	Monday – Thursday	Edmonds	9:00 – 11:45 am
Levels 1, 2, 3 & 4	Monday – Thursday	Edmonds	12:15 – 3:00 pm
Levels 5 / 6 Blended	Tuesday – Thursday & 1 session online	Edmonds	9:00 – 11:45 am
Levels 3 & 4	Tuesday – Thursday	Windsor	6:00 – 8:45 pm
Levels 3, 6 / 7	Monday – Thursday	Windsor	9:00 – 11:45 am
Level 4 Blended	Tuesday – Thursday & 1 session online	Windsor	9:00 – 11:45 am
Levels 4 & 5	Monday – Thursday	Windsor	12:15 – 3:00 pm
Levels 5 & 6 Blended	Monday – Wednesday & 1 session online	Windsor	9:00 am – 3:00 pm
Levels 5 & 6 Blended	Monday – Wednesday & 1 session online	Windsor	6:00 – 8:45 pm
Levels 5&6 Workplace Blended	Tuesday – Thursday & 1 session online	Windsor	12:15 – 3:00 pm
Levels 7 & 8 Workplace Blended	Tuesday – Thursday & 1 session online	Windsor	9:00 am – 3:00 pm
Levels 7 & 8 Blended	Monday & Wednesday & 2 sessions online	Windsor	6:00 – 8:45 pm
Level 2	Monday – Thursday	SBAEC	9:00 – 11:45 am
Level 1	Monday – Thursday	SBAEC	12:15 – 3:00 pm

Funded by:

Financé par :



Citizenship and  
Immigration Canada

Citoyenneté et  
Immigration Canada

## Registration Information for Foundations and High School Completion Courses

### How to register for classes

Registration is in-person only.

What do you need to bring:

1. Canadian Birth certificate or Canadian passport or Permanent Resident card. If you are registering as a visitor, work permit holder or refugee, bring your passport, visa, work permit and/or claimant documents.
2. Photo identification.
3. Proof of BC residency – One of the following: BC Driver's License; BC Care Card; BCID; or Utility bill (Fortis BC; BC Hydro; phone bill).
4. A non-refundable assessment fee of \$25.00 for students needing an assessment. Cash, Visa or MasterCard only.

### Foundations Classes

#### Assessment and Registration

*(Your assessment will take approximately 2 hours)*

#### Schou Education Centre 4041 Canada Way

- September 4 & 6 at 9:00 am or 12:30 pm
- September 10 at 9:30 am
- September 19 at 12:30

#### Continuous Registration

- From September 26 to December 19, every Wednesday 9:30am

#### South Burnaby Adult Education Centre (SBAEC)

5455 Rumble Street (Portables at Burnaby South Secondary)

- September 5 Students with referrals 9am to 10am
- September 5 & 7 at 9:30am and 12:30pm
- September 11 at 12:30 pm & September 20 at 1:00 pm

#### Continuous Registration

- From September 20 to December 6, every Thursday at 1:00 pm
- Tuesday evenings September 11, 18, October 9, 23 at 6:15 pm (evening registration is at Burnaby South Secondary School)

### High School Completion Courses

#### Registration

#### Schou Education Centre (Daytime or Evening classes) 4041 Canada Way

- September 4 & 10, 9am to 12 or 12:30 to 3:00 pm
- September 12 from 10 am to noon
- September 19, 12:30 to 2:30 pm

#### Burnaby South Secondary School (Evening Classes) 5455 Rumble Street (Main office)

- September 12, 13, 19, 6:00 pm to 8:00 pm

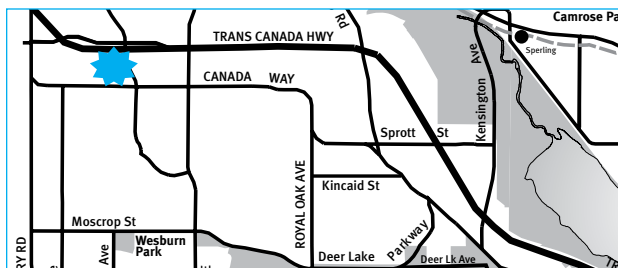
### Daytime classes are held at 2 conveniently located centres in Burnaby

#### Schou Education Centre

4041 Canada Way

Skytrain: Gilmore Station

Buses to Schou Education Centre: 025, 028, 129

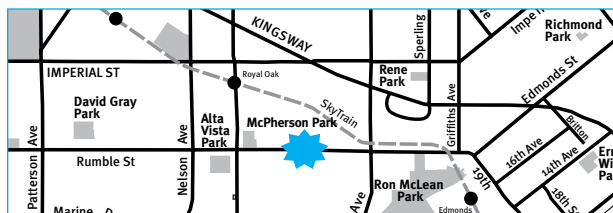


#### South Burnaby Adult Education Centre (SBAEC)

Portables at 5455 Rumble Street

Skytrain: Royal Oak Station

Buses to South Burnaby Adult Education Centre: C5, C6, C7, 116



**Note:** SBAEC is behind Burnaby South Secondary School in the portables. Enter from Watling Street off Royal Oak.

## LEARN ENGLISH

### Foundations Courses - English

Do you want to learn English or improve your English skills? Classes are available for beginner (Foundations levels 1 & 2), intermediate (Foundations levels 3 & 4) and advanced (Foundations levels 5, 6 & 7) students of English, as well as those who want to improve their skills for English 10, 11 or 12. Students will improve skills in speaking, listening, reading, paragraph and essay writing and critical thinking skills.

Free for  
most students!

## UPGRADE YOUR SKILLS

### Foundations Courses – Mathematics, Science, Socials or Computers

Upgrade your skills in mathematics, science, social studies, or computers. These courses are an ideal way for students to upgrade their skills and prepare for employment or grade 10, 11 and 12 courses.

Free for  
most students!

## FINISH HIGH SCHOOL

### High School Completion Courses

We offer a number of grade 10, 11 and 12 courses in many different formats to suit your learning needs and your lifestyle. We have day and evening classes, teacher-led classes, and blended instruction classes. It's never too late to graduate! An academic advisor is available to help you. Please call the Schou Education Centre at 604.296.6915 for an appointment.

Free for  
most students



## LEARN ENGLISH

For Registration dates and times, see page 3

### Fall Term Foundations Classes – Daytime

COURSE NAME	COURSE #	DAYS	TIMES	DATES	LOCATION
<b>Foundations Language Arts Courses</b>					
Foundations English 1-2	SE1A	M,W,F	9:00am-11:45am	Sept 17 - Dec 05	SBAEC
Foundations English 3-4	SE3A	M,W,F	9:00am-11:45am	Sept 17 - Dec 05	SBAEC
Foundations English 5-6	SE5A	M,W,F	9:00am-11:45am	Sept 17 - Dec 05	SBAEC
Foundations English 6-7	SE7A	M,W,F	9:00am-11:45am	Sept 17 - Dec 05	SBAEC
Foundations Reading 1-2	SR1A	M,W,F	12:15pm-3:00pm	Sept 17 - Dec 05	SBAEC
Foundations Reading 3-4	SR3A	T & Th	9:00am-12:30pm	Sept 18 - Dec 13	SBAEC
Foundations Speaking & Listening 1-2	SL1A	T & Th	9:00am-12:30pm	Sept 18 - Dec 13	SBAEC
Foundations Writing 3-4	SW3A	M,W,F	12:15pm-3:00pm	Sept 17 - Dec 05	SBAEC
Foundations Writing 5-6-7	SW5A	M,W,F	12:15pm-3:00pm	Sept 17 - Dec 05	SBAEC
Foundations English 1-2	UE1A	M,W,F	9:00am-11:45am	Sept 17 - Dec 05	Schou
Foundations English 3-4	UE3A	M,W,F	9:00am-11:45am	Sept 17 - Dec 05	Schou
Foundations English 5-6	UE5A	M,W,F	9:00am-11:45am	Sept 17 - Dec 05	Schou
Foundations English 6-7	UE7A	M,W,F	9:00am-11:45am	Sept 17 - Dec 05	Schou
Foundations Reading 1-2	UR1A	M,W,F	12:15pm-3:00pm	Sept 17 - Dec 05	Schou
Foundations Reading 3-4	UR3A	T & Th	9:00am-12:30pm	Sept 18 - Dec 13	Schou
Foundations Speaking & Listening 1-2	UL1A	T & Th	9:00am-12:30pm	Sept 18 - Dec 13	Schou
Foundations Writing 3-4	UW3A	M,W,F	12:15pm-3:00pm	Sept 17 - Dec 05	Schou
Foundations Writing 5-6-7	UW5A	M,W,F	12:15pm-3:00pm	Sept 17 - Dec 05	Schou
<b>Foundations Mathematics Courses</b>					
Foundations Mathematics 5-6-7	UM5A	M,W,F	9:00am-11:45am	Sept 17 - Dec 05	Schou
<b>Foundations Social Studies Courses</b>					
Foundations Social Studies	SS5A	T & Th	9:00am-12:30pm	Sept 18 - Dec 13	SBAEC
Foundations Social Studies	US5A	T & Th	9:00am-12:30pm	Sept 18 - Dec 13	Schou

### Fall Term Foundations Classes – Evening

COURSE NAME	COURSE #	DAYS	TIMES	DATES	LOCATION
Foundations English 1-2	SE1W	T & Th	6:15pm-9:15pm	Sept 25 - Jan 17	South
Foundations English 3-4	SE3W	T & Th	6:15pm-9:15pm	Sept 25 - Jan 17	South
Foundations English 5-6	SE5W	T & Th	6:15pm-9:15pm	Sept 25 - Jan 17	South
Foundations English 6-7	SE7W	T & Th	6:15pm-9:15pm	Sept 25 - Jan 17	South



## FINISH HIGH SCHOOL

## UPGRADE YOUR SKILLS

### Fall Term High School Completion and Upgrading Classes – Daytime

COURSE NAME	COURSE #	DAYS	TIMES	DATES	LOCATION
Biology 11	U300	M,W,F	12:15pm-3:00pm	Sept 17 - Dec 05	Schou
Biology 12	U310	M,W,F	12:15pm-3:00pm	Sept 17 - Dec 12	Schou
Chemistry 11	U320	M,W,F	9:00am-11:45am	Sept 17 - Dec 05	Schou
Chemistry 12	U330	M,W,F	9:00am-11:45am	Sept 17 - Dec 05	Schou
Communications 11	U100	M,W,F	9:00am-11:45am	Sept 17 - Dec 05	Schou
Communications 12	U106	T & Th	9:00am-12:30pm	Sept 18 - Dec 20	Schou
English 11	U130	T & Th	9:00am-12:30pm	Sept 18 - Dec 13	Schou
English 12	U141	T & Th	9:00am-12:30pm	Sept 18 - Dec 20	Schou
English 12	U140	M,W,F	9:00am-11:45am	Sept 17 - Dec 12	Schou
English 12	U142	M,W,F	12:15pm-3:00pm	Sept 17 - Dec 12	Schou
Law 12	U420	T & Th	1:00pm-4:30pm	Sept 18 - Dec 13	Schou
Math 11 A&W	U215	M,W,F	9:00am-11:45am	Sept 17 - Dec 05	Schou
Math 11 Foundations	U218	T & Th	9:00am-12:30pm	Sept 18 - Dec 13	Schou
Math 11 Pre-Calculus	U210	MWF	12:15pm-3:00pm	Sept 17 - Dec 12	Schou
Math 12 Foundations	U225	T & Th	9:00am-12:30pm	Sept 18 - Dec 13	Schou
Math 12 Pre-Calculus	U220	M,W,F	12:15pm-3:00pm	Sept 17 - Dec 12	Schou
Physics 11	U340	M,W,F	9:00am-11:45am	Sept 17 - Dec 05	Schou
Physics 12	U350	M,W,F	9:00am-11:45am	Sept 17 - Dec 05	Schou
Social Justice 12	U430	T & Th	1:00pm-4:30pm	Sept 18 - Dec 13	Schou
Social Studies 11	U440	T & Th	9:00am-12:30pm	Sept 18 - Dec 13	Schou

### Fall Term High School Completion and Upgrading Classes – Evenings

COURSE NAME	COURSE #	EVENINGS	TIMES	DATES	LOCATION
Biology 12	S310	T & Th	6:30pm-9:30pm	Sept 25 - Jan 17	South
Chemistry 11	S320	T & Th	6:30pm-9:30pm	Sept 25 - Jan 17	South
Chemistry 12	S330	T & Th	6:30pm-9:30pm	Sept 25 - Jan 17	South
Communications 12	S106	T & Th	6:30pm-9:30pm	Sept 18 - Jan 22	South
English 11	S130	T & Th	6:30pm-9:30pm	Sept 25 - Jan 17	South
English 12	S140	T & Th	6:30pm-9:30pm	Sept 18 - Jan 22	South
Math 11 Foundations	S218	T & Th	6:30pm-9:30pm	Sept 25 - Jan 17	South
Math 11 Pre-Calculus	S210	T & Th	6:30pm-9:30pm	Sept 25 - Jan 17	South
Math 12 Foundations	S225	T & Th	6:30pm-9:30pm	Sept 25 - Jan 17	South
Math 12 Pre-Calculus	S220	T & Th	6:30pm-9:30pm	Sept 18 - Jan 22	South
Physics 11	S340	T & Th	6:30pm-9:30pm	Sept 25 - Jan 17	South
Physics 12	S350	T & Th	6:30pm-9:30pm	Sept 25 - Jan 17	South



## Fees, Deposits and Refunds for Foundations and High School Completion Courses

### Textbook deposits

**High School Completion A** \$100 deposit is required for each course .

**Foundations A** \$150 deposit is required for each English course. \$100 deposit for all other courses

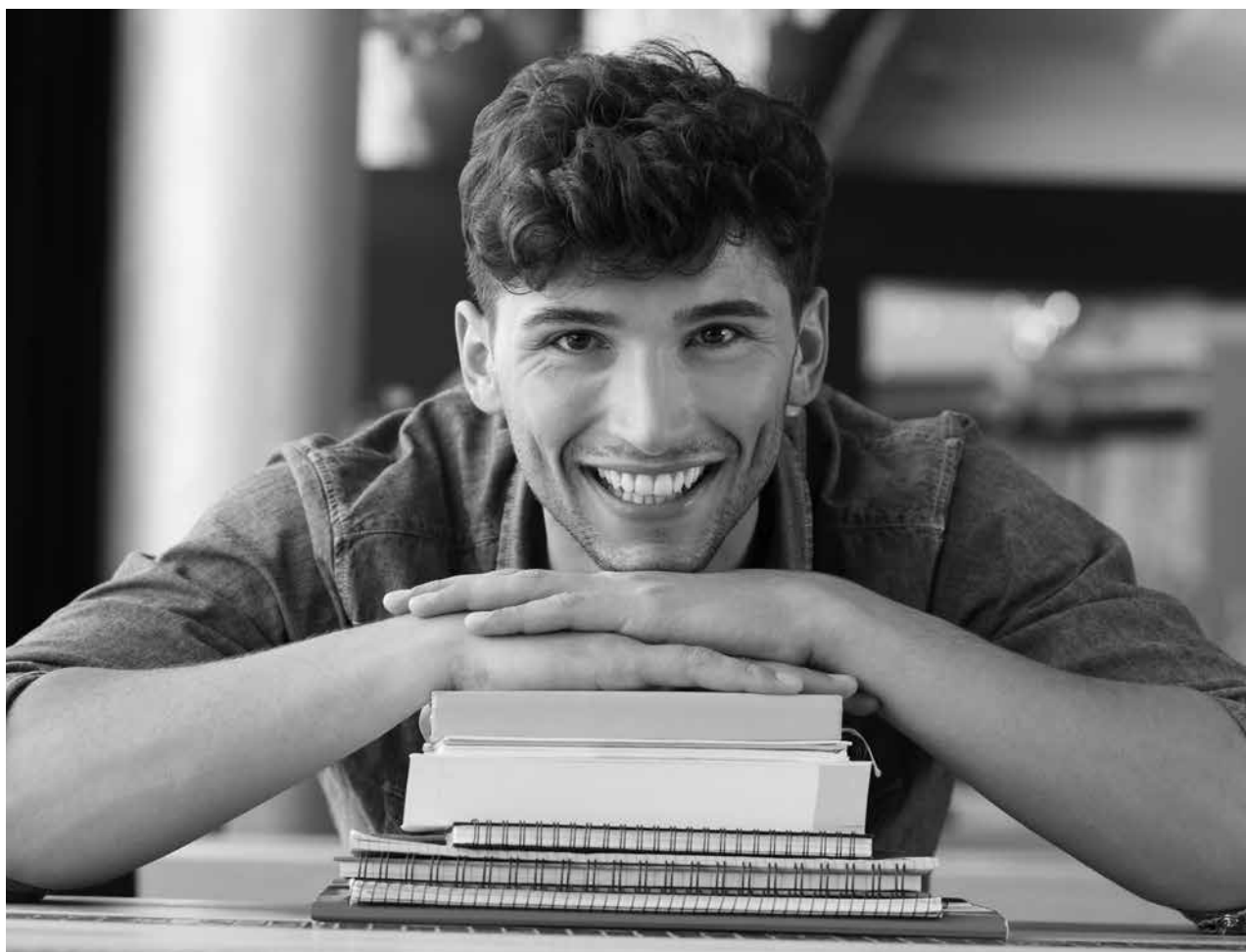
If books are returned in good condition within 2 weeks of finishing the class, you will be refunded \$90(\$140 for English classes). If books are returned after 2 weeks, you will be refunded \$50 (\$75 for English courses). There is no refund for books returned after 4 weeks.

### Tuition fees

- High School Completion courses (grade 10, 11 & 12) are tuition-free for Canadian citizens, permanent residents and status refugees.
- Foundations courses are tuition-free for Canadian citizens, permanent residents and status refugees (work permit holders may be eligible)
- A non-refundable language assessment fee of \$25 for students needing an English assessment
- \$1325 per course for international students; \$995 per course for parents/ guardians of Burnaby School District's International students.

### Tuition refunds

- A written request for a refund must be received **before the start** of the second class. A \$35 processing fee will be charged.



# Certificate & Diploma Programs - Health Care

## Health Care Assistant Diploma

### Program Description

Join the community of Health Care professionals who provide care to those in need. This 30 week full time program will provide students with the knowledge and skills necessary to be employed as front-line care providers in care facilities or home-care settings.

The course includes classroom theory and clinical instruction as well as supervised practicums in a variety of care facilities.

### Our Graduates

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

Graduates of the HCA program delivered by Burnaby CCE (Burnaby School District) are eligible for registration with the BC Care Aide & Community Health Worker Registry and will be qualified to work in long term care facilities (complex care, special care, mental health), acute care, community home support and in Assisted Living areas of Health Care Services.

**STUDENT COMMENT:** *"The Health Care Assistant program and the variety of practicum experiences have opened up my eyes to a whole new field of opportunities for employment for HCAs."*

### 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 1 (multi-level care)
- Practicum 2 (community eg. Assisted Living, Home Support, Group Homes)

### The program also includes:

- 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 speakers whose first language is English)
  - Standardized English language proficiency test score: TOEFL, IELTS, CLB, CELPIP or CAEL (for speakers whose first language is not English)
- proof of immunization for Hepatitis B
- proof of immunization for flu (seasonal)
- proof of a negative TB test or proof from TB Control that you do not have active TB
- a criminal record check from the Ministry of Public Safety (within 6 months of practicum). Will be discussed in class.
- a Foodsafe certificate (offered on a Saturday, course fee \$75)



Ash B; HCA Coordinator and Instructor

**STUDENT COMMENT:** *Ash is one of the best instructors I've ever had. He is knowledgeable, caring, and passionate. He uses real life stories and case studies to enrich the classroom experience.*

### Course Requirements

- students are responsible for the cost of uniforms (to be discussed in class)
- students must receive 70% or higher in assignments/tests.

The next course runs September 17, 2018 to April 29, 2019  
(no class on stat holidays).

[1701] Canada Way Mon-Fri, 9:00am-3:30pm \$4975

### Free Information Session:

Thursday September 6, 6:30 pm  
Burnaby Central School

## Therapeutic Recreation Aide Diploma

### Program Description

Older adults are the fastest growing age group in Canada. Many elderly people live in long term care facilities, resulting in the need for trained professionals to work as Therapeutic Recreation Aides. The Therapeutic Recreation Aide program trains you to provide wellness programs within all domains: physical, mental, social and spiritual. You will learn to provide comprehensive and creative programs that increase the quality of life for individuals living within a care setting. These activities include cognitive programs, music, gardening, fitness, games, social events, outings, entertainment and so much more. Make a difference in someone's life. If you are a compassionate, resourceful and supportive person who wants a job that really impacts others, this program is for you.

### Graduating and Jobs

Graduates of the program will be able to find employment in Long Term Care Facilities, Assisted Living Facilities, Adult Care Centres, Retirement homes and Group homes.

### Program Content

The program is classroom based and instructor led.

- Interpersonal Communication
- Person Centered Care
- Intro to Practice
- Introduction to Aging
- Dementia Theory
- Practical Approach to Dementia
- Lifestyle & Leisure Education
- Basic Program Facilitation/How to Lead an Activity
- First Aid/CPR

*With the senior population on the rise, the need for all levels of care has increased. Therapeutic Recreation Aides and Health Care Assistants graduates are in high demand. Graduates can find work in Long Term Care Facilities, Assisted Living, Retirement Homes, Adult Care Centres, Group Homes and private care.*



The program includes a 4 week full-time practicum. This gives you the opportunity for the consolidation of knowledge, skills and abilities so that you are confident and ready for work when you graduate.

### Admission Requirements

- English Language Proficiency
- Grade 12 or equivalent

*[1300] Mon-Fri Sept 17 to Feb 21, 9:00am-3:30pm*

**Course Fee:** \$4650

**Extra costs:** \$28 for a Criminal Record Check and \$35 for Serving It Right certification

### Free Information Session:

*Thursday September 6, 7:00 pm  
Burnaby Central School*

## Reiki Practitioner and Teacher Certification

Reiki is an effective method of energy healing. It is gentle and powerful. Reiki goes to the root cause of the disease and works on all levels: physical, mental, emotional, and spiritual. Reiki is currently practiced all over the world in the hospitals, wellness centers, spas, resorts, homes, and corporate offices. Visit [www.burnabycce.ca](http://www.burnabycce.ca) for full description.

### Burnaby CCE offers all 4 Levels of Reiki Practitioner Certification:

- Reiki Practitioner First Degree (Level 1)
- Reiki Practitioner Second Degree (Level 2)
- Reiki Practitioner Third Degree (Level 3/Master Practitioner)
- Reiki Master Teacher Training (Level 4/Master Teacher)

*See page 32 for course detail.*

# Certificate & Diploma Programs - Health Care

## Dental Office Administration Certificate

### Program Description

Learn to 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, entering patient information and billing just like they would in a dental office. Students are expected to study a lot outside of class time so that they can memorize the required dental terminology.

### Graduates

You can expect to earn \$15 – \$20 per hour to start depending on the type of office and location. Dental office hours vary from 7 am – 9 pm, Mon through Sun, allowing part time and full time employment. As the dental industry is continually growing, there are always new jobs available.

Graduates may apply for Dental Receptionist or Dental Office Administrator positions.

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

### Program Includes:

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

### Course Requirements

100% attendance is required.

Students must complete 40 hours of practicum after the classroom component is complete.

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

### Prerequisites

It is recommended that students have Basic computer skills and English 12 or equivalent to do well in the course. (English testing available if required).

The next course runs Tue/Thurs Sept 11, 2018 to Jan 31, 2019 (plus practicum).

[0244] Canada Way Tue/Thu, 6:30pm-9:30pm 38 sess  
\$1925



## Medical Office Assistant Diploma

This program prepares students for a rewarding career in medical offices, hospital departments, x-ray and physiotherapy offices, laboratories and other health-related institutions.

### Our Graduates

Our graduates are 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, West Coast Medical Imaging, x-ray clinics, doctors' offices, and in private MRI clinics.

95% of grads find employment within 6 months of graduation.

**STUDENT COMMENT:** *"Thanks to the MOA Program and great instructors at Burnaby Continuing Education, who have helped me in pursuing my career in a health care field. For the past year, I have been working at one of the fastest growing health care companies in Canada. The practicum experience that I had at one of its 18 clinics in BC was a value added for me in landing this job."*

The Burnaby School District's Medical Office Assistant program has affiliation agreements in place with several Health Authorities in BC. This enables our school to request practicum placements in a variety of health care settings including hospitals.

### Program Courses

- Orientation / Information session
- Medical Terminology Level 1
- Medical Terminology Level 2
- Medical Office and Clinical Procedures
- Medical Billing & Electronic Medical Records (Accuro)
- Medical Transcription
- Word Level 1 & 2 /Keyboarding
- Excel Level 1
- Job Search for MOAs
- Standard First Aid for Industry (Work Safe Level I First Aid and CPR Level C)
- Practicum – 100 hours

### Admission requirements

- Grade 12 English or equivalency
- Typing speed of 25 net wpm
- Must attend an Information session/orientation
- Testing for English and typing is available after the information session

### Completion requirements

- Successful completion of all courses (passing grade of 70%)
- Minimum typing speed of 50 net wpm
- Successful completion of MOA practicum (100 hours)



## Medical Office Assistant Diploma - Full time, Day

The accelerated full time Medical Office Assistant program runs for 16 weeks and includes 13 weeks of in-class instruction and 3 weeks of practicum.

*[5000] Canada Way Mon-Fri, Sep 6 to Dec 21, 9:00am-3:30pm \$3690*

### Free Information Sessions:

*Tuesday September 4, 6:30 pm  
Tuesday December 4, 6:30 pm  
Burnaby Central School*



# Certificate & Diploma Programs - Hospitality & Service

## Dietary Aide Certificate

This 6 week program provides students with the skills and knowledge needed to work as food handlers in institutional settings. The program includes 4 weeks of classroom modules and a 2 week practicum. Students will learn to assemble and serve food and beverages while meeting food safety handling regulations. Students will earn industry-recognized certification, including FoodSafe Level 1 and WHMIS which will increase their employability.

*This program will be offered in 2019.*

## Foodsafe Level 1 Certificate

Required for kitchen staff, dining room attendants and anyone handling food in a service industry. 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. The exam is available in 9 languages. Bring a lunch.

[1662] Central Sat Oct 13, 9:00am-5:00pm 1 sess \$75



## 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 Sept 4 or 11, 7:15 pm at Burnaby Central School.

**STUDENT COMMENT:** *"The information was given in a way that was easy to understand. The instructor was easy going and funny. I enjoyed the class very much."*

[1601] North Mon/Tue/Wed/Thu Sep 10, 6:00pm-10:00pm  
20 sess \$365

[1603] North Mon/Tue/Wed/Thu Oct 9, 6:00pm-10:00pm  
20 sess \$365

[1608] North Mon/Tue/Wed/Thu Nov 5, 6:00pm-10:00pm  
20 sess \$365



# Certificate & Diploma Programs - Hospitality & Service

## Hotel Management Program

### Program Description

If you are interested in a career in the Hotel industry, or if you currently are working in a hotel and would like to move into a position with more responsibility, then take this program. The program includes industry recognized certification from the American Hotel & Lodging Educational Institute. The courses are offered on a rotating basis in the evening.

Students can take one course, or take several to earn a certificate or diploma.

#### Rooms Division Certificate:

- Managing Front Office Operations
- Security and Loss Prevention
- Supervision in the Hospitality Industry
- Managing Housekeeping Operations
- Hospitality Facilities Management & Design

A certificate will be awarded for successfully completing each course.

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

#### Sales and Marketing Certificate:

- Hospitality Sales and Marketing
- Convention Management and Service
- Supervision in the Hospitality Industry
- Hotel and Restaurant Accounting
- Revenue Management: Maximizing Revenue in Hospitality Operations

A certificate will be awarded for successfully completing each course.

A (MSMS) *Sales and Marketing Specialization Certificate* will be awarded after completing all 5 courses.

#### Hospitality Management Diploma :

- Managing Front Office Operations
- Managing Housekeeping Operations
- Hospitality Facilities Management and Design
- Managing Hospitality Human Resources
- Supervision in the Hospitality Industry
- The Lodging and Food Service Industry
- Leadership and Management in the Hospitality Industry
- Security and Loss Prevention
- Convention Management and Service
- Management of Food and Beverage Operations
- Hospitality Sales and Marketing
- Hotel and Restaurant Accounting



### Completion Requirements:

70% grade required for final exam.

#### Courses offered this term:

##### Security and Loss Prevention Management

[2387] Tue/Thu Sept 25, 6:30pm-9:30pm 12 sess

##### Managing Hotel Front Office Operations

[2333] Tue/Thu Nov 6, 6:30pm-9:30pm 12 sess

**Course Fee:** \$290 plus \$100 for the textbook

**Location:** The courses are offered online but students must show up in person at Burnaby South School for the first and last class.



## 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'.

The ECE program offered by our school is approved by the Early Childhood Registry of the Ministry for Children & Families. Our pedagogical vision includes the current practices of responsive curriculum, inquiry based learning and the curriculum from the BC Early Learning Framework.

**Part time program** – Students have an option of a 2 year or 3 year completion and an option of starting in January or September. Courses are scheduled evenings and Saturdays.

**Full time program** – The program runs 9:00 am - 3:30 pm Monday through Friday, Sept 10, 2018 to June 28, 2019.

### Our Graduates

90% of our grads find employment within 6 months of graduation.

**STUDENT COMMENT:** *"I began my journey with Burnaby Continuing Education in 2004. In 2007, I opened Childgarden Preschool. The Early Childhood Education was an incredibly inspiring program, far exceeding my expectations. The instructors are passionate, inspiring, very knowledgeable and deeply caring about each student's success. The courses are detailed and in depth; giving you a thorough foundation of knowledge that will spark your future in ECE. I believe the instructors and programing shaped my future as a 2012 recipient of The Prime Minister's Award of Excellence in Early Childhood Education; a result of preschool parent nominations. I now have a passion for the Reggio Emilia approach flamed by the experience and enthusiasm of the instructors. I am forever grateful to them for sharing their insight, vision and wisdom."*  
Sue Woodward - Owner Childgarden Preschool, Coquitlam, BC

### 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](http://www.burnabyccce.ca)

### Course Cost

The full time program tuition fee is \$6000. The tuition for the part time program is similar but students register for 1-3 courses at a time and only pay for the current courses they are registering (approximately \$425 per course)

**Class location:** Burnaby Central School and/or Canada Way Education Centre



## Early Childhood Education Post Basic (diploma)

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

1. Infant & Toddler
2. Inclusive Practices (Special Needs)

Application and Admission requirements can be found on [www.burnabyccce.ca](http://www.burnabyccce.ca)

### Course Fee

Approximately \$3600 for one Post Basic specialty program.

Approximately \$1400 for a second Post Basic specialty program.

### Free Information Sessions:

Tuesday August 21, 8:00 pm  
Canada Way Education Centre  
Tuesday September 4, 8:00 pm  
Tuesday December 4, 8:00 pm  
Burnaby Central School

### Free Information Sessions:

Tuesday August 21, 6:30 pm  
Canada Way Education Centre  
Tuesday September 4, 6:30 pm  
Tuesday December 4, 6:30 pm  
Burnaby Central School

After the information session free English testing is available for those who did not complete Grade 12 English.

## GOOD BEGINNINGS:

### Professional Development for Childcare Providers

For those seeking a career in a variety of child care settings, such as School Age Care, Family drop-in centres, Childminding, Occasional Child Care and/or as support in Licensed Child care facilities, or for those interested in starting and operating their own family child care centre. Take these GOOD BEGINNINGS courses which are run in partnership with BC Family Child Care Association.

### GOOD BEGINNINGS: Responsible Adult

This course meets the requirements for the 20 hour 'Responsible Adult' training as stipulated by the Child Care Licensing Regulations. It prepares students to work in a variety of licensed child care settings such as School-Age care, Family drop-in centers, Childminding, Occasional Child Care, support in Group and Family Childcare Centers. Students will learn the basic skills necessary to provide children with a nurturing, quality, safe and stimulating environment. Topics include Child Care in BC, Child Development, Behaviour Guidance, Program Planning, and Health Safety and Nutrition. The course includes 7 evenings and 1 Saturday (10-1pm). The Saturday class will take place offsite and the location will be announced in class. Participants must be at least 19 years old and are required to attend all sessions. Fluency in written and spoken English is necessary. Course fee includes workbook. Students who successfully complete this course can register for level two; 'The Business of Family Child Care'.

[0235] South Wed Sep 19, 6:45pm-9:45pm 8 sess \$255

### GOOD BEGINNINGS: The Business of Family Day Care

This course expands on the components in the 'GOOD BEGINNINGS Responsible Adult' course and can only be taken by students who have successfully completed Level 1. Intended for individuals who are interested in opening a Family Child Care Center, this course reviews licensing requirements and prepares students for the business practices of Family Child Care such as record keeping, family and community partnerships, as well as developing a parent package including policies and contractual agreements. Students must attend all sessions. The course fee includes the workbook.

[0236] South Wed Nov 14, 6:45pm-9:45pm 4 sess \$130

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



## Instructor Profile – Rosangela

Rosangela, the instructor of the GOOD BEGINNINGS courses has owned and operated a licensed home childcare center in Burnaby for over 20 years. Her commitment and dedication to the field led her to become a recipient of the Prime Minister's Award for Excellence in Early Childhood Education in 2013. Rosangela also is a practicum instructor for the Early Childhood Education program. She enthusiastically mentors others to achieve their goals of providing quality care and education to young children.

# Certificate & Diploma Programs - Education

## Education Assistant Diploma

### Program Description

Are you looking for a rewarding career in the field of education? Education Assistants work collaboratively with teachers and other professionals to support students with exceptional learning needs. Consider becoming part of an educational team who are committed to creating inclusive learning experiences. A team whose goal is for students with physical, health, social/emotional, sensory and/or learning challenges to be the best they can be! Give yourself the opportunity to make a difference in the lives of students.

### Graduates

Qualified Education Assistants are currently in high demand in school districts throughout British Columbia. Our graduates are qualified to work in public and private schools, childcare centers, and community drop in centres.

### Program Content

Our Education Assistant program includes classroom theory, clinical instruction as well as 3 supervised practicums in a school setting.

### Courses:

- Foundations of History and Issues in Special Education
- Child and Adolescent Development
- Supporting Students with Atypical Development
- Supporting Students with Communication
- Positive Behaviour Interventions (Understanding Behaviour)
- Augmented Communication Application Skills
- Working Effectively in Schools
- Evidence Based Teaching Practices
- Introduction to Applied Behaviour Analysis, POPARD
- Supporting Personal Health Care
- Supporting Vulnerable Students
- First Aid
- Managing Challenging Behaviour- Non-Violent Crisis Intervention

### Admission/Application Requirements

- Complete and submit the Application Form. It can be found on [www.burnabyccce.ca](http://www.burnabyccce.ca) and is also available at the information session or the CCE Admin office.
- Pay the \$30 application fee. The procedure regarding payment is on the application form.
- Submit a copy of your resume.
- Applicants must have experience working or volunteering with school-aged students.
- Provide 2 professional references (ideally related to your experience working with school-aged students).
- Submit proof of highest education level, minimum grade 12 equivalency (any country).
- Submit proof of English language proficiency, equivalent to Grade 12 English. (free testing available at the info session if required)
- Short listed applicants will be contacted to schedule an interview.



### Completion Requirements

To graduate, students must meet all the following requirements:

- Successful completion of all courses and practicums
- Minimum 70% final mark for assignments and tests

The program is offered both part time and full time. Details can be found at [www.burnabyccce.ca](http://www.burnabyccce.ca).

**Course Fee:** \$3900 (includes books/handouts). The criminal record check is \$28 extra and will be discussed on the first day of class. Course Fee is subject to change for future course offerings.

### Free Information Session:

*Tuesday December 4, 6:30 pm  
Burnaby Central School*

## TESOL: ELL Teacher Training

This course is designed for individuals who are either currently teaching ELL (English Language Learners) 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.

**Our grads have found the following type of employment:**

- tutoring
- teaching at local community organizations like Mosaic
- teaching at BC Correction
- some have gone overseas to teach abroad
- many spend time volunteering to gain powerful experience

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

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

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

English 12 or equivalent. (Free English testing available after the information session).

You do not have to have a degree to take our TESL Canada recognized teacher training program. However, please know that if you decide to pursue TESL Canada professional certification in the future, an undergraduate degree is required.

### Completion Requirements

TESOL program - Students will complete 100 hours of classroom instruction.



### TESOL (ELL Teacher Trainer)

[1945] South Tue/Wed/Thu Sep 25, 6:30pm-9:30pm 34 sess  
\$1990 plus textbook (\$80)

### TESOL Practicum

Students who successfully complete the TESOL Program courses are eligible to register for the practicum (20 hours). Students must meet the minimum English proficiency requirements to be eligible to take the practicum. The observation component (10 hours) of the practicum can be done in conjunction with the TESOL certificate program and completed by the course end date while the remainder of the practicum will take place after the TESOL program is completed.

[1946] \$250

### Free Information Session:

Tuesday September 11, 7:00 pm  
Burnaby Central School



# Certificate & Diploma Programs - Art & Design

## 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).

**STUDENT COMMENT:** *"I am a graduate of the Floral Arranging certificate program, and have gone on to have a successful career in the floral design industry; specifically in the wedding industry. I hired an assistant who is also a graduate of the program."* Larissa Meade – Principal Designer for 'Bridal Beginnings'

### Program Courses

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

## Floral Arranging- Level 1

Learn about basic floral arranging designs (symmetrical, asymmetrical, nosegay, crescent, horizontal, etc.), tools, care and handling of flowers, and bows. Students must purchase a tool kit from the instructor at the first class (\$55 cash). The tool kit is a one-time purchase and can be used for all the Floral Arranging courses. As well a cost of \$35 per session (payable one week in advance) will cover flowers. The course fee includes a manual and flowers for first night.

[1400] South Wed Sep 5, 6:30pm-9:00pm 8 sess \$195

## Floral Arranging - Level 2

A continuation of the Level 1 course, topics covered include the Parallel, Vertical, Hogarth Curve, Oriental, Modern and L-Pattern designs. A cost of \$40 per session (payable one week in advance) will cover flowers and other materials. Course fee includes textbook and flowers for first night. Prerequisite: Level 1.

[1403] South Tue Oct 30, 6:30pm-9:00pm 8 sess \$205

## Floral - Churches, Banquets, Funerals

Create flowers for wedding altars, funeral tributes, standing sprays, store openings and more. A fee of \$40 per session (payable one week in advance) will cover flowers and materials. Course fee includes manual and flowers for first night. Prerequisite: Floral Level 1.

[1409] South Tue Sep 4, 6:30pm-9:00pm 8 sess \$205



## 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 \$40 per session payable one week in advance will cover flowers and other materials. Course fee includes textbook and flowers for the first session. Course runs 7 Tuesdays plus Thursday Nov 22. Prerequisite: Level 1.

[1412] South Wed Nov 7, 6:30pm-9:00pm 8 sess \$205

## Floral - Thanksgiving Workshop

Enjoy an inspiring evening creating a unique centerpiece for your Thanksgiving table. The colours and flowers of the season will enhance your Thanksgiving decor. Prerequisite: Level 1.

[1413] South Thu Oct 4, 6:30pm-9:00pm 1 sess \$95

## Floral - Christmas Show Stopper workshop

Christmas is a time to gather with family and friends and what better time to decorate your home with fresh flowers. Please come and enjoy some holiday cheer as we design a fabulous arrangement to adorn your home for the holidays. Includes supplies. Prerequisite: Level 1.

[1410] South Thu Dec 13, 6:30pm-9:00pm 1 sess \$95

# Certificate & Diploma Programs - Art & Design

## Interior Decorating & Design Diploma

Turn your Creative Talent into a Rewarding Career.

### Graduates

Professional Decorators are in demand. Successful Grads can work independently as Professional Interior Decorators! Our grads also work in management or as associates for Lighting and Furniture Companies, Fabric Wholesalers, Tile, Plumbing, Bath, Bedding and Accessory shops. They also work as associates in design and architectural firms, company product representatives, stagers, renovators and kitchen designers.

**STUDENT COMMENT:** *"Bea's incredible knowledge of teaching interior decorating is reflective of the success of her students. She is one of the most gifted teachers I have had the privilege to learn from. Bea continues to provide up to date information to her students in an industry that is always evolving and she doesn't lose sight of the guidelines to follow."* Leona K.

### Full Time – 7 months

Excel in this full time, hands-on program that provides you with all the tools and supplies, including a supplier library of products to use for your learning experience.

### Part Time – within 4 years

Work towards a change in career, or enhance your skills and knowledge in the decorating industry.

## Interior Decorating & Design Diploma - Full Time (day)

The full time program runs Monday through Friday, 9:15-12:15 pm. It is divided into 4 semesters:

Semester 1: Basics of Design, Colour, Light and Background Coverings

Semester 2: Decorating Fabric, Window Coverings, Furniture Selection and Decor Accents

Semester 3: Space Planning, Cadsoft, Kitchen Planning, Small Space Decor, Business Readiness.

Semester 4: Period Styles, Modern Styles, Residential Architecture, Project Management, and Final Project

Semester 1 and 2 are offered in the Fall term. Semester 3 and 4 are offered in the Winter/Spring term.

### Current offerings:

#### Interior Decorating & Design-semester 1

[1500] Canada Way Mon-Fri Sep 10, 9:15am-12:15pm  
35 sess \$1525

#### Interior Decorating & Design-semester 2

[1520] Canada Way Mon-Fri Nov 1, 9:15am-12:15pm 30 sess  
\$1300

## Interior Decorating Diploma - Part Time (evening)

The part time courses are scheduled Monday through Thursday evening on a rotating basis. Manuals are included in the course fee.

### Completion Requirements for part time program

- Students must start with the Basics of Design. Color can be taken in conjunction with Basics of Design.
- Successful completion requires 80% attendance, completion of all assignments/tests.

### Part Time Program (20 hours each)

- Basics of Design
- Colour & Schemes
- Lighting and Applications
- Period Styles
- Small Space Decor
- Background Coverings
- Decorating Fabrics
- Furniture Selection
- Project Management
- Space Planning
- Window Coverings
- Décor Accents
- Kitchen Planning
- Cadsoft
- Modern and Eclectic
- Perspective Drawing
- Residential Architecture
- Business Readiness
- Final Project

See [www.burnabycc.ca](http://www.burnabycc.ca) for detailed course descriptions

### Part time courses currently offered:

#### Basics of Design

[1450] Canada Way Tue Sep 25, 7:00pm-9:30pm 8 sess \$270

#### Furniture Selection

[1453] Canada Way Wed Sep 26, 7:00pm-9:30pm 8 sess \$270

#### Background Coverings

[1458] Canada Way Thu Sep 27, 7:00pm-9:30pm 8 sess \$270

### Free Information Sessions:

Thursday September 6, 7:00 pm

Tuesday December 4, 7:00 pm  
Burnaby Central School

Easy access from anywhere in the lower mainland! Free parking! If you miss the information session, email [choicesbea@gmail.com](mailto:choicesbea@gmail.com) to request further information.



# Certificate & Diploma Programs - Art & Design

## Makeup Artistry Diploma

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) program 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 (\$700) and will be charged at the time of registration. The Makeup Artistry certificate program is divided into 4 semesters:

Semester 1: Makeup Artistry Fundamentals (36 hours)

Semester 2: Topics include Bridal, Indian, Asian, Western, and Marketing (24 hours)

Semester 3: Topics include Fashion, Decades, Photographic Makeup and Editorial (36 hours)

Semester 4: Topics include Theatrical and Advanced Makeup such as makeup required for Drag, Opera, Showgirl, and Cirque de Soleil. (24 hours)

## Airbrushing and Specialized Makeup Certificate

This (40 hour) program 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. Prerequisite - Makeup Artistry certificate or previous experience. The professional makeup kit is an extra \$350. The airbrush gun and compressor is an extra \$275. The cost of the Photoshoot is \$50. (Total extra fees=\$675). The extra fees will automatically be added during registration.

## 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 (\$85) and will be charged at the time of registration. A supply list for other items to bring (eg. curling iron) will be emailed by the instructor. Will be offered in 2019. Date will be posted on [www.burnabycc.ca](http://www.burnabycc.ca)



*Instructor with student.*

**STUDENT COMMENT:** *"I had a great experience in this course. I'm a certified makeup artist working in the industry. Even though the course was short the coverage was in depth and thorough and the teacher makes sure to give honest, helpful, constructive feedback to help to be your best. I want to take the Airbrushing next. Big plus – the people were so nice!"*

**ABOUT THE INSTRUCTORS:** *Our instructors are professionals with experience in top Canadian makeup artistry schools and agencies. They are well networked and work with designers, media companies, etc.*

### Current Course offerings:

#### Makeup Artistry semester 1

[1800] Riverway Wed/Thu Sept 26, 6:00pm-9:00pm 12 sess  
\$750 plus kit fee (\$700).

#### Makeup Artistry semester 2

[1802] Riverway Wed/Thu Nov 7, 6:00pm-9:00pm 8 sess  
\$500

*Semester 3 and 4, Airbrushing, and Hairstyling will be offered in the Winter/Spring term*

For some courses there will be a \$50 extra charge for a photoshoot. See [www.burnabycc.ca](http://www.burnabycc.ca) for full course descriptions and to register.

Please register 2 weeks before course start date to enable the supplies to arrive on time.

**School Location:** The address for Riverway West School is 4340 Carson St., but if you are driving you must enter from McKay Ave.

### Free Information Session:

*Thursday September 13, 7:00 pm  
Burnaby Central School*



# 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 Plant Knowledge Certificate
- Ecological Landscape Design Certificate

Burnaby Community & Continuing Education is known across Metro Vancouver for providing leading edge, award winning Horticulture programs. Karen Flynn who supervises the Horticulture programs was the recipient of the Educator of the Year Award in 2014, presented by BC Landscape & Nursery Association.



## 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: Arborist Certification Study Guide (available at Pacific Arborist Supplies 604-924-3361, approx. \$129). Order in advance to assure availability. The class will run Tues. evenings 7:00-9:30 pm and Sat. mornings, 9:30 am-12:00. The ISA exam is scheduled for Dec.1 in North Vancouver. Note: 3 years of industry experience is required to write the exam (not included in the class). ISA CEU's available. No class Sat. Nov. 10.

[1013] Central Tue/Sat Oct 9, 7:00pm-9:30pm 10 sess \$395

## Tree Pruning for Landscapers & Gardeners

Join a production arborist and learn how to prune young trees for proper form, structure and aesthetics. The first 2 hours are in the classroom discussing tool selection, pruning cuts and the objectives of a pruning plan. The rest of the day will be spent in the field. Students will practice the plan, use the tools and prune. The course will also review safe ladder use and safe worksite set up. Bring a hand saw and scabbard, and bypass style hand pruners. Proper PPE (steel toed boots, hard hat, safety glasses, high visibility vest) is required to participate in pruning. Comfortable gloves are recommended. Bring a lunch and dress for the weather. Transportation to the pruning site is required. This class is limited to 14 students. ISA CEU's available.

[1021] Central Sun Nov 18, 9:00am-4:00pm 1 sess \$110

## Hardscape Installation Certificate

If you are new to Hardscape Installation, this part-time program will introduce you to basic professional techniques with a focus on the use of hand tools.

### This course would be of interest to:

- Those currently working in the horticulture industry who want to include hardscape skills in their qualifications.
- Owners of landscape businesses who want to update their knowledge and provide more comprehensive and professional services to their clients.
- Homeowners wanting to install their own hardscape in a professional manner.

### Program Content

- supplies and tools
- walkways, driveways and patios (concrete paver, brick, stepping stone, flagstone, natural stone, gravel)
- Walls (dry stack, engineered, manufactured, wood, gabion, live)
- Wood features, fences, setting posts
- Water features
- Low voltage lighting
- Garden accents
- Safety
- Estimating and Design

### Admission Requirements

Hardscape installation is physically challenging work and participants should be in good physical condition. Students are expected to wear steel toe work boots, gloves, safety glasses, and weather hardy work wear for the hands-on portion of the class.

### Completion Requirements

- 90% attendance in class/100% attendance at Saturday labs
- 75% on quizzes
- completion of all assignments and homestudy.

Next course:

[1002] Riverway Mon/Sat starting Sep 24, 16 sess \$695

Classes are held Mondays 6:30-9:00 pm and Saturdays 1:00-4:30 pm The course is a combination of classroom and field labs (rain or shine). No class Oct. 6, 8, Nov. 10 and 12.

# Certificate & Diploma Programs - Horticulture

## Landscape Horticulturalist 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 is an Industry Training Authorized provider of Common Cores Level 1 and 2 of the Landscape Horticulturalist Apprenticeship.

Landscape Horticulture is now a Red Seal Trade. Most students will qualify for financial support through the federal government's employment insurance (EI) program; applications should be submitted prior to the start of class. For information visit [www.servicecanada.gc.ca](http://www.servicecanada.gc.ca)

Further financial support may be available through the provincial government. Visit [www.apprenticeonline.gov.bc.ca](http://www.apprenticeonline.gov.bc.ca) for details.

Apprenticeship student loans are now available: [www.canada.ca/Apprentice](http://www.canada.ca/Apprentice) (click 'Canada Apprentice Loan' and the link under 'Apply Today')

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

### Graduates

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 Horticulturalist jobs can include:

Landscape Maintenance and Lawn Care (residential and commercial)

- identify plants
- prune small trees, shrubs and perennials
- maintain a lawn
- control and prevent weeds and diseases using Integrated Pest Management methods
- operating equipment (mowers, string trimmers, edgers and back pack blowers)

### Landscape Installation

- install plants and hardscape based on a design
- identify plants
- install walls, patios and water features

**STUDENT COMMENTS:** *I found all the teachers approachable and able to answer my questions. You can see the teacher's primary goal is to ensure that we all learn and understand. They made every effort to make us comfortable with the subject matter.'*

*'The teachers were all great! Looking forward to seeing you all for level 2.'*

### 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 Education is now offering the first 2 levels. Students can then transfer to Kwantlen Polytechnic University or another Institution to complete levels 3 & 4.

Students must purchase CSA approved steel-toed footwear. Rainwear, calculator, and work gloves are recommended purchases. Books and field trip costs are included in the course fee.

### Current course offering:

#### Landscape Horticulture Apprentice Level 2

[1014] Riverway Mon-Fri Nov 5, 9:00am-3:30pm 30 sess  
\$1250

Students must either attend an Information Session or contact [Karen.flynn@sd41.bc.ca](mailto:Karen.flynn@sd41.bc.ca) for details on how to register with the Industry Training Authority and with Employment Insurance.

Landscape Horticulture Apprentice Level 1 will be offered Jan 14, 2019 to Feb 22, 2019. It is a prerequisite for Level 2.

### Free Information Session:

Thursday October 18, 7:00 pm  
Tuesday December 11, 7:00 pm  
Burnaby Central School



Landscape Horticulturalist Apprenticeship Grads, 2018



## Organic Master Gardener Certificate

Finally, a comprehensive organic gardening course for urban garden enthusiasts! Gather with like-minded, environmentally conscious gardeners to learn about new topics:

- Learn to create gardens without harmful chemicals
- Become 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)

Be prepared for a major shift in paradigms! This is a gardening course, and so much more — this course is intense, challenging and inspiring. Students have called it “life changing” because once we truly understand the connection between soil health, plant health, human health and environmental health, we look at the world with different eyes.

**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”.*

### Course Requirements

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

*A detailed course outline can be found on [www.burnabycc.ca/horticulture](http://www.burnabycc.ca/horticulture)*

### Topics Include

- Botany/Adaptions within ecosystems
- Soil ecosystems
- Soil testing
- Soil fertility management
- Composting
- Teas and brews
- Water wise gardening
- Permaculture design
- Garden bed installation
- Pruning
- Landscape health
- Lawns
- Garden design and construction

*[1007] Riverway Tue/Thu/Sat Sep 25, 15 sess \$695*

Classes run Tues & Thurs 6:30-9:30 pm and Saturdays (Oct 13, 27, Nov 3) 1:00-4:00 pm

## Organic Horticulture Specialist Certificate

Whether you are already a landscape professional, just beginning your education, or simply learning for personal enjoyment, this course will give you the knowledge you need to become a better gardener. You will receive a thorough introduction to the science and practice of organic horticulture, facilitating a profound shift in ecological awareness. Going way beyond the idea of pesticide and fertilizer product substitution, you will understand the concepts of landscape health management as opposed to pest management, building a holistic decision making framework for creating and maintaining vibrantly healthy gardens and landscapes, including turf.

### This course prepares you to:

- grow fabulous, healthy gardens
- gain essential skills to start or enhance your business in the rapidly growing organic land care industry sector.
- Write the SOUL Organic Accreditation exam for land care professionals
- Earn generous continuing education credits for landscape professionals to maintain industry certifications (ISA, CNLA, BCSLA)
- Become involved in SOUL (Society for Organic Urban Land Care) and share your knowledge with your community through workshops, talks and other creative ways.

### This course partially satisfies the requirements of:

Gaia College: Core course for Diploma in Organic Land Care

Royal Roads: Core course for Joint Royal Roads/ Gaia College Diploma in Organic Land Care

Seneca College: Core course for Organic Land Care Fundamentals - Level 1. Please note that Seneca College refers to this course as ‘Fundamentals of Organic Land Care’.

Students must attend 90% of the sessions and satisfactorily complete all assignments. Students must have internet access, an email account and transportation to offsite events.

*[1009] Riverway Tue/Thu/Sat starting Sep 25, 15 sess \$695*

Classes run Tues & Thurs 6:30-9:30 pm and Saturdays (Oct 13, 27, Nov 3) 1:00-4:00 pm

# Certificate & Diploma Programs - Horticulture

## 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

Participants can complete this program on a part-time basis in two semesters of 9 weeks each; the semesters are scheduled for September-December and January-March.

### INDUSTRY RECOGNITION:

*Para Space Landscape Company Vice President – Jeff Foley:*  
*“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.”*

*Anderson Garden Services – Derrick Ulain:*

*“I am a former graduate of the RLT program and now the primary operator of a successful landscape company. We encourage all our staff to further their knowledge through the RLT program.”*

### Topics include:

- Ornamental Plants in the Landscape
- Plant Identification
- Soils
- Grading and Drainage
- Turf
- Integrated Pest Management
- Irrigation
- Plant Installation
- Design Fundamentals
- Landscape Maintenance
- Pruning
- Business Fundamentals

*A detailed course outline can be found on [www.burnabyccce.ca](http://www.burnabyccce.ca)*

Semester 1 has pre-approved Continuing Education Credits for the following: Certified Arborist 29, Board Certified Management, Arborist 29 (Science 20, practice 8, Management1).

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

### Residential Landscape Technician Semester 1

*[1019] Riverway Wed/Sat Sep 19, 18 sess \$575*

Classes are held Wednesdays 6:30-9:30 pm and Saturdays 9 am-noon.

### Residential Landscape Technician Semester 2

*[1016] Riverway Wed/Sun Sep 19, 18 sess \$575*

Classes are held Wednesdays 6:30-9:30 pm and Sundays 9:30 am-12:30.

Saturday/Sunday classes are held off-site, rain or shine. Transportation required for offsite classes.

*In partnership with*



### Free Information Session:

*Tuesday September 11, 7:00 pm  
Burnaby Central School*



*Residential Landscape Grads, 2018*



## Permaculture Design Certificate

Gather together with a group of environmentally conscious and creative people to learn and grow with plants and animals while exploring gardens, farms and forests across the lower mainland. Together we will learn how nature designs itself and how we can become sustainable designers ourselves. We will learn how to map and design our land and our lives, plan for emergencies, grow organic food in all four seasons and work to build a more sustainable future. By designing and consulting with an eye to energy efficiency and long term planning, we can save time, energy and money while living in alignment with our values and helping support other people to do so too.

The Permaculture Design Certification program is co-taught by a dynamic male – female teaching team (Delvin and Kym) who are well known in the Permaculture community.

This low cost, 12 month weekend course caters to the busyness of modern life while allowing you to observe changes throughout the seasons.

Course Topics include: Design methods; patterns in nature; soils and composting; water; trees; animals; design for cool, tropical and arid climates; social permaculture; native food and medicine plants of the Coastal First Peoples and much more. A detailed course outline can be found on [www.burnabycc.ca](http://www.burnabycc.ca)

Some classes take place off site. These locations are on bus routes in Greater Vancouver. A list of sites will be available from the instructor.

### STUDENT COMMENTS:

*The instructors, Delvin and Kym, provide an excellent introduction to the ethics, principles, and techniques of Permaculture. The instruction is more than I could have hoped for. Between the curriculum, and personal experiences of the instructors, the course offers a brilliant education and a profound experience. – Steven Funk*

*I quite enjoyed the permaculture design course, I always looked forward to attending every class because there was something different to learn each time. It also nicely tied in well with the Gaia College studies. Having different locations is a brilliant way to immerse ourselves in the natural learning of ecological design. It was never boring! The lessons were engaging and very interactive, I quite miss it! – Monique Constant*

## Graduating and Jobs

Having a Permaculture Design Certificate from a recognized training institute will empower participants as permaculture designers, consultants and beginner teachers able to use the word permaculture legally in their practice, business or project. This sustainability education eco-training certificate is a practical path for greening your life, resume and portfolio. You will have an edge when applying for jobs, grants or school programs

### Completion Requirements

It is not mandatory to participate in the certification requirements but for students wanting the certification they will be assessed on the following:

- Individual map and design
- Questions/ Written work
- Course Journal
- 100% attendance (there may be an opportunity to make up a missed class. This must be arranged directly with the instructor).

Successful completion of this course offers certificates through the graduate's choice of the Permaculture Institute (USA), the Permaculture Association (UK) or the Permaculture Research Institute (AU). Students may attend the course without completing the material required to attain certificates.

For more information, email [delvin@cosm.org](mailto:delvin@cosm.org).

The Permaculture Design certification course will run 15 Saturdays, one day a month, September 2018 to October 2019 Dates: Sept 15, Oct 13, Nov 10, Dec 1, 2018 and Jan 5, Feb 2, Mar 2, Apr 6, May 4, June 1, July 6, Aug 3, Aug 31, Sept 28, Oct 26, 2019. Many classes will be offsite but all are on bus routes.

*[1003] Riverway Sat Sep 15, 11:00am-5:30pm 15 sess \$777*



Look who came to the May Information Session!

## 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.

**STUDENT COMMENT:** *"I found the Accounting and Payroll Admin course very helpful. The instructors have 'real' experience and are open to discussions about practical situations we might encounter at work. They give advice. It's very helpful. Now I feel I have the skills and am prepared to work in a related position."*

### Program courses

- Bookkeeping
- Payroll
- Business Office Communications
- Excel Level 1
- Excel Level 2
- Sage 50 Accounting Level 1
- Sage 50 Accounting Level 2
- QuickBooks Level 1
- QuickBooks Level 2
- Job Search

### Prerequisites

Completion of Secondary school (any country)

English Language proficiency

Students with no computer experience should take the following course before starting this program. Getting Started with Computers – see page 30.

**Full time:** Monday to Friday, 9:00 to 3:30 pm. (12 weeks)

[5600] Canada Way Mon-Fri Sep 24 to Dec 14, \$2700

**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.burnabyccce.ca](http://www.burnabyccce.ca) to graduate.

*The schedule for part time courses can be found on pages 28-31.*

## Administrative Assistant Certificate

As a graduate of this program, you will be ready to jump-start your new and exciting career into the corporate world. Graduates can apply for the following jobs; Administrative Assistant, Clerical Support, Office Administration, Secretary, Receptionist. The program is offered both part time and full time. Includes a practicum.

### Program Courses

- Business Office Communications
- Office Skills for Valuable Employees
- Computer Keyboarding
- Microsoft Word Level 1
- Microsoft Word Level 2
- Excel Level 1
- Excel Level 2
- Power Point workshop
- Windows File Management
- Intro to Access

**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.

After all the courses are complete students must submit the Graduation application form found on [www.burnabyccce.ca](http://www.burnabyccce.ca).

*See pages 28-30 for course details and schedule.*

**Full time:** The program runs Monday to Thursday, 9:00-3:30 pm for 9 weeks. It will be offered again in the Winter/Spring 2019 term.

### Completion Requirements

Students must successfully complete all courses and maintain a typing speed of 50 wpm before they can graduate.



*"I had a great opportunity to take the Administrative Assistant certificate program at Burnaby CCE. The program was precise and focused on developing and improving new skills. The Instructors were professional and knowledgeable about the subjects we were taught. After my accomplishment in the class, I successfully completed my practicum. The program helped me to reach my goal and change my career".*

*—Alla Dodobaeva, June 2018*



## Graduation Ceremony

**Graduates of Certificate/Diploma programs, High School Completion 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 Wednesday June 26, 2019.**

**Visit [www.burnabycce.ca](http://www.burnabycce.ca) for detail.**

## Vancity

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

Students: 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](http://Vancity.com)



Take some of our short 'Career & Business Training' courses. They can help you in your current job, give you an edge in your career or push you in a new direction.

## Bookkeeping

This theory course is designed for people with minimal or no bookkeeping experience seeking employment or a skill refresher. It is also suited to someone who wishes to keep books for a small business. Topics include introduction to accounting/bookkeeping procedures, year end procedures, accounts payable/receivable, financial statements, taxes, budgeting and reconciliations. The course includes a brief introduction to computerized spread sheets. The workbook is \$30 extra and the cost will be added during the registration process. The textbook must be rented and will be available on the first day of class. To learn more about computerized accounting after completing this Bookkeeping course it is recommended students take Excel, QuickBooks and/or Sage 50 Accounting.

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

[0243] South Tue/Thu Sep 25, 6:30pm-9:30pm 15 sess \$275

## 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.

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

[0241] Central Tue Sep 25, 7:00pm-9:30pm 7 sess \$170

## Speaking Effectively

Just think how good it will feel if you can speak comfortably and with confidence. Learn what to say when meeting new people. Feel comfortable when speaking in front of small and large crowds. Learn how to prepare for successful presentations at work or other organizations you are involved in.

[0317] Central Tue Nov 13, 6:30pm-9:30pm 6 sess \$155

## Voice Over Announcing (Radio & TV)

Did you know that the Voice Over industry is growing? In addition to working as voice talent for TV & Radio Commercials, there is a huge market for both male and females to voice E-Learning Tutorials, On-Hold Messaging, Corporate Videos & Cell Phone Apps. There is also a large demand for foreign language speakers in translation and phone prompts for doctor's offices, hospitals and businesses. In this course you will, learn how to make a demo, script editing & pronunciations and where to find Voice Over work. Get information on equipment requirements for a budget studio and how to create characters and voices.

[0237] Central Thu Nov 8, 6:30pm-9:30pm 6 sess \$155

## Voice Over Announcing - Advanced

[0238] Central Thu Sep 27, 6:30pm-9:30pm 6 sess \$155

## Accent Reduction & Pronunciation

Learn to pronounce words correctly so you can be better understood. Hear your accent start to disappear by the end of the course. Feel more confident about speaking English. The class is fun and will help you in your social and professional interaction with others.

[0319] Central Tue Sep 18, 6:30pm-9:30pm 8 sess \$220

## 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, petty cash reconciliation, taking minutes, making travel arrangements, creating and using policy & procedures manuals, etc.

[1656] Central Tue Oct 30, 6:30pm-9:00pm 6 sess \$150

## Business Office Communications:

If you work in an office you NEED this course. Having the required technical skills is fine, but if you really want to survive and thrive in an office, communication skills are vital. Poor communication can create unnecessary problems and potential loss of business. Learn to effectively communicate with both colleagues and clients. The course includes 3 segments: Business Writing, Conflict Resolution for the Workplace, and Customer Service

[1649] Central Sat Oct 20/Oct 27/Nov 3, 9:30am-12:30pm  
3 sess \$120

### 1. Conflict Resolution for the Workplace

Sometimes in the workplace you may face conflict with a co-worker, supervisor or client. In order to survive and thrive in the office, you need to learn some valuable skills. Learn how to make communication easier and more effective at work.

### 2. Customer Service

This workshop provides guidelines and best practices for providing excellent customer service that will enable frontline associates and service staff in back-up and support roles to build, maintain, and increase a loyal customer base. This practical and engaging course covers tactics for making the most of every customer contact. Whether in person, on the phone, or online, course participants will discover the actions they need to take to develop loyal and devoted customers.

### 3. Business Writing

In today's business world having good business writing skills are more important than ever. Why? More and more employers and employees are communicating by e-mail or by correspondence. To be successful in the job market having good writing skills is essential. In this three hour interactive workshop, you will learn how to improve your business writing skills through exercises, group work and discussion. The workshop will also cover email etiquette and the importance of developing good listening skills to convey the right message.

## Intro to Developing the Leader Within

This course is for people who are on their leadership journey or interested in becoming a leader. It will expand your knowledge and skills as a professional and transform the way you think of leadership. Learn the keys to unlocking your leadership potential. You will understand the different styles and levels of leadership and assess yourself to learn how to improve further. Through this interactive course, you will engage in activities and exercises that will help develop your skills in developing teams, solving conflict, setting goals and better decision making. You will also learn how to communicate effectively as a leader. By the end of the course, you will be better prepared and inspired to take your journey as a leader. Students have the option of receiving a free 1-1 coaching session after the course is over.

[1650] Central Thur Sept 27, 6:30pm-9:30pm 6 sess \$120

## Media Training 101

This media training workshop is for those who have a role speaking to the media or representing the company. In this workshop you will learn how to deal with the media effectively in getting your message across on all media platforms, learn how to prepare for the interview and handle difficult questions, face to face interviews and body language tips. The end of the class you will do a mock interview.

[1649] Central Tue Oct 9, 16, 23, 6:30pm-9:30pm 3 sess \$120



## 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! (No classes on stat holidays)

[0217] Canada Way Mon Sep 17, 6:30pm-9:00pm 6 sess \$130

[0218] Canada Way Mon Nov 5, 6:30pm-9:00pm 6 sess \$130

## Excel Level 1

Microsoft 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.

[0200] Central Tue Sep 25, 6:30pm-9:30pm 5 sess \$215

[0202] Central Sat Sep 22, 9:00am-12:00pm 5 sess \$215

## Excel Level 2

Level 2 teaches students how to apply basic skills 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.

[0201] Central Sat Nov 17, 9:00am-12:00pm 5 sess \$215

[0203] Central Tue Nov 6, 6:30pm-9:30pm 5 sess \$215

## 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] Canada Way Tue Sep 18, 7:00pm-9:30pm 4 sess \$139

## 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.

[0219] Canada Way Mon Oct 15, 6:30pm-9:30pm 2 sess \$85

## Microsoft Word 2013, Level 1

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.

[0204] Central Thu Sep 27, 6:30pm-9:30pm 5 sess \$215

## Microsoft Word 2013, Level 2

Level 2 teaches you how to apply some intermediate skills to work with business documents such as letters, forms, and newsletters. You will continue to increase your productivity to apply creative features and enhance various documents. Includes using tables, working with illustrations, working with reference and using productivity tools.

[0205] Central Thu Nov 8, 6:30pm-9:30pm 5 sess \$215

## PowerPoint Workshop

Learn to create and share dynamic presentations. You can add polish to presentations that will captivate your audience.

[0216] Central Sat Nov 3, 9:00am-3:00pm 1 sess \$65

## Intro to Microsoft ACCESS

Access is a useful tool to set up databases and manage data. This excellent short course will give you a solid introduction on how Access can work for you. Prerequisite: Excel Level 1 or equivalent knowledge. (This is not a credit course and there will be no exams or marks given).

[0207] Canada Way Wed Nov 7, 6:30pm-9:30pm 3 sess \$98

By combining several courses, students can earn an Administrative Assistant Certificate or a Diploma in Accounting & Payroll Administration. See page 26.



### QuickBooks Level 1

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.

[0214] Canada Way Thu Sep 20, 6:30pm-9:30pm 7 sess \$325

### QuickBooks Level 2

Level 2 is a continuation of basic features for daily accounting tasks. You will be introduced to some of the more advanced functions and capabilities of QuickBooks. Students will look at how to create company files, and deal with more advanced tasks for receivables, payables, inventory and payroll. Please bring a memory stick.

[0215] Canada Way Thu Nov 8, 6:30pm-9:30pm 7 sess \$325

### Sage 50 Accounting Level 1

In this computerized accounting program for PCs 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 required.

[0209] Canada Way Wed Sep 12, 6:30pm-9:30pm 7 sess \$325

### Sage 50 Accounting Level 2

Level 2 introduces some of the more advanced functions and capabilities of Sage 50 Accounting. It is designed for those who are already familiar with accounting from work experience using Sage 50 Premium Accounting and/or have completed Sage 50 Premium Accounting Level 1. Topics include, Setting Up Data Files and Customizing Settings; Banking and Credit Cards; Security, Budgets, Project and Inventory; Intermediate Payroll Features; and Working with Foreign Currencies. Bring a memory stick to class.

[0210] Canada Way Wed Nov 7, 6:30pm-9:30pm 7 sess \$325

### Website Basics

Explore the basic concepts of web development by creating your first web page. Learn how web pages show up in your browser, and the essential components required. Introduction to HTML code, hyperlinks, how to add images and format text. Workshop participants will create a functional web page using the elements covered in the class.

[0228] Canada Way Tue Oct 23, 6:30pm-9:30pm 1 sess \$35

### Wordpress for Beginners

Learn the basics of creating a website with WordPress, the most popular Content Management System (CMS) for many of today's websites. Create and edit web content. Explore WordPress themes (templates) to change the appearance of your website. Learn how you can expand the function of your website by using plug-ins. Students will also learn how to set up domain names and web hosting for a self-hosted WordPress website. Students without prior knowledge will benefit greatly from taking 'Website Basics' beforehand.

[0229] Canada Way Tue Oct 30, 6:30pm-9:30pm 6 sess \$140



*Pictured in the front row are Nataliya, Prashanthi and Douglas who attend evening classes with Burnaby CCE. They are working toward their Accounting & Payroll Administration Diploma.*

## High Intensity Interval Training

H.I.I.T workouts are bursts of intense activity broken up by short rest periods. Your workout will be quick and efficient using only your body-weight or additional light weight as resistance. H.I.I.T burns more fat than steady state cardio, even after your workout is over. You will improve muscular endurance and strength, increase your aerobic capacity, and feel a great sense of accomplishment which will make you keep coming back for more!

[0049] Canada Way Mon Sep 24, 7:00pm-7:45pm 10 sess \$110

Join a **FREE HIIT trial class** on **Monday Sept 17 at Canada Way Education Centre, 7:00 pm.**

## Gentle Yoga

Yoga is a mind-body practice that helps improve well-being on all levels: physical, mental, emotional, spiritual. Yoga classes include physical exercises (Asana), breathing exercises (Pranayama), meditation, and relaxation. Practicing yoga has many benefits including flexibility, strength, stamina, balance, balance, focus and peaceful mind. These gentle yoga classes are beginner-friendly, no previous experience is required.

[0064] Canada Way Wed Sep 19, 6:00pm-7:15pm 8 sess \$89

[0065] Gilmore Mon Sep 17, 6:00pm-7:15pm 8 sess \$89

[0066] Canada Way Wed Nov 14, 6:00pm-7:15pm 5 sess \$56

[0067] Gilmore Mon Nov 26, 6:00pm-7:15pm 4 sess \$48

**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!*

## Reiki

Reiki is an effective method of energy healing. It is gentle and powerful. Reiki goes to the root cause of the disease and works on all levels: physical, mental, emotional, and spiritual. Reiki is currently practiced all over the world in the hospitals, wellness centers, spas, resorts, homes, and corporate offices. Visit [www.burnabyccce.ca](http://www.burnabyccce.ca) for full description.

### Burnaby CCE offers all 4 Levels of Reiki

#### Practitioner Certification:

- Reiki Practitioner First Degree (Level 1)
- Reiki Practitioner Second Degree (Level 2)
- Reiki Practitioner Third Degree (Level 3/Master Practitioner)
- Reiki Master Teacher Training (Level 4/Master Teacher)

Fee includes a manual and a certificate that is approved by the Canadian Reiki Association.

### Reiki Practitioner Level 1

[0093] Central Sat Sep 29, 9:00am-4:30pm 1 sess \$150

### Reiki Practitioner Level 2

[0094] Central Sat Oct 27, 9:00am-4:30pm 1 sess \$175

### Reiki Practitioner Level 3 (Master Practitioner)

[0095] Central Sat Nov 24, 9:00am-4:30pm 1 sess \$200

### Reiki Level 4 (Master Teacher)

[0096] Central Sat Dec 8, 10:00am-4:00pm 2 sess \$400



## Instructor Profile - Setareh Riahi

Setareh is a certified Yoga & Meditation teacher, Reiki Master Teacher, and wellness practitioner. She is passionate about what she does and has been offering classes with Burnaby CCE since 2012. She has a holistic approach to healing, one that is inspirational and embodies the physical, spiritual, and emotional aspects of well-being. She is a professional member of Yoga Alliance and Canadian Reiki Association.



## French

Our conversationally oriented French courses will cover the basics of speaking and reading. The first level is designed for students who have had little or no instruction in or exposure to the language. Once students improve they can progress through all the courses. The instructor is a fun, dynamic person with vast experience in teaching and traveling. See [www.burnabyccce.ca](http://www.burnabyccce.ca) for course descriptions. The text is extra (Bescherelle, English Edition). Available first class.

### French - Level 1

[0120] South Tue Sep 25, 7:00pm-9:00pm 10 sess \$115

### French - Level 2

[0122] South Thu Sep 27, 7:00pm-9:00pm 10 sess \$115

### French - Level 3

[0123] South Wed Sep 26, 7:00pm-9:00pm 10 sess \$115

## Mandarin

If you have little or no knowledge of the Mandarin Chinese language, Level 1 is right for you. Students will be exposed to the language using common topics such as daily activities, greetings, etc. The course is primarily conversation with a focus on speaking and listening. There will be a brief introduction to reading some basic characters.

### Mandarin Chinese - Level 1

[0155] South Wed Sep 26, 7:00pm-9:00pm 10 sess \$110

## Spanish

Our Spanish language courses are taught by native Spanish speaking instructors. They are offered at 2 locations; Burnaby Central and Burnaby South. The textbook is extra (\$35) and can be purchased on the first day of class. Visit [www.burnabyccce.ca](http://www.burnabyccce.ca) for course descriptions and to register.

### Spanish - Level 1

[0102] Central Tue Sep 25, 7:00pm-9:00pm 10 sess \$115

[0103] South Wed Sep 26, 7:00pm-9:00pm 10 sess \$115

### Spanish - Level 2

[0107] South Thu Sep 27, 7:00pm-9:00pm 10 sess \$115

### Spanish - Level 3

[0112] South Tue Sep 25, 7:00pm-9:00pm 10 sess \$115

### Spanish Level 4 (+Conversation)

[0114] Central Thu Sep 27, 7:00pm-9:00pm 10 sess \$115

## Russian - Level 1

Russian is widely used across much of the former Soviet Union and Eastern Europe and is appearing increasingly in major cities in Western Europe and North America. Russian is the language of some of the world's greatest writers, composer, artists, performers and scientists. Learn to speak Russian with an easy-to-learn phonetic system. Read and write the Cyrillic alphabet, learn vocabulary and immerse yourself in authentic conversation. You will learn four language skills; reading, writing, listening, and speaking. This basic communication course offers simple real world dialogues and role-plays supplemented by phonetic practice and some writing. Themes cover the most essential aspects of every day life. This course is for beginners. No textbook is required but students might find the following book to be a good reference ('Yes, I Speak Russian' by Karentnikova).

[0130] South Thu Sep 27, 7:00pm-9:00pm 10 sess \$110

## Korean Level 1

This course is designed for people with little or no knowledge of the Korean language. Korean is a phonetic language thus making it easy to learn to read. The course includes basic grammar and communication phrases. The instructor is certified to teach Korean as a Foreign language and has many years of teaching experience. No text book required, handouts will be provided.

[0140] Canada Way Wed Sep 26, 6:45pm-9:15pm 10 sess \$110

## Accent Reduction & Pronunciation

[See page 34](#)



## 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] Central Tue Sep 18, 7:00pm-9:00pm 4 sess \$75

## 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. Please bring a tape measure, pencil and paper to the first class when pattern selection and supplies required will be discussed.

[0340] South Wed Sep 26, 6:30pm-9:30pm 5 sess \$98

## Sewing Workshop

Students must have basic sewing skills or have taken Sewing for Beginners to register for this class. 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. The class size is limited to 10 students for personal attention.

[0341] South Wed Nov 7, 6:30pm-9:30pm 4 sess \$78

## Natural Hair Care

Whether your hair is oily, dry, colour treated or dealing with dandruff or hair loss, this fun and informative class is for you! Using an array of herbal botanicals, aromatherapy oils and moisturizing shampoo bars, make your own nourishing hair products. Make and take a black castor oil scalp soother, dry shampoo, hydrating leave-in conditioner, and an herbal shampoo. Recipes on deep conditioner, overnight hair mask and hair rinses.

[0328] Central Tue Nov 20, 6:30pm-9:30pm 1 sess \$59

## Mineral Makeup

Are you currently using a mineral make-up and want to make your own for a fraction of the cost? Using an array of earth elements, butters, oils, waxes, and pre blended bases, make and take home a foundation powder, mascara, two eye shadows, lip-gloss, cosmetic pencil, a moisturizing lipstick and handouts with instructions from the class. Plus discussions on blending colours, mineral make up benefits and ingredient knowledge. Also receive recipes on liquid foundation and makeup remover. ALL SUPPLIES INCLUDED IN COURSE FEE.

[0327] Central Sat Oct 13, 10:00am-3:00pm 1 sess \$160

## Accent Reduction & Pronunciation

Learn to pronounce words correctly so you can be better understood. Hear your accent start to disappear by the end of the course. Feel more confident about speaking English. The class is fun and will help you in your social and professional interaction with others.

[0319] Central Tue Sep 18, 6:30pm-9:30pm 8 sess \$220



## Instructor Profile - Cheryl Theilade

Cheryl has been teaching a variety of courses on natural skincare for over twenty years. Along with her enthusiasm, spirit and good sense of humour, she shares her knowledge on using ingredients from nature to create affordable, healthy body care products. She offers tips on customizing skincare to suit your own needs or for someone special. She has appeared on City TV, Vancouver Living and CBC radio, and contributed to articles in *Coco Magazine*, *The North Shore News*, *The Vancouver Sun* and *Shared Vision*.





## Community Centred College for the Retired

6650 Southoaks Crescent, Burnaby

[www.cccrburnaby.org](http://www.cccrburnaby.org) “Learn for Fun / Teach for Pleasure” 604-517-8732

### FALL REGISTRATION BEGINS TUESDAY, SEPTEMBER 4, 2018

**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**

**Registration is 9:15 - 3:15 on an 'in-person only' first come, first served basis; no phone or on-line registrations**

**Payment Options are Cash or Cheque only for Registration**

Information on-line at [www.cccrburnaby.org](http://www.cccrburnaby.org) or pick up a brochure at Burnaby Libraries, Community Centres or CCCR

**ARTS & CREATIVITY** Calligraphy; Knitting & Crocheting; Quilting; Acrylics; Watercolors / **COMPUTERS** Desktop Basics for Windows 10; Social Media for iPad and Windows; Internet & Gmail / **COMPUTER PHOTOHANDLING** Load, File & Edit your Photos; Pro Show Gold Photo Arranging, albums, slideshows; Photography / **GENEALOGY – FAMILY TREE RESEARCH** Q & A workshop; Beginner; Intermediate-Advanced / **iPAD** Beginner; Intermediate; Advanced; iPhone Workshop / **LANGUAGES** Mandarin; French; Spanish / **MUSIC** (Ukulele; Piano; Voice / **SOCIAL** Bridge; Mahjong / **READING & WRITING/ONE DAY COURSE** Driver Safety – Tips & Rule Changes

*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!

[www.burnabyfamilylife.org](http://www.burnabyfamilylife.org)

**Pre and Post Natal Services** - call 604-659-2228

- Pregnancy Outreach Program
- Baby & Me

**Family Life Education** - call 604-659-2205

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

**Family Resource Programs**

- Parent-Child Mother Goose - call 778-858-0485
- Baby & Me Second Stage - call 604-659-2205
- Family Drop-in - call 604-659-2205
- Learning Together Through Play - call 604-659-2205

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

- For children 8 weeks to 3 years

**McKercher Occasional Child Care Centre** - call 604-419-6914

- Licenced & flexible hourly child care when you need it

**Morley Child Care Centre** - call 604-659-2235

- Daycare (3-5yrs)
- Preschool (30 mos-5yrs)
- Out of School Care (5-12yrs)

**Moving Ahead** - call 604-659-2205

A collaborative, case management service approach that serves vulnerable refugees and immigrants in their own first languages who face multiple barriers in their process of settlement. This program offers outreach and in-home consultations to reach and support isolated newcomers.

**Stopping the Violence Counselling** - call 604-659-2217

- Individual Counselling & Group Counselling
- Adult Survivors of Sexual Abuse
- Discovery and Empowerment
- Mindfulness for Survivors

**PEACE Counselling Program** - 604-659-2215

- Individual Counselling
- Children Who Witness Abuse
- Youth Exposed to Abuse
- Group Counselling- Keeping Cool

## Come and find out which program is right for you!

### **Health Care Assistant**

Thursday September 6, 6:30 pm  
Burnaby Central School

### **Medical Office Assistant**

Tuesday September 4, 6:30 pm  
Tuesday December 4, 6:30 pm  
Burnaby Central School

### **Early Childhood Education - Basic Program**

Tuesday August 21, 6:30 pm  
Canada Way Education Centre  
Tuesday September 4, 6:30 pm  
Tuesday December 4, 6:30 pm  
Burnaby Central School

### **ECE - Post Basic Program (Infant Toddler & Inclusive Practice)**

Tuesday August 21, 8:00 pm  
Canada Way Education Centre  
Tuesday September 4, 8:00 pm  
Tuesday December 4, 8:00 pm  
Burnaby Central School

### **Education Assistant**

Tuesday December 4, 6:30 pm  
Burnaby Central School

### **Interior Decorating**

Thursday September 6, 7:00pm  
Tuesday, December 4, 7:00pm  
Burnaby Central School

### **Makeup Artistry/Hairstyling**

Thursday September 13, 7:00 pm  
Burnaby Central School

### **Landscape Horticulture Apprenticeship**

Thursday October 18, 7:00 pm  
Tuesday December 11, 7:00 pm  
Burnaby Central School

### **Residential Landscape Technician**

Tuesday September 11 7:00 pm  
Burnaby Central School

### **TESOL (ELL Teacher Training)**

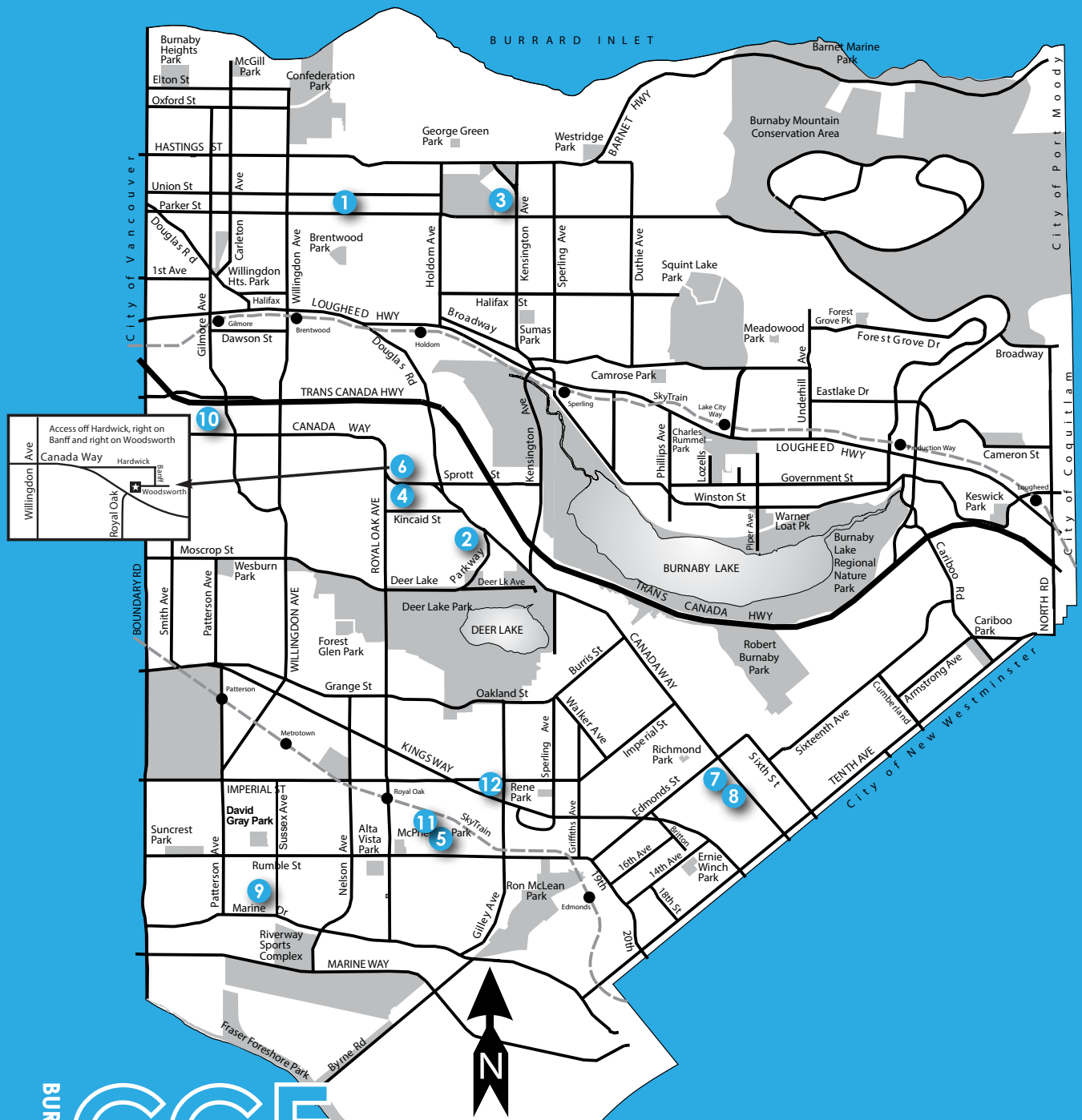
Tuesday September 11, 7:00 pm  
Burnaby Central School

### **Therapeutic Recreation Aide**

Thursday September 6, 7:00 pm  
Burnaby Central School

**Not all programs have information sessions.  
Program detail can be found at [www.burnabyece.ca](http://www.burnabyece.ca)**





# BURNABY CCE LOCATIONS

Community & Continuing Education



1. **Alpha Secondary** 4600 Parker Street
2. **Burnaby Central Secondary** 6011 Deer Lake Parkway
3. **Burnaby North Secondary** 751 Hammarskjold Drive
4. **Burnaby School District Administration Office** 5325 Kincaid Street
5. **Burnaby South Secondary** 5455 Rumble Street (enter from back parking lot)
6. **Canada Way Education Centre** 5310 Woodsworth Street
7. **Edmonds Community School** 7651 18th Avenue
8. **Edmonds Resource Centre** 7355 Canada Way
9. **Riverway West** 4340 Carson Street (enter from McKay Ave)
10. **Schou Education Centre** 4041 Canada Way
11. **South Burnaby Adult Education Centre** 5455 Rumble Street
12. **Windsor Continuing Education Centre** 6907 Gilley Avenue



# What do **YOU** want to do?

## Finish high school or upgrade your marks – Tuition-free for eligible students

We offer **High School Completion Courses** to suit your lifestyle. Take them day or night. Talk to one of our advisors. It's never too late to graduate.

## Improve your English language skills – Tuition-free for eligible students

Improve your reading, writing, speaking and listening skills, and meet new friends while taking **Literacy Foundations Courses** in English, Math, Science, Social Studies, or Computers.

**LINC Classes** focus on speaking, listening, reading, and writing English for day-to-day living, to help you integrate more easily into the community. Childminding is available.

## Work toward new career opportunities

We have a variety of study options to suit your needs. Choose part-time or full-time, short term or long term, and daytime or evenings. (Learn more inside this brochure.)

- Dental Office Administration
- Dietary Aide
- Health Care Assistant
- Medical Office Assistant
- Therapeutic Recreation Aide
- Early Childhood Education
- Education Assistant
- Start a Family Day Care
- TESOL (ELL Instructor)
- Floral Arranging
- Interior Decorating
- Makeup Artistry
- Accounting & Payroll Admin
- Administrative Assistant
- Business Office Communication
- Computer Courses
- Hotel Management
- Leadership Development
- Media Training
- Office Skills
- Payroll / Bookkeeping
- Voice-over Announcing
- Arborist Tree Identification
- Hardscape Installation
- Landscaping Horticulture Apprenticeship
- Organic Master Gardener
- Permaculture Design
- Residential Landscape Technician
- Tree Pruning
- Building Service Worker

## Try something new

Choose from a long list of **General Interest Courses** including: French, Spanish, Mandarin, Russian, Accent Reduction, Yoga, Reiki, High Intensity Interval Training, Photography, Hairstyling, Soap Making, and Sewing.