

Not happy with your current job?



Get the education you need for a better future.

- Find your path to success and fulfillment.
- Improve your English language skills.
- Finish your high school diploma.
- Earn a certificate or diploma.
- Take a short course to upgrade your skills.
- Try something new.

It's Easy to Register

CERTIFICATE & DIPLOMA PROGRAMS AND GENERAL INTEREST COURSES

OPTION
1

Web:

Visit www.burnabyccce.ca and register online today

OPTION
2

Phone:

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

OPTION
3

In Person:

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

LINC, LITERACY FOUNDATIONS AND HIGH SCHOOL COMPLETION

High School Completion

- See pages 3, 4, 6, 7 & 8 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

A Message from the Burnaby Board of Education



*Burnaby Board of Education (L to R):
Christine Cunningham, Ryan Stewart, Gary Wong,
Bill Brassington, Larry Hayes, Peter Cech & Jen Mezei*

Welcome to Burnaby CCE.

Do you want to graduate from high school, learn English, train for a new career, or try something new and enrich your life? Whatever your goal, 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 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.

Community and Continuing Education:

Phone: 604-296-6901
www.burnabyccce.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.com/burnabyccce

LINC, Foundations & High School Completion

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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 **OR** **Surrey Language Assessment Centre**
 208 – 2525 Commercial Drive 202 – 7337 137th Street
 Vancouver, BC V5N 4C1 Surrey, BC V3W 1A4
 604-876-5756 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 1:00 pm and Tuesdays at 11:30 am

Windsor Neighbourhood Learning Centre, 6907 Gilley Avenue
 Tuesdays at 5:30 pm, Wednesdays at 2:00 pm and Thursdays at 10:00 am

Free Childcare

Childcare 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, 2,3& 4	Monday – Thursday	Edmonds	9:00 – 11:45 am
Levels F, 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 2, 3, 4, 6/7	Monday – Thursday	Windsor	9:00 – 11:45 am
Levels 3, 4, 5	Monday – Thursday	Windsor	12:15 – 3:00 pm
Levels Workplace 5/6	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 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
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

Funded by:

Financé par :



Immigration, Refugees
and Citizenship Canada

Immigration, Réfugiés
et Citoyenneté 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, Debit card only.

Foundations Classes

Assessment and Registration

(Your assessment will take approximately 2 hours)

North Burnaby Adult Education Centre (NBAEC) 751 Hammarskjold Drive

- September 5 Student with placement forms at 10:30 am to 1:30 pm
- September 5 & 11 at 9:30 am and 12:30 pm
- September 18 at 9:30 am

Continuous Registration

- From September 25 to December 18, every Wednesday 11:00 am

South Burnaby Adult Education Centre (SBAEC)

5455 Rumble Street (Portables at Burnaby South Secondary)

- September 9 Students with placement forms from 10:30 am to 1:30 pm
- September 9 & 12 at 9:30 am and 12:30 pm
- September 16 at 9:30 am

Continuous Registration

- From September 26 to December 19, every Thursday at 9:30 am
- August 27 & September 3 at 6:00 pm Pre registration for NEW Foundations evening students
- Tuesday evenings September 17 & 24, October 1 & 8 at 6:15 pm (evening registration is at Burnaby South Secondary School)

High School Completion Courses

Registration



North Burnaby Adult Education Centre (NBAEC) (Daytime Classes) 751 Hammarskjold Drive

- September 4, 6, 10 & 13 at 9:00 am to 1:30 pm
- September 24 from 10:00 am to noon
- September 25, from 9:00 am to 11:00 am

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

- August 26 & 29 from 6:15 pm to 8:00 pm
- September 12 & 17 from 6:15 pm to 8:00 pm

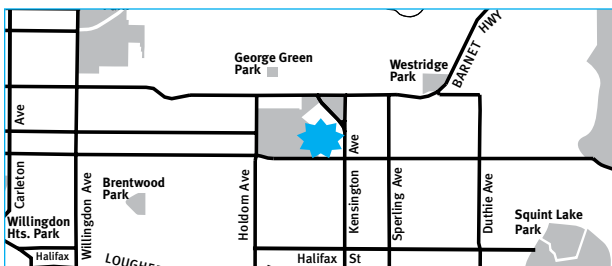
Daytime classes are held at 2 conveniently located centres in Burnaby

North Burnaby Adult Education Centre (NBAEC)

751 Hammarskjold Drive
Skytrain: Burnaby Lake Station
Buses: 025, 028, 129

South Burnaby Adult Education Centre (SBAEC)

Portables at 5455 Rumble Street
Skytrain: Royal Oak Station
Buses: 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 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 and Social Studies

Upgrade your skills in Mathematics. These courses are an ideal way for students to upgrade their skills and prepare for employment or grade 11 and 12 Math 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; to set up an appointment, call the North Burnaby Adult Education Centre at 604.296.6915.

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
Foundations Language Arts Courses					
Foundations English 1-2	SE1A	M, W, F	9:00 am - 11:45 am	Sept 23 - Dec 11	SBAEC
Foundations English 2-3	SE3A	M, W, F	9:00 am - 11:45 am	Sept 23 - Dec 11	SBAEC
Foundations English 4-5	SE4A	M, W, F	9:00 am - 11:45 am	Sept 23 - Dec 11	SBAEC
Foundations English 5-6	SE5A	M, W, F	9:00 am - 11:45 am	Sept 23 - Dec 11	SBAEC
Foundations English 6-7	SE7A	M, W, F	9:00 am - 11:45 am	Sept 23 - Dec 11	SBAEC
Foundations Reading 1-2	SR1A	M, W, F	12:15 pm - 3:00 pm	Sept 23 - Dec 11	SBAEC
Foundations Reading 3 -4	SR3A	T & Th	9:00 am - 12:30 pm	Sept 24 - Dec 19	SBAEC
Foundations Speaking & Listening 1-2	SL1A	T & Th	9:00 am - 12:30 pm	Sept 24 - Dec 19	SBAEC
Foundations Writing 3-4	SW3A	M, W, F	12:15 pm - 3:00 pm	Sept 23 - Dec 11	SBAEC
Foundations Writing 5-6-7	SW5A	M, W, F	12:15 pm - 3:00 pm	Sept 23 - Dec 11	SBAEC
Foundations English 1-2	NE1A	M, W, F	9:00 am - 11:45 am	Sept 23 - Dec 11	NBAEC
Foundations English 3-4	NE3A	M, W, F	9:00 am - 11:45 am	Sept 23 - Dec 11	NBAEC
Foundations English 5-6	NE5A	M, W, F	9:00 am - 11:45 am	Sept 23 - Dec 11	NBAEC
Foundations English 6-7	NE7A	M, W, F	9:00 am - 11:45 am	Sept 23 - Dec 11	NBAEC
Foundations Reading 1-2	NR1A	M, W, F	12:15 pm - 3:00 pm	Sept 23 - Dec 11	NBAEC
Foundations Reading 3-4	NR3A	T & Th	9:00 am - 12:30 pm	Sept 24 - Dec 19	NBAEC
Foundations Speaking & Listening 1-2	NL1A	T & Th	9:00 am - 12:30 pm	Sept 24 - Dec 19	NBAEC
Foundations Writing 3-4	NW3A	M, W, F	12:15 pm - 3:00 pm	Sept 23 - Dec 11	NBAEC
Foundations Writing 5-6-7	NW5A	M, W, F	12:15 pm - 3:00 pm	Sept 23 - Dec 11	NBAEC
Foundations Mathematics Courses					
Foundations Mathematics 5-6-7	NM5A	M, W, F	9:00 am - 11:45 am	Sept 23 - Dec 11	NBAEC
Foundations Social Studies Courses					
Foundations Social Studies	SS5A	T & Th	9:00 am - 12:30 pm	Sept 24 - Dec 19	SBAEC
Foundations Social Studies	NS5A	T & Th	9:00 am - 12:30 pm	Sept 24 - Dec 19	NBAEC

Fall Term Foundations Classes – Evening

COURSE NAME	COURSE #	DAYS	TIMES	DATES	LOCATION
Foundations English 1-2	SE1W	T & Th	6:15pm-9:15pm	Sept 10 - Dec 19	South
Foundations English 3-4	SE3W	T & Th	6:15pm-9:15pm	Sept 10 - Dec 19	South
Foundations English 5-6	SE5W	T & Th	6:15pm-9:15pm	Sept 10 - Dec 19	South
Foundations English 6-7	SE7W	T & Th	6:15pm-9:15pm	Sept 10 - Dec 19	South

FINISH HIGH SCHOOL

UPGRADE YOUR SKILLS

Fall Term High School Completion and Upgrading Classes – Daytime

COURSE NAME	COURSE #	DAYS	TIMES	DATES	LOCATION
Life Science 11	N300	M, W, F	12:15 pm - 3:00 pm	Sept 23 - Dec 11	NBAEC
Anatomy & Physiology 12	N310	M, W, F	12:15 pm - 3:00 pm	Sept 23 - Dec 18	NBAEC
Chemistry 11	N320	M, W, F	9:00 am - 11:45 am	Sept 23 - Dec 11	NBAEC
Chemistry 12	N330	M, W, F	9:00 am - 11:45 am	Sept 23 - Dec 11	NBAEC
Composition 11	N130	T & Th	9:00 am - 12:30 pm	Sept 24 - Dec 19	NBAEC
Composition 12	N106	T & Th	9:00 am - 12:30 pm	Sept 24 - Dec 19	NBAEC
English Studies 12	N141	T & Th	9:00 am - 12:50 pm	Sept 24 - Dec 19	NBAEC
English Studies 12	N140	M, W, F	9:00 am - 11:45 am	Sept 23 - Dec 18	NBAEC
English Studies 12	N142	M, W, F	12:15 pm - 3:00 pm	Sept 23 - Dec 18	NBAEC
Math Upgrading (all levels)	NM5A	M, W, F	9:00 am - 11:45 am	Sept 23 - Dec 11	NBAEC
Workplace Math 11	N215	M, W, F	9:00 am - 11:45 am	Sept 23 - Dec 11	NBAEC
Math 11 Foundations	N218	T & Th	9:00 am - 12:30 pm	Sept 24 - Dec 19	NBAEC
Math 11 Pre-Calculus	N210	M, W, F	12:15 pm - 3:00 pm	Sept 23 - Dec 18	NBAEC
Math 12 Foundations	N225	T & Th	9:00 am - 12:30 pm	Sept 24 - Dec 19	NBAEC
Math 12 Pre-Calculus	N220	M, W, F	12:15 pm - 3:00 pm	Sept 23 - Dec 18	NBAEC
Physics 11	N340	M, W, F	12:15 pm - 3:00 pm	Sept 23 - Dec 11	NBAEC
Physics 12	N350	M, W, F	12:15 pm - 3:00 pm	Sept 23 - Dec 11	NBAEC
Social Justice 12	N430	T & Th	1:00 pm - 4:30 pm	Sept 24 - Dec 19	NBAEC
Law Studies 12	N420	T & Th	1:00 pm - 4:30 pm	Sept 24 - Dec 19	NBAEC

Fall Term High School Completion and Upgrading Classes – Evenings

COURSE NAME	COURSE #	EVENINGS	TIMES	DATES	LOCATION
Anatomy & Physiology 12	S310	T & Th	6:30pm–9:30pm	Sept 10– Dec 19	South
Chemistry 11	S320	T & Th	6:30pm–9:30pm	Sept 10– Dec 19	South
Chemistry 12	S330	T & Th	6:30pm–9:30pm	Sept 10– Dec 19	South
Composition 11	S130	T & Th	6:30pm–9:30pm	Sept 10– Dec 19	South
English Studies 12	S140	T & Th	6:30pm–9:30pm	Sept 10– Dec 19	South
Math 11 Foundations	S218	T & Th	6:30pm–9:30pm	Sept 10– Dec 19	South
Math 11 Pre-Calculus	S210	T & Th	6:30pm–9:30pm	Sept 10– Dec 19	South
Math 12 Foundations	S225	T & Th	6:30pm–9:30pm	Sept 10– Dec 19	South
Math 12 Pre-Calculus	S220	T & Th	6:30pm–9:30pm	Sept 10– Dec 19	South
Physics 11	S340	T & Th	6:30pm–9:30pm	Sept 10– Dec 19	South
Physics 12	S350	T & Th	6:30pm–9:30pm	Sept 10– Dec 19	South
Law Studies 12	S420	T & Th	6:30pm–9:30pm	Sept 10– Dec 19	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 Foundations English course. A \$100 deposit is required for all other Foundations courses.

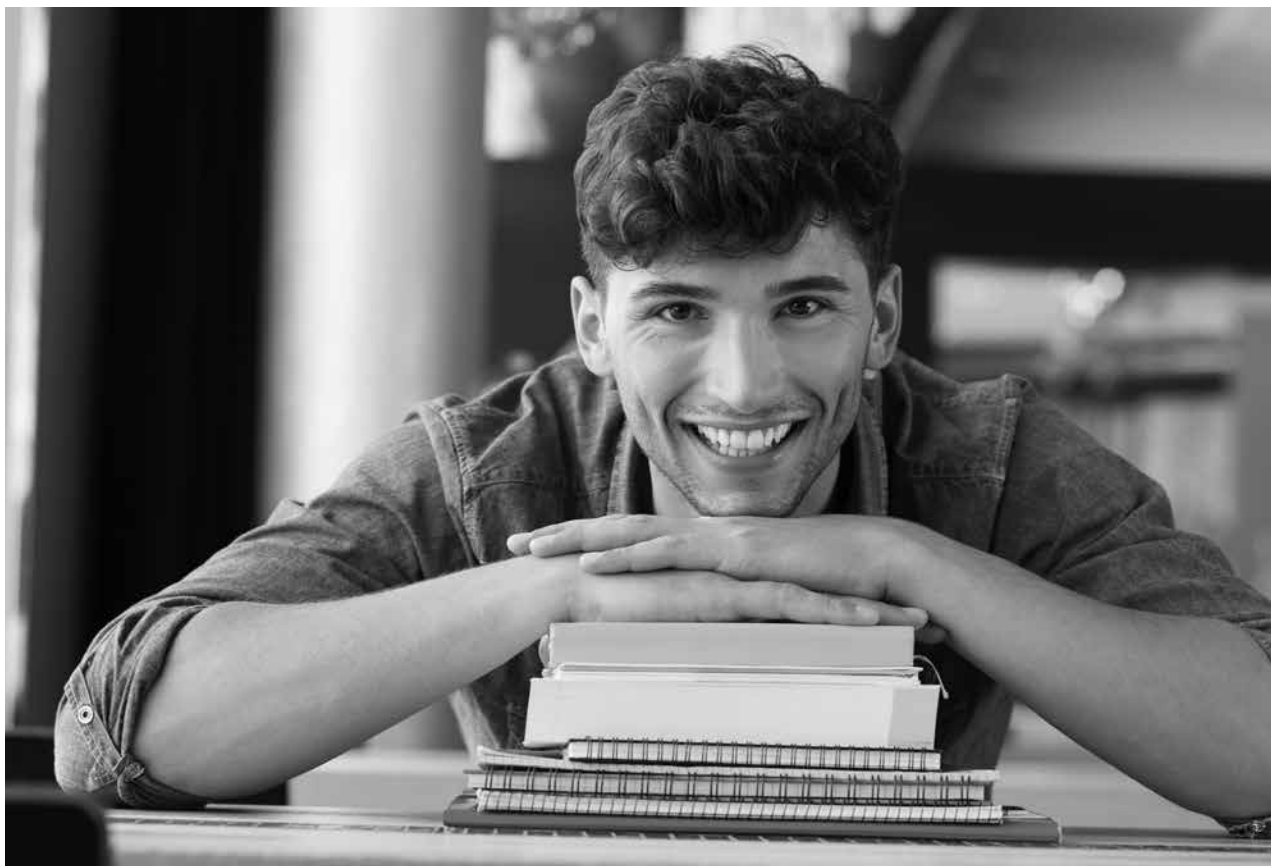
Deposit refunds: If books are returned in good condition within 2 weeks of finishing the class, you will be refunded \$140 for Foundations English courses and \$90 for other courses. If books are returned after 2 weeks, you will be refunded \$75 for Foundations English courses and \$50 for other courses.

Tuition fees

- High School Completion courses (grade 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

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, doctor's 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 equivalent
- 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] Riverway Mon-Fri Sep 5-Dec 20, 9:00am-3:30pm
\$3990

Free Information Sessions:

Thursday August 8 and 29, 6:30 pm
Riverway Learning Centre
Tuesday December 3, 6:30 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 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.

Therapeutic Recreation Aide Diploma

Program Description

Older adults are the fastest growing age group in Canada. Many elderly people live in Seniors Housing, 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, emotional 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 music, gardening, fitness, games, social events, outings, entertainment, crafts and so much more. Make a difference in someone's life. If you are a compassionate, resourceful, energetic 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 100% instructor led.

- Interpersonal Communication
- Person Centered Care
- Intro to Practice
- Introduction to Aging
- Dementia Theory & Training Certificate
- Practical Approach to Dementia
- Lifestyle & Leisure Education
- Program Facilitation/How to Design and Lead an Activity
- Fitness Instructor Certification
- First Aid/CPR
- Foodsafe

The program includes 2 practicums. The first one is every Friday during the program. The second practicum is a 5 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

- Minimum English Language Proficiency equivalent to Grade 12 English. (English testing is available after the information session on Aug 8 or on Aug 29 at 7:15 p.m.)
- Minimum Education Level equivalent to Grade 12 in BC

[1300] Mon-Fri Sep 9 to Feb 14, 2019, 9:00am-3:30pm

Course Fee: \$4750

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

Free Information Session

Thursday August 8, 6:30 pm
Riverway Adult Learning Centre
Tuesday December 3, 6:30 pm
Burnaby Central School

Meet Hilary - Therapeutic Recreation Aide Grad. 2018



Why did you take the Therapeutic Recreation Aide (TRA) program?

After being a hairstylist for 20 years I was looking for a new career. As a hairstylist I had the pleasure of serving many seniors, some I saw every week. I loved the personal connection with them. I knew I wanted to work with the older adult population and I knew Therapeutic Recreation was the direction go. I learned that the course was offered through Burnaby Continuing Education and after researching all the available options in the lower mainland, I decided this program was going to be the best for me.

What doors opened for you after graduating from the TRA program?

While on my practicum placement, I was offered a position as a casual Recreation Assistant at an Independent Retirement Residence in Burnaby called Sienna Senior Living's Rideau Retirement Residence.

While working in that position, I also was hired by another organization in a permanent part time position in Long Term Care. My next desire was that I would one day be promoted into a managerial position. By working hard and taking some extra training, that dream also came true. I was recently promoted to Lifestyle Consultant, Recreation Manger for Rideau Retirement Residence. The organization was impressed with the knowledge I had obtained in my education and supported my goals of moving up within the organization.

I think this was the best program for someone like me who was looking for an option that didn't involve a 4 year degree and the financial and time commitment that comes with it. I was able to be trained and find employment in 6 months. I secured a permanent full time position with benefits and the job security to work until the end of my working career in a vocation that I find so much value in; both personally and professionally.

What did you like the most about the TRA program?

The instructors went above and beyond in helping us learn more about the day to day life of a Recreation Assistant, what to expect from employers during interviews, and how to tap into everything we had learned to provide the best possible quality of life for our Residents.

Health Care Assistant Diploma

Join the community of committed 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, clinical instruction as well as supervised practicums in a variety of care facilities. Instruction is provided by qualified health professionals with extensive experience in the field of health care, both in clinical practice and teaching.

The program delivered by Burnaby Community & Continuing Education (Burnaby School District) is recognized by the BC Care Aide & Community Health Worker Registry. The program uses approved HCA Provincial Curriculum 2018. The Burnaby School District's Health Care 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.

Future Employment

Over 95% of our graduates find employment within 6 months of graduating! Students who successfully complete the program are eligible for registration with the BC Care Aide & Community Health Worker Registry. Graduates will be qualified to work in long term care facilities (complex care, special care, mental health), acute care facilities, community home support and in assisted living areas.

The next program will run January 2020. Detail will be posted soon on www.burnabyccce.ca



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 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 offices 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

Students must have Basic computer skills and English 12 or equivalent.

The next course will be offered in January 2020. Information will be posted on www.burnabyccce.ca

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.

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



Courses offered this term:

Lodging and Food Service Industry

[2100] Online Tue/Thu Sep 17, 6:30pm-9:30pm 12 sess
\$290 plus \$100 for the textbook.

Managing Housekeeping Operations

[2338] Online Tue/Thu Oct 29, 6:30pm-9:30pm 12 sess
\$290 plus \$100 for the textbook.

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 Aug 29, 7:15 pm at Riverway school or Sept 5, 7:15 pm at Burnaby Central school.

[1603] South Mon/Tue/Wed/Thu Sep 9, 6:00pm-10:00pm
20 sess \$390

[1601] South Mon/Tue/Wed/Thu Oct 7, 6:00pm-10:00pm
20 sess \$390

[1608] South Mon/Tue/Wed/Thu Nov 4, 6:00pm-10:00pm
20 sess \$390

Foodsafe

See page 34

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. Course content and competencies are similar to those of other approved colleges. Our pedagogical vision includes the current practices of responsive curriculum, inquiry based learning and the curriculum from the BC Early Learning Framework.

Our Graduates

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

STUDENT COMMENTS: *"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

"Taking the ECE program has been very enlightening. It has completely changed my perspective of the intricate workings of children's development and innate curiosity of the world around them. This course has taught me how as an Educator I can support children's learning and to provide an environment and curriculum to strengthen their learning. The best things about the ECE program at Burnaby Community & Continuing Education are the instructors and the school as a whole. They have a willingness to work with each student and their individual learning styles." – Tammy Harper - 2019 Grad

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

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 Monday through Friday. It will run Sept 9, 2019 until July 31, 2020.

Course Cost

The full time program tuition fee is \$6700 plus an additional fee for textbooks. 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 \$475 per course)

Free Information Sessions:

Thursday August 8 or 29, 6:30 pm
Riverway Adult Learning Centre
Tuesday December 3, 6:30 pm
Burnaby Central School

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

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

Course Fee

Approximately \$4285 for one Post Basic specialty program.
Approximately \$1400 for a second specialty program.

Free Information Session:

Thursday August 8 or 29, 8:00 pm
Riverway Adult Learning Centre
Tuesday December 3, 6:30 pm
Burnaby Central School



Meet Krassimira – ECE Basic Graduate, ECE Post Basic student



Why did I take the ECE program?

When my daughter was two and a half years old I started taking her to Strong Start. We lived in Burnaby at the time and we were going to one of the local schools. We both fell in love with the teacher, a very special lady with a big heart full of kindness and patience for children and parents. I didn't know much about the different approaches and philosophies to Early Childhood Education back then, however, I could tell that this teacher loved her job. I noticed the way she was setting up the environment in her classroom as well as the materials she was offering to the children were different than the conventional classroom. I learned that the Strong Centers in the Burnaby school district were inspired by the Reggio Emilia approach and were following the children's interests. After my daughter started Kindergarten I enrolled in the Basic ECE Program with the Burnaby School District.

What were the benefits of taking the ECE basic program?

The Basic ECE program offered by the Burnaby School District is designed for people with busy schedules like myself, working full time jobs and taking care of their families. The classes are in the evening or sometimes on Saturday. Students can choose to enroll in the 2 or 3 year program. The program is run by an amazing team of instructors who have significant experience in the ECE field and are very knowledgeable and supportive. I think that building close relationships between instructors and students is creating a very positive learning environment. The Burnaby ECE program is offering an affordable high quality education that gives you the knowledge and confidence you need to become an ECE professional.

What are the best things about the ECE basic program?

I really enjoyed our evenings of sharing and discussions in a safe, welcoming environment, surrounded by amazing instructors and classmates, driven by their love for the children and their dedication to provide the best care possible.

What doors opened for you after graduating from the ECE Basic program?

Two years ago, I opened my home-based child care center. Graduating from the Basic ECE program gave me the confidence in my skills and knowledge that I needed in order to build an engaging high quality program.

Why did you return to school to take the Post Basic program?

Sometimes I get asked by parents why I returned to take the ECE Post Basic program if I'm already running my own daycare. When the principal at my daughter's school sends the parents an email, he always ends it with the same quote "He who dares to teach must never cease to learn." (Anonymous) This is probably the main reason why I went back to school. I think that as ECE professionals we have to always be open to learning so we can provide the best care to the children in our centers.

What do you love about the Post Basic program?

The courses I'm taking now are engaging and inspiring, encouraging me to become a more reflective teacher and to embrace the principles of the Reggio Emilia philosophy in my practice.

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: Level 1 & 2

This course meets the requirements for both the 20 hour 'Responsible Adult' training as stipulated by the Child Care Licensing Regulations as well as teaches you the Business of Family Child Care. 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 11 evenings and 1 Saturday (Nov 2, 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.

[0234] South Wed Sep 18, 6:45pm-9:45pm 12 sess \$360

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."

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 two 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
- Non Violent Crisis Intervention
- First Aid



Admission/Application Requirements

- Complete and submit the Application Form. It can be found on 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.
- Submit a hand-written bio.
- Applicants must have experience working or volunteering with school-aged students who have special needs (60 hours is recommended).
- Provide 2 professional references (ideally related to your experience working with school-aged students with special needs).
- Submit proof of your 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)
- Successful applicants will be contacted to schedule an interview.

The application and related documents must be submitted as one package.

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 about the program and information sessions can be found at www.burnabyccce.ca.



Education Assistant students, July 2019

TESOL: ELL Teacher Training

This program 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

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 Content

- Reading Skills & Teaching Methodologies
- Writing Skills & Teaching Methodologies
- Pronunciation, Speaking and Listening Skills & Teaching Methodologies
- Grammar and Vocabulary Skills & Teaching Methodologies

Prerequisites

Proof of 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, be aware 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. Students will be awarded a transcript upon completion of the program. Students must take both the theory course and the practicum in order to get the certificate.

TESOL (ELL Teacher Trainer)

[1945] South Tue/Wed/Thu Sep 24, 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 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:

Thursday Sept 5, 7:00 pm
Burnaby Central School



Certificate in Online Teaching

For those new to teaching online, or those already teaching online. Get the best instruction from the foremost authorities in online learning. Thousands of people have taken this fundamental yet advanced training in teaching online. From building an online course to improving an online course, from fostering online discussion to encouraging student interaction, from traditional assessment to online tests, the program will give you both the fundamentals of teaching online, as well as the most advanced tips and techniques in the business.

Individual Courses within the Certificate program include:

- 1) Advanced Teaching Online
- 2) Designing Online Instruction
- 3) Fostering Online Discussion

[Detail on 3 courses can be found on www.burnabycc.ca](http://www.burnabycc.ca)

[LN30] Online Sep 3-Nov 29, \$655

Certified Online Instructor

This program is the same as the 'Certificate in Online Teaching' but has an extra component. The Certified Online Instructor (COI) requires the registrant to take a 50 question exam. The registrant will have their students evaluate one of their online courses, and the Chair of the LERN Faculty Advisory Board will critique one of the registrant's online courses.

[LN31] Online Sep 3-Nov 29, \$1030

[For info on how online courses work see page 29.](#)

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 required for Diploma

- 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 \$40 per session (payable one week in advance) will cover flowers. The course fee includes a manual and flowers for first night.

[1400] Riverway Tue Sep 3, 6:30pm-9:00pm 8 sess \$210

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.

[1413] Riverway Thu Oct 10, 6:30pm-9:00pm 1 sess \$95

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 \$45 per session (payable one week in advance) will cover flowers and other materials. Course fee includes textbook and flowers for first night. Prerequisites: Level 1.

[1403] Riverway Wed Nov 6, 6:30pm-9:00pm 8 sess \$220

Floral - Churches, Banquets, Funerals

Create flowers for wedding altars, funeral tributes, standing sprays, store openings and more. A fee of \$45 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] Riverway Wed Sep 4, 6:30pm-9:00pm 8 sess \$220



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 \$45 per session payable one week in advance will cover flowers and other materials. Course fee includes textbook and flowers for the first session. Prerequisite: Level 1.

[1412] Riverway Tue Oct 29, 6:30pm-9:00pm 8 sess \$220

Interior Decorating & Design Diploma

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

Full Time – 7 months

Part Time – within 4 years

Interior Decorating & Design Diploma - Full Time (day)

Monday through Friday, 9:30 am-12:30 pm.

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 Décor, Business Readiness.

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

Semester 1 and 2 are offered starting in Fall term

Semester 3 and 4 are offered in the Winter/Spring term

Full time courses currently offered:

Interior Decorating & Design-semester 1

[1530] Riverway Mon-Fri Sep 9 to Oct 31, 9:30am-12:30pm
\$1525

Interior Decorating Diploma - semester 2

[1540] Riverway Mon-Fri Nov 1 to Dec 13, 9:30 am-12:30pm
\$1300



Interior Decorating Diploma - Part Time (evening)

The part time courses are scheduled Tuesday through Thursday evening on a rotating basis. The courses are offered 3 semesters a year; Winter, Spring and Fall. Manuals are included in the course fee.

Completion Requirements for part time program

- Students must start with the Basics of Design. Colour 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.burnabyce.ca for detailed course descriptions

Part time courses currently offered:

Space Planning

[1964] Riverway Wed Sep 25, 7:00pm-9:30pm 8 sess \$275

Window Coverings

[1456] Riverway Tue Sep 24, 7:00pm-9:30pm 8 sess \$275

Basics of Design

[1450] Riverway Thu Sep 26, 7:00pm-9:30pm 8 sess \$275

Free Information Session:

Thursday August 29, 7:00 pm
Riverway Adult Learning Centre
Thursday September 5, 7:00 pm
Tuesday December 3, 7:00 pm
Burnaby Central School

If you miss the information session, email choicesbea@gmail.com to request further information.

Makeup Artistry Diploma

This program is designed by top makeup artists in the industry equipping you with knowledge and skills to prepare you for a 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 (30 hour) program expands your knowledge and skills as a professional makeup artist. The course starts with basic application techniques, facial makeup, bodywork, and stenciling, burns and wig cap wrap. 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 \$275. 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. Register early so kits can be purchased on time.



Instructor with student.

Current Course offerings:

Makeup Artistry - semester 1

[1800] Riverway Wed/Thu Sep 18, 6:00pm-9:00pm 12 sess
\$750

Makeup Artistry - semester 2

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

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.*

For some courses there will be a \$50 extra charge for a photoshoot. See www.burnabyccce.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, but if you are driving you must enter from McKay Ave.

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!"*

– Sarah R. 2014

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. 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.



Students of the Landscape Apprenticeship Horticulturist program, 2019

BC Certified Pesticide Applicators Course

Prepare to write the BC Ministry of Environment pesticide certification exam for a landscape applicator license. Learn how to safely apply pesticides and read labels; understand the math for pesticide application and legislation/regulations for storage, application and disposal.

Students must come with the following books:

- Canadian Pesticide Education Program Applicator Core Manual, 2011 ed. (stock #761082110)
- Landscape Applicator Certificate Manual, 2017 ed. (stock #7610822055)
- Books can be ordered from: BC Ministry of Environment, 1-800-282-7955 (\$60 and \$55 plus shipping).

Depending on exam results, successful students will receive either a 5 year (75% mark or more) or 1 year (60-74% mark) certificate. The exam is included and will be held on the last day (\$90 value).

[1020] Riverway Sat Nov 9, 16, 23, 8:30am-4:30pm 3 sess \$520

Arborist ISA Certification (Exam Prep)

Designed for park professionals, tree pruners, landscape architects and gardeners who are preparing to write the ISA Certification exam. The Arborist's Certification Study Guide is required. (Available at Pacific Arborist Supplies, 604-929-6133, Susan.) Class runs Tues. evenings and Sat. mornings. The ISA exam is scheduled for Dec. 7, 2019 in N. Vancouver. ISA CEU's available. No class Sat. Oct. 12. Note: 3 years of industry experience is required to write the exam (the exam is not included in the course).

[1013] Central Tues 7:00-9:30 pm & Sat 9:30-noon starting Oct 8 10 sess \$395

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, gabion)
- 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

To receive a Hardscape Installation Certificate, students must

- Have 90% attendance in class/100% attendance in labs
- Achieve 75% on assignments and quizzes
- Complete all assignments and home study

Saturday mornings will be theory (in-class sessions) and the afternoons will be labs (outside, hands-on work, rain or shine) or field trips. Bring your lunch. Note: classes will run Oct. 12 and Nov. 9.

[1002] Riverway Sat Sep 21 to Nov 9, 10:00am-4:30pm 8 sess \$695



Sustainable Landscape Design Certificate

Create beautiful outdoor spaces that are in harmony with the natural environment and are based on sound design principles. Learn basic principles of drafting, drawing, imaging, and composition. Students will complete a design plan with step-by-step instruction. This program is ideally suited for landscape professionals seeking to provide design services to their clients, for individuals who want to become landscape designers, and for home gardeners interested in designing their own garden. Successful completion will be based on a design project. Some supplies are required, and will be discussed in the first session. A manual is included in the course fee. Saturday classes may be off-site; transportation required. Bring a packed lunch on Saturdays. No class Oct. 12 or Nov. 9.

Topics include:

- Evolution of garden design
- Design Concepts
- Drafting
- Plans, Elevations, Construction Details
- Soils
- Botany
- Hardscapes
- Grading and Drainage
- Estimating and Contracts
- Landscape Designs for the Future
- Field Trips (3)

Pre-requisites:

Students will be assigned homework.

Graduation Requirements:

90% attendance in class. Successful completion of a design project.

Future Employment

This course would benefit those:

- Considering a career in landscape design
- Landscapers wishing to offer design services to their portfolio

INSTRUCTOR BIO: *Lisa Atkins is passionate about good, sustainable garden design that evolves into a healthy, mature garden. She brings this reality to life through her gardening business, The Cultivated Gardeners (www.thecultivatedgardeners.com). Lisa completed the UBC Garden Design Certificate program, and is a Red Seal Horticultural Technician. Lisa became one of the first SOUL Certified Organic Land Care Professionals in Vancouver, and for ten years was the original lead instructor for Burnaby Continuing Education's former Ecological Garden Design.*

[1000] Riverway Tue Sep 21, 6:30pm-9:30pm and Sat 9:00 am-2:30 pm 21 sess \$795

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 Journeyperson 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 at least 6 weeks prior to the start of class. For information visit www.servicecanada.gc.ca

Further financial support may be available through the provincial government. Visit www.apprenticeonline.gov.bc.ca for details.

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

Graduates

Upon completion of your Apprenticeship, you will become a Journeyperson 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 Journeyperson certification for employment).

Landscape Horticulturalist jobs can include:

Landscape Maintenance and Lawn Care (residential and commercial)

- identifying 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."



Landscape Horticulturalist Apprentices, 2018

Admission Requirements

Grade 10 English, physically fit.

Level 1 is a prerequisite to Level 2.

Completion Requirements

To receive the Journeyperson 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.

Current course offering:

Landscape Horticulture Apprentice Level 2

[1014] Riverway Mon-Fri Nov 4, 9:00am-3:30pm 30 sess \$1250

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

Landscape Horticulture Apprentice Level 1 will be offered in January.

Free Information Session

*Tuesday October 8, 7:00 p.m.
Thursday December 12, 7:00 p.m.
Burnaby Central School*

Students interested in Level 1 must either attend an Information Session or contact cceprogrammer@burnabyschools.ca for details on how to register with the Industry Training Authority and with Employment Insurance.



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.

STUDENT COMMENT: *“Good eye opener to better gardening methods”*

INDUSTRY RECOGNITION:

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

“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.” – Anderson Garden Services, Derrick Ulain (2013)

Program Courses

Participants can complete this program on a part-time basis in two (9 week) semesters; September-December and January-March.

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

Graduation Requirements

90% attendance
Completion of homework assignments
Successful completion of quizzes and exams

A detailed course outline can be found on www.burnabyccce.ca



Residential Landscape Technician Grads, Winter 2019

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

Classes are held Tuesday evenings, 6:30-9:30 pm and Sat. mornings, 9:00 am-12:00 pm. Classes will not run Oct. 12 and Nov. 9.

[1011] Riverway Tue Sep 17, 6:30-9:30 pm & Sat., 9:00 am-noon 18 sess \$575

Residential Landscape Technician Semester 2

Semester 2 classes will run on Oct. 12 and Nov. 9.

[1016] Riverway Wed Sep 18, 6:30pm-9:30pm and Sun 9:30 am-12:30 18 sess \$575

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

In partnership with



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.

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. 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

The next Permaculture Design Certificate will be offered in the Winter 2020 term. See www.burnabyce.ca in December for full course details.

Organic Gardener Certificate

We are excited to announce a new Organic Gardening Certificate program to be offered in the Winter 2020 term. You will learn to garden sustainably, without pesticides or chemical fertilizers. Armed with practical advice and the latest cutting edge information about sustainable gardening, you will fundamentally change the way you garden. Be prepared for a life changing experience!

The next Organic Gardener program will be offered in the Winter 2020 term. Visit www.burnabyce.ca in December for full course details.



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."*

– June 2015

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

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 16, 9:00am-3:30pm 62 sess \$2750

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

The schedule for part time courses can be found on pages 26-31.



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. A practicum is included in the full time program.

Program Courses

- Business Office Communications
- Office Skills for Valuable Employees
- Computer Keyboarding
- Word Level 1
- Word Level 2
- Excel Level 1
- Excel Level 2
- Outlook (NEW)
- 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.burnabyce.ca.

See pages 26-31 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 45 wpm before they can graduate.

Legal Office Administration

This introductory online certificate course enables students to acquire the necessary knowledge and skills needed toward the goal of becoming a legal practitioner in an administrative capacity. It is a bridge course designed to provide students with the tools to develop an understanding of legal office procedures including database management, the preparation of legal documentation including research, legal accounting methods, legal analysis, communications and ethics. At the conclusion of the course, you will be able to improve communication methods, improve the productivity within the legal office by obtaining effective tools that promote a smoother operation. You will also get a better understanding of the importance of competency, confidentiality and the administration of ethics in a legal office environment.

Instructions will be given through a blend of lectures, discussions, presentations, class exercises and quizzes. Students shall be expected to complete each assignment in order to receive the legal office administration certificate.

UNIT 1 - Introduction to Law & Legal Systems

What is law?, United States & Canadian Legal Systems, court procedures – service and filing, relationship between the courts & the legal office

UNIT 2 – Legal office procedures

Functions of a legal office administrator, functions of a legal assistant, office organization, docketing

UNIT 3 – Client management

Lawyer–client relationship, client database management, customer service, privacy

UNIT 4- Legal research & writing

Legal terminology & language, legal research & analysis, drafting–citations, plagiarism, clarity & structure, preparation for court

ABOUT THE INSTRUCTOR: *LaSania Hamilton is a licensed paralegal and assistant at a premier downtown Toronto firm that handles cases pertaining to health law, aviation and media law in the Province of Ontario. She is a member of the Law Society of Upper Canada and the Canadian Restorative Justice Consortium. She holds a Bachelor of Science in Criminal Justice and a Master of Science in Criminal Justice Administration from Niagara University in Lewiston, New York. LaSania also holds a post graduate diploma in Paralegal Studies.*

See page 29 to learn more about how online courses work.

[LN50] Online Mon/Tue/Wed/Thu/Fri/Sat/Sun Nov 4,
6:30pm-9:30pm 24 sess \$330

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] South Wed Nov 20, 6:30pm-9:30pm 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.



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 Excel and Sage. To learn more about computerized accounting after completing this Bookkeeping course it is recommended students take Excel, QuickBooks and/or Sage 50 Accounting. 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. Please bring a usb memory stick to the first class.

[0243] South Tue/Thu Sep 24, 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.

[0241] Central Thu Sep 12, 7:00pm-9:30pm 7 sess \$175

[0242] Central Thu Nov 7, 7:00pm-9:30pm 7 sess \$175

Motivate and Influence People Using MI

Do you want to have more influence in your interactions with people? MI is used by a variety of professionals including psychologists, teachers, counsellors, administrators, parole and probation supervisors, police, correctional officers, case workers, addiction counsellors, and almost anyone who has to engage and influence others regarding behaviour change. Learn how to use evidence based Motivational Interviewing (Miller & Rollnick) and Persuasion skills. Build trust and respect with others. Get others to accept your point of view with less challenge, resistance and arguing. Elicit 'change talk'; change language and the four processes in change conversations (engage, focus, evoke and plan). Accomplish your desired outcome by collaborating and helping others to see and do what has to be done. Elicit other people's intrinsic motivation by using the six proven most effective and influential persuasive principles (Robert Cialdini) in conjunction with the four key principles and methods of Motivational Interviewing. (Also great for parents and coaches!)

[0316] South Wed Oct 2, 6:30pm-9:30pm 5 sess \$175

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 12, 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 Sep 19, 6:30pm-9:30pm 6 sess \$155

Voice Over Announcing Advanced 1

[0238] Central Thu Nov 7, 6:30pm-9:30pm 6 sess \$155

Voice Over Announcing Advanced 2

[0239] Central Sat Sep 28, 9:00am-12:30 pm 5 sess \$130

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, organizational skills, records management, managing office supplies and equipment, managing projects, petty cash reconciliation, creating agendas, taking minutes, making travel arrangement, working with simple budgets, creating and using policy & procedures manuals, etc.

[0232] South Wed Sep 18, 6:30pm-9:30pm 6 sess \$150

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 10, 6:30pm-9:30pm 8 sess \$220

Certificate in Web Design

This certificate program includes 3 courses: Intro to Web Design, Intermediate Web Design and Advanced Web Design. All 3 are required to get the certificate.

[LN20] Online Sep 3-Nov 29, \$790

A) Introduction to Web Design

Discover the basics of web design using HTML and CSS. No prior knowledge of HTML or web design is required. Throughout the course you will get the info you need to plan and design effective web pages. Come away knowing how to implement web pages by writing HTML and CSS code. Also discover ways to enhance web pages with the use of page layout techniques, text formatting, graphics, and images.

[LN21] Online Sep 3-27, \$325

B) Intermediate Web Design

If you want to find out how to create effective and dynamic websites/applications you will want to take this course. You may be a webmaster or a graphic designer already creating static websites wishing to take your skills to the next level. You will acquire the fundamentals of the most popular Web 2.0 technologies. You will take away a functioning web application hosted on a web server that is both accessible and Search Engine Optimized.

[LN22] Online Oct 7-Nov 1, \$325

C) Advanced Web Design

Acquire advanced techniques in web design. Upon completion of this course, you will have a thorough knowledge of web design and development. Topics include the responsive design process, advanced layout and design features using the Bootstrap framework, exploration of CMS frameworks and industry standard technologies and frameworks.

[LN23] Online Nov 4-Nov 29, \$326

Wordpress Certificate

WordPress is the most popular content management system (CMS) for website and blog design. During the first week, you will learn or refresh your knowledge of all the initial steps and the required elements for having a website. Then find out how to build a simple WordPress website or blog. Topics include an introduction to CMS, WordPress installation and setup, page and content creation, administration, themes (selection, purchase, installation, and setup), working with widgets and plugins, and more. Finally, acquire advanced knowledge about WordPress options and features. You will learn how to modify WordPress web pages by hand-coding, learn about simple yet effective search engine optimization (SEO) techniques that improve your website ranking, and much more. After successfully completing the WordPress Certificate you will know how to build a WordPress website or blog, customize your WordPress site by hand-coding HTML, CSS, and PHP, know necessary regular WordPress maintenance, create WordPress website backup, and know how to apply SEO techniques in WordPress.

[LN14] Online Sep 3-Nov 29, \$655

Certificate in Basic Game Design

Games are increasingly recognized as a tool that can serve many business purposes beyond entertainment. This Certificate provides you with a general introduction to what goes into the design and development of both video and analog games, with a particular focus on the use of games outside of consumer entertainment. The certificate program includes 2 courses; Intro to Game Design and Intermediate Game Design.

[LN16] Online Sep 3-Nov 1, \$336

A) Intro to Game Design

Games are increasingly recognized as a tool that can serve many business purposes beyond entertainment. This course provides a general introduction to what goes into the design and development of both video and analog games, with a particular focus on the use of games outside of consumer entertainment. By completing this course, you can take the first steps into understanding game design and how it can be applied in your field.

[LN17] Online Sep 3-27, \$325

B) Intermediate Video Game Design

Worldwide, video game sales including consoles, online, and mobile games are projected to reach \$111 billion dollars this year. Mobile games are the fastest-growing segment of the market as more and more people play casual games. In this intermediate introductory course, you will learn the basics of video game design process, learn about the main video game genres, and use a game development application to begin your journey of making games.

Unit 1: A brief history of Video Game Development

Unit 2: Player Motivation

Unit 3: Platforms, Genres and Story Elements

Unit 4: The Production Process

[see www.burnabyce.ca](http://www.burnabyce.ca) for full course description

[LN18] Online Oct 7- Nov 1, \$336



Social Media for Business Certificate

Learn how social networks are used to develop a two-way communication and marketing strategy for your organization. Then find out what you can be doing, what you should be doing, and take back a plan to integrate social networks into your communication and marketing. Whether you are new to social networks or already involved, you will come away with both an understanding of social networks and practical, how-to techniques to integrate social networks into your organization or business. Your instructors are outstanding practitioners who also speak, write, and train others on social networks. The certificate includes three one-month online courses: Intro to Social Media, Marketing Using Social Media, Integrating Social Media in Your Organization.

[LNo1] Online Sep 3-Nov 29, \$650

A) Intro to Social Media

Move from in-person to online communication. Learn what social networks are and their role in your business and personal life. Find out the top sites and how businesses are using the sites for communication, customer retention, branding, marketing, market research, needs assessment and serving customers and clients. Explore the options for your organization. Look at case studies of what other organizations are doing. Let your instructor guide your exploration of Facebook and YouTube. Your instructor is a nationally known speaker, consultant and trainer on social networks and social media.

[LNo2] Online Sep 3-27, \$250

B) Marketing Using Social Media

Develop a two-way communication and marketing strategy for your organization using social networks. Let your instructor guide you in exploring major social networks, including Twitter, LinkedIn, and blogging. Learn quick, easy ways to use Twitter, blogs and LinkedIn to engage your customers or clients and keep them interested in your organization or business. You'll find out the advantages and disadvantages of each, and learn what's right for your work and kind of organization.

Your instructor is a director of marketing for a national association.

[LNo4] Online Oct 7-Nov 1, \$225

C) Integrating Social Media in Your Organization

Take away a practical strategy for implementing social networks for your organization or business. Learn how to create your own private social network using Ning, work socially using Google Docs and calendars, and move your web site to an interactive Web 2.0 site. Your instructor will help you choose which social network tools are right for your situation, and then integrate them into your web site to develop a social networking strategy for your organization. Take back a plan to integrate social networks into your communication and marketing.

[LNo3] Online Nov 4-29, \$250

Managing Social Media Platforms

Different social networks have distinct characteristics, different features, and are used to develop a two-way communication and marketing strategy for your organization. Get a skill set for working and managing different social media platforms. You will get a firm foundation in Twitter, LinkedIn, and Facebook platforms. Come away with both an understanding of these social networks and practical, how-to techniques to integrate social networks into your organization or business. Your instructors are outstanding practitioners who also speak, write, and train others on social networks.

[LNo6] Online Sep 3-Nov 29, \$495, Three courses; one month each.

A) Twitter

Twitter is a hot social media platform these days and everyone seems to be using it. Learn the best way to take advantage of the unique opportunities Twitter offers and discover the best ways to create relationships and network with your key constituents. You will find out the best and easiest techniques for successful interactions in the Twitterverse.

[LNo7] Online Sep 3-27, \$258

B) Facebook for Business

Find out what goes on behind the scenes on Facebook Pages and how to increase the chances that your message is seen and acted on. Discover new tools and proven techniques to increase business and expand your reach. Discuss how to adapt your marketing message for the Facebook platform and how to integrate Facebook across all marketing areas. This is an advanced class and assumes you have started a Page on Facebook and have some basic knowledge of the platform. It includes the most current updates Facebook has made to Pages. Technical Requirements: Access to Flash needed for audio and slide presentations.

[LNo8] Online Oct 7-Nov 1, \$315

C) LinkedIn for Business

LinkedIn is the most popular business social network for professionals to network, build business relationships, and provide or receive referrals. Most people rarely get beyond setting up a profile and therefore miss out on all the advanced features that make LinkedIn so popular. Learn how to set up your personal profile so that it gets noticed by others. Discover how LinkedIn can be used to generate leads, recruit new employees, and find new jobs. This course will cover all the intricacies of LinkedIn to help you create, customize, and optimize your presence on LinkedIn.

[LNo9] Online Nov 4-29, \$258

Try an online course!

It's easy. It's fun.

About online learning

Online learning is a fun, enjoyable and very productive way to learn. Millions of people are learning online each year. You will engage with the instructor and other participants. You will get to know your instructor and other participants. It's easy. It's fun.

How the course works

It is easy to participate in your online course. After you register, you will be given a web address to go to get into your online classroom. You will have a password and use your email address and password to gain access.

Once inside the online classroom, here's what you can expect.

Participate when you want

You can participate any time of day or evening. The online classroom is open 24 hours a day, 7 days a week. There are no live real-time requirements or meetings. You decide when you participate.

For the best learning, participants should log into the course on 2-3 different days of the week.

What you will do

- Read the required readings
- Listen to the audio presentations and view the slides
- Take a self-quiz to see how much you have learned
- Engage in written online discussion with your instructor and other participants

For best learning, you should make one or more comments at 2-3 different times each week.

The content (readings, audio lectures, slides) and self quizzes are accessible for the entire course, so you can work ahead, or go back and review again, at your convenience.

Social Media for Business Certificate – page 28

Intro to Social Media
Marketing Using Social Media
Integrating Social Media in Your Organization

Managing Social Media Platforms – page 28

Twitter
Facebook for Business
LinkedIn for Business

Introduction to Coding – page 31

WordPress Certificate – page 27

Certificate in Basic Game Design – page 27

Intro to Game Design
Intermediate Video Game Design

Certificate in Web Design – page 27

Introduction to Web Design
Intermediate Web Design
Advanced Web Design

Certificate in Online Teaching – page 15

Certified Online Instructor – page 15

Legal Office Administration – page 25



Offered in partnership with  **UGotClass**
Online Certificates and Courses

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] Riverway Mon Sep 16, 6:30pm-9:00pm 6 sess \$130

[0218] Riverway Mon Nov 18, 6:30pm-9:00pm 5 sess \$110

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 10, 6:30pm-9:30pm 5 sess \$215

[0202] Central Sat Sep 21, 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 16, 9:00am-12:00pm 5 sess \$215

[0203] Central Tue Oct 15, 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] Riverway Thu Sep 12, 7:00pm-9:30pm 4 sess \$139

Intro to 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] Central Tue Nov 19, 6:30pm-9:30pm 3 sess \$98

Microsoft Outlook

Microsoft Office is an extremely useful program which most offices are now using. This course teaches you how to manage elements such as the Mail module to create, edit, format and send messages, as well as how to manage incoming messages, use the Calendar module to schedule appointments or meetings with others, and use the Contact module to create and edit a list of contacts. This course is becoming necessary to have on your resume if you are seeking work in an office. (Students using versions 2007 through 2016 will be able to take this course as the basic structure is the same with no significant differences.)

[0208] Central Tue Nov 19, 6:30pm-9:30pm 4 sess \$175

Microsoft Word 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. Please bring a memory (USB) stick to class.

[0204] Central Thu Sep 26, 6:30pm-9:30pm 5 sess \$215

Microsoft Word 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 7, 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 2, 9:00am-3:00pm 1 sess \$65



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] Riverway Wed Sep 11, 6:30pm-9:30pm 7 sess \$325

QuickBooks Level 2

Quickbooks 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] Riverway Wed Oct 30, 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] Riverway Tue Sep 10, 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] Riverway Tue Oct 29, 6:30pm-9:30pm 7 sess \$325

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] Riverway Thu Oct 10, 6:30pm-9:30pm 2 sess \$85

Introduction to Coding

You will be introduced to the basics of computer programming and various programming languages. New technologies allow people outside of the computer science field to be able to create their own web pages using code. Students will learn the basics of HTML, CSS, and Java Script, as well as the practical uses for each in this online course.

[LN11] Online Sep 3-27, \$225



Gentle Yoga

Yoga is a mind-body practice that helps improve our well-being on all levels: physical, mental, emotional, and spiritual. Gentle yoga classes have a relatively slow pace. They are suitable for all practitioners of yoga, from beginner to those more experienced. Modifications are offered in case of physical limitations. Each class combines meditative breathing, strength training, stretching, and relaxation. They revitalize the body, relax the mind, and restore balance. No previous experience is required. Please check with your doctor if you are pregnant or have a serious injury.

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!"*

[0064] Riverway Wed Sep 18, 6:00pm-7:15pm 8 sess \$89

[0067] Riverway Wed Nov 13, 6:00pm-7:15pm 5 sess \$56

Chair Yoga

Chair yoga classes are suitable for people who are not comfortable practicing yoga on the floor. They are also very helpful for someone who is experiencing a physical limitation or recovering from an injury. All adults are welcome regardless of their age or physical condition. No previous experience is required. Each class includes breathing techniques, physical exercises, relaxation, and meditation. Exercises are done while sitting on a chair or standing up. A wall or chair can be used for assistance during the standing and balancing poses. Regular yoga practice helps promote strength, flexibility, balance, and peace of mind.

[0068] Riverway Wed Sep 18, 4:30pm-5:30pm 8 sess \$89

[0069] Riverway Wed Nov 13, 4:30pm-5:30pm 5 sess \$56

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 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 Level 1 Training

[0093] Central Sat Sep 28, 9:00am-4:30pm 1 sess \$150

Reiki Level 2 Training

[0094] Central Sat Oct 19, 9:00am-4:30pm 1 sess \$175

Reiki Level 3 (Master Practitioner)

[0095] Central Sat Nov 16, 9:00am-4:30pm 1 sess \$200

Reiki Level 4 (Master Teacher)

[0096] Central Sat Dec 7, 9:30am-4:30pm 2 sess \$400

ABOUT THE INSTRUCTOR: *Setareh Riahi is a certified Yoga Teacher and Reiki Master, with more than 11 years of teaching experience. She is a professional member of Canadian Reiki Association (www.reiki.ca). You can visit her website at www.setarehyoga.com*



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 for course descriptions. The text is extra (Bescherelle, English Edition). Available first class.

French - Level 1

[0120] South Tue Sep 24, 7:00pm-9:00pm 10 sess \$125

French - Level 2

[0122] South Thu Sep 26, 7:00pm-9:00pm 10 sess \$125

French - Level 3

[0123] South Wed Sep 25, 7:00pm-9:00pm 10 sess \$125

Mandarin

If you have little or no knowledge of the Mandarin Chinese these courses are for you. In level 1 students will be exposed to the language using common topics such as daily activities, greetings, etc. The courses are primarily conversation with a focus on speaking and listening. There will be a brief introduction to reading some basic characters. Level 2 is a continuation of level 1

Mandarin Chinese - Level 1

[0155] South Tue Sep 24, 7:00pm-9:00pm 10 sess \$125

Mandarin Chinese - Level 2

[0156] South Wed Sep 25, 7:00pm-9:00pm 10 sess \$125

Mandarin Chinese - Level 3

[0157] South Thu Sep 26, 7:00pm-9:00pm 10 sess \$125



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 for course descriptions and to register.

Spanish - Level 1A

[0102] South Tue Sep 24, 7:00pm-9:00pm 10 sess \$125

[0101] Central Tue Sep 24, 7:00pm-9:00pm 10 sess \$125

Spanish - Level 1B

[0103] South Tue Sep 24, 7:00pm-9:00pm 10 sess \$125

Spanish - Level 2

[0107] South Wed Sep 25, 7:00pm-9:00pm 10 sess \$125

Spanish - Level 3

[0112] South Thu Sep 26, 7:00pm-9:00pm 10 sess \$125

Spanish - Level 4 (+Conversation)

[0114] South Thu Sep 26, 7:00pm-9:00pm 10 sess \$125

Russian

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. No textbook is required but students might find the following book to be a good reference ('Yes, I Speak Russian' by Karentnikova).

Russian - Level 1

[0130] South Wed Sep 25, 7:00pm-9:00pm 10 sess \$125

Russian - Level 2

[0131] South Tue Sep 24, 7:00pm-9:00pm 10 sess \$125

Accent Reduction

See page 26

Register Early!

Some courses fill up quickly.
If there is a significant waitlist,
we will try to add more courses.

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 Oct 1, 7:00pm-9:00pm 5 sess \$95

Bee Keeping

Learn how to set up and maintain your own beehives! Learn from a BCHPA certified instructor. Topics include Life cycle of the honeybee, Beekeeping equipment essentials, Hive inspections and seasonal management, Pest control, Honey extraction, beeswax and other hive products. The course takes place in an apiary on the lawn of the west side of the school property.

[0302] Cariboo Hill Sat Sep 7, 9:30am-1:00pm 1 sess \$75

Vegan Soaps and Body Scrubs

Great Family Fun! In this hands-on class, create healthy handmade suds with natural herbs, spices, and scents using all vegan based soap blocks. Make a ginger n' ginseng soap, an almond exfoliating facial bar, plus a fresh mint body wash, and a Marigold Soapy Body Scrub. Recipes for citrus dish soap and shaving soap. No previous soap making experience required! All supplies included in course fee.

[0325] South Wed Nov 27, 6:30pm-9:30pm 1 sess \$60

Head to Toe Body Care

Natural "smile & style" body care essentials! Fun, affordable and effective! Make and take home your own cinnamint tooth soap, herbal deodorant, herbal mouth wash, peppermint cooling foot gel, Himalayan body polish and toning body oil. Recipes for facial powders and a night repair serum. All supplies included in course fee.

[0327] Central Sat Oct 26, 10:00am-3:00pm 1 sess \$160

Aromatherapy, Healing & Beauty

A popular alternative medicine therapy, aromatherapy or essential oils are a natural, gentle treatment that can be used as an addition and sometimes an alternative to many conventional medications. Whether it's to promote hair growth, severe back pain, inflammation, clarify the mind, menstrual cramps, encourage memory, or simply help center and relax before the day; the world of aromatherapy can assist. In this hands on class, create a blend for your personal ailment; (pain, scarring, lymphatic drainage, snoring, insomnia, muscle spasms), a salve and a roll on blend in your choice of relax, enliven, sensual or pain. Also make an anti-aging restorative facial oil. Plus discussion on properties of the therapeutic oils and recipes for body sprays and lip balm.

[0328] Central Tue Nov 19, 6:30pm-9:30pm 1 sess \$59

Sew Your Own Pajamas or Sweatpants

Sew elasticized pants by making a pair of pajama pants or sweatpants. Learn how to fit, do alternations, fabric layout, use a sewing machine, elasticized waistband, crotch seam, side seams and hemming. Pattern and machine bobbin supplied in class. Supplies discussed first class. No sewing required.

[0344] Central Thu Sep 12, 6:30pm-9:30pm 8 sess \$185

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 Oct 2, 6:30pm-9:30pm 5 sess \$98

Sewing for Beginners

Learn the basics of sewing. It's easy and fun. You'll learn: how to use a sewing machine, all about interfacing, patterns, taking measurements, doing alternations, fabric layout, hemming and selecting fabric for the project. The project is a skirt which you can keep yourself, or give to someone as a gift. Two style options are available. Patterns are supplied. No sewing experience required. The first class will focus on pattern alternation and pattern cutting. Bring paper scissors and scotch tape. Fabric must be purchased by the student before the second class.

[0342] Central Tue Sep 10, 6:30pm-9:30pm 8 sess \$185

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 6, 6:30pm-9:30pm 4 sess \$78

Foodsafe Level 1

Designed for kitchen staff and dining room attendants. Topics include microbiology, food borne illnesses, personal hygiene and health, serving and dispensing, food protection and preparation, receiving and storing food safely and dish washing methods. Upon successful completion of the course, participants will receive a recognized certificate in sanitary food handling. (Exam available in 9 languages)

[1662] Central Sat Oct 26, 9:00am-5:00pm 1 sess \$75



Community Centred College for the Retired

6650 Southoaks Crescent, Burnaby

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

FALL REGISTRATION BEGINS TUESDAY, SEPTEMBER 3RD, 2019

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 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 / **COMPUTER PHOTOHANDLING** Load, File & Edit your Photos; Pro Show Gold Photo Arranging, albums, slideshows, Photo Book Designing); Photography / **GENEALOGY – FAMILY TREE RESEARCH** Intermediate-Advanced / **iPAD** Beginner; Intermediate; Advanced / **LANGUAGES** Mandarin; French; Spanish / **MUSIC** Ukulele; Piano; Voice / **SOCIAL** Bridge; Mahjong, Social Games / **READING & WRITING** Learn to write your memoirs

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

 [Find us on Face Book!](#) “College for the Retired”



**BURNABY
FAMILY LIFE**
A PLACE TO GO... A PLACE TO GROW!

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!

Medical Office Assistant

Thursday August 8, 6:30 pm
Thursday August 29, 6:30 pm
Riverway Adult Learning Centre
Tuesday December 3, 6:30 pm
Burnaby Central School

Early Childhood Education - Basic Program

Thursday August 8, 6:30 pm
Thursday August 29, 6:30 pm
Riverway Adult Learning Centre
Tuesday December 3, 6:30 pm
Burnaby Central School

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

Thursday August 8, 8:00 pm
Thursday August 29, 8:00 pm
Riverway Adult Learning Centre
Tuesday December 3, 8:00 pm
Burnaby Central School

Interior Decorating

Thursday August 29, 7:00 pm
Riverway Adult Learning Centre
Thursday September 5, 7:00 pm
Burnaby Central School

Landscape Horticulture Apprenticeship

Tuesday October 8, 7:00 pm
Wednesday December 12, 7:00 pm
Burnaby Central School

TESOL (ELL Teacher Training)

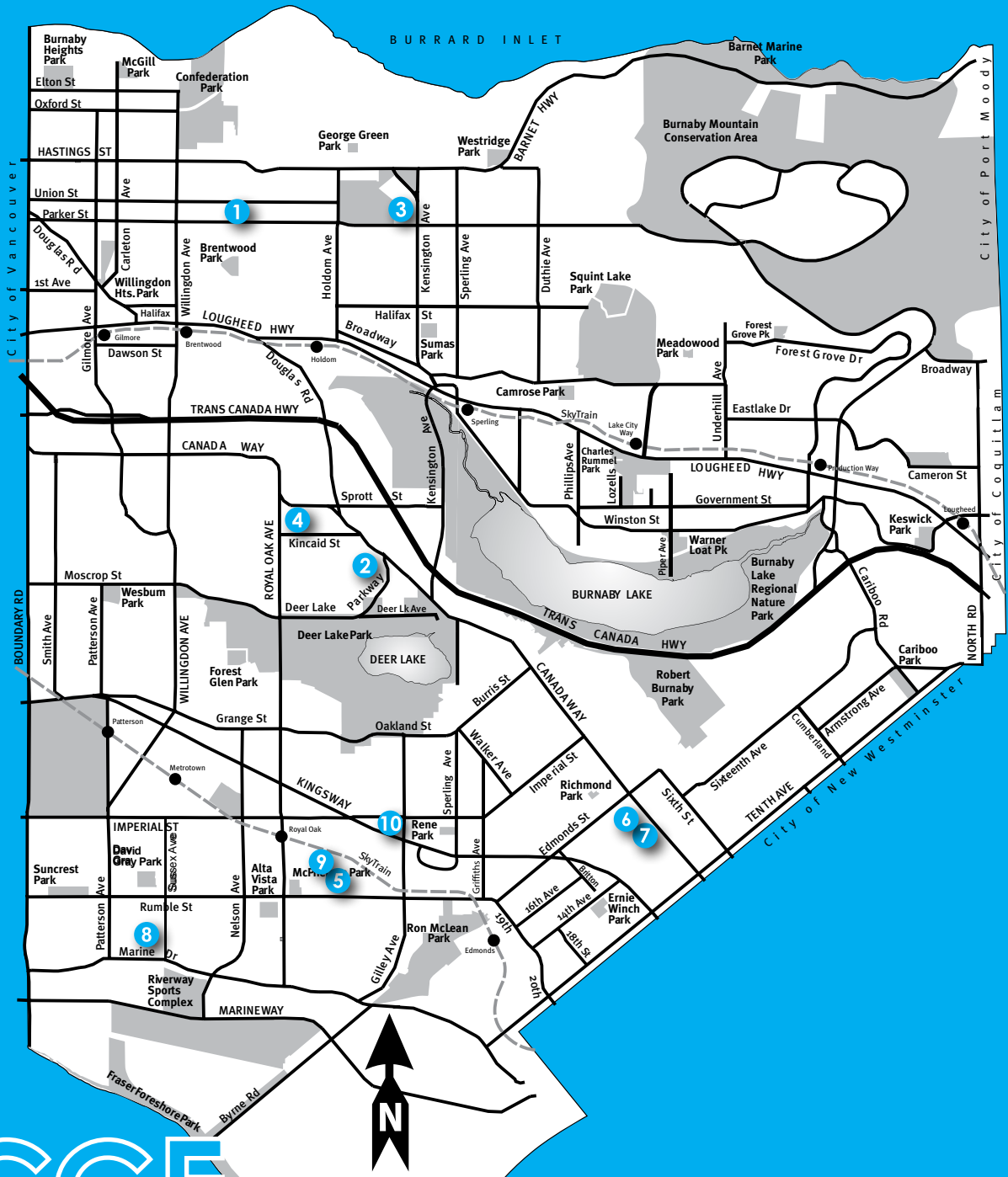
Thursday September 5, 7:00 pm
Burnaby Central School

Therapeutic Recreation Aide

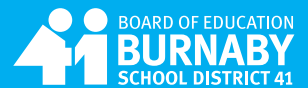
Thursday August 8, 6:30 pm
Riverway Adult Learning Centre

If you are interested in a program that does not have a scheduled information session please see the website for program detail.





BURNABY
CCE
 Community & Continuing Education **LOCATIONS**



- | | |
|---|---|
| <ol style="list-style-type: none"> 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) | <ol style="list-style-type: none"> 6. Edmonds Community School 7651 18th Avenue 7. Edmonds Resource Centre 7355 Canada Way 8. Riverway West 4340 Carson Street (enter from McKay Ave) 9. South Burnaby Adult Education Centre 5455 Rumble Street 10. 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.)

- **Medical Office Assistant**
- **Therapeutic Recreation Aide**
- **Dental Office Administration**
- **Health Care Assistant**
- **Early Childhood Education**
- **Education Assistant**
- **Start a Family Day Care**
- **TESOL (ELL Instructor)**
- **Online Teaching**
- **Floral Arranging**
- **Interior Decorating & Design**
- **Makeup Artistry**
- **Accounting & Payroll**
- **Administrative Assistant**
- **Legal Office Administration**
- **Computer Courses**
- **Hotel Management**
- **Office Skills**
- **Social Media**
- **Game Design / Web Design**
- **Motivational Interviewing**
- **Speaking Effectively**
- **Voice Over Announcing**
- **Online Courses**
- **Arborist Tree Identification**
- **Hardscape Installation**
- **Landscape Horticulture Apprenticeship**
- **Sustainable Landscape Design**
- **Permaculture Design**
- **Organic Gardener**
- **Residential Landscape Technician**
- **Plant Identification**
- **Building Service Worker**

Try something new

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