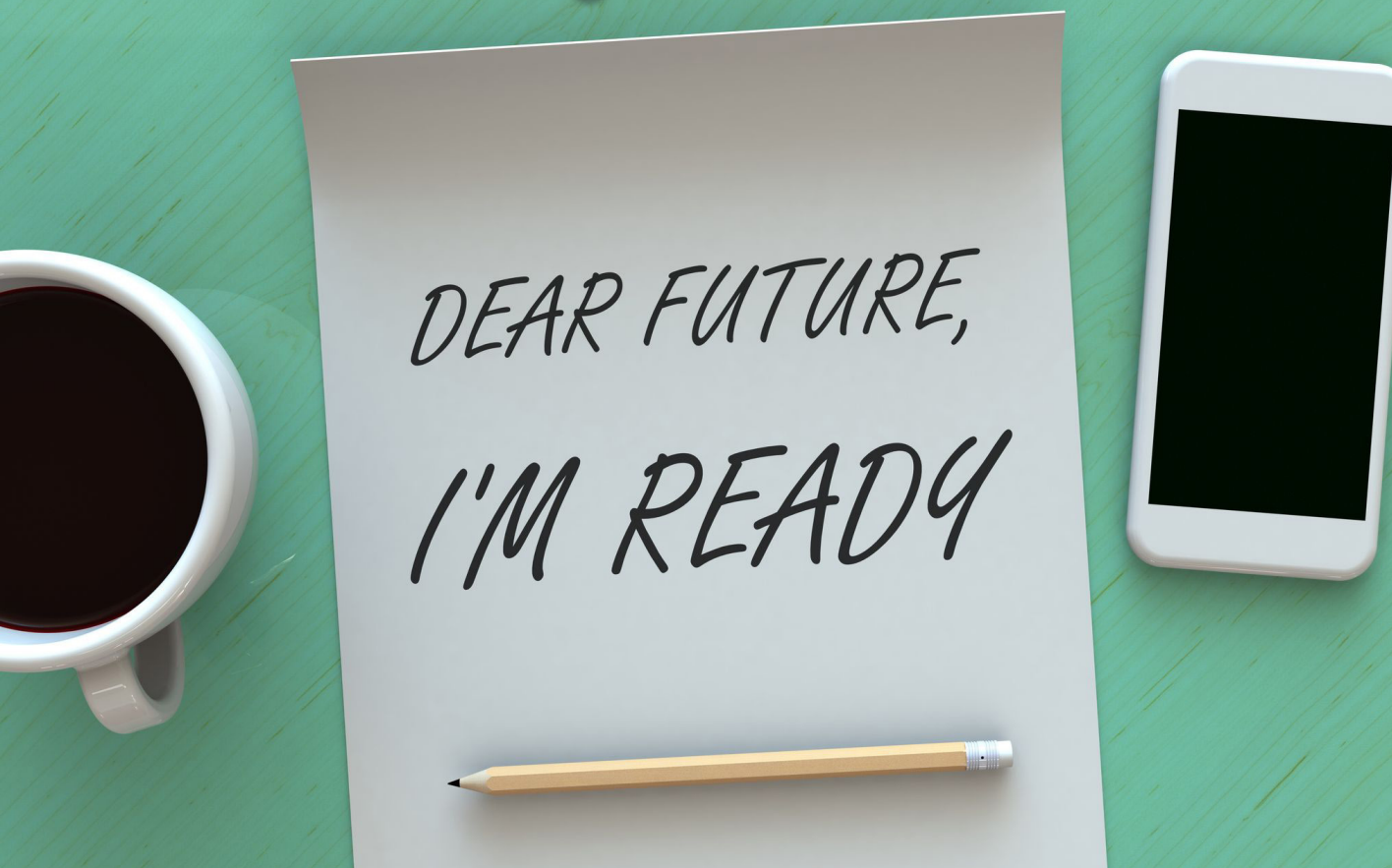


Community & Continuing Education



Get the education you need for a better future!

A photograph of a green textured surface with a white cup of coffee on the left, a yellow pencil at the bottom, and a white smartphone on the right. In the center is a piece of white paper with handwritten text.

DEAR FUTURE,
I'M READY

- 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.

High School Completion Courses | Literacy Foundations Courses
Language Instruction for Newcomers to Canada
Vocational Certificates & Diplomas | General Interest Courses

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 twitter.com/burnabyccce

LINC, Foundations & High School Completion

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LINC (Language Instruction for Newcomers to Canada)

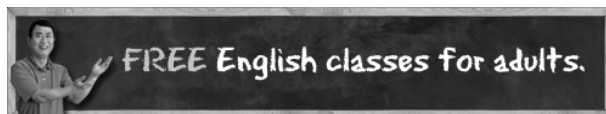
LINC

(Language Instruction for Newcomers to Canada)

If you, or someone you know, is a newcomer to Canada who is 17 years of age or older and a Permanent Resident or Convention

Refugee and your first language is not English then FREE LINC classes are available. Canadian citizens are not eligible for LINC.

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



How do I apply for LINC classes?

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

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

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

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

Go to any of the locations listed below:

Edmonds Resource Centre, Room 209, 7355 Canada Way
Tuesdays at 11:30 am

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

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 and 1, 2, 3 & 4 Literacy	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

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

Registration for WINTER Courses

- Friday, December 13 at 9:30 am
- Wednesday, January 8 at 9:30 am

Continuous Registration

- January 22 to March 11, every Wednesday 11:00 am
- April 8 to June 17, every Wednesday 11:00 am

South Burnaby Adult Education Centre (SBAEC)

5455 Rumble Street (Portables at Burnaby South Secondary)

Registration for WINTER Courses

- Monday December 16 at 9:30 am
- Thursday January 9 at 9:30 am

Continuous Registration

- From January 23 to March 12, every Thursday at 9:30 am
- April 9 to June 18, every Thursday 9:30 am

Foundation evening registration at Burnaby South Secondary School

- Tuesday January 21 & 28, Wednesday January 22, Tuesday February 18 & 25, Thursday February 27 & March 3 at 5:45pm

High School Completion Courses

Registration



North Burnaby Adult Education Centre (NBAEC)

(Daytime Classes)

751 Hammarskjold Drive

Registration for WINTER Courses

- December 17, January 6 & 7 from 9:30 am to 1:30 pm
- January 14 from 10:00am to 1:00pm

Registration for Spring Courses

- March 13 & 16 & 18 9:30 am to 1:30 pm

Burnaby South Secondary School

(Evening Classes)

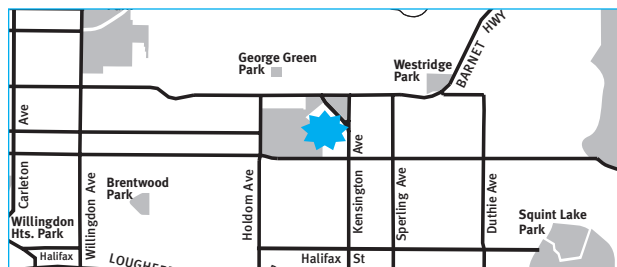
5455 Rumble Street (Main office)

- Thursday January 23 & 30 and Wednesday January 29 6:15 pm to 8:00 pm
- February 5 & 6 at 6:00 pm to 7:30 pm

Daytime classes are held at 2 conveniently located centres in Burnaby

North Burnaby Adult Education Centre (NBAEC)

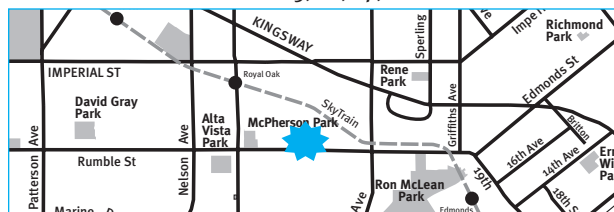
751 Hammarskjold Drive
Skytrain: Burnaby Lake Station
Buses: 025, 028, 129



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 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 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

Winter Term Foundations Classes – Daytime

COURSE NAME	COURSE #	DAYS	TIMES	DATES	LOCATION
Foundations Language Arts Courses					
Foundations English 1-2	SE1A	M, T, W, Th	9:00 am - 11:45 am	Jan 13 - Mar 10	SBAEC
Foundations English 3-4	SE3A	M, T, W, Th	9:00 am - 11:45 am	Jan 13 - Mar 10	SBAEC
Foundations English 5-6	SE5A	M, T, W, Th	9:00 am - 11:45 am	Jan 13 - Mar 10	SBAEC
Foundations English 6-7	SE7A	M, T, W, Th	9:00 am - 11:45 am	Jan 13 - Mar 10	SBAEC
Foundations Speaking & Listening 1-2	SL1A	M, T, W, Th	12:15 pm - 3:00 pm	Jan 13 - Mar 10	SBAEC
Foundations Writing 3-4	SW3A	M, T, W, Th	12:15 pm - 3:00 pm	Jan 13 - Mar 10	SBAEC
Foundations Writing 5-6-7	SW5A	M, T, W, Th	12:15 pm - 3:00 pm	Jan 13 - Mar 10	SBAEC
Foundations English 1-2	NE1A	M, T, W, Th	9:00 am - 11:45 am	Jan 13 - Mar 10	NBAEC
Foundations English 3-4	NE3A	M, T, W, Th	9:00 am - 11:45 am	Jan 13 - Mar 10	NBAEC
Foundations English 5-6	NE5A	M, T, W, Th	9:00 am - 11:45 am	Jan 13 - Mar 10	NBAEC
Foundations English 6-7	NE7A	M, T, W, Th	9:00 am - 11:45 am	Jan 13 - Mar 10	NBAEC
Foundations Reading 1-2	NR1A	M, T, W, Th	12:15 pm - 3:00 pm	Jan 13 - Mar 10	NBAEC
Foundations Writing 3-4	NW3A	M, T, W, Th	12:15 pm - 3:00 pm	Jan 13 - Mar 10	NBAEC
Foundations Writing 5-6-7	NW5A	M, T, W, Th	12:15 pm - 3:00 pm	Jan 13 - Mar 10	NBAEC
Foundations Mathematics Courses					
Foundations Mathematics 5-6-7	NM5A	M, T, W, Th	12:15 pm - 3:00 pm	Jan 13 - Mar 10	NBAEC

Winter Term Foundations Classes – Evening

COURSE NAME	COURSE #	DAYS	TIMES	DATES	LOCATION
Foundations English 1-2	SE1W	T & Th	6:15 pm - 9:15 pm	Feb 4 - May 28	South
Foundations English 3-4	SE3W	T & Th	6:15 pm - 9:15 pm	Feb 4 - May 28	South
Foundations English 5-6	SE5W	T & Th	6:15 pm - 9:15 pm	Feb 4 - May 28	South
Foundations English 6-7	SE7W	T & Th	6:15 pm - 9:15 pm	Feb 4 - May 28	South

FINISH HIGH SCHOOL

UPGRADE YOUR SKILLS

Winter Term High School Completion and Upgrading Classes – Daytime

COURSE NAME	COURSE #	DAYS	TIMES	DATES	LOCATION
Life Science 11	N300	M, T, W, Th	9:00 am - 11:45 am	Jan 09 - Mar 05	NBAEC
Anatomy & Physiology 12	N310	M, T, W, Th	9:00 am - 11:45 am	Jan 09 - Mar 12	NBAEC
Chemistry 11 & 12	N320	M, T, W, Th	12:15 pm - 3:00 pm	Jan 13 - Mar 10	NBAEC
Composition 11	N130	M, T, W, Th	12:15 pm - 3:00 pm	Jan 13 - Mar 10	NBAEC
English Studies 12	N141	M, T, W, Th	12:15 pm - 3:00 pm	Jan 13 - Mar 12	NBAEC
English Studies 12	N140	M, T, W, Th	9:00 am - 11:45 am	Jan 09 - Mar 12	NBAEC
Tourism 12	N550	M, T, W, Th	12:15 pm - 3:00 pm	Jan 13 - Mar 10	NBAEC
Workplace Math 11 & Math Upgrading	N215	M, T, W, Th	12:15 pm - 3:00 pm	Jan 13 - Mar 10	NBAEC
Math 11 & 12 Foundations	N218	M, T, W, Th	9:00 am - 11:45 am	Jan 13 - Mar 10	NBAEC
Math 11 & 12 Pre-Calculus	N210	M, T, W, Th	9:00 am - 11:45 am	Jan 09 - Mar 12	NBAEC
Physics 11 & 12	N340	M, T, W, Th	9:00 am - 11:45 am	Jan 13 - Mar 10	NBAEC

Winter Term High School Completion and Upgrading Classes – Evenings

COURSE NAME	COURSE #	EVENINGS	TIMES	DATES	LOCATION
Anatomy & Physiology 12	S310	T & Th	6:30 pm - 9:30 pm	Feb 4 - May 28	South
Chemistry 11 & 12	S320	T & Th	6:30 pm - 9:30 pm	Feb 4 - May 28	South
Composition 11	S130	T & Th	6:30 pm - 9:30 pm	Feb 4 - May 28	South
English Studies 12	S140	T & Th	6:30 pm - 9:30 pm	Feb 4 - Jun 9	South
Math 11 & 12 Foundations	S218	T & Th	6:30 pm - 9:30 pm	Feb 4 - May 28	South
Math 11 & 12 Pre-Calculus	S210	T & Th	6:30 pm - 9:30 pm	Feb 4 - May 28	South
Physics 11 & 12	S340	T & Th	6:30 pm - 9:30 pm	Feb 4 - May 28	South
Business Computer Applications 12	S600	T & Th	6:30 pm - 9:30 pm	Feb 4 - May 28	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.

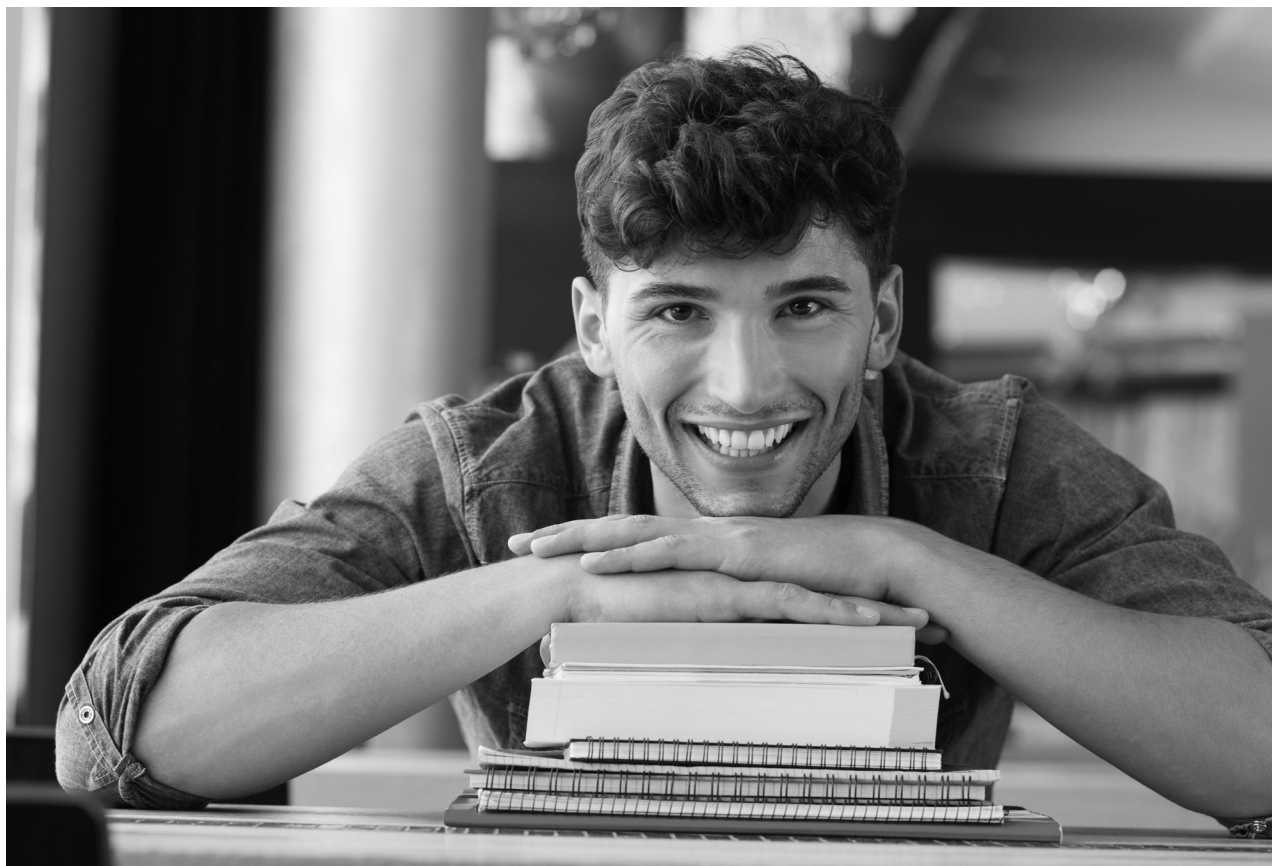
Deposit refunds: If books are returned in good condition within 2 weeks of finishing the class, you will be refunded \$140 for Foundations English courses and \$90 for other courses. If books are returned after 2 weeks, you will be refunded \$75 for Foundations English courses and \$50 for other courses.

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.



For Registration dates and times, see page 3

Spring Term Foundations Classes – Daytime

COURSE NAME	COURSE #	DAYS	TIMES	DATES	LOCATION
Foundations English 1-2	SE1A	MWF	9:00 am - 11:45 am	Apr 1 - Jun 22	SBAEC
Foundations English 3-4	SE3A	MWF	9:00 am - 11:45 am	Apr 1 - Jun 22	SBAEC
Foundations English 5-6	SE5A	MWF	9:00 am - 11:45 am	Apr 1 - Jun 22	SBAEC
Foundations English 6-7	SE7A	MWF	9:00 am - 11:45 am	Apr 1 - Jun 22	SBAEC
Foundations Reading 1-2	SR1A	MWF	12:15 pm - 3:00 pm	Apr 1 - Jun 22	SBAEC
Foundations Reading 3 - 4	SR3A	MWF	12:15 pm - 3:00 pm	Apr 1 - Jun 22	SBAEC
Foundations Speaking & Listening 1-2	SL1A	TR	9:00 am - 12:30 pm	Mar 31 - Jun 25	SBAEC
Foundations Writing 3-4	SW3A	TR	9:00 am - 12:30 pm	Mar 31 - Jun 25	SBAEC
Foundations Writing 5-6-7	SW5A	TR	9:00 am - 12:30 pm	Mar 31 - Jun 25	SBAEC
Foundations English 1-2	NE1A	MWF	9:00 am - 11:45 am	Apr 1 - Jun 22	NBAEC
Foundations English 3-4	NE3A	MWF	9:00 am - 11:45 am	Apr 1 - Jun 22	NBAEC
Foundations English 5-6	NE5A	MWF	9:00 am - 11:45 am	Apr 1 - Jun 22	NBAEC
Foundations English 6-7	NE7A	MWF	9:00 am - 11:45 am	Apr 1 - Jun 22	NBAEC
Foundations Reading 1-2	NR1A	MWF	12:15 pm - 3:00 pm	Apr 1 - Jun 22	NBAEC
Foundations Reading 3 - 4	NR3A	MWF	12:15 pm - 3:00 pm	Apr 1 - Jun 22	NBAEC
Foundations Speaking & Listening 1-2	NL1A	TR	9:00 am - 12:30 pm	Mar 31 - Jun 25	NBAEC
Foundations Writing 3-4	NW3A	TR	9:00 am - 12:30 pm	Mar 31 - Jun 25	NBAEC
Foundations Writing 5-6-7	NW5A	TR	9:00 am - 12:30 pm	Mar 31 - Jun 25	NBAEC
Foundations Mathematics 5-6-7	NM5A	MWF	9:00 am - 11:45 am	Apr 1 - Jun 22	NBAEC
Foundations Social Studies	SS5A	MWF	12:15 pm - 3:00 pm	Apr 1 - Jun 22	SBAEC
Foundations Social Studies	NS5A	MWF	12:15 pm - 3:00 pm	Apr 1 - Jun 22	NBAEC

Spring Term High School Completion and Upgrading Classes – Daytime

COURSE NAME	COURSE #	DAYS	TIMES	DATES	LOCATION
Life Sciences 11	N300	MWF	12:15 pm - 3:00 pm	Mar 30 - Jun 19	NBAEC
Anatomy & Physiology 12	N310	MWF	12:15 pm - 3:05 pm	Mar 30 - Jun 24	NBAEC
Chemistry 11 & 12	N320	MWF	9:00 am - 11:45 am	Apr 1 - Jun 22	NBAEC
Composition 12	N106	TR	9:00 am - 12:45 am	Mar 31 - Jun 25	NBAEC
Composition 11	N130	TR	9:00 am - 12:45 pm	Mar 31 - Jun 25	NBAEC
English Studies 12	N141	TR	9:00 am - 12:45 pm	Mar 31 - Jun 25	NBAEC
English Studies 12	N140	MWF	9:00 am - 11:45 am	Apr 1 - Jun 22	NBAEC
Workplace Math11 & Math Upgrading	N215	MWF	9:00 am - 11:45 am	Apr 1 - Jun 22	NBAEC
Math 11 & 12 Foundations	N218	TR	9:00 am - 12:30 pm	Mar 31 - Jun 25	NBAEC
Math 11 & 12 Pre-Calculus	N210	MWF	12:15 pm - 3:05 pm	Mar 30 - Jun 24	NBAEC
Physics 11 & 12	N340	MWF	12:15 pm - 3:00 pm	Apr 1 - Jun 22	NBAEC
Business Computer Applications 12	N600	TR	12:45 pm - 4:15 pm	Mar 31 - Jun 25	NBAEC

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)

This 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 Jan 8 to April 24,
9:00am-3:30pm \$3990

[5020] Riverway Mon - Fri Apr 1 to Jul 16,
9:00am-3:30pm \$3990

Free Information Sessions:

Tuesday December 3, 6:30 pm
Tuesday March 3, 6:30 pm
Tuesday June 9, 6:30 pm
Burnaby Central School



Certificate & Diploma Programs - Health Care

Therapeutic Recreation Aide Diploma (Gerontology based)

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, 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 Dec 3)
- Minimum Education Level equivalent to Grade 12 in BC

Free Information Session

Tuesday December 3, 6:30 pm

Thursday December 17, 6:30 pm

Burnaby Central School

[1300] Mon-Fri Jan 13 to Jun 24, 9:00am-3:30pm \$4750

Campus location: Riverway Learning Centre, 4340 Carson St.,
if driving, enter from McKay Ave.



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. Graduates of our program are eligible for registration with the BC Care Aide & Community Health Worker Registry. 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.

Program Curriculum

- Introduction to Practice
- Health and Healing – Concepts for Practice
- Caring for Individuals Experiencing Common Health Challenges
- Caring for Individuals Experiencing Cognitive or Mental Challenges
- Interpersonal Communications
- Lifestyle and Choices
- Personal Care and Assistance
- Emergency First Aid
- WHMIS training
- Practicum 1 (Multi-Level Care)
- Practicum 2 (Community-Assisted Living / Home Support / Group Homes)
- Job Search

How to Apply:

- Complete and submit the HCA program application form
- Pay the \$30 application fee when you submit the form.
- Submit proof of Grade 10 graduation or mature student status
- Submit proof of English language competency
 - English 10 or equivalent (for applicants whose first language is English)
 - Standardized English language proficiency test score (for applicants whose first language is not English) (TOEFL/IELTS/CLB/CELP/CAEL)
- Submit proof of current immunization for Hepatitis B
- Submit proof of current immunization for flu (seasonal)
- Submit proof of negative TB test or proof from TB Control that the applicant does not have active TB
- International students must provide proof of a study permit valid for the duration of the course

Note: the above items should be submitted together.

Additional Prerequisites before field trips and practicums:

- Current criminal record check from the Ministry of Public Safety and Solicitor General including clearance to work with vulnerable adults (application for CRC takes place during program registration and is \$28 extra)
- Foodsafe Level 1 Certificate (Burnaby Community & Continuing Education offers this as a Saturday course, \$75 extra)
- First Aid and CPR Level C or HCP (included in the HCA program)
- Provincial Violence Prevention Curriculum E-Learning Modules (included in the program)

[1701] Mon-Fri Jan 20 to Aug 17, 9:00am-3:30pm \$5400

Campus location: 7650 Sapperton Ave Burnaby

Free Information Session

Tuesday December 3, 6:30 pm
Thursday January 9, 6:30 pm
Burnaby Central School

Certificate & Diploma Programs - Health Care

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.burnabyce.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 Practitioner Training

[0093] Central Sat Jan 25, 9:00am-4:30pm 1 sess \$200

[0097] Central Sat Feb 1, 9:00am-4:30pm 1 sess \$200

Reiki Level 2 Practitioner Training

[0094] Central Sat Feb 22, 9:00am-4:30pm 1 sess \$225

Reiki Level 3 (Master Practitioner)

[0095] Central Sat Apr 4, 9:00am-4:30pm 1 sess \$250

Reiki Level 4 (Master Teacher)

[0096] Central Sat Apr 25, 9:30am-4:30pm 2 sess \$450

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*



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.

[0249] Tue/Thur Jan 21 to June 11, 6:30pm-9:30pm \$2000

Campus location: Riverway Adult Learning Centre, 4340 Carson St. If driving, enter from Mackay Ave.

Foodsafe Level 1

See page 34

Certificate & Diploma Programs - Hospitality & Service

Hotel Management Program

Program Description

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

Rooms Division Certificate:

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

A certificate will be awarded for successfully completing each course.

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

Sales and Marketing Certificate:

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

A certificate will be awarded for successfully completing each course.

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

Hospitality Management Diploma :

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

Completion Requirements:

70% grade required for final exam.

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

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:

Supervision in the Hospitality Industry

[2250] Online Tue/Thu Jan 14, 6:30pm-9:30 pm 12 sess
\$290

Leadership and Management in Hospitality

[2304] Online Tue/Thu Feb 25, 6:30pm-9:30pm 12 sess
\$290

Managing Hospitality Human Resources

[2357] Online Tue/Thu April 7, 6:30pm-9:30pm 12 sess
\$290

Revenue Management

[2374] Online Tue/Thu May 19, 6:30pm-9:30pm 12 sess
\$290

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 Dec 3, Jan 9, Mar 3, June 9 at 7:15 pm at Burnaby Central School.

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

[1606] South Mon/Tue/Wed/Thu Jan 6, 6:00pm-10:00pm
20 sess \$390

[1603] South Mon/Tue/Wed/Thu Feb 3, 6:00pm-10:00pm
20 sess \$390

[1604] South Mon/Tue/Wed/Thu Mar 2, 6:00pm-10:00pm
20 sess \$390

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

[1605] South Mon/Tue/Wed/Thu May 25, 6:00pm-10:00pm
20 sess \$390

[1611] South Mon/Tue/Wed/Thu Jul 6, 9:00am-1:00pm
20 sess \$390

Certificate & Diploma Programs - Hospitality & Service

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

Program Courses

Successful completion of 14 courses (including 3 practicums, total 9 weeks) is required for licensing by the Early Childhood Educator (ECE) Registry. Application and Admission requirements can be found on www.burnabycce.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. The next full time program will start in September 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:

Tuesday December 3, 6:30 pm
Thursday January 9, 6:30 pm
Tuesday March 3, 6:30 pm
Tuesday June 9, 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.burnabycce.ca

Course Fee

Approximately \$4285 for one Post Basic specialty program.

Approximately \$1800 for a second specialty program.

Free Information Session:

Tuesday December 3, 8:00 pm
Thursday January 9, 8:00 pm
Tuesday March 3, 8:00 pm
Tuesday June 9, 8:00 pm
Burnaby Central School

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 (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 Jan 15, 6:45pm-9:45pm 12 sess \$360

Good Beginnings: Level 1 only

[0235] South Wed Apr 22, 6:45pm-9:45pm 8 sess \$250

STUDENT COMMENTS: *"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 supervised practicums in a school setting.

The program is offered both part time and full time. Details about the program and information sessions can be found at www.burnabyccce.ca.

STUDENT COMMENT: *“I’ve always wanted to work with children in a school district, and now my dream has come true. I now have a permanent job with Vancouver School Board at a school which is four blocks from my house. I was part of the first cohort that took the program through Burnaby School District when it was introduced in 2018. It fully prepared me for the job I now have. I am so thankful I took this program!”*

– Ramandeep M.

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.
- 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



Certificate & Diploma Programs – Education

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

STUDENT COMMENT: *“Definitely one of the best courses I’ve ever taken. Great balance of sharing practical experience and theory. Fantastic classroom energy and presence”. – April 2019*

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 Training

[1945] South Tue/Wed/Thu Jan 21, 6:30pm-9:30pm 34
sess \$1990 plus textbook (\$80)

TESOL Practicum

Successful completion of a 20 hour TESOL practicum is required to obtain the TESOL certificate. Students have the opportunity to put into practice what they have learned. With permission from the instructor, students may begin the observational component of the practicum during the 100 hour theory portion of the course.

Prerequisite: Completion of the TESOL course offered at Burnaby CCE and English 12 or equivalent.

[1946] Offsite \$250

Free Information Session:

Thursday January 9, 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

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

[LN30] Online Feb 3 to May 1, \$659

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 Feb 3 to May 1, \$1057

[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.

[1406] Riverway Tue Jan 14, 6:30pm-9:00pm 8 sess \$210

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 Thu Jan 16, 6:30pm-9:00pm 8 sess \$220

Floral Arranging - Silk & Dried

Using Silk & Dried materials, students will learn to design permanent arrangements. A cost of \$40 per session (payable one week in advance) will cover materials and supplies. Course fee includes textbook and flowers for first night. Please bring wire cutters, scissors, and glue gun, if you have them. Prerequisites: Level 1 & 2.

[1404] Riverway Wed Jan 15, 6:30pm-9:00pm 8 sess \$220



Floral Arranging - Special Occasions

After completing Levels 1 & 2 enjoy creating holiday and special occasion designs. Topics covered will include novelty items, fruit and flower baskets, balloons, cello wrapping and special events - all with fresh flowers. A cost of \$40 per session (payable one week in advance) will cover flowers and other materials. Course fee includes textbook and flowers for the first session.

[1400] Riverway Wed Apr 8, 6:30pm-9:00pm 8 sess \$220

Floral Arranging - Weddings Basic

Wedding flowers, baskets, bouquets, corsages, pew and aisle treatments. There is a cost of \$40 per week (payable one week in advance) for flowers and other materials. Course fee includes textbook and supplies for first night. Prerequisite: Level 1.

[1405] Riverway Tue Mar 31, 6:30pm-9:00pm 8 sess \$220

Floral Arranging - Weddings Advanced

This 6 session course takes wedding floral design to the next level. Students will learn how to make a composite bouquet, flower girl pomander, garlands, hand-tied bridal bouquet, wrist and glued corsages and a wired and taped bridal bouquet. Prerequisite - must have completed the basic wedding course. Flowers are included in the course fee for the first night. A fee of \$45 must be paid to the instructor for supplies on the other nights.

[1411] Riverway Tue/Thu Jun 2, 6:30pm-9:00pm 6 sess \$145

Certificate & Diploma Programs - Art & Design

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

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

Full Time – 7 months

Part Time – within 4 years

Interior Decorating & Design Diploma - Full Time (day)

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

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

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

Semester 3: Space Planning, Cadsoft, Kitchen Planning, Small Space 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



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

See www.burnabyce.ca for detailed course descriptions

Part time courses currently offered:

Basics of Design

[1450] Riverway Tue Jan 21, 7:00pm-9:30pm 8 sess \$275

[1451] Riverway Thu Apr 9, 7:00pm-9:30pm 8 sess \$275

Cadsoft for Interior Decorating

[1466] Riverway Wed Jan 22, 7:00pm-9:30pm 8 sess \$450

Colour & Schemes

[1452] Riverway Mon Jan 20, 7:00pm-9:30pm 8 sess \$275

Furniture Selection

[1463] Riverway Thu Jan 23, 7:00pm-9:30pm 8 sess \$275

Small Space Decor

[1457] Riverway Wed Apr 8, 7:00pm-9:30pm 8 sess \$275

Decor Accents

[1455] Riverway Tue Apr 7, 7:00pm-9:30pm 8 sess \$275

Free Information Session:

Tuesday December 3, 7:00 pm

Burnaby Central School

Thursday January 9, 7:00 pm

Riverway Adult Learning Centre

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

Burnaby CCE offers a number of Horticulture programs 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.



MEMBER



BC Certified Pesticide Applicators Course

Prepare to write the BC Ministry of Environment pesticide certificate 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:

- 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.

[1020] Riverway Sat Feb. 8, 22, 29, 8:30am-4:30pm 3 sess \$520

Arborist - Winter Tree Identification Workshop

Take your tree ID skills to the next level with this Winter Tree ID course. Join Kelly Koome (ISA Certified Arborist) and Sarah Bishop (Wildlife Danger Tree Assessor) as they walk you through the steps to correctly identify trees using tips and tricks learned over the years as Consulting Arborists. Class begins indoors then will head outdoors in the afternoon. Dress appropriately for outdoor learning. A hand lens or magnifying glass is helpful (optional). Bring a lunch. Pre-approved CEU's.

(1014) Central Sat Feb 22, 9:00 am-4:00 pm, 1 session, \$118



Certificate & Diploma Programs - Horticulture

Plant Identification Certificate

Confidently choose the appropriate plant for your chosen location. This course provides an overview of the different families of plants, the characteristics that will enable you to easily identify plants, their optimal growing conditions, common pests and diseases. Discover what plants are hardy in the Lower Mainland environment and which ones will be 'high maintenance'. This course is suitable for home gardeners who want to spend their plant dollars wisely and for landscapers or horticulturists who want their customers' gardens to thrive. Spend Saturdays exploring some of our incredible local gardens.

[1003] Riverway Tue/Sat starting Apr 7, 7:00pm-9:30pm 8 sess \$220

The course runs 2 Tuesday evenings (Apr. 7 & 14) and 6 Saturday mornings, 9 am-12 noon. Sat. Ap. 25, May 2, 23, June 6, July 11, Sept. 12

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

This course will be offered in the Fall term.



Students in Hardscape, program, Fall 2019

Landscape Horticulturist Apprenticeship (levels 1 and 2)

If you are considering a career in the landscape industry, or are currently working as a landscaper, becoming an apprentice would be the first step to your Journey person certification. Burnaby School District's 'Community & Continuing Education' program is an Industry Training Authority's Designated Training Provider of Common Cores Level 1 and 2 of the Landscape Horticulturist 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 Journey person and, aside from being an expert in your field, you will be able to qualify for higher paying jobs that require professional certification (municipal parks departments, golf courses, nurseries, cemeteries, landscape contractors often require a Journey person certification for employment).

Landscape Horticulturist 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."*

Admission Requirements

- Grade 10 English, physically fit.
- Level 1 is a prerequisite to Level 2.

Completion Requirements

To receive the Journey person certification, students must complete 4 courses (called levels) each of which are 6 weeks in duration and the required workplace hours (5,280 work hours). Burnaby Community and Continuing Education is now offering the first 2 levels. Students can then transfer to Kwantlen Polytechnic University or another Institution to complete levels 3 & 4.

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

Current course offering:

Landscape Horticulture Apprentice Level 1

[1005] Riverway Mon-Fri Jan 13-Feb 21, 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 2 will be offered in November.

Free Information Session

*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

STUDENT COMMENTS: *"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):

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:

Program Courses

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

Note: Students will be assigned homework on a regular basis.

Topics include:

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

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

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

[1002] Riverway Thu/Sun Jan 9, 6:30pm-9:30pm 18 sess \$575

Classes are held Thursday evenings, 6:30-9:30 pm and Sunday mornings, 9:30 am-12:30 pm. Sunday classes are held off-site, rain or shine. Transportation required.

Residential Landscape Technician Semester 2

[1004] Riverway Tue/Sat starting Jan 7, 6:30pm-9:30pm 18 sess \$575

Classes are held Tuesday evenings, 6:30-9:30 pm and Saturday mornings, 9:00 am to noon. Saturday classes are held off-site, rain or shine. Transportation required.

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 to be 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

[1012] Riverway Fri/Sat/Sun starting April 17, 12 sess \$888

Classes run Fridays, 5:30-9:30 pm and Saturdays and Sundays, 10:00am-6:00 pm. April 17, 18, 19, 24, 25, 26, May 1, 2, 3, 8, 9

New! Organic Gardening Certificate

If you would like your garden to be lush and vibrantly healthy using environmentally sustainable practices, then this course will provide you with practices that you can start using today. Create food gardens, ornamental gardens and lawns using the latest, cutting edge organic methods. Organic gardening is much more than simply replacing man-made chemicals with those derived from nature. It is understanding that gardens are living systems that must be nurtured. Topics will include:

- Soil health (ecosystem services, composition, testing, amendments, fertility management, root microbe interactions)
- biomes and ecosystems
- composting
- teas and brews
- water wise gardening
- permaculture concepts
- landscape health principles and healthy lawns
- how to properly amend your garden/landscape

Be prepared – this course will change the way you garden. Sat. classes may be off-site (transportation required) and may include entrance fees to gardens (not included in course fee). Note: if you have a class on Sat., there will be no class on the previous Wed. night. Students who successfully complete this program will receive a certificate in Organic Horticulture.

[1007] Riverway Mon/Wed/Sat Feb 10, 10 sess \$395

Classes run Mon & Wed., 6:30-9:30 pm (Feb. 10, 12, 19, 24, 26 & March 2, 9, 11) and Saturdays, 1:00-4:00 p.m. (Feb. 22 & March 7)

New! Organic Landscape Specialist Certificate

Providing organic practices to your clients will allow you to expand your business. Homeowners and condo/apartment complexes are asking for more sustainable methods of landscaping. Learn how to incorporate these practices into your business using the latest, cutting edge organic methods. Organic landscaping is much more than simply replacing man-made chemicals with those derived from nature. It is understanding that gardens are living systems that must be nurtured. Take your horticulture skills to the next level. Topics will include:

- Soil health (ecosystem services, composition, testing, amendments, fertility management, root microbe interactions)
- biomes and ecosystems
- composting
- teas and brews
- water wise gardening
- permaculture concepts
- landscape health principles and healthy lawns
- how to properly amend gardens/landscapes

Sat. classes may be off-site (transportation required) and may include entrance fees to gardens (not included in course fee). Note: if you have a class on Sat., there will be no class on the previous Wed. night.

[1006] Riverway Mon/Wed/Sat Feb 24, 10 sess \$395

Classes run Mon & Wed., 6:30-9:30 pm (Feb. 10, 12, 19, 24, 26 & March 2, 9, 11) and Saturdays, 1:00-4:00 p.m. (Feb. 22 & March 7)

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. (13 weeks)

*[5600] Riverway Mon-Fri Jan 6 to April 3, 9:00am-3:30pm
\$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.burnabycc.ca to graduate.

The schedule for part time courses can be found on pages 25-31.



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
- Microsoft Outlook
- 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.burnabycc.ca.

See pages 25 to 31 for course details and schedule.

Full time – The program runs Monday to Thursday, 9:00-3:30 pm for 9 weeks.

[5555 Riverway Apr 2 to Jun 23, \$2400

Completion Requirements

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

Legal Office Administration

This online certificate course enables students to acquire the necessary knowledge and skills needed toward the goal of becoming an exceptional 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

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. LaSanja also holds a post graduate diploma in Paralegal Studies.*

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

[LN50] Online Feb 3 to Feb 28, \$330

[LN51] Online Apr 6 to May 1, \$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

[1650] South Wed Apr 1, 6:30pm-9:30pm 5 sess \$195

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. 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.

3. 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.

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. Student Comment: 'Very practical & excellent instruction. Motivated me to learn more.'

[0243] South Tue/Thu Jan 21, 6:30pm-9:30pm 15 sess \$295

[0244] South Tue/Thu Apr 7, 6:30pm-9:30pm 15 sess \$295

Developing Your Leadership Skills

This course is especially for future and emerging leaders in Gen Y. Come discover the key concepts of being a leader and the best strategies for developing your leadership skills and influence. Learn the unspoken secrets that leaders know and the strategies they employ in for influencing others. Leadership skills are acquired and learned. The action takes place in attending meetings, running meetings, interacting with others 1:1, and employing successful techniques to convince and influence others. You can become a leader if you know the do's and don'ts; what to say, what not to say; what to do, what not to do.

[LN52] Online Wed Mar 2, 6:30pm-9:30pm 25 sess \$195

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 May 6, 6:30pm-9:30pm 6 sess \$150

Payroll

Learn to prepare and maintain payroll records. Determination of taxable, pensionable and insurable amounts; calculation recording, and remitting CPP, EI and tax. Preparation of T4's and summaries and record of employment forms. Other topics include types of taxable benefits and provincial labour standards. Guides and reference materials provided. Please bring a calculator. Student comment: 'All you ever wanted to know, but were afraid to ask.'

[0241] Central Mon Jan 22, 7:00pm-9:30pm 7 sess \$180

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 Thu May 14, 6:30pm-9:30pm 6 sess \$155

Voice Over Announcing (Radio & TV)

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 Jan 30, 6:30pm-9:30pm 6 sess \$155

Voice Over Announcing Advanced 1

[0238] Central Thu Apr 2, 6:30pm-9:30pm 6 sess \$155

Voice Over Announcing Advanced 2

[0239] Central Sat Jan 11, 1:00-4:00pm 5 sess \$155

Accent Reduction & Pronunciation

See page 32

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 Feb 3 to Feb May 1, \$790

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 Feb 3 to Feb 28, \$325

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 Mar 2 to Mar 27, \$325

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 Apr 6 to May 1, \$325

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 Feb 3 to Mar 27, \$525

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 Feb 3 – Feb 28, \$318

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.burnabycc.ca for full course description

[LN18] Online Mar 2 to Mar 27, \$318

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 Feb 3 to April 24, \$659

[LN15] Online Apr 6 to June 26, \$659

Social Media for Business Certificate

Get in on this exciting and growing way to communicate, market and serve your customers and clients. For businesses, nonprofits, government, and other organizations. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization.

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.

[LN01] Online Feb 3 to May 1, \$659

[LN02] Online Apr 6 to June 26, \$659

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.

[LN04] Online Feb 3 to Feb 28, \$260

[LN05] Online Apr 6 to May 1, \$260

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.

[LN08] Online Mar 2 to May 27, \$225

[LN09] Online May 4 to May 29, \$225

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.

[LN06] Online Apr 6 to May 1, \$260

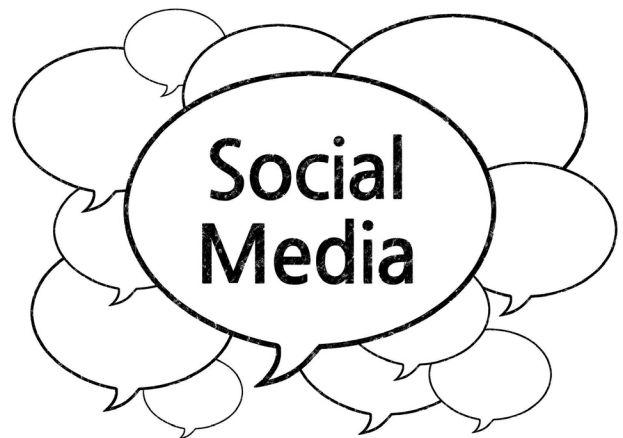
[LN07] Online Jun 1 to Jun 26, \$260

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.

[LN10] Online Mar 2 to Mar 27, \$326

[LN11] Online May 4 to May 29, \$326



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.

Certificates

Certificate in Online Teaching – page 16

Certified Online Instructor – page 16

Legal Office Administration – page 25

Wordpress Certificate – page 27

Social Media for Business Certificate – page 28

Introduction to Social Media

Marketing Using Social Media

Integrating Social Media in Your Organization

Certificate in Basic Game Design – page 27

Introduction to Game Design

Intermediate Video Game Design

Certificate in Web Design – page 27

Introduction to Web Design

Intermediate Web Design

Advanced Web Design

Other Courses

Developing your Leadership Skills – page 26

Facebook for Business – page 28

Adobe Photoshop Essentials – page 31

Adobe Illustrator Essentials – page 31

Adobe InDesign Essentials – page 31

Introduction to Coding – page 31



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)

[0223] Riverway Mon Mar 30, 6:30pm-9:00pm 6 sess \$130

[0224] Riverway Mon May 25, 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 Jan 7, 6:30pm-9:30pm 5 sess \$215

[0202] Central Tue Mar 31, 6:30pm-9:30pm 5 sess \$215

[0218] Central Sat Feb 1, 9:00am-12:00pm 5 sess \$215

Excel Level 2

Learn how to apply basic skill sets along with some intermediate to advanced functions to manage and audit numerical reports. Work with various functions to perform calculations, customize charts, and look at various features for managing different lists. Prerequisite: Excel L1 or equivalent knowledge/experience using computers.

[0201] Central Sat Apr 18, 9:00am-12:00pm 5 sess \$215

[0219] Central Tue Feb 11, 6:30pm-9:30pm 5 sess \$215

[0220] Central Tue May 12, 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.

[0203] Riverway Thu Apr 2, 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).

[0205] Central Thu Jun 4, 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 various 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 then 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. (note: students using versions 2007 through 2016 will be able to take this course as the basic structure is the same with no significant differences).

[0204] Central Thu May 7, 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.

[0207] Central Thu Feb 6, 6:30pm-9:30pm 5 sess \$215

Microsoft Word Level 2

This course offers intermediate skills such as inserting pictures or shapes, setting up columns of information, saving repetitive pieces of text or graphics for easy access at a later date, styles and templates to produce professional-looking business documents. Prerequisite: Word Level 1 or equivalent.

[0208] Central Thu Apr 2, 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.

[0231] Central Sat Apr 4, 9:00am-3:00pm 1 sess \$65

Quickbooks 2016 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.

[0211] Riverway Wed Jan 22, 6:30pm-9:30pm 7 sess \$325

Quickbooks 2016 Level 2

QuickBooks Premium Level 2 is a continuation of basic features for daily accounting tasks using QuickBooks and will introduce 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.

[0212] Riverway Wed Apr 1, 6:30pm-9:30pm 7 sess \$325

Sage 50 Computerized 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 Jan 21, 6:30pm-9:30pm 7 sess \$325

Sage 50 Computerized 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 Mar 31, 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.

[0213] Riverway Thu May 7, 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.

[LN12] Online Feb 3 to Feb 28, \$260

[LN13] Online Apr 6 to May 1, \$260

Adobe Photoshop Essentials

This fundamental course covers Adobe Photoshop CC most commonly used tools, menus and panels. You'll learn all the basics of Photoshop to effectively work with selection and editing tools, layers, and masks to edit, retouch and enhance existing images or create your own composite digital art work. Impress your business organization, friends and family by enhancing their photos and create magazine cover quality enhanced images. Access to Adobe Photoshop software required.

[LN30] Online Mar 2 to Mar 27, \$300

Adobe Illustrator Essentials

Adobe Illustrator is the industry standard computer illustration software. Use Illustrator to draw shapes and design logos, flyers, posters, banners, business cards or any other vector graphics for print or web. In this course, you will learn Adobe Illustrator fundamentals to set up a print document and use various tools to draw, type and color all kinds of shapes and illustrations. Learn how to efficiently manage layers and artboards, and create print-ready PDF documents. Access to Adobe Illustrator software required.

[LN32] Online May 4 to May 30, \$300

Adobe InDesign Essentials

Adobe InDesign is the industry standard page-layout program that works with Adobe Illustrator and Photoshop seamlessly. InDesign allows you to create simple to complex multi-page documents such as brochures, flyers, books and magazines. This course is a comprehensive exploration of InDesign tools and capabilities to create professional documents. You will learn how to manage the InDesign environment, create, setup, design, enhance and finalize multi-page documents. Access to Adobe InDesign software required.

[LN31] Online Apr 6 to May 1, \$300



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 Jan 14, 7:00pm-9:00pm 9 sess \$115

[0121] South Tue Apr 7, 7:00pm-9:00pm 10 sess \$125

French - Level 2

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

[0123] South Thu Jan 16, 7:00pm-9:00pm 9 sess \$115

French - Level 3

[0119] South Wed Jan 15, 7:00pm-9:00pm 9 sess \$115

[0124] South Wed Apr 8, 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 Jan 14, 7:00pm-9:00pm 9 sess \$115

[0157] South Tue Apr 7, 7:00pm-9:00pm 10 sess \$125

Mandarin Chinese - Level 2

[0156] South Wed Jan 15, 7:00pm-9:00pm 9 sess \$115

[0158] South Wed Apr 8, 7:00pm-9:00pm 10 sess \$125

Mandarin Chinese - Level 3

[0160] South Thu Jan 16, 7:00pm-9:00pm 9 sess \$115

[0159] South Thu Apr 9, 7:00pm-9:00pm 10 sess \$125

Accent Reduction

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.

[0320] Central Tue Jan 14, 6:30pm-9:30pm 8 sess \$220

[0321] Central Tue Mar 31, 6:30pm-9:30pm 8 sess \$220

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 1 A

[0101] South Tue Jan 14, 7:00pm-9:00pm 9 sess \$115

[0102] Central Tue Jan 14, 7:00pm-9:00pm 9 sess \$115

[0104] Central Tue Apr 7, 7:00pm-9:00pm 10 sess \$125

[0106] South Tue Apr 7, 7:00pm-9:00pm 10 sess \$125

Spanish - Level 1 B

[0110] South Tue Jan 14, 7:00pm-9:00pm 9 sess \$115

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

Spanish - Level 2

[0105] South Wed Jan 15, 7:00pm-9:00pm 9 sess \$115

[0112] South Wed Apr 8, 7:00pm-9:00pm 10 sess \$125

Spanish - Level 3

[0113] South Thu Jan 16, 7:00pm-9:00pm 9 sess \$115

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

Spanish Level 4 (+Conversation)

[0116] Central Thu Jan 16, 7:00pm-9:00pm 9 sess \$115

[0117] Central Thu Apr 9, 7:00pm-9:00pm 10 sess \$125



Hair Styling

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 can be used by professionals who want to have a lead in the industry as a freelance beauty specialist, but it is also for those who take it for self interest. The charge for the kit is \$85 extra and will be added to the fee at 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.

[1765] Riverway Wed/Thu Jan 15, 6:00pm-9:00pm 10 sess \$550

Learn to Apply Makeup like a Professional

The knowledge you gain will give you great skills when applying your own makeup or applying makeup on others. Topics include knowing what tools to use, colour theory, bone structure, skincare, working with various face/eye/brow/lip shapes, skin types and skin tones. This course is taught by a professional Makeup Artist. The kit is extra \$375 and will be charged during registration.

[1803] Riverway Wed/Thu Feb 19, 6:00pm-9:00pm 8 sess \$495

Makeup Application – Western Bridal (plus photoshoot)

Learn to apply makeup like a professional. Gain the skills and confidence to apply makeup on your friends and find out if the Makeup Artistry career is right for you. Includes a photoshoot. Prerequisite: Students must have taken the course 'Learn to Apply Makeup like a Professional' or have equivalent training.

[1804] Riverway Wed/Thu Apr 1, 6:00pm-9:00pm 5 sess \$215

Makeup Application – Indian Bridal

Get creative and learn how to apply makeup for Indian Bridal. Includes traditional, smokey dramatic eyes, cut crease and adding jewelry on the face. Prerequisite: Students must have taken the course 'Learn to Apply Makeup like a Professional' or have equivalent training.

[1805] Riverway Wed/Thu Apr 22, 6:00pm-9:00pm 4 sess \$150

Makeup Application – Asian Bridal

Learn various looks for Asian bridal makeup. Soft Smokey eyes, fresh dewy skin and traditional, individual lash application. Prerequisite: Students must have taken the course 'Learn to Apply Makeup like a Professional' or have equivalent training.

[1806] Riverway Wed/Thu May 13, 6:00pm-9:00pm 4 sess \$150

Face Value with Sun Protection

For you or your Valentine! Create luxurious and high quality products using organic cacao, nourishing butters, organic oils and botanical extracts without the high cost! In this class, learn about the powerful antioxidant properties of chocolate! Make and take home a chocolate body butter (with Shimmer or Tint – optional), cocoa body scrub; giving gentle exfoliation and leaving your skin feeling silky smooth, a variety of tub truffles in various scents and shapes, and a chocolate moisture lip treat. Plus, a Valentine body care gift for each participant! Also receive recipes on body sprays and tub treats! ALL SUPPLIES INCLUDED IN COURSE FEE.

[0313] Central Tue May 5, 6:30pm-9:30pm 1 sess \$48

Olive Oil Soap Bars & Liquid Soaps

Good clean fun! In class make and take home a pure and gentle 100% Olive oil soap with essential oils and herbs added. Plus make a citrus dish soap and liquid hand soap for the bathroom. Learn how to customize your own body wash! Explore different ingredients, methods and various techniques that you can use to create exciting soaps. Learn about trouble-shooting, history and packaging/decorating your soaps! Also receive a finished soap bar. Recipes for pet soap and laundry soap. Please bring hand towel to class. Come to class scent free and bring an apron (or wear appropriate clothing). ALL SUPPLIES INCLUDED IN COURSE FEE.

[0311] Central Thu Mar 12, 6:30pm-9:30pm 1 sess \$50

Organic Hemp Body Care

Discover the amazing properties of Hemp Seed Oil! This exceptionally rich oil high in essential omega fatty acids and proteins absorbs well into the skin, and is very healing, anti aging and rejuvenating. Additionally, Hemp oil has a natural SPF of 7. Make high-quality skincare products for all skin types from scratch! Participants will make and take home a Hemp Body Lotion, Hemp Seed Body Exfoliant, Heavenly Hemp Bath n' Body Oil and a Hemp Seed Soap. Recipes for healing salves and body washes. ALL SUPPLIES INCLUDED IN COURSE FEE.

[0310] South Wed Feb 19, 6:30pm-9:00pm 1 sess \$48

Solid Scent Perfume & Sprays

Aromatic Essences derived from portions of the plants – discover the alternative form of healing! Working with the top ten essential oils, their therapeutic properties and how to safely and effectively use them everyday. In class, create products for anxiety, sleep, insomnia, panic and other ailments. Create your own signature scent perfume in eco-friendly push up packaging, plus a body spray, and a purse size customized roll on and massage oil. Recipes and blends provided. ALL SUPPLIES INCLUDED IN COURSE FEE.

[0312] Central Thu Apr 9, 6:30pm-9:30pm 1 sess \$48

General Interest – Special Interest

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

Sewing Workshop

Students must have basic sewing skills or have taken Sewing for Beginners to register for this class. Work independently on a project of your choice or finish a project with guidance from the instructor. Please bring your pattern, fabric (pre-washed) or project and all necessary sewing notions to the first class. Please ensure the class is confirmed before purchasing materials. The class size is limited to 10 students for personal attention.

[0341] South Wed Apr 1, 6:30pm-9:30pm 4 sess \$80

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 alterations, 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 alterations and pattern cutting. Bring paper scissors and scotch tape. Fabric must be purchased by the student before the second class.

[0346] Central Thu Apr 2, 6:30pm-9:30pm 8 sess \$185

Learn to Sew with Knits – Make Your Own Sweatshirt

Have fun sewing with knits. Learn how to use a sewing machine, use sewing equipment, select project fabric, take measurements, do alterations, pin fabric layout and use special techniques for sewing with knits. Make a sweatshirt. No sewing experience required. Beginners sewing experience is fine. Pattern included in course fee. Supplies discussed first class. Bring scotch tape and paper scissors to first class.

[0347] Central Tue Jan 14, 6:30pm-9:30pm 8 sess \$185

Sew Your Own Pajamas or Sweatpants

Sew elasticized pants by making a pair of pajama pants or sweatpants. Learn how to fit, do alterations, 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. Please bring scotch tape and paper scissors to first class. No sewing experience required.

[0345] Central Tue Apr 7, 6:30pm-9:30pm 8 sess \$185

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.

[0371] Central Thu Jan 16, 7:00pm-9:00pm 5 sess \$95

[0372] Central Tue Mar 31, 7:00pm-9:00pm 5 sess \$95

Digital SLR Hands On Photography

A combination of theory and actual use of your SLR Digital Camera. Weather permitting we practice what we discuss and will take photographs outdoors. Topics include basic functions of the camera, using flash and fill flash, exposure compensation, depth of field, and lenses. Prerequisite: Beginner class or familiarity with your camera controls. Please bring a tripod, camera manual and external flash if you have one.

[0374] Central Tue Jun 2, 7:00pm-9:00pm 3 sess \$57

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)

[1663] Central Sat Apr 18, 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

WINTER REGISTRATION BEGINS MONDAY, JANUARY 6TH, 2020

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) / **GENEALOGY – FAMILY TREE RESEARCH** (Q & A workshop; Beginner; Intermediate-Advanced) / **iPAD** (Beginner; Intermediate; Advanced) / **LANGUAGES** (Mandarin; French; Spanish) / **MUSIC** (Ukulele; Piano; Voice) / **SOCIAL** (Bridge; Mahjong; Drop In Games) / **READING & WRITING** (Creative Writing)

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!

Pre and Post Natal Services - call 604-659-2225

- 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
- Fatherhood, A Journey
- Anger Management for Men
- Immigrant Women's Support Group
- Healthy Habits for Families

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

- For children 8 weeks to 3 years

McKercher Occasional Child Care Centre

- occ@burnabyfamilylife.org

- Licenced & flexible hourly child care when you need it

www.burnabyfamilylife.org

For Special Events please visit
bflgrowscommunity.org

Morley Child Care Centre

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

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 - 604-659-2217

Individual Counselling

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

Come and find out which program is right for you!

Health Care Assistant

Tuesday December 3, 6:30 pm
Thursday January 9, 6:30 pm
Burnaby Central School

Medical Office Assistant

Tuesday December 3, 6:30 pm
Tuesday March 3, 6:30 pm
Tuesday June 9, 6:30 pm
Burnaby Central School

Early Childhood Education - Basic Program

Tuesday December 3, 6:30 pm
Thursday January 9, 6:30 pm
Tuesday March 3, 6:30 pm
Tuesday June 9, 6:30 pm
Burnaby Central School

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

Tuesday December 3, 8:00 pm
Thursday January 9, 8:00 pm
Tuesday March 3, 6:30 pm
Tuesday June 9, 6:30 pm
Burnaby Central School

Interior Decorating

Tuesday December 3, 7:00 pm
Burnaby Central School
Thursday January 9, 7:00 pm
Riverway Adult Learning Centre

Landscape Horticulture Apprenticeship

Thursday December 12, 7:00 pm
Burnaby Central School

TESOL (ELL Teacher Training)

Thursday January 9, 7:00 pm
Burnaby Central School

Therapeutic Recreation Aide

Tuesday December 3, 6:30 pm
Tuesday December 17, 6:30 pm
Burnaby Central School

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



Graduation Ceremony

Graduates of Certificate/Diploma programs, High School Completion programs and their guests are invited to participate in the annual Burnaby CCE graduation ceremony which will take place at the Michael J. Fox Theatre in Burnaby on Wednesday June 24, 2020.

Visit www.burnabycce.ca for details.

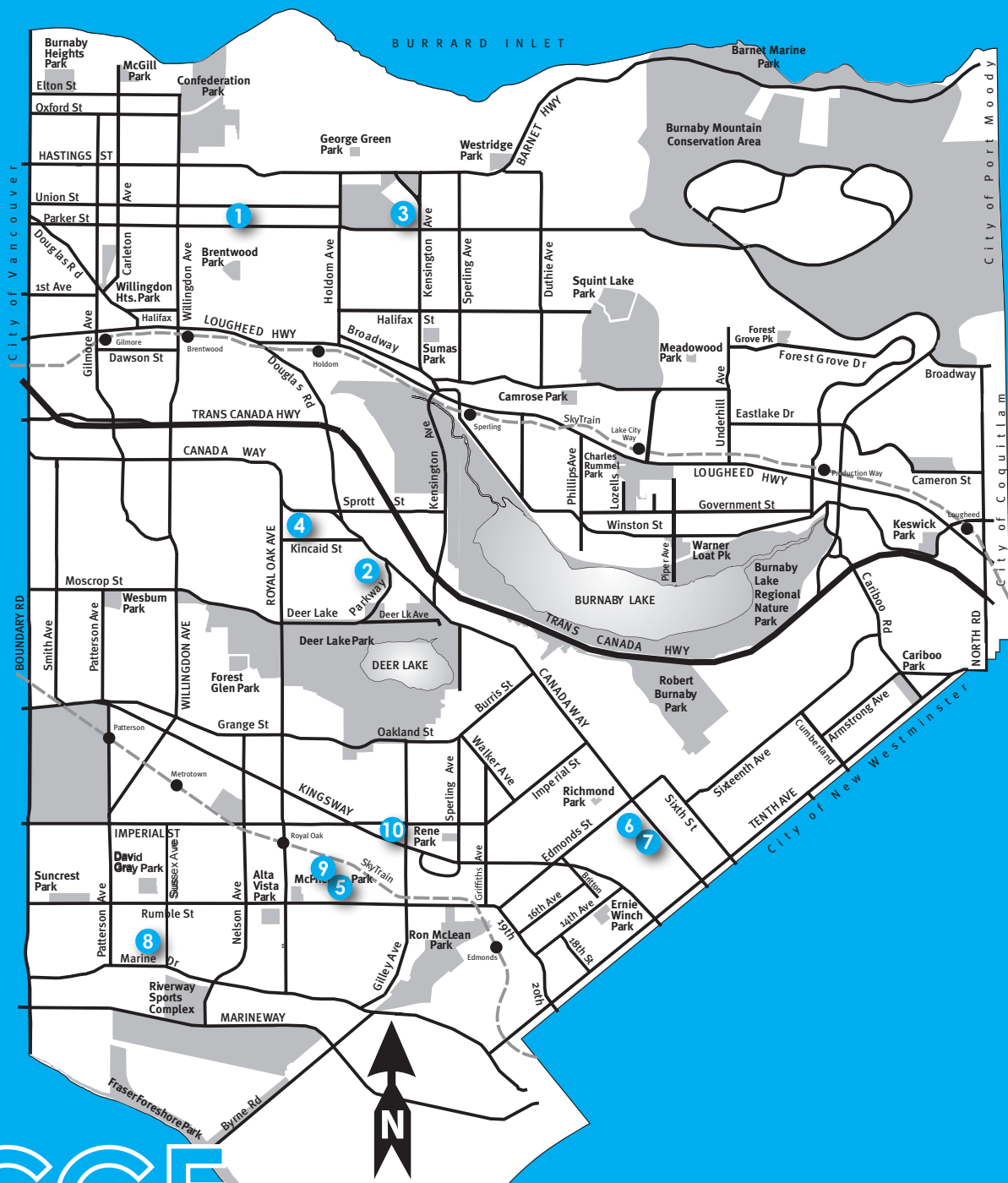
Vancity

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

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

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

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



BURNABY CCE LOCATIONS

Community & Continuing Education



1. **Alpha Secondary** 4600 Parker Street
2. **Burnaby Central Secondary** 6011 Deer Lake Parkway
3. **Burnaby North Secondary** 751 Hammarskjold Drive
4. **Burnaby School District Administration Office** 5325 Kincaid Street
5. **Burnaby South Secondary** 5455 Rumble Street (enter from back parking lot)
6. **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
- Accounting & Payroll
- Administrative Assistant
- Legal Office Administration
- Computer Courses
- Hotel Management
- Office Skills
- Social Media
- Game Design / Web Design
- Speaking Effectively
- Voice Over Announcing
- Online Courses
- Arborist Tree Identification
- Hardscape Installation
- Landscape Horticulture Apprenticeship
- 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, Accent Reduction, Reiki, Photography, Makeup Artistry, Hairstyling, Soap Making, and Sewing.