

WINTER/SPRING 2017

January to June



Try something new. Enrich your life.

EXPLORE OUR MANY PROGRAMS

- High School Completion
- Foundations Courses
- LINC Classes
- Vocational Certificates & Diplomas
- General Interest Courses



BURNABY

CCE

Community & Continuing Education

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

OPTION
4

Fax:

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

OPTION
5

Mail:

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

OPTION
6

24 Hour Drop-Off:

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

LINC, LITERACY FOUNDATIONS AND HIGH SCHOOL COMPLETION

High School Completion

- See pages 3-8 for courses
- [In person registration only](#)
- [Call 604-296-6901 for more information](#)

Literacy Foundations Program

- See pages 3, 4, 5 & 6 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

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

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

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



Ron
Burton
Chair



Harman
Pandher
Vice-Chair



Katrina
Chen



Meiling
Chia



Larry
Hayes



Baljinder
Narang



Gary
Wong

www.burnabyccce.ca

Community and Continuing Education:

Phone: 604-296-6901
Fax: 604-296-6913
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 (fax or email) at least 1 week prior to classes starting will have \$100 deducted from the course fee. Requests received less than a week prior to classes starting will have \$200 deducted from the course fee. There will be no refunds once classes begin.

Part-time Certificate/Diploma Programs

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

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 page 4

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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
Mondays at 10:30 am, Tuesdays at 5:30 pm and Wednesdays at 12:45 pm

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

South Burnaby Adult Education Centre (SBAEC), 5455 Rumble St (Portables at Burnaby South Secondary)
Wednesdays at 2:00 pm

Free Childcare (Edmonds and Windsor only)

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

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

Funded by:

Financé par :



Citizenship and
Immigration Canada

Citoyenneté et
Immigration Canada

Registration Information for Foundations and High School Completion Courses

How to register for classes

Registration is in-person only.

What do you need to bring:

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

Foundations Classes

Assessment and Registration

(Your assessment will take approximately 2 hours)

Schou Education Centre

4041 Canada Way (Downstairs Room 111)

- January 3, 4 & 5 at 9:30 am or 12:30 pm (Winter term)
- March 7 at 9:30 am or 12:30 pm (Spring term)

Continuous Registration

- From January 10 to February 28, every Tuesday at 12:30 pm
- From March 28 to June 20, every Tuesday at 1:30 pm

South Burnaby Adult Education Centre (SBAEC)

5455 Rumble Street (Portables at Burnaby South Secondary)

- January 3, 4 & 5 at 9:30 am or 12:30 pm (Winter term)
- March 7 at 9:30 am or 12:30 pm (Spring term)

Continuous Registration

- From January 12 to March 2, every Thursday at 12:00 pm
- From March 30 to June 22, every Thursday at 1:00 pm
- Tuesday evenings, Feb 21, Mar 7, Mar 28, Apr 11, Apr 25, May 9, May 23, Jun 6 & Jun 20 at 6:15 pm. (evening registration is at Burnaby South Secondary School)

High School Completion Courses

Registration

Schou Education Centre

(Daytime or Evening classes)

4041 Canada Way

- January 3, 4 & 5 from 10:00 am to 2:00 pm (Winter term)
- March 8 & 9 from 10:00 am to 2:00 pm (Spring term)

Burnaby South Secondary School

(Evening Classes)

5455 Rumble Street (Main office)

- January 31 and February 1 from 6:30 pm to 8:30 pm

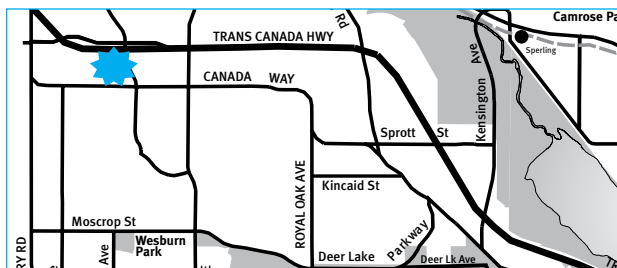
Daytime classes are held at 2 conveniently located centres in Burnaby

Schou Education Centre

4041 Canada Way

Skytrain: Gilmore Station

Buses to Schou Education Centre: 025, 028, 129

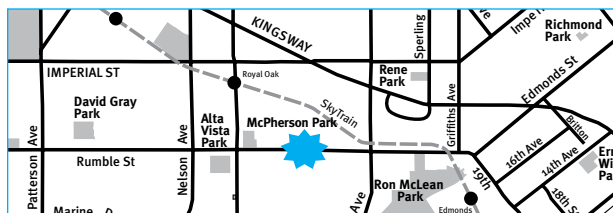


South Burnaby Adult Education Centre (SBAEC)

Portables at 5455 Rumble Street

Skytrain: Royal Oak Station

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



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

LEARN ENGLISH

Foundations Courses - English

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

Free for
most students!

UPGRADE YOUR SKILLS

Foundations Courses – Mathematics, Science, Socials or Computers

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

Free for
most students!

FINISH HIGH SCHOOL

High School Completion Courses

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

Free for
non-graduates

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

Textbook deposits

- A \$100 deposit is required for each course. If books are returned in good condition within 2 weeks of finishing the class, you will be refunded \$90. If books are returned after 2 weeks, you will be refunded \$50. There is no refund for books returned after 4 weeks.

Tuition fees

- High School Completion courses (grade 10, 11 & 12) are tuition-free for Canadian citizens, permanent residents and status refugees who have not graduated high school (in Canada or in other countries)
- Foundations courses are tuition-free for Canadian citizens, permanent residents and status refugees (work permit holders may be eligible)
- \$550 per course (for grade 10, 11 & 12 courses) for graduated adults (a graduated adult is a student that has graduated high school in Canada or any other country)
- 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.

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, F	9:15 am - 11:30 am	Jan 9 - Mar 6	SBAEC
Foundations English 3-4	SE3A	M,T,W,Th, F	9:15 am - 11:30 am	Jan 9 - Mar 6	SBAEC
Foundations English 5-6	SE5A	M,T,W,Th, F	9:15 am - 11:30 am	Jan 9 - Mar 6	SBAEC
Foundations English 6-7	SE7A	M,T,W,Th, F	9:15 am - 11:30 am	Jan 9 - Mar 6	SBAEC
Foundations Speaking & Listening 1-2	SL1A	M,T,W,Th, F	12:00 pm - 2:15 pm	Jan 9 - Mar 6	SBAEC
Foundations Writing 3-4	SW3A	M,T,W,Th, F	12:00 pm - 2:15 pm	Jan 9 - Mar 6	SBAEC
Foundations Writing 5-6-7	SW5A	M,T,W,Th, F	12:00 pm - 2:15 pm	Jan 9 - Mar 6	SBAEC
Foundations English 1-2	UE1A	M,T,W,Th, F	9:15 am - 11:30 am	Jan 9 - Mar 6	Schou
Foundations English 3-4	UE3A	M,T,W,Th, F	9:15 am - 11:30 am	Jan 9 - Mar 6	Schou
Foundations English 5-6	UE5A	M,T,W,Th, F	9:15 am - 11:30 am	Jan 9 - Mar 6	Schou
Foundations English 6-7	UE7A	M,T,W,Th, F	9:15 am - 11:30 am	Jan 9 - Mar 6	Schou
Foundations Speaking & Listening 1-2	UL1A	M,T,W,Th, F	12:00 pm - 2:15 pm	Jan 9 - Mar 6	Schou
Foundations Writing 3-4	UW3A	M,T,W,Th, F	12:00 pm - 2:15 pm	Jan 9 - Mar 6	Schou
Foundations Writing 5-6-7	UW5A	M,T,W,Th, F	12:00 pm - 2:15 pm	Jan 9 - Mar 6	Schou
Foundations Mathematics Courses					
Foundations Mathematics 5-6-7	UM5A	M,T,W,Th, F	9:15 am - 11:30 am	Jan 9 - Mar 6	Schou

Winter Term Foundations Classes – Evening

COURSE NAME	COURSE #	DAYS	TIMES	DATES	LOCATION
Foundations English 1-2	SE1W	T & Th	6:15pm - 9:15 pm	Feb 21 - Jun 15	South
Foundations English 3-4	SE3W	T & Th	6:15pm - 9:15 pm	Feb 21 - Jun 15	South
Foundations English 5-6	SE5W	T & Th	6:15pm - 9:15 pm	Feb 21 - Jun 15	South
Foundations English 6-7	SE7W	T & Th	6:15pm - 9:15 pm	Feb 21 - Jun 15	South

Student Profile

Juan

I came from Syria to BC two years ago, and I started the English Foundations program at level 3/4 in Schou. I knew the English alphabet, English tenses, and many verbs and food names, but I wasn't able to speak English or understand it well! I was in a culture shock, and I couldn't make friends because of my poor English. After few months, I passed to level 4/5, and I realized that I knew so many new words which helped me a lot in conversation. As I passed each level, I learned literary skills such as making inferences, literary elements, and writing essays. I found that I've started to speak English so much better than before. In addition, I made many friends too. Now, I have more confidence, more power, and more vocabulary that I can express whatever I want with. My life became interesting!



LEARN ENGLISH

Spring Term Foundations Classes – Daytime

COURSE NAME	COURSE #	DAYS	TIMES	DATES	LOCATION
Foundations Language Arts Courses					
Foundations English 1-2	SE1A	M, W, F	9:00 am - 11:30 am	Mar 27 - Jun 23	SBAEC
Foundations English 3-4	SE3A	M, W, F	9:00 am - 11:30 am	Mar 27 - Jun 23	SBAEC
Foundations English 5-6	SE5A	M, W, F	9:00 am - 11:30 am	Mar 27 - Jun 23	SBAEC
Foundations English 6-7	SE7A	M, W, F	9:00 am - 11:30 am	Mar 27 - Jun 23	SBAEC
Foundations Reading 1-2	SR1A	M, W, F	12:00 pm - 2:30 pm	Mar 27 - Jun 23	SBAEC
Foundations Reading 3-4	SR3A	M, W, F	12:00 pm - 2:30 pm	Mar 27 - Jun 23	SBAEC
Foundations Speaking & Listening 1-2	SL1A	T & Th	9:15 am - 12:35 pm	Mar 28 - Jun 27	SBAEC
Foundations Writing 3-4	SW3A	T & Th	9:15 am - 12:35 pm	Mar 28 - Jun 27	SBAEC
Foundations Writing 5-6-7	SW5A	T & Th	9:15 am - 12:35 pm	Mar 28 - Jun 27	SBAEC
Foundations English 1-2	UE1A	M, W, F	9:00 am - 11:30 am	Mar 27 - Jun 23	Schou
Foundations English 3-4	UE3A	M, W, F	9:00 am - 11:30 am	Mar 27 - Jun 23	Schou
Foundations English 5-6	UE5A	M, W, F	9:00 am - 11:30 am	Mar 27 - Jun 23	Schou
Foundations English 6-7	UE7A	M, W, F	9:00 am - 11:30 am	Mar 27 - Jun 23	Schou
Foundations Reading 1-2	UR1A	M, W, F	12:00 pm - 2:30 pm	Mar 27 - Jun 23	Schou
Foundations Reading 3-4	UR3A	M, W, F	12:00 pm - 2:30 pm	Mar 27 - Jun 23	Schou
Foundations Speaking & Listening 1-2	UL1A	T & Th	9:15 am - 12:35 pm	Mar 28 - Jun 27	Schou
Foundations Writing 3-4	UW3A	T & Th	9:15 am - 12:35 pm	Mar 28 - Jun 27	Schou
Foundations Writing 5-6-7	UW5A	T & Th	9:15 am - 12:35 pm	Mar 28 - Jun 27	Schou
Foundations Mathematics Courses					
Foundations Mathematics 5-6-7	UM5A	M, W, F	9:00 am - 11:30 am	Mar 27 - Jun 23	Schou
Foundations Computer Courses					
Foundations Computer Studies	UC5A	M, W, F	12:00 pm - 2:30 pm	Mar 27 - Jun 23	Schou
Foundations Social Studies Courses					
Foundations Social Studies	SS5A	M, W, F	12:00 pm - 2:30 pm	Mar 27 - Jun 23	SBAEC
Foundations Social Studies	US5A	M, W, F	12:00 pm - 2:30 pm	Mar 27 - Jun 23	Schou



FINISH HIGH SCHOOL

UPGRADE YOUR SKILLS

Winter Term High School Completion and Upgrading Classes – Daytime

COURSE NAME	COURSE #	DAYS	TIMES	DATES	LOCATION
Biology 11	U300	M,T,W,Th,F	12:00 pm - 2:15 pm	Jan 9 - Mar 6	Schou
Biology 12	U310	M,T,W,Th,F	12:00 pm - 2:15 pm	Jan 9 - Mar 10	Schou
Chemistry 11	U320	M,T,W,Th,F	2:30 pm - 4:45 pm	Jan 9 - Mar 6	Schou
Chemistry 12	U330	M,T,W,Th,F	2:30 pm - 4:45 pm	Jan 9 - Mar 6	Schou
Communications 11	U100	M,T,W,Th,F	9:15 am - 11:30 am	Jan 9 - Mar 6	Schou
Communications 12	U106	M,T,W,Th,F	12:00 pm - 2:15 pm	Jan 9 - Mar 10	Schou
English 11	U130	M,T,W,Th,F	9:15 am - 11:30 am	Jan 9 - Mar 6	Schou
English 12	U140	M,T,W,Th,F	9:15 am - 11:30 am	Jan 9 - Mar 10	Schou
English 12	U141	M,T,W,Th,F	12:00 pm - 2:15 pm	Jan 9 - Mar 10	Schou
Law 12	U420	M,T,W,Th,F	2:30 pm - 4:45 pm	Jan 9 - Mar 6	Schou
Math Upgrading (all levels)	UM5A	M,T,W,Th,F	9:15 am - 11:30 am	Jan 9 - Mar 6	Schou
Math 11 Apprenticeship & Workplace	U215	M,T,W,Th,F	9:15 am - 11:30 am	Jan 9 - Mar 6	Schou
Math 11 Foundations	U218	M,T,W,Th,F	12:00 pm - 2:15 pm	Jan 9 - Mar 6	Schou
Math 11 Pre-Calculus	U210	M,T,W,Th,F	12:00 pm - 2:15 pm	Jan 9 - Mar 6	Schou
Math 12 Foundations	U225	M,T,W,Th,F	12:00 pm - 2:15 pm	Jan 9 - Mar 6	Schou
Math 12 Pre-Calculus	U220	M,T,W,Th,F	12:00 pm - 2:15 pm	Jan 9 - Mar 10	Schou
Physics 11	U340	M,T,W,Th,F	2:30 pm - 4:45 pm	Jan 9 - Mar 6	Schou
Physics 12	U350	M,T,W,Th,F	2:30 pm - 4:45 pm	Jan 9 - Mar 6	Schou
Social Justice 12	U430	M,T,W,Th,F	2:30 pm - 4:45 pm	Jan 9 - Mar 6	Schou

Winter Term High School Completion and Upgrading Classes – Evenings

COURSE NAME	COURSE #	EVENINGS	TIMES	DATES	LOCATION
Biology 12	S310	T & Th	6:30pm - 9:30 pm	Feb 16 - Jun 22	South
Chemistry 11	S320	T & Th	6:30pm - 9:30 pm	Feb 16 - Jun 13	South
Chemistry 12	S330	T & Th	6:30pm - 9:30 pm	Feb 16 - Jun 13	South
English 11	S130	T & Th	6:30pm - 9:30 pm	Feb 16 - Jun 13	South
English 12	S140	T & Th	6:30pm - 9:30 pm	Feb 16 - Jun 22	South
Math 11 Foundations	S218	T & Th	6:30pm - 9:30 pm	Feb 16 - Jun 13	South
Math 11 Pre-Calculus	S210	T & Th	6:30pm - 9:30 pm	Feb 16 - Jun 22	South
Math 12 Foundations	S225	T & Th	6:30pm - 9:30 pm	Feb 16 - Jun 13	South
Math 12 Pre-Calculus	S220	T & Th	6:30pm - 9:30 pm	Feb 16 - Jun 22	South
Physics 11	S340	T & Th	6:30pm - 9:30 pm	Feb 16 - Jun 13	South
Physics 12	S350	T & Th	6:30pm - 9:30 pm	Feb 16 - Jun 13	South

FINISH HIGH SCHOOL

UPGRADE YOUR SKILLS

Spring Term High School Completion and Upgrading Classes – Daytime

COURSE NAME	COURSE #	DAYS	TIMES	DATES	LOCATION
Biology 11	U300	M, W, F	12:00 pm - 2:30 pm	Mar 27 - Jun 23	Schou
Biology 12	U310	M, W, F	12:00 pm - 2:45 pm	Mar 27 - Jun 23	Schou
Chemistry 11	U320	M, W, F	9:00 am - 11:30 am	Mar 27 - Jun 23	Schou
Chemistry 12	U330	M, W, F	9:00 am - 11:30 am	Mar 27 - Jun 23	Schou
Communications 11	U100	M, W, F	9:00 am - 11:30 am	Mar 27 - Jun 23	Schou
Communications 12	U106	T & Th	9:00 am - 12:40 pm	Mar 28 - Jun 27	Schou
English 11	U130	T & Th	9:00 am - 12:20 pm	Mar 28 - Jun 27	Schou
English 12	U141	T & Th	9:00 am - 12:40 pm	Mar 28 - Jun 27	Schou
English 12	U140	M, W, F	9:00 am - 11:45 am	Mar 27 - Jun 23	Schou
Family Studies 12	U420	T & Th	1:10 pm - 4:30 pm	Mar 28 - Jun 27	Schou
Math 10 Apprenticeship & Workplace	U205	M, W, F	9:00 am - 11:30 am	Mar 27 - Jun 23	Schou
Math 10 Pre-Calculus	U200	M, W, F	9:00 am - 11:30 am	Mar 27 - Jun 23	Schou
Math Upgrading (all levels)	UM5A	M, W, F	9:00 am - 11:30 am	Mar 27 - Jun 23	Schou
Math 11 Apprenticeship & Workplace	U215	M, W, F	9:00 am - 11:30 am	Mar 27 - Jun 23	Schou
Math 11 Foundations	U218	T & Th	9:00 am - 12:20 pm	Mar 28 - Jun 27	Schou
Math 11 Pre-Calculus	U210	M, W, F	12:00 pm - 2:30 pm	Mar 27 - Jun 23	Schou
Math 12 Foundations	U225	T & Th	9:00 am - 12:20 pm	Mar 28 - Jun 27	Schou
Math 12 Pre-Calculus	U220	M, W, F	12:00 pm - 2:45 pm	Mar 27 - Jun 23	Schou
Physics 11	U340	M, W, F	9:00 am - 11:30 am	Mar 27 - Jun 23	Schou
Physics 12	U350	M, W, F	9:00 am - 11:30 am	Mar 27 - Jun 23	Schou
Social Studies 11	U440	M, W, F	12:00 pm - 2:30 pm	Mar 27 - Jun 23	Schou
Tourism 12	U550	T & Th	1:10 pm - 4:30 pm	Mar 28 - Jun 27	Schou



Health Care Assistant Diploma

Program Description

Join the community of committed Health Care professionals who provide care to those in need. This 29 week full time program will provide students with the knowledge and skills necessary to be employed as front-line care providers in care facilities or home-care settings.

The course includes classroom theory and clinical instruction as well as supervised practicums in a variety of care facilities. Instruction is provided by qualified health professionals with extensive experience in the field of health care, both in clinical practice and teaching. The program uses approved HCA Provincial Curriculum 2015.

Our Graduates

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

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

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

March 10, 2014

Program Courses

- Health & Healing: Concepts for Practice
- Introduction to Practice
- Caring for Individuals Experiencing Common Health Challenges
- Caring for Individuals Experiencing Cognitive or Mental Challenges
- Interpersonal Communications
- Lifestyle & Choices
- Personal Care & Assistance
- Practicum 1 (multi-level care)
- Practicum 2 (community care eg. Assisted Living, Home Support, Group Homes)

The program includes:

- Standard First Aid with CPR-HCP
- WHMIS Training
- Job Search
- Books



Health Care Assistant instructor and students.

Admission Requirements

- proof of Grade 10 education or mature student status
- proof of English language proficiency:
 - English 10 or equivalent (for native speakers of English)
 - Standardized English language proficiency test score (for non-native speakers of English: TOEFL, IELTS, CLB, CELPIP or CAEL)
- a medical certificate/note from a doctor indicating good physical/mental fitness
- proof of immunization for Hepatitis B
- proof of immunization for flu (seasonal)
- proof of a negative TB test or proof from TB Control that the applicant does not have active TB
- a current criminal record check from the Ministry of Justice (within 6 months of practicum)
- a Foodsafe certificate (offered on a Saturday, course fee \$75)

Course Requirements

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

The next course runs April 10 to Nov 3, 2017 (no class on stat holidays).

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

Free Information Sessions:

Tuesday January 17, 6:30 pm
Thursday February 16, 6:30 pm
Tuesday March 7, 6:30 pm
Tuesday June 6, 6:30 pm
Burnaby Central School

Reiki Practitioner and Teacher Certification

See page 31 for detail.

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 currently working at Children's Hospital, Vancouver General Hospital, Burnaby Hospital, Life Labs, Medical Imaging at Royal Columbian Hospital, St. Paul's Hospital, Eagle Ridge Hospital, Care Point Medical Clinics, 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
- (EMR) Electronic Medical Records
- Manual and Computerized Medical Billing
- Medical Transcription
- MS Word/Keyboarding
- Excel Level 1
- Job Search
- Standard First Aid for Industry (Work Safe Level I First Aid and CPR Level C)
- Practicum – 100 hours

Admission requirements

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

Completion requirements

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



Pictured here are grads of the MOA program, Barbara P. and Tammy H.

Medical Office Assistant Diploma - Full time, Day

The accelerated full time Medical Office Assistant program runs for 15 weeks and includes 12 weeks of in-class instruction and 3 weeks of practicum.

[5000] Canada Way Mon-Fri Jan 11–Apr 26, 9:00am-3:30pm
\$3690

[5020] Canada Way Mon-Fri Mar 29–Jul 13, 9:00am-3:30pm
\$3690

Medical Office Assistant Diploma – Part time

The part time program is designed for students who need a more flexible schedule. The program runs Wednesday evenings and all day Saturday. It takes a longer, but it allows you to hold a full time job or take care of your family during the day while taking the program on the side. The next part time program will start in September 2017.

Free Information Sessions:

Thursday January 5, 6:30 pm
Tuesday March 7, 6:30 pm
Tuesday June 6, 6:30 pm
Burnaby Central School

Reiki Practitioner and Teacher Certification

See page 31.

Certificate & Diploma Programs - Health Care

Dental Office Administration Certificate

Program Description

Learn to handle the day to day operation of a dental office. The course includes time in the computer lab so students have the opportunity to practice scheduling, entering patient information and billing just like they would in a dental office.

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". May 2014*

Program Includes:

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

Course Requirements

Students must complete 20 hours of practicum after the classroom component is complete.

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

Prerequisites

Basic Computer skills.

English 12 or equivalent is highly recommended. (English testing available after the information session if required).

The course runs Tue/Thurs Feb 23, 2017 to June 29, 2017 (plus practicum).

[1703] Canada Way Feb 23 6:30pm-9:30pm \$1880

Free Information Session:

Tuesday January 17, 6:30 pm
Burnaby Central School



Therapeutic Recreation Aide Diploma (Gerontology based)

Program Description

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

Graduating and Jobs

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

Program Content

The program is classroom based and 100% instructor led. Courses include:

- Interpersonal Communication
- Person Centered Care
- Intro to Practice
- Changes in the Body with Aging
- Dementia Theory
- Practical Approach to Dementia
- Lifestyle & Leisure Education
- Basic Program Facilitation/How to Lead an Activity

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

Admission Requirements

- English Language Proficiency
- Grade 12 education or equivalent

The program runs January 30 to June 19, 2017.

[1300] Canada Way Mon-Fri Jan 30, 9:00am-3:30pm \$4650

Free Information Session:

Tuesday January 17, 7:00 pm
Burnaby Central School

Certificate & Diploma Programs - Hospitality & Service

Dietary Aide Certificate

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

Graduates

Graduates will be able to seek job opportunities in Institutional settings such as long term care, hospitals, assisted living, schools, as well as restaurants and hotels.

STUDENT COMMENT: *"Very good instructor, helpful and kind. We really appreciate everything he did for us. We are now more confident with knowledge to use for the future."* Feb 2016

Program includes:

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

Admission Requirements:

- English Grade 10 level or equivalent
- Must be in general good health with the ability to bend, stretch, lift up to 20 pounds.
- Some practicum placements may require completion of a Criminal Record Search. (Cost - \$28) The school will provide the form on the first day of class.

Completion Requirements:

- 70% in each segment of the program.
- Completion of all assignments, presentations and tests.
- Successful completion of the practicum.
- A demonstration of professional standards of behaviour.

[1654] Canada Way Tue/Wed/Thu/Fri/Sat Jan 31, 9:15am-3:15pm
\$1400

[1660] Canada Way Tue/Wed/Thu/Fri/Sat May 2, 9:15am-3:15pm
\$1400

Free Information Session:

Thursday January 12, 7:00 pm
Burnaby Central School

Foodsafe Level 1 Certificate

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

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

[1663] Central Sat Apr 22, 9:00am-5:00pm 1 sess \$75

[1664] Central Sat Jun 17, 9:00am-5:00pm 1 sess \$75



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

Rooms Division Certificate:

- Managing Front Office Operations
- Convention Management
- Supervision in the Hospitality Industry
- Managing Housekeeping Operations
- Revenue Management: Maximizing Revenue in Hospitality Operations

A certificate will be awarded for successfully completing each course.

A (RDSC) *Rooms Division 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
- Fundamentals of Destination Management and Marketing
- Leadership and Management in the Hospitality Industry
- Training and Development for the Hospitality Industry
- Convention Management
- Management of Food and Beverage Operations
- Revenue Management
- Hospitality Sales and Marketing
- Hospitality Industry Managerial Accounting

Marketing and Sales Management Certificate:

- Hospitality Sales and Marketing
- Convention Management and Service
- Supervision in the Hospitality Industry
- Fundamentals of Destination Management and Marketing
- Revenue Management: Maximizing Revenue in Hospitality Operations

A certificate will be awarded for successfully completing each course.

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



Completion Requirements:

70% grade required for final exam.

Courses offered this term:

Management of Food and Beverage Operations

[1679] Tue/Thu Jan 10, 6:30pm-9:30pm 12 sess \$290

Hospitality Facilities Management and Design

[1680] Tue/Thu Feb 16, 6:30pm-9:30pm 12 sess \$290

Managing Hotel Front Office Operations

[1670] Tue/Thu Mar 30, 6:30pm-9:30pm 12 sess \$290

Managing Housekeeping Operations

[1675] Tue/Thu May 16, 6:30pm-9:30pm 12 sess \$290

The textbook is extra (\$100) and the fee is added during registration.

These are online courses but students must attend the first class and last class in person at Burnaby South School.

Full course descriptions are found at www.burnabyccce.ca

Certificate & Diploma Programs – Building & Trades

Building Caretaker Certificate

You've seen the ads in the Employment section of the paper 'Wanted, handyman/caretaker for strata complex (or apartment or condo). Learn what is expected in caretaking a residential complex, such as: office systems and procedures; effective communication; facility management (repairing sinks, patching drywall, preventative maintenance); cost control and budgeting; risk management and safety issues (fires, pest control HVAC, water damage); janitorial/housekeeping; waste management (recycling, green waste, composts); building service equipment and supplies (cleaning and cleaning contractors); equipment (life cycle, cost analysis); contractors and consultants (how to hire and manage); time management. This is a theory based course. Includes WHMIS, WCB's Occupational Health and Safety Regulations, CPR First Aid and resume writing. Participants must be at least 19 years old and have strong English skills. English testing is available after the Information Session at 7:30 pm or on Jan. 17 or Mar. 7 at 7:15 pm.

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

[1600] Central Tue/Wed Jan 24, 6:30pm-9:30pm 16 sess \$425

[1601] Central Tue/Wed Apr 11, 6:30pm-9:30pm 16 sess \$425

Free Information Session:

Tuesday January 17, 7:00 pm
Tuesday, April 4, 7:00 pm
Burnaby Central School

Building Service Worker Certificate

Upon successful completion of this course, participants will be qualified to apply for janitorial positions with school districts, hospitals or city facilities or apply for work with private contractors who provide cleaning services to a variety of public institutions and private companies. A combination of classroom instruction and practical, hands-on experience is used for training in areas of cleaning, chemicals, equipment, floor care and safety. A certificate will be issued upon successful completion (theory, practical and teamwork skills). Minimum of 90% attendance is required. Participants must be at least 19 years old and have strong English skills. English testing is available Thurs Jan 5, Tues Jan 17, March 7 or June 6, 7:15 pm 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] North Mon/Tue/Wed/Thu Jan 9, 6:00pm-10:00pm
20 sess \$360

[1603] North Mon/Tue/Wed/Thu Feb 6, 6:00pm-10:00pm
20 sess \$360

[1604] North Mon/Tue/Wed/Thu Mar 27, 6:00pm-10:00pm
20 sess \$360

[1605] North Mon/Tue/Wed/Thu May 1, 6:00pm-10:00pm
20 sess \$360

[1607] North Mon/Tue/Wed/Thu May 29, 6:00pm-10:00pm
20 sess \$360

[1611] North Mon/Tue/Wed/Thu Jul 10, 9:00am-1:00pm
20 sess \$360



Certificate & Diploma Programs – Child & Family Studies

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.

The program is offered both part time and full time. Students taking the part-time program 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.

Our Graduates

90% of grads find employment within 6 months of graduating.

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

Course Cost

Part time - Tuition for the whole ECE program is approximately \$6,500. Students pay for each course separately (approx \$375/course).

Class location: Burnaby Central School

Free Information Sessions:

Thursday January 5, 6:30 pm
Tuesday March 7, 6:30 pm
Tuesday June 6, 6:30 pm
Burnaby Central School

Free English testing is available after the information session for those who did not complete Grade 12 English



Early Childhood Education Post Basic (diploma)

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

1. Infant & Toddler
2. Special Needs

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

Course Fee

Approximately \$3000 for one Post Basic specialty program.
Approximately \$1300 for a second specialty program.

Free Information Sessions:

Thursday January 5, 8:00 pm
Tuesday March 7, 8:00 pm
Tuesday June 6, 8:00 pm
Burnaby Central School

Start and Operate a Family Child Care Centre

Are you thinking of setting up a day care business in your own home? The BC licensing process requires family child care providers to have training.

This 'Good Beginnings' course is recognized by licensing officers and equips you with the information and skills needed to start your own family child care business. Topics include: children's development and behaviour, promotion of good health and nutrition, safety and emergencies, activity planning and managing and administering the business. A certificate issued by Burnaby CCE will be granted following satisfactory completion of this course. Fluency in written and spoken English is necessary. Course fee includes workbook. Please bring a 3-ring binder with 2" rings to the first lesson. To receive the certificate, you must attend all the sessions. Course includes 11 evenings and Sat April 8 (10-1pm).

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

[0235] South Wed Jan 25, 6:45pm-9:45pm 12 sess \$360

Professional Development for Early Childhood Educators

We offer credit courses and workshops to ECE Educators interested in upgrading their practices. See www.burnabycce.ca.

Certificate & Diploma Programs - Education

TESOL: ELL Teacher Training

This course is designed for individuals who are either currently teaching ELL (English Language Learners) or for those who wish to enter the English language teaching field, this program will give students the necessary skills in classroom management, lesson planning and a variety of teaching methodologies.

Our grads have found the following type of employment:

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

STUDENT COMMENTS: *"The TESOL program offered by the Burnaby School District is invaluable in preparing students for immersion into real-world ESL teaching." "The material presented throughout the course is accessible and authentic."*
May 2015

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

Program Courses

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

Prerequisites

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

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

Completion Requirements

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

The next intake is September 2017.

Free Information Sessions:

*Tuesday June 6, 7:00 pm
Burnaby Central School*

TESOL Practicum

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

[1946] 20 hours \$250

Professional Presenter/Facilitator Certificate

Making sure the right information is conveyed in the right way can be a challenge for even the most seasoned personnel. Increase your confidence and ability as a presenter. This certificate program will help you establish yourself as a highly valued trainer/facilitator. The skill can be used for those seeking employment in human resources, team leadership, adult education, and volunteer coordination. The instructor has extensive experience as a trainer and instructor. This 6 session certificate program will include the following topics:

- Course Design
- Adult Learning Principles
- Facilitation/Presentation Skills
- Student/Group Dynamics
- Facilitation Practice

STUDENT COMMENTS: *"Professional and engaging instructor who was friendly and knowledgeable." "The instructor Suzanne is really engaging and provided lots of helpful tips for facilitation. She gave us a comfortable environment to practice what we learned".*

[1950] South Wed Jan 25, 6:30pm-9:30 pm 6 sess \$250



Floral Arranging Diploma

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

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

Program Courses

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

Free Information Session:

*Tuesday January 3, 7:00 pm
Burnaby South School*

Floral Arranging - Level 1

Learn about basic floral arranging designs (symmetrical, asymmetrical, nosegay, crescent, horizontal, etc.), tools, care and handling of flowers and bows. Bring a small, sharp knife (or floral knife may be purchased from instructor) and your enthusiasm. A cost of \$35 per session (payable one week in advance) will cover flowers and other materials. Course fee includes textbook and flowers for first night.

[1406] South Tue Jan 10, 6:30pm-9:00pm 8 sess \$190

Floral Arranging - Level 2

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

[1403] South Thur Jan 5, 6:30pm-9:00pm 8 sess \$200

[0235] South Wed Apr 5, 6:30pm-9:30pm 8 sess \$200

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] South Tue Apr 4, 6:30pm-9:00pm 8 sess \$200



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] South Wed Jan 4, 6:30pm-9:00pm 8 sess \$200

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 & 2.

[1405] South Thur Apr 6, 6:30pm-9:00pm 8 sess \$200

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] South Tue/Thur May 30, 6:30pm-9:00pm 6 sess \$130

Certificate & Diploma Programs - Art & Design

Interior Decorating Diploma

Fulfil your Passion by turning your Creative Talent into a Rewarding Career. Become a Professional Interior Decorator!

Graduates

Professional Decorators are in demand. Successful Grads can work independently as Professional Interior Decorators! Our grads also work in management or as associates for Lighting and Furniture Companies, Fabric Wholesalers, Tile, Plumbing, Bath, Bedding and Accessory shops. They also work as:

- Associates in Design and Architectural firms
- Company Product Representatives
- Stagers
- Renovators
- 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 on an industry that is always evolving and she doesn't lose sight of the guidelines to follow."* Leona Kenny

Full Time – only 7 months

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

Part time – within 4 years

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

Interior Decorating Diploma – Full Time (day)

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

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

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

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

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

Semester 1 and 2 of the full time program are offered starting in Fall term.

Semester 3 and 4 of the full time program are offered in the Winter/Spring term (courses 1530 and 1540).



Interior Decorating Diploma - Part Time (evening)

The part time courses are scheduled Monday 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

- Attendance of 380 hours of courses, 19 courses.
- Courses must be completed in 4 years.
- All students must start with the Basics of Design. Color can be taken in conjunction with Basics of Design.
- Successful completion requires 80% attendance, completion of all assignments/tests.

Part Time Program (20 hours each)

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

Detailed course descriptions can be found on www.burnabyccce.ca and www.choicesid.com

Part time courses currently offered:

Basics of Design

[1450] Canada Way Mon Jan 16, 7:00pm-9:30pm 8 sess \$250

[1451] Canada Way Wed Apr 5, 7:00pm-9:30pm 8 sess \$250

Colour & Schemes

[1452] Canada Way Wed Jan 18, 7:00pm-9:30pm 8 sess \$250

Lighting Applications

[1462] Canada Way Tue Apr 4, 7:00pm-9:30pm 8 sess \$250

Business Readiness - Interior Decorating

[1465] Canada Way Thu Apr 6, 7:00pm-9:30pm 8 sess \$250

Small Space Decor

[1458] Canada Way Thu Jan 19, 7:00pm-9:30pm 8 sess \$250

Space Planning

[1464] Canada Way Mon Apr 3, 7:00pm-9:30pm 8 sess \$250

Window Coverings

[1461] Canada Way Tue Jan 17, 7:00pm-9:30pm 8 sess \$250

Free Information Sessions:

Thursday January 5, 7:00 pm

Tuesday March 7, 7:00 pm

Tuesday June 6, 7:00 pm

Burnaby Central School

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

Makeup Artistry Diploma

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

Modules

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

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

Sarah R. 2014

Makeup Artistry Certificate

This 120 hour program will focus on the areas necessary to excel in the industry such as fashion, photography, bridal, retail, film, television, stage, decades, editorial, celebrity and working on set. It will also include portfolio building and teach you to market yourself. The professional makeup kit is extra (\$700) and will be charged at the time of registration. The Makeup Artistry certificate program is divided into 4 semesters:

Semester 1: Makeup Artistry Fundamentals (36 hours)

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

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

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

Airbrushing and Specialized Makeup Certificate

This 40 hour course expands your knowledge and skills as a professional makeup artist. Advance your skills by learning specialized methods of makeup application currently used by skilled makeup artists in the industry. The course starts with basic application techniques, facial makeup, bodywork, and stenciling. The second part of the course concentrates on advanced makeup skills such as scarring, bruising, character makeup and theatre. Prerequisite-Makeup Artistry certificate or previous experience. The professional makeup kit is an extra \$350. The airbrush gun and compressor is an extra \$275. The cost of the Photoshoot is \$50. (Total extra fees = \$675). The extra fees will automatically be added on during the registration process.



Instructor Yasmine Khan with student.

Hairstyling Certificate

This (30 hour) course will equip you with the techniques and skills to create various hair styles. Learn how to create beautiful bombshell hair for photo shoots, finger waves for decades, wedding updos and much more. This program is customized to give you a lead in the industry as a freelance beauty specialist. The kit is extra (\$85) and will be charged at the time of registration. A supply list for other items to bring (eg. curling iron) will be emailed by the instructor. Register early so kits can be purchased on time.

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

Current Course offerings:

Makeup Artistry semester 3

[1803] Riverway Tue/Thu Jan 17, 6:00pm-9:00pm 13 sess \$885

Makeup Artistry semester 4

[1804] Riverway Tue/Thu Feb 28, 6:00pm-9:00pm 9 sess \$615

Air Brushing & Specialized Makeup

[1751] Riverway Tue/Thu Apr 11, 6:00pm-9:00pm 12 sess \$925

Hair Styling Certificate

[1765] Riverway Mon/Wed May 24, 6:00pm-9:00pm 10 sess \$550

For some courses there will be a \$50 extra charge for a photoshoot. See www.burnabycc.ca for full course descriptions and to register.

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

Free Information Session:

*Monday April 10, 7:00 pm
Riverway West School*

Certificate & Diploma Programs - Horticulture

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

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

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



Arborist – Intro to Tree Identification

Learn the basic information necessary to identify 100 of the most common trees found in the lower mainland. Join an ISA certified arborist to discuss the uses of the trees and some of the pest and disease problems that affect them. Class begins indoors, on Thursday, May 4th from 7-9 pm, with an informal discussion of basic classification techniques. We will then move the classroom outdoors and visit our local parks and gardens on three Saturday mornings in May 6, 13, 27, 9:30 am-12:30. Classes will meet at the parks (TBA). Transportation is not provided. This class is recommended for all skill levels. Dress appropriately for outdoor learning. A hand lens may be helpful, but is not necessary.

[1008] Central Thu/Sat May 4, 7:00pm-9:00pm 4 sess \$158



Ecological Landscape Design Certificate

Yes, a garden can be stunning and low maintenance, a haven for wildlife in urban environments, a self-sustaining ecosystem – all at the same time. Landscape health starts with intelligent design. In this course you will explore the intricate relationships within ecosystems and how you can work with them to create vibrantly beautiful and healthy gardens. Be prepared for an eye opening experience that will challenge some commonly held beliefs and will leave you empowered with a new understanding of how a garden works.

Co-sponsored with Gaia College and endorsed by the Society for Organic Urban Land Care (SOUL). See www.gaiacollege.ca

This course would be of interest to:

- Those considering a career in landscape design
- Landscapers wishing to offer more professional design services
- Homeowners wishing to design their gardens in a professional manner

Course Cost

Semester 1-\$695 Semester 2-\$695

Current Course offered ELD Semester 2

[1001] Riverway Tue/Sat Jan 17, 6:30pm-9:30pm 16 sess \$695

Classes will run Tuesdays, 6:30-9:30 pm and Saturdays, 1:00-4 pm.

Prerequisite: Semester 1

Semester 1 will start in September.

The full course description can be found at www.burnabycce.ca

Growing Food in the City Certificate

Organic fruits and vegetables not only keep you healthy, they create sustainable local food systems. If you are concerned about where your food comes from, what's in it (or on it), or simply getting the best nutrition possible for your family, growing your own vegetables and fruit is the answer. This course is scheduled over an entire growing season, from starting seeds to saving seeds and preserving your harvest.

In this unique and timely course, learn essential organic gardening and permaculture techniques to:

- Create and maintain healthy soil, which in turn can grow nutritious food
- Analyze and optimize the growing conditions in your garden
- Creatively collect, use and preserve water for optimal garden health
- Use holistic solutions for plant health problems (pests & diseases)
- Select, plant, maintain and harvest a large variety of food plants for year-round enjoyment
- Store your harvest
- Save your own seeds

Sessions will be held both in the classroom and in various gardens (transportation required).

This practical, hands-on course is open to everyone. No prior education or gardening experience required. Computer access is essential for access to resource materials, class communications and education updates. This is a paperless course. Students will submit 3 projects on-line during July & August. To receive a Certificate of Completion students must attend 90% of all classes and satisfactorily complete all assignments. There are no exams. There are no prerequisites but the Organic Master Gardener program would be beneficial either before, during or after this program.



Topics:

- | | |
|-----------------------------|---------------------------|
| Foundations of Soil Health | Trellis and Shelters |
| Veggies | Wise Water management |
| Fruit, Nuts & Berries | When Problems Arise |
| Creating the Master Plan | Edible? Incredible! |
| Getting to Know Your Garden | Propagation |
| Raw materials | Putting the Garden to Bed |
| Getting Your Hands Dirty | Reaping the Rewards |
| Seeding and Planting | |

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

[1011] Riverway Sun Feb 26, 9:00am-3:30pm 8 sess \$695

Classes will run Sundays: Feb 26, March 12, 26, April 9, 23, May 7, Jun 4, Sept 10.

Free Information Session

*Thursday, February 16, 7:00 pm
Burnaby Central School*

Certificate & Diploma Programs - Horticulture

Landscape Horticulturalist Apprenticeship (levels 1 and 2)

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

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

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

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

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

Graduates

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

Landscape Horticulturalist jobs can include:

Landscape Maintenance and Lawn Care (residential and commercial)

- 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
- layout and install plants to a specific design



STUDENT COMMENTS: *"I found all the teachers approachable and able to answer my questions. You can see the teacher's primary goal is to ensure that we all learn and understand. They made every effort to make us comfortable with the subject matter." "The teachers were all great! Looking forward to seeing you all for level 2."*

Admission Requirements

Grade 10 English, physically fit.

Completion Requirements

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

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

Current course offering:

Landscape Horticulture Apprentice Level 1

[1005] Riverway Mon-Fri Jan 16- Feb 24, 9:00am-3:30pm 30 sess \$1250

Level 2 will begin November 27, 2017

Free Information Session:

Tuesday, December 6, 7:00 pm
Burnaby Central School

If you could not attend an Information Session, you must contact karen.flynn@sd41.bc.ca before you register.

Organic Master Gardener Certificate

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

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

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

Offered in partnership with Gaia College. For more information visit www.Gaiacollege.ca.

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

Course Requirements

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

A detailed on course outline can be found on www.burnabycc.ca/horticulture

Topics include:

- . Botany/Adaptions within Ecosystems
- . Soil Ecosystems
- . Soil Testing
- . Soil Fertility Management
- . Composting
- . Teas and Brews
- . Water Wise Gardening
- . Permaculture Design
- . Garden Bed Installation
- . Pruning
- . Landscape Health
- . Lawns
- . Garden Design and Construction

[1007] Riverway Tue/Thu/Sat Apr 4, 16 sess \$695

Classes are held Tues & Thurs 6:30-9:30 pm and Saturdays 1:00-4:00 pm on April 22, May 6, 20, 27. Offsite locations will be announced in class.

Free Information Session:

*Tuesday March 28, 7:00 pm
Burnaby Central School*

Organic Horticulture Specialist Certificate

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

This course prepares you to:

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

This course partially satisfies the requirements of:

Gaia College: Core course for Diploma in Organic Land Care

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

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

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

[1006] Riverway Tue/Thu/Sat Apr 4, 16 sess \$695

Classes are held Tues & Thurs 6:30-9:30 pm and Saturdays 1:00-4:00 pm on April 22, May 6, 20, 27. Offsite locations will be announced in class.

Free Information Session:

*Tuesday March 28, 7:00 pm
Burnaby Central School*



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: *"Catherine is a legend, patient and understanding. If all teachers were as good as Catherine, the world would be a better place"* *"Good eye opener to better gardening methods"*

INDUSTRY RECOGNITION:

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

"I am a former graduate of the RLT program and now the primary operator of a successful landscape company. We encourage all our staff to further their knowledge through the RLT program." Anderson Garden Services – Derrick Ulain (2013)

Program Courses

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

Topics include:

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

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

Residential Landscape Technician Semester 1

[1002] Riverway Wed Jan 18, 6:30pm-9:30pm and Sun 9:00-noon 18 sess \$575

Residential Landscape Technician Semester 2

[1004] Riverway Wed Jan 18, 6:30pm-9:30pm and Sat 9:00 – noon 18 sess \$575

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

In partnership with



Free Information Session

*Tuesday January 10, 7:00 pm
Burnaby Central School*

Plant Identification Certificate

Spend 8 sessions learning the different families of plants and the characteristics that will enable you to easily identify them. Optimal growing conditions, common pests and disease will also be covered. Discover what plants are hardy in the lower mainland environment and which ones will be 'high maintenance'. Confidently choose the appropriate plant for your chosen location. For home gardeners who want to spend their plant dollars wisely and for landscapers or horticulturists who want their customer's gardens to thrive. Spend Sat. mornings exploring some of our incredible local gardens. The instructor, Catherine Dale, is a horticulturist, a landscaper, a horticulture teacher and has a permaculture certificate.

[1003] Riverway Wed/Sat Apr 12, 7:00pm 8 sess \$220

The class consists of 2 in class evening sessions and 6 Saturday morning sessions visiting public and private gardens. Transportation required.

Riverway, Wed., April 12 & 19, 7:00-9:30 pm and Sat., 9:00 am-noon, April 29, May 6, 27, June 10, July 8, Sept, 16.

Hardscape Installation Certificate

If you are new to Hardscape Installation, this part-time program will introduce you to basic professional techniques. This program will provide participants with all the information required to install hardscape in a professional manner with the focus on the use of hand tools.

Next program starts Fall 2017.

Permaculture Design Certificate

Program Description

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

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

This low cost, 15 month weekend course caters to the business of modern life while allowing you to observe changes throughout the seasons.

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

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

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

Graduating and Jobs

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

Completion Requirements

We don't require those taking the course to participate in the certification requirements.

Only those wanting the certification will be assessed on the following:

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

Successful completion of this course offers certificates through the graduate's choice of the Permaculture Research Institute Australia (www.permaculturenews.org) or the Permaculture Institute USA (www.permaculturenews.com). Permaculture Institute (www.permaculture.org)

[1012] Riverway Sun Feb 19, 11:00am-5:30pm 15 sess \$777

Course dates: Feb 19, Mar 12, Apr 9, May 28, June 25, July 23, Aug 20, Oct 1, Oct 22, Nov 19, Dec 3, 2017 and Jan 7, Feb 4, March 11, Apr 8, 2018

Additional expenses are for the required books (web editions available):

- Permaculture: A Designers Manual, Bill Mollison (hardcopy \$150)
- Gaia's Garden, Toby Hemenway, 2nd ed. (\$30)
- Earth Users Guide To Permaculture, Rosemary Morrow, 2nd ed. (hardcopy \$30)

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

Free Permaculture Introduction Day:

Sunday January 15, 11:00 am-5:30 pm

Free Permaculture Evening Event:

Sunday January 22, 6:30-9:30 p.m in Vancouver

To register, or for more information, email delvin@cosm.org



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
- Job Search

Prerequisites

Students with no computer experience should take the following course before starting this program. Getting Started with Computers – see page 29.

Full time - Monday to Friday, 9:00 to 3:30 pm. (11 weeks)

[5600] Canada Way Mon-Fri Mar 27, \$2600

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

The schedule for part time courses can be found on pages 28-30.

Free Information Session:

Tuesday March 7, 6:30 pm
Burnaby Central School

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. The program is offered both part time and full time. Includes a practicum. Graduates can apply for the following jobs; Administrative Assistant, Clerical Support, Office Administration, Secretary, Receptionist.

Program Courses

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

Full time - The program runs Monday to Thursday, 9:00-3:30 pm for 8 weeks of classroom instruction plus practicum.

[5555] Canada Way Mon/Tue/Wed/Thu Jan 23, \$1660

Part time - Courses are offered evenings and weekends. Students pay separately per course as they register. Credit may be given for equivalent courses taken at other schools. (maximum 3 courses, proof required). The part time program can be completed in 1 to 3 years depending on how many courses are taken during one term.

After all the courses are complete students must submit the Graduation application form found on www.burnabyccce.ca.

See pages 28-30 for course details and schedule.

Completion Requirements

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

Free Information Session:

Thursday January 5, 6:30 pm
Burnaby Central School





Pictured here are a few recent graduates from the Medical Office Assistant program.

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

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 Wed June 28, 2017.

Visit www.burnabycce.ca for detail.

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

Bookkeeping

Designed for people with minimal previous bookkeeping experience seeking employment or a skill refresher. Also suited to someone who wishes to keep books for a small business. Topics in this course include introduction to accounting/bookkeeping procedures, year end procedures, accounts payable/receivable, financial statements, taxes, budgeting and reconciliations. Introduction to computerized spread sheets and Sage 50 Accounting is included. The workbook is \$25 extra and the cost will be added on during the registration process. The textbook must be rented and will be available on the first day of class. Please bring a memory stick to class.

[0243] South Tue/Thu Jan 17, 6:30pm-9:30pm 15 sess \$265

[0244] South Tue/Thu Apr 11, 6:30pm-9:30pm 15 sess \$265

Payroll

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

[0241] Central Tue Jan 17, 7:00pm-9:30pm 7 sess \$165

[0242] Central Tue Apr 25, 7:00pm-9:30pm 7 sess \$165

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, delays and potential loss of business. This course will address forms of business communications including written and oral. Discover various communication styles and learn to effectively communicate with both colleagues and clients. This course includes both theory and role playing.

[1649] Central Thu Jan 26, 6:30pm-9:15pm 7 sess \$165

Job Search for Administrative Assistants

[5569] Canada Way Mar 13, 15, 16, 9:00-3:30 pm \$85

Job Search for Accounting/Payroll Admin

[5511] Canada Way Mon May 29, 9:00am-3:30pm 2 sess \$75

Office Skills for Valuable Employees

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

[1656] Central Tue Apr 4, 6:30pm-9:30pm 5 sess \$150

Start & Operate a Family Child Care

Are you thinking of setting up a day care business in your own home? The BC licensing process requires family child care providers to have training. This 'Good Beginnings' course run in partnership with BC Family Child Care Association is recognized by licensing officers and equips you with the information and skills needed to start your own family child care business. Topics include: children's development and behaviour, promotion of good health and nutrition, safety and emergencies, activity planning and managing and administering the business. A certificate issued by Burnaby CCE will be granted following satisfactory completion of this course. Fluency in written and spoken English is necessary. Course fee includes workbook. Please bring a 3-ring binder with 2 inch rings to the first lesson. To receive the certificate, you must attend all the sessions. Course includes 11 evenings and Saturday April 8 (10-1).

[0235] South Wed Jan 25, 6:45pm-9:45pm 12 sess \$360

How to Make Money as a Freelance Writer

If a career in writing for news, magazine or broadcast is what you aspire to, then this course is for you. You will learn how to write a pitch, who to pitch to, how to research a story, how to generate story ideas and how to get your story published. As well, you will learn about copyright law, marketing, social media and the importance of facts and quotes in a story. No writing experience required. The instructor has over 10 years of experience in broadcasting and print journalism.

[0250] Central Tue Jan 17, 6:30pm-9:30pm 8 sess \$170

Professional Presenter/Facilitator Certificate

[See page 16](#)

French for Business

[See page 32](#)

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] Canada Way Mon Jan 30, 6:30pm-9:00pm 6 sess \$130

[0222] Canada Way Mon May 1, 6:30pm-9:00pm 6 sess \$130

Excel Level 1

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

[0200] Central Tue Jan 31, 6:30pm-9:30pm 5 sess \$215

[0218] South Wed Apr 5, 6:30pm-9:30pm 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 Tue Mar 28, 6:30pm-9:30pm 5 sess \$215

[0219] South Wed May 10, 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] Canada Way Mon Feb 20, 7:00pm-9:30pm 4 sess \$139



Windows: File Management

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

[0213] Canada Way Mon Apr 3, 6:30pm-9:30pm 2 sess \$85

Microsoft Word Level 1

90% of all work done on a personal computer is word processing. Learn how to use Microsoft Word 2013 to write and print out letters and much more. Create, edit, enhance, open and save files and print documents.

[0214] Central Sat Jan 28, 9:00am-12:00pm 5 sess \$215

[0207] South Wed Feb 1, 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] South Wed Mar 29, 6:30pm-9:30pm 5 sess \$215

[0215] Central Sat Apr 1, 9:00am-12:00pm 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 Tue May 16, 6:30pm-9:30pm 2 sess \$65

Coding for Adult Beginners

This course is a gentle introduction to computer programming/coding, designed for the complete beginner. Learn the basics of computer programming by creating simple and entertaining computer games from the ground up. Learn about variables, strings, branching, looping, lists and methods. A basic knowledge of keyboard and mouse-handling is required. Please bring your own flash drive.

[0227] Canada Way Tue Jan 31, 6:30pm-9:30pm 6 sess \$140

Intro to Social Media

Looking to jump onto the social media bandwagon, or just wondering what all the fuss is about? This is a great course to start with a different social media site covered each night. What is Twitter and why do people Tweet? What are Blogs and why would you start one? What is LinkedIn? What is Facebook? And why are millions of people signing up? With hundreds of social media sites out there, this is a good place to learn what these sites have to offer and how to get started. The instructor has over 15 years of marketing and sales experience and has been assisting people to get the most out of their social tools.

[0225] Canada Way Tue Mar 28, 6:30pm-9:00pm 4 sess \$140

Quickbooks Level 1

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

[0211] Canada Way Wed Jan 25, 6:30pm-9:30pm 7 sess \$325

Quickbooks Level 2

QuickBooks Premier 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. Bring a memory stick.

[0212] Canada Way Wed Mar 29, 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. Bring a memory stick.

[0209] Canada Way Thu Jan 26, 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] Canada Way Thu Mar 30, 6:30pm-9:30pm 7 sess \$325

Website Basics

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

[0228] Canada Way Tue Jan 24, 6:30pm-9:30pm 1 sess \$35



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

Wordpress for Beginners

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

[0229] Canada Way Tue Jan 31, 6:30pm-9:30pm 6 sess \$140

Hatha Yoga

Yoga is an effective system for the health of our body, mind, and consciousness. It uses yoga poses & exercises (Asana), breathing techniques (Pranayama), relaxation, and meditation to improve our well-being. The benefits of practicing yoga regularly include: improved immune system, strength, stamina, flexibility, concentration, flexibility, balance, awareness, and peaceful mind. Hatha yoga classes have a gentle pace, and the Asanas are held for a length of time. These classes are beginner-friendly, no previous experience is required. But please inform the instructor if you have serious injury or medical condition.

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

[0062] Canada Way Wed Jan 18, 6:00pm-7:15pm 8 sess \$89

[0064] Canada Way Wed Apr 5, 6:00pm-7:15pm 8 sess \$89

[0066] Canada Way Wed May 31, 6:00pm-7:15pm 5 sess \$45

High Intensity Interval Training

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

[0057] Canada Way Mon Jan 16, 6:00pm-6:45pm 8 sess \$89

Free HITT trial class!

[0050] Canada Way Mon Jan 9, 6:00pm-6:45pm

Zumba

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

[0060] Lochdale Mon Jan 9, 8:00pm-9:00pm 5 sess \$56

[0054] Lochdale Mon Mar 27, 8:00pm-9:00pm 8 sess \$89

[0058] Gilmore Wed Jan 11, 7:30-8:30 pm 8 sess \$89

[0052] Gilmore Wed Mar 29, 7:30-8:30 pm 8 sess \$89

Reiki Practitioner and Teacher Certification

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

ABOUT THE INSTRUCTOR: *Setareh Riahi is 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*

Reiki Practitioner Training 1

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

Reiki Practitioner Training 2

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

Reiki Practitioner Training 3 (Master)

[0095] Central Sat Apr 8, 9:00am-4:30pm 1 sess \$200

Reiki Master Teacher

[0096] Central Sat May 6, 10:00am-4:00pm 2 sess \$400



General Interest - Languages

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 17, 7:00pm-9:00pm 8 sess \$88

[0121] South Tue Apr 4, 7:00pm-9:00pm 8 sess \$88

French - Level 2

[0122] South Thu Jan 19, 7:00pm-9:00pm 8 sess \$88

[0123] South Thu Apr 6, 7:00pm-9:00pm 8 sess \$88

French for Business

[0126] South Wed Jan 18, 7:00pm-9:00pm 8 sess \$88

[0127] South Wed Apr 5, 7:00pm-9:00pm 8 sess \$88

Mandarin

These courses are designed for people with little or no knowledge of the language of Mandarin Chinese. These courses help students master pronunciation through English letters (HanYuPinYin). Students will pick up basic communication phrases and sentences using daily life related topics as they are led to learn and internalize the sounds of Mandarin Chinese. When complete, students will pronounce confidently HanYuPinYin noted Chinese characters and phrases and will have learned to use various online resources to facilitate their learning. The instructor is certified with TCSOL (Teaching Chinese to Speakers of Other Languages). You will find him energetic, enthusiastic and very helpful. Required course text included: Available online.

Mandarin Chinese - Level 1

[0155] South Thu Jan 12, 7:00pm-9:00pm 9 sess \$98

[0157] South Thu Apr 6, 7:00pm-9:00pm 9 sess \$98

Mandarin Chinese - Level 2

[0156] South Wed Jan 11, 7:00pm-9:00pm 9 sess \$98

[0158] South Wed Apr 5, 7:00pm-9:00pm 9 sess \$98

Sometimes courses are changed
or new courses are added.
The most up to date information
can always be found on
www.burnabyccce.ca

Italian

Learn everyday conversational Italian that will help you to communicate when you visit Italy.

Italian for Fun & Travel

[0190] Central Tue Jan 31, 6:30pm-9:00pm 6 sess \$88

[0109] Central Tue Apr 4, 6:30pm-9:00pm 6 sess \$88

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

[0110] South Wed Jan 11, 7:00pm-9:00pm 9 sess \$99

[0102] Central Tue Jan 17, 7:00pm-9:00pm 8 sess \$88

[0103] South Wed Apr 5, 7:00pm-9:00pm 10 sess \$110

[0104] Central Tue Apr 4, 7:00pm-9:00pm 8 sess \$88

Spanish - Level 2

[0105] South Thu Jan 12, 7:00pm-9:00pm 9 sess \$99

[0112] South Thu Apr 6, 7:00pm-9:00pm 10 sess \$110

Spanish - Level 3

[0113] South Tue Jan 10, 7:00pm-9:00pm 9 sess \$99

[0114] South Tue Apr 4, 7:00pm-9:00pm 10 sess \$110

Spanish Level 4 (+Conversation)

[0116] Central Thu Jan 19, 7:00pm-9:00pm 8 sess \$88

[0117] Central Thu Apr 13, 7:00pm-9:00pm 8 sess \$88

Accent Reduction

See page 33



Hairstyling

This course will equip you with the techniques and skills to create various hair styles. Learn how to create beautiful bombshell hair for photo shoots, finger waves for decades, wedding updos and much more. This program is customized to give you a lead in the industry as a freelance beauty specialist. A certificate will be awarded upon completion. A supply list for other items to bring (eg. curling iron) will be emailed by the instructor.

[1765] Riverway Mon/Wed Apr 24, 6:00pm-9:00pm 10 sess \$550

Accent Reduction/Pronunciation

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

[0320] Central Tue Apr 4, 6:30pm-9:00pm 5 sess \$138

Public Speaking

If you want to learn how to give a presentation in front of others where you will feel excited and confident, then this is the course for you. You will enjoy speaking like you never thought possible. Fun and easy, and you will feel more confident speaking in front of a group after you take this course.

[0318] Central Tue Jan 31, 6:30pm-9:00pm 5 sess \$135

Caffeine Skin Care

Using coffee bean essential (anti-aging properties) and freshly ground beans, students will learn the benefits of incorporating this 'full bodied scent' into a variety of body care products. In this hands on workshop students will make and take home an exfoliating coffee n' coconut sugar scrub, coffee n' cream soap bar, coffee butter lip balm and a firming body oil. This is a great class for all coffee lovers or anyone who needs a little natural 'get up and go' added to their current home made skin care regime!

[0312] Central Thu Feb 9, 6:30pm-9:30pm 1 sess \$58

Sheer Beauty with Minerals

Are you concerned about the ingredients in your makeup? If so, this course is for you! Learn about combining earth elements, butters, oils, waxes, and pre blended bases to create your own mineral makeup! Make a lip gloss (wand applicator), lipstick, mineral face powder, and mineral eye shadow. Learn alternatives to toxic chemicals that are in mainstream cosmetics. Discussions on blending colours, mineral make up benefits and ingredient knowledge.

[0313] Central Thu Mar 2, 6:30pm-9:30pm 1 sess \$60

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 Tue Jan 31, 7:00pm-9:00pm 5 sess \$85

[0372] Central Tue Apr 4, 7:00pm-9:00pm 5 sess \$85

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 May 30, 7:00pm-9:00pm 3 sess \$56

How to Make Money as a Freelance Writer

If a career in writing for news, magazine or broadcast is what you aspire to, then this course is for you. You will learn how to write a pitch, who to pitch to, how to research a story, how to generate story ideas and how to get your story published. As well, you will learn about copyright law, marketing, social media and the importance of facts and quotes in a story. No writing experience required. The instructor has over 10 years experience in broadcasting and print journalism.

[0250] Central Tue Jan 17, 6:30pm-9:30pm 8 sess \$170

Professional Presenter/Facilitator Certificate

Making sure the right information is conveyed in the right way can be a challenge for even the most seasoned personnel. Increase your confidence and ability as a presenter. This certificate program will help you establish yourself as a highly valued trainer/facilitator. The skill can be used for those seeking employment in human resources, team leadership, adult education, and volunteer coordination. The instructor has extensive experience as a trainer and instructor. This 6 session certificate program will include the following topics:

- Course Design
- Adult Learning Principles
- Facilitation/Presentation Skills
- Student/Group Dynamics
- Facilitation Practice

[1950] South Wed Jan 25, 6:30pm-9:30 pm 6 sess \$250

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 Jan 18, 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 Feb 22, 6:30pm-9:30pm 3 sess \$69

[0342] South Wed Mar 29, 6:30pm-9:30pm 3 sess \$69

How to Sew With a Serger

A serger is a machine that is used in addition to a traditional sewing machine. In the first class the basics of the serger, threading, tensions, and the operation of the machine will be discussed. In the final 2 classes each student will make a simple t-shirt. Students must bring their own serger in good working order to each class (don't forget the power cord). Bring the manual and all accessories that came with the serger. Also bring 4 different colours of cone thread (for sergers) to the first class. This class is open to all makes and models of sergers.

[0343] South Thu Feb 9, 6:30pm-9:30pm 3 sess \$69

Ukulele Group Lessons - Adult Beginners

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

[0420] South Wed Jan 18, 7:00pm-8:00pm 6 sess \$68

[0422] South Wed Apr 5, 7:00pm-8:00pm 6 sess \$68

Ukulele Group Lessons - Advanced Beginner

[0421] South Wed Jan 18, 8:05pm-9:05pm 6 sess \$68

[0423] South Wed Apr 5, 8:05pm-9:05pm 6 sess \$68

Tarot and Intuition

Tarot card reading has fascinated seekers of knowledge since the 5th century. Some of us participate in its mystery for pleasure and reassurance when going through stormy times, or for pleasure and relaxation at a party. Tarot can be a source of psychological and physiological healing. Used with compassion in our intuitive state, the effects of Tarot can be transported through time and space. The key to a successful reading is the desire to help the Querent, (whether it is you, or someone you are reading for) into a state of grace, growth and healing.

[0308] South Wed Feb 8, 7:00pm-9:00pm 3 sess \$55

Foodsafe Level 1 Certificate

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

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

[1663] Central Sat Apr 22, 9:00am-5:00pm 1 sess \$75

[1664] Central Sat Jun 17, 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 TUESDAY, JANUARY 3, 2017

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, Pencil Sketching; Card Making & Coloring for Adults) / **COMPUTERS** (Desktop Basics for Windows 7 & 8; Internet & E-Mail; Laptop workshop for Newbies) / **COMPUTER PHOTOHANDLING** (Load, File & Edit your Photos; Beginner & Intermediate Photoshop; Fun with Photos: photo books, albums, slideshows) / **GENEALOGY – FAMILY TREE RESEARCH** (Q & A workshop; Beginner; Intermediate-Advanced) / **IPAD** (Beginner; Intermediate; Advanced) / **LANGUAGES** (Mandarin; French; English; Spanish) / **MUSIC** (Voice; Ukulele; Piano) / **SOCIAL** (Bridge; Mahjong) / **READING & WRITING** (Creative Writing-Memories into Memoirs) / **WORKSHOPS** (Organizing & Downsizing; Driver Safety – Tips & Rule Changes)

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



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



www.burnabyfamilylife.org

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

- Pregnancy Outreach Program
- Baby & Me

Family Life Education - call 604-659-2205

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

Family Resource Programs

- Parent-Child Mother Goose - call 778-858-0485
- Baby & Me Second Stage - call 604-659-2205
- Family Drop-in - call 604-659-2205
- Learning Together Through Play - call 604-659-2205
- African Children's Homework Club - call 604-254-6468

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

- For children 8 weeks to 3 years

Occasional Child Care Centre - call 604-419-6914

- Licenced & flexible hourly child care when you need it

Morley Child Care Centre - call 604-659-2235

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

Moving Ahead - call 604-659-2205

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

Violence Against Women Counselling - call 604-659-2217

Individual Counselling & Group Counselling

- Adult Survivors of Sexual Abuse
- Discovery and Empowerment
- Mindfulness for Survivors

Children Who Witness Abuse Counselling - 604-659-2217

Individual Counselling

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

Group Counselling

- Keeping Cool

Come and find out which program is right for you!

Accounting & Payroll Administration

Tuesday March 7, 6:30 pm
Burnaby Central School

Administrative Assistant

Thursday January 5, 6:30 pm
Burnaby Central School

Building Caretaker

Tuesday January 17, 7:00 pm
Tuesday April 4, 7:00 pm
Burnaby Central School

Dental Office Administration

Tuesday January 17, 6:30 pm
Burnaby Central School

Dietary Aide

Thursday January 12, 7:00 pm
Burnaby Central School

Early Childhood Education - Basic Program

Thursday January 5, 6:30 pm
Tuesday March 7, 6:30 pm
Tuesday June 6, 6:30 pm
Burnaby Central School

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

Thursday January 5, 8:00 pm
Tuesday March 7, 8:00 pm
Tuesday June 6, 8:00 pm
Burnaby Central School

Floral Arranging

Tuesday January 3, 7:00 pm
Burnaby South School

Growing Food in the City

Thursday February 16, 7:00 pm
Burnaby Central School

Health Care Assistant

Tuesday January 17, 6:30 pm
Thursday February 16, 6:30 pm
Tuesday March 7, 6:30 pm
Tuesday June 6, 6:30 pm
Burnaby Central School

Interior Decorating

Thursday January 5, 7:00pm
Tuesday March 7, 7:00pm
Tuesday June 6, 7:00 pm
Burnaby Central School

Landscape Horticulture Apprenticeship

Tuesday December 6, 7:00 pm
Burnaby Central School

Makeup Artistry/Hairstyling

Monday April 10, 7:00 pm
Riverway West School

Medical Office Assistant

Thursday January 5, 6:30 pm
Tuesday March 7, 6:30 pm
Tuesday June 6, 6:30 pm
Burnaby Central School

Organic Horticulture Specialist

Tuesday March 28, 7:00 pm
Burnaby Central School

Organic Master Gardener

Tuesday March 28, 7:00 pm
Burnaby Central School

Permaculture Design

Sunday January 15, 11:00 am
Riverway West School

Residential Landscape Technician

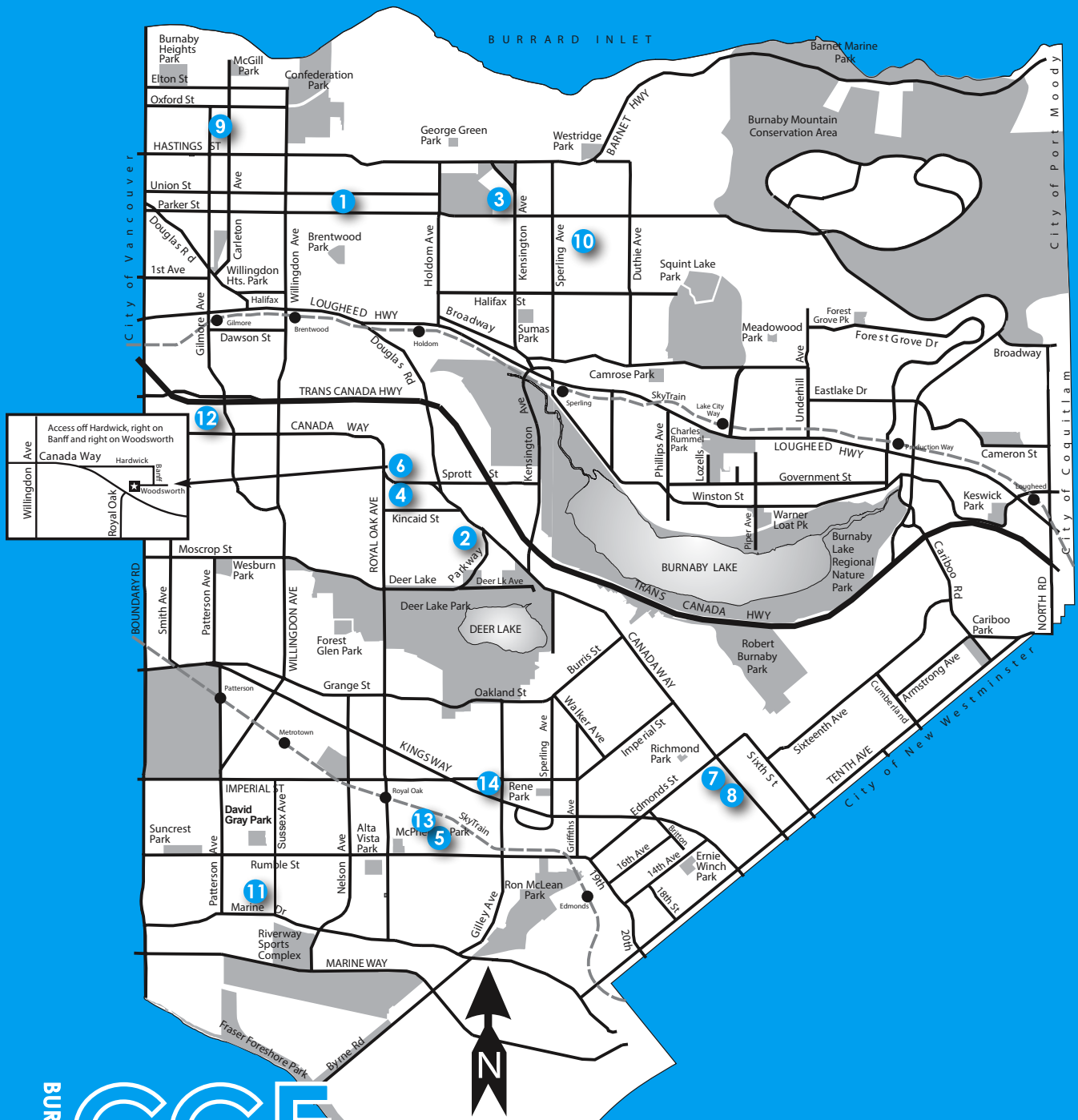
Tuesday January 10, 7:00 pm
Burnaby Central School

TESOL (ELL Teacher Training)

Tuesday December 6, 7:00 pm
Tuesday June 6, 7:00 pm
Burnaby Central School

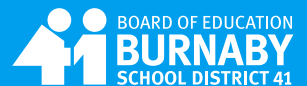
Therapeutic Recreation Aide

Tuesday January 17, 7:00 pm
Burnaby Central School



BURNABY CCE LOCATIONS

Community & Continuing Education



1. **Alpha Secondary** 4600 Parker Street
2. **Burnaby Central Secondary** 6011 Deer Lake Parkway
3. **Burnaby North Secondary** 751 Hammarskjold Drive
4. **Burnaby School District Administration Office** 5325 Kincaid Street
5. **Burnaby South Secondary** 5455 Rumble Street (enter from back parking lot)
6. **Canada Way Education Centre** 5310 Woodsworth Street
7. **Edmonds Community School** 7651 18th Avenue
8. **Edmonds Resource Centre** 7355 Canada Way
9. **Gilmore Community School** 50 South Gilmore Avenue
10. **Lochdale Community School** 6990 Aubrey Street
11. **Riverway West** 4340 Carson Street (enter from McKay Ave)
12. **Schou Education Centre** 4041 Canada Way
13. **South Burnaby Adult Education Centre** 5455 Rumble Street
14. **Windsor Continuing Education Centre** 6907 Gilley Avenue



What do YOU want to do?

Are you looking to finish high school or upgrade your marks?

We offer courses to suit your learning needs and lifestyle – and you can take them day or night. High school completion courses are tuition-free for eligible students. Speak to one of our advisors. It's never too late to graduate.

Would you like to improve your language skills?

Meet new friends and improve your reading, writing, speaking and listening skills in our Foundations courses. We have courses in English, Math, Science, Social Studies, and Computers. Courses are tuition-free for most students.

Our 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.

Are you seeking new career opportunities?

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

- Dental Office Administration
- Dietary Aide
- Health Care Assistant
- Medical Office Assistant
- Therapeutic Recreation Aide
- Early Childhood Education
- Start a Family Day Care
- Floral Arranging
- Interior Decorating
- Makeup Artistry
- Accounting & Payroll Admin
- Administrative Assistant
- Business Office Communication
- Computer Courses
- Freelance Writing
- Hotel Management
- Office Skills
- Payroll / Bookkeeping
- Professional Presenter
- Social Media Intro
- TESOL (ELL Instructor)
- Ecological Landscape Design
- Growing Food in the City
- Hardscape Installation
- Landscaping Apprenticeship
- Organic Master Gardener
- Permaculture Design
- Plant Identification
- Residential Landscape Technician
- Tree Identification Intro
- Building Caretaker
- Building Service Worker

Are you ready to try something new?

Choose from a long list of general interest courses including: French, Spanish, Mandarin, Italian, Accent Reduction, Public Speaking, Yoga, Reiki, High Intensity Interval Training, Zumba, Photography, Ukulele, Hairstyling, Soap Making, and Sewing.