

# ADMINISTRATIVE ASSISTANT DIPLOMA PROGRAM . . . . P.21

## 2012 WINTER & SPRING PROGRAMS ARE AVAILABLE FULL-TIME OR PART-TIME

Diploma Programs are designed to give adults (18 & older) the skills, insight & tools to meet the challenges of today's office environment. Each Diploma Program offers carefully planned courses to suit a variety of interests & schedules. We offer classroom instruction, with our staff of highly-trained, caring professionals. Our labs & classrooms are fully equipped with up-to-date computers & operating systems. Our fees are extremely competitive, we encourage you to check & compare!

- Part-time student:** Courses must be completed within two years. Up to two courses completed at other institutions can be applied towards a diploma. These must be approved by the program coordinator.
- Flexibility:** Can't commit to a full-time, daytime program? Check our convenient course schedule to develop a plan to suit your individual needs.
- Course Materials:** Course materials will be provided.
- Vocational Course Advising:** Call Leanne today to discuss your training options **604 936 4261**.
- Prerequisites:** Grade 12 or related experience & training; basic knowledge of MS Windows; basic keyboarding. High school graduates from other countries with fluent English skills are encouraged to apply. Foundations English 7 or equivalent is a requirement for this course. ESL testing may be required.
- Registration:** ANYTIME! Online at [www.ce43.com](http://www.ce43.com), by phone **604 936 4261** or in person 380 Montgomery Street.

## ADMINISTRATIVE ASSISTANT DIPLOMA PROGRAM \$3,468 **11 Week Program**

- Location/Date/Time:** **4594-2** Administrative Assistant Diploma Program Winter Term:  
Montgomery Centre, January 9 - March 23, MONDAY - FRIDAY..... 8:30-3:00PM
- 4594-3** Administrative Assistant Diploma Program Spring Term:  
Montgomery Centre, April 2 - June 16, MONDAY - FRIDAY..... 8:30-3:00PM
- FREE:** **4399-2** Administrative Assistant & Computerized Accounting Diploma Program Information Session:  
Montgomery Centre, January 4, WEDNESDAY..... 10:00AM
- 4399-3** Administrative Assistant & Computerized Accounting Diploma Program Information Session:  
Montgomery Centre, February 29, WEDNESDAY..... 10:00AM

Students must pre-register. Call **604 936 4261**.

Access.....30 hrs	Keyboarding .....75 hrs	Payroll .....9 hrs
Apply Your Skills.....12 hrs	Employment Preparation	PowerPoint .....15 hrs
Bookkeeping L1 .....30 hrs	Techniques.....15 hrs	Simply Accounting.....30 hrs
Computer File Management 3 hrs	Excel Complete.....45 hrs	Social Media.....6 hrs
Computer Fundamentals...3 hrs	Outlook.....15 hrs	Word Complete.....45 hrs

**Graduation typing speed 60 nwpm**

# P.22 COMPUTERIZED ACCOUNTING DIPLOMA PROGRAM . . .

## COMPUTERIZED ACCOUNTING DIPLOMA PROGRAM

**\$3,579**

**12 Week Program**

**Location/Date/Time:** **4595-2** Computerized Accounting Diploma Program Winter Term  
Montgomery Centre, January 9 - March 30, MONDAY - FRIDAY..... 8:30-3:00PM

**4595-3** Computerized Accounting Diploma Program Spring Term:  
Montgomery Centre, April 2 - June 23, MONDAY - FRIDAY..... 8:30-3:00PM

**FREE:** **4399-2** Administrative Assistant & Computerized Accounting Diploma Program Information Session:  
Montgomery Centre, January 4, WEDNESDAY..... 10:00AM

**4399-3** Administrative Assistant & Computerized Accounting Diploma Program Information Session:  
Montgomery Centre, February 29, WEDNESDAY..... 10:00AM

Students must pre-register. Call **604 936 4261**.

Access.....	30 hrs	Employment Preparation	Outlook.....	15 hrs
AccPac.....	30 hrs	Techniques.....	Payroll.....	9 hrs
Apply Your Skills.....	15 hrs	Excel Complete.....	QuickBooks.....	30 hrs
Accounting Fundamentals .	90 hrs	Keyboarding.....	Simply Accounting.....	30 hrs
			Word Level 1.....	15 hrs



## Train with us!

Coquitlam Continuing Education is able to tailor almost any course to the specific needs of your company, ensuring employees receive the right training in the most efficient and productive way!

### Some of our Technical Training options:

1. Microsoft Office 2010
  - Access
  - Excel
  - Outlook
  - PowerPoint
  - Word
2. Computerized Accounting
  - QuickBooks
  - Simply Accounting
3. Basic Computer Skills
4. Keyboarding
5. Public Speaking

Higher performance expectations from all stakeholders' means organizations cannot rely on one-size-fits-all training programs. To get and keep your competitive edge requires tailored training that considers your firm's unique situation. At CCE, we provide only customized training solutions. Let us prepare your people for the challenges they are about to face with an integrated training solution that fits perfectly.

Our team is composed of highly skilled subject matter experts who each hold enviable reputations for delivering outstanding value and results.

Our clients value our ability to energize and motivate employees, managers, and executives to achieve their true potential by making their training applicable on the job.

**Call Leanne: 604.936.4261**

## ACCESS 2010

Access is a powerful business organizer & a record keeper that is user friendly. Create, use, change & maintain a database. Create tables, queries, reports & forms, add/delete records. Prerequisite: basic knowledge of Windows.

**\$349 / 10 sessions..... Montgomery**

4358-2	M	Jan 30	6:30-9:30PM
4560-2	M-F	Mar 12	8:30-11:30AM
4560-3	M-F	Jun 4	8:30-11:30AM

## CISCO CCNA: PRE CERTIFICATION

Ever wonder how the internet works or how to setup your home network? This online pre-certification course is part of the CCNA certification program, introduces basic networking concepts such as cabline, addressing, wireless security, & how to plan deploy, & troubleshoot a small network. These networking concepts are explained within the context of network environments students may encounter in their daily lives. See page 9 & 10 for more information. \$100 refundable course deposit required.

**FREE.....Riverside**

3C12-2	W	Feb 8	6:30-9:30PM
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## COMPUTER FILE MANAGEMENT

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

**\$45 / 1 session..... Montgomery**

4573-2	M	Jan 9	12:00-3:00PM
4573-3	M	Apr 2	12:00-3:00PM

**\$45 / 1 session..... Gleneagle**

8573-2	T	Jan 31	6:30-9:30PM
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## COMPUTER FUNDAMENTALS

Basics of Windows, desktop, word processing, internet, email, defining & recognizing parts of the computer & more will be covered.

**\$45 / 1 session..... Montgomery**

4313-2	M	Jan 9	8:30-11:30AM
4313-3	M	Apr 2	8:30-11:30AM

## DRAFTING - AUTOCAD

This online introduction to drafting & design. It covers the fundamentals of drafting, leading to 3 dimensional modeling & basic architectural design. Using Autodesk Inventor, Revit & AutoCAD 2010, students will download student copies of these programs so they can complete assignments from anywhere. Teacher led tutorials will support online instruction. See page 9 & 10 for more information. \$100 refundable course deposit required.

**FREE.....Riverside**

3C11-2	M	Feb 6	6:30-9:30PM
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## EXCEL 2010 COMPLETE New

Excel 2010 levels 1, 2 & 3 will be covered in this intensive class. Please see course descriptions for Excel 2010 Level 1-3. Working knowledge of Windows required.

**\$570 / 15 sessions..... Montgomery**

4545-2	M-F	Feb 6	12:00-3:00PM
4545-3	M-F	Apr 30	12:00-3:00PM

**\$570 / 7.5 sessions..... CLOC**

7545-3	M-F	Apr 14	9:30-3:00PM
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## EXCEL 2010 LEVEL 1

Learn the essentials of Microsoft Excel & spreadsheets to create & save workbooks, format text & numbers, select ranges & move or copy data. Learn how to use formulas & basic functions, explore printing options for worksheets & how to insert pictures. Saving worksheets as PDF files, formatting rows & columns & inserting SmartArt will also be covered. Basic Windows skills required.

**\$189 / 5 sessions..... Montgomery**

4546-2	W/F/M	Feb 22	12:00-3:00PM
4546-3	M-F	May 7	3:15-6:15PM
4549-3	M/W/F	May 30	12:00-3:00PM

**\$189 / 5 sessions..... Gleneagle**

8549-2	Th	Feb 9	6:30-9:30PM
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## EXCEL 2010 LEVEL 2

Learn more of the essential features of Excel to create & manage large workbooks, lock & hide rows & columns, print large worksheets, create 3-D formulas & link workbooks together. Find out how to use functions to format text, work with styles & themes, add & delete watermarks, outline & consolidate data, create subtotals, sort & filter data. Table & chart creation will also be covered. Prerequisite: Excel L1 or equivalent.

**\$189 / 5 sessions..... Montgomery**

4544-2	M/W/F	Mar 5	12:00-3:00PM
4544-3	M-F	May 14	3:15-6:15PM
4550-3	M/W/F	Jun 11	12:00-3:00PM

**\$189 / 5 sessions..... Gleneagle**

8550-2	Th	Mar 29	6:30-9:30PM
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# P.24 COMPUTER.....

## EXCEL 2010 LEVEL 3

Create advanced charts, add graphical elements, create trendlines & insert sparklines. Find out the many features to help share & protect your spreadsheet, such as: commenting, tracking changes, adding passwords & protecting portions of worksheets. Discover how to work with templates & settings, create PivotTables & PivotCharts, & use logical, statistical, financial & date functions. Using lookup functions & creating data tables will also be covered. Prerequisite: Excel 2010 Level 2 or equivalent.

**\$189 / 5 sessions..... Gleneagle**  
8356-3 Th May 3 6:30-9:30PM

## INTRODUCTION TO COMPUTERS

A gentle introduction to what computers can do. Cover: basics of Windows, desktop, word processing, internet, email, defining & recognizing part of the computer & more.

**\$199 / 8 sessions..... Gleneagle**  
8314-2 T Feb 7 6:30-9:30PM

## KEYBOARDING: ALL LEVELS

Learn to type using the computer with this self-paced course. Designed for the person who has not taken typing or for those who wish to brush up on their typing skills or increase their speed. Find the correct technique & incentives required to improve this very necessary skill in today's computer environment.

**\$95 / 4 sessions..... Montgomery**  
4583-3 T-F May 22 8:30-11:30AM

**\$95 / 5 sessions..... Montgomery**  
4528-2 M-F Jan 30 12:00-3:00PM  
4533-2 F/M/W Feb 10 12:00-3:00PM  
4583-2 M-F Feb 13 8:30-11:30AM  
4529-2 M-F Feb 27 8:30-11:30AM  
4530-2 M-F Mar 12 12:00-3:00PM  
4528-3 M-F Apr 23 12:00-3:00PM  
4530-3 M-F May 7 8:30-11:30AM  
4533-3 F/W/F May 18 12:00-3:00PM  
4529-3 M-F Jun 4 12:00-3:00PM

## KEYBOARDING: ALL LEVELS

**\$95 / 5 sessions..... Gleneagle**  
8222-2 T Feb 7 6:30-9:30PM  
8223-2 T Mar 27 6:30-9:30PM

## OUTLOOK 2010

Outlook provides an integrated solution for managing & organizing email messages, schedules, tasks, notes, contacts & other information. Manage your communications, organize your work - all from one place!

**\$189 / 5 sessions..... Montgomery**  
4506-2 M-F Feb 27 12:00-3:00PM  
4501-2 W Mar 28 6:30-9:30PM

**\$189 / 4 sessions..... Montgomery**  
4506-3 T-F May 22 12:00-3:30PM

## POWERPOINT 2010

Design simple presentations using state-of-the-art text and graphic tools. Learn how to expedite presentation creation with the Outline mode, Masters and Templates. Add some transitions & animations for audience interest & get your points across quickly & clearly. Create overheads, on-screen shows, slides, handouts.

**\$189 / 5 sessions..... Montgomery**  
4564-2 M-F Jan 30 8:30-11:30AM  
4364-2 W Feb 8 6:30-9:30PM  
4564-3 M-F Apr 23 8:30-11:30AM

## SOCIAL MEDIA

Facebook, LinkedIn & Twitter are rapidly becoming the primary methods for connecting & communicating online. Extremely easy to use & for the most part FREE, these tools are favourites for business owners & marketers alike. Use social media to increase traffic to your website, market your business, & help build your brand online.

**\$69 / 2 sessions..... Montgomery**  
4568-2 T Feb 7 6:30-9:30PM  
4567-2 TH/F Feb 9 8:30-11:30AM  
4567-3 TH/F May 3 8:30-11:30AM

## WORD 2010 COMPLETE



Word 2010 levels 1, 2 & 3 will be covered in intensive class. Please see course descriptions for Word 2010 Level 1-3. Working knowledge of Windows required. Note courses start on a Tuesday.

**\$570 / 14 sessions..... Montgomery**  
4365-2 M-F Jan 10 12:00-3:00PM  
4547-3 M-F Apr 3 12:00-3:00PM

## WORD 2010 LEVEL 1

90% of all work done on a personal computer is word processing. Learn how to use Microsoft Word to create, edit, save, open or close documents; apply formatting options, set tabs & indents, manipulate the text using features such as copy & paste, & preview & then print the document. Working knowledge of Windows required.

**\$189 / 5 sessions..... Montgomery**  
4547-2 M/W/F Jan 9 12:00-3:00PM  
4543-2 T Feb 7 6:30-9:30PM  
4580-3 M/W/F Apr 16 12:00-3:00PM  
4543-3 M-F May 28 3:15-6:15PM

**\$189 / 4 sessions..... Montgomery**  
4366-2 T-F Jan 10 12:00-3:30PM

**\$189 / 3 sessions..... Montgomery**  
4555-3 T-Th Apr 3 12:00-4:00PM

## WORD 2010 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, & templates to produce professional-looking business documents. Prerequisite: Word 2010 Level 1 or equivalent.

**\$189 / 5 sessions..... Montgomery**  
4554-2 F/M/W Jan 20 12:00-3:00PM  
4552-2 T Mar 27 6:30-9:30PM  
4554-3 F/M/W Apr 27 12:00-3:00PM  
4581-3 M-F Jun 4 3:15-6:15PM

## WORD 2010 LEVEL 3

Learn advanced skills to create a variety of complex documents. Students will look at features such as automating tasks, using merge features, organizing information by sorting or outlining, protecting documents, or collaborating on documents with others. Creating an index & table of contents will also be covered. Prerequisite: Word 2010 Level 2 or equivalent.

**\$189 / 5 sessions..... Montgomery**  
 4591-3 T May 1 6:30-9:30PM

## ACCPAC

One of the most popular accounting software used in the accounting field for larger based companies. Set up & modify a General Ledger chart of accounts, create source journals, understand the structure of a batch, enter, modify & delete transaction batches, print & post transaction batches, create & use recurring batches, create & print numerous GL reports & do period end maintenance. Book deposit required.

**\$349 / 5 sessions..... CLOC**  
 7531-2 Sat Feb 4 9:30-3:00PM

**\$349 / 6 sessions..... Montgomery**  
 4531-2 M-F Mar 26 8:30-3:00PM

Please note: March 23 class is 12-3, March 30 class is 8:30-11:30. All other classes are 8:30-3:00

**\$349 / 6 sessions..... Montgomery**  
 4531-3 M-F Jun 15 8:30-3:00PM

Please note: June 15 class is 12-3, June 22 class is 8:30-11:30. All other classes are 8:30-3:00.

## BOOKKEEPING

This course is designed for small business to use the double entry bookkeeping system. Maintain a set of books & understand the principles involved. Learn to keep records of what is bought, sold, owed or owned by a business enterprise. Understand common accounting terms & more.

**\$219 / 10 sessions..... Montgomery**  
 4261-2 M Jan 30 6:30-9:30PM  
 4262-3 M-F Apr 10 8:30-11:30AM

**\$219 / 9 sessions..... Montgomery**  
 4262-2 M-F Jan 16 8:30-11:30AM  
 7263-3 S Apr 14 9:30-3:00PM

## ACCOUNTING FUNDAMENTALS COMPLETE *New*

This course is a combination of Accounting Fundamentals L1 & L2. Please see Accounting Fundamentals L1 & L2 course descriptions. \$150 refundable textbook deposit required.

**\$990 / 30 sessions..... Montgomery**  
 4263-2 M-F Jan 16 8:30-3:00PM  
 4263-3 M-F Apr 10 8:30-3:00PM

## ACCOUNTING FUNDAMENTALS L1 *New*

This is a non-computerized course in which the basics of fundamental accounting are taught. Students will learn how to set up and maintain accurate business records for a business using the double entry accounting system, the forms of business organizations, accounting concepts, the accounting equation, analyze business transactions, record journal entries, post to the ledger, adjusting entries for accrual accounting, closing of the ledger, completing the accounting cycle, prepare financial statements, ethical accounting issues, accounting ratios, some important generally accepted accounting principles (GAAP) & International Financial Reporting Standards (IFRS). \$150 refundable textbook deposit required.

**\$445 / 15 sessions..... Montgomery**  
 4264-2 M/W Jan 23 6:30-9:30PM

## ACCOUNTING FUNDAMENTALS L2 *New*

This course is a continuation of Accounting Fundamentals Level 1. Students will learn how to account for a merchandising company using the Cost of Goods Sold account, sale of inventory under the perpetual & periodic inventory systems, ratios to evaluate a business, International Financial Reporting Standards, close the accounts of a merchandising company, inventory cost methods such as FIFO, specific unit cost & moving-weighted average, the 5 journal system, internal controls, bank reconciliation, accounting ethics, payroll & more of the generally accepted accounting principles (GAAP). Prerequisite Accounting Fundamentals L1. \$150 refundable textbook deposit required.

**\$445 / 15 sessions..... Montgomery**  
 4264-3 M/W March 26 6:30-9:30PM

## PAYROLL

Prepare & maintain payroll records. CPP, EI, tax, pensions, insurables, calculating & remitting T4's & summaries & record of employment. Taxable benefits & labour standards also covered. Guides & reference materials provided. Please bring a flash drive to class to download documents, a hand calculator & 12" (30 cm) ruler.

**\$89 / 3 sessions..... Montgomery**  
 4570-2 W Jan 18 6:30-9:30PM  
 4562-2 M-W Feb 6 8:30-11:30AM  
 4562-3 M-W Apr 30 8:30-11:30AM

# P.26 ACCOUNTING / BUSINESS / POLICING. . . . .

## QUICKBOOKS

This accounting program includes GL, AP, AR, inventory & payroll. This software uses non-accounting terminology & all transactions are entered on familiar looking forms such as cheques, invoices & deposit slips. Prerequisite: A strong understanding of MS Windows & working knowledge of bookkeeping principles or Bookkeeping Level 1 would be helpful. Course materials provided.

**\$349 / 10 sessions..... Montgomery**

4353-2 Th Feb 9 6:30-9:30PM  
4352-2 M-F Feb 13 8:30-11:30AM

**\$349 / 9 sessions..... Montgomery**

4509-3 M-F May 7 8:30-11:30AM

Please note: 2nd week of QuickBooks is May 22-25.

## SIMPLY ACCOUNTING

All you need to computerize your accounting system in one easy-to-use package. Learn to handle sales, purchases, payroll, & inventory control. Work through a small company's simulated accounting year to maximize "hands-on" experience. Create a new company from scratch, do bank reconciliation, budgeting, item assembly, project, government remittances & more. Prerequisite: A strong understanding of MS Windows & working knowledge of bookkeeping principles or Bookkeeping Level 1. Comprehensive manual included.

**\$349 / 10 sessions..... Gleneagle**

8373-2 T Feb 7 6:30-9:30PM  
8373-3 Th Apr 12 6:30-9:30PM

**\$349 / 5 sessions..... Montgomery**

4510-2 M-F Mar 5 8:30-3:00PM  
4510-3 M-F May 28 8:30-3:00PM

## EMPLOYMENT PREPARATION

Learn effective job search techniques, explore the hidden job market, how to research the employment market, make contacts, secure & prepare for interviews & finish with a polished professional resume.

**\$95 / 5 sessions..... Montgomery**

4525-2 M-F Feb 20 8:30-11:30AM  
4525-3 M-F May 14 8:30-11:30AM

## HOW TO GET BETTER GRADES IN SCHOOL

Make this your child's best year ever in school. This amazing program shows your child how to take charge of his/her time at school! Parents & students attend this seminar together to learn proven strategies & study secrets that have helped thousands of students quickly excel in school. Guaranteed: better grades, more free time, self-confidence & fun in learning. This seminar is suitable for students of all abilities in grades 4 - 12. Get a head start on good grades. Parents & students must attend seminar together.

**\$45 / 1 session..... Gleneagle**

8816-2 Th Feb 2 7:00-8:30PM  
8817-3 Th Apr 19 7:00-8:30PM

## INTRODUCTION TO POLICING

Find out about the real world of policing. Meet the experts & get hands-on experience in police dog services, forensic science, emergency response & front line patrol. Train in basic self-defense techniques & a chance to test your fitness on the RCMP Physical Abilities Requirement Evaluation (PARE) course. Grade 11 or 12 Metro Vancouver students can register. Space is limited. Financial assistance available. Contact course organizer Coq. RCMP Sgt. Farid Siddiqui **604 552 7340** or farid.siddiqui@rcmp-grc.gc.ca or visit [www.coquitlam.rcmp.ca](http://www.coquitlam.rcmp.ca) for more information.

**\$125 /..... Coquitlam RCMP Detachment**

8236-3 2986 Guildford Way, Coquitlam  
7 sess M Apr 2 5:30-9:00PM  
&  
2 sess Sat Apr 28 8:30-4:30PM

## PUBLIC SPEAKING FOR THE TERRIFIED <sup>New</sup>

Build your communication skills in this basic public speaking course. Gain confidence as you learn how to organize your thoughts easily, how to capture & hold the attention of your listeners, & how to handle impromptu situation. Practical tips will show you how to prepare speeches quickly, use body language to support your message, improve your speeches with visual aids and how to rehearse effectively. You'll have lots of opportunity to practice new techniques as well as see and hear how the experts do it. Meets CGA graduation requirements.

**\$199 / 8 sessions..... Montgomery**

4569-2 W Jan 18 6:30-9:00PM



# BUILDING WORKERS CERTIFICATE & TESOL..... P.27

## BUILDING WORKER CERTIFICATE PROGRAM \$495      28 Sessions

Certificate Programs are designed to give adults (18 & older) the skills, insight & tools to meet the challenges of today's working environment. We offer classroom instruction, with our staff of highly-trained, caring professionals. Our fees are extremely competitive, we encourage you to check & compare!

This course includes use of cleaning chemicals, equipment, floor & carpet care, safety, WHMIS regulations, human relations skills & a 32-hour practicum (note: the 8 nights of practicum will be from 6:00 to 10:00PM). Emphasis is on school maintenance. Certificate issued upon successful completion (70% on theory exam & practicum & 90% attendance requirement).

**Vocational Course Advising:** Call today to discuss your training options **604 936 4261**.

**Prerequisites:** Grade 12 or related experience & training. High school graduates from other countries with fluent English skills are encouraged to apply. Foundations English 7 or equivalent is a requirement for this course. ESL testing may be required.

**Registration:** ANYTIME! Online at [www.ce43.com](http://www.ce43.com), by phone **604 936 4261** or in person 380 Montgomery Street.

**Location/Date/Time:** **4200-2** Building Workers Certificate Program Winter Term:  
 Montgomery Centre, January 23 - March 8, MONDAY - THURSDAY ..... 6:00PM-9:30PM  
**4200-3** Building Workers Certificate Program Spring Term:  
 Montgomery Centre, April 10 - May 28, MONDAY - THURSDAY ..... 6:00PM-9:30PM

## TEACHER OF ENGLISH TO SPEAKERS OF OTHER LANGUAGES CERTIFICATE (TESOL) \$1595      34 Sessions

TESOL Certification is the major ESL qualification required to teach English locally & abroad. There is a strong demand around the world for Canadian trained TESOL teachers, especially in Asia. If you would like to teach English as a second language, or if you would like to travel & want a job teaching in a foreign country, this program will appeal to you.

**Highly Experienced Trainers:** Our teachers will cover topics including: how to teach the four language skills: reading, writing, speaking & listening.

**Interactive Seminar Topics:** Including: classroom environment, student/teacher expectations the new TOEFL IBT exam, personal tutoring & more.

**Course Material:** Proven & practical high quality course materials & resources for immediate use in the classroom.

**Note:** Most teaching opportunities overseas require a Bachelor's degree. Students will complete 100 hours of classroom instruction. They will, at the end of the program, have assembled a portfolio of classroom materials, including lesson plans, worksheets & curriculum materials.

**Practicum Placement:** 20 hours of Practicum Placement are available for those interested, \$350 fee.

**Registration:** ANYTIME! Online at [www.ce43.com](http://www.ce43.com), by phone **604 936 4261** or in person 380 Montgomery Street.

**Location/Date/Time:** **8400-2** TESOL Certificate Program Winter/Spring Term:  
 Gleneagle High School, February 7 - May 3, TUESDAY/WEDNESDAY/THURSDAY ..... 6:30-9:30PM

**FREE:** TESOL Certificate Program Information Session:  
 Students must pre-register. Call **604 936 4261**.  
**8401-2** Gleneagle High School, January 12, THURSDAY ..... 7:00PM

# P.28 INTERIOR DECORATING .....

## INTERIOR DECORATING DIPLOMA / CERTIFICATE COURSE INFORMATION

**Interior Decorating Diploma/Certificate Programs** Our interior decorating program is designed to provide information through theory & practical assignments to students interested in: Seeking employment in the retail or wholesale decorating industry; upgrading their skills in the retail or wholesale decorating industry; establishing an interior decorating business or decorating their own home. \*Manual is included in all interior decorating courses. Students who do not register 1 week prior to the start date of a course, will NOT receive a manual or supplies.

	<b>Diploma</b>	<b>Certificate</b>
<b>Core Courses</b>	120 hrs	100 hrs
<b>Elective Courses</b>	160 hrs	60 hrs
<b>Skill Enhancement</b>	60 hrs	40 hrs
<b>Total # Hours</b>	340 (minimum)	200 (minimum)
<b>Years to Complete</b>	within 4	within 3
<b>Successful Completion</b>	Requires 80% attendance, completion of all assignments with demonstrated competency & if applicable, passing a final exam. Non-certificate students can enroll in individual courses as space permits.	

### Certificate Core Courses (20 hours each)

Basics of Design, Colour, Decorating Styles 1 (Traditional & Country), Light, Decorating Styles II (Modern & Eclectic).

### Elective Courses (20 hours each)

Accessories, Apartments & Condominiums, Background Coverings, Fibres to Fabrics, Furniture Selection, Project Management, Space Planning, Window Coverings. These courses must be taken to receive a diploma. Basics of Design is prerequisite to all courses.

### Skill Enhancement Courses

Business Practices, Perspective Drawing & Residential Architecture.

#### ACCESSORIES

Accessories are the personal finishing touches in color, shape & texture that affect a decorating scheme. Learn how to select, place & highlight them to achieve the maximum impact. Manual included.

**\$199 / 8 sessions..... Montgomery**  
4280-3 Th Mar 29 7:00-9:30PM

#### BACKGROUND COVERINGS

The purpose of ceiling, wall & floor coverings is to enhance the architectural features, furniture, window coverings & accessories throughout a dwelling. Learn the variety of coverings that are available, the placements, & which coverings are most appropriate for each decorating style. Prerequisites: Colour. Manual included.

**\$199 / 8 sessions..... Montgomery**  
4286-2 W Jan 18 7:00-9:30PM

#### BASICS OF DESIGN

There are no decorating rules, but there are guidelines which, when followed, give a home a professionally decorated appearance. We will study the application of the elements (line, space, texture, color, & light), & the principles (proportion & scale, balance, focal point, rhythm, & unity) of design. Prerequisite to all decorating courses. Manual included.

**\$199 / 8 sessions ..... Montgomery**  
4279-2 M Jan 16 7:00-9:30PM  
4279-3 M Mar 26 7:00-9:30PM

#### COLOUR

Colour is the most stimulating & influential element. Variables of colour theory will be presented in regard to the psychology, temperature, value & intensity & colour schemes. In-class projects will supplement the learning of the effects of using colours to create the desired atmosphere & enhance furnishings throughout a dwelling. Can be taken in conjunction with Basics of Design. Manual included.

**\$199 / 8 sessions..... Gleneagle**  
8211-2 T Jan 17 7:00-9:30PM



## DECORATING STYLES 2

Modern style has its own philosophy that dictates its characteristics. It has developed with the advancement of the arts, sciences and technology. Selected with knowledge, styles can be integrated to create an Eclectic Style. Prerequisite: Decorating Styles 1. Manual included.

**\$199 / 8 sessions..... Montgomery**  
4228-2 Th Jan 19 7:00-9:30PM

## INTERIOR DECORATING: INFO SESSION

Come & hear about the Interior Decorating Certificate/Diploma Program. Students must pre-register. Call **604 936 4261**.

**FREE..... Gleneagle**  
8210-2 T Jan 10 7:00-8:30PM

**FREE..... Montgomery**  
4298-2 T Mar 6 7:00-8:30PM

## LIGHT

Light is required to create the desired mood & to appreciate the decorating products chosen to beautify dwellings. We will discuss the function & aesthetics of artificial light and the room-by-room selection and placement of general, task and accent lighting. Prerequisites: Basics of Design and Colour. Manual included.

**\$199 / 8 sessions..... Montgomery**  
4283-3 T Mar 27 7:00-9:30PM

## SPACE PLANNING

Learn how to develop traffic patterns within the confines of spaces, redesign spaces, prepare elevations, and establish furniture arrangements in regards to focal points. Students are required to bring a mechanical pencil, imperial architectural scale ruler, 45 degree drafting triangle, T-Square, measuring tape and calculator. Prerequisites: Basics of Design. Manual included.

**\$199 / 8 sessions..... Montgomery**  
4282-3 W Mar 28 7:00-9:30PM

## DIGITAL PHOTOGRAPHY: BASICS *New*

Ideal for students who are passionate about photography but have not yet taken their cameras out of program mode. Program covers exposure mode principles, exposure mode selection, depth of field, exposure compensation, natural & flash lighting, & image composition. Participants must have a digital SLR camera, manual & a tripod.

**\$199 / 5 sessions..... Montgomery**  
4380-2 M Jan 30 6:30-9:30PM

## DIGITAL PHOTOGRAPHY: BOOT CAMP *New*

A six hour program open to anyone who wants to take their photography to the next level. Participants must have a digital SLR camera, manual & tripod. Students can expect to learn the basics of exposure control modes, composition, & lighting for photography. Stations will be set up with working examples so students can experience principles with their own equipment. This program would be a primer for the Basic & Intermediate courses.

**\$59 / 2 sessions..... Montgomery**

4377-2 M Jan 16 6:30-9:30PM

4377-3 M Apr 23 6:30-9:30PM

## DIGITAL PHOTOGRAPHY: INTERMEDIATE *New*

Ideal for students who have completed the Basic Digital Photography program or those with a portfolio exhibiting a solid grasp of basic photographic principles. Advanced review of principles including those covered in the basic program in order to ensure all participants have core understanding are covered. Covers manipulation of ambient light, multiple artificial lighting sources, combining ambient & artificial light, color temperature, white balance, the psychology of portraiture, posing people, photographing domestic & wild animals, night exposures, photographing motion, & the rule of thirds in composition. Participants must have a digital SLR camera, manual, & a tripod.

**\$199 / 5 sessions..... Montgomery**

4381-3 M Apr 9 6:30-9:30PM

## ITALIAN: CONTINUED

Always wanted to learn Italian? This is a fun, interactive course where you can learn everyday expressions & greetings, basic conversations & simple grammatical elements. \$25 textbook purchase required the 1st night.

**\$195 / 14 sessions..... Gleneagle**  
8789-3 T/Th Mar 27 7:00-9:30PM

## SPANISH: BEGINNERS

Conversational and grammatical Spanish. No previous knowledge of Spanish required. Focus is on everyday usage of the language & vocabulary for travellers. Textbook purchase is required the 1st night.

**\$195 / 14 sessions..... Gleneagle**  
8783-2 T/Th Jan 17 7:00-9:30PM  
Bruneau

## SPANISH: CONTINUED

Conversational & grammatical Spanish. No previous knowledge of Spanish required. Focus is on everyday usage of the language & vocabulary for travelers. \$25 textbook purchase required the 1st night.

**\$195 / 14 sessions..... Gleneagle**  
8784-2 T/Th Mar 27 7:00-9:30PM

Bruneau  
8785-2 T/Th Jan 24 7:00-9:30PM

Thorliefson  
8786-3 T/Th May 1 7:00-9:30PM

Thorliefson

# P.30 MEDICAL OFFICE ASSISTANT DIPLOMA PROGRAM.....

## 2012 WINTER & SPRING PROGRAMS ARE AVAILABLE FULL-TIME OR PART-TIME

Diploma Programs are designed to give adults (18 & older) the skills, insight & tools to meet the challenges of today's medical office environment. We offer classroom instruction, with our staff of highly-trained, caring professionals. Our labs & classrooms are fully equipped with up-to-date computers & operating systems. Our fees are extremely competitive, we encourage you to check & compare!

Upon successful completion of the Medical Office Assistant Diploma (MOA), the student will possess the knowledge & skills required in the areas of anatomy & physiology, pathology, the body systems, medical terminology, medical front office procedures, billing & coding to function successfully in an entry level position as a Medical Office Assistant. 75% mark for each course is required to pass. Coquitlam Continuing Education is the only institution offering the sought after Medical Pharmacology & Medical Ethics courses desired by Medical industry professionals! Graduates can seek employment in a medical facility or physician's office, hospital departments, laboratories, private clinics & a variety of other institutions. 13 week program plus 3 week practicum. Our 2010 graduates have been hired by Provincial Health & other medical facilities!

**Flexibility** Can't commit to a full-time, daytime program? Check our convenient course schedule to develop a customized plan to suit your individual needs.

**Part-time Student** Courses must be completed within two years. Up to two courses completed at other institutions can be applied towards a certificate. These must be approved by the program coordinator.

**Medical Program Advising** Call or email Tobi today to discuss your training options **604 936 4261**, [tstoeff@sd43.bc.ca](mailto:tstoeff@sd43.bc.ca).

**Practicum:** The 3 week Practicum will commence after successfully completing all the MOA requirements (Practicum included in package price). Part-time students are required to pay a separate practicum fee of \$350.

**Text Books:** \$175 Medical text books fee required & \$400 refundable text book deposit required due the first day of class. Course materials provided for Word & Excel classes.

**Prerequisites:** Grade 12 or related experience & training; basic knowledge of MS Windows; basic keyboarding. High school graduates from other countries with fluent English skills are encouraged to apply. Foundations English 7 or equivalent is a requirement for this course. ESL testing may be required. Medical Terminology must be completed prior to registering for MOA courses part time.

**Registration:** ANYTIME! By phone **604 936 4261** or in person 380 Montgomery Street.

**Location/Date/Time** **4593-2** Medical Office Assistant Diploma Program Winter Term:  
Montgomery Centre, January 9 - April 13, MONDAY - FRIDAY..... 8:30-3:00PM  
**4593-3** Medical Office Assistant Diploma Program Spring Term:  
Montgomery Centre, April 16 - July 20, MONDAY - FRIDAY..... 8:30-3:00PM

**FREE** Medical Office Assistant Diploma Information Sessions:  
Students must pre-register. Call **604 936 4261**.  
**4504-2** Montgomery Centre, January 5, THURSDAY..... 10:00AM  
**4502-2** Montgomery Centre, February 8, WEDNESDAY ..... 7:00PM  
**4508-2** Montgomery Centre, March 8, THURSDAY..... 7:00PM

## MEDICAL OFFICE ASSISTANT DIPLOMA PROGRAM \$3956 16 Week Program including 3 week practicum

Electronic Medical Records.....	.30 hrs	Medical Clinical Procedures.....	.30 hrs
Employment Preparation.....	.15 hrs	Medical Terminology Level 1.....	.45 hrs
Excel 2010 Level 1.....	.15 hrs	Medical Terminology Level 2.....	.45 hrs
Excel 2010 Level 2.....	.15 hrs	Medical Transcription.....	.39 hrs
First Aid Level 1.....	.16 hrs	Medical Pharmacology.....	.45 hrs
Medical Professionalism & Ethics.....	.30 hrs	Word 2010 Level 1.....	.15 hrs
Keyboarding.....	.15 hrs	Word 2010 Level 2.....	.15 hrs
Medical Office Billing.....	.30 hrs	Practicum.....	.120 hrs



## EMPLOYMENT PREPARATION (MOA) New

Learn effective job search techniques, how to research the MOA employment market, make contacts, secure & prepare for interviews & finish with a polished professional resume.

**\$95 / 4 sessions..... Montgomery**

4526-2 W/F/M Feb 1 12:00-3:00PM  
4524-3 W/F/M May 9 12:00-3:00PM

## FIRST AID

Industry Standard first aid is required for all Medical Office Assistants. Receive current industry standard training from St. Johns Ambulance. Manual included. MOA students only.

**\$189 / 2 sessions..... Off-Site**

4408-2 T/W Apr 10 8:30-5:30PM  
4408-3 M/T Jul 16 8:30-5:30PM

## MEDICAL CLINICAL PROCEDURES

This aspect of the Medical Office Assistant Course covers minor surgery instrument knowledge, lab testing, administration & more. Appointment scheduling will also be covered. 75% overall mark is required to pass. \$100 refundable textbook deposit required.

**\$269 / 10 sessions..... Montgomery**

4407-2 T/Th Feb 21 8:30-11:30PM  
4407-3 T/Th May 29 8:30-11:30PM

## MEDICAL DOCUMENT TRANSCRIPTION

Covers a variety of consult & other medical reports. Use computers & wave pedals to transcribe medical documents. Learn what it takes to do transcription from home & in medical settings. 75% overall mark is required to pass. \$100 refundable textbook deposit required.

**\$349 / 12 sessions..... Gleneagle**

8404-2 T/Th Jan 10 6:30-9:30PM

**\$349 / 14 sessions..... Montgomery**

4406-2 T/Th Mar 27 6:30-9:30PM  
4401-2 F/M/W Mar 16 8:30-11:30AM  
4401-3 M/W/F Jun 25 8:30-11:30AM

## MEDICAL ELECTRONIC RECORDS New

Health care professionals assemble patients' health information including medical history, symptoms, examination results, diagnostic tests, treatment methods & all other health care provider services. The increasing use of electronic medical records will continue to broaden & alter the job responsibilities of all health care professionals. 75% overall mark is required to pass. \$40 manual fee required.

**\$269 / 10 sessions..... Montgomery**

4410-2 W/F/M Mar 14 8:30-11:30AM  
4410-3 W/F/M Jun 20 8:30-11:30AM

## MEDICAL OFFICE BILLING

An introduction to Medical Office computerized & manual billing. Includes daily billings to MSP, WorkSafe, ICBC, private & third party using 1CD9 codes & fee item CODES. Special policies for MSP & WCB is also covered. Students will get hands-on experience using Smart Series, one of the most popular medical billing programs. 75% overall mark is required to pass. \$35 manual fee required.

**\$269 / 10 sessions..... Montgomery**

4440-2 M/W/F Feb 20 8:30-11:30AM  
4416-3 M/W/F May 28 8:30-11:30AM  
4441-2 M Feb 6 6:00-9:00PM

## MEDICAL PHARMACOLOGY

Course covers drug classification in Canada. Learn about the most commonly used drugs, medical prescriptions & Pharmacological abbreviations. The role of the Pharmacist, the Doctor & the MOA will also be covered. This course is also a great extra for existing MOA's. 75% overall mark is required to pass. \$100 refundable textbook deposit required.

**\$349 / 7.5 sessions..... CLOC**

7402-2 S Jan 21 9:30-3:00PM

**\$349 / 15 sessions..... Montgomery**

4402-2 T/Th Feb 14 12:00-3:00PM  
4402-3 T/Th May 22 12:00-3:00PM

## MEDICAL TERMINOLOGY & ANATOMY LEVEL 1

Gain knowledge relative to basic terms, pronounce, define & spell basic terms, identify the components of each system & function. Define diagnostic & pathological terminology. 75% overall mark is required to pass. \$100 textbook purchase required.

**\$349 / 15 sessions..... Montgomery**

4403-2 M-F Jan 9 8:30-11:30AM  
4403-3 M-F Apr 16 8:30-11:30AM

**\$349 / 7.5 sessions..... CLOC**

7820-2 Sat Jan 21 9:30-3:00PM

## MEDICAL TERMINOLOGY & ANATOMY LEVEL 2

This is a continuation of Level 1. This level also contains basic Pharmacology, Oncology, Radiology & Nuclear medicine & Psychiatry. 75% overall mark is required to pass. Bring along your Medical Terminology Level 1 textbook.

**\$349 / 14 sessions..... Montgomery**

4404-2 M-F Jan 30 8:30-11:30AM  
4404-3 M-F May 7 8:30-11:30AM

**\$349 / 7.5 sessions..... CLOC**

7821-3 S April 14 9:30-3:00PM

## PROFESSIONALISM & MEDICAL ETHICS New

Many employers are requesting training in the area of medical ethics & the release of medical information. Course covers the Canadian Medical association code of ethics, release of information to third parties, retention of patient records & telephone techniques. 75% overall mark is required to pass. \$100 refundable textbook purchase required.

**\$269 / 10 sessions..... Montgomery**

4379-2 T/Th Jan 10 12:00-3:00PM  
4379-3 T/Th Apr 17 12:00-3:00PM

# P.32 DENTAL RECEPTIONIST CERTIFICATE PROGRAM.....



## INNOVATIVE

Dental Receptionists are the window to any dental office, the first point of patient contact, & therefore they must be professional & courteous in their representation of the profession. The Dental Receptionists position entails being efficient, accurate & detailed in the handling of a variety of responsibilities in office administration, as well as being effective in communicating information to patients regarding diagnosed dental treatments. Duties include, but are not limited to, appointment scheduling, patient & insurance billing, dental record up keep & the maintenance of all systems crucial to the success of the dental practice. Dental Receptionists are highly valued employees responsible for the coordination of all aspects of a dental visit between the dentist, team members & patient, in order to provide the most pleasant dental experience possible to all.

This program prepares students to efficiently handle all areas of the Dental Receptionist position with a professional & dynamic approach. Extensive training in the causes & prevention of dental problems in all specialty areas is provided to instill a solid understanding of the concepts in dentistry & be able to provide assistance to the dentist regarding patient education.

**Course Fee Includes:** Use of laptop computer with Dental Software Programs (given to the student upon successful completion of the program); fee scheduler binder; Dental Office Administrative Manual; & HST!

**Prerequisites:** Grade 12 or related experience & training; basic knowledge of MS Windows; basic keyboarding. High school graduates from other countries with fluent English skills are encouraged to apply. Foundations English 7 or equivalent is a requirement for this course. ESL testing may be required.

**Course Requirements:** 90% attendance; 70% grade average; 2 week full time practicum (64-80 hours)

**Registration:** ANYTIME! Online at [www.ce43.com](http://www.ce43.com), by phone **604 936 4261** or in person 380 Montgomery Street.

**Location/Date/Time:** **4592-2** Dental Receptionist Certificate Winter/Spring Term:  
Montgomery Centre, February 14 - June 12, TUESDAY & THURSDAY..... 9:00-2:15PM

**FREE:** Dental Receptionist Certificate Program Information Sessions.  
Students must pre-register. Call **604 936 4261**.

**4297-2** Montgomery Centre, January 19, THURSDAY.....7:00PM

**4295-2** Montgomery Centre, February 9, THURSDAY.....7:00PM

**4296-3** Montgomery Centre, June 14, THURSDAY.....7:00PM

## DENTAL RECEPTIONIST CERTIFICATE PROGRAM

**\$3895 includes HST**

**35 Sessions**

- Introduction to Dentistry
- Tooth anatomy & identification systems
- Dental terminology & abbreviations
- Legal conduct & ethical standards
- Dental industry standards
- Responsibilities of the Dental Health Team
- Professional communications
  - \* telephone etiquette
  - \* written documentation
  - \* customer service
  - \* patient education
  - \* case presentation
  - \* case acceptance techniques
- Effective appointment scheduling
- Effectively dealing with insurance companies
- Insurance plans (rules, clauses, limitations & coverage specifics)
- Fee guide coverage (standard, Pbc, Mss, Mss Emg, Nihb, Vac)
- Dental billing, estimates, financial arrangements & pre-authorizations
- Office Administration duties & skills to enhance efficiency, productivity & accuracy
- Records maintenance (patient information, health history, charting)
- Systems management (treatment plans, pre-authorization control, 1 – 31, recalls)
- Account Management (statement billing, aged analysis & collections)
- One Write & computerized accounting
- Dental Specialties
  - \* preventive Dentistry & the philosophy of care
  - \* restorative Dentistry (fillings, crowns)
  - \* Periodontics (causes & treatments of gum disease)
  - \* Endodontics (root canal therapy)
  - \* removable & fixed prosthodontics (dentures & bridges )
- \* oral surgery (extractions, surgical treatments)
- \* Orthodontics (conditions, treatments & options for braces)
- \* Implant Dentistry (implants)
- \* Pedodontic Dentistry (child dentistry & behavior)
- Dental Technology advancements (laser & sedation dentistry, whitening, Botox, cosmetics, dental spa concepts)
- Specialist partnerships (referrals, summations, treatment co-ordination & follow-up)
- External & internal marketing techniques (practice building)
- Basic Radiology (reading, identification & mounting for pre-authorization purposes)
- Dental office simulation using Maxident software
- Additional software training will be covered if time permits.