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P.2 REGISTRATION INFORMATION.....

DOCUMENTATION REQUIRED FOR REGISTRATION IN HIGH SCHOOL CREDIT / FOUNDATIONS PROGRAMS

In accordance with the School Act, Section 82 & Ministry of Education policy, students who receive funding from the Ministry of Education must prove their status in Canada, residency in British Columbia & provide photo identification. All schools, including Continuing Education, are required to ensure that students are eligible for funding.

School District 43 school age students whose parents are Canadian Citizens or Permanent Residents may not have to provide additional documentation. All International students, out of district students, & students whose parents are here on a visa (i.e. work visa) will have to provide further documentation (see details below).

Adults who are new to Continuing Education or Coquitlam Open Learning must provide the following:

1

1. **Photo Identification**

- BC driver's licence
- BC identification
- Canadian passport

2

2. **Proof of Status in Canada** (students who are under 19 & not graduated must show proof of their parents' status).

Please provide ONE of the following:

- Canadian birth certificate
- Canadian passport
- Canadian citizenship card
- Confirmation of landing/permanent residence (8-1/2 x 14" sheet) & passport
- Canadian permanent resident card
- Canadian study permit, or visitor permit if accompanying authorized parent
- Refugee documents – convention or claimant
- Indian status card

3

3. **Proof of residency in British Columbia** (students who are under 19 & not graduated must show proof of their parents' residency).

Please provide ONE of the following:

- Utility bill
- BC CareCard
- BC driver's licence
- Letter from landlord (not tenant) attesting to residency & length of tenancy

If above documentation is not available, one of the following is needed to authenticate address:

- Tenancy agreement
- Property purchase agreement showing name & address only
- Mortgage papers showing name & address only
- Income Tax statement showing province of residency only
- Property Tax statement showing name & address

REQUIRED INFORMATION FOR ALL ACADEMIC PROGRAMS

- Documents Required**
1. Photo identification
 2. Proof of status in Canada
 3. Proof of residency in British Columbia
(See page 2 for detailed information)

Please Note Students may lose their seat if they do not attend the first class & there is a waiting list.

FOUNDATIONS - Register in person only at Montgomery Centre

- Registration** TUESDAY August 30, WEDNESDAY August 31 & THURSDAY September 1..... 3:00-6:30PM
- Ongoing Registration** THURSDAYS only
September 8 - December 15..... 4:00-7:00PM
WEDNESDAY January 4 & THURSDAY Jan 5 4:00-7:00PM

Please allow 30-40 minutes for assessment & registration.

FOUNDATIONS - ESL Assessment Information

Before starting an English Foundations class all new students are given an assessment to place them in the correct level (1-7) that meets their learning needs.

There is a \$25 non-refundable assessment fee for new students.

Returning students can bring their last report card or referral slip to register for a class. A new assessment is not required.

See page 2 for registration requirements.

HIGH SCHOOL CREDIT COURSES & GED - Register online www.ce43.com

New Students Free academic advising is available. To schedule an appointment & make course selections call **604 945 4211**.

Online Registration Register online at www.ce43.com.

- 1. Get An Account:** If you do not already have an account you can set up an account anytime. See page 2 for document requirements. Allow 1-2 working days for processing. Call **604 936 4261** for assistance.
- 2. Account Approved:** A password will be emailed to the email address you provide once your account is approved. No hanmail accounts please.
- 3. Register for Courses:** Starting **August 8 at 6:00AM** you can register for High School Credit Courses online at www.ce43.com. Call **604 936 4261** for help with online registration.
- 4. Text/Course Deposit:** Deposits must be paid online at the time of registration by Visa or MasterCard. Students who wish to pay by cash or debit must complete payment at Montgomery Centre or CLOC during office hours (see page 6).

Late Registration Students can register online up to & including the third class of any High School Credit Course. Ongoing online registration is available for self-paced courses only.

International Students International Students are welcome to register for all programs & must have permission from Immigration Canada (i.e. student visa). Fees for all programs must be paid at registration. High School Credit \$900/course, Foundations classes \$750/course. International students will not receive a course fee refund once the course has started or materials provided in self-paced courses.

P.4 REGISTRATION / GENERAL INFORMATION.....

CERTIFICATE / COMPUTER / CONTINUING STUDIES COURSES

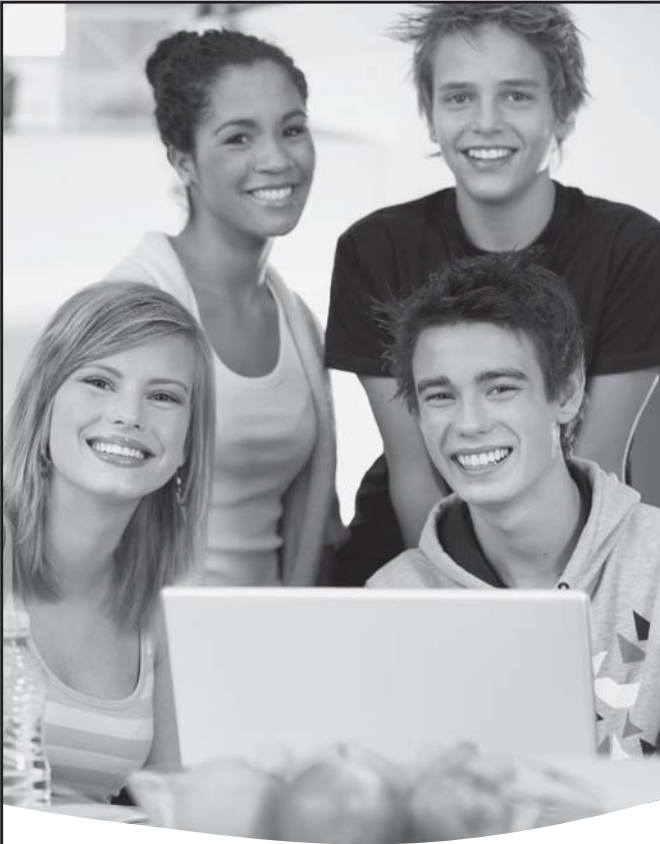
Register	By phone & in person: MONDAY-THURSDAY 9:00-7:30PM & Friday 9:00-3:00PM.
Online	www.ce43.com — MasterCard & Visa only.
By Phone	MasterCard & Visa only - call 604 936 4261 . Have the course number(s) & your credit card number & expiry date ready.
In Person	Ongoing registration at Montgomery Centre ONLY. MasterCard, Visa, cash or debit.
Course Info	Call 604 936 4261 MONDAY-THURSDAY 9:00-7:30PM, FRIDAY 9:00-3:00PM.

GENERAL INFORMATION

Who Can Enroll?	Classes & programs are intended to serve the adult population. Persons 17 years of age & older may register for Continuing Education courses. All students are expected to conduct themselves in a safe & respectful manner in accordance with SD43 District Code of Conduct. See SD43.bc.ca.
Adults	Are defined as 17 years or older as it relates to documentation requirements & release of information. Registered students (not parents) who are 18 years & older are the only persons who can access information about their academic progress.
Holidays & Cancellations	Classes postponed due to snow or emergency cancellations are made up at the end of the course when possible. Continuing Education is closed for all public holidays including Christmas & Spring Break Visit www.ce43.com for school closure information.
Smoking	Is not permitted anywhere on School District No. 43 (Coquitlam) property.
HST	Course fees include HST where applicable.
Tax Deductible?	Contact Canada Revenue Agency for specific rulings, as regulations change without notice. Do not lose your receipt - a replacement fee will be charged.
Payment	Coquitlam Continuing Education accepts payment by MasterCard, Visa, cash or debit.

REFUNDS

Refunds	All refund requests must be in written form. Refund requests can be submitted in person, by fax 604 936 6594 or by email cerefunds@sd43.bc.ca.
Cancelled Courses	A full refund will be returned to you automatically if a course is cancelled.
Business & Vocational Courses	A full refund will be issued when a request is received in writing before the half-way point of the first class. After that a processing fee of \$25 is charged & the refund will be pro-rated based on the time remaining in the program, not the number of classes actually attended. There will be no refunds issued past the one-quarter (25%) point of any course.
Manual/Textbook Return Policy	Students can return their manual if they withdraw before the half-way point of the first class as long as it is not damaged or written in. If so, they will be charged the going rate. If the request is received after the 1st class OR the manual is damaged there will be no refunds issued. Language books are non-refundable.
High School Credit Courses	Course deposits will be returned at a rate of 100% upon course activation. Students who have not attended a minimum of 10 hours in class or have not become active in an online or self-paced course will have their course deposit returned at a rate of 40% of the deposit when the textbook is returned in good condition. International students will not receive a course fee refund once the course has started or for materials provided in self-paced courses.
Transfer Fee	A \$25 Transfer Fee may be charged at the discretion of Continuing Education.
Assessment Fee	The assessment fee is non-refundable.



COQUITLAM OPEN LEARNING

Take an online course today!

High school credit courses are tuition free to most BC students including graduated adults. International students from grade 10 to adult are also welcome to register.

Join us today and experience technology enabled learning!

DIFFERENT WAYS TO LEARN

1. Blended Delivery Courses

- Fixed start dates.
- Regularly scheduled meetings with the teacher and other students.

2. Upgrade Courses

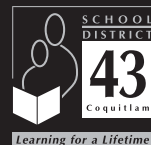
- Improve your mark in a course previously taken.
- Required seminar classes.

3. Continual Entry Courses

- Start anytime & work at your own pace.



COQUITLAM
OPEN Learning



Telephone: 604.936.4285 • Web: <http://online.sd43.bc.ca>
COQUITLAM OPEN LEARNING IS PART OF SCHOOL DISTRICT 43.

www.ce43.com

P.6 LEARNING LOCATIONS.....

LEARNING LOCATIONS TO SERVE YOU Please visit www.ce43.com for closures due to statutory holidays

Montgomery Centre	Days	Office Hours	Phone Numbers
380 Montgomery Street Coquitlam, BC V3K 5G2	M-W Th F	8:30-7:30PM 8:30-8:00PM 8:30-3:30PM	604 936 4261

Coquitlam Learning Opportunity Centre (CLOC)

104 - 2748 Lougheed Hwy. Port Coquitlam, BC V3B 6P2	M-Th M-Th	10:00-2:00PM 6:00-8:00PM	604 945 4211
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Vanier Centre

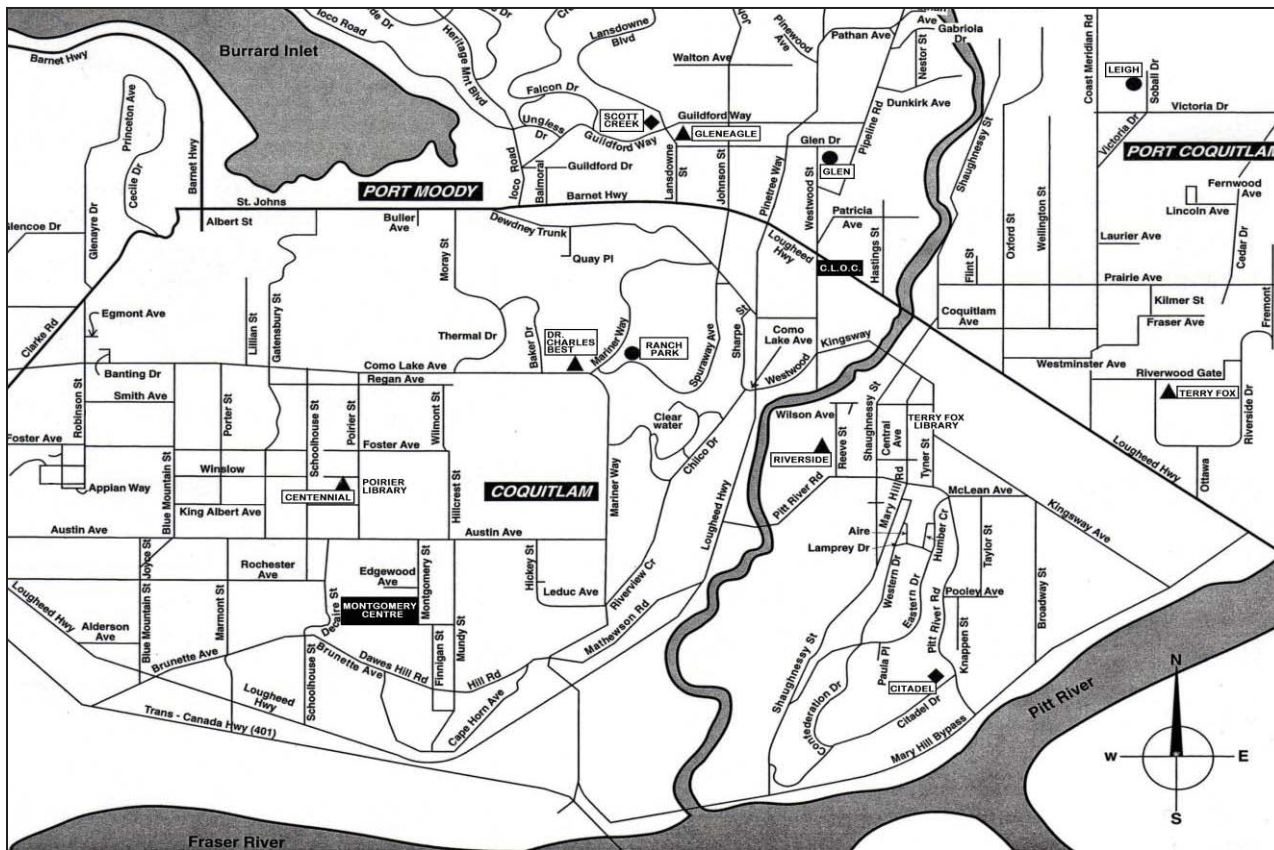
1600 King Albert Avenue	M-F	9:00-3:00PM	604 936 4285
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Night School Location

Gleneagle Secondary 1195 Lansdowne Drive Coquitlam, BC V3B 7Y8	T & Th	After 6:00PM only	604 464 5793
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Public Libraries & Schools in School District #43 supporting Continuing Education courses** See page 17 for class times.

Coquitlam Public Library	Poirier Branch	575 Poirier Street	604 931 1444
Mountain View Elementary		740 Smith Avenue	604 936 4261
Port Coquitlam Public Library	Terry Fox Library	2470 Mary Hill Road	604 927 7999
Port Moody Public Library	Port Moody Library	100 Newport Drive	604 469 4574



COQUITLAM LEARNING OPPORTUNITY CENTRE (CLOC)..... P. 7

SELF-PACED, CONTINUOUS ENTRY LEARNING OPTIONS

Coquitlam Learning Opportunity Centre (CLOC) offers a wide variety of self-paced, continuous entry learning options to help you earn your high school diploma, upgrade your post-secondary admission marks, prepare for a career change, or simply master new skills. Self-paced, independent study courses allow you to start any time, work independently, progress at your own pace, and choose your own hours. Instructors are available to provide face-to-face support at the Learning Centre, and most courses are tuition-free for eligible students. Don't wait! Get started now! Upgrade your academic skills in a relaxed, supportive environment at our drop-in Learning Centre.

SELF-PACED, CONTINUOUS ENTRY HIGH SCHOOL CREDIT COURSES

Accounting 11	English 11	Math 11 Prep (Math Foundations 6)
Accounting 11 (online)	English 11 (online)	Math 11 Pre-Calculus (online)
Accounting 12	English 12	Math 12 Principles (online)
Biology 11	English 12 (online)	Physical Education (PE12) (online)
Biology 12	Family Studies 12	Physics 11
Biology 12 (online)	Fitness Conditioning 12 (online)	Physics 12
Business Computer App. 11	Geography 12 (online)	Photography 12 (Media Arts 12) (online)
Calculus 12	Grad Transitions	Planning 12 (online)
Chemistry 11	History 12 (online)	Science & Technology 11
Chemistry 12	Info & Communications Tech. 11	Social Studies 11
Chemistry 12 (online)	Info & Communications Tech. 12	Work Experience 12 (online)
Communications 11	Law 12	Writing 12
Communications 12	Marketing 12	
Comparative Civilizations 12	Math 11 Apprenticeship (online)	
Data Management 12	Math 11 Foundations (online)	
Earth Science 11		

Please note, online courses include tests/assignments that must be completed at the Learning Centre.

DROP-IN LEARNING CENTRE HOURS (September 6, 2011 - June 29, 2012)

Address 104 - 2748 Lougheed Highway, Port Coquitlam, BC V3B 6P2, **604 945 4211**.

Hours MONDAY..... 10:00-2:00PM / 5:00-9:00PM
 TUESDAY.....10:00-2:00PM / 5:00-9:00PM
 WEDNESDAY.....10:00-2:00PM / 5:00-9:00PM
 THURSDAY.....10:00-2:00PM / 5:00-9:00PM
 FRIDAY..... CLOSED

ONGOING REGISTRATION FOR SELF-PACED HIGH SCHOOL CREDIT COURSES

Online Self-paced, continuous entry high school credit course online registration is available at www.ce43.com. If you need help to establish an education plan, please call **604 945 4211** (CLOC) to schedule a free appointment with an academic advisor.

CLOC - Office Hours MONDAY.....10:00-2:00PM / 6:00-8:00PM
 TUESDAY.....10:00-2:00PM / 6:00-8:00PM
 WEDNESDAY.....10:00-2:00PM / 6:00-8:00PM
 THURSDAY.....10:00-2:00PM / 6:00-8:00PM

P.8 HIGH SCHOOL CREDIT COURSES.....

THREE PATHS TO GRADUATION

- 1. Dogwood Diploma** (80 credits) <http://www.bced.gov.bc.ca/graduation/docs/ataglance.pdf>
- 2. Adult Dogwood Diploma** (20 credits) http://www.bced.gov.bc.ca/graduation/docs/adult_at_glance.pdf
Students must be 19 years of age, or 18 & out of school for 1 year
 1. English 12 or Communications 12
 2. Math 11 (Math Apprenticeship, Math Foundations, Math Pre-Calculus or Accounting)
 3. Social Studies 11 or grade 12 course
 4. Grade 12 Course
 5. Grade 12 course
- 3. BC Secondary School Equivalency Certificate GED** <http://www.bced.gov.bc.ca/ged/>

FOUR DIFFERENT WAYS TO LEARN!

- 1. Self-Paced Online** Continuous entry. Start any time & learn at your own pace with the support of an expert teacher online or in a learning centre environment. Online courses include tests/assignments that must be completed at the Learning Centre.
- 2. Online Blended** The best of both worlds! Online learning with online access to teacher support. Fixed start dates, structured learning pace & some weekly or bi-monthly scheduled meetings with a teacher & other students.
- 3. Self-Paced** Continuous entry, year round. Start any time & learn at your own pace with the support of an expert teacher face-to-face in a learning centre environment.
- 4. Regularly Scheduled Classes** Regularly scheduled classes meet twice a week with a teacher & other students.

GENERAL INFORMATION

- Academic Advising** Students can schedule a free appointment with an Academic Advisor to determine their education plan. Call CLOC **604 945 4211**.
- Attendance Expectations** Students may lose their seat if they do not attend the first class & there is a waiting list.
- District Code of Conduct** Students are expected to conduct themselves in accordance with SD43 District Code of Conduct. See SD43.bc.ca.
- Language Requirements** Proficiency in English is a necessary skill in order to participate in High School Credit courses. Students may be asked to withdraw from a course if their English language skills are not appropriate. Foundations English 7 or equivalent is a requirement for Vocational courses. ESL assessment may be required. See page 3 for ESL assessment information.

2011 / 2012 PROVINCIAL EXAM SCHEDULE

- Website Information** To locate the dates for upcoming provincial exams visit: <http://www.bced.gov.bc.ca/exams>.

Exciting Opportunities For Trade Specific & Language TUITION FREE Courses For High School & Adult Students!

These courses are offered by Coquitlam Open Learning in online-blended format – students will be required to attend class once per week & work on course assignments online the rest of the week. Please note: Languages students whose courses are not online blended are not required to attend class once per week. Software is provided for some courses. Each of these courses are taught by certified teachers & offered tuition free to most BC residents. These are high school credit courses which are open to all eligible students regardless of age or graduation status. See page 10 & 11 for more information.

Cisco CCNA Computer Networking Pre Certification Ever wonder how the internet works or how to setup your home network? This course, is part of the CCNA certification program, introduces basic networking concepts such as cabling, 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.

Using Cisco's state of the art online curriculum, students can complete much of the course anywhere they have internet access. Hands on labs with real Cisco routers & switches will be available at Riverside Secondary School in Port Coquitlam.

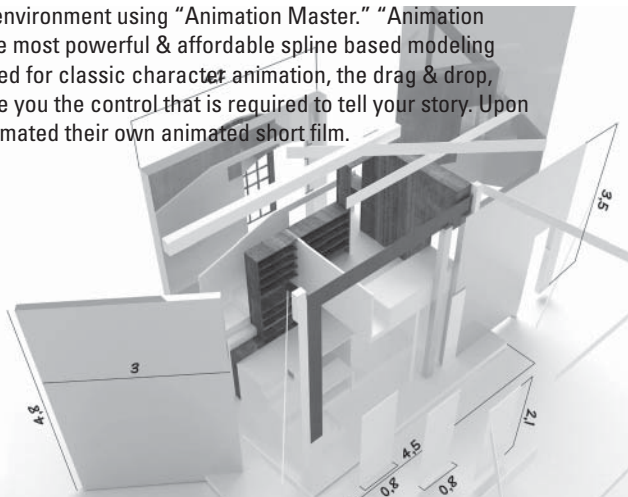
Drafting - AutoCAD An introduction to the basics of drafting & design. It covers the fundamentals of drafting, leading to 3 dimensional modeling & basic architectural design. Using Autodesk Inventor, Revit & AutoCAD 2010, students will download student copies of these programs so they can complete assignments from anywhere. Teacher led tutorials will support online instruction.

The Grade 11 level focuses on Inventor 2010, a 3D modelling program that can easily create prototypes & simulate actual products & designs; a very powerful program, & Revit 2010, an industry standard tool that can be used to design kitchens, houses & buildings that can quickly create a whole house design or simply a new kitchen. Both these programs can become persuasive tools enhancing your creativity.

The Grade 12 level focuses on AutoCAD 2010.

Language Learn French, Spanish, Mandarin or Japanese online. Our online high school credit language courses teach learners to communicate in a new language & learn about cultural diversity. The key resource for the language courses is Rosetta Stone. Rosetta Stone uses the principles of Dynamic Immersion, an intuitive method of language acquisition accomplished through the use of a combination of text, images & sound with increasing levels of difficulty to teach vocabulary & grammar without translation. It is online language learning at its best. Students will complete projects, participate in an online class or forum, & complete extension activities designed to develop reading, writing, speaking & listening in the target language. All courses meet the Ministry of Education's learning outcomes. Registered students are required to complete all parts of the course to receive credit. An optional face-to-face language lab is available once weekly. Students will need a USB headset with microphone.

3D Animation This class will be a hands-on experience on how to model & animate in 3D. Participating students will be given the knowledge & training to animate in a 3D environment using "Animation Master." "Animation Master", the 3D motion picture studio in a box is the most powerful & affordable spline based modeling & animation program available. Specifically designed for classic character animation, the drag & drop, customizable interface & powerful motion tools give you the control that is required to tell your story. Upon completion of this course, all students will have animated their own animated short film.



P. 10 HIGH SCHOOL CREDIT COURSES.....

#	Course (4 credits each)	Starts	Ends	Days	Time	Location	Deposit
7S60	Accounting 11 (self-paced)	ongoing		T/W/Th (drop in)	5:00-9:00PM	CLOC	\$100
7C60	Accounting 11 (self-paced online)	ongoing		T/W/Th (drop in)	5:00-9:00PM	CLOC	\$100
7S62	Accounting 12 (self-paced)	ongoing		T/W/Th (drop in)	5:00-9:00PM	CLOC	\$100
3C10-1	3D Animation 12 (online blended)	Sep 13		T	6:30-9:00PM	Heritage Woods Sec	\$100
7S94	Biology 11 (self-paced)	ongoing		various	various	CLOC	\$100
8079-1	Biology 12	Sep 13	Jan 12	T/Th	6:30-9:30PM	Gleneagle Sec.	\$110
8179-1	Biology 12	Sep 13	Jan 12	T/Th	6:30-9:30PM	Gleneagle Sec.	\$110
7C80	Biology 12 (self-paced online)	ongoing		various	various	CLOC	\$110
7S95	Biology 12 (self-paced)	ongoing		various	various	CLOC	\$110
7S67	Business Computer Application 11 (self-paced)	ongoing		T/W/Th (drop in)	5:00-9:00PM	CLOC	\$50
7S77	Calculus 12 (self-paced)	ongoing		T/W/Th (drop in)	various	CLOC	\$100
8080-1	Chemistry 11	Sep 13	Jan 12	T/Th	6:30-9:30PM	Gleneagle Sec.	\$115
7S80	Chemistry 11 (self-paced)	ongoing		various	various	CLOC	\$100
7C92	Chemistry 12 (online blended)	ongoing		W	6:30-9:30PM	Pinetree Sec.	\$100
7S92	Chemistry 12 (self-paced)	ongoing		various	various	CLOC	\$100
3C12-1	CISCO CCNA - Pre-Certification (online blended) Computer Networking	Sep 14	Jan 25	W	6:30-9:00PM	Riverside Sec.	\$100
7A71-1	Communications 11	Sep 9	Nov 10	T/Th/F	12:00-3:00PM	CLOC	\$100
7A84-1	Communications 12	Nov 15	Jan 27	T/Th/F	12:00-3:30PM	CLOC	\$100
7S72	Communications 11 (self-paced)	ongoing		various	various	CLOC	\$50
8084-1	Communications 12	Sep 13	Jan 12	T/Th	6:30-9:30PM	Gleneagle Sec.	\$100
7S84	Communications 12 (self-paced)	ongoing		various	various	CLOC	\$100
7S91	Comparative Civilizations 12 (self-paced)	ongoing		various	various	CLOC	\$125
7S68	Data Management 12 (self-paced)	ongoing		T/W/Th (drop in)	5:00-9:00PM	CLOC	\$50
3C11-1	Drafting - AutoCAD 11/12 (self-paced)	Sep 12	Jan 23	M	6:30-9:00PM	Riverside Sec.	\$100
7S78	Earth Science 11 (self-paced)	ongoing		various	various	CLOC	\$100
7S69	English 11 (self-paced)	ongoing		various	various	CLOC	\$100
7C69	English 11 (self-paced online)	ongoing		various	various	CLOC	\$100
7A70-1	English 12	Sep 12	Jan 23	M/W	9:00-12:00PM	CLOC	\$100
7070-1	English 12	Sep 13	Jan 12	T/Th	9:00-12:00PM	CLOC	\$100
4170-1	English 12	Sep 12	Jan 23	M/W	6:30-9:30PM	Montgomery	\$100
8070-1	English 12	Sep 13	Jan 12	T/Th	6:30-9:30PM	Gleneagle Sec.	\$100
7S70	English 12 (self-paced)	ongoing		various	various	CLOC	\$100
7C70	English 12 (self-paced online)	ongoing		various	various	CLOC	\$100
7S48	Family Studies 12 (self-paced)	ongoing		various	various	CLOC	\$100
7C03	Fitness Conditioning 12 (self-paced online)	ongoing		M	6:30-9:00PM	Port Moody	\$100
3C20	French 11 (flexible paced)	ongoing		T (drop in)	4:00-6:30PM	Gleneagle Sec.	\$100
3C21	French 12 (flexible paced)	ongoing		T (drop in)	4:00-6:30PM	Gleneagle Sec.	\$100
7C87	Geography 12 (self-paced online)	ongoing		T/Th (drop in)	5:00-9:00PM	CLOC	\$100

Proficiency in English is required to participate in High School Credit courses.

Students may be asked to withdraw from a course if their English language skills are not appropriate.

#	Course (4 credits each)	Starts	Ends	Days	Time	Location	Deposit
7S93	Grad Transitions (self-paced)**	ongoing		various	various	CLOC	
7C89	History 12 (self-paced online)	ongoing		T/Th (drop in)	5:00-9:00PM	CLOC	\$100
7S63	Info & Communications Tech. 11 (self-paced)	ongoing		T/W/Th (drop in)	5:00-9:00PM	CLOC	\$50
7S64	Info & Communications Tech. 12 (self-paced)	ongoing		T/W/Th (drop in)	5:00-9:00PM	CLOC	\$50
3C22	Japanese Introduction 11 (flexible paced)	ongoing		T (drop in)	4:00-6:30PM	Gleneagle Sec.	\$100
3C23	Japanese 11 (flexible paced)	ongoing		T (drop in)	4:00-6:30PM	Gleneagle Sec.	\$100
3C24	Japanese 12 (flexible paced)	ongoing		T (drop in)	4:00-6:30PM	Gleneagle Sec.	\$100
7S90	Law 12 (self-paced)	ongoing		various	various	CLOC	\$100
3C25	Mandarin Introduction 11 (flexible paced)	ongoing		T (drop in)	4:00-6:30PM	Gleneagle Sec.	\$100
3C26	Mandarin 11 (flexible paced)	ongoing		T (drop in)	4:00-6:30PM	Gleneagle Sec.	\$100
3C27	Mandarin 12 (flexible paced)	ongoing		T (drop in)	4:00-6:30PM	Gleneagle Sec.	\$100
7S49	Marketing 12 (self-paced)	ongoing		various	various	CLOC	\$100
7C73	Math 11 Apprenticeship (self-paced online)	ongoing		various	various	CLOC	\$100
7S71	Math 11 Prep (Math Foundations 6 self-paced)	ongoing		various	various	CLOC	
7075-1	Math 11 Pre-Calculus	Sep 12	Jan 23	W/F	12:30-3:30PM	CLOC	\$100
8075-1	Math 11 Pre-Calculus	Sep 13	Jan 12	T/Th	6:30-9:30PM	Gleneagle Sec.	\$100
7C75	Math 11 Foundations (self-paced online)	ongoing		various	various	CLOC	\$100
7C74	Math 11 Pre-Calculus (self-paced online)	ongoing		various	various	CLOC	\$100
7B76-1	Math 12 Principles	Sep 12	Jan 23	M/W	6:30-9:30PM	CLOC	\$100
7A76-1	Math 12 Principles	Sep 13	Jan 12	T/Th	12:30-3:30PM	CLOC	\$100
8076-1	Math 12 Principles	Sep 13	Jan 12	T/Th	6:30-9:30PM	Gleneagle Sec.	\$100
7C76	Math 12 Principles (self-paced online)	ongoing		various	various	CLOC	\$100
7C04	Physical Education (PE 12) (self-paced online)	ongoing		M	6:30-9:00PM	Port Moody	\$100
8082-1	Physics 11	Sep 13	Jan 12	T/Th	6:30-9:30PM	Gleneagle Sec.	\$100
7S82	Physics 11 (self-paced)	ongoing		T/W/Th (drop in)	various	CLOC	\$100
8083-1	Physics 12	Sep 13	Jan 12	T/Th	6:30-9:30PM	Gleneagle Sec.	\$140
7S83	Physics 12 (self-paced)	ongoing		T/W/Th (drop in)	various	CLOC	\$140
7C05	Photography 12 (Media Arts 12) (self-paced online)	ongoing		various	various	CLOC	\$100
7C86	Planning 12 (self-paced online)***	ongoing		various	various	CLOC	
7S96	Science & Technology 11 (self-paced)*	ongoing		various	various	CLOC	\$100
7S85	Social Studies 11 (self-paced)	ongoing		various	various	CLOC	\$100
3C28	Spanish Introduction 11 (flexible paced) ongoing			T (drop in)	4:00-6:30PM	Gleneagle Sec.	\$100
3C29	Spanish 11 (flexible paced)	ongoing		T (drop in)	4:00-6:30PM	Gleneagle Sec.	\$100
3C30	Spanish 12 (flexible paced)	ongoing		T (drop in)	4:00-6:30PM	Gleneagle Sec.	\$100
7C01	Work Experience 12 (self-paced online)	ongoing		various	various	CLOC	
7S81	Writing 12 (self-paced)	ongoing		various	various	CLOC	\$100

Visit www.ce43.com for more course information (see High School Credit).

*Graduated students are not funded.

**Grad Transitions is available only to students for whom COL or CE is the home school & who are currently registered in other CE or COL courses.

***Available to students on the Adult Graduation Program only.

P. 12 NEW GRADE 11 MATH COURSES.....

NEW GRADE 11 MATH COURSES

The Ministry of Education has implemented a new curriculum framework for Grades 10-12 Mathematics that includes three pathways: Apprenticeship & Workplace Mathematics, Foundations of Mathematics, & Pre-Calculus. The goals of all three pathways are to provide prerequisite knowledge, skills, & understanding for post-secondary programs or direct entry into the work force. All of the pathways satisfy the math graduation requirement. When choosing a pathway, you should consider your interests, both current & future. If you are considering a post-secondary program, you should research the specific admission requirements as they can vary by institution & by year.

Apprenticeship & Workplace Mathematics 11

This course is designed to provide students with the mathematical understanding & skills required for entry into the majority of trades & for direct entry into the work force. Topics include rates, graphing, geometry, measurement, trigonometry, scale representations, & financial mathematics & budgeting.

Foundations of Mathematics 11

This course is designed to provide students with the mathematical understanding & skills required for post-secondary programs in the social sciences, humanities, & arts. Topics include inductive & deductive reasoning, geometry, trigonometry, statistical & proportional reasoning, & functions & equations.

Pre-Calculus 11

This course is designed to provide students with the mathematical understanding & skills required for post-secondary programs that involve math or science. Topics include sequences & series, trigonometry, quadratic functions & equations, radicals, rational expressions & equations, absolute value & reciprocal functions, & systems of equations & inequalities.

Which course should I take?

If you plan to apply for a particular post-secondary program, you should research the specific admission requirements for the program as they can vary by institution & by year. If you are uncertain about your future training or education goals, you should consider which course will provide you the broadest range of future options. For example, if you are not a strong math student, a higher mark in Foundations of Math 11 may help you meet general admission requirements better than a lower mark in Pre-Calculus 11.



COMPUTER LITERACY / GET TEST PREP FOR YOUR GED...P. 13

LEARN COMPUTER BASICS - LITERACY FOUNDATION INFORMATION TECHNOLOGY

New

This class is ideal for the absolute beginner. This 80 hour course will teach you all the basics including: keyboarding, email, word processing & the internet. Register in person on Thursdays from 4-7PM at Montgomery Centre. See page 3 for registration information. Students must have at least intermediate English listening & speaking skills.

*Foundations: English Level 4 or higher

#	Course	Starts	Ends	Days	Time	Location
4065	Information Technology	Sep 8	Dec 1	T/Th	12:00-3:15PM	Montgomery
4066	Information Technology	Dec 6	Mar 27	T/Th	12:00-3:15PM	Montgomery
4067	Information Technology	Sep 8	Dec 1	T/Th	6:15-9:30PM	Montgomery
4068	Information Technology	Dec 6	Mar 27	T/Th	6:15-9:30PM	Montgomery



GED TEST PREPARATION

New

Pass the GED test & graduate with a British Columbia Secondary School Equivalency Certificate. Register for our GED preparation class & improve your skills in the five subjects tested: language arts writing, language arts reading, social studies, science, & mathematics. Lots of practice tests & individual help will be available. Increase your training & employment opportunities by getting your GED. It's never too late to graduate!

An exam fee of \$60 will be required when you apply to write the GED test. Visit <http://www.bced.gov.bc.ca/ged/> for more information.

To register for GED see page 3.

#	Course	Starts	Ends	Days	Time	Location	Deposit
4060	GED Preparation	Sep 26	Nov 10	M-Th	12:00-3:00PM	Montgomery	\$50
4061	GED Preparation	Jan 23	Mar 8	M-Th	12:00-3:00PM	Montgomery	\$50

2011/12 GED Testing Dates
 November 18/19
 January 20/21
 March 9/10



P. 14 STEPS TO SUCCESS for ENGLISH LEARNING.....

FOUNDATIONS PROGRAM - TUITION FREE

The Foundations program is designed to help you improve your basic skills in preparing for employment & / or further studies at the grade 11 & 12 levels. If you need to improve your skills in any of these areas, this program is for you!

High School Credit Courses - Tuition Free

English 12	Communications 12	GED Preparation course
English 11	Communications 11	(tuition free)

Core Courses

Companion Courses

Foundations English 7	Writing 5-7
Foundations English 6	Writing 5-7
Foundations English 5	Writing 5-7
Foundations English 4	Writing 3-4
Foundations English 3	Writing 3-4
Foundations English 2	Speaking & Listening 1-2
Foundations English 1	Speaking & Listening 1-2

The Foundations English program has seven core levels:

Foundations English 1-7 & companion courses: Speaking & Listening 1-2, Writing 3-4, Writing 5-7, are built to improve your skills.

Foundations courses prepare you for grade 11 high school credit courses (pages 9-12) or Vocational Programs (pages 20-30).

Upon successful completion of Foundations 7, students may enroll in Communication 11 & begin their graduation plan.

You may also want to try:

Foundations Mathematics Review & improve your skills with fractions, graphs, decimals, percents, order of operation, column & area, integers, ratios, algebra & much more.

Foundations Information Technology (Computers) Intended for students who have little or no experience with computer operations or keyboarding. Learn how to use the internet & e-mail, mouse skills & keyboarding & the basics of creating, saving, printing & editing electronic documents.



Steps to Success

FOUNDATIONS ENGLISH for Second Language Learners P. 15

FOUNDATIONS ENGLISH

The Ministry of Education has updated all Adult Basic Education in the province to ensure that all adult educational providers work from a provincial curriculum to serve students better. Effective July 1, 2009 all Adult Basic Education classes use Foundations curriculum.

Foundations Speaking/Listening 1/2

Students will learn basic vocabulary, pronunciation, & common phrases to express personal needs for survival English.

Foundations Speaking/Listening 1/2

学生将学习基本词汇、发音和普通用语来表达个人需求以满足日常需要。

학생은 생활에서 개인적으로 필요한 것들을 영어로 표현하기 위한 기본 어휘, 발음, 관용 어구 등을 배웁니다.

دانش‌آموزان کلمه‌های اساسی، طرز تلفظ آنها، و عبارتهای رایج را برای بیان نیازهای شخصی روزمره به زبان انگلیسی یاد می‌گیرند.

Учащиеся осваивают базовую лексику, произношение и общеупотребительные фразы для выражения личных потребностей с целью овладения английским для выживания.

Los estudiantes aprenden vocabulario básico, pronunciación, y frases de uso común que les permiten expresar sus necesidades personales para sobrevivir en un entorno de habla inglesa.

Foundations English 2

Learners will improve their speaking, listening, vocabulary, & basic sentence writing skills.

学习者将提高口语、听力、词汇和基本句型写作技能。

학습자의 말하기, 듣기, 어휘, 기본 문장 쓰기 등의 실력이 향상됩니다.

دانش‌آموزان مهارتهای گفتاری، شنیداری، واژگانی، و جمله‌سازی اولیه را فرا می‌گیرند.

Учащиеся совершенствуют свои навыки устной речи, восприятия на слух, расширяют словарный запас, а также развивают базовые навыки написания предложений.

Los estudiantes mejoran sus habilidades en hablar, escuchar, vocabulario y redacción básica de oraciones.

Foundations Writing 3-4

Learners will develop fundamental writing skills to use in informational, personal & creative writing. Students will increase their vocabulary & practice writing strategies to write letters, journals, poems, & paragraphs.

学习者将形成基本的写作技能，用于传递信息、个人和创作性的写作。学生将增加词汇，并练习写作技巧，以写信、记日记、写诗歌和段落。

학습자는 정보 전달을 위한 글쓰기, 개인적인 글쓰기, 창의적인 글쓰기 등을 위한 기초 작문 실력을 개발합니다. 학생은 어휘력을 늘리며, 편지, 일기, 시, 문장 등의 글쓰기 기법을 실습합니다.

دانش‌آموزان مهارتهای اولیه‌ی نوشتاری خود را ارتقا می‌دهند تا این مهارتها را در نوشته‌های اطلاع‌رسانی، شخصی و خلاقه به کار ببرند. دانش‌آموزان گنجینه‌ی واژگانی خود را تقویت می‌کنند و به تمرین راهبردهای نوشتاری می‌پردازند تا بتوانند آن را در نامه‌نویسی، یادداشتها و خاطره‌های روزانه، سرودن شعر، و نوشته‌های کوتاه پاراگرافی به کار ببندند.

Учащиеся развивают основополагающие навыки письменной речи, используемые в информационных сообщениях, личной переписке и творческой письменной речи. Они расширяют свой словарный запас и на практике осваивают искусство написания писем, журнальных статей, стихов и кратких заметок.

Los estudiantes desarrollan las habilidades fundamentales de redacción para usarlas en escribir piezas informativas, personales y creación literaria. Además, aumentan su vocabulario básico y practican las estrategias de composición para redactar cartas, diarios, poemas, y párrafos.

P. 16 FOUNDATIONS ENGLISH.....

Foundations English 3

Learners will strengthen their speaking & listening skills so they can express themselves in simple conversations. Students will read basic stories & be able to write a short paragraph.

学习者将加强口语和听力技能，使他们能够在简单的会话中表达自己。学生还将阅读简单的故事，并能够写出简短的段落。

학습자는 간단한 회화로 자신의 생각을 표현할 수 있도록 말하기와 듣기 실력을 쌓습니다. 학생은 기본 이야기를 읽고 단문을 쓸 수 있게 됩니다.

دانش‌آموزان مهارت‌های گفتاری و شنیداری خود را تقویت می‌کنند تا بتوانند منظور خود را در مکالمه‌هایی ساده بیان کنند. دانش‌آموزان داستان‌های ساده را خواهند خواند و خواهند توانست مطلبی را در پاراگرافی کوتاه بنویسند.

Учащиеся совершенствуют свои навыки устной речи и восприятия на слух, с тем чтобы они могли выражать свои мысли и чувства в простых беседах. Учащиеся читают небольшие рассказы и осваивают навыки написания кратких заметок.

Los estudiantes perfeccionan sus habilidades en hablar y escuchar para poder expresarse en conversaciones sencillas. Los estudiantes leerán relatos básicos y tendrán la capacidad de escribir un párrafo breve.

Foundations English 4

Learners will improve their conversation skills so they can express themselves clearly in everyday conversations. Students will read a variety of texts & apply basic reading strategies as well as write short well-developed paragraphs.

Foundations English 5

Learners will express their ideas in sustained conversations on a variety of topics. Students will read a variety of texts & improve their comprehension. Students will write narrative, descriptive, & expository multi-paragraph compositions.

Foundations English 6

Learners will read increasingly complex texts & improve their comprehension. Students will write multi-paragraph narrative, descriptive & expository essays using the writing process.

Foundations English 7

Learners will develop oral fluency & express themselves clearly in sustained conversations. Students will read a variety of literary & informational texts to increase comprehension and write well-developed essays.

Foundations Writing 5-7

Learners will develop writing techniques & strategies to write academic essays. Organizing, drafting, editing & revising skills will be emphasized.

.... for Second Language Learners (Formerly Transitions).... P. 17

#	Course & Level	Starts	Ends	Days	Time	Location
2420	Foundations English 2	Sep 7	Nov 9	M/W/F	9:00-12:00PM	Mt. View Elementary
24A0	Foundations English 2	Nov 16	Feb 1	M/W/F	9:00-12:00PM	Mt. View Elementary
2220	Foundations English 2	Sep 13	Dec 13	T/Th	12:30-3:30PM	Terry Fox Library
2520	Foundations English 2	Sep 7	Nov 9	M/W/F	12:00-3:00PM	Vanier Centre
25A0	Foundations English 2	Nov 16	Feb 1	M/W/F	12:00-3:00PM	Vanier Centre
8011	Foundations English 2	Sep 8	Dec 1	T/Th	6:15-9:30PM	Gleneagle Secondary
8A11	Foundations English 2	Dec 6	Mar 27	T/Th	6:15-9:30PM	Gleneagle Secondary
4000	Foundations English 1/2 Speaking & Listening	Sep 8	Dec 1	T/Th	8:45-12:00PM	Montgomery
4A00	Foundations English 1/2 Speaking & Listening	Dec 6	Mar 27	T/Th	8:45-12:00PM	Montgomery
2421	Foundations English 1/2 Speaking & Listening	Sep 8	Dec 1	T/Th	8:45-12:00PM	Mt. View Elementary
24A1	Foundations English 1/2 Speaking & Listening	Dec 6	Mar 27	T/Th	8:45-12:00PM	Mt. View Elementary
8010	Foundations English 1/2 Speaking & Listening	Sep 8	Dec 1	T/Th	6:15-9:30PM	Gleneagle Secondary
8A10	Foundations English 1/2 Speaking & Listening	Dec 6	Mar 27	T/Th	6:15-9:30PM	Gleneagle Secondary
2423	Foundations English 3	Sep 7	Nov 9	M/W/F	12:15-3:15PM	Mt. View Elementary
24A3	Foundations English 3	Nov 16	Feb 1	M/W/F	12:15-3:15PM	Mt. View Elementary
4016	Foundations English 3	Sep 7	Nov 9	M/W/F	9:00-12:00PM	Montgomery
4A16	Foundations English 3	Nov 16	Feb 1	M/W/F	9:00-12:00PM	Montgomery
4015	Foundations English 3	Sep 7	Nov 9	M/W/F	12:15-3:15PM	Montgomery
4A15	Foundations English 3	Nov 16	Feb 1	M/W/F	12:15-3:15PM	Montgomery
2120	Foundations English 3	Sep 7	Dec 14	M/W	9:30-12:30PM	Port Moody Library
8017	Foundations English 3	Sep 8	Dec 1	T/Th	6:15-9:30PM	Gleneagle Secondary
8A17	Foundations English 3	Dec 6	Mar 27	T/Th	6:15-9:30PM	Gleneagle Secondary
4018	Foundations English 4	Sep 7	Nov 9	M/W/F	9:00-12:00PM	Montgomery
4A18	Foundations English 4	Nov 16	Feb 1	M/W/F	9:00-12:00PM	Montgomery
4020	Foundations English 4	Sep 7	Nov 9	M/W/F	12:15-3:15PM	Montgomery
4A20	Foundations English 4	Nov 16	Feb 1	M/W/F	12:15-3:15PM	Montgomery
7026	Foundations English 4	Sep 9	Nov 10	T/Th/F	9:00-12:00PM	CLOC
7A26	Foundations English 4	Nov 15	Jan 27	T/Th/F	9:00-12:00PM	CLOC
8012	Foundations English 4	Sep 8	Dec 1	T/Th	6:15-9:30PM	Gleneagle Secondary
8A12	Foundations English 4	Dec 6	Mar 27	T/Th	6:15-9:30PM	Gleneagle Secondary
2424	Writing & Representing 3/4	Sep 8	Dec 1	T/Th	12:15-3:30PM	Mt. View Elementary
24A4	Writing & Representing 3/4	Dec 6	Mar 27	T/Th	12:15-3:30PM	Mt. View Elementary
4005	Writing & Representing 3/4	Sep 8	Dec 1	T/Th	12:15-3:30PM	Montgomery
4A05	Writing & Representing 3/4	Dec 6	Mar 27	T/Th	12:15-3:30PM	Montgomery

P. 18 FOUNDATIONS ENGLISH

FOUNDATIONS ENGLISH 1-4 FOR ENGLISH SPEAKERS

Foundations English 1-4 is a literacy class for students who can speak & be understood in everyday English & need help to learn to read & write.

4035	Foundations English 1-4	Sep 7	Nov 9	M/W/F	9:00-12:00PM	Montgomery
4A35	Foundations English 1-4	Nov 16	Feb 1	M/W/F	9:00-12:00PM	Montgomery
Assessment Fee		All new students pay a \$25 assessment fee, which is non-refundable.				

FOUNDATIONS ENGLISH

Foundations & Foundations English Transition Courses cover the same learning. Foundations courses are for students who can speak & be understood in everyday English. Level 5-7 Foundations English classes ready students for high school credit English classes.

#	Course & Level	Starts	Ends	Days	Time	Location
4031	Foundations English 4-5	Sep 8	Dec 1	T/Th	6:15-9:30PM	Montgomery
4A31	Foundations English 4-5	Dec 6	Mar 27	T/Th	6:15-9:30PM	Montgomery
7025	Foundations English 5	Sep 7	Nov 9	M/W/F	9:00-12:00PM	CLOC
7A25	Foundations English 5	Nov 16	Feb 1	M/W/F	9:00-12:00PM	CLOC
4027	Foundations English 5-6	Sep 7	Nov 9	M/W/F	9:00-12:00PM	Montgomery
4A27	Foundations English 5-6	Nov 16	Feb 1	M/W/F	9:00-12:00PM	Montgomery
4036	Foundations English 5-6	Sep 7	Nov 9	M/W/F	12:15-3:15PM	Montgomery
4A36	Foundations English 5-6	Nov 16	Feb 1	M/W/F	12:15-3:15PM	Montgomery
4032	Foundations English 5-6	Sep 8	Dec 1	T/Th	6:15-9:30PM	Montgomery
4A32	Foundations English 5-6	Dec 6	Mar 27	T/Th	6:15-9:30PM	Montgomery
4037	Foundations English 6-7	Sep 7	Nov 9	M/W/F	12:15-3:15PM	Montgomery
4A37	Foundations English 6-7	Nov 16	Feb 1	M/W/F	12:15-3:15PM	Montgomery
7024	Foundations English 6-7	Sep 7	Nov 9	M/W/F	12:15-3:15PM	CLOC
7A24	Foundations English 6-7	Nov 16	Feb 1	M/W/F	12:15-3:15PM	CLOC
4033	Foundations English 6-7	Sep 8	Dec 1	T/Th	6:15-9:30PM	Montgomery
4A33	Foundations English 6-7	Dec 6	Mar 27	T/Th	6:15-9:30PM	Montgomery
4006	Writing and Representing 5-7	Sep 8	Dec 1	T/Th	12:15-3:30PM	Montgomery
4A06	Writing and Representing 5-7	Dec 6	Mar 27	T/Th	12:15-3:30PM	Montgomery
8013	Writing and Representing 5-7	Sep 8	Dec 1	T/Th	6:15-9:30PM	Gleneagle Secondary
8A13	Writing and Representing 5-7	Dec 6	Mar 27	T/Th	6:15-9:30PM	Gleneagle Secondary
Assessment Fee		All new students pay a \$25 assessment fee, which is non-refundable.				

HAVE YOU COMPLETED FOUNDATIONS 6 OR 7? COMMUNICATIONS 11 OR 12 COULD BE YOUR NEXT STEP!

Communications 11 is ideal for students who have successfully completed Foundation 6 or 7. Students registering for High School Credit courses must register online and pay a \$100 course deposit. To register students will have to contact the office to ask for their account information. Register @ www.CE43.com.

7A71	Communications 11	Sep 9	Nov 10	T/Th/F	12:00-3:00PM	CLOC
7A84	Communications 12	Nov 15	Jan 27	T/Th/F	12:00-3:00PM	CLOC

FREE ENGLISH LANGUAGE SERVICES FOR ADULTS-ELSA P. 19

ELSA

English Language Services for Adults. The ELSA program provides free basic & intermediate level English training & settlement information for adult newcomers to Canada. Coquitlam Continuing Education as well as ISS & SUCCESS provide ELSA classes in the Tri-Cities. To learn more about ELSA go to www.elsanet.org.

Who Can Take ELSA Classes? Newcomers to Canada 17 years of age or older & approved for permanent residence. Canadian citizens & refugee claimants cannot take ELSA classes in the Tri-Cities.

What Does It Cost? ELSA classes are free.
Daytime classes at Vanier Centre also have free child-minding for children 2-5 years of age.

How Do I Apply? To apply for the ELSA program, phone the Surrey or Vancouver Test Centre for an assessment time.

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

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

Course	Days	Location	Part-time
Literacy 1	TUESDAY-FRIDAY	Vanier Centre	9-12PM
Level 1	TUESDAY-FRIDAY	Montgomery Centre	9-12PM
Level 2	TUESDAY-FRIDAY	Vanier Centre	9-12PM
	TUESDAY-FRIDAY	Montgomery Centre	9-12PM
Level 3	TUESDAY-FRIDAY	Vanier Centre	9-12PM
	TUESDAY-FRIDAY	Montgomery Centre	9-12PM
Level 4	TUESDAY-THURSDAY	Montgomery Centre	9-12PM
	TUESDAY-FRIDAY	Vanier Centre	9-2:30PM
Level 4/5	TUESDAY / WEDNESDAY / THURSDAY	Gleneagle	6:30-9:30PM
Level 5	TUESDAY-FRIDAY	Montgomery Centre	9-12PM
	TUESDAY-FRIDAY	Vanier Centre	9-2:30PM

Class Locations **Montgomery Centre** **Gleneagle Secondary School** **Vanier Centre**
380 Montgomery Street, Coquitlam 1195 Lansdowne Drive, Coquitlam 1600 King Albert Avenue, Coquitlam
604 936 4261

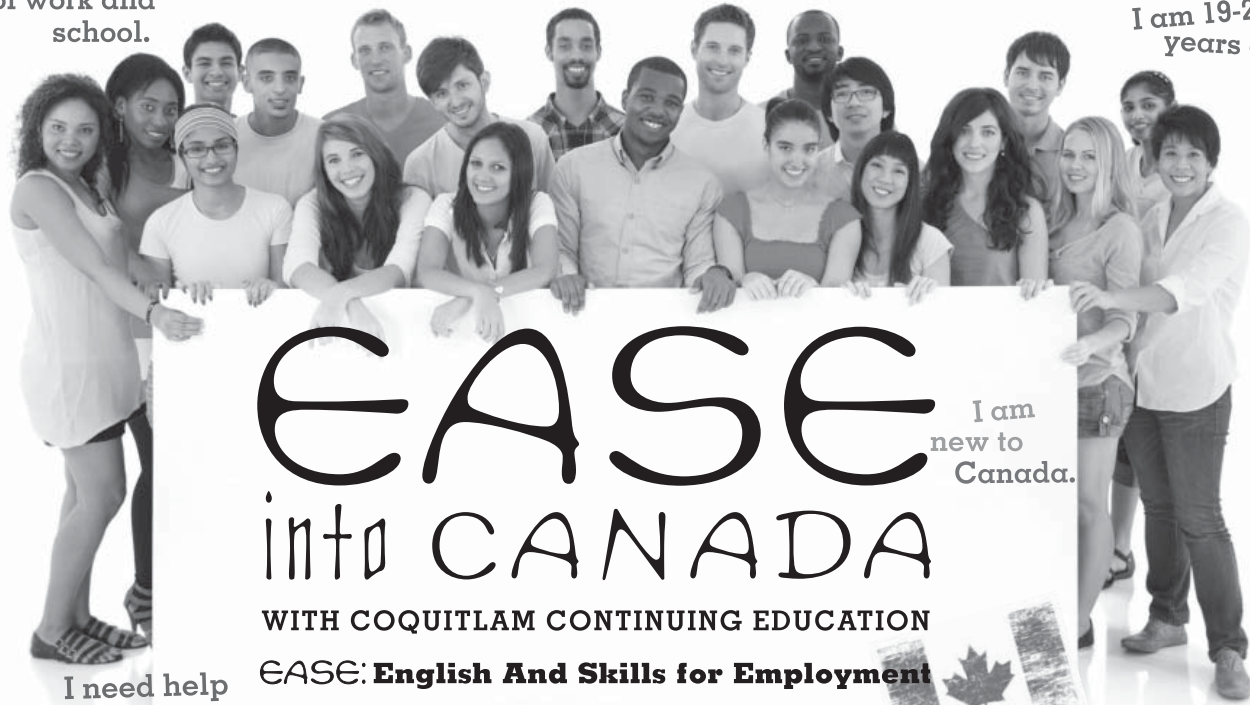
Registration Times Tuesday & Thursdays 12:00-1:30PM Tuesday & Thursdays 12:00-1:30PM

Where Can I Get More Information? www.elsanet.org



I'm out
of work and
school.

I am 19-25
years old.



I need help
with the language?

I am
new to
Canada.

EASE into CANADA

WITH COQUITLAM CONTINUING EDUCATION

EASE: English And Skills for Employment

Join us in this exciting new free 6 month program
to support the needs of 19-25 year olds.
We support young adults who have immigrated to Canada
and need help settling into their community
and finding work.

**The EASE program is
designed with four supports**

1. Intensive language training
(4 DAYS A WEEK)
2. Help with settlement in your
community (WEEKLY FIELDTRIPS)
3. Vocational training and help
with work placement and
follow up
4. Connect with other young
adults just like you

Additional services include;

- Access to:
- many free Adult Education
courses
 - support from an experienced
settlement worker

Help with work placement and
follow up.

Monthly bus pass
(ATTENDANCE REQUIRED)

Who is eligible?

Young adults who are Canadian
citizens, refugees or permanent
residents that:

- are 19-25 years of age
- are new to Canada in the
past 5 years
- have low intermediate
language skills or better
- are out of school, work or
underemployed and need
support

For January 2012 Start
CONTACT US
ease@sd43.bc.ca
604.619.6273

Where is the program?
Montgomery Centre,
380 Montgomery St. Coquitlam

Canada



WelcomeBC



"This project/initiative/etc. is made possible through funding from the Government of Canada and the Province of British Columbia."

ADMINISTRATIVE ASSISTANT / COMPUTERIZED ACCOUNTING DIPLOMA PROGRAMS

P. 21

2011 FALL 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.

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, by phone **604 936 4261** or in person 380 Montgomery Street.

Location/Date/Time: **4594-1** Administrative Assistant Diploma Program Fall Term:
Montgomery Centre, September 12 - November 25, MONDAY - FRIDAY 8:30-3:00PM

4595-1 Computerized Accounting Diploma Program Fall Term:
Montgomery Centre, September 12 - December 2, MONDAY - FRIDAY 8:30-3:00PM

FREE: **4399-1** Administrative Assistant & Computerized Accounting Diploma Program Information Session:
Students must pre-register. Call **604 936 4261**.
Montgomery Centre, September 7, WEDNESDAY 10:00-11:30AM

ADMINISTRATIVE ASSISTANT DIPLOMA PROGRAM \$3,296 11 Week Program *Fee includes text books

Access.....	.30 hrs	Excel Level 1.....	.15 hrs	Social Media.....	.6 hrs
Apply Your Skills.....	.24 hrs*	Excel Level 2.....	.15 hrs	Word Level 1.....	.15 hrs
Bookkeeping L1.....	.30 hrs	Excel Level 3.....	.15 hrs	Word Level 2.....	.15 hrs
Computer File Management	3 hrs	Outlook.....	.15 hrs	Word Level 3.....	.15 hrs
Keyboarding.....	.60 hrs	Payroll.....	.9 hrs		
Employment Preparation		PowerPoint.....	.15 hrs		
Techniques.....	.15 hrs	Simply Accounting.....	.30 hrs		
				Graduation typing speed 60 nwpm	

COMPUTERIZED ACCOUNTING DIPLOMA PROGRAM \$3,150 12 Week Program *Fee includes text books

Access.....	.30 hrs	Excel Level 1.....	.15 hrs	Payroll.....	.9 hrs
AccPac.....	.30 hrs	Excel Level 2.....	.15 hrs	QuickBooks.....	.30 hrs
Apply Your Skills.....	.15 hrs*	Excel Level 3.....	.15 hrs	Simply Accounting.....	.30 hrs
Bookkeeping L1&2.....	.60 hrs	Keyboarding.....	.30 hrs	Word Level 1.....	.15 hrs
Employment Preparation		Outlook.....	.15 hrs		
Techniques.....	.15 hrs				

New



P. 22 COMPUTER.....

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. Comprehensive manual included. Prerequisite: basic knowledge of Windows.

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

8358-1 T Sep 20 6:30-9:30PM

\$349 / 8 sessions..... Montgomery

4560-1 M-F Nov 7 12:00-3:15PM

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, & trouble-shoot 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.

FREE.....Riverside

3C12-1 W Sep 14-Jan 25 6:30-9:30PM

COMPUTER FILE MANAGEMENT

Organize documents & photos. 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

4573-1 Th Sep 22 8:30-11:30AM

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

8573-1 T Nov 29 6:30-9:30PM

DRAFTING - AUTOCAD

An online introduction to the basics of 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.

FREE.....Riverside

3C11-1 M Sep 12-Jan13 6:30-9:30PM

EXCEL 2010 LEVEL 1

This course introduces you to the most popular spreadsheet program. Learn to create basic worksheets, enter text values & formulas, enhance appearance of worksheets using formatting techniques plus save & print worksheets. Comprehensive manual included.

\$189 / 5 sessions..... Montgomery 2010

4545-1 T Sep 20 6:30-9:30PM

4549-1 M-F Oct 3 12:00-3:00PM

4542-1 F/M/W Oct 21 12:00-3:00PM

4546-1 M-F Oct 24 3:15-6:15PM

EXCEL 2010 LEVEL 2

This course is designed for people who are familiar with basic functions of Excel & wish to take advantage of its more powerful aspects. Focus is on custom formatting, advanced formula functions, range names, database functions, etc. Comprehensive manual included. Prerequisite: Excel 2010 Level 1 or equivalent.

\$189 / 4 sessions..... Montgomery

4551-1 T-F Oct 11 12:00-3:15PM

4541-1 W/F/M Nov 2 12:00-3:15PM

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

4550-1 T Oct 25 6:30-9:30PM

4544-1 M-F Oct 31 3:15-6:15PM

EXCEL 2010 LEVEL 3

Use some advanced features to work with different types of reports. Students will look at some productivity tools to increase data entry, features to enable collaboration with others, & use various commands to analyze large numerical reports. Comprehensive manual included. Prerequisite: Excel 2010 Level 2 or equivalent.

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

4553-1 M-F Oct 17 12:00-3:00PM

INTRODUCTION TO COMPUTERS

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

\$199 / 9 sessions..... Montgomery

4521-1 T/W/Th Sep 27 3:15-6:15PM

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 / 5 sessions..... Montgomery

4528-1 M-F Sep 12 8:30-11:30AM

4529-1 M-F Sep 26 8:30-11:30PM

4527-1 W/F/M Oct 12 12:00-3:00PM

4530-1 M-F Nov 7 8:30-11:30AM

4532-1 W/F/M Nov 16 8:30-11:30AM

4526-1 M-F Nov 21 8:30-11:30AM

\$95 / 5 sessions..... Gleneagle

8222-1 Th Sep 15 6:30-9:30PM

KEYBOARDING SPEED TEST

What is your typing speed? Come in & practice your skills. A certificate of speed level will be issued. Call Leanne @ **604 936 4261** to book a date & time.

\$45 / 1 session..... Montgomery
4584-1 M-F Ongoing up to 2 hrs

MAC: APPS

New

APPS (applications or Gidget bar on our Mac). APPS is an abbreviation for Application. An APP is a piece of software, runs on the Internet, on your computer, your phone or other electronic device. Learn about how to get free & paid APPS, some will even give you training for your new device like the iPad Tutor for \$4.99 & many more. Download & play free games. Learn how to create an account, & get the software available.

\$49 / 1 session..... Gleneagle
8842-1 T Nov 1 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!
Comprehensive manual included.

\$189 / 5 sessions..... Montgomery
4506-1 M-F Oct 24 12:00-3:00PM

\$189 / 5 sessions..... Montgomery
4508-1 T/Th Nov 29 6:30-9:30PM

POWERPOINT 2010

Create an effective presentation that gets your point across. Create overheads, on-screen shows, slides, handouts. Manual included.

\$189 / 5 sessions..... Montgomery
4564-1 M-F Oct 3 8:30-11:30AM

SOCIAL MEDIA

Facebook, LinkedIn, Twitter: these social media tools are rapidly becoming the primary methods for connecting & communicating online. Since they are 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
4567-1 F/T Sep 23 8:30-11:30AM
4568-1 W Oct 5 6:30-9:30PM

WEBSITE CREATION

Learn the concepts of creating a website for your small business or family. Start with your design concept, create individual pages & link pages. Register a domain name, host the website on a web server, & get it registered with Google. Leave with a fully functioning basic web site & the tools to maintain & expand it. Prerequisite: familiarity with using a browser to view & navigate websites. Some knowledge of HTML would be an advantage.

\$349 / 10 sessions..... Montgomery
4319-1 M-F Sep 12 3:15-6:30PM

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. Manual included.

\$189 / 5 sessions..... Montgomery
4547-1 M-F Sep 12 12:00-3:00PM

\$189 / 5 sessions..... Gleneagle
8365-1 Th Sep 22 6:30-9:30PM

WORD 2010 LEVEL 2

If you have learned the basic skills of Word, 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
4552-1 F/M/W Sep 23 12:00-3:00PM

4554-1 M-F Sep 19 12:00-3:00PM

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

8367-1 Th Oct 27 6:30-9:30PM

WORD 2010 LEVEL 3

Students will learn some intermediate to 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

4596-1 M-F Sep 26 12:00-3:00PM

P.24 ACCOUNTING.....

ACCPAC

New

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.

\$349 / 10 sessions..... CLOC

7531-1 M Sep 26 6:30-9:30PM

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

4531-1 M-F Nov 28 8:30-3:00PM

BOOKKEEPING LEVEL 1

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

4261-1 M Sep 19 6:30-9:30PM

\$219 / 9 sessions..... Montgomery

4262-1 M-F Oct 11 8:30-11:30AM

BOOKKEEPING L1&2 (COMBINED)

New

This non-computerized course will cover the fundamentals of basic accounting. You will learn how to set up & maintain accurate business records for a service & merchandising business using the double entry accounting system, analyze business transactions, record journal entries, post to ledger accounts & close the ledger, prepare worksheets & financial statements. This course continues with more advanced levels of bookkeeping. Students will learn some of the more common generally accepted accounting principles (GAAP), how to complete six & eight column worksheets, depreciation methods, yearend adjusting entries, closing entries, how to analyze a financial statement using ratios & percentage analyzes & partnership accounting. Includes \$150 text book.

\$495 / 17 sessions..... Gleneagle

8263-1 Th Sep 15 6:00-9:30PM

\$495 / 19 sessions..... Montgomery

4263-1 M-F Sep 19 12:00-3:00PM

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 hand calculator & 12" (30 cm) ruler.

\$89 / 3 sessions..... Montgomery

4562-1 M-W Sep 19 8:30-11:30AM

4570-1 M/T/Th Nov 7 6:30-9:30PM

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. Comprehensive manual included.

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

4353-1 W Sep 21 6:30-9:30PM

\$349 / 8 sessions..... Montgomery

4509-1 M-F Nov 7 3:30-6:30PM

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

8373-1 Th Sep 22 6:30-9:30PM

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

4510-1 M-F Oct 24 8:30-11:30AM

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EMPLOYMENT PREPARATION

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

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

4533-1 Th/T-F Sep 29 12:00-3:00PM

4525-1 M-F Oct 31 12:00-3:00PM

HOW TO GET BETTER GRADES 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

8817-1 T Oct 4 7:00-8:30PM

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.

\$349 / 5 sessions..... CLOC

7380-1 S Sep 17 9:30-3:30PM

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.

\$89 / 1 sessions..... CLOC

7378-1 S Dec 10 9:30-3:30PM

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.

\$349 / 5 sessions..... CLOC

7381-1 S Oct 29 9:30-3:30PM

ITALIAN: BEGINNERS

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

8788-1 T/Th Sep 20 7:00-9:30PM

SPANISH: BEGINNERS

Conversational & grammatical Spanish. No previous knowledge of Spanish required. Focus is on everyday usage of the language & vocabulary for travelers. \$15 textbook purchase required the 1st night.

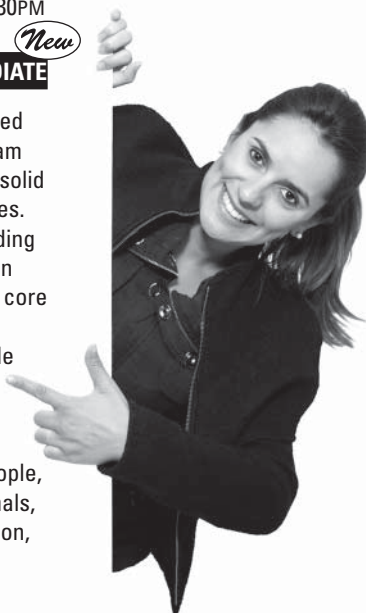
\$195 / 14 sessions..... Gleneagle

8784-1 T/Th Sep 20 7:00-9:30PM

Bruneau

8785-1 T/Th Sep 20 7:00-9:30PM

Thorliefson



P. 26 BUILDING WORKERS CERTIFICATE & TESOL.....

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, by phone **604 936 4261** or in person 380 Montgomery Street.

Location/Date/Time **4200-1** Building Workers Certificate Program Fall Term:
Montgomery Centre, September 19 - November 7, 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.

Job Guidance: Resume building & direct contact with job placement opportunities for immediate employment overseas.

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, by phone **604 936 4261** or in person 380 Montgomery Street.

Location/Date/Time **8400-1** TESOL Certificate Program Fall Term:
Gleneagle High School, September 20 - December 6, TUESDAY/WEDNESDAY/THURSDAY 6:30-9:30PM

FREE: TESOL Certificate Program Information Session:
Students must pre-register. Call **604 936 4261**.
8401-1 Gleneagle High School, September 13, TUESDAY 7:00-8:30PM

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.	
	Diploma	Certificate
Core Courses	120 hrs	100 hrs
Elective Courses	160 hrs	60 hrs
Skill Enhancement	60 hrs	40 hrs
Total # Hours	340 (minimum)	200 (minimum)
Years to Complete	within 4	within 3
Successful Completion	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.

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 in fee.

\$199 / 8 sessions Montgomery
4279-1 M Sep 19 7:00-9:30PM

DECORATING STYLES 1

Each decorating style is unique unto itself. Recognition & selection of the appropriate background coverings, furnishings & the specific characteristics of the themes that comprise traditional & country style will be covered. Prerequisites: Light, Fibers to Fabrics, Furniture Selection & Background Coverings. Manual included in fee.

\$199 / 8 sessions..... Montgomery
4284-1 Th Oct 6 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 Montgomery
4299-1 W Aug 24 1:00-2:30PM
4210-1 W Sep 7 6:00-7:30PM

PROJECT MANAGEMENT

It is the responsibility of the decorator to seek information & maintain records of products & labor specific to each client. Learn how to administer a decorating job from the beginning to the end. Prerequisites: Light, Background Coverings, Fibers to Fabrics, Furniture Selection & Window Coverings. Manual included in fee.

\$199 / 8 sessions..... Montgomery
4283-1 W Sep 21 7:00-9:30PM

WINDOW COVERINGS

To select the best coverings, soft & hard, for function & aesthetics, learn which coverings are appropriate for the decorating styles, window openings, available hardware, & how to measure. Prerequisites: Fibers to Fabrics. Required: calculator. Manual included in fee.

\$199 / 8 sessions..... Montgomery
4280-1 T Sep 20 7:00-9:30PM



P. 28 MEDICAL OFFICE ASSISTANT DIPLOMA PROGRAM.....

2011 FALL 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 & Excel 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. 12 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 Tobi today to discuss your training options **604 936 4261**.

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: \$565 Medical text books fee required. Due the first day of of class. Microsoft manuals included in 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 **4593-1** Medical Office Assistant Diploma Program Fall Term:
Montgomery Centre, September 12 - December 1, MONDAY - FRIDAY 8:30-3:00PM

FREE Medical Office Assistant Diploma Information Sessions:
Students must pre-register. Call **604 936 4261**.

4504-1 Montgomery Centre, September 1, THURSDAY 11:00-12:30PM

4505-1 Montgomery Centre, October 12, WEDNESDAY 7:00-8:30PM

4502-1 Montgomery Centre, December 7, WEDNESDAY 7:00-8:30PM

MEDICAL OFFICE ASSISTANT DIPLOMA PROGRAM \$3828

15 Week Program

Electronic Medical Records.....	15 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 ..	15 hrs	Word 2010 Level 1.....	15 hrs
Keyboarding.....	30 hrs	Word 2010 Level 2.....	15 hrs
Medical Office Billing.....	30 hrs	Practicum.....	120 hrs



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. Electronic medical records are essential to health care using knowledge in new ways for more effective, efficient & affordable health care. 75% overall mark is required to pass. \$40 manual fee required.

\$189 / 3 sessions..... Montgomery

4410-1 T/Th Nov 29 8:30-3:00PM

*1st class: 8:30-11:30, 2 & 3rd classes 8:30-3:00

FIRST AID

Industry Standard first aid is required for all Medical Office Assistants. Students will receive the current industry standard training from St. Johns Ambulance. Text book included. For full time or part time MOA students only.

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

4408-1 Th/F Dec 8 8:30-5:30PM

MEDICAL CLINICAL PROCEDURES

This aspect of the Medical Office Assistant Course covers minor surgery instrument knowledge, lab testing, filing, administration & more hands on appliances. Appointment scheduling will also be covered. Prerequisite: Medical Terminology & Anatomy. 75% overall mark is required to pass. \$100 textbook purchase required.

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

4407-2 T/Th Oct 25 8:30-11:30PM

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.

\$279 / 9 sessions..... Montgomery

4416-1 M Sep 12 6:30-9:30PM

\$279 / 10 sessions..... Montgomery

4440-1 W/F/M Nov 23 8:30-11:30PM

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 textbook purchase required.

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

4402-1 T/Th Oct 11 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. Learn to apply medical terminology in a clinical setting to help you prepare for a career in hospital departments, medical clinics, labs & more. 75% overall mark is required to pass. \$100 textbook purchase required.

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

4403-1 M-F Sep 12 8:30-11:30AM

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

7820-1 S Sep 17 9:30-3:00PM

\$349 / 7.5 sessions..... Montgomery

4400-1 M-F Dec 12 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

4404-1 M-F Oct 3 8:30-11:30AM

MEDICAL DOCUMENT TRANSCRIPTION

Covers a variety of consult & other medical reports. Students will use computers & wave pedals to transcribe their medical documents. Students will learn what it takes to do transcription from home & in medical settings. 75% overall mark is required to pass. \$95 textbook purchase required.

\$295 / 13 sessions..... Gleneagle

8409-1 T/Th Sep 13 6:30-9:30PM

\$295 / 13 sessions..... Montgomery

4401-1 M/W/F Oct 24 8:30-11:30AM

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. \$75 manual purchase required.

\$149 / 5 sessions..... Montgomery

4379-1 T/Th Sep 13 12:00-3:00PM

\$149 / 3 sessions..... CLOC

7379-1 S Nov 26 9:30-3:00PM

P. 30 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 co-ordination 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: Laptop computer with 2-4 training 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, by phone **604 936 4261** or in person 380 Montgomery Street.

Location/Date/Time: **4592-1** Dental Receptionist Certificate Fall Term:
Montgomery Centre, September 20 - January 31, TUESDAY & THURSDAY 9:00-2:15PM

FREE: Dental Receptionist Certificate Program Information Sessions.

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

4298-1 Montgomery Centre, August 24, WEDNESDAY 1:00-3:00PM

4297-1 Montgomery Centre, September 15, THURSDAY 7:00-9:00PM

DENTAL RECEPTIONIST CERTIFICATE PROGRAM **\$3895 (includes lap top computer & 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 on Abledent, will be covered as well as 2 additional dental software programs if time permits.