

FORMERLY LANGLEY CONTINUING EDUCATION



FRASER VALLEY
**CONTINUING
EDUCATION**


SERVING DELTA, SURREY, WHITE ROCK, LANGLEY, ABBOTSFORD, AND CHILLIWACK

2020 WINTER/SPRING COURSE CATALOGUE



**Our MOA
Program
is back!**
See pages 6 & 7

REGISTER RIGHT NOW, AND SEE EVEN MORE OFFERINGS AT:
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credits...
...not the
classroom?

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If you're a Grade 10-12 student or adult learner, you can enroll now in our online courses. You'll get great support from BC certified teachers in Abbotsford School District. You can work from home, at school, or both. It's perfect if you need a more flexible schedule, if you need upgrading, or would benefit from a change in your learning environment.

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Gateway is a twelve-week employment program, funded by the Ministry of Advanced Education, Skills and Training focusing on the nine essential skills from employer's point of view and up to five additional short term occupational certifications.

- 25 hours per week

- 12 week program

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Phone: 604-533-4227

Register online at FraserValleyContinuingEducation.ca

A message from the Registrar, Barb Nelson



This fall, we accomplished a great deal in a short time!

Among other things, we've settled in nicely at our new office on Logan Avenue at 56th, in the middle of downtown Langley. We've seen class sizes grow, and new classes have been added in a variety of categories. Our new online registration system means Students can register 24 hours a day. We've also grown our staff to make sure we keep up with demand!

We're so proud to announce even more growth coming in the next few months, including our Medical Office Assistant (MOA) program, which has returned after a long absence. This program is even more robust than before, including AMOA and Clinic Manager Certificates, as well as the standard MOA. Check out pages 6 and 7 for more details.

Not sure what direction you want to take in your training journey? Check the opposite page here for our FREE information sessions, which give you the opportunity to explore the curriculum, learn about time commitments and pricing, and ask any questions you have from the Instructor for the program. These sessions have no cost, but you must reserve a seat by visiting our website, please find the link on the bottom of this page.

Our new location on Logan Avenue is already expanding, including our beautiful boardroom that can accommodate up to a dozen Students, and soon, our Computer Lab will move into a larger brand new room that can accommodate more Students. And, early in the new year, a second classroom is being enlarged to give us a flexible classroom capable of housing class sizes up to 20 people! Watch for announcements about all of this in the coming weeks.

We're always looking for ways to improve your learning experience. Please don't hesitate to get in touch with us via our contact form on the website, and please follow us on social media! A list of our accounts is on page 3.

Sincerely,

Barb Nelson

WHERE TO FIND YOUR CLASS

Continuing Education Registration Offices, Computer Lab, and boardroom

Suite 204, 20621 Logan Ave, Langley

Continuing Education Classroom

Suite 104, 20641 Logan Ave, Langley

Credo Christian High School

21846 - 52nd Avenue, Langley

Brookwood Secondary

20902 - 37A Avenue, Langley

Sunrise Floral

18119 83 Avenue, Surrey

Registration is now open for all Winter and Spring 2020 programs!

Registration for Fall 2020 programs opens August 1, 2020.

Information Sessions

All information sessions are FREE, but you must sign up in advance.
Please visit our website for details, or call the office at 604-533-4227.

Dental Receptionist Program

Instructor Pam Welch

Overall Program length:
· 16 weeks

Program Start dates:
· Feb 11, 2020
· Sept 15, 2020

Information Session Location:
FVCE Boardroom, Suite 204-20621
Logan Ave Langley

Information Session Times:
· Mon Jan 13, 7pm-8pm
* Mon Jan 27, 7pm-8pm

More information on page 8.

Medical Office Assistant Program

Instructors Patti Scott and Marilyn Lawrie

Overall Program length:
· Approx. 3 mos

Program Start dates:
· Jan 13, 2020

Information Session Location:
FVCE Boardroom, Suite 204-20621
Logan Ave Langley

Information Session Times:
· Tues Jan 7, 7pm-8pm

More information on pages 6 & 7

CORE and Administrative Assistant Programs

Instructor Hank Boven

Overall Program length:
· Varies, app 3 mos to 2 years

Program Start dates:
· Jan 13, 2020

Information Session Location:
FVCE computer lab
Suite 204-20621 Logan Ave
Langley

Information Session Times:
· Thurs Jan 16, 7pm - 8pm
· Thurs Jan 23, 10am - 11am
· Mon Feb 3, 10am - 11am
· Tues Feb 4, 7pm - 8pm

More information on pages 9, and 15-21.

Microsoft and Other Computer Classes

Instructor Hank Boven

For classes described on page 17 through 21.

Program Start dates:
· Jan 13, 2020

Information Session Location:
FVCE computer lab
Suite 204-20621 Logan Ave
Langley

Information Session Times:
· Thurs Jan 16, 6:30pm - 7pm
· Thurs Jan 23, 9:30am - 10am
· Mon Feb 3, 9:30am - 10am
· Tues Feb 4, 6:30pm - 7pm

Key Terms to Remember:

A "class" is a single date where lessons take place.

A "session" is also a single date where lessons take place, typically there are multiple sessions that make up an entire series, ie. a course.

A "course" is a series of sessions or classes.

A "program" is a collection of courses designed to work together to achieve an educational goal. These usually have a certification.

An "offering" is when a course is taught more than one time, to suit your schedule. If you sign up for Offering 1, you need to attend all the sessions in that Offering, not leap across to other Offerings.

Medical Office Assistant Certificate Program

Please see our website for longer descriptions of each of these classes.

We're so proud that this program has returned to Langley! Now fully revised and updated, in addition to the conventional MOA, we now also offer an Allied Medical Office Administrator designation. Allied Healthcare is the fastest growing sector in the healthcare industry. Per capita spending on Allied Care in Canada is 30% of all healthcare spending, and is growing at almost double the rate of the traditional medical industry. Research shows for every 100 healthcare jobs posted online, approximately 33% are for AMOA (Allied Medical Office Administrator) for which **there is no current local training other than this program.**

Allied care includes but is not limited to: Chiropractic Doctors, Naturopathic Doctors, Physiotherapists, Registered Massage Therapists, Kinesiologists, Acupuncturists, Midwives, Registered Clinical Counsellors, Psychologists, social services, addictions, and more.

Both programs provide immediate, actionable training solutions for Students who desire entry to highly-rewarding administrative careers in healthcare administration. Practicum placements during the program can be arranged personally with the instructor.

Basic Medical Terminology \$499.00 +GST

Program: MOA

Medical terms, spelling, pronunciation, pharmacology and more. This is not a biology course.

Offering 1: Tues, Jan 14 to Mar 24, 6:30pm to 9:30pm

Offering 2: Tues and Thurs, May 19 to Jun 18, 6:30pm to 9:30pm

MOA Office Procedures \$499.00 +GST

Program: MOA

This course will cover scheduling, referrals, requisitions, medical asepsis, instrument sterilization and clinical skills (urinalysis, vitals etc).

Offering 1: Mon and Wed, Jan 13 to Feb 12, 6:30pm to 9:30pm

Offering 2: Tues and Thurs, Jun 23 to Jul 23, 6:30pm to 9:30pm

Ethics and Confidentiality \$499.00 +GST

Program: MOA

The healthcare field requires and strong foundation in ethics and confidentiality. This course will cover all aspects of privacy and security and the medical records.

Offering 1: Sat, Jan 25 to Feb 22, 9am to 5pm

Offering 2: Sun, Jun 7 to Jun 28, 9am to 5pm

Medical Billing & EMR Fluency \$499.00 +GST

Program: MOA

The Electronic Medical Record (EMR) is the foundation of the practice. It manages the scheduling, patients' medical records, and medical billing.

FVCE Computer Lab, Suite 204-20621 Logan Ave. Langley

Offering 1: Sun, Jan 26 to Feb 16, 9am to 5pm

Offering 2: Sun, Jul 5 to Jul 26, 9am to 5pm

Course Details

For all on this page

Program total \$1996.00 +GST

Course Details:

Each course 30 hours, number of Sessions varies by schedule

Class Location, unless otherwise noted:

FVCE Classroom,
Suite 104-20641 Logan Ave,
Langley

Textbooks:

Textbooks not included and must be paid for with your registration.

Intro to Allied Health & Allied Terminology \$499.00 +GST **Program: AMOA**

Building a solid foundation of knowledge about the industry, why patients are seeking Allied services more than ever before and what that means to administrators as service providers.

Offering 1: Tues and Thur, Apr 14 to May 14, 6:30pm to 9:30pm

AMOA Office Procedures \$499.00 +GST **Program: AMOA**

This course is instrumental to all successful Allied administration jobs, equipping Students to provide accurate, accountable support services to practice owners, professional practitioners and patients.

Offering 1: Sat, Apr 26 to May 24, 9am to 5pm

Allied EMR, Billing, Reconciliation \$499.00 +GST **Program: AMOA**

Learning how to use Allied Electronic Medical Records software for scheduling and billing. Students will provide patients with efficient access to providers, learn efficient administrative chart recording and complete billing.

FVCE Computer Lab, Suite 204-20621 Logan Ave. Langley

Offering 1: Sat, May 23 to Jun 13, 9am to 5pm

Patient Journey Mapping \$499.00 +GST **Program: AMOA**

Students will become adept at answering patient questions, learning how pain affects patient behaviour, and how to evaluate processes against outcome, providing directions to various providers and treatment access options.

Offering 1: Sat, Mar 7 to Apr 4, 9am to 5pm

Course Details For all on this page

Program total \$1996.00 +GST

Course Details:

Each course 30 hours, number of Sessions varies by schedule

Class Location, unless otherwise noted:

**FVCE Classroom,
Suite 104-20641 Logan Ave,
Langley**

Textbooks:

Textbooks not included and must be paid for with your registration.

Coming Fall 2020 - NEW Clinic Manager Designation

Having management oversight in both Primary and Allied clinical environments is one of the fastest growing career upgrades in healthcare. Practice owners everywhere are looking for Administrators who have a mind for taking care of business, not just patients and practitioners. Research shows for every 100 healthcare jobs posted online, approximately 33% are for Clinic Manager, **for which there is no current local training other than this program.** The Clinic Management program is suitable for currently employed MOA's or Clinic Supervisors who want to upgrade theoretical and practical management skills, or for experienced managers from other industries who are interested in career opportunities in the high-demand, high-stakes world of healthcare. Watch our website or our social media profiles for announcements.



About Patti Scott, Program Instructor

Patti Scott has been in healthcare for over 30 years. She is a project manager for the Fraser Northwest Division of Family Practice, and holds a BA in Adult Education. She is also an instructor at BCIT and VCC, and has taught with this program since 1998.



About Marilyn Lawrie, Program Instructor

Marilyn brings over 14 years of experience as a business owner and change management consultant in healthcare. She has taught and consulted to private industry as well as with SFU, UFV, Surrey and Langley Continuing Ed. Marilyn's passion is helping Students reach their healthcare career potential.

Dental Receptionist Certificate Program

Course Details

Total Program \$3899.00 +GST
(Monthly payment plan available.)

Program Dates:

32 sessions, plus practicum
Offering 1: Feb 11 to Jun 4
Offering 2: Sept. 15, 2020

Class days and times:

Tues and Thurs
9am to 2:15pm

Class Location:

FVCE Classroom,
Suite 104-20641 Logan Ave,
Langley

This program has gained a reputation throughout the local dental community for producing capable and well-trained graduates. Taught by an Instructor who has been active in the industry for over 40 years, this program will prepare you to be placed immediately into any busy dental practice, and know that you can handle anything the job throws at you.

Students receive functional training in the areas of dental office administration, introduction to dentistry, tooth anatomy, dental terminology, legal conduct and ethical standards, effective communication, appointment scheduling, dental billing, records management, accounts management, and much more.

For a full program description, please visit our website, at:

<https://fraservalleycontinuingeducation.ca/dental-receptionist-certificate-program/>

Prerequisites:

- Grade 12 or mature Student status
- Strong verbal and written proficiency in English (ESL testing may be required)

Graduation Requirements:

- 90% attendance
- 70% grade average
- Two-week full-time practicum (total 64-80 hours)

Course Fees Include:

- Use of a laptop computer, pre-loaded with all required software
- Dental Office Administration Binder
- Dental Fee Schedule Binder
- All materials and supplies other than pens, pencils, tabbed dividers and 3-ring binder, which Students must supply

This program has an information night available. Please see times and dates on page 7, or at our website.



About Pam Welch, Program Instructor

With more than 42 years of practical field experience, Pam Welch still consults to current dental practices regarding office procedures and efficiencies. Her Students are therefore some of the most in-demand graduates in the local dental community. She has spent more than 30 years refining and delivering this program at various institutions in the Lower Mainland.

Business Skills Certificate Programs

For 2020, all of our business skills programs are now structured based on an entry program known as **CORE, Career Opportunities Required Essentials**, which contains our basic elements common to all our business Certificate programs. The CORE is therefore a prerequisite for the Administrative Assistant Certificate, the Computerized Accounting Certificate, and our Certificate of Computer and Clerical Proficiency. Please note that although each individual class within CORE has a Certificate of Completion, the CORE is not a Certificate Program of its own.

To receive the pricing shown for each certificate, Students must register for all of these courses and make payment at the same time. Please call the office for more information or to register, at 604-533-4227.

CORE courses:

**Discounted package price
\$1159.99 +GST**

- Computer Basics 2
- MS Word Level 1
- MS Word Level 2
- MS Excel Level 1
- MS Excel Level 2

Computerized Accounting Certificate

Must complete CORE plus ALL of the following courses, except where OR options are noted.

**Discounted package price
\$2355.99 +GST**

- Keyboarding OR Keyboarding Plus
- Bookkeeping and Introductory Accounting
- Payroll Fundamentals
- MS Excel Level 3
- Sage 50 Part 1
- Sage 50 Part 2
- Quickbooks Part 1
- Quickbooks Part 2
- MS Outlook Level 1

Certificate of Computer and Clerical Proficiency for the Business Office

Must complete CORE plus 6 more credits from ANY of the following.

**Discounted package price
\$660.99 +GST**

- Bookkeeping and Introductory Accounting, 4 credits
- Keyboarding, 2 credits
- Keyboarding Plus, 2 credits
- MS Word Level 3, 2 credits
- MS Excel Level 3, 2 credits
- Sage 50 Part 1, 3 credits
- Sage 50 Part 2, 3 credits
- Quickbooks Part 1, 3 credits
- Quickbooks Part 2, 3 credits
- MS PowerPoint Level 1, 2 credits
- MS PowerPoint Level 2, 2 credits
- MS Outlook Level 1, 2 credits
- MS Outlook Level 2, 2 credits
- Supervisory Skills Level 1, 2 credits

Administrative Assistant Certificate

Must complete CORE plus ALL of the following courses, except where OR options are noted.

**Discounted package price
\$2389.99 +GST**

- Keyboarding OR Keyboarding Plus
- Bookkeeping and Introductory Accounting
- MS Word Level 3
- MS Excel Level 3
- Sage 50 Part 1 OR Quickbooks Part 1
- Sage 50 Part 2 OR Quickbooks Part 2
- MS PowerPoint Level 1
- MS Outlook Level 1
- Supervisory Skills Level 1

Want to know more? Attend an Information Session

Ask questions of the Instructors, or discuss time commitments and cost. Sessions are held evenings at our location in downtown Langley. Please see page 7 or our website for scheduled times.

Just for Small Business

Please see our website for longer descriptions of each of these classes.

Social Media for Business for Beginners \$160.00 +GST Instructor Peggy Richardson

An easy entry to social media for the average small business, without complicated too-large plans, and targeted to simple, small actions. This class is suitable for those who are new to social media for their business, those who've had a bad experience with social media, or those wishing to "fill in the blanks". Suitable for retailers, service businesses such as printers and realtors, and other small businesses including restaurants, clothing and furniture stores, consultants, and nonprofits. Attendees should have solid basic computer confidence. Class limited to 14. Bring your laptop or tablet.

Class Location: FVCE Boardroom, 204-20621 Logan Ave Langley

Only 1 Offering: Sat, Feb 8, 9am to 4pm

Supporting Your Business with Social Media Content \$80.00 +GST Instructor Peggy Richardson

A follow-up course for small businesses using social media for their businesses. Once you have the basics nailed down, how do you create enough content for social media, without going crazy? We will explore several ways to create valuable, appropriate content for your business that does not take a lot of time, money, or special equipment. Please note that this class has a prerequisite of our companion class, "Social Media for Business for Beginners", or at least a year of hands-on experience managing multiple social media accounts for a business. Class limited to 14. Bring your laptop or tablet.

Class Location: FVCE Boardroom, 204-20621 Logan Ave Langley

Only 1 Offering: Tues, Mar 3, 6pm to 10pm

Introduction to WordPress \$80.00 +GST Instructor Peggy Richardson

A clear and simple introduction to the most popular website platform in the world. This class is suitable for those new to WordPress, or those wishing to "fill in the blanks", using WordPress for a business website, a nonprofit, a personal blog, a photo gallery, an event website, or almost any other web presence. No web design experience is necessary, but attendees should have solid basic computer confidence. Class limited to 14. Bring your laptop or tablet.

Class Location: FVCE Boardroom, 204-20621 Logan Ave Langley

Only 1 Offering: Mon, Feb 10, 6pm to 10pm

WordPress for Your Business Website \$80.00 +GST Instructor Peggy Richardson

A follow-up course for small businesses using WordPress to manage their company website. Businesses need to manage special situations like online credit card sales, tracking site statistics, managing customer service actions, and using their websites to build mailing lists and attract new clients. Please note that this class has a prerequisite of our companion class, "Introduction to WordPress", or at least a year of hands-on experience managing a WordPress site in the current version. Class limited to 14. Bring your laptop or tablet.

Class Location: FVCE Boardroom, 204-20621 Logan Ave Langley

Only 1 Offering: Tues, Feb 11, 6pm to 10pm



About Peggy Richardson, Instructor

Peggy is a specialist in technical marketing strategy and implementation, with more than 25 years of experience working in IT, marketing, and digital publishing. She is also the Marketing Manager for the Fraser Valley Wedding Festival, the Westcoast Small Home Expo, and for Fraser Valley Continuing Education.

Living the Digital Life

Courses from BC Bestselling Author Angela Crocker

Declutter Your Data \$55.00 +GST Instructor Angela Crocker

Technology makes things faster, and simpler. At the same time, with all the technology that surrounds us on a daily basis, we are awash in too much information. Our computers, phones, tablets, work projects, financial records, and online accounts all store data. A lot of data. Declutter Your Data is for anyone who is interested in making better use of technology, cleaning up digital clutter, and coming up with an organized and efficient way to access data going forward. Bring your laptop or tablet.

Figure out what data is important to you, clear out what you don't need, and organize the files you want to keep. In this informative and practical session, you will:

- Discover the scope of your digital footprint.
- Explore strategies to tame your email inbox.
- Identify steps to assess your digital friendships.
- Reevaluate the apps you've downloaded.
- Consider time management methods to use screen time efficiently

This workshop is designed for technology users of all technical abilities wanting to organize their digital life. The strategies discussed are applicable to all digital platforms including iOS, Mac OS, Android, and Windows.

Class Location: FVCE Boardroom, 204-20621 Logan Ave Langley

Offering 1: Tues, Feb 25, 6:30pm to 8:30pm

Offering 2: Sat, Apr 4, 10am to noon

Offering 3: Sat, May 30, 10am to noon

Digital Life Skills for Youth: A Workshop for Parents, Guardians, and Educators

\$60.00 +GST Instructor Angela Crocker

includes a copy of Angela's book, "Digital Life Skills for Youth"

Today's youth have access to more technology and information than ever before. That access includes risks in many forms such as cyberbullying, identity theft, and requests for nudity. There's also some loss of personal connection and community, and a potential negative impact on their mental wellness. While the risks are real, best-selling author and educator, Angela Crocker advocates for a proactive approach. Rather than fear what might happen to youth online, she wants parents, teachers, and guardians to empower youth with digital savvy so that they know what to do day to day, and where to seek help if dangers pop up in their feeds. In this informative and practical session, you will:

- Identify the factors that indicate when youth are ready to access technology.
- Learn physical and mental wellness behaviors that can be impacted by excessive screen time.
- Understand the tricky tactics youth use to hide their digital activity from parents and teachers.
- Explore skills your teen needs to develop to enjoy a healthy, productive, creative, online life.
- Learn about digital privilege contracts to govern how youth use technology.

This workshop is designed for parents, teachers, and guardians helping youth navigate the digital life.

"Angela Crocker has written one of the most important books of the year." ~ BC BookWorld

Class Location: FVCE Boardroom, 204-20621 Logan Ave Langley

Offering 1: Wed, Feb 19, 6:30pm to 8:30pm

Offering 2: Wed, Apr 29, 6:30pm to 8:30pm

Offering 3: Sat, May 23, 10am to noon

Supervisory Skills Certificates

Course Details

Level 1: \$259.99 +GST

Offering 1: Feb 11 to Mar 10
7pm to 9:30pm

Level 2: \$259.99 +GST

Offering 1: Mar 24 to Apr 2
7pm to 9:30pm

Level 3: \$259.99 +GST

Offering 1: Apr 28 to May 26
7pm to 9:30pm

Class Location:
Credo Christian High School 21846
52 Ave, Langley

This series of three courses will equip you to supervise others in your job or volunteer role. Become the type of Supervisor that engages and motivates team members to be their best, with practical exercises and hands-on examples of how these skills will work in your environment. You will leave with the confidence you need to take on the role of Leader.

Perfect for those looking to advance in their careers, or to expand your current job. Levels II and III expand into areas like recruiting, interviewing, onboarding and orientation, dealing with employee performance issues, benchmarking, and managing meetings.

A certificate is issued at the completion of each course, one course per level.

For a full program description of all three levels, please start by visiting our website, at :

fraservalleycontinuingeducation.ca/supervisory-skills-level-i-certificate-course/

Prerequisites:

- Level I, none
- Level II must complete Level I
- Level III must complete Level II
- Previous supervisory experience is also beneficial.

Course Fees Include:

- All materials, handouts, and exercises



About Instructor Alison Dennis, CPCC, ACC, Dip Rehab. & Disability Management

Alison brings over 25 years of experience in the Human Resources and Wellness industries, and is a highly effective communicator, international speaker, award-winning program designer, certified coach and project manager.

Alison is a relationship builder, instilling confidence and trust with clients and diverse staff teams..

Event Planning Certificates

Course Details

Level 1: \$324.99 +GST

Offering 1: Wed, Feb 26 - Apr 8
7pm to 9:30pm

Level 2: \$324.99 +GST

Offering 1: Wed, Apr 22 to May 20
7pm to 9:30pm

Class Location:
FVCE Boardroom,
Suite 204-20621 Logan Ave,
Langley

Expand your career horizons and your resume with this energetic and project-based course in event planning. Companies large and small require the skills and knowledge of event planners, and that could be you! Both Level I and Level II are offered, each with a Certificate.

In Level 1:

Learn the basic components of event planning, terms specific to the industry, budgeting, marketing, planning research, resources, logistics, and evaluation. This course enables Students to plan everything from the annual Christmas party to major corporate events. High energy and participation are cornerstones of this valuable course.

This course is designed for employers and for employees working in the hospitality area, sales, marketing, special events, company social activities, fundraising, or those seeking employment in any of these fields.

In Level 2:

Are you seriously committed to a career in Event Planning? This Certificate course is designed as an advanced follow-up to Event Planning I. It will provide a more in-depth coverage of important topics when dealing with larger scale events. The course includes on-site visits to local venues, and presentations from industry specialists. Students will work together as a team to complete a major event planning project.

Students are required to complete Event Planning I before registering for this advanced course. Those actively involved the event planning industry may register with prior approval from the Instructor.

For further information or questions, please contact Barb at:
barb@eventsplusmanagement.com.



About Barb Nelson, Program Instructor

Barb is a professional Event Planner and sales specialist. Barb has planned and organized everything from weddings, banquets, fundraisers, auctions and golf tournaments, to grand gala receptions, conventions, corporate events and large trade shows. Barb is also an active member of the Fraser Valley Event Planners Assoc. Barb enjoys sharing her up-to-date knowledge and her love for event planning with her Students.

Building Services Worker Program \$649.99 +GST

Please see our website for a more detailed course description.

If you are seeking a unionized custodial position within a School District, City, Hospital or Health Care Facility in BC, you will likely require a BSW Certificate. Even if you are considering starting up your own contract custodial business, the information, skills, and training experience provided in the BSW Certificate course should be considered essential.

The course consists of a combination of classroom instruction and hands-on experience to train you in areas of cleaning, chemicals, equipment, floor and carpet care, public relations, safety, and business knowledge needed to calculate job requirements, and to complete successful quotes for cleaning jobs, if required. You will also complete the requirements for a WHMIS Certificate. Students must have a good command of the English language.

ALL classes, both evening and Fast Track, are held at Credo Christian High School, 21846 52 Ave, Langley

Evening Course

Instructor Ian Robertson
23 Evening Sessions

Offering 3: Mon/Tues/Wed/Thurs eves
Jan 27 to Mar 5, 6:15pm to 9:30pm,

Offering 4: Mon/Tues/Wed/Thurs eves
Mar 9 to Apr 16, 6:15pm to 9:30pm

Offering 5: Mon/Tues/Wed/Thurs eves
Apr 20 to May 28, 6:15pm to 9:30pm

Offering 6: Mon/Tues/Wed/Thurs eves
Jul 6 to Aug 13, 6:15pm to 9:30pm

Offering 7: Mon/Tues/Wed/Thurs eves
Sept 28 to Oct 5, 6:15pm to 9:30pm

Offering 8: Mon/Tues/Wed/Thurs eves
Nov 9 to Dec 17, 6:15pm to 9:30pm

Fast Track Program

Instructor Ian Robertson
9 Full-day Sessions

Offering 1: Sat, Feb 1 - Apr 4, 8:30am to 3:15pm

Offering 2: Sat, Apr 25 to Jun 27, 8:30am to 3:15pm

Offering 3: Sat, Oct 17 to Dec 12, 8:30am to 3:15pm

Keyboarding Classes \$149.99 +GST

Keyboarding (Typing) for Beginners

Instructors Patti Scott & Marilyn Lawrie

If 'hunt and peck' with a few fingers is your typing style, NOW is the time to learn the new 'Basic Life Skill' of keyboarding. You will be amazed at how easy it is to learn and how much faster you will be able to type with far greater accuracy. You will ask yourself why you didn't do this years ago!

Specialized exercises enable Students to learn the fundamentals and to progressively increase their speed and accuracy. No previous computer experience is necessary. This course is aimed at the non-typist, but is also beneficial for those wishing to brush up on rusty skills.

Class Location: Credo Christian High School
21846 52nd Ave, Langley

Offering 1: Thur, Feb 13 to Mar 12, 6:30pm to 9pm

Offering 2: Wed, May 6 to Jun 3, 6:30pm to 9pm

Keyboarding Plus

Instructors Patti Scott & Marilyn Lawrie

This unique course is for persons wishing to increase their keyboarding speed and accuracy. This is the ideal course for persons striving to reach a minimum typing speed requirement for employment qualification.

Your Instructor will help you set a goal at the beginning of the course, and through a variety of speed building exercises and drills, you will improve your technique and overall speed and accuracy.

Class Location: Credo Christian High School
21846 52nd Ave, Langley

Offering 1: Mon, Feb 24 to Mar 30, 6:30 to 9pm

Offering 2: Wed, May 6 to Jun 3, 6:30 to 9pm

Computer Basics 1 & 2 \$99.99 +GST

Please see our website for more detailed course descriptions.

Computer Basics 1

Instructor Hank Boven

If you are brand new to computing, this is the course for you! In just six hours, this easy paced course will help you take the first step in becoming a productive user of your computer. Learn how to easily maneuver your way through the Windows environment using the 'mouse', how to manipulate different 'windows', and how to start 'programs'. We will also look at the Internet. You will learn to navigate the 'web'. We will tour a variety of web sites, and you will learn to use 'search engines' to find what you want on the web. You will also learn to send and receive e-mail and pictures to and from friends and relatives.

**Class Location: FVCE Computer Lab
Suite 204, 20621 Logan Ave Langley**

Offering 1: Mon & Tues, Feb 3 & 4, 1:30pm to 4:30pm

Offering 2: Thur, Feb 13, 9:30am to 4pm

Offering 3: Tues & Wed, Feb 18 & 19, 6:30pm to 9:30pm

Computer Basics 2 - Preparation for Microsoft Office

Instructor Hank Boven

This course will introduce you to the Microsoft Office environment and ensure competency in basic Windows skills required for all Microsoft Office courses. Windows skills covered will revolve around Files, Folders, and the Microsoft Windows "Documents" storage area. Using both Microsoft Word & Microsoft Excel you will learn the difference between "Save" & "Save as" and discuss what it means to "Open" a file. You will get hands-on practice in both programs, Saving files to specific Folders and Opening files from specific Folders.

**Class location: FVCE Computer Lab
Suite 204, 20621 Logan Ave Langley**

Offering 1: Wed & Thu, Feb 5 & 6, 9:30am to 12:30pm

Offering 2: Wed & Thu, Feb 5 & 6, 6:30pm to 9:30pm

Offering 3: Tues & Wed, Feb 11 & 12, 9:30am to 12:30pm

Offering 4: Tues & Wed, Feb 11 & 12, 6:30pm to 9:30pm

Offering 5: Tues & Wed, Feb 25 & 26, 9:30am to 12:30pm

Offering 6: Tues & Wed, Feb 25 & 26, 6:30pm to 9:30pm

Offering 7: Thur, Mar 5 & Mar 12, 1:30pm to 4:30pm

Computer Basics for Seniors \$159.99 +GST

Windows, Word, and the Internet

Instructor Hank Boven

In just four weeks, during these leisurely and relaxed afternoon sessions, we will turn you into a productive user of your computer. (This course covers much of the Computer Basics Levels 1 & 2 curriculum.) We'll start with Windows and an introduction to computer basics, then spend time on the Internet and e-mail.

Skills covered;

How to start programs

How to manipulate windows

Travel the 'Web' and tour a variety of web sites

Understand sending and receiving eMail

Navigating the Windows environment

How to work with the Taskbar

Use search engines to find web sites

Use eMail to send and receive pictures.

Class location: FVCE Computer Lab, Suite 204, 20621 Logan Ave, Langley

Only 1 Offering: Mon, Feb 10 to Mar 9 (No class on Feb 17, Family Day), 1:30pm to 4pm

Microsoft Word

Please see our website for more detailed course descriptions.

Microsoft Word Level 1 \$279.99 +GST

Instructor Hank Boven

This course is designed for Students who desire the skills necessary to create, edit, format, and print basic Microsoft Word documents. It teaches Students how to create and edit documents, apply formatting options, set tabs and indents, manipulate the text using features such as copy, paste, and preview, and then print the document.

Offering 1: Mon, Feb 10 to Mar 23, 9:30am to 12:30pm
(No class Feb 17 Family Day & Mar 16 for spring break.)

Offering 2: Thur, Feb 20 to Mar 26, 6:30pm to 9:30pm
(No class Mar 19 for spring break.)

Offering 3: Tues, Mar 3 to Apr 7, 9:30am to 12:30pm
(No class Mar 17 for spring break.)

Offering 4: Wed, Mar 4 to Apr 8, 6:30pm to 9:30pm
(No class Mar 18 for spring break.)

Offering 5: Wed, Mar 11 to Apr 15, 1:30pm to 4:30pm
(No class Mar 18 for spring break.)

Offering 6: Sun, Mar 29 to Apr 19, 9:30am to 3:00pm
(No class Apr 12 Easter Sun.)

Offering 7: Mon, Mar 30 to May 4, 9:30am to 12:30pm
(No class Apr 13 Easter Mon.)

Offering 8: Tues, Apr 21 to May 19, 1:30pm to 4:30pm

Microsoft Word Level 2 \$279.99 +GST

Instructor Hank Boven

This course teaches Students intermediate Microsoft Word skills that can be combined with basic skills to create more complex documents. Students will look at features such as inserting pictures or shapes, setting up columns of information, saving repetitive pieces of text or graphics for easy access at a later date, styles, and templates to produce professional-looking business documents.

Offering 1: Tues, Apr 14 to May 12, 9:30am to 12:30pm

Offering 2: Wed, Apr 15 to May 13, 6:30pm to 9:30pm

Offering 3: Mon, May 11 to Jun 15, 9:30am to 12:30pm

Offering 4: Sun, May 24 to Jun 7 (3 weeks), 9:30am to 3pm

Offering 5: Tues, May 26 to Jun 23, 1:30pm to 4:30pm



Microsoft Word is the most popular word processing program in the world. If you wish to create letters, reports, documents, etc., Microsoft Word is the software most commonly used.

Class Location:
FVCE Computer Lab
Suite 204-20621 Logan Ave Langley

Microsoft Word Level 3 \$259.99 +GST

Instructor Hank Boven

This course teaches Students advanced skills to create a variety of complex documents. Need to work on a company manual? We'll show you how to add a table of contents, an index and footnotes. Working on a project for school? We'll show you how to add a bibliography. Need to protect your document from changes? We will cover how to restrict editing in the document and password protect your document. You will even learn about Word's built-in blogging tools.

Offering 1: Tues, May 19 to Jun 9, 9:30am to 12:30pm

Offering 2: Wed, May 20 to Jun 10, 6:30pm to 9:30pm

Microsoft Excel

Please see our website for more detailed course descriptions.

Microsoft Excel Level 1 \$279.99 +GST

Instructor Hank Boven

This course teaches Students how to work with worksheets and workbooks to analyze data using a variety of features to create, modify and format common business reports such as budgets, inventory reports, invoices, and charts. This course is designed for Students who want to develop the skills necessary to create, edit, format, and print basic Microsoft Office Excel worksheets, and manage and audit numerical reports.

**Offering 1: Mon, Feb 10 to Mar 23, 6:30pm to 9:30pm
(No class Feb 17 Family Day & Mar 16 for spring break.)**

**Offering 2: Thur, Feb 20 to Mar 26, 9:30am to 12:30pm
(No class Mar 19 for spring break.)**

Offering 3: Sun, Feb 23 to Mar 8 (3 days), 9:30am to 3pm

**Offering 4: Tues, Mar 3 to Apr 7, 6:30pm to 9:30pm
(No class Mar 17 for spring break.)**

**Offering 5: Wed, Mar 4 to Apr 8, 9:30am to 12:30pm
(No class Mar 18 for spring break.)**

**Offering 6: Tues, Mar 10 to Apr 14, 1:30pm to 4:30pm
(No class Mar 17 for spring break.)**

Offering 7: Thur, Apr 2 to Apr 30, 6:30pm to 9:30pm

Offering 8: Wed, Apr 22 to May 20, 1:30pm to 4:30pm

Microsoft Excel Level 2 \$279.99 +GST

Instructor Hank Boven

This course teaches Students how to apply basic skill sets in addition to learning intermediate to advanced functions to manage and audit numerical reports. Students will work with various functions to perform specific types of calculations, customize charts, work with pictures or shapes in a worksheet, customize formatting for specific types of data, and look at various features for managing different types of lists, using a table or database format.

Offering 1: Tues, Apr 14 to May 12, 6:30pm to 9:30pm

Offering 2: Wed, Apr 15 to May 13, 9:30am to 12:30pm

Offering 3: Sun, Apr 26 to May 10, 9:30am to 3pm

Offering 4: Thur, May 7 to Jun 4, 6:30pm to 9:30pm

Offering 5: Wed, May 27 to Jun 24, 1:30pm to 4:30pm



Microsoft Excel is the spreadsheet program found in the Microsoft Office suite of programs. It is the most popular spreadsheet program in the world today.

**Class Location:
FVCE Computer Lab
Suite 204-20621 Logan Ave Langley**

Microsoft Excel Level 3 \$259.99 +GST

Instructor Hank Boven

Are you looking to become the "go to" person for Excel in your office? Then our Excel Level 3 course is for you

Learn about some of Excel's most powerful tools. Work with macros to automate repetitive tasks. Perform in-depth analysis of your data with pivot tables and visualize that analysis with pivot charts. Compare potential budgets with the scenario manager.

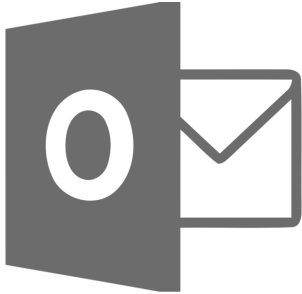
Offering 1: Tues, May 19 to Jun 9, 6:30pm to 9:30pm

Offering 2: Wed, May 20 to Jun 10, 9:30am to 12:30pm

Offering 3: Sun, Jun 14 & 21 (2 days), 9:30am to 4pm

Microsoft Outlook

Please see our website for more detailed course descriptions.



Microsoft Outlook is an extremely useful program, which more and more offices and businesses are using. It can manage all your communications, including email, contacts, clients, and all activities related to clients. It coordinates all scheduling, and sets and tracks appointments. It can also keep a journal of all activities. It allows coworkers to share calendars and schedules electronically, and can even place electronic 'post-it notes' from other users on your desktop.

Class Location:
FVCE Computer Lab
Suite 204-20621 Logan Ave
Langley

Microsoft Outlook Level 1 \$259.99 +GST

Instructor Hank Boven

More and more, a working knowledge of Microsoft Outlook is becoming an absolute 'must have' on your resume if you are seeking a clerical or management position within the business world.

This course teaches Students how Outlook is structured, how to use the mail module to create, edit, format, and send messages, as well as how to manage incoming messages, use the calendar module to schedule appointments or meetings with others, and then use the contacts module to create and edit a list of contacts.

Offering 1: Mon, Mar 30 to Apr 27, 6:30pm to 9:30pm
(No class Apr 13 Easter Mon.)

Offering 2: Thur, May 7 to May 28, 9:30am 12:30pm

Microsoft Outlook Level 2 \$259.99 +GST

Instructor Hank Boven

This course teaches Students how to begin integrating some of the features within Outlook. Topics include how to add or remove additional address books, setting up tasks, working with notes, and looking at how to maintain your system as well as collaborating with others.

Offering 1: Tues & Wed, Jun 16, 17, 23, & 24
9:30am to 12:30pm

Offering 2: Tues & Wed, Jun 16, 17, 23, & 24
6:30pm-9:30pm



About Instructor Hank Boven

Hank has been working with Microsoft Office for 30 years, and has been an Instructor with Langley Continuing Education (and now FVCE) for 19 years. During that time Hank has taught over 10,000 Students how to work with Microsoft Office.

He makes extensive use of real-world scenarios to help his Students better understand and apply the principles and skills they acquire in class.

Hank holds numerous industry certifications from leading information technology companies such as Microsoft and CompTIA.

Microsoft PowerPoint

Please see our website for more detailed course descriptions.



Isn't it always impressive and effective when you watch speakers use visual presentations to help communicate their points? Did you know that it is actually very easy to use Microsoft PowerPoint to do this? Come learn just how fast and easy it is for you to create an "electronic slideshow".

Class Location:
FVCE Computer Lab
Suite 204-20621 Logan Ave
Langley

Microsoft PowerPoint Level 1 \$259.99 +GST

Instructor Hank Boven

This course teaches Students how to create presentations. You will use a variety of basic commands, functions, and capabilities. Students will understand how PowerPoint can be used to structure and create presentations. The course is designed for computer users who are new to presentation managers.

Offering 1: Thur, Apr 2 to Apr 30, 9:30am to 12:30pm

Offering 2: Mon, May 4 to Jun 8, 6:30pm to 9:30pm
(No class May 18 for spring break.)

Microsoft PowerPoint Level 2 \$259.99 +GST

Instructor Hank Boven

This course is designed for Students who are familiar with PowerPoint, and want to explore some of the intermediate to advanced skill sets.

You will learn how to work with slide masters for a consistent look in the presentation, set up animation schemes or customized animation for specific objects, create speaker notes or handouts, run or customize the slide show, use data from other sources in PowerPoint or export from PowerPoint to Word, and collaborate with others on presentations.

Offering 1: Th, M, Th, M, Th; Jun 11, 15, 18, 22, 25
6:30pm to 9:30pm

Offering 2: Th, Th, Th, M, Th; Jun 4, 11, 18, 22, 25
9:30am 12:30pm

Bookkeeping and Introductory Accounting and Payroll

Course Details

\$624.99 +GST

Instructor Lenore Clarke, CPA, CGA

FVCE Classroom
Suite 104-20641 Logan Ave,
Langley

36 hours of class time
12 weeks total.

Offering 1: Thurs Jan 16 to Apr 9
6:30pm to 9pm

Offering 2: Wed Jan 22 to Apr 15
9:30am to 12pm

Offering 3: Mon Apr 6 to Jun 29
6:30pm to 9pm

Offering 4: Wed Apr 22 to Jul 15
9:30am to 12pm

This will be the most important business course you will ever take!

An understanding of basic accounting and bookkeeping is of vital importance to anyone involved in business, even those who are not involved in day-to-day accounting. By the end of this twelve week course, you will:

- Understand common accounting terms and have a working knowledge of full cycle bookkeeping processes
- Be able to set up a Chart of Accounts
- Understand the relationships between journals and ledgers
- Enter transactions in the General Journal, as well as specialty journals
- Post transactions in the General Ledger and special ledgers
- Create Trial Balances
- Account for GST, and complete Tax Remittances
- Complete Payroll journal entries, and remit Payroll deductions
- Complete Bank Reconciliations
- Understand the connections between accounting rules and computerized accounting programs

Students will work with a sample company and a comprehensive and ongoing set of books for this company. Each lesson builds on the prior ones so that by the end of the course, Students will have a full set of books, including general journal, sales journal, cash receipts journal, general ledger, accounts receivable subledger and accounts payable subledger.

Take It To The Next Level:

Payroll Fundamentals \$199.99 +GST

Instructor Lenore Clarke, CPA, CGA

During this practical, information-packed course you will learn step-by-step procedures for preparing and maintaining payroll records. Includes complex payroll calculations and a detailed review of Employment Standards rules, and WorkSafe BC requirements as they pertain to payroll. Offered as a 1-day course.

Class location: FVCE Classroom, Suite 104-20641 Logan Ave, Langley

Offering 1: Sat, Feb 29, 9am to 5pm

Offering 2: Sat, May 2, 9am to 5pm

Offering 3: Sat, Jun 20, 9am to 5pm



About Instructor Lenore Clarke, CPA, CGA

Lenore has over 30 years experience in training, coaching and mentoring. Her diverse background includes working in not-for-profit, retail, manufacturing and transportation industries, as well as volunteering in the community.

Computerized Accounting

Sage 50 - Part 1 \$279.99 +GST

Instructor Amika Kehler

Come learn how to use this popular accounting program. Discover how easy it is to manage all the accounting functions for a company, on your computer, using Sage 50. You will be introduced to the following Modules: General Ledger, Accounts Payable, Accounts Receivable, Payroll, and Inventory.

Offering 1: Wed, Jan 29 to Feb 26, 6:30pm to 9:30pm
Credo Christian High School, 21846 52nd Ave Langley

Offering 2: Sat, Mar 28 to Apr 18, 9am to 2:30pm
FVCE Computer Lab, Suite 204-20621 Logan Ave Langley

Sage 50 - Part 2 \$279.99 +GST

Instructor Amika Kehler

The second part of the Sage 50 course covers setting up a company data file, entering historical information and setting up user preferences for the file. Other topics include bank reconciliations, credit cards accepted for sales and used for purchases, data security (passwords and other users), budgets, departmental accounting, inventory write-offs and item assembly, and much more.

Offering 1: Wed, Mar 4 to Apr 8, 6:30pm - 9:30pm
Credo Christian High School 52nd Ave Langley

Offering 2: Sat, Apr 25 to May 9, 9am to 2:30pm
FVCE Computer Lab, Suite 204-20621 Logan Ave Langley

QuickBooks - Part 1 \$279.99 +GST

Instructor Amika Kehler

This is an introduction to the popular computerized accounting program, QuickBooks. After a general overview of the program, Students will learn to create a Chart of Accounts, set up data files, make journal entries and more.

Offering 1: Thur, Jan 30 to Feb 27, 6:30pm - 9:30pm
Credo Christian High School 21846 52 Ave, Langley

Offering 2: Sat, Feb 1 to Feb 22, 9am to 2:30pm
FVCE Computer Lab, Suite 204-20621 Logan Ave Langley

Offering 3: Fri, Feb 28 to Apr 3, 9:30am to 12:30pm
FVCE Computer Lab, Suite 204-20621 Logan Ave Langley

QuickBooks - Part 2 \$279.99 +GST

Instructor Amika Kehler

This second QuickBooks course covers setting up a company data file, creating and setting up sales taxes and codes, bank reconciliations, credit cards accepted for sales and used for purchases, budgets, class (departmental) accounting, inventory write-offs and item assembly, estimates, handling NSF cheques and bad debts, tax remittances, and much more.

Offering 1: Sat, Feb 29 to Mar 14, 9am to 2:30pm
FVCE Computer Lab, Suite 204-20621 Logan Ave Langley

Offering 2: Thur, Mar 5 to Apr 9, 6:30pm to 9:30pm
Credo Christian High School 52nd Ave Langley

Offering 3: Wed, Apr 24 to May 22, 9:30am to 12:30pm
FVCE Computer Lab, Suite 204-20621 Logan Ave Langley



About Instructor Amika Kehler

Amika has been teaching office systems and solving bookkeeping problems for 20 years. Her many years as a Sage and Quickbooks advisor, and field experience with small and medium businesses, she knows exactly how these programs and tools are used in real life.

Home Maintenance and Repair

Please see our website for more detailed course descriptions.
All classes at Credo Christian High School 21846 52 Ave, Langley

Ceramic Tiles: Backsplashes

\$44.99 +GST

A hands-on course where you cut and install small 6" x 6" tiles. Students will learn about tile adhesive and how to mix and apply cement based mortar. You will mark and cut tiles using a tile cutter and a wet saw, as well as safety procedures.

Offering 1: Sat, Feb 22, 9am to noon

Offering 2: Sat, Apr 25, 9am to noon

Offering 3: Sat, May 9, 9am to noon

Basic Electrical for the Home "Do-It-Yourselfer"

\$49.99 +GST

There are a wide variety of basic electrical jobs which can be performed easily and safely by the home do-it-yourselfer. Everyone will be able to confidently and safely change a light switch, install a dimmer switch, or change a wall outlet by the end of the session.

Offering 1: Sat, Mar 14, 9am to noon

Offering 2: Sat, May 2, 9am to noon

Basic Plumbing for the Home "Do-It-Yourselfer"

\$49.99 +GST

This information-packed workshop will teach you necessary basic theory and techniques to perform numerous types of plumbing jobs around the house.. You'll learn how to fix a running toilet, change a tap, or fix a leaky drain, plus more.

Offering 1: Sat, Mar 28, 9am to noon

Offering 2: Sat, May 2, 9am to noon

Ceramic Floor Tiles

\$44.99 +GST

This course is for those 'Do-It-Yourselfers' who would like to tile a bathroom, entryway, laundry room or mud room floor. It includes preparation of cement and wood subfloors. You will learn to calculate materials, and layout and planning for a small tile project.

Offering 1: Sat, Feb 22, 1pm to 4pm

Offering 2: Sat, Apr 25, 1pm to 4pm

Offering 3: Sat, May 9, 1pm to 4pm

Basic Electrical Level 2

\$49.99 +GST



To register for this class it is recommended you take Electrical I prior to Electrical II. Students will make an extension cord from wire and cord ends and test it. They will install and test three-way switches and lights Also Students will install a 20 amp kitchen circuit..

Offering 1: Sat, Mar 14, 1pm to 4pm

Offering 2: Sat, Jun 20, 9am to noon

Basic Plumbing Level 2

\$49.99 +GST



Students should take Plumbing I before Plumbing II. They will measure, cut and install pex water lines. Students will cut and install ABS sink drainage system. Also they will install kitchen sink baskets for a double sink. Lastly they will remove and replace components in a toilet tank.

Offering 1: Sat, Mar 28, 1pm to 4pm

Offering 2: Sat, Jun 20, 1pm to 4pm



About Instructor Don Laslo, "The Reno Guy"

For the past eighteen years, Expert Renovator Don has worked all over the Fraser Valley, through his company, Showcase Renovations. Don has done bathroom, kitchen, and basement suite renovations, and almost everything else to do with exterior and interior renovations.

More Home Maintenance and Repair

Please see our website for more detailed course descriptions.

All classes At Credo Christian High School 21846 52 Ave, Langley

Home Maintenance & Repair

\$99.99 +GST

This course is for home owners, and Do-It-Yourselfers in homes, condos, and even apartments who want to do small repairs and maintenance jobs. You will learn about the basic tools you need to have in your D.I.Y. tool box, and how to use them to hang pictures, make small repairs, caulk your shower, and much more.

Offering 1: Sat, Feb 29 9am to 3:30pm

Offering 1: Sat, May 30 9am to 3:30pm

Build a Hanging Cedar Planter

\$109.99 +GST



This class is designed for the beginner to build their own hanging basket. Students will use a mitre saw, orbital power sander, brad nailer, and various hand tools to accomplish this beautiful hanging basket.

Offering 1: Sat, Apr 4, 9am to 3:30pm

Offering 1: Sat, May 23, 9am to 3:30pm

Guitar

Guitar for Beginners \$134.99 +GST

Instructor Keith Allingham

This course is designed for the first-time guitar player and will teach you how to hold, strum and tune your guitar. You will learn several basic chords in a sequential fashion and will be playing songs immediately! Singing along is a bonus, but not mandatory. You will also receive a songbook of over 30 songs that include contemporary pop tunes which you will be able to play by the end of the course.

Class location: Brookwood Secondary School, 20902 37A Ave, Langley

Offering 1: Tues, Feb 11 to Apr 14, 7pm to 8:30pm

Offering 2: Tues, Apr 28 to Jun 16, 7pm to 8:30pm

Guitar Level 2 \$134.99 +GST

Instructor Keith Allingham

If you are a Novice guitar player who knows several basic chords (or used to know) and are ready to expand your repertoire with some new chords, bar chords and finger-picking patterns, you should come and join in this class for some fun and continued learning. You will receive and work from a songbook of over 30 songs. You will be ready to be the hit of every party and campfire by the end of the course.

Class location: Brookwood Secondary School, 20902 37A Ave, Langley

Offering 1: Tues, Feb 11 to Apr 14, 8:30pm to 10pm

Offering 2: Tues, Apr 28 to Jun 16, 8:30pm to 10pm



About Instructor Keith Allingham

Now retired, Keith enjoys returning to Brookwood Secondary on Tuesday evenings, the school where he taught both High School Science and Guitar for many years. Both fun and enrichment are guaranteed in his guitar classes.

Income Taxes, Investing, & More

Please see our website for more detailed course descriptions.

Class Location:

Credo Christian High School
21846 52 Ave, Langley

Offering 1: Sat, Feb 22 to Mar 14
9am to 12pm

Offering 2: Thur, Mar 26 to Apr 16
6:45pm to 9:45pm

Personal Tax Preparation - Basic TI Tax Return \$199.99 +GST
Instructor Rob Stone, "Mr. Taxes"

This comprehensive course is designed to teach you how to complete and file a personal TI tax return. It is designed to give individuals a thorough understanding of the steps involved in calculating and completing the TI return, including the many Tax Schedules. This course is also one of the required courses for the Certified Tax Preparer (CTP™) certification program.

Whether you simply want to understand how to properly file your personal tax return – taking advantage of available deductions, or you have a goal of preparing tax returns as a business, this course will be of great benefit to you.

Tax Filing For Small Business – Filing Your T-2125 \$89.99 +GST
Instructor Rob Stone, "Mr. Taxes"

Are you self-employed, or a sole proprietorship business? Do you provide a service or a product? How do you file your tax return? A self-employed or sole proprietor tax return, which is called a 'Statement of Business Income,' is filed on a T-2125 tax form. This course will show you how to complete this form, and teaches you what you can and can't deduct, and how to legally minimize your business income to pay the least amount of tax. You will also learn how to keep proper records and files during the year.

Class Location:

Credo Christian High School
21846 52 Ave, Langley

Offering 1: Sat, Feb 8
9:30am to 3pm

Offering 2: Tues and Thur, Mar 3 & 5
7pm to 9:30pm

Offering 3: Sat, Apr 4
9:30am to 3pm

Class Location:

Credo Christian High School
21846 52 Ave, Langley

Offering 1: Tues, Feb 18
7pm to 9:30pm

Offering 2: Sat, Apr 4
9:30am to noon

Minimizing Taxes \$39.99 +GST
Instructor Edwin Palsma, BBA, CFP

We must pay taxes. But there is no law that says we have to leave a tip. The amount of taxes we pay is something we CAN control. Presented in plain language, this course will teach you how the Canadian tax system works and some easy to implement ideas that can save you hundreds and thousands of dollars.

Edwin will introduce you to the personal tax deductions and credits available to Canadians, how to structure your mortgage to make the interest tax deductible and how to minimize your estate taxes. At the end of the class, you will have an opportunity to get a detailed analysis of your tax situation and discuss ways for you to immediately save on taxes.

Investing 101 \$39.99 +GST

Instructor Edwin Palsma, BBA, CFP

We need our money to work hard so we won't always have to. In this session, you will learn about investment strategies ranging from TFSAs to RRSPs/RRIFs to RESPs. From guaranteed investment strategies like laddered GICs and annuities to higher returns mutual funds, ETFs, bonds, and stocks.

Edwin will also teach you how to evaluate a stock or bond and find out if they are appropriate for your investment portfolio. And you will learn how taxes impact your investment returns.

Whether you are working towards retirement or already there, you will also have the opportunity to build your own retirement plan with projections for you and for your estate.

Class Location:

Credo Christian High School
21846 52 Ave, Langley

Offering 1: Thur, Feb 20
7pm to 9:30pm

Offering 2: Sat, Mar 7
9:30am to noon

Offering 3: Thur, Apr 30
7pm to 9:30pm

Class Location:

Credo Christian High School
21846 52 Ave, Langley

Offering 1: Sat, Feb 22, 9:30 am to noon

Offering 2: Tues, Mar 10, 7pm to 9:30pm

Offering 3: Wed, Apr 15, 7pm to 9:30pm

Offering 4: Sat, May 2, 9:30 am to noon

Family Estate Planning (Including the ABC's of Being An Executor) \$39.99 +GST

Instructor Edwin Palsma, BBA, CFP

Did you know that if you leave a disorderly estate, the taxman, lawyers, and courts could take a large percentage of your hard-earned wealth? Estate planning is not just about writing your will, it's about Powers of Attorney, Living Wills and creating peace of mind for you and your family. This course will take you through the components of a good estate plan. Included will be some strategies to minimize taxes, maximize proceeds to heirs, reduce legal and probate fees, and foster an environment of friendly family communication regarding your estate.

Improve Your People Skills

Introverts, Extroverts & Ambiverts: Building People Skills for Success in Business and in Life \$49.99 +GST

Instructors Vy Tri and Edwin Palsma, BBA, CFP

Are you an introvert who needs to adapt to a world full of extroverts? Perhaps you're self-employed and need to do a better job of networking and communicating. Or maybe you're employed in a role that requires you to effectively persuade others to your point of view.

In this course we show introverts how to break down mental barriers, and build the necessary people skills for success in business and in life. We help extroverts to understand how to communicate with those less outgoing than themselves. And we teach a flexible and adaptable framework for life-long learning.

Edwin and Vy Tri are co-authors of the book "Introvert to Ambivert." They have a passion for empowering others with practical tools and advice.

A copy of the book is included in your course fee.

Class Location:

FVCE Boardroom Suite 204-20621
Logan Ave Langley

Offering 1: Thur, Feb 13
6:30pm to 8:30pm

Offering 2: Tues, Mar 31
6:30pm to 8:30pm

Offering 3: Mon, Apr 20
6:30pm to 8:30pm

Photography, Photo Editing, & iPad/iPhone

Please see our website for more detailed course descriptions.

Photography Basics \$149.99 +GST

Instructor Rob Dunne

Enjoy taking better photographs! This relaxed and enjoyable course will teach you the important basics of photography allowing you to take control of your camera and improve your images. The course has been designed for both film and digital camera users. You will learn about camera operations, exposure, composition, filters, lighting, and creative techniques. The course will also cover organizing and editing digital images.

Class location: Credo Christian High School 21846 52nd Ave Langley

Offering 1: Mon, Feb 10 to Mar 2, 7pm to 9:30pm

Offering 2: Wed, Apr 8 to Apr 29, 7pm to 9:30pm

Offering 3: Tues, May 12 to Jun 2, 7pm to 9:30pm

Perfect Portraits \$49.99 +GST

Instructor Rob Dunne

During this hands-on workshop, portrait photographer Rob Dunne will teach you the essential basic techniques for really good portrait photography, both indoors in a home studio set up, and also outdoors. Lighting techniques, positioning, composition, backdrops and camera settings will be covered. Basic knowledge of 'manual' camera settings will be helpful, but not mandatory. Bring your camera.

Class location: FVCE Boardroom, Suite 204-20621 Logan Ave Langley

Offering 1: Sat Mar 28, 9am to noon

Offering 2: Mon May 11, 6pm to 9pm



About Instructor Rob Dunne

Rob has been a photography enthusiast since his high school days using film and dark rooms to create photos. With his work as a portrait and wedding photographer, Rob decided to share his knowledge and passion, by teaching photography courses.

Help! My Digital Photo Collection is a Mess! (Everyone Needs This Course) \$44.99 +GST

Instructor Nick Vanderven

Is your digital photo collection on your computer or on scattered memory cards a disorganized mess? Would you like an easy way to bring order to the chaos? Come learn how easy it is to organize and edit your digital photos using an amazing FREE program called Picasa. Your Instructor will show you how you can still download and use this incredible program. This hands-on workshop will show you just how useful this program is, introducing you to the basics of organizing and editing your photos.

Class location: Credo Christian High School 21846 52nd Ave Langley

Offering 1: Tues Feb 11, 6:45pm to 9:45pm

Offering 3: Tues Apr 28, 6:45pm to 9:45pm

Offering 2: Sat Mar 7, 9am to noon

Offering 4: Sat May 9, 9am to noon

Build Your Own Website... in Only 6 Hours Using WIX \$99.99 +GST

Instructor Nick Vanderven

Are you looking for the SIMPLEST, FASTEST way to create your own custom website?

WIX is now the biggest player in website building. You may have seen the WIX TV ad during the last Super Bowl game. WIX makes creating a website so simple. It runs in a web browser so there is no software to install on your computer...and it's FREE for as long as you want to use it.

This hands- on, interactive course will teach you to use the simple on-line tools that will get you up and running in no time and you will be able to update and control your content anytime, from anywhere.

Class location: Credo Christian High School 21846 52nd Ave Langley

Offering 1: Sat, Feb 22, 9am to 3:30pm

Offering 2: Tues, Mar 3 & 10, 6:45pm to 9:45pm

Offering 3: Sat, Apr 25, 9am to 3:30pm

Offering 4: Tues and Thursday, May 12 & 14, 6:45pm to 9:45pm

iPad/iPhone - Part 1 \$144.99 +GST

Instructor Chris Walton

You just got your iPad/iPhone, or you have had one for a while but haven't had the time to figure out how to properly set it up and use it fully? This course is for YOU! More details on our website.

Class location: Credo Christian High School 21846 52nd Ave Langley

Offering 1: Sat, Jan 18 to Feb 1, 9am to noon

Offering 2: Sat, Apr 4 to Apr 25, 9am to noon

iPad/iPhone - Part 2 \$144.99 +GST

Instructor Chris Walton

Learn how to use your iPad/iPhone to do even more! During this course you will continue to expand your skills and knowledge of these amazing tools!

Class location: Credo Christian High School 21846 52nd Ave Langley

Offering 1: Sat, Feb 8 to Feb 29, 9am to noon,

Offering 2: Sat, May 2 to May 23, 9am to noon

iPad/iPhone Photography and Photo Editing \$89.99 +GST

Instructor Chris Walton

Have you been taking photos on your iPhone or iPad but would like to take it to the next level? If so, then this course is for you! Learn how to turn your iPhone or iPad into a powerful photo editing studio!

Class location: Credo Christian High School 21846 52nd Ave Langley

Offering 1: Sat, Mar 7, 9am to 2:30pm

Offering 2: Sat, May 30, 9am to 2:30pm



About Instructor Chris Walton

Chris Walton is a technology facilitator and professional development coordinator with the Surrey School District. He specializes in integrating technology in Education.

Watercolour and Acrylic Painting

Please see our website for more detailed course descriptions.

Watercolour Painting for Beginners

\$159.99 +GST

Instructor Lynne Bradford

Painting with watercolours is relaxing, enjoyable and not difficult. Watercolour painting is also currently enjoying a surge in popularity. This course is for the absolute beginner, and is taught in a fun and relaxed atmosphere. You will begin with an overview of the basic painting materials, followed by instruction in basic techniques, composition, and colour theory. You will learn brush strokes, colour mixing, wet on dry and wet on wet techniques, and about staining and non-staining colours, and creating hard and soft edges. You will also learn how to fix mistakes. You will practice landscapes and florals and create several paintings.

Class Location:

Credo Christian High School

21846 52 Ave, Langley

Only 1 Offering: Wed, Feb 19 to Mar 25, 7pm to 9:15pm

Watercolour Painting for Beginners, Level 2

\$159.99 +GST

Instructor Lynne Bradford

Increase your skills and confidence with this medium, as you take your painting to the next level. Building on the skills taught in Level 1, this course makes use of advanced techniques for the Artist wishing to polish their skills and learn the rewards of this flexible and timeless painting style.

Class Location:

Credo Christian High School

21846 52 Ave, Langley

Only 1 Offering: Wed, May 6 to Jun 3, 7pm to 9:15pm

Acrylic Painting for Beginners

\$159.99 +GST

Instructor Jess Rice

Although this course will be taught using acrylics, many of the same principals can be applied to painting with oils should this be your choice of medium in the future. Whether you are a beginner or have a little previous experience, all you need is a curious mind and a willingness to branch out and experiment! We will start from the beginning, with a step by step process. The Instructor will demonstrate how to prep and begin a canvas, give instruction on colour theory, mixing colours, and composition, all the while encouraging self expression and individuality.

Class Location:

Credo Christian High School

21846 52 Ave, Langley

Offering 1: Tues, Feb 11 to Mar 10, 6:30pm to 9pm

Offering 2: Tues, Apr 14 to May 12, 6:30pm to 9pm

Acrylic Painting - Intermediate (Mixed Media)

\$159.99 +GST

Instructor Jess Rice

If you have completed the Beginner course or have been painting for a while and would like to expand your techniques to mixed media, this class will be an exciting experience. The course will focus on the many ways to add texture and interest to your acrylic paintings. The Instructor will introduce you to the products and applications that will open the door to the world of experimentation with acrylic gels, plasters, and other mixed media techniques.

Class Location:

Credo Christian High School

21846 52 Ave, Langley

Offering 1: Thurs, Mar 26 to Apr 23, 6:30pm to 9pm

Offering 2: Thurs, May 21 to Jun 18, 6:30pm to 9pm

Drawing, Stained Glass, and Floral Arrangement

Please see our website for more detailed course descriptions.

Floral Arrangement Basics for Beginners

\$169.99 +GST

Instructor Sandra Foster

This course serves as an introduction to floral design. It is an ideal starting point for anyone planning a career in the floral industry. The course is also designed for the average person who has a wish to learn and understand the principles and techniques of professional floral design, and be able to apply this knowledge in their own floral creations.

Through lecture, demonstration and hands-on practice, Students will develop a solid foundation of the principles and elements of floral design. A supply fee of \$30 per night is payable to the Instructor. A certificate will be issued upon course completion.

Class Location:

Sunrise Floral, 18119 83rd Ave, Surrey

Offering 1: Tues, starting Feb 18 for 7 weeks
7pm to 9:30pm

Offering 2: Tues starting Apr 21 for 7 weeks
7pm to 9:30pm

Floral Arrangement for Weddings and Special Occasions

\$169.99 +GST

Instructor Sandra Foster

This fun and exciting course teaches design concepts and practical applications for wedding and special occasion arrangements. You will learn to create wedding bouquets, body flowers, and a whole range of church and reception flowers. You will also learn to incorporate fruit, candles, balloons, and novelty designs.

Class Location:

Sunrise Floral, 18119 83rd Ave, Surrey

Offering 1: Wed, Apr 22, for 7 weeks, 7pm to 9:30pm

Drawing for Beginners

\$159.99 +GST

Instructor Ian deHoog

Basic drawing skills are essential for almost all types of art. You will be surprised how this drawing skills course will help you in all your future art endeavours. This course will teach you to "see" as much as learn to draw. The course will explore contrast, space, composition, value, volume and much, much more.

This course is also for Students who are beyond the beginner level. The Instructor will work with you, teaching you new techniques to further your drawing skills. Come prepared to have fun, and as a bonus, you will also improve your doodling skills.

Class Location:

Credo Christian High School
21846 52 Ave, Langley

Offering 1: Thurs, Feb 13 to Mar 12, 7pm to 9pm

Offering 2: Mon, Apr 27 to Jun 1, 7pm to 9pm

Stained Glass in a Day - for Beginners

\$89.99 +GST

Instructors Debbie Hungle & Michelle Mason

Debbie Hungle and Michelle Mason are stained glass artists who love teaching their craft to new Students. You will be amazed at what you will learn and accomplish in this one-day, fast-track course for beginners. This will be a fun and amazing day as you will quickly learn and practice the basic skills and techniques of stained glass, and you will take home your very own stained glass project at the end of the day. Your expert Instructors will be able to answer your questions and assist you in completing your project.

Class Location:

Credo Christian High School
21846 52 Ave, Langley

Offering 1: Sat, Mar 7, 9am to 4 pm

Offering 2: Sat, May 2, 9am to 4 pm

Watercolour Saturdays

With Instructor Jess Rice

All classes are at Credo Christian High School 21846 52 Ave, Langley

Special Effects \$59.99 +GST



One of the most exciting attributes about watercolours is all the special effects you can use to make an interesting painting. In this class we will be teaching you how to use salt, scraping, rubbing alcohol, dry brushing, and many

more special effects. Learn where to use these effects your advantage, and more importantly, how not to overuse them.

Only 1 Offering: Sat, Feb 8, 9:30am to 2pm

Florals \$59.99 +GST



In this session we will be deconstructing the floral painting and making it as simple as possible. As you paint you will learn how to paint petals, so they look like they are on top of one another, and how to create an interesting floral

design. In this session we will be focusing on the edges of our shapes and creating incidents at the edges.

Only 1 Offering: Sat, Feb 22, 9:30am to 2pm

Landscapes \$59.99 +GST



In this session we will focus on composing an interesting landscape first starting with a thumbnail sketch and then transferring to a larger painting. As we paint, you will learn how to get out of the trap of painting exactly what

you see and using different techniques to come up with an interesting painting. In this class we will also be focusing on beautiful brushstrokes.

Only 1 Offering: Sat, Feb 29, 9:30am to 2pm

Large Trees \$59.99 +GST



This is an exciting, fun painting to do. As you paint you will learn the different ways to make a tree look taller, and more majestic. We will also get you out of the trap of painting tiny, even shaped trees, trees have rhythm, come

learn how to tap into this method..

Only 1 Offering: Sat, Mar 14, 9:30am to 2pm

Watercolour Saturdays

With Instructor Jess Rice

All classes are at Credo Christian High School 21846 52 Ave, Langley

Old Buildings \$59.99 +GST



In this class you will learn how to create an old looking building, we will be talking a bit about perspective and using light and shadow to create a structure. As you paint you will also learn different methods to create the look

of wood, shingles, shrub and bushes.

Only 1 Offering: Sat, Mar 28, 9:30am to 2pm

Pouring Watercolours \$59.99 +GST



Come join in on one of our most popular sessions, pouring watercolours! In this session you will learn now to pour rich, beautiful colours to create a loose, fun painting. While you paint you will learn how to wet your

paper appropriately and how to mix up rich colours to give your watercolours a deep, rich feel.

Only 1 Offering: Sat, Apr 18, 9:30am to 2pm

Reflections \$59.99 +GST



We all want to paint realistic and interesting reflections and it is not always easy, come join in this class to learn the few rules it takes to paint a dynamic reflection. In this session you will also learn how to use reflections as part of

your composition..

Only 1 Offering: Sat, Apr 25, 9:30am to 2pm

Animals \$59.99 +GST



It's all about the eyes when you are painting an animal. In this fun class you will learn all you need to know about painting animal eyes and how to remain loose and free with your watercolours. Once you get the eyes down, the

rest of the painting can just be beautiful colours.

Only 1 Offering: Sat, May 9, 9:30am to 2pm



About Instructor Jess Rice

Jess grew up on a ranch in Montana, and enrolled in any art class that he could find throughout high school and college. He worked as a graphic artist in a software company in Seattle. Jess has painted most of his life in several mediums, but watercolour is still his favorite.

One Day Wonders

Explore these one-day classes and workshops for intense learning in a short time.

Pruning The Right Way - Trees and Shrubs \$59.99 +GST

Instructor Mary Dunn

Everything you need to know about pruning. Learn the basic principles, selection and care of tools, references, and the pruning of specific plants. The morning session is in the classroom. The afternoon session is a field trip to Darts Hill Garden on 16th Ave and 168th St. in Surrey, where you will see and learn, first hand, the practical techniques for pruning. Your Instructor, Mary Dunn, is one of the most experienced and respected gardening experts in B.C.

Please bring \$5 for admission fee to Darts Hill Garden. Please bring a lunch and dress for the weather. Your own transportation is required for the field trip.

Class location: Credo Christian High School 21846 52 Ave Langley/Dart's Hill Park, 16th Ave & 170th Street, Surrey, BC

Only 1 Offering: Sat, Feb 2, 9:30am to 3:30pm

Kitchen & Bathroom Projects \$99.99 +GST

Instructor Don Laslo

Another class from popular Instructor Don Laslo. Almost everyone is thinking about updating their kitchen or bathroom. Renovating either one is a great way to improve the look and value of your home. During this unique new course, Don will take you through the full process of updating both kitchens and bathrooms, including what you can easily do yourself, and where it might be wise to consider hiring a qualified tradesman. Don will cover flooring, cabinets and new handles, tiling and backsplashes, counters, sinks, and updating taps and fixtures. Register early, this course will fill up quickly.

**Class location:
Credo Christian High School
21846 52nd Ave Langley**

Only 1 Offering: Sat, Mar 7, 9am to 3:30pm

Manage Your Google Business Listing

\$80.00 +GST

Instructor Peggy Richardson

Drive traffic to your door using the free tools offered by Google Business Listings. This 3-hour workshop is ideal for the local small business owner to learn best practices and do's and don'ts when it comes to managing your Google Business and Google Maps listing.

This class includes an overview of the platform and how the listings really work, including getting marked on Google Maps, how to handle reviews, both positive and negative, adding photos, how to interpret the stats, and special sections for restaurants, realtors, and other location-specific businesses.

**Class Location:
FVCE Boardroom
Suite 204-20621 Logan Ave Langley**

Offering 1: Tues, Mar 2, 6pm to 10pm

Sell It On eBay! \$99.99 +GST

Instructor Kevin Boyd

Discover if your item will sell or not in just One Minute! Learn how to create a seller account, upload photos, accept PayPal payments, and shipping costs. Includes insider tips, tricks and traps, what to sell and not sell. Learn proven strategies that get the most clicks, the highest bids, beat your competition and close the sale.

Covers eBay marketing research, how to find a profitable niche, and how to use drop shippers to minimize inventory costs and sell to U.S. customers. Includes marketing and photography tips, how to sell antiques, collectibles and large items. Optional eBooks available for purchase after class.

Taught by a multi-award winning instructor and published eBay author from Seattle.

**Class location:
Credo Christian High School
21846 52nd Ave Langley**

Only 1 Offering: Sat, Feb 22, 9am to 4pm

Improve Your Memory & Learning Skills

Please see our website for more detailed course descriptions.

Improve Your Memory by 700% in Just 3 Hours (Yes, Really!)

\$49.99 +GST, with Instructor Graham Best

"There is no such thing as a bad memory, only a lazy or untrained one." This amazing, nationally-acclaimed course will teach you how easily your memory can be expanded. You'll recall names and faces, remember where you parked your car, your passwords, and even what your friends take in their coffee. Includes a complete set of handouts and every Student will receive a copy of Graham Best's e-book, *'How To Remember What's His Name.'*

Class location: Credo Christian High School 21846 52nd Ave Langley

Offering 1: Sat, Feb 1, 9am to Noon

Offering 5: Sat, May 2, 9am to Noon

Offering 2: Wed, Feb 12, 6:45pm to 9:45pm

Offering 6: Wed, May 20, 6:45pm to 9:45pm

Offering 3: Sat, Mar 14, 9am to Noon

Offering 7: Sat, Jun 13, 9am to Noon

Offering 4: Wed, Mar 25, 6:45pm to 9:45pm

Bible Memory Seminar

\$69.99 +GST, with Instructor Graham Best

Learn to train your brain to remember extended passages from the Gospels word-perfectly. You will be amazed at how easy this is! These strategies are tried and true, and leave people wondering why they weren't taught them years ago.

Class location: Credo Christian High School 21846 52nd Ave Langley

Offering 1: Sat, Feb 22 9am to 2:30pm

Offering 2: Sat, Mar 28 9am to 2:30pm

Offering 3: Sat, May 23 9am to 2:30pm

Retaining The Power of Memory for Seniors

\$49.99 +GST, with Instructor Graham Best

You've heard it said "you can't teach an old dog new tricks." This is not true. Anyone can have a sharp mind, and learn anything at almost any age. You will learn to be attentive to the daily things of life, and be sharper than you've ever been. Register early for this popular class!

Class location: Credo Christian High School 21846 52nd Ave Langley

Offering 1: Sat, Feb 8, 9am to noon

Offering 2: Sat, Mar 7, 9am to noon

Offering 3: Sat, May 9, 9am to noon

Offering 4: Wed, Jun 10, 6pm to 9pm

Triple Your Reading Speed

\$49.99 +GST, with Instructor Terry Small

Do you have enough time to read? Are you tired of feeling info-whelmed? Too many emails? Have you ever finished a page and asked yourself, "What did I just read?" Chances are, you are reading far below your brain's capabilities. Whether you are a Student, business person, or a recreational reader, you can quickly, easily, and dramatically improve speed and comprehension!

Class location: Credo Christian High School 21846 52nd Ave Langley

Offering 1: Sat, Mar 7 9:30am to 12:30pm

Offering 2: Sat, Apr 28 6:30pm to 9:30pm

Get Better Grades in School

\$49.99 +GST, with Instructor Terry Small

You can make this your child's best year ever in school! Smart Students have secrets. Terry Small's Student success system shows your kids how to take charge of their time and succeed! Parents and Students attend this seminar together to learn proven strategies and study secrets that have helped 220,000 Students to excel. Guaranteed: better grades, self-confidence, more free time, and fun learning!

Class location: Credo Christian High School 21846 52nd Ave Langley

Offering 1: Mon, Feb 3, 7pm to 8:30pm

Offering 2: Sat, Apr 4, 10am to 11:30am

Make Cheese With Paula

Please see our website for more detailed course descriptions.

All classes are in the teaching kitchen at Credo Christian High School 21846 52 Ave, Langley

Discover the magic of making your own healthy cheese and dairy products with no additives or artificial ingredients! Cheesemaking combines art and science, using regular pasteurized store-bought milk, and simple tools and ingredients. No experience necessary! All equipment provided. Students receive notes and supplies to make more at home. Creating these at home is only a fraction of the cost, and you know there are no thickeners, colours, or extra salt. Bring a container as you'll be bringing home cheese! These classes use vegetarian rennet. Real dairy is used, and meat may be present for tasting and recipes.

Your instructor Paula Maddison travels all over North America to teach the joy of cheesemaking to cooking professionals and home cooks alike. She is a resident of British Columbia, and lives on Gabriola Island, near Nanaimo BC. Learn more at MakeCheeseWithPaula.ca.

Mozzarella, Burrata, and Bocconcini In Only 30 Minutes! \$100.00 +GST
Offering 1: Jan 18, 10am - noon
Offering 2: May 9, 10am - noon

Make Your Own Greek-Style Feta \$100.00 +GST
Only 1 Offering: Sat Jan 18, 1pm to 3pm

Make Your Own Havarti \$100.00 +GST
Only 1 Offering: May 9, 1pm to 3pm

Sour Cream, Cream Cheese, Fromage Blanc, and Boursin \$100.00 +GST
Only 1 Offering: Sat, Jun 6, 10am to noon

Make your own Farmer's Style Cheddar \$100.00 +GST
Only 1 Offering: Sat, Jun 6, 1pm to 3pm

Foodsafe Classes \$80.00 +GST

Instructor Dean Scovill, R.E.H.O.

This is a government-certified course that is designed for those who are employed or seeking employment as restaurant staff, caterers, vendors, or anyone handling food. The FoodSafe program covers procedures for preventing food borne illnesses. Upon successful completion, participants will be registered with the Fraser Health Authority and receive a FoodSafe Certificate recognized by the BC Hotel and Restaurant Association.

Handbook included. Course tuition includes a \$22 fee for a workbook and Health Department Certificate Processing charges.

Offered as a 1-day course

Sats, 8:30am to 4:30pm.

Class location: Credo Christian High School, 21846 52nd Ave Langley

Offering 1: Jan 18

Offering 4: Apr 18

Offering 2: Feb 22

Offering 5: May 9

Offering 3: Mar 28

Offering 6: Jun 20



About Instructor Dean Scovill

Dean has been a Public Health Inspector for over 20 years. He has worked for both the provincial and federal governments in BC and Alberta. In the past 18 years, Dean has taught more than 5,000 Students in the popular FoodSafe programs.

Languages & Home Organization

Please see our website for more detailed course descriptions.

Basics of Sign Language \$149.99 +GST

Instructor Barb Solvey

This workshop will introduce you to some basic vocabulary for signing with a variety of people. Whether it is the non-verbal child you work with, your neighbour, your toddler or baby, or just because you have a general interest, these classes will fulfill your needs.

**Class Location: FVCE Classroom
Suite 104-20641 Logan Ave, Langley**

Offering 1: Wed, Mar 4 to Apr 15, 7pm to 9pm

Offering 2: Wed, Apr 29 to Jun 3, pm to 9pm

The “Indispensable Binder” \$44.99 +GST

Instructor Diana Cruchley

Imagine your house is on fire and you need to take your most important information and documents with you. Where are all the important documents and information? Grab the Indispensable Binder! This important course helps you create your own binder to contain everything needed in one safe place.

**Class Location: Credo Christian High School
21846 52nd Ave Langley**

Offering 1: Sat, Feb 8, 9:30am to noon

Offering 2: Tues, Feb 18, 7pm to 9:30pm

Offering 3: Sat, Mar 7, 9:30am to noon

Offering 4: Sat, Apr 18, 9:30am to noon

Too Much Stuff? A Guide to Successful Downsizing \$44.99 +GST

Instructor Diana Cruchley

Learn unique strategies to systematize the process of decluttering. Understand the psychology of letting go, what to let go and why. Then, learn how and where you can dispose of your best stuff, including auctions, consignment, and more.

**Class Location: Credo Christian High School
21846 52nd Ave Langley**

Offering 1: Sat, Feb 8, 12:30pm to 3pm

Offering 2: Sat, Mar 7, 12:30pm to 3pm

Offering 3: Sat, Apr 18, 12:30pm to 3pm

Punjabi for Beginners \$159.99 +GST

Instructor Rajnish Dhawan

This beginner-level course will give you skills for basic conversation needed for travel or communicating the basics, including basic grammar, vocabulary, greetings, numbers, and simple conversation. You will also learn the relevance of food, dance and festivals in Punjabi culture.

**Class Location: Credo Christian High School
21846 52nd Ave Langley**

Offering 1: Thur, Feb 27 to Apr 9, 7pm to 9:30pm

Offering 2: Tues, May 5 to Jun 9, 7pm to 9:30pm

French for Beginners \$189.99 +GST

Instructor Georges Boudjok

This course is for Students who have little or no previous knowledge of French. It is a course designed to give you basic language skills for use during travel, or to begin building a proficiency in French to increase your employment possibilities, and will also enable you to participate with your children as they practice French at home for school.

**Class Location: Credo Christian High School
21846 52nd Ave Langley**

Offering 1: Tues, Feb 18 to Apr 7, 7pm to 9pm

Offering 2: Tues, Apr 21 to Jun 2, 7pm to 9pm

Spanish for Beginners \$189.99 +GST

Instructor Carlos Rabago

Prepare for travel with this course. Simple vocabulary and key phrases will be taught, supported by instruction in basic grammar. No prior knowledge of Spanish is necessary. All texts and materials are included in the course price.

**Class Location: Credo Christian High School
21846 52nd Ave Langley**

Offering 1: Wed, Jan 22 to Mar 4, 7pm to 9pm

Offering 2: Wed, Apr 22 to Jun 3, 7pm to 9pm

Spanish for Beginners, Level 2 \$189.99 +GST

Instructor Anjelica Venegas

This course is designed for those transitioning from Beginners Spanish to Intermediate Spanish. It serves as both a refresher and a foundation for advanced learning. The goal of this course is to help you immerse into Latin culture and grasp the language required for travelling. For example, asking for directions, ordering meals and booking lodging. All texts and materials are included in the course price.

**Class Location: FVCE Boardroom
Suite 204-20621 Logan Ave Langley**

Offering 1: Thur, Feb 20 to Apr 9, 7pm to 9pm

Policies and Registration Info

How to Register Register anytime at FraserValleyContinuingEducation.ca for any of our courses. The website works on your computer, smartphone, or tablet. If you need assistance, please call our office at 604-533-4227, and we'll be happy to walk you through it. You can also come to our office in person for assistance during regular business hours, at Suite 204, 20621 Logan Ave, in downtown Langley.

Ways to Reach Us

Through our website:
FraserValleyContinuingEducation.ca

On Social Media:
Facebook.com/FraserValleyContinuingEducation
Instagram.com/FVContinuingEd
Twitter.com/FVContinuingEd

By Phone:
Our main office number is still the same, 604-533-4227.

In Person:
Our office and Computer Lab are located at Suite 204-20621 Logan Avenue, in downtown Langley, BC, V3A 7R3.

Taxes Course fees listed on our website or in this catalogue do not include tax. All courses are subject to GST (5%).

Program Cancellation Policy Fraser Valley Continuing Education reserves the right to cancel courses with low enrollment. When a course is cancelled, Students will have the following options:

1. Receive a full refund for the program;
2. Ask to have their registration fee applied to the next offering of the course or;
3. Apply the course registration fee to a program of their choice that still has space available.

If a course has to be cancelled, Students will be notified by email no later than 3 days prior to the start of the course.

Refund Policy

For Multi- day Courses:

- When Student notice of course withdrawal is received no less than 7 days prior to the start of the class, Students will receive a refund minus \$35 administration fee
- When Student notice of course withdrawal is received less than 7 days prior to the start of the class, a 50% refund is offered, or Student may opt to transfer to the next offering of the course without penalty.
- When Student notice of course withdrawal received after first day of course, no refund is offered, or Student may opt to transfer to the next offering of the course without penalty.

For One Day Courses

- When Student notice of course withdrawal is received prior to seven business days before the start of the course, Student will receive a refund minus \$35 administration fee.
- No refunds will be provided when Student notice of withdrawal is received less than seven days prior to the start date of the course.

NSF Cheques There will be a service charge of \$25 levied against all cheques returned as NSF.

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Langley Education Centre

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Upgrade before you move on to post-secondary.
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- ✓ High school courses (grade 10-12) are **FREE for all non-graduated students** who are BC residents, whether school-aged or adults.
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Registration Is Quick & Easy!

*To register, get more information or set up
a counselling appointment:*

- Come by the school at 21405A - 56th Avenue
or phone 604-534-7155
- Visit our website at lecss.com or lecworks4me.ca
- Follow us on Facebook, Instagram ([sd35lec](https://www.instagram.com/sd35lec)) and Twitter ([@sd35lec](https://twitter.com/sd35lec))





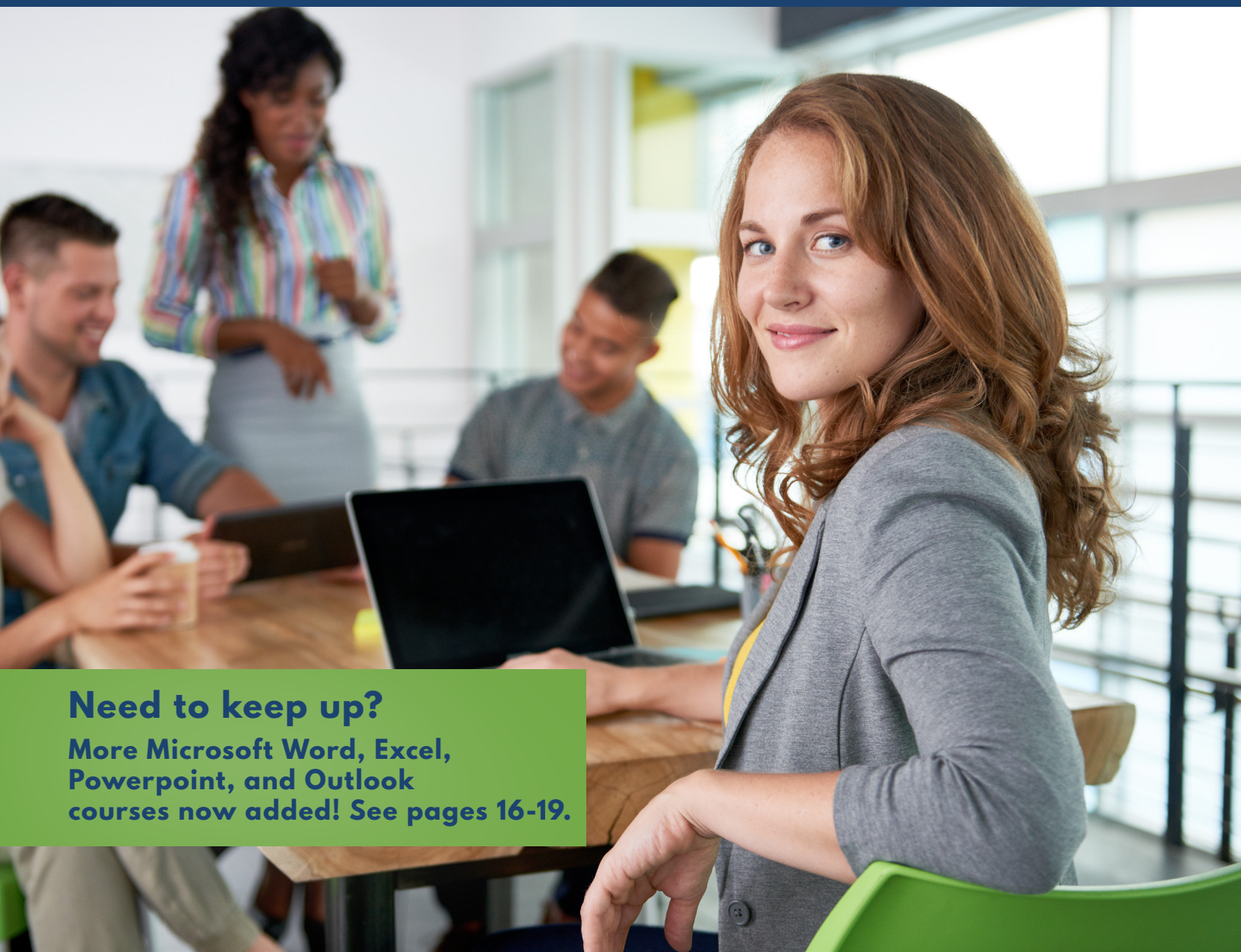
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