

FRASER VALLEY

CONTINUING EDUCATION



WINTER/
SPRING
2022

Course Catalogue

NOW OFFERING
 Virtual Classes!

Register Now!

www.FraserValleyContinuingEducation.ca



How to Register



By Phone

Contact us during office hours
9-5pm Monday-Thursday!
9-3 Fridays
604.533.4227



In Person

Visit us during office hours
9-5pm Monday-Thursday!
9-3 Fridays
Suite 204-20621 Logan Ave



Online

Visit our website 24/7!
www.FraserValleyContinuingEducation.ca

Our Virtual Classroom

We have always been proud to offer interaction with real Instructors, those with field experience, who have a passion for teaching and coaching. When it's not possible to teach in a real classroom, we are still able to offer these excellent learning experiences using cutting-edge tools in a virtual learning environment. These classes are accessible worldwide.

By using the **Google Classroom** platform, and **Google Meet** with real-time video between Instructors and Students, we are able to deliver quality learning online. For each class, students receive an invitation by email that contains a link. When clicked, the link will take you directly into the virtual classroom. **Nothing extra to buy or install.**

This system is **easy to use for all types of computer equipment**, including Android phones and iPhones, iPads, Android tablets, Macs, or PC's. No special software or equipment is necessary, and you can learn right from your web browser. The Chrome browser is recommended.

FREE!

Try out the virtual classroom, for free!

We offer appointment-based open classroom sessions, where anyone can drop into our virtual classroom, and see how it works. Test your equipment, and get your questions answered. No pre-registration required.

Email Kim, or call the office to book a time to try out the virtual classroom.

**kim@fvcontinuinged.ca
604.533.4227**

Messages From The Team



A note from the Registrar, Barb Nelson

Welcome to the Winter/Spring 2022 semester at Fraser Valley Continuing Education! We have some fantastic new courses for you to check out for this semester. There's new Italian Cooking Classes, two new classes on how to care for your garden - Grow Your Own Food and Preparing for Spring, a class called Beyond the Sky, a class that will help you to Create Your Emergency "Grab & Go" Rapid Exit Plan and so much more.

Do you need to upgrade your skills for your job or is it time to start a new career? We have a full range of classes and programs to suite everyone. If you need help or have questions on anything that we offer, we are only a phone call away!

I want to thank all our awesome instructors, staff, and students for helping us make it through the last couple of years with all the challenges brought by Covid-19. We are looking forward to a great year in 2022!

Sincerely,

Barb Nelson

Barb Nelson, Owner



A note from the desk of Kim

Happy New Year and welcome to the Winter/Spring 2022 semester. I would like to give a big shout out to our amazing instructors that again have navigated the ongoing changes and protocols of the pandemic and to the students, thank you for working with us to keep everyone safe. We have some wonderful new courses coming this semester and a lot of the same favourites. If you are looking to upgrade your skills or looking for a career change, please take a look at our Certificate Programs, Dental Receptionist, Administration, Accounting or Clerical Proficiency and MOA. We still have a lot of the same fun courses such as, painting, cooking, languages, DIY beauty, and DIY home repairs. Please take a moment to browse through our catalogue as we have something for everyone!

Sincerely,

Kim Rosset

Kim Rosset, Office Manager

Catalogue Designed by: Laura Grace Design Co.

WHERE TO FIND YOUR CLASS

Continuing Education Registration
Offices, Computer Lab &
Boardroom

📍 #204-20621 Logan Ave, Langley

Continuing Education Classroom

📍 #104-20641 Logan Ave, Langley

Credo Christian High School

📍 21846 - 52nd Avenue, Langley



Registration is now open
for Winter/Spring 2022
programs.

Registration for Fall 2022
programs will open
June 15, 2022

New Courses



Beyond the Sky \$82.99 +GST Instructor Tim Stephenson 2 sessions

Class Location: Credo Christian High School, 21846 52 ave, Langley, BC

Offering 1:
Tues, Feb 22 & Mar 1, 7:00-9:00pm

Offering 2:
Tues, Mar 29 & Apr 5, 7:00-9:00pm

Offering 3:
Wed, Apr 27 & May 4, 7:00-9:00pm

Have you ever wondered how we know what we do about the universe? How far away are the stars? What are they made of? What's a black hole? Is there life out there? Why is it thought that the universe started from a Big Bang?

These are big and fascinating questions and there are likely many, many more that you may have. So join us in this interactive course where in part I we will discuss the answers to these questions, find out the age, dimensions, and the origin of the universe.

Then in the second class, we will zoom in closer to Earth and learn about the planets and moons of our solar system, their immense sub-surface oceans, past and future missions to other worlds and how to view the night sky.

Be sure to bring your questions as this is most interesting when it is interactive. You will be amazed by the universe but most importantly, you will begin to understand it.

Starting a Business in Canada \$49.99 +GST Instructor Kendra Vyse 2 sessions

Class Location: Virtual

Offering 1:
Wed, Feb 16 & Feb 23, 6:30-8:30pm

Offering 2:
Wed, Mar 23 & Mar 30, 6:30-8:30pm

Offering 3:
Wed, May 4 & May 11, 6:30-8:30pm

Starting a business in Canada requires many steps and this course is designed to walk you through each of these steps. From knowing when you need to register a business name and when to register for sales taxes, to knowing what business structure is best for your company, what you need to have in place to have accurate records and reporting, and when to bring in help, this course will answer all of those questions and more.

Create Your Emergency "Grab & Go" Rapid Exit Plan \$59.99 +GST Instructor Kevin Boyd 1 session

Class Location: Virtual

Offering 1:
Thurs, Mar 3, 6:30-9:00pm

Offering 2:
Thurs, May 5, 6:30-9:00pm

You have 30 minutes to get out, what do you do? There may be a flood, wildfire, earthquake, natural disaster, or medical emergency. Don't panic, follow your plan. Determine now what you will do and take depending on the amount of time you have to vacate. Learn how to convert vital paper documents, Photo Albums and Scrap books into electronic formats, then easily back them all up to the Cloud for ultimate protection. Discover local evacuation routes, useful free apps and numerous tips. Learn how to create your own Go Bags, Backpacks & Go Bins. Save your Family, your Irreplaceable Valuables and your Life!

Our Certificate Programs



Our Certificate programs are geared towards helping you start a new career or upgrade your current career.

Administrative Assistant Certificate:

This Certificate program is designed to give you a solid foundation in office and computer skills. Upon completion you will have a full working knowledge of Microsoft as well as Bookkeeping and a Computerized Accounting Program. There are always excellent employment opportunities for well trained Administrative Office Assistants, especially with up-to-date skills and certifications.

Administrative Assistant Certificate Requirements:

Computer Basics Level 2	\$99.99
Keyboarding Beg or Keyboarding Plus	\$149.99
Bookkeeping & Intro Accting	\$434.99
Bookkeeping - Level 2	\$229.99
Sage 50 or Quickbooks P1	\$279.99
Sage 50 or QuickBooks P2	\$279.99
Word Level 1	\$279.99
Word Level 2	\$279.99
Word Level 3	\$259.99
Excel Level 1	\$279.99
Excel Level 2	\$279.99
Excel Level 3	\$259.99
Outlook Level 1	\$259.99
PowerPoint Level 1	\$279.99
Supervisory Skills Level 1	\$259.99
Business Writing 1	\$159.99
Business Writing 2	\$159.99

Total Cost **\$4235**
(including textbooks)

Discounted price if purchased as a package! **\$3811 + GST**

Computerized Accounting Certificate:

Whether your goal is to be employed in a business office, working in an accounting position, or starting a home-based business contracting bookkeeping and accounting job, this Certificate program will provide a foundation of knowledge and skills for you to succeed. You will develop a basic understanding of bookkeeping, accounting and payroll. You will also be knowledgeable in both Quickbooks and Sage Computerized accounting programs.

Computerized Accounting Certificate Requirements:

Computer Basics Level 2	\$99.99
Excel Level 1	\$279.99
Excel Level 2	\$279.99
Excel Level 3	\$279.99
Word Level 1	\$279.99
Outlook Level 1	\$259.99
Keyboarding or Keyboarding Plus	\$149.99
Bookkeeping & Intro Accting	\$434.99
Bookkeeping - Level 2	\$229.99
Payroll	\$239.99
QuickBooks - Part 1	\$279.99
QuickBooks - Part 2	\$279.99
Sage 50 - Part 1	\$279.99
Sage 50 - Part 2	\$279.99
Business Writing 1	\$159.99
Business Writing 2	\$159.99

Total Cost **\$3955**
(including textbooks):

Discounted price if purchased as a package! **\$3559 + GST**

Computer and Clerical Proficiency for the Business Office Certificate:

This Certificate program is designed for persons entering or re-entering the work force and seeking employment performing a wide range of clerical duties in a business office. With this Certificate you can choose from a wide variety of programs and will also gain knowledge of the Microsoft programs. This program is for students who do not want to take a full-time career training program; it groups all the courses you will need to gain the skills necessary to perform the duties in a typical business office.

Computer & Clerical Proficiency for the Business Office

Certificate CORE (required) Courses:

Computer Basics Level 2
Word Level 1 & Word Level 2
Excel Level 1 & Excel Level 2

Certificate Additional Courses:

(up to 6 credits req)

Bookkeeping & Intro Accting	3 credits
Bookkeeping Level 2	3 credits
Keyboarding	2 credits
Keyboarding Plus	2 credits
Word Level 3	2 credits
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
Payroll	2 credits
PowerPoint Level 1	2 credits
PowerPoint Level 2	2 credits
Outlook Level 1	2 credits
Outlook Level 2	2 credits
Supervisory Skills Level 1	2 credits

Package Price **\$1780.00 + GST**

Information Sessions:

All information sessions are FREE, but you must register in advance. Please call the office at 604-533-4227 for more information.

i To receive the discounted price, 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.

Medical Office Assistant

See Website for
School Closures

Complete all 3 MOA classes & 1 Keyboarding class to receive MOA Certificate

Class Location:

🖥️ Virtual & FVCE 204-20621 Logan Ave, Langley

MOA - Medical Terminology

Aman Sandhar 13 sessions \$800.00+GST

In this course students will be able to use a medical language that is required in the medical environment. They will be able to describe procedures, and conditions relating to the medical field. They will be learning the language through word prefixes, root words, suffixes and combining words. This course will involve memorization of words. Medical terminology is a key component of what medical professionals use when they are referring to patient diagnoses and or treatments.

Offering 1 & 1a 🖥️:

Mon & Thurs, Feb 28 to Apr 28, 9:30-12:30pm

MOA - Ethics/Confidentiality & Office Procedures

Aman Sandhar 14 sessions \$800.00+GST

In this course students will be looking at the importance of confidentiality and privacy in the medical setting. We will be discussing the principles of confidentiality and ethical issues arising in health care settings. Office procedures will be the second component of this course and it will focus on code of conduct, recruitment policies, internet usage, safety policies, and handling all patient needs. A key component of this will be a focus on staff management and general housekeeping duties in office settings.

Offering 1: 🖥️ Wed, Mar 30 to Jun 29, 6:30-9:30pm

Register for all 3 MOA classes and 1 Keyboarding class and receive 10% off! (\$2294.99+GST)

MOA - Medical Billing & EMR

Aman Sandhar 9 sessions \$800.00+GST

In this course students will be given an overview of electronic medical records used in the medical setting. We will be focusing on patient privacy, confidentiality and security using these software programs. They will learn how to manage the different administrator parts of electronic medical records. An in-depth look at medical billing will be given to students. They will be introduced to medical services plan and claims processing.

Offering 1: Mon & Thurs, May 5 to Jun 9, 9:30-12:30pm

About Instructor Aman Sandhar

Amandip Sandhar holds a Bachelor of Adult Education, and graduated from VCC in 2006 as a Nursing Unit Clerk. Since that time, she has worked with the BC Cancer Agency in both Vancouver and Surrey. Aman has also taught at the Canadian Health Care Academy, and has been a Practicum Supervisor at Kwantlen University College. She has a passion for teaching, and helping to coach new or returning MOA's into their essential role in our world-class medical system.

Keyboarding Classes \$149.99 +GST

Class Location: 🖥️ Virtual

Keyboarding (Typing) for Beginners 5 sessions

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.

Offering 1: 🖥️ Mon, Mar 21 to Apr 25, 6:00-7:45pm

Offering 2: 🖥️ Wed, May 11 to Jun 8, 8:00-9:45pm

No Class Apr 18 (Easter Monday)

Keyboarding Plus 5 sessions

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.

Offering 1: 🖥️ Mon, Mar 21 to Apr 25, 8:00-9:45pm

Offering 2: 🖥️ Wed, May 11 to Jun 8, 6:00-7:45pm

No Class Apr 18 (Easter Monday)

Dental Receptionist Certificate Program

Course Details

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

Program Dates:

32 sessions, plus practicum

Offering 1:

Feb 15 to Jun 14, 2022

Tues and Fri

No Class Mar 14-25 & Apr 15

9:00-2:15pm

Offering 2:

Feb 14 to Jun 23, 2022

Mon and Thurs

9:00-2:15pm

No Class Mar 14-25, Apr 18, May 23

Class Locations:

Fraser Valley Continuing Education
Suite 104-20641 Logan Ave

Fall 2022:

Offering 1:

Sept 19 to Jan 26, 2023

Tues and Fri

9:00-2:15pm

Offering 2:

Sept 20 to Jan 27, 2023

Mon and Thurs

9:00-2:15pm

Registration opens
May 1, 2022

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 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 Writing

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

Business Writing Level 1 \$159.99 +GST

Instructor Cathy Moleschi 2 sessions

This course is ideal for anyone looking to improve their business writing skills. After completing this course, students will walk away with a better understanding of the importance of clear, concise business writing and gain confidence in applying their skills in their workplace or business. Areas of focus are Basic Business Writing, Grammar/Spelling, Sentence Construction, How to Create an Outline, Paragraph Construction, Meeting Agendas/Minutes, Email and Text Etiquette, Business Letters, and Revisions.

Class Location: FVCE Classroom

Offering 1: Wed, Mar 2 & Mar 9, 1:00-3:30pm

Offering 2: Thurs, May 5 & May 12, 6:30-9:00pm

Business Writing Level 2 \$159.99 +GST

Instructor Cathy Moleschi 2 sessions

This course is ideal for anyone looking to improve their business writing skills. After completing this course, students will walk away with a better understanding of the importance of clear, concise business writing and gain confidence in applying their skills in their workplace or business. Areas of focus are Business Writing Foundations, Tone/Audience, Articles, Executive Summaries, Internal Reports, Intro to Business Plans, Intro to Grants, Intro to Copywriting.

Class Location: FVCE Classroom

Offering 1: Wed, Mar 23 & Mar 30, 1:00-3:30pm

Offering 2: Thurs, May 19 & May 26, 6:30-9:00pm

Resume Building Workshop \$149.99 +GST

Instructor Cathy Moleschi 2 sessions

Having a professional and polished resume and cover letter is vital in ensuring that your application captures the hiring manager's attention. In this course, we will examine the steps you need to take to ensure that this happens. Areas of focus are Resume Types, General Resume Guidelines, Common Resume Components, Resume Language, Style, and Format, Action Verbs, Cover Letter Writing.

Class Location: FVCE Classroom

Offering 1: Thurs, Mar 22 & Mar 24, 9:30-12:00pm

Offering 2: Wed, May 11 & May 18, 6:30-9:00pm

Interview Preparation \$99.99 +GST

Instructor Cathy Moleschi 1 session

To stand out candidate in today's highly competitive job market, you need to prepare well before an interview, whether on the phone, in person, or virtual. This course will introduce students to the necessary steps they should take to leave a lasting impression at their next interview. Areas of focus are Pre-Interview Research, Interview Attire, Body Language Tips, Introduction to Behavioral and Competency Based Interviews, Interview Do's and Don'ts, Interview Questions, Common Interview Mistakes.

Class Location: FVCE Classroom

Offering 1: Thurs, Mar 24, 1:00-3:30pm

Offering 2: Wed, Jun 1, 6:30-9:00pm



About Instructor Cathy Moleschi

Cathy Moleschi is a professional business writer with 30+ years of experience. She specializes in business communications, resume and cover letter writing, interview preparation and is a well-respected and trusted Fraser Valley business owner. Her love of the written word started as a child when she would often hide for hours under her covers, flashlight in hand, devouring books late into the night.

NEW

Computer Basics 1 & 2

\$99.99 +GST each

Please see our website for more detailed course descriptions.

Computer Basics 1 6 hours 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: Thurs, Jan 20, 9:30-4:00pm

Offering 2: Mon & Tues, Jan 31 & Feb 1, 9:30-12:30pm

Offering 3: Wed & Thurs, Feb 16 & Feb 17, 9:30-12:30pm

Offering 4: Wed & Thurs, Feb 16 & Feb 17, 6:30-9:30pm

Computer Basics 2 - Preparation for Microsoft Office 6 hours 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: Thurs, Jan 27, 9:30-4:00pm

Offering 2: Mon & Tues, Jan 31 & Feb 1, 6:30-9:30pm

Offering 3: Wed & Thurs, Feb 2 & Feb 3, 1:30-4:30pm

Offering 4: Tues & Thurs, Feb 8 & Feb 10, 6:30-9:30pm

Offering 5: Sun, Feb 20, 9:30-4:00pm

Offering 6: Wed & Thurs, Feb 23 & Feb 24, 9:30-12:30pm

Offering 7: Tues & Thurs, Feb 22 & Feb 24, 6:30-9:30pm

Offering 8: Mon, Feb 28 & Mar 7, 1:30-4:30pm

Computer Basics for Seniors

\$159.99 +GST

Windows, Word, and the Internet

Instructor Hank Boven 4 sessions

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
- Navigating the Windows environment
- How to manipulate windows
- How to work with the Taskbar
- Travel the 'Web' and tour a variety of web sites
- Use search engines to find web sites
- Understand sending and receiving email
- Use eMail to send and receive pictures.

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

Offering 1: Tues, Mar 1 to Mar 29, 1:30-4:00pm (No class Mar 15. (Spring Break))

Microsoft Excel

Please see our website for more detailed course descriptions.



About

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:

 Virtual & FVCE Computer Lab
Suite 204-20621 Logan Ave Langley



Microsoft Excel Level 1 \$279.99 +GST

Instructor Hank Boven 3/5 sessions - 15 hours

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: Tues, Feb 15 to Mar 22, 9:30-12:30pm

Offering 2: Tues, Feb 15 to Mar 22, 6:30-9:30pm

Offering 3: Sun, Feb 27 to Mar 13, 9:30-3:00pm

Offering 4:  Wed, Mar 2 to Apr 6, 9:30-12:30pm

Offering 5:  Wed, Mar 2 to Apr 6, 6:30-9:30pm

Offering 6: Mon, Mar 21 to Apr 25, 1:30-4:30pm

No Class March 15 & 16 (Spring Break), April 18 (Easter)

Microsoft Excel Level 2 \$279.99 +GST

Instructor Hank Boven 3/5 sessions - 15 hours

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, Mar 29 to Apr 26, 9:30-12:30pm

Offering 2: Tues, Mar 29 to Apr 26, 6:30-9:30pm

Offering 3:  Wed, Apr 13 to May 11, 9:30-12:30pm

Offering 4:  Wed, Apr 13 to May 11, 6:30-9:30pm

Offering 5: Sun, Apr 24 to May 8, 9:30-3:00pm

Offering 6: Mon, May 2 to Jun 6, 1:30-4:30pm

No Class May 23 (Victoria Day)

Microsoft Excel Level 3 \$259.99 +GST

Instructor Hank Boven 2/4 sessions - 12 hours

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 3 to May 24, 9:30-12:30pm

Offering 2: Tues, May 3 to May 24, 6:30-9:30pm

Offering 3: Sun, Jun 12 & Jun 19, 9:30-4:00pm

Microsoft Word

Please see our website for more detailed course descriptions.



About

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:

 Virtual & FVCE Computer Lab
Suite 204-20621 Logan Ave Langley

Microsoft Word Level 1 \$279.99 +GST

Instructor Hank Boven 3/5 sessions - 15 hours

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 7 to Mar 21, 9:30-12:30pm

Offering 2: Mon, Feb 7 to Mar 21, 6:30-9:30pm

Offering 3:  Thurs, Mar 3 to Apr 7, 9:30-12:30pm

Offering 4:  Thurs, Mar 3 to Apr 7, 6:30-9:30pm

Offering 5: Sun, Mar 27 to Apr 10, 9:30-3:00pm

Offering 6: Tues, Apr 5 to May 3, 1:30-4:30pm

No Class Feb 21 (Family Day), Mar 14 & 17 (Spring Break)

Microsoft Word Level 2 \$279.99 +GST

Instructor Hank Boven 3/5 sessions - 15 hours

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: Mon, Mar 28 to May 2, 9:30-12:30pm

Offering 2: Mon, Mar 28 to May 2, 6:30-9:30pm

Offering 3:  Thurs, Apr 14 to May 12, 9:30-12:30pm

Offering 4:  Thurs, Apr 14 to May 12, 6:30-9:30pm

Offering 5: Tues, May 10 to Jun 7, 1:30-4:30pm

Offering 6: Sun, May 15 to Jun 5, 9:30-3:00pm

No Class Apr 18 (Easter), May 22 (Victoria Day)

Microsoft Word Level 3 \$259.99 +GST

Instructor Hank Boven 4 sessions - 12 hours

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: Mon, May 9 to Jun 6, 9:30-12:30pm

Offering 2: Mon, May 9 to Jun 6, 6:30-9:30pm

No Class May 23 (Victoria Day)



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 Outlook

Please see our website for more detailed course descriptions.



About

Microsoft Outlook is the email program found in Microsoft Office. Though primarily an email client, Outlook also includes such functions as calendaring, task managing, contact managing, note-taking, journal logging, and web browsing.

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

Microsoft Outlook Level 1 \$259.99 +GST

Instructor Hank Boven 4 sessions - 12 hours

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: Wed & Thurs, May 18 to Jun 2, 9:30-12:30pm

Classes are on: W/W/W/TH (May 18, May 25, Jun 1, & Jun 2)

Microsoft Outlook Level 2 \$259.99 +GST

Instructor Hank Boven 4 sessions - 12 hours

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 & Thurs, Jun 7 to Jun 16, 9:30-12:30pm

Classes are on: T/TH/T/TH (Jun 7, Jun 9, Jun 14, & Jun 16)

Microsoft PowerPoint

Please see our website for more detailed course descriptions.



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

Microsoft PowerPoint Level 1 \$279.99 +GST

Instructor Hank Boven 5 sessions - 15 hours

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:

Wed & Thurs, May 18 to Jun 1, 6:30-9:30pm

Classes are on: W/TH/W/TH/W (May 18, 19, 25, 26, Jun 1)

Microsoft PowerPoint Level 2 \$279.99 +GST

Instructor Hank Boven 5 sessions - 15 hours

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:

Tues & Thurs, Jun 2 to Jun 16, 6:30-9:30pm

Classes are on: TH/T/TH/T/TH (Jun 2, 7, 9, 14, 16)

Supervisory Skills Certificates

Course Details

Instructor: Alison Dennis

Class Location:

 Virtual

Tuesday Evening Classes

5 Sessions

7:00-9:30pm

Level 1: \$259.99 +GST

Offering 1:  Tues, Feb 8 to Mar 8

Level 2: \$259.99 +GST

Offering 1:  Tues, Mar 22 to Apr 19

Level 3: \$259.99 +GST

Offering 1:  Tues, Apr 26 to May 24

Level 1 - Foundations of Leadership and Supervision

This foundational course will build your knowledge of what effective leadership looks like and the necessary skills to make you are more successful leader. Topics Covered include: Roles of a Supervisor, Leadership Styles – Find out what your preferred leadership style is and its impact on those you lead, The foundations of Teambuilding, and Basics of effective leadership coaching

Level 2 - The Effective Supervisor

Building from Level 1, this course covers other functions a supervisor or manager may be responsible for. Some of the Topics covered include: Motivation and Staff Retention, Interviewing skills – how to get the best candidate for the job, How to develop a new employee orientation program, Performance Management as part of an overall talent management program, and A model for providing effective feedback to staff. (Pre-requisite is Supervisory Skills Level 1)

Level 3 - Going beyond the basics

Building from levels 1 & 2, we develop more advanced skills and begin to get you ready to move from front line supervisor to a more senior level in your Organization. In this level of the certificate program topics covered include: Powerful presentations, Supervisor/leader self-care and how to recognize when your staff are struggling with their own wellbeing or stress, and Conflict management. (Pre-requisite for this course is Supervisory Skills Levels 1 and 2)

Conflict Resolution & Coaching

Class Location:  Virtual

Conflict Resolution for Leaders

Alison Dennis 4 sessions \$195.00+GST

Sometimes it seems that certain people just have a way of really getting under your skin. What do you do? Do you avoid the conflict, face it head on, try to find a win-win solution or like many people; do you feel like you don't have the skills or confidence to deal with it and so avoid it instead hoping it will just go away?

This comprehensive workshop will build your confidence, your awareness and provide you with hands-on skills training to assist you in dealing with one-on-one conflict, conflict in teams and interpersonal conflict in your relationships.

Offering 1:  Wed, May 25 to Jun 15, 7:00-9:30pm

Coaching for Performance

Alison Dennis 2 sessions \$105.00+GST

This workshop is for Supervisors, Team Leaders and Managers who want to hone their skills as a leader and help their team deliver high performance results. You will gain knowledge, insights and practical tools to assist you in creating performance results from your team that exceed expectations; and when performance drops below expectations you will have tools at the ready to correct those performance shortfalls.

Offering 1:  Wed, Jun 22 to Jun 29, 7:00-9:30pm



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.

Bookkeeping

Bookkeeping Level 1

Course Details

\$434.99 +GST 8/10 Sessions

Instructor Robyn Maltais

Class Location:

fvce Classroom OR  Virtual
Suite 104-20641 Logan Ave

Choose Virtual OR fvce Classroom:

Offering 1 & 1a :

Wed, Jan 26 to Apr 6, 9:30-12:00pm

Offering 2 & 2a :

Tues, Feb 8 to Apr 19, 6:30-9:00pm

Offering 3 & 3a :

Sun, Mar 27 to May 29, 9:30-12:45pm

Offering 4 & 4a :

Tues, May 10 to Jul 12, 6:30-9:00pm

No Class Mar 15,16 (Spring Break), Apr 17 (Easter), May 22 (Victoria Day)

Learn accounting basics to understand what your software is doing!

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 ten week course, you will:

- Understand common accounting terms and have a working knowledge of 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
- Complete Bank Reconciliations

Students will work with a sample company and a comprehensive and ongoing manual 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, and will complete month end.

You will also learn to apply general principles to daily/monthly business procedures.

At the last class students will present their set of books and financial statements to the Instructor for a quick review prior to receiving their Certificate of course completion



A course manual and/or exercise book is included with your registration fee. Please bring a hand calculator to class. A Certificate will be issued upon course completion.

Bookkeeping Level 2 \$239.99 +GST

Instructor Robyn Maltais 4 Sessions

This course is designed to build upon the skills and knowledge acquired from the Bookkeeping Level 1 course. It includes a more detailed approach to daily/monthly bookkeeping procedures. Other additional topics are covered, including NSF cheques, bad debts, interest on overdue customer accounts, inventory accounting and credit cards. Bring a hand calculator to class.

A course manual and/or exercise book is included with your registration fee. A Certificate will be issued upon course completion. PREREQUISITE: Completion of Bookkeeping Level 1

Choose Virtual OR fvce Classroom:

Offering 1 & 1a : Tues, Apr 26 to May 17, 6:30-9:00pm

Offering 2 & 2a : Sat, Jun 4 to Jun 11, 9:00-2:30pm

Offering 3 & 3a : Sat, Jul 16 to Jul 23, 9:00-2:30pm

Class Location: fvce Classroom
Suite 104-20641 Logan Ave OR
 Virtual



About Instructor Robyn Maltais

Robyn has over 25 years of experience in the accounting and bookkeeping field.

She has worked in a wide variety of industries such as transportation, construction, farm, agriculture, as well as trust accounting and public practice.

Computerized Accounting

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



See Website for
School Closures

Sage 50 Desktop - Part 1 \$279.99 +GST
Instructor Amika Kehler 3/5 sessions 15 hours

This is an introduction to the commonly used small business accounting program, Sage 50 (for desktop). Students will learn the basics; Vendor bills, creating invoicing, basic payroll, sales tax filing, and bank reconciliation. Students will gain a familiarity with the program and how it works. Completion of a bookkeeping course or comprehensive experience with accounting terminology and concepts is a required prerequisite.

Offering 1: Fri, Feb 11 to Mar 11, 9:00-12:00pm
Offering 2: Sat, May 14 to Jun 4, 9:00-2:30pm

Sage 50 Desktop - Part 2 \$279.99 +GST
Instructor Amika Kehler 3/5 sessions 15 hours

This touches on a few of the more advanced functions of the Sage 50 (desktop) program, such as setting up employees and modifying payroll functions, budgeting, planning and reporting, managing inventory and price lists, handling foreign currency, NSF cheques, problem solving, starting a new company file and preparing the year end data for external review. Students will learn to use the program tools to follow the basic accounting cycle for a Canadian small business.

Offering 1: Fri, Mar 25 to Apr 29, 9:00-12:00pm
Offering 2: Sat, Jun 11 to Jun 25, 9:00-2:30pm



See Website for
School Closures

QuickBooks Desktop - Part 1 \$279.99 +GST
Instructor Amika Kehler 3/5 sessions 15 hours

This is an introduction to the popular small business accounting program. Students will learn the basics; Vendor bills, invoicing, basic payroll, sales tax filing, and bank reconciliation. Students will gain a familiarity with the program and how it works. Completion of a bookkeeping course or comprehensive experience with accounting terminology and concepts is a required prerequisite.

Offering 1: Sat, Feb 5 to Feb 26, 9:00-2:30pm
Offering 2: Wed, Mar 2 to Apr 6, 6:30-9:30pm
Offering 3: Fri, May 6 to May 27, 9:00-2:30pm

QuickBooks Desktop - Part 2 \$279.99 +GST
Instructor Amika Kehler 3/5 sessions 15 hours

This touches on a few of the more advanced functions of the program, such as setting up employees and modifying payroll functions, budgeting, planning and reporting, managing inventory and price lists, handling foreign currency, NSF cheques, problem solving, starting a new company file and preparing the year end data for external review. Students will learn to use the program tools to follow the basic accounting cycle for a Canadian small business.

Offering 1: Wed, Apr 13 to May 11, 6:30-9:30pm
Offering 2: Fri, Jun 10 to Jun 24, 9:00-2:30pm

QuickBooks Online - Part 1 \$279.99 +GST
Instructor Amika Kehler 3 sessions 15 hours

This is an introduction to the commonly used small business accounting program, Quickbooks Online. Students will learn the basics; vendor bills, invoicing, basic payroll, sales tax filing, and bank reconciliation. Students will gain a familiarity with the program and how it works. Completion of a bookkeeping course or comprehensive experience with accounting terminology and concepts is a required prerequisite.

Offering 1: Sat, Mar 26 to Apr 9, 9:00-2:30pm

QuickBooks Online - Part 2 \$279.99 +GST
Instructor Amika Kehler 3 sessions 15 hours

This touches on a few of the more advanced functions of the Quickbooks Online program, such as setting up employees and modifying payroll functions, budgeting, planning and reporting, managing inventory and price lists, handling foreign currency, NSF cheques, problem solving, starting a new company file and preparing the year end data for external review. Students will learn to use the program tools to follow the basic accounting cycle for a Canadian small business.

Offering 1: Sat, Apr 23 to May 7, 9:00-2:30pm

Payroll Fundamentals \$239.99 +GST

Instructor Robyn Maltais 2/3 Sessions

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

During this practical, information-packed course you will learn step-by-step procedures for preparing and maintaining payroll records. You will learn to calculate payroll including taxable, pensionable and insurable amounts, CPP, EI and Income Tax and to prepare remittances. You will also learn to prepare T4s and T4 Summaries, Record of Employment (ROE) and WCB reports. The course also includes a detailed review of Employment Standards rules and application to payroll, and WorkSafe BC requirements.

Offering 1:
Sat, Feb 5 & Feb 12, 9:00-2:30pm

Offering 2:
Thurs, Apr 7 to Apr 21, 6:00-9:30pm

Offering 3:
Sun, Jun 12 & Jun 19, 9:00-2:30pm

Investing 101 \$39.99 +GST

Instructor Edwin Palsma, BBA, CFP 1 session

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 TFSA's to RRSP's/RRIF's to RESP's. From guaranteed investment strategies like ladder 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.

Please see our website for more detailed course descriptions.

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

Offering 1: Sat, Feb 26, 9:30-12:00pm
Offering 3: Tues, May 10, 7:00-9:30pm

Offering 2:
Tues, Apr 26, 7:00-9:30pm

Family Estate Planning \$39.99 +GST

Instructor Edwin Palsma, BBA, CFP 1 session

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.

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

Offering 1: Sat, Jan 29, 9:30-12:00pm
Offering 3: Tues, Apr 12, 7:00-9:30pm

Offering 2: Tues, Mar 1, 7:00-9:30pm
Offering 4: Sat, May 7, 9:30-12:00pm



About Instructor Edwin Palsma

Edwin Palsma a father for three great kids and loves squash, soccer, hiking, disc golf, motorcycling, craft breweries, and talking philosophy. Edwin is a Certified Financial Planner with over 20 years of teaching experience. He specializes in Investment, Insurance, Tax, and Estate Planning and has taught thousands of people how to make smarter decisions with their money. He's the author of a book "Financial Fables - 29 Stories To Help You Make Smart Decisions About Money" which is available on Amazon or to purchase in his class. His office is in Fort Langley.

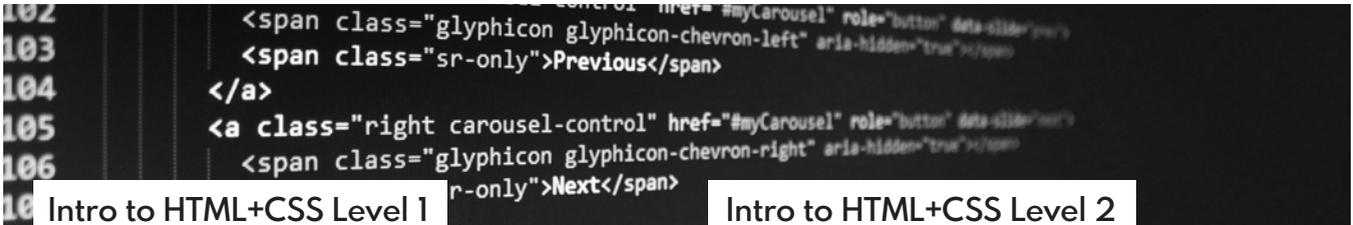


About Instructor Kevin Boyd

Kevin Boyd, MBA, M.S., is a former Bell Labs engineer and Vice President of a market leading cardiology software company. He is now a multi-award-winning instructor, published eBay author (Penguin) and the technical editor for The Complete Idiot's Guide to eBay. He is the published author of five books, has appeared on TV, various radio shows, and was interviewed by Bloomberg News and the Seattle Times for his insights into online entrepreneurship. Kevin teaches at over 40 colleges in the U.S. and Canada providing small business owners and new online sellers with the skills necessary for online entrepreneurial success.

HTML+CSS

Class Location:  Virtual



\$99.99 +GST Instructor Kayla Arbez 3 sessions

Learn to create a basic 1 page website from scratch with this simple straight forward HTML course. Apply industry standard HTML tags + CSS styling to create your website. Perfect for beginners who are new to code and want to make websites, adjust company websites, or just get started in coding.

Mondays & Tuesdays

Offering 1:  Feb 22 to Feb 28, 6:00-7:45pm

Classes: Feb 22, 24, 28

Offering 2:  Apr 11 to Apr 19, 6:00-7:45pm

Classes: Apr 11, 14, 19

\$99.99 +GST Instructor Kayla Arbez 3 sessions

Take your HTML & CSS skills up a notch by building on your level 1 basics. You'll learn all about html forms, tables, grouping elements, and organization. Throughout the course you will gain a basic understanding of web design fundamentals to assist with your project development. At the end of this course you will have built a multi page website from scratch.

Mondays & Tuesdays

Offering 1:  Mar 21 to Mar 28, 6:00-7:45pm

Classes: Mar 21, 24, 28

Offering 2:  May 16 to May 24, 6:00-7:45pm

Classes: May 16, 19, 24



About Instructor Kayla Arbez

Kayla Arbez currently works as a Software Developer for ESC Corporate Services in Vernon, specializing in ASP.NET development. As a software developer, she has had the opportunity to create websites for local businesses and non-profits in the lower mainland. Her background consists of business and fashion design, which has assisted with web design and development.

Create a Website for Fun, Profit, & Business!

\$69.99 +GST Instructor Kevin Boyd 1 session

No programming required! Discover easy-to-use, drag & drop design tools that can build your personal or small business website quickly! Covers website layout planning, Search Engine Optimization (SEO), social media marketing, the tips and traps of website design. Optional eBooks available for purchase after class.

Class Location:  Virtual

Offering 1: Tues, Feb 15, 6:00-9:00pm

Sell It On eBay!

\$99.99 +GST Instructor Kevin Boyd 2 sessions

Discover if your item will sell or not in just one minute! Learn how to create a seller account, upload photos, accept online payments, and determine shipping costs.

Includes insider tips, tricks and traps, what to sell, learn photography tips, plus the best strategies for selling items too big to ship. Optional ebooks available for purchase after class.

Class Location:  Virtual

Offering 1: Tues & Wed, Feb 22 & 23, 6:00-9:00pm



Our Saturday Class Offerings

Save your spot today!

- Acrylic Painting
- Beekeeping
- Building Services Worker
- Creating your W5 Story
- Facebook
- Facebook Level 1
- Grow your own food
- Home Maintenance and Repair
- Italian cooking
- Kitchen and Bathroom
- Lawn care
- LinkedIn
- Mind Full to Mindful - Finding Calm in the Chaos
- Perfect Portraits
- Preparing for Spring
- Pruning the right way
- Residential Electrical
- Residential Plumbing
- Stained glass in a day
- Tiling - Backsplash
- Tiling - Flooring
- Total Natural Body Care
- Twitter



Our Virtual Class Offerings

Available Now!

- Beekeeping
- Bible Memory Seminar
- Bookkeeping level
- Coaching
- Conflict Resolution
- Create a Website for Fun, Profit and Business
- Create Your Emergency "Grab & Go" Rapid Exit Plan
- Creating your W5 Story
- Facebook
- HTML/CSS
- Instagram
- Keyboarding for beginner
- Keyboarding plus
- LinkedIn
- Medical Office Assistant
- Microsoft Excel
- Microsoft Word
- Sell it on EBAY
- Starting a Business in Canada
- Supervisory skills
- The Sustainable Home and Property
- Top Ten Tips for Painters (Free Demo)
- Twitter

Languages

Basics of Sign Language \$149.99 +GST

Instructor Barb Solvey 6 sessions

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

Offering 1: Wed, Feb 16 to Mar 30, 7:00-9:00pm
No class Mar 16, (spring break)

Offering 2: Sat, Mar 26 to May 7, 9:30-11:30am

Spanish for Beginners \$189.99 +GST

Instructor Carlos Rabago 6/7 sessions

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, Feb 2 to Mar 23, 7:00-9:00pm
No class Mar 16, (spring break)

Offering 2: Wed, Apr 13 to May 25, 7:00-9:20pm

Advanced Spanish \$179.99 +GST

Instructor Angelica Venegas 7 sessions

NEW

For those Students looking to go further with their Spanish we are now offering an advanced level, if you have finished the Intermediate level and would like to keep working on the "Spanish made Simple" textbook, join us to learn more about the travels of Sr. Adams.

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

Offering 1: Tues, Jan 11 to Feb 22, 7:00-9:00pm

Italian for Beginners \$189.99 +GST

Instructor Marzia Bellotti 7 sessions

This beginner-level course will give you skills for essential Italian grammar, how to greet people, request and give information about your surroundings and express simple likes and dislikes. You'll begin to learn how to make yourself understood when travelling in Italy or ordering in restaurants.

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

Offering 1: Tues, Apr 19 to May 31, 7:00-9:00pm

Intermediate Spanish \$189.99 +GST

Instructor Angelica Venegas 7 sessions

For people eager to take the next step in learning the language. Read a variety of stories taken from real life situations, with a cultural focus in peculiarities of Spanish speaking countries. Also learn basic grammar and broaden your vocabulary. All texts and materials are included in the course price.

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

Offering 1: Tues, Mar 1 to Apr 19, 7:00-9:00pm
No class Mar 15 (spring break)

Offering 2: Tues, May 3 to Jun 14, 7:00-9:00pm

French for Beginners \$189.99 +GST

Instructor Georges Boudjok 7 sessions

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, Mar 22 to May 3, 7:00-9:00pm

Home & Family Organization

Class Location:

Credo Christian High School
21846 52nd Ave Langley, Library

Offering 1: Sat, Feb 26, 9:30-12:00pm

Offering 2: Sat, May 7, 9:30-12:00pm

"It's Time to Get My Documents Together!"

The Absolutely Indispensable Binder

\$44.99 +GST Instructor Diana Cruchley 1 session

- Your house is on fire? Grab your Indispensable Binder.
- You are temporarily incapacitated? Your Indispensable Binder allows others to keep things going.
- Your executor would need your Indispensable Binder.

Create this handy reference to quickly find your will, power of attorney, property titles or mortgage, medications, bank accounts, computer information, and contact information for your friends. In addition there is room for investments, passport and Nexus, insurance, computer information and much, much more. Leave the workshop inspired to "get it all together" at last, with handy tips to make it easier.

Diana Cruchley has created a 58 page binder complete with 9 dividers, all in plastic sleeves ready to fill with your documents.

Binders will be available for purchase at your class for \$30



About Instructor Diana Cruchley

Diana Cruchley is a well-known workshop presenter and author with multiple awards including the Governor General's Flight to Freedom Literacy Award. She is also a long-time educator, with many years as both a teacher and School District Administrator.

Building Services Worker Program

Instructor Ian Robertson \$789.99 +GST

Class Location:

Credo Christian High School,
21846 52 Ave, Langley

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.

Evening Course

23 Evening Sessions Classes: Mon-Thurs Evenings

Offering 1: Jan 24 to Mar 3, 6:00pm-9:15pm

Offering 2: Mar 7 to Apr 14, 6:00pm-9:15pm

Offering 3: Apr 18 to May 26, 6:00pm-9:15pm

Saturday Course

9 Full-day Sessions Classes: Saturdays

Offering 1: Sat, Feb 5 to Apr 9, 8:30-3:15pm

Offering 2: Sat, Apr 23 to Jun 25, 8:30-3:15pm

Photography

Class Location:
FVCE Class 104-20641 Logan Ave



Photography Basics

\$149.99 +GST Instructor Rob Dunne 5 sessions

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.

Offering 1: Mon, Apr 4 to May 16, 7:00-9:00pm

Offering 2: Mon, May 30 to Jun 27, 7:00-9:00pm

Perfect Portraits

\$49.99 +GST Instructor Rob Dunne 1 session

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.

Offering 1: Sat, Mar 5, 9:00-12:00pm

Offering 2: Thurs, Apr 21, 6:30-9:30pm

Offering 3: Sat, Jun 25, 9:00-12:00pm

Floral Arrangement

Floral Arrangements Basics for Beginners

\$249.99 +GST Instructor: Jennifer Gushuliak 7 sessions

This course serves as an intro to floral design. It is an ideal starting point for anyone planning a career in the floral industry or anyone who has a wish to learn the principles and techniques of professional floral design, and apply this knowledge to 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 \$40 per night is payable to the Instructor. A certificate will be issued upon course completion.**

Class Location:

Credo Christian High School 21846 52nd Ave Langley

Offering 1: Tues, Feb 15 to Apr 5, 7:00-9:00pm

No Class March 15 (Spring Break)

Elevated Floral Design

\$249.99 +GST Instructor: Jennifer Gushuliak 7 sessions

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.

A supply fee of \$40 per night is payable to the Instructor. A certificate will be issued upon course completion.

Class Location:

Credo Christian High School 21846 52nd Ave Langley

Offering 1: Tues, Apr 19 to May 31, 7:00-9:00pm

Pruning & Gardening

Taught By Instructor:
Amanda Jarrett

See bio on website



Pruning the Right Way – Trees & Shrubs

\$59.99 + GST Instructor Amanda Jarrett 1 session

Take the guesswork out of autumn pruning by learning what to do, where to do it, what not to do and why. Discover the different pruning cuts, plant anatomy and how plants heal themselves. Learn about selecting the right tools for the job and how to use them. A morning classroom session is followed by a practicum in the afternoon. Bring your pruning gear and a lunch for an informative and fun day.

Class Location: Credo Christian High School 21846 52 Ave

Offering 1: Sat, Jan 22, 9:30-3:30pm

Offering 2: Sat, Feb 12, 9:30-3:30pm

Grow Your Own Food

\$59.99 + GST Instructor Amanda Jarrett 1 session

Reap the benefits of growing your own nutritious, organically grown food. From sowing seeds indoors to planting in the garden, learn how to grow healthy and productive crops without the use of synthetic products

Class Location: Credo Christian High School 21846 52 Ave

Offering 1: Sat, Mar 5, 9:30-3:30pm

Lawn Care

\$29.99 + GST Instructor Amanda Jarrett 1 session

Growing a healthy lawn isn't so difficult with correct maintenance and some timely tips and techniques. Learn the secrets of a healthy lawn, how to install new lawns and repair sad ones, even those that are devastated by grubs.

Class Location: Credo Christian High School 21846 52 Ave

Offering 1: Sat, Mar 12, 9:30-12:00pm

Preparing For Spring

\$29.99 + GST Instructor Amanda Jarrett 1 session

Learn what to do in the garden to reduce your maintenance while allowing plants to flourish. Pruning, planting, organic pest control, tree care and other gardening techniques and methods will be covered.

Class Location: Credo Christian High School 21846 52 Ave

Offering 1: Sat, Mar 12, 1:00-3:30pm

Beekeeping

Class Location:  Virtual

Introduction to Beekeeping

\$49.99+GST / Instructor: Paula Walton

Thinking about getting your own bees? Interested in collecting your own honey? Just curious about beekeeping?

THIS COURSE IS FOR YOU!

In this online class, we will discuss:

- The role of workers, drones and queen bees in the honeybee colony.
- The responsibilities of a beekeeper over the course of a season including harvesting and extracting honey.
- The equipment required to keep bees, including the costs involved in starting your own hive and where to get bees.
- Diseases and pest management.
- The rules for beekeeping in BC, including registering your bees, and the Apiary Inspection program.
- Time for questions and answers

Offering 1:

 Sat, Feb 12, 9:00-12:00pm

Offering 2:

 Sat, Feb 26, 9:00-12:00pm

Creative Saturdays



With Instructor Tony O'Regan

All Class Locations: Credo Christian High School
21846 52nd Ave Langley

Drawing Faces-Male, Female, Child \$64.99 +GST

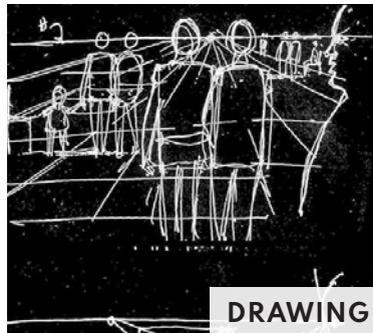


In this class we will learn to use a proportionate system for constructing faces - adapted to males, females, and children. We will also learn to expressively draw basic eyes, nose, ears, mouth.

DRAWING

Offering 1: Sat, Jan 29, 9:30-1:00pm

Drawing Figures in Context \$64.99 +GST



Learn a gestural and proportionate system for drawing figures as well as ways to compose them in a street scene. We will also use perspective to correctly size the figures near and far in a scene.

DRAWING

Offering 1: Sat, May 28, 9:30-1:00pm

Still Life with Floral \$64.99 +GST

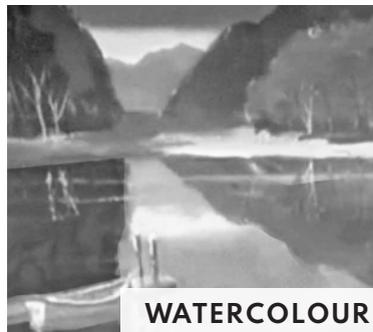


Still-life has always been a fundamental subject for painters. A still-life with floral will be demonstrated from drawing through painting. From composition through forms and color.

WATERCOLOUR

Offering 1: Sat, Apr 30, 9:30-1:00pm

Reflections in Water \$64.99 +GST



What makes a body of water, such as a lake or pond, look reflective and/or transparent? Learn the necessary moves to create these illusions.

WATERCOLOUR

Offering 1: Sat, May 7, 9:30-1:00pm



Top Ten Tips for Painters (Free Demo)! \$0.00

⚠️ Must register ONLINE!

See if acrylic is for you, with this 1.5-hour long FREE intro to acrylic demo. Here, you'll learn 10 top tips such as:

- Painting with Erasers
- The "XTC's" of Figures
- Draw "Infinity" Boats
- Two-Handed Drawing
- Lineweights for Impact
- Watercolour & Rubber Resist
- Watercolour - Gum Arabic
- Studio "Put & Take" Cups
- Figures in Perspective
- Davinci's Great Advice

Offering 1: Wed, Jan 19, 6:30-8:00pm Virtual

Creative Saturdays



With Instructor Tony O'Regan

All Class Locations: Credo Christian High School
21846 52nd Ave Langley

Streams & Waterfalls \$64.99 +GST

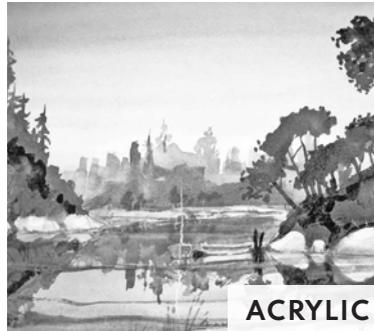


ACRYLIC

Streams and waterfalls are great subjects for painting with a language all their own. Learn the component parts and how to bring this subject to life.

Offering 1: Sat, Apr 23, 9:30-1:00pm

Reflections in Water \$64.99 +GST



ACRYLIC

What makes a body of water, such as a lake or pond, look reflective and/or transparent? Learn the necessary moves to create these illusions.

Offering 1: Sat, Jun 25, 9:30-1:00pm

Ocean Wave \$64.99 +GST

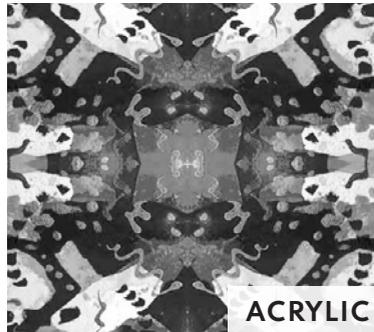


ACRYLIC

Painting a Wave Rolling onto a Beach
You will paint a dynamic Wave. Learn the parts of a wave and how to depict it in color as it rolls onto a rocky or sandy beach.

Offering 1: Sat, May 14, 9:30-1:00pm

Approaches to Abstraction \$64.99 +GST



ACRYLIC

Learn a step-by-step approach to creating an abstract painting. This process, using color as tone, will enable you to enter or extend your work in this fascinating field. This is a learnable, clear process that will work for any medium.

Offering 1: Sat, Jun 11, 9:30-1:00pm



About Instructor Tony O'Regan

Tony painted in Paris and the West Coast of Ireland. He taught Art and Design in major universities for over 20 years, including Emily Carr Univ. and UBC. He uses his skills in architecture, perspective, and landscape design to compose his images of what things are and what they might be. He drinks coffee at the Pelican Rouge and sketches gulls by the great White Rock as they 'gyre and gimble' in the waves.

Art Classes

Acrylic Painting for Beginners

\$159.99 +GST 5 sessions Instructor Tony O'Regan

Although this course will be taught using acrylics, many of the same principles can be applied to painting with oils should this be your medium of choice 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.

Offering 1: Wed, Jan 26 to Feb 23, 7:00-9:00pm

Offering 2: Wed, Apr 20 to May 18, 7:00-9:00pm

Watercolour Painting for Beginners

\$159.99 +GST 5 sessions Instructor Lynne Bradford

Painting with watercolours is relaxing, enjoyable and not difficult. 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.

Offering 1: Wed, Feb 9 to Mar 9, 7:00-9:00pm

Offering 2: Wed, Apr 13 to May 11, 7:00-9:00pm

Drawing for Beginners - Part I

\$159.99 +GST 4 sessions Instructor Ian De Hoog

Drawing and sketching can seem like magic if you don't know how to do them. It's not magic, it's a skill, that means it can be taught. Just like anything and everything you have learned you had to know the very basics. I will show you how to make lines, shapes and volumes. You will learn to hone your observational skills and draw what you see, and even what is in your head if you study and practice enough. You need no experience in drawing. You just need a pencil and some paper. If you have always wanted to learn to draw this is the course for you.

Offering 1: Mon, Feb 28 to Apr 4, 7:00-9:30pm

No Class Mar 14 & 21 (Spring Break)

Acrylic Painting - Intermediate

\$159.99 +GST 5 sessions Instructor Tony O'Regan

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.

Offering 1: Wed, Mar 2 to Apr 6, 7:00-9:00pm

Offering 2: Wed, May 25 to Jun 22, 7:00-9:00pm

No Class Mar 16 (Spring Break)

Watercolour Painting - Intermediate

\$159.99 +GST 5 sessions Instructor Lynne Bradford

Watercolour is unlike any other medium. This course takes the beginner student to the next level. Fundamental techniques will be reinforced and new, extended techniques will be explored as we work through in-class painting projects. Pre-requisite: Any beginning to intermediate level watercolor course. Some drawing ability is always helpful.

Offering 1: Thurs, Mar 31 to Apr 28, 7:00-9:00pm

Drawing for Beginners - Part II

\$159.99 +GST 5 sessions Instructor Ian De Hoog

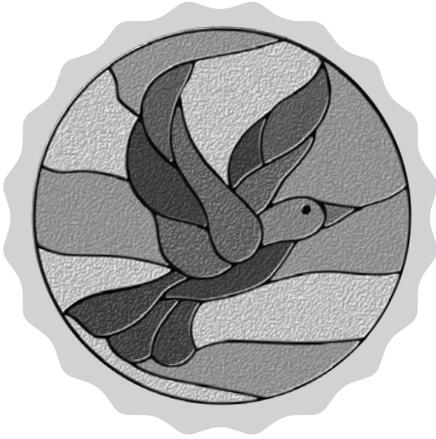
This course build upon concepts introduced in Drawing for Beginners - Part I. The first part of the course is an introduction to learning to draw Perspective. There is no "Quick fix" or shortcut to perspective drawing. It requires work. To take our perspective drawing to the next level, the second part is a light and shadow course, a rendering course, and a texture course all in one. I believe all of those subjects are dependent on one another. We see light and shadow every day. We are surrounded by textures and surfaces. So there is always an endless supply of references.

Offering 1: Mon, May 2 to Jun 6, 7:00-9:00pm

No Class May 23 (Victoria Day)

Stained Glass

All Class Locations: Credo Christian High School
21846 52nd Ave Langley / Art Room



Stained Glass in a Day - for Beginners

\$94.99 +GST 1 session

Instructors Debbie Hungle & Michelle Mason

Spend the day creating some fun stained glass pieces. We will have a collection to choose from, including small easier ones for beginners or more complicated ones for experienced participants to try their hand at. We will walk you through all the basic instructions for stained glass, as well as work with those doing some more challenging options like wire work, glass overlays and 3D pieces. These are just some of the possibilities for this fun workshop. Bring your own tools to class, or rent (\$8) or purchase tools from Instructors.

Offering 1: Sat, Feb 5, 9:00-4:00pm

Offering 3: Sat, Apr 23, 9:00-4:00pm

Offering 2: Sat, Mar 5, 9:00-4:00pm

Offering 4: Sat, May 14, 9:00-4:00pm

About 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.

Foodsafe Classes

\$90.00 +GST

Instructor Dean Scovill, R.E.H.O. 1 Day Course

Class Location:

Credo Christian High School, 21846 52nd Ave Langley

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.

Saturdays, 8:30-4:30pm.

Offering 1: Feb 12

Offering 4: May 14

Offering 6: Jul 16

Offering 2: Mar 12

Offering 5: Jun 18

Offering 7: Aug 27

Offering 3: Apr 23



Social Media



Instructor Jeanette Y. Martin

Class Location: Virtual & FVCE Classroom, Suite 104
20641 Logan Ave, Langley

Creating Your W5 Story \$10.00+GST

Your W5 Story (Who, What, Where, When & Why) on the Social Media platforms of LinkedIn, Instagram, Facebook and Twitter are being viewed & perceived critically by your **CUSTOMER**. Get clear with your W5 Story **BEFORE** you post content across Social Media. It will **RESULT** in followers, **HIGHER** engagement and **INCREASED** sales.

After you complete this course you will have an understanding how your W5 Story will be 'L.I.F.T.(I.N.G.) Up' your business.

LinkedIn

Registering for all 3 Levels : \$90.00+GST

LinkedIn Training - Level 1

\$25.00+GST

- Intro to your LinkedIn profile...Your modern-day resume!
- Building your company page

LinkedIn Training - Level 2

\$35.00+GST

- Connecting - Finding people to connect to and building your sphere of influence
- Professional follow up method for people, places & industry

LinkedIn Training - Level 3

\$45.00+GST

- What is my SSI score on LinkedIn
- How to post engaging content
- Analytics on LinkedIn insights
- Creating a group page to showcase my expertise
- Build your credibility within your industry or business niche

→ Your day in a snapshot..

Offering 1 & 1a

Sat, Mar 26

Level 1: 9:00-10:00am

Level 2: 10:30-11:30pm

Level 3: 12:00-1:00pm

Offering 2 & 2a

Sat, May 14

W5 Story: 9:00-10:00am

Level 1: 10:30-11:30am

Level 2: 12:00-1:00pm

Level 3: 1:30-2:30pm

Offering 3 & 3a

Wed, Jun 8

Level 1: 6:00-7:00pm

Level 2: 7:30-8:30pm

Level 3: 9:00-10:00pm

Instagram

Registering for both Levels : \$50.00+GST

Instagram - Level 1

\$25.00+GST

- Creating your business profile
- How to post to build your followers
- 80 - 20 Rule - 80% Education & 20% Sales

Instagram Level 2

\$35.00+GST

- Posting content to educate & increase sales
- How to turn a "heart" into a real live customer
- Sincere appreciation & gratitude as business strategy
- Direct message to build relationship

→ Your day in a snapshot..

Offering 1 & 1a

Wed, Feb 9

Level 1: 6:00-7:00pm

Level 2: 7:30-8:30pm

Offering 2 & 2a

Wed, Apr 13

W5 Story: 6:00-7:00pm

Level 1: 7:30-8:30pm

Level 2: 9:00-10:00pm

Offering 3 & 3a

Wed, May 25

Level 1: 6:00-7:00pm

Level 2: 7:30-8:30pm

Facebook

Registering for all 3 Levels : \$90.00+GST

Facebook - Level 1

\$25.00+GST

- Build your personal profile to create your company page
- Rule of "like, know & trust" on Facebook

Facebook - Level 2

\$35.00+GST

- Finding people to connect to & building your sphere of influence
- How and when to use hashtags for business

Facebook - Level 3

\$45.00+GST

- Analytics, converting 'friends' into customers & more!

→ Your day in a snapshot..

Offering 1 & 1a

Sat, Mar 12

W5 Story: 9:00-10:00am

Level 1: 10:30-11:30am

Level 2: 12:00-1:00pm

Level 3: 1:30-2:30pm

Offering 2 & 2a

Wed, Apr 27

Level 1: 6:00-7:00pm

Level 2: 7:30-8:30pm

Level 3: 9:00-10:00pm

Offering 3 & 3a

Sat, May 7

Level 1: 9:00-10:00am

Level 2: 10:30-11:30am

Level 3: 12:00-1:00pm

Offering 4 & 4a

Sat, Jun 25

Level 1: 1:00-2:00pm

Level 2: 2:30-3:30pm

Level 3: 4:00-5:00pm

Twitter

Registering for both Levels : \$50.00+GST

Twitter - Level 1

\$25.00+GST

- Building profile
- Conversation & awareness
- How is twitter the new newspaper headline!

Twitter - Level 2

\$35.00+GST

- Building your follower base & how to find followers
- Direct messaging to promote your business

→ Your day in a snapshot..

Offering 1 & 1a

Wed, Feb 23

W5 Story: 6:00-7:00pm

Level 1: 7:30-8:30pm

Level 2: 9:00-10:00pm

Offering 2 & 2a

Wed, Mar 30

Level 1: 6:00-7:00pm

Level 2: 7:30-8:30pm

Offering 3 & 3a

Sat, Apr 30

Level 1: 9:00-10:00am

Level 2: 10:30-11:30am



About Instructor Jeanette Y. Martin

Jeanette lives by three Core Values: **Connection, Collaboration, and Community.**

- Business owner of MYBC Consulting (Move Yer Bum Chum Consulting)
- Chief Relationship Officer ~ HowzBout Inc
- Relationship marketing & award winning Master Connector
- Global Strategist, Social Media Whisperer & Content Manager Canadian Businesses
- Creator and Co-Founder of The Gratitude & Appreciation Summits

Guitar

All Class Locations: Credo Christian High School, 21846 52 Ave, Langley

Guitar for Beginners \$134.99 +GST

Instructor Keith Allingham 8 sessions

In this course you'll get right in and learn the basics: how to hold the guitar, how to strum it, fingering for chords and of course tuning. As a bonus, you'll receive an easy-to-use songbook with 50 songs that you'll be able to play by the end of the course. This is fun, low-pressure music education for folks looking for a new creative endeavour.

Offering 1: Tues, Feb 15 to Mar 29, 6:30-8:00pm

No class Mar 15 (spring break)

Offering 2: Tues, Apr 5 to May 24, 6:30-8:00pm

Guitar Level 2 \$134.99 +GST

Instructor Keith Allingham 8 sessions

This is where we expand your song-playing repertoire and build on the core fundamentals. We'll graduate from the basics into new chords, bar chords and even finger-picking patterns. This course is where sing-along legends are born. Get ready to be the hit of every party and campfire. You'll receive a songbook with 100 songs as part of registration and learn to play them all.

Offering 1: Tues, Feb 15 to Mar 29, 8:00-9:30pm

No class Mar 15 (spring break)

Offering 2: Tues, Apr 5 to May 24, 8:00-9:30pm



About Instructor Keith Allingham

There's nothing Keith loves more than singing songs and having fun. His expert teaching and infectious energy make learning guitar a pleasure. Keith is a retired teacher with more than four decades of experience in education.

Learning Skills



Triple Your Reading Speed

\$44.99 +GST, with Instructor Terry Small 1 session

Do you have enough time to read? Are you tired of feeling info-overwhelmed? 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, Feb 26, 9:30-12:30pm

Offering 2: Sat, May 7, 9:30-12:30pm

Study Smarter, Not harder..with your Brain in Mind

\$49.99 +GST / family, with Instructor Terry Small 1 session

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: Wed, Feb 9, 7:00-8:30pm

Offering 2: Wed, Apr 13, 7:00-8:30pm

Improve Your Memory

Improve Your Memory by 700% (Yes, Really!)

\$49.99 +GST, with Instructor Graham Best 1 session

"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 26, 9:00-12:00pm

Offering 4: Sat, May 28, 9:00-12:00pm

Offering 2: Sat, Mar 12, 9:00-12:00pm

Offering 5: Sat, Jun 18, 9:00-12:00pm

Offering 3: Sat, Apr 23, 9:00-12:00pm

Bible Memory Seminar

\$69.99 +GST, with Instructor Graham Best 4 sessions

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:  Virtual

Offering 1: Thur, Feb 3 to Feb 24, 6:00-7:30pm

Offering 2: Thur, Mar 10 to Mar 31, 6:00-7:30pm

Offering 3: Thur, Apr 7 to Apr 28, 6:00-7:30pm

Offering 4: Thur, May 5 to May 26, 6:00-7:30pm

Offering 5: Thur, Jun 9 to Jun 30, 6:00-7:30pm

Retaining The Power of Memory for Seniors

\$49.99 +GST, with Instructor Graham Best 1 session

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, Mar 26, 9:00-12:00pm

Offering 2: Sat, May 14, 9:00-12:00pm

Offering 3: Sat, Jun 25, 9:00-12:00pm

How to be a Great Dad

\$49.99 +GST Instructor Edwin Palsma 1 session

Being a Dad is rewarding. It's also one of the toughest, most responsible, and time consuming jobs that a man can do. Edwin is no expert on the subject of fatherhood, yet as a single Dad of 3 for the past six years, he has immersed himself in the research where he has read, learned, and experienced the ins and outs of being a Dad in present day. In this workshop, he will share some of the resources he's found helpful and most importantly, facilitate a conversation with other Dad's on what has worked for them (other Dad's means you). If you care about your kids, want to do the best job you can, and make the world a better place because your children are in it, come out and listen, learn, and share. You may be surprised at the results!

Offering 1: Tues, Feb 15, 7:00-9:30pm

Offering 2: Tues, May 24, 7:00-9:30pm

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



Make Cheese with Paula

Please see our website for more detailed course descriptions.

All Class Locations: Credo Christian High School 21846 52nd Ave Langley / Kitchen



Mozzarella and Bocconcini

\$100.00+GST

Learn how to make your own home made cheese! Learn how to make your own hand stretched mozzarella cheese turning it into an appetizer worthy of the cover of Bon Appetit Magazine! This is a demonstration style: Taste, Touch, feel class that will demystify the process of making your own cheese. You will learn how to make your own mozzarella as well as learn some creative and unique serving ideas. Instructions and ingredients to make over 4 lbs of mozzarella at home are included

Offering 1: Sat, Mar 5, 10:00-12:00pm

Offering 2: Sat, May 14, 10:00-12:00pm

Sour Cream, Cream Cheese, & Cottage Cheese

\$100.00+GST



Learn how to make your own sour cream/cream cheese, and cottage cheese! This is a demonstration style, Taste, touch and feel class where Paula will take students through the process, we will be working with ready-made curd infusing it with herbs, spices and botanicals which students will bring home. Lots of delicious dips and spreads will be tasted so bring a container and your appetite to this class!

Offering 1: Sat, Mar 5, 1:00-3:00pm

Fromage Blanc & Chevre

\$100.00+GST



Come and spend a few hours with Paula and learn how to make 2 delicious and versatile cheeses: Fromage Blanc and Chevre. Paula will demystify the process, science and art of crafting your own homemade cheeses. Working with premade curd, you will be making and taking home 2 appetizers worthy of the cover of Bon Appetit! while learning many ways to utilize and work with these 2 amazing soft cheeses. Class includes instructions and ingredients to make 2 lbs of cheese at home.

Offering 1: Sat, May 14, 1:00-3:00pm



About Instructor Paula Nelson-Maddison

Living on Gabriola Island for over 20 years and trying to be as sustainable as possible, Paula Maddison has spent the past 8 years hand crafting her own delicious cheeses. Using products readily available and demystifying the idea that cheese making is difficult, Paula's classes are comprehensive, delicious and a lot of fun. Learn more about Paula at MakeCheeseWithPaula.ca.

Italian Cooking

NEW

Please see our website for more detailed course descriptions.

All Class Locations: Credo Christian High School 21846 52nd Ave Langley / Kitchen



Olive Oil Tasting & Flavour of Italy

\$100.00+GST Instructor Marzia Bellotti

Olive oil is the heart of Mediterranean diet and its know for the healthy role in our nutrition. In this class we will learn how to recognize a good olive oil and we will taste 3 different oil. With the oil that we taste we will make 3 simple dishes, staples of the Mediterranean diet: Spaghetti with simple tomatoes sause. Caprese Salad and Focaccia Bread.

Offering 1: Sat, Feb 5, 10:00-1:00pm

Gluten Free Chocolate Cake, Torta Caprese, Panna Cotta and Pistachio Tiramisu

\$100.00+GST Instructor Marzia Bellotti

Come and learn how to make these 3 amazing Italian desserts. Torta Caprese is a typical cake from the Amalfi coast that will impress you by the simplicity. Panna cotta is my absolute favourite dessert (also Gluten free.) Pistachio Tiramisu is my husband favourite dessert. I will be using Pistachio di Bronte cream imported from Sicily, Italy. Don't miss this class!

Offering 1: Sat, Feb 12, 10:00-1:00pm

Agnolotti Del Plin & Meat Ravioli

\$100.00+GST Instructor Marzia Bellotti

Agnolotti del Plin or Meat Ravioli An iconic dish from Piemonte, agnolotti del plin gets its name from the regional dialect for "pinch," which is how you made the pasta. To form each agnolotto, you pinch two sheets of pasta together. We will serve them with butter and sage sauce.

Offering 1: Sat, Mar 26, 10:00-1:00pm

Fresh pasta & spinach pasta dough

\$100.00+GST Instructor Marzia Bellotti

Green pasta with spinach is a variant of the classic fresh egg pasta. In this preparation, minced spinach is added to give the pasta a bright green color and an extra touch of flavor. We will make fresh spinach pasta and roll out fettuccine that we will serve with a delicious Amatriciana Sauce.

Offering 1: Sat, Apr 2, 10:00-1:00pm

Gluten Free Pasta

\$100.00+GST Instructor Marzia Bellotti

Making fresh pasta is a labour of love. In this class we will learn how to make fresh eggs pasta gluten free. We will also learn how to make a good vegetarian sauce and white creamy sauce. This class is hands on, bring an apron.

Offering 1: Sat, Apr 23, 10:00-1:00pm

Gnocchi & Meat Sauce

\$100.00+GST Instructor Marzia Bellotti

In this class Mamma Marzia will teach you how to make one of the most iconic Italian dishes : Potato Gnocchi. She will share her family recipes and all the tricks to you and also teach you how to make an authentic Italian Meat sauce and Butter and sage sauce.

Offering 1: Sat, May 28, 10:00-1:00pm



About Instructor Marzia Bellotti

Mamma Marzia, founder of Bella Cibo, born in Naples and grew up in the Valtellina in northern Italy, moved to Vancouver in 2003 to follow the big love of her life: Italian Cooking. Seven years later Mamma Marzia now hosts classes from her kitchen and is able to inspire hundreds people with the passion and love for Authentic Italian cooking. She treats her students like her family and shares tidbits from her Italian cultural traditions.

Make your own natural beauty products

Please see our website for more detailed course descriptions.

Total Natural Body Care

\$78.00+GST / Instructor: Cheryl Theilade

Take care of your skin naturally and the results are amazing! Make and take home a chamomile face cleanser, aloe toner, almond oatmeal face scrub, body cream, shea lip fix, mint toothpaste, mouth wash, and a sole soother foot gel. Recipes provided.

Offering 1: Sat, Jan 29, 10:00-3:00pm

Organic Hemp Body Care

\$62.00+GST / Instructor: Cheryl Theilade

Discover the amazing properties of Hemp Seed Oil! Make high-quality skincare products for all skin types from scratch! Participants will make and take home a Hemp Body Lotion, Hemp Seed Body Exfoliant, Heavenly Hemp Bath n' Body Oil and a Hemp Seed Soap. Recipes for healing salves and body washes.

Offering 1: Thurs, Feb 17, 6:30-9:30pm

All Natural Hair Care

\$60.00+GST / Instructor: Cheryl Theilade

Whether your hair is oily, dry, colour treated or dealing with dandruff or hair loss, this fun and informative "All Hair Care" class is for you! Using an array of herbal botanicals, aromatherapy oils and moisturizing shampoo bars, make your own nourishing hair products. Make and take a black Jamaican castor oil scalp soother, dry shampoo, hibiscus n' honey hair mask, and an herbal shampoo. Recipes provided.

Offering 1: Tues, Apr 12, 6:30-9:30pm

Summertime Soaps and Scrubs

\$60.00+GST / Instructor: Cheryl Theilade

Create healthy handmade suds with natural herbs, spices, and scents using all vegan based soap blocks. Make a ginger n' ginseng soap, an almond exfoliating facial bar, plus a French pink clay body wash, and a Marigold Soapy Body Scrub. Recipes provided. No previous soap making experience required!

Offering 1: Wed, May 18, 6:30-9:30pm

NEW

All Class Locations: Credo Christian High School 21846 52nd Ave Langley / Kitchen

ALL SUPPLIES INCLUDED IN COURSE FEES.

Soap Making, Pure & Simple

\$66.00+GST / Instructor: Cheryl Theilade

Soap from scratch! From pre-blended bases, learn the basics of cold process soap making! Make a long-lasting herbal floral soap and a batch of citrus explosion. Explore different ingredients, methods and techniques that you can use to create exciting soaps. Receive a finished soap bar. Recipes provided. Please bring hand towel to class.

Offering 1: Thurs, Feb 3, 6:30-9:30pm

Aromatherapy, The Art of Blending

\$59.00+GST / Instructor: Cheryl Theilade

Learn the top ten essential oils, their therapeutic properties and how to use them everyday safely and effectively. Discuss creating your own essential oil medicine cabinet. In class, create blends for sleep, concentration, lymphatic drainage, scarring, acne and other ailments. Create a personal synergy (blend), a roll-on, massage oil, a solid scent perfume, and a perfume spray. Recipes and blends provided.

Offering 1: Mon, Mar 28, 6:30-9:30pm

Mommy and Me Body Care

\$58.00+GST / Instructor: Cheryl Theilade

Get your botanical baby off to a great start, naturally and pamper yourself too! Easy, affordable, chemical and petroleum free! Make a baby barrier cream, chamomile powder, dreamtime massage oil and a toning body lotion (great for stretch marks) for the new Mom!. Plus receive a body care gift for all new Moms! Recipes on bedtime calming mist and aloe wipes.

Offering 1: Wed, May 4, 6:30-9:30pm

All Natural SPF Poolside Essentials

\$58.00+GST / Instructor: Cheryl Theilade

Customize your sun protection - worry free! Look after skin and hair naturally by making your own beach and poolside essentials: make and take home a tropical sun lotion, aloe after sun spray, chamomile hair treatment and a spf lip balm. Recipes on hair rinses and deep conditioners.

Offering 1: Thurs, Jun 2, 6:30-9:30pm

Mindfulness

All Class Locations: In Person

Mind Full to Mindful - Finding Calm in the Chaos

\$89.00 +GST

Instructor Pamela Dangelmaier
1 session

Class Location: TBD

Offering 1: Sat, Feb 12, 9:00-11:30am

Offering 2: Sat, Mar 5, 9:00-11:30am

Offering 3: Sat, Apr 2, 9:00-11:30am

Offering 4: Sat, May 7, 9:00-11:30am

This one-day workshop will help you move forward in your life with useful tools to help calm your mind and relax your body. Many of us have heard about mindfulness but are not sure what it is and how it can help us lead a more balanced, peaceful and focused life. This workshop will answer those questions and open the doors to that exploration. Mind Full to Mindful is intended as an introductory course for those who are curious about mindfulness and want to begin benefiting from their newfound skills immediately.

During the workshop you will learn what mindfulness is, what it isn't, what its wonderful benefits are, and how to practice it. We'll explore a number of different mindfulness techniques, including mindful eating, mindful meditation, and mindful movement.

Now is the time to take a step in the right direction and learn to relax, refocus, and respond to life in a healthier, more positive way!

De-Stress & Reset - Stress Relief Skills

\$199.00 +GST

Instructor Pamela Dangelmaier
4 sessions

Class Location: TBD

Offering 1:

Tues, Mar 22 to Apr 12, 7:00-9:00pm

Offering 2:

Tues, May 24 to Jun 14, 7:00-9:00pm

Are you suffering from stress? Do you want to learn some hands-on tools to take back control of your life and learn to respond to its challenges in a more calm and effective way? This course offers you the opportunity to learn useful mindfulness techniques to help you stay calm, breathe easy and take control. Perfect for business-people, busy parents, caregivers or pretty much anyone who is feeling stressed and anxious.

Mindfulness reduces stress by teaching you how to respond to stress with awareness of what is happening in the present moment. From this point a view a world of choices opens. Mindfulness can be an antidote to rumination and worrying. It also encourages you to see things from different perspectives so that you learn to respond, rather than automatically reacting in habitual ways that may not have served you well in the past.

This multi-day course is designed to teach you the specific mindfulness tools you can use to effectively bring balance to your life and reduce the negative effects of stress. De-Stress & Reset is designed to put in motion a personalized mindfulness practice that will support you going forward.



About Instructor Pamela Dangelmaier

Pamela Dangelmaier is an experienced mindfulness practitioner and certified mindfulness coach. She completed her graduate certificate in Mindfulness-Based Teaching & Learning at the University of the Fraser Valley and works as a mentor for the current 2020-2021 program. In addition to her own private mindfulness coaching practice, Pamela is also a successful e-commerce business owner, public speaker, gardening expert, graphic designer, stage & film actress and novelist. She attributes most of her successes, both personal and career, to the application of mindfulness techniques to support and generate her creative ideas and come up with innovative ways to overcome challenges, reduce stress and live a balanced life.

Home Maintenance & Repair

Each course 1 session

All Class Locations: Credo Christian High School 21846 52nd Ave Langley

See website for full descriptions

Residential Electrical Level 1

\$49.99 +GST

There are a number of electrical items around the home that the average homeowner can manage safely. In this course you will learn to change out a Light Fixture, Re-wire a Socket, and Install a Dimmer, etc.

Offering 1: Sat, Feb 26, 9:30-12:30pm

Offering 2: Sat, Apr 23, 9:30-12:30pm

Residential Plumbing Level 1

\$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 5, 9:30-12:30pm

Offering 2: Sat, Apr 30, 9:30-12:30pm

Tiling: Backsplashes

\$49.99 +GST

Replacing the backsplash in your kitchen or Bathroom is an inexpensive way to freshen up the look of the room. Switch out some of the fixtures such as Faucets, Knobs, Towel Racks, etc., and it can make it look like a new room.

Offering 1: Sat, Mar 12, 1:00-4:30pm

Offering 2: Sat, May 14, 1:00-4:30pm

Residential Electrical Level 2

\$49.99 +GST

To register for this class it is recommended you take Electrical I prior to Electrical II. By the end of the class, students will be able to wire in a 3 way light switch, and assemble/repair an extension cord.

Offering 1: Sat, Feb 26, 1:00-4:00pm

Offering 2: Sat, Apr 23, 1:00-4:00pm

Residential 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 5, 1:00-4:00pm

Offering 2: Sat, Apr 30, 1:00-4:00pm

Tiling: Flooring

\$49.99 +GST

Are you considering replacing your Bathroom, Laundry Room, or Foyer Floor? Small flooring projects like these are well within the capabilities of the average homeowner. In this course you will cut, apply, and grout tiles to a plywood/cement board base.

Offering 1: Sat, Mar 12, 9:00-12:30pm

Offering 2: Sat, May 14, 9:00-12:30pm

Home Maintenance & Repair

\$99.99 +GST

In this course, homeowners and renters will learn about the various maintenance & repairs they can perform around the house. By carrying out regular maintenance, homeowners can identify, and often fix, small problems before they become big issues. This course is a must for all homeowners, and will save you money!

Offering 1: Sat, Feb 5, 9:30-4:00pm

Offering 2: Sat, Apr 2, 9:30-4:00pm

Kitchen & Bathroom Renos

\$99.99 +GST

Kitchen & Bathroom are often the most costliest rooms to renovate. Even if you're not planning to do the renovations yourself, this course will provide you with valuable information, putting you in a better position to; ask the right questions, understand the various quotes, select the right contractor, and evaluate the work being done.

Offering 1: Sat, Feb 12, 9:30-4:00pm

Offering 2: Sat, Apr 9, 9:30-4:00pm

About Instructor Rob Shular

Rob has been making things ever since he can remember. Making boats to float in the creek at age 5, using scraps of wood, nails, and string from under dad's work bench. 30 years later, Rob now runs a Handy Man business helping clients fix + find their perfect space.

The Sustainable Home + Property

\$599.99 +GST Instructor Kenton Zerben 7 sessions

In the 21st century it is more important than ever to re-design how we live - to get our homes and gardens in order so they shelter and feed us. The time is now, and we are the people to create sustainable homes and properties that meet our needs while making us healthy, secure, and proud of our impact. We can be more than sustainable. We can be regenerative.

This course enables you to create a sustainable home and property that meets your living needs. Applying the knowledge and skills of this course, you will be able to reduce your house bills, increase your properties productivity, and enjoy the security and resilience that comes from thriving within your local landscape. With the skills gained in this course, you will be able to establish resilient and efficient systems for house and home; land and landscape; and community and business.

Offering 1:  Wed, Mar 2 to Apr 20, 6:00-9:00pm Class Location:  Virtual (No Class Mar 16 (Spring Break))



About Instructor Kenton Zerben

Sustainable living has always been my passion and I decided it was time to leave the safety of my job, abandon my career path, and commit to living a life in accordance with my own values. Yikes! Terrified, energized, and determined I got to work building my own tiny house. I got off the grid, started growing my own food, and created this sustainable living class. Let me help you live a happier, healthier, more abundant, sustainable life today.

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"I wonder if we could add a backyard "Granny House" for Mom?"

"What are our choices if we downsize to a condo?"

"I'd like to tour some real tiny houses!"

"I don't even want a large house, I'd rather stay mobile!"

Explore so many options
June 5th and 6th, 2022!
Info and Tickets at:
SmallHomeExpo.ca

TRADEX
in Abbotsford

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 1 day 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 (must be done 72 hours before class starts)

-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.

Where to find your course

A

Acrylic	25
Acrylic Painting	24,26
Administrative Assistant Certificate	5
Art Classes	26

B

Basics of Sign Language	20
Natural Beauty Products	34
Beekeeping	23
Beyond the Sky	4
Bible Memory	31
Bookkeeping	14
Building Services Worker Program	21
Starting a Business in Canada	4
Business Writing	8

C

Our Certificate Programs	5
Cheese Making	32
Computer and Clerical Proficiency	5
Computer Basics	9
Computer Basics for Seniors	9
Computerized Accounting	15
Computerized Accounting Certificate	5
Conflict Resolution	13
Creating Your W5 Story	28

D

Dental Receptionist Certificate Program	7
Drawing	24,26

E

Sell It On eBay!	17
Emergency "Grab & Go" Rapid Exit Plan	4

F

Facebook	29
Family Estate Planning	16
Find Your Class	3
Floral Arrangement Basics	22
Elevated Floral Design	22
Foodsafe Classes	27
French for Beginners	20

G

Pruning & Gardening	23
Guitar	30

H

Home & Family Organization	21
Home Maintenance & Repair	36
HTML+CSS	17

I

Instagram	28
Interview Preparation	8
Investing 101	16
Italian Cooking	33
Italian for Beginners	20

K

Keyboarding Plus	6
Keyboarding (Typing) for Beginners	6

L

Lawn Care	23
LinkedIn	28

M

Medical Office Assistant	6
Bible Memory Seminar	31
Improve Your Memory	31
Memory for Seniors	31
Microsoft Excel	10
Microsoft Outlook	12
Microsoft PowerPoint	12
Microsoft Word	11
Mindfulness	35

N

DIY - Natural Beauty Products	34
-------------------------------------	----

P

Painting	24
----------------	----

How to Be a Great Single Dad	31
Payroll Fundamentals	16
Perfect Portraits	22
Photography Basics	22
Policies and Registration Info	38
Pruning the RightWay	23

Q

QuickBooks	15
------------------	----

R

Triple Your Reading Speed	30
Resume Building	8

S

Sage 50	15
Saturday Classes	18
Sell It On eBay	17
Sell It On eBay!	17
Sign Language	20
Spanish	20
Stained Glass	27
Study Smarter	30
Supervisory Skills	13
The Sustainable Home + Property	37

T

The Absolutely Indispensable Binder	21
Twitter	29

V

Our Virtual Class Offerings	19
Virtual Classroom	2

W

Watercolour	24,26
Watercolour Painting	26
Create a Website	17
Websites for Fun, Profit, & Business!	17

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