



FRASER VALLEY

CONTINUING EDUCATION

FALL 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

As the seasons change and life slows down, fall is the perfect time to learn a new skill. Maybe you've always wanted to try a new hobby or you need training for a new job or even to enhance skills for your current career. Whatever the reason we have a wide variety of things to choose from!

This semester we're celebrating 30 years as a privately owned company providing quality classes at a reasonable price for everyone. A big thank you to all our students, instructors and staff, past, present, and future for keeping Continuing Education alive and available for all in the Fraser Valley! Let us know if there's a class that you would love to teach or if you've got a suggestion for a new class that you would love to take!

Enjoy our Fall selections and see you at school!

Sincerely,

Barb Nelson

Barb Nelson, Owner



A note from the desk of Kim

Welcome to the Fall 2022 Semester! It's hard to believe that we are more than halfway through the year! I would like to thank all the instructors for doing an amazing job again this semester, also a big shout out to the many students that take classes from us. You are the reason we keep doing this, and we hope to see you back again this year learning something new!

Speaking of new, we have some new courses coming this semester that are amazing. Check out Page 4 for all the details. Have a safe and healthy fall and we hope to see you back in class learning something new!!

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, Library,
and Boardroom**

📍 #204-20621 Logan Ave, Langley

Continuing Education Classroom

📍 #104-20641 Logan Ave, Langley

Credo Christian High School

📍 21846 - 52nd Avenue, Langley

Doubleday Arboretum

📍 21177 Fraser Highway, Langley

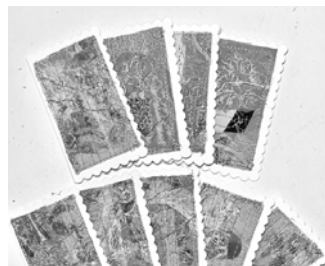


**Registration is now open
for Fall 2022 programs.**

**Registration for Winter/
Spring 2023 programs
will open Dec 1, 2022**

New Courses

Free Motion Stitching \$189.99 +GST Instructor Karen Kroeker 4 sessions



Class Location: FVCE, 104-20641
Logan Ave, Langley

Offering 1:
Sat & Sun, Oct 29 to Nov 6
10:00-2:30pm

Class days: Oct 29/30 & Nov 5/6

Learning to do Free Motion Stitching on a regular sewing machine will open doors to a creative side of yourself you may not have known existed! You will create fabric art and thread based items that are beyond what you presently understand can be done on your machine. It is about learning to use it as a "creative" tool, instead of a "sewing" tool. A few simple adjustments on your machine will open windows of possibilities that will keep you endlessly exploring.

Sell it Online! Explore Your Best E-Store Opportunities \$59.99 +GST Instructor Kevin Boyd 1 session

Class Location:  Virtual

Offering 1:
Mon, Nov 28, 6:00-9:00pm

There are several apps and platforms today that provide an excellent way for you to generate revenue by selling your unwanted used items or by creating a new e-commerce business.

This class presents an essential comparison review of the top sites that are easy to use, with emphasis on selling most of your items locally and some nationally. Included are pros and cons, dos and don'ts, tips and strategies, seller requirements including registration, costs and how you are paid. This comprehensive overview will help you set your direction and determine which apps and marketing strategies are the best match for your online success.

Retiring Thinking Seminar \$124.99 +GST Instructor Doug Berg 5 sessions

Class Location: Credo,
21846 52 Ave, Langley

Offering 1:
Tues, Sept 20 to Oct 18,
7:00-8:30pm

Offering 2:
Thurs, Nov 17 to Dec 15,
7:00-8:30pm

Thinking of retirement perhaps in the next five years? Or perhaps you're recently retired and floundering? Not sure what to anticipate in retirement?

This course will assist the participant in preparing for the psychological changes that will occur in the transition to retirement. Retirement planning is more than money calculation. It also includes intentional thinking about direction. Your well-being in retirement will depend on a lot of things: your health, relationships, unique identity, as well as purpose and meaning in life. Each session includes thought-provoking exercises that you can process individually or with your partner. As you work your way through these tools, you'll create a personal plan for a retirement that you are excited about.

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 Acctg	\$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 Acctg	\$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 Acctg	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.

❗ 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

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

Medical Terminology & Anatomy

Helen Galloway 11 sessions \$800.00+GST

This course combines anatomy and physiology with medical terminology. Students will learn to describe procedures and conditions relating to cases. Students will learn the language through word prefixes, root words, suffixes and combining forms. Medical terminology is a key component of what medical professionals use when they are referring to patient diagnoses, treatment and procedure.

Offering 1:  Mon, Dec 5 to Jan 30, 2023, 6:30-9:30pm

Ethics/Confidentiality & Office Procedures

Helen Galloway 8 sessions \$800.00+GST

In the first portion of the course, students examine the importance of confidentiality and privacy in the medical setting. In the second component of this course, office procedures focuses on professional code of conduct, recruitment policies, internet usage, safety policies and handling all patient needs, a key component of this focuses on staff management and general housekeeping duties specific to the medical office settings.

Offering 1:  Mon, Oct 10 to Nov 28, 6:30-9:30pm

EMR Fluency & Medical Billing

Helen Galloway 5 sessions \$800.00+GST

With many Physicians converting their practices over to electronic medical records, the EMR course gives students an overview and exploration of the EMR program "Myle". We focus on privacy, confidentiality and security using this system. Students learn to manage different administrator parts of electronic medical records through demonstrations and hands-on exercises. A look at medical billing given to students and they are introduced to medical services plan and claims processing.

Offering 1:  Mon, Jan 2 to Feb 1, 2023, 6:30-9:30pm

About Instructor Helen Galloway

Helen's educational background is in Medical Imaging, Medical Radiography, with a specialty certificate in Computed Tomography (CTIC). Helen has completed 32+ years in the field and has 20+ years as an instructor for the Medical Radiography program, specialty certificate program, degree program, clinical instructor at BCIT, and as director of Radiology services and training for FMS Medical systems Inc.

NEW

Keyboarding Classes \$149.99 +GST

Class Location:  Virtual

Instructor: Jeff Huot

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:  Wed, Oct 12 to Nov 9, 6:00-7:45pm

Offering 2:  Wed, Jan 4 to Feb 1, 2023, 8:00-9:45pm

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:  Wed, Oct 12 to Nov 9, 8:00-9:45pm

Offering 2:  Wed, Jan 4 to Feb 1, 2023, 6:00-7:45pm

Dental Receptionist Certificate Program

Course Details

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

Program Dates:

32 sessions, plus practicum

Offering 1:

Sept 20 to Jan 27, 2023

Tues and Fri

9:00-2:15pm

Offering 2:

Sept 19 to Jan 26, 2023

Mon and Thurs

9:00-2:15pm

Class Locations:

Fraser Valley Continuing Education
Suite 104-20641 Logan Ave

Winter/Spring 2023:

Offering 1:

Feb 14 to Jun 20, 2023

Tues and Fri

9:00-2:15pm

Offering 2:

Feb 13 to Jun 26, 2023

Mon and Thurs

9:00-2:15pm

Registration opens
Oct 15, 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 &  Virtual

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: Thurs, Oct 20 to Oct 27, 7:00-9:00pm

Offering 2: Thurs, Jan 12 to Jan 19, 2023, 7:00-9:00pm

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: Thurs, Nov 3 to Nov 17, 7:00-9:00pm

No Class Nov 10

Offering 2: Thurs, Jan 26 to Feb 2, 2023, 7:00-9:00pm

Resume Building/Interview Prep \$149.99 +GST

Instructor Cathy Moleschi 2 sessions

Participants will learn how to create a well-written and persuasive resume and cover letter compatible with Applicant Tracking Systems. On the second evening, students will learn effective interview strategies focused on answering behavioural-based interview questions.

Class Location: FVCE Classroom

Offering 1: Mon, Nov 21 to Nov 28, 7:00-9:00pm

Offering 2: Mon, Jan 23 to Jan 30, 2023, 7:00-9:00pm

Customer Service & Call Center Essential Skills for Office & Retail Settings \$282.99 +GST

Instructor Laurie Silvester 5 sessions

Providing outstanding customer service can make the difference between gaining, keeping, or losing a customer. In this 5-evening course, you will gain foundational knowledge, leverage proven techniques, and apply best practices that will help develop and maintain mutually beneficial relationships with your customers, while continuing to grow your customer base. Gaining these essential customer service skills will help you gain valuable skills in advancing your career.

Class Location:  Virtual

Offering 1:  Tues, Oct 11 to Nov 8, 6:30-9:30pm

Offering 2:  Tues, Nov 15 to Dec 13, 6:30-9:30pm

NEW



About Instructor Laurie Silvester

Laurie is a team lead customer service professional, with 30+ years of customer service, including 15+ years of retail, where she excelled at customer service, sales, opening and closing. Laurie has honed her skills while being part of a busy call center team, where she worked for 16 years, growing into the role of a team lead, lead trainer and account manager for 1 million + level accounts, dealing with challenging situations and exceeding growth expectations all while keeping a smile!

NEW

Computer Basics 1 & 2

\$99.99 +GST each

Please see our website for more detailed course descriptions.

Computer Basics 1 6 hours Instructor Lori Dowhaniuk

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, Sept 15, 9:30-4:00pm

Offering 3: Thurs & Fri, Oct 6 & Oct 7, 1:30-4:30pm

Offering 2: Wed & Thurs, Sept 28 & Sept 29, 6:30-9:30pm

Computer Basics 2 - Preparation for Microsoft Office 6 hours Instructor Lori Dowhaniuk

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, Sept 22, 9:30-4:00pm

Offering 4: Tues & Thurs, Oct 11 & Oct 13, 1:30-4:30pm

Offering 2: Mon & Tues, Sept 26 & Sept 27, 9:30-12:30pm

Offering 5: Thurs, Oct 20 & Oct 27, 9:30-12:30pm

Offering 3: Mon & Tues, Sept 26 & Sept 27, 6:30-9:30pm

Offering 6: Thurs, Nov 3 & Nov 10, 9:30-12:30pm

Computer Basics for Seniors

\$159.99 +GST

Windows, Word, and the Internet

Instructor Lori Dowhaniuk 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 & Thurs, Nov 1 to Nov 10, 1:30-4:00pm

Offering 2: Wed, Jan 11 to Feb 1, 2023, 1:30-4:00pm

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 Lori Dowhaniuk 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, Oct 4 to Nov 1, 9:30-12:30pm

Offering 2: Tues, Oct 4 to Nov 1, 6:30-9:30pm

Offering 3: Thurs, Oct 13 to Nov 10, 6:30-9:30pm

Offering 4: Mon to Fri, Oct 24 to Oct 28, 1:30-4:30pm

Offering 5: Sun, Nov 27 to Dec 11, 9:30-3:00pm

Microsoft Excel Level 2 \$279.99 +GST

Instructor Lori Dowhaniuk 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, Nov 8 to Dec 6, 9:30-12:30pm

Offering 2: Tues, Nov 8 to Dec 6, 6:30-9:30pm

Offering 3: Mon to Fri, Nov 14 to Nov 18, 1:30-4:30pm

Offering 4: Thurs, Nov 17 to Dec 15, 6:30-9:30pm

Offering 5: Sun, Jan 8 to Jan 22, 2023, 9:30-3:00pm

Microsoft Excel Level 3 \$259.99 +GST

Instructor Lori Dowhaniuk 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, Jan 3 to Jan 24, 2023, 9:30-12:30pm

Offering 2: Tues, Jan 3 to Jan 24, 2023, 6:30-9:30pm

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 Lori Dowhaniuk 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, Oct 3 to Nov 7, 9:30-12:30pm

Offering 2: Mon, Oct 3 to Nov 7, 6:30-9:30pm

Offering 3: Wed, Oct 12 to Nov 9, 6:30-9:30pm

Offering 4: Mon to Fri, Oct 17 to Oct 21, 1:30-4:30pm

No Class Oct 10

Microsoft Word Level 2 \$279.99 +GST

Instructor Lori Dowhaniuk 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, Nov 14 to Dec 12, 9:30-12:30pm

Offering 2: Mon, Nov 14 to Dec 12, 6:30-9:30pm

Offering 3: Wed, Nov 16 to Dec 14, 6:30-9:30pm

Offering 4: Mon to Fri, Nov 21 to Nov 25, 1:30-4:30pm

Microsoft Word Level 3 \$259.99 +GST

Instructor Lori Dowhaniuk 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, Jan 9 to Jan 30, 2023, 9:30-12:30pm

Offering 2: Mon, Jan 9 to Jan 30, 2023, 6:30-9:30pm



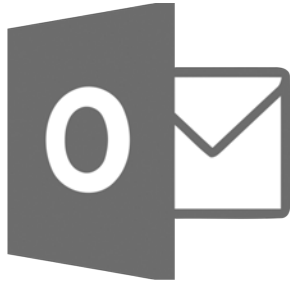
About Instructor Lori Dowhaniuk

Lori has over 35 years of teaching experience. She received her Bachelor of Education at the University of Alberta and started out as a high school typing teacher. A move out west led her to software training and consulting specializing in Microsoft Office. She enjoys sharing her knowledge with her students at all levels.

NEW

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 Lori Dowhaniuk 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: Thurs & Fri, Oct 6 to Oct 14, 9:30-12:30pm

Classes are on: TH/F/TH/F (Oct 6, 7, 13, 14)

Microsoft Outlook Level 2 \$259.99 +GST

Instructor Lori Dowhaniuk 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, Dec 1 to Dec 15, 9:30-12:30pm

Classes are on: TH/TH/T/TH (Dec 1, 8, 13, 15)

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 Lori Dowhaniuk 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, Jan 4 to Jan 18, 2023, 6:30-9:30pm

Classes are on: W/TH/W/TH/W (Jan 4, 5, 11, 12, 18)

Microsoft PowerPoint Level 2 \$279.99 +GST

Instructor Lori Dowhaniuk 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:

Wed & Thurs, Jan 19 to Feb 2, 2023, 6:30-9:30pm

Classes are on: TH/W/TH/W/TH (Jan 19, 25, 26, Feb 1, 2)

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, Oct 4 to Nov 1

Level 2: \$259.99 +GST

Offering 1:  Tues, Nov 8 to Dec 6

Level 3: \$259.99 +GST

Offering 1:  Tues, Jan 10 to Feb 7, 2023

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, Oct 5 to Oct 26, 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, Nov 2 to Nov 9, 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 Sessions

Instructor Robyn Maltais


Class Location:

FVCE Classroom OR  Virtual
Suite 104-20641 Logan Ave


Choose Virtual OR FVCE Classroom:

Offering 1 & 1a 

Wed, Sept 28 to Nov 16, 9:30-12:30pm

Offering 2 & 2a 

Tues, Oct 11 to Nov 29, 6:30-9:30pm

Offering 3 & 3a 

Sun, Dec 4 to Feb 5, 2023, 9:30-12:30pm

No Class Dec 25 & Jan 1

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 2/4 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  Sat, Dec 3 to Dec 10, 9:30-3:00pm

Offering 2 & 2a  Tues, Jan 10 to Jan 31, 2023, 6:30-9:00pm

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

sage

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: Wed, Oct 12 to Nov 9, 6:30-9:30pm
Offering 2: Sat, Dec 3 to Dec 17, 9:00-2:30pm

Sage 50 Desktop - Part 2 \$279.99 +GST
Instructor Amika Kehler 3 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: Sat, Jan 7 to Jan 21, 2023, 9:00-12:00pm



See Website for
School Closures

QuickBooks Desktop - Part 1 \$279.99 +GST
Instructor Amika Kehler 3 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: Fri, Nov 4 to Nov 25, 9:00-2:30pm

QuickBooks Desktop - Part 2 \$279.99 +GST
Instructor Amika Kehler 3 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: Fri, Dec 2 to Dec 16, 9:00-2:30pm

QuickBooks Online - 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, 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, Oct 1 to Oct 29, 9:00-2:30pm
Offering 2: Wed, Nov 16 to Dec 14, 6:30-9:30pm

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, Nov 5 to Nov 26, 9:00-2:30pm
Offering 2: Fri, Jan 6 to Jan 20, 2023, 9:00-2:30pm

Payroll Fundamentals \$239.99 +GST

Instructor Robyn Maltais 2 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, Oct 15 to Oct 22, 9:30-3:00pm

Offering 2:

Sat, Jan 14 to Jan 21, 2023, 9:30-3:00pm

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, Nov 5, 9:30-12:00pm

Offering 2:

Sat, Dec 3, 9:30-12:00pm

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, Oct 22, 9:30-12:00pm

Offering 2:

Sat, Nov 19, 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.

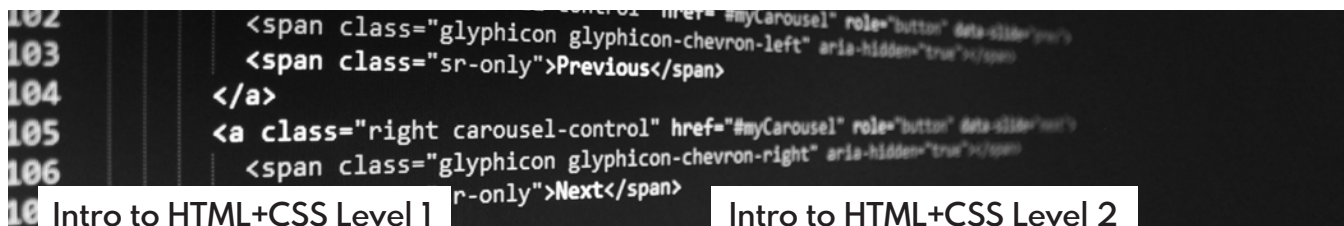


About Instructor Kevin Boyd

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 & Thursdays

Offering 1:  Sept 12 to Sept 19, 6:00-7:45pm

Classes: Sept 12, 15, 19


Offering 2:  Nov 7 to Nov 14, 6:00-7:45pm

Classes: Nov 7, 10, 14

\$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.

Monday's & Tuesday's

Offering 1:  Oct 11 to Oct 17, 6:00-7:45pm

Classes: Oct 11, 13, 17

Monday's, Thursday's & Friday's

Offering 2:  Dec 2 to Dec 8, 6:00-7:45pm

Classes: Dec 2, 5, 8

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

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!

Class Location:  Virtual

Offering 1: Tues, Nov 22, 6:30-9:30pm

Create a Website for Fun, Profit, & Business!

\$69.99 +GST Instructor Kevin Boyd 1 session

Discover the best copy/paste, drag & drop website builders that will meet your needs and create an appealing, modern, dynamic, small business website. Review the top website and E-commerce store builders, determine proper planning and layout, learn Search Engine Optimization (SEO), social media marketing, and the tips and traps, dos and don'ts of website design.

Class Location:  Virtual

Offering 1: Tues, Nov 8, 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: Mon & Wed, Nov 21 & Nov 23, 6:30-9:30pm



Our Saturday Class Offerings

Save your spot today!

- | | | |
|---|--|---|
| <ul style="list-style-type: none">• Bookkeeping• Build a Christmas Fireplace for your Front Porch• Building Services Worker Program• Cheese Making• Creating your W5 Story• Facebook• Family Estate Planning• Food Safe Certificate• Free Motion Stitching• Getting Ready for Fall• Home Inspection & Maintenance | <ul style="list-style-type: none">• Improve your memory by 700%• Introduction to Artisan Bread• Introduction to Sour Dough• Investing 101• Italian Cooking• Kitchen Sink & Appliances• Lawn Alternatives• Lawn Care• LinkedIn• Mind Full to Mindful• Payroll | <ul style="list-style-type: none">• Perfect Portraits• Pruning - Trees & Shrubs• Quickbooks Online• Residential Electrical• Retaining the power of memory for seniors• Sage• Stained glass in a day• The Indispensable Binder• Tiling• Toilet & Vanity• Tony's Art School• Triple your reading speed |
|---|--|---|



Our Virtual Class Offerings

Available Now!

- Bible Memory Seminar
- Create a Website for Fun, Profit and Business
- Create Your Emergency "Grab & Go" Rapid Exit Plan
- Creating your W5 Story
- Customer Service & Call Centre Essential Skills
- Excel
- Facebook
- HTML/CSS
- Instagram
- Keyboarding for beginner
- Keyboarding plus
- LinkedIn
- Medical Office Assistant
- Sell it on EBAY
- Sell it Online! The Best E-Store Opportunities
- Top Ten Tips for Painters (Free Demo)
- Twitter
- Word

Italian Cooking

NEW

Please see our website for more detailed course descriptions.

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



Ricotta Gnocchi & Potatoes Gnocchi

\$100.00+GST Instructor Marzia Bellotti

This class is hands-on! We will learn to make one of the most popular Italian dish: Gnocchi. We will make the classic potatoes gnocchi and also Ricotta Gnocchi that you can make at home in 15 minutes. For these 2 amazing dishes we will make a simple tomatoes sauce and a Bolognese Meat Sauce. These are my family recipe passed down to generations.

Offering 1: Tues, Oct 4, 6:30-9:30pm

Meat & Vegetarian Cannelloni

\$100.00+GST Instructor Marzia Bellotti

This class is hands-on! We will learn how to make Cannelloni from scratch starting with kneading eggs and flour to make Fresh Pasta to rolling out and cut the perfect square for cannelloni. We will also make two types of stuffing: Meat Stuffing my absolutely favourite and ricotta and spinach. Also we will make a creamy béchamel sauce that we will use to cover the cannelloni before to bake them.

Offering 1: Tues, Nov 8, 6:30-9:30pm

Desserts!

\$100.00+GST Instructor Marzia Bellotti

In this class we will make a decadent Nutella Cheesecake, no bake. This dessert can be easily gluten free. We will also learn how to make Italian Biscotti perfect to dip in coffee.

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

Rice Balls

\$100.00+GST Instructor Marzia Bellotti

In this class we will learn how to make the amazing rice balls stuffed with mozzarella. This is one of the best street food in Italy and they are so delicious!

Offering 1: Tues, Jan 31, 2023, 6:30-9:30pm

Fresh Fettuccine

\$100.00+GST Instructor Marzia Bellotti

This class is hands-on! We will learn how to make Fresh Eggs Pasta from scratch rolling out Lasagna sheets and Fettuccine.

We will pair the fettuccine with creamy white sauce and also a decadent Meat Sauce.

Offering 1: Tues, Oct 18, 6:30-9:30pm

Meat Lasagna

\$100.00+GST Instructor Marzia Bellotti

In this class we will learn how to make one of the best and popular Italian dishes: lasagna. We will learn how to make the fresh pasta from scratch, roll it out and cut the perfect square for lasagna. We will also make béchamel sauce and my mom recipe of Bolognese sauce/ meat sauce. This is my mom's lasagna recipe, it will be an epic dinner

Offering 1: Tues, Nov 22, 6:30-9:30pm

Fresh Pasta

\$100.00+GST Instructor Marzia Bellotti

In this class we will learn how to make 2 type of Pasta: Fresh Eggs pasta rolling out fettuccine and Fresh Pasta using water and Durum wheat flour rolling out orecchiette. This type of pasta is perfect for vegan. We will pair the fettuccine with a creamy Vodka Sauce and we will pair the orecchiette with a sauce made with broccoli rabe and breadcrumbs.

Offering 1: Tues, Jan 17, 2023, 6:30-9:30pm



**Meet Instructor:
Marzia Bellotti**

See bio on website

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

Register for 2 different classes on the same day, and receive 15% off your 2nd class.



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, Oct 29, 10:00-12:00pm

Offering 2: Sat, Nov 19, 10:00-12:00pm

Offering 3: Sat, Dec 3, 10:00-12:00pm

Hard Cheese: Jarlsburg

\$100.00+GST

NEW

Come and spend a few hours with Paula Maddison and learn the science and process behind hand crafting your own cheese. This workshop focuses on Jarlsburg: A distinctive sweet and nutty cheese! This is a see/touch/taste demonstration-style class. All equipment provided. Students receive notes and supplies to make more at home.

Offering 1: Sat, Oct 29, 1:00-3:00pm

Brie Cheese

\$100.00+GST

NEW

Learn how to make your own Brie! This is a demonstration style, taste, touch and feel class where Paula will take students through the process of ripening Traditional Brie. Advanced cheese making techniques are discussed and cultures. All equipment provided. Students receive notes and supplies to make more at home.

Offering 1: Sat, Nov 19, 1:00-3:00pm

Asiago Cheese

\$100.00+GST

NEW

Learn how to make your own pressed Asiago cheese! Cultures and instructions to make your own wheel to age at home will be included in this taste, touch, feel demonstration style class. Paula will demystify the idea that cheese making is difficult and will show you how to make your own delicious cheeses using store bought milk.

Offering 1: Sat, Dec 3, 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.

Baking Bread with Babette

Each course 1 session

Instructor: Babette Kourelos

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

Bring an apron and a bread bag/container to take home your freshly baked bread!

See website for full descriptions

Thanksgiving Pull-Apart Buns

\$100 +GST

Learn how to dress up your Thanksgiving dinner table with impressive and delicious dinner rolls in no time!

Offering 1: Wed, Oct 5, 6:30-9:00pm

Simple Sandwich Bread

\$100 +GST

This is your chance to ditch the store bought bread and make your own instead.

Offering 1: Wed, Oct 12, 6:30-9pm

Offering 2: Wed, Jan 11, 2023, 6:30-9pm

Intro to Artisan Bread

\$100 +GST

Learn about different types of flour; fermentation; baker's percentage; hydration percentage; artisan baking techniques, etc.

Offering 1: Sat, Oct 22, 10:00-3:00pm

Halloween Pumpkin Shaped Bread

\$100 +GST

Learn how to make this special pumpkin-shaped loaf just in time for Halloween!! (Also a cute addition to next year's Thanksgiving table)

Offering 1: Wed, Oct 26, 6:30-9:00pm

Whole Grain Bread

\$100 +GST

Want to add a little extra fibre and wholegrains to your diet? Join Babette and learn how to make a simple and delicious whole wheat bread for you and your family.

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

Soft Pull-Apart Dinner Rolls

\$100 +GST

Learn how to make impressive and delicious dinner rolls in no time!

Offering 1: Wed, Nov 16, 6:30-9:00pm

Rosemary & Garlic Focaccia

\$100 +GST

Learn how to make this classic Italian flat bread and impress your friends with a delicious centerpiece at your next dinner party or barbeque.

Offering 1: Wed, Nov 23, 6:30-9:00pm

Braided Sweet Bread

\$100 +GST

Who doesn't love a gorgeously braided loaf?! Let's add a 3 or 4 strand braided loaf to your baking repertoire!

Offering 1: Wed, Dec 7, 6:30-9:00pm

Festive Bread Wreath

\$100 +GST

Learn how to make an impressive and delicious sweet or savoury bread wreath for your festive table.

Offering 1: Wed, Dec 14, 6:30-9:00pm

Intro to Sourdough

\$150 +GST

Learn about the different types of starters and how they differ from commercial or fresh yeast. Learn how to mix, shape and bake your very own sourdough loaf and go home with a bit of sourdough starter so that you can continue on your sourdough journey!

Offering 1: Sat, Jan 7, 2023, 10:00-4:00pm

Soft White Rolls

\$100 +GST

Did you know that bread dough is pretty versatile? You can use the simple sandwich bread dough to make awesome soft white bread rolls!

Offering 1: Wed, Jan 18, 2023, 6:30-9pm



About Instructor Babette Kourelos

Babette holds a BA and LLB degree from the University of the Witwatersrand in South Africa. After graduating, Babette traveled to Vermont (USA), to apprentice under the late French Master Baker Gerard Rubaud. Babette ran her own artisan bread bakery in South Africa. She has introduced hundreds of beginner bakers to the art of bread baking and has been featured in numerous media publications / guest speaking events.

Home & Family Organization

Class Location:

Credo Christian High School
21846 52nd Ave Langley, Library

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

Offering 2: Sat, Dec 10, 9:30-12:00pm

Offering 3: Sat, Jan 14, 2023, 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: Sept 19 to Oct 27, 6:00pm-9:15pm

Offering 2: Nov 7 to Dec 15, 6:00pm-9:15pm

Offering 3: Jan 23 to Mar 2, 2023, 6:00pm-9:15pm

Saturday Course

9 Full-day Sessions Classes: Saturdays

Offering 1: Sat, Oct 15 to Dec 10, 8:30-3:15pm

Offering 2: Sat, Jan 28 to Apr 1, 2023, 8:30-3:15pm

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, Library

Offering 1: Wed, Oct 5 to Nov 9, 7:00-9:00pm

Punjabi for Beginners \$169.99 +GST

Instructor Rajnish Dhawan 6 sessions

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

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

Offering 1: Mon, Sept 19 to Nov 7, 7:00-9:00pm
No class Oct 10 & 31

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, Sept 28 to Nov 9, 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: Wed, Oct 12 to Nov 23, 7:00-9:00pm

Advanced Spanish \$179.99 +GST

Instructor Angelica Venegas 7 sessions

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: Wed, Nov 30 to Jan 25, 2023, 7:00-9:00pm
No class Dec 21 & 28

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, Sept 27 to Nov 8, 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, Sept 24, 9:30-3:30pm

Lawn Alternatives

\$29.99 + GST Instructor Amanda Jarrett 1 session

If you rather not have a lawn, there are numerous alternatives. Learn about the different options depending on your needs, wants and the growing conditions!

Class Location: Credo Christian High School 21846 52 Ave

Offering 1: Sat, Oct 15, 1:30-4:30pm

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, Oct 15, 9:30-12:00pm

Getting ready for Fall

\$29.99 + GST Instructor Amanda Jarrett 1 session

It's time to put the garden to bed. Learn which veggies can stay put and which ones can be composted or discarded. Garden beds need to be cleaned up, but only to a certain point. Learn about the 'chop & drop' method, fall bulbs and winter mulch.

Class Location: Credo Christian High School 21846 52 Ave

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

Mindfulness

Class Location: Doubleday Arboretum, 21177 Fraser Highway, Langley

Mind Full to Mindful - Finding Calm in the Chaos

\$89.00 +GST

Instructor Pamela Dangelmaier

1 session

Class day: Saturdays

Offering 1: Sept 24, 9:00-11:30am

Offering 2: Oct 22, 9:00-11:30am

Offering 3: Nov 26, 9:00-11:30am

Offering 4: Dec 10, 9:00-11:30am

Offering 5: Jan 21, 2023, 9:00-11:30am

Are you feeling stressed, finding it hard to focus and wanting to enjoy more peace in your life? Perhaps now is the time to learn tools that could help you navigate these changing and challenging times. Practicing mindfulness can be the solution you're looking for.

The Mind Full to Mindful Workshop is intended as an introductory course for those who are curious about mindfulness and want to begin immediately benefiting from their newfound skills. This workshop will give you the opportunity to explore what mindfulness has to offer and will provide you with hands-on solutions to live a calm, focused and healthy life.

Bonus! You'll get to experience this unique, calming workshop in one of Langley's most beautiful, peaceful facilities - the Interpretive Centre at the Derek Doubleday Arboretum. This log home-like structure is an inviting, warm space - ideal for supporting your exploration of mindfulness and all the wonderful benefits it has to offer.

Tony's Art School



With Instructor Tony O'Regan

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

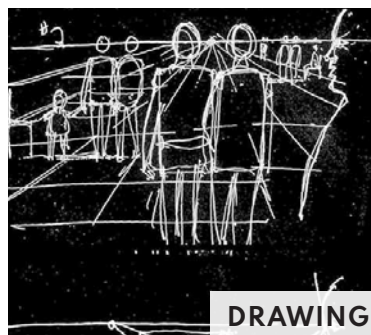
Drawing Faces-Male, Female, Child \$64.99 +GST



Learn to draw the face, its proportions and features using light and shadow patterns. Learn the basic differences in male-female and child facial proportions and expressions.

Offering 1: Sat, Jan 21, 2023, 9:30-1:00pm

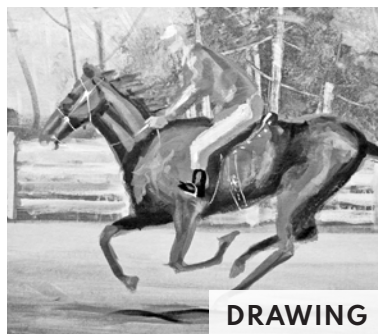
Drawing Figures in Context \$64.99 +GST



Learn to construct a figure, its proportions, component forms and gestures. Learn to compose and sketch clothed figures in a street scene.

Offering 1: Sat, Feb 4, 2023, 9:30-1:00pm

Drawing Horses \$64.99 +GST



Learn basic methods for drawing and shading horse heads, body forms, and typical poses. We will use large scale models & projections, using charcoal, soft pencil and blending stumps on paper.

Offering 1: Sat, Dec 3, 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.

Offering 1: Sat, Nov 26, 9:30-1:00pm

FREE!

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 "X T C'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, Oct 26, 6:30-8:00pm Virtual

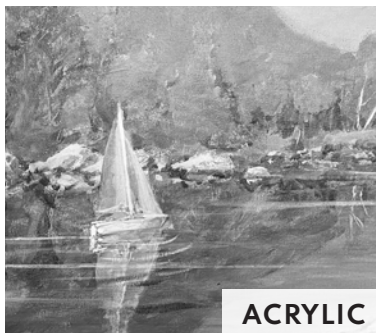
Tony's Art School

NEW

With Instructor Tony O'Regan

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

Still Waters Run Deep \$64.99 +GST

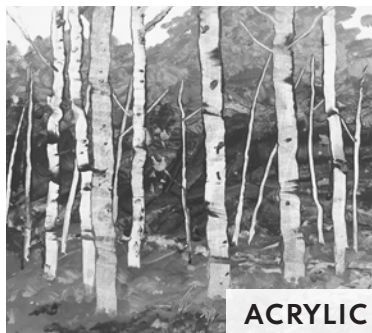


ACRYLIC

Learn the components of a reflection in ponds or lakes. What is it that makes us fascinated by water? What are the visual cues that make us believe we are looking into a reflective or transparent surface?

Offering 1: Sat, Oct 15, 9:30-1:00pm

Into the Forest \$64.99 +GST



ACRYLIC

Learn to paint a forest scene with trees, foliage and ground patterns.

Offering 1: Sat, Dec 10, 9:30-1:00pm

Ocean Waves \$64.99 +GST

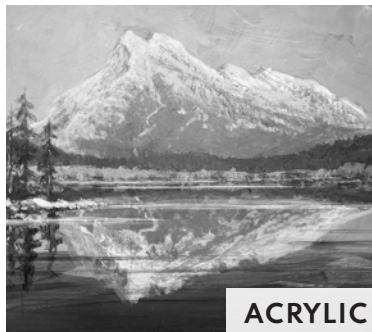


ACRYLIC

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, Oct 29, 9:30-1:00pm

Rocky Mountains \$64.99 +GST



ACRYLIC

Learn to paint a landscape scene in the majestic Rocky Mountains.

Offering 1: Sat, Nov 5, 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 Fundamentals Plus

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

This course will include the fundamental skills of painting in acrylics, such as color choices and mixing, as well as highly effective techniques and processes. We will also go beyond the basic skills to create paintings of landscapes and still-life, etc. Fundamentals-Plus is a course suitable for those who are beginning to paint in this versatile medium, as well as those with some experience who wish to continue to paint in a supportive studio. All painting projects are clearly demonstrated, step-by-step by a highly experienced teaching artist, Tony O'Regan (toregan.com).

Offering 1: Wed, Oct 5 to Nov 2, 6:30-8:30pm

Watercolour Painting Level 1

\$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, Oct 12 to Nov 9, 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, Nov 7 to Dec 12, 7:00-9:00pm
No Class Dec 5

Acrylic Painting Studio

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

This course provides a wonderful project-oriented studio setting for those who have painted with acrylics before, even at a very basic level, and who wish to continue to paint projects in a supportive and organized environment. We will focus on the compositional design, procedures and techniques, through projects, such as, nature and village scenes and floral. Highly experienced teaching artist, Tony O'Regan (toregan.com), will organize and demonstrate each inspiring painting project, encouraging individual expression and development.

Offering 1: Wed, Nov 9 to Dec 7, 6:30-8:30pm

Watercolour Painting Level 2

\$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: Wed, Nov 16 to Dec 14, 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, Jan 9 to Feb 6, 2023, 7:00-9:00pm

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: Sun, Sept 18 to Oct 23, 6:30-8:30pm

Offering 2: Sun, Jan 8 to Feb 5, 6:30-8:30pm

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: Sun, Nov 20, 9:00-12:00pm

Offering 2: Sat, Jan 28, 9:00-12:00pm

Floral Arrangement

Floral Arrangements Basics for Beginners

\$249.99+GST Instructor: Shirley Burns 7 sessions

This course provides students the fundamental tools of Floral Design. Learn to source and process florals as well as techniques in greening, skills for making hand tied bouquets, designing with various vessels using various mechanics.

The emphasis on this class will be to encourage a positive creative space, learning through demonstration, hands-on practice, and class discussion. Students will develop a solid foundation of the principles and elements of floral design.

A supply fee of \$45 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, Oct 18 to Nov 29, 7:00-9:00pm



About Instructor Shirley Burns

Shirley Burns is a Certified Floral Designer. She has her own private floral studio based in Langley, where she provides florals to a variety of local events such as weddings, showers, and many other celebration. Additionally, she has a small boutique flower farm where she grows the majority of her flowers for her events. Shirley is an advocate on continued education and is genuinely interested in creating a safe space for creativity to be explored!

NEW

NEW

Make your own natural beauty products

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

ALL SUPPLIES INCLUDED IN COURSE FEES.

Please see our website for more detailed course descriptions.

Soap Making, Pure & Simple

\$70.00+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, Sept 29, 6:30-9:00pm

Offering 2: Wed, Nov 16, 6:30-9:00pm

Aromatherapy, The Art of Blending

\$63.00+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: Wed, Oct 19, 6:30-9:30pm

Get Your Glow On - Masks & Scrubs

\$66.00+GST / Instructor: Cheryl Theilade

In this hands-on class, use techniques to enhance the beauty and healing of the skin on the face, neck, legs and feet you'll create a papaya face polish, honey n' herb facial mask, Himalayan salt scrub, peppermint foot prep and a cuticle nail oil. Plus discussion on sit baths and dry brushing for circulation & toning. Receive recipes on toning massage oil and nail salve.

Offering 1: Tues, Nov 15, 6:30-9:00pm

Well-being Bath & Shower Products

\$76.00+GST / Instructor: Cheryl Theilade

Create luxurious products using nourishing organic butters, organic oils and botanicals without the high cost! In this hands-on class, make six different Tub Fizzers in a variety of scents and shapes, an Aromatherapy Bath Salt, Foaming Muscle Pain Soak, Milky Moisture Bath, Shower Melts and a Bath n' Body Oil. Please bring a shoebox to class.

Offering 1: Thurs, Dec 1, 6:30-9:30pm

Organic Hemp Body Care

\$68.00+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: Mon, Oct 3, 6:30-9:00pm

All Natural Hair Care

\$66.00+GST / Instructor: Cheryl Theilade

Whether your hair is oily, dry, colour treated or dealing with dandruff or hair loss, this fun & informative "All Hair Care" class is for you! Using an array of herbal botanicals, aromatherapy oils and moisturizing shampoo bars, 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, Oct 25, 6:30-9:30pm

Minimalist Skincare Routine

\$58.00+GST / Instructor: Cheryl Theilade

When it comes to skin care, using too many products doesn't guarantee effective results; it can sometimes even do the opposite. Afterall, less is more! In this pure & simple class, make and take a Charcoal n' Walnut Facial Cleanser, Honey and Vitamin C Mask and an Anti-oxidant Cream containing natural SPF. Customize your products according to skin type.

Offering 1: Mon, Nov 28, 6:30-8:30pm

About Instructor Cheryl Theilade

Cheryl has been teaching a variety of classes on natural skincare for over 21 years. She shares her knowledge on using ingredients from nature to create affordable, healthy body care products. She has appeared on City TV, Vancouver Living and CBC radio, and contributed to articles in, Coco Magazine, North Shore News, The Vancouver Sun and Shared Vision. Additionally, she is the driving force behind her company, Scentimental Creations; which began in 2001.

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, Oct 4 to Nov 22, 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.

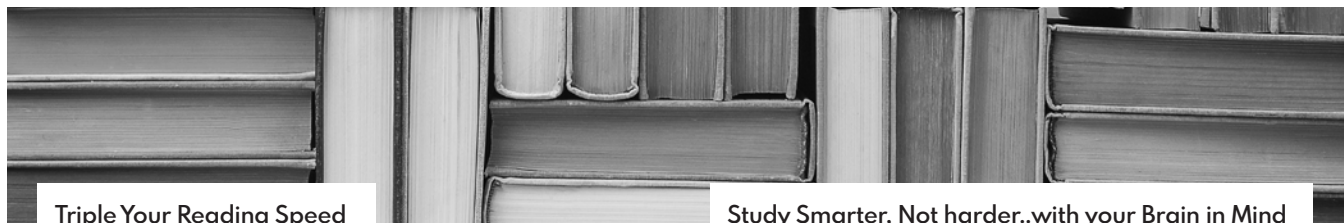
Offering 1: Tues, Oct 4 to Nov 22, 8:00-9:30pm



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 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, Nov 5, 9:30-12:30pm

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

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

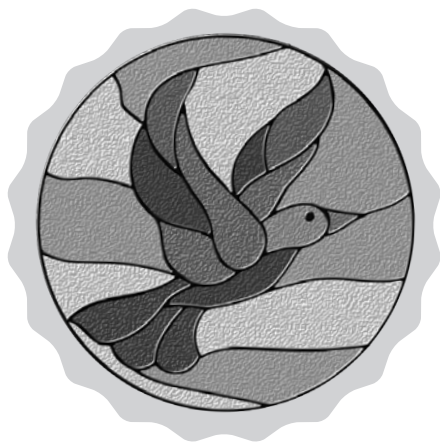
You can make this your child's best year ever in school! Smart Students have secrets. Terry Small's Student success system shows your kids how to take charge of their time and succeed! Parents and Students attend this seminar together to learn proven strategies and study secrets that have helped 220,000 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, Oct 19, 7:00-8:30pm

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, Oct 22, 9:00-4:00pm

Offering 3: 🕯 Sat, Nov 19, 9:00-4:00pm

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

Offering 4: 🕯 Sat, Dec 10, 9:00-4:00pm

🕯 Christmas Ornaments Class!

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: Sept 17

Offering 4: Dec 10

Offering 2: Oct 22

Offering 5: Jan 14, 2023

Offering 3: Nov 19



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, Oct 1, 9:00-12:00pm

Offering 3: Sat, Dec 3, 9:00-12:00pm

Offering 2: Sat, Nov 5, 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, Oct 6 to Oct 27, 6:00-7:30pm

Offering 2: Tues, Nov 8 to Nov 29, 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, Oct 15, 9:00-12:00pm

Offering 2: Sat, Nov 26, 9:00-12:00pm



An Evening of Astronomy \$20.00 +GST Instructor Tim Stephenson 1 session

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

Offering 1:
Wed, Oct 12, 7:00-9:00pm

Offering 2:
Tues, Nov 15, 7:00-9:00pm

Offering 3:
Tues, Jan 17, 2023, 7:00-9:00pm


****Purchase 1 Adult seat & bring a school age student (grade 12 or younger) for FREE!**

An Evening of Astronomy removes the mystery of space as we will explore the solar system, discover the far reaches of the galaxy and bring the universe into focus. With images of some of the greatest wonders of the night sky, you will begin to see why the cosmos has captured the imaginations of people for millennia.

Tim Stephenson, an award-winning astronomy teacher from British Columbia, will make the universe accessible. A visually stunning presentation detailing discoveries of planets and moons nearby, explaining the dynamic nature of the galaxies and helping to understand the question "How do we know that?"

What is the nature of the universe? How did it come to be? What is our place within the extraordinary vastness of time and space? Whether you are an avid science enthusiast or a total novice, you will expand your knowledge beyond the light horizon.

Social Media

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, Nov 26

Level 1: 9:00-10:00am

Level 2: 10:30-11:30am

Level 3: 12:00-1:00pm

Offering 2 & 2a

Sat, Jan 7, 2023

W5 Story: 9:00-10:00am

Level 1: 10:30-11:30am

Level 2: 12:00-1:00pm

Level 3: 1:30-2:30pm

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, Oct 26

Level 1: 6:00-7:00pm

Level 2: 7:30-8:30pm

Offering 2 & 2a

Wed, Dec 7

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, Sept 24

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, Nov 30

Level 1: 6:00-7:00pm

Level 2: 7:30-8:30pm

Level 3: 9:00-10:00pm

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, Nov 9

W5 Story: 6:00-7:00pm

Level 1: 7:30-8:30pm

Level 2: 9:00-10:00pm

Offering 2 & 2a 🖥:

Wed, Jan 25, 2023

Level 1: 6:00-7:00pm

Level 2: 7:30-8:30pm



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

Home Maintenance & Repair

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

See website for full descriptions | Classes run on Saturdays! | Each course 1 session



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: Oct 22, 9:30-12:30pm

Offering 2: Nov 26, 9:30-12:30pm

Offering 3: Jan 14, 2023, 9:30-12:30pm

Toilet & Vanity

\$49.99 +GST

Bathroom Plumbing Maintenance & repair is one area where the homeowner can save money by doing it yourself. Learn about the home plumbing system, required tools, plumbing maintenance, and reparation techniques.

Offering 1: Oct 29, 9:30-12:30pm

Offering 2: Dec 3, 9:30-12:30pm

Offering 3: Jan 21, 2023, 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: Oct 15, 1:00-4:30pm

Offering 2: Nov 19, 1:00-4:30pm

Offering 3: Jan 28, 2023, 1:00-4:30pm

Residential Electrical Level 2

\$49.99 +GST

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

Offering 1: Oct 22, 1:00-4:00pm

Offering 2: Nov 26, 1:00-4:00pm

Offering 3: Jan 14, 2023, 1:00-4:00pm

Kitchen Sink & Appliances

\$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: Oct 29, 1:00-4:00pm

Offering 2: Dec 3, 1:00-4:00pm

Offering 3: Jan 21, 2023, 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: Oct 15, 9:00-12:30pm

Offering 2: Nov 19, 9:00-12:30pm

Offering 3: Jan 28, 2023, 9:00-12:30pm

Home Inspection & Maintenance

\$99.99 +GST

This course will provide you with the knowledge and understanding to be able to perform a basic home inspection. Whether you are purchasing, or simply want to understand the health of your house, this course is a must. Learn about the various systems in your house, what to look for when evaluating, critical deficiencies that need to be addressed, estimating costs, + more!

Offering 1: Sat, Sept 24 9:30-4:00pm

Offering 2: Sat, Nov 5, 9:30-4:00pm

Offering 3: Sat, Jan 7, 2023, 9:30-4:00pm

Build a Christmas Fireplace For Your Front Porch!

\$49.99 +GST

A great addition to your Christmas décor, this decorative Fireplace measures approximately 18" W x 12" D x 24" H. It is constructed with strong, light weight corrugated plastic panels and folds flat for easy storage. Logs and Twinkle Lights give the appearance of a real fire. The kit includes all the necessary materials and supplies for a finished Fireplace. Fireplace panels are pre-cut. During the class you will; mark the brick pattern, assemble the panels, mount the twinkle lights, and put together the fire logs.

(Additional Cost: \$75 per kit payable at the beginning of this course.

Partners are able to build a single fireplace together using 1 kit. Individual course fee still applies)

Offering 1: Dec 10, 9:00-12:30pm



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.



Returning this fall to TWO Fraser Valley locations!

Everything you need to plan your entire wedding under one roof!

Sunday, September 25th 2022
from 12pm to 4pm, in Abbotsford



Brides or Grooms are
always FREE!
Gift bag for the first 150
Brides or Grooms
• through the door,
\$1000 value!
Beautiful gowns,
Exhibitors, prizes,
and MUCH MORE!

Sunday, November 6th 2022
from 12pm to 4pm, in Langley



Watch for more events throughout the year, and reserve your tickets at:

FraserValleyWeddingFestival.com



Register early and be entered to WIN a pair of diamond stud earrings!

See website for details. Some restrictions apply.



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.

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FALL CLASSES NOW OPEN

Back in the classroom, & online.

Register for your course today.



www.FraserValleyContinuingEducation.ca