COQUITLAM CONTINUING EDUCATION

EXPERIENCE **TRANSFORMATION**

Claudia's Path

HOW CCE GAVE ME THE SKILLS I NEED
PG 15

Kenneth's Way

SETTING THE TIME. SETTING THE PACE.
PG 10

Elizabeth's "Two-Fer"

TWICE THE POTENTIAL WITH A DOUBLE DIPLOMA
PG 21

UGOCHUKWU'S STORY

A BRIGHT FUTURE WITH NEW BEGINNINGS
PG 7

DISCOVER YOUR **COMMUNITY**
SHARPEN YOUR SKILLS & **FIND A NEW CAREER**
LEARN OR IMPROVE YOUR ENGLISH **FOR FREE***
*FOR ELIGIBLE BC RESIDENTS

COQUITLAM CONTINUING EDUCATION

GRADUATE OR UPGRADE YOUR MARKS

** TUITION FREE!*

ONLINE LEARNING

COQUITLAM ((OPEN Learning

LANGUAGE INSTRUCTION FOR NEWCOMERS TO CANADA

LEARN ENGLISH FOR FREE!

TRAIN FOR A NEW CAREER. UPGRADE JOB SKILLS. TRY SOMETHING NEW FOR FUN!

Integrate Tri-Cities

NEWCOMER YOUNG ADULT EMPLOYMENT PROGRAM

SEE DETAILS PG 12

It's never too late to graduate high school or upgrade your marks. Find out how you can get ready for post-secondary programs and career advancement.

COQUITLAM LEARNING OPPORTUNITY CENTRE
104–2748 LOUGHEED HWY,
PORT COQUITLAM
604.945.4211
M–TH: 9 AM–8 PM
F: 9 AM–3 PM

PAGES **5-9**

Take high school credit courses online. Find tips to get the most out of online learning.

MILLSIDE CENTRE
1432 BRUNETTE AVE,
COQUITLAM
604.936.4285
M–F: 8:30 AM–3:30 PM

PAGES **10-11**

Learn English for free with other new Canadians. Prepare for employment and learn about Canadian culture.

MONTGOMERY CENTRE
380 MONTGOMERY ST,
COQUITLAM
604.936.4261
M/W/F: 8:30 AM–3:30 PM
T/TH: 8:30 AM–7:30 PM

PAGE **12-13**

Improve your English language skills in a social and culturally diverse environment. Prepare for employment or for further studies.

MONTGOMERY CENTRE
380 MONTGOMERY ST,
COQUITLAM
604.936.4261
M/W/F: 8:30 AM–3:30 PM
T/TH: 8:30 AM–7:30 PM

PAGES **14-19**

Get your career on track with corporate or private training or get a whole new career with one of our diploma programs. Flexible and affordable, day and evening, part-time or full-time options are available.

MONTGOMERY CENTRE
380 MONTGOMERY ST,
COQUITLAM
604.936.4261
M/W/F: 8:30 AM–3:30 PM
T/TH: 8:30 AM–7:30 PM

PAGES **20-38**

DISTRICT PRINCIPAL'S MESSAGE

To say this year has been a challenging one would be the understatement of a lifetime. COVID-19 has had a tremendous impact on us all – both professionally and personally.

Our staff and teachers worked diligently to ensure we were able to transition our face-to-face classes to online learning environments as quickly as possible, while our self-paced classes moved all of their assessments and instructional support from in-person to entirely online. We all appreciated your patience and support.

We look forward to resuming face-to-face classes and assessments but will likely continue to offer many of our courses in an online learning environment. We can't wait to see what the future holds for you.

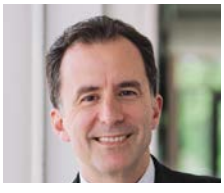
If you want to graduate, we're here to help you make that a reality. If you need to improve your marks from last year, or 30 years ago, we're here to help you. If you need to improve your English language skills, we can support you. If a new career is what you are looking for, we have many options for you, either as job skills courses or full diploma programs. Do you have employees you would like to train? We have options.

Experience Transformation.

Michael McGlenen

Michael McGlenen, District Principal

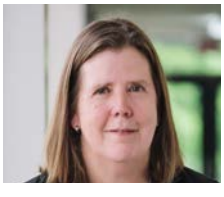
MURRAY PETERS
Principal



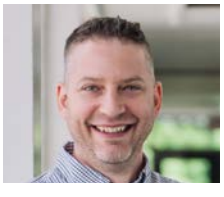
DAVID TRUSS
Principal

SHAWN O'BRIEN
Vice Principal

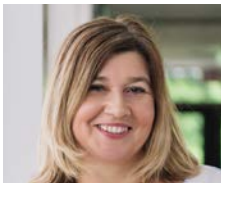
DANIELLE DOVE
Business, Careers & Job Skills Dept. Manager



JO-ANN DYKSTRA
LINC Coordinator

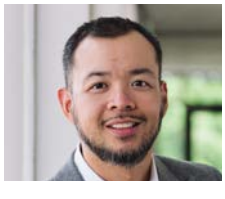


JON GROSSMAN
ACE Conference Dept. Head



KAREN JOGHA
Student Transitions and Support Dept. Head

CHERIE LAYNE
Foundations Dept. Head



ADRIAN CHENG
Business, Careers & Job Skills Assistant Coordinator

KRISTINE MATHIASEN
Clerical Data Lead

ANITA CARMICHAEL
Head Clerical

SCHOOL DISTRICT 43 COQUITLAM BOARD OF EDUCATION

ANMORE/BELCARRA	Kerri Palmer Isaak
COQUITLAM	Jennifer Blatherwick Carol Cahoon Barb Hobson Craig Woods
PORT COQUITLAM	Christine Pollock Michael Thomas
PORT MOODY	Lisa Park Keith Watkins
SUPERINTENDENT OF SCHOOLS	Patricia Gartland

SCHOOL DISTRICT 43 Coquitlam
Learning for a Lifetime

HIGH SCHOOL **CREDIT**

EXPERIENCE **TRANSFORMATION**

GRADUATE/UPGRADE – PAGES 6–9

GRADUATE OR UPGRADE

TUITION FREE!

THERE ARE THREE WAYS TO DESIGN YOUR PATH TO POST-SECONDARY

Whether you need to complete your high school diploma or upgrade your marks, enrolling in high school credit courses puts you on course for your dream job. **And you may even be able to do it for free.**

UPGRADE

Have your eye on the perfect post-secondary program, but need to bump up your grades or complete required high school courses before applying? We can help with that.

GRADUATE

Is now the right time to complete your high school education? At CCE, you can do it for free and in as few as three high school courses.

LEARN

Biology, Calculus, Physics, English, Spanish, History, Chemistry, Mandarin, Accounting – and many more. Visit **CE43.com** to see all the high school courses offered at CCE.

TUITION

At CCE, you can graduate for **FREE**. If you have not graduated from high school in Canada or another country, and are a resident of British Columbia, *all* high school credit courses are **FREE**.

If you are a high school graduate and are looking to upgrade, *many* high school credit courses are also **FREE**, including English, Math and Science courses.

CREDITS

To earn your Dogwood Diploma, you must complete **80 credits**. Adult learners can receive their diploma after completing **20 credits**. Learn more about graduation requirements at **CE43.com**

PUT IN FACE TIME

You can enrol in on-site, face-to-face classes with your instructor and fellow students.

GET CONNECTED

Online courses at Coquitlam Learning Opportunity Centre (CLOC) let you learn at your own pace and schedule. Register anytime throughout the year.

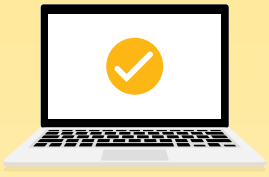
SET YOUR PACE

CCE offers self-paced learning for busy lives. Set your own schedule, set your own pace, and set your own environment: either in-class or at home.

FIND OUT MORE

Free advising appointments are available: 604-945-4211.
With Coquitlam Continuing Education's high school courses, your dream career is within reach.

3 WAYS TO REGISTER



ONLINE
CE43.COM

BY PHONE
604-945-4211

IN PERSON
COQUITLAM LEARNING OPPORTUNITY CENTRE (CLOC)
104-2748 LOUGHEED HWY, PORT COQUITLAM

M-TH: 9 AM–8 PM
F: 9 AM–3 PM

SEE PAGES 8-9 FOR COURSE DETAILS

WHY CONTINUING EDUCATION?

I am really glad that I went to Coquitlam Continuing Education because there are a lot of things that I never thought that I could do that I am doing now and all the teachers are so kind. Over time I have collected many precious memories here and feel grateful.

UGOCHUKWU

HIGH SCHOOL CREDIT STUDENT

I have been working in the Learning Centre at CLOC for the last four years. During this time, I have had the opportunity to work with teens and adults with diverse backgrounds and goals. My students appreciate the academic flexibility, support, and encouragement that the program provides. They have taught me so much as well.

KAREN

CLOC TEACHER

HIGH SCHOOL CREDIT COURSES

APPLIED SKILLS

NAME	START	END	DAYS	TIME	LOCATION
ACCOUNTING 11 (SELF PACED ONLINE)	ONGOING		VARIOUS	VARIOUS	CLOC
ACTIVE LIVING 12 (SELF PACED ONLINE)	ONGOING		VARIOUS	VARIOUS	CLOC
CAREER LIFE EDUCATION 12 (SELF PACED ONLINE)	ONGOING		VARIOUS	VARIOUS	CLOC
CHILD DEVELOPMENT & CAREGIVING 12 (SELF PACED)	ONGOING		VARIOUS	VARIOUS	CLOC
TOURISM 12 (SELF PACED ONLINE)	ONGOING		VARIOUS	VARIOUS	CLOC

ENGLISH LANGUAGE ARTS

NAME	START	END	DAYS	TIME	LOCATION
COMPOSITION 11 (CLASSROOM)	8-SEP-20	1-DEC-21	T/TH	6:10P-9:30P	GLENEAGLE
COMPOSITION 11 (CLASSROOM)	8-DEC-20	16-MAR-21	T/TH	12:16P-2:56P	CLOC
COMPOSITION 11 (CLASSROOM)	8-DEC-20	16-MAR-21	T/TH	6:10P-9:30P	GLENEAGLE
COMPOSITION 11 (SELF PACED)	ONGOING		VARIOUS	VARIOUS	CLOC
COMPOSITION 12 (CLASSROOM)*	8-DEC-20	16-MAR-21	T/TH	6:10P-9:30P	GLENEAGLE
COMPOSITION 12 (SELF PACED)*	ONGOING		VARIOUS	VARIOUS	CLOC
CREATIVE WRITING 12 (SELF PACED)	ONGOING		VARIOUS	VARIOUS	CLOC
ENGLISH STUDIES 12 (CLASSROOM)**	22-SEP-20	21-JAN-21	T/TH	9:00A-12:00P	CLOC
ENGLISH STUDIES 12 (CLASSROOM)**	22-SEP-20	21-JAN-21	T/TH	6:30P-9:30P	GLENEAGLE
ENGLISH STUDIES 12 (SELF PACED ONLINE)**	ONGOING		VARIOUS	VARIOUS	CLOC
ENGLISH STUDIES 12 (SELF PACED)**	ONGOING		VARIOUS	VARIOUS	CLOC
LITERARY STUDIES ENGLISH 11 (SELF PACED)	ONGOING		VARIOUS	VARIOUS	CLOC

LANGUAGES

NAME	START	END	DAYS	TIME	LOCATION
CORE FRENCH 11 (SELF PACED ONLINE) LANGUAGE LAB	ONGOING		T (DROP IN)	4:00P-6:00P	GLENEAGLE
CORE FRENCH 12 (SELF PACED ONLINE) LANGUAGE LAB	ONGOING		T (DROP IN)	4:00P-6:00P	GLENEAGLE
JAPANESE INTRODUCTORY 11 (SELF PACED ONLINE) LANGUAGE LAB	ONGOING		T (DROP IN)	4:00P-6:00P	GLENEAGLE
JAPANESE 11 (SELF PACED ONLINE) LANGUAGE LAB	ONGOING		T (DROP IN)	4:00P-6:00P	GLENEAGLE
JAPANESE 12 (SELF PACED ONLINE) LANGUAGE LAB	ONGOING		T (DROP IN)	4:00P-6:00P	GLENEAGLE
MANDARIN INTRODUCTORY 11 (SELF PACED ONLINE) LANGUAGE LAB	ONGOING		T (DROP IN)	4:00P-6:00P	GLENEAGLE
MANDARIN 11 (SELF PACED ONLINE) LANGUAGE LAB	ONGOING		T (DROP IN)	4:00P-6:00P	GLENEAGLE
MANDARIN 12 (SELF PACED ONLINE) LANGUAGE LAB	ONGOING		T (DROP IN)	4:00P-6:00P	GLENEAGLE
SPANISH INTRODUCTORY 11 (SELF PACED ONLINE) LANGUAGE LAB	ONGOING		T (DROP IN)	4:00P-6:00P	GLENEAGLE
SPANISH 11 (SELF PACED ONLINE) LANGUAGE LAB	ONGOING		T (DROP IN)	4:00P-6:00P	GLENEAGLE
SPANISH 12 (SELF PACED ONLINE) LANGUAGE LAB	ONGOING		T (DROP IN)	4:00P-6:00P	GLENEAGLE

MATHEMATICS

NAME	START	END	DAYS	TIME	LOCATION
FOUNDATIONS OF MATHEMATICS 11 (CLASSROOM)	22-SEP-20	21-JAN-21	T/TH	12:30P-3:30P	CLOC
FOUNDATIONS OF MATHEMATICS 11 (CLASSROOM)	22-SEP-20	21-JAN-21	T/TH	6:30P-9:30P	GLENEAGLE
FOUNDATIONS OF MATHEMATICS 11 (SELF PACED ONLINE)	ONGOING		VARIOUS	VARIOUS	CLOC
FOUNDATIONS OF MATHEMATICS 12 (SELF PACED ONLINE)	ONGOING		VARIOUS	VARIOUS	CLOC
MATH PREP - FOUNDATIONS LEVEL 5 (SELF PACED)	ONGOING		VARIOUS	VARIOUS	CLOC
PRE-CALCULUS 11 (SELF PACED ONLINE)	ONGOING		VARIOUS	VARIOUS	CLOC
PRE-CALCULUS 12 (CLASSROOM)	16-SEP-20	25-JAN-21	M/W	6:30P-9:30P	CLOC
PRE-CALCULUS 12 (SELF PACED ONLINE)	ONGOING		VARIOUS	VARIOUS	CLOC
WORKPLACE MATHEMATICS 11 (SELF PACED ONLINE)	ONGOING		VARIOUS	VARIOUS	CLOC

SCIENCE

NAME	START	END	DAYS	TIME	LOCATION
ANATOMY & PHYSIOLOGY 12 (CLASSROOM)	22-SEP-20	21-JAN-21	T/TH	6:30P-9:30P	GLENEAGLE
ANATOMY & PHYSIOLOGY 12 (SELF PACED ONLINE)	ONGOING		VARIOUS	VARIOUS	CLOC
CHEMISTRY 11 (SELF PACED ONLINE)	ONGOING		VARIOUS	VARIOUS	CLOC
CHEMISTRY 12 (SELF PACED ONLINE)	ONGOING		VARIOUS	VARIOUS	CLOC
EARTH SCIENCES 11 (SELF PACED)	ONGOING		VARIOUS	VARIOUS	CLOC
LIFE SCIENCES 11 (SELF PACED ONLINE)	ONGOING		VARIOUS	VARIOUS	CLOC
PHYSICS 11 (SELF PACED ONLINE)	ONGOING		VARIOUS	VARIOUS	CLOC
PHYSICS 12 (SELF PACED ONLINE)	ONGOING		VARIOUS	VARIOUS	CLOC
SCIENCE FOR CITIZENS 11 (SELF PACED)	ONGOING		VARIOUS	VARIOUS	CLOC

SOCIAL STUDIES

NAME	START	END	DAYS	TIME	LOCATION
COMPARATIVE CULTURES 12 (SELF PACED)	ONGOING		VARIOUS	VARIOUS	CLOC
LAW STUDIES 12 (SELF PACED)	ONGOING		VARIOUS	VARIOUS	CLOC
PHYSICAL GEOGRAPHY 12 (SELF PACED ONLINE)	ONGOING		VARIOUS	VARIOUS	CLOC
20TH CENTURY WORLD HISTORY 12 (SELF PACED ONLINE)	ONGOING		VARIOUS	VARIOUS	CLOC

For detailed information about individual courses, please visit our website: **CE43.com**

DOGWOOD DIPLOMA (80 CREDITS)

www2.gov.bc.ca/gov/content/education-training/k-12/support/graduation

ADULT DOGWOOD DIPLOMA (20 CREDITS)

www2.gov.bc.ca/gov/content/education-training/adult-education/graduate-high-school/bc-adult-graduation-diploma-program

An Adult Dogwood Diploma is for adult learners who want to take courses to complete high school and obtain their adult high school diploma. It is recognized by post-secondary institutions throughout British Columbia and across most of Canada.
Adult learners are not required to complete the Graduation Literacy or Numeracy Assessments.

Students must be 18 years of age and complete the five required courses listed below. Students may be eligible to use two courses completed before their 18th birthday towards the Adult Dogwood Diploma. Please call our office at 604-945-4211 and ask to make an appointment with our counsellor for more information.

- English Studies 12
- Math 11 (Workplace Math, Foundations of Mathematics, Pre-Calculus, or Accounting)
- Grade 12 Course
- Grade 12 Course
- Grade 12 Course

If you are a high school graduate and are looking to upgrade, **many** high school credit courses are also **free**, including English, Math and Science courses.

Courses may be subject to a $100 book deposit.

Proficiency in English is required to participate in high school credit courses.

** May be used as a grade 12 elective for Adult Dogwood Diploma, especially for students intending to continue to post secondary.*

***Required course for graduation in the Adult Dogwood and 2018 Graduation programs.*

KENNETH
MUSICIAN, GRADUATE

"ONE OF THE BIG BENEFITS TO TAKING MATH 10 ONLINE WAS THE ABILITY TO LEARN WHENEVER AND WHEREVER I WANTED TO, WHETHER IT WAS AT HOME, AT SCHOOL, OR ANYWHERE IN BETWEEN. IT ALSO LET ME BE MORE FLEXIBLE WITH MY COURSE SCHEDULING AND I WAS ABLE TO FIT IN CLASSES LIKE BAND AND CHOIR WITH THE TIME THAT TAKING MATH ONLINE FREED UP. IT WAS ALSO VERY HELPFUL TO BE ABLE TO MOVE AT MY OWN PACE BUT STILL HAVE CONCRETE GOALS TO MEET EVERY FEW WEEKS SO I COULD STAY ON TRACK AND WORK THROUGH THE LESSONS."

HOW TO GET THE MOST OUT OF

COQUITLAM OPEN LEARNING

STUDYING WITH COQUITLAM OPEN LEARNING (COL) MEANS YOU CAN TAILOR YOUR LEARNING TO YOUR NEEDS. BUT THERE ARE STILL A FEW TIPS THAT EACH AND EVERY ONE OF OUR STUDENTS CAN APPLY TO GET THE MOST OUT OF COL.

1. Make a schedule. Online learning works best if you create a dedicated weekly routine that's easy for you to stick to.
2. Minimize digital distractions. If you can stay logged out of social media and off your favourite website while studying, you'll actually have more time for these things afterward, because you'll get your work done faster.
3. Use your teachers. Though they're not in the same room as you, your online teacher might as well be in the seat next to you. They want to help. Don't forget to reach out.
4. Stick to the signposts. Learning is done on your schedule, but it's best to stick to the outlined structure by writing unit tests before moving on to the next unit. That's when information is most fresh in your brain!
5. Follow your curiosity. When you explore beyond the course content, your enthusiasm for the subject shines through in your assignments.

ONLINE LEARNING
THE FUTURE IS NOW: TECHNOLOGY-ENABLED LEARNING

Online learning has come a long way since the '00s. Today's part-time and full-time students can experience multi-platform, multimedia, multi-faceted online learning with access to teachers in real-time. Plus, most BC high school students and adults can take online high school credit courses for absolutely free.

COL offers a variety of ways to meet your learning needs:

- **Online and Learning Centre (Continual Entry) Courses** are paced according to your schedule and can be started at any time.
- **Upgrade Courses** allow you to improve your mark in a course you've already taken.
- **Fast Track (Blended Delivery) Courses** involve regularly scheduled meetings with teachers and other students in addition to online study.

COQUITLAM OPEN Learning

VISIT CE43.COM FOR COURSE DETAILS

COQUITLAM OPEN Learning

COURSE OFFERINGS

GRADE 10

- Career Life Education
- Éducation Au Choix De Carrière Et De Vie
- English Language Arts* (Two 2-Credit Courses)
- French
- Math: Foundations and Pre-Calculus
- Math: Workplace
- Physical and Health Education
- Science
- Social Studies

GRADE 11

- Cheer Fitness
- Chemistry
- English Language Arts* (One 4-Credit Course)
- French
- Japanese
- Japanese Introductory
- Life Sciences
- Mandarin
- Mandarin Introductory
- Math: Foundations
- Math: Pre-Calculus
- Math: Workplace
- Spanish
- Spanish Introductory
- Work Experience**

GRADE 12

- 20th Century World History
- Anatomy and Physiology
- Career Life Connections
- Cheer Leadership
- Chemistry
- English Studies
- Entrepreneurship (YELL)
- French
- Japanese
- Mandarin
- Math: Pre-Calculus
- Spanish
- Work Experience**
- Writing

*ELA 10 & 11 course offerings: Composition, Creative Writing, Literary Studies, New Media and Spoken Language
**For information visit: sd43.bc.ca/careerprograms

3 WAYS TO REGISTER

ONLINE
CE43.COM

Click 'forgot password' and enter email to reset access.

BY PHONE
604-936-4285

IN PERSON
MILLSIDE CENTRE
1432 BRUNETTE AVE, COQUITLAM

M-F: 8:30 AM–3:30 PM

INTEGRATE TRI-CITIES

Integrate Tri-Cities

NEWCOMER YOUNG ADULT EMPLOYMENT PROGRAM

LEARN, WORK, CONNECT — YOU'RE HOME

** Integrate Tri-Cities is available to Permanent Residents between the ages of 17-29 that are looking to find sustainable employment part-time or full-time.*

LOOKING FOR WORK?

Integrate Tri-Cities is a FREE employment program* designed to help Newcomer Youth gain skills, work experience and sustainable employment in the community.

FLEXIBLE SCHEDULING

It has a part-time schedule with flexible hours. This allows you to continue your current studies or duties while attending workshops and benefitting from one-on-one coaching.

FREE SHORT-TERM CERTIFICATES AND TRAINING

Attend classes geared to English language learners such as First Aid training, FOODSAFE courses and more, to build your knowledge and your resume.

FINANCIAL ASSISTANCE FOR DIPLOMA PROGRAMS

We can help you find funding to attend diploma programs and more, depending on eligibility.

MAKE FRIENDS AND EXPLORE THE COMMUNITY

Weekly meet-ups are held with exciting activities such as social gatherings, workshops, guest speakers and outings to explore the Tri-Cities and beyond.

FOR MORE INFORMATION

Information sessions are held from 3:30 pm to 5:00 pm the first Thursday of every month. For more information or to register go online at CE43.com, email IntegrateTC@sd43.bc.ca or call 604-936-4261.

Funded by: Immigration, Refugees and Citizenship Canada

Financé par : Immigration, Réfugiés et Citoyenneté Canada

WHAT IS LINC?

CHANDRA AND HER FAMILY CAME TO CANADA FROM A NEPALESE REFUGEE CAMP, WHERE SHE HAD LIVED FOR 18 YEARS.

"Stella, my SD43 SWIS settlement worker, helped me register in LINC. My youngest sons went to LINC daycare. At that time I only knew two words in English, 'yes' and 'no' but I soon improved my vocabulary and pronunciation. My LINC experience was very good. I recommend it to my friends. The teachers and other students are friendly and helpful. Now, when I meet other people at church or the community centre I can speak to everyone."

CHANDRA

LINC 5 STUDENT

NEW TO CANADA?

Language Instruction for Newcomers to Canada (LINC) is a **FREE** English Language program* that will help you get settled in your new home.

INNOVATIVE CLASSES

Levels 1-8
Online Blended 5-6 & 7-8
Literacy & Career Facilitation

FREE CHILDMINDING

Onsite child care is offered for students attending daytime LINC classes

READY TO GET CONNECTED?

Not only does LINC prepare you for life in Canada by giving you confidence in English, it also helps you connect with your local community, find volunteer positions, and network with other new Canadians.

INTERESTED IN APPLYING?

Get your application form at:
Montgomery Centre
380 Montgomery Street, Coquitlam
LINCinforequest@sd43.bc.ca
604-936-4261

NEED MORE INFO?

Contact an Assessment Centre:
Surrey Language Assessment Centre
#202-7337 137th Street,
Surrey, 604-507-4150
Western ESL Services
#208-2525 Commercial Drive,
Vancouver, 604-876-5756

**Please note: LINC is available to permanent residents of Canada and refugees, 17 years of age or older. Canadian citizens and visitors are ineligible.*

Funded by: Financé par :
Immigration, Refugees and Citizenship Canada
Immigration, Réfugiés et Citoyenneté Canada

MONTGOMERY CENTRE, 380 MONTGOMERY STREET, COQ. V3K 5G2

CLASS	DAYS	TIME	LOCATION
LEVELS 1-2, 3, 4, 5, 6, 7	M-F	9:00AM-12:00PM	MONTGOMERY
LEVELS 1-2, 3-4, 5-6,	M-F	12:30PM-2:30PM	MONTGOMERY
LEVEL 5-6, 7-8 WORKPLACE/ONLINE BLENDED	T, TH	12:30PM–2:30PM	MONTGOMERY

GLENEAGLE SECONDARY, 1195 LANSDOWNE DRIVE, COQ. V3B 7Y8

CLASS	DAYS	TIME	LOCATION
LEVELS 7-8	M, W	6:30PM–8:50PM	GLENEAGLE SECONDARY

VANIER CENTRE, 1600 KING ALBERT AVENUE, COQ. V3J 1Y5

CLASS	DAYS	TIME	LOCATION
LEVELS 1-2, 3-4, 8	M-F	9:00AM-12:00PM	VANIER
LEVELS LITERACY, 3-4	M-F	12:30PM-2:30PM	VANIER
LEVELS 5, 6, 7, 8	M-F	9:00AM-2:30PM	VANIER

LITERACY FOUNDATIONS

EXPERIENCE **TRANSFORMATION**

UPGRADE YOUR SKILLS - PAGES 15–19

LEARN ENGLISH ...IT'S FREE!

Learning English with Coquitlam Continuing Education will help you connect with the local community, communicate with your friends and family in English, and give you the confidence you need to begin working in Canada. We welcome you and are here to support you in your new life!

Aprenda inglês ... é grátis!

Учите английский язык....это бесплатно!

무료로 영어를 배우세요

تعلم اللغه الانكليزيه... أنه بلا مقابل

Aprende inglés ... ies gratis!

學英文.....免費!

انگلیسی را به رایگان بیاموزید

CLAUDIA
LITERACY FOUNDATIONS AND MEDICAL OFFICE ASSISTANT DIPLOMA GRADUATE

I approached Coquitlam Continuing Education because I was new in Canada and English was a new language. I learned about this country through CCE's Literacy Foundations and Social Studies programs. All my instructors were very special.

Taking these courses meant I felt more comfortable and I adapted to Canada easier. I would recommend CCE to newcomers who are interested in taking up a new language and getting prepared for a new career in Canada!

LITERACY FOUNDATIONS

WHO *We Are* WHAT *We Do*

18

COURSES TO CHOOSE FROM

111

CLASSES THAT RUN YEAR-ROUND

OVER 10,000

HOURS OF INSTRUCTION EACH YEAR

5

LOCATIONS

3000

STUDENTS A YEAR

"بدأت رحلتي مع مونتغومري قبل عام. بمساعدة من المعلمين المتفانين كنت قادرا على تحسين بشكل ملحوظ."

Sumaya *- Foundations 7*

Инструкторы обладают хорошими знаниями, вежливы и отлично информированы. Я рада быть частью программы Продолжающего Образования в г. Коквитлам.

Elena *- Foundations 7*

"من مركز آموزشي **Coquitlam** را به كساني كه قصد پيشرفت و يادگيري زبان انگليسي را دارند به شدت توصيه ميكنم."

Shiva *- Foundations 5*

LITERACY **FOUNDATIONS** TUITION FREE*

*FOR STUDENTS NORMALLY RESIDING IN BC

» **IMPROVE YOUR BASIC SKILLS**

» **PREPARE FOR EMPLOYMENT & FURTHER STUDIES**

FOUNDATIONS ENGLISH 3
Strengthen your speaking and listening skills so you can express yourself in simple conversation. Read basic stories and write a short paragraph.

FOUNDATIONS ENGLISH 4
Improve your conversation skills so you can express yourself clearly in everyday conversations. Read a variety of texts, apply basic reading strategies, and write short well-developed paragraphs.

FOUNDATIONS ENGLISH 5
Express your ideas in sustained conversations on a variety of topics. Read a variety of texts and improve comprehensions. Write narrative, descriptive and expository multi-paragraph compositions.

FOUNDATIONS ENGLISH 6
Read increasingly complex texts and improve your comprehension. Write multi-paragraph narrative, descriptive and expository essays using the writing process.

FOUNDATIONS ENGLISH 7
Develop oral fluency and express yourself clearly in sustained conversations. Read a variety of literature and informational texts to increase comprehension and write well-developed essays.

FOUNDATIONS LIFE SCIENCES 5-7
Be introduced to concepts related to the health sciences (Biology & Chemistry).

FOUNDATIONS SOCIAL STUDIES 5-7
Learn about Canada's history, geography, law and cultural diversity.

FOUNDATIONS SPEAKING/LISTENING 1/2
Learn basic vocabulary, pronunciation, and common phrases to express personal needs for survival English.

FOUNDATIONS WRITING 3-4
Develop Fundamental Writing skills to use in informational, personal and creative writing. Increase vocabulary and practice writing strategies to write letters, journals, poems and paragraphs.

FOUNDATIONS WRITING 5-7
Develop writing techniques and strategies to write academic essays. Learn organizing, drafting, editing and revising skills.

FOUNDATIONS ACADEMIC WRITING 7
Prepare your writing skills for upper level high school credit courses.

TO REGISTER

TO FIND OUT HOW TO REGISTER AND HAVE AN ENGLISH ASSESSMENT, VISIT OUR WEBPAGE:

LEARNENGLISH43.CA
OR PHONE 604-936-4261

LITERACY FOUNDATIONS COURSES

CORE COURSES

NAME	START	END	DAYS	TIMES	LOCATION
LITERACY FOUNDATIONS 2	8-SEP-20	1-DEC-20	T/TH	6:10P-9:30P	GLENEAGLE
LITERACY FOUNDATIONS 2	8-DEC-20	16-MAR-21	T/TH	6:10P-9:30P	GLENEAGLE
LITERACY FOUNDATIONS 2/3	9-SEP-20	13-NOV-20	M/W/F	8:55A-12:00P	MILLSIDE
LITERACY FOUNDATIONS 2/3	16-NOV-20	29-JAN-21	M/W/F	8:55A-12:00P	MILLSIDE
LITERACY FOUNDATIONS 3	8-SEP-20	1-DEC-20	T/TH	6:10P-9:30P	GLENEAGLE
LITERACY FOUNDATIONS 3	8-SEP-20	1-DEC-20	T/TH	6:10P-9:30P	GLENEAGLE
LITERACY FOUNDATIONS 3	8-DEC-20	16-MAR-21	T/TH	6:10P-9:30P	GLENEAGLE
LITERACY FOUNDATIONS 3	8-DEC-20	16-MAR-21	T/TH	6:10P-9:30P	GLENEAGLE
LITERACY FOUNDATIONS 3/4	8-SEP-20	1-DEC-20	T/TH	12:30P-3:50P	COQUITLAM CITY
LITERACY FOUNDATIONS 3/4	9-SEP-20	13-NOV-20	M/W/F	8:55A-12:00P	MONTGOMERY
LITERACY FOUNDATIONS 3/4	9-SEP-20	13-NOV-20	M/W/F	12:15P-3:20P	MILLSIDE
LITERACY FOUNDATIONS 3/4	9-SEP-20	13-NOV-20	M/W/F	12:15P-3:20P	MONTGOMERY
LITERACY FOUNDATIONS 3/4	8-DEC-20	16-MAR-21	T/TH	12:30P-3:50P	COQUITLAM CITY
LITERACY FOUNDATIONS 3/4	16-NOV-20	29-JAN-21	M/W/F	12:15P-3:20P	MILLSIDE
LITERACY FOUNDATIONS 3/4	16-NOV-20	29-JAN-21	M/W/F	8:55A-12:00P	MONTGOMERY
LITERACY FOUNDATIONS 3/4	16-NOV-20	29-JAN-21	M/W/F	12:15P-3:20P	MONTGOMERY
LITERACY FOUNDATIONS 4	8-SEP-20	1-DEC-20	T/TH	6:10P-9:30P	GLENEAGLE
LITERACY FOUNDATIONS 4	8-SEP-20	1-DEC-20	T/TH	6:10P-9:30P	GLENEAGLE
LITERACY FOUNDATIONS 4	8-DEC-20	16-MAR-21	T/TH	6:10P-9:30P	GLENEAGLE
LITERACY FOUNDATIONS 4	8-DEC-20	16-MAR-21	T/TH	6:10P-9:30P	GLENEAGLE
LITERACY FOUNDATIONS 5	8-SEP-20	1-DEC-20	T/TH	6:10P-9:30P	GLENEAGLE
LITERACY FOUNDATIONS 5	8-SEP-20	1-DEC-20	T/TH	6:10P-9:30P	GLENEAGLE
LITERACY FOUNDATIONS 5	8-SEP-20	1-DEC-20	T/TH	6:10P-9:30P	GLENEAGLE
LITERACY FOUNDATIONS 5	8-DEC-20	16-MAR-21	T/TH	6:10P-9:30P	GLENEAGLE
LITERACY FOUNDATIONS 5	8-DEC-20	16-MAR-21	T/TH	6:10P-9:30P	GLENEAGLE
LITERACY FOUNDATIONS 5	8-DEC-20	16-MAR-21	T/TH	6:10P-9:30P	GLENEAGLE
LITERACY FOUNDATIONS 5/6	9-SEP-20	13-NOV-20	M/W/F	12:15P-3:20P	CLOC
LITERACY FOUNDATIONS 5/6	9-SEP-20	13-NOV-20	M/W/F	8:55A-12:00P	CLOC
LITERACY FOUNDATIONS 5/6	9-SEP-20	13-NOV-20	M/W/F	8:55A-12:00P	MONTGOMERY
LITERACY FOUNDATIONS 5/6	9-SEP-20	13-NOV-20	M/W/F	12:15P-3:20P	MONTGOMERY
LITERACY FOUNDATIONS 5/6	16-NOV-20	29-JAN-21	M/W/F	12:15P-3:20P	CLOC
LITERACY FOUNDATIONS 5/6	16-NOV-20	29-JAN-21	M/W/F	8:55A-12:00P	CLOC
LITERACY FOUNDATIONS 5/6	16-NOV-20	29-JAN-21	M/W/F	8:55A-12:00P	MONTGOMERY
LITERACY FOUNDATIONS 5/6	16-NOV-20	29-JAN-21	M/W/F	12:15P-3:20P	MONTGOMERY

NAME	START	END	DAYS	TIMES	LOCATION
LITERACY FOUNDATIONS 5-7 PAIRED	9-SEP-20	13-NOV-20	M/W/F	8:55A-12:00P	MONTGOMERY
LITERACY FOUNDATIONS 5-7 PAIRED	16-NOV-20	29-JAN-21	M/W/F	8:55A-12:00P	MONTGOMERY
LITERACY FOUNDATIONS 6	8-SEP-20	1-DEC-20	T/TH	6:10P-9:30P	GLENEAGLE
LITERACY FOUNDATIONS 6	8-SEP-20	1-DEC-20	T/TH	6:10P-9:30P	GLENEAGLE
LITERACY FOUNDATIONS 6	8-DEC-20	16-MAR-21	T/TH	6:10P-9:30P	GLENEAGLE
LITERACY FOUNDATIONS 6	8-DEC-20	16-MAR-21	T/TH	6:10P-9:30P	GLENEAGLE
LITERACY FOUNDATIONS 6/7	8-SEP-20	1-DEC-20	T/TH	5:40P-9:00P	CLOC
LITERACY FOUNDATIONS 6/7	8-DEC-20	16-MAR-21	T/TH	5:40P-9:00P	CLOC
LITERACY FOUNDATIONS 7	8-SEP-20	1-DEC-20	T/TH	6:10P-9:30P	GLENEAGLE
LITERACY FOUNDATIONS 7	9-SEP-20	13-NOV-20	M/W/F	8:55A-12:00P	MONTGOMERY
LITERACY FOUNDATIONS 7	8-DEC-20	16-MAR-21	T/TH	6:10P-9:30P	GLENEAGLE
LITERACY FOUNDATIONS 7	16-NOV-20	29-JAN-21	M/W/F	8:55A-12:00P	MONTGOMERY

COMPANION COURSES

NAME	START	END	DAYS	TIMES	LOCATION
LITERACY FOUNDATIONS ACADEMIC WRITING 7	9-SEP-20	13-NOV-20	M/W/F	8:55A-12:00P	CLOC
LITERACY FOUNDATIONS ACADEMIC WRITING 7	16-NOV-20	29-JAN-21	M/W/F	8:55A-12:00P	CLOC
LITERACY FOUNDATIONS SOCIAL STUDIES 5/6/7	10-SEP-20	10-NOV-20	T/TH	8:40A-12:00P	MONTGOMERY
LITERACY FOUNDATIONS SOCIAL STUDIES 5/6/7	17-NOV-20	28-JAN-21	T/TH	8:40A-12:00P	MONTGOMERY
LITERACY FOUNDATIONS SPEAKING AND LISTENING 1/2	8-SEP-20	1-DEC-20	T/TH	6:10P-9:30P	GLENEAGLE
LITERACY FOUNDATIONS SPEAKING AND LISTENING 1/2	8-SEP-20	1-DEC-20	T/TH	8:40A-12:00P	MILLSIDE
LITERACY FOUNDATIONS SPEAKING AND LISTENING 1/2	8-SEP-20	1-DEC-20	T/TH	8:40A-12:00P	MONTGOMERY
LITERACY FOUNDATIONS SPEAKING AND LISTENING 1/2	8-DEC-20	16-MAR-21	T/TH	6:10P-9:30P	GLENEAGLE
LITERACY FOUNDATIONS SPEAKING AND LISTENING 1/2	8-DEC-20	16-MAR-21	T/TH	8:40A-12:00P	MILLSIDE
LITERACY FOUNDATIONS SPEAKING AND LISTENING 1/2	8-DEC-20	16-MAR-21	T/TH	8:40A-12:00P	MONTGOMERY
LITERACY FOUNDATIONS WRITING 3/4 WITH CONVERSATION	8-SEP-20	1-DEC-20	T/TH	12:15P-3:35P	MONTGOMERY
LITERACY FOUNDATIONS WRITING 3/4 WITH CONVERSATION	8-DEC-20	16-MAR-21	T/TH	12:15P-3:35P	MONTGOMERY
LITERACY FOUNDATIONS WRITING 5/6/7	8-SEP-20	1-DEC-20	T/TH	6:10P-9:30P	GLENEAGLE
LITERACY FOUNDATIONS WRITING 5/6/7	8-SEP-20	1-DEC-20	T/TH	8:40A-12:00P	CLOC
LITERACY FOUNDATIONS WRITING 5/6/7	8-DEC-20	16-MAR-21	T/TH	6:10P-9:30P	GLENEAGLE
LITERACY FOUNDATIONS WRITING 5/6/7	8-DEC-20	16-MAR-21	T/TH	8:40A-12:00P	CLOC
LITERACY FOUNDATIONS WRITING 5/6/7 WITH CONVERSATION	8-SEP-20	1-DEC-20	T/TH	12:15P-3:35P	MONTGOMERY
LITERACY FOUNDATIONS WRITING 5/6/7 WITH CONVERSATION	8-DEC-20	16-MAR-21	T/TH	12:15P-3:35P	MONTGOMERY

CLASS NAMES, SCHEDULES, AND LOCATIONS ARE SUBJECT TO CHANGE BASED ON ENROLLMENT

BUSINESS, CAREERS + JOB SKILLS

EXPERIENCE **TRANSFORMATION**

UPGRADE YOUR SKILLS – PAGES 21–38

ELIZABETH

ADMINISTRATIVE ASSISTANT & COMPUTERIZED ACCOUNTING DIPLOMA PROGRAM GRADUATE

It was truly a new learning experience that has made me feel even more prepared for the many opportunities that are now open to me. My work experience can now be backed up with my double diploma and the career choices that I now have are endless. The instructors made the transition from in class to online learning easy and fun. They were true professionals when faced with the short notice challenges of our changing society and new working environment.

WHAT'S THE BUZZ ABOUT BCJS?

BUSINESS CAREERS, AND JOB SKILLS PROGRAMS ARE DESIGNED TO GET YOU THE SKILLS YOU NEED TO START IN YOUR NEW CAREER.

Our programs not only teach you the technical skills required to be proficient in the job and the soft skills needed to climb the corporate ladder, we also finish your program off with practicum placements so you have real-world experience and references. Don't just take our word for it—here's what our students have to say about the program!

Taking the Administration Assistant course was a life-changing experience. After over 20 years in the workforce, I sought to upgrade my skills for a better career. Choosing Coquitlam Continuing Education was a great choice. The teachers were personable and knowledgeable, the curriculum cutting edge, and the resources made available to me have given me the confidence I need to move forward in an exciting and in demand career. I can't recommend the course highly enough. Thank you!

—L.C.

I had returned from travelling and did not want to go back to my old job. The Administrative & Computerized Accounting program was the perfect fit for me, and after I completed the program, I received two job offers! I would recommend CCE to anyone who needs to move forward with their career.

—EMMIE

SIGN UP TODAY, SO YOU TOO CAN EXPERIENCE TRANSFORMATION.

FLEXIBLE. AFFORDABLE. FUN!

You Choose...

DAY OR EVENING
PART-TIME OR FULL-TIME
NEW SELF-PACED ONLINE OPTIONS

- **Take one or both in any order**
- **Our most popular and versatile diplomas**
- **Take these skills to go work in any industry you love!**

LISA

CLERICAL TEAM,
COQUITLAM CONTINUING EDUCATION

I was a stay-at-home mom for 10 years. When I decided to go back to work, I was in need of a confidence boost after being out for so long. A good place to start was upgrading my computer skills. So when I saw ads for Coquitlam Continuing Education, I thought it was the perfect place to begin my journey. The teachers were amazing and very supportive of my learning and goals. I am now happily employed with SD43 and working in Coquitlam Continuing Education!

You're 10 Weeks Away With Our

Option 1

Administrative Assistant Diploma

Every Office Needs A Front-And-Centre-Dynamic-Finger-On-The-Pulse-Superstar.

First off, the essentials—you'll need up-to-date skills in computer processing, including Microsoft Office, basic accounting and more. Once you master professional office software, your expertise is cemented with a 3-week practicum that will make you invaluable to any modern office.
SEE PAGE 32 FOR DETAILS

Work from Home!

Option 2

Computerized Accounting Diploma

10 weeks as an individual diploma. Bookkeepers and accountants are always in high demand and for every business.

Designed to give students a thorough working knowledge of today's fundamental accounting procedures. Gain necessary skills to maintain manual and computerized accounting records for any business and help any small to medium-size operation succeed. **SEE PAGE 32 FOR DETAILS**

Why Not Both?

Option 3

Get A Double Diploma

Combine Options 1 and 2 for a 15-Week Double Diploma and get a leg up above the rest! With both administration and in-depth accounting knowledge in your back pocket, you can work *anywhere* and for *any industry*. Work from home or in an office. More skills mean more work opportunities and will help you get working faster.
SEE PAGE 33 FOR DETAILS

BEAUTY & MAKE-UP ARTISTRY DIPLOMA

DO YOU BRING OUT THE BEST IN EVERYONE?

In the Beauty & Make-up Artistry Diploma, students are taught much more than the application of make-up. Being a successful make-up artist requires good communication, a great attitude, creativity, confidence, and professionalism and we will help you accentuate these skills to bring out the best in yourself. Our course gives you everything you need for an exciting and rewarding career in film and television, live theatre, high fashion, or wherever else make-up artistry might take you.

TOP 5 INDUSTRIES FOR MAKE-UP ARTISTS

1. FILM AND TELEVISION
2. FASHION
3. BRIDAL AND GLAMOUR
4. THEATRE
5. OWNING YOUR OWN BUSINESS

TOP 5 REASONS TO BECOME A BUILDING SERVICE WORKER

1. YOU CAN WORK ANYWHERE FOR ANY INDUSTRY
2. THIS JOB IS ALWAYS IN HIGH DEMAND
3. EXCELLENT JOB SECURITY
4. HANDS-ON WORK PRACTICUM – POTENTIAL TO GET HIRED RIGHT OUT OF PRACTICUM AT SD43
5. MOVE UP TO A BUILDING FACILITY MANAGER

BUILDING SERVICE WORKER CERTIFICATE

A JOB THAT IS ALWAYS IN DEMAND

The skills you'll learn lead to career opportunities and employment security—our graduates have secured jobs maintaining commercial, educational, municipal, and provincial facilities and more. Students learn the fundamentals and gain hard skills in floor maintenance, chemical usage, equipment usage and maintenance, safety, security, and customer service. The program also includes a hands-on work practicum to launch you in your new career!

SEE PAGE 33 FOR COURSE DETAILS

ALWAYS IN DEMAND!

MAKE A DIFFERENCE & GET HIRED RIGHT AWAY!

ARE YOU A CARING AND ORGANIZED PERSON? DO YOU WANT TO MAKE A DIFFERENCE IN PEOPLE'S LIVES AND HAVE A REWARDING CAREER?

MEDICAL OFFICE ASSISTANT DIPLOMA

As a MOA, you can work in a doctor's office, hospital department, physio clinic, or wellness centre, as well as a variety of other health institutions.

Our diploma program prepares you in anatomy, pathology, medical terminology, medical front office procedures, and essential file-keeping skills such as billing and coding, setting you up for a successful career in the medical sector.

You'll wrap up the program with a two-week practicum to start you off in your new career with industry relevant experience.

NEW EVENING DIPLOMA PROGRAM OFFERING!

SEE PAGE 33 FOR COURSE DETAILS

5 REASONS

YOU GET WORKING *FASTER* WITH BCJS

(BUSINESS, CAREERS & JOB SKILLS)

1 RAPID TRAINING — GET BACK TO WORK FASTER

With the option of condensed programs, you can have a new career in less than 3 months. We train you and get you back to work faster than any other school. But don't worry, you will be building the necessary confidence and skills needed to ace that next job interview!

2 OUR GRADS GET HIRED! FASTER!

3-6 Months after graduation, 80% of grads have reported attaining work they loved within their chosen field/career and that they are making more money as well!

3 PRACTICUMS DELIVER, OPPORTUNITY KNOCKS

Our whole education strategy is built around getting you into the right-fitting practicum. More than 30% of our grads get hired right out of a practicum placement. That is why all our diploma programs include 2-3 weeks of work experience with a local business.

4 LONG-TERM JOB SATISFACTION AND RETENTION

Our diploma programs offer more soft skills (like conflict resolution and stress management) than any other local education centre. It has been proven that although technical know-how and experience gets your foot in the door to that next great job, soft skills help you work well with colleagues and handle any work challenge. It's one thing to get the job you love, but another thing to keep it!

5 EXPAND YOUR HORIZONS

You might not even know what your dream job is, or what you are naturally talented at until you try new things. One thing about being in a learning environment like CCE is that you get to try on different roles and careers for size. Come to our Open House and you might just discover totally different career paths that you didn't even know existed. It could be an eye-opening and life-changing experience! (See page 30 for details.)

Business, Careers & Job Skills Classes Are Now Available Online

Set your own schedule and work at your own pace from the comfort of your home.

Visit CE43.com to register today.

ONLINE MICROSOFT TRAINING

EXPLORE WORD

Microsoft Word is one of the most widely used programs in the world. Learn the full capabilities of the software to be more productive and efficient in any office. Our flexible, self-paced online learning focuses on practical, real-world applications.

- Microsoft Word 2019/365
- Microsoft Word 2016

EXPLORE POWERPOINT

Learn how to create sophisticated and engaging presentations that will turn some heads and keep their attention. Our flexible, self-paced online learning focuses on practical, real-world applications of PowerPoint.

- Microsoft Powerpoint 2019/365
- Microsoft Powerpoint 2016

EXPLORE OUTLOOK

Microsoft Outlook is the primary communication and collaboration tool of the professional world.

This course will teach you how to utilize it to its full potential. Our flexible, self-paced online learning focuses on practical, real-world applications.

- Microsoft Outlook 2019/365
- Microsoft Outlook 2016

EXPLORE EXCEL

Our Microsoft Excel courses will equip you with the essential skills to get the most out of the program. You will learn tricks of the trade to improve your productivity in creating and editing spreadsheets like a pro. Our flexible, self-paced online learning focuses on practical, real-world applications.

- Microsoft Excel 2019/365
- Microsoft Excel 2016

These courses are taught using self-guided interactive software that will prepare you to take the Microsoft Office Specialist Exams. Email the BCJS Office at bcjsinforequest@sd43.bc.ca for more information on becoming a certified Microsoft Office Specialist.

TRY SOMETHING NEW, EXCITING, AND FUN!

Get Social

INTRO TO WINE TASTING

In this introductory course, we will explore the basic styles of wine, a few grape varieties, and introductory wine tasting techniques, including how to describe wine objectively and subjectively.

HOW TO HOST A WINE TASTING EVENT

Want to do something different for your next gathering? Would you like to learn how to pick the right wines for the right occasions? Invite your friends on a colourful journey through the world of wine. We'll show you how it's done.

Get Tech Savvy

WINDOWS 10 BASICS

Build your computer confidence and learn the basics of Windows.

ADOBE PHOTOSHOP (BASICS & ADVANCED)

Learn photographic enhancement, layering, retouching, brushes, and more.

INTRO TO MICROSOFT

Learn the essentials of Microsoft Word, Excel and Outlook all in one easy course to help you upgrade or refresh your skills for work.

Get Back to Basics

SHEER BEAUTY WITH MINERALS

Learn how to make your own mineral makeup! Make a lip gloss (wand applicator), lipstick, mineral face powder, and mineral eye shadow.

SOAP MAKING, PURE & SIMPLE

Explore different ingredients, methods and techniques that you can use to create your own soaps.

WINTERIZE YOUR SKINCARE

Using essential oils, organic butters and botanicals, customize your own head to toe skincare by creating a hydrating body lotion, shea butter lip balm, sugar lip polish and a body exfoliant.

Focus on *health* at home and at work

health & well-being

COURSES OFFERED:
STRESS MANAGEMENT–SELF CARE

Learn how to work with your energetic and emotional body while learning the basic scientific principles behind stress management techniques. You'll find ways to clear the mind and stay calmer.

COURSES OFFERED:
HOMEOPATHIC ESSENTIALS 1, 2 & 3 | HOMEOPATHIC ESSENTIALS ADVANCED

With our Homeopathic First Aid courses you'll learn natural and easy everyday tips for caring for the whole family from everything from the common cold to scars and more.

COURSES OFFERED:
FIRST AID

Learn the tools needed to save a life in an emergency. We offer Mental Health, Standard and Emergency First Aid, including Emergency First Aid Classes customized for English Language Learners.

SEE PAGES 35-37 FOR COURSE DETAILS

BUSINESS, CAREERS & JOB SKILLS

OPEN HOUSE

YOU ARE INVITED TO CCE'S BUSINESS, CAREERS & JOB SKILLS OPEN HOUSE!

SEP 1, 6-7:30 PM · NOV 24, 6-7:30 PM

MONTGOMERY CENTRE, 380 MONTGOMERY ST, COQUITLAM

Registration Required. Event may be moved online, if necessary.

EXPERIENCE SOMETHING NEW

Have you been considering a career change, or wondering about gaining new skills to get that promotion you've been dreaming of? Maybe you've graduated from our programs and want to pop in to say hello and see what's new? Just curious to learn about what we offer? **Everyone is welcome.** Come meet our team, tour our facility, and learn about the exciting programs we offer.

→ TO REGISTER GO TO CE43.COM OR CALL 604-936-4261

SCHEDULE OF EVENTS

6–6:30 PM
WELCOME MEET & GREET

6:30–7:30 PM
INFORMATION SESSIONS & COURSE SAMPLINGS

7:30 PM
PRIZE DRAW — WIN A FREE COURSE!

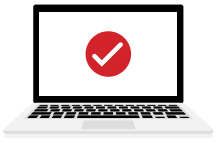
ALL CERTIFICATE & DIPLOMA PROGRAM DETAILS

*** MONTGOMERY CENTRE ** MILLSIDE CENTRE *** GLENEAGLE @ONLINE**

NAME	START	END	DAYS	TIME	WEEKS	TOTAL HRS	FEE
ADMINISTRATIVE ASSISTANT & COMPUTERIZED ACCOUNTING DIPLOMA*	07-SEP-20	22-JAN-21	M-F	9:00A-4:00P	18	615	$6,995
ADMINISTRATIVE ASSISTANT DIPLOMA*	07-SEP-20	11-DEC-20	M-F	9:00A-4:00P	14	485	$4,995
BEAUTY & MAKEUP ARTISTRY CERTIFICATE***	01-FEB-21	27-MAY-21	M,W,TH	5:45P-9:45P	16	164	$3,599
BUILDING SERVICE WORKER CERTIFICATE*	21-SEP-20	09-NOV-20	M-TH	6:00P-9:30P	9	98	$619
COMPUTERIZED ACCOUNTING DIPLOMA*	12-OCT-20	22-JAN-21	M-F	9:00A-4:00P	13	459	$4,995
DIGITAL MARKETING CERTIFICATE@	23-SEP-20	21-OCT-20	W	6:00P-9:00P	5	253	$299
MEDICAL OFFICE ASSISTANT DIPLOMA**	14-SEP-20	27-NOV-20	M-F	12:00P-6:00P	11	377	$4,199
MEDICAL OFFICE ASSISTANT DIPLOMA (EVENING BLENDED)**@	08-SEP-20	07-MAY-21	VARIES	6:00P-9:00P	31	VARIES	$4,199

END DATES AND HOURS INCLUDE PRACTICUM. SEE PAGES 32-33 FOR LOCATIONS & ADDITIONAL PROGRAM INFORMATION. DETAILS ARE SUBJECT TO CHANGE, PLEASE SEE WEBSITE FOR CURRENT DATES AND PRICING. NOTE: CLASS HOURS MAY VARY.

3 WAYS TO REGISTER



ONLINE
CE43.COM

BY PHONE
604-936-4261

IN PERSON
MONTGOMERY CENTRE
380 MONTGOMERY ST, COQUITLAM

M/W/F: 8:30 AM–3:30 PM
T/TH: 8:30 AM–7:30 PM

BUSINESS, CAREERS & JOB SKILLS CERTIFICATE AND DIPLOMA PROGRAMS

DAY OR EVENING | PART-TIME OR FULL-TIME | PAYMENT PLAN OPTIONS

PROGRAMS MAY BE TAX DEDUCTIBLE WHEN THEY MEET CRA CRITERIA. CHECK WEBSITE FOR DETAILS.

VISIT CE43.COM FOR DETAILED COURSE OUTLINES, POLICIES, AND ONLINE REGISTRATION

PHONE: 604-936-4261 FOR ANY INQUIRIES | EMAIL: BCJSINFOREQUEST@SD43.BC.CA

PRE-REQUISITES

EQUIVALENT ENGLISH 10 & FOUNDATIONS 7

- **It is recommended to take a language assessment if you are unsure of your level.**
  See page 17 for assessment testing information.
- **Some diploma programs require a higher level of English. Check website for details.**

BASIC COMPUTER KNOWLEDGE & SKILLS

- **It is recommended to take private custom training for a computer assessment if unsure of your level prior to taking a diploma. Contact the department for details.**

ADMINISTRATIVE ASSISTANT DIPLOMA PROGRAM

2020 FALL SEMESTER · SEPT 7 - DEC 11, 2020 · MON-FRI, 9:00 AM - 4:00 PM · MONTGOMERY CENTRE LOCATION · **$4,995.00**

PRACTICUM INCLUDED (2-3 WEEKS)

This hands-on program teaches students the latest advances in office technology with a solid foundation in administrative fundamentals. Through learning activities and simulated projects, necessary skills are developed to meet the challenges of today's professional offices. You'll get the essential skills in up-to-date computer processing, spreadsheets, and more. You will learn some basic accounting and marketing concepts as well, to ensure you can work in a variety of industries. Practicum commences after completion of program dates above.

BOOKKEEPING
BUSINESS WRITING
CONFLICT RESOLUTION
CUSTOMER SERVICE SKILLS
EMPLOYMENT PREPARATION
KEYBOARDING: ALL LEVELS
MICROSOFT EXCEL CORE
MICROSOFT OUTLOOK CORE
MICROSOFT POWERPOINT CORE
MICROSOFT PUBLISHER 2019/365
MICROSOFT WORD CORE
PAYROLL
QUICKBOOKS
SOCIAL MEDIA FOR PROFESSIONALS
STRESS MANAGEMENT
TEN KEY
WINDOWS 10 BASICS

COMPUTERIZED ACCOUNTING DIPLOMA PROGRAM

2020 FALL SEMESTER · OCT 12 - JAN 22, 2021 · MON-FRI, 9:00 AM - 4:00 PM · MONTGOMERY CENTRE LOCATION · **$4,995.00**

PRACTICUM INCLUDED (2-3 WEEKS) NO CLASSES CHRISTMAS BREAK (DEC 21, 2020 – JAN 1, 2021)

This program is designed to give students a thorough working knowledge of today's fundamental accounting procedures to obtain the necessary skills to maintain manual and computerized accounting records for business. Work from home after the successful completion of this course or for any business in any industry. Practicum commences after completion of program dates above.

ACCOUNTING FUNDAMENTALS I
ACCOUNTING FUNDAMENTALS II
BOOKKEEPING
EMPLOYMENT PREPARATION
KEYBOARDING
MICROSOFT EXCEL CORE
MICROSOFT WORD BASICS
PAYROLL
QUICKBOOKS
SAGE 300
SAGE 50
STRESS MANAGEMENT
TEN KEY

ADMINISTRATIVE ASSISTANT & COMPUTERIZED ACCOUNTING DIPLOMA PROGRAM

2020 FALL SEMESTER · SEPT 7 - JAN 22, 2021 · MON-FRI, 9:00 AM - 4:00 PM · MONTGOMERY CENTRE LOCATION · **$6,995.00**

PRACTICUM INCLUDED (2-3 WEEKS) NO CLASSES CHRISTMAS BREAK (DEC 21, 2020 – JAN 1, 2021)

This is our most popular program! This double diploma program equips students with both the core Administrative Assistant and Computerized Accounting courses needed to excel and work in any industry. See diploma descriptions above for details. Practicum commences after completion of program dates above.

ACCOUNTING FUNDAMENTALS I
ACCOUNTING FUNDAMENTALS II
BOOKKEEPING
BUSINESS WRITING
CONFLICT RESOLUTION
CUSTOMER SERVICE SKILLS
EMPLOYMENT PREPARATION
KEYBOARDING: ALL LEVELS
MICROSOFT EXCEL CORE
MICROSOFT OUTLOOK CORE
MICROSOFT POWERPOINT CORE
MICROSOFT PUBLISHER 2019/365
MICROSOFT WORD CORE
PAYROLL
QUICKBOOKS
SAGE 300
SAGE 50
SOCIAL MEDIA FOR PROFESSIONALS
STRESS MANAGEMENT
TEN KEY
WINDOWS 10 BASICS

BEAUTY & MAKE-UP ARTISTRY CERTIFICATE (EVENING)

2020 WINTER SEMESTER · FEB 1 - MAY 27, 2021 · M, W, TH 5:45 PM - 9:45 PM · GLENEAGLE LOCATION · **$3,599.00**

This certificate prepares you for a successful career in the following industries: Film, TV, Editorial, Fashion, Bridal, Theatre, Advertising and more. Learn everything from Product Assessment, Colour Theory, Anatomy & Skin Care, How To Build A Professional Make-Up Kit, Build A Portfolio, Business Marketing, Character Make-Up, Black and White Photography and much, much more.

BEAUTY MAKEUP FUNDAMENTALS
THEATRICAL & STAGE MAKEUP
BRIDAL & SELF MARKETING
FASHION & EDITORIAL MAKEUP

BUILDING SERVICE WORKER CERTIFICATE (EVENING)

2020 FALL SEMESTER · SEPT 21 - NOV 9, 2020 · MON-THURS, 6:00 PM - 9:30 PM · MONTGOMERY CENTRE LOCATION · **$619.00**

PRACTICUM INCLUDED

Learning the fundamentals for becoming a Building Service Worker provides students with career opportunities and employment security, maintaining commercial, educational, city, and provincial facilities.

FLOOR MAINTENANCE
CHEMICAL USAGE
EQUIPMENT USAGE & MAINTENANCE
SAFETY & SECURITY
WHMIS REGULATIONS
CUSTOMER SERVICE SKILLS
32-HOUR PRACTICUM INCLUDED
ON THE JOB TRAINING
SCHOOL BASED FOCUS

MEDICAL OFFICE ASSISTANT DIPLOMA

2020 FALL SEMESTER · SEP 14 - NOV 27, 2020 · MON-FRI, 12:00 PM - 6:00 PM · MILLSIDE CENTRE LOCATION · **$4,199.00**

2020 FALL EVENING BLENDED · SEP 8 - MAY 7, 2021 · MON-FRI, 6:00 PM - 9:00 PM · MILLSIDE CENTRE LOCATION/ONLINE · **$4,199.00**

PRACTICUM INCLUDED (2 WEEKS)

This diploma provides the necessary skills required in the areas of anatomy, pathology, medical terminology, medical front office procedures, billing, and coding. You will learn the skills to be immediately competent in a physician's office, hospital, private clinic, or wellness centre. Practicum commences after completion of program dates above.

ELECTRONIC MEDICAL RECORDS
EMPLOYMENT PREPARATION
KEYBOARDING: ALL LEVELS
MEDICAL OFFICE & CLINICAL PRACTICE
MEDICAL RECORDS & BILLING
MEDICAL TERMINOLOGY & PHARMACOLOGY
MEDICAL TRANSCRIPTION
MICROSOFT EXCEL CORE
MICROSOFT WORD BASICS
STANDARD FIRST AID
STRESS MANAGEMENT FOR THE WORKPLACE
WHMIS 2015

PRIVATE CUSTOM TRAINING

IS YOUR LIFE TOO HECTIC TO WORK AROUND A SCHEDULE?

Our expert instructors offer customized one-on- one sessions, day or evening, with every course we offer.

DO YOU NEED A NICHE OR SPECIALIZED TRAINING OR SKILL?

We can custom-design just about any course for you and tailor it to your needs. Depending on the demand, we can train one-on-one or with a team. Group rates are available.

Contact the Business, Careers & Job Skills Department for details.

COURSE REGISTRATION AND DETAILS

CE43.com | 604-936-4261 | BCJSinforequest@sd43.bc.ca

1. **New courses added continuously. Peruse our website often.**
2. **Check website for exact dates, times and locations for all listed courses.**
3. **Please note changes to the schedule may occur. Check online regularly for updates.**

3 WAYS TO REGISTER

ONLINE
CE43.COM

BY PHONE
604-936-4261

IN PERSON
MONTGOMERY CENTRE
380 MONTGOMERY ST, COQUITLAM
M/W/F: 8:30 AM–3:30 PM
T/TH: 8:30 AM–7:30 PM

DAYTIME COURSES

* MONTGOMERY CENTRE ** MILLSIDE CENTRE *** GLENEAGLE @ONLINE

NAME	START	END	DAYS	TIME	UNITS	HRS PER UNIT	TOTAL HRS	TUITION FEE
ACCOUNTING FUNDAMENTALS I*	17-NOV-20	27-NOV-20	M-F	9:00A-12:00P	9	3	27	$379
ACCOUNTING FUNDAMENTALS II*	30-NOV-20	11-DEC-20	M-F	9:00A-12:00P	10	3	30	$419
BOOKKEEPING*	26-OCT-20	06-NOV-20	M-F	9:00A-12:00P	10	3	30	$399
BUSINESS WRITING*	05-OCT-20	09-OCT-20	M-F	9:00A-12:00P	5	3	15	$229
CONFLICT RESOLUTION*	18-SEP-20	02-OCT-20	F	9:00A-12:00P	3	3	9	$139
CUSTOMER SERVICE SKILLS*	13-OCT-20	14-OCT-20	T-W	9:00A-12:00P	2	3	6	$119
ELECTRONIC MEDICAL RECORDS**	02-NOV-20	06-NOV-20	M-F	12:30P-3:30P	5	3	15	$469
EMERGENCY FIRST AID AND CPR LEVEL C WITH AED FOR ELL*	27-OCT-20	28-OCT-20	T-W	12:30P-4:30P	2	4	8	$105
EMERGENCY FIRST AID AND CPR LEVEL C WITH AED FOR ELL*	24-NOV-20	25-NOV-20	T-W	12:30P-4:30P	2	4	8	$105
EMPLOYMENT PREPARATION*	19-OCT-20	22-OCT-20	M-TH	9:00A-12:00P	4	3	12	$199
EMPLOYMENT PREPARATION**	27-OCT-20	30-OCT-20	T-F	9:00A-12:00P	4	3	12	$199
FOOD SAFE	VISIT CE43.COM FOR DETAILS							
INTRO TO MICROSOFT OFFICE*	19-OCT-20	23-OCT-20	M-F	9:30A-2:00P	5	4	20	$299
INTRO TO MICROSOFT OFFICE*	30-NOV-20	04-DEC-20	M-F	9:30A-2:00P	5	4	20	$299
KEYBOARDING: ALL LEVELS**	14-SEP-20	28-SEP-20	M	12:30P-3:30P	3	3	9	$229
KEYBOARDING: ALL LEVELS*	09-SEP-20	11-SEP-20	W-F	9:00A-12:00P	3	3	9	$229
KEYBOARDING: INTRODUCTORY*	14-OCT-20	16-OCT-20	T-F	8:30A-8:55A	3	0.5	1.5	$49
KEYBOARDING: TEN KEY*	30-OCT-20	30-OCT-20	F	12:30P-3:30P	1	3	3	$49
MEDICAL OFFICE PROCEDURES & CLINICAL PRACTICE**	13-OCT-20	21-OCT-20	M-F	12:30P-3:30P	7	3	21	$599
MEDICAL PHARMACOLOGY**	05-OCT-20	08-OCT-20	M-TH	9:00A-12:00P	4	3	12	$209
MEDICAL RECORDS & BILLING**	22-OCT-20	30-OCT-20	M-F	12:30P-3:30P	7	3	21	$519
MEDICAL TERMINOLOGY & ANATOMY**	14-SEP-20	02-OCT-20	M-F	9:00A-12:00P	15	3	45	$759
MEDICAL TRANSCRIPTION**	13-OCT-20	26-OCT-20	M-F	9:00A-12:00P	10	3	30	$449
MENTAL HEALTH FIRST AID BASIC*	07-OCT-20	08-OCT-20	W-TH	9:00A-3:00P	2	6	12	$349
MICROSOFT EXCEL 2019/365 CORE*	22-SEP-20	09-OCT-20	M-F	12:30P-3:30P	13	3	39	$479
MICROSOFT EXCEL 2019/365 CORE**	13-OCT-20	29-OCT-20	M-F	12:30P-3:30P	13	3	39	$479
MICROSOFT OUTLOOK 2019/365 CORE*	14-SEP-20	24-SEP-20	M-F	9:00A-12:00P	8	3	24	$329
MICROSOFT POWERPOINT 2019/365 CORE*	28-SEP-20	09-OCT-20	M-F	12:30P-3:30P	10	3	30	$399
MICROSOFT PUBLISHER*	28-SEP-20	01-OCT-20	M-TH	9:00A-12:00P	4	3	12	$199
MICROSOFT WORD 2019/365 BASICS**	15-SEP-20	18-SEP-20	T-F	12:30P-3:30P	4	3	12	$199
MICROSOFT WORD 2019/365 BASICS*	13-OCT-20	16-OCT-20	T-F	9:00A-12:00P	4	3	12	$199

*** MONTGOMERY CENTRE ** MILLSIDE CENTRE *** GLENEAGLE**

NAME	START	END	DAYS	TIME	UNITS	HRS PER UNIT	TOTAL HRS	TUITION FEE
MICROSOFT WORD 2019/365 CORE*	08-SEP-20	21-SEP-20	M-F	12:30P-3:30P	10	3	30	$399
PAYROLL*	09-NOV-20	16-NOV-20	M-F	9:00A-12:00P	5	3	15	$299
QUICKBOOKS*	02-NOV-20	18-NOV-20	M-F	12:30P-4:00P	12	3.5	42	$629
SAGE 300*	07-DEC-20	17-DEC-20	M-F	VARIES	9	VARIES	40.5	$599
SAGE 50*	19-NOV-20	04-DEC-20	M-F	12:30P-4:00P	12	3.5	42	$599
SOCIAL MEDIA FOR PROFESSIONALS*	22-SEP-20	25-SEP-20	T-F	12:30P-3:30P	4	3	12	$166
STANDARD FIRST AID WITH CPR C AND AED (BLENDED)**@	09-NOV-20	10-NOV-20	M-T	9:00A-5:00P	2	VARIES	16	$160
STRESS MANAGEMENT*	15-OCT-20	16-OCT-20	TH-F	9:30A-12:00P	2	2.5	5	$59
STRESS MANAGEMENT**	12-NOV-20	12-NOV-20	F	9:30A-2:30P	1	5	5	$59
STRESS MANAGEMENT*	17-DEC-20	18-DEC-20	TH-F	9:30A-12:00P	2	2.5	5	$59
WHMIS 2015 **	09-OCT-20	09-OCT-20	F	9:00A-12:00P	1	3	3	$69
WINDOWS 10 BASICS*	08-SEP-20	08-SEP-20	T	9:00A-12:00P	1	3	3	$49

ONLINE COURSES (CONTINUOUS ENTRY)

NAME	
MICROSOFT EXCEL 2016 CORE SKILLS	GO TO CE43.COM FOR DETAILS
MICROSOFT EXCEL 2019/365 CORE SKILLS	GO TO CE43.COM FOR DETAILS
MICROSOFT OUTLOOK 2016 CORE SKILLS	GO TO CE43.COM FOR DETAILS
MICROSOFT OUTLOOK 2019/365 CORE SKILLS	GO TO CE43.COM FOR DETAILS
MICROSOFT POWERPOINT 2016 CORE SKILLS	GO TO CE43.COM FOR DETAILS
MICROSOFT POWERPOINT 2019/365 CORE SKILLS	GO TO CE43.COM FOR DETAILS
MICROSOFT WORD 2016 CORE SKILLS	GO TO CE43.COM FOR DETAILS
MICROSOFT WORD 2019/365 CORE SKILLS	GO TO CE43.COM FOR DETAILS

EVENING COURSES

* MONTGOMERY CENTRE ** MILLSIDE CENTRE *** GLENEAGLE @ONLINE

NAME	START	END	DAYS	TIME	UNITS	HRS PER UNIT	TOTAL HRS	TUITION FEE
ADOBE PHOTOSHOP: BASICS*	07-OCT-20	25-NOV-20	W	6:30P-9:30P	7	3	21	$329
BOOKKEEPING*	08-SEP-20	10-NOV-20	T	6:30P-9:30P	10	3	30	$399
DIGITAL LITERACY	VISIT CE43.COM FOR DETAILS							
DIGITAL MARKETING 101 CERTIFICATE@	23-SEP-20	21-OCT-20	W	6:00P-9:00P	5	3	15	$299
HOMEOPATHIC ESSENTIALS 1*	01-OCT-20	15-OCT-20	TH	7:00P-9:00P	3	2	6	$129
HOMEOPATHIC ESSENTIALS 2*	29-OCT-20	12-NOV-20	TH	7:00P-9:00P	3	2	6	$129
HOMEOPATHIC ESSENTIALS 3*	26-NOV-20	10-DEC-20	TH	7:00P-9:00P	3	2	6	$129
HOW TO HOST A WINE TASTING*	21-OCT-20	21-OCT-20	W	7:00P-8:30P	1	1.5	1.5	$89
INTRO TO WINE TASTING*	18-NOV-20	18-NOV-20	W	7:00P-8:30P	1	1.5	1.5	$89
KEYBOARDING: ALL LEVELS**	09-SEP-20	23-SEP-20	W	6:00P-9:00P	3	3	9	$149
KOREAN FOR BEGINNERS*	15-SEP-20	08-OCT-20	T/TH	7:00P-9:30P	8	2.5	20	$119
KOREAN LEVEL 2*	20-OCT-20	12-NOV-20	T/TH	7:00P-9:30P	8	2.5	20	$119
KOREAN LEVEL 3*	24-NOV-20	17-DEC-20	T/TH	7:00P-9:30P	8	2.5	20	$119
MEDICAL PHARMACOLOGY**	03-NOV-20	12-NOV-20	T/TH	6:00P-9:00P	4	3	12	$209
MEDICAL TERMINOLOGY & ANATOMY**	10-SEP-20	29-OCT-20	T/TH	6:00P-9:00P	15	3	45	$759
MEDICAL TRANSCRIPTION**	17-NOV-20	17-DEC-20	T/TH	6:00P-9:00P	10	3	30	$449
MICROSOFT EXCEL 2019/365 BASICS*	16-NOV-20	07-DEC-20	M	6:30P-9:30P	4	3	12	$199
MICROSOFT OUTLOOK 2019/365 BASICS*	19-OCT-20	09-NOV-20	M	6:30P-9:30P	5	3	15	$229
MICROSOFT WORD 2019/365 BASICS*	14-SEP-20	05-OCT-20	M	6:00P-9:00P	4	3	12	$199
PAYROLL*	17-NOV-20	15-DEC-20	T	6:30P-9:30P	5	3	15	$299
PRIVATE CUSTOM TRAINING	SEE PAGE 38 FOR DETAILS | $65/HR | GROUP RATES AVAILABLE							
QUICKBOOKS*	14-SEP-20	07-DEC-20	M	6:00P-9:30P	12	3.5	42	$629
SHEER BEAUTY WITH MINERALS***	24-NOV-20	24-NOV-20	T	6:30P-9:30P	1	3	3	$59
SOAP MAKING, PURE & SIMPLE***	05-NOV-20	05-NOV-20	TH	6:30P-9:30P	1	3	3	$55
SPANISH BEGINNERS	VISIT CE43.COM FOR DETAILS							
SPANISH INTERMEDIATE	VISIT CE43.COM FOR DETAILS							
WINTERIZE YOUR SKINCARE***	06-OCT-20	06-OCT-20	T	6:30P-9:30P	1	3	3	$55

WE ARE FOLLOWING MINISTRY OF HEALTH DIRECTIVES WITH REGARD TO OUR RESPONSE TO COVID-19.

In the event that we are not able to provide face-to-face instruction, we will transition our classes online wherever possible to keep your education moving forward with minimal interruption.

VISIT CE43.COM FOR THE MOST UP-TO-DATE INFORMATION.

Class details may change.

CUSTOM CORPORATE TRAINING

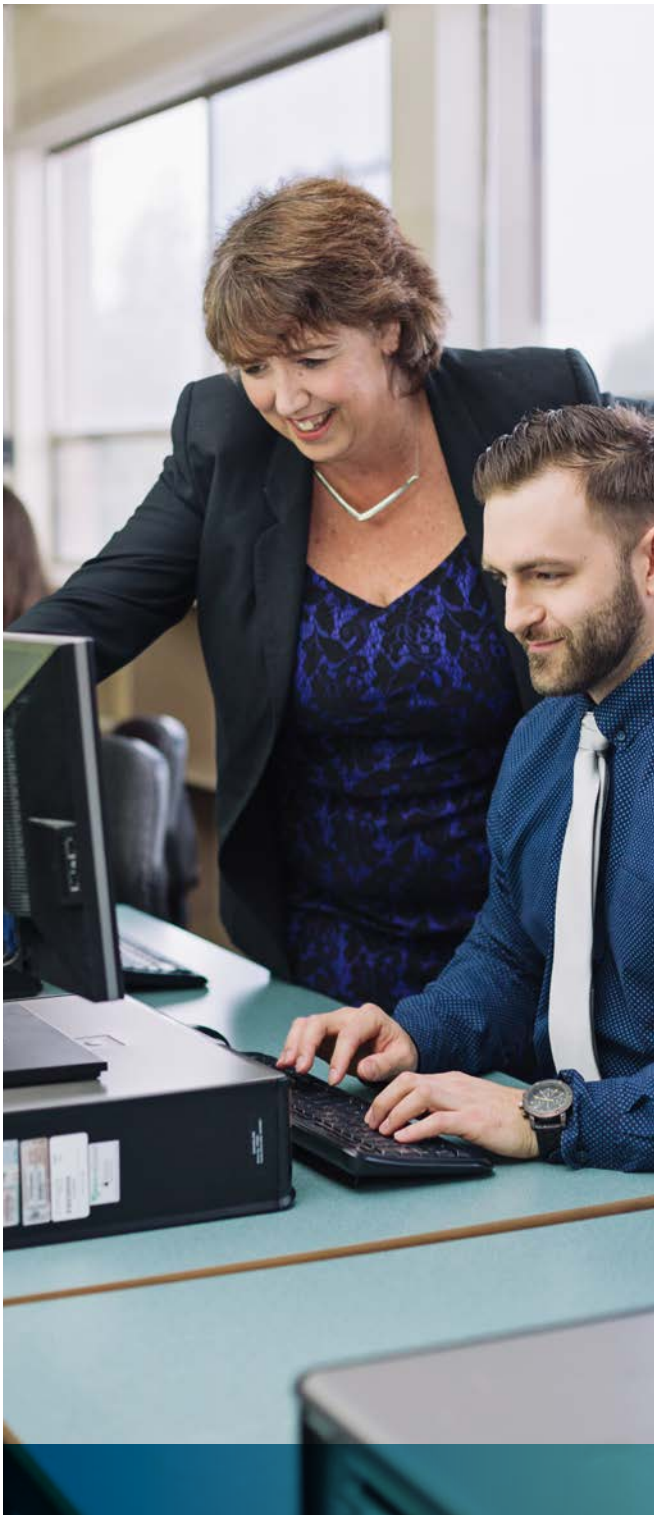
OUR WORLD IS DYNAMIC.

THINK AHEAD AND SHOW YOUR TEAM YOU CARE ABOUT THEIR DEVELOPMENT BY HELPING THEM STAY CURRENT, LEARNING, AND ENGAGED.

LET US HELP YOU TAKE THE LEAD.

With Coquitlam Continuing Education's Corporate Training programs:

- You can customize a training package to your business' needs.
- Training can be held here at our central, Tri-Cities location.
- Our Microsoft-Certified teachers have over 10 years of professional corporate training experience.
- Learn all about Computers, HR, Health & Wellness, Management, Sales, and more.
- We can customize a schedule based on your company's needs. Daytime. Evening. Lunches. One-day condensed courses. Weekend training.
- Email BCJSinforequest@sd43.bc.ca to find out more!



MORE COURSE OFFERINGS AVAILABLE INCLUDING:
BUSINESS COACHING, BUSINESS COMMUNICATION, TIME MANAGEMENT, RESILIENCE TRAINING, LEADERSHIP, MANAGING A DIVERSE WORKFORCE, CONFLICT RESOLUTION, MARKETING, MINDFULNESS & MEDITATION, ACCOUNTING, BOOKKEEPING, PAYROLL, SOCIAL MEDIA, LINKEDIN, MICROSOFT OFFICE, AND MORE.

LOOK UP CORPORATE & EXECUTIVE TRAINING ON OUR WEBSITE FOR DETAILS CE43.COM

THE HEALTH AND SAFETY OF OUR STUDENTS AND STAFF IS OUR #1 PRIORITY AT CCE

To ensure your safety, we have implemented measures such as hand sanitizing stations, barriers, and protective equipment, as well as 2m social distancing.

We are asking everyone to please wash your hands frequently, refrain from touching your face and stay home if you are feeling ill.

We have moved many of our courses online, so that you can work at your own pace, anywhere and at any time.

For any further questions regarding the steps CCE has taken due to COVID-19 please refer to our website at CE43.com

EXPERIENCE
TRANSFORMATION

JOIN US ONLINE!

FOR MORE STORIES OF TRANSFORMATION, PROGRAM UPDATES, CONTESTS AND MORE

CHECK US OUT ON SOCIAL MEDIA

@CCE43 | @SD43CONTED | @SCHOOL/CCE43

NEW PATHS
NEW PERSPECTIVES
NEW POTENTIAL

What Are You Waiting For?
Experience Transformation

COQUITLAM
CONTINUING
EDUCATION