

## Winter/Spring 2012 Course Catalogue



# ON THE ROAD TO SUCCESS

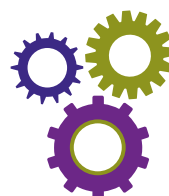
**20575 Thorne Ave. Maple Ridge, BC**

**t > 604 466 6555**

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**Learning  
is the art of living!**

***We're ready for you!***

## Learning Options for Adults and Youths (16+)

- Adult Graduation 19+
- BC Graduation for Youth 16+
- Day and Evening Classes
- Online Course Options
- English Language Learning
- Upgrading and Preparation for Post Secondary



***Academic Advising is available for prospective students on a drop-in basis during the registration period.***

**Registration Date:** Monday, January 23rd – Thursday, February 2nd  
**Registration Times:** 9:00am – 8:30pm and Friday, February 3rd 9:00am - 4:00pm  
**First day of class:** Monday, February 6th

Regular office hours resume on  
Monday, February 6th 8:30am–4:00pm Monday - Thursday  
Fridays 8:30am–3:30pm

**Register in person at Riverside Centre Phone: 604-466-6555**

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## High School Graduation and Upgrading Courses

### Regularly Scheduled Semester Classes: February 6, 2012 – June 15, 2012

Complete your Graduation or Upgrade courses for Post-Secondary

### Registration Information:

#### Documentation required for registration in high school credit/foundation programs.

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

### All students must provide the following:

#### Photo Identification

Please provide **ONE** of the following:

- BC Driver's Licence
- BC Identification
- Canadian Passport

#### Proof of Status in Canada

Please provide **ONE** of the following:

- Canadian Passport
- Canadian Citizenship Card
- Canadian Birth Certificate
- Canadian Permanent Resident card
- Confirmation of landing/permanent residence (8 ½ x 14" sheet) and passport
- Canadian study permit, or visitor permit if accompanying authorized parent
- Refugee documents – convention or claimant
- Native Ancestry status card

### Proof of residency in British Columbia

Please provide **ONE** of the following:

- BC Care Card
- Utility bill
- Letter from landlord (not tenant) attesting to residency and length of tenancy

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

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

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

Monday/Wednesday 9:00 am – 12:00 pm	Book Deposit	Tuesday/Thursday 9:00 am – 12:00 pm	Book Deposit
English 12	\$50	Biology 12	\$50
Math Pre-Calculus 11	\$50	Communications 12	\$50
Principles of Math 12	\$50	English 11	\$50
Social Studies 11	\$50	English Language Arts Foundations 1 & 2	\$20*
English Language Arts Foundations 3 & 4	\$20*	Foundations of Math & Pre Calculus 10	\$50
Literacy Foundations of Writing 5-7	\$20*	Math Pre-Calculus 11	\$50
		English 10	\$50
<b>12:30 pm – 3:30 pm</b>		<b>12:30 pm – 3:30 pm</b>	
Biology 11	\$50	Chemistry 11	\$50
Law 12	\$50	Comparative Civilizations 12	\$50
Math 11 Foundations	\$50	Literacy Foundations Social Studies	\$20*
English Language Arts Foundations 5 -7	\$20*	Math 10 – Apprenticeship & Workplace	\$20*
		Math 11 – Apprenticeship & Workplace	\$20*
<b>6:30 pm – 9:30 pm</b>		Physics 11	\$50*
Chemistry 12	\$50	Social Justice 12	\$50
Communications 12	\$50		
English 11	\$50	<b>6:30 pm – 9:30 pm</b>	
English 12	\$50	Biology 12	\$50
Principles of Math 12	\$50	English 12	\$50
Math Pre Calculus 11	\$50	English Language Arts Foundations 3-7	\$20*
ICT for Entrepreneurs 11	\$20*	Math Foundations Level 1-7	\$20*
		Math Foundations 11	\$30/\$20*
		Physics 12	\$50
		Writing 12	\$50
		<b>Friday mornings</b>	
		Entrepreneurship 12 (am only)	\$50

\*denotes non refundable resource fee

# Continuing Education – Your Gateway to Success!



## ICT for Entrepreneurs 11

This is a Modular Survey course based on BC's Information Communication Technology (ICT) Integrated Resource Package. This course draws on modules from Applied Digital Communications and Digital Media Development, to meet the learning needs of information workers with varying educational and technological backgrounds. No assumption of familiarity with any particular software package is made.

### FEES:

- Payment by: Cash, \*Cheque, Debit, Visa or Mastercard only
- Student Service Fee per semester (non refundable):.....\$30.00  
(fee applies to all teacher led and online classes)
- Resource Fee/\*\*Textbook Deposit: ..... As noted
- International students/visitors: ..... \$850.00 per course  
(includes Student Service Fee)
- \$30 non refundable student fee is payable at time of registration. Balance payable prior to the start of classes (no exceptions)
  - As part of the provincial government Learning Guarantee, all our offered courses are tuition-free for graduates and non-graduates who are Canadian Citizens or Permanent Residents.
  - \$100 calculator rental fee (fully refundable within 1 month of course completion)
  - Classes with insufficient enrollment may be cancelled

### REFUND POLICY

The \$30 Student Service Fee is non-refundable. International students/visitors who withdraw before the 2nd week of classes will receive a full refund less a \$100 administration fee. **There will be no refunds after two weeks.**

- A 100% refund for textbooks will be issued when books are returned in good condition within 4 weeks of the course's end. If you pay by cash, cheque or debit please expect 6-8 weeks for processing. If you pay by credit card your refund is immediate if done during regular office hours. Resource fees are non refundable. Non-attendance does not constitute withdrawal from a course. Students must notify the Continuing Education office in writing of a course withdrawal. Withdrawal after March 9, 2012 could result in a fail of the course.

*\*NSF cheques are subject to \$25.00 service fee.*

*\*\*all textbook deposits paid by cheque or postdated cheque will be cashed.*

## Connected Learning Community, our Online School

Online learning provides opportunities for students who may require them because they are experiencing timetable conflicts, time management issues, cancelled courses due to low enrollment numbers, a need for a different learning style, or a need to learn while not physically attending school.

Learning in an online environment is quite different from learning in a "teacher led" classroom. Each teacher will have expectations that require students to participate in forums or discussions as a way to build a "learning community" and will guide you on ways of communicating together within the environment. Be prepared for a lot of reading, writing and for responding online as this is one of the main forms of communication. Teachers build in time for "social networking" by organizing discussions or meetings within the environment or by facilitating "face to face" meetings.

Before you sign up for an online course you need to determine whether you are ready to learn in a virtual environment.

- Are you a self starter?
- Do you work well independently?
- Are you diligent about time management and meeting deadlines?

An advisor will help you to determine if online learning is an option for you! All online registrants must book an appointment with an advisor to get started in Online Learning.

### Available Online Courses – Winter/Spring 2012

- Biology 11 & 12
- Chemistry 11
- Communications 12
- Comparative Civilizations 12
- Earth Science 11
- English 10, 11, 12
- Entrepreneurship 12
- Geography 12
- Grad Transitions 12
- History 12
- Law 12
- Marketing 11 & 12
- Physics 11
- Planning 10 & 12
- Social Justice 12
- Social Studies 10 & 11

**Connected Learning**  
*Community*

For additional information  
check out our web site at  
<http://schools.sd42.ca/clc>

## Connected Learning Community Online Registration!

**Get a head start and save time – visit our website @ <http://schools.sd42.ca/clc> and complete your registration online!**

*All registrants must still meet with an academic advisor to get started in Online Learning*



## Foundations Program

The Literacy Foundations program is designed to help you improve your skills in English, Mathematics, Social Studies, and Information and Communications Technology in preparation for employment and/or further studies at the grade 10, 11 and 12 levels. If you need to improve your skills in any of these areas, this program is for you!



**Literacy Foundations English Language Arts Levels 1 and 2:** Ideal course for students who need basic English skills in reading (fundamental vocabulary), writing (basic grammar), listening and speaking (pronunciation and conversation.)

**Literacy Foundations English Language Arts Levels 3 and 4:** This course is for students who need to improve their fundamental English skills focusing on reading (increased vocabulary and comprehension), writing (intermediate grammar), listening and speaking (pronunciation and conversation.)

**Literacy Foundations English Language Arts Levels 5, 6 and 7:** This course offers intermediate and advanced skills in reading, writing, speaking and listening in English.

**Literacy Foundations Mathematics Levels 1 through 7:** Learn and improve your skills with fractions, graphs, decimals, percents, order of operations, volume and area, integers, ratios, algebra and much more. These skills are needed in Math 10 and Math 11 courses.

**Literacy Foundations Social Studies:** Learn about Canadian law, government, history, geography, people, and current issues. Perfect for landed immigrants studying for their citizenship test or preparing for Social Studies 10.

**Literacy Foundations Information and Communications Technology:** Learn basic knowledge of computers, keyboarding, word processing, and internet and electronic communication.

**Literacy Foundations English Language Arts Level 5/6/7: Companion - Writing:** Ideal course for students who need to increase their writing skills. The focus will be on academic writing in preparation for Grade 10 English. Students will learn about the writing process to improve paragraph and essay structures

### Notes for Foundations classes:

1. Students must make an appointment with an advisor to register.
2. New students must take an assessment test before registering.
3. Students who complete ELSA 3 will normally be assessed and placed into the English Foundations program between levels 3 and 5.
4. Students will progress through the Foundations program at varying rates according to a number of factors including: previous education, hours of attendance, and how often skills are practiced on a daily basis outside the classroom.

## Graduation Planning

We offer the 2004 Graduation Program (80 credits), where you can choose from a wide variety of Ministry authorized courses in the Humanities, Sciences, Maths and Business Ed areas.

**Academic Advising is available for prospective students on a drop-in basis during registration period.**

All courses at Continuing Education are Ministry of Education certified courses.



### The Adult Graduation Program (19+)

- Are 19 years of age or 18 years old and out of school for at least one academic year

- Required Courses (20 credits)  
Each course = 4 credits

Select from lists 'A', 'B', and 'C' below:

#### Required Courses: Must do A, B & C

Group A – Choose **ONE** course:

- English 12
- Communications 12
- English 12 First Peoples

Group B – Choose at least **ONE** course:

- Principles of Mathematics 12
- Accounting 11/12
- Pre Calculus 11
- Math 11 Foundations
- Math 11 Apprentice & Workplace
- Applications of Mathematics 12

#### Elective Courses:

Group C – Choose **THREE** courses:

- |                              |                       |
|------------------------------|-----------------------|
| Biology 12                   | History 12            |
| Chemistry 12                 | Law 12                |
| Communications 12            | Marketing 12          |
| Comparative Civilizations 12 | Physics 12            |
| English 12                   | Principles of Math 12 |
| Family Studies 12            | Social Justice 12     |
| Geography 12                 | Social Studies 11     |

**Register in person at  
Riverside Centre**

**Phone: 604-466-6555**

20575 Thorne Avenue, Maple Ridge, BC V2X 9A6

**CONTINUING**  **ed**  
MAPLE RIDGE & PITT MEADOWS

Check out our website for the latest information on upcoming events and programs at  
**<http://school.sd42.ca/ce>**  
Have a question? Email: [ce@sd42.ca](mailto:ce@sd42.ca)

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