

### Continuing Education Programs for Adults

● Foundations Language Arts/English

● Adult Secondary Upgrading.

● Richmond Education Assistant Program

**Welcome to**  
**Richmond Continuing Education**  
where adults 17 & older are welcome to join us for free  
(and some fee-based)  
engaging learning opportunities.

### Are you interested in ...

Learning English?

Upgrading your high school course marks?

Achieving an adult high school diploma?

Becoming an Education Assistant?

We are here to help you achieve your goals.

☎ 604-668-7899 ✉ [rce@sd38.bc.ca](mailto:rce@sd38.bc.ca)

[www.richmondce.ca](http://www.richmondce.ca)



**ADULT EDUCATION CENTRE**

12091 Cambie Road, Richmond

**\*\* STARTING FALL 2023 \*\***

**NEW BLENDED ONLINE LEARNING OPTION**

~ **MATH, SCIENCE & GENERAL ACADEMICS COURSES** ~

*for students residing in the city of Richmond BC*

### ADULT SECONDARY PROGRAM

For students who wish to complete their high school diploma or to upgrade their BC Transcript of Grades, a variety of high school credit courses are offered during the day and evening.

### FOUNDATION LANGUAGE ARTS (ENGLISH)

Foundations Language Arts (Levels 1-8)

Composition 10                      English Studies 12

Creative Writing 10                English First Peoples 12

Literary Studies 11

### MATH – \*\* new blended online \*\*

Math 9

Math 10 Foundations & Pre-Calculus / Workplace

Math 11 Foundations / Workplace / Pre-Calculus

Math 12 Apprenticeship / Foundations / Pre-Calculus / Calculus

### SCIENCE – \*\* new blended online \*\*

Chemistry 11

Chemistry 12

Life Sciences (Biology) 11

Anatomy & Physiology (Biology) 12

Physics 11

Physics 12

### GENERAL ACADEMICS – \*new blended online\*

Social Studies 10 and 11

BC First Peoples 12

Career Life Connections 12

Career Life Education 12

Comparative World Religions 12

Child Development and Caregiving 12

Law Studies 12

Philosophy 12

Physical Geography 12

Social Justice 12

20<sup>th</sup> Century World History 12

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### NEW BLENDED ONLINE LEARNING FORMAT

#### FOR MATH, SCIENCE & GENERAL ACADEMICS COURSES

The content of our Math, Science and General Academic courses is delivered through a computer program called Moodle. Access to Moodle is available at any time, and students have the flexibility of working on their coursework from home or at the adult education centre where desktop computers and teacher assistance are available for their use. In-person attendance will be required only at the beginning of each course (registration), for assessments and final exams.

### TERM DATES & CLASS TIMES

#### Foundations Language Arts/English (teacher-led) and Math & Science Courses (blended, online)

##### Day Classes - Mon to Thurs

9:00-11:30 a.m. OR 12:00-2:30 p.m.

Term 1 - Mon Sep 11, 2023 to Wed Nov 8, 2023

Term 2 - Tues Nov 14, 2023 to Tues Jan 23, 2024

Term 3 - Mon Jan 29, 2024 to Wed Apr 10, 2024

Term 4 - Wed Apr 17, 2024 to Thurs Jun 13, 2024

##### Evening Classes - Tues & Thurs - 6:30-9:00 p.m.

Semester 1 - Tues Sep 12, 2023 to Tues Jan 16, 2024

Semester 2 - Tues Jan 30, 2024 to Tues Jun 4, 2024

**Format:** combination of in-person and synchronously remote classes (Zoom)

#### Grade 10-12 English & General Academics Courses

##### Day Classes - Mon & Wed - 9:00-11:30 a.m.

Semester 1 - Mon Sep 11, 2023 to Wed Jan 24, 2024

Semester 2 - Mon Jan 29, 2024 to Wed Jun 12, 2024

##### Evening Classes - Tues & Thurs - 6:30-9:00 p.m.

Semester 1 - Tues Sep 12, 2023 to Tues Jan 16, 2024

Semester 2 - Tues Jan 30, 2024 to Tues Jun 4, 2024

### WHEN & HOW TO REGISTER

#### Foundations Language Arts/English courses (teacher-led)

Term 1/Semester 1.....Thurs Aug 17, 2023

Term 2.....Thurs Oct 26, 2023

Term 3/Semester 2.....Thurs Jan 11, 2024

Term 4.....Thurs Apr 4, 2024

Starting at 9 p.m. via [www.richmondce.ca](http://www.richmondce.ca)

By phone 604-668-7899 ext 2 or in person at 12091 Cambie Road (Mon-Fri, 8 a.m.-4 p.m.)

#### Math, Science, General Academics & Gr 10-12 English (blended online). \*\*

Term 1/Semester 1.....Mon Aug 14, 2023

Term 2.....Mon Oct 23, 2023

Term 3/Semester 2.....Mon Jan 8, 2024

Term 4.....Mon Apr 1, 2024

through our Academic Advisor, Bob Mostat

✉ [bmostat@sd38.bc.ca](mailto:bmostat@sd38.bc.ca)

**\*\* Note:** Students registering for our online Math, Science, General Academics and English courses must reside in Richmond BC.

### Need academic advice?

Contact Bob Mostat, our Academic Advisor

☎ 604-668-7899 ext.1

✉ [bmostat@sd38.bc.ca](mailto:bmostat@sd38.bc.ca)

Be prepared to provide documents for review (see "Documents Required for Registration").

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### DOCUMENTS REQUIRED FOR REGISTRATION

#### 1. PROOF OF STATUS IN CANADA

Bring or e-mail **one** of the following:

- Canadian Birth Certificate
- Valid Canadian Passport
- Valid Permanent Resident or Citizenship Card
- Valid Study Permit
- Valid Convention Refugee Papers
- Valid Work Permit *with Permission from Immigration Canada to Study*

#### 2. PROOF OF BC RESIDENCY

Bring or e-mail **two** of the following:

- BC Services Card
- BC Driver's Licence / BC ID card
- Bank/Mortgage Documents
- Rental Agreement
- Property Tax Assessment
- Utility Bills

#### 3. ACADEMIC RECORDS

Bring or e-mail **one** of the following:

- BC Transcript of Grades
- Permanent Student Record
- School Report Card
- For students currently attending secondary school during the day, a Letter of Referral from their secondary school is required.
- Richmond Continuing Education English Assessment Result

### COURSE FEES

Non-High School Graduates <ul style="list-style-type: none"> <li>• Permanent Residents in BC</li> <li>• Citizens of Canada</li> <li>• Convention Refugees</li> </ul>	Free
High school graduates (from Canada or overseas), please refer to <i>list of tuition-free courses below</i> .	
International Students with a valid BC study permit	\$1,500 per course

### TUITION-FREE COURSES FOR GRADUATES

#### Foundation Language Arts (FLA) / English

FLA Levels 1-8

Literary Studies 11

English Studies 12

English First Peoples 12

#### Math

Math 11 Foundations / Workplace / Pre-Calculus

Math 12 Apprenticeship / Foundations /

Pre-Calculus / Calculus

#### Science

Anatomy & Physiology 12

Chemistry 11 & 12

Life Sciences 11

Physics 11 & 12

**\* Note:** Graduated Adults who wish to enroll in courses NOT listed above must pay **\$550** per course.

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#### PRE-REQUISITES

Richmond Continuing Education has established minimum prerequisite marks and courses. Some students may be required to complete an English Assessment in order to be placed in courses within the Adult Secondary School program.

#### ENGLISH ASSESSMENT

- For students who have not yet completed English 10 in Canada and are taking an English course with us for the first time.
- For students who last took an English course with Richmond Continuing Education more than two years ago.
- Assessment covers grammar, reading, listening and writing.
- Takes about two hours to complete and is done on a computer.
- Assessment results are emailed to students within a week of assessment. Results are valid for one (1) year and are used for class placement purposes only.
- Cost: \$40 non-refundable, payable by VISA, AMEX or MasterCard.
- Register for an assessment online at [www.RichmondCE.ca](http://www.RichmondCE.ca) or by phone at 604-668-7899 ext. 2.

#### ATTENDANCE POLICY

Regular attendance is expected to ensure academic success. As our school terms are short (only 32 sessions long), we strongly advise students not to miss more than five (5) sessions. Extended absences have a negative impact on learning and may result in a withdrawal.

#### WAIT LISTS

Spaces are filled on a first-come, first-served basis. If a course is full, please place yourself on the Waitlist using our online registration system.

*How?* Click on the name of the course you wish to enroll in and select "Add to Waitlist". More sections may be opened if there is sufficient registration and if classroom space is available. You will be called only if a space becomes available.

#### WITHDRAWALS & REFUNDS

- To withdraw from our English courses, please inform your instructor and/or call 604.668.7899 (ext. 2).
- To withdraw from our blended, online Math, Science and other General Academic courses, please inform your instructor and/or the academic advisor, Bob Mostat at 604.668.7899 (ext. 1) or e-mail [bmostat@sd38.bc.ca](mailto:bmostat@sd38.bc.ca). Please note that if students withdraw from our blended online courses, they may not be able to register for the same course for one year.
- There are no tuition refunds for student withdrawals.
- Full refunds are issued only for courses cancelled by Richmond Continuing Education.



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#### ADULT GRADUATION DIPLOMA

20 credits or 5 courses

English Studies 12

+ one of: Math 11 or 12

+ Three Grade 12 courses,

OR Social Studies 11 and two Grade 12 courses

TOTAL: 20 CREDITS

The Adult Graduation Diploma is acceptable with most post-secondary institutions but specific pre-requisite courses may be required by some post-secondary programs. Students are encouraged to do their own research as to the necessary requirements for admission into their program of choice.

#### ADULT DIPLOMA STUDENTS

- Must be 18 years old
- Must complete at least three courses after enrolling in the Adult Diploma Program



#### OFFICIAL TRANSCRIPTS

Final marks of successfully completed Grade 11 and Grade 12 courses will appear on students' official transcripts. Such transcripts may be used to apply for admission to post-secondary institutions or for job search purposes.

Students who have completed Grade 11 and 12 courses in BC may view their transcripts through the BC Ministry of Education's online Student Transcripts Service (STS). This service allows students to order transcripts or certificates from B.C. or Yukon secondary schools.

For more information, visit:

<http://www.StudentTranscripts.gov.bc.ca>.

Students will need to have their Personal Education Number (PEN) handy in order to access this service. Contact our office if you need help locating your PEN.

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### Foundation Language Arts (FLA) & Secondary English Courses

#### English Assessment

- Required before registering for English/FLA courses, unless one has English 10 or has recently taken an English course with Richmond Continuing Education (within two years)
- 4 parts: Grammar; Reading; Listening; Writing
- 2 hours to complete, on a computer
- Individual sessions by appointment throughout the year
- Assessment fee (non-refundable): \$40.00
- Register online [www.richmondce.ca](http://www.richmondce.ca) or by phone 604-668-7899 ext. 2
- Results (valid for one year) are emailed to students within one week of assessment date.

#### Registration

- Online ([www.richmondce.ca](http://www.richmondce.ca)) or by phone (604-668-7899 ext. 2)
- Submit proof of status in Canada (PR or Canadian citizen) and two (2) pieces of documents showing residency in BC
  - School-aged students: bring parents' documents as well
  - Students currently attending a secondary school bring a letter of permission from their home school.

#### Course Times & Location - 12091 Cambie Road., Richmond

##### **Class based Foundation Language Arts (FLA) Levels 0-8 and Gr 11-12 English**

##### Daytime classes

Mon.-Thurs.

9:00-11:30 a.m. or 12:00-2:30 p.m.  
depending on English level

##### Registration:

mid August ♦ mid October  
January ♦ April

##### 4 terms per year:

Sept-Nov ♦ Nov-Jan  
Jan-Apr ♦ Apr-Jun

##### **Class based Foundation Language Arts (FLA) Levels 0-8 and Gr 11-12 English**

##### Evening classes:

Tues. & Thurs. 6:30-9:00 p.m.  
All English levels

##### Registration:

mid-August & January

##### 2 semesters per year:

September-January  
January-June

##### **Online learning format Grade 10\*-12 English**

##### Daytime classes

Mon. & Wed.

9:00-11:30 a.m.

##### Evening classes:

Tues. & Thurs. 6:30-9:00 p.m.

##### Registration:

mid-August & January

##### 2 semesters per year:

September-January  
January-June

#### Course Fees

Permanent residents, Canadian citizens & Refugees : **Free**  
(courses funded by the BC Ministry of Education; some exceptions for graduated adults\*)  
International students: \$1,500 per course

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### Math, Science and General Academic Courses

#### Registration

- Contact Bob Mostat, our academic advisor, by phone (604-668-7899 ext. 1) or by e-mail ([bmostat@sd38.bc.ca](mailto:bmostat@sd38.bc.ca))
- Submit proof of status in Canada (PR or Canadian citizen) and two (2) pieces of documents showing residency in Richmond BC, and school transcript of grades
  - School-aged students: submit parents' documents as well
  - Students currently attending a secondary school: submit a letter of permission from their home school.

#### Course Location

**Online and Adult Education Centre**  
12091 Cambie Rd., Richmond

#### Math & Science courses

*Online Learning Format*

*In-person attendance for first class, assessments and exams.*

##### **Daytime classes**

Mon.-Thurs.

9:00-11:30 a.m. or 12:00-2:30 p.m.

*Registration:*

mid-August ♦ October ♦ January ♦ March

*4 terms per year:*

September-November ♦ November-January

January-April ♦ April-June

##### **Evening classes**

Tues. & Thurs. 6:30-9:00 p.m.

*Registration:*

mid-August ♦ January

*2 semesters per year:*

September-January ♦ January-June

#### General Academics

*Online Learning Format*

*In-person attendance for first class, assessments and exams.*

##### **Daytime classes**

Mon. & Wed.

9:00-11:30 a.m.

##### **Evening classes**

Tues. & Thurs. 6:30-9:00 p.m.

*Registration:*

mid-August ♦ January

*2 semesters per year:*

September-January ♦ January-June

#### Course Fees

Permanent residents, Canadian citizens & Refugees: **Free** for graduated\* & non-graduated adults  
(\* some exceptions for graduated adults)

International students: \$1,500 per course

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### Richmond Education Assistant Program (REAP)

Do you have a passion to work with students with diverse abilities and disabilities? If you do, consider joining our Richmond Education Assistant Program (REAP). REAP will help you acquire practical skills and knowledge to work as an Education Assistant in different school settings.

#### Full Time Program:

July to November 2024

Monday to Friday, 9 a.m.-3 p.m.

*Registration begins in February.*

*Deadline for application – April 5, 2024*

#### Part Time Program:

January 2025 to February 2026

Monday & Wednesday evenings, and Saturday all day

*Registration begins in October.*

#### Program Fees:

Approx. \$5,800.00

