

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
www.richmondce.ca



12091 Cambie Road, Richmond

NEW BLENDED ONLINE LEARNING OPTION

~ **MATH, SCIENCE, ENGLISH 10-12,
& 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.

Courses Offered

FOUNDATION LANGUAGE ARTS (ENGLISH)

– class based, in-person

Foundations Language Arts (Levels 1-7)

Literary Studies 11 English First Peoples 12

English Studies 12

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

Physics 11 Physics 12

Life Sciences (Biology) 11

Anatomy & Physiology (Biology) 12

GENERAL ACADEMICS – *new blended online*

English 10 / 11 / 12

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

Winter – Spring 2025

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BLENDING ONLINE LEARNING FORMAT FOR MATH, SCIENCE, GR 10-12 ENGLISH & 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** (online)

Day Classes

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

Term 3 - Mon Jan 27, 2025 to Wed Apr 8, 2025

Term 4 - Wed Apr 14, 2025 to Thurs Jun 11, 2025

Evening Classes

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

Semester 2 - Tues Jan 21, 2025 to Tues May 27, 2025

Format: combination of in-person and Zoom classes

Grade 10-12 English & General Academics Courses (online)

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

Semester 2 - Mon Jan 27, 2025 to Wed Jun 11, 2025

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

Semester 2 - Tues Jan 21, 2025 to Tues May 27, 2025

WHEN & HOW TO REGISTER

Foundations Language Arts Levels 1-7 and Gr 11-12 English courses (teacher-led)

Term 3/Semester 2.....Thurs Jan 9, 2025

Term 4.....Thurs Apr 3, 2025

Starting at 9 p.m. via 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 3/Semester 2.....Mon Jan 6, 2025

Term 4.....Mon Mar 31, 2025

through our Academic Advisor, Bob Mostat

✉ 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

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 Confirmation of Permanent Residence
- Valid Study Permit
- Valid Refugee Papers
- Valid Work Permit (minimum one year), *Current Letter of Employment (BC employer) & two paystubs (subject to approval)*

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"> ● Permanent Residents in BC ● Citizens of Canada ● Convention Refugees/Claimants ● Work Permit Holders (<i>with valid supporting documents – see Documents required for Registration</i>) 	Free
High school graduates (from Canada or overseas), please refer to <i>list of tuition-free courses below</i> .	See list of tuition free courses below
International Students with a valid BC study permit	\$1,500 per course

TUITION-FREE COURSES FOR GRADUATED ADULTS

Foundation Language Arts (FLA) / English

- FLA Levels 1-7
- 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

WHO? For new students who have not yet completed English 10 in Canada; and for students who last took an English course with Richmond Continuing Education more than two years ago.

WHAT? Assessment covers grammar, reading, listening and writing. It takes about two hours to complete, on a computer.

WHEN? Assessments are scheduled between the hours of 8:30 am and 2 pm, Monday to Friday; and on some Tuesday evenings, 6:30 pm to 8:30 pm.

WHERE? In person at Richmond Adult Education Centre, 12091 Cambie Road.

HOW MUCH? \$40 non-refundable, payable by credit card.

HOW? Register for an assessment online at www.RichmondCE.ca or by phone at 604-668-7899 ext. 2.

WHAT NEXT? Assessment results are emailed to students within a week of assessment. Results are valid for one (1) year and may be used for class placement purposes to register for Richmond Continuing Education classes only.

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 email rce@sd38.bc.ca.
- 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. *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.*
- Full refunds are issued only for courses cancelled by Richmond Continuing Education. There are no tuition refunds for student withdrawals.

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ADULT GRADUATION DIPLOMA

Minimum 20 credits or 5 courses

- Eng Studies 12 or Eng First Peoples 12, plus
- Math 11 or Math 12, plus
- Three (3) Grade 12 courses OR
Social Studies 11 and two (2) 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 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) 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 1-7 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 1-7 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 & Work Permit Holders (with approval): 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

(for Richmond residents only)

Registration

- Contact Bob Mostat, our academic advisor, by phone (604-668-7899 ext. 1) or by e-mail (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, tests 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

English 10-12 & General Academics

Online Learning Format

In-person attendance for first class, tests 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, Work Permit Holders (with approval):

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 2025
Monday to Friday, 9 a.m.-3 p.m.
Registration begins in February/March.

Part Time Program:

January 2025 to February 2026
Monday & Wednesday evenings, and Saturday all day
Registration begins in October.

Program Fees:

\$6,000.00

