

CONTINUING EDUCATION

WINTER/SPRING 2020

TOP STORIES

HEALTH AND CAREER

Victoria's
journey P. 14

WOMEN IN TRADES

Inspiring a new
generation P. 18





From left to right: Anna Mayo, Kim Daley, Liana Thompson, Marta Cruz, Susan Francis, Kamaljit Toriumi, Elizabeth Eberts, Ryan Coreau, Emiko Petit

HOW TO REGISTER:

FOR COURSES & PROGRAMS WITHOUT AN APPLICATION REQUIREMENT:



By phone

Register with your Visa, MasterCard, or American Express by calling 1-888-823-8734.



In person

Register in person or have a friend register for you at one of the UFV locations listed on the back cover. Pay by debit, credit, or cheque. UFV no longer accepts cash payments.

FOR COURSES & PROGRAMS WITH AN APPLICATION REQUIREMENT:

- 1 **Prepare documents:** Find your program in the UFV Calendar at ufv.ca/calendar. In the *How to Apply* section, you will find a list of all documents you need to submit as part of your application.
- 2 **Apply online:** Visit ufv.ca/apply to complete the online application.
- 3 **Monitor your application status:** Within two weeks of your application, you will receive an email with your student ID number and information on how to access myUFV, UFV's student portal. [Logging in to the portal allows you to monitor the status of your application, find out if you need to submit additional documents, or confirm your application is complete.](#)
- 4 **Register for courses:** Register with your Visa, MasterCard, or American Express by calling 1-888-823-8734. Or register in person at one of the UFV locations listed on the back cover.

COURSE OR PROGRAM CANCELLATIONS

UFV Continuing Education reserves the right to cancel courses or programs with low enrolment. If a course or program is cancelled, you will receive notification by phone and a full refund.

REFUNDS

Refunds, less an administration fee, are available for most UFV Continuing Education courses if requested before the second session of the class. For courses completed in one session or held on one weekend, you must request a refund at least two working days before the course starts. Learn more: ufv.ca/continuing-education/studentresources/

SPONSORING AGENCY FORMS

Forms to be completed by an employer or other sponsor are available at ufv.ca/continuing-education/funding

MINIMUM AGE

You must be 15 years or older to register for UFV Continuing Education courses unless otherwise stated.



STORIES:

Health and career: Victoria's journey 14

Needed: women in trades 18

BUSINESS AND MANAGEMENT

Human Resources Management 4

Courses — Human Resources Management 5

Management Skills 6

Courses — Management Skills 6

Business 7

Public Relations 8

Courses — Public Relations 8

Records Management 9

Courses — Records Management 9

CREATIVITY AND DESIGN

Courses — Jewelry 10

HEALTH CARE

Activity Assistant 12

Dental Office Receptionist 13

Nursing Unit Clerk 13

Medical Office Assistant 16

Advanced Medical Office Assistant 16

Courses — Health Education 17

INDUSTRY SERVICES

Courses — Employment certifications 20

Courses — First Aid 21

Tools for tough times — Psychological First Aid 22

OFFICE ADMINISTRATION

Applied Business Technology 23

Bookkeeping for Small Business 24

Courses — Bookkeeping for Small Business 24

Courses — Computer Skills 25

LEGAL CAREERS

Legal Administrative Assistant 26

Paralegal (certificate and diploma) 27

LIFESTYLE AND LEISURE

Courses — Agriculture 28

Courses — Artisan Trades 29

Courses — Bicycle Technology 29

Courses — Culinary 29

Kids Camps — Trade Up 30

Courses — Languages 30

Courses — Motorcycle Training 31

SPECIALIZED TRAINING

Hospitality Event Planning 32

Floral Design 33

Courses — Floral Design 33

Veterinary Administrative Assistant 34

TRADES

Courses — Building Service Worker 35

Courses — Computer-Aided Drafting 35

Courses — Electrical Industry 35

Courses — Mechanical Industry 36

Courses — Welding 36

ICONS



In-person
Classes



Online Classes



In-Person and
Online Classes



Application
requirements



BUSINESS AND MANAGEMENT

CERTIFICATE

HUMAN RESOURCES MANAGEMENT

HELP BUILD A POSITIVE WORK ENVIRONMENT

Whether you want to take the next step on your professional path or look forward to launching a career in the human resources field, this program is designed to provide you with strategic insights you can use in any workplace setting.

Delivered by experienced HR professionals, the program explores key practices and issues, including hiring, employee engagement, labour relations, strategic management, performance management, and training and development, to equip you to manage human resources in any workplace across a range of industries.



Part time (1–3 years)
Various locations in Abbotsford
and Chilliwack

Weekends and evenings
No application necessary



**To register, phone 604-854-4501 or
toll free 1-888-823-8734**

ufv.ca/HRMgmt

HUMAN RESOURCES MANAGEMENT

B.C. Employment Law — HRM11

Get an introduction to the basics of key employment law in B.C., including the Employment Standards Act, Human Rights Code, and the Personal Information Protection Act (PIPA). Examine how to interpret this legislation, the impact of employment legislation on workplace practices, and how to handle key employment issues arising as a result.

Chilliwack campus — Canada Education Park (20028) 1 session, Sat, 9 am–3 pm, \$115. **Feb 22**

Employee Rewards — HRM09

Develop a basic understanding of the key components of a total compensation strategy that combines direct financial rewards, such as base salary and bonuses, with indirect financial rewards, such as benefits, retirement savings plans, and recognition programs.

Abbotsford — Clearbrook Centre (20064) 5 sessions, Tue, Thu, 6:30–9:30 pm, \$285. **Jan 7–21**

Handling HR issues — HRM07

Examine and discuss common situations and issues faced by human resources practitioners. Learn skills you can put to work right away in your workplace. Using real-life case studies at the organizational, departmental, and individual level, learn to analyze a situation, discuss its implications, and receive guidance on reaching a resolution. Bring your own HR questions to the session for guidance and coaching.

Abbotsford — Clearbrook Centre (20301) 5 sessions, Tue, Thu, 6:30–9:30 pm, \$285. **Apr 14–28**

Hiring for Performance — HRM03

Examine the components of a systematic and structured recruitment process that you can immediately apply within your organization in order to attract, identify, interview, and select the right candidates for the right positions. Learn and practice planning, behavioural interviewing, and final selection techniques that will enhance your judgment of a candidate's potential

success and enhance your skills in choosing the best employee for the job at hand.

Abbotsford — Clearbrook Centre (40253) 5 sessions, Tue, Thu, 6:30–9:30 pm, \$285. **Jun 9–23**

Increasing Employee Engagement — HRM02

Learn about human resources best practices for organizational effectiveness and employee engagement. Discover relevant content and tools to help you enhance employee engagement within your organization, departments, and work teams. Examine techniques to lower turnover, increase employee satisfaction, and enhance productivity

Abbotsford — Clearbrook Centre (20023) 5 sessions, Mon, Wed, 6:30–9:30 pm, \$285. **Jan 29–Feb 12**

Intro to Labour Relations — HRM10

Examine the basics of current labour relations legislation in B.C. Learn how to interpret this legislation and assess its impact on workplace practices.

Chilliwack campus — Canada Education Park (20037) 1 session, Sat, 9 am–3 pm, \$115. **Apr 4**

Managing Employee Performance — HRM04

Learn the key elements necessary to design and implement an effective performance management process within your organization. Discover how to evaluate your current performance review process, and identify required changes to increase

the effectiveness of your employee performance measurement and feedback. Find out how to handle performance issues, and review the foundational elements needed to conduct constructive annual performance reviews.

Abbotsford — Clearbrook Centre (40252) 5 sessions, Mon, Wed, 6:30–9:30 pm, \$285. **May 11–27, no class May 18**

Measuring HR's Impact — HRM14

Measuring the effectiveness and efficiency of the human resources (HR) function is one of the best ways to increase HR's relevance to your company and prove the business impact of proposed HR initiatives or programs. Get introduced to a common set of HR metrics, including formulas and descriptions. Identify the metrics that fit your organization best. Learn the benefits of comparing your company's metrics to external benchmarking data.

Chilliwack campus — Canada Education Park (40021) 1 session, Sat, 9 am–3 pm, \$115. **May 9**

Understanding Leadership — HRM08

Explore the topic of leadership: develop an understanding of the difference between leading and managing, and examine current theories of key leadership practices. Identify your own personal leadership style and evaluate its potential impact on the performance of your duties in the workplace.

Abbotsford — Clearbrook Centre (20300) 5 sessions, Tue, Thu, 6:30–9:30 pm, \$285. **Feb 25–Mar 10**

DEVELOP YOUR MANAGEMENT TEAM

Get in touch. We can provide management courses to your team at your site or at a UFV location in Abbotsford, Chilliwack, Mission, or Hope.

You can choose from courses in this brochure or request training customized to your needs.

Book your group training today
ufv.ca/training



MANAGEMENT SKILLS

DISCOVER THE LEADER WITHIN

Learn the skills you need to step into a management or supervisory position, or take on a leadership role within your organization.

Instructors with industry experience provide actionable and relevant insights you can use right away to become a leader who communicates clearly and effectively, sets goals, motivates others, and solves problems. The program covers key topics such as communication styles, customer service, conflict resolution, team building, leadership, marketing and branding, presentation skills, and time and stress management.



Part time (1–3 years)

Various locations in Abbotsford and Chilliwack Weekends and evenings



No application necessary
To register, phone 604-854-4501
or toll free 1-888-823-8734

ufv.ca/MSS

MANAGEMENT SKILLS

Delegating, Motivating, and Giving Feedback — MSS16

Examine the concepts of motivation and delegation and identify the connections between the two. Develop an action plan to deal with them effectively. In addition, explore the nature of feedback and develop a practical approach to providing actionable feedback that motivates others.

Abbotsford — Clearbrook Centre
(20012) 5 sessions, Tue, Thu, 6:30–9:30 pm, \$285.
Feb 4–18

Leadership Skills Inventory — MSS25

Gain an understanding of who you are and how it affects your leadership style. Topics of self-discovery will include personality inventories, self-esteem, beliefs, values, goals, and stress management. When you discover what type of leader you are and which position best suits you, you can learn to lead authentically.

Abbotsford — Clearbrook Centre
(20031) 5 sessions, Mon, Wed, 6:30–9:30 pm, \$285.
Mar 30–Apr 15, no class April 13

Management and Communication — MSS02

Learn how to save time with concise conversations and clear requests. Enhance your leadership skills with effective communication and listening. Empower others to make necessary and productive changes, and create an atmosphere for engagement and productivity.

Abbotsford — Clearbrook Centre
(20066) 5 sessions, Mon, Wed, 6:30–9:30 pm, \$285.
Jan 13–27

Management and Conflict Resolution — MSS20

Get introduced to the key principles of conflict handling and develop an understanding of the meaning and causes of conflict. Learn how to manage relationships with customers and colleagues. Gain insight into people's individual conflict resolution styles, internal and external customer conflict, the cost of conflict, resolving conflict, communicating effectively during conflict, and preventing conflict through communication.

Abbotsford — Clearbrook Centre
(40022) 5 sessions, Tue, Thu, 6:30–9:30 pm, \$285.
May 5–19

Management & Administration Skills — MSS21

Learn to select, hire, and orient staff effectively. Conduct purposeful and meaningful interviews, make reference checks and job offers, define responsibilities and goals, and use workplace retention strategies to keep your best employees.

Abbotsford — Clearbrook Centre
(40024) 5 sessions, Mon, Wed, 6:30–9:30 pm, \$285.
Jun 1–15

Presentation Skills — MSS12

Learn how to prepare and deliver effective presentations that you can use for business, sales, training, or public speaking. Discover how to document, plan, and structure your presentation to influence your listeners and achieve your goals.

Chilliwack campus — Canada Education Park
(20033) 1 session, Sat, 9 am–2:30 pm, \$115. **Apr 25**

Time & Stress Management — MSS24

The ability to manage time and stress is absolutely critical to the success of any manager or leader. Learn techniques for effective time and stress management. Find out how to identify stressors, set priorities,

handle interruptions and crises, and improve work methods and productivity.

Chilliwack campus — Canada Education Park (40041) 1 session, Sat, 9 am–2:30 pm, \$115. **May 30**

Writing in the Workplace — MSS18

Learn the craft of skillful writing. Increase the effectiveness of your written communications to achieve both personal and corporate success. Learn about the writing process, content generating strategies, audience analysis, structure, persuasive strategies, format, style, and revision.

Abbotsford — Clearbrook Centre (20030) 5 sessions, Mon, Wed, 6:30–9:30 pm, \$285. **Feb 26–Mar 11**

BUSINESS

Diversity: Appreciate Cultures

Find out how to leverage the skills and talents of an increasingly diverse workforce, boost cultural awareness amongst your employees, foster a respectful and welcoming work environment, and address systemic barriers to inclusion. Increase your own diversity awareness and identify your personal biases. Get guidelines for interacting with different personalities and cultures. And finally, understand your organization's legal and ethical responsibility related to diversity according to the Human

Rights Code, WorkSafeBC, and employment equity legislation.

Abbotsford — Clearbrook Centre (20248) 2 sessions, Mon, Wed, 6:30–9:30 pm, \$115. **Apr 27–29**

Employment Preparation

Complete a job search, prepare employment documents (cover letter, résumé, and reference sheet), and participate in interview activities specific to your field and targeted to help you interview successfully and achieve employment.

Abbotsford — Clearbrook Centre (40196) 1 session, Tue, 6:30–9:30 pm, Sat, 9 am–12 pm, \$115. **May 5–9**

Chilliwack campus — Canada Education Park (20232) 1 session, Tue, 6:30–9:30 pm, Sat, 9 am–12 pm, \$115. **Mar 17–21**

Evidence-Based Decision Making

Learn how to gather, organize, review, and evaluate evidence to guide the decision-making process. Explore key approaches to evidence-based decision making through case studies and literature from varied disciplines. Examine evidence-based methodology, including where and how critical thinking skills fit in, various experimental designs used to collect data, and how to use statistics to provide strong evidence.

Online

(20230) \$605. **Feb 18–Apr 24**

(40197) \$605. **May 4–Jul 7**

Myers–Briggs Type Indicator (MBTI) — NEW

At the core of effective leadership is the understanding of who you are. Gain a deeper level of self-awareness and a greater understanding of what motivates others based on the MBTI® (Myers-Briggs Type Indicator). Through self-assessments, exercises, and skills practice, you develop a deeper understanding of yourself to reach your full potential and increase your leadership effectiveness.

Abbotsford — Clearbrook Centre

(20279) 3 sessions, Mon, Wed, 6:30–8:30 pm, \$160. **Feb 24–Mar 2**

(40232) 3 sessions, Mon, Wed, 6:30–8:30 pm, \$160. **May 4–11**

Project Management

Project management is a fundamental skill in today's workplace. Learn the basics of good project management, planning considerations, and how to create reasonable, manageable project objectives. Explore ways of keeping your project on track. Learn how to manage information using Microsoft Project and develop Gantt charts, employee calendars, progress reports and schedules. Examine how to manage multiple projects simultaneously to successfully navigate the demands of today's workplace.

Abbotsford — Clearbrook Centre

(20249) 4 sessions, Sat, 9 am–2:30 pm, \$360. **Feb 22–Mar 14**

(40211) 4 sessions, Sat, 9 am–2:30 pm, \$360. **May 23–June 13**

How to Start a Small Business

This course will explore the various options, considerations, and legal requirements of starting up a small business in B.C., including business structures, business types, business planning, and other essential steps. The session covers the ins and outs of start-up costs, break-even analysis, financing, market share, and marketing strategy.

Hope Centre

(20076) 1 session, Sat, 9 am–4 pm, \$120. **Apr 18**



"I was so happy to list my Management Skills and Human Resources Management certificates on LinkedIn. It is important to show fresh professional development on your résumé. Employers are looking for it."

— Denise Parker,
Western Canada Senior Administrator
at Weatherproofing Technologies

PUBLIC RELATIONS

BUILD STRONG TIES WITH YOUR STAKEHOLDERS

Public relations professionals play a vital role in their organizations by using media to build a positive reputation, grow influence, and engage customers.

Seize opportunities in this fast-moving field. UFV's Public Relations program equips you with hands-on knowledge in public relations, social media, image management, public speaking, media relations, and writing. These sought-after skills qualify you for employment opportunities or career advancement across a wide range of disciplines.



Part time (1–3 years)

Online with some in-class sessions at
Clearbrook Centre in Abbotsford



Application required
Apply at ufv.ca/apply

ufv.ca/PR

PUBLIC RELATIONS

Apply the following classes toward a Public Relations certificate or take them as stand-alone classes. Contact continuingeducation@ufv.ca to get permission to take stand-alone classes.

Ask & Answer: Skills for Interviews — PR04

Learn how to conduct interviews for public relations. Within a variety of interview genres, practice the art of developing questions, initiating an interview, answering questions, and closing an interview.

Online
(20097) \$285. **Jan 20–Feb 9**

Writing for the Internet — PR05

Master key rules of effective communication as they apply to online readers and writers. Learn to tailor your message for a digital audience, when using web pages, blog posts, or social media.

Online
(20098) \$285. **Feb 10–Mar 1**

Impression Management: Influencing your Public Image — PR06

Explore the actions that help shape a positive image in the eyes of the public or stakeholders. Understand how situation, media channel, intended audience, and other key factors influence your strategies.

Online
(20099) \$285. **Mar 9–29**

Marketing 21st Century Style — PR12

Explore the proven marketing skills used today. Examine viral, social, and authentic marketing strategies. Learn how to engage with current and potential customers using a variety of channels and platforms.

Online
(20100) \$115. **Mar 30–Apr 5**

Social Media & Digital Citizenship — PR02

Explore techniques to use social media effectively. Master tools, such as Twitter, Facebook, and LinkedIn, and find out how to integrate them as an essential part of an effective communication strategy.

Online
(20235) \$285. **Apr 20–May 10**

Visual Communications — PR08

Learn to leverage the value of typography,

graphics, and document design to boost the impact and clarity of PR communications.

Online
(40068) \$285. **May 11–31**

Copyright and Legal Issues — PR09

Examine how copyright and legal factors affect a communication plan's design. Find out about protecting work and explore legal issues surrounding personal information, privacy, open source materials, print materials, images, videos, and social media.

Online
(40069) \$285. **Jun 8–28**

Employment Messaging — PR11

Learn to prepare an employment portfolio, including traditional résumés and cover letters, online materials, and social media career profiles. Review interview techniques to present yourself professionally.

Online
(40070) \$115. **Jul 6–12**

Public Relations Practicum — PR13

Get meaningful work experience and exposure to the field of Public Relations. You must first complete all courses — or be enrolled — in order to qualify.

Off-campus location
(40198) \$765. **Jul 20–31**

RECORDS MANAGEMENT

MANAGE DOCUMENTS TO SIMPLIFY WORKFLOWS

Manage records in law firms, doctors' offices, government agencies, or any organization with large document stores. Digital technologies drive organizations to seek help to manage records and documents efficiently.

The Records Management program teaches you industry standards and best practices to create, organize, secure, archive, and track electronic and paper records to facilitate retrieval and ensure legal compliance. This expertise can set you apart from the office pool and lead to career opportunities in a variety of fields.



Part time (1–3 years)
Online



Application required
Apply at ufv.ca/apply

ufv.ca/records

RECORDS MANAGEMENT

Apply the following classes toward a Records Management certificate or take them as stand-alone classes. Contact continuingeducation@ufv.ca to get permission to take stand-alone classes.

Databases: Access — RM05

In this hands-on course, learn about basic database concepts using Microsoft Access. Topics include building reports and forms; designing, creating, maintaining, editing, and querying a database.

Online
(20204) \$285. **Jan 20–Feb 9**

Fundamentals of Records Management — RM01

Prerequisite: familiarity with databases (e.g. Access)

Review the responsibilities, terminology, roles, and governing principles of current records management practices. Learn how to implement a records management program in a variety of organizations.

Online
(20205) \$285. **Feb 10–Mar 1**

Business Communications — RM08

Explore the principles of business communications. Learn to write direct, indirect, and persuasive messages; and master the art of adapting messages for specific purposes and audiences.

Online
(20206) \$285. **Mar 2–Mar 22**

Records Classification — RM02

Prerequisite: familiarity with databases (e.g. Access)

Records exist in many formats: digital or physical, personal or shared. Learn to classify records for systematic identification, coding, and easy retrieval. Explore standards and best practices to sort, maintain, and archive electronic and original documents, using various classification systems.

Online
(20246) \$570. **Mar 23–Apr 26**

Digital Age Literacy — RM04

Learn the technical skills needed to manage electronic communications organize and transfer data, and keep records secure.

Online
(40208) \$285. **May 4–May 24**

Word-Processing: Word — RM07

Learn how to design and organize documents using Microsoft Word software. The course puts a special emphasis on

attention to detail and practical application in preparing business documents and forms.

Online
(40210) \$285. **May 25–Jun 14**

Records Management Systems — RM03

Prerequisite: familiarity with databases (e.g. Access)

This course provides an introduction to records management systems. Topics will follow the life cycle of a record and provide you with the guidelines needed to create a records management system from inventory to destruction.

Online
(40207) \$570. **Jun 15–Jul 19**

Spreadsheets: Excel — RM06

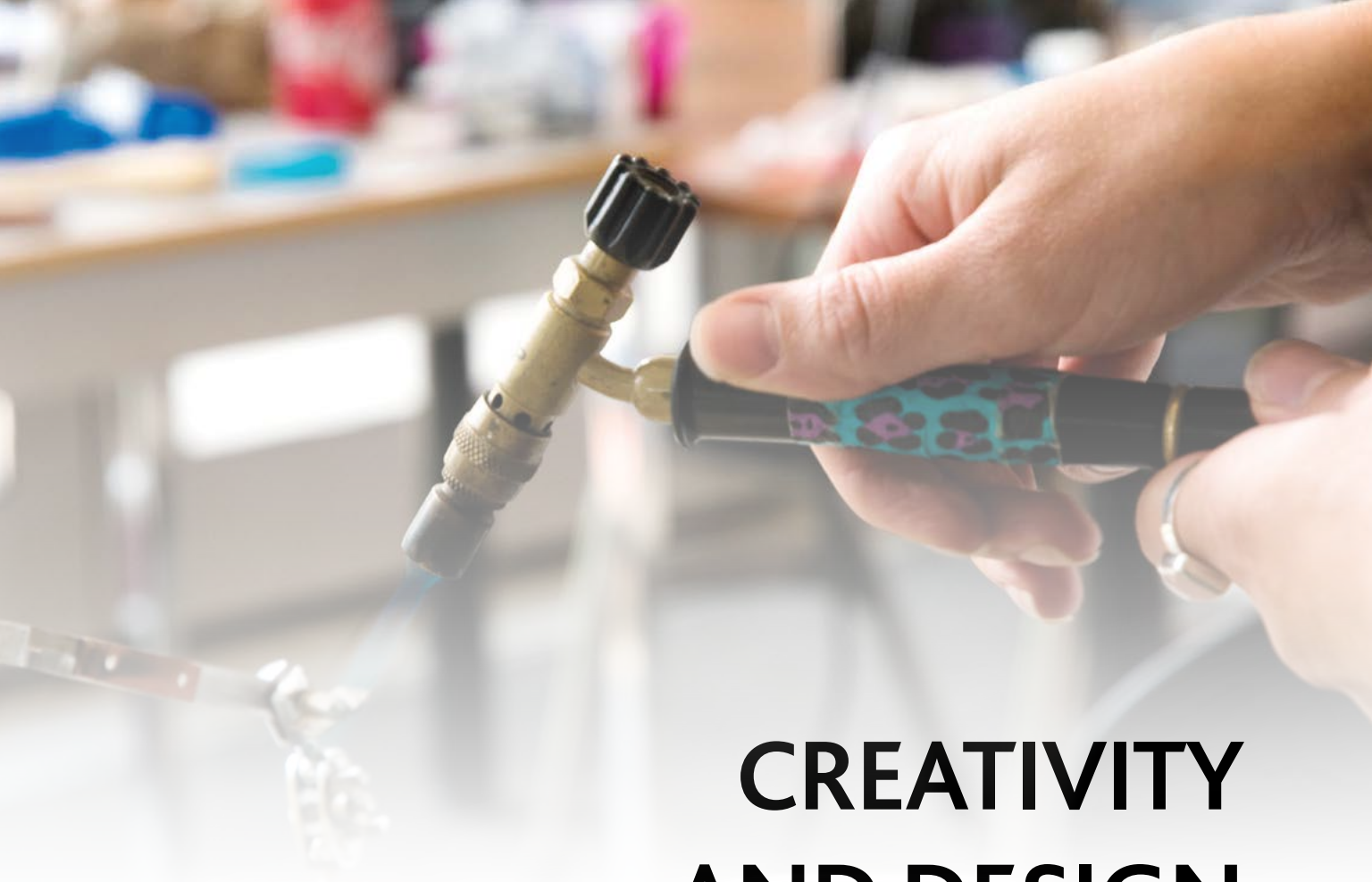
Learn about spreadsheet concepts using Microsoft Excel software. Emphasis is on using spreadsheets for business applications.

Online
(40209) \$285. **Jul 20–Aug 9**

Records Management Practicum

Apply what you learned and get work experience. First week consists of an online Employment Skills workshop. The remaining two weeks are off-site with a host company.

Off-campus location
(20277) \$765. **Mar 2–8**, online, **Mar 9–20**, off-site
(40108) \$765. **Aug 10–16**, online, **Aug 17–28**, off-site



CREATIVITY AND DESIGN

JEWELRY

JEWELRY SILVERSMITHING WITH BARRIE EDWARDS

Jewelry Silversmithing Beginner

This class is for beginners who wish to make jewelry for themselves or as gifts. Create two or three pieces of sterling silver jewelry using the basic techniques of sawing, filing, soldering, and stone setting. A basic tool kit is required, available at first class for approximately \$100 (cash only). Sterling silver and gemstones are also available for purchase. Estimated cost of the first project is \$25. If you already have a gemstone, bring it to class to have its suitability assessed. No previous experience is necessary.

Chilliwack — Trades and Technology Centre
(20019) 6 sessions, Tue, 5:30–8:30 pm, \$395.
Feb 4–Mar 10

SATURDAY JEWELRY MAKING CLASSES

Instructor will have tools for sharing available during class. Those who wish to purchase tools for any of these classes can request a tool list prior to class. Materials fee is payable in class (cash only) and does not include gemstone/cabochon, unless otherwise noted. Stones available for purchase will vary in price.

Chilliwack — Trades and Technology Centre

Classes run on the specified Saturdays from 10 am–2 pm.

Registration fee for each class is \$89 with additional cash materials fee noted below.

All in the Details Pendant

(20233) Material Fee \$50. **Feb 8**

Mixed Metal Bracelet

(20251) Material Fee \$50. **Feb 22**

Stacking Rings

(20060) Material Fee \$60. **Mar 7**

Chandelier Earrings

(20252) Material Fee \$40. **Mar 21**

Double Wire Ring

(20234) Material Fee \$50. **Apr 4**

Hollow Bead Pendant

(20253) Material Fee \$50. **Apr 25**

Chainmaille Bracelet

(40212) Material Fee \$30. **May 9**

Sand Casting

(40213) Material Fee \$50. **May 30**

Puzzle Rings

(40205) Material Fee \$40. **Jun 13**

Landscape Pendant

(40206) Kit Fee \$40. **Jun 27**

Read program descriptions and view photos on the website at ufv.ca/jewelry



Puzzle Ring



Landscape Pendant



Stacking Ring

Jewelry Silversmith-Advanced

Build on what you learned in the beginner's jewelry silversmithing class and move on to advanced techniques, such as hinges, clasps, simple claw settings, surface treatments, advanced chain making, and more. An understanding of basic fabrication techniques is required.

Chilliwack — Trades and Technology Centre
(20059) 6 sessions, Tue, 5:30–8:30 pm, \$395.
Apr 7–May 12

Jewelry Bootcamp I

Spend a full five days learning to make jewelry with renowned instructor Barrie Edwards. Start by making a basic ring and progress through different projects, expanding and perfecting your skills as you go. Choose projects that interest you and work at your own pace to complete at least three or four pieces in silver and copper. Supply fees vary depending on projects. Budget for a minimum cost of \$150. Tools are supplied with an option to purchase a discounted basic kit at week's end.

Chilliwack — Trades and Technology Centre
(40089) 5 sessions, Mon–Fri, 10 am–5 pm, \$695.
Jul 20–24

Jewelry Bootcamp II

Build on what you have learned in Bootcamp 1 or other classes and master more complicated and varied techniques such as reticulation, a variety of settings, hinges, filigree, hollow-forms, and more, based on requests from class members. Work at your own pace on multiple projects to maximize class time. Supply fees will vary depending on projects, but budget for a minimum cost of \$150. You may choose to replace silver with copper on some projects to cut costs down. Bring your own basic tools. Some tools will be available to share during class.

Chilliwack — Trades and Technology Centre
(40224) 5 sessions, Mon–Fri, 10 am–5 pm, \$695.
Jul 27–31

JEWELRY DESIGN WITH CARLA SWOPE

Wire Wrapping

Set a stone, add some baubles, put it on a chain and discover many techniques to create something unique and totally solder-free!

A \$20–\$35 kit fee (depending on the supplies you choose) is payable in class (cash only).

Chilliwack — Trades and Technology Centre
(20112) 1 session, Sat, 10 am–2 pm \$89. **Feb 29**
(20258) 1 session, Wed, 5:30–8:30 pm \$89. **Mar 4**

Wire and Beaded Earrings

Learn about beading tools, colour-shape combinations, and techniques for excellent quality earring design. Master the art of proper head pin bending. Learn to use jump rings. The course is suitable for beginners, but provides great tips for experienced jewelry designers as well. Bring needle nose pliers, chain nose pliers, and wire cutters.

Tools are available to share. However, bring your own if available, as well as extra lighting and eye glasses, if required. A \$20 supply fee is payable in class (cash only). Includes private YouTube tutorial link.

Chilliwack — Trades and Technology Centre
(20259) 1 session, Sat, 10 am–2 pm \$89. **Mar 14**



All in the Details



Mixed Metal Bracelet



Double Wire Ring



HEALTH CARE

ACTIVITY ASSISTANT

— SOME GRANTS AVAILABLE

CERTIFICATE

HELP OLDER ADULTS STAY ACTIVE, ENGAGED, AND HEALTHY

Use your talents to enhance the lives of adults in long-term care by helping plan and implement recreation activities that promote wellness.

The Activity Assistant part-time program equips you to organize and provide activity programming for older adults to help them maintain health, mood, mobility, and independence, as well as improve quality of life and social interaction. Demand for activity assistants is growing in long-term care homes, assisted living settings, adult day care programs, mental health homes, and residential group homes.



Part time (9 months)

Online with some in-class sessions
at Clearbrook Centre in Abbotsford

Part 1: online (5 months)

Part 2: in class (4 months) Tue, Thu
evenings, one Saturday a month



Application required
Apply at ufv.ca/apply
Intake: September

ufv.ca/activity-assistant

DENTAL OFFICE RECEPTIONIST

CERTIFICATE

— ELIGIBLE FOR FINANCIAL AID

SUPPORT A DENTAL TEAM

Combine office administration skills with specialized dental knowledge to become a skilled dental office receptionist who is in demand in dental offices, dental supply companies, insurance companies, and dental labs.

Learn from instructors with current industry knowledge and master dental terminology, office procedures, appointment bookings, billing software, and insurance claims. Top your classroom learning with a hands-on practicum to prepare you to support any dental team with your strong communication and administrative skills.



Full time (4 months)

Clearbrook Centre, Abbotsford
Mon–Thu, 9 am–3:30 pm



Application required
Apply at ufv.ca/apply
Intake: September

ufv.ca/DOR

NURSING UNIT CLERK

CERTIFICATE

— ELIGIBLE FOR FINANCIAL AID

BECOME A KEY MEMBER OF A HEALTH CARE UNIT

Get ready to work as a certified nursing unit clerk in a hospital facility and take on the administrative and liaison responsibilities that enable a health care unit to function smoothly.

The Nursing Unit Clerk program teaches you to communicate effectively with nurses, physicians, and health care team members. You learn to prioritize in a fast-paced environment, identify commonly used hospital drugs, process doctors' orders, and follow up accordingly. Course materials based on current industry standards and a hands-on practicum ensure that, upon graduation, you are fully ready to launch a career in this dynamic field.

Full time
(6.5 months)

Clearbrook Centre, Abbotsford
Mon, Tue, Thu, Fri, 9 am–2:30 pm



Application required
Apply at ufv.ca/apply
Intake: May and Sep, 2020

ufv.ca/NUC



Health and career: a journey

“

"I had my first surgery at fourteen and the second at sixteen. I had to relearn how to walk. I spent a lot of time in the hospital. That's where my love of health care was born."

—Victoria Hu, Nursing Unit Clerk

Having reconstructive leg surgery as a young teen in BC Children's Hospital set the course of Victoria Hu's life.

"I had my first surgery at fourteen and the second at sixteen," Victoria recalls. "I had to relearn how to walk. I spent a lot of time in the hospital. That's where my love of health care was born."

Because her surgeries required a lengthy home recovery, Victoria completed part of her high school online. After she graduated, she worked for a while as a make-up designer for a theatre company and a customer service clerk at a local recreation centre.

"I found out that I love the administrative side of customer service," Victoria says. "Becoming a nursing unit clerk combined my love of administration and health care. For me, it was a perfect match."

Choosing a program

Victoria researched Nursing Unit Clerk programs online. "A friend of mine had completed the program at UFV and she highly recommended it," Victoria says. "The program is aligned with Fraser Health Authority, which is a strong advantage. And since I live in Chilliwack, UFV was also conveniently located."

Victoria's family was supportive of her choice. Her grandparents had saved money in an RRSP to provide both Victoria and her brother with a post-secondary education. "My grandpa was so proud and excited to have his oldest grandchild going to university," Victoria says. "He's a sweet man."

Student life

Victoria started her studies in November 2017. It was an intensive eight months," she says. "It's very different from high school. It requires a lot of studying, but you end up with more knowledge than you expected. Teachers are passionate about the subject. And you get grounded in medical terminology and what to expect in a hospital setting."

In the midst of school pressure, camaraderie kept Victoria going. "I enjoyed everyone around me," she says. "Our group of girls became very close. And we are still close to this day."

All in a day's work

After graduating in June 2018, Victoria started a 180-hour practicum in the emergency room at Chilliwack General Hospital. She was hired shortly after completing her practicum in early fall.

The emergency room in Chilliwack is one of the busiest in the Fraser Valley. "I love working in such a fast-paced environment," Victoria says. "It helps the day go by fast. I also enjoy the people there and how they work together to help patients."

Eventually, Victoria also landed a maternity leave replacement position in a clinic at the Abbotsford Regional Hospital. "I'm now working regular part-time hours," Victoria says, "and supplementing with casual shifts in the emergency room. With casual work, you get to make your own schedule, but it's also nice to have consistent hours."

Even in an administrative health care position such as nursing unit clerk, each day presents new challenges, which keeps work interesting. "One of our UFV instructors told us that nursing unit clerks are the equivalent of air traffic controllers in the hospital world," says Victoria, "and it's so true. Nursing unit clerks help medical professionals focus on what they are trained to do without having to worry about administrative tasks. We're on top of everyone's needs. We coordinate anything from food to x-rays. We make sure all meds are updated, doctors' orders are sent off, patients are booked and registered, and the unit is set up with everything at your fingertips."

Staying healthy

While Victoria developed a strong sense of purpose in her role as a nursing unit clerk, she also needed to learn to cope with difficult outcomes. "I had never dealt with a fatality before," she says. "It's hard to witness people dying. You're working and you're so busy. There's no time to wrap your brain around this reality. Fortunately, there's good support in the hospital to help you address this type of trauma. I got help early on and I did not dwell on it."

In her walk as a student and young professional, Victoria stresses the need to care for your physical and mental health. "First you go to school and get work done under pressure," she says, "and then you move to a hospital setting, which can be a hard place to be. It's really important to take care of your health."

For Victoria, this is doubly true as the ligaments in her body are an ongoing concern. "I need to keep exercising and strengthening my muscles," she says. "I am far more active now, running around on a medical floor than I use to be as a student. In fact, I recently went rock climbing, which is something I could not have done before my surgeries. Keeping healthy is a journey."

MEDICAL OFFICE ASSISTANT

CERTIFICATE

— ELIGIBLE FOR FINANCIAL AID

BECOME A KEY PLAYER IN A MEDICAL OFFICE

In less than five months, the Medical Office Assistant (MOA) program provides you with the skills to manage a medical office in a clinic, hospital, health agency, or private practice.

Learn to perform clinical and clerical procedures such as scheduling appointments, filing insurance claims, taking patients' medical histories, and preparing for basic clinical examinations. Your studies end with a two-week practicum that provides you with valuable real-world experience.



Full time (4.5 months)
Online, two evenings per week



Application required
Apply at ufv.ca/apply
Intake: September

ufv.ca/MOA

ADVANCED MEDICAL OFFICE ASSISTANT

CERTIFICATE

TAKE A LEADERSHIP ROLE IN A MEDICAL PRACTICE

Enhance, refresh and add a new set of skills to advance your medical office career and take on extended responsibilities in a clinic, hospital, health agency, or private practice.

The Advanced Medical Office Assistant (AMOA) program equips you with the skills you need to grow the scope of support you provide to a physician. You acquire advanced administration, staff leadership, patient support, and clinical support skills. This program is perfect if you are an experienced MOA, who is seeking career growth and would like to develop an advanced skill set.



Full time (6 months)
Online, two evenings per week

Campus location options



Contact your Division of Family Practice to join a class.

ufv.ca/AMOA

HEALTH EDUCATION

Nursing Foot Care

Prerequisite: Students must be an active, licensed RN, LPN, RPN, or NP (nurse practitioner) to take this course. Certification will be confirmed. Provide nursing license number and expiry date when registering.

Learn to provide nursing foot care services within a health care setting and in private practice. In the first part of the course, you study theory online and in part two, you review what you have learned and participate in clinical practice. This course meets the National Competencies for Advanced Nursing Foot Care in Canada standards, issued by the Canadian Association of Foot Care Nurses (CAFCN). The course has an in-depth focus on assessment of the foot and lower limb; prevention and education for clients with diabetes to assist in preventing diabetic foot complications; sterilization and infection control procedures used in reprocessing instruments; and an excellent review of the

process and resources needed to start your own business. Upon completion, you have your own foot care kit, including four sets of tools and supplies needed to start your foot care career. Textbook available at the UFV Bookstore.

Online
(20262) Online course work 8 weeks, \$1500 (plus \$450 supply kit + tax). **Jan 6–Mar 15**

Onsite clinical (face-to-face, 3-day applied practice) | **Fri–Sun, Mar 13, 14, 15**, at the Senior Come Share Society, 15008 26 Ave, Surrey, B.C.
(20266) Online course work 8 weeks, \$1500 (plus \$450 supply kit + tax). **Apr 14–Jun 7**

Onsite clinical (face-to-face, 3-day applied practice) | **Fri–Sun, Jun 5, 6, 7**, at the Senior Come Share Society, 15008 26 Ave, Surrey, B.C.



To go to UFV was a no-brainer. Having the theory portion online was super-convenient. I only had to drive to attend the three-day practicum in Surrey. The practicum was a huge asset. I would not have been confident to practise foot care without it.

—Nikolas Kroker
Owner, Mountain Foot Care



COMMUNITY PARTNERSHIPS

Looking for additional learning opportunities? UFV's community partners offer a selection of courses and activities for lifelong learners.

Lifetime Learning Centre

Centre for community, education, and wellness programs in Mission.

lifetimelearningcentre.org 604-820-0220

Chilliwack ElderCollege

Providing adults over the age of 50 with access to educational and learning opportunities for the purpose of enriching life and expanding knowledge.

chilliwackeldercollege.ca 604-702-2611

Abbotsford Learning Plus Society

Recreational and cultural activities during the day, for seniors and retirees in the Abbotsford area.

learningplus.ca 778-808-7377



Needed: Women in trades

Starting a career in trades may be unconventional for a woman, but it has its benefits.

Ask Red Seal carpenter Emilie Biela. After high school, she landed a summer job with VGS Contracting, a local construction, equipment supply, and installation company in the commercial greenhouse industry. One day, her boss asked her if she would like to be sponsored for an apprenticeship.

"I said, 'Okay. Sure. Cool!'" Emilie laughs.

Emilie loved the smell of wood. And she had spent many happy moments in childhood helping her dad with building and renovations on the family's homestead. She signed up for her Level I Carpentry Apprenticeship with UFV Trades.

Loving the paycheck

Because Emilie had good grades in high school classes, some people expected her to pursue a traditional academic path and questioned her career choice.

"Just because I have the marks doesn't mean I need to go to university," Emilie says. "To earn a degree, you may have to

spend five to seven years. And will there be jobs in your field when you graduate? The trades have high starting wages. And they increase faster than many other jobs."

In fact, the average wage of a woman in trades is double that of a retail job. "Most retail jobs are paid minimum wage," Emilie points out. "You can't live off that. With a career in trades, you do not have to live paycheck to paycheck."

Emilie is one of thousands of British Columbians to find well-paying careers in the trades each year. With an aging population fuelling waves of retirement, more people are leaving the workforce than entering, which creates an acute shortage of skilled tradespeople.

Statistics Canada and the Canadian Apprenticeship Forum report that Canada needs to attract 167,739 new apprentices over the next five years just to keep pace with current demand.

That opens up opportunities for women like never before.

Thriving as a woman in trades

Traditionally, the skilled trades have been male-dominated. A Statistics Canada study shows that fewer than 4% of



"It's awesome to see something you've built with your own hands. There's great satisfaction in pushing yourself to do something you were not sure you could do."

— Emilie Biela, Red Seal Carpenter



people employed in the trades are women.

"Women who choose the trades work harder to prove themselves," Emilie says. "You have to stand out. You cannot just be as good as the guys. You have to be better."

This can be intimidating, especially for women who have not had the chance to familiarize themselves with tools and machines in their past.

"Every fall, we run an Explore Trades Sampler program just for women to give them a safe space to learn," says Anna Mayo, Coordinator for UFV's Industry Services and Part-time Trades. "They can get hands-on experience in a supportive, less competitive environment. After three months, students have a much better idea if a career in trades is for them. They've also gained useful skills and earned industry certifications, which gives them a leg up in the workforce."

Different people have different skills

According to Emilie, even smaller women can consider a job in the trades. "It's about learning to work smarter, not harder," she says. "Even if you don't have great physical strength, you can find ways of doing things that work for you. There are guys who cannot do heavy work either. Different people have different skills. I'm not the strongest on my team, but I pay attention to details and I see things that my coworkers may not notice."

Valuing the skills of each team member on a job site is the hallmark of a good leader. "Your boss and your coworkers will stand up for you if people question your

place as a woman on the job," Emilie says. "Your team becomes your family. And you have each other's back."

That said, Emilie also adds: "Don't be afraid to stand up for yourself. If you're not respected, have a chat. If respect does not follow, look elsewhere. You deserve to find a supportive workplace."

Taking pride in a job well done

Currently, Emilie works for On Side Restoration in Abbotsford. She loves the variety that her work affords. "I've built barns, custom homes, movie sets," she says. "From one day to the next, I may set trusses, or install baseboards. Or even cut fallen trees that have caved a structure. Every day is different and I enjoy the mix."

Pride in a job well done is one of the major perks of a career in trades. "It's awesome to see something you've built with your own hands," Emilie says. "There's great satisfaction in pushing yourself to do something you were not sure you could do."

Eventually, Emilie would like to become a shop instructor in the school system. "I'd like to tell my story, inspire the next generation, and share my knowledge," she says.

Last October, Emilie taught carpentry skills for UFV's Women in Trades program. "I've never had a woman mentor through my years as an apprentice," she notes. "I've had male mentors and they were great. But I think it's important for young girls and women to also have that mentorship from another woman."



Explore trades careers

UFV's Explore Trades Sampler program is ideal for students, young adults, or women wishing to learn practical skills, gain general employment certifications, and explore trades careers.

Chilliwack — Trades and Technology Centre
(40086) Mon–Fri, 8:30 am–3:30 pm, \$1495. Jul 6–Aug 28
Women-only Explore Trades coming Fall 2020.

ufv.ca/discover-trades



INDUSTRY SERVICES

EMPLOYMENT CERTIFICATIONS

Certification CFC Recovery

Based on Environment Canada's Code of Practice for reducing chlorofluorocarbon (CFC) emissions, this course covers environmental data, B.C. environmental legislation, the principles of safe refrigerant recovery procedures, refrigerant types and applications, refrigerant properties and toxicity, domestic and commercial refrigeration systems, recovery and recycling operations, refrigerant storage and re-use, and a basic comparison study of recovery units. Upon successful completion, you receive an HRAI/Environment Canada/B.C. Environment Certificate in CFC/HCFC/HFC Controls, and a certificate number for refrigerant handling, as required under current B.C. regulations. Course cost includes book purchase, which will be distributed on the first day of class.

Chilliwack — Trades and Technology Centre
(20041) 3 sessions, Mon, Wed, 6–9 pm, \$245.
Mar 16–Mar 23

Explore Trades Sampler

UFV's Explore Trades Sampler program is a special opportunity for you to sample multiple trades to help you decide which one you'd like to pursue as a career. It is ideal for students, young adults, or women wishing to learn practical skills, gain general employment certifications, and explore trades career opportunities. As a program participant, you get to learn on top-of-the-line equipment and tools in UFV's spacious Trades and Technology Centre, under the supervision of an experienced instructor. Get more info at ufv.ca/discover-trades

Chilliwack — Trades and Technology Centre
(40086) Mon–Fri, 8:30 am–3:30 pm, \$1495.
Jul 6–Aug 28

Pesticide Applicators Certificate — Agriculture

Learn the laws and bylaws that regulate the use of pesticides and prepare to write

the Provincial Pesticide Applicator's Certification exam for agriculture general. Exam is written on the last day of classes. Purchase the following book for the first day of class from the UFV Bookstore:

- *Pesticide Applicator Course for Agriculture Producers*

Chilliwack campus — Canada Education Park
(40189) 4 sessions, Tue, Wed, Fri, 6–9 pm, Sat, 9 am–3:30 pm \$549. **May 19–23**

Pesticide Applicators Certificate — Landscape

Learn the laws and bylaws that regulate the use of pesticides and prepare to write the Provincial Pesticide Applicator's Certification exam for landscape general. Exam is written on the last day of classes.

Other equipment operation training available as requested. Contact 604-847-5451 to inquire.

Purchase the following books for the first day of class from the UFV Bookstore:

- *Canadian Pesticide Education Program Applicator Core Manual, B.C. edition*
- *Landscape Applicator Certification Manual — 2017 Edition*

Chilliwack campus — Canada Education Park
(40180) 4 sessions, Mon, Wed, Fri, 6–9 pm, Sat, 9 am–3:30 pm, \$549. **Jun 15–20**

FIRST AID

RED CROSS COURSES

Red Cross Basic Life Support

This course is for health care providers, including in-facility care providers, nursing staff, care aides, medical and dental professionals, pre-hospital care providers, firefighters, rescue teams, sports medicine providers, lifeguards, and ski patrols. Build confidence performing CPR skills and gain the important steps to conduct a rapid assessment, perform Basic Life Support (BLS) skills, rapid defibrillation, and airway management and oxygen therapy. Three-year expiry.

Abbotsford — Clearbrook Centre

(20240) 1 session, Sat, 9 am–3:30 pm, \$95. **Feb 8**
(40203) 1 session, Sat, 9 am–3:30 pm, \$95. **Jun 6**

Red Cross CPR Level C

This course is for professional rescuers, such as police officers, firefighters, first responders, workplace First Aid teams, and lifeguards. It is based on the current First Aid and CPR guidelines. It covers one- and two-person rescue and adult, child, and infant CPR. It also provides an introduction to AED. Three-year expiry.

RED CROSS PSYCHOLOGICAL FIRST AID

This course is for those who require in-depth knowledge and techniques to recognize and assist people in crisis after experiencing loss, grief, trauma, and stress, with an emphasis on self-care and personal protection. Apply the Red Cross Look, Listen, Link, Live model — a resiliency-building approach to emotional, psychological, and social well-being that teaches you how to support yourself and others to cope with the effects of various

Abbotsford — Clearbrook Centre

(20242) 1 session, Sat, 9 am–2:30 pm, \$75. **Mar 14**
(20244) 1 session, Sat, 9 am–2:30 pm, \$75. **Apr 18**

Red Cross Child Care Emergency First Aid

This course is for parents with children up to eight years old and is based on the current First Aid and CPR B guidelines. It stresses emergency First Aid procedures, recognition of home hazards, allergies, bleeding management, and child/infant CPR, including airway emergencies, breathing and circulation emergencies, First Aid for respiratory and cardiac arrest, head and spine injuries, wound care, and poisons. Recognized by the BC Provincial Childcare Facilities Licensing Board. Three-year expiry.

Abbotsford — Clearbrook Centre

(20115) 2 sessions, Tue, Thu, 6–10 pm, \$110. **Feb 4–6**
(20245) 2 sessions, Mon, Wed, 6–10 pm, \$110. **Apr 6–8**

Red Cross Emergency First Aid

This course teaches First Aid and CPR techniques in an interactive environment for people who want to know how to respond to emergencies in the home or workplace. Learn about adult cardiovascular emergencies, CPR, choking, airway and breathing emergencies, sudden medical conditions, prevention of disease transmission, and injuries to head and spine. The course is based on the current First Aid, CPR, and AED guidelines and meets OHS regulations for basic First Aid. Three-year expiry.

Abbotsford — Clearbrook Centre

(20241) 1 session, Sat, 8 am–4:30 pm, \$110. **Jan 25**
Chilliwack campus — Canada Education Park
(20265) 1 session, Fri, 8 am–4:30 pm, \$110. **Apr 17**

types of stress and linking them to resources and supports within yourself or in your community. The course uses primarily case-based learning and includes the latest evidence from the international community. Prior to the in-class session, you must complete a 45–90 minute online learning component. Three-year expiry.

Abbotsford — Clearbrook Centre

(20238) 1 session, Sat, 8:30 am–4 pm, \$215. **Feb 1**
(20239) 1 session, Sat, 8:30 am–4 pm, \$215. **Apr 4**
(40201) 1 session, Sat, 8:30 am–4 pm, \$215. **Jul 4**

Red Cross Standard First Aid

This course provides comprehensive First Aid and CPR techniques for those who need training to meet work requirements or wish to know how to respond to emergencies in the home. It covers cardiovascular and breathing emergencies, CPR C, prevention of disease transmission, soft tissue injuries, poisons, and injuries to the head and spine. It is based on the current First Aid, CPR, and AED guidelines and meets a variety of provincial and territorial regulations for standard First Aid and CPR. Three-year expiry.

Abbotsford — Clearbrook Centre

(20243) 4 sessions, Tue, Thu, 6–10 pm, \$179. **Feb 18–27**
(40018) 4 sessions, Tue, Thu, 6–10 pm, \$179. **May 12–21**

WORKSAFE BC OCCUPATIONAL FIRST AID COURSE

Occupational First Aid — Level I

This one-day program is designed to provide life-saving First Aid skills to workers in industry settings, including basic First Aid, blocked airways, and one-person CPR. Participants must be at least 16 years old. Three-year expiry.

Abbotsford — Clearbrook Centre

(20011) 1 session, Fri, 8 am–4:30 pm, \$112. **Jan 24**
(20116) 1 session, Sat, 8 am–4:30 pm, \$112. **Apr 4**
(40001) 1 session, Fri, 8 am–4:30 pm, \$112. **May 1**
(40171) 1 session, Sat, 8 am–4:30 pm, \$112. **Jun 13**
(40204) 1 session, Fri, 8 am–4:30 pm, \$112. **Jul 17**
Chilliwack campus — Canada Education Park
(20264) 1 session, Fri, 8 am–4:30 pm, \$112. **Feb 21**
(40223) 1 session, Fri, 8 am–4:30 pm, \$112. **Jun 19**

Occupational First Aid — Level II

This 40-hour course covers all intermediate medical techniques needed to qualify as a First Aid attendant in the workplace. Attendants must be 19 years and older.

Abbotsford — Clearbrook Centre

(20001) 5 sessions, Mon–Fri, 8 am–4:30 pm, \$550. **Mar 2–6**
(40023) 5 sessions, Mon–Fri, 8 am–4:30 pm, \$550. **May 25–29**

HELPING THROUGH TOUGH TIMES



When someone is in crisis, it is easy to resort to common platitudes in an effort to offer comfort. Few of us are equipped to support others effectively when they go through stress, grief, trauma, or loss.

A new Psychological First Aid course developed by the Red Cross aims to change that.

Course materials were created to equip first responders to address psychological distress in victims of disasters or terrorist attacks. But the principles proved to have wider applications. "The Psychological First Aid course really helps participants recognize signs of stress, trauma, grief, or loss and know how to deal with their effects," says Mike Mutter, who is a nurse, paramedic, and Continuing Education instructor. "You can apply these principles both to yourself and others."

"Not all stress arises as a result of crisis," points out Sandy Balascak, who co-teaches the Psychological First Aid class with Mike at UFV Continuing Education. "Cumulative stress can lead to a mental health crisis. The ability to recognize that mental health issues exist and know what to do when we see them can be key in making a real difference in people's lives."

Sandy, who is an administrator at an alternate school for youth, first took the Psychological First Aid course as part of a Pro-D day. Shortly after, she decided to train as an instructor. Mike took the opportunity to expand his repertoire when Red Cross offered the training to First Aid instructors.

Both Sandy and Mike became passionate about teaching the course when they saw the impact it can have in day-to-day stressful situations.

Mental health is key to well-being

"We all deal with coworkers, family members, or friends who experience stress, grief, trauma or loss," says Mike. "Providing support early can have a profound effect on their well-being and quality of life and prevent a situation from escalating into a crisis."

The Centre for Addiction and Mental Health (CAMH) reports that one in two Canadians have — or have had — a mental illness by the time they are 40. In any given week, at least 500,000 employed Canadians are unable to work due to mental health problems.

Also according to CAMH, the stigma that surrounds mental illness prevents 40% of people with anxiety and depression from seeking medical help.

"We are all comfortable seeing a doctor when we have a physical injury," says Sandy. "But some people shudder at the thought of seeing a counsellor. We're hoping that this course can help us diminish the stigma surrounding mental health."

"There's a proven link between our physical and psychological health," Mike adds. "Psychological well-being is key to functioning well in day-to-day life. Knowing how to provide psychological care in daily situations can be just as important as knowing how to apply physical First Aid."

"You never know when something will happen," Sandy stresses. "Soon after I took the course, I came across an accident where the woman was in shock. She needed help both physically and psychologically."

Look, Listen, Link, Live

The Red Cross Psychological First Aid course shows participants how to apply the Look, Listen, Link, Live model — a resiliency-building approach to emotional, social, and psychological, well-being. Participants learn to recognize common signs of stress; listen and reflect on how these are manifested; link individuals in distress to information and services that can help; and apply strategies to promote health and keep psychologically healthy.

"The course provides practical tips that can be applied right away in the real world to assist others," Mike says. "There's also a lot of interaction and sharing about real-life situations in which participants have been involved."

"Everybody can benefit from taking this course," Sandy points out. "It is good to be able to recognize the mental issues that play a role in a situation and know what to do to address them."



OFFICE ADMINISTRATION

APPLIED BUSINESS TECHNOLOGY

CERTIFICATE

LAUNCH A CAREER AS AN OFFICE PROFESSIONAL

Add to your résumé the office expertise and advanced software skills that are highly prized by local employers in business, government, and industry.

This intensive six-month program equips you with the hands-on office skills you need to succeed in today's workplace. A three-week practicum gives you the opportunity to apply what you have learned in an office setting, gain experience, and build your network. When you graduate, you are ready to enter the workforce as an office professional or to pursue a specialization as a legal administrative assistant, records management professional, public relations specialist, and more.



Full time (24 weeks)

Clearbrook Centre, Abbotsford
Mon–Thu, classes; Fri, lab, 9 am–2:30 pm
(full time) Start January or September



Application required
Apply at ufv.ca/apply

ufv.ca/ABT

BOOKKEEPING FOR SMALL BUSINESS

CERTIFICATE

KNOW YOUR NUMBERS

If you are organized, focused, and detail-oriented, a career in bookkeeping can offer you flexible working hours, the option of working from home, and a steady income.

UFV's seasoned instructors teach you how to keep track of expenses, generate cash flow statements, keep on top of payroll demands, and complete taxation forms. When you graduate, you are ready to keep the books for small or home-based businesses and bring clarity to their financial statements. Since bookkeeping professionals are employed in almost every industry, you have an excellent breadth of employment options.

ACCELERATED OPTION

Enroll full time to complete this certificate in just 12 weeks.

Chilliwack campus — Canada Education Park

Program includes Sage 50
Feb 24–May 11 (BKKG CH 1)
May 13–Jul 29 (BKKG CH 2)

Clearbrook Centre — Abbotsford

Program includes QuickBooks
Mar 30–Jun 29, no class
May 18–29 (BKKG AB)

QUICKBOOKS OPTION

You may take QuickBooks Level I and II instead of Computerized Accounting (Sage 50) Level I and II to complete the Bookkeeping for Small Business certificate.



Full time (12 weeks)
Part time (1–3 years)

Various locations in Abbotsford and Chilliwack. Mon, Wed, Fri, 9 am–3:30 pm (full time). Evenings, 6:30–9:30 pm (part time).



No application necessary
To register, phone 604-854-4501
or toll free 1-888-823-8734

ufv.ca/bookkeeping

BOOKKEEPING FOR SMALL BUSINESS

Bookkeeping Level I

Note: ABT 143 students cannot take this for credit.

Get an essential introduction to bookkeeping, including theoretical basics and hands-on knowledge. Learn how to complete all the functions of the accounting cycle from transaction analysis to closing the books. Topics include the accounting model, basic financial statements, general ledger, and government taxation.

Abbotsford — Clearbrook Centre
(20080) 15 sessions, Tue, Thu, 6:30 pm–9:30 pm,
\$590. **Mar 17–May 5**

Chilliwack campus — Canada Education Park
(20081) 15 sessions, Mon, Wed, 6:30–9:30 pm,
\$590. **Jan 27–Mar 18, no class Feb 17**
(20276) 15 sessions, Mon, Wed, 6:30–9:30 pm,
\$590. **Apr 20–Jun 10, no class May 18**

Bookkeeping Level II

Prerequisite: Bookkeeping Level I with B or better

Building on Bookkeeping I, learn about financial statements preparation, accounts receivable, accounts payable, subsidiary ledgers, bank reconciliations, payroll, GST, PST, HST, trial balances, and year end.

Abbotsford — Clearbrook Centre
(40096) 16 sessions, Tue, Thu, 6:30–9:30 pm,
\$600. **May 19–Jul 8**

Chilliwack campus — Canada Education Park
(20125) 16 sessions, Mon, Wed, 6:30–9:30 pm,
\$600. **Mar 30–May 27**
(40229) 16 sessions, Mon, Wed, 6:30–9:30 pm,
\$600. **Jun 22–Aug 19, no class Jul 1, Aug 3**

Excel Level I

Note: Students with credit for ABT 137 or Spreadsheets: Excel (RM 06) receive credit for this course if software version is the same.

Learn how to use MS Excel to create spreadsheets that include AutoSum, conditional formatting, formulas, and

absolute addresses. Develop or edit spreadsheets using attributes and solidify your new skills by creating charts. This course is for students with previous Excel experience. Beginners can register for MS Excel Basics. Bring a USB stick.

Abbotsford — Clearbrook Centre
(20088) 5 sessions, Mon, Wed, 6:30–9:30 pm,
\$335. **Jan 27–Feb 10**
(40076) 5 sessions, Mon, Wed, 6:30–9:30 pm,
\$335. **May 25–Jun 8**

Chilliwack campus — Canada Education Park
(20089) 5 sessions, Tue, Thu, 6:30–9:30 pm,
\$335. **Mar 17–31**

Excel Level II

Prerequisite: Excel Level I

This course is not a graduation requirement of the Bookkeeping for Small Business certificate. However, students who have completed Excel Level I may take it to enhance their skills. **Read details on page 25.**

Computerized Accounting Level I — SAGE 50

Prerequisite: Bookkeeping Level II with B or better

Integrated bookkeeping software is a standard for small businesses. This course covers journal entries, purchases/sales orders and quotes, as well as invoicing, receipts and payments for payables, receivables, and inventory. Familiarize yourself with the reporting and tax features provided by accounting software. Payroll is not covered. Sage software is not compatible with Mac computers.

Abbotsford — Clearbrook Centre

(20084) 10 sessions, Tue, Thu, 6:30–9:30 pm, \$590. **Apr 21–May 21**

Chilliwack campus — Canada Education Park

(20127) 10 sessions, Mon, Wed, 6:30–9:30 pm, \$590. **Feb 24–Mar 25**

Computerized Accounting Level II — SAGE 50

Prerequisite: Computerized Accounting Level I with B or better

Build on the skills you've gained in Level I. Learn about banking, payroll, projects, inventory, adjustments and closing. This course does not teach accounting fundamentals. Sage software is not compatible with Mac computers.

Abbotsford — Clearbrook Centre

(40074) 7 sessions, Tue, Thu, 6:30–9:30 pm, \$550. **Jun 2–23**

Chilliwack campus — Canada Education Park

(20085) 7 sessions, Mon, Wed, 6:30–9:30 pm, \$550. **Apr 6–29, no class Apr 13**

QuickBooks Level I

Learn how to manage billing, estimates, collections, inventory management, and payroll using QuickBooks.

Abbotsford — Clearbrook Centre

(20096) 10 sessions, Tue, Thu, 6:30–9:30 pm, \$590. **Feb 25–Mar 26**

QuickBooks Level II

Prerequisite: QuickBooks Level I

Build on the skills gained in QuickBooks Level I. Learn how to create and manage a new company, including company setup and payroll, and inventory transactions.

Abbotsford — Clearbrook Centre

(20229) 7 sessions, Tue, Thu, 6:30–9:30 pm, \$550. **Apr 21–May 12**

Payroll Accounting

Prerequisite: Bookkeeping Level I with a B or better

Learn to manage a payroll accounting system, including the calculation of earnings and deductions to conform to laws and accounting best practices. Find out how to complete forms required by law and the needed accounting entries done as part of basic payroll recordkeeping. This course is not specific to any one business. Bring a USB stick.

Abbotsford — Clearbrook Centre

(20086) 11 sessions, Mon, Wed, 6:30–9:30 pm, \$550. **Mar 23–Apr 29, no class Apr 13**

Chilliwack campus — Canada Education Park

(40075) 11 sessions, Tue, Thu, 6:30–9:30 pm, \$550. **May 12–Jun 16**

Optional Bookkeeping Practicum

Gain experience and practise your skills. To qualify, you must have successfully completed all courses in the program. Seating is limited. For more info, email continuingeducation@ufv.ca.

COMPUTER SKILLS

Word Basics for the Office

Master basic Microsoft Word skills. Learn to create, edit, and format themes, as well as style documents. You will also work with headers and footers, bullets, drop caps, graphics, and columns.

Abbotsford — Clearbrook Centre

(20093) 1 session, Sat, 9 am–4 pm, \$170. **Feb 22**

Advanced Word for the Office

Enhance your skills by working with advanced elements in Microsoft Word, including forms, table of contents, indexing, and tab stops. Find out how to create mail merges, track changes, navigate comments, and compare and combine documents.

Chilliwack campus — Canada Education Park

(20247) 1 session, Sat, 9 am–4 pm, \$170. **Mar 7**

Excel Basics for the Office

Master Excel basics: learn to create, edit, and format worksheets. Work with auto fill, flash fill, formulas, graphics, spark lines, and charts. This course is designed for people with no previous Excel experience.

Abbotsford — Clearbrook Centre

(20094) 1 session, Sat, 9 am–4 pm, \$170. **Mar 21**

Advanced Excel for the Office

Learn to use financial functions, pivot tables and charts, and custom format codes. Add data to multiple worksheets and consolidate data. Taking Excel Level I or Excel Basics before this course is recommended.

Chilliwack campus — Canada Education Park

(20095) 1 session, Sat, 9 am–4 pm, \$170. **Apr 4**

Microsoft Office Fast Track

Tour the Microsoft Office suite and get introduced to applications such as Access (database), Excel (spreadsheet), Word (word processing), PowerPoint (presentation), and Outlook (email). Get hands-on experience using these tools to create compelling documents and presentations.

Abbotsford — Clearbrook Centre

(40077) 7 sessions, Mon, Wed, 6:30–9:30 pm, \$450. **May 25–Jun 15**

Chilliwack campus — Canada Education Park

(20092) 7 sessions, Tue, Thu, 6:30 pm–9:30 pm, \$450. **Feb 4–25**

Excel Level I

See page 24 for details.

Excel Level II

Prerequisite: Excel Level I

Learn to use intermediate tools such as hyperlinks, PMT function, and additional formatting to create workbooks, including templates and multiple worksheets. Further develop your skills in chart creation. This course is not a graduation requirement for the Bookkeeping for Small Business certificate.

Chilliwack campus — Canada Education Park

(20231) 5 sessions, Tue, Thu, 6:30–9:30 pm, \$335. **Apr 16–30**

Keyboarding

This online course provides an introduction to letter keys, numbers, symbols, and the 10-key numeric keypad, using a computer keyboard. The software monitors your speed, accuracy, and confidence and covers tips for proper keyboard positioning. Buy software Access Code at UFV Bookstore prior to class.

Online

(20090) \$130. **Apr 6–Jun 28**

Keyboarding Assessment

Two keyboarding assessment sessions are held monthly on Tuesday or Thursday at Clearbrook Centre in Abbotsford and Canada Education Park in Chilliwack. **View schedule at ufv.ca/ce.**



LEGAL CAREERS

LEGAL ADMINISTRATIVE ASSISTANT

CERTIFICATE

— ELIGIBLE FOR FINANCIAL AID

BOOST YOUR ADMIN SKILLS WITH A LAW SPECIALIZATION

Become a trained legal administrative assistant and support legal professionals in law, corporate, government, notary, insurance, or real estate offices.

Gain a full range of essential skills in legal procedures, including litigation, family law, corporate law, wills and estates, and conveyancing. This certificate will prepare you for a rewarding career in the legal field or to begin a Paralegal certificate or diploma program.

ONLINE FORMAT

Work full time? Complete your certificate online from the comfort of your home.



Full time
(5 or 7 months)

Clearbrook Centre, Abbotsford
Mon–Fri, 8:30 am–3 pm (Sep intake)
Online (January intake)



Application required
Apply at ufv.ca/apply
Intake: September and January

ufv.ca/law

PARALEGAL

CERTIFICATE
& DIPLOMA

Taking UFV's Paralegal program enables you to seize exciting opportunities in the field of law and equips you to give legal advice and appear in court.

Learn from attorneys and paralegals with exceptional professional qualifications in small classes where you get personal attention. Gain an in-depth understanding of the Canadian legal system, and become familiar with terminology, policies, and procedures that apply to all areas of law. Get trained to attend hearings, conduct research, interview witnesses, manage evidence, and draft legal documents in preparation for employment in a lawyer's or notary's office.

Both the UFV Paralegal certificate and diploma are recognized for membership by the British Columbia Paralegal Association (BCPA).



Part time (1–3 years)

Clearbrook Centre, Abbotsford,
evenings and weekends, online



Application required
Apply at ufv.ca/apply
Intake: September and January

ufv.ca/law

PRACTICUM HOSTING

Help a grad get job-ready

Become a practicum host to try out new talent and fill your recruitment needs.

We have students in the following fields:

- Activity Assistant
- Bookkeeping for Small Business
- Dental Office Assistant
- Legal Administration Assistant
- Medical Office Assistant
- Public Relations
- Records Management
- Veterinary Administrative Assistant

Call 1-888-504-7441 local 6324 or email continuingeducation@ufv.ca for more info.



The UFV students we hosted are bright and eager to learn. Our staff appreciate their ambition and willingness to help in all areas of the office.

— RONDA SMYTH
MANTHORPE LAW OFFICES



LIFESTYLE AND LEISURE

AGRICULTURE

Chickens on a Hobby Farm

Chickens are easy to care for, make excellent pets, eat bugs, and can provide you with a steady supply of fresh eggs. Master the essentials of chicken care, including knowing about breeds, hatching and growing baby chicks, designing a coop, choosing the best feed, and protecting your flock against predators. This class is the ultimate guide to keeping chickens for pet lovers, hobby farm owners, and suburban farmers alike.

Chilliwack campus — Canada Education Park (20114) 1 session, Sat, 8:30 am–12:30 pm, \$115. **Apr 18**

Goat Handling

Domestic goats not only make wonderful pets, but they can also be a source of income for hobby farmers and homesteaders. Learn all about breeds, behaviour, feed and nutrition, hoof trimming and dehorning, first aid, deworming, breeding, kit care, and milking.

This information-packed workshop can help you avoid costly mistakes and confidently raise healthy goats for pleasure or profit.

Chilliwack campus — Canada Education Park (40083) 1 session, Sat, 1–5 pm, \$115. **May 2**

Pruning Workshop

This six-hour hands-on workshop covers basic pruning techniques applicable to a wide variety of plant material. Participants work on different trees, ornamental shrubs, and a fruit tree to learn to make proper cuts. Dress for the weather and bring your own pruners, such as secateurs or loppers.

Abbotsford campus (20022) 1 session, Sat, 10 am–4 pm, \$115. **Feb 8**

Green Stormwater Infrastructure (GSI)

Get a comprehensive overview of how green storm water infrastructure (GSI) can protect water quality and beautify residential landscapes. Learn about green roofs, bioswales, and the function of rain gardens. Discover how you can design and implement GSI in your residential garden

with stunning results, while also protecting your local water supply. The class is taught by career horticulturalist and educator Michelle Nakano.

Chilliwack — Trades and Technology Centre (20222) 1 session, Sat, 8 am–2 pm, \$99. **Apr 4**

Landscape Design I

Acquire the skills to develop a residential landscape design that extends your lifestyle outdoors. Learn how to use the landscape design process, graphic plans, and the outdoor room concept to create a personalized and inviting outdoor living space of any size. This is the first in a series of courses related to landscape design. This course is perfect for homeowners, tenants, and property managers, as well members of the landscape industry. The class is taught by career horticulturalist and educator Michelle Nakano.

Chilliwack — Trades and Technology Centre (20223) 10 sessions, Wed, 6–9 pm, \$395. **Feb 5–Apr 8**

ARTISAN TRADES

Soap Making

Learn the basics of old fashioned soap making and make your own basic cold process castile soap. Start with key soap-making steps, from safety, weighing, bringing to trace, adding scents and exfoliants, and using molds. All materials and supplies are provided. Wear comfortable clothes, including long sleeves. Please bring a hand towel to insulate your soap for 24 hours after class. Take home two pounds of soap, recipes, techniques, and most importantly, the confidence to make your next batch at home.

Chilliwack — Trades and Technology Centre
(20101) 1 session, Sat, 1–6 pm, \$119. **Feb 29**

Open Wood Shop

Get a full introduction to basic hand and power tools. Perfect for those who are new to woodworking or hobbyists who would like to get back into working in a shop. Under the supervision of an experienced instructor, work in UFV's top-of-the-line wood shop to develop your skills and learn new techniques.

Chilliwack — Trades and Technology Centre
(20058) 2 sessions, Sat, 8:30 am–3 pm, \$342.
Feb 8 and Feb 22, no class on Feb 15

Professional Alterations for Bridal and Formal Wear

Prerequisite: Participants should be competent and experienced in sewing from patterns.

Learn how to make bridal and formal wear alterations as part of your home-based or retail business. Develop a fundamental knowledge of altering formal wear garments, including techniques to alter bust, waist, hip, and hem. Gain insight into the challenges of handling different kinds of fabric, styles, and body types. Examine the factors to consider when pricing your work and setting your hourly rate. One class requires hand sewing supplies. Please feel free to take pictures and take notes.

Chilliwack — Trades and Technology Centre
(20250) 3 sessions, Sat, 8 am–5 pm, \$495.
Feb 22–Mar 7

BICYCLE TECHNOLOGY

Bicycle Mechanics Level I

Whether you're a serious hobbyist, work in a cycle shop and want to upgrade your skills, or just want to fix your own bike, learn the basics of repairing and maintaining a bicycle from Bruce Wenting, an expert bike mechanic who owns Wenting's Cycle and Mountain in Mission.

Abbotsford — Aerospace Training Centre
(20226) 6 sessions, Mon, 7–9:30 pm, \$245.
Jan 6–Feb 10

Bicycle Mechanics Level II

Prerequisite: Bicycle Mechanics Level I or instructor permission

Building on Bicycle Mechanics Level 1, this class focuses on advanced systems. Learn about suspension and disc brake maintenance and service, shop procedures, and wheel building and trouble shooting. Master the tricks of the trade from a bike specialist, who has worked as the national cycling team's mechanic in Malaysia, Japan, and the UK.

Abbotsford — Aerospace Training Centre
(20032) 6 sessions, Mon, 7–9:30 pm, \$245.
Feb 24–Mar 30

Bicycle Frame Building

Learn the art of steel frame-building in this two-week course, designed by the man who helped get it all started on the West Coast — bike legend Paul Brodie. This is a hands-on course using the same jigs and fixtures that helped to create over 4,000 hand-built Brodie frames. Design and build your own hard-tail frame. Graduate from the course with knowledge and understanding of the process and enjoy the thrill of riding a bike you built yourself! Visit ufv.ca/bicycleframe for more info.

Abbotsford — Aerospace Training Centre
(20020) 10 sessions, Mon–Fri, 8 am–4 pm, \$4950. **Mar 16–27**
(40006) 10 sessions, Mon–Fri, 8 am–4 pm, \$4950. **May 4–15**
(40088) 10 sessions, Mon–Fri, 8 am–4 pm, \$4950. **Jul 13–24**

CULINARY

Culinary Skills for Everyone

From knife skills to basic soups, breakfast cuisine, and nutritious tasty dinners, these classes are sure to make you feel comfortable in the kitchen and ready to impress your guests.

Chilliwack — Trades and Technology Centre
(20255) 6 sessions, Thu, 5–8 pm \$395.
Apr 23–May 28

Culinary Skills for Youth (ages 13–17)

Have your kids learn to cook — and clean after they're done — and they will be set for life. Let them master a few valuable recipes that will inspire them to cook for themselves, and for you too! They will learn how to prepare healthy basics, as well as a few choice treats. These classes are great on their own, or as an introduction to UFV's culinary program.

Chilliwack — Trades and Technology Centre
(20263) 6 sessions, Mon, 5–8 pm, \$395.
Apr 20–Jun 1 (No class May 18)

Butchery Skills for Wild Game

Learn to process meat and game with a lamb demo from a Red Seal butcher. This interactive class will cover the basic structure of a carcass and where you will find the best cuts and how to use the tougher cuts. A follow-up class is available to learn some classic meat prep recipes.

Chilliwack — Trades and Technology Centre
(20260) 1 session, Wed, 6–9:30 pm \$125. **Apr 22**

Culinary Skills for Wild Game

In this follow-up course to our Butchery workshop, you learn how to prepare simple and mouth-watering meals, using recipes for wild game meat. Review classic recipes that suit specific cuts of meat, such as Osso Bucco from the shanks. Please note that lamb will be used for demonstration purposes.

Chilliwack — Trades and Technology Centre
(20261) 1 session, Wed, 6–9:30 pm \$125. **Apr 29**

TRADE UP CAMPS

Real Cooking for Kids (12-15)

Under the supervision of a Red Seal chef, learn how to help out at home with food preparation and entertaining. Wow your friends and parents with simple menus and great execution. Bring light healthy lunch and water bottle. Snack provided.

Chilliwack — Trades and Technology Centre

(40062) 5 sessions, Mon–Fri, 9 am–1 pm, \$329. **Jul 6–10**

(40081) 5 sessions, Mon–Fri, 9 am–1 pm, \$329. **Jul 13–17**

Real Baking for Kids (12-15)

Under the supervision of a Red Seal chef, receive a crash course on some simple and not so simple baked goods that will fill your belly and impress your family. Bring light healthy lunch and water bottle. Snack provided.

Chilliwack — Trades and Technology Centre

(40063) 5 sessions, Mon–Fri, 9 am–1 pm, \$329. **Jul 20–24**

(40082) 5 sessions, Mon–Fri, 9 am–1 pm, \$329. **Jul 27–31**

Woodworking for Youth (ages 13–16)

Learn shop safety and get a full introduction to basic hand and power tools. Assemble a cool wood project, using simple techniques and tools and enjoy the pleasure of building with your hands.

Chilliwack — Trades and Technology Centre

(40093) 5 sessions, Mon–Fri, 1–4 pm, \$295. **Jul 6–10**

Build your own Skateboards (ages 14–17)

Skateboarding is life, so make your own as unique as you are! Learn safe molding and woodworking techniques to build a

custom skateboard press and mold your own boards at home. Upon completion of this course, students will leave with their own press and a skateboard deck. Cost includes supplies (a value of \$150). Limited seats!

Chilliwack — Trades and Technology Centre

(40200) 5 sessions, Mon–Fri, 2–5pm, \$575. **Jul 20–24**

Maker Space Camp (ages 12–16)

Take your inventive dreams to the next level. Learn the fundamentals of electronics with a Arduino set. Create using a 3D printer and get creative in UFV's robotics lab.

Chilliwack — Trades and Technology Centre

(40222) 5 sessions, Mon–Fri, 9 am–12 pm, \$345. **Jul 20–24**

Bike Mechanics Camp (ages 12–16)

Get ready to fix your own bike: learn about simple mechanics and explore all the systems used in a bicycle.

Chilliwack — Trades and Technology Centre

(40219) 5 sessions, Mon–Fri, 9 am–12 pm, \$345. **Jul 13–17**

Jewelry Making Camp (Ages 10-14)

Learn to create, package, and market your own jewelry pieces using wire and beading techniques. Taught by Carla Swope who got her start as a jeweler and artist by making and selling her pieces to teachers, friends, and family. All supplies and materials included.

Chilliwack — Trades and Technology Centre

(40094) 5 sessions, Mon–Fri, 1–3 pm, \$245. **Jul 13–17**

LANGUAGES

American Sign Language Prep I

This beginner conversational class is conducted completely in American Sign Language. This practical approach enhances your learning and is the most effective way for non-deaf people to learn to sign. The class also provides an introduction to deaf culture.

Abbotsford — Clearbrook Centre

(20236) 13 sessions, Mon, Wed, 6–9 pm, \$490.

Jan 13–Feb 26, no class Feb 17

American Sign Language Prep II

Build on what you learned in American Sign Language I. Learn about telling or asking about families, practise language and grammar functions, give directions using special references, and master ordinal numbers.

Abbotsford — Clearbrook Centre

(20237) 13 sessions, Mon, Wed, 6–9 pm, \$490.

Mar 9–Apr 22, no class Apr 13

American Sign Language Prep III

Start with a review of Prep I and II, including norms for getting attention, understanding the role of name signs, negotiating a signing environment, asking for repetition, meeting others, and gaining basic information about the daily lives of deaf people. Build on what you have learned in Prep II, and learn to make simple requests and give directions. Find out how to identify other people. Practise your numbers and develop a basic understanding of various types of verbs.

Abbotsford — Clearbrook Centre

(40199) 13 sessions, Mon, Wed, 6–9 pm, \$490.

May 4–Jun 17, no class May 18

Spanish I

This beginner course is an excellent introduction to Spanish, the most widely spoken romance language in the world and one of United Nations' five official languages. Learn basic conversational Spanish and develop your vocabulary, in

addition to gaining deeper insight into Spanish culture.

Chilliwack campus — Canada Education Park

(20038) 8 sessions, Tue, Thu, 6–8:30 pm, \$255.

Feb 11–Mar 5

Spanish II

Build on what you have learned in Spanish I, and develop your spoken Spanish. In addition, study Spanish grammar at an intermediate level.

Chilliwack campus — Canada Education Park

(20117) 8 sessions, Tue, Thu, 6–8:30 pm, \$255.

Mar 31–Apr 23

Spanish III

Go beyond what you have learned in levels I and II to develop your conversational skills and gain fluency.

Chilliwack campus — Canada Education Park

(40200) 8 sessions, Tue, Thu, 6–8:30 pm, \$255.

May 5–28



MOTORCYCLE

Prerequisite: Class 6 learner's licence.

Prepare for the final Class 6 road test. Learn to operate a motorcycle in a safe and structured environment under the direction of certified motorcycle instructors with backgrounds in adult education and professional driving. Offered in partnership with V-Twin Motorcycle School, the training emphasizes five global skills: communication, observation, steering and balance, space margins, and speed control. Motorcycles and helmets are supplied. Each course consists of two classroom sessions followed by four riding sessions (parking lot and road ride).

Choose a riding session immediately following the classroom theory dates at the time of registration.

CHILLIWACK — TRADES AND TECHNOLOGY CENTRE

Theory (20043) 2 sessions, Tue, Wed, 5:15–9:15 pm, \$795. **Mar 3–4**

Parking lot/Road Ride (20044) 5 sessions, Sat, Sun, 8 am–1:30 pm, Mon, Wed, Thu, 4:30–7:30 pm. **Mar 7–12**

Theory (20045) 2 sessions, Tue, Wed, 5:15–9:15 pm, \$795. **Mar 17–18**

Parking lot/Road Ride (20046) 5 sessions, Sat, Sun, 8 am–1:30 pm, Mon, Wed, Thu, 4:30–7:30 pm. **Mar 21–26**

Theory (20047) 2 sessions, Tue, Wed, 5:15–9:15 pm, \$795. **Mar 31–Apr 1**

Parking lot/Road Ride (20048) 5 sessions, Sat, Sun, 8 am–1:30 pm, Mon, Wed, Thu, 4:30–7:30 pm. **Apr 4–9**

Theory (20061) 2 sessions, Tue, Wed, 3:15–9:15 pm, \$795. **Apr 14–15**

Parking lot/Road Ride (20062) 5 sessions, Sat, Sun, 8 am–1:30 pm, Mon, Wed, Thu, 4:30–7:30 pm. **Apr 18–23**

Theory (40012) 2 sessions, Tue, Wed, 5:15–9:15 pm, \$795. **Apr 28–29**

Parking lot/Road Ride (20048) 5 sessions, Sat, Sun, 8 am–1:30 pm, Mon, Wed, Thu, 4:30–7:30 pm. **May 2–6**

Theory (40013) 2 sessions, Tue, Wed, 5:15–9:15 pm, \$795. **May 12–13**

Parking lot/Road Ride (40014) 4 sessions, Sat, Sun, 8 am–1:30 pm, Tue, Wed, 4:30–7 pm.

May 16–20

Theory (40015) 2 sessions, Tue, Wed, 5:15–9:15 pm, \$795. **May 26–27**

Parking lot/Road Ride (40008) 4 sessions, Sat, Sun, 8 am–1:30 pm, Tue, Wed, 4:30–7 pm.

May 30–Jun 3

Theory (40027) 2 sessions, Tue, Wed, 5:15–9:15 pm, \$795. **Jun 9–10**

Parking lot/Road Ride (40028) 4 sessions, Sat, Sun, 8 am–1:30 pm, Mon, Wed, 4:30–7 pm.

Jun 13–17

Theory (40029) 2 sessions, Tue, Wed, 5:15–9:15 pm, \$795. **Jun 23–24**

Parking lot/Road Ride (40030) 4 sessions, Sat, Sun, 8 am–1:30 pm Tue, Thu, 4:30–7 pm.

Jun 27–Jul 2

Theory (40016) 2 sessions, Tue, Wed, 5:15–9:15 pm, \$795. **Jul 7–8**

Parking lot/Road Ride (40017) 4 sessions, Sat, Sun, 8 am–1:30 pm Tue, Wed, 4:30–7 pm.

Jul 11–15

Theory (40190) 2 sessions, Tue, Wed, 5:15–9:15 pm, \$795. **Jul 21–22**

Parking lot/Road Ride (40191) 4 sessions, Sat, Sun, 8 am–1:30 pm Tue, Wed, 4:30–7 pm.

Jul 25–29

Theory (40079) 2 sessions, Tue, Wed, 5:15–9:15 pm, \$795. **Aug 4–5**

Parking lot/Road Ride (40080) 4 sessions, Sat, Sun, 8 am–1:30 pm Tue, Wed, 4:30–7 pm.

Aug 8–12

ABBOTSFORD CAMPUS

Theory (20224) 2 sessions, Tue, Thu, 5–9:30 pm, \$795. **Feb 25–27**

Parking lot/Road Ride (20225) 4 sessions, Sat, Sun, 8 am–1:30 pm, **Feb 29–Mar 8**

Theory (20049) 2 sessions, Tue, Thu, 5–9:30 pm, \$795. **Mar 10–12**

Parking lot/Road Ride (20050) 4 sessions, Sat, Sun, 8 am–1:30 pm, **Mar 14–22**

Theory (20002) 2 sessions, Tue, Thu, 5–9:30 pm, \$795. **Mar 24–26**

Parking lot/Road Ride (20008) 4 sessions, Sat, Sun, 8 am–1:30 pm, **Mar 28–Apr 5**

Theory (20051) 2 sessions, Tue, Thu, 5–9:30 pm, \$795. **Apr 7–9**

Parking lot/Road Ride (20052) 4 sessions, Sat, Sun, 8 am–1:30 pm. **Apr 11–19**

Theory (20003) 2 sessions, Tue, Thu, 5–9:30 pm, \$795. **Apr 21–23**

Parking lot/Road Ride (20004) 4 sessions, Sat, Sun, 8 am–1:30 pm, **Apr 25–May 3**

Theory (40003) 2 sessions, Tue, Thu, 5–9:30 pm, \$795. **May 5–7**

Parking lot/Road Ride (40009) 4 sessions, Sat, Sun, 8 am–1:30 pm, Tue, Wed, 4:30–7 pm.

May 9–13

Theory (40004) 2 sessions, Tue, Thu, 5–9:30 pm, \$795. **May 19–21**

Parking lot/Road Ride (40031) 4 sessions, Sat, Sun, 8 am–1:30 pm, Tue, Wed, 4:30–7 pm.

May 23–27

Theory (40005) 2 sessions, Tue, Thu, 5–9:30 pm, \$795. **Jun 2–4**

Parking lot/Road Ride (40002) 4 sessions, Sat, Sun, 8 am–1:30 pm, Tue, Wed, 4:30–7 pm,

Jun 6–10

Theory (40010) 2 sessions, Tue, Thu, 5–9:30 pm, \$795. **Jun 16–18**

Parking lot/Road Ride (40025) 4 sessions, Sat, Sun, 8 am–1:30 pm, Tue, Wed, 4:30–7 pm.

Jun 20–24

Theory (40032) 2 sessions, Tue, Thu, 5–9:30 pm, \$795. **Jun 30–Jul 2**

Parking lot/Road Ride (40033) 4 sessions, Sat, Sun, 8 am–1:30 pm, Tue, Wed, 4:30–7 pm.

Jul 4–8

Theory (40034) 2 sessions, Tue, Thu, 5–9:30 pm, \$795. **Jul 14–16**

Parking lot/Road Ride (40035) 4 sessions, Sat, Sun, 8 am–1:30 pm, Tue, Wed, 4:30–7 pm.

Jul 18–22

Theory (40019) 2 sessions, Tue, Thu, 5–9:30 pm, \$795. **Jul 28–Jul 30**

Parking lot/Road Ride (40037) 4 sessions, Sat, Sun, 8 am–1:30 pm, Tue, Wed, 4:30–7 pm.

Aug 1–5

Theory (40011) 2 sessions, Tue, Thu, 5–9:30 pm, \$795. **Aug 25–27**

Parking lot/Road Ride (40036) 4 sessions, Sat, Sun, 8 am–1:30 pm, **Aug 29–Sep 6**



SPECIALIZED TRAINING

HOSPITALITY EVENT PLANNING

CERTIFICATE

MASTER THE ART OF EVENT PLANNING

UFV's Hospitality Event Planning certificate fully equips you to plan, promote, and run professional events both in the corporate and non-profit sectors. You learn about business management and accounting, marketing and public relations, food handling, beverage serving, and event logistics. You also participate in a four-week practicum to gain experience, make industry connections, and build your professional network.

When you graduate, you can become an event planner for businesses, hotels and resorts, destination marketing organizations, tour companies, tourism associations, convention centres, cruise ships, and facilities such as golf courses, theme parks, and sports or entertainment centres.



Full time (36 weeks)

Chilliwack campus
Mon to Fri, 8:30 am–4 pm



Application required
Apply at ufv.ca/apply
Intake: September

ufv.ca/hospitality

FLORAL DESIGN

STUDY THE ART AND BUSINESS OF FLORAL DESIGN

UFV's professional Floral Design program provides you with comprehensive training to prepare you to work in the floral industry or start your own floral business.

Led by an American Institute of Floral Designers-certified designer who has more than 30 years of experience in the industry, the program teaches you hands-on techniques to master the fundamentals of flower arranging using fresh, treated, and dried floral products. You also learn advanced techniques to equip you with the skills needed to flourish in the floral industry.



Part time (10 months)

Abbotsford — Aerospace Training Centre,
Mon and Wed evenings



No application necessary
To register, phone 604-854-4501
or toll free 1-888-823-8734

ufv.ca/floral

FLORAL DESIGN

Floral Design — Special Occasions

Learn how to decorate with a variety of materials other than flowers, and to incorporate floral and non-floral products into an arrangement. Review the history of special holidays, product information, hospital guidelines for flowers, plant identification, and designs. Flowers and supplies are included in the course fee. Buy your books from the UFV Bookstore:

- *AIFD Guide to Floral Design*
- *Principles of Floral Design*

Abbotsford — Aerospace Training Centre
(20005) 10 sessions, Mon, Wed, 6:30–10 pm,
\$749. **Jan 6–Feb 5**

Floral Design — Sympathy and Church

Learn to create funeral arrangements and other church decorations. Topics include plant identification and designs such as casket sprays, funeral bouquets, wreaths, baskets, and church bouquets. Get guidelines to make sales and process

invoices. Flowers and supplies included in the course fee. Buy your books from the UFV Bookstore:

- *AIFD Guide to Floral Design*
- *Principles of Floral Design*

Abbotsford — Aerospace Training Centre
(20006) 10 sessions, Mon, Wed, 6:30–10 pm,
\$749. **Feb 19–Mar 23**

Floral Design — Weddings

Learn fundamental skills to produce wedding bouquets and arrangements. Topics include marketing, including sales and advertising, as well as plant identification and designs for all around, contemporary, and hand-tied bouquets, hair flowers, corsages, and church arrangements. Flowers and floral supplies are included in the course fee. Purchase the following required textbooks from the UFV Bookstore:

- *AIFD Guide to Floral Design*
- *Principles of Floral Design*

Abbotsford — Aerospace Training Centre
(20071) 10 sessions, Mon, Wed, 6:30–10 pm,
\$749. **Apr 6–May 11, no class Apr 13**

Advanced Floral Wedding Designs

Prerequisite: Open to all graduates of the UFV Floral Design certificate program or professional florists with a minimum of 2 years of design experience

Do you love weddings and helping to make a bride's dream come true by creating beautiful bridal flowers? Take your floral design skills to the next level and learn new trends in the wedding industry. You will learn how to design the following bouquets and floral jewelry and event centre pieces. All floral and specialty supplies are included.

- *Offset bridal bouquet*
- *Wedding event centre piece*
- *Modern garden-style cascade bouquet*
- *Rectangular bridal bouquet*
- *Floral crowns*
- *Garden-style bouquet*
- *Upright bouquet*
- *Floral jewelry; rings, necklaces, armbands, hair flowers, and more*

Abbotsford — Aerospace Training Centre
(40167) 8 sessions, Mon, Wed, 6:30–10 pm, \$849.
May 25–Jun 17

HOW TO CHOOSE A PROGRAM

FIND THE BEST SHORT-TERM TRAINING PROGRAM

Ready to launch a new career or enhance opportunities in your current field? A certificate or diploma can boost your employability and income potential. But how do you choose the program that will deliver the best value for your money? To boost the long-term value of your educational experience, use the four strategies below.

CHOOSE A PROGRAM RECOGNIZED BY LOCAL EMPLOYERS

Always verify that the school you are considering is accredited and recognized as an educational provider in your chosen field.

UFV Continuing Education gets regular requests from local employers who want to hire grads because they know that they will get employees who are job-ready.

CHOOSE AN AFFORDABLE PROGRAM

Tuition varies from school to school. Before you apply, get a total cost estimate to ensure the program fits your budget. And ask about funding options.

Some schools may try to entice you by offering a free laptop or iPad. Do the math: could you buy your own computer and pay less tuition elsewhere? Don't let hype lure you into paying more.

CHOOSE A PROGRAM TAUGHT BY INDUSTRY EXPERTS

UFV Continuing Education's practical, up-to-date courses are taught by instructors who are both active professionals and trained to teach adult learners. In addition, programs undergo formal review to ensure they are up to university and industry standards.

CHOOSE A PROGRAM WITH FLEXIBLE LEARNING OPTIONS

Flexibility is key for today's adult learner. Is the school offering online options? Part-time classes in the evenings or weekends? Practicums arranged for you to gain hands-on skills? An evaluation of your prior learning? If you have questions, contact a program coordinator to find out firsthand if the program can accommodate your needs.

Earning a certificate or diploma is an investment in your future. Take the time to find the program best suited to your needs and career goals.

VETERINARY ADMINISTRATIVE ASSISTANT

CERTIFICATE

START A CAREER CARING FOR PETS

Be the friendly staff member who runs the front desk of an animal clinic or hospital, while also assisting veterinary staff with a variety of clinical procedures.

Learn from industry experts with a dynamic hands-on approach. This program provides you with essential knowledge about animal anatomy and physiology, grooming, behaviour, nutrition, veterinary pharmaceuticals, and surgical procedures. You also develop a solid business background to handle the operation of a veterinary office, including administrative procedures and hospital fundamentals. Finally, you put your skills to the test in a practicum that equips you to transition to work in any animal hospital or clinic.



Full time (7 months)

Chilliwack campus — Canada Education Park
Thu–Sat, 8:30 am–3:30 pm



Application required
Apply at ufv.ca/apply
Intake: October

ufv.ca/VAA



TRADES

TRADES

Building Service Worker

Prerequisite: Good reading, writing, and verbal English skills.

Learn about custodial/housekeeping operations (both theory and practice) in cleaning procedures for all surfaces, including chemicals, waste handling, WHMIS, and other safety matters. This one-month course is based on green cleaning practices. It is suitable for those seeking to enter the custodial industry and custodians wanting to improve their skills. See ufv.ca/BSW
Buy your textbook from the UFV Bookstore:

- *Building Service Worker Handbook*

Abbotsford — Aerospace Training Centre
(20009) 17 sessions, Tue, Thu, 7–10 pm, Sat, 9 am–3:30 pm, \$749. **Jan 14–Feb 27, no class Jan 18, Feb 1, 15**

(20055) 17 sessions, Tue, Thu, 7 pm–10 pm, Sat, 9 am–3:30 pm, \$749. **Mar 24–May 7, no class Mar 28, Apr 11, 25**

Chilliwack — Trades and Technology Centre
(40090) 10 sessions, Mon–Fri, 9 am–3:30 pm, \$749. **May 25–Jun 5**

COMPUTER-AIDED DRAFTING

Basic AutoCAD

Prerequisite: An entry-level Windows computer course or equivalent experience and keyboarding proficiency.

This course covers basic AutoCAD drafting principles. Learn to navigate the AutoCAD desktop, draw objects, insert and edit text, and build accurate visual representations with AutoCAD's drafting tools. Understand the use of CAD in the industry, technical presentation methods, and file management. Buy your textbook for the first day of class from the UFV Bookstore:

- *Ascent AutoCAD Essentials 2020*

Chilliwack — Trades and Technology Centre
(20018) 8 sessions, Mon, Tue, 6–9 pm, \$495. **Jan 27–Feb 24**

Basic AutoCAD Part 2

Prerequisite: Basic AutoCAD

This class covers intermediate AutoCAD drafting principles and builds on the foundation laid in Basic AutoCAD. Learn industry methods to manage AutoCAD

drawings and drawing setups, layers and linetypes, viewport and layout management, dimensioning tools, and blocks and attributes. Build symbol libraries and print singulars and sets. Upon completion, you can use AutoCAD's more advanced editing tools to create and print drawings with accuracy and assurance. Purchase the following textbooks for the first day of class from the UFV Bookstore:

- *Ascent AutoCAD Essentials 2020*

Chilliwack — Trades and Technology Centre
(20106) 8 sessions, Mon, Tue, 6–9 pm, \$495. **Mar 9–31**

ELECTRICAL INDUSTRY

Electrical Code

Review the main sections of the current Canadian Electrical Code, with an emphasis on B.C. amendments and bulletins of the Safety Standards Act, and the Safety Standards General Regulation. The course is designed for electricians and apprentices planning to upgrade their knowledge of the code or wanting to write the Field Safety Representatives exams, and is recognized by Technical Safety BC. Register with your full

name. Purchase the following books for the first day of class:

- *Current Electrical Code Book*
- *Electrical Safety Regulations, Safety Standards Act, and Safety Standards Act General Regulation, free download available from the Safety BC website or purchase from Crown Publications at 1-800-663-6105 or www.publications.gov.bc.ca*

Chilliwack — Trades and Technology Centre
(20063) 20 sessions, Tue, Thu, 6:30 pm–9:30 pm, \$595. **Feb 4–Apr 9**

(20270) 10 Weeks/Online and face-to-face. \$595.
Mar 9–May 11

In class dates: Mar 9, Mar 30, Apr 20, May 11
6–10 pm

Online hours: 6 hours per week at your convenience.

Programmable Logic Controllers (PLC) Level 1

You can save time and money by using a PLC to control the operation of motors, pumps, light fixtures, timers, assembly lines, and more. Discover the ease of wiring and programming on the Schneider Zelio family of smart relays. Learn about physical wiring, programming, and testing. Write programs in two different styles: Function Block and Ladder Logic. Your 30 hours of hands-on training take place in UFV's automation lab. Bring a personal laptop with Windows XP or higher to each class. A USB with the Schneider Zelio program is provided. Ensure that you have at least one USB 2.0 port and one Ethernet port on your laptop. Learn more at ufv.ca/PLC

Chilliwack — Trades and Technology Centre
(20269) 6 sessions, Fri, 5:30–8:30 pm, Sat, 8:30 am–5 pm, \$789. **Feb 28–Mar 14**

Power Line Technician Orientation

Applicants interested in the Power Line Technician program must attend an orientation to assess physical, technical, and mechanical aptitude. (Applicants will not undergo a physical test at the Orientation, but will discuss their physical ability during the interview process). No prior line experience is necessary. Women are strongly encouraged to consider a career as a Power Line Technician. Please note that only a limited number of seats are available. Not all eligible candidates will be admitted. Register early.

Abbotsford campus

(20025) 1 session, Sat, 9 am–2 pm, FREE. **Jan 18**

Power Line Technician

Prerequisite: Power Line Technician Orientation

Power Line technicians construct, maintain, and repair the overhead and underground electrical power transmission and distribution systems that make up the electrical power grid. This twelve-week program prepares you for entry into the electrical high voltage industry. Get hands-on training to learn how to put up and maintain electrical poles, towers, and guy wires as well as install or repair the live-line wiring and other components required to connect power distribution and transmission networks. In order to qualify, you must attend a mandatory orientation. Visit ufv.ca/powerlinetech for more info.

Off-campus location

(20034) 12 weeks, Mon–Fri, 7 am–4:30 pm, \$13,950 (+ \$3000 for books and supplies).

Mar 2–May 22

MECHANICAL INDUSTRY

Commercial Vehicle Inspection

Prerequisite: B.C. TQ or Red Seal in commercial transport, automotive, heavy duty, commercial trailer, or motorcycle repair. Bring proof of credentials to first class.

This course is for journeyman mechanics wishing to become commercial motor vehicle inspectors. Upon successful completion you are eligible to write the inspection exam. Purchase the following textbooks for the first day of class:

- *Vehicle Inspection Manual from the UFV Bookstore*
- *Motor Vehicle Act (should be available at your workplace)*

Chilliwack — Trades and Technology Centre

(40217) 6 sessions, Wed, Fri, 6–9 pm, Sat 8am–12:30 pm, \$369. **June 3–12**

(40218) 3 sessions, Wed, Thu, Fri, 8 am–4 pm, \$369. **Jul 8–10**

Mobile Hydraulics (Level 1)

This course is designed for people with a mechanical background and aptitude; it is based on the Heavy Mechanical Foundation program. Apply symbols and theory to create schematics of hydraulic systems, disassemble and inspect pumps, motors, valves, and actuators. Examine plumbing hydraulic systems on trainer stations to create functioning hydraulic circuits. Purchasing online course materials is required.

Chilliwack — Trades and Technology Centre
(20256) 12 sessions, Mon, Wed, 5:30–8:30 pm, \$795. **Mar 30–May 13, no class April 13–15)**

Rigging & Slinging

Understand the use of different types of rope, wire rope, slings, jacks, blocking, and cribbing. Learn to tie effective knots for different applications and how to lift safely and block irregular and heavy loads. Master the use of slings and rigging equipment. Splice wire rope and clamping wire rope safely. This is not a certified course in rigging, but will help you work effectively and safely. PPE- and CSA-approved footwear required.

Chilliwack — Trades and Technology Centre
(20257) 3 sessions, Fri, 6–9pm, 2 Sat, 9am–4pm (one-hour lunch break), \$369. **Jan 17–25**

WELDING

Essential Welding Skills

This course is suitable for beginners and those who want to improve their skills for employment. It is recommended for agriculture students. It covers all widely used welding processes, with the most common electrodes and the safe operation of oxy-fuel cutting equipment. Fee includes supplies and gloves. Wear cotton or wool clothing, coveralls, safety boots, hearing protection, and safety glasses. Without safety protection, shop access will be limited.

Chilliwack — Trades and Technology Centre
(20021) 1 session, Sat, 8:30 am–3:30 pm \$149. **Jan 11**
(20077) 1 session, Sat, 8:30 am–3:30 pm \$149. **Feb 8**
(20108) 1 session, Sat, 8:30 am–3:30 pm \$149. **Mar 14**
(20227) 1 session, Sat, 8:30 am–3:30 pm \$149. **Apr 18**
(40193) 1 session, Sat, 8:30 am–3:30 pm \$149. **June 13**
(40195) 1 session, Sat, 8:30 am–3:30 pm \$149. **Aug 8**

Oxy Fuel Cutting

Prerequisite: Welding Essential Skills or previous experience

Learn about industrial and home hobby equipment, safe operation of equipment, and appropriate cutting tip selection. Use different cutting torches while learning to cut in flat, horizontal, and vertical positions on mild steel plate and structural shapes. Wear cotton or wool clothing, coveralls, safety boots, hearing protection, and safety glasses.

Chilliwack campus — Trades and Technology
(20109) 1 Session, Sat, 9 am–2 pm \$115. **Mar 7**

Shielded Metal Arc (Stick)

Prerequisite: Welding Essential Skills or previous experience

Learn about industrial and light duty power sources, safe use of the equipment, electrical characteristics, appropriate electrode (rod or stick) selection, and operation of the SMAW process. Use a variety of common welding electrodes, while learning most types of flat, horizontal, and vertical welding on mild steel sheet and plate. Wear cotton or wool clothing, coveralls, safety boots, hearing protection, and safety glasses.

Chilliwack — Trades and Technology Centre
(20111) 2 sessions, Fri, 5:30–9 pm, Sat, 9 am–2 pm, \$219. **Jan 17–18**

(20228) 2 sessions, Fri, 5:30–9 pm, Sat, 9 am–2 pm, \$219. **Feb 28–29**

(40182) 2 sessions, Fri, 5:30–9 pm, Sat, 9 am–2 pm, \$219. **Jun 5–6**

Gas Metal Arc Welding (MIG)

Prerequisite: Welding Essential Skills or previous experience

Learn about industrial and light duty power sources, safe use of the equipment, electrical characteristics, appropriate wire

selection, and operation of the GMAW process. Use varied combinations of welding wires and welding gases, while learning most types of flat, horizontal, and vertical welding on mild steel plate. Wear cotton or wool clothing, coveralls, safety boots, hearing protection, and safety glasses.

Chilliwack — Trades and Technology Centre
(20057) 3 sessions, Thu, Fri, 5:30–9 pm, Sat, 9 am–2 pm, \$295. **Jan 23–25**

(20110) 3 sessions, Thu, Fri, 5:30–9 pm, Sat, 9 am–2 pm, \$295. **Mar 26–28**

(40214) 3 sessions, Thu, Fri, 5:30–9 pm, Sat, 9 am–2 pm, \$295. **Jul 16–18**

Gas Tungsten Arc Welding (TIG)

Prerequisite: Welding Essential Skills or previous experience

Learn about industrial and light duty power sources, safe use of the equipment, electrical characteristics, appropriate electrode and filler metal selection, and operation of the GTAW process. Use GTAW in a number of different welding applications, while learning flat, horizontal, and vertical welding on steel, stainless steel, and aluminum. Wear cotton or wool

clothing, coveralls, safety boots, hearing protection, and safety glasses.

Chilliwack — Trades and Technology Centre
(20042) 2 sessions, Fri, 5:30–9 pm, Sat, 9 am–2 pm, \$219. **Apr 24–25**

(40215) 2 sessions, Fri, 5:30–9 pm, Sat, 9 am–2 pm, \$219. **Jun 12–13**

Flux Core Arc Welding (fluxcore)

Prerequisite: Welding Essential Skills or previous experience

Learn about industrial and light duty power sources, safe use of the equipment, electrical characteristics, appropriate wire selection, and operation of the FCAW process. Use different combinations of welding wires and gases, while learning most types of flat, horizontal, and vertical welding on mild steel plate. Wear cotton or wool clothing, coveralls, safety boots, hearing protection, and safety glasses.

Chilliwack — Trades and Technology Centre
(20254) 2 sessions, Fri, 5:30–9 pm, Sat, 9 am–2 pm, \$219. **Feb 21–22**

(40216) 2 sessions, Fri, 5:30–9 pm, Sat, 9 am–2 pm, \$219. **May 1–2**

REACH NEW HEIGHTS: UPGRADE AT UFV

FREE TUITION for domestic students

Adult Upgrading Grants are available for qualifying students to help cover fees and supplies. Visit ufv.ca/upgrading/adult-upgrading-grant for more information.

Upgrading & University Preparation (UUP)

Earn your Adult Dogwood diploma, meet your personal goals, and complete university program prerequisites.

Get started: ufv.ca/uup

English Language Studies (ELS)

Improve your English skills, meet your professional and personal goals, and meet UFV's English requirement.

Get started: ufv.ca/esl

STUDENT RESOURCES

Getting ready to start your classes? Don't forget to look into financial aid and set yourself up with a few essential tools.

Get more info: ufv.ca/continuing-education/studentresources/

Textbooks

To find textbooks for your courses, look online at ufv.ca/bookstore. Contact the UFV Bookstore at 604-854-4535 or by email at bookstore@ufv.ca

Financial Aid

To inquire about student loans or other financial aid services, contact Financial Aid and Awards at 604-864-4601 or by email at financial.aid@ufv.ca

Computer Accounts

ufv.ca/myUFV

Set up a FREE UFV computer account to access UFV network files, student email, and online courses on and off campus. See your grades and easily provide an employer with proof of enrolment, if required.

1. Find your student ID number on documents you receive from UFV, such as a registration receipt.
2. Set your own personal password to keep your account private.
3. Keep your personal information up-to-date through myUFV.

Ways to fund your education

ufv.ca/continuing-education/funding

Apply for grants and scholarships

Some government programs are designed to help non-traditional students. These include Canada Student Grants, the Aboriginal Skills and Employment Training Strategy, the Single Parent Employment Initiative, and grants and bursaries. Learn more at ufv.ca/fineaid

Secure financial aid

You may be eligible for government student loans, which don't require you to pay interest until six months after you complete your studies (apply 6–8 weeks before you register). Learn more at studentaidbc.ca

Withdraw from your RRSPs

Canada's Lifelong Learning Plan (LLP) allows you to withdraw from your RRSPs to finance full-time education for you or your spouse or common-law partner. Learn more by searching *Lifelong Learning Plan (LLP)* at cra-arc.gc.ca

Work BC program

If you are currently receiving EI, you may be eligible to receive assistance with tuition, living supports, books, supplies, transportation, and dependent care — as well as disability supports costs, if necessary. Search *Employment Insurance* and courses at canada.ca

Employer support

Ask your employer about professional development funds, tuition assistance, or sponsorship. Your company may also qualify to offset the expense of your training through the Canada-B.C. Job Grant. Learn more at workbc.ca and search Employer Training Grant

Banks and financial institutions

Talk to your bank about other ways to fund education. These could include a student line of credit, RESPs, or using your home equity.



TRAINED EMPLOYEES ACHIEVE MORE

Let us train your whole team

Qualified instructors deliver a high quality learning experience:

- Adobe Creative Suite skills
- Visual communications and design
- Computer training
- Leadership and management
- Conflict resolution
- Customer service — SuperHost
- First Aid and CPR
- AutoCAD
- Forklift training
- Welding
- WHMIS

Cover your costs with a grant: visit www.workbc.ca and search BC Employer Training Grant

Get in touch today:
ufv.ca/training



The customized Word training from UFV Continuing Education was invaluable. We were able to apply what we learned right away. The instructor was clear and concise and did a great job delivering the materials tailored to our group. We would enjoy taking another course in the future.

CONAIR GROUP INC.

UNIVERSITY
OF THE FRASER VALLEY



NEW: DIGITAL FABRICATION LAB

The Trades and Technology Centre's new fabrication lab featuring 3D printers, laser cutter, plastic injection machine, CNC lathes, and more, is now open for tours and bookings.

Phone 604-847-5451 to discuss your project.

ufv.ca/fablab

Register for your classes in person here:

Abbotsford campus

33844 King Road
Abbotsford, BC V2S 7M8
604-504-7441

Chilliwack campus at Canada Education Park

45190 Caen Avenue
Chilliwack, BC V2R 0N3
604-792-0025

Mission campus

33700 Prentis Avenue
Mission, BC V2V 7B1
604-557-7603

Hope Centre

1250 7th Avenue
Hope, BC V0X 1L4
604-869-9991

For office hours, please visit ufv.ca/admissions/contact

Find your Continuing Education classes here:

Abbotsford campus

33844 King Road
Abbotsford, BC V2S 7M8
604-504-7441

Clearbrook Centre

32355 Veterans Way
Abbotsford, BC V2B 0B3
604-851-6324

UFV at the Aerospace Centre

30645 Firecat Avenue
Abbotsford, BC V2T 6H5
604-847-5448

Hope Centre

1250 7th Avenue
Hope, BC V0X 1L4
604-869-9991

Chilliwack campus at Canada Education Park

45190 Caen Avenue
Chilliwack, BC V2R 0N3
604-792-0025

Trades and Technology Centre

5579 Tyson Road
Chilliwack, BC V2R 0H9
604-847-5448

Mission campus

33700 Prentis Avenue
Mission, BC V2V 7B1
604-557-7603

For maps and driving directions to our campuses, please visit ufv.ca/contact_us

1-888-504-7441, local 6324

ufv.ca/ce