

*Dream it...
Do it!*



**Ridge Meadows
College**
www.rmcollege.ca

WINTER/SPRING 2012
Course Catalogue

WINTER/SPRING 2012



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College Policy & Student Handbook: visit www.rmcollege.ca

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Business Programs

Administrative Office Assistant

Are you are looking to upgrade your current skills or planning a new career? This well rounded certificate program will give you a solid foundation in basic office and computer skills. You will increase your employment options for the career of your choice.

Admission Requirements: Grade 12 or mature student (over 19 and out of school for one year)

Duration: 9 weeks, 225 hours (9:30-3:30 pm with evening options available for some courses)

Administrative Office Assistant Program Courses

(15 core courses required – with some evening and Saturday options)

- Introduction to MS Windows and the Internet
- Computer Keyboarding (Level 1)
- Business Systems & Procedures
- Computer Keyboarding (Level 2)
- MS Word 2007 (Level 1)
- MS Word 2007 (Level 2)
- Business English & Communications
- MS Excel 2007 (Level 1)
- World Host Fundamentals
- MS Outlook 2007
- MS Access 2007
- MS PowerPoint 2007
- Integrated Applications for MS Office Programs
- Employment Preparation
- Social Media for Business

Administrative Office Assistant: Financial Option

If you are seeking to focus on bookkeeping and accounting in order take a more specialized approach to your career, then consider the Financial Option Certificate. Your employment opportunities will include many jobs with a financial focus such as Accounting Clerk, Accounts Payable/Receivable Clerk, Invoice Clerk and Payroll Support – just to name a few.

Admission Requirements: Grade 12 or mature student (over 19 and out of school for one year) PLUS touch control of the keyboard with 20 net wpm.

Duration: 9 weeks, 225 hours (9:30-3:30pm with evening options available for some courses)

Administrative Office Assistant: Financial Option Courses

(16 core courses required – with some evening and Saturday options)

- Introduction to MS Windows and the Internet*
- Computer Keyboarding 2 (Financial Option)
- Bookkeeping 1
- Business Systems & Procedures
- MS Word 2007 Level 1
- MS Word 2007 Level 2
- Business English & Communications
- MS Excel 2007 Level 1*
- World Host Fundamentals
- MS Outlook 2007
- MS Access 2007
- MS PowerPoint 2007*
- Integrated Applications for MS Office Programs
- Introduction to Computerized Bookkeeping
- Employment Preparation
- Social Media for Business

Computer Accounting Program

Your employment options will expand with a Computer Accounting Certificate that is recognized by the Canadian Payroll Association. Qualified bookkeepers are in demand and today's employers require up-to-date training and skill sets. You will learn the core principles and theories in accounting that will enable you to transfer and cross-over these skills to other computer accounting programs.

Admission Requirements: Grade 12 or mature student (over 19 and out of school for one year) PLUS touch control of the keyboard with 20 net wpm

Duration: 142 hours

Computer Accounting Program Courses

(7 core courses required with 2 optional course)

- Bookkeeping 1
- Accounting 2
- Accounting 3
- Introduction to MS Windows and the Internet
- MS Excel 2007 Level 1
- Simply Accounting Level 1
- Simply Accounting Level 2
- MS Excel 2007 Level 2 (optional)
- Employment Preparation (optional)

Business Programs

Accounting 2

This course covers subsidiary ledger systems and cash control (bank reconciliation and petty cash). Payroll journal and government remittances are covered as well, as is calculating the HST. There is an emphasis on Accounts Payable and Accounts Receivable. Bring a hand calculator. Textbooks: uses the same books as Bookkeeping 1.

35360 M/W/F Feb 15-Mar 9 12:30-2:30 pm
(one ad hoc session)
45360 M/W Mar 26-May 7 7:00-9:00 pm
45361 M/W/F May 14-Jun 11 12:30-2:30 pm
\$339/12 sessions

Accounting 3

Continue learning about more advanced accounting principles including applications for merchandising firms and calculating inventory by both perpetual and periodic systems. The classified balance sheet and income statement are explained as is asset evaluation and an introduction for ration analysis. Bad debts and unearned revenues are examined. Prerequisite: Accounting 2 or equivalent. Bring a hand calculator to class. Textbooks: uses the same books as Bookkeeping 1 and Accounting 2.

35370 Tu/Th Jan 10-Feb 23 7:00-9:00pm
35371 Tu/Th Mar 27-May 10 12:30-2:30pm
45370 M/W May 9-Jun 27 7:00-9:00pm
(no class June 13 – make up TBA)
\$339/14 sessions

Bookkeeping 1

This course will provide a working knowledge of accounting principles and procedures common to all accounting systems. Emphasis is on the accounting cycle, financial statements, and the General Ledger. Students will also learn transaction analysis. Bring a hand calculator.

34350 M/W/F Jan 9-Feb 13 12:30-2:30 pm
34351 M/W Jan 16-Mar 7 7:00-9:00pm
44350 M/W/F Apr 2-May 11 12:30-2:30pm
44351 Tu/Th Apr 3-May 24 7:00-9:00pm
\$399/16 sessions Textbook: **\$175**

Business English and Communication

You will learn to produce effective business correspondence. Topics include: grammar, punctuation, spelling, vocabulary, proof-reading and various types of written office communications. Textbook: same as Business Systems. No class Feb 16.

34000 M-F Jan 9-Feb 3 2:30-3:30pm
44000 M-F Apr 2-May 1 2:30-3:30pm
\$279/20 sessions Textbook: **\$75**

Business Systems and Procedures

You will learn standard principles and procedures for front office operations. Emphasis on: front office duties and skills, telephone techniques, internet usage, handling mail, payables, receivables, banking services, filing techniques and computer usage. No class Apr 21.

34020 M-F Feb 6-Mar 2 2:30-3:30 pm
44020 M-F May 2- 30 2:30-3:30 pm
\$279/20 sessions

Computer Keyboarding Level 1

This course offers an introduction to the computer keyboard, its operation, and the development of proper touch control. Individually computer managed.

34044 M-F Jan 9-20 12:30-2:30 pm
44044 M-F Apr 2-17 12:30-2:30 pm
\$209/10 sessions

Computer Keyboarding Level 2

As a self-directed student working at your own pace, you will develop increased speed and accuracy. Emphasis will be on development of proper work habits, proof reading skills, and speed by up to 20 wpm. Prerequisite: Computer Keyboarding 1 or equivalent.

34051 M-F Jan 23-Feb 10 12:30-2:30 pm
44051 M-F Apr 18-May 8 12:30-2:30 pm
\$339/15 sessions

Computer Keyboarding Level 2

(Financial Option)

This individually computer managed course will develop speed and accuracy for those with proper touch control of the computer keyboard. The course emphasizes development of proper work habits, proof reading skills, and development of speed by up to 20 w.p.m. Prerequisite: touch control of the computer keyboard, 20 w.p.m. No class Feb 16 and Apr 21.

34050 Tu/Th Jan 10-Feb 9 12:30-2:30 pm
44050 Tu/Th Apr 3-May 3 12:30-2:30 pm
\$209/10 sessions

Employment Preparation

Students will achieve skills in resume writing and preparation, creative and critical thinking, job search strategies, and interviewing techniques. Students will complete this course with knowledge and materials for an active job search; possessing an effective, professional looking resume.

34010 M-Th Mar 5- 8 12:30-3:00 pm
44010 M-Th Jun 4-7 12:30-3:00 pm
\$189/4sessions

Integrated Applications for MS Office Programs

Learn how to integrate the various applications in MS Office. This is a project based course. Prerequisite: Introduction to Windows, or previous experience, and a familiarity with the MS Office Suite of programs.

34291 Tu-F Feb 28-Mar 2 12:30-2:30 pm
44291 Tu-F May 29-Jun 1 12:30-2:30 pm
\$159/4 sessions

Introduction to Computerized Bookkeeping

This course will provide an introduction to Simply Accounting. Prerequisite: Bookkeeping 1 or equivalent, touch control of the computer keyboard and Introduction to Windows, or equivalent.

34355 M-Th Mar 7-8 8:00 am-12:00 pm
\$159/2 sessions

44355 M-Th Jun 4-7 9:30-11:30 am
\$159/4 sessions

Introduction to Windows and the Internet

In this popular multi-tasking desktop environment, you'll learn basic commands such as how to create and save files, how they are organized and stored on your computer as well as becoming familiar with computer terminology. This course is a prerequisite for taking MS Office 2007 courses

34112 M-F Jan 9-16 9:30-11:30 am
34111 M/W Jan 9-25 6:30-8:30 pm
44112 M-F Apr 2-11 9:30-11:30 am
44111 T/Th Apr 3-19 6:30-8:30 pm
44112 M/W May 2-23 6:30-8:30 pm
\$199/6 sessions Textbook: \$25

34101 Sa Jan 14-21 9:00 am-3:30 pm
44101 Sa Apr 14-21 9:00 am-3:30 pm
\$199/2 sessions Textbook: \$25

MS Access 2007 Level 1

What is a DBMS? Come and find out as you explore the powers of this data management tool. You will learn to prepare and modify tables, create forms, queries and reports. A relational database is a 'must have' for large organizations, and this introductory course will teach you the basics of this very powerful program. Prerequisite: Introduction to Windows, or previous experience, and touch control of the computer keyboard.

34235 M-F Feb 20-29 9:30-11:30 am
44235 M-F May 16-28 9:30-11:30 am
\$249/8 sessions Textbook: \$25

MS Excel 2007 Level 1

Explore one of the most popular spreadsheet programs today. Using the Ribbon, learn to create worksheets by adding text, values and formulas which include both absolute and relative cell references. Use formatting commands to enhance your worksheets, insert and delete columns and rows, copy, save and print – it becomes as easy as 1-2-3 after we show you how. Prerequisite: touch control of the computer keyboard, Introduction to Windows or equivalent.

34140 M-F Feb 8-17 9:30-11:30 am
34141 M/W Jan 30-Feb 22 6:30-8:30 pm
44142 M-F May 4-15 9:30-11:30 am
44141 T/Th Apr 24-May 17 6:30-8:30 pm
\$249/8 sessions Textbook: \$25

MS Excel 2007 Level 2

Learn to use advanced features of Excel 2007: charts, graphs, and advanced formulas and formatting features will be covered. Prerequisite: touch control of computer keyboard, Introduction to Windows, MS Excel Level 1, or equivalent.

44151 T/Th May 22-Jun 14 6:30-8:30 pm
\$249/7 sessions Textbook: \$25

MS Outlook 2007

This time and information management program will enable you to manage both your contacts and your calendar. You will learn to use the program to schedule your appointments and to view co-workers calendars, as well determining available meeting times. Learn how to delay delivery of your e-mail messages and to check for confirmation that they have been read. Prerequisite: Introduction to Windows, or previous experience, and touch control of the computer keyboard.

34220 T-M Feb 14-20 12:30-2:30 pm
44220 M-F May 14-18 12:30-2:30 pm
\$189/5 sessions Textbook: \$25



MS PowerPoint 2007

Have you ever attended a business meeting and wondered how that marvelous slide presentation was made? In this course you will learn how to create PowerPoint presentations which reflect your personal style. Create, add, modify, delete – you name it, you can do it! You will benefit having this program in your own personal toolbox, as many employers are looking for employees who have the knowledge required to create a top-notch presentation. Prerequisite: Introduction to Windows, or previous experience, and touch control of the computer keyboard.

34170 T-M Feb 21-27 12:30-2:30 pm
44170 T-M May 22-28 12:30-2:30 pm
\$189/5 sessions Textbook: \$25

MS Word 2007 Level 1

This course will teach you to prepare documents to be proud of by utilizing formatting elements available on the Ribbon. Keyboard shortcuts and editing will be taught, and you will learn how to insert pictures, add borders, create bullets, and apply various styles to your documents. Prerequisite: touch control of computer keyboard and Introduction to Windows or equivalent experience.

Also see the section on the Evening and Saturday Course Options.

34266 T/Th Jan 10-Feb 2 6:30-8:30 pm
34261 M-F Jan 17-26 9:30-11:30 am
44269 Th-F Apr 12-23 9:30-11:30 am
44266 M/W Apr 2-30 6:30-8:30 pm
44265 M/W May 28-Jun 25 6:30-8:30 pm
(no class June 13)
\$249/8 sessions Textbook: \$25

MS Word 2007 Level 2

Level 1 or previous experience is a prerequisite for this more advanced course which will include topics such as adding tables, creating headers and footers, creating letterhead as well as watermarks. You will be amazed at the professional results! In addition, you will learn the secrets of mail merge and discover how to address and print envelopes and labels. Completion of this course will prepare you to work in the WORD 2007 component of the OFFICE 2007 environment.

34270 M-F Jan 27-Feb 7 9:30-11:30 am
34271 T/Th Feb 7-Mar 1 6:30-8:30 pm
44271 M-F Apr 24-May 3 9:30-11:30 am
\$249/8 sessions Textbook: **\$25**

Simply Accounting Level 1

An introduction to computerized bookkeeping. Topics will include: general ledger, accounts payable, payroll, inventory, and job cost applications. Includes conversion from manual records. Prerequisite: basic accounting, Introduction to Windows or equivalent experience, and touch control of the computer keyboard. Students should bring a flash drive to save their work

34104 Sa Jan 28-Feb 11 9:00 am-2:30 pm
44104 Sa Apr 28-May 12 9:00 am-2:30 pm
\$249/3 sessions Textbook: **\$50**

Simply Accounting Level 2

Advanced features of Simply Accounting. Prerequisite: Simply Accounting 1. Students should bring a flash drive to save their work.

34105 Sa Feb 18-Mar 3 9:00 am-2:30 pm
44105 Sa May 26-Jun 9 9:00 am-2:30 pm
\$249/3 sessions Textbook: **\$50**

Social Media for Business

As more and more businesses add social media to their customer relations and marketing efforts, it's essential that Office Assistants be prepared to assist with everything from WordPress and Facebook, to Twitter, LinkedIn and YouTube. Profile management, content uploads, email newsletter distribution and keyword monitoring often become the responsibility of AOAs. When companies use social media it's about brand management, customer service and appropriate respect for privacy. In this eight hour intensive, social media trainer Angela Crocker will give you an overview of how to use the tools and show you best practices for brands.

34285 Th-T Mar 1-6 9:30-11:30 am
44285 M-Th May 29-Jun 1 9:30-11:30 am
\$159/4 sessions

World Host Fundamentals

World Host (formerly Superhost) is a one-day Tourism BC certificate program that teaches front-line employees the skills and techniques that comprise the basics of service professionalism. The workshop is an effective training tool for anyone who is dedicated to providing exceptional customer service. Pin and certificate issued by Tourism British Columbia.

34283 Mar 9 F 8:30 am – 3:30 pm
44283 Jun 8 F 8:30 am – 3:30 pm
\$139/1 session



Dental Reception Certificate Program

There is an ongoing demand for qualified dental receptionists. This comprehensive program provides training which includes knowledge and skills necessary for managing the daily operation of a dental office. Graduates will be competent to perform front office and business record duties specific to the dental profession.

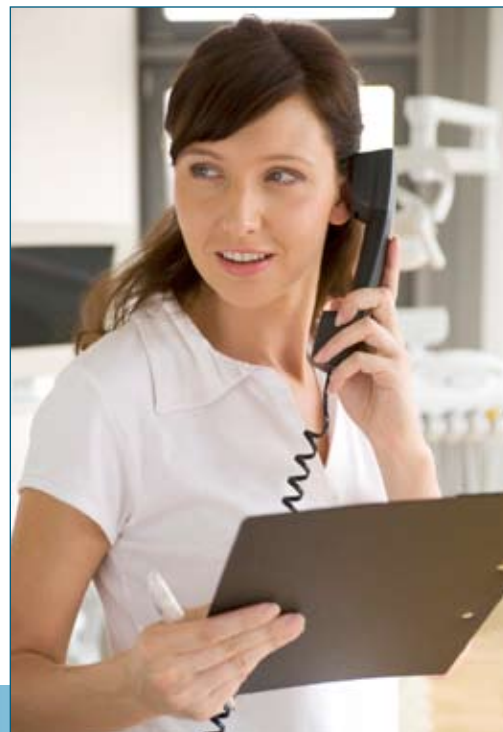
Admission Requirements: Grade 12 or mature student, Touch control of keyboard 25 wpm. Attendance at an information / application session.

Duration: Total hours: 135

Dental Reception Certificate Program Courses:

- Dental Program Application Session
- Dental Reception I
- Dental Reception II
- Introduction to MS Windows and the Internet (offered Fall, Winter and Spring terms)
- MS Word Level 1 (offered Fall, Winter and Spring terms)
- Dental Practicum (offered Spring term)
- Recommended: Computer keyboarding, for those who do not type 50 wpm

Program will be offered again in September of 2012



Attend a free information session: Saturday, June 2, 2012 at 10:00 am
Phone to reserve your seat.



Access funded training to GROW the potential of eligible low-skilled EMPLOYEES!



The ASPECT Targeted Skills Shortage Program helps businesses and non-profits with less than 100 employees by providing access to funded training. If you can identify with one of the following sectors, contact *Bowman Employment Services to determine if your employees are eligible for this training opportunity:

- Professional, Scientific & Technical Services • Healthcare and Social Assistance
- Transportation and Warehousing • Manufacturing

Each eligible employee can be provided with up to \$1,500 (max. \$7,500 per employer) to be used toward training courses detailed to each employee's specific workplace need.

Call 604-466-1375 or 1-888-466-1375
or visit our website at www.bowmanemployment.com

*for Ridge-Meadows, Mission, Abbotsford, Langley and Chilliwack
 *other areas in BC, visit www.aspect.bc.ca/tssp for your nearest service provider



*Funding provided through the
 Canada-British Columbia Labour Market Agreement*

Early Childhood Education Certificate

Why ECE?... Because Kids Don't Come With Instructions!

The Early Childhood Education Program (ECE) prepares students to work in a variety of early learning settings such as preschool, private kindergarten, Strong Start, child care, or community recreation courses for young children. Successful completion of 15 courses, including three practicum courses, qualifies students to apply for provincial licensure as an Early Childhood Educator. Licensed graduates may ladder into post-basic diploma programs, or into Child and Youth Care degree programs at other institutions. (Graduates do not qualify as teachers in the public school system.)

Admission Requirements: Secondary school (grade 12) or equivalent, or acceptance under mature student status.

Duration: 908 hours

Application for admission is required



Program Requirements:

• ECE01 & 02 Child Growth & Development I & II

During these two courses students learn to use observation, research, and documentation tools to explore expected developmental milestones for children from pre-birth to eight years of age. Developmental theory is reviewed, and students conduct a child study to compare their own observations with generally accepted theories of development.

• ECE03 Foundations in ECE

This course introduces students to the history of early childhood programs, and explores the current issues that affect the early childhood education field. Current issues are identified and explored from local, national, and global perspectives. Topics might include: children's rights, program standards and regulations, assessment, and government policy regarding child care and early learning.

• ECE04 Health, Safety and Nutrition

This course supports students as they develop the skills and knowledge necessary to keep very young children safe and healthy in group situations. Provincial regulations pertaining to child care are reviewed, and students are required to develop methods and resources that assist adults as they strive to protect the health and safety of young children.

• ECE05 Creative Art / ECE08 Language and Literature / ECE10 Music & Movement / ECE11 Math, Science & Technology

These four courses provide students with the tools and resources they will need to work in any early childhood program. Students practice the practical skills necessary to lead developmentally appropriate activities, learn to articulate and communicate what the children are learning, and develop a number of resources for use in the classroom.

• ECE06 & 07 Curriculum I & II

These general curriculum courses support students as they learn to plan and execute developmentally appropriate activities for young children. Students begin by learning to develop and integrate traditional curriculum models, and are then encouraged to refine their observation skills and think more deeply as they work toward sharing and documenting pedagogical narration.

• ECE09 Guiding Behaviour

Quality in early learning environments often depends on the relationships that are developed between and among teachers and children. This course reviews the history of guiding behaviour and introduces a variety of theoretical approaches, with the aim of preparing students to use positive relationships as the basis for classroom management.

• ECE12 Child, Family & Community

Students will explore the role of early childhood programs as a support to families in our communities. Family-centered models of care will be studied, and particular attention will be paid to the factors that affect the development of strong and resilient families within our communities. Methods of positive communication, issues of diversity, and the early childhood educator's overall roles and responsibilities will be explored in depth.

• ECEP01-03 Practicum I / II / III

Practicum is a provincially mandated course requirement that provides students with the opportunity to experience several different program delivery models as they practice, and improve on the skills necessary to become skillful practitioners. RMC recognizes that a workplace practicum model has become necessary for many of our students, and a process exists that can support students as they meet some of the necessary practicum hours within their workplace.

Early Childhood Education Schedule

Note: Courses may be taken in either the daytime or evening – you choose what fits your schedule.

ECE02 Child Growth & Development II

37651 M Jan 9–Apr 23 8:45–11:45 am
37665 Tu Jan 3–Apr 24 6:30–9:30 pm
\$539

ECE05 Creative Art

37655 Th Jan 5–Mar 8 6:30–9:30 pm
\$369

ECE06 Curriculum I

37667 M Jan 9–Apr 23 12:30–3:30 pm
\$539

ECE07 Curriculum II

37652 W Apr 11–Jun 27 9:00–12:00 pm
 (Workshop session TBA)
47652 Th Mar 29–Jun 28 6:30–9:30 pm
 (Workshop session TBA)
\$539

ECE08 Language & Literature

37668 W Jan 4–Mar 21 12:30–3:30 pm
17668 M–F July 16–20 8:30–4:00 pm
\$439

ECE09 Guiding Behaviour

37669 W Jan 4–Mar 21 9:00–12:00 pm
 (Mar 28 & Apr 4)
37670 Sa Jan 14–Mar 3 9:30–3:30 pm
\$569

ECE10 Music and Movement

47653 Tu May 1–Jun 26 6:30–9:30 pm
\$369

ECE11 Math, Science & Technology

47654 W Apr 11–Jun 27 12:30–3:30 pm
17654 M–F July 9–13 8:30–4:00 pm
\$439

ECE12 Child, Family & Community

47655 M Apr 30–Jun 25 9:00–3:30 pm
\$539
47656 Sa Apr 14–Jun 23 9:00–3:30 pm
\$539



ECEP01 Practicum I

ECEP02 Practicum II

ECEP03 Practicum III

Dates and times will vary on an individual basis. Consultation with the ECE Practicum Coordinator is required before registration can take place. There are several seminar sessions for each practicum.

\$469/Practicum

Information Session – FREE Everyone is Welcome!

Wed. March 7, 7:00 pm
Wed. May 23, 7:00 pm
Mon. July 30, 7:00 pm

Meet our ECE Coordinator
to find out more

Teaching English as a Second Language (TESL) Certificate



Teaching English as a Second Language Application Session

37690 W Jan 18 7:00–9:00 pm **Free/1 session**

This program offers intensive, short-term teacher training leading to a TESL certificate, issued by a recognized, government accredited post-secondary institute. Graduates of this 120-hour program will find ESL teaching positions abound in the international marketplace, private language schools, and private tutoring. TESL is an affordable alternative to other English Language teacher training programs, which require a bachelor's degree.

Admission Requirements: Minimum Grade 12 diploma (or equivalent), completed application form including English skills test, consent for criminal records search and satisfactory standard of English. Applicants for admission must be at least 20 years of age, and must have a standard education that allows entry to higher education in their own country. International students should have one of the following scores: TOEFL 590, Grade B Cambridge, or VEC Level 6B Average.

Teaching English as a Second Language

37680 M/W Jan 30– Mar 7 & Mar 26–May 23 6:30–9:30 pm
\$1499/28 sessions
plus two Saturdays 9:00 am–3:30 pm: Apr 21 & May 5

Special Education Teacher Assistant Program (SETA)

The Special Education Teacher Assistant program prepares students for a variety of careers in schools, institutions and other workplace settings. SETA's provide support in training and/or education involving basic life skills support and academic support in subjects requiring an understanding of the course curriculum content and learning concepts. SETA's assist classroom teachers in the implementation of behaviour programs. Personal care assistance may be required. Classes are scheduled for evenings and Saturdays, but students must also be available for two days of observation in a school setting early in the program and a three-week practicum placement in a school arranged by RMC. Application for admission is required. Program duration: minimum 450 hours, including practicum (completed within one-year).

For more detailed program information, please visit our website: www.rmcollege.ca

Admission Requirements:

- Registration Form completed on Friday June 8, 2012 (a limited number of registrations are accepted)
- Once accepted at registration, applicants are required to attend the Application Session Friday, June 15 (fee applies)
- Grade 12 (G.E.D. not accepted), copy of diploma or transcript.
- Volunteer time and/or appropriate work experience (100 hrs) – ideally, volunteer or work experience would be in a school setting, though experience with special needs individuals in other supported goal-oriented environments can apply: for example, formal recreation programs, group homes, pre-school or after school programs. Parents of special needs children would benefit from some volunteer time in a school setting.

- Criminal record check – required prior to practicum placements.
- English and academic skills assessment, performed at the Application Session.
- Two professional references – written.
- Bring documentation, references and a calculator to the application session.

SETA Application Process Takes Place in Two Stages

1) Registration In Person: Friday June 8, 2012 (from 8:30 am) - on a first-come-first-served basis. No registrations will be accepted before June 8 at 8:30 am. Upon completion of registration on June 8, a limited number of registrants will be accepted.

2) Application Session: Friday June 15, 9:00-12:00 pm. Only prospective students who have been accepted for registration on June 8 will be invited to attend the application session.

Application Session Requirements: bring proof of high school graduation, two professional references, some form of documentation for the required 100 hours of appropriate volunteer and/or work experience and a calculator. There will be an assessment of spoken English, written English and Math skills. Applicants may be interviewed prior to acceptance into the program. Attendance at the application session does not guarantee acceptance into the SETA program.

26000 F June 15, 2012 9:00-12:00 pm **\$28**/1 session

Food Safe Programs

FoodSafe Basic (Level 1)

Admission requirement: fluency in English.

B.C. Ministry of Health required sanitation program for people working in the food service industry. Graduates are registered with the B.C. Ministry of Health and will receive a FoodSafe Certificate. Please bring picture ID to the class. Pick up your FoodSafe Manual one-week before the start date for pre-reading. \$15 book and certificate fee.

33060	Sa	Feb 4	8:30 am-4:30 pm
43060	Sa	Mar 31	8:30 am-4:30 pm
43070	Sa	May 12	8:30 am-4:30 pm
43080	Sa	Jun 23	8:30 am-4:30 pm

\$76/1 session

FoodSafe Advanced (Level 2)

Prerequisite: FoodSafe Basic (Level 1)

This B.C. Ministry of Health course is designed for managers, chefs and supervisory staff with experience in the food industry. Topics include: food poisoning, food protection, facilities and equipment, housekeeping and

pest control, and managing sanitary practices. Graduates are registered with the B.C. Ministry of Health and will receive a FoodSafe Advanced Certificate. Please bring your Care Card number to the class. Pick up your FoodSafe Manual one-week before the start date for pre-reading. \$20 book and certificate fee.

43091 Sa May 26 8:00 am-5:00 pm
\$99/1 session

Forklift Operator Certificate

Employer recognized, BC Safety Council approved, lift truck operator training/safety program. Theory with hands-on training is WorkSafe and CSA compliant. Students are required to meet the health criteria for motor vehicle licensing, fluency in written and spoken English. Steel toed boots are recommended. Manual should be picked up at Ridge Meadows College for pre-reading. Certificate will be issued upon successful completion of theoretical and practical portions of the program. Textbook/certificate: \$30.

33100	Sa	Feb 11	8:30 am-4:30 pm
43110	Sa	Apr 14	8:30 am-4:30 pm
43120	Sa	May 19	8:30 am-4:30 pm
43130	Sa	Jun 16	8:30 am-4:30 pm

\$179/1 session

Building Service Worker Certificate

Master the essentials of commercial and institutional building maintenance. Learn the proper techniques for cleaning, safe operation of equipment, and receive WHMIS (Workplace Hazardous Materials Information System) certification. Theory with hands-on instruction. Text / material fee: \$40

Admission requirements: grade 12 or mature student and fluency in English.

33420	M-Th	Feb 6-29	6:00-10:00pm
43430	M-Th	Mar 26-Apr 19	6:00-10:00pm
43431	M-Th	May 22-Jun 14	

\$789/15 sessions Samuel Robertson Technical School, 10445-245 Street, Maple Ridge.

WorkSafe Certificate Programs

Admission requirements: Fluency in English and 17 years of age.

Certificate requirements: Each program requires participants to take four to seven core topics. Students are tested on the core topics at the end of each program to qualify for certification. Each program also includes elective topics and/or workshops that may be offered on the basis of student need and instructor availability. Programs may be delivered at Ridge Meadows College or at workplace sites. Please call for more information regarding customized WorkSafe training for your workers, at your worksite.

Hazard Recognition and Control

This will be of interest to workers, new supervisors, joint health and safety committee members, worker health and safety representatives, and business owners or operators who wish to improve health and safety performance in their workplace. The course will help participants identify hazards and apply effective strategies to control them in their workplace.

34601 Sa Jan 28 8:30 am-4:00 pm
\$89/1 session

Joint Health and Safety Committee Training

This course is ideal for joint health and safety committee members, worker health and safety representatives, and health and safety professionals committed to reducing workplace injuries and diseases. The course will help participants identify and interpret joint health and safety committee members' functions and duties and to carry out their responsibilities to promote workplace health and safety.

34602 Sa Feb 11 8:30 am-4:00 pm
\$89/1 session

Occupational Health and Safety in Small Business

This course aims at helping small business owners to understand their legal responsibilities and to exercise due diligence in their workplace. This course is also suitable for worker health and safety representatives, supervisors, and workers in small operations.

34603 Sat Mar 3 8:30 am-4:00 pm
\$89/1 session



Preventing Workplace Violence

This program provides employers and workers with tools to reduce workplace violence, which has increasingly become a concern within a number of occupational sectors – health care, social services, and retail business, for example.

44604 Sa Mar 31 8:30 am-4:00 pm
\$89/1 session

Supervisor Safety Management

This course aims to help supervisors to exercise due diligence and to carry out their responsibilities for creating and maintaining a safe and healthy work environment. The course is designed for supervisors, new or experienced, and is also suitable for joint health and safety committee members, worker health and safety representatives, and health and safety professionals committed to reducing workplace injuries and diseases.

44605 Sa Apr 14 8:30 am-4:00 pm
\$89/1 session

Preventing and Investigating Musculoskeletal Injury (MSI) (Sprains and Strains)

Upon completion of this course, students will be able to explain the seven-step Musculoskeletal Injury Prevention process, identify risk factors associated with MSI, determine ways to control identified risks, and apply tools to prevent MSI and conduct investigations into MSI.

44606 Sa May 5 8:30 am-4:00 pm
\$89/1 session

Workplace Hazardous Materials Information System (WHMIS)

This course will educate you on the health hazards of materials used in the workplace and the proper safety procedures for dealing with them (B.C. regulations).

34607 Sa Feb 25 9:00 am-1:00 pm
44607 Sa Apr 21 9:00 am-1:00 pm
\$69/1 session

General Interest – Non-Credit Courses



Name _____ Date _____

Home Phone _____ Work Phone _____ Cell Phone _____

Street Address _____ City _____

Postal Code _____ Email _____

Gender _____ Date of Birth _____

Course Code	Course Name	Course Fee	Book Fee	Sub-Total
1.				
2.				
3.				
			Total Fees \$	

Payment Method

Cheque (made payable to Ridge Meadows College)

Expiry Date (MMYY) Validation Code

Four Ways to Register:

1. Phone: **604.466.6555**
2. Fax this form to: **604.463.5437**
3. In Person:
Riverside Centre
20575 Thorne Ave
Maple Ridge
4. Mail to:
Riverside Centre
20575 Thorne Ave
Maple Ridge, BC V2X 9A6

Computer Keyboarding for Absolute Beginners

Get acquainted with a computer keyboard to develop basic keyboarding skills. Typing is a manual skill that just takes practice. You'll learn the proper technique to develop touch control and increase your speed and accuracy.

GI-3015 Sa Jan 28-Feb 4 10:00 am-noon
GI-4013 Sa May 5-12 10:00 am-noon
\$59/2 sessions

Computers for Absolute Beginners

Now is the time for you to enter the wonderful world of computers. If you need some support getting started, this course is for you! This is a hands-on course with individualized instruction and hand-outs to guide you through the easy starter steps. You will gain

an understanding of PC's (personal computers), learn some computer technology, get started with word processing, explore the Internet and learn about email. Pre-requisite: basic keyboarding skills.

GI-3016 Sa Feb 11-Mar 3 10:00 am-noon
GI-4014 Sa May 26-Jun 16 10:00 am-noon
\$109/4 sessions

Introduction to Social Media – FREE

If you are confused and frustrated by all the possibilities for social networking, this course is your chance to change that forever. Join author, speaker and social media trainer Angela Crocker as she explains what social media is, how it works, and what can be done with Facebook, Twitter, LinkedIn and Google+. Whether you want to connect socially with friends and family or

you want to add social media to your business' marketing plans, this overview is a great place to start.

GI-3000 Th Jan 19 6:30-8:00 pm
GI-4000 Th Mar 29 6:30-8:00 pm
FREE/1 session

Introduction to Twitter

Signing up for an account on Twitter is simple enough but many users get stumped on how to get the most out of this micro blogging social network. In this hands-on seminar, participants will optimize their Twitter profile, send their first tweet and learn the ropes for hash tags, mentions, link sharing, lists and other Twitter functions. After this session, you'll be well equipped to join any conversation in the Twitterverse. With Angela Crocker.

GI-3001 Th Feb 9 6:30-9:30 pm
\$49/1 session

General Interest – Non-Credit Courses

Advanced Tools for Twitter

Once you've got the basics of Twitter (see Introduction to Twitter), you'll be ready to explore more advanced Twitter tools from Hootsuite and Tweetchat to ManageFlitter and the TwellowPages. Whether you're tweeting for yourself or for a business, you can tweet better, faster and louder with these handy tools. Come to class ready to tweet! With Angela Crocker.

GI-3002 Th Feb 16-23 6:30-9:30 pm
\$99/2 session

Introduction to Google+

Internet giant Google launched their own social network in 2011 – Google+. With more than 40 million users in just 3 months, this network is gaining ground amongst online social networks. Attend this workshop to learn how to create a Google+ profile and see Circles, Chat and Hangouts in action. With Angela Crocker.

GI-3003 Th Mar 8 6:30-9:30
\$49/1 session

Introduction to Facebook

Facebook is frequently in the news but for many people where to begin is a real mystery. In this seminar, social media trainer and author of *The Complete Idiot's Guide to Creating a Social Network* Angela Crocker will get you started as you create and optimize your own Facebook profile, connect with friends and learn how to share content. Participants will explore the latest changes from Facebook included the Ticker, the Timeline, Cover Photos and Subscribe options.

GI-4001 Th Apr 12 6:30-9:30 pm
\$49/1 session

Facebook for Business

Once you've mastered the basics of Facebook, many business owners want to use this powerful tool to connect with customers, prospects and industry peers. Taking full advantage of the Pages features to attract fans and share both original and curated content is key to your success. In this two-week course, we'll explore best practices and look specifically at Insights data, advertising on Facebook, and custom tools like Fan

Gates. This course assumes participants have already set-up a profile and understand the basics of Facebook (see Introduction to Facebook).

GI-4002 Th Apr 19-26 6:30-9:30 pm
\$99/2 session

Introduction to LinkedIn

LinkedIn is a veteran social network appealing to the business community. Whether you're a professional who wants to connect with peers, a job seeker looking for employment or a student of a particular discipline, LinkedIn can be a valuable network. In this seminar, you'll learn where to focus your LinkedIn efforts – on your profile, content sharing, Introductions, Groups, Jobs and Answers and begin to enhance your business network in a way that will support your career for life.

GI-4003 Th May 10 6:30-9:30 pm
\$49/1 session

Blogging On Your WordPress Website

Join social media trainer Angela Crocker and Wordpress expert George Plumley for a fun, intensive day to charge your blogging battery. In this one day workshop, you will learn the ins and outs of WordPress, establish your blogging priorities and explore the tools live in the classroom. With Angela Crocker and George Plumley.

GI-3019 Sa Feb 18 9:00 am-4:30 pm
GI-4017 Sa May 12 9:00 am-4:30 pm
\$109/1 session

About the Instructor: *Angela Crocker is an avid finger puppet collector and a closet Internet geek since 1994, Angela Crocker has helped expert entrepreneurs build (mostly) online communities through social networking. She has a unique ability to teach using geek-speak that's understandable to all. A community builder, Angela believes social networking is part art and part science. From the technical how-tos to the art of conversation, Angela teaches anyone to find and passionately embrace their community both online and offline. Her first book, *The Complete Idiot's Guide to Creating a Social**

Network, shares many of her tips for successful communities. Find her at www.beachcombercommunications.com or at a coffee shop playing with her latest tech toy.

About the Instructor: *George Plumley gave up a glamorous life as a philosophy grad student to become a web developer. That was 15 years ago and today he specializes in converting existing small business sites into the popular WordPress content management system. He is the author of *WordPress 24-Hour Trainer (2nd Ed. Wiley 2011)* and *100 Questions to Ask Before Building a Website (Wiley 2010)*. He runs a free WordPress video help site - www.seehowtwo.com.*

Zumba®

Zumba is a Latin inspired dance program that blends red-hot international music and contagious steps to form a "fitness party" that is downright addictive. It achieves the perfect balance of a progressive core workout, full-body cardio and strength training, and a stress-relieign, energy producing fitness experience. Burn those calories! \$10/ session drop-in fee.

GI-3013 T Jan10-Feb 13 7:00-8:00 pm
(Note: last session Mon. Feb 13)

\$48/6 sessions

GI-4011 T Mar 27-May 15 7:00-8:00 pm
\$64/8 sessions

Kundalini Yoga, Meditation and Art

Kundalini literally means "the curl of the lock of hair of the beloved". This metaphor alludes to the flow of energy and consciousness that exists within each of us. Kundalini Yoga, as taught by Yogi Bhajan®, is a comprehensive practice combining meditation, mantra, physical exercises and breathing techniques. It is also known as the Yoga of Awareness and is a nondenominational practice. Come explore this ancient tradition: "It's the experience." Instructor: Siri Kirtan Kaur Khalsa, Aquarian Teacher.

GI-3004 Sa Jan 14-Mar3 1:30-3:00 pm

GI-4004 Sa Apr 14-Jun 9 1:30-3:00 pm
(no class May 19)
\$129/8 sessions

General Interest – Non-Credit Courses

Pilates

Pilates is a form of exercise designed to stretch & strengthen the body using the concepts of “core” strength and stability. In this course, you will learn proper body alignment to achieve muscular balance which makes for a healthy spine, stronger abs and better posture. All exercises have modifications which make the workout safe & challenging for everyone. You will see & feel results very quickly. Please bring a yoga mat, towel & water. Beginners welcome!

Instructor: Kathy White, STOTT Pilates Certified since 2003

GI-3008 M Jan 16-Mar 05 9:30 – 10:30 am

GI-3009 W Jan 18-Mar 07 6:30-7:30 pm

\$79/8 sessions

GI-4008 W Mar 28-Jun 6 6:30-7:30 pm

GI-4009 M Mar 26-Jun 18 9:30 – 10:30 am

(no classes April 9, 23 & 25, May 21)

\$89/10 sessions

Wing Chun Kung Fu

Wing Chun is the most popular and widely practiced style of Kung Fu in the world. Although invented over 200 years ago, the system needs no modernizing for the 21st century. The art is quick, effective and can produce instant results. Wing Chun Kung Fu works on the principle of economy of motion: how to get maximum effect with minimal effort. Wing Chun Kung Fu is a finely refined system of combat that is suitable for all practitioners. While this class promotes a system of self-defence and physical fitness, it also develops self-discipline, confidence, and character. Beginners are welcome, ages 16 and older.

GI-3005 Sa Jan 14-Mar 3 9:30 – 11:00 am

\$99/8 sessions

GI-4005 Sa Apr 14-Jun 23 9:30 – 11:00 am

(no class May 19)

\$119/10 sessions

Muay Thai (Kickboxing)

Muay Thai is referred to as “The Science of Eight Limbs,” as the hands, feet, elbows, and knees are all used extensively in this art.

The class promotes conditioning through physical calisthenics that promote increased health, stronger flexibility and improved cardiovascular benefits. The exercise one gets from martial arts training improves balance, flexibility, stamina, posture and self confidence. There is no free sparring in this program. Beginners are welcome, ages 16 and older.

GI-3006 Sa Jan 14-Mar 3 11:10 a.m. – 12:40 pm

\$99/8 sessions

GI-4006 Sa Apr 14-Jun 23 11:10 a.m. – 12:40 pm

(no class May 19)

\$119/10 sessions

About the Instructor: *Simon Siu is a highly qualified instructor who has taught and competed throughout western Canada. A testimonial from one of his students: “The six months I have been training in Wing Chun Kung Fu with Sifu Simon Siu has been by far the best martial arts instruction I have ever received. Sifu Simon Siu is truly passionate about martial arts and it shows in the quality of his instruction. He presents his curriculum in logical step by step manner that is easy to follow. He makes sure that each of his students understands each movement and its proper application. Most importantly Sifu Simon Siu cares for each of his students and really wants us to be successful in our training.” K.M.*

Basic Digital Photography

Master Photographer Kevin James Day works with his students to break down complex photographic principles, making them easy to understand and apply to your photography. This program covers RAW versus JPEG, focus, exposure mode selection, depth of field, composition, natural light and light manipulation, exposure compensation, histogram, and honing reaction time. Students will see a drastic difference in their confidence and the quality of the images they produce as the course progresses. Discussion and demonstrations of both Photoshop and

Lightroom will be integrated into the program.

All students must have a Digital SLR Camera and at least one lens, camera manual, and tripod. (Compact cameras are not sufficient for this program)

GI-4022 T Mar 27-May 15 7:00-9:30 pm

GI-4023 Th Mar 29-May 17 7:00-9:30 pm

\$199/8 sessions

Photoshop for Photographers – Beginner

To take great pictures in the digital age, a photographer must also be a great retoucher. Master Photographer and Retouch Artist Kevin James Day offers this new program geared toward Photographers who want to learn how to Adjust, Modify, and Retouch their images. Instructed in a state-of-the-art Mac Computer Lab, each student will have a computer to utilize during class with Photoshop CS4 installed. This course will cover Download and File Management, Raw File Developing, Colour and Contrast adjustment, The Healing Brush, The Clone Tool, The Paint Brush, The Lasso Tool, Layers, Layer Opacity Control, The Eraser Tool, and The Blur tool. Techniques will include blemish removal, teeth and eye whitening, stray hair control, jawline correction, figure sculpting, and head-swapping. By the end of the course students will take control of finishing what they started when they took the picture.

Classes will be held at Garibaldi Secondary School: 24789 Dewdney Trunk Road, Maple Ridge.

GI-4024 W Mar 28-May 16 7:00-9:30 pm

\$199/8 sessions

About the instructor: *Kevin James Day is a Commercial Advertising Photographer who works for clients including Purolator Courier, Shangri-La Hotels, Fairmont Hotels, RBC, BMO, CIBC, Canaccord, TD Waterhouse, TBWA Advertising, Ampco Grafix, Electronic Arts, and many more. View your instructors comprehensive portfolio at www.kevinjamesday.com*

General Interest – Non-Credit Courses

How To Get Better Grades In School

You can make this your child's best year ever in school! Smart students have secrets. What does it take to be a superior student? The most important secret is a great study strategy. Terry Small's student success system shows your kids how to take charge of their time and succeed. Parents and students attend this seminar together to learn proven strategies and study secrets that have helped 150,000 to excel. Good grades have never been more important than today. Come and learn how to get them! Guaranteed: better grades, self-confidence, more free time and fun learning. Suitable for students of all abilities – Grades 4 through 12. Check out Terry Small's website for great info on how the brain works. www.TerrySmall.com

GI-3033 T Jan 31 7:00-8:30 pm
GI-4032 W Apr 11 7:00-8:30 pm
\$45 per family/1 session

How to Start a Small Business

Have you always dreamed of starting a small business, but don't know where to start? This introductory course will take you through the steps to get you started. The course, which runs over five sessions, will look at the aspects of financing a small business start-up; transforming an idea into reality; legal and regulatory requirements; marketing and sales techniques; hiring the right staff; going from really small to fully functional and monitoring success. Instructor, Peter Valbonesi, created a very successful bookstore using a range of innovative ideas and careful management.

GI-4035 M Apr 16-May 14 7:00-9:00 pm
\$129/5 sessions

Introduction to Project Management

This is an introductory class to the Project Management discipline. In this 5 week course we will:

- Define a project, program, and project management and its processes.

- Determine effective ways of integrating project management and general business management in an organization.
- Determine ways to effectively integrate a project across an entire enterprise to reduce the impact of change.
- Determine how ethics, integrity, and objectivity affect project management.
- Discuss ways of effectively communicating throughout the Project Lifecycle.
- Determine stakeholders and how they affect the project.
- Describe the Project Management Lifecycle and develop a basic project plan.
- Form an effective project team.
- Recognize one's own work behaviour style and quickly read other people's styles.
- Identify how to mesh divergent styles together to achieve project success.

About the instructor: *Peter Valbonesi, is a project manager and computer systems specialist. He has worked in the computer industry for over 30 years and uses the project management principles every day to deliver successful systems.*

GI-3036 M Feb 6-Mar 5 7:00-9:00 pm
\$129/5 sessions

How to Write & Publish Your Own Book In 40 Days

Position yourself as the expert by writing a book. Consider this fact: "The prestige enjoyed by the published author is unparalleled in our society". Take advantage of this fact to make more money in your business or even in your job or career. Learn how to write a book on a subject you are passionate about and how to have it published for little or no money. Taught by millionaire entrepreneur and #1 Amazon Best Selling Author, Bob Burnham who wrote 101 Reasons Why You Must Write a Book. A complete workbook is included. www.expertauthorpublishing.com

GI-4040 T Mar 27 6:30-9:30 pm
GI-4030 W May 30 6:30-9:30 pm
\$49/1 session

The Science of Getting Rich

Would you like an opportunity to discover a tried-and-true science that has helped thousands of people become rich? In this fun and enlightening class this science will be revealed to you. Whether you just want to make more money or are someone who is struggling to get by each month, this course is for you. There are certain laws that govern wealth and anyone can learn them. Find out what may be holding you back from true prosperity. This course could be the financial turning point in the life you've been looking for. Taught by millionaire entrepreneur and #1 Amazon Best Selling Author, Bob Burnham who wrote 101 Reasons Why You Must Write a Book www.expertauthorpublishing.com

GI-3032 W Feb 29 6:30-9:30 pm
GI-4031 W May 16 6:30-9:30 pm
\$49/1 session

Piles to Files

Do you find yourself drowning in paperwork with piles of paper everywhere? Now is the time for you to get organized. People spend an average of 22 minutes a day looking for things! You need to learn to re-schedule those lost minutes into productive activities. This is a hands-on workshop has lots of tips and tricks to help you get your papers under control once and for all. Learn how to create an easy Action File System, a shelf purging file system and much more. You can master essential organization skills starting with eliminating what you really don't need and putting simple systems in place to organize what you must keep (and be able to find again). Instructor: Wesley Brown.

GI-3020 T Feb 7 6:30-9:00 pm
GI-4018 T Apr 24 6:30-9:00 pm
\$39/1 session

General Interest – Non-Credit Courses

Downsizing & Clearing Clutter (or How to Organize Your Life)

Sorting, organizing, discarding and de-cluttering are all important skills to manage and de-stress your day-to-day life. If you find that you live with too many possessions and need to scale down, you are not alone. You can gain mastery over the possessions that are taking over your space, your garage and your life. Organization specialist, Wesley Brown, makes it fun and challenging for you to learn to sort, value and organize belongings so that you can more easily distribute and discard what is no longer needed. It takes great discipline to let go and take the necessary steps to de-clutter, but you can do it! Wesley has developed a specialized system that includes household, lifestyle, wellness and core simplicity. This is suitable for all ages and stages of clutterers and hoarders. Instructor: Wesley Brown.

GI-3021 T Feb 28 6:30-9:00 pm
GI-4019 T May 8 6:30-9:00 pm
\$39/1 session

Wesley Brown's Goal Workshop: Bucket List

The first obvious requirement to having what you want in life is, knowing what you want. Most people can give you a detailed list of what they DON'T want (at least verbally); but how many people actually articulate in writing the things they desire to accomplish during their lifetime? We set goals for clarity, purpose, and fulfillment. We use our goals as a means of clarifying what we want to achieve and as a compass for focused purposeful living. Goal setting is a trait of a successful achiever. The simple act of committing to paper what you want to do, be and have serves as an attraction magnet to invite great things into your life. While it can't be proven that every person who has set clear goals got what they were after, it can be shown that no success has been brought about by uncertain intentions. Instructor: Wesley Brown.

GI-3022 T Mar 6 6:30-9:00 pm
GI-4020 T May 22 6:30-9:00 pm
\$39/1 session

Organizing Memorabilia: Choosing What to Keep

Ah, memorabilia: those photos, cards, letters, mementos, and knickknacks that remind us of the people, places, and times in our lives we love best. Memorabilia can be a wonderful thing, but it can also grow to be overwhelming, and can sometimes seem nearly impossible to store in any remotely orderly way.

Fear not: there are ways of weeding out the mementos you truly want to keep and creating storage systems that will keep them safe, accessible, and contained. We'll take a look at how to go about choosing the memorabilia that's most important to you; next, we'll explore some storage systems and tools that will protect your memories for years to come. When it comes to sorting and weeding items with sentimental value, many traditional organizing tactics go out the window: asking "When was the last time I used this?" might be an effective way of deciding whether to keep a certain kitchen utensil, but it's not very useful when you're faced with a stack of old letters. Memorabilia often brings with it a raft of hidden emotions, and sorting through it can require the emotional equivalent of kid gloves. Instructor: Wesley Brown.

GI-3023 T Jan 31 6:30-9:00 pm
GI-4021 T Jun 5 6:30-9:00 pm
\$39/1 session

About the instructor: *Wesley Brown has over 30 years of experience in communications, sales and organization. He is the Founder and CEO of Simplified Solutions, a Professional Organization and Image Consulting Agency, whose mission is to "add space and transform lives": www.simplifiedsolutions.ca*

Now You're Talking! Public Speaking Basics

Does the thought of speaking in public make you sweat? You're not alone. Whether you've been asked to emcee a friend's wedding, give a presentation at work, or just want to be able to speak effectively when you're put on the spot,

this course covers valuable and measurable methods for overcoming fear of public speaking. Learn about the potential pitfalls of public speaking and how to prepare for them and recover from them. Have fun and gain confidence through interactive exercises in a safe and supportive environment. Participants should be prepared to speak, discover and have fun. Instructor: Maria Gallo.

GI-3007 Sa Feb 18 9:30 am-12:00 pm
\$49/1 session

Public Speaking Bootcamp

Do you want to fast track your public speaking skills? Whether you do presentations at work, want to use public speaking as a business tool or just want to improve your public speaking skills, this 2 part course is the no-nonsense approach to quick results. In part 1, you will discover how to overcome the fear of public speaking, while learning essential presentation skills: including how to get clear on your topic and prepare a presentation. Part 2 is hands-on training! In this session, you'll have the opportunity to apply what you've learned. By creating your own presentation with the tools you've acquired, you'll deliver your presentation to an audience of supportive peers and receive professional feedback. PUBLIC SPEAKING BOOTCAMP will get you 'presentation-ready' no matter what level you're starting from. Instructor: Maria Gallo.

GI-3008 Sa Feb 25-Mar 3 9:30 am-12:00 pm
\$79/2 sessions

About the instructor: *Maria Gallo is a public speaking coach and dynamic professional speaker, who has been presenting to large groups for decades. In addition to being an award winning actress, director and public speaker, Maria has delighted in motivating others to achieve their potential since 1988. With a background that encompasses acting, broadcasting, business and training, Maria unites her varied experiences to bring a unique blend of expertise to each speech, seminar and presentation. To find out more, log onto her website: www.mariagallopresentations.com*

Assertiveness

Learn specific, step-by-step techniques to help you act more effectively and appropriately in the toughest situations. Learn that self-respect, honesty, and self-control build an assertive style. Be listened to and respected. Topics include: where responsibility for others begins and ends, your personal rights, cooperation, personal boundaries, irrational beliefs, and building and improving quality relationships. With William N. Duncan.

GI-3034 Th Jan 19-Feb 9 6:30-9:30 pm
GI-4033 Th May 3-24 6:30-9:30 pm
\$149/4 sessions

Peak Performance & Self Esteem

Learn to look at yourself in different and more constructive ways in an ever-changing world. Change mediocre performance in peak performance every day and use these new-found skills to strengthen relationships. Set new and more meaningful goals, and recharge your enthusiasm. Topics include: self-esteem, setting goals, personal inventory, confidence, risk taking, dealing with anger, leaving the past behind, specific steps to peak performance. With William N. Duncan.

GI-3035 Th Apr 5-26 6:30-9:30 pm
\$149/4 sessions

About the instructor: *William N. Duncan: is a seasoned CEO, general manager, and sales manager, whose consulting background includes a number of major international corporations.*

Spanish Beginners

Spanish is a beautiful language that is spoken in many countries from Mexico to Peru. If this is your first introduction to Spanish, you'll enjoy learning basic conversation, vocabulary and grammar. Instructor, Nayi Rincon, has Spanish as her first language. She'll start you off learning to speak, listen and read Spanish through activities that resemble real life situations. If you plan to travel, you'll acquire the basics to survive. A customized booklet will be provided: \$10, payable upon registration.

GI-3028 T Jan 3-Mar 6 6:00-7:30 pm
GI-4027 Th Mar 29-May 31 6:00-7:30 pm
\$159/10 sessions

Spanish Intermediate

Okay, so now you know hola and muchos gracias. Take your elementary Spanish to the next level with more oral conversation and additional grammar practice. You'll improve your vocabulary, practice speaking with native Spanish speaker Nayi Rincon and continue to study the main verb tenses. Pre-requisite: Spanish Beginners. A customized booklet will be provided: \$10, payable upon registration

GI-3029 Th Jan 5-Mar 8 6:00-7:30 pm
GI-4028 Th Mar 29-May 31 7:30-9:00 pm
\$159/10 sessions

Spanish Advanced

Improve your grammar learning more complex Spanish tenses. Learn more advanced Spanish vocabulary through cultural readings from different parts of the world and practice what you have learned in previous courses by participating in interesting conversations with your instructor and your classmates. A customized booklet will be provided: \$10, payable upon registration

GI-3030 Th Jan 5-Mar 8 7:30-9:00 pm
GI-4029 T Mar 27-May 29 7:30-9:00 pm
\$159/10 sessions

Spanish Essentials – For Travelers

Survival Spanish for the intrepid adventurer. A customized booklet will be provided: \$5, payable upon registration.

GI-3026 T Jan 3-24 7:30-9:00 pm
GI-3027 T Feb 7-28 7:30-9:00 pm
GI-4025 T Apr 3-24 6:00-7:30 pm
GI-4026 T May 1-22 6:00-7:30 pm
\$69/4 sessions

Weight Management – What is Making Me Fat ?

An instructional workshop with information on what you should be considering before losing weight; analysis of different types of diets on the market; what is the best diet for you; the risks when not choosing the right diet and how to start your diet and obtain everlasting results.

GI-3010 Th Jan 19 7:00-9:00 pm
\$39/1 session

Conquer Your Kids Tummy Not Their Tongue

Join this funny clinic about how to promote healthy eating in children. Nourishment and pleasure do not have to be mutually exclusive in this clinic will learn how to win the food battle with the picky eater! How you can get them to eat more vegetables and fruits, how to change the sweet tooth of a child and when you should start eating habits with kids and how.

GI-3011 Th Feb 16 7:00-9:00 pm
\$39/1 session

Please refer to our website: www.rmcollege.ca for details on College policy.

Allergies – Food Your Strongest Weapon

What is an allergy, different types of allergies, identifying the culprits and how nutrition is related. You will get full information and practical recommendations on how to strengthen your body and boost your immune system by introducing specific foods in your diet and implementing easy lifestyle adjustments.

GI-3012 Th Mar 8 7:00-9:00 pm
\$39/1 session

Cleansing Detox Clinic

BEAT FATIGUE! LOSE WEIGHT! BOOST YOUR ENERGY!! - In our fast paced lives we often fail to make good food choices. This results in poor digestion, tired, sluggish organs, and increased toxicity. Discover the amazing capacity to heal and maintain extraordinary health your body possess and recover vitality, beauty and vigor learning the principles of a cleansing/detoxification program.

GI-4010 Th Mar 29 7:00-9:00 pm
\$39/1 session

About Patricia Dominguez: While living in Mexico Patricia pursued academia and obtained a counseling degree as well as a law degree. With her enthusiasm for healthy living in mind, she decided it was the time to make a career change thus; enrolling in the Canadian School of Natural Nutrition in Vancouver graduated as a Holistic Natural Nutritionist. She believes "Food is the first line of defence against illness and a roadmap toward wellness". Patricia dedicates her practice to empower people to attain and maintain extraordinary health by applying ground breaking nutritional science information and advocating healthier ways of living.

Introduction to Genealogy

This is a beginner's guide to working on your family tree, and learning about the study of genealogy, which is the longer term and in-depth study of family history. The course will show course participants how to start with themselves and work backwards to find their ancestors, describe the major genealogy sites, both those that are free and those that involve

subscriptions, and then provide an overview of putting it all together. The last session will explore local resources, major locations in each Province and North America, and then talk about genealogical visits to countries of origin, and how to plan and where to look for information. For the most part the course will rely on Canadian and English material, but the techniques will be presented as a generic package of tools for individuals to explore their history in other countries as well.

About the instructor: Rob Whitlock, B.Arch, PLCGS (Prof. Learning Certificate in Genealogical Studies). Rob has researched his own family tree since 1999, and has visited both England and Utah resource centres. Rob recently completed the 40-course certificate program through the National Institute of Genealogical Studies, specializing in English and Canadian collections, with recognition in Methodology. Rob is also a member of the BC Genealogical Society.

GI-3017 W Jan 18-Feb 15 7:00-9:00 pm
GI-4015 W May 2-30 7:00-9:00 pm
\$139/5 sessions

Beginners Fly Tying Course

This fly tying course will teach you the basic fundamentals and techniques used to tie virtually any fly. You will learn how to tie Basic Chironomid, Halfback, Olive Carey, Basic Bloodworm, Doc Spratley, Woolly Bugger, Bead Head Mini Leech, Rolled Muddler, Ice Cream Cone, Tom Thumb, Pheasant Tail Nymph, Bead Head Micro, and Marabou Leech flies. These have been selected because they catch fish and when tying these flies you will learn the following techniques, how to: wrap material, rib a body, wrap hackle, do tails and legs, tie gills for chironomids, form a thorax, tie a wing, palmer hackle, as well as dubbing techniques, using beads and how to spin deer hair. Instructor is Harold Lohr.

Supplies not included, equipment list available upon registration. Tools required are vise, scissors, bobbin, hackle pliers, dubbing spinner, bodkin and hair stacker.

GI-3035 M/W Feb 21-Mar 1 7:00-9:00 pm
GI-4036 M/W Apr 16-25 7:00-9:00 pm
\$99/4 sessions

An Invitation to Write

Do you enjoy writing for its own sake? Then this course is for you! Learn how to unleash your creativity and improve your writing skills in a relaxed and informal atmosphere. No prior expertise necessary.

Topics include: unleashing the dragon - exercises to stimulate the creative imagination, finding your own voice - letting go to the process, becoming a Sherlock Holmes – seeing the world through the eyes of the writer, attention to detail - description that works, show, don't tell – characters in action, imagery and metaphor – the magic of language, and finding your writing style and genre.

GI-3038 Tue Jan 31-Mar 6 7:00-9:00 pm
GI-4038 Tue Apr 3-May 8 7:00-9:00 pm
\$99/6 sessions

Poetry Writing for Pleasure

"Where there are people, there is speech and where there is speech, there is poetry" J. Jerome. Learn how to see the world through the eyes of the poet and enjoy the magic of words as we explore the rich and varied forms of poetic expression. No prior expertise is required. Topics include: pattern – looking at the poem as a whole, creating rhythm not rhyme, poetic devices (imagery, symbol, metaphor), the web of language – words and how to use them effectively, the making of meaning, myth and allusion, and tone - the human voice in poetry.

GI-3037 Sat Jan 28- Mar 3 9:30 – 11:30 am
GI-4037 Sat Apr 28- Jun 9 9:30 – 11:30 am
\$99/6 sessions

About the instructor: Oonagh Rodgers has taught English, Creative writing, Dance and Drama internationally for nearly 40 years. She is now the owner of Celtic Scribe, (www.celticscribe.com) a company located in Maple Ridge which offers workshops in Creative Writing and Business Writing, as well as Business Soft Skills Training programs.