

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.

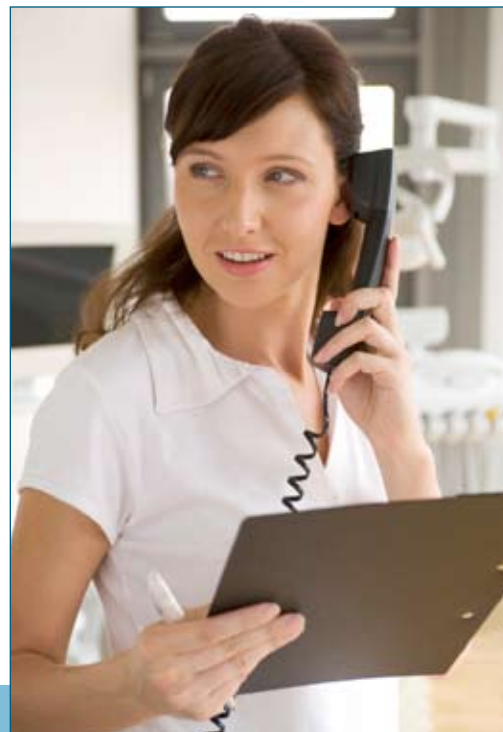
Admission Requirements: Grade 12 or mature student, Touch control of keyboard 25 wpm. Attendance at an information / application session.

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