

Business Programs

ADMINISTRATIVE OFFICE ASSISTANT

Are you 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: approximately 9 weeks - 250 hours (9:00-4:00 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 7
- Business English & Communications
- Business Systems & Procedures
- Computer Keyboarding 1
- Computer Keyboarding 2
- MS Word 2013 (Level 1)
- MS Word 2013 (Level 2)
- MS Excel 2013 (Level 1)
- MS Excel 2013 (Level 2)
- MS Outlook 2013
- MS Access 2013
- MS PowerPoint 2013
- Employment Preparation
- World Host Fundamentals
- Social Media for Business

FREE Administrative Assistant & Accounting Program Information Session:
Wed. December 9, 7 pm
Wed. February 24, 7 pm
Call to register!



ADMINISTRATIVE OFFICE ASSISTANT: FINANCIAL OPTION

If you are seeking to focus on bookkeeping and accounting in order to 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: approximately 9 weeks – 256 hours

Administrative Office Assistant: Financial Option Courses

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

- Introduction to MS Windows 7
- Business English & Communications
- Business Systems & Procedures
- Bookkeeping 1
- Introduction to Computerized Bookkeeping
- Computer Keyboarding 2 – Financial Option
- MS Word 2013 (Level 1)
- MS Word 2013 (Level 2)
- MS Excel 2013 (Level 1)
- MS Excel 2013 (Level 2)
- MS Outlook 2013
- MS Access 2013
- MS PowerPoint 2013
- Employment Preparation
- World Host Fundamentals
- 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

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 2013 Level 1
- Sage 50 (Simply Accounting) Level 1
- Sage 50 (Simply Accounting) Level 2
- MS Excel 2013 Level 2 (optional)
- Employment Preparation (optional)

Business Program Courses & Computer Applications

BOOKKEEPING 1

This course is designed to introduce the student to the basic concepts of accounting and to set a foundation for the understanding of accounting theory and practice. It will introduce students to the accounting cycle from setting up the chart of accounts to the calculating and presentation of financial statements. The course will show how different items are classified into asset, liability, equity, revenue and expense accounts. It will also show how to do a bank reconciliation and how to setup and use petty cash.

Bring a hand calculator.

34350	M/W/F	Jan 11-Feb 17	12:30 -2:30 pm
34351	T/Th	Jan 19-Mar 10	7:00 -9:00 pm
44350	M/W/F	Apr 11-May 16	12:30 -2:30 pm
\$429/16 sessions		Textbook: \$185	

ACCOUNTING 2

This course centers on the practical application of what was learned in Bookkeeping and introduces topics dealing with payroll, government remittances and the special journals for sales and expenses.

Topics to be covered include:

- Calculating payroll taxes: income tax CPP and E.I.
- Employers expenses and responsibility of payroll taxes
- Remittance to the government of payroll taxes
- Some of the laws affecting payroll
- Calculating the GST and PST
- The use of subsidiary ledgers for Accounts Receivable and Accounts Payable
- Gross sales and sales returns and discounts
- Purchases and purchase returns and discounts
- The use of the synoptic journal

Bring a hand calculator.

Textbooks: uses the same books as Bookkeeping 1.

35361	M/W/F	Feb 19-Mar 11	12:30-2:30 pm
Two sessions TBA			
45360	M/W/F	May 18-Jun 15	12:30 -2:30 pm
45361	T/Th	Mar 29-May 5	7:00 -9:00 pm
\$349/12 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 also examined.

Bring a hand calculator.

Textbooks: uses the same books as Bookkeeping 1 and Accounting 2.

35370	M/W	Jan 11-Feb 2	7:00-9:00 pm
45372	T/Th	Mar 29-May 12	12:20-2:30 pm
45371	T/Th	May 10-Jun 23	7:00 -9:00 pm
\$379/14 sessions			



SAGE 50 - SIMPLY ACCOUNTING LEVEL 1

Introduction to computerized bookkeeping for general ledger, accounts payable, payroll, inventory, and job cost applications. Includes conversion from manual records, and accounting for GST. Please bring a personal flash drive to save your work.

34104	Sa	Jan 23-Feb 13	9:00 am-2:30 pm
No class Feb 6			
44104	Sa	Apr 3-May 14	9:00 am-2:30 pm
\$269/3 sessions			

SAGE 50 (SIMPLY ACCOUNTING) LEVEL 2

Prerequisite: Sage 50 - Simply Accounting Level 1 or equivalent experience. Please bring a personal flash drive to save your work.

34105	Sa	Feb 20-Mar 5	9:00 am-2:30 pm
44105	Sa	May 28-Jun 11	9:00 am-2:30 pm
\$269/3 sessions			

BUSINESS ENGLISH & COMMUNICATION

You will learn to produce effective business correspondence.

Topics include: grammar, punctuation, spelling, vocabulary, proof-reading and various types of written office communications.

34000	M-F	Jan 11	2:30 -4:00 pm
44000	M-F	Apr 11	2:30 -4:00 pm
\$399/20 sessions		Textbook: \$75	

BUSINESS SYSTEMS & 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 service, filing techniques and computer usage. Uses the same textbook as Business English.

34020	M-F	Feb 9-29	2:30 -4:00 pm
44020	M-F	May 9-30	2:30 -4:00 pm
\$299/15 sessions			

COMPUTER KEYBOARDING 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 11-22	12:30 -2:30 pm
44044	M-F	Apr 11-22	12:30 -2:30 pm

\$229/10 sessions

COMPUTER KEYBOARDING 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 20wpm.

Prerequisite: Computer Keyboarding 1 or equivalent.

34051	M-F	Jan 25-Feb 15	12:30 -2:30 pm
44051	M-F	Apr 25-May 13	12:30 -2:30 pm

\$349/15 sessions

COMPUTER KEYBOARDING 2 (AOA 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 wpm.

Prerequisite: touch control of the computer keyboard and 20 wpm.

34050	T/Th	Jan 12-Feb 11	12:30 -2:30 pm
44050	T/Th	Apr 12-May 12	12:30 -2:30 pm

\$229/10 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/T/W/F	Mar 7-11	12:30 -4:00 pm
44010	M/T/W/F	Jun 3-8	12:30 -4:00 pm

\$189/4 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/T/W	Mar 7-9	9:00 -11:30 am
44355	M/T/W	Jun 6-8	9:00 -11:30 am

\$159/3 sessions

INTRODUCTION TO MS WINDOWS 7

This course provides an opportunity to discover the capabilities of this multi-tasking Operating System. You will examine input, output and storage devices, and learn how Windows® 7 manages both files and folders. Computer terminology as well as Application Software will be discussed.

This course is a prerequisite for taking MS Office 2013 courses.

34113	T/Th	Jan 5-7	6:30 -9:00 pm
44113	T/Th	Apr 5-7	6:30 -9:00 pm

\$89/2 sessions

34112	F	Jan 8	9:00 -3:00 pm
34111	Sa	Jan 9	9:00 am-2:30 pm
44112	F	Apr 8	9:00 -3:00 pm
44114	Sa	Apr 2	9:00 am-2:30 pm

\$89/1 session

MS ACCESS 2013

What is DBMS? Come and find out as you explore the powers of this data management tool. You will learn to prepare and modify tables, view 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 25-Mar 4	12:30 -2:30 pm
44235	M-F	May 25-Jun 2	12:30 -2:30 pm

\$249/7 sessions **Textbook: \$25**

MS EXCEL 2013 LEVEL 1

Explore one of the most popular spreadsheet programs in use 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.

34141	M-F	Feb 2-12	9:00 -11:30 am
34142	M/W	Jan 11-Feb 3	6:30 -9:00 pm
44141	M-F	May 3-12	9:00 -11:30 am
44142	T/Th	Apr 12-May 5	6:30 -9:00 pm

\$319/8 sessions **Textbook: \$25**

MS EXCEL 2013 LEVEL 2

Advanced features of Excel including charts and advanced formatting as well as using Macros to make Excel even *more powerful*.

Prerequisite: MS Excel Level 1 or equivalent.

34143	M-F	Feb 15-22	9:00 -11:30 am
44143	M-F	May 13-20	9:00 -11:30 am
\$269/6 sessions	Textbook: \$25		
34144	Sa	Jan 9-23	9:00 am-2:30 pm
44144	Sa	Apr 9-23	9:00 am-2:30 pm
\$269/3 sessions	Textbook: \$25		

MS OUTLOOK 2013

Come and learn how to utilize the various elements of this Personal Management System, namely Mail, Calendar, and Contact. You will learn how to coordinate communication, and manage your email.

You will learn to use the program to schedule your appointments and to share your calendar with co-workers. Learn how to delay delivery of your e-mail messages and to check for confirmation that your messages have been read.

Prerequisite: Introduction to Windows, or previous experience, and touch control of the computer keyboard.

34220	M-F	Feb 16-23	12:30 -2:30 pm
44220	M-F	May 16-24	12:30 -2:30 pm
\$269/6 sessions	Textbook: \$25		

MS POWERPOINT 2013

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.

34283	M-F	Feb 19-25	9:00-11:30 am
34284	M/W	Feb 10-24	6:30 -9:00 pm
44283	M-F	May 24-30	9:00 -11:30 am
44284	M/W	Jun 1-15	6:30 -9:00 pm
\$249/5 sessions	Textbook: \$25		

MS WORD 2013 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 apply character and paragraph styles, as well as work with tabs, tables, section breaks, headers, footers and watermarks.

Prerequisite: touch control of computer keyboard and Introduction to Windows or equivalent experience.

34265	M-F	Jan 11-20	9:00 -11:30 am
34266	T/Th	Jan 12-Feb 4	6:30 -9:00 pm
44265	M-F	Apr 11-20	9:00 -11:30 am
44266	M/W	Apr 4-27	6:30 -9:00 pm
44267	T/Th	May 10-Jun 2	6:30 -9:00 pm
\$319/8 sessions	Textbook: \$25		



MS WORD 2013 LEVEL 2

This more advanced course includes topics such as setting tracking options, password protecting documents, linking text boxes, and customizing themes. You will be amazed at the professional results! In addition, you will work with Building Blocks such as Quick Parts and perform a mail merge. Completion of this course will prepare you to work in the WORD 2013 component of the OFFICE 2013 environment.

Prerequisite: MS Word 2013 Level 1 or equivalent experience.

34270	M-F	Jan 21-Feb 1	9:00 -11:30 am
34292	T/Th	Feb 9-Mar 3	6:30 -9:00 pm
44270	M-F	Apr 21-May 2	9:00 -11:30 am
44271	M/W	May 2-May 30	6:30 -9:00 pm
\$319/8 sessions	Textbook: \$25		

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, contest uploads, email, newsletter distribution and keyword monitoring often become the responsibility of AOsAs. When companies use social media, it's about brand management, customer service and appropriate respect for privacy. In this eight hour intensive social median trainer, Angela Crocker will give you an overview of how to use the tools and show you best practices for brands.

34285	M-F	Mar 1	9:00 -11:30 am
44285	M-F	May 31	9:00 -11:30 am
\$159/4 sessions			

WORLDHOST

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.

34295	Th	Mar 10	9:00 am-3:30 pm
44295	Th	Jun 9	9:00 am-3:30 pm
\$149/1 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 computer keyboard.

Attendance at an information / application session.

Must be able to pass a criminal records check prior to practicum placement.

Duration: Total hours: 154

Dental Reception Certificate Program Courses:

- Dental Program Application Session
- Dental Reception I – **Fall 2016**
- Dental Reception II – **Winter 2017**
- 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 – **Spring 2017**
- Recommended: Computer keyboarding, for those who do not type 50 wpm

DENTAL RECEPTION APPLICATION SESSION

Please prepare a short essay (approximately 500 words) explaining why you are interested in a dental reception program and what relevant or transferrable skills you may have. If possible, please submit this writing sample prior to the session for review.

At the application session, our instructor will review the program and practicum.

45409 Sa Jun 4 10:00 am-12:00 pm

FREE/1 session – Please phone to register.

DENTAL RECEPTION 1

Comprehensive introduction to the procedures required to organize the daily operations of a dental practice. Includes an introduction to dentistry, dental anatomy, dental terminology, charting, records management, effective implementation of a patient recall system, appointment book control, correspondence, communication and ethics. Students will have a complete handbook at the conclusion of Dental Reception I.

Prerequisite: Grade 12 or equivalent, or mature student, touch control of computer keyboard.

DENTAL RECEPTION 2

Dental Reception 2 focuses on the effective application of financial procedures within the dental practice. Patient accounts, insurance claims and payment reconciliation, estimates and statements. Business accounting, payroll, bank transactions, inventory control, and disbursements will be covered. Bring a calculator and text used for Level 1.



DENTAL RECEPTION PRACTICUM

Minimum 25 hours / 5 days

INTRODUCTION TO MS WINDOWS 7

This course provides an opportunity to discover the capabilities of this multi-tasking Operating System. You will examine input, output and storage devices, and learn how Windows® 7 manages both files and folders. Computer terminology as well as Application Software will be discussed

This course is a prerequisite for taking MS Office 2013 courses.

MS WORD 2013 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 apply character and paragraph styles, as well as work with tabs, tables, section breaks, headers, footers and watermarks.

Prerequisite: touch control of computer keyboard and Introduction to Windows or equivalent experience

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.

FREE Information Sessions:

Wed. February 24 7:00 pm

Wed. June 22 7:00 pm

Wed. August 24 7:00 pm

Call to register!



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 & 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 & 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: Daytime Or Evening/ Saturday Options

Schedule subject to change

ECE 00 THEORY AND PRACTICE SEMINAR

Assigned by program coordinator

37200	T	Jan 5-Mar 8	12:30-3:30 pm
47200	T	Mar 29-Jun 28	12:30-3:30 pm

ECE02 CHILD GROWTH AND DEVELOPMENT II

37100	M	Jan 4-Apr 25	9:00 am-12:00 pm
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No class Feb 8, Mar 14, 21 & 28

Observation Workshop Session

	F	Jan 22	9:00 am – 3:30 pm
37110	T	Jan 5-Apr 26	6:30-9:30 pm

No class Mar 15 & 22

\$539 Resource fee: \$20

ECE04 HEALTH, SAFETY AND NUTRITION

17060	M-F	Jul 18-22	9:00 am-3:30 pm
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\$369 Resource fee: \$20

ECE05 CREATIVE ART

37120	Th	Jan 7-Mar 10	6:30 -9:30 pm
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\$369 Resource fee: \$20

ECE06 CURRICULUM I

37130	M	Jan 4-Apr 25	12:30 -3:30 pm
	F	Mar 6	9:00 am-3:30 pm

No class Feb 8, Mar 14, 21 & 28

Workshop Session

	F	Mar 4	9:00 am-3:30 pm
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\$539 Resource fee: \$20

ECE07 CURRICULUM II

44170	Th	Mar 31-Jun 23	6:30 -9:30 pm
47180	W	Apr 20-Jun 22	9:00 am-12:00 pm

Workshop Sessions

	F	May 20	9:00 am-3:30 pm
	F	Jun 10	9:00 am-3:30 pm

Plus 3 hours required fieldwork

\$539 Resource fee: \$20



ECE08 LANGUAGE AND LITERATURE

37140	W	Jan 6-Mar 9	12:30 -3:30 pm
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Field Trip

	W	Feb 10	9:00 am-3:30 pm
17140	M-F	Jul 11-15	8:30 am-4:00 pm

\$439 Resource fee: \$20

ECE09 GUIDING BEHAVIOUR

37160	W	Jan 6-Mar 9	9:00 am-12:00 pm
	W	Mar 30-Apr 13	9:00 am-3:30 pm

Lab six hours offsite

37150	Sa	Jan 9-Mar 5	9:00 am-3:30 pm
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No class Feb 6

\$569 Resource fee: \$20

ECE10 MUSIC AND MOVEMENT

47190	T	May 3-Jun 28	6:30 -9:45 pm
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\$369 Resource fee: \$20

ECE11 MATH, SCIENCE, AND TECHNOLOGY

47220	W	Apr 20-Jun 22	12:30 -3:30 pm
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6 hours required fieldwork

17220	M-F	Jul 4-8	8:30 am-4:00 pm
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\$439 Resource fee: \$20

ECE12 CHILD, FAMILY, AND COMMUNITY

47230	M	May 2-Jun 27	9:00 am-3:00 pm
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No class May 23

47240	Sa	Apr 2-May 28	9:00 am-3:30 pm
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\$539 Resource fee: \$20

ECEP01-03 PRACTICUM I /II /III

Various dates to be negotiated with Practicum Supervisor / Coordinator

\$469

Special Education Teacher Assistant Program

The Special Education Teacher Assistant program prepares students for a variety of careers in schools, institutions and other workplace settings. EA'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. EA'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 weeks of directed observation and a four-week practicum placement in a school arranged by RMC.

Program duration: approximately 615 hours (completed within one year).

Application for admission is required.

Admission Requirements:

- Registration Form completed on **Friday, June 3, 2016**. No registrations will be accepted before June 3 at 8:30 am. Upon completion of registration on June 3, a limited number of registrations will be accepted.
- Once accepted at registration, applicants are required to attend the Application Session **Friday, June 10, 2016** (fee applies)
- Grade 12 (G.E.D. not accepted), copy of diploma or transcript.
- Volunteer time and/or appropriate work experience (100 hours) – 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.
- Ability to pass Criminal record check – required for practicum placements – Ridge Meadows College will facilitate the criminal records check once the student has been accepted into the program.
- English and academic skills assessment, performed at the Application Session.
- Two professional references – written.
- Bring documentation, references and a calculator to the application session.

Program Core Courses:

- History & Issues in Para Education
- Two week introductory observation – daytime, first 6 weeks of the program.
- Child Development & Special Needs
- Curriculum Adaptations and Supports
- Positive Behaviour Support
- Interpersonal Communication Skills
- Diversity in the Classroom
- Introduction to Autism Spectrum Disorders - Practical Applications (ASD) Course
- Non-violent Crisis Intervention
- ASL Prep I Units 1 to 3
- ASL Prep II Units 4 to 6
- SETA Practicum (four weeks)

Program profile subject to change due to ongoing program review.

SETA APPLICATION PROCESS TAKES PLACE IN TWO STAGES

Registration In Person: Friday June 3, 2016 - 8:30 am - on a first-come-first-served basis. No registrations will be accepted before June 3 at 8:30 am. Upon completion of registration on June 3, a limited number of registrants will be accepted.

Application Session: Friday, June 10, 2016, 9:00 am – noon - Only prospective students who have been accepted for registration on June 3 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.

\$30/1 session

Teaching English As A Second Language (Tesl) Certificate

This program offers intensive, short-term teacher training leading to a TESL certificate. Graduates of this 120-hour program will find ESL teaching opportunities abundant in the international marketplace, private language schools and in private tutoring. Prerequisite: admission to TESL program, see TESL Application session.

Book fees: \$110

APPLICATION SESSION

Admission requirements: minimum grade 12 diploma or equivalent, completed application form including English skills test, consent for Criminal Records check, and satisfactory standard of English. Applicants for admission must be at least 20 years of age, and have a standard of 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.

37690 W Jan 13 7:00 -9:00 pm

Free/1 session

CLASS SCHEDULE

37680 M/W Jan 25-Jun 8 6:30 am-9:30 pm

No classes March 14, 16, 21, 23 & 28

\$1499/29 sessions Book fees: \$110



Safety Programs

FOODSAFE BASIC (LEVEL 1)

Admission requirement: fluency in English.

BC Ministry of health required sanitation program for people working in the food service industry. Graduates are registered with the BC Ministry of Health and will receive a Food Safe Certificate. Please bring picture ID to the class. Pick up your FoodSafe Manual one-week before the start date for pre-reading.

33060	Sa	Jan 23	8:30 am-4:30 pm
33070	Sa	Feb 20	8:30 am-4:30 pm
43060	Sa	Apr 16	8:30 am-4:30 pm
43070	Sa	May 28	8:30 am-4:30 pm
43080	Sa	Jun 18	8:30 am-4:30 pm

\$84/1 session \$25 Book and Certificate Fee

FORKLIFT OPERATOR CERTIFICATE

Employer recognized, BC Safety Council approved lift truck operator training/safety program.

Theory with hands-on training is WorkSafe and and CSA compliant. Students are required to meet the health criteria required 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.

233100	Sa	Jan 9	8:30 am-4:30 pm
33110	Sa	Mar 5	8:30 am-4:30 pm
43100	Sa	Apr 23	8:30 am-4:30 pm
43110	Sa	Jun 4	8:30 am-4:30 pm

\$189/1 session \$30 Book and Certificate Fee



BUILDING SERVICE WORKER

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

Admission requirements: grade 10 and fluency in English.

33420	M-F	Jan 11-29	6:00 -10:00 pm
43420	M-F	Apr 4-22	6:00 -10:00 pm
43430	M-F	May 30-Jun 17	6:00 -10:00 pm

\$789/15 sessions \$40 material and Manual Fee

Worksafe Certificate Programs: Custom Courses For Business

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 & 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.

JOINT HEALTH & 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.

OCCUPATIONAL HEALTH & 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.

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.

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.

PREVENTING & INVESTIGATING MUSCULOSKELETAL INJURY (MSI) (SPRAINS & 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.

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). Half day session.

CALL FOR MORE INFORMATION ON WORKSAFE FOR YOUR BUSINESS: CUSTOM PROGRAMS - WE WILL DELIVER AT YOUR WORKSITE OR HERE

Minimum 5 students