

## Business Programs

### ADMINISTRATIVE OFFICE ASSISTANT

Today's job market demands up-to-date business skills. In order to enter the workforce or change careers you must have a solid foundation in basic skills. This program has been designed to prepare you for today's office or for advanced training.

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

**Duration:** approximately 9 weeks - minimum 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 10
- 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 Sessions:**  
Wed. November 22, 7 pm  
Wed. February 21, 7 pm  
**Call to register!**



### ADMINISTRATIVE OFFICE

#### ASSISTANT: FINANCIAL OPTION

Today's job market demands up-to-date business skills. In order to enter the workforce or change careers you must have a solid foundation in basic skills. This program has been designed to prepare you for today's office or for advanced training. If you are keen to focus on bookkeeping or accounting, and would like to take a more specialized approach to the Administrative Office Assistant certificate, then this is the program for you.

**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 – minimum 256 hours

#### Administrative Office Assistant: Financial Option Courses

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

- Introduction to MS Windows 10
- 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

There is a constant and ongoing demand for qualified bookkeepers. 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 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 courses)

- Bookkeeping 1
- Accounting 2
- Accounting 3
- Introduction to MS Windows 10
- 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.**

**33550** M/W/F Jan 8-Feb 14 12:30 -2:30 pm  
No class Feb 12

**34351** M/W Jan 8-Mar 5 7:00-9:00 pm  
No class Feb 12

**43550** M/W/F Apr 9-May 14 12:30 -2:30 pm

**44351** T/Th Mar 27-May 17 7:00-9:00 pm

**\$449/16 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.

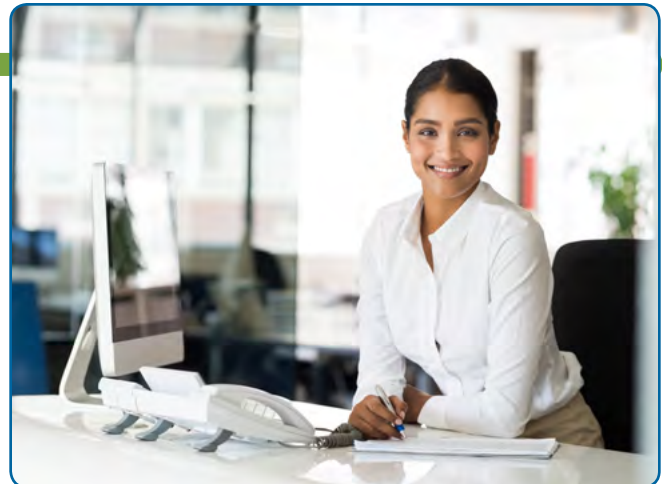
**35360** M/W/F Feb 16-Mar 9 12:30-2:30 pm  
Two sessions TBA

**45360** M/W/F May 16-Jun 13 12:30-2:30 pm  
No class May 21

**45361** M/W Mar 26-May 7 7:00-9:00 pm  
No class Apr 2

**45362** T/Th May 22-Jun 28 7:00-9:00 pm  
One session TBA

**\$359/12 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.

**35371** T/Th Jan 9-Feb 22 7:00-9:00 pm

**45370** T/Th Mar 27-May 10 12:30-2:30 pm

**45371** M/W May 9-Jun 27 7:00-9:00 pm  
No class May 21

**45372** M-F Jun 15-Jul 5 12:30-2:30 pm  
No class July 2

**\$389/14 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 27-Feb 17 9:00 am-3:30 pm  
No class Feb 10

**44104** Sa Apr 28-May 12 9:00 am-3:30 pm  
**\$329/3 sessions Textbook: \$65**

### 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 24-Mar 10 9:00 am-3:30 pm

**44105** Sa May 26-Jun 9 9:00 am-3:30 pm  
**\$329/3 sessions Textbook: \$65**

# Career Training & Education - Credit Courses

## 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.

**Textbook:** same as Business Systems.

**34000** M-F Jan 8-Feb 2 2:30 -4:00 pm

**44000** M-F Apr 9-May 4 2:30 -4:00 pm

No class Apr 14 & 17

**\$399/20 sessions Textbook: \$85**

## 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. Shares textbook with Business English and Communication.

**34020** M-F Feb 5-26 2:30 -4:00 pm

No class Feb 12

**44020** M-F May 7-28 2:30 -4:00 pm

No class May 21

**\$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 – instructor led.

**34044** M-F Jan 8-19 12:30 -2:30 pm

**44044** M-F Apr 9-20 12:30 -2:30 pm

**\$239/10 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 22-Feb 9 12:30 -2:30 pm

**44051** M-F Apr 23-May 11 12:30 -2:30 pm

**\$359/15 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 9-Feb 8 12:30 -2:30 pm

**44050** T/Th Apr 10-May 10 12:30 -2:30 pm

**\$239/10 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-F Feb 27-Mar 8 2:30 -4:00 pm  
Mar 7 class 12:30-4:00 pm

**\$199/8 sessions**

**44010** M-F May 29-Jun 4 2:30 -4:00 pm  
Jun 5 & 6 12:30-4:00 pm

**\$199/7 sessions**

## INTRODUCTION TO COMPUTERIZED BOOKKEEPING

This course will provide an introduction to Sage 50 - Simply Accounting and will use the journals and reports from Bookkeeping 1.

**Prerequisite:** Bookkeeping 1 or equivalent, touch control of the computer keyboard and Introduction to Windows, or equivalent

**34355** W-Th Mar 7-8 9:00 -11:30 am  
Mar 8 12:30-2:30 pm

**44355** W-Th Jun 6-7 9:00 -11:30 am  
Jun 7 12:30-2:30 pm

**\$169/3 sessions**

## INTRODUCTION TO MS WINDOWS 10

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® 10 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.

**34111** F Jan 5 9:00 am-3:00 pm

**34112** Sa Jan 6 9:00 am-3:00 pm

**44111** F Apr 6 9:00 am-3:00 pm

**44112** Sa Apr 7 9:00 am-3:00 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 26-Mar 6 12:30-2:30 pm

**44235** M-F May 25-Jun 4 12:30-2:30 pm

**\$279/7 sessions Textbook: \$25**

## Career Training & Education - Credit Courses

### 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	Jan 31-Feb 9	9:00 -11:30 am
34142	M/W	Jan 8-31	6:30-9:00 pm
44141	M-F	May 2-11	9:00 -11:30 am
<b>\$329/8 sessions</b>		<b>Textbook: \$25</b>	
44142	T/Th	Mar 27-Apr 17	6:30-9:15 pm
<b>\$329/7 sessions</b>		<b>Textbook: \$25</b>	

### MS EXCEL 2013 LEVEL 2

Advanced features of Excel will be covered, including:

- charts
- conditional formatting
- use of advanced filters
- using Macros
- pivot tables
- lookup functions
- advanced formatting

**Prerequisite:** MS Excel Level 1 or equivalent.

34143	M-F	Feb 13-20	9:00 -11:30 am
44143	M-F	May 14-22	9:00 -11:30 am
No class May 21			
<b>\$279/6 sessions</b>		<b>Textbook: \$25</b>	
34144	Sa	Jan 6-20	9:00 am-2:30 pm
44144	Sa	Apr 7-21	9:00 am-2:30 pm
<b>\$279/3 sessions</b>		<b>Textbook: \$25</b>	

### MS OUTLOOK 2013

Come and learn how to utilize the various elements of this Personal Management System, namely Mail, Calendar, and Contacts. 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 15-23	12:30 -2:30 pm
44220	M-F	May 15-24	12:30 -2:30 pm
No class May 21			
<b>\$279/7 sessions</b>		<b>Textbook: \$25</b>	

### 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 21-28	9:00 -11:30 am
44283	M-F	May 23-30	9:00 -11:30 am
44284	T/Th	May 15-31	6:30-9:00 pm
<b>\$279/6 sessions</b>		<b>Textbook: \$25</b>	

### 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 8-18	9:00 -11:30 am
44265	M-F	Apr 9-19	9:00 -11:30 am
<b>\$359/9 sessions</b>		<b>Textbook: \$25</b>	
34271	T/Th	Jan 9-Feb 1	6:30-9:15 pm
<b>\$359/8 sessions</b>		<b>Textbook: \$25</b>	
44271	M/W	Mar 26-Apr 118	6:30-9:30 pm
<b>\$359/7 sessions</b>		<b>Textbook: \$25</b>	

### 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 19-30	9:00 -11:30 am
44270	M-F	Apr 20-May 1	9:00 -11:30 am
<b>\$329/8 sessions</b>		<b>Textbook: \$25</b>	

### SOCIAL MEDIA FOR BUSINESS

This course will provide an introduction to social media for the administrative office assistant. You will explore social media and network objectives, etiquette and protocol, types of content, how to write engaging and appropriate content, and the 5 C's of communication.

34285	Th-T	Mar 1-6	9:00 -11:30 am
44285	Th-T	May 31-Jun 5	9:00 -11:30 am
<b>\$169/4 sessions</b>			



### 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	F	Mar 9	9:00 am-3:30 pm
44295	F	Jun 8	9:00 am-3:30 pm
<b>\$159/1 session</b>			



## 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.

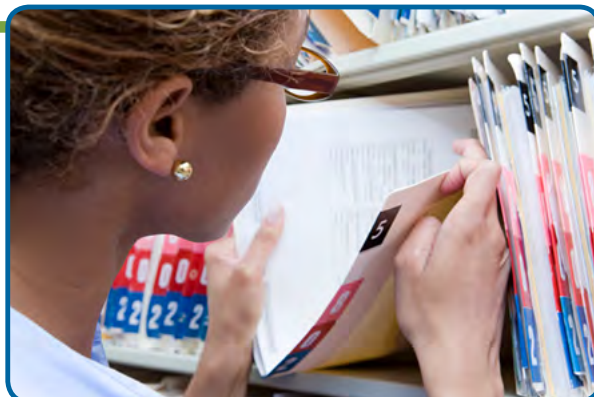
Attendance at an information / application session.

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

**Duration:** Total hours: 169.5

### Dental Reception Certificate Program Courses:

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



### DENTAL RECEPTION APPLICATION SESSIONS

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.

**25410** Sa Nov 25 10:00 am-12:00 pm  
(For Winter / Spring sessions 2018)

**45410** Sa Jun 16 10:00 am-12:00 pm  
(For Fall 2018)

**15410** W Aug 22 7:00-9:00 pm  
(For Fall 2018)

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, and approval of instructor.

**35400** M/W Jan 22-Mar 5 6:30-9:45 pm  
No class Feb 12

\$589/12 sessions Textbook: \$185

### 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. Extensive work with Exan Power Practice, dental office management software is also covered. Bring a calculator and text used for Level 1.

**45401** M/W Mar 26-Jun 25 6:30-9:45 pm  
No class Apr 2, May 21

\$939/24 sessions

### DENTAL RECEPTION PRACTICUM

**45403** Various dates to be negotiated with instructor

\$259/ minimum 25 hours / 5 days

### INTRODUCTION TO MS WINDOWS 10

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® 10 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.**

**34111** F Jan 5 9:00 am-3:00 pm

**34112** Sa Jan 6 9:00 am-3:00 pm

**44111** F Apr 6 9:00 am-3:00 pm

**44112** Sa Apr 7 9:00 am-3:00 pm

\$89/1 session

### 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 8-18 9:00 -11:30 am

**44265** M-F Apr 9-19 9:00 -11:30 am

\$359/9 sessions Textbook: \$25

**34271** T/Th Jan 9-Feb 1 6:30-9:15 pm

\$359/8 sessions Textbook: \$25

**44271** M/W Mar 26-Apr 16 6:30-9:30 pm

\$359/7 sessions Textbook: \$25

# 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, and 500 hours of work experience 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. November 22 7:00 pm

Wed. February 21 7:00 pm

Wed. June 20 7:00 pm

Wed. August 22 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 9-Mar 6	12:30-3:30 pm
47200	T	Mar 27-Jun 26	12:30-3:30 pm

### ECE02 CHILD GROWTH AND DEVELOPMENT II

37100	M	Jan 8-Apr 30	9:00 am-12:00 pm
	F	Jan 19	9:00am-3:30 pm

No class Feb 12, Mar 12 & 19, & Apr 2

37110	T	Jan 2-Apr 24	6:30-9:30 pm
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No class Mar 13 & 20

\$539 Resource fee: \$20

### ECE04 HEALTH, SAFETY AND NUTRITION

17050	M-F	Jul 16-20, 2018	9:00 am-3:30 pm
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\$369 Resource fee: \$20

### ECE05 CREATIVE ART

37120	Th	Jan 4-Mar 8	6:30 -9:30 pm
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\$369 Resource fee: \$20

### ECE06 CURRICULUM I

37130	M	Jan 8-Apr 30	12:30 -3:30 pm
	F	Feb 9	9:00 am-3:30 pm

No class Feb 12, Mar 12 & 19, & Apr 2

\$539 Resource fee: \$20 Mandatory Text: \$50

### ECE07 CURRICULUM II

44170	Th	Mar 29-Jun 28	6:30 -9:45 pm
47180	W	Mar 28-Jun 20	9:00 am-12:00 pm
	F	May 25	9:00 am-3:30 pm

Shares book with Curriculum 1

\$539 Resource fee: \$20

### ECE08 LANGUAGE AND LITERATURE

37140	W	Jan 3-Mar 7	12:30 -3:30 pm
	F	Feb 16	9:00 am-3:30 pm

17140	M-F	Jul 9-13, 2018, 2015	8:30 am-4:00 pm
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\$439 Resource fee: \$20



### ECE09 GUIDING BEHAVIOUR

37160	W	Jan 3-Mar 7	9:00 am-12:00 pm
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	F	Feb 23-Mar 9	9:00 am-3:30 pm
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37150	Sa	Jan 6-Mar 3	9:00 am-3:30 pm
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No class Feb 10

\$569 Resource fee: \$20

### ECE10 MUSIC AND MOVEMENT

47190	T	May 1-Jun 26	6:30 -9:45 pm
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\$369 Resource fee: \$20

### ECE11 MATH, SCIENCE, AND TECHNOLOGY

47220	W	Mar 28-Jun 13	12:30 -3:30 pm
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17220	M-F	Jul 23-27, 2018	8:30 am-4:00 pm
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\$439 Resource fee: \$20

### ECE12 CHILD, FAMILY, AND COMMUNITY

47230	M	May 7-Jun 25	9:00 am-3:30 pm
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No class May 21

Three hours fieldwork required

47240	Sa	Apr 7-Jun 2	9:00 am-3:00 pm
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No class May 19

\$539 Resource fee: \$20

### ECEP01-03 PRACTICUM I / II / III

Various dates to be negotiated with Practicum Supervisor / Coordinator

\$469

### ECE BLOCK PRACTICUM SEMINARS

Assigned by program coordinator

F	Jan 12, Feb 2 & Mar 2	9:00 am – 3:30 pm
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**PLEASE NOTE, THERE IS A \$30 APPLICATION FEE FOR THE ECE PROGRAM**

## Education Assistant Program

The Education Assistant program prepares students for a variety of careers in schools, institutions and other workplace settings. EA's provide basic life skills and academic support. They require 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 652 hours (completed within one year).

**Application for admission is required.**

### Admission Requirements:

- Registration Form completed on **Friday June 1, 2018**. No registrations will be accepted before June 1 at 8:30 am. Upon completion of registration on June 1, a limited number of registrations will be accepted.
- Once accepted at registration, applicants are required to attend the Application Session **Friday, June 8, 2018** (\$30 registration 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.
- A resume is useful but not mandatory.
- Bring documentation, references and a calculator to the application session.

### Program Core Courses:

- Introduction to Inclusive Education
- Two week introductory observation – daytime, first 6-8 weeks of the program.
- Child Development & Special Needs
- Curriculum Adaptations and Supports: Elementary / Secondary
- Positive Behaviour Support
- Interpersonal Communication Skills
- Diversity in the Classroom
- Technology in the Classroom
- Introduction to Autism Spectrum Disorders - Practical Applications (ASD) Course
- Non-violent Crisis Intervention
- Occupational First Aid Level 1
- Various workshops and seminars as recommended by Program Advisory Committee
- EA Practicum (four weeks)

Program profile subject to change due to ongoing program review.

### EA APPLICATION PROCESS TAKES PLACE IN TWO STAGES

**Registration In Person:** Friday June 1, 2018 - 8:30 am - on a first-come-first-served basis. No registrations will be accepted before June 1 at 8:30 am. Upon completion of registration on June 1, a limited number of registrants will be accepted. **Prospective students may have a proxy register them for the application session.**

**Application Session:** Friday, June 8, 2018, 9:00 am – noon - Only prospective students who have been accepted for registration on June 1 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. A resume is useful, but not mandatory. There will be an assessment of 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 EA program.**

\$30/1 session

## Teaching English As A Second Language (TESL) Certificate

The 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 abundant in the international marketplace, private language schools and in private tutoring.

**Prerequisite:** admission to TESL program, see TESL Application session.

### 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 17 7:00 -9:00 pm

Free/1 session

### CLASS SCHEDULE

**37680** M/W Jan 29-Jun 11 6:30-9:30 pm  
No classes Feb 12, Mar 12, 14, 19 & 21, & May 21

**\$1499/32 sessions Book fees: \$150**

**TESL Practicum:** there is a practicum requirement for this program. The practicum will be a minimum 24 hours. Students will observe, assist, and ultimately develop and deliver at least one lesson plan during their practicum placement. Most placements will be with Continuing Education English foundations classes. Dates will vary, but practicums are typically done in the last quarter of the program.





## 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.



23060	Sa	Dec 2	8:30 am-4:30 pm
33060	Sa	Jan 27	8:30 am-4:30 pm
33070	Sa	Feb 24	8:30 am-4:30 pm
43070	Sa	Apr 21	8:30 am-4:30 pm
43080	Sa	May 26	8:30 am-4:30 pm
43090	Sa	Jun 23	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.

23110	Sa	Nov 25	8:30 am-4:30 pm
33100	Sa	Feb 17	8:30 am-4:30 pm
43100	Sa	Apr 7	8:30 am-4:30 pm
43110	Sa	Jun 2	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	Feb 19-Mar 9	6:00 -10:00 pm
43420	M-F	Apr 23-May 11	6:00 -10:00 pm
43430	M-F	Jun 7-27	6:00 -10:00 pm

Please note: Thursday start  
**\$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**