

## 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)

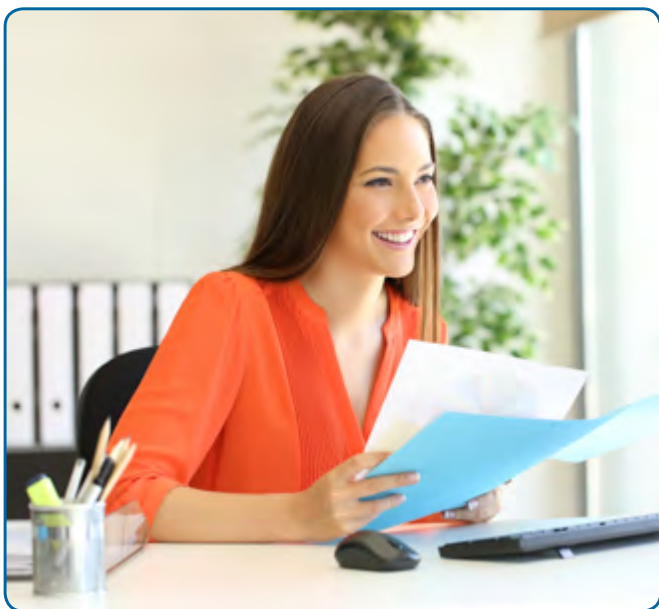
**Duration:** approximately 9 weeks - minimum 250 hours (9:00-4:00 pm with evening options available for some courses)

#### 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. August 22, 7 pm**  
**Wed. November 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.**

23550	M/W/F	Sep 10-Oct 17	12:30 -2:30 pm
No class Oct 8			
24351	T/Th	Sep 18-Nov 8	7:00-9:00 pm
<b>\$449/16 sessions</b>		<b>Textbook: \$185</b>	

### 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.

25360	M/W/F	Oct 19-Nov 16	12:30-2:30 pm
No class Nov 12			
25361	T/Th	Nov 13-Dec 20	7:00-9:00 pm
<b>\$359/12 sessions</b>			

### 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.

25371	M/W	Sep 10-Oct 29	7:00-9:00 pm
no class Oct 8			
25370	M/W/F	Nov 19-Dec 19	12:30-2:30 pm
<b>\$389/14 sessions</b>			



### 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.

24104	Sa	Oct 27-Nov 17	9:00 am-3:30 pm
No class Nov 10			
<b>\$329/3 sessions</b>		<b>Textbook: \$65</b>	

### 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.

24105	Sa	Nov 24-Dec 8	9:00 am-3:30 pm
<b>\$329/3 sessions</b>		<b>Textbook: \$65</b>	

### 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.

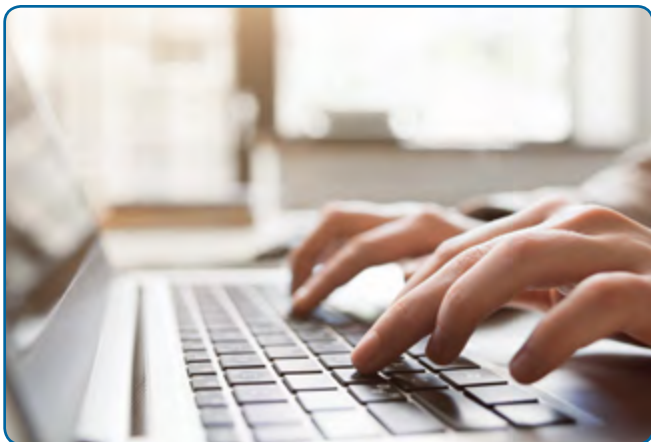
**Textbook:** same as Business Systems.

24000	M-F	Sep 10-Oct 5	2:30 -4:00 pm
<b>\$420/20 sessions</b>		<b>Textbook: \$85</b>	

### 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.

24020	M-F	Oct 9-29	2:30 -4:00 pm
<b>\$315/15 sessions</b>			



## 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.

**24044** M-F Sep 10-21 12:30 -2:30 pm  
**\$259/10 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.

**24051** M-F Sep 24-Oct 15 12:30 -2:30 pm  
 No class Oct 8  
**\$369/15 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.

**24050** T/Th Sep 11-Oct 11 12:30 -2:30 pm  
**\$259/10 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.

**24010** M-F Oct 30-Nov 6 2:30 -4:00 pm  
 Nov 7 12:30-3:30 pm  
 Nov 8 9:00-11:30 am

**\$199/8 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

**24355** T-W Nov 13-14 9:00 -11:30 am  
 Nov 13 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.

**24111** F Sep 7 9:00 am-3:00 pm  
**24112** Sa Sep 8 9:00 am-3:00 pm

**\$89/1 session**

**24113** T/Th Sep 4-6 6:30-9:00 pm

**\$89/2 sessions**

## 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.

**24235** M-F Oct 29-Nov 6 12:30-2:30 pm  
**\$294/7 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.

**24141** M-F Oct 3-15 9:00 -11:30 am  
 No class Oct 8

**24142** M/W Oct 1 -29 6:30-9:00 pm  
 No class Oct 8

**\$339/8 sessions** **Textbook: \$25**

## 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.

**24143** M-F Oct 16-23 9:00 -11:30 am

**\$289/6 sessions** **Textbook: \$25**

**24144** Sa Sep 15-29 9:00 am-2:30 pm

**\$289/3 sessions** **Textbook: \$25**

## MS OUTLOOK 2013

Come and learn how to utilize the various elements of this Personal Management System, namely Mail, Calendar, and 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.

**24220** M-F Oct 18-26 12:30 -2:30 pm

**\$294/7 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.

**24283** M-F Oct 24-Nov 1 9:00 -11:30 am

**\$289/7 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.

**24265** M-F Sep 10-20 9:00 -11:30 am

**24271** T/Th Oct 9-Nov 6 6:30-9:00 pm

**\$379/9 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.

**24270** M-F Sep 21-Oct 2 9:00 -11:30 am

**\$339/8 sessions** **Textbook: \$25**

## 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.

**24285** F-W Nov 2-7 9:00 -11:30 am

**\$169/4 sessions**

## SUPERHOST

Superhost is a one-day go2HR certificate program that teaches front-line employees the skills and techniques that comprise the basics of service professionalism. The Foundations of Service Quality workshop is an effective training tool for anyone who is dedicated to providing exceptional customer service. Certificate issued by go2HR.

**24295** F Nov 9 9:00 am-3:30 pm

**\$159/1 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: 169.5

### Dental Reception Certificate Program Courses:

- Dental Program Application Session
- Dental Reception I
- Dental Reception II
- Introduction to MS Windows (**offered Fall, Winter and Spring terms**)
- MS Word Level 1 (**offered Fall, 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.

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

**25409** W Aug 22 7:00-9:00 pm  
(For Fall sessions)

**25410** Sa Nov 24 10:00 am-12:00 pm  
(For Winter / Spring sessions)

**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.

**25400** M/W Sep 5-Oct 10 6:30-9:45 pm  
Sa 1 session TBA 9:00 am-4:00 pm  
No class Oct 8

**\$589/11 sessions Text: \$185**

**35400** M/W Jan 28-Mar 11 6:30-9:45 pm  
No class Feb 18

**\$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.

**25401** M/W Oct 15-Dec 19 6:30-9:45 pm  
No class Nov 12

Sa 3 session TBA 9:00 am-4:00 pm

**\$989/22 sessions**

**35401** M/W Apr 1-June 26 6:30-9:45 pm  
No class Apr 22 & May 20

**\$989/24 sessions**

### DENTAL RECEPTION PRACTICUM

**25403** Various dates to be negotiated with instructor

**45403** Various dates to be negotiated with instructor  
**\$259/ minimum 30 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.**

**24111** F Sep 7 9:00 am-3:00 pm

**24112** Sa Sep 8 9:00 am-3:00 pm

**\$89/1 session**

**24113** T/Th Sep 4-6 6:30-9:00 pm

**\$89/2 sessions**

### 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.

**24265** M-F Sep 10-20 9:00 -11:30 am

**24271** T/Th Oct 9-Nov 6 6:30-9:00 pm

**\$379/9 sessions Textbook: \$25**

**PLEASE NOTE: ADDITIONAL SECTIONS OF INTRODUCTION TO WINDOWS AND MS WORD 2013 LEVEL 1 WILL BE AVAILABLE IN THE WINTER AND SPRING TERMS.**

# 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.

### 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.



### FREE Information Sessions:

Wed. June 20 7:00 pm

Wed. August 22 7:00 pm

Wed. November 21 7:00 pm

Wed. February 20 7:00 pm

Call to register!

#### 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

### ECE01 CHILD GROWTH AND DEVELOPMENT I

27020	T	Sep 4-Dec 11	6:30 -9:30 pm
27010	M	Sep 10-Dec 17	9:00 am-12:00 pm
No class Oct 8, Nov 12, & Nov 19			
	F	Oct 12 & Nov 30	9:00 am-3:30 pm
\$539		Resource fee: \$20	

### ECE02 CHILD GROWTH AND DEVELOPMENT II

37100	M	Jan 7-Apr 29	9:00 am-12:00 pm
	F	Jan 18	9:00am-3:30 pm
No class Feb 18, Mar 18 & 25, & Apr 22			
37110	T	Jan 8-Apr 30	6:30-9:30 pm
No class Mar 19 & 26			
\$539		Resource fee: \$20	

### ECE03 FOUNDATIONS IN EARLY CHILDHOOD EDUCATION

27030	W	Sep 5-Dec 12	9:00 am-12:00 pm
27040	Th	Sep 6-Dec 13	6:30-9:30 pm
\$539		Resource fee: \$20	

### ECE04 HEALTH, SAFETY AND NUTRITION

27060	Sa	Sep 8-Oct 13	9:00 am-3:30 pm
No class Oct. 6			
27050	M	Sep 10-Nov 5	12:30 -3:30 pm
	Sa	Sep 23	9:00 am-3:30 pm
No class Oct 8			
17050	M-F	Jul 16-20, 2018	9:00 am-3:30 pm
17050	M-F	Jul 15-19, 2019	9:00 am-3:30 pm
\$369		Resource fee: \$20	

### ECE05 CREATIVE ART

27070	W	Sep 5-Nov 7	12:30 -3:30 pm
37120	Th	Jan 3-Mar 7	6:30 -9:30 pm
\$369		Resource fee: \$20	

### ECE06 CURRICULUM I

27080	Sa	Oct 20-Dec 15	9:00 am-3:30 pm
No class Nov 10			
37130	M	Jan 7-Apr 29	12:30 -3:30 pm
No class Feb 18, Mar 18 & 25, & Apr 22			
	F	Feb 8	9:00 am-3:30 pm
\$539		Resource fee: \$20 Mandatory Text: \$50	

### ECE07 CURRICULUM II

44170	Th	Apr 4-Jun 27	6:30 -9:45 pm
47180	W	Apr 3-Jun 26	9:00 am-12:00 pm
	F	May 24	9:00 am-3:30 pm
Shares book with Curriculum I			
\$539		Resource fee: \$20	



### ECE08 LANGUAGE AND LITERATURE

37140	W	Jan 2-Mar 6	12:30 -3:30 pm
	F	Feb 15	9:00 am-3:30 pm
17140	M-F	Jul 9-13, 2018	8:30 am-4:00 pm
17140	M-F	Jul 8-12, 2019	8:30 am-4:00 pm
\$439		Resource fee: \$20	

### ECE09 GUIDING BEHAVIOUR

37160	W	Jan 2-Mar 6	9:00 am-12:00 pm
	F	Feb 22-Mar 8	9:00 am-3:30 pm
37150	Sa	Jan 5-Mar 2	9:00 am-3:30 pm
No class Feb 16			
\$569		Resource fee: \$20	

### ECE10 MUSIC AND MOVEMENT

27090	M/W	Nov 26-Dec 12	12:30 -3:30 pm
	F	Dec 7-14	9:00 am-3:30 pm
47190	T	May 7-Jun 25	6:30 -9:45 pm
\$369		Resource fee: \$20	

### ECE11 MATH, SCIENCE, AND TECHNOLOGY

47220	W	Apr 3-Jun 9	12:30 -3:30 pm
17220	M-F	Jul 23-27, 2018	8:30 am-4:00 pm
17220	M-F	Jul 22-26, 2019	8:30 am-4:00 pm
\$439		Resource fee: \$20	

### ECE12 CHILD, FAMILY, AND COMMUNITY

47230	M	May 6-Jun 24	9:00 am-3:30 pm
No class May 20			
Three hours fieldwork required			
47240	Sa	Apr 6-Jun 8	9:00 am-3:00 pm
No class Apr 20 & May 18			
\$539		Resource fee: \$20	

### ECEPP PRACTICUM PREPARATION

Prerequisite to Practicum I – Mandatory			
27090	F	Sep 21, Oct 19 & Nov 2	9:00 am-3:30 pm
\$189		Resource fee: \$20	

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

Practicum II & III - various dates to be negotiated with Practicum Supervisor / Coordinator  
ECE01 PRACTICUM I – Nov 13 – 19 (8 hour days)  
Practicum I - \$369 Practicum II & III \$469

**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 600 plus hours (completed within approximately 10 months).

Application for admission is required.

### Admission Requirements:

- Registration procedures will be published in our Winter/Spring 2019 brochure.
- Once accepted at registration, applicants are required to attend the Application Session **on a subsequent date, to be determined and published in our Winter/Spring 2019 brochure** (\$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: Spring 2019** - Registration procedures will be published in our Winter/Spring 2019 brochure. Upon completion of the registration form, a limited number of registrants will be accepted.

**Application Session: date to be determined and published in our Winter/Spring 2019 brochure.** Only prospective students who have been accepted for registration 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

Graduates of this intensive 120-hour program may find ESL teaching positions 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.

**27690** Th Sep 6 7:00 -9:00 pm  
Free/1 session

### CLASS SCHEDULE

**27680** T/Th Sep 11-Dec 20 6:30 am-9:30 pm  
1 Sat session TBA 9:00 am-3:30 pm  
**\$1499/31 sessions** Book fees: \$150

**Minimum 24 hour practicum: dates and location to be negotiated with instructor.**





## 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	Sep 15	8:30 am-4:30 pm
23070	Sa	Oct 27	8:30 am-4:30 pm
23080	Sa	Dec 8	8:30 am-4:30 pm
<b>\$84/1 session</b>		<b>\$25 Book and Certificate Fee</b>	



### 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.

23100	Sa	Sep 8	8:30 am-4:30 pm
23110	Sa	Oct 27	8:30 am-4:30 pm
23120	Sa	Dec 1	8:30 am-4:30 pm
<b>\$189/1 session</b>		<b>\$30 Book and Certificate Fee</b>	

### 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.

23410	M-F	Sep 10-28	6:00 -10:00 pm
23420	M-F	Nov 19-Dec 7	6:00 -10:00 pm
<b>\$789/15 sessions</b>		<b>\$40 Material and Manual Fee</b>	

## 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**