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
- Super Host
- Social Media for Business

FREE Administrative Assistant & Accounting Program Information Sessions:

Wed. November 21, 7 pm

Wed. February 20, 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
- Super 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 7-Feb 13 12:30 -2:30 pm
No class Feb 11

34351 M/W Jan 14-Mar 11 7:00-9:00 pm
No class Feb 12

43550 M/W/F Apr 8-May 17 12:30 -2:30 pm
No class April 19 & 22

44351 T/Th Apr 2-May 23 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 15-Mar 15 12:30-2:30 pm

45360 M/W/F May 22-Jun 17 12:30-2:30 pm

45361 M/W Apr 1-May 13 7:00-9:00 pm
No class Apr 22

45362 T/Th May 28-Jun 27 7:00-9:00 pm
Two sessions 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 8-Feb 21 7:00-9:00 pm

45370 T/Th Apr 2-May 16 12:30-2:30 pm

45371 M/W May 15-Jun 26 7:00-9:00 pm
Two sessions TBA
No class May 20

45372 M-F Jun 19-Jul 22 12:30-2:30 pm
No class July 1

$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 26-Feb 9 9:00 am-3:30 pm

44104 Sa Apr 27-May 11 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 23-Mar 9 9:00 am-3:30 pm

44105 Sa May 25-Jun 8 9:00 am-3:30 pm

$329/3 sessions **Textbook: $65**

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 7-Feb 1	2:30 -4:00 pm
44000	M-F	Apr 8-May 6	2:30 -4:00 pm

No class April 19 & 22

$420/20 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 4-25	2:30 -4:00 pm

No class Feb 18

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

No class May 20

$315/15 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 7-18	12:30 -2:30 pm
44044	M-F	Apr 8-23	12:30 -2:30 pm

No class April 19 & 22

$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.

34051	M-F	Jan 21-Feb 8	12:30 -2:30 pm
44051	M-F	Apr 24-May 14	12:30 -2:30 pm

$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.

34050	T/Th	Jan 8-Feb 7	12:30 -2:30 pm
44050	T/Th	Apr 9-May 9	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.

34010	M-Th	Mar 4-7	12:30 -4:00 pm
44010	W-M	Jun 5-10	2:30 -4:00 pm

$199/4 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	M-W	Mar 11-13	9:00-11:30 am
44355	W-F	Jun 12-14	9:00 -11:30 am

$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 4	9:00 am-3:00 pm
34112	Sa	Jan12	9:00 am-3:00 pm
44111	F	Apr 5	9:00 am-3:00 pm
44112	Sa	Apr 6	9:00 am-3:00 pm

$89/1 session

34113	T/Th	Jan 8-10	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.

34235	M-F	Feb 25	12:30-2:30 pm
		Feb 26-Mar 1	12:30-4:00 pm

$294/4 sessions **Textbook: $25**

44235	Th-T	May 30-Jun 4	12:30-4:00 pm

$294/4 sessions **Textbook: $25**

MS EXCEL 2013 LEVEL 1

Become proficient in using Excel, a "must have skill" for office to warehouse personnel. Using Microsoft® certified manuals, master essential skills, to create professional and functional spreadsheets. This popular and user friendly program is used to calculate and analyze data such as budgets, expenditures, financial forecasts and to also convert this data into charts and graphs. Learn how to efficiently use the ribbon to create worksheets, input numbers and text, format columns and rows, specify calculations creating formulas and values, compile and sort database lists, link information from different spreadsheets, create charts and graphs and so much more. **Course length:** 20 hours

Prerequisite: touch control of the computer keyboard, Introduction to Windows or equivalent.

34141	M-F	Jan 30-Feb 8	9:00 -11:30 am
34142	M/W	Jan 21-Feb 13	6:30-9:00 pm
44141	M-F	May 3-14	9:00 -11:30 am
$339/8 sessions		**Textbook: $25**	
44142	Sa	Apr 27-May 25	9:00 am-2:30 pm
No class May 18			
$339/4 sessions		**Textbook: $25**	

MS EXCEL 2013 LEVEL 2

Building on skills learned in MS Excel Level 1 and using Microsoft® certified manuals, explore advanced functions such as conditional and custom formatting, use of advanced filters, using Macros, advanced chart elements, pivot tables, lookup functions and much more. **Course length:** 15 hours

Prerequisite: MS Excel Level 1 or equivalent.

34143	M-F	Feb 11-19	9:00 -11:30 am
No class Feb 18			
44143	M-F	May 15-23	9:00 -11:30 am
No class May 20			
$289/6 sessions		**Textbook: $25**	
34144	Sa	Jan 5-19	9:00 am-2:30 pm
44144	Sa	Jun 1-15	9:00 am-2:30 pm
$289/3 sessions		**Textbook: $25**	

MS OUTLOOK 2013

In this course, learn the many facets of Outlook. This powerful program is not just for email but also used as an efficient personal management system. Using Microsoft® certified manuals, learn how to create, send and add attachments, manage your emails and address book, schedule appointments, meetings and track responses, create, share and modify your calendar, use the tasks, notes and journal feature, and so much more. **Course length:** 17½ hours.

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

34220	M-F	**Feb 12-21**	**12:30 -2:30 pm**
No class Feb 18			
44220	**M-F**	**May 21-29**	**12:30 -2:30 pm**
No class May 20			
$294/7 sessions		**Textbook: $25**	

MS POWERPOINT 2013

Learn how to easily create and manage powerful and engaging presentations for the workplace. Using Microsoft® certified manuals, explore how to efficiently use the ribbon to create slides, work with text, images, apply themes, multimedia, transition and animation elements and so much more. **Course length:** 17½ hours

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

34283	M-F	Feb 20-28	9:00 -11:30 am
44283	M-F	May 24-Jun 3	9:00 -11:30 am
$289/7 sessions		**Textbook: $25**	

MS WORD 2013 LEVEL 1

Master MS Word essentials, a "must have skill" for office to warehouse personnel, to create professional looking documents. In this comprehensive program, you will be using Microsoft® certified manuals to learn how to efficiently use the ribbon to format and edit documents, password protect documents, apply text and paragraph styles, set tabs, indents, section breaks, bullets and lists, create tables, columns and text boxes, insert and manipulate pictures and shapes, add watermarks, headers, footers and much more. **Course length:** 22 hours.

34265	M-F	Jan 7-17	9:00 -11:30 am
44265	M-F	Apr 8-18	9:00 -11:30 am
$379/9 sessions		**Textbook: $25**	
34271	T/Th	Jan 15-Feb 7	6:30-9:15 pm
44271	T/Th	May 2-28	6:30-9:15 pm
$379/8 sessions		**Textbook: $25**	

MS WORD 2013 LEVEL 2

Building on skills learned in MS Word Level 1 and using Microsoft® certified manuals, explore advanced functions such as setting and tracking changes, comparing and combining documents, applying custom formatting, linking text boxes, advanced document password protection, working with Building Blocks using Quick Parts, creating mail merges, online forms, creating a table of content, index, table of figures and Authorities and much more. **Course length:** 20 hours.

Prerequisite: MS Word 2013 Level 1 or equivalent experience.

34270	M-F	Jan 18-29	9:00 -11:30 am
44270	M-F	Apr 23-May 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.

34285	F-W	Mar 1-6	9:00 -11:30 am
44285	T-F	Jun 4-7	9:00 -11:30 am
$169/4 sessions			

SUPERHOST

Superhost is a one-day Tourism BC (go2HR) 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 go2HR.

34295	F	Mar 8	9:00 am-3:30 pm
44295	F	Jun 11	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 10 **(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.

25410 Sa Nov 24 10:00 am-12:00 pm
(For Winter / Spring 2019 sessions)

35410 Sa Jun 16 10:00 am -12:00 pm
(For Fall 2019 sessions)

45410 Sa Aug 24 10:00 am -12:00 pm
(For Fall 2019 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.

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.

35401 M/W Apr 1-June 19 6:30-9:45 pm
No class Apr 2, May 21 & Jun 26
$989/24 sessions

DENTAL RECEPTION PRACTICUM

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.

34111 F Jan 4 9:00 am-3:00 pm
34112 Sa Jan12 9:00 am-3:00 pm
44111 F Apr 5 9:00 am-3:00 pm
44112 Sa Apr 6 9:00 am-3:00 pm
$89/1 session

34113 T/Th Jan 8-10 6:30-9:00 pm
$89/2 sessions

MS WORD 2013 LEVEL 1

Master MS Word essentials, a "must have skill" for office to warehouse personnel, to create professional looking documents. In this comprehensive program, you will be using Microsoft® certified manuals to learn how to efficiently use the ribbon to format and edit documents, password protect documents, apply text and paragraph styles, set tabs, indents, section breaks, bullets and lists, create tables, columns and text boxes, insert and manipulate pictures and shapes, add watermarks, headers, footers and much more. **Course length:** 22 hours

34265 M-F Jan 7-17 9:00 -11:30 am
44265 M-F Apr 8-18 9:00 -11:30 am
$379/9 sessions **Textbook: $25**

34271 T/Th Jan 15-Feb 7 6:30-9:15 pm
$379/8 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 21 7:00 pm
Wed. February 20 7:00 pm
Wed. June 19 7:00 pm
Wed. August 21 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

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**

ECE04 HEALTH, SAFETY AND NUTRITION

17050	M-F	Jul 15-19	9:00 am-3:30 pm

$369 **Resource fee: $20**

ECE05 CREATIVE ART

37120	Th	Jan 3-Mar 7	6:30 -9:30 pm

$369 **Resource fee: $20**

ECE06 CURRICULUM I

37130	M	Jan 7-Apr 29	12:30 -3:30 pm
	F	Feb 8	9:00 am-3:30 pm

No class Feb 18, Mar 18 & 25, & Apr 22

$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
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 1	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

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 22-26	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	Jan 18, Feb 15 & Mar 8	9:00 am-3:30 pm

$189 **Resource fee: $20**

ECEP01 PRACTICUM I

Spring Break (8 hour days)

$369

ECEP02-03 PRACTICUM II /III

Various dates to be negotiated with Practicum Supervisor / Coordinator

$469 per practicum

PLEASE NOTE, THERE IS AN ADDITIONAL $30 APPLICATION FEE FOR THE ECE PROGRAM

Education Assistant Program

Education Assistants work with K-12 students with special physical, behavioural, or learning needs. Ridge Meadows College Education Assistant Program will prepare you for supporting students in mainstream, learning assistance, resource room, English literacy, and alternate settings. The program will commence mid-August and will be complete mid-May 2019. The program runs Tuesday, Wednesday, and Thursday evenings (6:30-9:30 pm) – there will be occasional Monday evenings as well – and most Saturdays (9:00 am – 3:30 pm). A schedule will be provided to successful applicants by the end of June 2019. There will be two weeks of Directed Observation during school hours towards the end of October, and a four week practicum during school hours starting in late April. Cost of the program (subject to change) is approximately $8,500.00. Payment plans are available. The program is currently not eligible for student loans.

While this is considered a part-time program, the work load is quite heavy. Regular attendance, participation, and completion of assignments is of the utmost importance.

Application Requirements:

The Deadline for Application for Fall 2019 is FRIDAY, MARCH 15, 2019

Late applications may be considered once applicants who have met the deadline have been reviewed and if space remains.
There has been a demand beyond our capacity in recent years, we recommend applying by the deadline

- Completion of Application form – the form will be available online December 3 or can be picked up in person at the college after that date. Our website: **www.rmcollege.ca**

Included with the application form, please submit:

- A **hand-written**, one-page letter / statement about why you feel you are a good candidate (to include any experience dealing with children, youth, or persons with special needs)
- Two letters of reference, preferably from professionals in education, special needs programs, child care, recreation, or community service.
- Transcript or proof of Grade 12 graduation. Off shore credentials may be considered. Evidence of other post-secondary education should be included.
- A record / summary of applicable work or volunteer hours (100 hours).
- A resume is not mandatory, but useful.

Pre-Requisites:

- Completion of the application form along with supplemental documents and a $30 non-refundable application fee.
- High School Graduation – Grade 12.
- Excellent communication skills in written and spoken English
- Ability to pass a Criminal Records Check for work in the vulnerable sector – the college will run these checks upon acceptance to the program.
- 2 professional references.
- 100 hours appropriate work / volunteer experience.

Assets for Applicants:

- Volunteer or work experience with children or youth in school settings (K to 12)
- Volunteer or work experience with children, youth, or adults with special needs
- Familiarity with the various roles of education assistants in the school system
- Strong numeracy and academic aptitude
- Post-secondary courses in education, psychology, special needs, or health care
- Other training related to health care, child care, behavioural support, or home support

Selection Process:

A limited number of applicants will be accepted to the program. Class size each year is limited so selection into the program is based on a competitive process. **Application packages will be reviewed after the March 15, 2019 deadline.**

Applicants are evaluated on their initial application package. Selected applicants will be screened through further written and personal interviews, focusing on these criteria:

- Completeness of the application, including both references and hand-written letter
- Relevant work and/or volunteer experience, especially with people with special needs or in K-12 classrooms
- Strength of the hand-written statement in terms of content, clarity, and writing skills
- Related prior education and other applicable academic qualifications
- Demonstrated understanding of the role of an education assistant
- Preparedness for the program's demanding schedule

Only applicants who will be given further consideration will be contacted by May 3rd.

Applications will be reviewed by a committee of program instructors and college administration.
Their decisions regarding applications are final and not subject to appeal.

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 19	8:30 am-4:30 pm
33070	Sa	Feb 16	8:30 am-4:30 pm
33080	Sa	Mar 9	8:30 am-4:30 pm
43060	Sa	Apr 13	8:30 am-4:30 pm
43070	Sa	Jun 8	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.

33100	Sa	Feb 2	8:30 am-4:30 pm
33110	Sa	Mar 9	8:30 am-4:30 pm
43100	Sa	Apr 13	8:30 am-4:30 pm
43110	Sa	May 18	8:30 am-4:30 pm
43120	Sa	Jun 15	8:30 am-4:30 pm

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

BUILDING SERVICE WORKER

If you are changing careers or entering the work force, and are seeking employment in a growing industry, then our Building Service Worker (BSW) program is the right fit for you! In both the public and private sector, there is a growing demand for certified BSW's that know how to perform the job in a safe, competent and professional manner. Our 3 week BSW comprehensive program, provides students with classroom and technical training including practical hands on cleaning practice and experience using various cleaning equipment. Students will be taught all aspects of cleaning inclusive of sanitation, proper chemical handling, floor maintenance inclusive of stripping, waxing and buffing floors, carpet maintenance, safety procedures and Workplace Hazardous Materials Information System (WHIMIS). Upon successful completion of this program, students will receive a BSW and WHIMIS certificate.

33410	M-F	Feb 25-Mar 15	6:00 -10:00 pm
43410	M-F	Apr 8-30	6:00 -10:00 pm
No class Apr 19 & 22			
43420	M-F	Jun 3-21	6:00 -10:00 pm

$589/15 sessions **$40 Materials, BSW & WHMIS Manual**

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, 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	Th	Jan 10	7:00 -9:00 pm

Free/1 session

CLASS SCHEDULE

37680	T/Th	Jan 22-Mar 14	6:30 am-9:30 pm
	T/Th	Apr 2-May 23	6:30 am-9:30 pm

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

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