



Fall 2017

Course Catalogue

- Accredited Career Vocational Training
- Workplace Certification
- General Interest & Personal Development



continuing
MAPLE RIDGE & PITT MEADOWS



Fall 2017



continuing
MAPLE RIDGE & PITT MEADOWS



See page 12 & 13

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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 23, 7 pm
Wed. November 22, 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 – 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

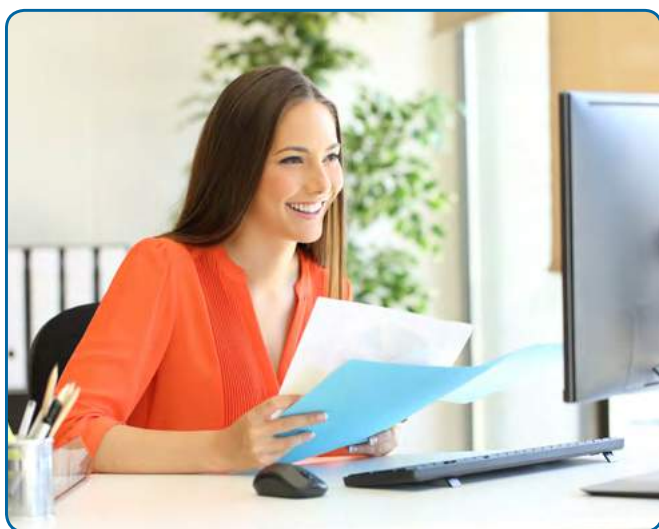
There is a constant and ongoing demand for qualified bookkeepers. Your employment options will expand with a Computer Accounting Certificate that is recognized by the Canadian Payroll Association. Qualified bookkeepers are in demand and today's employers require up-to-date training and skill sets. You 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 11-Oct 18	12:30 -2:30 pm
No class Oct 9			
24351	T/Th	Sep 12-Nov 2	7:00-9:00 pm
\$449/16 sessions TEXT: \$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.

25360	M/W/F	Oct 20-Nov 17	12:30-2:30 pm
No class Nov 10			
25361	T/Th	Nov 7-Dec 14	7:00-9:00 pm
\$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.

25370	M/W/F	Nov 20-Dec20	12:30-2:30 pm
25371	M/W	Sep 11-Oct 30	7:00-9:00 pm
\$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.

24104	Sa	Oct 21-Nov 4	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.

24105	Sa	Nov 18-Dec 2	9:00 am-3:30 pm
No class Feb 11			
\$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.

24000	M-F	Sep 11-Oct 6	2:30 -4:00 pm
\$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 text book with Business English and Communication.

24020	M-F	Oct 10-30	2:30 -4:00 pm
\$299/15 sessions			



Career Training & Education - Credit Courses

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 11-22 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.

24051 M-F Sep 25-Oct 16 12:30 -2:30 pm
No class Oct 9
\$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.

24050 T/Th Sep 12-Oct 12 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.

24010 M-F Oct 31-Nov 7 2:30 -4:00 pm
W Nov 8 9:00 am-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

24355 M-W Nov 13-15 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.

24111 F Sep 8 9:00 am-3:00 pm
24112 Sa Sep 16 9:00 am-3:00 pm
\$89/1 session

24113 M/W Sep 18-20 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.

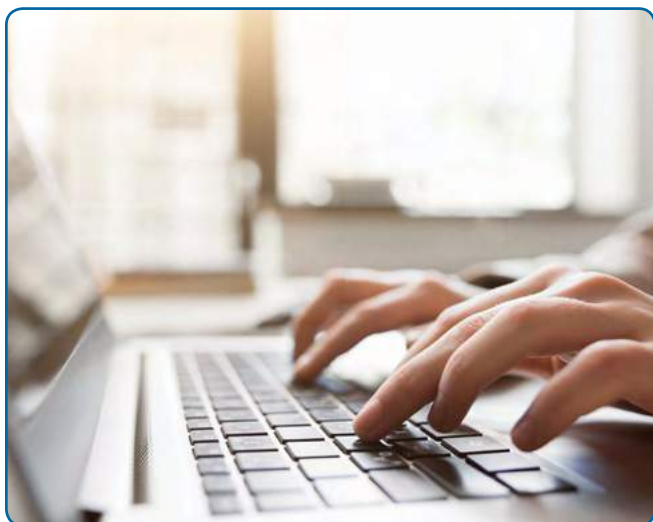
24235 M-F Oct 30-Nov 7 12:30-2:30 pm
\$279/7 sessions **TEXT: \$25**

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 4-16 9:00 -11:30 am
No class Oct 9
24142 T/Th Oct 10-Nov 2 6:30-9:00 pm
\$329/8 sessions **TEXT: \$25**



Career Training & Education - Credit Courses

MS EXCEL 2013 LEVEL 2

Advanced features of Excel will be covered, including:

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

Prerequisite: MS Excel Level 1 or equivalent.

24143	M-F	Oct 17-24	9:00 -11:30 am
\$279/6 sessions	TEXT: \$25		
24144	Sa	Nov 18-Dec 2	9:00 am-2:30 pm
\$279/3 sessions	TEXT: \$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 19-27	12:30 -2:30 pm
\$279/7 sessions	TEXT: \$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 25-Nov 1	9:00 -11:30 am
24284	T/Th	Nov 14-30	6:30-9:00 pm
\$279/6 sessions	TEXT: \$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 11-21	9:00 -11:30 am
\$359/9 sessions	TEXT: \$25		
24271	T/Th	Sep 12-Oct 5	6:30-9:15 pm
\$359/8 sessions	TEXT: \$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 22-Oct 3	9:00 -11:30 am
\$329/8 sessions	TEXT: \$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	Th-T	Nov 2-7	9:00 -11:30 am
\$169/4 sessions			



WORLDHOST

World Host (formerly Superhost) is a one-day Tourism BC certificate program that teaches front-line employees the skills and techniques that comprise the basics of service professionalism. The workshop is an effective training tool for anyone who is dedicated to providing exceptional customer service. Pin and certificate issued by Tourism British Columbia.

24296	S	Sep 30	9:00 am-3:30 pm
24295	Th	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 and the Internet
(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 SESSION

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

25409 Sa Aug 26 10:00 am-12:00 pm
(For Fall sessions)

25410 Sa Nov 25 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 6-Oct 11 6:30-9:45 pm
Sa 1 session TBA 9:00 am-4:00 pm

No class Oct 9

\$589/11 sessions Text: \$185

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

\$589/12 sessions Text: \$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 16-Dec 20 6:30-9:45 pm
Sa 2 session TBA 9:00 am-4:00 pm

\$939/22 sessions

35401 M/W Mar 26-Jun 25 6:30-9:45 pm
No class Apr 2, May 21 & Jun 6

\$939/24 sessions

DENTAL RECEPTION PRACTICUM

25403 Various dates to be negotiated with instructor

45403 Various dates to be negotiated with instructor

\$259/ minimum 30 hours

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 8 9:00 am-3:00 pm

24112 Sa Sep 16 9:00 am-3:00 pm

\$89/1 session

24113 M/W Sep 18-20 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 11-21 9:00 -11:30 am

\$319/9 sessions TEXT: \$25

24271 T/Th Sep 12-Oct 5 6:30-9:15 pm

\$359/8 sessions TEXT: \$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, 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. June 21 7:00 pm

Wed. August 23 7:00 pm

Wed. November 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 AND NUTRITION

This course supports students as they develop the skills and knowledge necessary to keep very young children safe and healthy in group situations. Provincial regulations pertaining to child care are reviewed, and students are required to develop methods and resources that assist adults as they strive to protect the health and safety of young children.

ECE05 CREATIVE ART / ECE08 LANGUAGE AND LITERATURE / ECE10 MUSIC & MOVEMENT / ECE11 MATH, SCIENCE & TECHNOLOGY

These four courses provide students with the tools and resources they will need to work in any early childhood program. Students practice the practical skills necessary to lead developmentally appropriate activities, learn to articulate and communicate what the children are learning, and develop a number of resources for use in the classroom.

ECE06 & 07 CURRICULUM I & II

These general curriculum courses support students as they learn to plan and execute developmentally appropriate activities for young children. Students begin by learning to develop and integrate traditional curriculum models, and are then encouraged to refine their observation skills and think more deeply as they work toward sharing and documenting pedagogical narration.

ECE09 GUIDING BEHAVIOUR

Quality in early learning environments often depends on the relationships that are developed between and among teachers and children. This course reviews the history of guiding behaviour and introduces a variety of theoretical approaches, with the aim of preparing students to use positive relationships as the basis for classroom management.

ECE12 CHILD, FAMILY & COMMUNITY

Students will explore the role of early childhood programs as a support to families in our communities. Family-centered models of care will be studied, and particular attention will be paid to the factors that affect the development of strong and resilient families within our communities. Methods of positive communication, issues of diversity, and the early childhood educator's overall roles and responsibilities will be explored in depth.

ECEP01-03 PRACTICUM I / II / III

Practicum is a provincially mandated course requirement that provides students with the opportunity to experience several different program delivery models as they practice, and improve on the skills necessary to become skillful practitioners. RMC recognizes that a workplace practicum model has become necessary for many of our students, and a process exists that can support students as they meet some of the necessary practicum hours within their workplace.

Early Childhood Education Schedule: Daytime Or Evening/ Saturday Options

Schedule subject to change

ECE 00 THEORY AND PRACTICE SEMINAR

Assigned by program coordinator

27200	T	Sept 5-Dec 12	12:30-3:30 pm
37200	T	Jan 9-Mar 6	12:30-3:30 pm
47200	T	Mar 27-Jun 26	12:30-3:30 pm

ECE01 CHILD GROWTH AND DEVELOPMENT I

27020	T	Sep 5-Dec 12	6:30 -9:30 pm
27010	M	Sep 11-Dec 11	9:00 am-12:00 pm
	F	Oct 13	9:00 am-3:30 pm

No class Oct 9

\$539 Resource fee: \$20

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

ECE03 FOUNDATIONS IN EARLY CHILDHOOD EDUCATION

27030	W	Sep 6-Dec 13	9:00 am-12:00 pm
27040	Th	Sep 7-Dec 14	6:30-9:30 pm

\$539 Resource fee: \$20

ECE04 HEALTH, SAFETY AND NUTRITION

27060	Sa	Sep 9-Oct 14	9:00 am-3:30 pm
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No class Oct. 7

27050	M	Sep 11-Nov 6	12:30 -3:30 pm
	Sa	Sep 23	9:00 am-3:30 pm

No class Oct 9

17050	M-F	Jul 24-28, 2017	9:00 am-3:30 pm
17050	M-F	Jul 16-20, 2018	9:00 am-3:30 pm

\$369 Resource fee: \$20

ECE05 CREATIVE ART

27070	W	Sep 6-Nov 8	12:30 -3:30 pm
37120	Th	Jan 4-Mar 8	6:30 -9:30 pm

\$369 Resource fee: \$20

ECE06 CURRICULUM I

27080	Sa	Oct 21-Dec 16	9:00 am-3:30 pm
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No class Nov 11

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 17-21, 2017	8:30 am-4:00 pm
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17140	M-F	Jul 9-13, 2018	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
	F	Feb 23-Mar 9	9:00 am-3:30 pm
37150	Sa	Jan 6-Mar 3	9:00 am-3:30 pm

No class Feb 10

\$569 Resource fee: \$20

ECE10 MUSIC AND MOVEMENT

27090	M/W	Nov 13-Dec 13	12:30 -3:30 pm
47190	T	May 1-Jun 26	6:30 -9:45 pm

\$369 Resource fee: \$20

ECE11 MATH, SCIENCE, AND TECHNOLOGY

47220	W	Mar 28-Jun 13	12:30 -3:30 pm
17220	M-F	Jul 10-14, 2017	8:30 am-4:00 pm
17220	M-F	Jul 23-27, 2018	8:30 am-4:00 pm

\$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

PLEASE NOTE, AS OF SEPTEMBER 2017, THERE WILL BE AN ADDITIONAL \$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 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
- SETA 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.

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 around 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 W Sep 6 7:00 -9:00 pm
Free/1 session

CLASS SCHEDULE

27680 M/W Sep 18-Dec 18 6:30 am-9:30 pm
3 Sat sessions TBA 9:00 am-3:30 pm
No classes Oct 9
\$1499/29 sessions **Book fees: \$150**



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 9	8:30 am-4:30 pm
23070	Sa	Oct 21	8:30 am-4:30 pm
23060	Sa	Dec 2	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.

23100	Sa	Oct 14	8:30 am-4:30 pm
23110	Sa	Nov 25	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.

23420	M-F	Sept 13-Oct 4	6:00 -10:00 pm
Wed start, no class Sept 25			
23430	M-F	Nov 13-Dec 1	6:00 -10:00 pm
\$789/15 sessions		\$40 Material and Manual Fee	

Worksafe Certificate Programs: Custom Courses For Business

Admission requirements: Fluency in English and 17 years of age.

Certificate requirements: Each program requires participants to take four to seven core topics. Students are tested on the core topics at the end of each program to qualify for certification. Each program also includes elective topics and/or workshops that may be offered on the basis of student need and instructor availability. Programs may be delivered at Ridge Meadows College or at workplace sites. Please call for more information regarding customized WorkSafe training for your workers, at your worksite.

HAZARD RECOGNITION & CONTROL

This will be of interest to workers, new supervisors, joint health and safety committee members, worker health and safety representatives, and business owners or operators who wish to improve health and safety performance in their workplace. The course will help participants identify hazards and apply effective strategies to control them in their workplace.

JOINT HEALTH & SAFETY COMMITTEE TRAINING

This course is ideal for joint health and safety committee members, worker health and safety representatives, and health and safety professionals committed to reducing workplace injuries and diseases. The course will help participants identify and interpret joint health and safety committee members' functions and duties and to carry out their responsibilities to promote workplace health and safety.

OCCUPATIONAL HEALTH & SAFETY IN SMALL BUSINESS

This course aims at helping small business owners to understand their legal responsibilities and to exercise due diligence in their workplace. This course is also suitable for worker health and safety representatives, supervisors, and workers in small operations.

PREVENTING WORKPLACE VIOLENCE

This program provides employers and workers with tools to reduce workplace violence, which has increasingly become a concern within a number of occupational sectors – health care, social services, and retail business, for example.

SUPERVISOR SAFETY MANAGEMENT

This course aims to help supervisors to exercise due diligence and to carry out their responsibilities for creating and maintaining a safe and healthy work environment. The course is designed for supervisors, new or experienced, and is also suitable for joint health and safety committee members, worker health and safety representatives, and health and safety professionals committed to reducing workplace injuries and diseases.

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

Upon completion of this course, students will be able to explain the seven-step Musculoskeletal Injury Prevention process, identify risk factors associated with MSI, determine ways to control identified risks, and apply tools to prevent MSI and conduct investigations into MSI.

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

This course will educate you on the health hazards of materials used in the workplace and the proper safety procedures for dealing with them (B.C. regulations). Half day session.

**CALL FOR MORE INFORMATION ON
WORKSAFE FOR YOUR BUSINESS:
CUSTOM PROGRAMS**

CONTINUING

MAPLE RIDGE & PITT MEADOWS

Academic and Career Advisors are available now!
call (604) 466-6555 local 202

DROP IN REGISTRATION STARTS WEDNESDAY, AUGUST 30

Free Academic Advising is available for prospective and current students during the registration period

Monday - Thursday 9:00 am - 7:30 pm • Friday 9:00 - 4:00 pm

SEMESTER RUNS SEPTEMBER 11, 2017 to JANUARY 12, 2018

High School Graduation and Upgrading Courses

Monday/Wednesday

9:00 am - 12:00 pm

Math Pre-Calculus 12

Biology 12

English 12

English Foundations Levels 1-4**

Social Studies 10/11

12:30 pm - 3:30 pm

English Foundations 5-7 **

Biology 11

Law 12*

Literacy Foundations

Social Studies Levels 5-7 ***

Math Pre-Calculus 11

Physics 11**

Monday/Wednesday

6:30 pm - 9:30 pm

Math Pre-Calculus 11/12** (Hybrid)

Biology 12

Physics 11/12 ** (Hybrid)

History 12*

English 11/Communications 12

English 12

Tuesday/Thursday

9:00 am - 12:00 pm

Math 10 - Apprenticeship & Workplace
& Foundations/Pre-Calculus 10**

Math Foundations 11

& Math 11 Apprenticeship & Workplace**

English 10/Writing Foundations Levels 5-7

English 11/Communications 12

Tuesday/Thursday

12:30 pm - 3:30 pm

Chemistry 11

Social Justice 12

6:30 pm - 9:30 pm

Math Pre-Calculus 11/12** (Hybrid)

Math 10 - Apprenticeship & Workplace
& Foundations/Pre-Calculus 10**

Math 11 - Apprenticeship & Workplace
& Foundations**

English 12

Chemistry 12

English Foundations Levels 1-7

Friday Mornings

Marketing 11/12 Hybrid

(Hybrid) combination of online and regular
face to face classes

* There may be a book deposit of \$50/\$75 for most courses
offered. Please confirm with Academic Advisor.

** Workbook charges apply \$25

*** prepares students for Canadian Citizenship

Foundations Literacy Program

INGLÉS Y CURSOS PREPARATORIOS

영어 기초 과목

انگلیسی از پایه

ਅੰਗਰੇਜੀ ਅਤੇ ਕਰੈਟਰੀ ਕੋਰਸ

英语 和基础课

ce.sd42.ca/classes/foundation-program



For additional details about our course offerings, please visit our website @ <http://ce.sd42.ca>

Have a question? Email: ce@sd42.ca

Register in person at Riverside Centre!

20575 Thorne Avenue, Maple Ridge, BC

(2 blocks south of Lougheed Hwy between 203rd & 207th)

604-466-6555 local 202

Connected Learning Community, our Online School

Learning anywhere, any time!

- Are you a “self starter”?
- Do you work well independently?
- Are you diligent about time management and meeting deadlines?

An advisor will help you to determine if online learning is an option for you!

Available Online Courses – Fall 2017

- | | |
|--------------------------------|--------------------------------------|
| • Biology 11 & 12 | • Law 12 |
| • Calculus 12 | • Marketing 11 & 12 |
| • Chemistry 11 | • Math 10 & 11 |
| • Communications 11 & 12 | • Apprenticeship & Workplace |
| • Comparative Civilizations 12 | • Math 11 & 12 Foundations |
| • Earth Science 11 | • Math 11 & 12 Pre-Calculus |
| • English 10, 11 & 12 | • Math 10 Foundations & Pre-Calculus |
| • Entrepreneurship 12 | • Physical Education 10 |
| • Equestrian Academy | • Physics 11 & 12 |
| • Family Studies 12 | • Planning 10 |
| • Geography 12 | • Psychology 11 & 12 |
| • Grad Transitions 12 | • Social Justice 12 |
| • History 12 | • Social Studies 10 & 11 |



← Scan to visit
Connected Learning
Community online.

Connected Learning Community

*For more information,
visit our website*

@ <https://clc.sd42.ca>

All registrants not enrolled in a local high school
must meet with an academic
advisor to get started in Online Learning.



Foundations Program

The Literacy Foundations program is designed to help you improve your skills in English, Mathematics, and Social Studies in preparation for employment and/or further studies at the grade 10, 11 and 12 levels.

If you need to improve your skills in any of these areas, this program is for you!

Available Foundations Courses – Fall 2017

- Literacy Foundations English Language Arts Levels 1 - 4
- Literacy Foundations English Language Arts Levels 5, 6 and 7
- Literacy Foundations English Language Arts Level 5/6/7: Companion - Writing
- Literacy Foundations Social Studies

Notes for Foundations Classes

1. Students must make an appointment with an advisor to register.
2. New students may be required to take an assessment before registering.
3. Students who complete ELSA 3 will normally be assessed and placed into the English Foundations program between levels 3 and 5.
4. Students will progress through the Foundations program at varying rates according to a number of factors including: previous education, hours of attendance, and how often skills are practiced on a daily basis outside the classroom.

CHANGE IN EDUCATION GUARANTEE FOR GRADUATED ADULTS

The Ministry of Education has announced a change to the Education Guarantee. Effective May 1st, 2015 **students 16-19 and non-graduates** (as determined by our academic advisors) **can still receive tuition free courses and upgrades.**

Graduated students 19 years of age or older on July 1st of the school year and International students who wish to take any other high school credit courses offered by SD42 Connected Learning Community and Continuing Education will be required to pay a tuition fee of \$500 per course plus \$30 Student Service Fee. Textbook deposits and workbooks (depending on the course) are extra. International student course fee \$600

General Interest & Personal Development

PILATES

Pilates is a form of exercise designed to **stretch & strengthen** the body using the concepts of "core" strength and stability. In this course, you will learn proper body alignment to achieve muscular balance which makes for a healthy spine, stronger abs and better posture. All exercises have modifications which make the workout safe & challenging for everyone. **You will see & feel results very quickly.** Please bring a yoga mat, towel & water. Beginners welcome!

With Kathy White, professional trainer and STOTT Pilates Certified since 2003.

20001 W Sep 20 – Dec 13 6:30 -7:30 pm

No class Nov 15

\$99/12 sessions \$10 drop-in fee

DOWNSIZING AND CLEARING CLUTTER (OR HOW TO ORGANIZE YOUR LIFE) WITH SIMPLIFIED SOLUTIONS

Sorting, organizing, discarding and de-cluttering are all important skills to manage and de-stress your day-to-day life. If you find that you live with too many possessions and need to scale down, you are not alone. You can gain mastery over the possessions that are taking over your space, your garage and your life. Organization specialist, Wesley Brown, makes it fun and challenging for you to learn to sort, value and organize belongings so that you can more easily distribute and discard what is no longer needed. It takes great discipline to let go and take the necessary steps to de-clutter, but you can do it! Wesley has developed a specialized system that includes household, lifestyle, wellness and core simplicity. This is suitable for all ages and stages of clutterers and hoarders.

Instructor: Wesley Brown.

20002 T Sep 19 6:30-9:00 pm

20003 T Oct 17 6:30-9:00 pm

20004 T Nov 28 6:30-9:00 pm

\$39/1 session

About Wesley Brown: Wesley Brown has over 30 years of experience in communications, sales and organization. He is the Founder and CEO of Simplified Solutions, a Professional Organization and Image Consulting Agency, whose mission is to "add space and transform lives".
www.simplifiedsolutions.ca



COMPUTERS FOR ABSOLUTE BEGINNERS

Now is the time to enter the world of computers. If you need some support, this course is for you. This is a hands on course with individualized instruction. You will develop a basic understanding of computers, get started with word processing, explore the internet and learn about email. Pre-requisite: basic keyboarding skills.

Instructor: Taannia Flahmeri.

20005 Sa Oct 14-28 9:30am-12:15 pm

\$119/3 sessions

LINKEDIN

You've probably heard people in the workplace, someone seeking employment or looking for a career change, talk about LinkedIn. So what's all the buzz about? LinkedIn is one of the largest and most recognized professional networking sites. If you're a business owner looking to connect with like-minded people in your industry or a professional wanting to explore new career opportunities, this course is for you! Learn how to create an impressive profile summary or enhance your existing one and how to navigate through the site's features to your benefit. **Instructor: Taannia Flahmeri.**

20006 M Sep 11 6:30-9:30 pm

\$39/1 session

INTRODUCTION TO MARKETING

Ever wondered what goes on behind the scenes from "I have a great idea!" to turning it into "a profit"? Many believe that selling is marketing but this is just one of the many aspects of successfully launching and sustaining a product/service in this competitive market. If you're an existing or new business or are thinking of entering this field, this course provides an overview of the concepts and processes of marketing. Learn how to create and execute effective marketing and strategic plans, who your customers and competitors are, communications, how to create promotional plans and budget for them, to how all these facets interconnect with each other. **Instructor: Taannia Flahmeri.**

20007 M/W Oct 16-25 6:30-9:30 pm

\$139/4 sessions

SOCIAL MEDIA & SOCIAL NETWORKING FOR BUSINESS

There's a big social media and social networking world out there waiting to be explored!

These two online communication platforms are changing how we communicate and network with each other in the workplace and business. Even though they're commonly interchanged, there is a difference between them. Learn the differences, how they interconnect, how to effectively write communication for LinkedIn profiles, blogs, Twitter and Facebook for the workplace or to market your business and network with others. **Instructor: Taannia Flahmeri.**

20008 M/W Oct 30-Nov 6 6:30-9:30 pm
\$99/3 sessions

Taannia Flahmeri has been in the marketing and communications field for over 28 years and completed her Marketing Management Program at B.C.I.T. Throughout her career, she has managed and implemented successful marketing programs and campaigns for both large and small organizations. She also owned and operated a marketing consulting firm managing projects for clients inclusive of business start-ups, new product launches, to strategic planning. Her greatest achievements and satisfaction comes from helping clients continually achieve their goals and raise the bar by providing the proper planning tools and project management expertise. Taannia has been teaching for a number of years and her passion, to help others realize success, also extends into the classroom.



CREAMS, LOTIONS & HAIR CREATIONS

Making your own moisturizing creams and lotions is simple, fun and affordable! The beauty of making your own products is the knowing exactly what ingredients are being used and combining in recipes that address your skin type and/or skin problem. In this fun and informative class, make and take home a vitamin packed cream, an aloe vera moisturizer, rejuvenating facial oil and an herbal shampoo.

Bonus: Bronzing Mica's can be added to your lotion for a sun kissed look! Plus recipes on masks and gentle facial scrubs.

ALL SUPPLIES INCLUDED IN COURSE FEE. Instructor: Cheryl Theilade.

20009 T Oct 17 6:30-9:30 pm
\$49/1 session

BEE CAUSE BODY CARE & MORE!

Organic unrefined beeswax is the foundation for many nourishing body care products. The amazing wax actually locks in moisture allowing skin to breath and not only does beeswax keep us moisturized; it also will keep skin protected from the harsh environments. Beeswax also works as a skin softener, and nourishes our skin too. In this class, make and take home a healthy lip balm, an herbal salve, honey & papaya facial mask, lotion bar and a beeswax aromatherapy votive candle. Also, receive recipes on furniture polish and "owie" balm.

ALL SUPPLIES INCLUDED IN COURSE FEE. Instructor: Cheryl Theilade.

20010 M Nov 6 6:30-9:30 pm
\$49/1 session

SECRET SANTA SKINCARE

Great Stocking Stuffer Gifts! Create luxurious and high quality products using nourishing organic butters, organic oils and botanical extracts without the high cost! In this class, make and take home a Papaya Sugar Scrub giving gentle exfoliation and leaving your skin feeling silky smooth, a Detoxifying Honey n' Papaya Facial Mask, an Exotic Body Butter taking care of dry skin, a variety of Tub Fizzers and an Almond Oatmeal Soap for the sensitive skin type. Also receive recipes on body sprays and tub treats!

ALL SUPPLIES INCLUDED IN COURSE FEE. Instructor: Cheryl Theilade.

20011 M Dec 4 6:30-9:30 pm
\$49/1 session

Instructor Profile: Cheryl Theilade has been teaching a variety of classes on natural skincare for over 19 years for various Continuing Education Programs and Community Centres throughout the Lower Mainland. Along with her enthusiasm, spirit and good sense of humour, she shares her knowledge on using ingredients from nature to create affordable, healthy body care products. She offers tips on customizing skincare to suit your own needs or for someone special.

She has appeared on City TV, Vancouver Living and CBC radio, and contributed to articles in, Coco Magazine, North Shore News, The Vancouver Sun and Shared Vision.

YOU'VE GOT EMAIL

Setting Priorities at work. Email is simple, but it's not easy. A workshop for busy professionals.

Doing is learning, and this lively and engaging management level workshop is designed to help teach and reinforce productivity and good teamwork with practical strategies and clever Email hacks. Join Laurie for a fun and interactive presentation, focused on achieving Email mastery, confidence and work-life balance. You will also see improved results in workplace and team communication. You will gain perspective on time wasting habits and how to change them.

My zero inbox – the three main parts:

- Get control of your workflow
- A systematic way to tackle your Email
- Create a healthy Email culture

20012 W Oct 11 7:00-9:00 pm
\$49/1 session

About the Trainer: After a 10 year career in Communications with Health and Welfare Canada, **Laurie Daschuk**, BA, formed the company 'Stop the Presses' in 1994 and consults with businesses and organizations to coordinate and deliver professional development courses, improve communication and promote work-life balance. Laurie is the current Executive Coordinator for the Fraser Valley Chartered Professional Accountants Association, both the Abbotsford and the Fraser Valley Estate Planning Councils, and the Fraser Valley Tax Technical Group. She travels throughout Western Canada as an Associate trainer with Campeau Learning and Development Inc.

HOW TO WRITE AND PUBLISH YOUR OWN BOOK IN 40 DAYS

Position yourself as the expert by writing a book. Consider this fact: "The prestige enjoyed by the published author is unparalleled in our society". Take advantage of this fact to make more money in your business or even in your job or career. Learn how to write a book on a subject you are passionate about and how to have it published for little or no money. Taught by millionaire entrepreneur and #1 Amazon Best Selling Author, **Bob Burnham**, who wrote 101 Reasons Why You Must Write a Book. A complete workbook is included.

www.expertauthorpublishing.com

20013 T Oct 24 6:30-9:30 pm
\$49/1 session

LEARN TO MEDITATE:

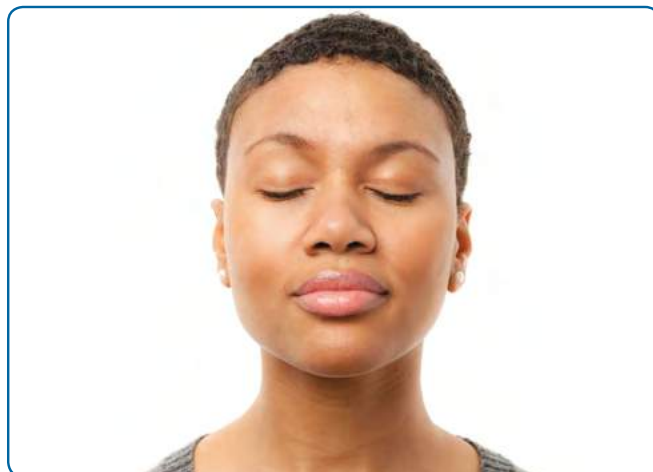
HEARTFULNESS MEDITATION WORKSHOP

Heartfulness is about feeling the lightness and joy of our true nature and experiencing it in our hearts. When we listen to the heart and capture the inspiration that comes from within, we can master our life. This exercise of integrating the heart and mind is done through meditation on the heart. Heartfulness meditation brings long-lasting change in behaviour and attitudes. It is simple, easy and effective, and can be done every day in the comfort of your own home. The heartfulness technique shows us how to gently turn our attention towards our heart and experience that inner presence for ourselves.

The fee for this course is administrative only, as the Heartfulness meditation is free of charge

20014 T Oct 3-17 7:00-8:30 pm
\$10/3 sessions **Note: administrative fee charged by College**

Lou-Anne Bryant & Sylvie Jensen are local trainers in Heartfulness meditation. They have both practiced Heartfulness meditation for over a decade and have traveled to India, around Canada and to the US for Heartfulness seminars and to deepen their experience with this meditation practice.



INTRODUCTION TO YOUR DIGITAL CAMERA

This course is designed for the novice who wants to learn the basics of their digital camera without being overwhelmed by the depth of the material. It is meant to help familiarize you with your camera and to understand the different modes and features available on it. All digital camera types are welcome, from the simplest point and shoot to the most complicated DSLR. Expect a hands-on approach. This 4 week ten hour course includes a book written by the instructor. Ensure your camera is fully charged and bring extra batteries if using double A's.

With Eric Svendsen

20015 T Sep 19-Oct 10 7:00 -9:30 pm
\$119/4 sessions

DIGITAL PHOTOGRAPHY DSLR AND CSC CAMERAS

This course is designed to provide a firm foundation in photography to the student who is interested in learning both about using their digital SLR / CSC camera and how to take better photographs. A hands on approach is used in this 20 hour, 8 week course to teach the student about the major features of their camera and about lens and flash variations and use. Technique and application are emphasized to help develop a concrete practical understanding. Expect to learn about depth of field, shutter speed, aperture and shutter priority, fill flash, white balance, ISO, and many more pivotal photography concepts. Assignments are given and a book written by the instructor is included. Students must bring a DSLR or CSC camera to class; bringing the camera's manual is suggested. **With Eric Svendsen.**

20016 Th Oct 19-Dec 7 7:00 -9:30 pm
\$229/8 sessions

ADOBE PHOTOSHOP

Photoshop is the standard pixel editing program used by both professionals and amateurs alike for working with photos. Whether making minor adjustments or major revisions, this is the program you need to know to advance your skills and improve your photos to the next level. The course is designed for the digital photographer and examines many of the features related to photography. Topics include many of the key tools (such as crop, select, and move), some of the filters (sharpen, blur, and shadow), layer manipulation, and printing basics. A must have course. If you use Photoshop Elements, you will find that this course will improve your ability to work with this very popular application as well. **With Eric Svendsen.**

20017 M Sept 25-Nov 27 7:00 -9:00 pm
No class Oct 9
\$229/9 sessions

MACRO PHOTOGRAPHY

This course is designed to introduce the student to equipment, techniques, and strategies regarding macro photography. Students will have an opportunity to explore different equipment including lens reversal rings, extension tubes, close up filters, true macro lenses, bellows, and even the microscope. Lighting options will also be examined. It is strongly advised that students have a reasonable grasp of the basics of photography; also a DSLR camera is recommended, but not essential. Opportunities to shoot in the field will be presented depending on the weather. A book written by the instructor is included. Bring a lunch. **With Eric Svendsen.**

20018 Sa Sept 16 9:00 am-3:30 pm
\$79/1 session



PHOTOGRAPHY EXCURSION TO GOLDEN EARS LOWER FALLS

Enjoy a hike to the Lower Falls in Golden Ears Park with Eric Svendsen and pick up a number of tips on photography. Meet at the trail head at 10:00 am. Bring a bag lunch in a backpack. A tripod is recommended.

Subject to rescheduling depending on weather.

20019 Sa Sep 9 10:00 am-2:00 pm
\$39/1 session

ADVANCED PHOTOGRAPHY

The course involves examining exposure, using peripherals such as flash, professional strobes, and light meters, and understanding the more complicated aspects of your camera not covered in the DSLR course. We will be using mostly manual exposure mode for our work and study. The student should possess an advanced digital SLR or film SLR camera. Students must be comfortable with basic photography concepts; we will not be doing a significant amount of review. **With Eric Svendsen.**

20020 M/W Dec 4-20 7:00-9:30 pm
\$199/6 sessions

About Eric Svendsen: Eric has been deeply involved in photography for over 34 years. He has written eight self-published books on various topics involving cameras and computers and has taught photography for over 12 years in Maple Ridge. He is a local high school teacher by trade. Photography is a passion for him; especially wildlife, macro, landscape, and event photography. His experience and patience will help the student improve their skills and develop a deeper understanding of the subject.

Eric Svendsen Photography: www.ericspix.com esvendsen@shaw.ca

FINDING YOUR FAMILY TREE

INTRODUCTION TO GENEALOGY

This is a beginner's guide to working on your family tree, and learning about the study of genealogy, which is the longer term and in-depth study of family history. The course will show course participants how to start with themselves and work backwards to find their ancestors, describe the major genealogy sites, both those that are free and those that involve subscriptions, and then provide an overview of putting it all together. The last session will explore local resources, major locations in each Province and North America, and then talk about genealogical visits to countries of origin, and how to plan and where to look for information. For the most part the course will rely on Canadian and English material, but the techniques will be presented as a generic package of tools for individuals to explore their history in other countries as well.

20021	Sa	Sep 30	9:00 am-4:00 pm
20022	Sa	Nov 25	9:00 am-4:00 pm
\$79/1 session			

FINDING YOUR FAMILY TREE

(HANDS-ON TUTORIAL)

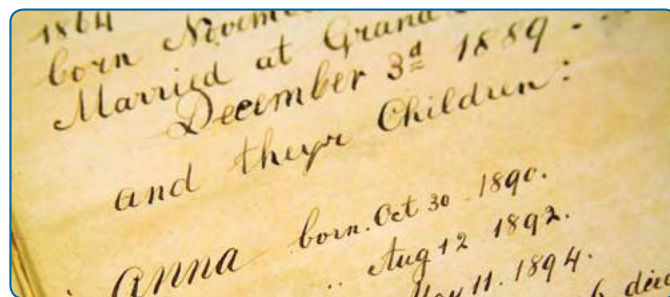
This session will take the information covered in the "Introduction to Genealogy" and give course attendees time on the computer, using a few of the free-access web sites for their own research. The instructor will work with students to demonstrate some of the shortcuts and tricks of the trade to improve their searches and expand their family trees. Laptops will be provided or bring along your own.

20023	W	Oct 4	6:30-9:30 pm
20024	W	Nov 29	6:30-9:30 pm
\$39/1 session			

Instructor: Rob Whitlock, B.Arch, PLCGS (Prof. Learning Certificate in Genealogical Studies). Rob has researched his own family tree since 1999, and has visited both England and Utah resource centres.

Rob recently completed the 40-course certificate program through the National Institute of Genealogical Studies, specializing in English and Canadian collections, with recognition in Methodology.

Rob is also President of the of the BC Genealogical Society.



THE NUTRITIONAL THERAPY TO BREAK SUGAR ADDICTION

Many people are frustrated because of their sugar addiction, and can't get rid of it. You don't have to struggle or feel guilty.

Patricia Dominguez, a Nutritionist and a Counselor will share a simple and easy way to get out of the sugar trap, lose weight and increase your energy levels.

20026	W	Oct 11	7:00-9:00pm
\$29/1 session			

THE NUTRITIONAL THERAPY TO LIVE CANCER FREE

Learn how food can help you to prevent and even reverse cancer.

You will learn which foods are cancer preventive, which foods feed cancer and cause inflammation, and the biology and psychology of nutrition to prevent and treat cancer.

20027	W	Nov 1	7:00-9:00pm
\$29/1 session			

NEURO-NUTRITION TO ENERGIZE YOUR BODY AND ENGAGE ON A NEW LEVEL OF WELLNESS

A ground-breaking seminar to change the way you think, feel and choose food and engage in healthier eating habits with lasting results.

Discover how your brain and digestive system are connected, and achieve the results you always wanted without dieting.

20028	W	Nov 22	7:00-9:00pm
\$29/1 session			

ENJOY THE HOLIDAY SEASON!!!

Discover the simple secrets every successful woman knows that help them survive the holidays without packing on extra pounds!

Enjoy your favorite holiday dishes without gaining extra weight and prepare your body for a new year!

20029	W	Dec 6	7:00-9:00pm
\$29/1 session			

About Patricia Dominguez: Patricia Dominguez, Registered Holistic Natural Nutritionist, Life coach and a Raw Food consultant is the Director of Integrated Nutrition Canada. She has blended all her past experience and skills to help people take control of their health by empowering them with the knowledge on living, nutrient-dense foods. She truly believes "Food is the first line of defense against illness and a roadmap toward wellness".



IF YOU FEEL FRUSTRATED WITH YOUR WEIGHT AND TIRED OF DIETING, DISCOVER HOW TO LOSE WEIGHT AND KEEP IT OFF WITH EASE!

A holistic way to transform the way you think about food, and recover your perfect weight and keep it off. Your body does not need a diet, it needs nutrients. STOP counting calories and measuring food. Learn the nutrient-language of your body for lasting results!

You will receive a full meal plan to succeed including recipes!

20025	W	Sep 13	7:00-9:00pm
\$29/1 session			



THE ART OF EFFECTIVE CONVERSATION

Do you find it easy to resolve conflict? Can you effectively "Get to Yes" in almost every situation? Can you interact comfortably with peers, teachers, managers, customers or friends in our multicultural society? If you said NO to any of these then **"The Art of Effective Conversation"** is for you. We will help you learn the necessary skills required to have effective conversations by understanding the 3 Key Factors needed to end up in a win/win situation. You will learn how an effective conversation can build rapport, mutual trust and grow relationships whether in business or personal lives. You will be able to identify when a situation you are in is escalating and by using proper communication skills taught in this course, strategically de-escalate it. Come and learn the soft skills required to make any conversation a comfortable one whether an interview, sales pitch or just a conversation with a friend, partner or parent. With today's technology, email, social media and texting, the Art of Conversation has become a lost art. People take it for granted and forget that Conversation is an Art, so let's draw your friends and colleagues into one, not erase you from their memory. To see how we can help, **Let's Talk Communication.**

Instructor: Marc Fisher.

20030 W Sep 27 7:00-9:00 pm

20031 W Nov 29 7:00-9:00 pm

\$29/1 session

Marc Fisher: With over 30 years of experience and training in how to deal with people either in person or over the phone, I have learnt that any training whether refresher or new is always a benefit to me as an employee or the company I am representing. Due to the technological world we live in people of all ages have lost the ability to have effective conversations. My course will help renew the art of having effective conversations or teach the younger generation on how to talk to people like people without the use of technology.



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.

24296 S Sep 30 9:00 am-3:30 pm

24295 Th Nov 9 9:00 am-3:30 pm

\$159/1 session

THE SCIENCE OF MODERN ASTROLOGY

Do you know why simply dividing people into twelve signs wouldn't ever work? Astrology is anything but simple. This class will give you a glimpse of the real astrological science which was developed over many thousands of years. Astrology is evolving at the same speed as humankind evolves. When people finally became tuned to the vibrations of planets of a higher octave, Neptune, Uranus and Pluto were discovered. And there are some more discoveries waiting to happen.

We'll also discuss how astrology can show the level of our soul's evolution. We were not born in a specific astrological sign by chance. There are always interesting stories behind this.

Instructor: Thaya Edwards.

20052 W Sep 27-Oct 4 7:00-9:00 pm

\$49/2 sessions

Thaya Edwards, a professional astrologer for 28 years, began practicing astrology in communist Russia in the early 1980s. At that time, astrology was banned, along with many other things (yoga, karate, tai-chi, esoteric religious practices, rock and roll, Coca-Cola, and other stuff from the West), and students were forced to study in underground groups, the farther from the all-seeing eyes of the KGB the better. In 2003 Thaya moved to Canada where she continued practicing and teaching astrology. She has taught astrological classes at various Continuing Education departments throughout the lower mainland. Her book Medical Astrology for Healing has been recently published by The American Federation of Astrologers.

BEING BETTER PREPARED: LIFE, DEATH AND FUNERALS

Can we ever be fully prepared for our own death or the death of a loved one? Probably not. However, It is a practical question, since death is a certainty-- a reality of life that affects each of us. This session, which includes a workshop, can help you be better prepared by offering answers to such questions as:

- What steps should I take when a loved one dies?
- What does a funeral cost and how can I (or my family) afford one?
- What are my rights and obligations when a loved one dies?
- How can I make wise decisions when I'm grieving a loved one?
- What types of funeral options are available?
- What is a "green" burial?
- Is a "do-it-yourself" funeral possible?

This session will also help you put your future wishes in writing and includes not only information on making a will and choosing an executor, but also with documenting instructions for a funeral or celebration of life, and cemetery choice.

Ancient Burials is a funeral home in Maple Ridge, under the direction of Zane Green, licensed funeral director. However, there is no obligation or pressure for course participants to purchase services or products from us.

Zane Green, Funeral Director, and Graham Johnson, Community Relations Manager for Ancient Burials will lead these sessions.

20053 Th Oct 5 6:30-8:00 pm

20054 Sa Nov 4 9:30-11:00 am

\$15/1 session



Investors Group Financial Services Inc.

RETIREMENT INCOME PLANNING & TAXATION OF YOUR ESTATE 2017

Do you know how much money you need to retire comfortably and remain comfortably retired? Are you getting T3s or T5s at tax time? You shouldn't be! Topics include changes to CPP, OAS, pension income splitting, Tax Strategies, Employee Pension Plan, RSP, LIRA, RIF, LIF, TFSA, Different Types of Power of Attorney, The Tax Planned Will, The Role of the Executor. Attend to create the cash flow needed for a worry-free retirement and to prevent the family sanctuary from becoming the family battleground.

20034	Sa	Sep 23	10:00 am-12:00 pm
20035	W	Nov 8	7:00-9:00 pm

\$19/1 session

THE DO'S AND DON'TS FOR THOSE 1-15 YEARS PRIOR TO RETIREMENT

Are you 50+ and don't yet have a solid retirement plan in place? You will learn the framework to determine how much money you need to avoid having to make drastic lifestyle changes at retirement, what to expect from government pensions, how to income split with your spouse to maximize tax savings, and how to structure your portfolio for retirement to be able to pull money from the portfolio surviving market downturns. Learn the top mistakes that people make in preparing for retirement and how to avoid them, and the success factors that will prepare you emotionally and psychologically for your biggest life transition.

20036	W	Sep 27	7:00-9:00 pm
20037	Sa	Nov 18	10:00 am-12:00 pm

\$19/1 session

FINANCIAL PLANNING FOR THOSE UNDER 50

With high mortgage payments, daycare, raising kids, planning for their future education, how can one get ahead financially? Will you have enough money when you want to retire? This session will try to provide guidance regarding TSFAs, RRSPs, beneficiary designations, inflation, and the importance of proper financial planning and risk management early enough to make the necessary adjustments and take advantage of compounding. In addition, you will learn how a little work now can make a big difference in your future.

20038	Sa	Oct 14	10:00 am-12:00 pm
20039	W	Nov 22	7:00-9:00 pm

\$19/1 session

WOMEN AND WEALTH

You're smart, savvy and successful. You've built the life you deserve and plan to enjoy it. But have you considered how realities like a longer life expectancy and time away from the workforce can impact your plans? What financial issues are unique to women? Learn the true financial impact of caring for children or aging parents, how to survive separation and divorce and how to secure lifelong independence.

20040	W	Oct 18	7:00-9:00 pm
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Jorge Aragon has a Bachelor of Arts degree from Simon Fraser University and holds the Certified Financial Planner and Registered Retirement Consultant designations. Over the past ten years, Jorge has become a well-known financial educator having presented numerous corporate and private workshops as well as being an educator for the Ridge Meadows College of various financial planning topics. He has taught and coached individuals, families, and small business owners, how being disciplined, implementing strategies and having a well written holistic financial plan will help them achieve the wealth, lifestyle and financial security they desire. In addition, Jorge won the Pillar Award for year 2 & 3 given to Consultants in their first 4 years based on New Business Credits*and was voted "Financial Planner of the Year" in 2014 at the Greater Vancouver Central Region.

When Jorge is not busy with work, he finds balance at home with his wife Krista, very active young boys Benjamin and William and their baby girl Emma! Jorge lives in the Cloverdale area of Surrey and is an active volunteer as a Director on the Board of the Kwantlen Polytechnic University Foundation because he believes it is important to give back to the communities in which he lives and works.

HOW TO START A SMALL BUSINESS

Have you always dreamed of starting a small business, but don't know where to start? This introductory course will take you through the steps to get you started. The course, which runs over five sessions, will look at the aspects of financing a small business start-up; transforming an idea into reality; legal and regulatory requirements; marketing and sales techniques; hiring the right staff; going from really small to fully functional and monitoring success. Instructor, **Peter Valbonesi**, created a very successful bookstore using a range of innovative ideas and careful management.

20041	Th	Oct 5-Nov 2	7:00-9:00 pm
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\$139/5 sessions



IMPORTING AND EXPORTING FOR A SMALL BUSINESS

You've been on a buying trip and collected unique items that you want to sell in Canada. Or, without even leaving your desk, you've discovered a more inexpensive source of supplies for your business out of the country. Starting an import business is the next logical step.

This short course on importing into Canada will get you started. We will also work through the process of Exporting goods and services from Canada. We will step through the various processes, look at the relevant documents needed and cover lots of examples both for Importing and Exporting. **Instructor, Peter Valbonesi**

20042 Th Nov 16-23 7:00-9:00 pm
\$59/2 sessions

INTRODUCTION TO PROJECT MANAGEMENT

This is an introductory class to the Project Management discipline.

In this 5 week course we will:

- Generally define terms and outline the course
- Define a project, program, and project management and its processes.
- Determine effective ways of integrating project management and general business management in an organization.
- Determine ways to effectively integrate a project across an entire enterprise to reduce the impact of change.
- Determine how ethics, integrity, and objectivity affect project management.
- Discuss ways of effectively communicating throughout the Project Lifecycle.
- Determine stakeholders and how they affect the project.
- Describe the Project Management Lifecycle and develop a basic project plan.
- Form an effective project team.
- Recognize one's own work behaviour style and quickly read other people's styles.
- Identify how to mesh divergent styles together to achieve project success.

The Instructor, **Peter Valbonesi**, is a project manager and computer systems specialist. He has worked in the computer industry for over 30 years and uses the project management principles every day to deliver successful systems.

20043 W Nov 8-Dec 6 7:00-9:00 pm
\$139/5 sessions

MANDARIN COURSE (LEVEL 1)

The course is designed for individuals who would like to learn Mandarin Chinese as a second language. The course emphasizes communication-oriented scenarios and features modern and interactive teaching styles as well as simple and easy-to-learn course material. The course is divided into 15 modules which concentrate on teaching the student conversational Mandarin so they can express themselves. Students will also be introduced to the Simplified version of Chinese characters as well as Hanyu Pinyin phonetics system which enables students to pronounce Chinese words correctly.

20046 T Sep 19-Dec 5 6:45-9:30 pm
\$359/12 sessions

ITALIAN CONVERSATION & FOOD

Come learn some basic conversational Italian while snacking on some delicious food! Themes will be centered on friendship, food, family, travel and culture. The teacher, Maria Angotti was raised in an Italian family and her first language is Italian.

20047 M Sep 18-Nov 27 6:30-8:00pm
No class Oct 9
\$159/10 sessions \$10 material fee

SPANISH BEGINNERS

Spanish is a beautiful language that is spoken in many countries from Mexico to Peru. If this is your first introduction to Spanish, you will enjoy learning basic conversation, vocabulary and grammar.

20048 M Sep 18-Nov 27 6:30-8:00 pm
No class Oct 9
\$159/10 sessions Text: \$25



SPANISH FOR TRAVELERS

Hola! If you are planning a trip to Mexico or South America, this is the right course for you! It is especially oriented for travelers. In this level we will get into topics like: how to introduce yourself, how to talk about your nationality, origin, work, travel plans, how to ask for something to drink and the price of food at a corner store, etc. You will learn practical phrases in Spanish ready to apply in your next trip.

20049 M Sep 18-Nov 27 8:00 -9:30 pm
No class Oct 9
\$159/10 sessions Text: \$25

SPANISH FOR TRAVELERS 2

Hola! There is lots to learn if you want to feel confident when travelling to a Spanish speaking country. In this level we are going to learn how to tell time and figure out schedules, how to describe people and places, and how to talk about your plans for the future – and of course, keep using all that you learned in Spanish for Travelers. Uses the same text as Spanish for Travelers.

20050 T Sep 26-Nov 28 8:00 -9:30 pm
\$159/10 sessions

SPANISH INTERMEDIATE

Now you know Hola and Muchas Gracias – take your Spanish to the next level with more oral conversation and additional grammar practice. You will improve your vocabulary, and continue to study the present tense and an introduction to past tense.

Pre-requisite: Spanish Beginners or equivalent. Uses the same text as Spanish for Beginners.

20051 T Sep 26-Nov 28 6:30-8:00 pm
\$159/10 sessions



RED CROSS CERTIFIED FIRST AID WITH FIRST AID HERO

RED CROSS BABYSITTING FOR 11 YEARS OLD +

Please bring a yoga mat, pen/pencil, medium sized stuffed animal or doll, lunch, snacks and water.

So you want to be a babysitter? Or, your parents want you to take this course so they feel confident leaving you at home alone?

Different from all other Babysitting courses! Babysitting with First Aid Hero emphasizes first aid and learning through real life scenarios. Active role-play! Interactive and fun! Covered in this course:

- Exploring the Business of Babysitting
- Creating Safe Environments
- Safely Caring for ages 0-12
- First Aid Skills

10000	W	Jul 5	8:30am-3:30pm
10001	W	Aug 30	8:30am-3:30pm
30001	W	Jan 3	8:30am-3:30pm
\$63/1 session			

Call for instructors!

Do you have a passion, skill or special knowledge that you would like to share?

Submit a proposal to Ridge Meadows College outlining course content, resources needed, length, possible dates and contact information. We may be able to work with you in presenting your course.

Written submissions only please.

Email: rmc@sd42.ca or Fax: 604-463-5437



Registration form & refund policy



We're ready for you!

Name		Home Phone	
Work Phone	Cell	Email	
Street Address	Apt#	City	Postal Code
Gender		Date of Birth	

Course Code	Course Name	Course Fee	Book Fee	Sub-Total
			Total Fees	


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3-digit validation
code on back of card

Make cheques payable to:

Ridge Meadows College

There will be a \$25 charge for NSF cheques

Four ways to register:

Phone: **604-466-6555**

Fax this form: **604-463-5437**

In person, or by mail: **Riverside Centre
20575 Thorne Avenue
Maple Ridge V2X 9A6**

Refund Policy - please see our website for a detailed policy handbook:

All refunds are subject to a 10% administration fee, except when the school changes the commencement date. When a notice of intent not to commence a program of study is received one week in advance, tuition will be refunded in full (less the 10% administration fee to a maximum of \$100). When notice of intent to discontinue a program or course is received, refunds will be prorated according to elapsed time as follows, and will be processed within 30 days of receipt of notice. Non-attendance does not constitute withdrawal. There is no refund for one session classes after the class has run. Notice must be received by the registration office in writing, by mail, fax or in person. Please allow at least three weeks for refunds to be processed. Books are not refundable.

Time of Withdrawal	0-10%	11-20%	21-30%	Over 30%
% Refund	90%	80%	70%	No refund





Maple Ridge-Pitt Meadows International Program

Always looking for great families to host International Students!

Are you interested in welcoming an international student into your home and sharing the experience of being part of a Canadian family?

While staying with their host family, international students are included in family meals, activities and outings. *The cultural exchange goes both ways.*

As one participating family recently commented to:
"Hosting students allows us to connect with and help others around the world and helps open my children's eyes and hearts to a more diverse and global appreciation and understanding."

To become a host family, some of the basic requirements include:

- A private bedroom with a window and door
- Three meals per day with snacks
- Transportation of your student to and from the Vancouver International Airport if necessary
- English is the primary language spoken in the home
- Must drive student to and from school if needed
- Basic bathroom with toiletry supplies



**For more information,
please contact:**

International Education
School District 42, Maple Ridge-Pitt Meadows
20575 Thorne Avenue
Maple Ridge, BC V2X 9A6

604.466.6555

inted.sd42.ca/become-a-host-family

