

# continuing education



immediate  
innovative  
impactful



# GROW your potential

Meet your career goals!

RDC's Donald School of Business offers varied certificates, diplomas and the new Bachelor of Business Administration degree.

Business Administration

Cook Apprenticeship

Financial Services

Hospitality and Tourism

Management

Legal Assistant

Office Technology

Unit Clerk

Virtual Assistant

[www.rdc.ab.ca/dsb](http://www.rdc.ab.ca/dsb)

**DONALD**  
School of Business



Arrive Inspired. Leave Prepared.

# welcome

RDC is committed to supporting the growth of central Alberta individuals and businesses by providing quality education and training. We have an extensive selection of programs and courses to support your Professional Development or Corporate needs. You will find that our courses are continually updated to meet the changing demands of today's workplace and are delivered in manageable timeframes that meet the needs of both employers and employees.

If you are seeking a new career or if you need new skills to meet the challenges of your changing workplace, this is the place to find them.

For more detailed information on our programs and courses, you can visit our website [www.rdc.ab.ca](http://www.rdc.ab.ca) and click on "Continuing Education". To receive our weekly newsletter offering the latest news on our certificate programs and industry news, simply click the "Join Our Mailing List" link on our home page.

Your suggestions for new courses and comments about existing offerings are most welcome. Please contact us at [continuingeducation@rdc.ab.ca](mailto:continuingeducation@rdc.ab.ca) or by phone at 403.356.4900.

Thank you for choosing RDC for your continuing education needs.

Brenda Munro

Dean

Continuing Education

**It's Easy to Register!**

Online [www.rdc.ab.ca](http://www.rdc.ab.ca)  
Phone 403.357.3663  
Fax 403.357.3660

Mail Registration Form to:  
Red Deer College  
Attn: Registrations  
Box 5005 | Red Deer, Alberta | T4N 5H5

In Person (Registrar's Office)  
Mon – Fri | 8:30 am – 4:30 pm  
Thurs | 8:30 am – 6:00 pm

## Continuing Education | Fall 2012 TABLE OF CONTENTS

### Corporate Training 4

#### BUSINESS & COMPUTERS

##### Certificate Programs 6

Applied Management .....	6
Human Resource Management .....	7
Leadership .....	8
Management Skills for Supervisors .....	9
Payroll Compliance Practitioner .....	10
Professional Bookkeeping .....	11
Project Management .....	12
Technical Communication .....	13
Supply Management .....	14
UGotClass Online Certificates .....	16
Business Coaching Certificate .....	16
Certificate in Customer Service .....	16
Certificate in Teaching Adults .....	16
Certificate in Online Teaching .....	16
eMarketing Essentials .....	17
Managing Telework Certificate .....	17
Mobile Marketing Certificate .....	17
Social Media for Business .....	17
Video Marketing Certificate .....	17

##### Professional Development 18

Accounting .....	18
Management & Leadership .....	19
Workplace Training .....	22
Sales & Marketing .....	24
Computer & IT .....	27

#### INDUSTRY SPECIFIC TRAINING

##### Certificate Programs 33

Transportation Safety Director .....	33
Water Well Driller - Year 1 .....	33
Occupational Health and Safety .....	34
Pre-employment Trades Programs .....	35
Electrical .....	35
Welding .....	35

##### Professional Development 36

Pump Installer .....	36
Power Engineering Theory .....	36
Master Electrician Exam Preparation Course .....	36
Plumbing - Cross Connections Recertification .....	36
Plumbing - Cross Connections Challenge Exam .....	37
Welding – Level 1 .....	37
"B" Pressure for Journeyman Welders .....	37
*CWB Testing and B-Pressure Retesting .....	37

##### GENERAL INTEREST 38

Digital Photography .....	38
Visual and Performing Arts .....	40
Languages and General .....	42
Fitness and Wellness .....	46

##### Registration Details 50



# Corporate Training Great ROI



## *Make professional development and workplace training a part of your organization's plan for success*

At RDC we understand that every company's needs are unique. You want your employees to get training but the time and place don't quite line up with your day-to-day operations. That is why our corporate training expert will assess your place of business and customize your training program.

Training with RDC can increase efficiencies, create economies of scale, diversify your workforce, and provide staff with a set of skills to serve your customer better; and therefore is a great return on your investment! We will work with your organization to deliver our training through one or a combination of the following:

1. **In-class** in our state of the art training centres
2. **On-site** at your place of business
3. **Online** accessible anytime, anywhere

Our Corporate Training program delivers all of our regular and Certificate programs as well as customized options in the following specialty areas:

- Supervisor & Foreman Training
- Strategic Management & Planning
- Project Management and MS Project
- Executive Coaching
- Leadership & Team Development
- Sales training
- Microsoft Office Software
- Industrial Specific Training in 14 Apprenticeship/ Trade Areas

**Need Training that is not listed? Contact Rodney Holt for a free assessment and consultation on your training needs 403.342.3550**

## **Don't take our word for it!**

Here is what our Customers say about our Corporate Training

"An excellent six days of training...what is great is that training is about real work and for real people."

"I will recommend this program to my entire organization."



# Computer Lab Rentals

Do you require computer lab space to offer a company training session, professional development seminar or other training not offered by RDC?

## Look no further than RDC!

Whether you wish to use our instructors or your own, we can create a solution that will meet your exact needs.

### We offer:

- State of the art computer and network technology
- A highly flexible training environment
- High speed Internet connections
- Comfortable learning atmosphere
- On-site technical assistance and orientation services
- Complete catering services
- Reasonable rates

For further details or bookings, contact 403.356.4900 or [continuingeducation@rdc.ab.ca](mailto:continuingeducation@rdc.ab.ca).



## Host Your Next **Successful** Event at RDC

Whether you're organizing a meeting, workshop or conference, RDC Conference Services will assist you in planning the perfect event.

Our year round conference and meeting facilities will accommodate groups of any size; from 5 to up to 500 people. Our on-site event planners are dedicated to take your special event from concept to implementation and will coordinate campus services to meet your specific needs including:

- Audiovisual
- High Speed Wireless
- Catering
- Facilities
- Parking
- Security
- Residence/Accommodations

### Facilities include:

- Lecture Theatre
- Arts Centre Main Stage
- Computer Labs
- Break out meeting rooms
- Courtyard

Convenient and centrally located, we help you make business connections that will provide unique and measurable value to your company.



CONTINUING  
EDUCATION

For more information [www.rdc.ab.ca/continuing\\_education](http://www.rdc.ab.ca/continuing_education)  
Click on Corporate Training and Conference Services or call 403.356.4900



**DONALD**  
School of Business



## LEARN at HOME - EARN at HOME

### Virtual Assistant Certificate

- Be your own boss
- Provide virtual office support from your home
- Online classes

Contact Bev McCrostie | 403.342.3357

[bev.mccrostie@rdc.ab.ca](mailto:bev.mccrostie@rdc.ab.ca)

[www.rdc.ab.ca/VirtualAssistant](http://www.rdc.ab.ca/VirtualAssistant)

# Business & Computers

## CERTIFICATE PROGRAMS

### Applied Management

#### OVERVIEW

**Anyone in a managerial role that is considering a career change or advancement within their current company will benefit from taking this program.** Whether you're in business, trades, clinical research, or a technical field, this program is designed to help you enhance your core business knowledge and understand how operational and financial decisions impact strategic and marketing efforts.

- Make yourself stand out in the job market
- Give yourself the competitive edge over your colleagues
- Be at the top of the list when your supervisor is considering someone for a promotion

The five module Certificate Program is 10 days of in-class instruction and will provide participants with an intense learning experience that can be directly transferred to real world applications. To successfully earn this certificate you must complete all five core courses:

#### COURSE

##### Module 1:

###### The Managerial Context (Oct 4 & 5)

- What does it really mean to be in "management"?
- The scope and realities of the managerial role
- The manager and their relationships to people and the organization
- Ethics in management

##### Module 2:

###### Strategic Management (Oct 18 & 19)

- Introduction to systems thinking
- The strategic framework: operations/production and people
- Strategic management tools
- Develop the foundations of a strategic plan for your organization or area

##### Module 3:

###### Essentials of Finance (Nov 1 & 2)

- The relationship between finance and strategy: linking mission and money
- Fundamentals of establishing and maintaining large budgets
- Understanding financial statements and budget forecasts
- Pricing – understanding the full scale of costs of service

##### Module 4:

###### Coaching and Performance Management (Nov 15 & 16)

- Learning how to engage employees
- Aligning people with organizational strategies
- Conflict resolution
- Planning and conducting critical conversations

##### Module 5:

###### Leadership as a Manager (Nov 29 & 30)

- Practical application of leadership in management positions
- Managing yourself
- Developing your network
- Crisis management
- The roles of leadership and management in organizational performance

Please Note: If you have already successfully completed the Management Skills for Supervisors, this course is the next level to enhance your skill set.

Course #2479

Oct 4 – Nov 30 (Every Second Week)  
Thurs & Fri, 8:30 am – 4:30 pm  
\$2490

### New course idea?

If you have an idea for a new course, contact Continuing Education at 403.356.4900 or [continuingeducation@rdc.ab.ca](mailto:continuingeducation@rdc.ab.ca) to discuss it further with a Program Coordinator.

# Human Resource Management

## OVERVIEW

**Good help is hard to find.** Finding skilled professionals takes special expertise in separating out the good from the bad. Keeping that talent can be an even bigger challenge as the next best thing is right around the corner.

The HR Manager's primary role is to know the most effective ways to attract, retain, train, assess, and reward the most valuable asset in any organization - your people. If you are a people person with a strong aptitude for administration and strategic thinking, you need to sign up. If you are already working in the field or want to advance to human resources, you can earn your certificate part-time in just two short years.

- Get hands-on management training that is immediately useful on the job
- Be the leader in one of the most prestigious positions in your company
- Learn practical skills recognized by industry and sets you apart from the competition

Complete 90 hours of core courses and 60 hours optional courses part-time to earn your certificate.

## CORE COURSES

- Organizational Learning, Development & Training
- Employee Relations
- Total Compensation
- Organizational Effectiveness & Staffing
- Workplace Health & Safety
- Human Resources Information Management (HRIM)

## OPTIONAL COURSES

- Employee Retention
- Succession Planning
- Human Resource Basics
- Labour Relations
- Increasing Your Influence
- Performance Management
- Accounting for Non-Accountants
- How to Develop Your Team Building Skills
- Payroll Compliance Legislation
- Diversity Management

**All courses are available for students to take as stand-alone courses. Take one course, or work on the entire certificate at your own pace.**

Textbook: Participant to purchase Managing Human Resources, available at the RDC Campus Store.

## FALL COURSES

Organizational Learning, Development & Training  
Course #2238  
Sept 18 – Oct 2  
Tues & Thurs, 6:00 pm – 9:00 pm  
\$389 + GST

Accounting for Non-Accountants  
Course #2166  
Oct 4 & 5  
Thurs & Fri, 8:30 am – 4:30 pm  
\$349 + GST

Human Resources Information Management (HRIM)  
Course #2462  
Oct 15 – 29  
Mon & Thurs, 6:00 pm – 9:00 pm  
\$389 + GST

How to Develop Your Team Building Skills  
Course #2460  
Nov 1 & 2  
Thurs & Fri, 8:30 am – 4:30 pm  
\$349 + GST

BLUE SEAL

BLUE SEAL

Workplace Health & Safety  
Course #2169  
Nov 5 – 22  
No Class: Nov 12  
Mon & Thurs, 6:00 pm – 9:00 pm  
\$389 + GST

Increasing Your Influence  
Course #2599  
Nov 28  
Wed, 8:00 am – 4:30 pm  
\$249 + GST

Diversity Management  
Course #2602  
Dec 1 & 8  
Sat, 8:00 am – 4:30 pm  
\$349 + GST

Payroll Compliance Legislation  
Course #2167  
Sept 19 – Dec 19  
Wed, 6:00 pm – 9:00 pm  
\$425 + GST

Course #1571  
May 6 – Jun 24  
No Class: May 20  
Mon & Thurs, 6:00 pm – 9:00 pm  
\$425 + GST

Human Resource Basics  
Course #2603  
Oct 11 & 12  
Thurs & Fri, 8:30 am – 4:30 pm  
\$389 + GST

The following will be offered Winter/Spring 2013:

- Employee Relations
- Total Compensation
- Organizational Effectiveness & Staffing
- Employee Retention
- Succession Planning
- Labour Relations
- Performance Management

# Leadership

## OVERVIEW

**Increasingly, the modern world requires leadership, rather than just management.** To lead is to innovate, inspire and influence others to do the same. People who aspire to be a good leader care about the people around them, show drive, energy, determination, self-discipline, willpower, and are willing to take risks. If this is you, then you have the character of a leader. Through these courses you will be able to clearly understand your own leadership style and discover the tools needed to begin expanding your leadership capacity at any level within your organization and community.

- Earn the respect of your colleagues and your superiors
- Be a source of inspiration and a motivator of change
- Empower your staff to make their own “intelligent” decisions
- Attain personal success and fulfillment

To earn this certificate you must complete all six modules and a final project.

**All courses are available for students to take as stand-alone courses. Take one course, or work on the entire certificate at your own pace!**

## COURSES

**Modules include:**

**Leadership 120 – Methodology**

\* recommended to take first

- Great Man, Trait, Behavioural, Contingency, Transactional, Transformational & Situational

- Emerging developments in leadership theory
- Classical Leadership: laissez-faire, autocratic, participative
- Differences between leadership and management; Definitions of leadership
- Comparing personal leadership and leadership theory: finding a fit for yourself

### Leadership 121 – You as a Leader

- Understanding your own leadership style
- The five levels of leadership
- Real leadership: the difference between real and counterfeit leadership
- Developing leadership through problem solving and emotional understanding
- Crucibles of leadership

### Leadership 122 – Creating Vision

- The importance and value of creating a vision
- Vision development strategies
- Communicating your vision: tools and considerations

### Leadership 123 – Culture & Change

- Concepts and principles of organizational change
- Leadership as a change agent
- Initiating and sustaining change
- Effective systemic change

### Leadership 124 – Teambuilding

- Roles within a successful team
- Project management and team work; Adjusting team roles to different phases of the project
- Leading high performance teams
- Working with diverse teams

### Leadership 125 – Coaching & Mentoring

- What is formal and informal coaching/mentoring and when does each occur?
- Cultural communication clues to understanding others
- Understanding the importance of individuals within organizations
- Coaching, mentoring and organizational improvement
- Employee coaching strategies, manager orientations and gender considerations

### Leadership 126 – Final Project

- Following completion of all six leadership courses, students in the Leadership Certificate program who

wish to graduate must complete a leadership project within two months of their final course completion. The project consists of a practical application of one of the six program course themes to either a) an actual workplace context of the student's choice or b) a personal leadership project.

## FALL COURSES

**Leadership 120 – Methodology**

Course #2474

Sept 18 – 27

Tues & Thurs, 6:00 pm – 9:30 pm

\$395 + GST

Course #2475

Oct 26 & 27

Fri & Sat, 8:30 am – 4:30 pm

\$395 + GST

**Leadership 121 – You as a Leader**

Course #2476

Oct 11 & 12

Thurs & Fri, 8:30 am – 4:30 pm

\$395 + GST

**Leadership 122 – Creating Vision**

Course #2477

Oct 30 – Nov 8

Tues & Thurs, 6:00 pm – 9:30 pm

\$395 + GST

**Leadership 123 – Culture & Change**

Course #2478

Nov 22 & 23

Thurs & Fri, 8:30 am – 4:30 pm

\$395 + GST

**Leadership 124 – Team Building**

Course #2575

Dec 4 – 13

Tues & Thurs, 6:00 pm – 9:30 pm

\$395 + GST

**Leadership 125 – Coaching & Mentoring**

Course #2574

Nov 16 & 17

Fri & Sat, 8:30 am – 4:30 pm

\$395 + GST

**Leadership 126 – Final Project**

Course #2620

\$150 + GST



# Management Skills for Supervisors

## OVERVIEW

**This program is designed to provide you with the skills and knowledge needed to effectively supervise and manage others.**

The six dynamic, interactive sessions cover all aspects of the supervisory function. If you are a new supervisor, or aspire to attain an entry level managerial position in the future, you will benefit from this program by learning the practical skills necessary to succeed as a supervisor in today's working world.

Price includes all materials, coffee breaks and lunches.

## COURSES

### Day 1: Making the Transition

- Transitioning to supervisor
- Building trust
- Planning and organizing work

### Day 2: Supervision and People

- Understanding personality types using True Colors
- The four functions of a manager/supervisor
- Management versus leadership
- Leadership styles

### Day 3: Effective Communication Skills

- The communication process
- Communication barriers
- Perception
- Non-verbal communication
- Listening

### Day 4: Conflict Resolution Skills for Supervisors

- Conflict resolution styles
- Intra-group conflict
- Inter-group conflict
- Dealing with difficult people

### Day 5: Team Building

- Building relationships
- Facilitation skills
- Evaluating team development
- Managing team performance

### Day 6: Coaching and Development

- Key coaching competencies to help build maintainable results through people
- Understand the effect your leadership style may have on coaching
- Use tools in everyday management situations (e.g. GROW and SMART)
- Understanding the different generations and impacts that may hinder coaching

Course #1526

Sept 28 – Nov 2

Fri, 8:30 am – 4:30 pm

\$1495 + GST

Course #160

Nov 7 – Dec 12

Wed, 8:30 am – 4:30 pm

\$1495 + GST



Register four or more participants in **Management Skills for Supervisors** and receive 10% off all registrations!

# Payroll Compliance Practitioner (PCP)

## OVERVIEW

### Thinking about a career in payroll?

Or, are you working in payroll and want to earn Canada's most widely recognized payroll certification? The Canadian Payroll Association's (CPA) program is offered at RDC. Earn your Payroll Compliance Practitioner (PCP) certification. This professional certification can help you succeed in today's competitive business environment.

There are two fees for this program, the RDC instruction fee and the CPA course materials and exam fee. The RDC instruction fee is payable to RDC at the time of registration. The CPA course materials and instruction fee is payable directly to the CPA.

To be eligible for this designation an individual must complete the required courses and exams through RDC and then apply for the designation through the Canadian Payroll Association. For further

details please visit the CPA website: [www.payroll.ca](http://www.payroll.ca) and [www.rdc.ab.ca](http://www.rdc.ab.ca)

This program is offered part-time, each course will be delivered in a 10 month period. Successful completion of Payroll Compliance Legislation is required before taking Fundamentals of Payroll 1.

## REQUIRED COURSES

- Payroll Compliance Legislation
- Fundamentals of Payroll 1
- Fundamentals of Payroll 2
- Introduction to Accounting (For-credit course offered most fall and winter terms through the Donald School of Business)

### Payroll Compliance Legislation

Course #2167  
Sept 19 – Dec 19  
Wed, 6:00 pm – 9:00 pm  
Prerequisite: None  
RDC Instruction Fee: \$425 + GST  
CPA Course Materials and Exam Fee:  
CPA Member: \$300 + GST  
Non-Member: \$465 + GST (includes CPA membership)

### Payroll Fundamentals 1

Course #2472  
Oct 11 – Nov 29  
No Class: Nov 12  
Mon & Thurs, 6:00 pm – 9:00 pm  
Prerequisite: Payroll Compliance Legislation  
RDC Instruction Fee: \$425 + GST  
CPA Course Materials and Exam Fee:  
CPA Member: \$300 + GST  
Non-Member: \$465 + GST (includes CPA membership)

### Course #1853

Jan 23 – Apr 24  
Wed, 6:00 pm – 9:00 pm  
\$425 + GST

### Payroll Fundamentals 2

Course #2515  
Apr 29 – Jun 17  
Mon & Thurs, 6:00 pm – 9:00 pm  
Prerequisite: Payroll Fundamentals 1  
\$425 + GST

### Courses Offered Winter/Spring 2013:

- Payroll Compliance Legislation
- Payroll Fundamentals 1
- Payroll Fundamentals 2

## Continuing Education Funding

There may be funding available for the Continuing Education course or program that you are interested in!

The following programs qualify for both full-time government student loans or full-time government grants:

- Pre-Employment Trades Certificates
- English as a Second Language (Grant funding only)

TIP: Don't forget about Awards & Scholarships! Check out RDC's Awards & Scholarships [www.rdc.ab.ca/scholarships](http://www.rdc.ab.ca/scholarships). Research external sites as well!

# Professional Bookkeeping



## OVERVIEW

**Apply today, this program has limited seats!**

Every organization requires someone with the right training to maintain and update financial records. Bookkeeping professionals perform vital tasks for the companies they work for including verifying and balancing receipts, posting debits and credits, recording transactions, completing payroll and GST requirements, and creating financial reports for company owners and executives.

The RDC Continuing Education Professional Bookkeeping Certificate Program will provide

successful graduates with a broad foundation of knowledge and skills needed to enter private practice as a Professional Bookkeeper or fulfill the requirements of an Accounting Technician/Bookkeeper position for a company. The training offered in this program will help learners take advantage of opportunities for new or improved career opportunities.

The convenient two evening per week schedule offered in the Professional Bookkeeping Certificate Program will help individuals meet their educational and professional development goals in a way that is manageable with an individual's busy schedule.

## This program features:

- Two Programs – Classroom or Online. The choice is yours!
- Training is offered in a convenient nine month part-time evening format
- Real-world lab simulations and projects

## COURSES

- Computer Applications for Business
- Bookkeeping I – Manual Bookkeeping for Service and Merchandising Businesses
- Bookkeeping II – Simply Accounting
- Bookkeeping III – QuickBooks

Next program starts October 2012.

Program Tuition: \$4500 + GST

Look for non-certificate Small Business Bookkeeping, Simply Accounting and QuickBooks courses starting on page 18.



# Project Management

BLUE  
SEAL

## OVERVIEW

**We offer the highly respected and very practical certificate program in Project Management from Mount Royal University.** To earn your certificate, you must complete six two-day courses (a total of 90 hours) and the Final Assessment.

Participants who complete the courses and final assessment are eligible to write the Project Management Institute (PMI) exam as part of earning the Project Management Professional (PMP) designation from PMI. Visit [www.mtroyal.ca](http://www.mtroyal.ca) and [www.pmi.org](http://www.pmi.org) for more information.

It is recommended, but not required, that you begin with "Project Management – An Overview".

Who Should Enrol?

- Individuals who wish to develop introductory level project management skills and/or who want to pursue a formal role of project management in the workplace
- Employees who are assigned to work on project team(s) and task force(s) for defined projects
- Individuals who want to begin preparing for the Project Management Professional (PMP)<sup>®</sup> credential in the future

## COURSES

Textbook: A Guide to the Project Management Body of Knowledge (PMBOK<sup>®</sup> Guide) (EMAN 1220), available at the RDC Campus Store

Project Management – An Overview  
Course #1663  
Nov 1 & 2  
Thurs & Fri, 8:30 am – 5:00 pm  
\$495 + GST

Project Management – Integration & Scope  
Course #1666  
Nov 8 & 9  
Thurs & Fri, 8:30 am – 5:00 pm  
\$495 + GST

Project Management – Quality  
Course #2470  
Nov 15 & 16  
Thurs & Fri, 8:30 am – 5:00 pm  
\$495 + GST

Project Management – Human Resource and Communication  
Course #2471  
Nov 22 & 23  
Thurs & Fri, 8:30 am – 5:00 pm  
\$495 + GST

Project Management – Time and Cost  
Course #2468  
Nov 29 & 30  
Thurs & Fri, 8:30 am – 5:00 pm  
\$495 + GST

Project Management – Risk & Procurement  
Course #1665  
Dec 6 & 7  
Thurs & Fri, 8:30 am – 5:00 pm  
\$495 + GST

Prepare for the Final Assessment  
Course #2237  
Dec 14  
Fri, 1:00 pm – 5:00 pm  
\$120 + GST

Looking for training on Microsoft Project?  
See page 20 for upcoming courses!

For complete course  
information and  
details, please visit:  
[www.rdc.ab.ca](http://www.rdc.ab.ca)





# Technical Communication

ONLINE



RDC, in partnership with Vancouver Island University, is proud to offer the Technical Communication Certificate Program

## OVERVIEW

**Almost every product on the market today comes with documentation produced by technical writers.** Organizational processes, project status reports, technical articles, new product proposals, presentations and internet support sites all flow from the efforts of technical writers. For that reason and more, technical communication is carving a niche for itself as a high-demand career.

These courses, part of the Vancouver Island University Technical Communication online certificate program, examine different aspects of Technical Communication with a view towards developing the student's expertise in a wide variety of skill areas within this career path. Students have two years to complete 5 core courses and 3 electives. A passing grade for each course is 65%.

What is the workload like?

Online course workloads vary depending on the course you are taking (as well as the skills you are bringing to that course). On average, you can count on a commitment of about six hours per week per course (three hours in the online classroom, three hours offline for reading and assignments).

### Prerequisites

- Required: English 12 with a grade of "C" or higher, or equivalent (documentation may be required).

### Program Admissions Steps

- Complete the online Application for Admission form at [www.pr.viu.ca/rdc](http://www.pr.viu.ca/rdc). There is no application fee for Red Deer College students.
- Register for individual courses online at [www.rdc.ab.ca/TechComm](http://www.rdc.ab.ca/TechComm) or by calling RDC registration at 403.357-3663.

For complete course information and details, visit [www.rdc.ab.ca](http://www.rdc.ab.ca)

## REQUIRED COURSES

Technical Writing Tools  
Course #2590  
Sept 4 – Nov 2  
\$399

Course #2591  
Jan 7 – Mar 8  
\$399

Technical Writing & Editing  
Course #2589  
Sept 10 – Nov 9  
\$399

Course #2590  
Jan 14 – Mar 15  
\$399

Project Management for Technical Writers  
Course #2592  
Oct 9 – Dec 7  
\$399

Course #2593  
Feb 4 – Apr 5  
\$399

### Designing Documents

Course #2591  
Sept 24 – Nov 23  
\$399

Course #2592  
Jan 21 – Mar 22  
\$399

Writing Manuals  
Course #2593  
Oct 9 – Dec 7  
\$399

Course #2594  
Feb 4 – Apr 5  
\$399

## ELECTIVES (CHOOSE THREE)

Adobe RoboHelp  
Course #2594  
Sept 4 – Oct 5  
\$279

Copywriting Essentials  
Course #2595  
Oct 8 – Nov 22  
\$349

Job Search/E-Portfolios  
Course #2595  
Apr 3 – May 3  
\$279

Designing Online Information  
Course #2596  
Jan 7 – Mar 1  
\$349

Writing Reports & Proposals  
Course #2597  
Apr 8 – May 24  
\$349

# Diploma in Supply Management NEW

## OVERVIEW

**Today's global market demands skilled entry to mid-level practitioners to support the management of increasingly complex upstream and downstream components of extended supply chains.**

The Purchasing Management Association of Canada (PMAC) is the principal source of training, education and professional development for supply management professionals in Canada. RDC, in partnership with PMAC, is now offering a Diploma in Supply Management, granted from the PMAC, for junior to mid-level practitioners.

### Who Should Attend

- Junior buyers, purchasing assistants, production planners, warehouse clerks, material handlers, logistics administrators, inventory coordinators as well as associates, analysts and specialists
- Individuals who work outside of the supply management field but have some procurement, logistics, transportation or operations responsibilities
- Those with supervisory/management responsibility seeking basic knowledge of their direct reports' supply management functional areas
- Anyone who influences an organization's procurement decisions

### Training consists of:

#### Technical Courses

(13 evening sessions for each course)

- Introduction to Procurement
- Introduction to Logistics
- Introduction to Transportation
- Introduction to Operations

#### Management Soft Skill Seminars

(2-day seminars, available beginning winter/spring 2013)

- Introduction to Business Communications
- Introduction to Negotiations
- Introduction to Contract Law and Administration

### Business Management Seminars

(2-day seminars, available beginning winter/spring 2013)

- Introduction to Accounting and Finance
- Introduction to Marketing
- Introduction to Business Planning

We've made it easy. Choose what's right for you!

- No education or experience prerequisites
- Select the courses or seminars that best meet your needs
- Take one or multiple courses or seminars

**All courses are available for students to take as stand-alone courses. Take one course, or work on the entire certificate at your own pace!**

Those who successfully complete all courses and seminars within a stipulated timeframe, typically two years, will receive recognition of completion (Diploma in Supply Management).

**Note** These introductory courses and seminars are separate from the Strategic Supply Chain Management Leadership program, and cannot be applied towards SCMP accreditation.

For additional program details visit [www.aipmac.ab.ca](http://www.aipmac.ab.ca) or [www.rdc.ab.ca](http://www.rdc.ab.ca)



## COURSES AND SEMINARS

### Introduction to Procurement

From recognizing a need to issuing a purchase order, participants will learn the essentials of determining quantity, specifications and price that are the cornerstone of procurement. This course covers a variety of procurement scenarios: repetitive purchases of production materials, procuring one-time low-cost items, large capital goods acquisition and securing commodities under long-term supply contracts. The opportunities and challenges of international procurement versus domestic will be discussed. Participants will gain a broad understanding of the role of procurement and how it can be organized.

Textbook: Participant to purchase Purchasing and Supply Chain Management (EMAN1299), available at the RDC Campus Store.

Course #2604  
Oct 18 – Dec 3  
No Class: Nov 12  
Mon & Thurs, 6:15 pm – 9:15 pm  
\$695 + GST  
Registration deadline: Oct 4

### Introduction to Logistics

The interconnections between procurement, operations and transportation will be explored in this course. Participants will discuss how to balance the pressures for large order sizes to achieve low unit costs with the competing pressures to keep order sizes low to minimize warehouse space and inventory obsolescence. The options of few centralized warehouses versus multiple distributed warehouses will be addressed. Among the topics covered are forecasting, safety stocks and customer service requirements. Computer systems such as DRP, WMS and TMS will also be presented.

Textbook: Participant to purchase Principles of Supply Chain Management, (EMAN 1300), available at the RDC Campus Store.

Course #2598  
Jan 21 – Mar 7  
No Class: Feb 18  
Mon & Thurs, 6:15 pm – 9:15 pm  
\$695 + GST  
Registration deadline: Jan 7

### Introduction to Transportation

Participants will learn the advantages and limitations of the four modes of transportation: road, rail, air and water, as well as intermodal transportation. Topics covered include the role of freight forwarders, brokers and integrated transportation companies. This course will introduce participants to transportation documentation and basic load planning. Participants will gain an overview of contracts, insurance, customs clearance and letters of credit. The fundamentals of Incoterms and their impact on buyer-seller responsibility for transportation will also be examined.

Textbook: Participant to purchase Dictionary of International Trade (EMAN 1301), available at the RDC Campus Store.

Course #2599  
Mar 18 – Apr 29  
Mon & Thurs, 6:15 pm – 9:15 pm  
\$695 + GST  
Registration deadline: Mar 4

### Introduction to Operations Management

This course will familiarize participants with operations in manufacturing, distribution and services organizations. They will learn the basics of location selection and layout. Among topics covered are capacity planning and scheduling, as well as, the key concepts of JIT/Lean, OPT/TOC and MRP. Participants will discuss balancing capacity with demand and be introduced to forecasting techniques, demand planning and inventory ordering. Quality systems and continuous improvement methodologies, including Deming, Juran, ISO 9000 and Six Sigma, will also be addressed.

Textbook: Participant to purchase OM3 (EMAN 1302), available at the RDC Campus Store.

Course #1633  
May 9 – June 24  
Mon & Thurs, 6:15 pm – 9:15 pm  
\$695 + GST  
Registration deadline: Apr 25

**Don't wait to register last minute!**

Register early to avoid disappointment as some courses have a maximum enrolment. For course information or to register, visit [www.rdc.ab.ca](http://www.rdc.ab.ca) or call 403.357.3663.

# UGotClass Online Certificates

## OVERVIEW

**Do you want to expand your knowledge and skills, but lack the time or flexibility needed to participate in classroom-based training?** RDC's UGotClass Online certificates allow you to invest in your career anytime and from anywhere.

An investment in your education will boost your productivity and your organization's bottom line. Online learning is easy, accessible, and fun!

How it works:

1. In the online classroom: listen to audio lectures, view slides, and take an optional quiz to test yourself.
2. Discussion and Questions: post comments to online discussion with your fellow participants and instructor. The instructor answers questions and facilitates the discussion.
3. Readings: many courses have online readings of up to 20 pages a week.
4. Participate: anytime day or night, as little or as often as you like. It's recommended to go online 2-3 times a week.

Certificate or individual courses; the choice is yours! Most individual courses indicated in the following certificate programs can be taken as stand-alone courses. Individual course descriptions can be found in the Professional Development section of this guide.

## BUSINESS COACHING CERTIFICATE

Mentoring and coaching have come to be used more frequently in organizations to improve leadership competencies and provide employee support. It has benefits for the employer and employee. Develop skills in the development, implementation, and support of coaching and mentoring programs in your workplace. Take home the much-awaited toolkit you have been searching for to improve your employees' performance and create the working environment that your employees will find truly rewarding.

Course #2544  
Sept 4 – Oct 26  
\$295 + GST

## CERTIFICATE IN CUSTOMER SERVICE

Customer service is now essential for business and all work organizations. With the increase of technology, human interaction with customers becomes all the more important. Whether it relates to retaining customers, serving your audience, or turning inquiries from potential customers into sales, good customer service is now one of the central factors in organizational success.

Learn to improve your customer service skills to enhance your career skill set, improve productivity, and increase your organization's success. You will also take away some extraordinary customer service techniques you won't find anywhere else.

This certificate includes the following two courses:

- Keys to Customer Service
- Extraordinary Customer Service

Course #2545  
Sept 4 – Oct 26  
\$245 + GST

## CERTIFICATE IN TEACHING ADULTS

This is your invitation to teach others in-person and join in one of the more important functions in life - passing on knowledge and skills to others. It is both an opportunity and a responsibility. Whether you want to teach others or currently teach others, in any setting, either formally or informally, this course is for you. We will give you both the fundamental and advanced information to improve your teaching. Your lead instructor is author of How to Teach Adults, the best-selling book on the subject. The ebook version is included in the course.

Course #2547  
Sept 4 – Oct 26  
\$295 + GST

## CERTIFICATE IN ONLINE TEACHING

For those new to teaching online, or those already teaching online. Get the best instruction from the foremost authorities in online learning. Thousands of people have taken this fundamental yet advanced training in teaching online.

From building an online course to improving an online course;  
From fostering online discussion to encouraging student interaction;  
From traditional assessment to online tests, the program will give you both the fundamentals of teaching online, as well as, the most advanced tips and techniques in the business. Your instructors are authors, speakers and consultants in online learning and teaching.

This certificate includes three one-week courses:

1. Advanced Teaching Online: Oct 22 – 26
2. Designing Online Instruction: Nov 5 – 9
3. Building Online Learning Communities: Dec 3 – 7

Course #2548  
Oct 22 – Dec 7  
\$495 + GST



## eMARKETING ESSENTIALS

This program provides a fundamental introduction to eMarketing through improving email promotions, analyzing website traffic, optimizing search engines, and executing successful online advertising.

This certificate includes the following three courses:

- Improving Email Promotions
- Boosting your Website Traffic
- Online Advertising

No eMarketing experience or expertise is necessary.

Course #2352  
Sept 4 – Nov 30  
\$495 + GST

## MANAGING TELEWORK CERTIFICATE

Get the best professional development in managing telework. Then boost your productivity and your organization's bottom line. For telecommuters, prospective telecommuters, those supervising telecommuters, decision makers, trainers, HR professionals, and anyone interested in telecommuting. Teleworkers will position themselves for success by knowing the essential elements for managing themselves from a distance. Supervisors will learn the critical differences in supervising teleworkers and how to structure supervision for success. Discover the keys to making telecommuting a success for you and your organization. Then learn the essentials of supervision critical for both telecommuters and management. Take home the core management practices to supervise telecommuters for a win-win for both employees and your organization.

This certificate includes two one-month courses:

1. Keys to Telecommuting Success:  
Sept 4 – 28
2. Supervising Telecommuters: Oct 1 – 26

Course #2543  
Sept 4 – Oct 26  
\$395 + GST

## MOBILE MARKETING CERTIFICATE

The way consumers are interacting with brands and connecting to the world is changing because of mobiles. Find out about location-based marketing, mobile payments, QR codes, applications, and mobile coupons. You will learn how mobile marketing can increase your capabilities to retain current customers and gain new ones. Then get step-by-step instructions on how non-technical users can build, deploy and market smartphone applications across Android, iPhone and Blackberry platforms. Finally, get the knowledge needed to implement a mobile marketing plan for your organization. Find out about proximity marketing, mobile marketing metrics, and developing a mobile marketing campaign.

This certificate consists of three one-month courses:

1. Introduction to Mobile Marketing:  
Sept 4 – 28
2. Creating Cell Phone Apps for your Business (non-technical course):  
Oct 1 – 26
3. Advanced Mobile Marketing:  
Nov 5 – 30

Course #2552  
Sept 4 – Nov 30  
\$595 + GST

## SOCIAL MEDIA FOR BUSINESS

From Facebook to Twitter, blogging to LinkedIn, discover new principles of communication via social media and how these tools can enhance your organization. You will create a plan to integrate social media into your organization's existing communication and marketing strategies.

Whether you are new to social media or already involved, this certificate has something for you. This certificate includes the following three courses:

- Integrating Social Media in Your Organization
- Introduction to Social Media
- Marketing Using Social Media

Course #2356  
Sept 4 – Nov 30  
\$495 + GST

## VIDEO MARKETING CERTIFICATE

Video marketing is the latest hot new marketing trend. Shoppers who viewed product videos were 144% more likely to add the product to their cart. Video with good SEO has a 53% higher chance of showing up on page one of Google searches. When done correctly, video can tell a story, and stories connect people. Video also leads to an emotion 'trigger' that plain text cannot do.

This certificate consists of two one-month courses:

1. Video Marketing: Sept 4 – 28
2. YouTube for Business: Oct 1 – 26

Course #2556  
Sept 4 – Oct 26  
\$395 + GST

## Accounting

### ACCOUNTING FOR NON-ACCOUNTANTS

This two-day workshop covers the basics of accounting and financial systems for business. Using a series of hands-on and simulation exercises, you will be given a basic understanding of accounting systems used in a business and learn how to read and analyze financial statements using common ratios to determine business performance. This course is ideal for the business person who wants to gain a better understanding of their financial records.

This course may be taken as credit towards the Human Resource Management Certificate or as general interest.

Course #2166  
Oct 4 & 5  
Thurs & Fri, 8:30 am – 4:30 pm  
\$349 + GST

### SMALL BUSINESS BOOKKEEPING

A well-kept set of financial records is an essential tool in the management of small businesses. With this introduction to a straightforward manual bookkeeping system, you will learn how to:

- Process information into the general journal, specialized journals and a synoptic
- Post entries into ledgers
- Prepare and understand financial statements, bank reconciliations
- Process the GST
- Administer payroll

Textbooks: Participant to purchase Basic Bookkeeping: An Office Simulation and Basic Bookkeeping: Working Papers (ECOM 3276) available at the RDC Campus Store. Required for the first class.

Course #2185  
Sept 25 – Dec 11  
Tues, 6:30 pm – 9:30 pm  
\$599 + GST

### BUDGETING BASICS FOR MANAGERS

BLUE  
SEAL

Budgeting is a common management tool for planning and control. This one-day workshop will provide a fundamental understanding of budgeting, the budgeting process and effective ways to control your budget. There will be ample opportunity to discuss specific budgeting issues raised by participants.

Requirement: Calculator  
Course #1590  
Dec 6  
Thurs, 8:30 am – 4:30 pm  
\$249 + GST

### SIMPLY ACCOUNTING LEVEL 1

Take the mystery out of managing cash so you are free to concentrate on generating more of it. Simply Accounting is a widely used computerized accounting system for small to medium sized businesses. Create order from chaos, ensure healthy cash flow, make good short-term decisions, and follow sound long-term strategies.

Learn how to perform daily accounting tasks in:

- General Ledger
- Accounts Receivable
- Accounts Payable
- Payroll

Focus your time and energy on serving your best customers while the software simplifies your daily accounting tasks.

Prerequisite: Experience with Microsoft Windows and Small Business Bookkeeping course, or equivalent experience.

Textbooks: Simply Accounting Premium 2012 Level 1 (ECOM 3133) available at the RDC Campus Store. Required for the first class.

Course #1038  
Oct 16 – Nov 1  
Tues & Thurs, 6:00 pm – 9:00 pm  
\$395 + GST  
Downtown Campus

Course #1039  
Nov 13 – 27  
Tues, 9:00 am – 4:00 pm  
\$395 + GST

### QUICKBOOKS LEVEL 1

Whether your business is just getting started or established and expanding, QuickBooks can help you get organized, save time and simplify what you do every day.

Learn basic QuickBooks operations such as:

- Adding to the General Ledger
- Accounts Receivable
- Accounts Payable
- Payroll

Easier than spreadsheets and faster than manual bookkeeping, QuickBooks allows you to spend less time on everyday tasks and more time on running your business.

Prerequisite: Experience with Microsoft Windows and Small Business Bookkeeping course, or equivalent experience.

Textbooks: QuickBooks Premier 2011 Level 1 (ECOM 3140) available at the RDC Campus Store. Required for the first class.

Course #1180  
Nov 8 – 22  
Thurs, 9:00 am – 4:00 pm  
\$395 + GST

## Blue Seal – Business Proficiency Designation

The Blue Seal Certification – Business Proficiency Designation was established by the Alberta Apprenticeship and Industry Training Board to encourage and recognize business training. If you are a certified Alberta Journeyperson in a designated trade or occupation, earning a Blue Seal proves that you not only meet Alberta's high industry standards, but you also have the drive to develop your business skills and succeed in business. If you have a valid Alberta Journeyman, Occupational, Qualification or Proficiency Certificate, you

can enhance your current certification with a Blue Seal.

To earn a Blue Seal you must complete 150 hours of study in approved courses. These courses are identified throughout this guide with the "Blue Seal" emblem.



### UNDERSTANDING FINANCIAL STATEMENTS

BLUE  
SEAL

You pay your accountant to prepare annual financial statements for your business, but do you really know how to read them? This workshop goes through the sections of basic financial statements including balance sheets, income statements and supporting documents to give you a thorough understanding of the information they contain.

You will learn how to:

- Determine common ratios used by lenders and investors to determine the health of your business
- Thoroughly analyze the information

Increase your chances of success with an understanding of basic financial statements.

Prerequisite: None

Requirement: Calculator

Course #1455

Oct 3

Wed, 8:30 am – 4:30 pm

\$249 + GST

### FROM RECEIVABLE TO BELIEVABLE - DEBT COLLECTION FOR SMALL BUSINESS

This is a full-day workshop for small business owners or individuals who are responsible for approving credit applications and collection of accounts receivable. This hands-on workshop gives participants an opportunity to follow the steps required in setting up a charge account for a client right through to taking legal action to collect the outstanding account. A combination of real-life anecdotes from the "front-lines" of a collection agency and group exercises such as "Track Down the Deadbeat" make for an entertaining learning experience.

Course #2140

Oct 9

Tues, 8:30 am – 4:30 pm

\$249 + GST

## Management & Leadership

### BECOMING AN ENTREPRENEUR



RDC is proud to partner with Community Futures of Central Alberta and the Go Forth Institute to bring to Central Alberta the 100 Essential Skills for Entrepreneurs. This course is delivered through a blend of online learning and interactive classroom workshops. Access the Go Forth Institute Online program and then participate in 5 classroom workshops facilitated by Community Futures advisors to customize the entrepreneurial experience.

In this course you will learn the 100 essential skills successful entrepreneurs wish they had acquired before they launched their business.

If you are serious about becoming an entrepreneur, or are already a small business owner you owe it to yourself to invest in this course!

Course #1803

Oct 9 – Nov 6

Tues, 7:00 pm – 9:30 pm

\$495 + GST

### New course idea?

If you have an idea for a new course, contact Continuing Education at 403.356.4900 or [continuingeducation@rdc.ab.ca](mailto:continuingeducation@rdc.ab.ca) to discuss it further with a Program Coordinator.

## SUCCESSFUL SUPERVISOR

BLUE  
SEAL

Supervisors are special people with special skills. Your boss has decided you are the person for the job. Now you need the skills to be successful in this new role. Get started on the road to being an effective supervisor by learning and practicing effective supervisory skills.

Course #1373  
Nov 28  
Wed, 8:30 am – 4:30 pm  
\$249 + GST

## CONFLICT MANAGEMENT

Every now and then we will run into conflict. It is how you react to this conflict that will create the outcome to be positive or negative. The purpose of this course is to provide you with an effective and proven strategy to deal with workplace conflict situations. Using a four-step model, this one-day workshop gives you the ability to see conflict as an opportunity for growth, collaboration and innovation. In this course you will learn hands on how to embrace conflict and use its energy for relationship building and problem solving.

Course #2495  
Nov 16  
Fri, 9:00 am – 4:00 pm  
\$249 + GST

## APPLIED PROJECT MANAGEMENT

Knowledgeable and skilled project managers are critical to the success of any organization. To be successful, you must learn about business processes and gain the experience of completing a project as part of a team. This two-day workshop is an introductory “hands-on” course that covers the five basic Project Management phases:

- Definition (Initiation)
- Planning
- Execution
- Controlling
- Close-Out

You will have the opportunity to work collaboratively in groups on real case studies that will apply key concepts in all project management life cycles.

Course #2596  
Oct 18 & 19  
Thurs & Fri, 8:30 am – 4:30 pm  
\$455 + GST (textbook included)

## MICROSOFT PROJECT

As a project manager, Microsoft Project is an essential tool to control and track any kind of project. Learn to plan your project, schedule tasks, assign resources, track project progress, generate reports, manage multiple projects, customize projects, use network diagrams, progress lines, provide earned value analysis, and more!

Prerequisite: Microsoft Windows experience.

Course #1158  
Nov 14 – 28  
Wed, 9:00 am – 4:00 pm  
\$590 + GST

## TRAIN THE TRAINER

On-the-job training is a key task for supervisors, managers and senior staff, as well as, trainers. This course will provide your key employees with the skills they need to train their staff effectively and efficiently. They will learn to use adult learning principles to deliver dynamic, involved training – “training that sticks”. Effective training saves money and retains good employees.

Course #2461  
Nov 26 & 27  
Mon & Tues, 8:30 am – 4:30 pm  
\$379 + GST

## COMMUNICATE WITH CONFIDENCE

BLUE  
SEAL

Your interpersonal communication skills can spell the difference between success and failure. Communication is not just about how you talk and listen. It's about making connections with people: customers, co-workers, and friends. This workshop will provide you with the knowledge and skills to communicate clearly, and confidently, and help minimize communication breakdowns.

Course #193  
Oct 26  
Fri, 9:00 am – 4:00 pm  
\$249 + GST

## EMOTIONAL INTELLIGENCE – THE SUCCESS SECRET

Many people are surprised to learn that Emotional Intelligence (E.I.) is more important to achieving family and work success than intellectual ability. The good news is that we can enhance and improve our E.I. Learn what E.I. is, what it means to you and how it can help you build successful relationships. This course will improve your physical and emotional health, communication, business performance, leadership, teamwork and more!

Course #1880  
Dec 4  
Tues, 9:00 am – 4:00 pm  
\$249 + GST

## GIVING EXCELLENT PRESENTATIONS

Do people glaze over shortly after you start talking? Do your slide shows just repeat what you're saying? Bullet points should not be the focus of your presentations. Instead, deliver your message with confidence accompanied with interesting, thought-provoking visual aids.

This course teaches you how deliver excellent presentations that command everyone's attention. Learn how to:

- Plan and prepare presentations
- Design pleasing slides
- Have proper posture and body language
- Deal with nerves

Learn to be an excellent presenter and make your message heard.

Course #2384  
Nov 22  
Thurs, 9:00 am – 4:00 pm  
\$179 + GST

For complete course  
information and  
details, please visit:  
[www.rdc.ab.ca](http://www.rdc.ab.ca)



## UNDERSTAND YOURSELF AND OTHERS

BLUE  
SEAL

Want to better understand why it is easy to work with some people and difficult to work with others? Reduce or eliminate problems and frustrations by understanding your own, your co-workers' and your customers' personality preferences. In this one-day workshop you will complete the True Colors profile instrument – an internationally accepted personality assessment tool.

Increase your own and your team's effectiveness by identifying different personalities and tapping into the power of each.

Course #211  
Oct 9  
Tues, 9:00 am – 4:00 pm  
\$249 + GST

## USING PERSONALITY PROFILES FOR BETTER WORK PERFORMANCE

ONLINE

Understanding yourself and others will increase your overall effectiveness at work, home, and in all of your relationships. Learn how to improve your communication with others, convey your ideas effectively, and improve your ability to understand what is important to those who don't share your same style. Course fee includes your own DISC Behavioral Personality Profile assessment and review.

Course #2561  
Oct 1 – 26  
\$195 + GST

## DEALING WITH DIFFICULT PEOPLE

BLUE  
SEAL

Everybody, whether personally or professionally, has come into contact with someone who is difficult to deal with. And no matter what you do, the situation never seems to get better. This course will help you develop strategies that are practical and specific to the difficult people in your life.

Learn proven techniques that will make a difference in your life and theirs.

Course #1424  
Nov 26  
Mon, 9:00 am – 4:00 pm  
\$249 + GST

## WRITING POLICIES & PROCEDURES

A well written policy and procedures manual can create the systems your business or organization needs to reduce conflict and errors, as well as, improve productivity in the workplace. Learn how to structure the manual, what elements need to be included and the various "Do's and Don'ts" that are needed to create an effective, useful manual that fits the needs of your workplace. During this two-day workshop, participants will work on a draft manual for their workplace.

Course #2441  
Jan 21 & 22  
Mon & Tues, 8:30 am – 4:30 pm  
\$349 + GST

## WRITING AN EMPLOYEE HANDBOOK

ONLINE

Clear understanding of workplace expectations and company culture improves employee morale and job satisfaction and allows you to retain your best employees and helps attract new ones. This on-line course can be started at any time and provides you with the basic information and content required in an employee handbook, using two templates that you can customize to suit your individual business needs. At the end of this self-paced and user friendly course, you will have a valuable document that can reduce training time and increases employee productivity.

Course #2500  
Sept 1 – Dec 31  
\$149 + GST

## RECRUITING AND RETAINING GEN X AND GEN Y

ONLINE

Generation X balances work and friends and family. Generation Y, the largest generation in human history, has never known a time when there was not a World Wide Web. They each have very different work styles than the Baby Boomer generation. Get an understanding of both Gen X and Gen Y from an expert who programs and markets to Gen Y. Discover what motivates them at work, what incentives they respond to, and what messages they value. Then take home practical, how-to tips and techniques for recruiting and retaining Generation X and Y workers.

Course #2558  
Sept 4 – 28  
\$175 + GST

## INCREASING YOUR INFLUENCE

Most people don't give it much thought, but every time you come into contact with another person, you have the power to influence that individual, whether it is for the greater good or not. This course teaches you the art of building others up and proven win-win strategies that enable you to add value to other peoples' lives. Improve your skills in influencing others, be a positive role model and be successful in all areas of your life.

This course may be taken as credit towards the Human Resource Management Certificate or as general interest.

Course #2599  
Nov 28  
Wed, 8:00 am – 4:30 pm  
\$249 + GST

## DIVERSITY MANAGEMENT

Diversity management is based on the idea that diversity opens up alternative ways of perceiving, thinking and acting and thus enriches the life of the organization. Globalization, advancements in technology and competition have moved diversity management from an equal opportunity initiative to a strategically driven business necessity. Learn how diversity is a source of creativity and innovation that can give your organization the competitive advantage.

Course #2602  
Dec 1 & 8  
Sat, 8:00 am – 4:30 pm  
\$349 + GST

## HOW TO DEVELOP YOUR TEAM BUILDING SKILLS

This course gives managers and senior staff what they need to build their work groups into cohesive, high performance teams, including 15 proven team building tools! You will use the "Strength Deployment Inventory" to develop clarity and insight about what motivates people when things are going well and in times of conflict. Participants will also receive a textbook that is full of practical ideas for getting the best from groups. If you are responsible for getting results, this course is for you!

Course #2460  
Nov 1 & 2  
Thurs & Fri, 8:30 am – 4:30 pm  
\$349 + GST

## HUMAN RESOURCE BASICS

Successful managers understand how much of their role is really about their people, as well as, aspects of legislation, policy, and procedures that involve human resourcing issues. This course introduces you to key aspects of Human Resources. Learn key HR functions, including:

- Recruiting, interviewing, and retaining employees more effectively
- Following up with new employees in a structured manner
- Advocating for your employees' health and safety
- Providing accurate, actionable feedback to employees
- Acting appropriately in situations requiring discipline and termination
- Evaluating strengths and opportunities for Human Resources in your own workplace

This course may be taken as credit towards the Human Resource Management Certificate or as general interest.

Course #2603  
Oct 11 & 12  
Thurs & Fri, 8:30 am – 4:30 pm  
\$389 + GST

# Workplace Training

## TAKING GREAT MEETING MINUTES

This full-day workshop is for people who are responsible for taking meeting minutes in a business or for an organization. You will learn how to work with the meeting chair, prepare the agenda, various minute formats, what to include and not include, using a template, editing and proofreading, approvals and sign-offs, as well as distribution of the properly completed minutes.

Course #1469  
Dec 3  
Mon, 8:30 am – 4:30 pm  
\$249 + GST

## WRITING EFFECTIVE PROPOSALS

Regardless of the type of proposal you need to write, the guidelines for a good proposal are the same. The most important goal of a proposal is to get your project, work contract, or funding approved. This two-day course covers all the steps from obtaining the needed information to preparing the proposal, to the laying out of the final document. Write an effective proposal that gets approved!

Course #2101  
Nov 1 & 2  
Thurs & Fri, 8:30 am – 4:30 pm  
\$349 + GST

## BUSINESS WRITING

With access to office computers, many individuals are expected to produce their own highly professional documents. Your value to your organization may depend on how clearly and persuasively you write. Learning about and practising several key techniques, you will develop your ability to write more quickly, clearly, and concisely.

Course #2233  
Sept 28  
Fri, 8:30 am – 4:30 pm  
\$319 + GST

## TELEPHONE SKILLS AND EMAIL ETIQUETTE

This workshop will develop the skills of staff who deal with clients over the phone, particularly in a 'first contact' situation. Specific topics include setting up the work area, effective greetings, your telephone voice and appropriate language, understanding the request, taking a message, dealing with difficult/irate callers and many other important topics.

Effective and professional communication through electronic mail will also be addressed in this workshop. Participants will learn the basics in the proper use of email in business and review such topics as how to correctly format your email messages, correct grammar and punctuation usage and some "Do's and Don'ts" about email.

Course #1466  
Dec 4  
Tues, 8:30 am – 4:30 pm  
\$249 + GST

## EFFECTIVE TIME MANAGEMENT

BLUE  
SEAL

Do you feel like you never have enough time in a day? Do deadlines creep up on you making you push back due dates? Being able to effectively manage your time greatly reduces stress in your life. This unique workshop allows you to learn, adapt and incorporate time management tools you can use into your everyday work and life style. Develop proven time management techniques and gain back two hours per day to do activities of your own choosing.

Course #1630  
Nov 6 – 27  
Tues, 6:00 pm – 9:00 pm  
\$269 + GST

## TIME MANAGEMENT WITH OUTLOOK

The secret to better time management is easier than you think! This practical, hands-on course will show you how to use the extensive features of Microsoft Outlook to manage both personal and business productivity through correct prioritizing and planning.

Use an integrated management tool that increases your productivity and makes your life a whole lot easier.

Prerequisite: Basic computer skills

Course #2098  
Nov 19  
Mon, 9:00 am – 4:00 pm  
\$225 + GST

## WORKING SMARTER NOT HARDER

BLUE  
SEAL

This course is designed to assist you in getting more return on your time and energy. Proven strategies discussed include taking control of your time, pre-planning your day, establishing work priorities, dealing with time wasters, establishing "smart" goals, and handling interruptions. You will learn hundreds of smart, time saving tips. Discover how to double your productivity without doubling your stress.

Course #1062  
Sept 25  
Tues, 9:00 am – 4:00 pm  
\$249 + GST

## MANAGE STRESS AND AVOID BURNOUT

BLUE  
SEAL

Our work lives take up much of our waking hours, and affect us greatly. If you are experiencing high amounts of stress at work you are at risk of burnout, a common problem among workers. This practical and personal one-day course teaches you how to stay one step ahead of stress and avoid burnout. Get a clear picture of what causes you stress and how you cope with it and learn effective coping skills to rise above it.

Course #1063

Oct 23

Tues, 9:00 am – 4:00 pm

\$249 + GST

## CUSTOMER SERVICE EXCELLENCE

Regardless of how good your product is, without excellent customer service, you are at risk of giving your competitors the upper hand. Customers are finicky, and much of their buying behaviour is based on how well they are treated. As an owner, manager or employee you hold the key to customer satisfaction and assuring repeat business. This interactive session gives you the tools for success by:

- Understanding your customer
- Having the right attitude
- Meeting and exceeding customer expectations
- Dealing with conflict and managing stress

Invest in yourself, your business and your future by learning the value of excellent customer service.

Course #1467

Sept 28

Fri, 8:30 am – 4:30 pm

\$249 + GST

## KEYS TO CUSTOMER SERVICE

ONLINE

Learning to build your customer service skills will have a powerful impact on your career success, as well as, success in other areas of your life. Through this course, you will discover the direct relationship between service skills and career achievement. You will become skilled at being an exceptional service provider. You can help your organization and your career by translating your good service intentions into a workable plan and gain knowledge of ways to consistently deliver great service. The payoff is enormous.

This course may also be taken as part of the Certificate in Customer Service. See the Certificate program section of this guide for more details.

Course #2546

Sept 4 – 28

\$145 + GST

## EXTRAORDINARY CUSTOMER SERVICE

ONLINE

Transform your customer service into something extraordinary. As a result, more repeat business will improve your bottom line. Customer service separates you from your competition. Extraordinary customer service comes from focusing on the few essential elements that yield big results. Discover how easy it is to tweak your customer service from the ordinary to the extraordinary. You'll take away a customer service plan that will help you focus on the key elements that will get you started on your pathway to success.

This course may also be taken as part of the Certificate in Customer Service. See the Certificate program section of this guide for more details.

Course #2539

Oct 1 – 26

\$145 + GST

## DESIGNING SUCCESSFUL WEBINARS

ONLINE

Webinars are a hot new meeting format that save money and reach more people than in-person meetings. Use them for customer education, staff meetings and training, presentations, virtual seminars and much more.

The technology is simple, but good webinar presentation techniques are critical. Discover the power of successful webinars for your business organization. Then learn the four key strategies to make your webinars more successful. Acquire techniques and tips that will make your webinars winners with your audiences.

Course #2346

Oct 1 – 26

\$195 + GST

## KEYS TO TELECOMMUTING SUCCESS

ONLINE

Telecommuters are 25% more productive than people who work in an office, meaning your company is more profitable. Come discover the keys to making telecommuting a success for you and your organization. For those new to telecommuting and those already working from home this course includes a 100-page guide to telecommuting.

This course may also be taken as part of the Managing Telework Certificate. See the Certificate program section of this guide for more details.

Course #2550

Sept 4 – 28

\$195 + GST

## Don't wait to register last minute!

Register early to avoid disappointment as some courses have a maximum enrolment. For course information or to register, visit [www.rdc.ab.ca](http://www.rdc.ab.ca) or call 403.357.3663.



## SUPERVISING TELECOMMUTERS

ONLINE

Telecommuters can be supervised from a distance better than people working down the hall. But supervision of telecommuters is different than for office workers. Understanding the essentials of supervision is critical for telecommuters and supervisors, as well as, management and organizational leadership. Telecommuters boost your organization's profitability, productivity, financial stability, competitiveness and efficiency. Plus you can recruit the best people regardless of where they live. Tour a model virtual office. Then take away the core management practices to supervise telecommuters for a win-win for both employees and management. After attending, you will have the knowledge necessary to successfully supervise, and be supervised, in a distance environment.

This course may also be taken as part of the Managing Telework Certificate. See the Certificate program section of this guide for more details.

Course #2551  
Oct 1 – 26  
\$245 + GST

# Sales & Marketing

## MARKETING FOR SMALL BUSINESS

BLUE  
SEAL

Effective marketing captures the attention of new clientele, identifies new opportunities, retains repeat customers and improves your bottom line. This course spans five evenings to allow you to develop a cohesive and impacting marketing plan that covers traditional advertising, social media, branding and much more. Learn how to get inside your customers' head and develop effective and simple ideas that will fit every marketing budget.

Course #2131  
Oct 31 – Nov 28  
Wed, 7:00 pm – 9:00 pm  
\$249 + GST

## MEDIA BUYING STRATEGIES

ONLINE

Discover the marketing planning process to clearly delineate the relationship between marketing and media-buying decisions. Marketing functions are examined through case analysis to successfully integrate all elements of the media-buying process. This course presents concepts and strategies from a business decision-making perspective. This approach reflects the emphasis on the marketing decisions that business owners are most likely to confront in their marketing operations when meeting with various media outlets and managing their marketing campaigns. Come away with knowledge of media buying strategies to promote your organization and boost sales and profits.

Course #2563  
Oct 1 – 26  
\$195 + GST

## INTRODUCTION TO SOCIAL MEDIA

ONLINE

Get involved in the move from in-person to online communication. Learn what social media is and its role in your business and personal life. Find out the top sites and how businesses are using the sites for communication, customer retention, branding, marketing, market research, needs assessment and serving customers and clients. Explore the options for your organization. Look at case studies of what other organizations are doing. Let your instructor guide your exploration of Facebook and YouTube. For anyone interested in social media. Your instructor is a nationally known speaker, consultant and trainer on social networks and social media.

This course may also be taken as part of the Social Media for Business Certificate. See the Certificate program section of this guide for more details.

Course #2357  
Sep 4 – Nov 28  
\$195 + GST

## MARKETING USING SOCIAL MEDIA

ONLINE

Develop a two-way communication and marketing strategy for your organization using social media. Let your instructor guide you in exploring major social media, including Twitter, LinkedIn, and blogging. Learn quick, easy ways to use Twitter, blogs and LinkedIn to engage your customers or clients and keep them interested in your organization or business. You'll find out the advantages and disadvantages of each, and learn what's right for your work and kind of organization. Your instructor is a director of marketing for a national association, and writes and speaks on the topic.

This course may also be taken as part of the Social Media for Business Certificate. See the Certificate program section of this guide for more details.

Course #2358  
Oct 1 – 26  
\$195 + GST

## INTEGRATING SOCIAL MEDIA IN YOUR ORGANIZATION

ONLINE

Take away a practical strategy and techniques for implementing social media for your organization or business. Learn how to create your own private social media using Ning, work socially using Google Docs and calendars, and move your website to an interactive Web 2.0 site. Then your instructor will help you choose which social media tools are right for your situation, and integrate them into your website to develop a social media strategy for your organization. Find out what you can be doing, what you should be doing, and take back a plan to integrate social media into your communication and marketing.

This course may also be taken as part of the Social Media for Business Certificate. See the Certificate program section of this guide for more details.

Course #2359  
Nov 5 – 30  
\$195 + GST



## IMPROVING EMAIL PROMOTIONS

ONLINE

Discover new ways to improve your email promotions, including when to email, what to email, and testing email copy. Then find out how to analyze your email response rates, including getting the benchmarks for open rates and click through rates. Learn how to improve your email promotion and responses with tracking and testing.

Get a basic introduction to email promotions. If you are advanced, your instructor is an email expert and can answer your toughest questions as well.

This course may also be taken as part of the eMarketing Essentials Certificate. See the Certificate program section of this guide for more details.

Course #2353  
Sept 4 – 28  
\$195 + GST

## BOOSTING YOUR WEBSITE TRAFFIC

ONLINE

Acquire the basic skills to boost your website traffic, including how to analyze your visitor traffic, how to use search engine optimization to get greater visibility and exposure in Google searches, and how to redesign your website copy to increase your visitors and results.

No experience necessary, but if you are at an advanced level, your instructor is an SEO expert and can answer your toughest questions as well.

This course may also be taken as part of the eMarketing Essentials Certificate. See the Certificate program section of this guide for more details.

Course #2354  
Oct 1 – 26  
\$195 + GST

## ONLINE ADVERTISING

ONLINE

Get the keys to making online advertising work for you and your organization. See how pay-per-click advertising with Google AdWords works. Find out how to test low budget Adword campaigns. Learn how you can target local audiences. Then discover Facebook advertising and how you can determine the demographics and even numbers of people you want to reach.

No experience necessary, but if you are at an advanced level, your instructor is an online ad expert and can answer your toughest questions as well.

Course #2355  
Nov 5 – 30  
\$195 + GST

## ADVANCED WEBSITE STRATEGIES

ONLINE

You have a website, but why will your customers want to come back or buy something or take action? Do you really know who you are selling to? Do you know what you want to say to them? Do you know how you want to say it? Discover ways to identify who your ideal audience is. Learn how to create content that is engaging and purposeful. Find out what you want to say to them. Explore where you want to say it. And finally, find out how you want to say it. In one month, you will be better equipped to create your own content marketing strategy and create a content-rich website that exceeds the needs of your visitors.

Course #2562  
Oct 1 – 26  
\$195 + GST

## VIDEO MARKETING

ONLINE

Sight, sound and motion are much more compelling than static words on a page. In this course you will discover how to use simple online video to bond with your viewer, drive traffic to your website, boost business and build brand awareness. Learn how to use Google and YouTube with your video to market your business 24/7.

This course may also be taken as part of the Video Marketing Certificate. See the Certificate program section of this guide for more details.

Course #2557  
Sept 4 – 28  
\$245 + GST

## YOUTUBE FOR BUSINESS

ONLINE

Increase your business with YouTube, the online video site and now the second largest search engine. Discover the power of video for your organization. Find out what types of video work best, how other business organizations use YouTube, how to create your own YouTube channel, and how to add captions, annotations and other extra features.

This course may also be taken as part of the Video Marketing Certificate. See the Certificate program section of this guide for more details.

Course #2348  
Oct 1 – 26  
\$245 + GST

## FACEBOOK FOR BUSINESS

ONLINE

Find out what goes on behind the scenes on Facebook Pages and how to increase the chances that your message is seen and acted on. Discover new tools and proven techniques to increase business and expand your reach. Discuss how to adapt your marketing message for the Facebook platform and how to integrate Facebook across all marketing areas. This is an advanced class and assumes you have started a page on Facebook and have some basic knowledge of the platform.

Course #2345  
Oct 1 – 26  
\$245 + GST

## SUCCESSFUL SURVEY TECHNIQUES

ONLINE

Your customers hold the key to your organization's success. Getting to know your customers better results in lower costs and higher retention, customer satisfaction, and repeat business.

Surveys are one of the best ways to find out what your customers want, and how they want it. But too many surveys ask the wrong people the wrong questions. Discover who to survey, what questions to ask, and the key to getting a higher response to your surveys.

This hard-hitting practical course will yield a huge ROI for your organization. Whether you need to analyze profitability, satisfaction, service or all three, this course will generate increased sales, greater efficiency, or more effectiveness.

Course includes a personal FREE critique of one of your surveys!

Course #2350  
Oct 1 – 26  
\$395 + GST

**TWITTER****ONLINE**

Twitter is a hot social media platform these days – and everyone seems to be using it. Learn the best way to take advantage of the unique opportunities Twitter offers – and discover the best ways to create relationships and network with your key constituents. You will find out the best – and easiest – techniques for successful interactions in the ‘twitterverse’.

Course #2351

Oct 1 – 26

\$195 + GST

**MOBILE MARKETING****ONLINE**

The way consumers are interacting with brands and connecting to the world is changing because of mobiles. Find out about location-based marketing, mobile payments, QR codes, applications, and mobile coupons. You will learn how mobile marketing can increase your capabilities to retain current customers and gain new ones.

This course may also be taken as part of the Mobile Marketing Certificate. See the Certificate program section of this guide for more details.

Course #2554

Sept 4 – 28

\$195 + GST

**CREATING CELL PHONE APPS FOR YOUR BUSINESS****ONLINE**

(non-technical course)

Cell phone apps are the latest way smart businesses are reaching their customers. It seems that nearly everyone is carrying and using a Smartphone these days. Smart organizations across the globe are investing in building cell phone apps for their businesses.

In this four-week course, we will provide you with step-by-step instructions on how non-technical users can build, deploy and market Smartphone applications across Android, iPhone and Blackberry platforms. The course is ideal for business owners and executives who want to understand how Smartphone applications can be inexpensively built, and also for technical users who want to understand how to quickly deploy Smartphone applications.

This course may also be taken as part of the Mobile Marketing Certificate. See the Certificate program section of this guide for more details.

Course #2347

Oct 1 – 26

\$245 + GST

**ADVANCED MOBILE MARKETING****ONLINE**

Come get the knowledge needed to implement a mobile marketing plan for your organization. Find out about proximity marketing, mobile marketing metrics, and developing a mobile marketing campaign. Learn how to promote your app on the web, building a landing page for your app, and advanced tracking of your application usage. Then take home a blueprint for creating guidelines and standards for your mobile marketing effort, and how to measure its success. You will leave this course with the knowledge to implement a mobile marketing plan for your organization.

This course may also be taken as part of the Mobile Marketing Certificate. See the Certificate program section of this guide for more details.

Course #2555

Nov 5 – 30

\$245 + GST

# Online Instructional Skills Development

**DESIGNING ONLINE INSTRUCTION****ONLINE**

Learn about the online instructional environment, envisioning your online course, developing a web course, phases of design and development, design guidelines, and more. Discover the principles behind the adoption of technology innovation and the nature of the online learning environment. Then get tips for planning your online course, identifying resources and design guidelines. Discuss the phases of design and development and models, motivating student-student interaction, and managing interaction. Get the latest information on copyright issues, assessment and evaluation.

This course may also be taken as part of the Certificate in Online Teaching. See the Certificate program section of this guide for more details.

Course #2541

Nov 5 – 9

\$195 + GST

**BUILDING ONLINE LEARNING COMMUNITIES****ONLINE**

In the online classroom it is the relationships and interactions among people through which knowledge is primarily generated. Come learn how to do it with the foremost authorities and authors of the popular book by the same title. Acquire a new understanding of redefining community in cyberspace. Find out the importance of a learning community. Learn about dialogue as inquiry, negotiating discussion guidelines, and intergroup and other forms of collaboration.

This course may also be taken as part of the Certificate in Online Teaching. See the Certificate program section of this guide for more details.

Course #2542

Dec 3 – 7

\$195 + GST

**ADVANCED TEACHING ONLINE****ONLINE**

In the 21st century, it is expected that half of all learning will be online. The opportunities are tremendous for teaching online. Discover how to plan, develop and teach an online course. Take home a ten step model for developing your online course. Experience one of the most advanced online classrooms for teachers. Learn how to create online audio lectures with slide shows. Plus, find out how self quizzes enhance learning. See an animation, drop-and-drop exercise, and dynamite welcome pages. Engage in online discussion with other teachers. An instructor's book, Advanced Teaching Online, is included.

This course may also be taken as part of the Certificate in Online Teaching. See the Certificate program section of this guide for more details.

Course #2540

Oct 22 – 26

\$195 + GST

# Courses for Nonprofits

## PROGRAM EVALUATION FOR NON-PROFITS

ONLINE

Enhance your understanding of program evaluation within the nonprofit context. Find out how to improve your evaluation planning, data collection, data analysis and data use. Special attention will be paid to the real-world challenges that organizations may face when conducting evaluation, including staff time, costs and reporting evaluation results to funders. By the close of the course, you will have a complete program logic model and evaluation plan ready for implementation.

Course #2559  
Sept 4 – 28  
\$245 + GST

## REVENUE GENERATION FOR NON-PROFITS

ONLINE

Build revenue streams for your non-profit organization. They are essential not only to keep your doors open but also to expand your services. Discover how to increase revenue from your current activities. Develop strategies for building new ones. Know how to effectively set prices or fees. Understand the 20% that generates 80% of your revenue. These are basic concepts that will yield greater results.

After taking this course you will have the knowledge to improve your revenue generation and generate a better surplus.

Course #2560  
Sept 4 – Oct 26  
\$495 + GST

## New course idea?

If you have an idea for a new course, contact Continuing Education at 403.356.4900 or [continuingeducation@rdc.ab.ca](mailto:continuingeducation@rdc.ab.ca) to discuss it further with a Program Coordinator.

# Computer & IT



## MAC 101: APPLE ESSENTIALS

If you are new to Apple Computers, this course will help you develop a foundation of skills that will allow you to tap into the full power of your Mac. This course introduces you to the Mac OS X Operating System and will show you how to customize your Mac, manage files and folders, connect iPods, digital cameras or other devices, use email and the internet, and even find out what to do when things don't go as planned. Using MacBook Laptops, you will learn iLife – a suite of digital authoring tools that comes with every Apple computer and includes:

- iPhoto
- iMovie
- GarageBand
- iDVD
- iWeb

Course #2127  
Nov 24 – Dec 1  
Sat, 9:00 am – 4:00 pm  
\$295 + GST

## APPLE IPHONE ESSENTIALS

The iPhone is simple and easy to use, but it has functionality that you might not know about without help. Our iPhone training shows you how to use the iPhone to its full potential. Topics include:

- Mobile Phone Fundamentals
- Texting Fundamentals
- Commands, Settings, Customization & Troubleshooting
- Networking and Syncing
- Managing Mail and Contacts
- Managing Calendars
- Surfing the Internet
- Reading iBooks
- Photos, Music and Video

Participants are required to bring their own iPhone and power adapter cable.

Course #2533  
Nov 17  
Sat, 9:00 am – 4:00 pm  
\$195 + GST

## APPLE IPAD ESSENTIALS

The iPad is changing the face of personal computing. RDC's iPad course shows you how to unlock the full potential of this exciting device. Topics include:

- Commands, Settings, Customization & Troubleshooting
- Networking and Syncing
- Managing Mail and Contacts
- Managing Calendars
- Surfing the Internet
- Reading iBooks
- Viewing and Managing Photos on your iPad
- Music and Video
- Built-In Apps

Participants are required to bring their own iPad and power adapter cable.

Course #2534  
Oct 13  
Sat, 9:00 am – 4:00 pm  
\$195 + GST

## Online Anytime Learning

Many of RDC's Microsoft Office courses, including Excel, Word, PowerPoint, and Outlook, offer an Online Anytime option. With the Online Anytime option, you can learn from the comfort of your home or office with RDC's complete online training solution.

- Start your course anytime. Each course offers 4 weeks unlimited 24/7 access.
- Self-directed online learning with the same proven curriculum used in our classroom courses.
- Learn from interactive hands-on simulations.
- Searchable tutorials offer immediate answers and printable lessons for your future reference.
- Measure your learning and growth with lesson assessments, and real-time reports that track your progress and completion.
- Need a little extra help? RDC learning assistants are available online for your support.

## Invest in Your Future!

Looking for training in industry standard Microsoft Programs? Start today and learn essential software skills required in today's workplace. RDC offers training in Microsoft Office 2010 and Windows 7, including:

- Excel 2010
- Word 2010
- PowerPoint 2010
- Access 2010
- Outlook 2010
- Project 2010
- SharePoint 2010
- Visio 2010

## MICROSOFT WINDOWS 7

Increase your productivity! Learn the best ways to navigate, organize, and manage your computer and its contents. With RDC's Microsoft Windows 7 course, users at any technical level learn exactly what they need to know. This introductory course explores the extensive features of Microsoft's newest desktop operating system, including:

- what's new and exciting in Windows 7
- how to effectively manage software
- create and organize files & folders
- how to navigate your way through multiple windows

Prerequisite: Basic computer and mouse skills.

Course #1023

Sept 21

Fri, 9:00 am – 4:00 pm

\$179 + GST

Course #2529

Oct 22

Mon, 9:00 am – 4:00 pm

\$179 + GST

Course #2530

Dec 8

Sat, 9:00 am – 4:00 pm

\$179 + GST



## WHAT'S NEW IN OFFICE 2010?

Are you upgrading your Microsoft Office and are the new features unfamiliar and a little intimidating? Microsoft Office 2010 has added tools that improve and enhance your documents, making it easier than ever to create professional and impressive documents. Boost your productivity by learning the new Office interface and its easy-to-use and powerful tools. Understand the exciting new features in Word 2010, Excel 2010, Outlook 2010, and PowerPoint 2010.

Prerequisite: A basic understanding of Microsoft Office applications.

Course #2385

Oct 9

Tues, 9:00 am – 4:00 pm

\$195 + GST

Course #2386

Dec 3 & 5

Mon & Wed, 6:00 pm – 9:00 pm

\$195 + GST

## MICROSOFT OFFICE ESSENTIALS

Microsoft Office is the worldwide standard in office productivity software and a must-have computer requirement for any organization in business today. This course includes the complete individual Level 1 and Level 2 courses in Word, Excel and PowerPoint and will save you over \$300 compared to taking the courses individually!

Increase your skills with the three most sought-after productivity applications: Word, Excel, and PowerPoint.

Prerequisite: Microsoft Windows or equivalent experience and basic keyboarding skills.

Course #1421

Oct 12 – Nov 23

No Class: Nov 9

Fri, 9:00 am – 4:00 pm

\$795 + GST

Course #2536

Oct 23 – Nov 29

Tues & Thurs, 6:00 pm – 9:00 pm

\$795 + GST



## MICROSOFT WORD LEVEL 1

Take the first step towards producing professional quality documents quickly and easily! Familiarize yourself with the Word interface and its powerful features such as toolbars, commands, keyboard shortcuts, and the Quick Access Toolbar to format text, paragraphs and pages. Learn to create beautiful cover sheets; add headers and footers, and more! Take your documents from bland to brilliant.

Prerequisite: Microsoft Windows or equivalent experience.

Course #1189  
Oct 12  
Fri, 9:00 am – 4:00 pm  
\$179 + GST

Course #1948  
Oct 23 & 25  
Tues & Thurs, 6:00 pm – 9:00 pm  
\$179 + GST

Course #2360  
**Online anytime**  
\$225 + GST

**ONLINE**

## MICROSOFT WORD LEVEL 2

Save tons of time to create and format your documents with Word's powerful formatting techniques. Create compelling documents with themes and styles, inserting shapes and pictures, and neatly arrange your text with tables. Learn how to create personalized letters to all your customers using mail merge, collaborate with others with tracking tools, and password protect your documents. Communicate your reports more effectively using some easy page organization, graphics that summarize key points, and visual cues that guide the reader.

Prerequisite: Microsoft Word Level 1 or equivalent experience.

Course #1191  
Nov 2  
Fri, 9:00 am – 4:00 pm  
\$179 + GST

Course #2537  
Nov 13 & 15  
Tues & Thurs, 6:00 pm – 9:00 pm  
\$179 + GST

Course #2361  
**Online anytime**  
\$225 + GST

**ONLINE**

## MICROSOFT WORD LEVEL 3

If you need to write a long report or thesis paper, standardize your company's documents, or create forms, you will maximize your Word skills in this advanced level. Learn how to quickly add cross-references, bookmarks, footnotes, as well as a table of contents, index, and bibliography into your reports. Save time and effort with templates and collect user data with forms. This course also teaches you to tailor Word to work the way you do by customizing commands and tools. Increase your productivity by automating your routine tasks and let Word do the work for you.

Prerequisite: Microsoft Word Level 2 or equivalent experience.

Course #1192  
Dec 6  
Thurs, 9:00 am – 4:00 pm  
\$179 + GST

Course #2362  
**Online anytime**  
\$225 + GST

**ONLINE**

## MICROSOFT EXCEL LEVEL 1

It's easy to learn this powerful spreadsheet application. You can use Excel to create lists, budgets, inventory tracking, calculations of future profits and losses, even the office hockey pool! You will learn to format and customize spreadsheets, enter and manipulate data, create formulas using your data and produce charts.

Prerequisite: Microsoft Windows or equivalent experience.

Course #1951  
Sept 28  
Fri, 9:00 am – 4:00 pm  
\$195 + GST

Course #1193  
Oct 26  
Fri, 9:00 am – 4:00 pm  
\$195 + GST

Course #864  
Nov 6 & 8  
Tues & Thurs, 6:00 pm – 9:00 pm  
\$195 + GST

Course #1889  
Dec 4  
Tues, 9:00 am – 4:00 pm  
\$195 + GST

Course #2363  
**Online anytime**  
\$225 + GST

**ONLINE**

## MICROSOFT EXCEL LEVEL 2

You've mastered the basics of spreadsheets – now you're ready to explore advanced formulas and functions, linking sheets, manipulating data and using analysis tools and drawing features. You will be able to create complex and professional spreadsheets in an efficient manner.

Prerequisite: Microsoft Excel Level 1 or equivalent experience.

Course #1952  
Oct 31  
Wed, 9:00 am – 4:00 pm  
\$195 + GST

Course #1194  
Nov 23  
Fri, 9:00 am – 4:00 pm  
\$195 + GST

Course #900  
Nov 27 & 29  
Tues & Thurs, 6:00 pm – 9:00 pm  
\$195 + GST

Course #2364  
**Online anytime**  
\$225 + GST

**ONLINE**

## MICROSOFT EXCEL LEVEL 3

This course focuses on Excel's powerful advanced features, including pivot tables, customization, workbook collaboration and auditing, filtering, macros, data analyzing and more.

Prerequisite: Microsoft Excel Level 2 or equivalent experience.

Course #1427  
Nov 30  
Fri, 9:00 am – 4:00 pm  
\$195 + GST

Course #2365  
**Online anytime**  
\$225 + GST

**ONLINE**

Do you require a  
typing/keyboarding  
test?  
Contact the RDC Test  
Centre at 403.342.3292  
to book yours today!

## EXCEL ADVANCED – FORMULAS

Increase your Excel skills by learning some of the most common formulas and calculations used in creating business spreadsheets. This course reviews absolute and relative references including:

- Order of operations
- The Function Library: financial, logical, text, lookup & reference, math & trig, statistical, and database
- Calculate percentages
- Linking formulas across multiple worksheets or workbooks
- Lookup tables and IF statements

Improve your formula writing skills to create more efficient worksheets.

Prerequisite: Microsoft Excel Level 3

Course #2378

Dec 17 & 18

Mon & Tues, 9:00 am – 4:00 pm

\$395 + GST

## EXCEL ADVANCED – VBA MACROS

Excel Visual Basic for Applications (VBA) is a programming application that allows you to use Visual Basic code to run the many features of Microsoft Excel. Understand key concepts that will be used to build custom solutions using Microsoft Excel VBA Macros and become familiar with basic macro techniques for recording, writing, running, and maintaining macros. Customize your Excel applications with VBA Macros.

Prerequisite: Microsoft Excel Level 3

Course #2377

Dec 10 & 11

Mon & Tues, 9:00 am – 4:00 pm

\$395 + GST

## MICROSOFT ACCESS LEVEL 1

Microsoft Access is a powerful database program to store all kinds of information—from a simple list of contacts to an inventory catalog with tens of thousands of products. Learn to navigate through Access, create a database, manipulate data, and create forms and basic reports. Be more efficient and increase productivity with the advantages of a database: store, retrieve, manipulate, and print information faster.

Prerequisite: Experience with Microsoft Windows and other Microsoft Office products such as Word or Excel is recommended.

Course #1196

Oct 11

Thurs, 9:00 am – 4:00 pm

\$195 + GST

Course #907

Nov 6

Tues, 9:00 am – 4:00 pm

\$195 + GST

## MICROSOFT ACCESS LEVEL 2

A database is a storage house of information. The most useful and efficient databases consist of well-structured tables. In this continuation of Access Level 1, you will learn more difficult aspects of developing a database. Topics include:

- Organize your data in tables and fields
- Create a relational database by linking tables
- The power of queries
- Easily enter and view data in a table with forms

Connect the dots to your data and get a lot smarter about how to run your business.

Prerequisite: Microsoft Access Level 1 or equivalent experience.

Course #2132

Nov 23

Fri, 9:00 am – 4:00 pm

\$195 + GST

## MICROSOFT ACCESS LEVEL 3

Extend your knowledge into the advanced capabilities of Access. Learn how to work with reports, work in layout and design views, format forms and reports, work with macros, import and export information, and apply secure password protection on Access databases.

Prerequisite: Microsoft Access Level 2 or equivalent experience.

Course #2531

Dec 5

Wed, 9:00 am – 4:00 pm

\$195 + GST

## MICROSOFT POWERPOINT LEVEL 1

Transform your ideas into professional, dynamic presentations with Microsoft PowerPoint. Whether you're delivering annual sales statistics to a large audience

or creating a personal slide show of your recent trip abroad, PowerPoint has all the tools you need to get your message across. Familiarize yourself with the PowerPoint interface and its many features including the Quick Access Toolbar, commands, and keyboard shortcuts. Work with text, WordArt and other objects, and create compelling slides that include pictures, drawings, and graphics. Design attractive presentations for more impact and take them from bland to brilliant.

Prerequisite: Microsoft Windows or equivalent experience.

Course #1199

Oct 19

Fri, 9:00 am – 4:00 pm

\$179 + GST

Course #1198

Oct 30 – Nov 1

Tues & Thurs, 6:00 pm – 9:00 pm

\$179 + GST

Course #2368

**Online anytime**

\$225 + GST

ONLINE

## MICROSOFT POWERPOINT LEVEL 2

Take your presentations from ordinary to extraordinary with the powerful features of PowerPoint. Present your information with dynamic-looking charts and use PowerPoint's SmartArt tool, a handy new feature that lets you create and insert designer-quality diagrams. Create impact with transition and animation effects, and keep things interesting and entertaining with multimedia. Create and share dynamic presentations with exciting new audio and visual capabilities to help you tell a cinematic story that is as easy to create, as it is powerful to watch.

Prerequisite: Microsoft Windows or equivalent experience.

Course #1200

Nov 16

Fri, 9:00 am – 4:00 pm

\$179 + GST

Course #2538

Nov 20 & 22

Tues & Thurs, 6:00 pm – 9:00 pm

\$179 + GST

Course #2369

**Online anytime**

\$225 + GST

ONLINE

## MICROSOFT OUTLOOK

Get organized with Microsoft Outlook. Send and receive e-mail messages, schedule appointments and meetings, book meeting rooms, and organize your contacts and addresses. It also reminds you of tasks you need to complete. Stay in touch, never miss an appointment, keep on top of your tasks, and be organized.

Prerequisite: Microsoft Windows experience.

Course #2236

Nov 8

Thurs, 9:00 am – 4:00 pm

\$179 + GST

Course #2370

Online anytime

\$225 + GST

ONLINE

## MICROSOFT VISIO

Microsoft Visio offers the most advanced and efficient diagramming tools for managing IT, business processes, quality, and compliance scenarios. Learn to develop flow charts, organizational charts, space planning, and other drawings quickly and easily used in a business environment. Map out complex information through easy to create Visio diagrams that effectively and efficiently improve your communication with others.

Prerequisite: Microsoft Windows experience.

Course #2122

Nov 15 & 16

Thurs & Fri, 9:00 am – 4:00 pm

\$395 + GST

## MICROSOFT PUBLISHER

Produce visually compelling publications and marketing materials with ease using Microsoft Publisher. Easily create high quality brochures, flyers, newsletters, postcards, greeting cards, or e-mail newsletters without graphic design experience. Learn to customize templates with your own brand elements, manipulate photographs, and transform text into fine typography. Get started on designing beautiful graphical documents without having to learn complex software programs.

Prerequisite: Microsoft Windows experience.

Course #1204

Nov 14 – 21

Wed, 9:00 am – 4:00 pm

\$295 + GST

## GOOGLE ANALYTICS

ONLINE

If you are not reviewing your website statistics, then you are missing several key opportunities to profit from your website traffic. This course, aimed at non-technical users, will take you through all the key techniques and how to use website analytics using the world-standard Google Analytics, a free online tool.

You'll understand your visitor traffic better, learn how to calculate return on investment (ROI) for your online advertising, and find out how to get more conversions and sales from your website visitors. A must for anyone serious about leveraging more success from their website.

Course #2110

Oct 1 – 26

\$195 + GST

## CYBER SECURITY FOR MANAGERS

ONLINE

Cyber security issues are all around us and reach nearly every part of our business and work, from online banking and education to Facebook and Wi-Fi. Finally, you can get up to date on Cyber Security basics and fundamentals. Designed for non-technical managers, directors and others in the workplace, you will find out about threats and vulnerabilities, safeguards, common attacks, viruses, malware and spyware, disaster recovery planning, Intrusion Detection/Prevention, basic security architecture, introductory forensics, and cyber terrorism.

At the end of this course, you will have the knowledge needed to practice safer computing and safeguard your business and work information.

Course #2349

Oct 1 – 26

\$245 + GST

## ADOBE PHOTOSHOP ELEMENTS

Transform your photos into dramatic pieces of art with Photoshop Elements. This home-use version of the professional standard for image editing, allows you to easily edit photos and make photo creations using automated options, share photos with your social network, and find and view all your photos and video clips.

This course covers:

- Photo galleries and slide shows
- Photo enhancements and colour corrections
- Create full panoramas
- Back-up and archiving

Turn everyday memories into sensational photos you will cherish forever.

Prerequisite: Experience with Microsoft Windows.

Textbook: Adobe Photoshop Elements 10 Classroom in a Book (ECOM 3231) available at the RDC Campus Store.

Course #1887

Nov 3 & 4

Sat & Sun, 9:00 am – 4:00 pm

\$295 + GST

## ADOBE PHOTOSHOP

Adobe Photoshop is the ultimate playground for bringing out the best in your digital images, transforming them into anything you can imagine, and showcasing them in extraordinary ways. Topics include:

- Layout and composition
- Pixel theory, elements and colour
- Basic Photoshop tools such as palettes, scanning, digitizing, painting and editing
- Resolution and re-sampling
- Image adjustment and transformation tools
- Working with multi-layered images and using masks and channels
- Setting preferences

Enhance your creativity and boost your productivity with the best of digital imaging software.

Prerequisite: Experience with Microsoft Windows.

Textbook: Adobe Photoshop CS6 Classroom in a Book (ECOM 3267) available at the RDC Campus Store.

Course #2113

Oct 15 – Nov 7

Mon & Wed, 6:30 pm – 9:30 pm

\$489 + GST

## ADOBE ILLUSTRATOR

Adobe Illustrator is the industry standard illustration program for print, multimedia and online graphics. With Adobe Illustrator you can create illustrations quickly and easily and then experiment with different ideas without constant re-drawing of your images. Adobe Illustrator offers you the tools you need to get professional quality results. This course develops the Illustrator software skills needed to plan and create a working logo for personal or business use.

**Prerequisite:** Microsoft Windows experience.

**Textbook:** Participant to purchase Adobe Illustrator CS6 Classroom in a Book (ECOM 3264) available at the RDC Campus Store.

Course #2111

Nov 14 – Dec 10

Mon & Wed, 6:30 pm – 9:30 pm

\$489 + GST

## AUTOCAD ESSENTIALS

This powerful engineering, design and drafting tool is one of the most commonly used programs in industry today. In this comprehensive 30-hour course, participants will work with the instructor in a step-by-step learning process using a series of tutorials and exercises. Topics covered will include:

- Drawing set-up
- Creating 2D geometric shapes
- Editing techniques
- Drawing aids
- Display controls
- Text
- Layers
- Introduction to dimensioning and hatching

The content of this class will apply to both AutoCAD and AutoCAD LT.

**Prerequisite:** Participants should have a basic knowledge of drafting, design or engineering principles, and above average experience with Microsoft Windows.

**Textbook:** Participant to purchase Learning AutoCAD 2010 Essentials (ECOM 3094) Autodesk Official Training Courseware, available at the RDC Campus Store.

Course #1853

Oct 10 – Nov 14

No Class: Nov 12

Mon & Wed, 6:30 pm – 9:30 pm

\$599 + GST



## CERTIFIED COMPTIA TRAINING CENTRE

RDC Continuing Education is proud to be a CompTIA Learning Alliance Partner. Our certified training is what you have been looking for to kick start your career in Information Technology. For detailed information on CompTIA certifications, visit [www.comptia.org](http://www.comptia.org).

### COMPTIA A+ CERTIFICATION TRAINING

The worldwide standard in Computer Technician Certification Training! CompTIA A+ certification validates foundation-level knowledge and skills necessary for a career in PC support. It is the starting point for a career. The international, vendor-neutral certification proves competence in areas such as installation, preventative maintenance, networking, security and troubleshooting. A+ is the most widely recognized entry-level certifications in the IT industry today.

Taught by a certified instructor, this course includes CompTIA A+ official courseware and exam vouchers.

Course #2343

Oct 20 – Dec 15

No Class: Nov 10

Sat, 9:00 am – 5:00 pm

\$1895 + GST

A+ Fast Track

Course #1630

May 1 – 10

Mon – Fri, 9:00 am – 5:00 pm

\$1895 + GST

### COMPTIA NETWORK+ CERTIFICATION TRAINING

The CompTIA Network+ certification is the sign of a competent networking professional. It is an international certification that proves a technician's competency in managing, maintaining, troubleshooting, installing and configuring basic network infrastructure.

Students will:

- Identify types of networks (LAN, MAN, CAN, SAN, WiFi)
- Identify network equipment (L2/L3 Switch, Router, Wireless Hubs)
- Troubleshoot network connections (loopback, localhost, collisions)
- Learn Network terminology (ipconfig, ifconfig, tracer, pathping)

This accelerated course will help the student prepare for the CompTIA Network+ Exam, and includes comprehensive instruction from a certified instructor. Course fees include CompTIA Network+ official curriculum and exam voucher.

**Prerequisite:** CompTIA A+ Certification Training Course

Course # 2589

Mar 2 – Apr 6

No Class: Mar 30

Sat, 9:00 am – 5:00 pm

\$1195 + GST

Network+ Fast Track

Course #1631

May 20 – 24

Mon – Fri, 9:00 am – 5:00 pm

\$1195 + GST

### COMPTIA SECURITY+ CERTIFICATION TRAINING

CompTIA Security+ certification designates knowledgeable professionals in the field of security, one of the fastest-growing fields in IT. CompTIA Security+ is an international, vendor-neutral certification that demonstrates competency in:

- Network security
- Compliance and operational security
- Threats and vulnerabilities
- Application, data and host security
- Access control and identity management
- Cryptography

CompTIA Security+ not only ensures that candidates will apply knowledge of security concepts, tools, and procedures to react to security incidents, it ensures that security personnel are anticipating security risks and guarding against them.

Course fees include CompTIA Security+ official courseware and exam vouchers.

**Prerequisite:** CompTIA A+ Certification Training Course

Course # 1632

May 4 – Jun 22

No Class: May 18

Sat, 9:00 am – 5:00 pm

\$1395 + GST

# Industry Specific Training

# CERTIFICATE PROGRAMS

## Transportation Safety Director – Online with tutor support

### OVERVIEW

**Get the information and skills you need to become a designated health and safety representative for a company in the transportation industry.** As a Transportation Safety professional you will be responsible for implementing safety policies,

procedures and training programs.

This course should be looked at as the starting point with three main components:

- 23 modules that have been designed for independent study
- 12 assignments and online activities
- Two cumulative tests

All of these components must be completed within six months of registering in order to obtain certification. You can register at any time.

Requirement: Internet and email access.

\$1895

## Water Well Driller – Year 1

ONLINE

### OVERVIEW

**Water...it is not only a resource... it is our life source.** As a Water Well Driller, you will be responsible for finding "potable" water that is clean and safe for drinking. To be successful in this trade, you need strength and stamina required to lift heavy equipment, mechanical aptitude, manual dexterity, the ability to judge distances, work alone or with others. The job also requires you to work outdoors and travel to various work sites.

- Gain the fundamental knowledge of water well drilling
- When you complete your first year online, you will be able to

challenge the first year Alberta Apprenticeship Provincial Exam

- Become part of providing healthy, secure and sustainable water supplies to communities in our region, even around the world.
- Work toward becoming your own boss

This program delivers the first year theory component online which you have six months to complete. Upon completion you will receive an RDC certificate.

Please note that the term of Alberta apprenticeship for a water well driller is two years including a minimum of 1800

hours/per year of on-the-job training as an apprentice with a water well drilling company.

Requirements: Internet and email access.

### COURSES

Course #1317

Jul 1 – Aug 31

Online

\$1575

Course #2494

Sept 1 – Dec 31

Online

\$1575

Course #2511

Jan 1 – Apr 30

Online

\$1575

Course #1592

May 1 – Jun 30

Online

\$1575



# Occupational Health and Safety



## OVERVIEW

RDC is pleased to offer the **Occupational Health and Safety Certificate Program in collaboration with the University of Alberta.**

This science-oriented program combines studies in safety, health, engineering and business and prepares you to understand the potential safety and health hazards of the workplace as well as teach you how to work with people to develop preventative programs and help improve the work conditions.

Acting as an advocate for workers in a managerial role, you will play a major part in the development and application of:

- Accident investigations
- Risk assessments
- Loss prevention
- Safety training programs for workers

In addition this program helps prepare you for registration as a Canadian Registered Safety Professional (CRSP) as granted by the Board of Canadian Registered Safety Professionals (BCRSP)

To earn this U of A certificate, you must successfully complete six core courses, two elective courses, and 35 hours of enrichment courses. Complete the entire program at RDC over 2 - 3 years. For more detailed information please go to [www.extension.ualberta.ca/ohs](http://www.extension.ualberta.ca/ohs)

This program is regulated by the U of A and therefore prior learning assessments are determined by the U of A.

**All courses are available for students to take as stand-alone courses. Take one course, or work on the entire certificate at your own pace**

All required textbooks will be available at the RDC Campus Store.

## CORE COURSES

Organizational Behaviour (Bus 303)  
Please call the Registrars' Office at 403.342.3400 for a schedule of this credit course.

Introduction to Health and Safety Systems (39 hours)

Textbooks:

- Practical Loss Control Leadership, Frank E Bird Jr, George L Germain, International Loss Control Institute
- Alberta OH&S Acts, Regulations and Codes

Course #2605

Sept 11 – Oct 11

No Class: Oct 6

Tues & Thurs, 6:30 pm – 9:30 pm

Sat, 9:00 am – 4:00 pm

\$680

Health and Safety Legislation and Policy (21 hours)

Textbooks:

- Practical Loss Control Leadership, Frank E Bird Jr, George L Germain, International Loss Control Institute
- Alberta OH&S Acts, Regulations and Codes

Course #2051

Oct 23 – Nov 6

Tues, 6:30 pm – 9:30 pm

Sat, 9:00 am – 4:00 pm

\$680

Management of Health and Safety Systems (39 hours)

Textbook:

- Techniques of Safety Management - A Systems Approach, Dan Petersen, American Society of Safety Engineers

Course #2600

Jan 15 – Feb 12

Tues, 6:30 pm – 9:30 pm

Sat, 9:00 am – 4:00 pm

\$680

2013/2014 Core Courses:

Fundamentals of Occupational Hygiene Fall 2013

Applied Occupational Hygiene Winter 2014

RDC Continuing Education would like to thank the following companies for their contribution to the Occupational Health and Safety Certificate:

- Concept Controls Inc. – Calgary, Alberta
- Western Health and Safety – Calgary, Alberta
- PHH ARC Environmental Ltd



## ELECTIVE COURSES

Risk Management and Communication  
(39 hours)

Course #2606

Nov 20 – Dec 18

Tues, 6:30 pm – 9:30 pm

Sat, 9:00 am – 4:00 pm

\$625

Safety Hazard Recognition, Evaluation  
and Control (39 hours)

Textbook:

- Accident Prevention Manual,  
Engineering & Technology, National  
Safety Council, National Safety Council  
(This title is Recommended and may be  
purchased online at [www.nsc.org](http://www.nsc.org))

Course # 2397

Feb 28 – Mar 19

Tues, 6:30 pm – 9:30 pm

Sat, 9:00 am – 4:00 pm

\$625

Emergency Management (14 hours)

Course #2601

Apr 20 – 27

Sat, 9:00 am – 5:00 pm

\$485

## ENRICHMENT COURSES

Toxicology: Effects and Hazards (7 hours)

Course #2607

Oct 20

Sat, 9:00 am – 5:00 pm

\$365

Noise and Hearing Conservation (7 hours)

Course #2608

Nov 17

Sat, 9:00 am – 5:00 pm

\$365

Avoiding a Wrong with Two Rights:  
Human rights Versus The Right to Safety  
(14 hours)

Course #2602

Apr 2 – 11

Tues & Thurs, 6:30 pm – 10:00 pm

\$485

Conflict and Confrontation (14 hours)

Course #1634

May 7 – 16

Tues – Thurs, 6:30 pm – 10:00 pm

\$485

# Pre-employment Trades Programs – 24 weeks

## OVERVIEW

**No experience but interested in training for a trade?** Then these are the programs for you! These programs are ideal if you're looking for a career or a career change and you do not need to be employed as an apprentice.

These programs prepare you to enter the workforce as an apprentice and will make you more marketable when competing for entry-level employment in the trades.

RDC has certificate programs that provide you with two periods of technical apprenticeship training, including additional hands-on practice, four trade specific safety tickets and employability skills. After successful completion of one of these programs, you will challenge the Alberta

Apprenticeship Industry Training exams for each period of technical training that you complete.

- To learn more about your trade of interest, the required prerequisites for each course, the course outlines and the number of practical hours needed for your desired trade, visit [www.tradesecrets.gov.ab.ca](http://www.tradesecrets.gov.ab.ca), and click on "Trades and Occupations".
- **Students need to ensure that they have the required prerequisites for the trade they wish to enter in order to write the Apprenticeship Industry Training (AIT) exam.**
- CSA approved personal protective equipment is required for the practical component of each trade.
- Student Funding may be available – visit [www.rdc.ab.ca/scholarships](http://www.rdc.ab.ca/scholarships).

## ELECTRICAL

Nov 5 – May 10

Mon – Fri

\$2795 + Books & PPE

## WELDING

Nov 5 – May 10

Mon – Fri

\$2795 + Books & PPE



# Industry Specific Training

# PROFESSIONAL DEVELOPMENT

## PUMP INSTALLER – DISTANCE DELIVERY

Stay at home while you train with this distance delivery program. A pump installer installs, services, and repairs water well pumping systems and related equipment.

A high school or trade school diploma is generally required for an entry-level position. Individuals should have good mechanical aptitude, the ability to perform lifting and physical labor, and enjoy working both outdoors and indoors.

Topics include:

- Well Construction & Design
- Introduction to Pumps
- Pump Repair & Maintenance and Water Systems

Upon successful completion you may earn 1000 hours accreditation toward the Canadian Ground Water Association Pump Exam.

Course #600  
Sept 1 – Dec 31  
Online  
\$575

Course #2231  
Jan 1 – Apr 30  
Online  
\$575

## POWER ENGINEERING THEORY

4th Class Power Engineers operate and maintain machinery and boilers that provide steam, power, heat, refrigeration and other utility services to industrial and commercial facilities.

Part A and B of the 4th Class Power Engineering Theory course have been developed to meet the requirements of the Safety Codes Act, Power Engineers Regulation and are a mandatory step to obtain a 4th Class Power Engineering Certificate.

You must successfully complete both Part A & B Theory courses to receive full credit and to be eligible to challenge the Alberta Boilers Safety Association (ABSA) 4th Class Part A exam. Also an 80% attendance record is required for all ABSA recognized courses.

Please note: RDC is not equipped to offer courses on the practical or lab components of power engineering. To write Part B, you must successfully pass the RDC course AND have 6 months of acceptable experience or complete a recognized lab program.

Prerequisite: Completion of Grade 10 Math, English and Physics (or equivalent) is recommended.

Requirement: Scientific Calculator

Textbook: Students MUST order the current Fourth Class Power Engineering textbooks or e-books through Pan Global. The new books provide access to the on-line study resources and exams that are required for this course. **You are not able to gain on-line access with used books.** You will need your books for the first night of classes. The required textbook is for both Part A and B theory courses. <http://powerengineering.org/>

4th Class Power Engineering Theory - Part A (72 hours)

Part A (72 hours)  
Course #345  
Sept 17 – Dec 10  
No Class: Oct 8  
Mon & Thurs, 6:30 pm – 9:30 pm  
\$1295

Part B (72 hours)  
Course #348  
Jan 14 – Apr 8  
No Class: Feb 18  
Mon & Thurs, 6:30 pm – 9:30 pm  
\$1295

## MASTER ELECTRICIAN EXAM PREPARATION COURSE

If you have a minimum 3 years experience as an Electrical Journeyperson, you are eligible to take this course to prepare for the Master Electrician Certification Exam.

This 70-hour web based program is supported by classroom and individual instruction. This course will cover:

- Canadian Electrical Code
- Alberta STANDATA
- Electrician and Apprenticeship regulations
- O.H.S.A, WCB and Permit Regulations

Requirements: Current Canadian Electrical Code book and a calculator.

Textbook: Electrical ILMs available at the RDC Campus Store. Please purchase prior to course commencement.

\*\*There is an additional fee of \$105 to write the Safety Codes Council exam

Course #966  
Sept 22 – Nov 24  
No Class: Oct 6  
Sat, 8:30 am – 4:30 pm  
\$899

## PLUMBING – CROSS CONNECTIONS RECERTIFICATION

NEW

Need to recertify as a Tester? This course will assist in updating your testing skills as a certified individual with credentials that are about to expire. Participants must hold a current Cross Connection Control Specialist (Testers) Certificate. Successful completion of this course will result in your recertification as a tester. The AWWA certification fee is \$30

After a review of testing procedures, students will complete hands-on testing exercises. To be successful, a minimum mark of 75% is required.

Prerequisite: A current Cross Connection Control Specialist (Tester) Certificate

Course includes the theory and practical exam

Course #2597  
Oct 15 – 24  
Mon & Wed, 6:30 pm – 9:30 pm  
\$445 + GST

## PLUMBING – CROSS CONNECTION CHALLENGE EXAM

NEW

The Plumbing Cross Connections Recertification challenge exam includes the written and practical components. A one-time option to challenge the exam is allowed. However, those who do not succeed will need to take the Cross Connections Recertification course. A passing grade of 75% is required in both written and practical portions.

**Prerequisite:** In the plumbing trade for at least five years with proven proficiency on two devices per year.

Course #2600  
Nov 3

Sat, 9:00 am – 12:00 pm  
\$175 + GST

Course #2601  
Dec 1

Sat, 9:00 am – 12:00 pm  
\$175 + GST

## WELDING – LEVEL 1

From basic to intermediate, this welding course is for you. Instruction is in safety, oxyacetylene welding, cutting and arc welding. As time permits, candidates will be able to experience other areas of interest, e.g. MIG and projects. Space is limited and fills very quickly.

**Requirements:** CSA approved leather steel-toed (over the ankle) boots and safety glasses, gauntlet style leather gloves, pen and notebook for the first day of class. A cotton smock or coveralls are recommended.

Course #2598  
Oct 9 – Nov 8

Tues & Thurs, 6:30 pm – 9:30 pm  
\$575 + GST

## “B” PRESSURE FOR JOURNEYMAN WELDERS

Upgrade your Journeyperson ticket with “B” Pressure Certification

This 40-hour course will help you prepare for the ABSA exam and will include simulation of initial “B” pressure welding on a 6” SCH.80 pipe. To qualify to take a B Pressure Welder Certificate of Competency examination, you must:

- Hold a Journeyman Certificate of Proficiency issued under the Apprenticeship and Industry Training Act, or
- Hold a Journeyman Welder’s Interprovincial Red Seal Certificate of Competency from another jurisdiction, or
- Hold an Alberta Journeyman Equivalency Document issued by Alberta Career Development and Employment

To pass a B Pressure Welder Certificate of Competency examination, a candidate must pass the performance qualification test required by the Administrator and conducted by a Safety Codes Officer.

**\*\*Please note that the course fee does not include ABSA’s initial “B” test fee.**

**Requirement:** CSA approved leather steel-toed (over the ankle) boots and safety glasses, gauntlet style leather gloves, pen and notebook for the first day of class. A cotton smock or coveralls are recommended.

Course #369  
Oct 9 – Nov 8

Tues & Thurs, 6:00 pm – 10:00 pm  
\$895 + GST

## CWB Welding Tests

RDC is a Certified Canadian Welding Bureau (CWB) testing facility. If you are a welder but are not employed by a company certified to CSA W47.1 and you are not a member of a union providing testing facilities, you can now make arrangements to be tested at RDC. On successful completion of the test you will be given a letter by the Canadian Welding Bureau representative certifying them to CSA W47.1 standards.

**Available Tests:**

- Test 1: P1 – F4 (SMAW), 3/8” Plate
- Test 2: P1 – F6 (GMAW-spray), 3/8” Plate
- Test 3: P1 – F6 (GMAW-short circuit), 1/4” Plate
- Test 4: P1 – F6 (FCAW), 1/2” Plate
- Test 5: P1 – F6 (FCAW), 3/8” Plate

**Positions for each test available:**

- Flat
- Horizontal
- Vertical
- Overhead

All tests are \$130 per test plate + GST (price includes materials).

Tests are conducted Wednesdays at 8:00 AM.

Please book your CWB and B-Pressure tests in advance by calling 403.356.4900

## “B” Pressure Re-Tests & Job Tests Also Available

RDC’s Welding Department conducts Performance Qualification Testing of Pressure Welders and Machine Welding Operators. ABSA Reg No: AOQP-7114 (C)

Common Tests Qualified with an RDC WPS as follows (but not limited to):

- Small Bore – 2” sch 160 or XXH
- Small Bore – 2 1/2” Boiler tube qualifies MTBW fill/cap F-4
- SMAW, GTAW F-3 or F-6 root – SMAW F-4, F-5 Fill/Cap

Tests are conducted Mondays at 3:00 pm (and on Tuesdays following a statutory holiday).

Performance Qualification Testing to a company specific WPS can be conducted. Contact the QC manager at 403.357.3624 with any questions.



# GENERAL INTEREST

## Digital Photography

### POINT AND SHOOT CAMERAS ESSENTIALS

This is THE course to give you confidence with using YOUR camera! Not sure how, when or why to change camera settings, how to make sense of your owner's manual or how to move beyond AUTO? Investigate your camera's features, functions, body controls and shortcut keys. Learn where to find and how and when to use ALL of your shooting modes. Navigate menus with ease and set variables with confidence. Learn about your Shooting and Image Review screen displays. Composition and the Rule of Thirds are touched upon with demos from your instructor. A course workbook is included and yours to keep after completion of this workshop.

Equipment to bring to class: Camera, extra batteries or fully charged batteries, memory card, USB cable to connect to PC or laptop, owner's manual.

Course #2371  
Sept 25 – Oct 2  
Tues & Thurs, 6:30 pm – 9:00 pm  
\$189 + GST

Course #2372  
Nov 29 – Dec 6  
Tues & Thurs, 6:30 pm – 9:00 pm  
\$189 + GST

## Digital Photography Certificate

### OVERVIEW

**Explore the rapidly expanding world of digital photography.** Embrace new digital photography technology and develop a fundamental knowledge of digital cameras, lighting, exposure, and composition. Learn image editing techniques, workflow, and how to manipulate photo images using image enhancing software to improve photo quality and create artistic and special effects.

### Who should take this program?

Photographic technology is changing at a rapid pace, and so are the required technical skills that go with it. Whether you are just starting out, or wanting to take your current skills to the next level, this program is for you!

Not interested in the certificate? All courses are available for students to take as stand-alone courses.

### Program and Course Structure

This flexible program has been designed around a model using a combination of instructor-led presentations, hands-on activities, and photographic critiques.

To obtain this certificate, you are required to successfully complete six courses. Three courses must be from the 'Required Courses' and the remaining three courses can be chosen from the 'Elective Courses'.

Courses are typically offered several times per year, providing flexibility for students to take courses at a time that best suits their schedule. Courses are typically offered in either an online format or face-to-face evening or weekend format.

For online courses, students should anticipate approximately 3 hours per week, including field assignments to apply learning.

### REQUIRED COURSES

1. DSLR Cameras 1: Camera Basics (Online)
2. DSLR Cameras 2: The Creative Modes (Online)
3. Adobe Photoshop for Photographers (Face-to-Face Workshop available Winter/Spring 2013)

### ELECTIVE COURSES

(Three Required)

1. DSLR Cameras 3: Advanced Features and Functions (Online)
2. Landscape and Travel Photography (Online)
3. Residential Real Estate Photography (Online)
4. Studio Portrait Photography (Face-to-Face Workshop)
5. Natural Light Portrait Photography (Face-to-Face Workshop available in Spring 2013)
6. Close Up Nature Photography (Face-to-Face Workshop available in Spring 2013)
7. Sports Photography (Face-to-Face Workshop available in Spring 2013)



## Required Courses

### DSLR CAMERAS 1: CAMERA BASICS

ONLINE

Learn the fundamental operating skills and practical knowledge necessary to operate any make or model of DSLR camera. Field Assignments assist students in applying camera/compositional knowledge. A detailed equipment overview is provided and DSLR interfacing with external devices is explained.

Required: A DSLR Camera

Course #2492	Course #2430
Sept 24 – Dec 14	Jan 28 – Apr 19
Online	Online
\$355 + GST	\$355 + GST

Course #1627
May 6 – Jul 26
Online
\$355 + GST

### DSLR CAMERAS 2: THE CREATIVE MODES

ONLINE

This follow-on to the DSLR Cameras 1: Camera Basics course offers an in-depth, task-based exploration of the Creative Modes: Programmed Auto, Shutter Priority, Aperture Priority and Manual mode, as well as Exposure Compensation, White Balance and ISO. Photographic composition and essentials of Depth of Field are introduced and Field Assignments assist students in applying knowledge.

Prerequisite: DSLR Cameras 1: Camera Basics

Required: A DSLR Camera

Course #2523	Course #2433
Sept 24 – Dec 14	Jan 28 – Apr 19
Online	Online
\$355 + GST	\$355 + GST

Course #1628
May 6 – Jul 26
Online
\$355 + GST

## Elective Courses

### DSLR CAMERAS 3: ADVANCED FEATURES AND FUNCTIONS

ONLINE

This DSLR camera course (for Nikon and Canon DSLR owners/users) takes your camera knowledge and shooting expertise to the uppermost level. Capture accurate, expressive, creative images under the most challenging conditions using advanced functions of your camera.

Prerequisite: DSLR Cameras 2: The Creative Modes

Required: A DSLR Camera

Course #2524	Course #2585
Sept 24 – Dec 14	Jan 28 – Apr 19
Online	Online
\$355 + GST	\$355 + GST

Course #1568
May 6 – Jul 26
Online
\$355 + GST

### LANDSCAPE AND TRAVEL PHOTOGRAPHY

ONLINE

Learn how to make outstanding images the way professional travel photographers do. Explore three “must know, must have” factors, including:

- Compositional Framework: The Rule of Thirds and how to easily apply it for more interesting and creative compositions;
- Creative Plan of Action: Develop the Photographic Artist in You; and
- Adding Proven Techniques to Your Everyday Photography Repertoire: Learn the techniques that take images from the ordinary into the extraordinary.

Prerequisite: DSLR Cameras 1: Camera Basics or Point and Shoot Cameras 1: Camera Basics

Required: A Digital Camera

Course #2525	Course #2539
Sept 24 – Dec 14	Jan 28 – Apr 19
Online	Online
\$355 + GST	\$355 + GST

Course #1603
May 6 – Jul 26
Online
\$355 + GST

### RESIDENTIAL REAL ESTATE PHOTOGRAPHY

ONLINE

This course has been developed for anyone wishing to take outstanding residential Real Estate photographs, to more easily and quickly sell their own property or as part of an overall commercial photography skills program. Upon successful completion of this course you'll ultimately advantage your seller or yourself by influencing potential buyers with images that provide persuasive first impressions of every interior and exterior situation imaginable.

Prerequisite: None

Required: A DSLR or Digital Point and Shoot Camera

Course #2527	Course #2586
Sept 24 – Dec 14	Jan 28 – Apr 19
Online	Online
\$355 + GST	\$355 + GST

Course #1629
May 6 – Jul 26
Online
\$355 + GST

### STUDIO PORTRAIT PHOTOGRAPHY

Learn about studio lighting techniques for creating professional quality portraits. Topics include lighting equipment, lighting principles, lighting control, lens selection, metering, posing subjects. This course includes hands-on with lighting equipment and a critique of student work. Topics include:

- Using a softbox and umbrella to create simple one light portraits
- Using reflectors to fill in the shadows
- Using two studio lights
- Setting up a hair light
- Business portrait lighting
- Creative variations of one and two-light techniques

Prerequisite: DSLR Cameras 1: Camera Basics or equivalent experience

Required: A DSLR Camera

Course #2528
Nov 17 – 24
Online
\$295 + GST

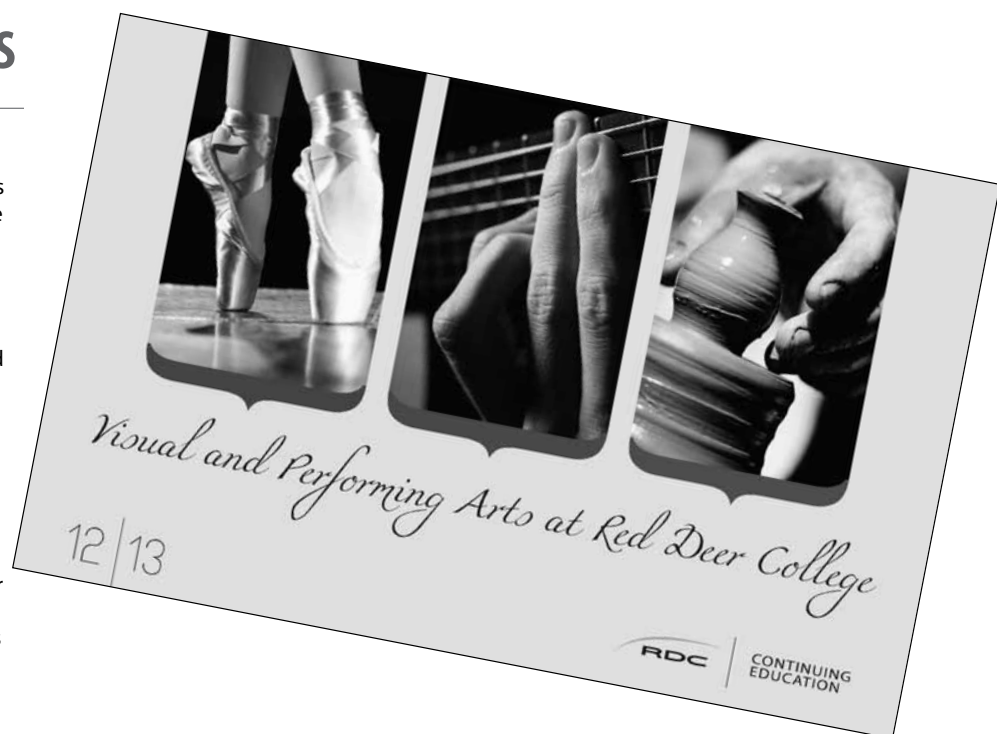
# Visual and Performing Arts

## Something for Everyone!

Visual and Performing Arts at RDC offers all ages the chance to make a difference in their lives. Try something new or expand your skills. Classes are available for students of all experience levels.

Our instructors are highly trained both as performers, artists and educators and many of our students go on to careers in the arts. Get top quality professional instruction in a friendly, personal environment.

All our classes are listed in our Visual and Performing Arts Brochure. Check out our website at [www.rdc.ab.ca/continuingeducation](http://www.rdc.ab.ca/continuingeducation) for all of our courses. Call 403.356.4900 for a copy of the visual and performing arts brochure.



## Music

### Private Lessons

Instructor	Instrument	Days Available	Fee Per 30 min.	Fall/Winter
Chantal Boos	Voice/Piano	Mon/Sat	\$27	2321/2237
Sharon Braun	Voice	Mon - Fri	\$32	1101/1023
Nevada Collins-Lee	Voice/Piano	Mon	\$26	2336/2580
Neil Corlett	Trumpet	Tues	\$28	1079/1004
Shannon Frizzell	Classical Guitar/Guitar	Mon - Sat	\$26	1080/1005
Deborah Gallant	Piano/Theory	Mon	\$28	595/595
Rob Goodwin	Drums	Mon	\$28	1078/2557
Lisa Hamilton	Guitar	Tues	\$26	2613/2604
Nathan Hamilton	Piano/Theory	Wed	\$28	2612/2603
Joyce Howdle	Clarinet	Tues	\$26	1083/1008
Gloria Hulyk	Piano/Theory	Mon - Wed	\$26	1090/1015
Alden Lowrey	Low Brass	Mon	\$28	1081/1006
Morgan McKee	Jazz Piano	Wed	\$26	1089/1014
Louise McMurray	French Horn	Mon & Thurs	\$26	1374/1364
Moirá Milne	Voice/Piano/Suzuki Piano	Tues & Wed	\$28	1930/2578
Curtis Phagoo	Bass Guitar	Thurs	\$28	1085/1010
Val Sherman	Flute	Wed & Thurs	\$28	1792/1009
Louise Stuppard	Violin/Suzuki Violin – call 403.356.4900			
Janice Topham	Piano/Theory/Pedagogy	Mon - Thurs	\$27	1094/1019
Ruston Vuori	Piano/Theory	Tues - Thurs	\$28	1088/1013
Doug Ward	Flute/ Saxophone	Tues - Thurs	\$26	1535/1469

### Group Lessons

#### BEGINNER IMPROVISATION FOR GUITARISTS

Course # 2228  
Oct 13 – 27  
Sat, 1:00 pm – 3:00 pm  
\$89  
Instructor: Lee Cocolichio

#### IMPROVISATION FOR GUITARISTS LEVEL II -

Course #2229  
Nov 17 – Dec 1  
Sat, 1:00 pm – 3:00 pm  
\$89  
Instructor: Lee Cocolichio



## Dance

**Ballet – Shanda Aalbers/Allison Trefenanko – Instructors**

**Sept 11/2012 – Jan 29/2013 (Fall) & Feb 5/2013 – May 21/2013 (Winter)**

Tuesdays	Course #–F/W	Cost
4:30 pm – 5:00 pm – Ballet Kinder Age 4	1249/449	\$119
5:00 pm – 5:45 pm – Ballet Age 5-6	2395/2544	\$155
5:45 pm – 6:45 pm – Ballet Conditioning Age 7-12	2504/2552	\$249
6:45 pm – 7:45 pm – Ballet Experienced Age 10-12	2399/2548	\$249
7:45 pm – 8:15 pm – Ballet Pre-Pointe	2506/2579	\$119
8:15 pm – 9:30 pm – Ballet Experienced Age 13+	2400/2549	\$299

**Sept 13/2012 – Jan 31/2013 (Fall) & Feb 7/2013 – May 23/2013 (Winter)**

Thursdays	Course #–F/W	Cost
4:30 pm – 5:15 pm – Ballet Beginner Age 7-9	2396/2541	\$155
5:15 pm – 6:00 pm – Ballet Experienced Age 7-9	2398/2545	\$155
6:00 pm – 7:00 pm – Ballet Experienced Age 10-12	2503/2547	\$249
7:00 pm – 8:00 pm – Ballet Stretch Conditioning Age 13+	2505/2551	\$249
8:00 pm – 8:30 pm – Ballet Pointe	2401/2555	\$119
8:30 pm – 9:45 pm – Ballet Experienced Age 13+	2507/2550	\$299

## THE NUTCRACKER BALLET

Course # 473  
Sept 8 – Dec 16  
Sat & Sun, 9:00 am – 5:00 pm  
\$289; ages 5 yrs+  
Instructor: Tania Strader

## SOCIAL DANCE LEVEL 1

Course #1568  
Oct 1 – Dec 10  
No Class: Oct 8  
Mon, 8:00 pm – 9:30 pm  
\$55/person + GST  
Instructor: Larry Kneeland

OR

Course #2509  
Oct 2 – Dec 4  
Tues, 8:00 pm – 9:30 pm  
\$55/person + GST  
Instructor: Larry Kneeland

## Visual Arts

### GETTING STARTED IN DRAWING

Course #2246  
Sept 18 – Nov 6  
Tues, 6:30 pm – 9:30 pm  
\$225 + GST  
Instructor: Tanya Zuzak Collard

### INTERMEDIATE DRAWING WEEKEND

Course #2513  
Nov 3 & 4  
Sat & Sun, 9:00 am – 5:00 pm  
\$149 + GST  
Instructor: Tanya Zuzak Collard

### DRAWING – 3 STEPS TO SUCCESS

Course #2615  
Oct 4 – Nov 22  
Thurs, 6:30 pm – 9:30 pm  
\$225 + GST  
Instructor: Michael Downs

### DRAW THEN PAINT: THE VALUABLE CONNECTION

Course #2614  
Oct 2 – Nov 20  
Tues, 6:30 pm – 9:30 pm  
\$225 + GST  
Instructor: Michael Downs

### HOW TO CAPTURE LIGHT

Course #2610  
Nov 24  
Sat, 9:00 am – 5:00 pm  
\$99 + GST  
Instructor: Michael Downs

### HOW TO BUY ART (AND NOT BE INTIMIDATED)

Course #2611  
Oct 20  
Sat, 1:00 pm – 4:00 pm  
\$49 + GST  
Instructor: Michael Downs

### GETTING STARTED - ACRYLIC PAINTING WEEKEND

Course #2514  
Oct 13 & 14  
Sat & Sun, 9:00 am – 5:00 pm  
\$149 + GST  
Instructor: Tanya Zuzak Collard

### EARLY MORNING SKETCHBOOK DRAWING

Course #2515  
Sept 21 – Nov 9  
Fri, 7:00 am – 8:30 am  
\$129 + GST  
Instructor: Tanya Zuzak Collard

### WATERCOLOR, RELIEF INK & CHALK WEEKEND

Course #2519  
Nov 17 & 18  
Sat & Sun, 10:00 am – 4:30 pm  
\$149 + GST  
Instructor: Susan Woolgar

## WHEEL-THROWING BASICS

Course #2156  
Oct 3 – Nov 21  
Wed, 6:30 pm – 9:30 pm  
\$249 + GST  
Instructor: Dawn Candy

## WHEEL-THROWING WEEKEND (INTERMEDIATE)

Course #2522  
Nov 24 & 25  
Sat & Sun, 10:00 am – 4:30 pm  
\$129 + GST  
Instructor: Brenda Danbrook

## PLAY WITH CLAY – PARENT AND CHILD WEEKEND WORKSHOP

Course #2511  
Oct 13 & 14  
Sat & Sun, 10:00 am – 4:30 pm  
\$149 + GST  
Instructor: Brenda Danbrook

## CREATIVE CLAY FOR TEENS – WEEKEND WORKSHOP

Course #2510  
Nov 3 & 4  
Sat & Sun, 10:00 am – 4:30 pm  
\$149 + GST  
Instructor: Brenda Danbrook

## CERAMIC GLAZE WORKSHOP

Course #2512  
Dec 1  
Sat, 10:00 am – 4:30 pm  
\$119 + GST  
Instructor: Brenda Danbrook

## STAINED GLASS FOR BEGINNERS

Course #2516  
Oct 2 – Nov 20  
Tues, 6:30 pm – 9:30 pm  
\$259 + GST  
Instructor: Andrea Simpson

## INTERMEDIATE STAINED GLASS

Course #2517  
Oct 3 – Nov 21  
Wed, 6:30 pm – 9:30 pm  
\$259 + GST  
Instructor: Andrea Simpson

## STAINED GLASS FOR TEENS & ADULTS - WEEKEND WORKSHOP

Course #2518  
Oct 27 & 28  
Sat & Sun, 10:00 am – 4:30 pm  
\$159 + GST  
Instructor: Andrea Simpson

## JEWELRY MAKING FOR PARENTS & TEENS – WEEKEND WORKSHOP

Course #2520  
Oct 20 & 21  
Sat & Sun, 10:00 am – 4:30 pm  
\$229 + GST  
Instructor: Greg Lavoie

## INTRODUCTION TO JEWELRY METALSMITHING – WEEKEND WORKSHOP

Course #2521  
Oct 27 & 28  
Sat & Sun, 10:00 am – 4:30 pm  
\$229 + GST  
Instructor: Greg Lavoie

# Languages and General

## AMERICAN SIGN LANGUAGE (ASL)

### Level 1

American Sign Language (ASL) is a complete, complex language that employs signs made by moving the hands combined with facial expressions and postures of the body. It is the primary language of many North Americans who are deaf or hard-of-hearing. The first level of ASL teaches you basic receptive and expressive ASL skills that can be applied in the workplace or social settings. Learn the critical skills and tools for conversing in American Sign Language.

Course #418  
Sept 11 – Nov 27  
Tues, 6:00 pm – 9:00 pm  
\$395 + GST

### Level 2

In the second level of learning ASL, this course continues its emphasis on the spontaneous interactive use of everyday American Sign Language. Expand your conversational range to giving directions and making requests. Achieve a mastery and confidence in your skills using sign language.

Course #2448  
Sept 13 – Nov 29  
Thurs, 6:00 pm – 9:00 pm  
\$395 + GST

For more Visual Arts courses and detailed course descriptions check out our website at [www.rdc.ab.ca/continuingeducation/visualarts](http://www.rdc.ab.ca/continuingeducation/visualarts)

## Teaching English to Speakers of Other Languages (TESOL)

There is a demand for highly skilled English language teachers. English language teaching jobs are advertised in countries all over the world. As an English speaker, qualified with a recognized and accredited English language teaching credential, you have the opportunity to see the world or to stay at home and teach the world!

Prerequisites: Grade 12 (A bachelor's degree is not required to take the course, but is necessary to receive the TESL Canada Accreditation. Proof of English proficiency may be required.)

This program includes:

- 100 hours of classroom instruction
- 10-hour or 20-hour practicum options
- Current teaching theory, methodology and practical teaching skills
- Pair and group work, teaching demonstrations and discussions
- Experienced, energetic and qualified trainers
- TESL Canada Certification - Professional Standard 1

\*Students are required to complete practicum hours outside of class time.

Course #2451

Sept 25 – Nov 24

Tues & Thurs, 6:00 pm – 9:15 pm

Sat, 9:00 am – 4:00 pm

\$1995 + GST



CONTINUING  
EDUCATION

For more information and prerequisites | [www.rdc.ab.ca](http://www.rdc.ab.ca) | 403.356.4900

## English for Academic Purposes

If you are looking to improve your language skills in order to further your post-secondary education, you will benefit from taking this program.

You will learn all of the required academic language skills required to successfully live, work and study in Canada including:

- Reading
- Writing
- Grammar
- Vocabulary
- Presentations
- Note taking

Classes run throughout the year, beginning in Fall, Winter and Spring and classes are held Monday to Friday during the day with homework required outside of class time.

Call 403.356.4900 or visit [www.rdc.ab.ca/esl](http://www.rdc.ab.ca/esl) for more information and contact the RDC Funding Office at 403.314.2472 to see if you are eligible for funding.



Like us on Facebook – Search for “English Language Training at Red Deer College”

Register Now! | 403.357.3663



## LINC 5 EMPLOYMENT READINESS

The Language Instruction for Newcomers to Canada (LINC) Program provides English language courses to adult permanent residents (PR) or those with adult refugee status.

This course focuses on increasing learner employability and acquiring required workplace skills and will include:

- Skills required in the Canadian job market, including telephone etiquette, time management, and team work
- Workplace communication, including confirming and clarifying, understanding feedback, and resolving conflict
- Computer use and research skills
- Job search and interview skills
- What employers are looking for from industry guest speakers

Proof of Canadian Language Benchmark (CLB) level and computer proficiency will be required prior to registration

You will be prepared to apply for, obtain, and retain employment and/or to seek promotion.

Prerequisite: Adult participants must be eligible for LINC programming (hold PR or refugee status with less than 1200 hours of class time used) and have proof of completion of LINC 4 or a CLB assessment with minimum CLB 5.

Course #2618

Sept 17 – Dec 12

No Classes: Oct 8 & Nov 12

Mon & Wed, 6:00 pm – 9:00 pm

No charge for eligible participants

For information and to register call 403.346.8818

### New course idea?

If you have an idea for a new course, contact Continuing Education at 403.356.4900 or [continuingeducation@rdc.ab.ca](mailto:continuingeducation@rdc.ab.ca) to discuss it further with a Program Coordinator.

## LINC 6 EMPLOYMENT READINESS

The Language Instruction for Newcomers to Canada (LINC) Program provides English language courses to adult permanent residents (PR) or those with adult refugee status.

This course focuses on increasing learner employability and acquiring required workplace skills and will include:

- Skills required in the Canadian job market, including telephone etiquette, time management, and team work
- Workplace communication, including confirming and clarifying, understanding feedback, and resolving conflict
- Computer use and research skills
- Job search and interview skills

- What employers are looking for from industry guest speakers
- On the job site employment requirements

Proof of Canadian Language Benchmark (CLB) level and computer proficiency will be required prior to registration

You will be prepared to apply for, obtain, and retain employment and / or to seek promotion.

Prerequisite: Adult participants must be eligible for LINC programming (hold PR or refugee status with less than 1200 hours of class time used) and have proof of completion of LINC 5 or a CLB assessment with minimum CLB 6.

Course #2619

Sept 17 – Dec 12

No Classes: Oct 8 & Nov 12

Mon & Wed, 6:00 pm – 9:00 pm

No charge for eligible participants

For information and to register call 403.346.8818



## Travel the world with RDC

So, you're looking to share unique experiences and see new locales with a like-minded group of travelers... why not enrich your global perspective and have the time of your life on an RDC tour!

This year's adventures include: the Toronto Film Festival; New York; Mexico; London, England; and Kenya.

Visit [www.rdc.ab.ca/studytours](http://www.rdc.ab.ca/studytours) or call 403.356.4900 for more information.



CONTINUING  
EDUCATION

For more information | [www.rdc.ab.ca/studytours](http://www.rdc.ab.ca/studytours)



## Feng Shui

### CREATING A HARMONIOUS HOME WITH FENG SHUI

Turn your home into a comforting, modern oasis using the intriguing art of Feng Shui. Discover colours, symbols and design details appropriate to each of nine specific life areas including health, relationship, wealth and career. Learn to use the Chinese bagua and the 5 Elements to create balance and harmony in your spaces. Let Feng Shui guide you in your decorating decisions; optimize and bring luck to your home!

Course #2446  
Oct 13  
Sat, 10:00 am – 4:30 pm  
\$149 + GST

## General Interest

### MIXOLOGY

Everything you wanted to know about Mixology, but were afraid to ask! You will learn the art of shaking and straining as

you prepare and sample a variety of cocktails, martinis, shooters and hot coffees.

Requirements: Participants must be a minimum of 18 years of age.

Course #2259  
Oct 2 – Nov 20  
Tues, 7:00 pm – 8:30 pm  
\$289 + GST  
Instructor: Bill Alcorn

## FILM/TV AUDITION TECHNIQUE 1

This course lays out foundations for auditioning for the camera. Basic film & TV job positions will be defined as well as how the industry works and where auditions come from. Students will practice audition protocol and come to understand what is expected from the actor.

Course #2402  
Oct 17 – Nov 21  
Mon, 7:00 – 9:00 pm  
\$249 + GST

## NEED SOMETHING PRINTED?

**Document Centre**  
(Rm 800) | 403.342.3302

BLACK + WHITE COLOR OVER SIZE PRINT BANNERS POSTERS CANVAS WRAPS CALENDARS BIZ CARDS



# Fitness & Wellness

## BODY COMPOSITION

Get a personal assessment of your body composition by one of our certified staff professionals. This 30-minute appointment measures weight, height, waist circumference and skin fold measurements. Body Mass Index (BMI), body fat percentage and overall body composition health are calculated from the test results.

Course #1687  
Sept 4 – Dec 20  
\$37.50 + GST

## FITNESS APPRAISAL

This hour and a half assessment includes body composition, tests for aerobic fitness, muscular strength, endurance and flexibility. Results are calculated and a full explanation and counseling session are included in this full fitness appraisal.

Course #1685  
Sept 4 – Dec 20  
\$80 + GST

## FITNESS APPRAISAL REASSESSMENT

If you have had a full Fitness Appraisal within 6 months we will provide you a re-assessment at a reduced rate so you can track your changes and see how much progress you have made!

Course #2151  
Sept 4 – Dec 20  
\$65 + GST

## VO2 MAX TEST - ADULT

A VO2max Test is a maximal test to determine the aerobic capacity of an individual. It determines the maximal rate at which oxygen can be taken in, transported and utilized for muscular work. This is a great test for athletes looking to determine more effective training zones. The VO2max test is very strenuous and is not intended for individuals with any health concerns that may be made worse by maximal exercise. Group testing is also available.

Course #2080  
Sept 4 – Dec 20  
\$129 + GST

VO2 Max testing is available in partnership with the Alberta Sport Development Centre Central.



## OCCUPATIONAL TESTING

This testing evaluates your capacity to meet the physical demands of the job and is for those individuals who need occupational testing or school entrance testing, but do not require PARE or CFR.

Course #2092  
Sept 4 – Dec 20  
\$65 + GST

## PARE TESTING

An RCMP physical test called the Physical Ability Requirement Evaluation is designed to simulate a critical incident where a police officer chases, controls and apprehends a suspect. The test was developed and based on a review of the job tasks required by police officers. PARE is divided into three sections: the obstacle course, a weight station and a bag carry

**Photo ID and a medical clearance form signed and stamped by your physician must be presented in order for you to run the PARE.** See your employer for appropriate forms.

Course	Date	Time
# 1506	Wed, Sept 12	9:00 am – 11:30 am
# 1507	Wed, Sept 26	9:00 am – 11:30 am
# 1508	Wed, Oct 10	9:00 am – 11:30 am
# 1510	Wed, Oct 24	9:00 am – 11:30 am
# 1511	Thurs, Nov 8	11:00 am – 1:30 pm
# 1512	Thurs, Nov 22	11:00 am – 1:30 pm
# 2379	Wed, Dec 5	9:00 am – 11:30 am
# 2380	Wed, Dec 19	9:00 am – 11:30 am

\$55 + GST  
Location: KS Gym

## Fitness Assessment Services

A fitness assessment is a great way to find out where you are at in terms of your health and fitness level. Our certified professional will help guide you in achieving your fitness goals. Assessments (pre and post) can be added to any one of our program options. **\*\*All assessments will be completed by a qualified Canadian Society for Exercise Physiology member and all information is kept confidential.**

A Certified Exercise Professional will assess you:

- Body Composition
- Cardiovascular Capacity
- Muscular Strength and Endurance
- Flexibility
- Health Risk (i.e. nutrition, heart disease, cancer, diabetes and stress)

Please call 403.357.3612 to book your appraisal or for more information about Fitness Assessment Services. (Booking confirmation will be completed within 10 working days of call.)



## Fitness Certification

The Alberta Fitness Leadership Certification Association (AFLCA) is a not-for-profit organization dedicated to developing, promoting and implementing national standards for the training and certification of fitness leaders in Alberta.



### AFLCA EXERCISE THEORY

This minimum 24-hour course covers basic fitness principles and a variety of activity experiences. Course topics include basic anatomy, physiology, movement mechanics, training and conditioning, nutrition, leadership and health and fitness. Please complete the Exercise Theory course prior to the specialty courses.

Course #378  
Sept 24 – Oct 15  
Mon & Wed, 6:00 pm – 10:00 pm  
\$215 + GST

Course #379  
Sept 21 – 23  
Fri, 6:00 pm – 10:00 pm  
Sat & Sun, 8:30 am – 5:30 pm  
\$215 + GST

### AFLCA RESISTANCE TRAINING

For those interested in becoming a personal trainer specializing in resistance training including shaping, toning, circuit, introductory weight training programs, monitoring fitness centre and/or weight room orientation. Techniques and precautions, exercise analysis/design, program design, safety considerations, training methods, nutrition and drugs and special populations will be covered.

Course #2123  
Oct 20 & 21  
Sat & Sun, 8:30 am – 5:30 pm  
\$235 + GST

### AFLCA GROUP EXERCISE SPECIALTY

If you enjoy leading group exercise classes you will want to complete this specialty designation. This minimum

12-hour course covers topics specific to leading group exercise classes including fitness theory review, exercise analysis, class components, music, movement and cueing, trends and equipment, leadership and special populations.

Course #2085  
Nov 2 & 3  
Fri, 6:00 pm – 10:00 pm  
Sat, 8:30 am – 5:30 pm  
\$165 + GST

### AFLCA PORTABLE EQUIPMENT

This 8-hour course will cover specific, practical information for planning and developing portable equipment classes. Topics include use of portable equipment, evolution, research and guidelines, class structure and content, planning, class components, use of music, leadership and choreography, equipment exercises, movement combinations, instruction and cueing.

Course #2144  
Nov 4  
Sun, 8:30 am – 5:30 pm  
\$98 + GST

### AFLCA RECERTIFICATION

AFLCA Recertification is an alternative to collecting professional development credits at numerous smaller workshops over the two-year certification period. This 8-hour will provide leaders with all the credits required to renew certification in any of the four specialty areas.

Course #2099  
Nov 10  
Sat, 8:30 am – 5:30 pm  
\$105 + GST

### AFLCA STEP DESIGNATION

This 8-hour course covers topics specific to leading group exercise step classes. It will cover specific, practical information for planning and developing step training. Topics include history of step, research and safety guidelines, class structure including music, leadership, and choreography.

Course #2567  
Nov 18  
Sun, 8:30 am – 5:30 pm  
\$98 + GST

## Coaching Certification



**National  
Coaching  
Certification  
Program**

This National Coaching Certification Program (NCCP) context is focused on developing the Learning-to-Train to Training-to-Compete athletes and includes six multi-sport modules designed for coaching to refine basic sport skills, develop more advanced skills and tactics, and prepare for performance at the provincial and national level.

### NCCP PSYCHOLOGY OF PERFORMANCE

This module of the NCCP Competition Development focuses on developing coaches' ability to guide athletes through the building of advanced mental preparation skills and focusing skills. Coaches gain knowledge and ideas on how to work with athletes or teams to identify appropriate outcomes, performance, and process goals related to their ability to focus on performance. Completion is 10 % physical and 90 % mental!

Course #2568  
Oct 27  
Sat, 8:30 am – 5:30 pm  
\$100 + GST

### NCCP MULTI-SPORT FMS

Be a leader in your community! This one-day workshop is designed for coaches/parents interested in supporting the growth of physical activity and recreation programs for youth. This Fundamental Movement Skills Workshop (FMS) that supports agility, coordination, and balance in conjunction with additional themes that integrate fair play, safety, responsibility and communication with innovative skills enhancement.

Course #2569  
Oct 13  
Sat, 8:30 am – 5:30 pm  
\$60 + GST

## NCCP COACH MULTI-SPORT FMS

Enhance your coaching skills with this three-hour professional development workshop. Designed for current NCCP certified coaches, this course teaches to understand the benefits of sport cross-training, athletic development through fundamental movement skills (FMS), fundamental sport skills and small area games.

Course #2570  
Oct 17  
Wed, 6:30 pm – 9:30 pm  
\$35 + GST

## Fundamental Movement Skills Workshops

### MOVE & PLAY WORKSHOP

Get kids moving! If you're a parent, caregiver, teachers or health professional working with children ages 3–12, you can learn to promote fitness, self-esteem, and self-confidence through fun activities that they are excited to take part in. This interactive workshop supports the development of leaders through demonstrations, games and activities that link to physical literacy and FUNdamental Movement Skills.

Course #2571  
Oct 24  
Wed, 7:00 pm – 9:30 pm  
\$35 + GST

### ADAPTED SPORTS TRAINING

Discover some new tricks and tips on adapting the Physical Education setting for a variety of learners. You will leave with a package of new ideas and resources to refresh your gymnasium! Learn how to play and teach adapted sports like sitting volleyball, wheelchair soccer, in-line sledge hockey and wheelchair basketball; and find out how to get these resources into your schools!

Course #1316  
Aug 21 & 22  
Tues & Wed, 9:00 am – 12:00 pm  
\$80 + GST

(Bring your kids to class for use of instruction!)

Course #2573  
Nov 18  
Sun, 9:00 am – 4:30 pm  
\$100 + GST (includes lunch and healthy snack breaks)

## Sports and Activities

### FAMILY ABC SPORTS (AGES 6-8)

This program is for parent and children to get together and have fun. Families can enjoy movement and develop their ABC's (agility, balance and coordination) through enjoyable activities such as relays, circuits, tag games and other dynamic games.

Course #2572  
Oct 14 – Dec 2  
Sun, 4:00 pm – 5:00 pm  
\$40

### ALL SPORTS (AGES 8-10)

Don't know which sport you like? Why not try a few at the same time? Come enjoy different sports and activities that will ignite your interests in becoming a player while still keeping your eyes squarely on the prize: Having FUN! Learn the basics and try out all types of sports such as basketball, volleyball, squash, pickle ball, dodge ball and various others that will spark your passion.

Course #2582  
Oct 3 – Nov 14  
No Class: Oct 31  
Wed, 4:30 pm – 5:30 pm  
\$40

### HOOPS

HOOPS Basketball is a developmental program for youth that works on individual skills and team play. The current basketball curriculum runs alongside Canada Basketball. This eight week developmental program will include: fun warm up activities, skill assessment, report card and a wrap-up three-on-three mini tournament and so much more!

Oct 13 – Dec 8 (HOOPS Festival on Dec 8)  
Cost: \$98  
Location: KS Gym, RDC

Jr. Knights  
Ages 6-8  
(no experience)  
Sat, 9:30 am – 10:30 am  
Course #2390

Sr. Knights  
Ages 7 & 8  
(previous HOOPS experience)  
Sat, 9:30 am – 10:30 am  
Course #2391

Jr. Warriors  
Ages 9-11  
(no experience)  
Sat, 10:45 am – 11:45 am  
Course #2392

Sr. Warriors  
Ages 9-11  
(previous HOOPS experience)  
Sat, 10:45 am – 11:45 am  
Course #2532

Kings & Queens:  
Ages 12 & 13  
Sat, 12:00 pm – 1:00 pm  
Course #2394

### KINGS AND QUEENS 3 ON 3 BASKETBALL LEAGUE

This program is a competitive program focusing on fundamental basketball skills, individual fitness, and teamwork, as well as fostering the players' passions for basketball. Players will be coached by members of the Kings' and Queens' basketball teams. Each registrant will be placed on a four player team (maximum 20 players per age group). Sessions will be in RDC's main gym and the Kevin Sirois Gym. Price includes six sessions of half hour team practice, two games, practice jersey and final tournament.

Sept 9 – Oct 28 (no session on Oct 7)  
Sun, 6:30 pm – 8:00 pm  
\$115

Course #2587  
Queen's Ages 11-13

Course #2588  
Queen's Ages 14-16

Course #2585  
King's Ages 11-13

Course #2586  
King's Ages 14-16





## Fitness Programs & Workshops

### SATURDAY MORNING CIRCUIT

Want a class that you can take with a friend or your spouse that is challenging enough for every level of expertise yet simple enough for a beginner? This one is for you! This popular circuit training class combines weight training with cardio. This is a full body workout using machines, free weights, treadmills, bikes and other cardio equipment.

Course #954  
Sept 22 – Dec 1  
No Class: Oct 6  
Sat, 9:00 am – 10:00 am  
\$75 + GST

### FITNESS SAMPLER

Want to get fit but don't know what exercise is best suited for you? Why not test it out? Come and try out a variety of fitness activities that will get you moving and help you discover your passion. This class offers 12 sessions of fun, energy and excitement in Yoga, Cross Fit, Pilates, Circuit Training, Zumba, Hip Hop and much, much more!

Course #2576  
Oct 23 – Nov 29  
Tues & Thurs  
6:30 pm – 7:30 pm  
\$120 + GST

### GETTING STARTED - FITNESS 101

This class is not about working out in the gym or lifting weights. It's about doing a personal assessment, understanding your strengths, knowing your areas of improvement and gaining an understanding of NUTRITION. Our team of experts will educate and support you through your life style change that fits you best.

Course #2577  
Oct 10, 24, Nov 7, 21, Dec 5, 19  
Every second Wed  
7:00 pm – 8:30 pm  
\$90 + GST

### MYSTERY FITNESS TOURS

Are you looking for adventure in fitness? Our mystery fitness tours promise to give you something different every time you show up. Our classes consist of many action-packed activities designed to keep you moving. So dress for the outdoors and be prepared for an intense and invigorating workout every time. You never know what you might get!

Course #2579  
Sept 15, Oct 13, Nov 3 & 24  
Sat, 9:00 am – 10:30 am  
\$65 + GST



Canadian Red Cross  
Croix-Rouge canadienne

### STD. FIRST AID CPR LEVEL C HCP

This is a dual course, offering both Level C CPR as well as Healthcare Provider CPR options. HCP students will run 1 hour longer each day and this component is restricted to those who work in the healthcare field. Level C students will finish at 4:30 pm each day.

Course #2269  
Standard First Aid – CPR Level C & HCP  
Sept 22 & 23  
Sat & Sun, 8:30 am – 5:30 pm  
\$140 + GST

Course #2549  
Standard First Aid – CPR Level C & HCP  
Oct 20 & 21  
Sat & Sun, 8:30 am – 5:30 pm  
\$140 + GST

### HCP CPR CERTIFICATION

This advanced level of CPR certification is restricted to health care providers in the following professions; physicians, nurses (including students), EMRs, EMTs, paramedics etc. Components include: CPR, 2-person CPR, Rescue Breathing, (BVM) Bag Valve Mask, and Automated External Defibrillator (AED) certification.

Course #2535  
Sept 15  
Sat, 8:30 am – 5:30 pm  
\$100 + GST

### CPR HCP RE-CERTIFICATION

Restricted to health care providers, this 4-hour refresher course will get your skills up-to-date. Please present proof of current certification to the instructor.

Course #389  
Sept 4  
Tues, 12:30 pm – 4:30 pm  
\$60 + GST

Course #391  
Sept 6  
Thurs, 5:00 pm – 9:00 pm  
\$60 + GST

Course #392  
Sept 10  
Mon, 6:00 pm – 10:00 pm  
\$60 + GST

Course #2186  
Sept 12  
Wed, 6:00 pm – 10:00 pm  
\$60 + GST

Course #2187  
Sept 18  
Tues, 6:00 pm – 10:00 pm  
\$60 + GST

Course #2566  
Dec 6  
Thurs, 6:00 pm – 10:00 pm  
\$60 + GST



be fit for life  
moving alberta



## Custom Wellness Opportunities!

Let the BFFL staff create a program built specifically to your staff or your needs. Topics range from:

Health and Wellness Seminar  
Motivation Seminar  
Nutrition Seminar  
Lunch Box Seminar  
Yoga for the Work Place  
Active Living Challenge  
Much, Much more!

Price: varies depending on the presentation or number of activities.

# Registration Form

## It's Easy to Register

### ONLINE

[www.rdc.ab.ca](http://www.rdc.ab.ca)

### PHONE

403.357.3663

### MAIL

this form to:  
Red Deer College  
Attn: Registrations  
Box 5005  
Red Deer, Alberta  
T4N 5H5

### FAX

this form to:  
403.357.3660

### IN PERSON

In Person (Registrar's Office)  
Mon – Fri,  
8:30 am – 4:30 pm  
Thurs,  
8:30 am – 6:00 pm

### METHODS OF PAYMENT

We accept:

- Visa / Mastercard / American Express
- Cheques
- Cash

#### Cancellations, Withdrawals & Refunds

Full refunds are available if the Continuing Education Division cancels a course. If you must withdraw from a course, please notify us at least two business days before the course begins and we will attempt to accommodate you into another course or issue you a refund less a \$30 withdrawal fee. Registration withdrawals after the terms stated above will not be eligible for a refund. These standards apply to the majority of the Continuing Education Division courses, any exceptions will be noted with the specific course information. Continuing Education reserves the right to cancel courses due to insufficient enrolment.

#### T2202A – Available Online

In an effort to improve RDC's "green" initiatives, T2202As will no longer be mailed to eligible participants. T2202As can be accessed online by entering The Loop located on the RDC website, [www.rdc.ab.ca](http://www.rdc.ab.ca). You will be prompted for your User Name (located in the top right hand corner of your statement) and Password. If this is your first time using The Loop, your Password is set to a 9 digit format YYYYMMMDD (eg. 1986May01). Questions? [cashier@rdc.ab.ca](mailto:cashier@rdc.ab.ca)

**Dates, times and location are subject to change. Every effort will be made to notify students in a timely manner.**

## REGISTRATION INFORMATION

Important – All **bold faced** fields must be filled out

**Legal Last Name:** \_\_\_\_\_

Maiden Name (if applicable): \_\_\_\_\_

**Legal First Name:** \_\_\_\_\_

**Legal Middle Name:** \_\_\_\_\_

Preferred First Name (if different from legal): \_\_\_\_\_

☐ **Male** ☐ **Female**

**Date of Birth:** M \_\_\_\_\_ /D \_\_\_\_\_ /Y \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City/Town:** \_\_\_\_\_ **Prov:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Home #:** ( ) \_\_\_\_\_ **Daytime #:** ( ) \_\_\_\_\_

**Email:** \_\_\_\_\_

## Course Information

**Course Name(s):** \_\_\_\_\_

**Course #(s):** \_\_\_\_\_

## Method of Payment

\_\_\_\_\_ **Cheque** (Payable to Red Deer College)

\_\_\_\_\_ **PO #** (please attach copy of PO):

\_\_\_\_\_ **Credit Card:** \_\_\_\_\_ **Visa** \_\_\_\_\_ **Mastercard** \_\_\_\_\_ **American Express**

**Name on Credit Card:** \_\_\_\_\_

**Credit Card #:** \_\_\_\_\_ **Expires:** \_\_\_\_\_

\_\_\_\_\_  
**Cardholder's Signature**

\_\_\_\_\_  
**Date**

## FOIPP Statement

The personal information you provide is being collected under the authority of the Post-Secondary Learning Act and the Freedom of Information and Protection of Privacy Act of Alberta. The information will be used by Continuing Education for purposes including registrations, providing tax receipts, recruitment, distributing follow-up educational information, college research and statistical reporting. The information will be protected in compliance with the provisions of the Freedom of Information and Protection of Privacy Act of Alberta. The information will be retained in accordance with Information Management policy and guidelines. If you have any questions about the collection and use of this personal information, please contact Continuing Education, Red Deer College, 100 College Blvd., Box 5005, Red Deer, Alberta, T4N 5H5, Telephone: 403.356.4900.

## Waiver

By payment of the registration fee, the participant accepts the risks of physical injury normal to the course or activity in which they are registered.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Management for Foremen



## NEW for Fall 2012

In response to Industry requests, RDC Continuing Education has developed Management for Foremen Certificate; providing individuals with essential Management and Leadership Skills.

If you are currently working as or looking to become a Foreman, Site Supervisor, or Team Leader, our program will prepare you with the knowledge and practical skills that can be implemented on the worksite immediately. You can expect to:

- Become an effective foreman who models leadership excellence
- Learn job-specific responsibilities
- Be capable of effective job-site communication
- Infuse workplace safety, understand liability concerns and labour relations
- Demonstrate capacity to plan and organize projects
- Understand quality control and problem solving
- Develop effective teams

You can take this certificate through our regularly scheduled sessions or, if your organization has a group of individuals that would benefit from this training, we can deliver the program to your company at RDC or your worksite.



CONTINUING  
EDUCATION

# Professional Bookkeeping Certificate

On Campus  
or Online!

Starts  
October  
2012

*Bookkeeping*

## APPLY TODAY! THIS PROGRAM HAS LIMITED SEATS.

In this economy every penny counts and being qualified  
to maintain financial records is the key!

RDC's Professional Bookkeeping Certificate program offers complete  
comprehensive training - classroom or online, the choice is yours!

- Fundamental manual bookkeeping
- Training in Simply Accounting, QuickBooks, Microsoft Office
- Real-world simulations and projects

**Immediate. Innovative. Impactful.**

For more information , please see page 11 of this guide

**To Register, call today.**

**403.357.3663**



when you get here you understand

For more information or to apply go to | [www.rdc.ab.ca](http://www.rdc.ab.ca)

