As we enter the new year, we often look for ways to improve ourselves by setting goals and making resolutions. Perhaps the goal is to feel healthier and to become more active, or to stretch our minds by learning new information and skills. Winter tends to be the catalyst that ignites this customary practice.

We are excited to share some of the changes happening within the Division of Extended Education. It began with the change to our division’s name, and now, with the launch of the new Red Deer Polytechnic brand, our look is revitalized as well. Our new brand represents the next chapter of our journey as an institution, and it provides a foundation to help us create and shape our identity as Red Deer Polytechnic. At the heart of our brand are people, both internally and externally, who collaborate on a journey of growth, transformation, and continuous lifelong learning.

Moving forward as a Polytechnic will open new opportunities to innovative learning and education. As a division, we will continue to explore and respond to the needs of our learners, communities, partners and beyond.

We will continue to develop and provide high quality and responsive training that supports and prepares our learners for the evolving demands of industry. There are several new and enhanced program offerings, including Bookkeeping Basics, Therapeutic Massage Therapy Diploma, as well as the new Unit Clerk Specialty and the Dental Office Assistant Specialty for graduates of the Medical Office Assistant program.

In the coming year, we remain committed to continuing to build and strengthen relationships with local businesses and stakeholders, as we collectively develop and solidify partnerships, educational opportunities, or others community-based initiatives.

From all of us in the Division of Extended Education, we look forward to continuing offering you relevant, high quality, and flexible learning opportunities to gain the necessary knowledge and competencies that you need to reach your goals and take your career to the next level.

Sincerely,
Kim Hogarth, MN-NP, RN
Interim Dean, Extended Education
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>How To Register</td>
<td>4</td>
</tr>
<tr>
<td>Corporate Solutions</td>
<td>4</td>
</tr>
<tr>
<td>Canada Alberta Job Grant</td>
<td>5</td>
</tr>
<tr>
<td>Virtual Tour</td>
<td>5</td>
</tr>
<tr>
<td><strong>Business &amp; Technology</strong></td>
<td></td>
</tr>
<tr>
<td>Accounting Technician Certificate</td>
<td>6</td>
</tr>
<tr>
<td>Bookkeeping Basics</td>
<td>6</td>
</tr>
<tr>
<td>Business Communications</td>
<td>7</td>
</tr>
<tr>
<td>Digital Marketing</td>
<td>7</td>
</tr>
<tr>
<td>Leadership Agility</td>
<td>8</td>
</tr>
<tr>
<td>Management Skills For Commercial Kitchens</td>
<td>8</td>
</tr>
<tr>
<td>Management Skills For Supervisors Certificate</td>
<td>9</td>
</tr>
<tr>
<td>Microsoft Micro-Credentials</td>
<td>9</td>
</tr>
<tr>
<td>Network Administration Diploma</td>
<td>10</td>
</tr>
<tr>
<td>Project Management</td>
<td>10</td>
</tr>
<tr>
<td>Software Development</td>
<td>11</td>
</tr>
<tr>
<td>Website Design</td>
<td>11</td>
</tr>
<tr>
<td>Women In Business</td>
<td>12</td>
</tr>
<tr>
<td><strong>Health &amp; Wellness</strong></td>
<td></td>
</tr>
<tr>
<td>Medical Office Assistant</td>
<td>12</td>
</tr>
<tr>
<td>Unit Clerk Specialty</td>
<td>13</td>
</tr>
<tr>
<td>Dental Office Assistant Specialty</td>
<td>13</td>
</tr>
<tr>
<td>Health Care Aide Certificate</td>
<td>14</td>
</tr>
<tr>
<td>Therapeutic Massage Therapy Diploma</td>
<td>14</td>
</tr>
<tr>
<td><strong>Academic Preparation &amp; Language</strong></td>
<td></td>
</tr>
<tr>
<td>English For Academic Purposes</td>
<td>15</td>
</tr>
<tr>
<td>ESL Ladies Language Group</td>
<td>15</td>
</tr>
<tr>
<td>General Education Exam Preparation (GED)</td>
<td>15</td>
</tr>
<tr>
<td><strong>Industry &amp; Trades</strong></td>
<td></td>
</tr>
<tr>
<td>Pre-Employment Trades</td>
<td>16</td>
</tr>
<tr>
<td>Residential Electrical for HVAC</td>
<td>17</td>
</tr>
<tr>
<td>CWB &amp; B Pressure Welder Testing</td>
<td>17</td>
</tr>
<tr>
<td><strong>Services</strong></td>
<td></td>
</tr>
<tr>
<td>Central Alberta Testing</td>
<td>18</td>
</tr>
<tr>
<td>Centre For Innovation In Manufacturing (CIM-TAC)</td>
<td>18</td>
</tr>
<tr>
<td><strong>Summer Community Activities</strong></td>
<td></td>
</tr>
<tr>
<td>Series Summer Arts School</td>
<td>19</td>
</tr>
<tr>
<td>Summer Camps</td>
<td>19</td>
</tr>
</tbody>
</table>
PREPARE FOR THE NEW NORMAL IN BUSINESS.

Over the last two years, we have all had to adapt to the ways that we conduct business. The remote world can be challenging for us to navigate. We are here to help and guide you on this journey.

As an extension of your organization, we can assist you in removing the metaphorical mask of uncertainty and begin to fill in the gaps that will have you taking your business from good to great.

Our focus is on you and your organizational needs. What do you and your employees need to have the necessary competencies and feel confident to succeed?

Let us work together to create a solution that will generate the results your company is looking to attain.

Connect with us at extended.ed@rdpolytech.ca

How to Register

FOR FLEXIBILITY, REGISTER ANYTIME ONLINE AT rdpolytech.ca/extendededucation

1. Select a program or course
2. Click on register button – you will be taken to a new site.
3. Create a profile
4. Search your course and “Add to Cart”
5. Checkout with a credit card

Corporate Training Solutions
Canada Alberta Job Grant

ATTENTION EMPLOYERS AND TRAINEES!

INVEST IN YOUR EMPLOYEES AND RECEIVE UP TO TWO-THIRDS OF THE TRAINING COSTS COVERED BY THE GOVERNMENT WITH THE CANADA-ALBERTA JOB GRANT.

- Receive up to $10,000 per trainee, per fiscal year
- If hiring an unemployed Albertan, receive up to $15,000 and 100% coverage

ELIGIBLE EMPLOYERS:
- Private Sector
- Non-profit
- First Nations and Metis Settlements

ELIGIBLE TRAINEES:
- Canadian Citizens
- Permanent Residents
- Business Owners
- Employed Family Members

TO QUALIFY TRAINING MUST:
- Include 21 instructional hours
- Start within six months of approval
- Be completed in 52 weeks
- Result in a credential

Virtual Tour

Red Deer Polytechnic's Virtual Tour is a fantastic way to see all that our beautiful campuses have to offer. Featuring 100 different areas and 360-degree views, you will be able to imagine yourself learning and living here.

www.rdpolytech.ca/virtualtour
Business & Technology

Accounting Technician Certificate

FUNDING | PAYMENT PLAN | FAST TRACK | ONLINE

Gain financial skills as you complete this highly regarded education opportunity. Upon completion of this certificate program, you will be ideally suited for private practice as an Accounting Technician. Gain knowledge of computer accounting software and manual bookkeeping and set yourself apart in this competitive field by completing a recognized credential.

GRADUATES WILL LEARN:

• The accounting cycle and how to analyze and report transactions
• To understand and confidently present financial statements
• The professional and ethical requirements of an Accounting Technician
• To use Sage 50™ and QuickBooks™ accounting software

Bookkeeping Basics

NEW | BLENDED DELIVERY

Build your Basic Bookkeeping skills with this new course. Are you a new entrepreneur or professional administrator who wants to get their head wrapped around bookkeeping principles and skills? This course will increase your knowledge of fundamental accounting concepts, processes, and manual bookkeeping systems.

YOU WILL LEARN:

• The ABCs of Microsoft Windows, Word, and Excel as it pertains to bookkeeping
• Basic accounting terminology and transactions to advanced bookkeeping skills
• How to complete a full set of books for more than one industry
• About different accounting software programs and how they work
Business Communications

ONLINE | FUNDING

Obtain the information you need to increase your productivity, advance your soft skills, and enhance your workplace culture in a matter of hours with these new learning opportunities. Packed with tips and tricks for current workplace dilemmas, upskill you and your team with these relevant, bite-sized learning opportunities!

GRADUATES WILL LEARN:

• Tools to create presentations and documents that are informative and persuasive
• Strategies to prepare for, moderate, and follow-up after meetings
• To recognize the difference between ineffective and effective writing
• The difference between an email, memo, and letter, and when it is appropriate to use each
• Tactics to speak in public confidently and effectively

Digital Marketing

NEW! | FUNDING | ONLINE

Designed for marketing professionals and those wishing to pursue marketing, this certificate will teach you the principles of marketing and the technical elements of digital marketing. Marketing skills are in high demand, but some managers are struggling to find employees with the necessary skills. It is vital to develop a digital marketing strategy that keeps up with the rapidly changing technology.

GRADUATES WILL LEARN

• To promote and sell products/services through online marketing methods
• To create effective content specific to website ads, social media platforms, and Google AdWords
• To analyze the effectiveness of any online digital strategy
• To create efficient automated systems to ease your workload
Leadership Agility

NEW | ONLINE

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 great 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.

Each course also includes 3 - half hour sessions with the instructor one on one for personal mentorship.

YOU WILL LEARN:
• To clearly understand your own leadership style a
• To discover the tools to expand your leadership capacity at any level within an organization and community

Management Skills for Commercial Kitchens

FUNDING | ONLINE

Build a dynamic career in food service and Commercial Kitchen Management with a focus on inventory control, budgeting, marketing, and human resource management. Through this engaging program, you will be well prepared for managing in various settings, including restaurants, food trucks, care facilities, and more!

GRADUATES WILL LEARN:
• The organizational basics of professional kitchen environments
• How to prioritize customer satisfaction while balancing dietary, variety, and pricing challenges
• To plan and develop menus
• To create and support rich workplace environments
Management Skills for Supervisors Certificate

FUNDING | ONLINE

Gain valuable foundational skills to begin or enhance your managerial or supervisory career. Learn to effectively manage others while maximizing productivity in the modern workplace with four unique modules tailored to current management challenges. This certificate will prepare you for a future in leadership by guiding you through the process of building a cohesive team, resolving conflict, and more.

GRADUATES WILL LEARN:

• To successfully transition from colleague to supervisor
• How to build and develop strong teams
• To develop a unique management identity and voice
• To confidently manage conflict through constructive conversations
• To define your communication style

Microsoft Micro-Credentials

ONLINE | NEW!

Earn a digital badge endorsed by Microsoft with Red Deer Polytechnic’s first micro-credentials! With options in Word, Excel, PowerPoint, begin with a benchmark assessment that acknowledges the topics you are already proficient in and then study the suggested learning modules to help fill in the gaps. These courses are available online 24/7, with content experts who are always available for support.

Courses are also available in Microsoft Azure! Learn the basics of cloud computing with this program.

GRADUATES WILL LEARN:

• To use Microsoft applications at an Associate or Expert level
• How to use the features available in Microsoft 2016 or Office365 applications
Network Administration Diploma

PAYMENT PLAN | ONLINE | NEW!

If you are interested in technology, naturally curious, and a logical thinker, a career in Network Administration may be a good fit for you. In this comprehensive and applied two-year program, you will gain the knowledge and competencies to perform the duties of a network administrator, including key topics such as cloud computing and network security. Graduates of the program will gain theoretical knowledge and practical skills applicable across a wide range of enterprises.

GRADUATES WILL LEARN TO:

• Provide problem-solving services to network users
• Install, maintain, troubleshoot, and upgrade web-server hardware and software
• Implement network traffic and security monitoring software and optimize server performance
• Perform data backups and disaster recovery operations
• Apply routing configurations and troubleshooting techniques to implement and maintain networks

Project Management

FUNDING | FAST TRACK | INCLASS

Project Managers are an integral part of every industry and are critical to the success of all organizations. With curriculum based on the most widely recognized international standard in the Project Management profession, develop your skills in one of today’s most in-demand careers.

Register in Fast Track to complete all seven courses in only three weeks at RDP. Successful learners can then register for the Final Assessment Paper at MRU to receive the MRU Project Management Extension Certificate.

GRADUATES WILL LEARN:

• Skills to be a successful and effective Project Manager in any industry
• To recognize and maximize their leadership style as it pertains to Project Management
• Practices and concepts from the most widely recognized international standard in Project Management
• Tips & knowledge to successfully pass the CAPM® or PMP® exams

For full course details visit rdpolytech.ca/extendededucation
Software Development Diploma
PAYMENT PLAN | ONLINE | NEW!

Prepare yourself for a career in the software development field or advance your current position. This program prepares learners for employment as an entry-level software developer or tester in a range of organizational contexts. This diploma can also be used as a first step for further studies. Learners will gain skills and knowledge to identify software solutions, create designs for database, web, and mobile applications as well as use specific programming languages to launch their design.

GRADUATES WILL LEARN TO:

- Write, modify, integrate, and test software code
- Identify and communicate technical problems, processes, and solutions
- Plan, design, and co-ordinate the development, installation, integration, and operation of computer-based systems
- Apply a range of software quality assurance techniques to verify the correctness of systems

Website Design
FUNDING | ONLINE | NEW!

An attractive website can make a dramatic difference in how an organization is seen by future customers and clients. To make sure your website is modern and up to date, it needs to be managed by someone with appropriate web design skills. The capstone course will guide you through a scenario-based web design project from conception to completion. Each course features video commentary by web design professionals and interactive learning exercises that will allow you to test your knowledge of web design concepts and practice coding.

GRADUATES WILL LEARN TO:

- Write code in the three main website languages: Cascading Style Sheets (CSS) HyperText Markup Language (HTML), and Javascript
- Increase your website content and online ranking through Search Engine Optimization (SEO)
- Create a responsive website that is viewable and functional on all types of devices
For full course details visit rdpolytech.ca/extendededucation

**Women in Business**

**FUNDING | ONLINE | NEW!**

Explore the social and psychological mechanisms behind the unique challenges that professional women face, and learn strategies how to overcome them with this fully online certificate program. With insight from female leaders and data-driven recommendations, this new learning opportunity will give you the tools you need to propel your career forward.

**GRADUATES WILL LEARN:**

- To recognize the challenges faced by women in business
- To read body language and understand how it impacts communication
- To project confidence and have your ideas heard
- The difference between leadership, management, and administration
- Strategies for networking and building relationships

**Health & Wellness**

**Medical Office Assistant**

**PAYMENT PLAN | ONLINE | NEW!**

Develop strong interpersonal and communication skills and prepare for your career in a modern medical office. Learn about medical terminology, computer applications, and the person-centered approach as you gain a clear understanding of the Medical Office Assistant’s role within the dynamic healthcare team. This certificate concludes with an in-person Professional Preceptorship where learners can apply the skills they have learned and gain practical experience in a professional medical office.

**GRADUATES WILL LEARN:**

- To manage confidential reports and patient records
- To use Microsoft Office applications in a professional setting
- Medical Terminology
- Common financial records and billing processes used in a medical office
UPON GRADUATING AS A MEDICAL OFFICE ASSISTANT, YOU CAN FURTHER YOUR STUDIES WITH ONE OF THE FOLLOWING SPECIALTIES:

**Unit Clerk Specialty**

This program is for those who want to pursue a position working in the hospital setting. Learners will build on the foundational knowledge from their Medical Office Assistant program while obtaining additional information and skills specific to the hospital setting. This specialty consists of one theory course, and one practicum in the hospital environment.

**GRADUATES WILL LEARN:**

- Theory components, including an introduction to patients’ charts and forms used in the hospital setting
- Additional topics will be taught, including order sets related to medications, intravenous therapy, laboratory and diagnostic tests, nutrition, elimination, oxygen therapy, vital signs measurement, activity orders, consults and referrals
- How to use Meditech processes and Meditech practice is included

**Dental Office Assistant Specialty**

This program is for those who want to pursue a position working in a dental office. This specialty consists of one theory course and one practicum in a dental office environment. By completing this certificate, you will have the knowledge and skills required to function effectively in a dental office environment.

**GRADUATES WILL LEARN:**

- Terminology specific to the dental office
- Common dental problems
- About insurance and billing, along with administrative tasks specific to the dental environment
- Gain experience and training in the use of common software used in the dental industry, such as Dentrix
Health Care Aide Certificate

FUNDING | ONLINE

Following the standards of the 2019 Alberta Health Services provincially legislated curriculum, this program equips learners with the knowledge and technical skills required to provide quality frontline care to patients in need of assistance. Red Deer Polytechnic’s Health Care Aide Certificate prepares you for a rewarding and impactful career as part of a healthcare team in various settings, including hospitals and long-term care facilities. This program is offered in Drumheller, Hanna, Innisfail, Ponoka, Red Deer, Rocky Mountain House, Stettler and Sundre.

GRADUATES WILL LEARN:

• The necessary knowledge and behaviors to become an exceptional Health Care Aide
• Skills to provide basic health services and daily living support for clients
• To work with clients who have chronic and/or complex medical conditions, physical and/or cognitive disabilities, and who require palliative and end-of-life care

Therapeutic Massage Therapy Diploma

NEW!

This program offers learners a comprehensive experience with over 36 courses and 2200 hours focused on massage theory, lab, and practical experience. Learners will gain hands on experience working in the learner-run clinic on campus.

GRADUATES WILL LEARN TO:

• Apply therapeutic massage techniques
• Assist in the treatment of muscular issues
• Assist clients in maintaining their wellness

For full course details visit rdpolytech.ca/extendededucation
Academic Preparation & Language

English for Academic Purposes (EAP)

FUNDING | NEW!
EAP is a pathway program specifically designed to help English as a second language learners improve their English skills to complete their English 30-1 equivalent. Prepare for post-secondary education at Red Deer Polytechnic or other post-secondary institutions with this 8-month program focused on reading, writing, speaking, research strategies, and more.

GRADUATES WILL LEARN:

- English language skills to progress from CLB 6 to CLB 7
- Reading, listening, writing, and speaking skills within Canadian post-secondary learning environments
- Cross-cultural awareness
- To understand the value of diverse ideas, perspectives, and worldviews

ESL Ladies Language Group

NEW | ONLINE |FUNDING
This is an 8-week online program tailored for female newcomers to Canada who want to brush up their English skills. Not only will they improve their skills, but they will also enjoy the online activities, and build a strong support network for themselves. Get ready for the next step!

YOU WILL GAIN:

- A stronger vocabulary and useful expressions
- More confidence in your English communication skills
- A sense of community and support network
Industry & Trades

Pre-Employment Trades

Available for automotive service technician, carpentry, electrical, and welding, Pre-Employment Trades programs set learners up to catapult their careers in their trade of choice. Learners who complete these programs gain exposure to the trades and have a clear advantage when competing for entry-level employment. Each Pre-Employment program includes first-year Alberta Apprenticeship and Industry Training (AIT) technical training. No experience is required.

GRADUATES WILL LEARN:
- Theory as well as hands-on, practical experience in the shop
- To self-promote and sell their skills to potential employers in a positive and effective way
- To expand their network and leverage career opportunities

<table>
<thead>
<tr>
<th>Program</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Employment Carpentry</td>
<td>(13 weeks)</td>
</tr>
<tr>
<td>Pre-Employment Electrical</td>
<td>(12 weeks)</td>
</tr>
<tr>
<td>Pre-Employment Welding</td>
<td>(12 weeks)</td>
</tr>
<tr>
<td>Pre-Employment Cook</td>
<td>(Coming Soon)</td>
</tr>
</tbody>
</table>

General Education Exam Preparation (GED)

ONLINE | FAST TRACK | NEW!

Prepare to enter the workforce or begin your post-secondary journey by completing your GED. Learn about all GED topics in an online, in-person, or independent learning module format and gain the necessary knowledge to complete your GED exam successfully. This program is an excellent option for learners over the age of 18 looking to achieve a high school level diploma or individuals who have arrived in Canada on a Temporary work Visa and need their GED to apply for Permanent Residency. GED EXAM (High School Diploma equivalency) available through the Central Alberta Testing Centre at Red Deer Polytechnic.

Contact external.testing@rdpolytech.ca

GRADUATES WILL LEARN:
- To interpret reading passages
- To detect and correct common writing errors in Canadian English
- To interpret diagrams, charts, and reading passages related to life, space, and physical science
- About Canadian and world history and geography
- Operations geometry, measurement, and data analysis algebra
Residential Electrical for HVAC

ONLINE | FUNDING

Electrical for residential heating and cooling provides students with the basic electrical principles necessary to understand modern control systems for residential furnaces and air conditioners. Both basic and efficient gas fired forced-air heating systems are topics in the class. The practical approach to the class creates opportunity for students to begin building their residential heating and cooling troubleshooting skills.

GRADUATES WILL LEARN ABOUT:

- Electrical safety, meters, relays, and controls
- Automatic heating and cooling controls
- Temperature sensing and control devices
- Electrical control drawings and diagram conversions

*Proudly sponsored by Bruin’s Plumbing & Heating Ltd.

CWB & B Pressure Welder Testing

As a certified Canadian Welding Bureau (CWB) testing facility, welders can be tested at Red Deer Polytechnic for CWB certifications and B Pressure re-tests.

Book your test in advance by calling us at 403.356.4900.
Services

Central Alberta Testing
As an accredited exam writing facility, exam administration and supervision services are available for various individuals, businesses, organizations, and credentialing agencies.

EXAMINATIONS AVAILABLE:
- GED (High School Diploma equivalency) testing
- English proficiency (CELPIP)
- Employment and professional accreditation testing
- CWB and “B” Pressure welder testing
- Testing on behalf of other Post-Secondary Institutions

Contact us at external.testing@rdpolytech.ca to find out if you are able to take your test at Red Deer Polytechnic.

Centre for Innovation in Manufacturing (CIM-TAC)
Are you an entrepreneur or small or medium enterprise looking for an affordable alternative to in-house research and development?

The Centre for Innovation in Manufacturing (CIM-TAC) at Red Deer Polytechnic facilitates prototype production, design engineering consulting, training, and support for product development, applied research and innovation in central Alberta.

Contact us at innovation@rdpolytech.ca to learn how reverse engineering, augmented reality, and 3D printing can help you grow!

Advertise With Us
Learn more about how you can support Red Deer Polytechnic students while meeting your marketing needs.
Visit rdpolytech.ca/sponsorship
Summer Community Activities

Series Summer Arts School
Series Summer Arts School will fulfill all your art needs - from complete beginner to advanced, we have classes to suit all! Immerse yourself in your art as you meet others who share your passion. We offer five-day workshops running Monday to Friday, as well as one day courses, evening, and afternoon options.

EXPLORE, CREATE, AND HAVE FUN.
rdpolytech.ca/series

Summer Camps
Summer Camps – a camp for every child and youth looking to grow and learn new skills.

KEEP YOUR EYES OPEN FOR THESE YOUTH CAMPS IN THE SUMMER OF 2022
rdpolytech.ca/summercamps

• Animation
• Applied Technology
• Cooking
• Game Design
• MusiCamp
• Summerscapes
• Science
• Sports
• Theatre Alberta’s Artstrek
• Traditional Film
• Visual Effects for Movies
CONTACT US
403.356.4900
extended.ed@rdpolytech.ca
rdpolytech.ca/extendededucation