



ADMINISTRATIVE OFFICE ASSISTANT CERTIFICATE

Today's job market demands up-to-date business skills. In order to enter the workforce or change careers you must have a solid foundation in basic skills. This program has been designed to prepare you for today's office or for advanced training.

This program is accredited with the Private Career Training Institutions Agency.

Admission Requirements:

- Grade 12 or equivalent or Mature student

Duration:

- 9 weeks / 250 hours

Program Courses:

- Introduction to MS Windows
- Business Systems & Procedures
- Computer Keyboarding Level 1
- Computer Keyboarding Level 2
- MS Excel 2013 Level 1
- MS Excel 2013 Level 2
- MS Word 2013 Level 1
- MS Word 2013 Level 2
- Business English & Communications
- MS Access 2013 Level 1
- MS PowerPoint 2013
- MS Outlook 2013
- Employment Preparation
- World Host Fundamentals
- Social Media for Business

Passport to Education accepted.

Sponsored students must be assessed prior to registration.

To arrange for an assessment, please call: (604) 466-6555 Ext.203



Riverside Centre
20575 Thorne Ave. Maple Ridge, BC V2X 0T8
Phone: (604) 466-6555 Ext. 203
Fax: (604) 463-5437 www.rmcollege.ca





RIDGE MEADOWS COLLEGE FALL 2017 REGISTRATION

(A Division of School District No. 42)

Riverside Centre: 20575 Thorne Avenue
Maple Ridge, BC V2X 9A6
Phone: (604) 466-6555 ext. 203 Fax: (604) 463-5437

Administrative Office Assistant

NAME: _____ **DATE:** _____

ADDRESS: _____ **PRIMARY PHONE:** _____

_____ **E-MAIL:** _____

POSTAL CODE: _____ **DOB:** _____

PLEASE NOTE: STUDENTS ARE RESPONSIBLE FOR ENSURING THAT THERE ARE NO CONFLICTS IN THEIR TIMETABLE AT THE TIME OF REGISTRATION.

COURSE NAME	CODE	DATE	DAYS	TIME	COST	BOOK FEE	SELECT
Business Programs Information Session		August 23, 2017	W	7:00 pm - 9:00 pm	Free	-	<input type="checkbox"/>
Intro to MS Windows 10*	24111	Sep 8, 2017	F	9:00 am – 3:00 pm	\$89.00	-	<input type="checkbox"/>
Computer Keyboarding I	24044	Sep 11 - 22	M - F	12:30 pm – 2:30 pm	\$239.00	-	<input type="checkbox"/>
Business English & Communications	24000	Sep 11 – Oct 6	M - F	2:30 pm – 4:00 pm	\$399.00	\$85.00	<input type="checkbox"/>
MS Word 2013 Level 1*	24265	Sep 11 - 21	M - Th	9:00am – 11:30 am	\$359.00	\$25.00	<input type="checkbox"/>
MS Word 2013 Level 2*	24270	Sep 22 – Oct 3	F - Tu	9:00 am – 11:30 am	\$329.00	\$25.00	<input type="checkbox"/>
Computer Keyboarding II *No class Oct 9	24051	Sep 25 – Oct 16	M - F	12:30 pm – 2:30 pm	\$359.00	-	<input type="checkbox"/>
MS Excel 2013 Level 1*No class Oct 9	24141	Oct 4 - 16	W - M	9:00 am – 11:30 am	\$329.00	\$25.00	<input type="checkbox"/>
Business Systems and Procedures	24020	Oct 10 - 30	Tu - M	2:30 pm – 4:00 pm	\$299.00	-	<input type="checkbox"/>
MS Excel 2013 Level 2*	24143	Oct 17 - 24	T - T	9:00 am – 11:30 am	\$279.00	\$25.00	<input type="checkbox"/>
MS Outlook 2013	24220	Oct 19 - 27	Th - F	12:30 pm – 2:30 pm	\$279.00	\$25.00	<input type="checkbox"/>
MS PowerPoint 2013*	24283	Oct 25 – Nov 1	W - W	9:00 am – 11:30 am	\$279.00	\$25.00	<input type="checkbox"/>
MS Access 2013 Level 1	24235	Oct 30 – Nov 7	M - Tu	12:30 pm – 2:30 pm	\$279.00	\$25.00	<input type="checkbox"/>
Employment Preparation	24010	Oct 31 – Nov 7	Tu - Tu	2:30 pm – 4:00 pm	\$199.00	-	<input type="checkbox"/>
Social Media for Business	24285	Nov 2 - 7	Th - Tu	9:00 am – 11:30 am	\$169.00	-	<input type="checkbox"/>
World Host Fundamentals*	24295	Nov 9	Th	9:00 am – 3:30 pm	\$159.00	-	<input type="checkbox"/>
COSTS:					\$4045.00	\$260.00	

TOTAL COST FOR COMPLETION \$4305.00

Method of Payment:		Total Payment Amount: \$ _____	
Cash <input type="checkbox"/>	Cheque <input type="checkbox"/>	Payment Plan Terms	
Interac <input type="checkbox"/>	_____	Exp Date(mmyy)	Validation Code
Visa <input type="checkbox"/>	Card Number _____	_____	_____
MC <input type="checkbox"/>	Card Number _____	_____	_____
		Sponsored <input type="checkbox"/>	
		Sponsored by _____	

(*Evening Courses – Some MS Office courses are also offered evenings or Saturdays. Check out the section on evening and weekend options if you need a flexible schedule or just want to take specific courses.)

COURSE NAME	CODE	DATE	DAYS	TIME	COST	BOOK FEE	SELECT
MS Word 2013 Level 1*	24271	Sep 12 – Oct 5	Tu/Th	6:30 - 9:15 pm	\$359.00	\$25.00	<input type="checkbox"/>
Intro to MS Windows 10*	24112	Sep 16	Sat	9:00 – 3:00 pm	\$89.00	-	<input type="checkbox"/>
Intro to MS Windows 10*	24113	Sep 18 - 20	M/W	6:30 – 9:00 pm	\$89.00	-	<input type="checkbox"/>
MS Excel 2013 Level 1*	24142	Oct 10 – Nov 2	Tu/Th	6:30 -9:00 pm	\$329.00	\$25.00	<input type="checkbox"/>
WorldHost	24295	November 9	Th	9:00 – 3:30 pm	\$159.00	-	<input type="checkbox"/>
MS Powerpoint 2013*	24284	Nov 14 - 30	Tu/Th	6:30 -9:00 pm	\$279.00	\$25.00	<input type="checkbox"/>
MS Excel 2013 Level 2*	24144	Nov 18 – Dec 2	Sat	9:00 – 2:30 pm	\$279.00	\$25.00	<input type="checkbox"/>