



# ADMINISTRATIVE OFFICE ASSISTANT FINANCIAL OPTION 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. If you are keen to focus on bookkeeping or accounting, and would like to take a more specialized approach to the Administrative Assistant certificate, then this is the program for you.

## Admission Requirements:

- Grade 12 or equivalent or Mature student
- Touch control of computer keyboard with 20 wpm

## Duration:

- 256 hours / 9 weeks

## Program Courses:

- Introduction to MS Windows 10
- Business Systems & Procedures
- Bookkeeping I
- Computer Keyboarding 2 – Financial Option
- 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
- Intro to Computerized Bookkeeping
- 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 9A6  
**Phone: (604) 466-6555 Ext. 203**  
Fax: (604) 463-5437 [www.rmcollege.ca](http://www.rmcollege.ca)





(A Division of School District No. 42)

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# RIDGE MEADOWS COLLEGE Fall 2017 REGISTRATION

## Administrative Office Assistant Financial Option

**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 Program 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"/>
Business English & Communications	24000	Sep 11 - Oct 6	M - F	2:30 pm – 4:00 pm	\$399.00	\$85.00	<input type="checkbox"/>
Bookkeeping 1 * *No class Oct 9	23550	Sep 11 – Oct 18	M/W/F	12:30 pm – 2:30 pm	\$449.00	\$185.00	<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"/>
Computer Keyboarding II Financial	24050	Sep 12 – Oct 12	Tu/Th	12:30 pm – 2:30 pm	\$239.00	-	<input type="checkbox"/>
MS Word 2013 Level 2	24270	Sep 22 – Oct 3	F - T	9:00 am – 11:30 am	\$329.00	\$25.00	<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	Tu - Tu	9:00 am – 11:30 am	\$279.00	\$25.00	<input type="checkbox"/>
MS Outlook 2013	24220	Oct 19 - 27	Th - M	12:30 pm – 2:30 pm	\$279.00	\$25.00	<input type="checkbox"/>
MS PowerPoint 2013	24283	Oct 25 – Nov 1	W - Tu	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 Nov 8	Tu – Tu W	2:30 pm – 4:00 pm 9:00 am – 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"/>
Intro to Computerized Bookkeeping *No class Nov 13	24355	Nov 10 - 15	M - W	9:00 am – 11:30 am	\$169.00	-	<input type="checkbox"/>

**COSTS:** **\$4304.00** **\$445.00**

**TOTAL COST FOR COMPLETION** **\$4749.00**

<b>Method of Payment:</b>		<b>Total Payment Amount:</b> \$ _____	
Cash <input type="checkbox"/>	Cheque <input type="checkbox"/>	<b>Payment Plan Terms</b> _____	
Interac <input type="checkbox"/>	_____	Exp Date(mmyy) _____	Validation Code _____
Visa <input type="checkbox"/>	Card Number _____	Sponsored <input type="checkbox"/>	_____
MC <input type="checkbox"/>	Card Number _____	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"/>
Bookkeeping 1	24351	Sep 12 – Nov 2	Tu/Th	7:00 - 9:00 pm	\$449.00	\$185.00	<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"/>
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"/>