



# 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.

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

## Admission Requirements:

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

## Duration:

- 256 hours/9 hours

## Program Courses:

- Introduction to MS Windows
- 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 Spring 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
Intro to MS Windows*	44111	Mar 31	F	9:00 am – 3:00 pm	\$89.00	-	<input type="checkbox"/>
Bookkeeping 1*(no class Apr 14 & 17)	43550	Apr 3 – May 12	M/W/F	12:30 pm – 2:30 pm	\$429.00	\$185.00	<input type="checkbox"/>
Business English & Communications (no class Apr 14 & 17)	44000	Apr 3 – May 2	M - Tu	2:30 pm – 4:00 pm	\$399.00	\$85.00	<input type="checkbox"/>
Computer Keyboarding II Financial	44050	Apr 4 – May 4	Tu/Th	12:30 pm – 2:30 pm	\$229.00	-	<input type="checkbox"/>
MS Word 2013 Level 1*	44265	Apr 3 – 13	M - Th	9:00am – 11:30 am	\$319.00	\$25.00	<input type="checkbox"/>
MS Word 2013 Level 2*	44270	Apr 18 – 27	Tu - Th	9:00 am – 11:30 am	\$319.00	\$25.00	<input type="checkbox"/>
MS Excel 2013 Level 1*	44141	Apr 28 – May 9	F - Tu	9:00 am – 11:30 am	\$319.00	\$25.00	<input type="checkbox"/>
Business Systems and Procedures (no class May 22)	44020	May 3 - 24	W - W	2:30 pm – 4:00 pm	\$299.00	-	<input type="checkbox"/>
MS Excel 2013 Level 2*	44143	May 10 - 17	W- W	9:00 am – 11:30 am	\$269.00	\$25.00	<input type="checkbox"/>
MS Outlook 2013	44220	May 25 - 30	Th - Tu	12:30 pm – 4:00 pm	\$269.00	\$25.00	<input type="checkbox"/>
MS PowerPoint 2013* (no class May 22)	44283	May 18 – 25	Th - Th	9:00 am – 11:30 am	\$249.00	\$25.00	<input type="checkbox"/>
MS Access 2013 (no class May 22)	44235	May 15 - 24	M - W	12:30pm – 2:30pm	\$249.00	\$25.00	<input type="checkbox"/>
Social Media for Business	44285	May 26 - 31	F - W	9:00 am – 11:30 am	\$159.00	-	<input type="checkbox"/>
Employment Preparation	44010	May 31 – Jun 5	W - M	12:30 pm – 4:00 pm	\$189.00	-	<input type="checkbox"/>
Intro to Computerized Bookkeeping	44355	Jun 1 – 5	Th - M	9:00 am – 11:30 pm	\$159.00	-	<input type="checkbox"/>
World Host Fundamentals*	44295	Jun 6	T	9:00 am – 3:30 pm	\$149.00	-	<input type="checkbox"/>
<b>COSTS:</b>					<b>\$4,094.00</b>	<b>\$445.00</b>	

**TOTAL COST FOR COMPLETION \$4,539.00**

<b>Method of Payment:</b>		<b>Total Payment Amount: \$</b>	
Cash <input type="checkbox"/>	Cheque <input type="checkbox"/>	Interac <input type="checkbox"/>	<b>Payment Plan Terms</b>
Visa <input type="checkbox"/>	Card Number _____	Exp Date(mmyy) _____	Validation Code _____
MC <input type="checkbox"/>	Card Number _____	Exp Date(mmyy) _____	Validation Code _____
		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 below if you need a flexible schedule or just want to take specific courses.)

COURSE NAME	CODE	DATE	DAYS	TIME	COST	BOOK FEE	SELECT
Intro to MS Windows*	44113	Mar 28 – 30	Tu/Th	6:30 – 9:00 pm	\$89.00	-	<input type="checkbox"/>
MS Word 2013 Level 1* (no class Apr 17)	44271	Apr 3 – May 3	M/W	6:30 - 9:00 pm	\$319.00	\$25.00	<input type="checkbox"/>
Intro to MS Windows*	44112	Apr 8	Sat	9:00 - 3:00 pm	\$89.00	-	<input type="checkbox"/>
WorldHost*	44297	Apr 22	Sat	9:00 – 3:30 pm	\$149.00	-	<input type="checkbox"/>
MS Excel 2013 Level 1* (no class May 22)	44142	May 8 – Jun 5	M/W	6:30 -9:00 pm	\$319.00	\$25.00	<input type="checkbox"/>
Bookkeeping 1* 2 ad hoc sessions	44351	May 16 – Jun 29 TBA	Tu/Th	7:00 – 9:00 pm	\$429.00	\$185.00	<input type="checkbox"/>
MS Excel 2013 Level 2*	44144	May 27 – Jun 10	Sat	9:00 – 2:30 pm	\$269.00	\$25.00	<input type="checkbox"/>
MS Powerpoint 2013 *	44284	Jun 7 – 21	M/W	6:30 -9:00 pm	\$249.00	\$25.00	<input type="checkbox"/>