



# 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 (over 19 and out of school one year)

## Duration:

- 9 weeks, 250 hours, (9:00 am – 4:00 pm)
- Evening options available for some courses

## 15 Core Courses required

## 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](http://www.rmcollege.ca)





(A Division of School District No. 42)

# RIDGE MEADOWS COLLEGE Winter 2018 REGISTRATION

## Administrative Office Assistant

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

**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	29999	November 22, 2017	W	7:00 – 9:00 pm	Free	-	<input type="checkbox"/>
Intro to MS Windows *	34111	January 5	F	9:00 am – 3:00 pm	\$89.00	-	<input type="checkbox"/>
Computer Keyboarding 1	34044	Jan 8 – 19	M – F	12:30 – 2:30 pm	\$239.00	-	<input type="checkbox"/>
Business English & Communications	34000	Jan 8 – Feb 2	M – F	2:30 pm – 4:00 pm	\$399.00	\$85.00	<input type="checkbox"/>
MS Word 2013 Level 1*	34265	Jan 8 - 18	M – Th	9:00am – 11:30 am	\$359.00	\$25.00	<input type="checkbox"/>
MS Word 2013 Level 2	34270	Jan 19 - 30	F – Tu	9:00 am – 11:30 am	\$329.00	\$25.00	<input type="checkbox"/>
Computer Keyboarding 2	34051	Jan 22 – Feb 9	M – F	12:30 – 2:30 pm	\$359.00	-	<input type="checkbox"/>
MS Excel 2013 Level 1*	34141	Jan 31 – Feb 9	W – F	9:00 am – 11:30 am	\$329.00	\$25.00	<input type="checkbox"/>
Business Systems and Procedures <i>*(no class Feb 12)</i>	34020	Feb 5 - 26	M – M	2:30 pm – 4:00 pm	\$299.00	-	<input type="checkbox"/>
MS Excel 2013 Level 2 *	34143	Feb 13 - 20	Tu – Tu	9:00 am – 11:30 am	\$279.00	\$25.00	<input type="checkbox"/>
MS Outlook 2013	34220	Feb 15 - 23	Th – F	12:30 pm – 2:30 pm	\$279.00	\$25.00	<input type="checkbox"/>
MS PowerPoint 2013	34283	Feb 21 - 28	W – Th	9:00 am – 11:30 am	\$279.00	\$25.00	<input type="checkbox"/>
MS Access 2013	34235	Feb 26 – Mar 6	M - Tu	12:30 – 2:30 pm	\$279.00	\$25.00	<input type="checkbox"/>
Social Media for Business	34285	Mar 1 - 6	Th - Tu	9:00 – 11:30 am	\$169.00	-	<input type="checkbox"/>
Employment Preparation <i>** extended class time</i>	34010	Feb 27 – Mar 8 Mar 7	Tu – Th W	2:30 pm – 4:00 pm 12:30 pm – 4:00 pm	\$199.00	-	<input type="checkbox"/>
World Host Fundamentals	34295	Mar 9	F	9:00 am – 3:30 pm	\$159.00	-	<input type="checkbox"/>
<b>COSTS:</b>					<b>\$4045.00</b>	<b>\$260.00</b>	

**TOTAL COST FOR COMPLETION \$4305.00**

<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"/>		_____	
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 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 *	34112	January 6	Sat	9:00 - 2:30 pm	\$89.00	-	<input type="checkbox"/>
MS Excel 2013 Level 2*	34144	Jan 6 - 20	Sat	9:00 – 2:30 pm	\$279.00	\$25.00	<input type="checkbox"/>
MS Excel 2013 Level 1*	34142	Jan 8 – 31	M/W	6:30 – 9:00 pm	\$329.00	\$25.00	<input type="checkbox"/>
MS Word 2013 Level 1*	34271	Jan 9 – Feb 1	Tu/Th	6:30 – 9:15 pm	\$359.00	\$25.00	<input type="checkbox"/>