



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 (over 19 and out of school one year)

Duration:

- 9 weeks, 256 hours, (9:00 am – 4:00 pm)
- Evening options available for some courses

16 Core Courses required

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





(A Division of School District No. 42)

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 Maple Ridge, BC V2X 9A6
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RIDGE MEADOWS COLLEGE Winter 2018 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	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"/>
Business English & Communications	34000	Jan 8 – Feb 2	M – F	2:30 pm – 4:00 pm	\$399.00	\$85.00	<input type="checkbox"/>
Bookkeeping 1 *(no class Feb 12)	33550	Jan 8 – Feb 14	M/W/F	12:30 pm – 2:30 pm	\$449.00	\$185.00	<input type="checkbox"/>
Computer Keyboarding II Financial	34050	Jan 9 – Feb 8	T/Th	12:30 pm – 2:30 pm	\$239.00	-	<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"/>
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 *(no class Feb 12)	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 ** extended class time	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"/>
Intro to Computerized Bookkeeping ** additional afternoon class	34355	Mar 7 – 8 Mar 8	W – Th Th	9:00 am – 11:30 am 12:30 pm – 2:30 pm	\$169.00	-	<input type="checkbox"/>
COSTS:					\$4304.00	\$435.00	

TOTAL COST FOR COMPLETION \$4739.00

Method of Payment:		Total Payment Amount: \$	
Cash <input type="checkbox"/>	Cheque <input type="checkbox"/>	Interac <input type="checkbox"/>	Payment Plan Terms _____
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 *	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"/>
Bookkeeping 1* (no class Feb 12)	34351	Jan 8 – Mar 5	M/W	7:00 – 9:00 pm	\$449.00	\$185.00	<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"/>