



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





RIDGE MEADOWS COLLEGE SPRING 2018 REGISTRATION

(A Division of School District No. 42)

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	39999	February 21, 2018	W	7:00 – 9:00 pm	Free	-	<input type="checkbox"/>
Intro to MS Windows *	44111	April 6, 2018	F	9:00 am – 3:00 pm	\$89.00	-	<input type="checkbox"/>
Computer Keyboarding 1	44044	April 9 – 20, 2018	M - F	12:30 – 2:30 pm	\$239.00	-	<input type="checkbox"/>
Business English & Communications	44000	April 9 – May 4, 2018	M - F	2:30 pm – 4:00 pm	\$399.00	\$85.00	<input type="checkbox"/>
MS Word 2013 Level 1*	44265	April 9 – 19, 2018	M - Th	9:00am – 11:30 am	\$359.00	\$25.00	<input type="checkbox"/>
MS Word 2013 Level 2	44270	Apr 20 – May 1	F - Tu	9:00 am – 11:30 am	\$329.00	\$25.00	<input type="checkbox"/>
Computer Keyboarding 2	44051	Apr 23 – May 11	M - F	12:30 – 2:30 pm	\$359.00	-	<input type="checkbox"/>
MS Excel 2013 Level 1*	44141	May 2 – May 11	W - F	9:00 am – 11:30 am	\$329.00	\$25.00	<input type="checkbox"/>
Business Systems and Procedures (no class May 21)	44020	May 7 – May 28	M - M	2:30 pm – 4:00 pm	\$299.00	-	<input type="checkbox"/>
MS Excel 2013 Level 2* (No class May 21)	44143	May 14 – May 22	M - Tu	9:00 am – 11:30 am	\$279.00	\$25.00	<input type="checkbox"/>
MS Outlook 2013 (No class May 21)	44220	May 15 – May 24	M - F	12:30 pm – 2:30 pm	\$279.00	\$25.00	<input type="checkbox"/>
MS PowerPoint 2013*	44283	May 23 – May 30	W - W	9:00 am – 11:30 am	\$279.00	\$25.00	<input type="checkbox"/>
MS Access 2013	44235	May 25 – Jun 4	F - M	12:30 – 2:30 pm	\$279.00	\$25.00	<input type="checkbox"/>
Social Media for Business	44285	May 31 – Jun 5	Th - T	9:00 – 11:30 am	\$169.00	-	<input type="checkbox"/>
Employment Preparation	44010	May 29 – Jun 4 Jun 5 & 6	Tu - M Tu/W	2:30 pm – 4:00 pm 12:30 pm – 4:00 pm	\$199.00	-	<input type="checkbox"/>
World Host Fundamentals	44295	June 8	F	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 _____	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
MS Word 2013 Level 1* (no class Apr 2)	44271	Mar 26 – Apr 18	M/W	6:30 – 9:30 pm	\$359.00	\$25.00	<input type="checkbox"/>
MS Excel 2013 Level 1*	44142	Mar 27 – Apr 17	T/TH	6:30 – 9:15 pm	\$329.00	\$25.00	<input type="checkbox"/>
Intro to MS Windows *	44112	April 7	Sat	9:00 – 3:00 pm	\$89.00	-	<input type="checkbox"/>
MS Excel 2013 Level 2*	44144	Apr 7 – Apr 21	Sat	9:00 – 2:30 pm	\$279.00	\$25.00	<input type="checkbox"/>
MS PowerPoint 2013*	44284	May 15 – May 31	T/TH	6:30 – 9:00 pm	\$279.00	\$25.00	<input type="checkbox"/>