



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 Spring 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	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"/>
Business English & Communications (No class Apr 14 & 17)	44000	Apr 9 – May 4, 2018	M - F	2:30 pm – 4:00 pm	\$399.00	\$85.00	<input type="checkbox"/>
Bookkeeping 1 *	43550	Apr 9 – May 14	M/W/F	12:30 pm – 2:30 pm	\$449.00	\$185.00	<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"/>
Computer Keyboarding II Financial	44050	Apr 10 – May 10	T/Th	12:30 pm – 2:30 pm	\$239.00	-	<input type="checkbox"/>
MS Word 2013 Level 2	44270	April 20 – May 1	M - F	9:00 am – 11:30 am	\$329.00	\$25.00	<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	M - F	9:00 am – 11:30 am	\$279.00	\$25.00	<input type="checkbox"/>
MS Access 2013	44235	May 25 – Jun 4	M - F	12:30 – 2:30 pm	\$279.00	\$25.00	<input type="checkbox"/>
Social Media for Business	44285	May 31 – Jun 5	Th - Tu	9:00 – 11:30 am	\$169.00	-	<input type="checkbox"/>
Employment Preparation ** extended class time	44010	May 29 – Jun 4 June 5 & 6	Tu - Th 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"/>
Intro to Computerized Bookkeeping ** additional afternoon class	44355	June 6 June 7	W Th	9:00 am – 11:30 am 9:00 am – 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"/>	Payment Plan Terms	
Interac <input type="checkbox"/>	Card Number <input type="checkbox"/>	Exp Date(mmyy)	Validation Code
MC <input type="checkbox"/>	Card Number <input type="checkbox"/>	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
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"/>
Bookkeeping 1*	44351	Mar 27 – May 17	T/Th	7:00 - 9:00 pm	\$449.00	\$185.00	<input type="checkbox"/>
Intro to MS Windows	44442	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"/>