



(A Division of School District No. 42)

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

# RIDGE MEADOWS COLLEGE Winter 2019 REGISTRATION

## Administrative Office Assistant Financial Option

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**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 21	W	7:00 pm - 9:00 pm	Free		<input type="checkbox"/>
Intro to MS Windows 10	34111	January 4	F	9:00 am - 3:00 pm	\$89.00	—	<input type="checkbox"/>
Business English & Communications	34000	Jan 7 - Feb 1	M-F	2:30 pm - 4:00 pm	\$420.00	\$85.00	<input type="checkbox"/>
Bookkeeping 1 *(no class Feb 11)	33550	Jan 7 - Feb 13	M/W/F	12:30 pm - 2:30 pm	\$449.00	\$185.00	<input type="checkbox"/>
MS Word 2013 Level 1	34265	Jan 7 - Jan 17	M-F	9:00 am - 11:30 am	\$379.00	\$25.00	<input type="checkbox"/>
Computer Keyboarding II Financial	34050	Jan 8 - Feb 7	T/Th	12:30 pm - 2:30 pm	\$259.00	—	<input type="checkbox"/>
MS Word 2013 Level 2	34270	Jan 18 - Jan 29	M-F	9:00 am - 11:30 am	\$339.00	\$25.00	<input type="checkbox"/>
MS Excel 2013 Level 1	34141	Jan 30 - Feb 8	M-F	9:00 am - 11:30 am	\$339.00	\$25.00	<input type="checkbox"/>
Business Systems and Procedures *(no class Feb 18)	34020	Feb 4 - Feb 25	M-F	2:30 pm - 4:00 pm	\$315.00	—	<input type="checkbox"/>
MS Excel 2013 Level 2 *(no class Feb 18)	34143	Feb 11 - Feb 19	M-F	9:00 am - 11:30 am	\$289.00	\$25.00	<input type="checkbox"/>
MS Outlook 2013 *(no class Feb 18)	34220	Feb 12 - Feb 21	M-F	12:30 pm - 2:30 pm	\$294.00	\$25.00	<input type="checkbox"/>
MS PowerPoint 2013	34283	Feb 20 - Feb 28	M-F	9:00 am - 11:30 am	\$289.00	\$25.00	<input type="checkbox"/>
MS Access 2013 *Feb 25 only (Class: 12:30 pm – 2:30 pm)	34235	Feb 25 - Mar 1	M-F	12:30 pm - 4:00 pm	\$294.00	\$25.00	<input type="checkbox"/>
Social Media for Business	34285	Mar 1 - Mar 6	F-W	9:00 am - 11:30 am	\$169.00	—	<input type="checkbox"/>
Employment Preparation	34010	Mar 4 - Mar 7	M-Th	12:30 pm - 4:00 pm	\$199.00	—	<input type="checkbox"/>
Superhost	34295	March 8	F	9:00 am - 3:30 pm	\$159.00	—	<input type="checkbox"/>
Intro to Computerized Bookkeeping	34355	Mar 11 - Mar 13	M-W	9:00 am - 11:30 am	\$169.00	—	<input type="checkbox"/>
<b>COSTS:</b>					<b>\$4451.00</b>	<b>\$445.00</b>	
<b>TOTAL COST FOR COMPLETION:</b>					<b>\$4896.00</b>		

*\*Evening/Weekend Courses – Some MS Office courses are also offered evenings or Saturdays. See below for 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 10	34113	Jan 8 - Jan 10	T/Th	6:30 pm - 9:00 pm	\$89.00	—	<input type="checkbox"/>
Intro to MS Windows 10	34112	January 12	Sat	9:00 am - 3:00 pm	\$89.00	—	<input type="checkbox"/>
Bookkeeping 1* (no class Feb 11)	34351	Jan 14 - Mar 11	M/W	7:00 pm - 9:00 pm	\$449.00	\$185.00	<input type="checkbox"/>
MS Word 2013 Level 1	34271	Jan 15 - Feb 7	T/Th	6:30 pm - 9:15 pm	\$379.00	\$25.00	<input type="checkbox"/>
MS Excel 2013 Level 1	34142	Jan 21 - Feb 13	M/W	6:30 pm - 9:00 pm	\$339.00	\$25.00	<input type="checkbox"/>



# 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.  
Passport to Education accepted.

**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
- Super Host Fundamentals
- Social Media for Business

Method of Payment:		Total Payment Amount: \$	
Cash <input type="checkbox"/>	Cheque <input type="checkbox"/>	Interac <input type="checkbox"/>	
Visa <input type="checkbox"/>	Card Number _____	Exp Date(mmyy) _____	Sponsored by <input type="checkbox"/>
MC <input type="checkbox"/>	Card Number _____	Exp Date(mmyy) _____	



**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)

