



(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 Spring 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	39999	February 20	W	7:00 pm — 9:00 pm	Free		<input type="checkbox"/>
Intro to MS Windows 10	44111	April 5	F	9:00 am — 3:00 pm	\$89.00	—	<input type="checkbox"/>
Business English & Communications (No class April 19 & 22)	44000	April 8 — May 6	M-F	2:30 pm — 4:00 pm	\$420.00	\$85.00	<input type="checkbox"/>
Bookkeeping 1 (No class April 19 & 22)	43550	April 8 — May 17	M/W/F	12:30 pm — 2:30 pm	\$449.00	\$185.00	<input type="checkbox"/>
MS Word 2013 Level 1	44265	April 8 — April 18	M-F	9:00 am — 11:30 am	\$379.00	\$25.00	<input type="checkbox"/>
Computer Keyboarding II Financial	44050	April 9 — May 9	T/Th	12:30 pm — 2:30 pm	\$259.00	—	<input type="checkbox"/>
MS Word 2013 Level 2	44270	April 23 — May 2	M-F	9:00 am — 11:30 am	\$339.00	\$25.00	<input type="checkbox"/>
MS Excel 2013 Level 1	44141	May 3 — May 14	M-F	9:00 am — 11:30 am	\$339.00	\$25.00	<input type="checkbox"/>
Business Systems and Procedures (No class May 20)	44020	May 7 — May 28	M-F	2:30 pm — 4:00 pm	\$315.00	—	<input type="checkbox"/>
MS Excel 2013 Level 2 (no class May 20)	44143	May 15 - May 23	M-F	9:00 am — 11:30 am	\$289.00	\$25.00	<input type="checkbox"/>
MS Outlook 2013 (no class May 20)	44220	May 21 — May 29	M-F	12:30 pm — 2:30 pm	\$294.00	\$25.00	<input type="checkbox"/>
MS PowerPoint 2013	44283	May 24 — June 3	M-F	9:00 am — 11:30 am	\$289.00	\$25.00	<input type="checkbox"/>
MS Access 2013	44235	May 30 — June 4	Th-T	12:30 pm — 4:00 pm	\$294.00	\$25.00	<input type="checkbox"/>
Social Media for Business	44285	June 4 — June 7	T-F	9:00 am — 11:30 am	\$169.00	—	<input type="checkbox"/>
Employment Preparation	44010	June 5 — June 10	W-M	2:30 pm — 4:00 pm	\$199.00	—	<input type="checkbox"/>
Superhost	44295	June 11	F	9:00 am — 3:30 pm	\$159.00	—	<input type="checkbox"/>
Intro to Computerized Bookkeeping	44355	June 12 — June 14	W-F	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	44112	April 6	Sat	9:00 am — 3:00 pm	\$89.00	—	<input type="checkbox"/>
Bookkeeping 1	44351	April 2 — May 23	T/Th	7:00 pm — 9:00 pm	\$449.00	\$185.00	<input type="checkbox"/>
MS Word 2013 Level 1	44271	May 2 — May 28	T/Th	6:30 pm — 9:15 pm	\$379.00	\$25.00	<input type="checkbox"/>
MS Excel 2013 Level 1 (No class May 18)	44142	April 27 — May 25	Sat	9:00 am — 2:30 pm	\$339.00	\$25.00	<input type="checkbox"/>
MS Excel 2013 Level 2	44144	June 1 — June 15	Sat	9:00 am — 2:30 pm	\$289.00	\$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"/>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
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

