



(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 Fall 2019 REGISTRATION

Administrative Office Assistant

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	August 21	W	7:00 pm – 9:00 pm	Free		<input type="checkbox"/>
Intro to MS Windows 10	24111	September 6	F	9:00 am – 3:00 pm	\$89.00	—	<input type="checkbox"/>
Business English & Communications	24000	Sept. 9 – Oct. 4	M-F	2:30 pm – 4:00 pm	\$439.00	\$85.00	<input type="checkbox"/>
Computer Keyboarding 1	24044	Sept. 9 – Sept. 20	M-F	12:30 pm – 2:30 pm	\$259.00	—	<input type="checkbox"/>
MS Word 2013 Level 1	24265	Sept. 9 – Sept. 19	M-F	9:00 am – 11:30 am	\$399.00	\$25.00	<input type="checkbox"/>
MS Word 2013 Level 2	24270	Sept. 20 – Oct. 1	M-F	9:00 am – 11:30 am	\$359.00	\$25.00	<input type="checkbox"/>
Computer Keyboarding 2	24051	Sept. 23 – Oct. 11	M-F	12:30 pm – 2:30 pm	\$369.00	—	<input type="checkbox"/>
MS Excel 2013 Level 1	24141	Oct. 2 – Oct. 11	M-F	9:00 am – 11:30 am	\$359.00	\$25.00	<input type="checkbox"/>
Business Systems and Procedures	24020	Oct. 7 – Oct. 28	M-F	2:30 pm – 4:00 pm	\$329.00	—	<input type="checkbox"/>
MS Excel 2013 Level 2	24143	Oct. 15 – Oct. 22	M-F	9:00 am – 11:30 am	\$299.00	\$25.00	<input type="checkbox"/>
MS Outlook 2013	24220	Oct. 17 – Oct. 25	M-F	12:30 pm – 2:30 pm	\$309.00	\$25.00	<input type="checkbox"/>
MS PowerPoint 2013	24283	Oct. 23 – Oct. 30	M-F	9:00 am – 11:30 am	\$309.00	\$25.00	<input type="checkbox"/>
MS Access 2013 *Oct.28 only (Class: 12:30 pm – 2:30 pm)	24235	Oct. 28 – Nov. 1	M-F	12:30 pm – 4:00 pm	\$299.00	\$25.00	<input type="checkbox"/>
Social Media for Business	24285	Oct. 31 – Nov. 5	Th-Tu	9:00 am – 11:30 am	\$179.00	—	<input type="checkbox"/>
Employment Preparation	24010	Nov. 4 – Nov. 7	M-Th	12:30 pm – 4:00 pm	\$209.00	—	<input type="checkbox"/>
Superhost	24295	November 8	F	9:00 am – 3:30 pm	\$169.00	—	<input type="checkbox"/>
COSTS:					\$4375.00	\$260.00	
TOTAL COST FOR COMPLETION:					\$4635.00		

**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	24112	September 7	Sat	9:00 am – 3:00 pm	\$89.00	—	<input type="checkbox"/>
Intro to MS Windows 10	24113	Nov. 4 – Nov. 6	M/W	6:30 pm – 9:00 pm	\$89.00	—	<input type="checkbox"/>
MS Word 2013 Level 1	24271	Oct. 1 – Oct. 24	Tu/Th	6:30 pm – 9:15 pm	\$399.00	\$25.00	<input type="checkbox"/>
MS Excel 2013 Level 1	24142	Nov. 5 – Nov. 26	Tu/Th	6:30 pm – 9:30 pm	\$359.00	\$25.00	<input type="checkbox"/>
MS Excel 2013 Level 2	24144	Sept. 14 – Sept. 28	Sat	9:00 am – 2:30 pm	\$299.00	\$25.00	<input type="checkbox"/>



ADMINISTRATIVE OFFICE ASSISTANT

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, approx. 260 hours, (9:00 am – 4:00 pm)
- Evening and weekend options available for some courses

15 Core Courses required

Passport to Education accepted.

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

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



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