



RIDGE MEADOWS COLLEGE Winter/Spring 2020 REGISTRATION

Administrative Office Assistant

(A Division of School District No. 42)

Riverside Centre: 20575 Thorne Avenue
 Maple Ridge, BC V2X 9A6
 Phone: (604) 466-6555
 Ext. 53402 Mon-Thurs 8am-4pm/Fri 8am-3:30pm
 Ext. 53433 Mon-Thurs 1pm-7:30pm/Fri 11:30am-3:30pm
 Fax: (604) 463-5437

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 19	W	7:00 pm – 9:00 pm	Free		<input type="checkbox"/>
Intro to MS Windows 10	44111	April 3	F	9:00 am – 3:00 pm	\$89.00	—	<input type="checkbox"/>
Business English & Communications (No class April 10 & 13)	44000	April 6 – May 5	M-F	2:30 pm – 4:00 pm	\$439.00	\$85.00	<input type="checkbox"/>
Computer Keyboarding 1 (No class April 10 & 13)	44044	April 6 – April 21	M-F	12:30 pm – 2:30 pm	\$259.00	—	<input type="checkbox"/>
MS Word 2013 Level 1 (No class April 10 & 13)	44265	April 6 – April 21	M-F	9:00 am – 11:30 am	\$446.00	\$25.00	<input type="checkbox"/>
MS Word 2013 Level 2	44270	April 22 – April 30	M-F	9:00 am – 11:30 am	\$312.00	\$25.00	<input type="checkbox"/>
Computer Keyboarding 2	44051	April 22 – May 12	M-F	12:30 pm – 2:30 pm	\$369.00	—	<input type="checkbox"/>
MS Excel 2013 Level 1	44141	May 1 – May 12	M-F	9:00 am – 11:30 am	\$359.00	\$25.00	<input type="checkbox"/>
Business Systems and Procedures (No class May 18)	44020	May 6 – May 27	M-F	2:30 pm – 4:00 pm	\$329.00	—	<input type="checkbox"/>
MS Excel 2013 Level 2 (No class May 18)	44143	May 13 – May 21	M-F	9:00 am – 11:30 am	\$299.00	\$25.00	<input type="checkbox"/>
MS Outlook 2013	44220	May 19 – May 27	M-F	12:30 pm – 2:30 pm	\$309.00	\$25.00	<input type="checkbox"/>
MS PowerPoint 2013	44283	May 22 – May 29	M-F	9:00 am – 11:30 am	\$309.00	\$25.00	<input type="checkbox"/>
MS Access 2013	44235	May 28 May 29 – June 3	Th F-W	12:30 pm – 2:30 pm 12:30 – 4:00 pm	\$299.00	\$25.00	<input type="checkbox"/>
Social Media for Business	44285	June 1 – June 4	M-Th	9:00 am – 11:30 am	\$179.00	—	<input type="checkbox"/>
Employment Preparation	44010	June 4 – June 5	Th-F	9:00 am – 4:00 pm	\$209.00	—	<input type="checkbox"/>
Superhost	44295	June 12	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	44112	April 4	Sat	9:00 am – 3:00 pm	\$89.00	—	<input type="checkbox"/>
MS Word 2013 Level 1	44271	May 5 – May 28	T/Th	6:30 pm – 9:30 pm	\$446.00	\$25.00	<input type="checkbox"/>
MS Word 2013 Level 1	44272	April 18 – May 30	Sat	9:00 am – 3:00 pm	\$446.00	\$25.00	<input type="checkbox"/>
MS Excel 2013 Level 1 (No class May 18)	44142	May 4 – May 27	M/W	6:30 pm – 9:30 pm	\$359.00	\$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, 250 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"/>
Visa	<input type="checkbox"/>	Card Number	Exp Date(mmyy)		Sponsored by <input type="checkbox"/>
MC	<input type="checkbox"/>	Card Number	Exp Date(mmyy)		



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