

Ridge Meadows College

ADMINISTRATIVE OFFICE ASSISTANT CERTIFICATE: **FINANCIAL OPTION**

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, 225 hours (9:30 am – 3:30 pm)
- Evening options available for some courses

16 Core Courses required

Program Courses:

- Introduction to MS Windows and the Internet
- Business Systems & Procedures
- Bookkeeping I
- Computer Keyboarding 2 – Financial Option
- MS Excel 2007 Level 1
- MS Excel 2007 Level 2 (Optional)
- MS Word 2007 Level 1
- MS Word 2007 Level 2
- Business English & Communication
- MS Access 2007 Level 1
- MS Powerpoint 2007
- MS Outlook 2007
- Employment Preparation
- Integrated Applications
- Intro to Computerized Bookkeeping
- World Host Fundamentals
- Social Media for Business

Financial Assistance may be available for eligible students.

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) 467-5437 www.rmcollege.ca





(A Division of School District No. 42)

RIDGE MEADOWS COLLEGE Spring 2012 REGISTRATION

Administrative Office Assistant Financial Option

NAME: _____ **DATE:** _____
ADDRESS: _____ **HOME PH#:** _____
 _____ **OTHER PH#:** _____
POSTAL CODE: _____ **DOB:** _____

PLEASE NOTE: students are responsible for ensuring there are no conflicts in their timetable at the time of registration.

COURSE NAME	CODE	DATE	DAYS	TIME	COST	BOOK	SELECT
Intro to MS Windows and the Internet*	44112	Apr 2 - Apr 11	M-W	9:30 - 11:30 am	\$199.00	\$25.00	<input type="checkbox"/>
Bookkeeping 1*	44350	Apr 2 - May 11	M/W/F	12:30 - 2:30 pm	\$399.00	\$175.00	<input type="checkbox"/>
Business English & Communication	44000	Apr 2 - May 1	M-Tu	2:30 - 3:30 pm	\$279.00	\$75.00	<input type="checkbox"/>
Computer Keyboarding II Financial	44050	Apr 3 - May 3	Tu-Th	12:30 - 2:30 pm	\$209.00	-	<input type="checkbox"/>
MS Word 2007 Level 1*	44269	Apr 12 - 23	Th - F	9:30 - 11:30 am	\$249.00	\$25.00	<input type="checkbox"/>
MS Word 2007 Level 2*	44271	Apr 24 - May 3	Tu - Th	9:30 - 11:30 am	\$249.00	\$25.00	<input type="checkbox"/>
Business Systems and Procedures	44020	May 2 - 30	M-F	2:30 - 3:30 pm	\$279.00	-	<input type="checkbox"/>
MS Excel 2007 Level 1*	44142	May 5 - 15	W-F	9:30 - 11:30 am	\$249.00	\$25.00	<input type="checkbox"/>
MS Outlook 2007	44220	May 14 - 18	M-F	12:30 - 2:30 pm	\$189.00	\$25.00	<input type="checkbox"/>
MS Access 2007 Level 1	44235	May 16 - 28	W-M	9:30 - 11:30 am	\$249.00	\$25.00	<input type="checkbox"/>
MS PowerPoint 2007	44170	May 22 - 28	Tu-M	12:30 - 2:30 pm	\$189.00	\$25.00	<input type="checkbox"/>
Integrated Applications for MS Office	44291	May 29 - Jun 1	Tu-F	12:30 - 2:30 pm	\$159.00	-	<input type="checkbox"/>
Social Media for Business	44285	May 29 - Jun 1	Tu-F	9:30 - 11:30 am	\$159.00	-	<input type="checkbox"/>
Employment Preparation	44010	Jun 4 - 7	M-Th	12:30 - 3:00 pm	\$189.00	-	<input type="checkbox"/>
Intro to Computerized Bookkeeping	44355	Jun 4 - 7	M-Th	9:30 - 11:30 am	\$159.00	-	<input type="checkbox"/>
World Host Fundamentals	44283	Jun 8	F	8:30 - 3:30 pm	\$139.00	-	<input type="checkbox"/>

COSTS: **\$3,544.00** **\$425.00**

TOTAL COST FOR COMPLETION **\$3,969.00**

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

(*Evening Courses – Some MS Office courses are also offered evenings or Saturdays. Please see 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 2007 Level 1*	44266	Apr 2 - Apr 30	M/W	6:30 - 8:30 pm	\$249.00	\$25.00	<input type="checkbox"/>
Intro to MS Windows and the Internet*	44111	Apr 3 - Apr 19	Tu/Th	6:30 - 8:30 pm	\$199.00	\$25.00	<input type="checkbox"/>
Intro to MS Windows and the Internet*	44101	Apr 14 - 21	Sat	9:00 - 3:30 pm	\$199.00	\$25.00	<input type="checkbox"/>
Bookkeeping 1*	44351	Apr 3- May 24	Tu/Th	7:00 - 9:00 pm	\$399.00	\$175.00	<input type="checkbox"/>
MS Excel 2007 Level 1*	44141	Apr 24 - May 17	Tu/Th	6:30 - 8:30 pm	\$249.00	\$25.00	<input type="checkbox"/>
MS Word 2007 Level 2*	44271	Apr 24 - May 3	Tu-Th	6:30 - 8:30 pm	\$249.00	\$25.00	<input type="checkbox"/>
Intro to MS Windows and the Internet*	44112	May 2 - May 23	M/W	6:30 - 8:30 pm	\$199.00	\$25.00	<input type="checkbox"/>
MS Word 2007 Level 1* (No class June 13,2012)	44265	May 28 - Jun 25	M/W	6:30 - 8:30 pm	\$249.00	\$25.00	<input type="checkbox"/>