



## ADMINISTRATIVE OFFICE SPECIALIST - CORE (Microsoft Certification)

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 computer, organizational and communication skills. This program has been designed to prepare you for today's office or for advance training.

### Admission Requirements:

- Grade 12 or equivalent or Mature student (over 19 and out of school one year)

### Duration:

- 13 weeks, 245 Hours (9:00 am – 4:00 pm)

**7 Core Courses required.**

### Program Courses:

- Business Systems & Procedures
- Computer Keyboarding
- MS Excel Level 1
- MS Word Level 1
- MS PowerPoint
- MS Outlook
- Employment Preparation and LinkedIn

### Riverside Centre

20575 Thorne Avenue Maple Ridge, B.C. V2X 9A6

Phone: (604) 466-6242

Fax: (604) 463-5437 [www.rmcollege.ca](http://www.rmcollege.ca) rmc@sd42.ca



(A Division of School District No. 42)

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 Maple Ridge, BC V2X 9A6  
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**RIDGE MEADOWS COLLEGE**  
**Fall 2022 REGISTRATION**  
**Administrative Office Specialist - Core**  
**(Microsoft Certification)**

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

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

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

**Daytime Courses:**

| COURSE NAME                       | DATE               | DAYS       | TIME               | COST     | BOOK FEE | SELECT |
|-----------------------------------|--------------------|------------|--------------------|----------|----------|--------|
| Business Systems and Procedures   | Sept. 12 – Oct. 20 | M/Tu/Th/Fr | 2:00 pm – 3:00 pm  | \$321.00 | \$25.00  |        |
| Computer Keyboarding              | Sept. 12 – Oct. 20 | M/Tu/Th/Fr | 1:00 pm – 2:00 pm  | \$321.00 |          |        |
| MS Word Level 1*                  | Sept. 12 – Oct. 6  | M/Tu/Th/Fr | 9:00 am – 12:00 pm | \$642.00 | \$70.00  |        |
| MS Excel Level 1*                 | Oct. 7 – Nov. 1    | M/Tu/Th/Fr | 9:00 am – 12:00 pm | \$642.00 | \$70.00  |        |
| MS PowerPoint*                    | Nov. 3 – Nov. 29   | M/Tu/Th/Fr | 9:00 am – 12:00 pm | \$642.00 | \$70.00  |        |
| MS Outlook                        | Oct. 21 – Nov. 29  | M/Tu/Th/Fr | 1:00 pm – 3:00 pm  | \$321.00 | \$35.00  |        |
| Employment Preparation & LinkedIn | Dec. 1 – Dec. 8    | M/Tu/Th/Fr | 9:00 am – 3:00 pm  | \$321.00 | \$25.00  |        |

**Evening and Weekend Courses:**

| COURSE NAME                     | DATE               | DAYS     | TIME               | COST     | BOOK FEE | SELECT |
|---------------------------------|--------------------|----------|--------------------|----------|----------|--------|
| Business Systems and Procedures | Sept. 10 – Nov. 19 | Saturday | 9:00 am – 11:30 am | \$321.00 | \$25.00  |        |
| MS Word Level 1*                | Sept. 6 – Oct. 25  | Tu/Th    | 6:30 pm – 9:30 pm  | \$642.00 | \$70.00  |        |
| MS Excel Level 1*               | Oct. 27 – Dec. 15  | Tu/Th    | 6:30 pm – 9:30 pm  | \$642.00 | \$70.00  |        |

**AOS Advanced Course:**

| COURSE NAME                        | DATE              | DAYS | TIME              | COST     | BOOK FEE | SELECT |
|------------------------------------|-------------------|------|-------------------|----------|----------|--------|
| Bookkeeping ( <i>Online Only</i> ) | Sept. 7 – Dec. 14 | Wed  | 6:30 pm – 9:30 pm | \$642.00 | TBA      |        |

\* Microsoft Certification Course.

\*\* Wednesdays - Lab days.

\*\*\*All Core courses are in person, online or a hybrid of both in person and online.

**How did you hear about Ridge Meadows College?**

Google

Facebook

RMC Website

SD42 Website

Print

Friend/Relative