



(A Division of School District No. 42)

Riverside Centre: 20575 Thorne

Avenue Maple Ridge, BC V2X 9A6

www.rmcollege.ca

Email: rmc@sd42.ca Phone: (604) 466-6242

(Mon-Thursday 8:00 am – 4:00 pm, Friday 8:00 am – 3:30 pm)

RIDGE MEADOWS COLLEGE Winter 2024 Administrative Office Specialist

The Administrative Office Specialist is ONE semester if taken full time.

Students also have the option of registering in courses on a course by course basis.

ONLINE APPLICATION FOR ADMISSION IS REQUIRED AND STUDENTS MUST BE ACCEPTED BEFORE THEY MAY REGISTER

Daytime Course Listing

COURSE #		ROOM #	DATE	DAY	TIME	TUITION/ REG FEE	SUPPLY/ BOOK FEE
	REGISTRATION FEE					\$30.00	
BUSM 1100	Office Skills and Client Support	1027	Jan 8 – Jan 19	M/W/F	1:00 pm – 3:30 pm	\$199.00	–
BCAP 1100	Microsoft Word – Level 1	1027	Jan 8 – Jan 29	M/W/F	9:00 am – 12:00 pm	\$398.00	\$35.00
CMNS 1100	Professional Communications	1027	Jan 22 – Mar 4	M/W/F	1:00 pm – 3:30 pm	\$597.00	–
BCAP 2100	Microsoft Word – Level 2	1027	Jan 31 – Feb 9	M/W/F	9:00 am – 12:00 pm	\$199.00	\$35.00
BCAP 1120	Microsoft Excel – Level 1	1027	Feb 12 – Mar 6	M/W/F	9:00 am – 12:00 pm	\$398.00	\$35.00
ADMIN 1001	Bookkeeping – Level 1	1027	Mar 6 – Mar 25	M/W/F	1:00 pm – 3:30 pm	\$299.00	\$110.00
BCAP 2120	Microsoft Excel – Level 2	1027	Mar 8 – Mar 18	M/W/F	9:00 am – 12:00 pm	\$199.00	\$35.00
BCAP 1140	Microsoft PowerPoint	1027	Mar 20 – Apr 3	M/W/F	9:00 am – 12:00 pm	\$199.00	\$35.00
BUSM 1150	Employment Preparation	1027	Mar 27 – Apr 19	M/W/F	1:00 pm – 3:30 pm	\$398.00	–
BCAP 1160	Microsoft Outlook	1027	Apr 5 – Apr 15	M/W/F	9:00 am – 12:00 pm	\$199.00	\$35.00

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Evening and Weekend Course Listing

COURSE #		ROOM #	DATE	DAY	TIME	TUITION/ REG FEE	SUPPLY/ BOOK FEE
ADMIN 1001	Bookkeeping – Level 1 *(Jan 31 st only 6:30 pm – 8:00 pm)	Online	Jan 8 – Jan 31	M/W	6:30 pm – 9:30 pm	\$299.00	\$110.00
BCAP 1100	Microsoft Word – Level 1	Online	Jan 9 – Feb 8	Tue/Th	6:30 pm – 9:30 pm	\$398.00	\$35.00
CMNS 1100	Professional Communications *(Beginning March 9 th 9:30 am – 12:30 pm)	Online	Jan 13 – Apr 20	Sat	9:00 am – 12:00 pm	\$597.00	–
BUSM 1100	Office Skills and Client Support	Online	Jan 13 – Feb 10	Sat	1:00 pm – 4:00 pm	\$199.00	–
BCAP 1160	Microsoft Outlook	Online	Feb 5 – Feb 21	M/W	6:30 pm – 9:30 pm	\$199.00	\$35.00
BCAP 2100	Microsoft Word – Level 2	Online	Feb 13 – Feb 27	Tue/Th	6:30 pm – 9:30 pm	\$199.00	\$35.00
BCAP 1140	Microsoft PowerPoint	Online	Feb 26 – Mar 11	M/W	6:30 pm – 9:30 pm	\$199.00	\$35.00
BCAP 1120	Microsoft Excel – Level 1	Online	Feb 29 – Apr 2	Tue/Th	6:30 pm – 9:30 pm	\$398.00	\$35.00
BUSM 1150	Employment Preparation	Online	Mar 13 – Apr 17	M/W	6:30 pm – 9:30 pm	\$398.00	–
BCAP 2120	Microsoft Excel – Level 2	Online	Apr 4 – Apr 18	Tue/Thu	6:30 pm – 9:30 pm	\$199.00	\$35.00