



(A Division of School District No. 42)

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

## RIDGE MEADOWS COLLEGE Spring/Summer 2024 Administrative Office Specialist

**The Administrative Office Specialist is an in person program and takes ONE semester to complete 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**

### Course Listing

| COURSE #   |                                  | ROOM # | DATE                       | DAY          | TIME                                    | TUITION/<br>REG FEE |
|------------|----------------------------------|--------|----------------------------|--------------|---|---------------------|
|            | <b>REGISTRATION FEE</b>          |        |                            |              |   | \$30.00             |
| BCAP 1100  | Microsoft Word – Level 1         | 1027   | May 6 – May 29             | M/W/F        | 9:00 am – 12:00 pm                      | \$398.00            |
| CMNS 1100  | Professional Communications      | 1027   | May 22 – July 3            | M/W/F        | 1:00 pm – 3:30 pm                       | \$597.00            |
| BCAP 2100  | Microsoft Word – Level 2         | 1027   | May 31 – June 10           | M/W/F        | 9:00 am – 12:00 pm                      | \$199.00            |
| BCAP 1120  | Microsoft Excel – Level 1        | 1027   | June 12 – July 5           | M/W/F        | 9:00 am – 12:00 pm                      | \$398.00            |
| ADMIN 1001 | Bookkeeping – Level 1            | 1027   | June 18 – July 18          | Tues/Thu     | 9:00 am – 12:00 pm                      | \$398.00            |
| BUSM 1100  | Office Skills and Client Support | 1027   | July 5 – July 17           | M/W/F        | 1:00 pm – 3:30 pm                       | \$199.00            |
| BCAP 2120  | Microsoft Excel – Level 2        | 1027   | July 8 – July 17           | M/W/F        | 9:00 am – 12:00 pm                      | \$199.00            |
| BCAP 1140  | Microsoft PowerPoint             | 1027   | July 19 – July 29          | M/W/F        | 9:00 am – 12:00 pm                      | \$199.00            |
| BUSM 1150  | Employment Preparation           | 1027   | July 19 – Aug 12<br>Aug 14 | M/W/F<br>Wed | 1:00 pm – 3:30 pm<br>9:00 am – 12:00 pm | \$398.00            |
| BCAP 1160  | Microsoft Outlook                | 1027   | July 31 – Aug 12           | M/W/F        | 9:00 am – 12:00 pm                      | \$199.00            |

**\* Please note that students are now required to purchase their own textbooks (with the exception of sponsored students).  
 Student textbook list is available on the AOS program page at <https://rmcollege.sd42.ca/program/administrative-office-specialist/>.**