



RIDGE MEADOWS COLLEGE Fall 2024 Administrative Office Specialist

(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, Fridays 8:00 am – 3:30 pm)

**The Administrative Office Specialist is an in person, on site program.
 Students can enroll in the program on a full-time basis or register in courses on a course-by-course basis.**

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

COURSE #		ROOM #	DATE	DAY	TIME	TUITION/ REG FEE
	REGISTRATION FEE					\$30.00
BCAP 1100	Microsoft Word – Level 1	1027	Sep 4 – Sep 25	M/W/F	9:00 am – 12:00 pm	\$406.00
CMNS 1100	Professional Communications **No class Sept 30th and Oct 14th	1027	Sep 18 – Nov 1	M/W/F	1:00 pm – 3:30 pm	\$609.00
BCAP 2100	Microsoft Word – Level 2 **No class Sept 30th	1027	Sep 27 – Oct 9	M/W/F	9:00 am – 12:00 pm	\$203.00
BCAP 1120	Microsoft Excel – Level 1 **No class October 14th	1027	Oct 11 – Nov 4	M/W/F	9:00 am – 12:00 pm	\$406.00
ADMIN 1001	Bookkeeping – Level 1	1027	Oct 22 – Oct 21	Tue/Thu	9:00 am – 12:00 pm	\$406.00
BUSM 1100	Office Skills and Client Support **No class Nov 11th	1027	Nov 4 – Nov 18	M/W/F	1:00 pm – 3:30 pm	\$203.00
BCAP 2120	Microsoft Excel – Level 2 **No class Nov 11th	1027	Nov 6 – Nov 18	M/W/F	9:00 am – 12:00 pm	\$203.00
BCAP 1140	Microsoft PowerPoint	1027	Nov 20 - Nov 29	M/W/F	9:00 am – 12:00 pm	\$203.00
BUSM 1150	Employment Preparation **(Dec 9th, 11th & 13th 1:00 pm – 4:00 pm)	1027	Nov 20 – Dec 13	M/W/F	1:00 pm – 3:30 pm	\$406.00
BCAP 1160	Microsoft Outlook	1027	Dec 2 – Dec 11	M/W/F	9:00 am – 12:00 pm	\$203.00

*** Please note that students are required to purchase their own textbooks (with the exception of sponsored students).**

Student textbook list is available on the Administrative Office Specialist page at: <https://rmcollege.sd42.ca/wp-content/uploads/2024/02/Administrative-Office-Specialist-Program-E-text.pdf>.