Ridge Meadows College
(A Division of School District #42)

Riverside Centre: 20575 Thorne Avenue
Maple Ridge, BC V2X 9A6
www.rmcollege.ca
Email: rmc@sd42.ca
Phone: (604) 466-6242
(Mon-Thu 8:00 am – 4:00 pm, Fri 8:00 am – 3:30 pm)

Winter 2027
Administrative Office Specialist

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 #	COURSE NAME	ROOM #	DATE	DAY	TIME	INSTRUCTOR
BCAP 1100	Microsoft Word – Level 1	1027	Jan. 11 - Feb. 1	M/W/F	9:00 am – 12:00 pm	Corina King
BCAP 1200	Keyboarding 1*	1027	Jan. 11 - Jan. 22	M/W/F	1:00 pm - 3:30 pm	Bridget Carroll
CMNS 1100	Professional Communications	1027	Jan. 25 - Mar. 8	M/W/F	1:00 pm – 3:30 pm	Corina King
BCAP 2100	Microsoft Word – Level 2	1027	Feb. 3 - Feb. 12	M/W/F	9:00 am – 12:00 pm	Corina King
BCAP 1120	Microsoft Excel – Level 1	1027	Feb. 17 - Mar 10	M/W/F	9:00 am – 12:00 pm	Corina King
ADMN 1001	Bookkeeping – Level 1	1027	Mar. 4 - Apr. 6	T/TH	9:00 am - 12:00 pm	Corina King
BUSM 1100	Office Skills and Client Support	1027	Mar. 10 - Mar. 22	M/W/F	1:00 pm – 3:30 pm	Catherine Wark
BCAP 2120	Microsoft Excel – Level 2	1027	Mar. 12 - Mar. 24	M/W/F	9:00 am – 12:00 pm	Corina King
BUSM 1150	Employment Preparation	1027	Mar. 24 - Apr. 23	M/W/F	1:00 pm – 3:30 pm	Catherine Wark
BCAP 1140	Microsoft PowerPoint	1027	Mar. 31 - Apr. 9	M/W/F	9:00 am – 12:00 pm	Corina King
BCAP 1160	Microsoft Outlook	1027	Apr. 12 - Apr. 21	M/W/F	9:00 am – 12:00 pm	Corina King

This schedule is subject to change and the college reserves the right to modify or cancel courses.

***Please see page 2 for additional class and text book information**

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Text Book Information

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

Student textbook list is available on the program page at https://rmcollege.sd42.ca/program/administrative-office-specialist/

Additional Class Scheduling Information

All classes	Classes will not be held on: February 15, March 26 and March 29 due to statutory holidays.
BCAP 1200	Keyboarding 1 Classes also held: Apr. 8: 9:00 am -11:30 am, Apr. 13 & Apr. 15, 1 pm - 3:30 pm, Room 1027