



COMPUTER ACCOUNTING CERTIFICATE

There is a constant and ongoing demand for qualified bookkeepers. Your employment options will expand with a Computer Accounting certificate that is recognized by the Canadian Payroll Association.

Admission Requirements:

- Grade 12 or equivalent or mature student
- Touch control of the computer keyboard with 20 net words per minute.

Duration: 150 hours/14 weeks



Program courses: 7 core courses

- Introduction to MS Windows 10
- Bookkeeping I
- Accounting II
- Accounting III
- MS Excel 2013 Level 1
- Sage 50 (Simply Accounting) Level I
- Sage 50 (Simply Accounting) Level II
- Employment Preparation (Optional)
- MS Excel 2013 Level 2 (Optional)

*Sponsored students must be assessed prior to registration.
To arrange for an assessment, please call: (604) 466-6555 Ext. 203*



Riverside Centre
20575 Thorne Avenue Maple Ridge, B.C. V2X 9A6
Phone: (604) 466-6555 Ext. 203
Fax: (604) 463-5437 www.rmcollege.ca





RIDGE MEADOWS COLLEGE Fall 2017 REGISTRATION

(A Division of School District No. 42)

Riverside Centre: 20575 Thorne Avenue
Maple Ridge, BC V2X 9A6
Phone: (604) 466-6555 ext. 203 Fax: (604) 463-5437

Computer Accounting

NAME: _____ **DATE:** _____
ADDRESS: _____ **PRIMARY PHONE:** _____
 _____ **E-MAIL:** _____
POSTAL CODE: _____ **DOB:** _____

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

COURSE NAME	CODE	DATE	DAYS	TIME	COST	BOOK FEE	SELECT
Business Program Information Session	29999	August 23, 2017	W	7:00 - 9:00 pm	Free		<input type="checkbox"/>
Intro to MS Windows 10*	24111	Sep 8	F	9:00 – 3:00 pm	\$89.00	-	<input type="checkbox"/>
Bookkeeping 1* (no class Oct 9)	23550	Sep 11 - Oct 18	M/W/F	12:30 - 2:30 pm	\$449.00	\$185.00	<input type="checkbox"/>
MS Excel 2013 Level 1*	24141	Oct 4 - 16	W - M	9:00 - 11:30 am	\$329.00	\$25.00	<input type="checkbox"/>
Accounting 2* **No Class Nov 13	25360	Oct 20 - Nov 17	M/W/F	12:30 – 2:30 pm	\$359.00	-	<input type="checkbox"/>
Sage 50 (Simply Accounting) Level 1	24104	Oct 21 - Nov 4	Sa	9:00 – 3:30 pm	\$329.00	\$65.00	<input type="checkbox"/>
Sage 50 (Simply Accounting) Level 2	24105	Nov 18 - Dec 2	Sa	9:00 – 3:30 pm	\$329.00	\$65.00	<input type="checkbox"/>
Accounting 3*	25370	Nov 20 - Dec 20	M/W/F	12:30 – 2:30 pm	\$389.00	-	<input type="checkbox"/>
COSTS:					\$2273.00	\$340.00	

TOTAL COST FOR COMPLETION \$2613.00

			Total Payment Amount:		\$
Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Interac <input type="checkbox"/>	Payment Plan Terms				
Visa <input type="checkbox"/>	Card Number _____	Exp Date(mmyy) _____	Validation Code _____	Sponsored <input type="checkbox"/>	
MC <input type="checkbox"/>	Card Number _____	Exp Date(mmyy) _____	Validation Code _____	Sponsored by _____	

Evening and Weekend Course Options

COURSE NAME	CODE	DATE	DAYS	TIME	COST	BOOK FEE	SELECT
Intro to MS Windows 10*	24112	Sep 16	Sat	9:00 – 3:00 pm	\$89.00	-	<input type="checkbox"/>
Bookkeeping 1*	24351	Sep 12 – Nov 2	Tu/Th	7:00 - 9:00 pm	\$449.00	\$185.00	<input type="checkbox"/>
Intro to MS Windows 10*	24113	Sep 18 - 20	M/W	6:30 – 9:00 pm	\$89.00	-	<input type="checkbox"/>
MS Excel 2013 Level 1*	24142	Oct 10 – Nov 2	Tu/Th	6:30 – 9:00 pm	\$329.00	\$25.00	<input type="checkbox"/>
Accounting 2*	25361	Nov 7 – Dec 14	Tu/Th	7:00 - 9:00 pm	\$359.00	-	<input type="checkbox"/>
MS Excel 2013 Level 2 (Optional)	24143	Oct 17 - 24	M - F	9:00 am - 11:30 am	\$279.00	\$25.00	<input type="checkbox"/>
MS Excel 2013 Level 2 (Optional)	24144	Nov 18 – Dec 2	Sat	9:00 am - 2:30 pm	\$279.00	\$25.00	<input type="checkbox"/>