

Ridge Meadows College

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.

This program is accredited with the Private Career Training Institutions Agency.

Admission Requirements:

- Grade 12 or equivalent or mature student (over 19 and out of school one year)
- Touch control of the computer keyboard with 20 net words per minute.

Duration: 142 hours



Program courses: 7 core courses

- Introduction to MS Windows and the Internet
- Bookkeeping I
- Accounting II
- Accounting III
- MS Excel 2007 Level 1
- Simply Accounting (Level I)
- Simply Accounting (Level II)
- Employment Preparation (Optional)
- MS Excel 2007 Level 2 (Optional)

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



RIDGE MEADOWS COLLEGE
Spring 2012 REGISTRATION

Computer Accounting

NAME: _____ DATE: _____
 ADDRESS: _____ HOME PH#: _____
 _____ OTHER PH#: _____
 POSTAL CODE: _____ DOB: _____

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

COURSE NAME	CODE	DATE	DAYS	TIME	COST	BOOK FEE	SELECT
Intro to MS Windows and the Internet*	44112	April 2 - 11	M-F	9:30 – 11:30 am	\$199.00	\$25.00	<input type="checkbox"/>
Bookkeeping 1*	44350	Apr - 2 May 11	M/W/F	12:30 – 2:30 pm	\$399.00	\$175.00	<input type="checkbox"/>
Simply Accounting Level 1	44104	Apr 28 - May 12	Sa	9:00 – 2:30 pm	\$249.00	\$50.00	<input type="checkbox"/>
MS Excel 2007 Level 1*	44142	May 4 - 15	F - Tu	9:30 – 11:30 am	\$249.00	\$25.00	<input type="checkbox"/>
Accounting 2	45361	May 14 - Jun 11	M/W/F	12:30 – 2:30 pm	\$339.00	-	<input type="checkbox"/>
Simply Accounting Level 2	44105	May -26 - Jun 9	Sa	9:00 – 2:30 pm	\$249.00	\$50.00	<input type="checkbox"/>
Accounting 3* (No class June 13, 12 - Make up TBA)	45370	May 9 - Jun 27	M/W	7:00 - 9:00 pm	\$339.00	-	<input type="checkbox"/>
COSTS:					\$2,023.00	\$325.00	

TOTAL COST FOR COMPLETION **\$2,348.00**

Method of Payment:		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 _____	
MC <input type="checkbox"/>	Card Number _____	Exp Date(mmyy) _____ Validation Code _____	
			Sponsored <input type="checkbox"/>
			Sponsored by _____

(*Evening Courses – Some MS Office courses are also offered evenings or Saturdays. Check out the section on evening and weekend options below if you need a flexible schedule or just want to take specific courses. Optional courses associated with this program are also listed below)

COURSE NAME	CODE	DATE	DAYS	TIME	COST	BOOK FEE	SELECT
Intro to MS Windows and the Internet*	44111	Apr 3 - Apr 19	Tu/Th	6:30 - 8:30 pm	\$199.00	\$25.00	<input type="checkbox"/>
Intro to MS Windows and the Internet*	44101	Apr 14 - Apr 21	Sat	9:00 - 3:30 pm	\$199.00	\$25.00	<input type="checkbox"/>
Bookkeeping 1*	44351	Apr 3 - May 24	Tu/Th	7:00 - 9:00 pm	\$399.00	\$175.00	<input type="checkbox"/>
MS Excel Level 1*	44141	Apr 24 - May 17	Tu/Th	6:30 - 8:30 pm	\$249.00	\$25.00	<input type="checkbox"/>
Intro to MS Windows and the Internet*	44112	May 2 - 23	M/W	6:30 - 8:30 pm	\$199.00	\$25.00	<input type="checkbox"/>
COURSE NAME (OPTIONAL)	CODE	DATE	DAYS	TIME	COST	BOOK FEE	SELECT
Employment Preparation (optional)	44010	Jun 4 - 7	M-Th	12:30 - 3:00 pm	\$189.00	-	<input type="checkbox"/>
MS Excel 2007 Level 2 (optional)	44151	May 22 - Jun 14	Tu/Th	6:30 - 8:30 pm	\$249.00	\$25.00	<input type="checkbox"/>