



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
- 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
- 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 Spring 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
Intro to MS Windows*	44111	March 31	Fri	9:00am-3:00 pm	\$89.00	-	<input type="checkbox"/>
Bookkeeping 1 (no class Apr 14 & 17)	43550	Apr 3 – May 12	M/W/F	12:30 -2:30 pm	\$429.00	\$185.00	<input type="checkbox"/>
Sage 50 (Simply Accounting) Level 1*	44104	Apr 29 - May 13	Sat	9:00-3:30 pm	\$269.00	\$65.00	<input type="checkbox"/>
MS Excel 2013 Level 1*	44141	Apr 28 – May 9	F-Tu	9:00-11:30 pm	\$319.00	\$25.00	<input type="checkbox"/>
Accounting 2* (2 Ad hoc sessions TBA) (No class May 23)	45360	May 15 – Jun 12	M/W/F	12:30-2:30 pm	\$349.00	-	<input type="checkbox"/>
Sage 50 (Simply Accounting) Level 2*	44105	May 27 – Jun 10	Sat	9:00-2:30 pm	\$269.00	\$65.00	<input type="checkbox"/>
Accounting 3* (no class July 3)	45372	Jun 14 – Jul 17	M/W/F	12:30 – 2:30	\$379.00	-	<input type="checkbox"/>
COSTS					\$2103.00	\$340.00	

TOTAL COST FOR COMPLETION \$2,443.00

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

Evening Course Options – Some students may choose to combine evening and daytime courses within a program, it is the student's responsibility to ensure that all courses have the required prerequisites and that the schedule dates do not overlap

COURSE NAME	CODE	DATE	DAYS	TIME	COST	BOOK FEE	SELECT
Accounting 2* (No Class April 14)	45361	Mar 27 – May 8	M/W	7:00 - 9:00 pm	\$349.00	-	<input type="checkbox"/>
Intro to MS Windows*	44113	Mar 28 - 30	Tu/Th	6:30 – 9:00 pm	\$89.00	-	<input type="checkbox"/>
Intro to MS Windows*	44111	Mar 31	Fri	9:00 – 3:00 pm	\$89.00	-	<input type="checkbox"/>
Intro to MS Windows*	44112	Apr 8	Sat	9:00 – 3:00 pm	\$89.00	-	<input type="checkbox"/>
Excel Level 1* (No Class May 20)	44142	May 8 – Jun 5	M/W	6:30 - 9:00 pm	\$319.00	\$25.00	<input type="checkbox"/>
Accounting 3* (No Class May 20)	45371	May 10 – Jun 28	M/W	7:00 - 9:00 pm	\$379.00	-	<input type="checkbox"/>
Bookkeeping 1	44351	May 16 – Jun 29	Tu/Th	7:00 – 9:00 pm	\$429.00	\$185.00	<input type="checkbox"/>
MS Excel 2013 level 2 (optional)	44144	May 27 – Jun 10	Sa	9:00-2:30 pm	\$269.00	\$25.00	<input type="checkbox"/>
Employment Preparation (Optional)	44010	May 31 – Jun 5	W-M	12:30 – 4:00 pm	\$189.00	-	<input type="checkbox"/>