



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: 150 hours



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

Winter/Spring 2018 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	November 22,	W	7:00 – 9:00 pm	Free	-	<input type="checkbox"/>
Intro to MS Windows*	34111	January 5	F	9:00am–3:00pm	\$89.00	-	<input type="checkbox"/>
Bookkeeping 1* (no class Feb 12)	33550	Jan 8 – Feb 14	M/W/F	12:30 -2:30 am	\$449.00	\$185.00	<input type="checkbox"/>
MS Excel 2013 Level 1*	34141	Jan 31 – Feb 9	W-F	9:00-11:30 am	\$329.00	\$25.00	<input type="checkbox"/>
Sage 50 (Simply Accounting) Level 1* (no class Feb 10)	34105	Jan 27 – Feb 17	Sa	9:00-2:30 am	\$329.00	\$65.00	<input type="checkbox"/>
Accounting 2* (2 Ad hoc sessions TBA)	35360	Feb 16 – Mar 9	M/W/F	12:30-2:30 am	\$359.00	-	<input type="checkbox"/>
Sage 50 (Simply Accounting) Level 2*	34105	Feb 24 – Mar 10	Sa	9:00-2:30 am	\$329.00	\$65.00	<input type="checkbox"/>
Accounting 3*	45370	Mar 27 – May 10	T/Th	12:30-2:30 am	\$389.00	-	<input type="checkbox"/>
COSTS					\$2273.00	\$340.00	

TOTAL COST FOR COMPLETION \$2,613.00

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 Courses – Some MS Office courses are also offered evenings or Saturdays. Check out the section on evening and weekend options if you need a flexible schedule or just want to take specific courses.)

COURSE NAME	CODE	DATE	DAYS	TIME	COST	BOOK FEE	SELECT
Intro to MS Windows*	34112	January 6	Sa	9:00 – 3:00 pm	\$89.00	-	<input type="checkbox"/>
Bookkeeping 1* (no class Feb 12)	34351	Jan 8 – Mar 5	M/W	7:00 - 9:00 pm	\$449.00	\$185.00	<input type="checkbox"/>
Accounting 2* (no class April 2)	45361	Mar 26 – May 7	M/W	7:00 - 9:00 pm	\$359.00	-	<input type="checkbox"/>
Excel Level 1*	44142	Mar 27 – Apr 17	Tu/Th	6:30 - 9:15 pm	\$329.00	\$25.00	<input type="checkbox"/>
Sage 50* (Simply Accounting Level 1)	44104	Apr 28 – May 12	Sat	9:00 - 2:30 pm	\$329.00	\$65.00	<input type="checkbox"/>
Accounting 3* (no class May 22)	45371	May 9 – Jun 27	M/W	7:00 - 9:00 pm	\$379.00	-	<input type="checkbox"/>
Sage 50* (Simply Accounting Level 2)	44105	May 26 – Jun 9	Sat	9:00 - 2:30 pm	\$329.00	\$65.00	<input type="checkbox"/>
MS Excel 2013 level 2 (optional)	34143	Feb 13 - 20	Tu-Th	9:00-11:30 am	\$279.00	\$25.00	<input type="checkbox"/>
MS Excel 2013 Level 2 (Optional)	44143	April 7 - 21	Sat	9:00 am – 2:30 pm	\$279.00	\$25.00	<input type="checkbox"/>
Employment Preparation (Optional) **Additional class hours	34010	Feb 27 – Mar 8 Mar 7	W-M	2:30 – 4:00 pm 12:30 – 4:00 pm	\$189.00	-	<input type="checkbox"/>
Employment Preparation (Optional) **Additional class hours	44010	May 29 – Jun 6 June 5 & 6	W-M	2:30 – 4:00 pm 12:30 – 4:00 pm	\$189.00	-	<input type="checkbox"/>