



# 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](http://www.rmcollege.ca)





# RIDGE MEADOWS COLLEGE Spring/Summer 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	39999	February 21	W	7:00 – 9:00 pm	Free	-	<input type="checkbox"/>
Intro to MS Windows*	44111	April 6	F	9:00am–3:00pm	\$89.00	-	<input type="checkbox"/>
Bookkeeping 1*	43550	Apr 9 – May 14	M/W/F	12:30 -2:30 pm	\$449.00	\$185.00	<input type="checkbox"/>
<b>Sage 50 (Simply Accounting) Level 1*</b>	44104	Apr 28 – May 12	Sa	9:00am-3:30 pm	\$329.00	\$65.00	<input type="checkbox"/>
MS Excel 2013 Level 1*	44141	May 2 - 11	W-F	9:00-11:30 am	\$329.00	\$25.00	<input type="checkbox"/>
Accounting 2* (No class May 21)	45360	May 16 – Jun 13	M/W/F	12:30-2:30 pm	\$359.00	-	<input type="checkbox"/>
<b>Sage 50 (Simply Accounting) Level 2</b>	44105	May 26 – Jun 9	Sa	9:00-2:30 pm	\$329.00	\$65.00	<input type="checkbox"/>
Accounting 3* (No class July 2)	45372	Jun 15 – July 5	F-Th	12:30-2:30 pm	\$389.00	-	<input type="checkbox"/>
<b>COSTS</b>					<b>\$2273.00</b>	<b>\$340.00</b>	

**TOTAL COST FOR COMPLETION \$2,613.00**

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

(\*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
Accounting 2* (no class April 2)	45361	Mar 26 – May 7	M/W	7:00 - 9:00 pm	\$359.00	-	<input type="checkbox"/>
<b>Bookkeeping 1*</b>	44351	Mar 27 – May 17	T/Th	7:00 - 9:00 pm	\$449.00	\$185.00	<input type="checkbox"/>
Excel Level 1*	44142	Mar 27 – Apr 17	T/Th	6:30 - 9:15 pm	\$329.00	\$25.00	<input type="checkbox"/>
Accounting 3*	45370	Mar 27 – May 10	T/Th	12:30-2:30 pm	\$389.00	-	<input type="checkbox"/>
<b>Intro to MS Windows*</b>	44112	April 7	Sa	9:00 – 3:00 pm	\$89.00	-	<input type="checkbox"/>
Accounting 3* (no class May 21)	45371	May 9 – Jun 27	M/W	7:00 - 9:00 pm	\$379.00	-	<input type="checkbox"/>
<b>Accounting 2*</b>	45362	May 22 – Jun 28	T/Th	7:00 – 9:00 pm	\$359.00	-	<input type="checkbox"/>
<i>Employment Preparation (Optional)</i> **Additional class hours	44010	May 29-Jun 4 Jun 5 & 6	M-F	2:30 – 4:00 pm 12:30 – 4:00 pm	\$199.00	-	<input type="checkbox"/>