



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 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	August 22	W	7:00 - 9:00 pm	Free		<input type="checkbox"/>
Intro to MS Windows 10*	24111	Sep 7	F	9:00 – 3:00 pm	\$89.00	-	<input type="checkbox"/>
Bookkeeping 1* **No class Oct 8	23550	Sep 10 – Oct 17	M/W/F	12:30 - 2:30 pm	\$449.00	\$185.00	<input type="checkbox"/>
MS Excel 2013 Level 1* **No class Oct 8	24141	Oct 3 - 15	W - M	9:00 - 11:30 am	\$339.00	\$25.00	<input type="checkbox"/>
Accounting 2* **No Class Nov 10	25360	Oct 19 – Nov 16	M/W/F	12:30 – 2:30 pm	\$359.00	-	<input type="checkbox"/>
Sage 50 (Simply Accounting) Level 1	24104	Oct 27 – Nov 17	Sa	9:00 – 3:30 pm	\$329.00	\$65.00	<input type="checkbox"/>
Accounting 3	25370	Nov 19 – Dec 19	M/W/F	12:30 – 2:30 pm	\$399.00	-	<input type="checkbox"/>
Sage 50 (Simply Accounting) Level 2	24105	Nov 24 – Dec 8	Sa	9:00 – 3:30 pm	\$329.00	\$65.00	<input type="checkbox"/>
COSTS:					\$2293.00	\$340.00	

TOTAL COST FOR COMPLETION \$2633.00

			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 8	Sat	9:00 – 3:00 pm	\$89.00	-	<input type="checkbox"/>
Bookkeeping 1*	24351	Sep 18 – Nov 8	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 1 - 29	M/W	6:30 – 9:00 pm	\$339.00	\$25.00	<input type="checkbox"/>
Accounting 2*	25361	Nov 13 – Dec 20	Tu/Th	7:00 - 9:00 pm	\$359.00	-	<input type="checkbox"/>
Accounting 3		TBA Winter 2019					
MS Excel 2013 Level 2 (Optional)	24143	Sep 15 – 29	M - F	9:00 am - 11:30 am	\$289.00	\$25.00	<input type="checkbox"/>
MS Excel 2013 Level 2 (Optional)	24144	Oct 16 - 23	Sat	9:00 am - 2:30 pm	\$289.00	\$25.00	<input type="checkbox"/>