



(A Division of School District No. 42)

RIDGE MEADOWS COLLEGE Spring 2019 REGISTRATION

Computer Accounting

Riverside Centre: 20575 Thorne Avenue
Maple Ridge, BC V2X 9A6
Phone: (604) 466-6555 ext. 203 Fax: (604) 463-5437

NAME: _____

DATE: _____

TELEPHONE: _____

EMAIL: _____

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 20	W	7:00 pm — 9:00 pm	Free		<input type="checkbox"/>
Intro to MS Windows 10	44111	April 5	F	9:00 am — 3:00 pm	\$89.00	—	<input type="checkbox"/>
Bookkeeping 1* (No class April 19 & 22)	43550	April 8 — May 15	M/W/F	12:30 pm — 2:30 pm	\$449.00	\$185.00	<input type="checkbox"/>
*Sage 50 (Simply Accounting) Level 1	44104	April 27 — May 11	Sat	9:00 am — 3:30 pm	\$329.00	\$65.00	<input type="checkbox"/>
MS Excel 2013 Level 1	44141	May 3 — May 14	M-F	9:00 am — 11:30 am	\$339.00	\$25.00	<input type="checkbox"/>
*Sage 50 (Simply Accounting) Level 2	44105	May 25 — June 8	Sat	9:00 am — 3:30 pm	\$329.00	\$65.00	<input type="checkbox"/>
Accounting 2	45360	May 22 — June 17	M/W/F	12:30 pm — 2:30 pm	\$359.00	—	<input type="checkbox"/>
Accounting 3	45372	June 19 — July 8	M-F	12:30 pm — 2:30 pm	\$389.00	—	<input type="checkbox"/>
COSTS					\$2283.00	\$340.00	
TOTAL COST FOR COMPLETION					\$2623.00		

Evening and Weekend Course Options

COURSE NAME	CODE	DATE	DAYS	TIME	COST	BOOK FEE	SELECT
Intro to MS Windows 10	44112	April 6	Sat	9:00 am — 3:00 pm	\$89.00	—	<input type="checkbox"/>
Bookkeeping 1	44351	April 2 — May 23	T/Th	7:00 pm — 9:00 pm	\$449.00	\$185.00	<input type="checkbox"/>
MS Excel 2013 Level 1 (No class May 18)	44142	April 27 — May 25	Sat	9:00 am — 2:30 pm	\$339.00	\$25.00	<input type="checkbox"/>
Accounting 2	45362	May 28 — June 27	T/Th	7:00 pm — 9:00 pm	\$359.00	—	<input type="checkbox"/>

*Only offered on Saturdays.



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 (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)

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