



Email: [rnc@sd42.ca](mailto:rnc@sd42.ca)  
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 (Mon-Thursday 8:00 am – 4:00 pm, Fridays 8:00 am – 3:30 pm)

## RIDGE MEADOWS COLLEGE Winter 2024 Bookkeeping Professional

**The Bookkeeping Professional is an online program.**

**Students can enroll in the program on a full time basis or register in courses on a course by course basis.**

**ONLINE APPLICATION FOR ADMISSION IS REQUIRED AND STUDENTS MUST BE ACCEPTED BEFORE THEY MAY REGISTER**

COURSE #		ONLINE OR IN PERSON	DATE	DAY	TIME	TUITION/REG FEE	SUPPLY/BOOK FEE
	<b>REGISTRATION FEE</b>					<b>\$30.00</b>	
ADMN 1001	Bookkeeping 1 *Jan 31 only 6:30 pm – 8:00 pm	Online	Jan 8 – Jan 31	M/W	6:30 pm – 9:30 pm	\$299.00	\$110.00
ADMN 1020	Budgeting and Cost Management *Feb 1 <sup>st</sup> only 6:30 pm – 8:00 pm	Online	Jan 9 – Feb 1	Tu/Th	6:30 pm – 9:30 pm	\$299.00	TBD
CMNS 1100	Professional Communications *Beginning March 9 <sup>th</sup> 9:00 am – 12:30 pm	Online	Jan 13 – Apr 20	Sat	9:00 am – 12:00 pm	\$597.00	–
ADMN 1002	Bookkeeping 2 (same text as Bookkeeping 1) *Jan 31 <sup>st</sup> only 8:00 pm – 9:30 pm	Online	Jan 31 – Feb 28	M/W	6:30 pm – 9:30 pm	\$299.00	–
BCAP 1120	Microsoft Excel Level 1	Online	Feb 29 – Apr 2	Tu/Th	6:30 pm – 9:30 pm	\$398.00	\$35.00
ADMN 1040	Payroll Administration *Feb 1 <sup>st</sup> only 8:00 pm – 9:30 pm	Online	Feb 1 – Feb 27	Tu/Th	6:30 pm – 9:30 pm	\$299.00	\$62.00
BCAP 2120	Microsoft Excel Level 2	Online	Apr 4 – Apr 18	Tu/Th	6:30 am – 9:30 pm	\$199.00	\$35.00
BCAP 1321	Quickbooks Level 1 *March 27 <sup>th</sup> only 6:30 pm – 8:00 pm	Online	Mar 4 – Mar 27	M/W	6:30 pm – 9:30 pm	\$299.00	TBD
BCAP 1311	Sage Level 1 *March 27 <sup>th</sup> only 8:00 pm – 9:30 pm	Online	Mar 27 – Apr 17	M/W	6:30 pm – 9:30 pm	\$299.00	TBD