



(A Division of School District No. 42)  
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 Phone: (604) 466-6242  
 (Mon-Thursday 8:00 am – 4:00 pm, Fridays 8:00 am – 3:30 pm)

## RIDGE MEADOWS COLLEGE Fall 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 #	COURSE NAME	ONLINE OR IN PERSON	DATE	INSTRUCTOR	DAY	TIME	TUITION/ REG FEE
	<b>REGISTRATION FEE</b>						<b>\$30.00</b>
BCAP 1120	Microsoft Excel Level 1 <b>**October 1<sup>st</sup> only class runs 6:00 pm - 8:00 pm</b>	Online	Sep 3 – Oct 1	Corina King	Tu/Th	6:00 pm – 9:30 pm	\$406.00
ADMN 1001	Bookkeeping 1 <b>**No class Sept 30<sup>th</sup></b>	Online	Sep 4 – Oct 9	Adriana Omercajic	M/W	6:30 pm – 9:30 pm	\$406.00
CMNS 1100	Professional Communications <b>**No class Oct 11<sup>th</sup></b>	Online	Sep 7 – Dec 14	Bridget Carroll	Sat	9:00 am – 12:00 pm	\$609.00
BCAP 1311	Sage Level 1 <b>** (Dec 14 only) class runs from 1:00 pm – 3:30 pm</b>	Online	Sep 28 – Dec 14	Corina King	Sat	1:00 pm – 3:00 pm	\$305.00
BCAP 2120	Microsoft Excel Level 2	Online	Oct 3 – Oct 15	Corina King	Tu/Th	6:00 pm – 9:30 pm	\$203.00
ADMN 1002	Bookkeeping 2 (same text as Bookkeeping 1)	Online	Oct 16 – Nov 20	Adriana Omercajic	M/W	6:30 pm – 9:30 pm	\$406.00
ADMN 1020	Budgeting and Cost Management	Online	Oct 17 – Nov 7	Corina King	Tu/Th	6:00 pm – 9:30 pm	\$305.00
BCAP 1321	Quickbooks Level 1 <b>** (Dec. 3 only) class runs 6:00 pm – 7:30 pm</b>	Online	Nov 12 – Dec 3	Corina King	Tu/Th	6:00 pm – 9:30 pm	\$305.00
ADMN 1040	Payroll Administration <b>** (Dec 11 only) class runs 6:30 pm – 8:00 pm</b>	Online	Nov 25 – Dec 4 Dec 5 – Dec 11	Adriana Omercajic	M/W Th/M/Tu/Wed	6:30 pm – 9:30 pm	\$305.00

**\* Please note that students are required to purchase their own textbooks (with the exception of sponsored students).  
 Student textbook list is available on the Bookkeeping Professional program page at <https://rmcollege.sd42.ca/program/bookkeeping-professional/>.**