

Bookkeeping Certificate

Program Overview



MEDICINE HAT
COLLEGE



Bookkeeping Certificate

Intake: Fall & Winter

Prerequisites

- Introduction to Bookkeeping is the Prerequisite to Sage 50 and QuickBooks.
- Excel Level 1 is the pre-requisite to Excel: Formulas and Functions

Tuition

- Bookkeeping Certificate: \$4325 + GST

Financial Information

- Payment is due at the time of registration.
- This program is not eligible for student loans or grants.
- A bursary of up to \$500 is available for eligible students with financial need through the college. More details can be found here: [Financial Aid | MHC](#).

Program Completion

- To earn the certificate, students must successfully complete all the courses listed with a minimum mark of 'B' in all required courses.

Important Dates

- Registration opens in August.
- Registration deadlines are set individually for each course. Visit online course listing for specific details.

Registration

- Register & pay for the entire program at one time
- Register & pay on a course-by-course basis

Overview

Bookkeeping is a service that is in demand by corporate and small business, industry and non-profit groups alike. Bookkeepers are responsible for handling the financial records of a company or organization, including recording financial transactions, organizing files and maintaining accounting software programs. This program will prepare students for entry level positions in:

- accounts receivable and accounts payable departments,
- payroll units,
- income tax firms, and
- financial services organizations

Program At a Glance:

- Offered at Medicine Hat
- Delivered part-time, in-person

Fall Offering

Required Courses	Date & Time	Tuition	Additional Notes
Introduction to Bookkeeping	Tues & Thurs Sep 24 - Nov 3 6-9pm	\$950+ GST	
Microsoft Excel Level 1	Wednesdays Oct 21-Nov 4 6-9pm	\$315 + GST	
Sage 50: Level 1	Tues & Thurs Nov 5 – 26 6-9pm	\$850 + GST	E-textbook required. Cost is approximately \$75.
Sage 50: Level 2	Tues & Thursday Dec 1 - 17 6-9pm	\$750 + GST	
QuickBooks: Level 1	Tues & Thursday Jan 7-14 6-9pm	\$525 + GST	
QuickBooks: Level 2	Tues & Thursday Jan 19 - 28 6-9pm	\$620 + GST	
Microsoft Excel: Formulas & Functions	Wednesdays Jan 13 – Jan 27 6-9pm	\$315 + GST	

**Dates and fees are subject to change.*

For dates and times of the winter intake, please contact cstudies@mhc.ab.ca

there's
more to
learn

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