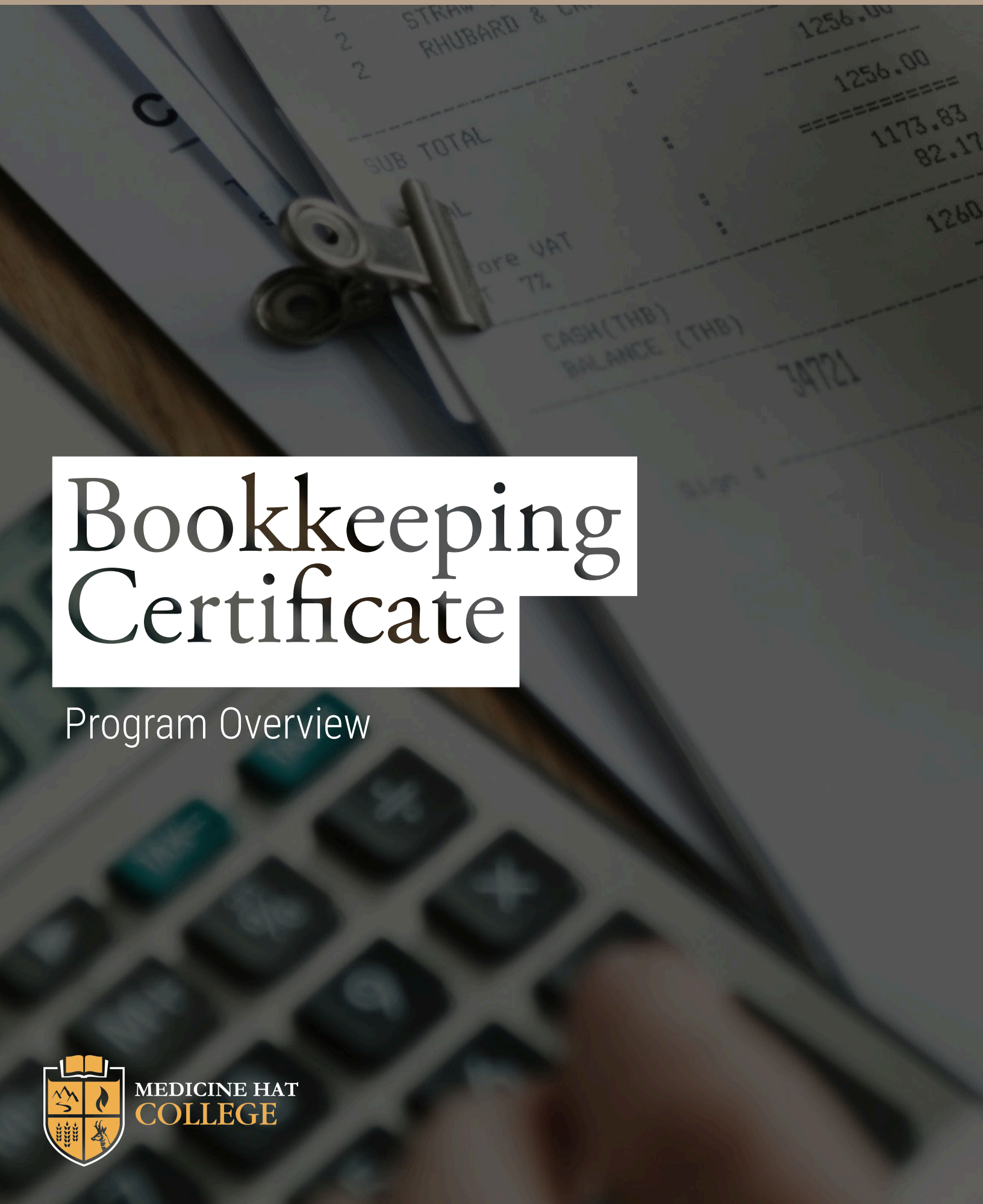


Bookkeeping Certificate

Program Overview

MEDICINE HAT COLLEGE



Bookkeeping Certificate

Intake: Winter/Spring

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 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

Winter / Spring

Required Courses	Date & Time	Tuition	Additional Notes
Introduction to Bookkeeping	Tues & Thurs Feb 9 - Mar 18 6-9pm	$950+ GST	
Microsoft Excel Level 1	Wednesdays April 7 - 21 6-9pm	$315 + GST	
Sage 50: Level 1	Tues & Thurs Mar 23 - Apr 13 6-9pm	$850 + GST	E-textbook required. Cost is approximately $75.
Sage 50: Level 2	Tues & Thurs April 15 - May 4 6-9pm	$750 + GST	
QuickBooks: Level 1	Tues & Thursday May 6 - 13 6-9pm	$525 + GST	
QuickBooks: Level 2	Tues & Thursday May 18 - 27 6-9pm	$620 + GST	
Microsoft Excel: Formulas & Functions	Wednesdays May 12 - 26 6-9pm	$315 + GST	

**Dates and fees are subject to change.*

there's
more to
learn

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