

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.*