

## Application for graduation Accounting & Payroll Administration diploma – PART TIME

**Students must complete the courses below, fill in this form and submit it to the Admin Office.**  
 5325 Kincaid St. Burnaby BC / Email: burnabycce@sd41.bc.ca / Tel: 604-296-6901

Credit may be given for up to 3 equivalent courses taken at other schools. Please provide proof with this application form. Students must complete all courses within 3 years of starting the program.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date submitted: \_\_\_\_\_ Email: \_\_\_\_\_

Course	Date completed (student to fill in)	Admin Office to complete this area
Bookkeeping		
Payroll		
Business Office Communications		
Excel Level 1		
Excel Level 2		
Sage 50 Accounting Level 1		
Sage 50 Accounting Level 2		
Quickbooks Level 1		
Quickbooks Level 2		

Other Comments: \_\_\_\_\_

\_\_\_\_\_  
 Signature of Records Clerk