

PROFESSIONAL BOOKKEEPER CERTIFICATE

MAY-AUG 2017 COURSE SCHEDULE | www.langara.ca/bookkeeper | Email: csbookkeeping@langara.ca

Note: There will be no classes running during the Victoria Day (May 20-22), Canada Day (Jul 1-3) or BC Day (Aug 5-7) long weekend.

Required Courses (4 courses):

60487	ADMN 1021	Bookkeeping - Level 1	SAT	29 APR – 17 JUN	0900-1200	\$265	Thaker
60488	ADMN 1021	Bookkeeping - Level 1	TUE	16 MAY – 27 JUN	1830-2130	\$265	Lambert
60489	ADMN 2001	Bookkeeping - Level 2	SAT	24 JUN – 12 AUG	0900-1200	\$265	Thaker
60490	ADMN 2001	Bookkeeping - Level 2	TUE	04 JUL – 08 AUG	1830-2130	\$265	Lambert
60482	GBSC 1004	Business Communications	MON	01 MAY – 31 JUL	1830-2130	\$405	Collerman
60483	GBSC 1004	Business Communications	SAT	06 MAY – 17 JUN	0900-1600	\$405	Collerman
60319	BSAD 1029	Microsoft Office	MON	08 MAY – 14 AUG	1830-2130	\$529	TBA
60320	BSAD 1029	Microsoft Office +	FRI	12 MAY – 04 AUG	1830-2130	\$529	TBA
60321	BSAD 1029	Microsoft Office	SAT	24 JUN – 12 AUG	0900-1600	\$529	TBA

+ Note: No class on June 23, 2017.

Group 1 Elective Courses (select 2 of the following):

60334	CSFW 1030	Quickbooks 1	THU	11 MAY – 15 JUN	1830-2130	\$319	TBA
60336	CSFW 1030	Quickbooks 1	SAT	08 JUL – 22 JUL	0900-1600	\$319	TBA
60370	CSFW 2030	Quickbooks 2	THU	29 JUN – 03 AUG	1830-2130	\$319	TBA
60372	CSFW 2030	Quickbooks 2	SAT	29 JUL – 19 AUG	0900-1600	\$319	TBA
60324	CSFW 1000	Sage 50 - 1 Simply Accounting 1	WED	10 MAY – 14 JUN	1830-2130	\$319	TBA
60326	CSFW 1000	Sage 50 - 1 Simply Accounting 1	SAT	13 MAY – 03 JUN	0900-1600	\$319	TBA
60357	CSFW 2001	Sage 50 - 2 Simply Accounting 2	WED	28 JUN – 02 AUG	1830-2130	\$319	TBA
60359	CSFW 2001	Sage 50 - 2 Simply Accounting 2	SAT	10 JUN – 24 JUN	0900-1600	\$319	TBA
60327	CSFW 1004	Sage 300 - 1 ACCPAC 1	MON	08 MAY – 19 JUN	1830-2130	\$319	TBA
60365	CSFW 2011	Sage 300 - 2 ACCPAC 2	MON	26 JUN – 14 AUG	1830-2130	\$319	TBA

Group 2 Elective Courses (select 2 of the following):

60484	BSAD 1093	Income Tax for Bookkeepers	WED	28 JUN – 09 AUG	1830-2130	\$405	Lambert
60486	BSAD 1095	Payroll Administration	SAT	13 MAY – 08 JUL	0900-1200	\$405	Lambert

How to Register

Registration for the May 2017 semester starts March 15th at 9:00am. Classes fill quickly and only receipt of payment guarantees a place in a class. Langara College offers a variety of registration methods:



CALL 604.323.5322

Register using VISA or MasterCard. Receipts will be mailed by post.



IN PERSON

Continuing Studies Office, Langara College. Pay by cheque, debit, cash or credit card.



ONLINE

www.langara.ca
Register using VISA or MasterCard. Receipts will be mailed by post.

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