

Professional Bookkeeper Certificate

Langara.
THE COLLEGE OF HIGHER LEARNING.

For more information, please email csbookkeeping@langara.bc.ca.

This program provides graduates with the knowledge and skills needed to successfully enter private practice as a Professional Bookkeeper or fulfill the requirements of an Accounting Clerk/Bookkeeper position within a company. The courses provide a thorough understanding of the technical knowledge and applications of general bookkeeping principles. Students progress through introductory, intermediate and advanced levels of bookkeeping. Courses may be taken in any order provided the prerequisites have been met.

Required Courses

- ▶ Bookkeeping - Level 1
- ▶ Bookkeeping - Level 2
- ▶ Business Communications
- ▶ Microsoft Office

Group 1 Elective Courses (students only required to take 2 of the following)

- ▶ Simply Accounting 1
- ▶ ACCPAC 1
- ▶ QuickBooks 1
- ▶ Simply Accounting 2
- ▶ ACCPAC 2
- ▶ QuickBooks 2

Group 2 Elective Courses (students only required to take 2 of the following)

- ▶ Cost Management for Bookkeepers
- ▶ Income Tax for Bookkeepers
- ▶ Payroll Administration

Note Program Changes: Students who started the program prior to September 2011 may continue with previous program requirements until April 2012. After April 30, 2012, new program requirements are in effect for all students.

Certificate Requirements

To qualify for the certification, students must complete 183 hours of course work. Successful completion of all the required courses with a minimum C+ grade in each course is required. All requirements must be completed within four years of starting the program. Courses may be taken individually as long as individual course prerequisites are met. Students completing the certificate do not need to apply to the program registration is by course. There are no academic requirements for students to start the program.

Course Offerings for January 2012 Semester

Bookkeeping – Level 1

ADMN1021

Knowledge of accounting is highly useful in modern business. This course is for individuals who want a brief but comprehensive introduction to up-to-date and practical accounting principles and procedures.

(50662) 7 mng – Sat Jan 14 to Feb 25, 0900 – 1200, \$249

(50663) 7 eve – Tue Mar 06 to Apr 17, 1830 – 2130, \$249

(50661) 7 eve – Mon Jan 16 to Feb 27, 1830 – 2130, \$249

Bookkeeping – Level 2

ADMN2001

Expand your knowledge of accounting principles, from journal entry to trial balance. Prepare yourself for a career in accounting by exploring the concepts of detailed financial statements including adjusting and closing entries. **Prerequisites:** Bookkeeping - Level 1 or equivalent.

(50664) 6 eve – Tue Jan 17 to Feb 21, 1830 – 2130, \$249

(50665) 6 eve – Mon Mar 05 to Apr 16, 1830 – 2130, \$249

Microsoft Office

BSAD1029

Create professional and attractive documents with the Microsoft Office Suite: Word (word processing), Excel (spreadsheets) and PowerPoint (presentations).

Prerequisites: Windows File Management, Computer Basics, or equivalent experience.

Note: Mac users can take MS Office for Mac Level 1 & Level 2 in place of Microsoft Office.

(50499) 12 eve – Mon Jan 09 to Mar 26, 1830 – 2130, \$495

(50501) 12 eve – Fri Jan 13 to Mar 30, 1830 – 2130, \$495

(50500) 12 eve – Wed Jan 11 to Mar 28, 1830 – 2130, \$495

(50502) 6 day – Sat Feb 25 to Mar 31, 0900 – 1600, \$495

Business Communications**GBSC1004**

This course introduces the fundamentals of interpersonal and group interaction, including written, verbal, and non-verbal communication. Topics include options in presentation preparation and delivery techniques, awareness of tone, consideration of audience, and selection of indirect and direct message organization.

(50367) 6 day – Sat Jan 14 to Feb 18, 0900 – 1600, \$395
(50368) 12 eve – Thu Jan 19 to Apr 05, 1830 – 2130, \$395

(50369) 6 day – Sat Feb 25 to Apr 14, 0900 – 1600, \$395
(no class on March 24)

ACCPAC 1**CSFW1004**

This course covers the implementation and set up of ACCPAC Advantage Series Corporate Edition General Ledger (G/L) system. Topics include creating accounts, adding and editing transactions in batches, posting batches to the ledger and printing various financial reports.

Prerequisites: Bookkeeping – Level 1 or equivalent and Windows File Management.

(50545) 6 eve – Thu Jan 12 to Feb 16, 1830 – 2130, \$299

(50546) 3 day – Sat Feb 25 to Mar 10, 0900 – 1600, \$299

Simply Accounting 1**CSFW1000**

Design a new company file and enter transactions for general ledger, accounts receivables, accounts payable, inventory, and the managing of capital expenses. **Prerequisites:** Bookkeeping – Level 1 or equivalent and Windows File Management.

(50548) 6 eve – Mon Jan 09 to Feb 13, 1830 – 2130, \$299

(50550) 6 mng – Sat Feb 25 to Mar 31, 0900 – 1200, \$299

(50549) 6 eve – Fri Jan 13 to Feb 17, 1830 – 2130, \$299

Quickbooks 1**CSFW1030**

This course will give new users a comprehensive understanding of QuickBooks, one of the most popular financial accounting programs sold in Canada. In six hands-on sessions you will learn how to set up QuickBooks and QuickBooks lists; handle sales, invoices, bill-paying, inventory; and analyze financial data, sales taxes, payroll and customize forms. **Prerequisites:** Bookkeeping – Level 1 or equivalent.

(50541) 6 eve – Tue Jan 10 to Feb 14, 1830 – 2130, \$299

(50543) 3 day – Sat Mar 17 to Mar 31, 0900 – 1600, \$299

(50542) 6 eve – Fri Feb 24 to Mar 30, 1830 – 2130, \$299

ACCPAC 2**CSFW2011**

Explore the accounts receivable and accounts payable features of ACCPAC. This includes setup, data entry, balancing, cheque preparation, reconciliation and printing reports. This course also covers the A/P and A/R interface to ACCPAC Advantage Series General Ledger. The entire cycle of accounts receivable and accounts payable from setup to producing management reports is examined.

Prerequisites: ACCPAC 1 or equivalent.

(50547) 6 eve – Thu Mar 01 to Apr 05, 1830 – 2130, \$299

Simply Accounting 2**CSFW2001**

Build on your knowledge from Simply Accounting 1 by adding multi-currency transactions, bank reconciliations, payroll, customized reporting features, credit card payment, and receipts. Enter company histories and learn such topics as network security, projects and setting budgets.

Prerequisites: Simply Accounting 1 or equivalent.

(50551) 6 eve – Mon Feb 27 to Apr 02, 1830 – 2130, \$299

Quickbooks 2**CSFW2030**

This course will teach you how to work with more advanced topics such as banking and credit cards, foreign currencies, payroll, and how to customize settings. Additional topics include: Generating employee T4 slips and Record of Employment.

Prerequisites: QuickBooks 1 or equivalent.

(50544) 6 eve – Tue Feb 28 to Apr 03, 1830 – 2130, \$299

Income Tax for Bookkeepers**BSAD1093**

A study of current personal and business tax legislation with an emphasis on how it affects individuals. Students gain the knowledge necessary for preparation of personal and business tax returns. **Prerequisites:** Bookkeeping – Level 2 or equivalent. **Note:** No textbook required.

(50668) 6 eve – Wed Jan 11 to Feb 15, 1830 – 2130, \$395

Payroll Administration**BSAD1095**

Undertake a comprehensive study of federal and provincial legislation relating to the payroll function. A review of documentation related to payroll activities is included. Students are provided with the skills required to produce payroll records that vary in their complexity.

Prerequisites: Bookkeeping – Level 2 or equivalent. **Note:** No textbook required.

(50666) 6 eve – Wed Feb 29 to Apr 04, 1830 – 2130, \$395

Cost Management for Bookkeepers**BSAD1094**

This course introduces the principles and techniques of cost and managerial accounting. Students study alternative costing and reporting systems, budgeting and variance analysis. **Prerequisites:** Bookkeeping – Level 2 or equivalent.

(50667) 6 mng – Sat Mar 03 to Apr 14, 0900 – 1200, \$395

Unless otherwise noted, textbooks are available for purchase at the bookstore before the start of the class.

Langara College Continuing Studies, 100 West 49th Ave., Vancouver, BC V5Y 2Z6

Tel: 604-323-5322 • Fax: 604-323-5899 • www.langara.bc.ca/cs

How To Register

Registration for the January 2012 semester starts November 16, 2011 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:

ONLINE www.langara.bc.ca (Student ID required)
PHONE IN 604-323-5322
DROP IN Langara College Continuing Studies
 100 West 49th Avenue, Vancouver, BC V5Y 2Z6

OFFICE HOURS FOR PHONE IN AND DROP IN REGISTRATION
Monday through Thursday, 9:00am – 7:00pm
Friday and Saturday, 9:00am – 3:00pm