

# PROFESSIONAL BOOKKEEPER CERTIFICATE

JANUARY-APRIL 2020 SCHEDULE | [www.langara.ca/bookkeeper](http://www.langara.ca/bookkeeper) | Email: [csbookkeeping@langara.ca](mailto:csbookkeeping@langara.ca)

Note: There will be no classes running during the Family Day (February 15-17) and Easter (April 10-13) long weekends unless otherwise noted.

## Required Courses (4 courses):

50668	ADMN1021	Bookkeeping - Level 1	MON	06 JAN-24 FEB	1830-2125	\$280	Suleman
50904	ADMN1021	Bookkeeping - Level 1	SAT	04 JAN-22 FEB	0900-1155	\$280	Sandhu
50671	ADMN2001	Bookkeeping - Level 2	MON	02 MAR-06 APR	1830-2125	\$280	Suleman
50905	ADMN2001	Bookkeeping - Level 2	SAT	29 FEB-04 APR	0900-1155	\$280	Sandhu
50583	BSAD 1029	Microsoft Office	MON	13 JAN-06 APR	1830-2125	\$549	Nizar
50584	BSAD 1029	Microsoft Office	FRI	17 JAN-17 APR	1830-2125	\$549	Nizar
50585	BSAD 1029	Microsoft Office	SAT	07 MAR-18 APR	0900-1555	\$549	Figueiredo
50676	GBSC 1004	Business Communications	SAT	11 JAN-22 FEB	0900-1555	\$410	Collerman
50677	GBSC 1004	Business Communications	MON	13 JAN-06 APR	1830-2125	\$410	Thomas
50929	GBSC 1004	Business Communications	THU	30 JAN-16 APR	1830-2125	\$410	Smith

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

*Bookkeeping Level 1 is a prerequisite for Group 1 Elective courses.*

50588	CSFW 1030	QuickBooks 1	THU	16 JAN-20 FEB	1830-2125	\$335	Lin
50589	CSFW 1030	QuickBooks 1	SAT	18 JAN-01 FEB	0900-1555	\$335	Chan
50590	CSFW 2030	Quickbooks 2	THU	05 MAR-09 APR	1830-2125	\$335	Lin
50591	CSFW 2030	Quickbooks 2	SAT	08 FEB-29 FEB	0900-1555	\$335	Chan
50592	CSFW 1000	Sage 50-1 Simply Accounting	TUE	14 JAN-18 FEB	1830-2125	\$335	Lander
50758	CSFW 1000	Sage 50-1 Simply Accounting	SAT	07 MAR-21 MAR	0900-1555	\$335	Chan
50760	CSFW 2001	Sage 50-2 Simply Accounting 2	TUE	03 MAR-07 APR	1830-2125	\$335	Lander
50593	CSFW 2001	Sage 50-2 Simply Accounting 2	SAT	28 MAR-18 APR	0900-1555	\$335	Chan
50594	CSFW 1004	Sage 300-1 ACCPAC 1	FRI	17 JAN-21 FEB	1830-2125	\$335	de Leon
50595	CSFW 2011	Sage 300-2 ACCPAC 2	FRI	06 MAR-17 APR	1830-2125	\$335	de Leon

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

*Bookkeeping Level 2 is a prerequisite for Group 2 Elective courses.*

50673	BSAD 1093	Income Tax for Bookkeepers	WED	15 JAN-26 FEB	1830-2125	\$405	Ebnoreza
50674	BSAD 1094	Cost Management for Bookkeepers	MON	24 FEB-30 MAR	1830-2125	\$405	McLellan
50675	BSAD 1095	Payroll Administration	SAT	25 JAN-14 MAR	0900-1155	\$405	Casuga

## How to Register

Registration for the January 2020 semester starts November 13<sup>th</sup> 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](http://www.langara.ca)  
Register using VISA or MasterCard. Receipts will be mailed by post.