

Please read the following information carefully before completing the Exemption/Prerequisite Approval Form.

GENERAL INFORMATION

- Complete this form only if you require:
 - Prerequisite approval to enroll in a course that requires a post-secondary level prerequisite that you have completed at another institution or,
 - Exemption for a certificate or diploma requirement towards graduation.
- The following documents are required to support your request:
 - BC institutions: official transcripts, and course outlines upon request.
 - Institutions in Canada but outside of BC: official transcripts and course outlines and/or syllabi.
 - Institution outside of Canada: foreign transcripts (must be submitted with recognized English translations if written in a language other than English), and CPA Transcript Review.

NOTE: outlines/syllabi must reflect semester of course attendance.

REQUIREMENTS AND ELIGIBILITY

Exemption	Prerequisite Approval
<ul style="list-style-type: none"> • For students who are seeking Langara certificate or diploma, and wish to receive exemption for equivalent coursework completed through another institution. • Coursework must be completed at a recognized Canadian post-secondary institution within the last five years. • Students must receive a minimum C+ or 65% in the equivalent course • Restrictions: You may not receive exemptions for more than 50% of the program. <p><i>Eg. If you completed FMGT 1115 through Langara Regular Studies, and the course is equivalent to BSAD 1084 through Langara Continuing Studies, you can apply for exemption for BSAD 1084 to receive exemption towards the Professional Accounting Certificate.</i></p>	<ul style="list-style-type: none"> • For students who are not seeking Langara certificate or diploma, but wish to enroll in a course which has prerequisites that were completed through another institution. • Students must receive a minimum C+ or 65% in the prerequisite course • Students should request prerequisite approval for the course they wish to enroll at Langara, not for the equivalent course they have completed. <p><i>Eg. If you completed FMGT 1115 through Langara Regular Studies, that course is equivalent to BSAD 1084. If you wish to enroll in BSAD 1085, which requires BSAD 1084 as a prerequisite, you can apply for prerequisite approval for BSAD 1085, the course you wish to enroll.</i></p>

DEADLINES

- Exemption or prerequisite approval requests take up to 7 business days to process from the date that all required documents are received.
- Requests and supporting documents should be received at least two months before the beginning of the semester in which you wish to enroll. This ensures any exemptions or prerequisite approvals granted will be reflected on your student record for registration.

NOTIFICATION

- You will receive notification of exemption or prerequisite approval confirmation by email.

INTERNATIONAL STUDENTS

Applicants who are not Canadian Citizens or Permanent Residents must submit an International Student Application for Admission.

TO SUBMIT FORM

Langara College Continuing Studies
ATTN: Program Coordinator, Accounting & Finance
100 West 49th Ave
Vancouver, BC V5Y 2Z6

Fax: 604.323.5899

Email: csaccounting@langara.ca

Prerequisite Requirements for Continuing Studies Accounting & Finance Courses

Langara Continuing Studies Courses	Required Prerequisites - Minimum C+ (65%)
Financial Accounting 1 - Part 1 (BSAD 1084)	None
Financial Accounting 1 - Part 2 (BSAD 1085)	Financial Accounting 1 - Part 1 (BSAD 1084) or equivalent
Management Accounting 1 (BSAD 1087)	Financial Accounting 1 - Part 1 and Part 2 (BSAD 1084 and BSAD 1085) or equivalent
Economics - Micro & Macro (BSAD 1088)	None
Quantitative Methods 1 (BSAD 1083)	Basic Probability & Statistics (BSAD 1123) or equivalent
Basic Probability & Statistics (BSAD 1123)	None
Financial Accounting 2 (BSAD 1086)	Financial Accounting 1 - Part 1 and Part 2 (BSAD 1084 and BSAD 1085) or equivalent
Financial Accounting 3 (BSAD 2088)	Financial Accounting 2 (BSAD 1086) or equivalent
Financial Accounting 4 (BSAD 3000)	Financial Accounting 3 (BSAD 2088) or equivalent
Finance 1 - Part 1 (BSAD 1089)	Financial Accounting 1 - Part 1 and Part 2 (BSAD 1084 and BSAD 1085) and Quantitative Methods (BSAD 1083) or equivalent
Finance 1 - Part 2 (BSAD 2089)	Finance 1 - Part 1 (BSAD 1089) or equivalent
Auditing 1 (BSAD 1064)	Financial Accounting 3 (BSAD 2088) and Quantitative Methods (BSAD 1083) or equivalent
Taxation 1 (BSAD 1060)	Financial Accounting 3 (BSAD 2088) or equivalent
Management Accounting 2 (BSAD 1057)	Management Accounting 1 (BSAD 1087) and Finance 1 - Part 1 and Part 2 (BSAD 1089 and BSAD 2089) or equivalent
Strategy for Financial Managers (BSAD 2006)	Management Accounting 2 (BSAD 1057) and Financial Accounting 3 (BSAD 2088) or equivalent
Business Law in Canada (BSAD 1005)	None
Management Information Systems (BSAD 1090)	None
Business Communications (GBSC 1004)	None
Intermediate Accounting Systems (BSAD 2007)	Taxation 1 (BSAD 1060), Auditing 1 (BSAD 1064) and one of Sage 50-2 (CSFW 2001), Sage 300-2 (CSFW 2011) or Quickbooks 2 (CSFW 2030) or equivalent
Sage 300-1 ACCPAC 1 (CSFW 1004)	Bookkeeping - Level 1 (ADMN 1021) or Financial Accounting 1 - Part 1 (BSAD 1084) or equivalent
Sage 300-2 ACCPAC 2 (CSFW 2011)	Sage 300-1 (CSFW 1004) or equivalent
Sage 50-1 Simply Accounting 1 (CSFW 1000)	Bookkeeping - Level 1 (ADMN 1021) or Financial Accounting 1 - Part 1 (BSAD 1084) or equivalent
Sage 50-2 Simply Accounting 2 (CSFW 2001)	Sage 50-1 (CSFW 1000) or equivalent
Quickbooks 1 (CSFW 1030)	Bookkeeping - Level 1 (ADMN 1021) or Financial Accounting 1 - Part 1 (BSAD 1084) or equivalent
Quickbooks 2 (CSFW 2030)	Quickbooks 1 (CSFW 1030) or equivalent
Bookkeeping - Level 1 (ADMN 1021)	None
Bookkeeping - Level 2 (ADMN 2001)	Bookkeeping - Level 1 (ADMN 1021) or equivalent
Microsoft Office (BSAD 1029)	None; however, Windows File Management, Computer Basic or equivalent is recommended
Income Tax for Bookkeepers (BSAD 1093)	Bookkeeping - Level 2 (ADMN 2001) or equivalent
Cost Management for Bookkeepers (BSAD 1094)	Bookkeeping - Level 2 (ADMN 2001) or equivalent
Payroll Administration (BSAD 1095)	Bookkeeping - Level 2 (ADMN 2001) or equivalent