

# CONTINUING STUDIES

## PROGRAM INFORMATION SHEET

### BOOKKEEPING

#### Certificate

In a world where numbers matter, make sure you are getting the best training in the industry. From manual to computerized accounting, payroll administration and financial accounting, our Bookkeeping courses will put you at the top of your field.

#### Why should you choose a career in Bookkeeping?

1. This program prepares you to be accountable. Keeping track of the books for companies is important. We train you to be confident and competent within a computerized accounting environment.
2. Get prepared for a leadership role. Bookkeepers can be confident in managing projects and divisions with their knowledge of HR process and payroll administration as well as management accounting.
3. Learn with our industry professionals – CPAs, bookkeepers and HR professionals will all be teaching our courses, See the world of opportunity in small and large companies, or see the possibility of how to branch out into your own bookkeeping company.
4. Get ready to take on employment as a bookkeeper, payroll administrator, assistant controller, accounts receivable/payable supervisor and many other exciting opportunities.

#### Part-time, On-Campus Learning

Course are scheduled to take place in the evenings, twice a week from 6-9pm (unless otherwise noted). There will also be some courses available via distance as part of ACC's online learning platform.

#### Locations

- Victoria Avenue East Campus
- Parkland Campus

#### Career Opportunities

Graduates will be well-suited to be bookkeepers, accounts receivable/payable supervisors, payroll administrators, budget coordinators, and assistant controllers.

#### Admissions Requirements

- A complete Manitoba Grade 12 or equivalent
- Consumer/Essential Math 40S or equivalent. Where Consumer/Essential Math 40S is listed as the minimum, Applied and Pre-calculus Math 40S are, of course, acceptable.

Visit [www.assiniboine.net/admissionrequirements](http://www.assiniboine.net/admissionrequirements) for a full listing of equivalent Saskatchewan and Ontario admission requirements.

## Unique Learning Experiences

- Classroom theory emphasizes skills in demand by employers
- Well-equipped, modern facilities
- Concentrated, advanced courses get you career-ready
- Work while you study with our part-time schedule of classes

## Graduation Requirements

To graduate with a Bookkeeping Certificate, students must successfully complete all 39 credits listed.

## Connections

Graduates may apply their coursework towards membership and certification through Canadian bookkeeping associations.

## Program Fees

Tuition, fees and Students' Association fees total approximately \$4,323

Estimated cost for books and supplies is \$1,000

*\*All fees are estimated and are subject to change without notice.*

<b>Courses 2019-20</b>	<b>Credits</b>
<b>HRMG-0117 Payroll Administration</b>	3
<b>ACCT-0053 Financial Accounting 1</b>	6
<b>COMP-0603 Software Applications</b>	6
<b>ACCT-0054 Financial Accounting 2</b>	6
<b>COMP-0602 Accounting Software</b>	6
<b>BUSN-0179 Taxation 1</b>	6
<b>ACCT-0055 Introductory Mgmt Accounting</b>	6

*Note: Program information sheets subject to change without notice. Visit [assiniboine.net](http://assiniboine.net) for the most up-to-date information.*

## FOR MORE INFORMATION

Contact Centre of Continuing Studies:

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