

# 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 program will put you at the top of your field.

### 1 Grow your assets

This program prepares you to be accountable. Keeping track of the books for companies is important and essential to an organization's survival. The courses train you to be confident and competent within a computerized accounting environment and equip you with the knowledge and skills necessary to set-up and maintain a complete set of financial records for small and medium enterprises.

### 2 Accrue knowledge

Get prepared for a leadership role. As a bookkeeper, you need to be confident in managing projects and divisions; develop your knowledge of payroll administration, as well as management accounting. In addition, improve your attention to detail, analytical thinking, and independent decision-making skills to take the next step in your career.

### 3 Build career bonds

Learn under the guidance of industry professionals from experienced Chartered Professional Accountants (CPAs) and bookkeepers. Our instructors have real-life experience; they will mentor you and demonstrate the endless bookkeeping opportunities in companies across the country. In addition to being experts in their field, our instructors serve as strong connections to the wider bookkeeping industry.

### 4 Chart your potential

Get ready to take on employment as a bookkeeper, payroll administrator, assistant controller, accounts receivable/payable supervisor and many other positions. The bookkeeping industry is continuously growing.



## Admission Requirements

- A complete Manitoba Grade 12 or equivalent.
- Consumer/Essential Math 40S or equivalent

English is the language of instruction at Assiniboine. All applicants educated outside of Canada or in a country not on the test exempt list are expected to meet the English language proficiency requirement. See [assiniboine.net/elp](http://assiniboine.net/elp) for more information.

## Graduation Requirements

To receive a Bookkeeping certificate, students must successfully complete 39 credits or 520 academic hours.

## Connections

Apply coursework towards memberships and certifications through Canadian bookkeeping Associations.

- Canadian Bookkeepers Association
- Institute of Professional Bookkeepers
- Canadian Institute of Bookkeeping

## 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.

## Courses

NUMBER	COURSE TITLE	HOURS
HRMG-0117	Payroll Administration	3
ACCT-0053	Financial Accounting 1	6
COMP-0603	Software Applications	6
ACCT-0054	Financial Accounting 2	6
COMP-0602	Accounting Software	6
ACCT-0055	Introductory Management Accounting	6
BUSN-0179	Taxation 1	6

*Note: Timelines, applicable industry experience, and teaching methodology will depend on program delivery choice; program information sheets subject to change without notice. Visit [assiniboine.net](http://assiniboine.net) for the most up-to-date information.*

## Next Steps!

Register now! Visit [assiniboine.net/register](http://assiniboine.net/register).

For more information on this program, visit [assiniboine.net/bookkeeping](http://assiniboine.net/bookkeeping).

0620