

Certificate in Bookkeeping

Duration: Full-time – 12 weeks

Total Credit Hours: 240

Bookkeepers play an important role within a business, creating and maintaining accurate financial records that keep a company running.

The Certificate in Bookkeeping is designed for both professionals and those pursuing a career in bookkeeping. This program covers the fundamentals of accounting to prepare students for career advancement as accounting bookkeepers, assistants and clerks.

The program offers students the opportunity to obtain a thorough understanding of bookkeeping techniques and practices and how to apply them in both manual and computerized environments. Emphasis is placed on the development of bookkeeping skills through the use of practical, hands-on training techniques.

The bookkeeping program is offered on a full-time basis.

FORMAT

The program extends over 12 weeks and includes 240 hours of instructional time, 20 hours per week from 8:30 am to 12:30 pm, Monday to Friday.

COURSE DESCRIPTIONS

Microcomputer Applications Software

This introductory course will provide students with the basic computer skills critical for effective business communications. In order to familiarize students with the current software packages used in the workplace, this course is taught using Microsoft Office applications: Word (word processing), Excel (spreadsheets), PowerPoint (presentations) and Access (databases). This course assumes no prior knowledge and will benefit the beginning user.

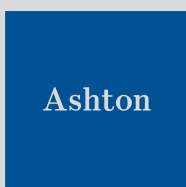
Financial Accounting

This course will provide an overview of the financial reporting process. Students will learn simple tools and principles for producing financial statements and analyzing financial information. Accounting concepts like receivables, liabilities, capital asset valuation, amortization, income reporting and retained earnings will be defined and put into practice.

Computerized Bookkeeping 1

Students will learn to use Simply Accounting, which is the popular and easy to use accounting software for home offices and small businesses. This course will teach students how to set up company files and enter transactions for accounts receivables, accounts payable and inventory. The managing of capital expenses, multi-currency transactions, bank reconciliations, payroll, customized reporting features, credit card payment and receipts will also be covered.

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*Education
with
Purpose*

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EDUCATION QUALITY ASSURANCE

Certificate in Bookkeeping

Computerized Bookkeeping 2

This course will provide hands-on instruction for setting up QuickBooks, customizing forms, managing inventory, payroll and sales taxes, and processing sales transactions, invoices and bill payments. Students will use QuickBooks to analyze financial data and improve their business strategies.

Cost Accounting

This course will provide students with an in-depth knowledge of fundamental cost accounting techniques for use in a manufacturing and service environment. Emphasis will be placed on product and service cost determination using job order systems, process costing systems and standard cost practices.

Taxation

Students will gain a basic understanding of the Income Tax Act in this course, as well as the regulations to determine the Income Tax Liability as it applies mainly to individuals and businesses. Students will learn how to prepare a simple tax return for an individual resident of Canada and how to use the knowledge gained from this course to solve problems relating to the taxation of residents and non-residents of Canada.

Payroll Administration

The course will focus on a comprehensive study of federal and provincial legislation relating to the payroll function. Students will learn how to prepare hourly, salary and commission payroll. They will also learn payroll law, record maintenance, paycheque and statement preparation, T4 preparation and how current source deduction rules affect payroll preparation.

GENERAL ADMISSION REQUIREMENTS

All applicants for admission to the College must satisfy at least one of the following criteria:

1. Completed secondary school graduation in any program or the equivalent in another school system; or
2. Be 19 years or older at the start of the program or course; or
3. Produce valid documentation confirming their legal status as Canadian citizens or permanent residents.

LANGUAGE PROFICIENCY REQUIREMENT

All applicants for admission to the College must demonstrate English language proficiency.

International students must provide proof of their English language proficiency (TOEFL, IELTS or other equivalent scores).

- Minimum TOEFL score of 64 (Internet-based), 180 (computer-based) or 510 (paper-based), or
- Minimum IELTS score of 5; or
- Minimum TOEIC score of 800; or
- ACCUPLACER average score of 76-95

INTERNATIONAL STUDENTS

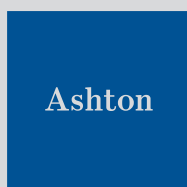
Applicants who are classified as International students must meet the requirements for international students studying in Canada as laid down by Citizenship and Immigration Canada.

HOW TO APPLY

To apply, please contact our admissions advisers for an application form and supporting documents.

Curriculum Structure

CODE	COURSE	# OF HOURS	PREREQUISITES
CB 01	Microcomputer Applications Software	36	None
CB 02	Financial Accounting	40	None
CB 03	Computerized Bookkeeping 1	40	CB 01; CB 02
CB 04	Computerized Bookkeeping 2	32	CB 01 – CB 03
CB 05	Cost Accounting	32	CB 01 – CB 04
CB 06	Taxation	28	CB 01 – CB 05
CB 07	Payroll Administration	32	CB 01 – CB 06



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