



Certificate in Bookkeeping

Program Overview

This 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.

This program will train students in the fundamentals of accounting and provide them with the skills for a number of exciting careers within the business and accounting fields. This program is designed for individuals who have no knowledge of bookkeeping or are currently working in a bookkeeping role.

Bookkeeping Career Opportunities

Job openings in the bookkeeping field are predicted to significantly increase over the next few years.

Some career opportunities include:

Accounting Assistant
Accounting Clerk
Bookkeeper

Program Format

The program will be offered on both a full-time and a part-time basis.

Full-Time

The program extends over a twelve-week period and includes 240 hours of instructional time, 20 hours per week from 8:30 a.m. to 12:30 p.m. Monday to Friday.

Part-Time

The program extends over a twenty-week period and includes 240 hours of instructional time. Classes are held two nights a week from 6:00 pm to 9:00 pm and every Saturday from 9:00 am to 4:00 pm.

Course Descriptions

CB 01 Microcomputer Applications Software

This introductory course emphasizes computer concepts, Internet and e-mail skills, and software packages that enhance effective business communications. This course is taught using Microsoft Office software: Word (word processing), Excel (spreadsheets), PowerPoint (presentations), and Access (databases). This course assumes no prior knowledge and will benefit the beginning user.

CB 02 Financial Accounting

This course gives students an overview of the financial reporting process. It concentrates on the recording process and the production of financial statements. The course introduces simple tools to allow students to analyze financial information and explain the information contained in financial statements. Topics include: Receivables, Capital Asset valuation and amortization, Short and Long Term Liabilities and Equity transactions, the organization and operation of a partnership and a corporation, reporting of income and retained earnings. Emphasis is placed on the preparation of financial statements in accordance with Generally Accepted Accounting Principles.

CB 03 Computerized Bookkeeping 1 (Simply Accounting)

Students will be introduced to Simply Accounting which is the popular and easy to use accounting software for home offices and small businesses. Students will learn to set up company files and enter transactions for general ledger, accounts receivables, accounts payable, inventory, and the managing of capital expenses, multi-currency transactions, bank reconciliations, payroll, customized reporting features, credit card payment, and receipts. Enter company histories and learn such important topics as network security, projects, and setting budgets.



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CB 04 Computerized Bookkeeping 2 (QuickBooks)

This course provides hands-on instruction to set up QuickBooks, customize forms, and process sales transactions, invoices, and bill-payment. Manage inventory, payroll, and sales taxes. Students will also use QuickBooks to analyze financial data and improve their business strategies.

CB 05 Cost Accounting

This course is intended to provide students with an in-depth knowledge of fundamental cost accounting techniques for use in a manufacturing and service environment. Emphasis is placed on product/service cost determination using Job Order Systems, Process Costing systems and Standard Cost practices.

CB 06 Taxation

This course gives students a basic understanding of the Income Tax Act and Regulations to determine the income tax liability as it applies mainly to individuals and businesses. The course allows students to learn how to prepare a simple tax return for an individual resident of Canada and to use the knowledge gained from this course to solve problems relating to the taxation of individuals resident and non-resident of Canada. Students will also study GST/PST.

CB 07 Payroll Administration

The course will be focused on a comprehensive study of federal and provincial legislation relating to the payroll function. Students will learn how to prepare hourly, salaried and commission payroll. They will also learn payroll law, record maintenance, pay cheque and statement preparation, T4 preparation, and how current source deduction rules affect payroll preparation. WCB, Canadian Taxation, Records of Employment, Stats Canada reporting, and Employment Standards are covered.

How to Apply

To apply, please contact an Admissions Adviser for an application form.



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