

“BALANCE BOOKS & YOUR LIFESTYLE”



# B&A

## BOOKKEEPING & ACCOUNTING

## PROGRAM

*We transform communities through education*

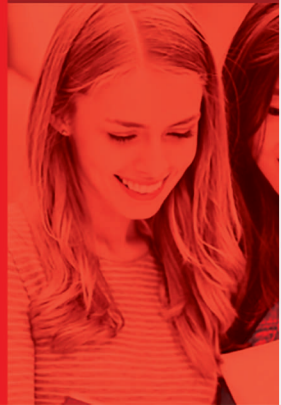
[www.wcc.ca/ba](http://www.wcc.ca/ba)





# TRANSFORMING COMMUNITIES THROUGH **EDUCATION**

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## Program Overview

The Certificate in Bookkeeping & Accounting program is designed to introduce the student to bookkeeping, payroll, and accounting. They will acquire basic bookkeeping skills and be able to understand financial statements. Students will become familiar with bookkeeping and accounting techniques, various taxation forms, keeping track of expenses, and analyzing various financial statements.

## Career Opportunities

The Certificate in Book Keeping and Accounting is a 6 month program that introduces students to book keeping, accounting, and payroll. Graduates of this program would be eligible for many job titles such as...

- Accounting Bookkeeper
- Accounting Clerk
- Financial Clerk
- Payable/Receivable clerk
- Payroll Administrator
- Income Tax Return Consultant



# PROGRAM ADMISSION REQUIREMENTS

## Program Admission Requirements

Applicants will be required to meet the following minimum criteria:

Grade 12 or Mature Student Status (19 years of age or more).



For other ways to meet the admission requirements please contact our admissions team.



# LANGUAGE PROFICIENCY REQUIREMENTS

Language Proficiency Requirements To demonstrate language proficiency, applicants must meet at least one of the following criteria:

**Option 1:** Secondary Education Evidence that three years of full-time secondary education (Grades 8-12) have been successfully completed in English in a country where English is one of the principal languages. This includes successful completion of a BC Adult Graduation program.

**Option 2:** Post-Secondary Education Evidence that two years of full-time post-secondary education have been completed in the program's language of instruction at an accredited institution in a country where the language of instruction is one of the principal languages. Language development (ELL) courses cannot be included.

**Option 3:** Standardized Language Test Achievement of minimum scores on a recognized standardized language test:

Name of English language assessment/test	Minimum score(s)/level(s)*
International English Language Testing System (IELTS) Academic	Minimum overall score of 5.5
Test of English as a Foreign Language (TOEFL) IBT	Minimum overall score of 46
Canadian Academic English Language Assessment (CAEL)	Minimum overall score of 40
Canadian English Language Proficiency Index Program (CELPPIP)	Listening 6, Speaking 6, Reading 5, and Writing 5.
Duolingo English Test (DET)	Minimum overall score of 95
Pearson Test of English (PTE) Academic	Minimum overall score of 43
Cambridge English Qualifications: B2 First exam (FCE) Institutions may include other Cambridge Qualifications at a higher level (i.e., C2 Proficiency (CPE)).	Minimum overall score of
Cambridge Linguaskill	Minimum overall B2 level
LANGUAGECERT Academic	Minimum overall B2 level
The Michigan English Test (MET)	Minimum overall B2 level
iTEP Academic	Minimum overall score of 3.5
EIKEN	Minimum placement of Grade Pre-1

**Accepted Countries for English-Based Education: The following countries are recognized.**

- American Samoa
- St. Vincent & the Grenadines
- Barbados
- Seychelles
- South Africa
- Dominica
- Australia
- Gibraltar
- Botswana
- Zambia
- Lesotho
- Gambia
- Sierra Leone
- Cayman Islands
- St. Kitts & Nevis
- Mauritius
- US Virgin Islands
- Kenya
- Anguilla
- Tanzania
- British Virgin Islands
- St. Helena
- Falkland Islands
- Bahamas
- Singapore
- Zimbabwe
- Liberia
- Guam
- Nigeria
- St. Lucia
- Montserrat
- Uganda
- USA
- Fiji
- Ireland
- Canada
- Malta
- Trinidad & Tobago
- Guyana
- Jamaica
- Ghana
- Bermuda
- United Kingdom

# PROGRAM DURATION & OUTLINE

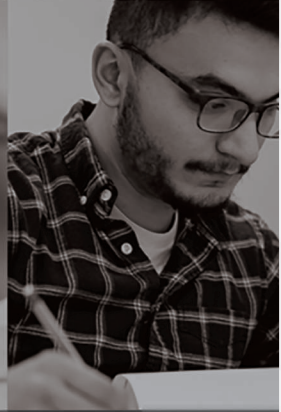
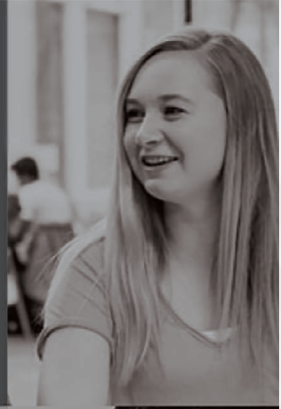
## Program Duration

Hours: 480  
Weeks Full-Time: 20  
Weeks Part-Time: 30

## Program Outline

Course Name	# of Hours
Accounting Principles 1	80
Accounting Principles 2	80
Canadian Taxation	80
Canadian Payroll Administration	80
Computerized Accounting	80
Work Experience	80
<b>TOTAL</b>	<b>480</b>





# WHY B&A?



[www.wcc.ca](http://www.wcc.ca)



Practicum Experience



Flexible Schedule



Scholarships



Earn up to C\$36.5 hourly



Student Support Services



Locational Advantage





## FEE STRUCTURE

### Domestic Students

Fee information for the 2022 - 2023 year:

Particulars	Fees
Application Fee	\$250
Tuition Fee	\$4000
Material Fee	\$140
Text Book	\$360
<b>TOTAL</b>	<b>\$4750</b>

### International Students

Fee information for the 2022 - 2023 year:

Particulars	Fees
Application Fee	\$250
Tuition Fee	\$5750
Material Fee	\$140
Text Book	\$360
<b>TOTAL</b>	<b>\$6750</b>

# STUDENT AID AND BURSARIES

## Financial Aid

Western Community College offers a variety of financial aid opportunities to ease students' stress and allow them to focus on their studies. If you need extra support, we have flexible funding to accommodate all our students, no matter their financial situation.

### Types of Financial Aid

- BC Student Loan
- In-house Financing
- Student Line of Credit
- Scholarships
- Bursaries and Government grants available while studying and after graduation too

### Basic Eligibility Requirements

To receive student financial assistance, you must meet all of these basic eligibility criteria:

- be a Canadian citizen, a permanent resident or have protected person status
- have a valid Canadian social insurance number
- be a resident of British Columbia
- be pursuing full-time studies as your primary occupation
- be enrolled in an eligible program of study at an eligible post-secondary institution
- be able to demonstrate financial need
- make academic progress and achieve satisfactory scholastic standing in each period of postsecondary study



### **City Centre**

Unit 900 13761 96 Ave,  
Surrey, BC V3V 1Z2  
+1-604-594-3500  
**surreyinfo@wcc.ca**



### **Scott Road**

Unit 201 8318 120 St  
Surrey, BC V3W 3N4  
+1-604-594-3500  
**info@wcc.ca**



### **Abbotsford**

Unit 201, 3670 Townline Rd  
Abbotsford, BC V2T 5W8  
+1-604-776-1301  
**abbyinfo@wcc.ca**



### **Flying School**

Hangar F, Unit 120,  
1185 Townline Road  
Abbotsford, BC V2T 6E1  
**abbyinfo@wcc.ca**

### **Other Campuses**

South Surrey, King George (Surrey), Prince George

**WCC.CA**