



# Bookkeeping & Accounting



STEP TOWARDS A BRIGHTER FUTURE

# *Bookkeeping and Accounting*

## *Description*

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.

## *Job Opportunities*

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

## *Wages*

\$35,000 – \$52,000 Annually

## *Program Admission Requirements*

Must be 19 years or older. Grade 12/GED equivalent. Must successfully complete the admissions interview and entrance language assessments.

## Program Duration

480 hours / 5.6 months / 24 weeks

## Course Outline

COURSE NAME	# OF HOURS
Accounting Principles 1	80
Accounting Principles 2	80
Canadian Taxation	80
Canadian Payroll Administration	80
Computerized Accounting	80
Practicum Hours	80
Total Duration :	480 hours

## Fee Structure

#	PARTICULARS	FEE	REMARKS
1	Tuition Fee	\$ 4500	
2	Registration Fee	\$ 250	
			<b>Domestic Students</b>
		<b>\$4750</b>	
<b>Total</b>			
1	Tuition Fee	\$ 6500	
2	Registration Fee	\$ 250	
			<b>International Students</b>
		<b>\$6750</b>	
<b>Total</b>			

**Surrey**

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**Abbotsford**

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## BOOKKEEPING & ACCOUNTING

### FULL TIME/ PART TIME

START DATE:

SCHEDULE:

<b><u>INSTALLMENT</u></b>	<b><u>AMOUNT</u></b>	<b><u>MONTH</u></b>
<b>REGISTRATION FEE</b>	<b>\$250</b>	<b>Registration Fee</b>
<b>1<sup>ST</sup> INSTALLMENT</b>	<b>\$1000</b>	<b>1<sup>th</sup> Day of Class</b>
<b>2<sup>ND</sup> INSTALLMENT</b>	<b>\$875</b>	<b>2<sup>nd</sup> month</b>
<b>3<sup>RD</sup> INSTALLMENT</b>	<b>\$875</b>	<b>3<sup>rd</sup> month</b>
<b>4<sup>TH</sup> INSTALLMENT</b>	<b>\$875</b>	<b>4<sup>th</sup> month</b>
<b>5<sup>TH</sup> INSTALLMENT</b>	<b>\$875</b>	<b>5<sup>TH</sup> month</b>
<b>TOTAL FEE</b>	<b>\$4750</b>	

## 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 [post-secondary study](#)

**NOTE:** All information submitted as part of your application package, including information provided by your parents or spouse/common-law partner in appendices, is subject to verification and audit.

**NOTE:** You can only apply to one province for funding.

**You may not be eligible if you are:**

- [Delinquent](#) or in [default](#) of previous student loans.
- Under audit or have an [overaward](#) (in this case your funding may be withheld), or
- Incarcerated or have any outstanding warrants for your arrest.

## B.C. residency requirement

To receive student financial assistance, you must be a resident of B.C. according to the criteria described below. To determine residency, students are classified either as [Dependent](#) or [Independent](#). This classification is also used to determine [financial need](#).

**Dependent**

**Independent**

## Your school eligibility

The first thing you will need to do is [check your school designation](#) under Student Aid BC. To receive funding, your school must be deemed eligible. In addition, there is special information if you are attending two schools, if you attend a private institution, or if you are going to school outside of B.C.

**B.C. private school**

## Your financial need

Student Aid BC funding varies according to your financial situation, status, length of study program, number of [dependants](#) and other factors.

The amount of money you receive from Student Aid BC depends on your **financial need**, which is calculated using this formula:

### Educational costs

- Student Resources

= Financial need

We subtract your total resources from your total educational costs to calculate your assessed financial need.

Your assessed need is then compared with the [maximum weekly funding limit](#) allowed for your study period. **The lesser of these two amounts is what you are eligible to receive.**

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## Student Living Allowances

The monthly student living allowances for each category of student are intended to cover costs for shelter, food, local transportation, and miscellaneous expenses. They are standard allowances for a moderate standard of living established by the federal government. The allowances vary based on a student's living situation and the province or territory where they will be studying.

The 2017/18 allowances for students residing in B.C. are below. Allowances for other living situations can be found in the [SABC Policy Manual](#).

2017/18 Living Allowances for Students residing in B.C.	Monthly	Weekly
Single student away from home	\$1,564	\$364
Single student living at home	\$658	\$153
Single parent (add child allowance x number of dependants)	\$1,920	\$447
Married student/spouse (add child allowance x number of dependants)	\$2,936	\$683
Child allowance	\$681	\$158

**Note:** These allowances are used to calculate your financial need and may not be the monthly amounts you will receive. The amount of student financial assistance available to you is determined by your assessed need, whether you have dependants, the length of your study period and the maximum amounts set by the Canada Student Loan Program and by Student Aid BC.

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## Educational costs:

- tuition, fees, books and school supplies
- moderate standard of living allowance for shelter, food, transportation and miscellaneous costs
- child/[dependant](#) living expenses
- day-care expenses



PARTNERS WITH

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IT ACADEMY

Microsoft **Imagine Academy** 

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