

Bookkeeping Certificate

Course Overview

Bookkeepers manage the day-to-day processing of and tracking of all pertinent financial information to a business. They provide timely information to owners and managers for sound and informed decision-making. Since all businesses need to manage and organize their financial transactions, bookkeepers perform an essential role in every sector of the economy.

Our Bookkeeping Certificate will provide you with a well-rounded understanding of the complete bookkeeping cycle, from how to setup a company through the full year's business cycle for both manual and computerized accounting systems. This program is designed to train future bookkeepers; the ground level accounting professional who can expertly analyze day-to-day transactions, and report them accurately within the accounting cycle.

Bookkeeping Careers

Bookkeeping graduates might perform a variety of administrative and finance-related duties for small businesses or non-profits. Other graduates might have specific roles in larger companies, such as managing payroll or processing accounts receivable/payable.

Some potential bookkeeping careers include:

- Assistant Bookkeeper
- Entry Level Bookkeeper
- Senior Bookkeeper
- Administrative Assistant
- Auditing Clerk
- Bookkeeping Clerk
- Office Manager
- Executive Director
- Program/Finance Assistant
- Accounts Receivable/Payable
- Payroll Administrator

Bookkeeping graduates might also be self-employed, with the option to work part-time or keep books for several small businesses.

For salary information see [PayScale.com](https://www.payscale.com).

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Schedule and Workload

There are eight courses in this program which are offered to students in a part-time delivery format:

- Fundamentals of
- Bookkeeping Intermediate
- Bookkeeping Advanced
- Bookkeeping
- Excel for Bookkeepers
- Computerized Bookkeeping
- Level 1 Computerized
- Bookkeeping Level 2 Payroll
- Management Skills for Supervisors: Interpersonal Communication & Conflict Resolution

As part of CNC's response to the Covid-19 pandemic, all of the courses in the Bookkeeping Program starting in January 2021 will be delivered online, including the Management Skills for Supervisors courses.

Therefore, students starting the program online in January 2021 will be able to complete it online by December 2021.

Students are allowed a maximum time frame of three years from the date of first entry to complete the program. As of September 2019 students can complete the Bookkeeping Certificate in two semesters or twelve months.

Please contact your campus for schedule and information on how to apply.

Admission Requirements

- Successful completion of the following: Communications 11, or equivalent, Math 10, Accounting 11, or equivalent.
- Applicants without proof of the Math or English as listed above may write the SRA to meet the prerequisites. Students looking to investigate this option should consult an Academic Advisor.
- International students from a non-English speaking country must have a 6.0 IELTS score, or have successfully completed Level 4, English for Academic Purposes, at CNC.
- Applicants are recommended to have a strong working knowledge of personal computer applications and a keyboarding proficiency of at least 20 words per minute (WPM).

Graduation Requirements

Students are required to obtain a minimum grade of "B" (72%) in each Bookkeeping course and a satisfactory grade ("S") in CESS 151 to qualify for the certificate.

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Courses, Schedules and Costs

Fundamentals of Bookkeeping

BOOK 101 33 hours \$412 plus fees

This course introduces students to the bookkeeping profession and will focus on theory and practical application. Students will be provided with learning experiences for developing skills to understand how a company's financial records are set up. Students are introduced to the accounting cycle, beginning with the basic concepts including the accounting equation and terminology. They will then advance to analyzing transactions, journalizing and posting to special journals and general ledgers.

Prerequisites

Must be accepted into the Bookkeeping Certificate program.

Textbooks required

Basic Bookkeeping: An Office Simulation; Barker, Brooke C.W., Eighth Edition, Nelson Basic Bookkeeping - Working Papers. Available through CNC's Bookstore.

Offered twice

September 9 to October 19, 2020	Mon, Wed	6:30 pm - 9:30 pm
January 12 to February 16, 2021	Tue, Thu	6:30 pm - 9:30 pm

Intermediate Bookkeeping

BOOK 103 33 hours \$412 plus fees

This course continues the accounting cycle, taking the student through the cash section of the balance sheets, including petty cash transactions and bank reconciliations. We then explore the intricate workings of the payroll system, starting with basic gross wage calculations, statutory deductions and concluding with the journalizing and posting of the payroll transactions. The student then moves on to the statutory tax section detailing the rules and regulations involved with the collection and remittance of GST/HST. The inter-provincial rules for GST/HST as well as the potential PST issues will also be addressed.

Prerequisites

BOOK 101 with a minimum B grade.

Textbooks required

Basic Bookkeeping: An Office Simulation; Barker, Brooke C.W., Eighth Edition, Nelson Basic Bookkeeping - Working Papers. Available through CNC's Bookstore.

Offered twice

October 26 to December 02, 2020	Mon, Wed	6:30 pm - 9:30 pm
February 23 to March 30, 2021	Tue, Thu	6:30 pm - 9:30 pm

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Advanced Bookkeeping

BOOK 105 33 hours \$412 plus fees

Advanced Bookkeeping focuses on adjusting the balance sheet to accurately reflect balance at the fiscal year end. To accomplish this, the student will learn how to calculate the required adjustments for bad debts, prepaid expenses, depreciation on fixed assets, inventory valuations and unearned rent. The student will then prepare an eight-column worksheet and post all the year-end adjustments, thereby creating the adjusted balances which are used to prepare the year-end financial statements. Once completed, they will then review the procedures for closing the books at year-end.

Prerequisites

BOOK 103 with a minimum B grade.

Textbooks required

Basic Bookkeeping: An Office Simulation; Barker, Brooke C.W., Eighth Edition, Nelson Basic Bookkeeping - Working Papers. Available through CNC's Bookstore.

Offered twice

January 5 to February 09, 2021	Tue, Thu	6:30 pm - 9:30 pm
April 13 to May 18, 2021	Tue, Thu	6:30 pm - 9:30 pm

Excel for Bookkeepers

BOOK 108 33 hours \$412 plus fees

Excel is a powerful tool that is perfectly designed to facilitate the accounting function for small business. The synoptic journal is an effective option for small businesses without too many transactions. In this course students will learn to use a synoptic journal that replaces the general journal and all the special journals. It is similar to an accounting worksheet and is ideal for an Excel environment. Through the use of a case study this course will take the student through the full accounting cycle from the inception of a business to the year-end financial statement.

Prerequisites

BOOK 105 with a minimum B grade.

Textbooks required

Microsoft Excel 2016: Part 1. 2015, Velsoft Training Materials, Inc. Available through CNC's Bookstore.

Offered twice

September 14 to December 7, 2020	Mon	6:30 pm - 9:30 pm
March 11 to May 20, 2021	Thu	6:30 pm - 9:30 pm

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Computerized Bookkeeping Level 1

BOOK 113 24 hours \$374 plus fees

This course features a full hands-on lab where students will learn how to use accounting software. Modules discussed include general ledger, accounts receivable, accounts payable, banking and reporting.

Prerequisites

BOOK 101 with a minimum B grade.

Textbooks required

Learning Sage 50 Accounting 2020: A Modular Approach Freedman, Harvey 21st Ed., Nelson. Available through CNC's Bookstore.

Offered twice

October 27 to December 10, 2020	Tue	6:30 pm - 9:30 pm
March 31 to May 19, 2021	Wed	6:30 pm - 9:30 pm

Computerized Bookkeeping Level 2

BOOK 114 24 hours \$374 plus fees

This course follows Computerized Bookkeeping Level 1 and features a full hands-on lab where students will learn how to use accounting software. Modules and features discussed include payroll, inventory, time and billing, budgeting, projects and departments, advanced reporting, multi-currency, year-end, security, and database maintenance.

Prerequisites

BOOK 113 with a minimum B grade.

Textbooks required

Learning Sage 50 Accounting 2020: A Modular Approach Freedman, Harvey 21st Ed., Nelson. Available through CNC's Bookstore.

Offered twice

September 10 to October 29, 2020	Thu	6:30 pm - 9:30 pm
January 13 to March 03, 2021	Wed	6:30 pm - 9:30 pm

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Payroll

BOOK 115 33 hours \$412 plus fees

This course takes an in-depth look at payroll concepts and builds on the payroll knowledge gained in Intermediate Bookkeeping. The rules and regulations regarding payroll are very detailed and prescriptive. Students will learn how to account for various pay structures as well as how to deal with special deductions for RRSP, pension, family maintenance and employee benefits. This course will also cover the detailed statutory regulations regarding taxable benefits and year-end compliance reporting.

Prerequisites

BOOK 105 with a minimum B grade.

Textbooks required

Basic Bookkeeping: An Office Simulation; Barker, Brooke C.W., Eighth Edition, Nelson Basic Bookkeeping - Working Papers.
Available through CNC's Bookstore.

Offered twice

September 9 to November 25, 2020	Wed	6:30 pm - 9:30 pm
March 10 to May 19, 2021	Wed	6:30 pm - 9:30 pm

Management Skills for Supervisors: Interpersonal Communication & Conflict Resolution

CESS 151 26 hours \$615 plus fees

There is no doubt that we all need to have difficult conversations at times, especially as a manager. If you want to better handle difficult conversations and achieve positive outcomes, you will appreciate this practical course. Cover common factors in miscommunication; concepts of motivation, intention, and perception; and learn all five conflict-handling styles and identify when to use them. You will become a confident communicator through development of listening, assertiveness, questioning, paraphrasing and feedback skills.

Course materials are provided.

Offered four times

September 10 to November 05, 2020	Thu	6:30 pm - 9:30 pm
January 05 to February 02, 2021	Tue, Thu	6:30 am - 9:30 pm
March 15 to May 17, 2021	Asynchronous	
March 29 to April 14, 2021	Asynchronous	



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Previous Course Work Credit

If you have taken similar courses through CNC, you may be eligible to receive advance course credit up to a maximum of four courses. Students looking to investigate these options should contact Academic Advising at your local campus to initiate a review by the appropriate Education Administrator.

Burns Lake	Fort St. James	Mackenzie	Prince George	Quesnel	Vanderhoof
250-692-1700	250-996-7019	250-997-7200	250-561-5846	250-991-7500	250-567-3200

Tuition and Fees

Tuition and fees for the Bookkeeping Certificate will be charged on a semester basis and is not course-by-course. The program tuition cost is \$3396 plus fees. New students in 2021 will be required to pay a non-refundable tuition deposit of \$1500 the time of registration. For the second semester, students must pay all remaining tuition and student fees by the semester Fee Payment Deadline.

Students will be given a priority date and time to register. In order to secure a seat in the program, students are encouraged to register as close to their priority date and time as possible.

Ready to Apply?

Apply online or;

submit a completed [CNC Application form](#) along with the \$40 application fee, Official transcripts (demonstrating required program prerequisites) must be submitted; at the time of application is recommended.

Please see cnc.bc.ca/admissions/apply for full details.

A minimum number of paid registrants is required to run each course. A registration deadline is used to determine whether we have enough participants to proceed. Although we do everything we can to ensure all of our courses run, there are times when we may have to cancel a course due to insufficient enrolment.

Late registrations are welcome, provided seats are still available.

FOR MORE INFORMATION:

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cnc.bc.ca/ce

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