



Bookkeeping Certificate

Course Overview

\$4625

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.

Approximately one week before the course starts you will receive a confirmation email that provides additional course details.

**239 hours
offered Online**

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).

Textbooks required

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

Ready to Register?

Request for [Registration Online Form](#);
and/or [Sponsor an Employee Form](#)

FOR MORE INFORMATION:

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