

COMPUTERIZED ACCOUNTING PROGRAM

Practical training opens doors to career in Accounting !

Program Overview

This program is designed to prepare individuals with the knowledge and skills necessary to excel in accounting and book-keeping related positions. Participants will learn the fundamentals of accounting with special reference to Canadian accounting environment and acquire the skills in the latest software for accounting and office functions. Training is through lecture, case studies, and hands-on practice. All courses are taught by experts in the field.

Classroom Learning Courses

- √ Essential Accounting
(Introduction to Canadian Accounting, Fundamental Accounting Knowledge, GST, PST, Inventory Accounting and Corporate Tax)
- √ Canadian Payroll (T4s, CPP, EI, income tax)
- √ Simply Accounting
- √ QuickBooks Pro
- √ Caseware Working Papers
- √ MS Word & Excel Advanced

Admission Requirements

- Completed high school education
- Intermediate English or ELSA 3 or above
- Basic book-keeping knowledge (passing an assessment quiz or having completed a Basic Accounting course)
- Keyboarding skill and knowledge of Windows XP

Language

Courses are taught in English.

Certificate of Completion

Students will receive a Certificate of Completion with 90% or above attendance.

Program Duration : (Daytime class—5 weeks; Evening class—6 weeks)

ADDITIONAL LEARNING OPPORTUNITIES

Practicum Placement

Students will gain additional practical experience through a 4-week practicum placement upon satisfactory completion of the program and availability of host companies.

Assistance with Job Search

When needed, students will be arranged to attend employment workshops, where employment counselors are available to assist eligible students in resume and cover letter writing, job search and interview techniques.

Location

268 — 8131 Westminster Highway, Richmond, B.C. V6X 1A7

**Enquiry and
Registration**

604-270-1891, Ext107

www.successbc.ca