



Create Career
College

Accounting Certificate Program



Create Your Future Here!

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Accounting Certificate Program

The Part-time Accounting Certificate program focuses on the key basics of Accounting. Students will be introduced to a variety of Accounting concepts and topics, as well as, tax and business law. In addition, this program will also equip students with critical skills in mainstream accounting software such as Quickbooks and Sage 50.

The Part-time Accounting Certificate program is designed to help individuals who are new to accounting and hope to learn about its concepts and gain more exposure to the field of Accounting. This program is suitable for students with no prior accounting experience, as well as working professionals due to the flexible class schedule.



We Offer

Flexible class schedule

Instructors with CPA qualifications

Upon successful completion of the Part-time Accounting Certificate program at Create Career College, students are qualified for Accounting Assistant, Bookkeeper, and Tax Clerk positions.

Program Duration

**Each
Course**

**20 hours over
4 weeks**



Admission Requirements

1. Students must be 19 years of age or over on the first day of class
2. Minimum High School Graduate or equivalent

If a student is from a non-English speaking country, the student need to meet one of the following

1. TOEFL iBT a minimum score of 60; IELTS academic a minimum score of 4.5
2. Successful completion of Grade 12 from a Canadian High School or equivalent
3. A score of 60% on the Create Career College English Placement Test

Students may enroll in ESL courses before starting the academic program

Course Listing

- 1. Introduction to Payroll**
 - 2. Introduction to Tax**
 - 3. Introduction to Finance**
 - 4. Introduction to Financial Accounting**
 - 5. Introduction to Financial Accounting 2**
 - 6. Introduction to Management Accounting**
 - 7. Introduction to Business Law**
 - 8. Introduction to Sage 50**
 - 9. Introduction to Quickbooks**
 - 10. Introduction to Powerpoint**
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Coures Overview

Introduction to Payroll

The main objective of this course is to provide a basic understanding of the Canadian payroll system. The course will provide an overview of the requirements for processing payroll calculation and administering the payroll to employees, government agencies and other parties in compliance with Canadian laws, regulations, and contractual arrangements.

Introduction to Tax

The main objective of this course is to provide a basic understanding of the Canadian taxation system. The course will provide an overview of the key concepts and practices of taxation. A variety of topics will be discussed including personal tax, corporate tax, GST/PST, and the preparation of T1 and T2 Tax returns.

Introduction to Powerpoint

This statistics course is to give students an understanding of the role of statistics in business and commerce. Students will learn thoroughly the basics of data analysis and the fundamental notion of statistical inference. Students will acquire knowledge, tools, and skills to analyze problems logically, carry out mathematical operations, and investigate issues scientifically.

Introduction to Finance

This course is focused on introducing students to business or corporate finance. Students will study how major decisions are made by financial professionals. The course includes a variety of topics, including the determinants of interest rates; security valuation; capital budgeting and cash flow estimation; determining the cost of capital; capital structure; dividend policy; working capital management; derivatives; and financial planning.

Introduction to Financial Accounting

This course is designed for the students who want to understand the accounting function of a business in the modern environment, at a national or international level. After completion of this course, students will have a basic knowledge of the accounting cycle and accounting for current assets.

Introduction to Financial Accounting 2

This course is a continuum of Financial Accounting 1 and expands knowledge of accounting based on the structure of the balance sheet. Upon completion of this course, the successful student will have accounting knowledge, and skills related to long-term assets, current liabilities, long-term liabilities and owner's equity with performance analysis.

Introduction to Management Accounting

Management Accounting helps decision-makers in business processes. This is an introductory course relating to key concepts and practices of management accounting with emphasis on the decision-making approach. The main objective of this course is to provide a basic understanding of an affiliated field of financial accounting.

Introduction to Business Law

Managing one's own business or working at the workplace as a manager or employee, has a number of aspects that should be taken care of the legal perspective. The course on Business Law in Canada introduces the basics of business law to students to prepare them for business problems relating to legal issues

Introduction to Sage 50

This course will provide students with an opportunity to get equipped with the latest instruments used in the field of accounting. Sage 50 is an easy-to-use desktop accounting software, primarily for growing small businesses, but can also be used for big business accounting. It includes standard accounting such as accounts payables, accounts receivable,

Introduction to Quickbooks

This course will provide students with an opportunity to get equipped with the latest instruments used in the field of accounting. Most of the small businesses in Canada are using QuickBooks for accounting purposes. QuickBooks will provide them an opportunity to create an output, based on the data they need to track in their business.



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