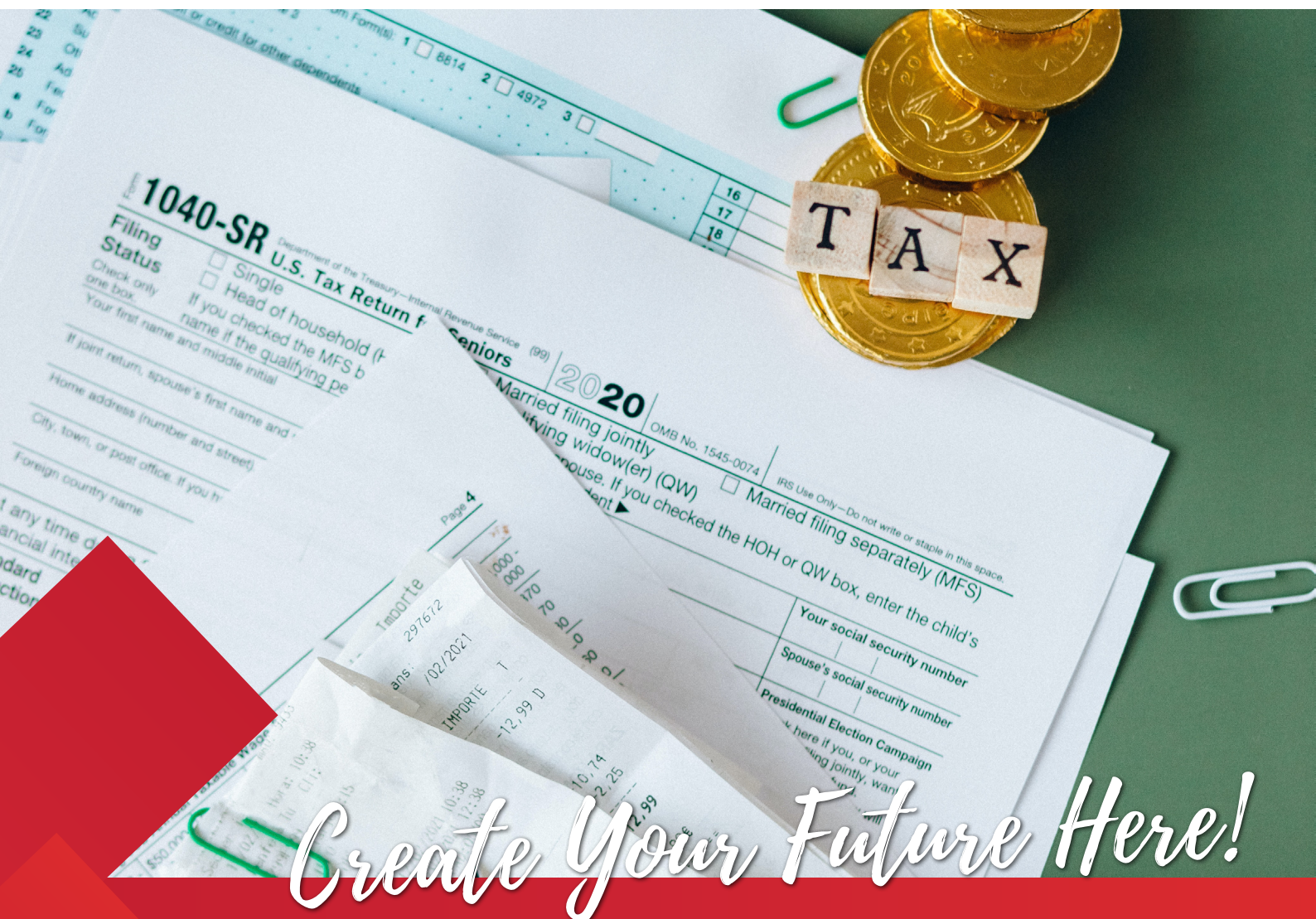




Create Career
College

Accounting

Diploma with Co-op



Create Your Future Here!

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School Introduction



Who are we

Founded in 2010, Canadian Create Career College (CCC College) is a Designated Learning Institution (DLI number: O19275297052) accredited by PTIB (Private Training Institutions Branch) and has earned BCEQA (British Columbia Education Quality Assurance) designation.

CCC College offers various accredited programs designed for trending industries with the most abundant job openings each year. Students at CCC College are able to acquire, develop and practice new workplace skills aligning with the rapidly changing job market and earn the most in-demand diplomas or certificates for today's workforce.

CCC College attracts students from all over the world with the unanimous goal of career success, creating a diverse and multicultural platform with a remarkable wealth of networking opportunities and experience.



100% Practicum Placement

Upon course completion, our experienced student advisors will assist in connecting with companies and searching for suitable practicum placements in the local area. Students can apply the acquired skills to workplaces in real business settings. During the practicum placement, students from CCC College are able to:

- 1 Apply theoretical knowledge
- 2 Gain first-hand career insights from industry professionals
- 3 Network within the industry to develop contacts
- 4 Solidify a clear career plan

Our Mission

Our mission is to strive for excellence in providing intensive accredited training to students from many cultural backgrounds and language abilities to help them thrive in the business world today.



Why Choose Create Career College (CCC)?



1 College-Enterprise Cooperation, Theory-Practice Combination

Create Career College (CCC) forged long-term collaboration with a number of local enterprises in different industry sectors. Students at Canadian Create Career College (CCC College) are able to acquire hands-on experience directly in line with workplace requirements.



2 Small Class Sizes

Create Career College has a low student-to-teacher ratio which ensures everyone can receive immediate feedback and get maximum attention from our professional instructors.



3 Career Path Assistance

Create Career College has dedicated advisors who offer career assistance to students. Students from CCC College are able to maximize their potential and greatly improve their competitiveness in the job market today.



4 Flexible Schedule, Immediate Start Dates

Create Career College offers full-time programs with flexible schedules. Most programs have a new intake every four weeks.

Admission Requirements



1 Student must be a high school graduate or equivalent or above;



2 Student must be at the age of 19 years old or over on the first day of class;

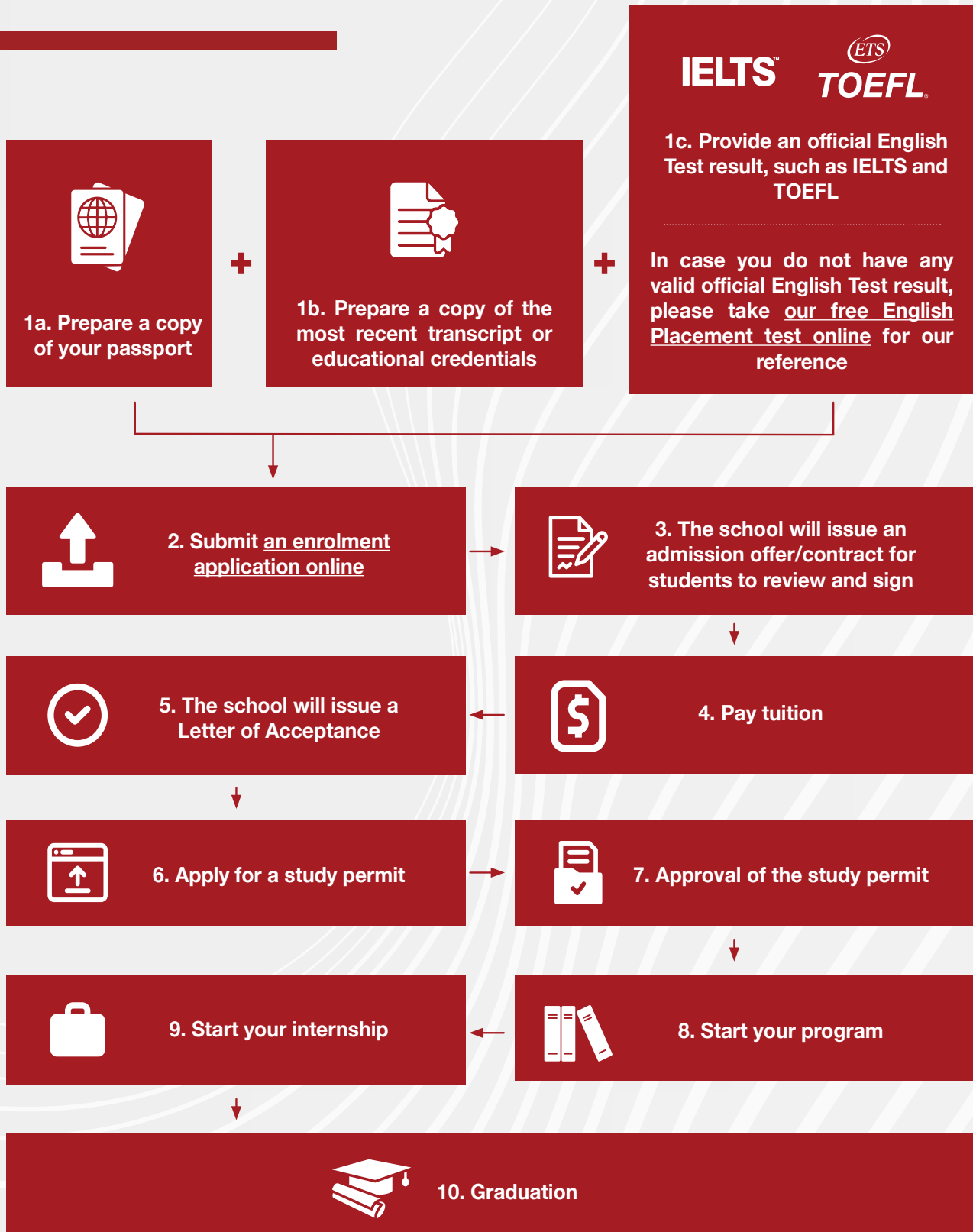


3 Prior to acceptance into the vocational or academic program at Create Career College, the student must meet the requirement of English proficiency, through either submitting an English score assessed by an approved and certified English Testing institution OR a successful English assessment at Create Career College OR completing a prerequisite program offered by Create Career College, which could be one of the following:

- Successful completion of the Create Career College's English as a Second Language (ESL) program, a prerequisite to vocational and academic programs in Create Career College, or
- Obtaining a minimum score of 80 on TOEFL iBT, or a minimum overall band score of 6.0 on IELTS academic module, or
- Successful completion of Grade 12 from a Canadian High School or equivalent, or
- A score of at least 60% on the Create Career College English Placement Test.



Admission Procedure



Program Introduction

Intake: Intermittent intake every 4 weeks (12 intakes per year)

Method of Delivery: In-person or Blended

Method of Instruction: Combination of Instructor-led lectures, guest speakers, case studies, presentations, online reading and exams. Online delivery will utilize Canvas (Learning Management System) to host lectures, assign homework, start discussions and monitor attendance.



Lecture

960 hours
(48 weeks)



Paid Co-op

960 hours
(48 weeks)

Duration of the Program: In total 96 weeks (1,920 hours)

The Accounting Diploma program at Create Career College (CCC) is designed to prepare students in the field of accounting, finance, and taxation. The structure of the program includes lectures, assignments, and projects.

In addition, the Accounting Diploma program is carefully aligned with the requirements of Chartered Professional Accountant and Public Business Accountancy. Therefore, students are prepared for the preliminary courses.

Our experienced accounting instructors with CPA qualifications supervise students with their assignments and projects to offer a real-world perspective to the students. Upon successful completion of the Accounting Diploma program at CCC, students are qualified for entry-level book-keeping, payroll, and taxation positions.



Upon completion of Diploma in Accounting Program, the successful students will have the ability to:

- 1 Demonstrate good communication skills at business place
- 2 Calculate different statistical indicators
- 3 Demonstrate ability to use Microsoft office applications
- 4 Demonstrate basic and intermediate level knowledge of accounting and related areas
- 5 Perform basic chores of financial accounting
- 6 Use major techniques of managerial accounting
- 7 Calculate taxes and other deductions
- 8 Calculate payrolls and deductions
- 9 Demonstrate accounts receivable and payable skills
- 10 Calculate different indicators of finance and personal finance
- 11 Demonstrate proficient use of software in accounting business goals and the target market

Lecture Overview

1 Computer Business Applications

This course is designed to provide students with an opportunity to learn and become proficient Microsoft Office users. The course will focus on Outlook, Word, Excel, and PowerPoint. In Outlook, students will learn to prepare emails and utilize various functions of Outlook for better electronic communication. In Excel, students will learn to prepare and edit worksheets, using formulas and different functions offered in Excel to complete different tasks. In Word, students will learn to edit and format documents to meet different standards. Finally, students will learn to create and give presentations using PowerPoint in a business setup.



2 Business Communication

When hiring, employers rank communication skills among the most requested competencies. This course provides students with a deep understanding of business writing, including letters, reports, memoranda, e-mails and summaries, as well as training their reasoning and analytical skills through critical reading.

3 Basic Statistics

This statistics course is to give students an understanding of the role of statistics in business and commerce. It will become clear how pervasive the use of statistics has become and how essential the basic concepts are to modern business practice. Students will learn thoroughly the basics of data analysis and the fundamental notion of statistical inference. The statistics learned in this course will provide the knowledge necessary to apply the basic techniques in a wide variety of circumstances and, perhaps more importantly, will enable students to assess the legitimacy and significance of the many and varied reports that we come across in our career career. The course will enable students to understand and analyze the future impact of decisions throughout an organization. It will give you the necessary knowledge, tools, and skills to analyze problems logically, carry out mathematical operations, and investigate issues scientifically.

4 Financial Accounting 1

Financial accounting 1 is designed for students who want to understand the accounting function of a business in the modern environment at the national or international level. After completion of this course, students will have a solid knowledge of the accounting cycle, internal control, and taxes. Students will also have the ability to analyze and record simple business transactions, post transactions in relevant ledger accounts, estimate uncollectible, prepare payroll, and complete accounting cycle. The Financial Accounting 1 course is a 4-week course with 25 hours of classroom learning per week. This course will be delivered and supervised by the expert in their field. Throughout the course, the instructor will use a variety of methods to disseminate and assess the learning of students. These methods include, but are not limited to lectures, exercises, in-class and home assignments, midterm exams, and final exams.



5 Financial Accounting 2

The Financial Accounting 2 course is a continuum of Financial Accounting 1 and it expands knowledge of accounting based on the structure of the balance sheet. Spread on 4 weeks duration, Financial Accounting 2 is designed for the students who have completed Financial Accounting 1 and are familiar with basic concepts of accounting. The delivering method is similar to Financial Accounting 1 with experienced instructors and a variety of methods including lectures, exercises, assignments. The course will provide knowledge and skills in a series of modules to be delivered in the classroom. Upon completion of this course, students will have acquired the knowledge and skills related to calculating the amortization of bonds, managing the accounting of long-term assets, current liabilities, performing financial analysis using financial ratios, vertical and horizontal analysis, and more.

6 Payroll and Taxation in Canada

In Canada, employers are required to apply payroll deductions for income tax, old age pension and employment insurance. The main objective of this course is to give students a basic understanding of the Canadian payroll and taxation systems. Courses provide an overview of processing payroll calculation and managing employee payroll. An important element of this course is the preparation of individual and business tax returns, and the application of the Goods and Services Tax (GST).

7 Accounting Software: Quickbooks

Accounting Software is critical in the current job market. This course will provide students with an opportunity to get equipped with the latest instruments used in the field of accounting. Most small businesses in Canada are using QuickBooks for accounting purposes. QuickBooks will provide the opportunity to create an output based on what they learned about the basics of financial accounting. Upon completion of this course, students will have a solid understanding of terminologies and concepts related to software accounting. In addition, this course will also equip students with skills to set up and close company, customer, and vendor accounts in QuickBooks, enter transactions for receivables and payables, create invoices and payroll, manage bank accounts and credit cards, and create financial statements.

8 Accounting Software: Sage 50

Sage 50 is one of the most widely used software in the field of bookkeeping and accounting in Canada. So far, students have learned the basics of financial accounting, managerial accounting, and other related areas. They have also gone through an accounting software QuickBooks that is largely being used by small and medium-sized businesses in Canada. Sage 50 will provide the students with an opportunity to get equipped with more elaborative and detailed latest instruments used in the field of accounting. Upon completion of this course, students will have a solid understanding of the Sage 50 structure. This course will also equip students with skills to set up, adjust, and close company, customer, vendor, and payroll accounts, enter transactions for receivables and payables, create inventory transactions in Sage 50, complete bank transactions, and create financial statements.

9 Introductory Managerial Accounting

This is an introductory course relating to key concepts and practices of management accounting with the emphasis on decision-making. The main objective is to help students relate management accounting decisions to the company's success. Topics include cost accounting fundamentals, costing methods, cost-volume-profit analysis, budgeting and control, and information for management control and decision analysis. Student will be able to apply most of the concept learned in previous accounting and finance courses.

10 Introduction to Finance

In this introductory course on corporate finance, students learn how financial professionals make major decisions. It includes a wide range of topics including interest rates, budgeting, estimating cash flow, dividends, derivatives, working capital and financial planning.

11 Macroeconomics

Macroeconomics deals with large-scale or general economic factors, such as interest rates, monetary policy and national productivity. This course covers concepts such as Gross Domestic/National Product, employment, inflation, stabilization policies, money, banking and international trade.

12 Business Law

Managing one's own business or working at the workplace as a manager or an employee, has a number of aspects that should be taken care of from the legal perspective. If these aspects are not taken care of properly, it may harm the business with a number of liabilities and can possibly result in the shutdown of business or incur personal liabilities. The course on Business Law in Canada introduces the basics of business law in order to prepare them for business problems relating to legal issues. This course highlights the key policies, rights, responsibilities and regulations most concerned in today's business world. Upon completion of this course, students will have a solid understanding of the business law in the Canadian legal system. Students will be able to distinguish the difference between Federal and Provincial legislative structure, understand the contract law, its elements, formation, terms and conditions and justify the stipulation/conditions of enforcement and non-enforcement, and the knowledge of in-court and out-of-court dispute resolution options in streaming platforms.





Career Opportunities

Accounting Assistant

Receivable Clerk

Accounting Technician

Payable Clerk

Bookkeeper

Income Tax Return Preparer

Financial Clerk

Ledger Clerk

Accounting Clerk

Enrollment Dates



Intake Start Dates 2022

- ▶ August 1, 2022
- ▶ August 29, 2022
- ▶ September 26, 2022
- ▶ October 24, 2022
- ▶ November 21, 2022
- ▶ December 19, 2022



Intake Start Dates 2023

- ▶ January 16, 2023
- ▶ February 13, 2023
- ▶ March 13, 2023
- ▶ April 10, 2023
- ▶ May 8, 2023
- ▶ June 5, 2023
- ▶ July 3, 2023
- ▶ July 31, 2023
- ▶ August 28, 2023
- ▶ September 25, 2023
- ▶ October 23, 2023
- ▶ November 20, 2023
- ▶ December 18, 2023



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