

Program Outline

Diploma in Bookkeeping

Program Description

Diploma in Bookkeeping Program is designed for the students to provide a sound foundation to those who want to join the field of bookkeeping, payroll, personal finance, personal taxation and small business taxation in the modern business environment nationally and internationally. This program will be delivered through a variety of methods including lectures, assignments, projects etc. and will be supervised by the individuals who are expert in their field.

Courses has been selected based on demand in the market and providing a skill set to student to enter into labor force related to bookkeeping, payroll and taxation field.

Upon completion of the Program, the successful students will have the ability to explain and apply major concepts related to bookkeeping, taxation and payroll areas and perform chores of bookkeeper with taxation and payroll activities.

Career Opportunities

After completion of this Program, students will qualify for entry level jobs in the field of bookkeeping, payroll and taxation. The study is mainly targeting:

NOC Code 1311; Accounting technician and bookkeeper

Entry-level positions often provide considerable potential for advancement. Career NOC Codes 1311 & 1431 both will provide options including;

- accounting assistant
- accounting technician
- bookkeeper
- financial officer
- financial clerk
- accounting clerk
- receivable clerk
- payable clerk
- income tax return preparer
- ledger clerk

Student can progress to supervisory positions with the passage of time with experience.

Admission Requirements

Applicants must be:

1. Be at least 17 years of age AND
2. Graduated from high school in Canada OR
3. Apply as a mature student who did not graduate from high school in Canada but is at least 19 years of age AND

Provide proof of English proficiency any of the following:

- Grade 12 or higher-level English course from Canada.
- High School English 12: C (or equivalent) from an English-speaking country.
- University or College level English course (non-ESL): C from an institution where English is the language of instruction.
- Proof of four-year undergraduate degree from a recognized institution where English is the principal language of the country and the language of instruction.
- Completion of at least 12 credits from a post-secondary institution in Canada or where English is the principal language of the country and the language of instruction.
- English Language Test – any one of the following (only valid for two years):
 - IELTS: 5.5 (with no band test score less than 5.0)
 - TOEFL iBT: 46 or more
 - Duolingo: 85 or more

Equipment required for this Program

- Black/Whiteboard
- Multi-media with Laptop
- Computers with Microsoft Office and Accounting software for Instructor
- Student must have his/her own Laptop or Tablet
- Zoom platform for on-line classes
- Free Wi-Fi

Learning Objectives/Outcomes

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

- Demonstrate good communication skills at business place
- Calculate different Statistical indicators
- Demonstrate ability to use Microsoft office applications
- Demonstrate full knowledge of bookkeeping and basic level knowledge of accounting and related areas
- Perform basic chores of financial accounting
- Use major techniques of managerial accounting

- Calculate taxes and other deductions
- Calculate payrolls and deductions
- Demonstrate accounts receivable and payable skills
- Calculate different indicators of finance and personal finance
- Demonstrate usage of software in accounting
- Calculate and submit T1 and T2 returns

Student Progress/ Assessment Methods

Assignments/Lab Assignments	25%
Project	25%
Midterm Exam	25%
Final Exam	25%

(Above are general assessment methods to be used but these may vary according to course requirements. Please see Course Outlines for specific assessment methods).

Attendance Graduation Requirements

At least 75% attendance is mandatory. Students must secure at least 50% marks in each course to graduate from the program. Additionally, attendance must be at least 75%.

Required Textbooks

1. Microsoft Office 2016 Bible published by Wiley
2. Essentials of Business Communication by Guffey, 8th ed
3. Fundamental Accounting Principles Vol. 1 by Larson 15th Canadian ed.
4. Fundamental Accounting Principles Vol. 2 by Larson 15th Canadian ed.
5. CRA Guides downloadable pdf documents for free from the CRA website -Latest available
 - i. Employer's Guide; Payroll deductions and remittances
 - ii. Payroll deduction formula for computer programs
 - iii. General Income Tax and Benefits Guide
 - iv. Corporate Tax Guide
 - v. GST/HST Guide
6. The Official Intuit Guide; QuickBooks, Latest available; the Missing Manual by Bonnie Baifore
7. Sage 50 Resource Guide by Sage Learning Service, latest available
8. Management Accounting by Horngren; 6th Canadian ed.
9. Contemporary Business Math with Canadian Application, by Hummelbrunner and others, 11th edition, Pearson Canada
10. Personal Finance; Madura and Gill, 4th ed, Pearson Canada

Program Organization

List the subjects/courses in this program and the instructional hours allotted to each in order to show a scope and sequence of subject matter sufficient to achieve the learning outcomes for the program.

Course ID	Name of Course/Subject	# of Hours
DBK 101	Computer Business Applications	50
DBK 105	Business Math	50
DBK 110	Financial Accounting 1	50
DBK 115	Personal Finance	50
DBK 120	Financial Accounting 2	50
DBK 210	Payroll and Taxation in Canada	50
DBK 215	Software Accounting; QuickBooks	50
DBK 220	Software Accounting; Sage 50	50
DBK 225	Business Communication	50
DBK 230	Introductory Managerial Accounting	50
	Total	500