

Basic Elements of Bookkeeping Certificate Program 2022/2023 Online Delivery Information Sheet

This information sheet provides supplementary information specific to the 2022/2023 delivery of the program.

Please read the Program Guide and Information Sheets thoroughly. They provide information about the program, its components, entry requirements, certificate requirements, and registration process.

Registration opens in May for Fall start, and October for Spring start.

There are 6 zoom/asynchronous courses in the program. They are self paced with weekly assignment submissions. Each second level course will have a final project. Each final project is a summary of all work learned in both levels. All final projects must be written and a final mark of 80% or high must be achieved to be eligible for a bookkeeping certificate. Registration for each section is done separately and tuition must be paid upon registration: we are unable to hold seats. It is HIGHLY RECOMMENDED that students complete the Basic Elements of Bookkeeping Levels 1 & 2 prior to enrolling in SAGE 50 Accounting and QuickBooks. In order to be enrolled in the bookkeeping software courses without taking Bookkeeping Level 1 & 2, please contact the Program Co-ordinator(niki.scarfo@viu.ca).

FALL 2022 ONLINE COHORT:

Course Title	Course Code	Dates	Cost
Basic Elements of Bookkeeping Level 1	MSBK 010 F22W70/71	Online, September 6 – September 25	\$299 + TAX
Basic Elements of Bookkeeping Level 2	MSBK 020 F22W70/71	Online, September 26 – October 23	\$299 + TAX
QuickBooks Level 1 (Desktop version)	CMQM 030 F22W70	Online, October 24 – November 13	\$299 + TAX plus additional textbook
QuickBooks Level 2 (Desktop version)	CMQM 040 F22W70	Online, November 14 – December 11	\$299 + TAX
SAGE 50 Accounting Level 1 (Desktop version)	CMSA 010 S23W70	Online, January 9 – January 29	\$299 + TAX plus additional textbook
SAGE 50 Accounting Level 2 (Desktop version)	CMSA 020 S23W70	Online, January 30 – February 26	\$299 + TAX

SPRING 2023 ONLINE COHORT:

Course Title	Course Code	Dates	Cost
Basic Elements of Bookkeeping Level 1	MSBK 010 S23W70/71	Online, January 9 – January 29	\$299 + TAX
Basic Elements of Bookkeeping Level 2	MSBK 020 S23W70/71	Online, January 30 – February 26	\$299 + TAX
QuickBooks Level 1 (Desktop version)	CMQM 030 S23W70	Online, February 27 – March 19	\$299 + TAX plus additional textbook
QuickBooks Level 2 (Desktop version)	CMQM 040 S23W70	Online, March 20 – April 16	\$299 + TAX
SAGE 50 Accounting Level 1 (Desktop version)	CMSA 010 S23W70	Online, April 17 – May 7	\$299 + TAX plus additional textbook
SAGE 50 Accounting Level 2 (Desktop version)	CMSA 020 S23W70	Online, May 8 – June 4	\$299 + TAX

Additional Information:

- **REGISTRATION:** Students must register for each course individually. Registration can be completed online, or by calling registration at 1-866-734-6252. To be enrolled in computerized bookkeeping (SAGE 50 & QuickBooks) without taking Bookkeeping Level 1 & 2, please contact the Program Co-ordinator (niki.scarfo@viu.ca).
- **SPONSORSHIP:** If your employer is sponsoring you to take the program, then you will need to contact our registration department for the appropriate sponsorship forms.
- **PRIOR LEARNING ASSESSMENT:** If you have completed any of the VIU bookkeeping courses within the last three years (Since September of 2019) and would like to complete the bookkeeping certificate, please contact the program administrator via e-mail at niki.scarfo@viu.ca
- **SUPPLIES:** Courses now take place online exclusively. Please ensure you have a working Windows computer with Windows 8 or higher. This course is currently not compatible with Macs, Chromebook or Tablets.
- **TEXTBOOK AND COURSE MATERIALS:** Only course manuals and handouts are included as a material fee. Please check your registration for additional textbook information to be purchased separately at the bookstore.