

**School of Business**

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# Interested in a Career in Bookkeeping?

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[business@centennialcollege.ca](mailto:business@centennialcollege.ca)



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**See where  
experience  
takes you.**

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# Program Overview



Earn a Bookkeeping Certificate at Centennial College in just two-semester the program will provide a pathway to the Certified Bookkeeper designation with the **Canadian Institute of Bookkeeping (CIB)**. Membership in the CIB opens the door to a variety of positions including bookkeepers, accounts receivable/payable supervisors, payroll administrators, and office managers.

Graduates of this program are eligible to transfer with credits, into Centennial's two-or three-year accounting programs to earn an Accounting diploma – advanced diploma. Courses from this program are qualified for exemptions with the **Canadian Institute of Bookkeepers (CIB)**.

## Learning Outcomes

1. Complete bookkeeping functions within the accounting cycle including accounts receivables, payables, inventory, and payroll processing using relevant software and operating systems.
2. Apply general accepted accounting principles to produce financial statements and reports for proprietorships, partnerships, and corporations.
3. Prepare individual income tax returns in compliance with relevant legislation and regulations using tax preparation software.
4. Develop a plan to support the management needs of the bookkeeping function including planning, forecasting, budgeting, cost and revenue management.
5. Use spreadsheet and database programs, including Excel and Access, to create and produce reports for business analysis, identification of trends and decision-making.

## **Benefits**

### **Program Highlights**

- Courses are qualified for exemptions with the **Canadian Institute of Bookkeepers (CIB)**
- The program is short, intensive eight-month training
- Practical hands-on experience in modern microcomputer labs is provided
- You will gain effective business communication skills
- An overview of other business functions in an organization is provided
- Knowledgeable and approachable faculty members have business experience

## **Career**

### **Outlook**

- Bookkeeper
- Accounts receivable
- Accounts payable
- Accounting clerk

## **Areas of**

### **Employment**

- Enterprise Corporations
- Not-for-profit
- Start-ups
- Accounting Firms
- Banks
- Federal/Provincial Government

# Academic Requirements



- Compulsory English 12C or U, or skills assessment or equivalent
- Math 11C, M or U or 12C or U, or skills assessment or equivalent

## Program Outline

Program Code: 2906

Program Length: 1 year/2 semesters

Credential: Ontario College Certificate

Start: Fall, Winter, Summer

Campus: Progress

416-289-5000 ext. 2258

### Semester 1

#### Course Code

#### Course Title

ACCT-112

Financial Accounting 1

COMM-160/161

College Communication 1

COMP-106

Applied Business Software 1

GNED

General Education Elective

HRMT-318

Payroll

MATH-119

Mathematics of Finance Part 2

### Semester Note

Please note, students who score 36/45 or higher will be exempted from MATH-128 and 118 and will take MATH-119.

### Semester 2

ACCT-150

Small Business Software

ACCT-221

Financial Accounting 2

ACCT-222

Management Accounting 1

ACCT-226

Taxation 1

ACCT-228

Accounting Microcomputer  
Applications 1

COMP-126

Applied Business Software 2

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