Grant Funded Employment Training

Accounting Assistant/ Bookkeeping

Program Start Dates: January, May, and September

Complete an Accounting Assistant/Bookkeeping Certificate in 32 or 48 weeks through Alberta Labour

Why Choose Columbia College?

- Graduate faster and start working sooner
- Small class sizes
- Onsite daycare
- Training is grant funded
- Receive help with job search, cover letters, and interviewing
- Get connected to employers
- Individual and group tutoring sessions offered
- Trained in manual and computerized accounting

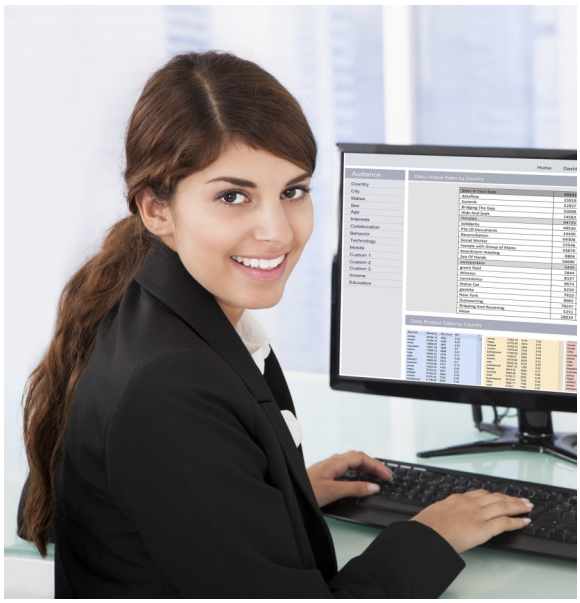
COLUMBIA COLLEGE

Phone: 403-235-9300; Toll Free: 1-888-235-9370 Email: columbia@columbia.ab.ca 802 Manning Road NE, Calgary, AB T2E 7N8 For more information, or to apply, please visit us at: www.columbia.ab.ca	Meet with an Admissions Advisor. No appointment required. Walk-in hours are: Monday - Thursday (8:30 a.m. - 5:00 p.m.); Friday (8:30 a.m. - 4:30 p.m.); Saturday (8:00 a.m. - 1:00 p.m.)

Please visit our website for detailed program and admission information.

Course Content Includes:

- **Accounts Receivable**
- **Accounts Payable**
- **Merchandising Accounting**
- **Inventory Costs & Valuation**
- **Internal Control**
- **Bank Reconciliation**
- **Liabilities' Shareholder Equity**
- **Warranty and Coupons**
- **Notes Payable**
- **Bonds Payable**
- **Mortgages**
- **Leases**
- **Sale and Redemption of Shares**
- **Dividends**
- **Retained Earnings**
- **QuickBooks**



Introduction:

This Training for work program is for people who want to work in entry level roles within the Accounting Industry. Examples of jobs include: Accounting Assistant, Accounting Clerk, Accounting Technician, Bookkeeper, Customer Service Representative, Night Auditor and Inventory Controller.

Examples of Employers Who Have Hired Columbia's Graduates:

- Avmax Aviation Services Inc.
- Calgary Board of Education
- Clarion Hotel and Conference Centre
- Green Drop Lawns
- Mosaic Primary Care Network
- Scotiabank
- Southland Transportation Ltd.

How Long is the Program?

- 32 or 48 weeks
- Monday to Friday
- 25 hours of class per week
- 16 weeks of Academic Upgrading (48 week program only)
- 27 weeks of Job Specific Skills

What are the Program Entry Requirements?

- Canadian Language Benchmark CLB 5 (48 week program) or CLB 6+ (32 week program). Mathematics Grade 6 and above.
- Computer and Keyboarding Skills. Must be able to type 30 wpm.
- Achieve satisfactory results on the Columbia College Assessment in Reading Comprehension, Writing, and Math.
- Successfully complete an entry interview to determine fit for the career and success in the program.
- Clear Police Information Check with Vulnerable Sector Search (before entering the program). Student is responsible for this cost ($30).

Childcare Centre on site.