



PROGRAM SUMMARY

Bookkeeping & Accounting Diploma Online

Admissions Process

- ✓ Complete a Virtual Tour with an Admissions Representative
- ✓ Fill Out & Sign Registration Documents
- ✓ Pay the Application Fee
- ✓ Provide High School Diploma or GED (If Not Available, then Pass the Entrance Readiness Assessment Online)
- ✓ Finalize a Financial Plan
- ✓ Complete the Online Introductory Course "Launchpad"
- ✓ Attend Online Orientation

Program Highlights

780 Total Clock Hours | 8 Courses
1 Course at a Time | 100% Online | 39 Weeks

Total Program Tuition

\$13,545 - Includes all books and courseware.

Course Format

This self-directed online program includes two live Zoom classes each week, offering a chance to engage directly with your instructor.

Registration

Registered as a career college under the Career College Act 2005.

Apply Today
(888)-641-6300
BryanCollege.ca

Financial assistance available for those who qualify.

Summary of Courses

To meet employer demands for bookkeepers & accounting professionals, Bryan College developed the Bookkeeping & Accounting Diploma Program in collaboration with industry experts. The program provides graduates with a well-rounded base of accounting & bookkeeping principles, tax fundamentals, Microsoft Excel, QuickBooks, and more.

Inside this guide, you'll find a summary of the Bryan College curriculum. Please feel free to speak with an admissions advisor to learn more.

Student Success and Technology Foundations for the Bookkeeping Professional

A course covering the information and skills needed to succeed in academic studies, including study skills, setting academic goals, managing time, and technology skills featuring some of the Microsoft Office products. Students will also learn how these skills will help them succeed as a bookkeeping professional.

Business Communications

This course provides students with foundational knowledge regarding effective communication styles and strategies for the business professional. Students will learn practical skills in intra- and interpersonal communication within business-related environments, in how personal attitudes affect organizational effectiveness and productivity, and in the interactions between people both personally and professionally.

Microsoft Excel I

Industry has developed from paper-based, isolated practices to connected systems that acquire and store electronic data, which can be used to help manage organizations. In this course, students learn how to use specific, popular analytic tool(s) to organize, analyze and display data.

Accounting Principles I

This course provides the foundation for accounting concepts following the Canadian Generally Accepted Accounting Principles (GAAP) and will be used throughout the students' business program. There will be an introduction and focus on International Financial Reporting Standards (IFRS) and Accounting Standards for Private Enterprises (ASSPE). This course covers an introduction to financial accounting theory and practice and provides students with the tools needed to develop a functional knowledge of fundamental accounting principles. Students will also be introduced to the methods for summarizing, analyzing and reporting financial data. Topics include bookkeeping cycle, basic accounting principles and procedures, financial statements, merchandising operations and inventory, and accounting for assets.

Accounting Principles II

This course is the second in the program covering concepts and applications of accounting. It provides an overview of accounting for partnerships and corporations and continues with the discussion of the basic principles and applications of managerial and cost accounting. This course focuses on managerial techniques and procedures designed to aid managers in their planning, control, and decision-making roles. At the end of this course, students will be skilled in tasks related to positions such as AP clerk, payroll clerk, or bookkeeper.

Payroll and Human Resource Management

Introduction to human resources concepts and practices applicable for entry-level HR professionals and general managers in numerous industries. Provides overview of key HR functions such as: HR operations; recruitment and selection; payroll, compensation and benefits; HR development and retention; employee relations; and health, safety, and security. This course will also address Canadian federal and provincial payroll legislation including Canada Pension Plan (CPP), Employment Insurance (EI), income tax deductions, T4s, Record of Employments (ROEs), statutory holidays, vacation pay, and minimum wage laws.

Accounting Practice with QuickBooks

In this course students apply accounting concepts to keep financial records for small service and merchandising companies using QuickBooks. Students learn how to expertly navigate through QuickBooks, perform day-to-day business transactions, and view reports. Topics covered include chart of accounts, accounts receivable, accounts payable, inventory, payroll, and financial statements.

Fundamentals of Taxation

This course provides an introduction to federal and provincial income taxation of individuals and businesses, providing a broad overview of the importance of tax considerations in business and personal decisions. Topics such as financial statement analysis, income, deductions, credits, depreciations, and allowances will be explored.

