



# Accounting & Finance

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For more information, contact Natalie Lai at 604.323.5193 or [csaccounting@langara.bc.ca](mailto:csaccounting@langara.bc.ca).

#### Location

Main Campus

#### Schedule Information

• Entry Dates: January, May, and September

#### Program Costs

• Tuition: \$274 to \$605 per course

#### Notes

• All required textbooks are available at the Langara Bookstore at Main Campus.

#### Info, Resources & Forms

[www.langara.bc.ca/csaccounting](http://www.langara.bc.ca/csaccounting)



## Professional Accounting

### PROFESSIONAL ACCOUNTING CERTIFICATE PROGRAM

The Professional Accounting Certificate helps develop the knowledge and skills required to effectively communicate, manage, and lead in today's business environment.

Upon completion of this program, students will have fulfilled Levels 1, 2, and 3 of the Certified General Accountants (CGA) program. Students will be in an excellent position to compete for accounting-related management positions and/or pursue further studies, including Langara College's Advanced Accounting Certificate.

#### Accounting Designations

Courses in the Professional Accounting program are recognized by the Certified General Accountants Association of British Columbia (CGA) and the Chartered Professional Accountants of BC (CPABC). Each designation may have their own select requirements, so students are recommended to contact the association directly to ensure they meet any additional requirements.

Students who are still completing the CGA legacy program should ensure they meet CGA's program requirements and deadlines. Students who are beginning the Professional Accounting program will be working towards the CPA program requirements.

For more details, visit [www.cga-bc.org](http://www.cga-bc.org) or [www.bccpa.ca](http://www.bccpa.ca).

#### Required Courses (514 hours, 51.4 CEUs)

- Business Case 1 (16 hours, 1.6 CEUs)
- Business Communications (36 hours, 3.6 CEUs)
- Business Law in Canada (36 hours, 3.6 CEUs)
- Economics - Micro & Macro (39 hours, 3.9 CEUs)
- Finance 1 - Part 1 (39 hours, 3.9 CEUs)
- Finance 1 - Part 2 (39 hours, 3.9 CEUs)
- Financial Accounting 1 - Part 1 (39 hours, 3.9 CEUs)
- Financial Accounting 1 - Part 2 (39 hours, 3.9 CEUs)
- Financial Accounting 2 (39 hours, 3.9 CEUs)
- Financial Accounting 3 (39 hours, 3.9 CEUs)
- Management Accounting 1 (39 hours, 3.9 CEUs)
- Management Communications (36 hours, 3.6 CEUs)
- Management Information Systems (39 hours, 3.9 CEUs)
- Quantitative Methods 1 (39 hours, 3.9 CEUs)

#### Certificate Requirements

Courses may be taken individually as long as individual course prerequisites have been met. Students completing the certificate do not need to apply to the program as registration is by course. Students who have completed previous course work and would like to have the courses approved for prerequisites or exemptions towards the certificate must provide documents in the form of official transcripts before registration along with the Exemption/Prerequisite Approval Form.

Upon successful completion of all the required courses with a minimum C+ grade for each course, students will need to complete an Application for Graduation Form. All requirements must be completed within five years of starting the program.

#### FINANCIAL ACCOUNTING 1 - PART 1

BSAD1084

This introductory course in financial accounting reviews the accounting cycle and the preparation of financial statements. Topics include: accounting concepts, recording transactions, adjusting accounts, preparing statements and completing the accounting cycle, accounting for merchandising activities, and inventories and special journals.

**\$605**     **3.9 CEUs/ILUs**  
**(50353)**     **13 eve - Th Jan 09 - 1830-2130 (Kuo)**

#### FINANCIAL ACCOUNTING 1 - PART 2

BSAD1085

Topics include internal controls and accounting for cash, temporary investments, and receivables; capital assets; current and long-term liabilities; accounting for partnerships and corporations; cash flow statements; and conceptual framework of accounting.

Prerequisites: Financial Accounting 1 - Part 1 or equivalent.

**\$605**     **3.9 CEUs/ILUs**  
**(50373)**     **13 eve - Tu Jan 14 - 1830-2130 (Wong)**

#### BUSINESS COMMUNICATIONS

GBSC1004

This course introduces the fundamentals of interpersonal and group interaction including written, verbal, and non-verbal communication. We look at options in presentation preparation and delivery techniques, awareness of tone, consideration of audience, and selection of indirect and direct message organization.

Note: Completion of this course along with Management Communications will provide CM1 and Public Speaking exemption from CGA.

**\$400**     **3.6 CEUs/ILUs**  
**(50377)**     **6 day - Sa Jan 11 - 0900-1600 (Rutledge)**  
**(50378)**     **12 eve - Mo Jan 13 - 1830-2130 (Karkut)**  
**(50379)**     **12 eve - Tu Jan 14 - 1830-2130 (Hayashi)**

#### MANAGEMENT COMMUNICATIONS

GBSC1007

Take your communication skills to the next level. Learn the techniques of writing documentation and procedures both clearly and effectively. Learn to deliver brief business presentations for today's supervisory role. This course takes an in-depth approach to writing report conventions and documenting sources, as well as writing summaries, reports, instructions, and procedures.

Prerequisites: Business Communications or equivalent.

**\$400**     **3.6 CEUs/ILUs**  
**(50380)**     **12 eve - Tu Jan 14 - 1830-2130 (Collerman)**  
**(50381)**     **6 day - Sa Mar 08 - 0900-1600 (Collerman)**

#### BUSINESS LAW IN CANADA

BSAD1005

Gain knowledge about the legal aspects of doing business in Canada. Topics include the Canadian legal system, statutory and common law principles; contract law; tort (negligence) law; public and private company law; commercial law; banking law; debtor-creditor relations; agency theory; real and personal property law; and intellectual property law. Apply legal principles and analysis to everyday challenges faced by Canadian businesses.

Note: Final exam scheduled between April 7 and 17, 2014. No class February 8 - 14, 2014.

**\$400**     **3.6 CEUs/ILUs**  
**(50338)**     **12 mng - Sa Jan 04 - 0930-1230**  
**(50339)**     **12 eve - Th Jan 09 - 1830-2130**

#### ECONOMICS - MICRO & MACRO

BSAD1088

This is an introduction to the issues, concepts, and theories of micro and macroeconomics. This course provides practice in applying economic reasoning to decision-making and forecasting problems in business, industry, and government.

**\$605**     **3.9 CEUs/ILUs**  
**(50355)**     **14 eve - We Jan 08 - 1830-2130 (Chau)**

#### FINANCIAL ACCOUNTING 2

BSAD1086

This course focuses on the asset side of the balance sheet. The first part of the course covers financial reporting and accounting concepts, income statement and balance sheet presentation, the cash flow statement, and revenue and expense recognition. The second half of the course covers current monetary balances, inventory and cost of goods sold, temporary and long-term investments, and capital assets.

Prerequisites: Financial Accounting 1 - Part 1 and Part 2, or equivalent.

**\$605**     **3.9 CEUs/ILUs**  
**(50374)**     **13 eve - Mo Jan 06 - 1830-2130 (Charania)**

#### FINANCIAL ACCOUNTING 3

BSAD2088

This intermediate financial accounting course emphasizes liabilities and equities. Topics include legal and financial aspects of partnerships and corporations; current and long-term liabilities; shareholders; equity; complex debt and equity instruments; leases; accounting for income taxes; pension and other post-employment benefits; accounting changes; cash flow statement; and the analysis of financial statements.

Prerequisites: Financial Accounting 2 or equivalent.

**\$605**     **3.9 CEUs/ILUs**  
**(50358)**     **13 eve - Th Jan 16 - 1830-2130 (Fellnermayr)**

#### FINANCE 1 - PART 1

BSAD1089

This foundation course in managerial finance focuses on the major decisions made by the financial executive. Content includes analysis of the financial environment and its components; security valuation; the determinants of interest rates; strategic decisions in capital budgeting; cash flow estimation; the cost of capital; working capital management; and financial planning.

Prerequisites: Financial Accounting 1 - Part 1 and Part 2, and Quantitative Methods.

Note: Course available September 2014.

**\$605**     **3.9 CEUs/ILUs**

## FINANCE 1 - PART 2

BSAD2089

An in-depth study of issues and tools that assist financial managers in decision-making. Topics include capital budgeting under uncertainty; long-term sources of funds; capital structure; dividend policy; special financing and investment decisions; futures, forwards, options, and swamps; treasury risk management; financial planning; and long-term planning strategic issues in finance.

**Prerequisites:** Finance 1 - Part 1 or equivalent.

**Note:** No class on February 12, 2014.

**\$605 3.9 CEUs/ILUs**  
**(50359) 13 eve - We Jan 08 - 1830-2130 (Rajwani)**

## MANAGEMENT ACCOUNTING 1

BSAD1087

Learn the foundational concepts and practices of management accounting. Topics include costing accounting fundamentals; job and process costing; cost-volume-profit analysis; budgeting and control; inventory costing; and information for management control and decision analysis.

**Prerequisites:** Financial Accounting 1 - Part 1 and Part 2, or equivalent.

**\$605 3.9 CEUs/ILUs**  
**(50354) 13 eve - Tu Jan 14 - 1830-2130 (Galloway)**

## MANAGEMENT INFORMATION SYSTEMS

BSAD1090

This introductory course combines management and accounting into a computer-based information system. Explore the different types of hardware and software necessary to an organizations effective work environment. Explore ways to successfully obtain and process information to enhance business performance by integrating network topologies, files and database methods. Learn to make sound decisions and solve problems by taking a closer look at each stage of the life cycles of information systems for successful implementation.

**\$605 3.9 CEUs/ILUs**  
**(50375) 13 eve - Mo Jan 13 - 1830-2130 (Galloway)**

## QUANTITATIVE METHODS 1

BSAD1083

Topics covered in this course include data and data presentation; probability; decision analysis; sampling distributions; applications of sampling and risk analysis; statistical estimation; hypothesis testing; regression and correlation; multiple regression; index numbers; time series; statistical decision theory; and an introduction to linear programming.

**Prerequisites:** Completion of Basic Probability & Statistics or equivalent.

**Note:** Final exam scheduled between April 7 and 17, 2014. No class February 8-14, 2014.

**\$605 3.9 CEUs/ILUs**  
**(50346) 24 eve - Mo/We Jan 06 - 1830-2030 (Wong)**

## BASIC PROBABILITY & STATISTICS

BSAD1123

Topics covered include the collection, classification, analysis and presentation of numerical data; measures of location and variability; probability; random samples and sampling distributions; estimation of parameters; testing hypotheses; regression and chi-square. This course leads into the Quantitative Methods 1 course.

**Note:** Final exam scheduled between April 7 and 17, 2014. No class February 8-14, 2014.

**\$400 3.9 CEUs/ILUs**  
**(50347) 24 eve - Tu/Th Jan 07 - 1630-1830 (Susanto)**

## BUSINESS CASE 1 - CGA

BSAD1091

Students will apply and integrate knowledge from various subject areas to solve specific business problems encountered by a sample company and produce high-level management reports. Students will utilize concepts applied from courses within the Professional Accounting Certificate to complete the business case. Students should expect to spend over 50 hours outside of class hours to complete the case.

**Prerequisites:** Completion of all the Professional Accounting Certificate courses or completion of CGA Level 3. Prior experience with ACCPAC or purchase of the CGA ACCPAC Tutorial at the Langara Bookstore.

**Note:** Electronic submission deadline is 7:00 pm on April 1, 2014. There will be an optional Installation Workshop on January 25, 2014. For specific technical course requirements, contact the Program Coordinator.

**\$284 1.6 CEUs/ILUs**  
**(50356) 1 day - Sa Jan 25 - 0900-1300 and 4 mng - Sa Feb 01 - 0900-1100 and 2 day - Sa Mar 15 - 0900-1300 (Galloway, Ly)**

## PUBLIC SPEAKING

BSAD1113

Learn to deliver brief business presentations that are commonplace in a supervisory role. Students will learn to develop oral communication skills in a mutually supportive and interactive environment. This course will help students become more confident public speakers.

**Note:** Students can take this course to receive Public Speaking completion for the CGA program if the Communication requirement has been accepted by CGA.

**\$274 2.4 CEUs/ILUs**  
**(50357) 8 eve - Tu Jan 28 - 1830-2130 (Zitron)**

## ADVANCED ACCOUNTING CERTIFICATE PROGRAM

Rapidly advancing technology, globalization of business and industry, and a strong focus on business ethics has placed new demands on the skill set and education of accountants. The Advanced Accounting Certificate will meet these demands by providing education that integrates advanced accounting skills with current changes in the role of an accountant.

The certificate allows graduates of the Professional Accounting Certificate to continue with an advanced certificate covering all the Level 4 CGA courses as well as CPA program requirements.

### Accounting Designations

Courses in the Advanced Accounting program are recognized by the Certified General Accountants Association of British Columbia (CGA) and the Chartered Professional Accountants of BC (CPABC). Each designation may have their own select requirements, so students are recommended to contact the association directly to ensure they meet any additional requirements. Students who are still completing the CGA legacy program should ensure they meet CGA's program requirements and deadlines.

For more details, visit [www.cga-bc.org](http://www.cga-bc.org) or [www.bccpa.ca](http://www.bccpa.ca).

### Required Courses (286 hours, 28.6 CEUs)

- Management Accounting 2 (54 hours, 5.4 CEUs)
- Accounting Theory 1 (54 hours, 5.4 CEUs)
- Taxation 1 (54 hours, 5.4 CEUs)
- Auditing 1 (54 hours, 5.4 CEUs)
- Public Practice Audit Case 2 (16 hours, 1.6 CEUs)
- Financial Accounting 4 (54 hours, 5.4 CEUs)

### Certificate Requirements

In order to be eligible, students must provide proof of completion of CGA Level 3 equivalent completion of the individual prerequisite for the course of interest. Official transcripts along with an Exemption/Prerequisite Approval Form must be supplied before enrolment.

Upon successful completion of all the required courses with a minimum C+ grade in each course, students will need to complete an Application for Graduation Form. All requirements must be completed within five years of starting the program.

## ACCOUNTING THEORY 1

BSAD1051

This in-depth course covers current issues and problems in the financial accounting field. The course deals with the contributions of economics, finance, and other disciplines to accounting theory.

**Prerequisites:** Financial Accounting 3 and Finance 1, or equivalent.

**Note:** Final exam scheduled between April 7 and 17, 2014. No class February 8-14, 2014.

**\$605 5.4 CEUs/ILUs**  
**(50340) 12 eve - Tu Jan 07 - 1830-2130 (Charania)**  
**(50342) ONLINE - Jan 03 (Jeyakumar)**

## MANAGEMENT ACCOUNTING 2

BSAD1057

Topics covered in this course include cost flows in organizations; cost estimation and regression analysis; planning models; linear programming; decision making models; cost-volume-profit analysis; financial modeling; issues in management control; responsibility accounting; transfer pricing; executive incentives; and compensation.

**Prerequisites:** Management Accounting 1 and Finance 1, or equivalent.

**Note:** Final exam scheduled between April 7 and 17, 2014. No class February 8-14, 2014.

**\$605 5.4 CEUs/ILUs**  
**(50343) 12 eve - Mo Jan 06 - 1830-2130 (Jeyakumar)**  
**(50344) ONLINE - Jan 03 (Jeyakumar)**

For more information, contact Natalie Lai at 604.323.5193 or [csaccounting@langara.bc.ca](mailto:csaccounting@langara.bc.ca).

### Location

Main Campus

### Schedule Information

- Entry Dates: January, May, and September

### Program Costs

- Tuition: \$284 to \$605 per course

### Notes

- All required textbooks are available at the Langara Bookstore at Main Campus.

### Info, Resources & Forms

[www.langara.bc.ca/csaccounting](http://www.langara.bc.ca/csaccounting)



## TAXATION 1

### BSAD1060

This course covers the fundamental principles, concepts, and application of Canadian federal income tax legislation, including the structure of the Income Tax Act. The topics covered include income and liability for tax; income from employment, business, and property; deductions; capital gains and losses; and computation of taxable income for individuals and corporations.

**Prerequisites:** Financial Accounting 3 or equivalent.

**\$605**    **5.4 CEUs/ILUs**  
**(50350)**    **14 eve - Mo Jan 06 - 1830-2130**  
**(Ullattikulam)**

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## AUDITING 1

### BSAD1064

This course is an introduction to internal and external auditing principles and procedures. Topics include reporting; the ethical and legal environment; audit objectives, audit evidence; audit planning and analytical review; materiality and risk; internal control; and EDP and audit sampling. Audit of the sales and collection cycle and payroll and personnel cycle are also studied.

**Prerequisites:** Financial Accounting 3 and Quantitative Methods 1, or equivalent.

**Note:** Final exam scheduled between April 7 and 17, 2014. No class on February 13, 2014.

**\$540**    **5.4 CEUs/ILUs**  
**(50345)**    **12 eve - Th Jan 09 - 1830-2130 (Taylor)**

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## PUBLIC PRACTICE AUDIT CASE - BC2

### BSAD1062

The business case provides a typical real-life situation in which you take on the role of an audit assistant to complete a year-end audit file for review by a senior partner. Students receive guidance while completing each task required in the business case, and should expect to spend 80 to 100 hours on the case outside of class time.

**Prerequisites:** Auditing 1 or equivalent.

**Note:** Electronic submission deadline is 7:00 pm on April 28, 2014. For specific course requirements, contact the Program Coordinator.

**\$284**    **1.6 CEUs/ILUs**  
**(50351)**    **5 mng - Sa Mar 01 - 0830-1030**  
**and**    **1 mng - Sa Apr 12 - 0800-1200**  
**(Campbell)**  
**(50352)**    **5 mng - Sa Mar 01 - 1030-1230**  
**and**    **1 eve - We Apr 16 - 1800-2200**  
**(Campbell)**

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## FINANCIAL ACCOUNTING 4

### BSAD3000

This course provides an in-depth study of the major areas of advanced financial accounting: standard setting in Canada and internationally, financial instruments, income tax allocation, long-term intercorporate investments, consolidation, foreign currency translation and the translation and consolidation of foreign subsidiaries, and not-for-profit and public sector accounting.

**Prerequisites:** Financial Accounting 3 or equivalent.

**Note:** Final exam scheduled between April 7 and 17, 2014. No class February 8-14, 2014.

**\$605**    **5.4 CEUs/ILUs**  
**(50348)**    **12 mng - Sa Jan 04 - 0930-1230 (Rattan)**  
**(50349)**    **12 eve - We Jan 08 - 1830-2130 (Rattan)**  
**(50755)**    **12 eve - We Jan 08 - 1830-2130**  
**(Jeyakumar)**

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# Chartered Professional Accountants (CPA)

## QUICKSTART

The QuickStart courses allow students to qualify for the CPA Prerequisite Education Program in half the time of standard college/university courses. These compressed or “quick” courses provide comprehensive coverage of Introductory Financial Accounting and Introductory Management Accounting in seven weeks each. The CPA Prerequisite Education Program is the most direct path for those pursuing the Chartered Professional Accountant designation.

For more information on the CPA program, visit [www.bccpa.ca](http://www.bccpa.ca).

### QUICKSTART INTRODUCTORY FINANCIAL ACCOUNTING

#### BSAD1103

This course provides an overview of financial accounting and the construction and interpretation of financial reports prepared for external users. Major consideration is given to accounting techniques for corporate financial statements. Emphasis is placed on accounting principles and policies and the underlying rationale of these principles.

**Note:** For more information, contact the Program Coordinator.

**\$575**    **3.9 CEUs/ILUs**  
**(50788)**    **6 day - Sa Mar 08 - 0900-1600**  
**and**    **1 mng - Sa Apr 26 - 0900-1200**

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### QUICKSTART INTRODUCTORY MANAGEMENT ACCOUNTING

#### BSAD1102

This course provides an introduction to the design and use of accounting information for management planning and control, as well as the development of cost information for financial reports. Issues of particular importance include cost accumulation, cost behaviour, identification of relevant costs for decision making, and the use of budgets and standards in evaluating performance.

**Prerequisites:** QuickStart Introductory Financial Accounting or equivalent.

**Note:** For more information, contact the Program Coordinator.

**\$575**    **3.9 CEUs/ILUs**  
**(60043)**    **6 day - Sa May 03 - 0900-1600**  
**and**    **1 mng - Sa Jun 21 - 0900-1200**

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For more information, contact Natalie Lai at 604.323.5193 or [csaccounting@langara.bc.ca](mailto:csaccounting@langara.bc.ca).

**Location**  
Main Campus

**Schedule Information**  
• Entry Dates: May and September

**Program Costs**  
• Tuition: \$575 per course

**Info, Resources & Forms**  
[www.langara.bc.ca/csaccounting](http://www.langara.bc.ca/csaccounting)



For more information, contact Natalie Lai at 604.323.5193 or [csbookkeeping@langara.bc.ca](mailto:csbookkeeping@langara.bc.ca).

#### Location

Main Campus

#### Schedule Information

- Entry Dates: January, May, and September

#### Program Costs

- \$253 to \$505 per course

#### Notes

- All required textbooks are available at the Langara Bookstore at Main Campus.

#### Info, Resources & Forms

[www.langara.bc.ca/bookkeeper](http://www.langara.bc.ca/bookkeeper)

## Professional Bookkeeper

### PROFESSIONAL BOOKKEEPER CERTIFICATE PROGRAM

This program provides graduates with the knowledge and skills needed to successfully enter private practice as a Professional Bookkeeper or fulfill the requirements of an Accounting Clerk/Bookkeeper position within a company.

The courses provide a thorough understanding of the technical knowledge and applications of general bookkeeping principles. Students progress through introductory, intermediate, and advanced levels of bookkeeping. Courses may be taken in any order provided the prerequisites are met.

#### Required Courses (111 hours, 10.8 CEUs)

- Bookkeeping - Level 1 (21 hours, 1.8 CEUs)
- Bookkeeping - Level 2 (18 hours, 1.8 CEUs)
- Business Communications (36 hours, 3.6 CEUs)
- MS Office (36 hours, 3.6 CEUs)

#### Group 1 Elective Courses (minimum 36 hours, 3.6 CEUs)

- Sage 50-1\* (18 hours, 1.8 CEUs)
- Sage 50-2\* (18 hours, 1.8 CEUs)
- Sage 300-1\* (18 hours, 1.8 CEUs)
- Sage 300-2\* (18 hours, 1.8 CEUs)
- QuickBooks 1 (18 hours, 1.8 CEUs)
- QuickBooks 2 (18 hours, 1.8 CEUs)

#### Group 2 Elective Courses (minimum 36 hours, 3.6 CEUs)

- Cost Management for Bookkeepers (18 hours, 1.8 CEUs)
- Income Tax for Bookkeepers (18 hours, 1.8 CEUs)
- Payroll Administration (18 hours, 1.8 CEUs)

\*Sage 50 (1 & 2) formerly Simply Accounting 1 & 2. Sage 300 (1 & 2) formerly ACCPAC 1 & 2 as of October 2012.

#### Certificate Requirements

To qualify for the certification, students must complete 183 hours of course work. Successful completion of all the required courses with a minimum C+ grade in each course is required. All requirements must be completed within four years of starting the program. Students can complete the program in as quickly as one year.

Courses may be taken individually as long as individual course prerequisites are met.

Students completing the certificate do not need to apply to the program as registration is by course. There are no academic requirements for students to start the program.

#### Prior Education Assessment

Students who completed previous course work and would like to have those courses approved for prerequisites or exemptions towards the certificate must provide documents in the form of official transcripts before registration along with a completed Exemption/Prerequisite Approval Form.

#### BOOKKEEPING - LEVEL 1

ADMN1021

A knowledge of accounting is highly useful in modern business. This course is for individuals who want a brief but comprehensive introduction to up-to-date and practical accounting principles and procedures.

**\$253**    **2.1 CEUs/ILUs**  
**(50360)**    **7 mng - Sa Jan 11 - 0900-1200 (Thaker)**  
**(50361)**    **7 eve - We Jan 15 - 1830-2130 (Bettiol)**  
**(50787)**    **7 eve - Th Feb 27 - 1830-2130 (Lambert)**

#### BOOKKEEPING - LEVEL 2

ADMN2001

Expand your knowledge of accounting principles, from journal entry to trial balance. Prepare yourself for a career in accounting by exploring the concepts of detailed financial statements, including adjusting and closing entries.

Prerequisites: Bookkeeping Level 1 or equivalent.

**\$253**    **1.8 CEUs/ILUs**  
**(50784)**    **6 eve - Tu Jan 14 - 1830-2130 (Bettiol)**  
**(50362)**    **6 eve - We Mar 05 - 1830-2130 (Bettiol)**  
**(50363)**    **6 mng - Sa Mar 08 - 0900-1200 (Lambert)**

#### BUSINESS COMMUNICATIONS

GBSC1004

This course introduces the fundamentals of interpersonal and group interaction including written, verbal, and non-verbal communication. We look at options in presentation preparation and delivery techniques, awareness of tone, consideration of audience, and selection of indirect and direct message organization.

Note: Completion of this course along with Management Communications will provide CM1 and Public Speaking exemption from CGA.

**\$400**    **3.6 CEUs/ILUs**  
**(50377)**    **6 day - Sa Jan 11 - 0900-1600 (Rutledge)**  
**(50378)**    **12 eve - Mo Jan 13 - 1830-2130 (Karkut)**  
**(50379)**    **12 eve - Tu Jan 14 - 1830-2130 (Hayashi)**

#### MICROSOFT OFFICE

BSAD1029

Create professional and attractive documents with the Microsoft Office suite: Word (word processing), Excel (spreadsheets), and PowerPoint (presentations). This course assumes you have no prior knowledge and will benefit the beginner. Even if you've used previous versions before, the new Ribbon interface will amaze you.

Prerequisites: Windows File Management, Computer Basics 1, or equivalent.

**\$505**    **3.6 CEUs/ILUs**  
**(50622)**    **12 eve - Mo Jan 20 - 1830-2130 (Nizar)**  
**(50623)**    **12 eve - Fr Jan 24 - 1830-2130 (Nizar)**  
**(50624)**    **12 eve - We Jan 22 - 1830-2130 (Nizar)**  
**(50625)**    **6 day - Sa Mar 08 - 0900-1600 (Ramdani)**

#### SAGE 300-1 ACCPAC 1

CSFW1004

This course covers the setup and transaction processing of the Sage 300 Accounts Payable module. Topics include the recording of Accounts Payable Invoice, Adjustment, and Payment transactions. Other topics including vendor and vendor group maintenance will be discussed. At the end of the course, you will have the appropriate skills to work effectively as an Accounts Payable clerk with the Sage 300 software.

Prerequisites: Bookkeeping Level 1 and Windows File Management, or equivalent.

Note: Software for PC only.

**\$305**    **1.8 CEUs/ILUs**  
**(50628)**    **6 eve - We Jan 15 - 1830-2130 (Leon)**

#### SAGE 300-2 ACCPAC 2

CSFW2011

This course covers the Sage 300 accounting system. The focus will be on recording transactions and analyzing reports in the General Ledger and Accounts Receivable module. Topics will include the advanced recording and editing of GL Journal Entries, and reporting of the Financials data. In addition, you will learn to create and record invoices, payments, and adjustments in the Accounts Receivable module. Finally, there will be an in-depth discussion on how to reconcile bank statements using the appropriate modules.

Prerequisites: ACCPAC 1 or equivalent.

Note: Software is for PC only.

**\$305**    **1.8 CEUs/ILUs**  
**(50662)**    **6 eve - We Mar 05 - 1830-2130 (Leon)**

#### QUICKBOOKS 1

CSFW1030

Easy-to-use QuickBooks has become one of the most popular accounting programs in Canada with small business managers, bookkeepers, and accounting professionals. This course provides hands-on instruction on setting up QuickBooks, customizing forms, and processing sales transactions, invoices, and bill payments, as well as managing inventory, payroll, and sales taxes. You will also learn to use QuickBooks to analyze financial data and improve your business strategies.

Prerequisites: Bookkeeping Level 1 and Windows File Management, or equivalent.

Note: Please bring a USB to class.

**\$305**    **1.8 CEUs/ILUs**  
**(50634)**    **6 eve - Mo Jan 13 - 1830-2130 (MacIntyre)**  
**(50635)**    **3 day - Sa Jan 18 - 0900-1600 (MacIntyre)**  
**(50636)**    **6 eve - Tu Mar 04 - 1830-2130 (MacIntyre)**

## QUICKBOOKS 2

CSFW2030

This course will teach you how to work with more advanced topics, such as banking and credit cards, foreign currencies, payroll, and how to customize settings. Additional topics include generating employee T4 slips and Record of Employment.

**Prerequisites:** QuickBooks 1 or equivalent.

**Note:** Textbook and USB available at the Langara Bookstore. Please bring a USB to class.

<b>\$305</b> <b>(50666)</b>	<b>1.8 CEUs/ILUs</b> <b>3 day - Sa Feb 15 - 0900-1600</b> <b>(MacIntyre)</b>
<b>(50667)</b>	<b>6 eve - Mo Mar 10 - 1830-2130</b> <b>(MacIntyre)</b>

## SAGE 50-1 SIMPLY ACCOUNTING

CSFW1000

Sage 50 is the popular and easy-to-use accounting software for home offices and small businesses. Learn to set up company files and enter transactions for general ledger, accounts receivables, accounts payable, and inventory, and how to manage capital expenses.

**Prerequisites:** Bookkeeping Level 1 and Windows File Management or equivalent.

**Note:** Software for PC only. Textbook is required and available at the Langara Bookstore.

<b>\$305</b> <b>(50626)</b>	<b>1.8 CEUs/ILUs</b> <b>6 eve - Th Jan 16 - 1830-2130 (MacIntyre)</b>
<b>(50627)</b>	<b>3 day - Sa Mar 08 - 0900-1600</b> <b>(MacIntyre)</b>

## SAGE 50-2 SIMPLY ACCOUNTING 2

CSFW2001

Build upon your knowledge from Sage 50-1 by adding multi-currency transactions, bank reconciliations, payroll, customized reporting features, credit card payment, and receipts. Enter company histories and learn such important topics as network security, projects, and setting budgets.

**Prerequisites:** Simply Accounting 1 or equivalent.

**Note:** Textbook is required and is available at the Langara Bookstore. Software is for PC only.

<b>\$305</b> <b>(50653)</b>	<b>1.8 CEUs/ILUs</b> <b>6 eve - Th Mar 06 - 1830-2130</b> <b>(MacIntyre)</b>
<b>(50654)</b>	<b>3 day - Sa Mar 29 - 0900-1600</b> <b>(MacIntyre)</b>

## INCOME TAX FOR BOOKKEEPERS

BSAD1093

A study of current personal and business tax legislation with an emphasis on the effect on individuals. Students gain the knowledge necessary for preparation of personal and business tax returns.

**Prerequisites:** Bookkeeping Level 2 or equivalent.

<b>\$400</b> <b>(50364)</b>	<b>1.8 CEUs/ILUs</b> <b>6 eve - We Jan 15 - 1830-2130 (Lambert)</b>
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## COST MANAGEMENT FOR BOOKKEEPERS

BSAD1094

An introduction to cost behaviours, planning, budgeting, controls and cash flow. Emphasis is placed on understanding the difference between cash flow and profitability. This is an excellent course for managers, entrepreneurs, and bookkeepers alike.

**Prerequisites:** Bookkeeping Level 2 or equivalent.

<b>\$400</b> <b>(50365)</b>	<b>1.8 CEUs/ILUs</b> <b>6 mng - Sa Jan 18 - 0900-1200 (Lambert)</b>
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## PAYROLL ADMINISTRATION

BSAD1095

Undertake a comprehensive study of federal and provincial legislation relating to the payroll function. A review of documentation related to payroll activities is included. Students learn the skills required to produce payroll records that vary in complexity.

**Prerequisites:** Bookkeeping Level 2 or equivalent.

<b>\$400</b> <b>(50366)</b>	<b>1.8 CEUs/ILUs</b> <b>6 eve - We Mar 05 - 1830-2130 (Lambert)</b>
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# Personal Investment Planning

For more information, contact Natalie Lai at 604.323.5193 or [csinvesting@langara.bc.ca](mailto:csinvesting@langara.bc.ca).

**Location**  
Main Campus

**Schedule Information**  
• Entry Dates: January, May, and September

**Program Costs**  
• \$50 to \$165 per course  
• Discounts: Enrol in an entire series to save.

**Info, Resources & Forms**  
[www.langara.bc.ca/investing](http://www.langara.bc.ca/investing)

## Real Estate Investing

See our Real Estate section under Business for courses in Real Estate Investing, including:

- Real Estate Stocks
- Buying Income Property
- Condo Investing

## MAXIMIZE YOUR STOCK MARKET PORTFOLIO

For more information, email [csinvesting@langara.bc.ca](mailto:csinvesting@langara.bc.ca).

### MAXIMIZE YOUR STOCK MARKET PORTFOLIO SERIES

FNCL1049

Maximize your portfolio through technical trading techniques. This series is facilitated by Donald Dony, MFTA, analyst and editor of the *Technical Speculator*, an investment newsletter specializing in world equity markets, currencies, bonds, interest rates, and commodity markets. Register for both courses in the same term and save.

<b>\$185</b> <b>(50382)</b>	<b>1 aft - Sa Apr 12 - 1300-1700</b>
<b>and</b>	<b>1 aft - Sa May 10 - 1300-1700 (Dony)</b>

### MAXIMIZE YOUR STOCK MARKET PORTFOLIO - LEVEL 1

FNCL1003

Maximize your stock market portfolio by following a step-by-step approach to understanding the market. Learn how to find good value equities, when to buy and sell, and how to increase your total return. This course will focus on three portfolio approaches: index investing, multiple ETFs portfolio, and a traditional stock portfolio that uses fundamentals for selection and technicals for timing.

<b>\$95</b> <b>(50383)</b>	<b>0.4 CEUs/ILUs</b> <b>1 aft - Sa Apr 12 - 1300-1700 (Dony)</b>
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### MAXIMIZE YOUR STOCK MARKET PORTFOLIO - LEVEL 2

FNCL2003

Maximize your portfolio by learning basic trading techniques. This course will cover system set-ups, trading psychology, and discipline. Learn how to understand the business cycle, market movements, and how industry sectors rotate within the economy. This course is a continuation of the Level 1 option.

<b>\$105</b> <b>(60030)</b>	<b>0.4 CEUs/ILUs</b> <b>1 aft - Sa May 10 - 1300-1700 (Dony)</b>
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## PERSONAL INVESTMENT

For more information, contact David Lim at 604.736.7361.

### PERSONAL INVESTMENT SERIES

FNCL1002

Gain knowledge on the different investments available. Register for all seven courses in the series in a term and save.

<b>\$295</b> <b>(50323)</b>	<b>7 eve - Tu Jan 28 - 1830-2130 (Lim)</b>
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### FINANCIAL PLANNING & INVESTING

FNCL1004

Learn to develop a long-term investment plan. Find out your personal risk tolerance and invest stress-free. Learn how to secure and protect existing financial assets before acquiring new ones.

<b>\$50</b> <b>(50324)</b>	<b>0.3 CEUs/ILUs</b> <b>1 eve - Tu Jan 28 - 1830-2130 (Lim)</b>
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### CAPITAL MARKETS & SECURITIES

FNCL1006

Examine the global stock markets and how each market affects your personal financial well-being. Learn how the securities industry is regulated, and how you are protected as an investor. Become a better investor by understanding the business cycle.

<b>\$50</b> <b>(50325)</b>	<b>0.3 CEUs/ILUs</b> <b>1 eve - Tu Feb 04 - 1830-2130 (Lim)</b>
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### LEARN ABOUT STOCKS

FNCL1008

A stock investment offers you growth, income, or a combination of the two. Examine the many different types of stocks available to consumers, and the variety of places where they can be traded. As a minority owner of a publicly traded corporation, an investor must know his/her rights as a shareholder.

<b>\$50</b> <b>(50326)</b>	<b>0.3 CEUs/ILUs</b> <b>1 eve - Tu Feb 11 - 1830-2130 (Lim)</b>
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## LEARN ABOUT BONDS

### FNCL1010

Bonds or fixed incomes are essential to a successful investment portfolio, and are a great investment to have when the stock market is not performing well. Find out how they are traded, and what factors affect their prices.

**\$50**      **0.3 CEUs/ILUs**  
**(50327)**    **1 eve - Tu Feb 18 - 1830-2130 (Lim)**

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## LEARN ABOUT MUTUAL FUNDS

### FNCL1012

Learn about the different types of mutual funds available and what to look for before buying. Essential mutual fund strategies will be discussed, along with the importance of understanding the fee structure for mutual funds.

**\$50**      **0.3 CEUs/ILUs**  
**(50328)**    **1 eve - Tu Feb 25 - 1830-2130 (Lim)**

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## LEARN ABOUT INVESTMENT STATEMENTS

### FNCL1045

Is your investment portfolio performing well? Is your financial advisor making all the money? Learn how to use forensic accounting techniques to determine the health of your investments. A stock or mutual fund statement can reveal many facts about your investments, such as the competency of your advisor and the level of risk you are assuming.

**Note:** Bring in your statements for analysis.

**\$50**      **0.3 CEUs/ILUs**  
**(50329)**    **1 eve - Tu Mar 04 - 1830-2130 (Lim)**

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## BECOME AN INTELLIGENT INVESTOR

### FNCL1014

Revisit your personal financial plan and apply what you have learned. Look at RRSPs and financial projections, and how they can benefit your retirement planning.

**\$50**      **0.3 CEUs/ILUs**  
**(50330)**    **1 eve - Tu Mar 11 - 1830-2130 (Lim)**

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## STOCK MARKET INVESTMENT

For more information, contact David Lim at 604.736.7361.

## STOCK MARKET INVESTMENT SERIES

### FNCL1031

Gain an in-depth understanding of stock market investment. Register for all six courses in the series in a term and save.

**\$325**  
**(50331)**    **7 eve - Th Jan 30 - 1830-2130 (Lim)**

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## LEARNING FROM STOCK MARKET HISTORY

### FNCL1036

Understanding stock market history will enhance your chances of being a successful investor. As stock market history repeats itself, professional traders use historical data to predict the future. Learn about North American stock markets: the TSX, NYSE, and NASDAQ exchange.

**\$59**      **0.3 CEUs/ILUs**  
**(50332)**    **1 eve - Th Jan 30 - 1830-2130 (Lim)**

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## HOW TO READ FINANCIAL DATA

### FNCL1037

Become serious about investing in the stock market by learning to understand the data in financial newspapers and websites. Learn how to interpret charts, graphs, and financial data at the close of the trading day. Every industry has its own unique language and phrases, so learn how to talk the talk of the stock market.

**\$59**  
**(50333)**    **1 eve - Th Feb 06 - 1830-2130 (Lim)**

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## INVESTING LIKE A BILLIONAIRE

### FNCL1038

Have you ever wished you could invest like a billionaire? Explore the investment techniques used by some of the world's greatest stock market investors; they all share common traits and goals. By mimicking their investment philosophies, you can become successful at finding great stocks.

**\$59**  
**(50334)**    **1 eve - Th Feb 13 - 1830-2130 (Lim)**

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## BUYING LOW, SELLING HIGH

### FNCL1039

You may have experienced how difficult it is to buy low and sell high; it sounds easy on paper, but it's harder to do in real life. Human emotions play a huge role in success or failure when you invest in the stock market. Learn how to use market timing, contrarian investing, and market psychology to your advantage.

**\$59**      **0.3 CEUs/ILUs**  
**(50335)**    **1 eve - Th Feb 20 - 1830-2130 (Lim)**

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## SECRETS TO PICKING WINNING STOCKS

### FNCL1040

You don't have to be a rocket scientist to be able to pick winning stocks. Selecting stocks from key sectors of the economy can result in a positive return year after year. Use risk management principles to find great stocks with long-term growth potential and learn why boring stocks shouldn't be overlooked.

**\$59**      **0.3 CEUs/ILUs**  
**(50336)**    **1 eve - Th Feb 27 - 1830-2130 (Lim)**

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## STOCK MARKET RESEARCH ON THE INTERNET

### FNCL1042

Making investment decisions on your own requires refined financial information, but today this information is widely available on the internet. Learn how to collect information by manoeuvring through financial and corporate websites. Through the power of information technology, financial data that was once only available to the brokerage industry is now at your fingertips.

**Prerequisites:** Internet experience.

**\$95**      **0.6 CEUs/ILUs**  
**(50337)**    **2 eve - Th Mar 06 - 1830-2130 (Lim)**

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