



PROGRAM DESCRIPTION

This **Co-op diploma** program focuses on preparing the student to work in a variety of accounting and finance positions requiring the application of current industry policies, practices, and procedures and tools. This program will give the student advanced theoretical knowledge and hands-on skills in accounting, finance management, and accounting software.

LEARNING OBJECTIVES

Upon completion of the program, students will have demonstrated the ability to apply theoretical knowledge and hands-on skills in accounting, financial management and accounting software

ADMISSION REQUIREMENTS

- Grade 12 graduate or mature student status (British Columbia 19 years or older)
- Meet minimum English language proficiency requirements.

PROGRAM DURATION

Total instructional hours	1040
Total Co-op hours	840
Total program hours	1880
Total program length (weeks)	90

GRADUATION REQUIREMENTS

- Successful completion of all program courses.
- Successful completion of program coop.

CAREER OPPORTUNITIES

Upon successful completion graduates will be able to secure employment in a wide variety and sizes of businesses, for example, as a junior accounting clerk, a junior bookkeeper and an audit clerk.

PROGRAM BREAKDOWN

Course No.	TERM 1	Hours
BUS100	Business Mathematics	40
ACC120	Accounting I	80
BUS130	IT Skills for Business	40
BUS300	Communication	40
BUS150	Introduction to Marketing	40
BUS110	Microeconomics	40
ACC200	Accounting II	80

Course No.		Hours
BUS200	Business Statistics	40
BUS230	Business Law	40
ACC310	Introduction to Managerial Accounting	40
BUS310	Operations Management	40
BUS330	Organizational Behavior	40
ACC300	Intermediate Accounting I	40
ACC400	Computer Applications for Accounting I	40
ACC420	Intermediate Managerial Accounting	40
BUS140	Project Management Fundamentals	40
BUS500	Human Resources Management	40
BUS600	Small Business Management	40
ACC410	Intermediate Accounting II	40
BUS400	Financial Management	40
ACC500	Computer Applications for Accounting II	40
CAP100	Career Preparation	40
CAP200	Co-op Prep. Workshop	80
Co-op		840

DELIVERY METHODS

- In-class instruction
- Distance education
- Combined delivery (both in-class and distance)

BUS100 Business Mathematics

This course is an introduction to business mathematics. Topics covered include: Mathematics of Merchandising, Simple Interest, Compound Interest, Annuities, Loan Amortization, and Cost-Volume-Profit Analysis. This course is designed to encourage students to develop mathematical skills and abilities by applying them to common business situations. This course will enhance the learner's ability to use mathematics to solve problems and make sound decisions.

ACC120 Accounting I

This course introduces financial accounting concepts. Students learn the double-entry accounting system, including the preparation of financial statements, closing entries, internal controls for cash and payroll accounting.



BUS130 IT Skills for Business

This course is a broad introduction to computers and software. It is designed to give a manager's insight into computer hardware, operating systems, the internet, related terminology and an effective working knowledge of Microsoft office software (Word, Excel, and Power Point).

BUS300 Communication

This introductory course emphasizes the development of business communication skills, including reading, writing, listening and speaking. Students will write for various purposes and audiences and deliver short presentations to small groups. Students will research, analyze, summarize and document information. Through self and peer evaluation, the writing of documents and oral presentations, students will improve their communication skills, with emphasis given to communicating in diverse teams and across cultures.

BUS150 Introduction to Marketing

Marketing permeates our lives, from the advertising that we are exposed to on a daily basis, to the product decisions we make as consumers, the end goal being to communicate with and persuading others to accomplish our personal and professional goals. The course provides an overview of marketing concepts and their application, exploring key marketing concepts, principles, and theories to help marketers make effective decisions.

BUS110 Microeconomics

This introductory course explores microeconomics. Topics include economic principles such as opportunity cost; the law of diminishing returns; market price setting; price elasticity; and government price controls. Students also learn about unemployment, inflation, gross domestic product, money, banking and stabilization policies.

ACC200 Accounting II

This course explores advanced concepts in the field of accounting and how it serves the needs of the business community. The course examines in-depth specific items on the balance sheet, accounts receivable, inventory, capital assets, and current liabilities as well as the use of special journals, subsidiary ledgers, and ends with an introduction to corporations.

BUS200 Business Statistics

This course is an introduction to descriptive statistics including sampling, probability, estimation, hypothesis testing, correlation, regression and analysis of variance. Students will explore simple statistical problems taken from real life experiences.

BUS230 Business Law

This course explores the basic legal principles required to conduct international business. It covers the legal implications of international business activities, discusses the legal aspects related to intellectual property, competition and antitrust laws, public trade law and legal issues related to Ecommerce in international business.

ACC310 Introductory Managerial Accounting

This course introduces the student to cost and management accounting with an emphasis on relevance to decision making. Topics include: job-order costing, activity based costing, responsibility accounting, master budgeting, flexible budgeting and variance analysis, cost-volume-profit analysis, inventory costing and capacity analysis, and relevant cost analysis.

BUS310 Operations Management

This course is an introduction to the operations management profession and the wide range of career opportunities in Operations Management. An operations manager is concerned with the planning, decision-making and actions required in producing and delivering an organization's goods, productivity and ultimately the success of the organization.

BUS330 Organizational Behavior

This course challenges the prospective business manager to understand, explain, predict and note changes in human behaviour in the context of an organization. Behaviour of both individuals and groups will be studied.

ACC300 Intermediate Accounting I

This course builds on the foundation of accounting techniques and theory in the foundational accounting courses, focusing on an in-depth study of assets and revenues. Topics will include current assets, capital assets and investments, the conceptual framework



for financial reporting, the measurement of revenue, the correction of errors, and the accounting for changes in accounting policies and estimates. Selected sections of the CICA Handbook will be covered in-depth.

ACC400 Computer Applications for Accounting I

This course introduces students to the concepts and practices of computerized accounting, creating and managing a general ledger, accounts payable and receivable, payroll and inventory by working progressively through the modules found in Simply Accounting.

ACC420 Intermediate Managerial Accounting

This course explores cost and management accounting with an emphasis on their relevance to decision making. Topics include: job-order costing, activity based costing, responsibility accounting, master budgeting, flexible budgeting and variance analysis, cost-volume-profit analysis, inventory costing and capacity analysis, and relevant cost analysis.

BUS140 Project Management Fundamentals

This course introduces students to the framework information of project management. The terminology, processes, and conceptual foundations of project management are studied to establish a basis upon which students can develop and grow their project management knowledge and skills.

BUS500 Human Resource Management

This course introduces concepts and practical aspects of human resources and how its principles affect the workplace. Topics include the strategic importance of human resources, the demographic challenges, job analysis organizational structure design, manpower planning, training, candidate selection, government and legal challenges. In addition the course explores the day-to-day workings of human resources including performance appraisal, compensation management, financial incentives, employee benefits and services and employee relations.

BUS600 Small Business Management

This course provides both a practical and theoretical understanding of small business management. Students will study leadership and managing a sales force, sales channels and the importance of strategic alliances. These skills prepare students to assume leadership roles. An understanding of organisational goals and how to achieve them through effective management and sales. Students will develop consultative skills through the study of key account management, group negotiations and the preparation of proposal and quotations.

ACC410 Intermediate Accounting II

This course builds on the accounting theory and techniques learned in Intermediate Accounting I. The focus will be an in-depth study of liabilities and shareholders' equity. Topics will include current and long-term liabilities; accounting for pension costs and obligations, income taxes; leases; and legal and financial aspects of corporations, the conceptual framework for financial reporting, cash flow statement and analysis of financial information.

BUS400 Financial Management

This course introduces financial concepts emphasizing the importance of cash flow management. This course explores the financial and accounting concepts and practices involved in financing a business, sourcing funds to keep the business in operations and look at funding options from securing venture capital money to stock splitting of company shares.

ACC500 Computer Applications for Accounting II

This course builds upon what was introduced in *Computer Application for Accounting I* and introduces students to QuickBooks accounting software. Students will work progressively through the modules and features found in this software in the context of managing a small business.

CAP100 Career Preparation

This course prepares students for their job search by introducing them to interviewing skills, resume writing, cover letters, interview preparation, public speaking and an introduction to general customer service.



CAP200 Co-op Preparation Workshop

This course is to get students familiar with the work culture, communication, employer – employee relationship and all necessary soft skills that are needed to secure a job. This course is spread over all terms and teaches students different levels of skills needed to obtain and keep a job.

CO-OP

Co-op will provide the student with the opportunity to apply acquired theory and skills in a practical business setting. Students will gain real world experience working on projects as a member of a team with project deliverables and deadlines.

Methods of Evaluation

Course grading is indicated on each course outline. Generally assessment will consist of quizzes, exams, and assignments.

Required Course Material

Not all courses may have textbooks. Textbooks are listed on the course outline. Textbooks may not be available through the college.

Equipment

Computer and requisite software are provided at the college. No other equipment is required unless otherwise indicated on the course outline.

Program

Course currency and relevancy may change depending on the requirements of industry. The school may make changes at any time. Changes will be effective when made.

Other

For proof of *English Language Proficiency* please refer the Student Handbook.