



BOOKKEEPING CERTIFICATE



BOOST YOUR SKILLS MANAGING THE BOOKS

Build the skills you need in accounting to advance your career or manage the books at your own small business in the eight-month Bookkeeping Certificate program at Capilano University.

TAKE THE ACCOUNTING COURSES YOU NEED TO SUCCEED

Develop bookkeeping expertise with courses in accounting, accounting software, business computing, business writing and editing. In addition, take an elective course, with options in sales, entrepreneurship, advanced accounting and people management.

STUDY FROM THE COMFORT OF HOME

You can take every course in the Bookkeeping Certificate program remotely, so you won't need to move or commute to complete your coursework.

CAREER PATHS

- Accounts receivable clerk
- Accounting Assistant
- Certified Bookkeeper
- Payroll clerk
- Small business owner
- Tax Preparation

PROGRAM

Bookkeeping Certificate

8 months | Part-time | Starts in September, January or May