

# Bookkeeping for Small Business

## CONTINUING STUDIES CERTIFICATE

### Why study bookkeeping?

You're good with numbers, a fast thinker, and enjoy a challenge. It's time to put those attributes to work with a certificate in bookkeeping for small businesses. A career in bookkeeping will allow you flexible working hours, the possibility of working from home, a steady income, and a challenging and rewarding career. In our certificate program you will learn about the general bookkeeping issues faced by small or home-based businesses. You will be taught how to keep track of expenses, generate cash flow statements, keep on top of payroll demands, and complete various taxation forms.

#### WHY EARN YOUR CERTIFICATE AT UFV?

Our Bookkeeping for Small Business certificate offers you flexibility to study the specific courses you need. All of the courses in this program may be taken individually or applied to the Bookkeeping for Small Business certificate. This part-time certificate program is delivered through UFV's Continuing Studies department and consists of six courses designed with small and home-based businesses in mind.

Offered in several sections throughout the year, the modular program design will enable you to take courses at varying times during flexible hours.

At UFV, we also have history on our side: we've been offering high-quality lifelong education options to Fraser Valley residents since 1974. UFV is well known for its high standards and consistent quality. Our continuing studies instructors work with other UFV departments to develop certificates and short courses related to our academic specialties.



*“This flexible, part-time program fulfills requests from the small business community for graduates trained in high-standard, up-to-date bookkeeping practices.”*

— MANDY WATTS,  
UFV program coordinator.

# Bookkeeping for Small Business



*“My instructor was very patient with all the students. She was well educated, knew her subject well, and was able to answer all questions with ease. I wouldn’t hesitate to take another class with her.”*

— GRADUATE 2006.

## **WHAT SORT OF COURSES WILL I TAKE?**

If you plan to earn your Bookkeeping for Small Businesses certificate, we highly recommend you take the courses in this order:

1. Bookkeeping Level I and II
2. MS Excel Level I
3. Payroll Accounting
4. Simply Accounting Level I and II

While the program is designed for part-time studies, if you are working toward your certificate the courses must be completed within three years of your start date.

## **WHO WILL BE TEACHING ME?**

Who knows more about business accounting and bookkeeping than those who have worked in the industry? Not only do our instructors have high academic qualifications, but they are also current, successful practitioners of the ideas they will be sharing with you. They are committed teachers who are passionate about communicating their knowledge and cultivating enthusiasm in their students.

## **WHERE WILL MY CLASSES BE HELD?**

Classes for the Bookkeeping for Small Businesses certificate are delivered at UFV’s Marshall Road campus in Abbotsford, and the Abbotsford and Chilliwack campuses.

## **CAN I TAKE THIS PROGRAM PART TIME?**

Yes, this program is scheduled for part-time study. Many of our classes are offered in the evenings or on weekends so you can continue with other commitments in your life while working toward the certificate.

## **IS THERE A FULL-TIME OPTION?**

Yes, if you choose to study full-time, you can complete your Continuing Studies certificate in six months. The modular program design enables you to take courses at varying times during flexible hours.

### WHAT DO I NEED TO GET IN?

There are no formal requirements but it is suggested that you have strong written, numeric, and verbal English skills.

### HOW WILL I BE EVALUATED?

You will receive a grade mark for each module in the program on classroom participation and assignments, and examination results. You must achieve a 75 per cent grade in each module to earn the certificate.

The grading procedure for this program is based on UFV's Applied Business Technology grading system policy. Letter grades are awarded and students, if they choose, can order and pay for official transcripts upon completion of the entire program.

### HOW MUCH DOES IT COST?

That depends on how many of the six modules you intend to study. Each module is priced individually, and costs range from \$260 to \$425 for each module.

If you plan to earn the certificate, the program will cost about \$2,257, not including the cost of books.

A helpful budget planning worksheet is available online at [www.ufv.ca/fineaid/budget](http://www.ufv.ca/fineaid/budget).

### SOUNDS GREAT.

#### WHAT SHOULD I DO NEXT?

It's best to check out our online calendar at [www.ufv.ca/calendar](http://www.ufv.ca/calendar) and read the Continuing Studies section carefully. From our website you can learn more about the Bookkeeping for Small Businesses certificate program. As there is no formal application process you can register at any UFV campus or centre. Feel free to contact Mandy Watts in the Continuing Studies department at 604-864-4638 or 1-888-504-7441, local 4638 for more information.

### I'M INTERESTED. WHEN SHOULD I REGISTER?

This program has several classes throughout the year and registration takes place every September and January. Please visit our Continuing Studies website at [www.ufv.ca/cs](http://www.ufv.ca/cs) for specific registration and intake dates.

### CAN I SPEAK WITH SOMEONE ABOUT MY OPTIONS?

Absolutely! We want to hear from you. If you're unsure of your direction, contact the Continuing Studies department at 604-864-4638 or 1-888-504-7441, local 4638.

Or go to [www.ufv.ca/cs](http://www.ufv.ca/cs) to get more information.

In addition to a selection of Continuing Studies courses and certificate programs, UFV offers master's, bachelor's, and associate degree programs as well as diplomas, trades certification, and other speciality certificate programs. For more information about programs at UFV please visit [www.ufv.ca](http://www.ufv.ca).

You may then be interested in contacting Student Services at 1-888-504-7441 to arrange a tour, attend a Becoming a Student info session, connect with an educational advisor, or arrange for career counselling.



The information contained in this document is subject to change. Please refer to [www.ufv.ca/cs](http://www.ufv.ca/cs) for up-to-date information. UFV reserves the right to cancel courses and programs.



## About UFV

The University of the Fraser Valley is a fully accredited, public post-secondary institution that enrolls more than 11,000 students per year and is larger than half the universities in Canada. But we're also known for small classes, personal attention, and a focus on teaching. Nestled in the beautiful Fraser Valley just east of Vancouver, British Columbia, UFV has campuses in Abbotsford, Chilliwack, and Mission, and regional centres in Hope and Agassiz.

We offer 13 bachelor's degrees, one master's degree, and more than 80 certificate and diploma programs. Many of our programs "ladder" into one another, allowing you to keep your options open by earning a one-year certificate and/or a two-year diploma on the way to completing a full degree. Our Continuing Studies and academic upgrading offerings make learning a lifelong experience.

UFV is large enough to offer variety and small enough to offer you personal attention and flexible learning options. Our small class sizes and teaching focus mean that you get to know your instructors and learn in a hands-on environment. Many of our programs also offer a Co-operative Education (Co-op) option, combining study with supervised, professional, paid, off-campus work experience. Our thriving International programming makes for a culturally diverse student community and great opportunities to study abroad.



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[www.ufv.ca/cs](http://www.ufv.ca/cs)