

2010 - 2011



Bookkeeping Basics

Do you require bookkeeping knowledge for your job or for your small business? Learn the fundamentals of the manual double entry bookkeeping system. Learn how to maintain a set of books and understand the principles involved. Topics include financial statement terminology, the theory of debit/credit, the mechanics of bookkeeping, setting up journals, synoptics, and more. Expect homework. Prerequisite: Grade 10 Math or equivalent

Text: Basic Bookkeeping - An Office Simulation (\$95)

20 hours Fee: \$225+ book(\$95)

Instructor: Kerry Hall-Jardine

- Wed Oct 13 - Dec 1
6 - 8:30 pm 123-10bk-2
- Wed Feb 2 - Mar 23
6 - 8:30 pm 123-11bk-1

Simply Accounting 2010

Learn the basics of Simply Accounting 2010 needed to set up and enter your data on your computer. Prepare: sales and purchase invoices, payroll data, payment processing and financial statements. This is a hands on course with a manual included. Prerequisite: Bookkeeping and basic computer skills

15 hours Fee: \$225

Instructor: Kerry Hall-Jardine

- Thur Sept 23 - Oct 28
6 - 8:30 pm 123-10sa-3
- Mon Feb 7 - Mar 14
6 - 8:30 pm 123-11sa-1

Bookkeeping Foundations with Simply Accounting

Learn how to cope with the bookkeeping demands of a small business. Explore the concepts and application of both manual and computerized bookkeeping through relevant, practical exercises and projects. Learn Simply Accounting. Understand how ledgers and journals work. Work through GST and payroll. Process accounts payable and receivable and print financial reports. Expect homework. Text: Basic Bookkeeping - An Office Simulation (\$95) Prerequisites: Grade 10 Math or equivalent and computer experience.

45 hours Fee: \$549 + book (\$95)

Instructor: Kerry Hall-Jardine

- Thur (6 - 9 pm) & Fridays (1 - 4 pm)
Apr 7 - June 2 123-10bkf-1
(No classes Fri, Apr 22 and May 20)

Keyboarding & Word 2010

Prerequisite: Basic computer skills

Under the guidance of an experienced instructor, use various typing programs and MS Word to improve your typing skills and increase your speed and accuracy. Learn the main features, text enhancements and proofing tools of Word 2010 to produce professional business letters and documents. Timed typing exercises will be conducted each class.

18 hours Fee: \$189

Instructor: Leaoni Webb

- Mon Sept 20 - Nov 22 6:30 - 8:30 pm
124-10wkb-1
- Tue & Thur Apr 12 - May 3 6:30 - 9 pm
123-11bk-1

Accounting 11

FREE
Tuition!

This course is designed for students seeking entry-level employment skills or personal skills. Students will gain insights into financial problems and solutions which have benefits for entrepreneurial and professional careers. Upon completion of this course, students will have acquired a good understanding of accounting terminology, principles and procedures. This course is equivalent to a grade 11 math.

In this entry level accounting, you will learn:

- the relationship between debit and credit entries
- the relationships among assets, liabilities, and owner's equity
- the relationships among journals, ledgers, trial balances, and financial statements in the accounting cycle
- to record a variety of transactions in a general journal
- the double-entry accounting system
- how to set up and post to a ledger
- to use software to create financial statements
- to prepare trial balances and financial statements from worksheets, both manually and electronically
- to prepare reports using worksheets, post-closing trial balances, income statements, and balance sheets
- Mon & Wed Sept. 8 - Jan. 19
6 - 8:30 pm
- Mon & Wed Feb 7 - June 15
6 - 8:30 pm

Students who wish to enrol in Business Information Management or Accounting are required to meet with the WestShore Centre academic advisor to complete a personal learning plan.

FREE computer courses

Business Information Management (BIM12)

This course focuses on communication and presentation skills for the workplace. Learn wordprocessing and desktop publishing skills to create letters, memos and brochures. Demonstrate proficiency in keyboarding and gain productive records management skills. Grade 12 credit course for graduation

- Wed Sept 8 - Feb 16
6:30 - 9 pm 120-10f-bim12
- Wed Feb 2 - June 15
6:30 - 9 pm 120-11w-bim12

Business Computers (DM12)

Learn to use email and the Internet to complete business tasks. Create documents with Word and Excel. Learn to apply desktop publishing and presentation software in various business situations. Grade 12 credit course for graduation

- Sat Sept 11 - Jan 15
9:30 - 11:30 am 120-10f-dm12s
- Sat Feb 5 - June 18
9:30 - 11:30 am 120-11w-dm12s

Intro to Information Technology

This course is for anyone who has little or no computer experience. Learn about today's technology and how to use it. Improve your keyboarding, learn to how to save on CD's and other drives, scan and send photos and create simple web pages. Expect some homework.

- Tues & Thur Sept 7 - Jan 20
3:30 - 5:30 pm 120-10f-in10
- Tues & Thur Feb 1 - June 16
3:30 - 5:30 pm 120-10w-in10

Excel & Accounting Fundamentals
are available online at
www.ed2go.com/cec

WestShore Centre for Learning & Training, part of School District 62, has been providing academic courses and grade 12 completion, computer and job-skills training since 1986.

Our mission is to facilitate client growth and success through effective and accessible education, training and employment programs and services. WestShore Centre for Learning & Training is a school registered with PCTIA. (Private Career Training Institutions Agency)



WestShore Centre for Learning & Training

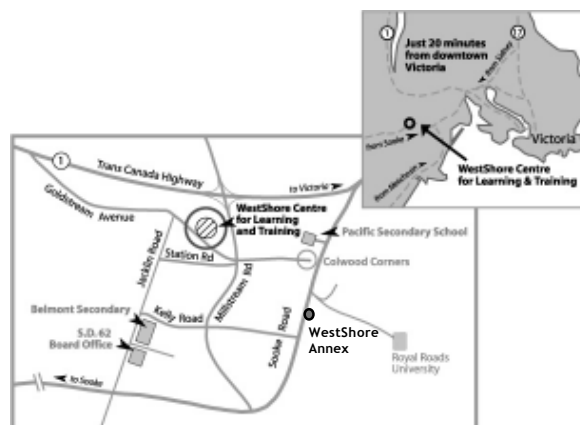
is located in downtown Langford at
814 Goldstream Avenue.

Phone: **250-391-9002**

Fax: **250-391-9007**

E-mail: learnforlife@sd62.bc.ca

Website: www.westshorecentre.com



June 2010

Bookkeeping Accounting Computers

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For Business & Home



250-391-9002

Continuing Education
School District #62