

FULLY FUNDED TRAINING OPPORTUNITY AT VCC



Administrative Accounting and Bookkeeping Training (AAAB)

PROGRAM DESCRIPTION

Administrative Accounting and Bookkeeping Training (AAAB) is a 20-week, comprehensive program designed to equip students with the skills, knowledge and experience needed to work as accounting assistants, bookkeepers, and in related administrative roles in small, medium, and large businesses. Upon graduation, student will be prepared to perform accounts payable, accounts receivable, payroll and general bookkeeping duties. Some graduates may use their administrative accounting skills to start their own home-based bookkeeping businesses.

AAAB training is 400 hours and includes 16 weeks of cohort-based classroom instructional delivery and 4 weeks of experiential learning/ on-the-job experience at an authentic workplace with a local employer.

COURSES

- Skills for Success (formerly known as Essential Skills) / Employability Skills
- Computer Skills: Word, Excel & Power Point
- Writing Business Letters
- Effective Communication Skills
- Office Procedures
- Financial Accounting
- Management Accounting
- Intro to Canadian Income Tax
- Intro to Bookkeeping
- Intro to Payroll
- Computerized Accounting; Quick Books Level 1 & 2
- Work Experience Preparation
- Job Search Skills

TRAINING SCHEDULE

February 22 – July 8, 2022

Includes a four-week work experience / practicum.

ELIGIBILITY CRITERIA

Participants **must** be:

- At least 18 years old and have a Social Insurance Number (SIN)
- Reside in B.C.
- Canadian Citizens; or Permanent Residents; or Protected persons entitled to work in Canada
- Unemployed, employed part-time (30 hours or less/week, seasonal or casual), or precariously employed; and seeking training to find a new job or prepare for changing job requirements or new job opportunities in the community
- Impacted by COVID-19 and seeking training to obtain a job

Priority will be given to the following client groups:

- Indigenous peoples
- Youth (18-30)
- Immigrants (landed within five years)
- Mature workers (55+)

ADMISSIONS CRITERIA

- High school graduation or equivalent
- Math 11 or equivalent
- Grade 12 English or CLB level 8
- Basic computer skills with a minimum of 25wpm keyboarding speed

INTERESTED?

Contact Alena Worster to sign up for an upcoming information session at contracttraining@vcc.ca or call 604-443-8751



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