



Continuing Education
& Contract Training

Canadian Payroll Association Students Payroll Compliance Practitioner (PCP)

How to apply to Camosun College and enroll in Accounting 110

www.camosun.ca/ce

Interurban Campus
4461 Interurban Road,
Victoria BC

Lansdowne Campus
3100 Foul Bay Road,
Victoria BC

Camosun Coastal Centre
100 Maplebank Road,
Victoria BC

PHONE: 250-370-4563 • EMAIL: CONTINUINGED@CAMOSUN.CA

PROCESS

Step 1

When you are ready to enroll in the Camosun's Accounting 110 credit course that is required by the Canadian Payroll Association for their Payroll Compliance Practitioner (PCP) Certification,

- a) Your 1st step is to submit an application form and application fee to Camosun College **OR** go to <http://camosun.ca/documents/forms/apply/application-form.pdf>
 - On the Application form your "**Program Choice**" name is **BBA – YEAR 1, Part-Time, No specialization or Major**
- b) If you **have** a high school transcript that shows completion of Grade 12 English and Grade 11 Math, **it is to your advantage to submit this**. It must be an official transcript in a sealed envelope from the institution.
- c) If you **do NOT have** Grade 12 completion and/or the transcript or courses listed in (b), the Dean of Business and Chair of Accounting have agreed to provide a course waiver for Acct 110 **without these pre-requisites** to Canadian Payroll students who require it to complete their first level of Payroll PCP Certification (Payroll Compliance Practitioner). Please complete (a & b) above.

Note:

You must be currently registered (or have successfully completed) a Canadian payroll course at Camosun or have proof of course enrolment/completion from CPA.

Step 2

Once you have submitted your College application and paid the application fee, **Email Deb Delaney in Recruitment & Admissions** to inform her that you have applied and that you are a Payroll student. Include in your email a copy of your registration for a current or upcoming payroll course.

Deb Delaney – debdelaney@camosun.bc.ca

*(Please write "**Payroll Student – Accounting 110**" in the Subject line of your email.)*

Students are strongly advised to begin this process several months ahead of the semester start as courses fill quite early. Camosun College offers seats to qualified applicants based upon the order in which applications are received. It is to your advantage to apply early.

Step 3

Mail or deliver application to:

Camosun College, Interurban Campus
Recruitment & Admissions Office
4461 Interurban Road (Campus Centre 2nd floor)
Victoria, BC V9E 2C1

Phone: (250) 370-3550 (Option 2)

Fax: (250) 370-3750

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Step 4

Once accepted, you will receive a Registration package that includes your password and instructions to access Camosun's on-line registration system, CAMLINK. This package will tell you the exact date you can register on-line for your Accounting 110 credit course.

CAMLINK: If you wish to see what credit courses are offered for the next semester go to <http://camosun.ca/> and click on "CAMLINK" on the top right hand corner of the homepage. As a "guest" you can search and view only the credit courses without logging in.)

Step 5

Students accepted into the Accounting 110 course are required to pay a **non-refundable deposit** (which is applied to your Acct 110 credit course cost). The balance of your course fee is payable according to published fee deadlines. (usually 2 weeks into the term).

Step 6

Purchase any required texts from the Interurban Bookstore (370-4080). To ensure purchase of the correct book(s) and assist Bookstore staff, please bring your course registration receipt.

ACCOUNTING 110 COURSE DESCRIPTION

ACCT 110- Financial Accounting 1

3 credits | fall, winter, spring semesters | 4 lecture hours per week

Students will complete all the steps of the accounting cycle culminating in the preparation and analysis of financial statements for sole proprietorships and corporations. Topics include: accounting principles, cash, receivables, inventory, capital assets, current liabilities and share holders' equity. Completion of a manual bookkeeping practice set.

Prerequisites:

- Minimum of a C grade in ONE of the following:
 - English 12, or EFP 12; or ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 142; or ELD 092 and ELD 094; or ELD 097; or ELD 103 or ELD 104 or assessment;
- And a minimum of a C grade in ONE of the following:
 - Principles of Math 11, or Applications of Math 12, or Foundations of Math 11, or Pre-calculus 11, or MATH 137; or a minimum of a "C+" in MATH 072, or MATH 135; or assessment.

Camosun Contact for Payroll Students

Deb Delaney – Recruitment & Admissions: debdelaney@camosun.bc.ca

(Please write "Payroll Student – Accounting 110" in the subject line of your email.)