

## Certified Bookkeeper - CIB Issued Credential

### Program of Study 2021/2022

- Students starting in the 2021/2022 academic year (September - August) must follow the Program of Study shown below.
- Canadian Institute of Bookkeeping (CIB) requires a minimum grade of 65% in each individual course.
- CIB issues the Certified Bookkeeper credential and approves all courses and duration of study requirements.
- CIB may offer an exemption for CIB 111 & 221 courses. Please contact CIB for details: [www.cibcb.com](http://www.cibcb.com).
- Upon successfully completing the required courses below you are able to submit your transcript to CIB for approval. Note: CIB has additional requirements exclusive of the academic courses to obtain the designation of Certified Bookkeeper. Please visit their website for all the details at: [www.cibcb.com](http://www.cibcb.com).
- Not all courses are available every semester. Please visit the [Program webpage](#) to view current course availability.
- Tip: Monitor your progress by entering your marks and completion dates in the column provided below.

Required Courses (suggested sequence of study)					
Course Name	Course Codes	Pre-requisite(s)*	Day School Equivalent	Completion Date & Mark	
<b>Level I - CIB 111 Computer Applications I: Equivalent course(s) (choose 1 of the following)</b>					
Word Introduction	Online	WIND 2285	N/A	COMP 1101	
Business Computer Applications I	Online	COMP 1289	N/A	COMP 1209	
<b>Level I - CIB 112 Bookkeeping I: Equivalent course</b>					
Accounting I	Online	ACCT 1280	N/A	ACCT 1200	
<b>Level I - CIB 113 Bookkeeping II: Equivalent course</b>					
Accounting II	Online	ACCT 2280	ACCT 1280	ACCT 2200	
<b>Level II - CIB 221 Computer Applications II: Equivalent course(s) (choose 1 of the following)</b>					
Excel Introduction	Online	SPRD 2281	N/A	COMP 2209	
Business Computer Applications II	Online	COMP 2289	N/A	COMP 2209	
<b>Level II - CIB 222 Computerized Bookkeeping I: Equivalent course</b>					
Simply Accounting I (Sage 50)	Online	ACCT 1980	ACCT 1280	N/A	
<b>Level II - CIB 223 Computerized Bookkeeping II: Equivalent course</b>					
Quickbooks Level I	Online	ACCT 1283	N/A	N/A	

Course Name	Course Codes	Pre-requisite(s)*	Day School Equivalent	Completion Date & Mark
<b>Level III - CIB 331 Cost Management: Equivalent course</b>				
Managerial Accounting I	Online	ACCT 3285	ACCT 2280	ACCT 2102
<b>Level III - CIB 332 Income Tax: Equivalent course</b>				
Taxation I	Online	ACCT 3284	ACCT 1280	ACCT 2210 or ACCT 2213
<b>Level III - CIB 333 Payroll Administration: Equivalent course</b>				
Payroll Administration	Online	ACCT 2283	ACCT 1280	N/A
*Courses without a pre-requisite(s) can be taken at anytime during your Program of Study				