

Accounting Technician Diploma

2018 -2019 ADMISSION INFORMATION

Program Description

The School of Business at TRU offers a 2 step diploma program:

- Business Foundations Certificate (Year 1)
- Accounting Technician Certificate (Year 2)

(Both credentials ladder into the BBA degree program.)

This program emphasizes accounting techniques to be used in industry, public practice and government.

This Diploma Program is offered on both a full and part time basis with intake dates in Sept, Jan and May annually.

Intake Dates: Sept, Jan and May

Admission Requirements

Academic Requirements:

- BC Grade 12, Adult Dogwood, Mature student status or equivalent
- English 12/ English 12 First Peoples with a minimum 73% (or equivalent)
- BC Foundations 12/Pre -Calculus 12 with a C+ (67%) (or equivalent)

Students may commence their studies while they upgrade their English and Math requirements.

For assistance in developing your academic plan to meet the Accounting Technician Diploma requirements you may want to contact BBA Advising at sobedadvisor@tru.ca or 250-852-7635.

Additional information on specific program courses may be found at <http://www.tru.ca/advising.html>

How to Apply

1. **Submit your application** online at <http://www.tru.ca/admissions/apply.html>.
2. **Pay the application fee:**
 - a. \$28.68 for Canadian citizens or permanent residents
 - b. \$100.00 for international students (requires a Study Permit)
3. **Submit official high school transcript.** For current high school students please submit an interim Grade 12 transcript listing courses you are taking this year and your final High School transcript.
4. **Submit all postsecondary transcripts.**
5. **Submit any required supporting documents.**

Next Steps:

1. We will contact you within 10 working days to let you know that we have received your application.
2. Use the check-list in this package to make sure you have included all the supporting documents required for the program you are applying to. All documents must be submitted by the deadline in order for your application to be considered.
3. Once we have reviewed your application and applicable supporting documents, we will notify you about the admission decision.
4. Admitted students will be required to pay a \$500 commitment fee to confirm their spot and enable them to register in courses.

Need Help? Contact Us

Email: admissions@tru.ca

Old Main Student Street
Phone: 250-828-5036
Fax: 250-371-5960

Mailing Address:

Admissions Office
Thompson Rivers University
900 McGill Road
Kamloops, BC V2C 0C8

Further information regarding the Accounting Technician program can be found at http://www.tru.ca/business/certificates_diplomas/accounting_tech_diploma.html

Additional information regarding various TRU support services, including Disability Services, Aboriginal student services, Counselling, and

Student Awards and Financial Aid, as well as Housing can be found at www.tru.ca

Program Application Admissions Checklist

Please check off and include all of the following:

- Application form
- Application fee \$28.68
- Official high school transcripts
- All post-secondary transcripts