

Continuing Studies Accounting & Finance

EXEMPTION/PREREQUISITE APPROVAL PROCEDURES & INFORMATION

Please read the following information carefully before completing the Exemption/Prerequisite Approval Form.

GENERAL INFORMATION

- Complete this form only if you require:
 - Prerequisite approval to enroll in a course that requires a post-secondary level prerequisite that you have completed at another institution or,
 - Exemption for a certificate or diploma requirement towards graduation.
- The following documents are required to support your request:
 - BC institutions: official transcripts, and course outlines upon request.
 - Institutions in Canada but outside of BC: official transcripts and course outlines and/or syllabi.
 - Institution outside of Canada: foreign transcripts (must be submitted with recognized English translations if written in a language other than English), and CPA Transcript Review.

NOTE: outlines/syllabi must reflect semester of course attendance.

REQUIREMENTS AND ELIGIBILITY

Exemption

- For students who are seeking Langara certificate or diploma, and wish to receive exemption for equivalent coursework completed through another institution.
- Coursework must be completed at a recognized Canadian post-secondary institution within the last five years.
- Students must receive a minimum C+ or 65% in the equivalent course
- Restrictions: You may not receive exemptions for more than 50% of the program.

Eg. If you completed FMGT 1115 through Langara Regular Studies, and the course is equivalent to BSAD 1084 through Langara Continuing Studies, you can apply for exemption for BSAD 1084 to receive exemption towards the Professional Accounting Certificate.

Prerequisite Approval

- For students who are not seeking Langara certificate or diploma, but wish to enroll in a course which has prerequisites that were completed through another institution.
- Students must receive a minimum C+ or 65% in the prerequisite course
- Students should request prerequisite approval for the course they wish to enroll at Langara, not for the equivalent course they have completed.

Eg. If you completed FMGT 1115 through Langara Regular Studies, that course is equivalent to BSAD 1084. If you wish to enroll in BSAD 1085, which requires BSAD 1084 as a prerequisite, you can apply for prerequisite approval for **BSAD 1085**, the course you wish to enroll.

DEADLINES

- Exemption or prerequisite approval requests take up to 7 business days to process from the date that all required documents are received.
- Requests and supporting documents should be received at least two months before the beginning of the semester in which you wish to enroll. This ensures any exemptions or prerequisite approvals granted will be reflected on your student record for registration.

NOTIFICATION

You will receive notification of exemption or prerequisite approval confirmation by email.

INTERNATIONAL STUDENTS

Applicants who are not Canadian Citizens or Permanent Residents must submit an International Student Application for Admission.

TO SUBMIT FORM

Langara College Continuing Studies ATTN: Program Coordinator, Accounting & Finance 100 West 49th Ave Vancouver, BC V5Y 2Z6

Fax: 604.323.5899

Email: csaccounting@langara.ca



Continuing Studies Accounting & Finance EXEMPTION/PREREQUISITE APPROVAL FORM

E/MO/MO/ IDENTIFICATION NOMBER	R – leave blank if	you do not hav	e one ENROLLM	ENT INFORMATION:			
			Start Year	r: Semester:	│ January □ May	☐ Septe	ember
Student Information – please cor	nplete all fields	3					
LEGAL SURNAME/FAMILY NAME	≣ :		[DATE OF BIRTH (DD/MM/Y	′Y):		
LEGAL FIRST NAME:				_ GENDER: ☐ Male ☐ Female (for statistical purposes only)			
MAILING ADDRESS:				STATUS: Canadian Citizen/Permanent Resident			
W WENTO ABBRECO.				_	Student (must comp		
				International	Student Application	for Admiss	sion)
CITY: POSTAL CODE:				PRIMARY TELEPHONE:			
EMAIL:	A	LTERNATE TELEPHONE	:				
Program Area							
☐ Professional Accounting Certif	icate	☐ CS Diplor	na in Advanced Accou	nting CPA t	transfer only		
☐ Advanced Accounting Certifica	ite	☐ Profession	nal Bookkeeper Certific	cate	:		
Official Transcripts – list all scho	ols that you are	e submitting tr	anscripts from				
Name of Institution Attended		Tran	script Status				
	ttached On File	Sent directly from institution - Date requested:					
		□ A	ttached ☐On File ☐	Sent directly from institution	on - Date requested	l:	
Note: Official transcripts must be in seale	•		ailed. Attach CPA Transcri	pt Review if transcripts are sub	omitted from institution	s outside of	Canada.
Exemption or Prerequisite Appro	oval Requests						
Langara College Continuing Studies Course	Exemption	Prerequisite Approval	Institution Attended	Equivalent or Prerequisite Course	OFFICE USE ONLY		
	(check	one only)			Course Code	Grade	Sign
Note: Exemptions/prerequisite app	provals are onl	y granted to c	ourses indicated above	e where a minimum grade o	of C+ or 65% is ach	ieved.	
Declaration of Applicant		y granted to c	ourses indicated above	e where a minimum grade o	of C+ or 65% is ach	ieved.	
Declaration of Applicant In signing this document, I certify to	he following:						
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Form Revised: 3/25/2017

Email: csaccounting@langara.ca

Prerequisite Requirements for Continuing Studies Accounting & Finance Courses

Langara Continuing Studies Courses	Required Prerequisites - Minimum C+ (65%)		
Financial Accounting 1 - Part 1 (BSAD 1084)	None		
Financial Accounting 1 - Part 2 (BSAD 1085)	Financial Accounting 1 - Part 1 (BSAD 1084) or equivalent		
Management Accounting 1 (BSAD 1087)	Financial Accounting 1 - Part 1 and Part 2 (BSAD 1084 and BSAD 1085) or equivalent		
Economics - Micro & Macro (BSAD 1088)	None		
Quantitative Methods 1 (BSAD 1083)	Basic Probability & Statistics (BSAD 1123) or equivalent		
Basic Probability & Statistics (BSAD 1123)	None		
Financial Accounting 2 (BSAD 1086)	Financial Accounting 1 - Part 1 and Part 2 (BSAD 1084 and BSAD 1085) or equivalent		
Financial Accounting 3 (BSAD 2088)	Financial Accounting 2 (BSAD 1086) or equivalent		
Financial Accounting 4 (BSAD 3000)	Financial Accounting 3 (BSAD 2088) or equivalent		
Finance 1 - Part 1 (BSAD 1089)	Financial Accounting 1 - Part 1 and Part 2 (BSAD 1084 and BSAD 1085) and Quantitative Methods (BSAD 1083) or equivalent		
Finance 1 - Part 2 (BSAD 2089)	Finance 1 - Part 1 (BSAD 1089) or equivalent		
Auditing 1 (BSAD 1064)	Financial Accounting 3 (BSAD 2088) and Quantitative Methods (BSAD 1083) or equivalent		
Taxation 1 (BSAD 1060)	Financial Accounting 3 (BSAD 2088) or equivalent		
Management Accounting 2 (BSAD 1057)	Management Accounting 1 (BSAD 1087) and Finance 1 - Part 1 and Part 2 (BSAD 1089 and BSAD 2089) or equivalent		
Strategy for Financial Managers (BSAD 2006)	Management Accounting 2 (BSAD 1057) and Financial Accounting 3 (BSAD 2088) or equivalent		
Business Law in Canada (BSAD 1005)	None		
Management Information Systems (BSAD 1090)	None		
Business Communications (GBSC 1004)	None		
Intermediate Accounting Systems (BSAD 2007)	Taxation 1 (BSAD 1060), Auditing 1 (BSAD 1064) and one of Sage 50-2 (CSFW 2001), Sage 300-2 (CSFW 2011) or Quickbooks 2 (CSFW 2030) or equivalent		
Sage 300-1 ACCPAC 1 (CSFW 1004)	Bookkeeping - Level 1 (ADMN 1021) or Financial Accounting 1 - Part 1 (BSAD 1084) or equivalent		
Sage 300-2 ACCPAC 2 (CSFW 2011)	Sage 300-1 (CSFW 1004) or equivalent		
Sage 50-1 Simply Accounting 1 (CSFW 1000)	Bookkeeping - Level 1 (ADMN 1021) or Financial Accounting 1 - Part 1 (BSAD 1084) or equivalent		
Sage 50-2 Simply Accounting 2 (CSFW 2001)	Sage 50-1 (CSFW 1000) or equivalent		
Quickbooks 1 (CSFW 1030)	Bookkeeping - Level 1 (ADMN 1021) or Financial Accounting 1 - Part 1 (BSAD 1084) or equivalent		
Quickbooks 2 (CSFW 2030)	Quickbooks 1 (CSFW 1030) or equivalent		
Bookkeeping - Level 1 (ADMN 1021)	None		
Bookkeeping - Level 2 (ADMN 2001)	Bookkeeping - Level 1 (ADMN 1021) or equivalent		
Microsoft Office (BSAD 1029)	None; however, Windows File Management, Computer Basic or equivalent is recommended		
Income Tax for Bookkeepers (BSAD 1093)	Bookkeeping - Level 2 (ADMN 2001) or equivalent		
Cost Management for Bookkeepers (BSAD 1094)	Bookkeeping - Level 2 (ADMN 2001) or equivalent		
Payroll Administration (BSAD 1095)	Bookkeeping - Level 2 (ADMN 2001) or equivalent		