

Accounting and Business Technology

Diploma

Program Objective

The objective of this program is to provide the student with the opportunity to acquire knowledge of business concepts, as well as gain the necessary computerized accounting and office skills. This program provides graduates with the necessary skills to maintain complete sets of books, keep records of accounts, verify the procedures used for recording financial transactions, and provide personal bookkeeping services.

Program Notes

Tuition fees include all materials and student manuals. Financial assistance may be available to qualified students.

Graduation requirements:

Students must achieve a 75% average to obtain a diploma.

Career Opportunities

Careers in accounting and business technology are continuously in high demand. Excellent opportunities exist for skilled persons in a variety of accounting related positions, including the role of accounting bookkeeper, across the public and private sectors.

Admission Requirements

Grade 12 or equivalent or Mature Student Status.

Courses are open to any applicant who possesses a good command of the English language and is able to follow instruction.

An admissions interview will be administered to determine if the applicant has the required interest, motivation, and entry-level skills to take this program.

Full-time students must attend the required hours per week as per the course schedule and may do so at times convenient to them.

Part-time students may set their own schedules to a minimum of two training sessions per week. These times may be scheduled during the day, evenings, or on weekends.

Duties & Responsibilities

- Handles confidential budget information.
- Processes financial reports and memoranda.
- Deals with statistical and accounting data.
- Maintains files and records.
- Performs a wide range of office support functions.

Personal Attributes Required

- Self-motivated
- Aptitude for figures
- Enthusiastic
- Good interpersonal skills
- Detail-oriented

Competencies upon Completion

Core Courses

- **Keyboarding**
Minimum 25 words per minute (WPM)
- **Office Skills**
Personal Computer Fundamentals for End Users, Office Procedures Level 1, and Internet Fundamentals
- **Accounting**
Basic Bookkeeping Levels 1 and 2, ACCPAC 500 ERP 5.5 – General Ledger, Accounts Receivable, and Accounts Payable, QuickBooks Premier, and Sage 50 Premium Accounting
- **Business Skills**
Business Math, Grammar Essentials for Business Writing, Customer Service, Workplace Success/Intrapreneurship
- **Word Processing**
Advanced level of proficiency in Microsoft Word
- **Spreadsheets**
Advanced Level of Proficiency in Microsoft Excel
- **Database Management**
Basic Level of Proficiency in Microsoft Access
- **Operating Systems**
Advanced Level of Proficiency in a Windows operating system
- **Spreadsheets**
Advanced Level of Proficiency in Microsoft Excel
- **Simulations and Drills**
Practical Applications 4 Units and Business & Office Accounting Clerk practical Simulation
- **Job Readiness/Employability Skills**
Job Search and Resume Writing and Thought Patterns for a Successful Career