

Business Accounting

Certificate

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 student manuals and all other course material. Financial assistance may be available for those who qualify.

Graduation requirements:

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

Method of Delivery

Integrated Learning™ System training facilitated by Academy of Learning College facilitators.

Career Opportunities

Careers in business accounting 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.

- 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

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.

Competencies upon Completion

Students must complete minimum 12 courses

Mandatory Core Courses

- **Office Skills**
Basic Bookkeeping Level 1 and Level 2
- **Accounting**
Sage 50 Premium Accounting and QuickBooks Premier

Elective Courses

Students must complete minimum 6 courses from the following:

- Office Skills
- Word Processing
- Spreadsheets
- Graphics/Presentation
- Accounting
- Help Desk & Call Centre Skills