

# Business and Office Accounting Clerk

## Diploma

### Program Objective

The objective of this program is to provide the student with opportunities to acquire and apply the knowledge of business accounting and office skills to meet the demands of today's business.

### Program Notes

Tuition fees include student manuals and all other course materials. Financial assistance may be available for those who qualify.

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 which correspond to the skills learned include:

- Accounting Clerk
- Accounts Payable/Accounts Receivable Clerk
- Audit and Billing Clerk
- Budget and Costing Clerk
- Deposit, Finance, or Invoice Clerk
- Tax Services Clerk
- Bookkeeper

### Duties and Responsibilities

- Calculate, prepare, and issue bills, invoices, and other financial statements using manual and computerized systems.
- Process, verify, and balance financial records and business transactions and enter data into a ledger or computerized system.
- Calculate costs of materials, overhead, and other expenses based on estimates, quotations and price lists.
- Post journal entries and reconcile accounts, prepare trial balances of books, maintain general ledgers, and prepare financial statements.
- Prepare cheques for payrolls and for utility, tax, and other bills.

- Complete and submit tax remittance forms, worker's compensation forms, pension contribution forms, and other government documents.
- Prepare financial and accounting reports.

### 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 instructions.

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

#### CORE COURSES

- **Keyboarding**  
Minimum 25 words per minute (WPM)
- **Operating Systems**  
Basic level of proficiency in a Windows operating system
- **Word Processing**  
Intermediate level of proficiency in Microsoft Word
- **Spreadsheets**  
Intermediate level of proficiency in Microsoft Excel
- **Database Management**  
Basic level of proficiency in Microsoft Access
- **Job Readiness/Employability Skills**  
Job Search and Résumé Writing
- **Simulations & Drills**  
Business & Office Accounting Practical Simulation
- **Office Skills**  
Basic Bookkeeping Terms and Concepts, Basic Bookkeeping 1 and 2, and Microsoft Outlook 1
- **Business Skills**  
Business Math, Business Correspondence 1, Customer Service, and Grammar Essentials for Business Writing
- **Accounting**  
Sage 50 Premium Accounting, QuickBooks Premier, ACCPAC General Ledger, ACCPAC Accounts Receivable, and ACCPAC Accounts Payable

## **ELECTIVE COURSES**

- Students must complete a course and not exceed two (2) credits and 40 hours from the following:  
Office Skills/Spreadsheets/Database Management/  
Accounting

