

# Accounting Clerk

## Diploma

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### Program Objective

The Accounting Clerk diploma program prepares the student for entry-level accounting and bookkeeping positions to meet the demands of today's business. This program provides graduates with the necessary skills to calculate, prepare, and process transactions and other accounting records according to established procedures.

### Program Notes

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

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

Accounting Clerks skilled in computers play an integral role in the financial sector of any company. The skills learned may be applied in a variety of junior accounting positions across the public and private sectors.

Those with initiative can work their way up the corporate ladder.

### Duties and Responsibilities

- Assist all levels of management
- Produce statistical reports and memoranda
- Perform junior accounting functions

### Personal Attributes Required

- Personable
- Self-motivated
- Dependable
- Aptitude for figures
- Adaptable
- Cooperative
- Detail-oriented

### Admission Requirements

Grade 12 or equivalent.

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

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

#### Core Courses

- **Keyboarding**  
Minimum 25 words per minute (WPM)
- **Operating Systems**  
Basic level of proficiency in a Windows operating system
- **Word Processing**  
Basic level of proficiency in Microsoft Word
- **Spreadsheets**  
Intermediate level of proficiency in Microsoft Excel
- **Business Skills**  
Business Math Skills and Applications, Business Financial Management, Human Resource Management, and Business English/Grammar
- **Office Skills**  
Basic Bookkeeping Levels 1 and 2
- **Accounting**  
Sage 50 Premium Accounting and QuickBooks Premier
- **Job Readiness/Employability Skills**  
Job Search & On the Job Training