

Business and Office Accounting Clerk

Diploma

Program Objective

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

Program Notes

Tuition fees include student manuals and all other course materials. 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 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

Required Skills and Personal Attributes

- Average to above-average communication and thinking skills
- Good numeracy and personal management skills
- Ability to meet deadlines
- Reliable

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 in a ledger or computerized system
- Compile budget data and documents based on estimated revenues and expenses and previous budgets
- 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.

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 40 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
- **Graphics/Design**
Basic level of proficiency in Microsoft PowerPoint
- **Job Readiness/Employability Skills**
Job Search & On the Job Training
- **Office Skills**
Basic Bookkeeping Levels 1 and 2
- **Business Skills**
Business Math Skills and Applications, Business English/Grammar, and Business Correspondence Level 1
- **Accounting**
Sage 50 Premium Accounting and QuickBooks Premier
- **Simulations and Drills**
Office Simulations – 1 Unit

