

# Computerized Accounting Assistant

## Diploma

### Program Objective

The objective of this program is to provide the student with opportunities to acquire and apply the knowledge of bookkeeping, office skills, and accounting 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.

#### Graduation requirements:

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

### Career Opportunities

Computerized accounting is a growing area. Excellent opportunities exist for skilled people. Graduates can become employed in the accounting department of a large company as an assistant or be in charge of the accounts in a smaller enterprise.

### Required Skills and Personal Attributes

- Friendly
- Self-Motivated
- Dependable
- Aptitude for Figures
- Adaptable
- Cooperative
- 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 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.

### Duties and Responsibilities

- Assists all levels of management.
- Produces statistical reports and memoranda.
- Performs some accounting functions.

### Method of Delivery

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

### Competencies upon Completion

#### Core Courses

- **Keyboarding**  
Minimum 25 words per minute (WPM)
- **Office Skills**  
Personal Computer Fundamentals for End Users, Internet Fundamentals, and Microsoft Outlook Level 1
- **Accounting**  
Bookkeeping Levels 1 and 2, Sage 50 Premium Accounting 2013, ACCPAC 500 ERP 5.5 – General Ledger, Accounts Receivable, and Accounts Payable, and QuickBooks Premier 2012
- **Business Skills**  
Business Math, Customer Service Essentials, and Management Fundamentals
- **Word processing**  
Intermediate level of proficiency in Microsoft Word and Word processing Practical
- **Spreadsheets**  
Advanced level of proficiency in Microsoft Excel and Spreadsheet Practical Applications
- **Database Management**  
Basic level of proficiency in Microsoft Access
- **Operating Systems**  
Advanced level of proficiency in a Windows operating system
- **Office Skills**  
Basic Bookkeeping Levels 1 and 2, Personal Computer Fundamentals for End Users, and Office Procedures Levels 1 and 2
- **Job Readiness/Employability Skills**  
Thought Patterns for a Successful Career