Computerized Accounting

Diploma

Program Objective

The objective of this program is to provide students 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 materials. Financial assistance may be available for those who qualify.

Graduation requirements:
Students must achieve a 75% average to obtain a diploma.

Duties and Responsibilities

- Handling confidential budget information
- Processing financial reports and memoranda
- Working with statistical and accounting data
- Maintaining files and records
- Performing a wide range of office support functions

Required Skills and Personal Attributes

- Aptitude for figures
- Good interpersonal skills
- Self-motivated
- Enthusiastic
- 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.

Method of Delivery

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

Career Opportunities

Careers in computerized 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.

Competencies upon Completion

Core Courses

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

Elective Courses

Students must complete three elective courses from any of these groups:

- Accounting
- Office Skills
- Business Skills

Academy of Learning
CAREER COLLEGE