

# Business Accounting

## Diploma

### Program Objective

The objective of this program is to provide the student with the opportunity to acquire knowledge of business concepts, as well as gain valuable computerized accounting and office skills. This program provides graduates with the necessary skills to maintain complete sets of books, payroll, 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.

The Canadian Bookkeeper's Association (CBA) recognizes that students who successfully complete the Academy of Learning's Basic Bookkeeping Level 2 have gained the skill set necessary to begin a career in Bookkeeping and are eligible for membership in the Canadian Bookkeeper's Association.

### Method of Delivery

Combination of:

- Integrated Learning™ System training facilitated by Academy of Learning College facilitators.
- Online training supported by Academy of Learning College facilitators or online instructors.

### 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.

### Duties and Responsibilities

- Handle confidential budget information
- Process financial reports and memoranda
- Work with statistical and accounting data
- Maintain files and records
- Perform a wide range of office support functions

### Personal Attributes Required

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

### Competencies upon Completion

#### Core Courses

##### Keyboarding

Introduction to Keyboarding (10 WPM)

Keyboard Skill Building Level 1 (25 WPM)

##### Operating Systems

Advanced level of proficiency in a Windows operating system

##### Word Processing

Basic level of proficiency in Microsoft Word

##### Spreadsheets

Advanced level of proficiency in Microsoft Excel

##### Database Management

Basic level of proficiency in Microsoft Access

##### Accounting

Sage 300 General Ledger, Accounts Receivable, and Accounts Payable, Sage 50 Premium Accounting, QuickBooks Premier

##### Payroll

Payroll Compliance Legislation, and Payroll Fundamentals 1 and 2



**Business Skills**

Business Math, Management Fundamentals, Business Correspondence Levels 1 and 2, Business Essentials, Business Financial Management and Financial Literacy

**Office Skills**

Basic Bookkeeping Levels 1 and 2, Personal Computer Fundamentals, Internet Fundamentals, basic level of proficiency in Microsoft Outlook, and Office Procedures Level 1

**Job Readiness/Employability Skills**

Job Search and Résumé Writing, Strategies for Success and Occupational Health and Safety

