



Business Accounting Diploma Program



CAREER OPPORTUNITIES

- ◆ Financial Analyst
- ◆ Quantitative Analyst
- ◆ Pricing Analyst
- ◆ Internal Auditor
- ◆ Market Risk Manager
- ◆ Asset/Liability Manager
- ◆ Credit Risk Manager
- ◆ Cost and Management Accountant (CMA)
- ◆ Chartered Accountant
- ◆ Forensic Accountant
- ◆ Public Accountant
- ◆ Auditor
- ◆ Tax Accountant
- ◆ Accounting Associate

**Government Grants, Scholarships, and Financial Aid
May be Available For Those Who Qualify**

 **905-667-8333, 905-412-5222**

 **admissions@aolccpickering.com, busdev@aolccpickering.com**

 **Unit 16A & 15B, 1400 Bayly Street, Pickering, ON L1W 3R2**

Business Accounting Diploma Program

Program Objectives

The objective of this program is to provide the student 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.

Delivery Method

Combination of:

- Integrated Learning™ System training facilitated by Academy of Learning College facilitators
- Online/Hybrid

Duties & Responsibilities

- Examine Statements to ensure accuracy Ensure that statements and records comply with laws and regulations
- Compute taxes owed, prepare tax returns, ensure prompt payment
- Inspect account books and accounting systems to keep up to date
- Organize and maintain financial records
- Improve business efficiency where money is concerned
- Suggest ways to reduce costs, enhance revenues and improve profits
- Provide auditing services for businesses and individuals
- Comply with financial policies and regulations
- Typically prepare financial statements that may include monthly and annual accounts Prepare and lodge tax returns, analyze and report on financial data and oversee budgets

Competencies and Core Courses

Keyboarding

Minimum 25 words per minute

Operating Systems

Basic 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 50 Premium Accounting and QuickBooks Premier

Business Skills

Business Math, Grammar Essentials for Business Writing, Management Fundamentals, Business Essentials, Business Financial Management, and Customer Service

Office Skills

Basic Bookkeeping Level 1 and Level 2, Personal Computer Fundamentals for End Users, and Office Procedures Level 1 Job Readiness/Employability Skills Job Search and Résumé Writing

Career Opportunities

Careers in business 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.

Financial Assistance

- Several funding options exist for students, our Financial Aid Officer would be glad to answer any of your questions. Student Financial Assistance Options include:
- Ontario Student Assistance Program (OSAP)
- Better Jobs Ontario Program
- Interest-Free Monthly Payment Plan Options

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