



Computerized Accounting Diploma Program



CAREER OPPORTUNITIES

- Full-Charge Bookkeeper
- Accounting Clerk
- Payroll Clerk
- Auditing Clerk
- Accounts Payable
- Accounting Bookkeeper
- Financial Clerk
- Accounting Associate
- Accountant/ Principal Accountant
- Record Specialist
- Payroll Analyst
- Executive Assistant
- Staff Accountant
- Bookkeeping Associate

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



905-667-8333, 905-412-5222



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

Computerized Accounting Diploma Program

Program Objectives

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.

Delivery Method

Combination of:

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

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:

- Full-Charge Bookkeeper
- Accounting Clerk
- Payroll Clerk
- Auditing Clerk
- Accounts Payable
- Accounting Bookkeeper
- Financial Clerk
- Accounting Associate
- Accountant/ Principal Accountant
- Record Specialist
- Payroll Analyst
- Executive Assistant
- Staff Accountant

Duties & 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

Competencies and Core Courses

Keyboarding

Minimum 25 words per minute (WPM)

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

ACCPAC General Ledger, ACCPAC Accounts Receivable, ACCPAC Accounts Payable, ACCPAC Inventory Control and Order Entry, Sage 50 Premium Accounting, and QuickBooks Premier

Business Skills

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

Office Skills

Basic Bookkeeping Level 1 and Level 2, Personal Computer Fundamentals for End Users, and Office Procedures Level 1 and Level 2

Job Readiness/Employability Skills

Job Search and Résumé Writing

Financial Assistance

- Ontario Student Assistance Program (OSAP)
- Better Jobs Ontario Program
- Interest-Free Monthly Payment Plan Options

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