



Academy of Learning

CAREER COLLEGE

Business Office Accounting Clerk Diploma Program



CAREER OPPORTUNITIES:

- ◆ Accounting Clerk
- ◆ Accounts Payable/Accounts Receivable Clerk
- ◆ Audit and Billing Clerk
- ◆ Budget and Costing Clerk
- ◆ Deposit, Finance, or Invoice Clerk
- ◆ Tax Services Clerk
- ◆ Bookkeeper

**Government Grants & Financial Assistance
up to \$28,000 may be available.**

Contact Us: 416-422-5627 | 647-494-5544

Email Us: info@aolccnorthyork.com

Visit Us: 29 Gervais Drive, North York ON. M3C 1Y9

Business Office Accounting Clerk Diploma Program

Program Objective

The objective of this Program is to provide the student with opportunities to acquire and apply the knowledge of business accounting and office skills to meet the demands of today's business.

Duties & Responsibilities

- ◆ Calculate, prepare and issue bills, invoices and other financial statements using manual and computerized systems.
- ◆ Process, verify and balance financial records and business transactions and enter data in a ledger or computerized system.
- ◆ Compile budget data and documents based on estimated revenues and expenses and previous budgets.
- ◆ Calculate costs of materials, overhead and other expenses based on estimates, quotations and price lists.
- ◆ Post journal entries and reconcile accounts, prepare trial balances of books, maintain general ledgers and prepare financial statements.
- ◆ Prepare cheques for payrolls and for utility, tax, and other bills.
- ◆ Complete and submit tax remittance forms, worker's compensation forms, pension contribution forms and other government documents.
- ◆ Prepare financial and accounting reports.

Competencies and Core Courses

- ◆ Keyboarding
Minimum 25 words per minute
- ◆ Operating Systems
Basic level of proficiency in a Windows operating system
- ◆ Word Processing
Intermediate level of proficiency in Microsoft Word
- ◆ Spreadsheets
Intermediate level of proficiency in Microsoft Excel
- ◆ Database Management
Advanced level of proficiency in Microsoft Access
- ◆ Job Readiness/Employability Skills
Job Search and Résumé Writing
- ◆ Simulations & Drills
Business & Office Accounting Clerk Practical Simulation
- ◆ Office Skills
Basic level of proficiency in Microsoft Outlook, Basic Bookkeeping Level 1 and Level 2, Internet Fundamentals, and Office Procedures Level 1
- ◆ Business Skills
Business Math, Business Correspondence Level 1, Customer Service, and Grammar Essentials for Business Writing
- ◆ Accounting
Sage 50 Premium Accounting and QuickBooks Premier

Career Opportunities

Careers which correspond to the skills learned include:

- ◆ Accounting Clerk
- ◆ Accounts Payable/Accounts Receivable Clerk
- ◆ Audit and Billing Clerk
- ◆ Budget and Costing Clerk
- ◆ Deposit, Finance, or Invoice Clerk
- ◆ Tax Services Clerk
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