



Academy of Learning

CAREER COLLEGE

Computerized Accounting Diploma Program



CAREER OPPORTUNITIES:

- ◆ Full-charge bookkeeper
- ◆ Accounting clerk
- ◆ Payroll clerk
- ◆ Auditing clerk
- ◆ Accounts payable clerk
- ◆ Accounting bookkeeper
- ◆ Financial clerk

**Financial Assistance may be available
for those who qualify.**

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

Email Us: info@aolccnorthyork.com

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

Computerized Accounting Diploma Program

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.

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
- ◆ Data entry clerk
- ◆ Accounting receptionist
- ◆ Auditing clerk
- ◆ Accounts payable clerk
- ◆ Financial clerk
- ◆ Automated records clerk
- ◆ Accounting bookkeeper

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

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



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