

Business Accounting

Diploma • 28 Weeks

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 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.

Program Notes

Tuition fees include student manuals and all other course material. Financial assistance may be available for those who qualify.

Graduation requirements: Students must achieve a 75% average to obtain a diploma.

Method of Delivery

Integrated Learning™ System training facilitated by Academy of Learning College facilitators.

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.

- Handles confidential budget information
- Processes financial reports and memoranda
- Deals with statistical and accounting data
- Maintains files and records
- Performs 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 instruction.

An admissions interview will be administered to determine if the applicant has the required interest, motivation, and entry-level skills to take this program.

Students are required to attend and participate in their program according to their approved training schedule and maintain satisfactory academic progress and attendance in accordance with Academy of Learning Career College policies.

Career-Focused Training

This program is designed to help students develop practical, workplace-relevant skills that support entry into entry-level positions within the field.

Funding Options

Eligible students may qualify for various funding, sponsorship, grant, or financing options. Funding availability is subject to eligibility requirements.

Competencies upon Completion


Core Courses

- **Keyboarding**
Minimum 25 words per minute
- **Operating System**
Basic level of proficiency in a Windows operating system
- **Word Processing**
Basic level of proficiency in Microsoft Word
- **Database Management**
Basic level of proficiency in Microsoft Access
- **Spreadsheets**
Advanced level of proficiency in Microsoft Excel
- **Accounting**
Sage 50 Premium Accounting and QuickBooks Premier
- **Business Skills**
Business Math, Business Writing Essentials, 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 & Résumé Writing

Ready to take the next step?

Speak with an Admissions Advisor today to discuss career goals, program suitability, funding options, admission requirements, and upcoming start dates.

Academy of Learning Career College Kingston

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