

Accounting Bookkeeper

Certificate

Program Objective

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

Program Notes

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

Graduate requirements: Students must maintain a 75% program average to obtain a certificate.

Method of Delivery

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

Career Opportunities

Individuals with knowledge in computerized accounting procedures play an integral role in the financial sector of any company.

Those with initiative can work their way up the corporate ladder and increase their expertise in accounting.

Duties and Responsibilities

- Assists all levels of management
- Produces statistical reports and memoranda
- Performs basic accounting

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 instructions.

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

Full-time students must attend the required hours per week as per the course schedule and may do so at times convenient to them.

Personal Attributes Required

- Friendly
- Self-Motivated
- Dependable
- Aptitude for Figures
- Adaptable
- Co-operative
- Detail-Oriented

Competencies upon Completion

Core Courses

- **Keyboarding**
Minimum 25 words per minute (WPM)
- **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
- **Office Skills**
Personal Computer Fundamentals for End Users, Internet Fundamentals, basic level of proficiency in Microsoft Outlook, Office Procedures Level 1, and Bookkeeping Level 1 and Level 2
- **Accounting**
Sage 50 Premium Accounting and QuickBooks Premier 2012
- **Simulations and Drills**
Practical Applications – 2 Units
- **Business Skills**
Customer Service and Business Math
- **Job Readiness/Employability Skills**
Job Search and Resume Writing