

# Accounting Administrator with SAGE

## Diploma

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### Program Objective

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

### Program Notes

Tuition fees include student manuals and all other course material. Financial assistance may be available to qualified students.

Graduation requirements:

Students must achieve a 75% average to obtain a diploma.

### Method of Delivery

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

### Career Opportunities

Computerized accounting is a growing area. Excellent opportunities exist for skilled people. Graduates can become employed in the accounting department of a large company as an assistant or be in charge of the accounts in a smaller enterprise.

### Duties and Responsibilities

- Assists all levels of management.
- Produces statistical reports and memoranda.
- Performs some accounting functions.

### Personal Attributes Required

- Friendly
- Self-Motivated
- Dependable
- Aptitude for Figures
- Adaptable
- Cooperative
- Detail-Oriented

### Admission Requirements

A British Columbia Secondary School Diploma or equivalent with prior education in English at grade 10 level or higher.

**OR**

Mature students who pass an entrance evaluation demonstrating sufficient ability (i.e., English comprehension and math skills) to undertake the program.

All applicants must demonstrate English proficiency through one of the above requirements or through an English language assessment (IELTS 5.5 or equivalent).

### Competencies upon Completion

#### Core Courses

- **Keyboarding**  
Minimum 25 words per minute
- **Operating Systems**  
Basic level of proficiency in a Windows operating system
- **Word Processing**  
Basic level of Microsoft Word
- **Spreadsheets**  
Intermediate level of Microsoft Excel
- **Accounting**  
Sage 50 Premium Accounting, QuickBooks, Sage 300 General Ledger, Sage 300 Accounts Receivable, and Sage 300 Accounts Payable
- **Office Skills**  
Bookkeeping Level 1 and Level 2, Internet Fundamentals, Office Procedures Level 1, and basic level of Microsoft Outlook
- **Database Management**  
Basic level of Microsoft Access
- **Business Skills**  
Customer Service, Grammar Essentials for Business Writing, and Workplace Success/Intrapreneurship
- **Employability Skills**  
Job Search and Résumé Writing and Thought Patterns for a Successful Career