

Accounting and Business Technology

Diploma

Program Objective

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

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 College facilitators.

Career Opportunities

The computerized accounting sector is one of the fastest growing areas. Excellent opportunities exist for skilled persons.

Duties and Responsibilities

- 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
- Detail-Oriented
- Good Interpersonal Skills

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.

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

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**
Basic level of proficiency in Microsoft Word
- **Spreadsheets**
Advanced level of proficiency in Microsoft Excel
- **Accounting**
Sage 50 Premium Accounting, ACCPAC 500 ERP 5.5 Inventory Control and Order Entry, ACCPAC 500 ERP 5.5 General Ledger, ACCPAC 500 ERP 5.5 Accounts Receivable, ACCPAC 500 ERP 5.5 Accounts Payable, and QuickBooks Premier 2012
- **Office Skills**
Personal Computer Fundamentals for End Users, Basic Bookkeeping Levels 1 and 2, Office Procedures Level 1, and basic level of proficiency in Microsoft Outlook
- **Database Management**
Basic level of proficiency in Microsoft Access
- **Simulations and Drills**
Practical Applications – 3 Units
- **Business Skills**
Business Math, Management Fundamentals, Customer Service, and Grammar Essentials for Business Writing
- **Employability Skills**
Job Search and Résumé Writing and Thought Patterns for a Successful Career