

Accounting Clerk

Certificate

Program Objective

The Accounting Clerk program provides students with the skills necessary to apply the knowledge of elementary accounting processes, business concepts and office procedures to meet present day business demands. The objective of this program is to prepare students for an entry position into accounting in a short duration of time. This could lead to further accounting training and career advancement if the student demonstrates interest and has aptitude.

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

Successful candidates can pursue careers throughout the private and public sectors; typical positions are those of accounting clerk, audit clerk, billing clerk, budget clerk, costing clerk, deposit clerk, finance clerk, freight-rate clerk, invoice clerk, ledger clerk. Upward mobility in these vocations is possible with experience, motivation, dedication, and a positive attitude.

Duties and Responsibilities

- Calculate, prepare and issue account-related documents
- Code, total, batch, enter, verify and reconcile transactions
- Compile budget data and documents
- Prepare period or cost statements or reports
- Calculate costs of materials, overhead and other expenses
- Respond to customer inquiries, maintain good customer relations and solve problems
- General office duties: faxing, photocopying, etc.

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

- Ability to work independently and as part of a team; ability to work under pressure
- Strong communication and good analytical skills
- Ability to work with computers and data storage programs
- Excellent mathematics skills and ability to work quickly and accurately with numbers
- Ability to follow instructions

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**
Intermediate level of proficiency in Microsoft Excel
- **Office Skills**
Basic level of proficiency in Microsoft Outlook and Basic Bookkeeping Levels 1 and 2
- **Accounting**
Sage 50 Premium Accounting
- **Business Skills**
Customer Service and Business Math
- **Job Readiness/Employability Skills**
Job Search and Resume Writing