

Business Office Accounting Clerk

Diploma

Program Objective

The objective of this Program is to provide the student with opportunities to acquire and apply the knowledge of business accounting and office skills 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 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 which correspond to the skills learned include:

- Accounting Clerk
- Accounts Payable/Accounts Receivable Clerk
- Audit and Billing Clerk
- Budget and Costing Clerk
- Deposit, Finance, or Invoice Clerk
- Tax Services Clerk
- Bookkeeper

Personal Attributes Required

- Average to above-average communication and thinking skills
- Good numeracy and personal management skills
- Able to meet deadline
- Reliable

Duties and Responsibilities

- Calculate, prepare and issue bills, invoices and other financial statements using manual and computerized systems.
- Process, verify and balance financial records and business transactions and enter data in a ledger or computerized system.
- Compile budget data and documents based on estimated revenues and expenses and previous budgets.
- Calculate costs of materials, overhead and other expenses based on estimates, quotations and price lists.
- Post journal entries and reconcile accounts, prepare trial balances of books, maintain general ledgers and prepare financial statements.
- Prepare cheques for payrolls and for utility, tax, and other bills.
- Complete and submit tax remittance forms, worker's compensation forms, pension contribution forms and other government documents.
- Prepare financial and accounting reports.

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.

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
- **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
- **Database Management**
Advanced level of proficiency in Microsoft Access
- **Job Readiness/Employability Skills**
Job Search and Résumé Writing
- **Simulations & Drills**
Business & Office Accounting Clerk Practical Simulation
- **Office Skills**
Basic level of proficiency in Microsoft Outlook, Basic Bookkeeping Level 1 and Level 2, Internet Fundamentals, and Office Procedures Level 1
- **Business Skills**
Business Math, Business Correspondence Level 1, Customer Service, and Grammar Essentials for Business Writing
- **Accounting**
Sage 50 Premium Accounting and QuickBooks Premier