

Computerized Accounting

Diploma

Program Objective

The objective of this program is to provide students with the opportunity to acquire knowledge of business concepts, as well as gain the necessary computerized accounting and office skills. This program provides graduates with the necessary skills to maintain complete sets of books, keep records of accounts, verify the procedures used for recording financial transactions, and provide personal bookkeeping services.

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 can 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.

Successful completion of Entrance Assessment

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

Program Notes

Tuition fees include student textbooks and all other course materials. 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.

Competencies upon Completion

Core Courses

- **Keyboarding**
Typaz - Level 1 - 10 WPM
Typaz - Level 2 - 25 WPM
- **Operating Systems**
Microsoft Windows 11 Level 1 & 2
- **Office Skills**
Personal Computer Fundamentals, Internet Fundamentals, Basic Bookkeeping Level 1 & 2, Microsoft Outlook Level 1 & 2, Office Procedures Level 1
- **Business Skills**
Business Math, Customer Service Essentials and Management Fundamentals
- **Word Processing**
Microsoft Word Level 1 & 2
- **Spreadsheets**
Microsoft Excel Level 1, 2 & 3
- **Database Management**
Microsoft Access Level 1
- **Accounting**
Sage 300 General Ledger, Sage 300 Accounts Receivable, Sage 300 Accounts Payable, Sage 50 Premium Accounting, and QuickBooks Online
- **Simulations and Drills**
Word Processing and Spreadsheet Practical Applications
- **Job Readiness/Employability Skills**
Employment Success Strategies

Elective Courses

Students must complete three elective courses from any of these groups:

- Accounting
- Office Skills and MS Office Programs
- Business Skills



Duties and Responsibilities

- Handling confidential budget information
- Processing financial reports and memoranda
- Working with statistical and accounting data
- Maintaining files and records
- Performing a wide range of office support functions

Required Skills and Personal Attributes

- Aptitude for figures
- Good interpersonal skills
- Self-motivated
- Enthusiastic
- Detail-oriented

Career Opportunities

Careers in computerized accounting are continuously in high demand. Excellent opportunities exist for skilled persons in a variety of accounting related positions, including the role of accounting bookkeeper, across the public and private sectors.