



Academy of Learning

CAREER COLLEGE

Business Accounting Diploma Program



CAREER OPPORTUNITIES:

- ◆ Financial analyst.
- ◆ Quantitative analyst.
- ◆ Pricing analyst.
- ◆ Internal auditor.
- ◆ Market risk manager.
- ◆ Asset/Liability manager.
- ◆ Credit risk manager.

**Government Grants & Financial Assistance
up to \$28,000 may be available.**

Contact Us: 416-422-5627 | 647-494-5544

Email Us: info@aolccnorthyork.com

Visit Us: 29 Gervais Drive, North York ON. M3C 1Y9

Business Accounting Diploma Program

Program Objective

The objective of this program is to provide the student 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.

Duties & Responsibilities

- ◆ Examine statements to ensure accuracy
- ◆ Ensure that statements and records comply with laws and regulations
- ◆ Compute taxes owed, prepare tax returns, ensure prompt payment
- ◆ Inspect account books and accounting systems to keep up to date
- ◆ Organize and maintain financial records
- ◆ Improve businesses efficiency where money is concerned
- ◆ Make best-practices recommendations to management
- ◆ Suggest ways to reduce costs, enhance revenues and improve profits
- ◆ Provide auditing services for businesses and individuals

Competencies and Core Courses

- ◆ **Keyboarding**
Minimum 25 words per minute
- ◆ **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
- ◆ **Database Management**
Basic level of proficiency in Microsoft Access
- ◆ **Accounting**
Sage 50 Premium Accounting and QuickBooks Premier
- ◆ **Business Skills**
Business Math, Grammar Essentials for Business Writing, Management Fundamentals, Business Essentials, Business Financial Management, and Customer Service
- ◆ **Office Skills**
Basic Bookkeeping Level 1 and Level 2, Personal Computer Fundamentals for End Users, and Office Procedures Level 1
- ◆ **Job Readiness/Employability Skills**
Job Search and Résumé Writing

Career Opportunities

Careers in business 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.

- ◆ Financial analyst.
- ◆ Quantitative analyst.
- ◆ Pricing analyst.
- ◆ Internal auditor.
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