



Business Office Accounting Clerk Diploma Program



CAREER OPPORTUNITIES

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

**Government Grants, Scholarships, and Financial Aid
May be Available For Those Who Qualify**

AOLCC North York Campus:

☎ 647-494-5544
✉ info@aolccnorthyork.com
📍 29 Gervais Drive, North York, ON. M3C 1Y9

AOLCC Oshawa Campus:

☎ 647-494-7766
✉ info@aolccoshawa.com
📍 9 Bagot Street, Oshawa, ON. L1H 1M9

Business Office Accounting Clerk Diploma Program

Program Objectives

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.

Duties & 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.
- 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.

Financial Assistance

Several funding options exist for students, our Aid Officer would be glad to answer any of your questions.

Student Financial Assistance Options include:

- Ontario Student Assistance Program (OSAP)
- Employment Ontario Second Career Prod of Delivery
- Interest-Free Monthly Payment Plan Options

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 Resume 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

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

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