



Business Accounting Diploma Program



CAREER OPPORTUNITIES

- ◆ Financial Analyst
- ◆ Quantitative Analyst
- ◆ Pricing Analyst
- ◆ Internal Auditor
- ◆ Market Risk Manager
- ◆ Asset/Liability Manager
- ◆ Credit Risk Manager
- ◆ Cost and Management Accountant (CMA)
- ◆ Chartered Accountant
- ◆ Forensic Accountant
- ◆ Public Accountant
- ◆ Auditor
- ◆ Tax Accountant
- ◆ Accounting Associate

**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 Accounting Diploma Program

Program Objectives

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 business 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
- Comply with financial policies and regulations
- Typically prepare financial statements that may include monthly and annual accounts
Prepare and lodge tax returns, analyze and report on financial data and oversee budgets

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
- Market risk manager
- Asset/Liability manager

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