

# Simply a Better Way to Learn!



D I P L O M A

## Computerized Accounting Assistant

### Duties & Responsibilities

- Assists all levels of management.
- Produces statistical reports and memoranda.
- Performs some accounting functions.

### Personal Attributes Required

- Friendly
- Self-Motivated
- Dependable
- Aptitude for Figures
- Adaptable
- Cooperative
- Detail-Oriented

### Career Opportunities

Computerized accounting is a growing area. Excellent opportunities exist for skilled people. Graduates can become employed in the accounting department of a large company as an assistant or be in charge of the accounts in a smaller enterprise.

### 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.

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

Part time students may set their own schedules to a minimum of two training sessions per week. These times may be scheduled during the day, evenings, or on weekends.

### Program Objective

The objective of this program is to provide the student with opportunities to acquire and apply the knowledge of bookkeeping, office skills, and accounting to meet the demands of today's business.

### Program Notes

Tuition fees include all materials and student manuals. Financial assistance may be available to qualified students.

Graduation requirements:

Students must achieve a 75% passing mark per subject to obtain a diploma.

### Competencies upon Completion

#### CORE COURSES\*

Upon completion of the program the participant must demonstrate the following core competencies:

- KEYBOARDING  
Minimum 25 words per minute.
- OPERATING SYSTEMS  
OLE/DDE or Integrating Office 95 and a basic proficiency in two Windows operating systems.
- WORDPROCESSING  
Basic level of proficiency in one wordprocessing application.
- SPREADSHEETS  
Intermediate level of proficiency in one spreadsheet application.
- COMPUTERIZED ACCOUNTING  
Intermediate level of proficiency in two computerized accounting applications.
- OFFICE SKILLS  
Basic level of proficiency in conventional office procedures with emphasis on bookkeeping.



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AOLW-CP-001

12/03

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## Computerized Accounting Assistant

- BUSINESS SKILLS  
Complete workplace success/intrapreneurship.
- OFFICE SIMULATIONS  
Complete two sets of practical exercises and drills.
- JOB SEARCH & RÉSUMÉ PREPARATION

### ELECTIVE COURSES\*

Students should complete three credits from any of these groups:

- OFFICE SKILLS
- WORDPROCESSING
- SPREADSHEETS
- DATABASE MANAGEMENT
- OPERATING SYSTEMS

*\* Note: See program folder for core course and electives course checklist.*



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