

# Simply a Better Way to Learn!



D I P L O M A

## Computerized Accounting

### Duties & Responsibilities

- Handles confidential budget information.
- Processes financial reports and memoranda.
- Deals with statistical and accounting data.
- Maintains files and records.
- Performs a wide range of office support functions.

### Personal Attributes Required

- Self-Motivated
- Aptitude for Figures
- Enthusiastic
- Detail-Oriented
- Good Interpersonal Skills

### Career Opportunities

The computerized accounting sector is one of the fastest growing areas. Excellent opportunities exist for skilled persons.

### 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 business concepts and office skills to meet the demands of today's business environment.

### 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 three Windows operating systems.
- WORDPROCESSING  
Basic level of proficiency in one wordprocessing application.
- SPREADSHEETS  
Basic level of proficiency in one spreadsheet application and an intermediate level in one other.
- DATABASE MANAGEMENT  
Basic level of proficiency in one database application.



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AOLW-CP-004

12/03

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## Computerized Accounting

- **COMPUTERIZED ACCOUNTING**  
Intermediate level of proficiency in two computerized accounting applications including General Ledger, Accounts Receivable, and Accounts Payable.
- **OFFICE SKILLS**  
Basic/intermediate level of proficiency in conventional office procedures with emphasis on bookkeeping.
- **BUSINESS SKILLS**  
Complete workplace success/intrapreneurship or management fundamentals.
- **OFFICE SIMULATIONS**  
Complete three 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
- DATABASE MANAGEMENT
- SPREADSHEETS
- GRAPHICS/PRESENTATION
- OPERATING SYSTEMS

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



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