

Computerized Business Accounting Diploma Program

Duration - 1 year

Total Tuition fees - CAD 12000

▶ PROGRAM SUMMARY

The Computerized Business Accounting Diploma Program is a solid foundation in fundamental computer, accounting and professional skills. Emphasis is placed on learning a variety of business software applications, discovering the benefits of the Internet, and gaining accounting experience using Simply Accounting, Quick Books or ACCPAC accounting applications. The students develop core competencies in using Microsoft Office Suite in a business environment as well as develop written, verbal professional communication and enhanced customer services skills.

This program presents the elements and concepts of accounting, with an emphasis on the procedures used for maintaining journals, ledgers, and other related records, and for the completion of end-of period reports for small service and merchandising businesses. The students will be able to construct financial reports using formulas and charts, inventory data and become well-informed users of accounting information. They will also be able to prepare individual income tax returns.

▶ CAREER OPPORTUNITIES

Accounting skills, combined with office skills, are in demand in all kinds of businesses. This program prepares students for employment in the accounting field including General Accounting, Payroll, Accounts Payable, Accounts Receivable, Cost Accounting Clerk, Computerized Accounting and Tax Preparation.

▶ ADMISSION REQUIREMENTS

An Ontario Secondary School Diploma or equivalent; or be at least 18 years of age or older and pass an entry test (Wonderlic Test).

▶ GRADUATION REQUIREMENTS

To successfully meet the program outcomes the student must:

- Achieve a minimum mark of 65% in all of the module assignments and exams
- Achieve a satisfactory rating in the Field Placement Evaluation

Computerized Business Accounting Diploma Program at TIBC is approved as a Vocational Program under the Private Career Colleges Act.

Your Education Your World

COURSE OUTLINE

The Course Consists of 13 Modules

- Microsoft Windows 10
- Microsoft Office Suite 2013
- Microsoft Outlook
- Business Mathematics
- Business Communication
- Accounting Fundamentals
- Simply Accounting Sage 50
- QuickBooks
- Financial Accounting
- Sage 300 ERP ACCPAC
- Customer Service
- Personal Income Tax
- Job Search Skills



**JOB FINDING WORKSHOPS ARE
INCLUDED AS PART OF THE COURSE**