



The Accounting diploma program delivers a concentrated study of accounting subjects to prepare graduates for a variety of entry-level accounting clerk positions.

Accounting graduates will be trained in the fundamental tasks of recording financial data and preparing reports for external and internal uses. Students will learn the basics of financial and managerial accounting. There are excellent career opportunities in the province for our graduates.

***\*Strong Math skills are an asset.***

- Start Dates:** March, September  
**Duration:** 2 years/1040 hours. Learning is a combination of in-class and online.  
**Prerequisites:** - Grade 12 with a minimum of 70 percent overall average  
 - GED 12 in the 53rd percentile  
 - Pre-enrollment Information Session

## YEAR ONE

- Keyboarding (30 wpm to graduate)
- Communications 211
- Communications 212
- Communications 214a
- Mathematics 311
- Mathematics of Finance-1 312
- Personal Finance 314
- Financial Accounting-1 412
- Human Relations 519
- Payroll Administration Fundamentals 530
- Computer Applications 611 (Windows 10)
- Computer Applications 620 (Excel 2016) - Level 1
- Computer Applications 642 (QuickBooks 2016) - Level 1
- Computer Applications 672 (Word 2016) - Level 1

**Students receive a Certificate of Completion at the end of Year One.**

## YEAR TWO

- Mathematics of Finance-2 313
- Financial Accounting-2 413
- Management Accounting 414
- Career Strategies 513a
- Business Law 516
- Macro/Microeconomics 517
- Entrepreneurship 525
- Computer Applications 621 (Excel 2016) - Level 2
- Computer Applications 622 (Access 2016) - Level 1
- Computer Applications 628 (Outlook 2016)
- Computer Applications 643 (QuickBooks 2016) - Level 2
- Keyboarding (30 wpm to graduate)

**Students receive a diploma at the end of Year Two.**