

## ACCOUNTING / BUSINESS ADMINISTRATION



Accounting graduates will be trained in the fundamental tasks of recording financial data and preparing reports for external and internal uses. A broad-based set of courses that provide a good foundation for future study and advancement.

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

### ACCOUNTING

**Start Dates:** March, September

**Duration:** 10 months / 40 weeks / 1040 course hours

**Prerequisites:** - Grade 12 with a minimum of 70 percent overall average  
- GED 12 in the 53rd percentile  
- Pre-enrollment Information Session

Keyboarding Speed (30 wpm to graduate)

Communications 211

Communications 212

Communications 214a

Mathematics 311

Financial Mathematics - 1 312

Financial Mathematics - 2 313

Personal Finance 314

Financial Accounting-1 412

Financial Accounting-2 413

Management Accounting 414

Career Strategies 513a

Business Law 516

Macro/Microeconomics 517

Human Relations 519

Entrepreneurship 525

Payroll Administration Fundamentals 530

Computer Applications 611 (Windows 10)

Computer Applications 620 (Excel 2016) - Level 1

Computer Applications 621 (Excel 2016) - Level 2

Computer Applications 622 (Access 2016) - Level 1

Computer Applications 628 (Outlook 2016)

Computer Applications 642 (QuickBooks 2016) - Level 1

Computer Applications 643 (QuickBooks 2016) - Level 2

Computer Applications 672 (Word 2016) - Level 1

\*This program is also offered part-time as a two year diploma program.  
See program advisor for more information.

