



Accounting & Office Administration



Become an Accounting or Bookkeeping Assistant!

As the economy continues to improve, more companies are growing and require help to stay organized. Administrative assistants with accounting skills are invaluable to keep a company running smoothly and make you more employable.

You will gain a solid education in:

- Introduction to Microsoft Word (50 hours)
- Introduction to Microsoft Excel (50 hours)
- Introduction to Microsoft PowerPoint (20 hours)
- Professionalism (32 hours)
- Career Management (12 hours)
- Business Communications (60 hours)
- Office Procedures (20 hours)
- Accounting Fundamentals (125 hours)
- QuickBooks (70 hours)
- Advanced Accounting (100 hours)
- Simply Accounting (75 hours)
- Lab Hours (36 hours)

Program Duration

26 weeks at 5 hours per day

Employment Opportunities

Graduates of this comprehensive program may explore any number of career options, including owning and/or operating a small business, or administrative/management roles in commercial or service based small business.

Career Options:

- Bookkeeper
- Bookkeeping Assistant or Clerk
- Accounting and Payroll Administrator
- Payroll Assistant or Clerk
- Database/Data Entry Clerk
- Administrative Assistant and more



Prerequisites

- Ontario Secondary School Diploma, General Education Diploma or Mature Student Status
- Successful interview with the Registrar

Create your financial security by learning these valuable skills that are needed in every community! Financial Aid, including monthly payment plans are available.

Get Job Ready in 26 Weeks.

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