



## Accounting and Administrative Studies Diploma

Graduates from this program are prepared with the skills needed to secure a position in the accounting sphere of both public and private sector offices.

### Program Contents

- Accounting Concepts
- Bookkeeping
- QuickBooks Pro
- Simply Accounting
- ACCPAC
- Business Communications
- Interpersonal Communications
- Career Management
- Customer Service
- Windows Environment
- MS Office Suite

### Admission Requirements

- Grade 12 (or equivalent) or Mature student status
- Successful completion of a literacy and logic test
- Good command of the English language

### Duration

- 17 week program
- 25 hours/week

### Tuition Cost

\$5,495.00\*

\*Does not include books and other fees

### Acquired Skills

- Manual and computerized accounting
- Financial data management
- Enhanced analytical abilities
- Advanced word processing and spreadsheet procedures using Word and Excel
- Proficiency managing e-mail using Outlook
- Building effective presentations using PowerPoint

### Career Opportunities

- Accounting Clerk
- Accounts Payable Officer
- Accounts Receivable Officer
- Accounts Payable Supervisor
- Bank or Financial Clerk
- Bookkeeping Supervisor
- Credit Supervisor
- Junior Accountant

### Location(s)

**Mississauga Campus**  
190 Robert Speck Parkway  
Mississauga, ON L6Z 3K3  
Phone: 905•949•9400

**Call Now & Start Your Success Today!**