



## Computerized Accounting Certificate

Graduates from this program are prepared with the skills needed to secure a position in the accounting or clerical field.

### Program Contents

- Accounting concepts
- Bookkeeping
- QuickBooks Pro
- Simply Accounting
- ACCPAC
- Customer service

### 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

- 9 week program
- 25 hours/week

### Tuition Cost

\$2,750.00\*

\*Does not include books and other fees

### Acquired Skills

- Competency in manual and computerized accounting
- Aptitude to manage financial data utilizing the most popular and current accounting software packages
- Enhanced analytical abilities
- Enhanced accounting decision capabilities
- 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
- Bookkeeper
- Junior Accountant

### Location(s)

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

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