

Accounting Clerk – Microcomputer

Program Code: 2906

Program Length: 1 year/2 semesters

Credential: Ontario College Certificate

Start: Fall, Winter, Summer

Campus: Progress

416-289-5000 ext. 2280

business@centennialcollege.ca

Program Overview

Computerized accounting is common in many organizations. The Accounting Clerk – Microcomputer program helps meet the high demand for people with a solid background in accounting and microcomputer skills.

You will learn to process and store payroll, accounts receivable and accounts payable information. The latest accounting software, including Simply Accounting for Windows and the GL, A/R and A/P modules for ACCPAC for Windows, are also taught. Upon graduating you will be able to transfer, with credit, into Centennial's two- or three-year accounting programs to earn an Accounting diploma – advanced diploma.

The School of Business is committed to student success – we offer flexibility in curriculum design. Most members of the Accounting faculties are professional accountants with solid industry experience.

BENEFITS

PROGRAM HIGHLIGHTS

The School offers leading edge information technology infrastructure. Many classes are taught in a lab environment which is fully equipped with an integrated network of computer systems.

- courses are qualified for exemptions with the Canadian Institute of Book keepers (CIB)
- the program is short, intensive eight-month training
- practical hands-on experience in modern microcomputer labs is provided
- you will gain effective business communication skills
- an overview of other business functions in an organization is provided
- knowledgeable and approachable faculty members have business experience
- transferring to other accounting program is easy

CAREER OUTLOOK

Graduates are prepared to work as:

- accounting clerks
- administrative assistants
- bookkeepers
- accounts receivable/payable clerks

ADMISSION REQUIREMENTS

Centennial College expects students applying for admission to certificate or diploma programs to present at minimum an Ontario Secondary School Diploma (OSSD) or equivalent or be 19 years of age or older. Possession of minimum admission requirements does not guarantee admission to the program.

ACADEMIC REQUIREMENTS

- compulsory English 12C or U, or skills assessment or equivalent
- math 11C, M or U or 12C or U, or skills assessment or equivalent

GRADUATION REQUIREMENTS

- minimum C grade average is required for graduation with an overall minimum GPA of 2.0

PROGRAM OUTLINE

Semester 1

ACCT-112	Financial Accounting 1
ACCT-226	Taxation 1
BUSN-129	Business Operations
COMP-106	Microcomputer Applications Software 1
HRMT-318	Payroll

Semester 2

ACCT-150	Small Business Software
ACCT-221	Financial Accounting 2
ACCT-222	Management Accounting 1
ACCT-228	Accounting Microcomputer Applications 1
COMP-126	Microcomputer Applications Software 2