

Accounting Clerk



Program Objective

The accounting area is one of the most common business functions to benefit from computerization. The Accounting Clerk Program offers students the opportunity to acquire skills in the most popular manual and computerized accounting systems as well as other software programs and business-related functions.

Program Information

Start Date: Weekly

Length: 35 Weeks

Class Times: Flexible Hours - mornings, afternoons, evenings and Saturdays

**Online studies also available*

Admission Prerequisites

- Grade 12 or equivalent
- Successful completion (at least 75%) of an entry test to determine general readiness for learning
- An interview with an admissions officer to determine the apparent appropriateness of training related to the potential student's needs and aptitudes

Financial Assistance

Students registered in the full-time and part-time programs may apply for financial assistance under the Canada Student Loan Act. In addition, students may be eligible for Service Canada Sponsorship.

Credit for Previous Training

Credit for previous training and education may be awarded to students who are able to successfully complete examinations which demonstrate proficiency in specific skill areas.

Graduate Opportunities

Accounting Firms
Small/Large Business
Service Industries
Government
Self-Employment

Job Placement-OJT

All students registered in full-time programs will be provided with a job placement to use their skills in a practical work setting and gain further knowledge as it relates to the real world of work.

University Partnerships

Academy of Learning has signed agreements with the University of Windsor, University of Phoenix and Athabasca University which allow students to gain advanced standing toward degree-granting programs.

Student Comments

"After being out of school for almost 25 years, I have found that AOL's instructional methods are an excellent way to upgrade my skills and learn new ones. AOL's "Learn at your own pace" approach has worked very well for me because of it's flexibility. I would recommend Academy of Learning to anyone who is looking for the necessary training to make a career change."
Nancy Blaisdell

"I came to the Academy of learning to get hands-on experience in the business field. The courses are excellent. The instructors are excellent in providing the training. This has been the best career decision I could have made."
Barb Stewart

About the Academy

One of the fastest growing colleges, with campuses across Canada as well as Global locations, Academy of Learning is one of the largest, private post-secondary career colleges.

As a unique computer and business training college specializing in computer applications, information technology, business skills, and healthcare training, we prepare individuals to meet the increasing needs of the business community.

On Prince Edward Island there are three locations to choose from.

Charlottetown - 55 Grafton Street

Phone: 902-894-8973

Montague - 539 Main Street.

Phone: 902-361-8973

Summerside - 10 Slemon Park Drive

Phone: 902-436-9889

Areas of Study

This program will provide students with the following areas of study in preparation for employment in the field of Accounting.

Course Credits	
Operating Systems	Windows Introduction
Software Credits	Introduction to Keyboarding
	Keyboard Skill Building Level I
	Microsoft Word Level I
	Microsoft Excel Level I
	Microsoft Excel Level II
	Internet Training
Accounting	Business Financial Management
	Manual Bookkeeping Level I
	Manual Bookkeeping Level II
	Simply Accounting
	ACCPAC G/L
	ACCPAC A/R
	ACCPAC A/P
QuickBooks	
Business Applications	Business Math Skills and Applications
	Business English and Grammar
	Office Simulations
Career Preparation	Job Search
	On-The-Job Training



Academy of LEARNING

55 Grafton Street ☐ Charlottetown, PE ☐ C1A 1K8

Phone: 902-894-8973 Fax: 902-892-2983

E-mail: info@aolpei.ca

Website: www.aolpei.ca