

# Business & Office Accounting Clerk



## Program Objective

The Business & Office Accounting Clerk program focuses on common business administration functions as well as bookkeeping and accounting skills. The 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:** 42 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, Meritus University and Athabasca University which allow students to gain advanced standing toward degree-granting programs.

## Student Comments

"After being out of school for a while, I found AOL's instructional methods are an excellent way to upgrade my skills and learn new ones. Since graduating I have found a rewarding career in my chosen area of study and recommend Academy of Learning to anyone looking for a new career."

*Marlene Mol*

"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
	Windows Advanced
Software Credits	Introduction to Keyboarding
	Keyboard Skill Building Level I
	Keyboard Skill Building Level II
	Microsoft Word Level I
	Microsoft Word Level II
	Microsoft Word Level III
	Microsoft Excel Level I
	Microsoft Excel Level II
	Microsoft Excel Level III
	Microsoft Outlook Level I
	Microsoft PowerPoint Level I
	Microsoft Access Level I
	Internet Training
Accounting	Manual Bookkeeping Level I
	Manual Bookkeeping Level II
	Simply Accounting
Business Applications	QuickBooks
	Business Correspondence Level I
	Business Math Skills and Applications
	Business English and Grammar
Career Preparation	Office Simulations
	Job Search
	On-The-Job Training



## Academy of LEARNING

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