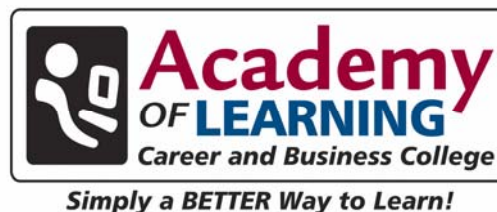


Computerized Accounting



Program Objective

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

Program Information

Start Date: Weekly

Length: 40 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

"The Academy of Learning is a great place to learn. It has given me the opportunity to acquire computer and business skills that are needed in today's workforce. Their flexible hours and helpful staff maximized my ability to excel!"
Blair Savoie

"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

About the Academy

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



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