Accounting Technician

PROGRAM OBJECTIVES

This program gives the student "hands-on" training in the key areas of financial accounting, business application software, and in the implementation and operation of a computerized accounting system.

CAREER OPPORTUNITIES

Careers in finance, banking, payroll, personnel, and accounting companies are available to those successful graduates who have the right combination of proper academic skills, personal drive, and dedication.

PREREQUISITES

1. Student has Grade 12 or equivalent, OR can pass a qualifying test.
2. The approved qualifying test for this program is the Wonderlic test. A passing score for this program is 14.

GRADUATION REQUIREMENTS

A student must complete all requirements of the Student Success Strategies, Career Planning and Preparation modules, Field Placement requirements as well as meeting the attendance requirements as outlined by the Department of Labour and Advanced Education throughout the duration of the program.

The Field Placement for Accounting Technician is the last module you will complete in your program before graduating. This module is 4 weeks in length and a minimum of 25 hours must be completed each week. We highly recommend that you treat this module as a job and complete as many hours as possible with your Host Site.

PROGRAM OVERVIEW

Course	Hours
Student Success Strategies	20
Digital Literacy for Professionals	40
Software Lab: Word Processing	40
Software Lab: Spreadsheets	40
Software Lab: Presentations	40
Software Lab: Database Management	40
Finance	20
Internal Control	40
Bookkeeping Level I and II	80
Intermediate and Management Accounting	80
Computerized Accounting with Sage 50	80
Personal Income Tax	60
QuickBooks	40
Business Math	40
Business English	40
Career Planning and Preparation Level I	20
Career Planning and Preparation Level II	20
Field Placement**	4 Weeks
TOTAL WEEKS (without breaks)	41
TOTAL WEEKS (with maximum* scheduled breaks)	**44**

*Number of study break weeks will depend on student start date.

**Work terms/internships are scheduled for a minimum of 25 hours per week, but the total number of hours worked, and the timing of hours scheduled are at the discretion of the employer/host to a maximum of 40 hours per week.



Completing the Accounting Technician program connects you with Canada's national certifying body for bookkeeping professionals. Graduates can fast-track toward the nationally recognized Certified Professional Bookkeeper (CPB) designation. Students also have access to a preferred student membership rate, with benefits that include ongoing professional development and networking opportunities with bookkeeping professionals across Canada.

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COURSE DESCRIPTIONS

Student Success Strategies *Instructor Led*

In this orientation module, you will focus on achieving success from day one. You will develop non-technical skills to enhance your personal, academic, and career success. You will explore learning styles, including visual, auditory, and kinesthetic learning. You will also enhance your practical study skills, such as memory, reading, note- and test-taking techniques. Personal exercises will focus on teamwork, decision-making and problem-solving skills, setting SMART goals, and maintaining a positive attitude. You will also explore techniques for managing change, stress, and conflict.

Digital Literacy for Professionals *Online Facilitated*

This course has four units that introduces you to the fundamental concepts and principles of learning and working in a digital environment. The first unit introduces you to using devices and handling information with topics on operating systems (Windows, MAC, and Linux), computer organization (folder management and naming conventions), cloud storage (including Microsoft OneDrive), types of web browsers including Google Chrome, Mozilla Firefox, and Apple Safari), and fundamental troubleshooting. In the second unit, you will become familiar with creating and editing information through learning about file formats (pdf, mp4, docx), productivity (including iWork and Microsoft Office Suite) and creativity (Adobe, Canva, iMovie) platforms, and basic introduction to Microsoft Word, Excel, and PowerPoint. The third unit on communicating and collaborating will introduce you to web conferencing applications (Slack, Zoom, Microsoft Teams), mail applications (including Microsoft Outlook and Gmail,), project management tools (Trello, Asana), and time management tools (including Todoist, Outlook Calendar, and iCal), and building rapport virtually. In the final unit, you will gain an understanding on netiquette, cybersecurity, and digital wellness. After completing this course, you will have enhanced digital literacy skills as a professional in the working and learning environment.

Software Lab: Word Processing *Instructor Facilitated*

This software lab module will use a simulation-based program called MindTap that consists of online trainings and assessments in Microsoft Word. It builds on the skills introduced in Digital Literacy for Professionals course. You will learn a comprehensive set of skills, with coverage including creating and editing a document (this includes saving a document, using AutoComplete and AutoCorrect, undo and redo actions, paragraph spacing, and more), formatting a document (covering topics like addressing comments in documents, using drag and drop, as well as cut, copy and paste). This course will also introduce you to how to create tables and a multipage report (including options found in the Navigation pane, formatting a table, merging cells and adding a formula, using SmartArt graphic, and more). You will acquire skills in editing text or content for layout and appearance (wrap text, WordArt, cropping a picture, and so on). Additionally, you will work with templates, themes, and styles (creating a new document from a template, using thesaurus, saving a custom theme, customizing a style, and so on). This course concludes with the mail merge feature (such as inserting mail merge fields into a document, complete a mail merge, and more).

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Software Lab: Spreadsheets *Instructor Facilitated*

This software lab module will use a simulation-based program called MindTap that consists of online trainings and assessments in Microsoft Excel. You will learn the fundamentals of excel, such as opening and closing a workbook, entering formulas, modifying worksheet views, and so on. You will acquire skill in formatting workbook text and data (change fonts, font style, and font colour, format dates and times, merge, use the AVERAGE function, and more). This course will also introduce you to the skill of performing calculations with formula and functions, including sub-topics such as extend data and formulas with AutoFill, calculate statistics, and so forth. You will also be able to analyze and chart financial data using available excel charts, such as pie chart, line chart, chart legends, data bar, and so on. This course will conclude with you learning how to generate reports from multiple worksheets and workbooks (such as copy worksheets between workbooks, organize worksheets in a worksheet group, hyperlink to a document, create a workbook template, and more).

Software Lab: Presentations *Instructor Facilitated*

This software lab module will use a simulation-based program called MindTap that consists of online trainings and assessments in Microsoft PowerPoint. You will learn a comprehensive set of skills centered on creating a presentation (create title slide, slide with lists, format text, duplicate, rearrange, and delete slides, change a theme, and so on). You will learn how to effectively add media and special effects (apply theme used in another presentation, insert shapes and pictures, rotate objects, create a table, and more). You will apply advanced formatting and animation to objects (including inserting SmartArt graphic, audio clips, and WordArt style). You will be able to distribute presentations and integration PowerPoint with other Microsoft Office programs, such as Word and Excel. You will learn how to customize presentations and become familiar with the PowerPoint environment, (how to work in a Slide Master View, work with comments, save a custom theme, and so on).

Software Lab: Database Management *Instructor Facilitated*

This software lab module will use a simulation-based program called MindTap that consists of online trainings and assessments in Microsoft Access. You will learn how to create and build a database (including basic database concepts and terms, using Backstage view, starting and exiting Access, Datasheet view and Design view, copy and paste records from another Access database, and so forth). You will gain an understanding on how to build a database and define table relationships, covering sub-topics such as setting fields properties, importing data from Excel and an existing table structure, and more. You will acquire the skill of maintaining and querying a database (such as find, modify, and delete records in a table, work in the Query window in Design view, run queries, sort data with Filter data, and so on). You will discover how to create forms and reports (using Form Wizard, apply themes to a form, add pictures to a form, change color of text on a form, and more). You will understand how to create advanced queries and enhance table design (using naming standards, AutoFilter, parameter query, lookup fields, input masks, and so forth).

Finance *Instructor Led*

This course will introduce students to financial decision making for students with no previous exposure to finance principles. Topics covered will enable students to master the language and concepts to succeed in an accounting or business environment with an emphasis on budgeting and obtaining business financing.

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Internal Control *Instructor Led*

In this course, students will consolidate and enhance their previous accounting training and apply it to real-world scenarios. The students will review and further develop understanding in GAAP and GAAS. Students will gain a better understanding of auditing, audit preparation, and the concept of audit trails. This will be accomplished through the detailed creation and filing of source documents. Students will complete source documents, input data, create financial statements, and electronically file all materials in the cloud environment using a state-of-the-art cloud-based training package.

Bookkeeping Level I and II *Instructor Led*

This course will introduce the analysis and recording of business transactions using the rules of double-entry accounting. Adjusting journal entries are recorded and basic financial statements are prepared. Preparation and posting of journal entries for a business are examined, coupled with preparation of cost of goods sold, cash and trade discounts, closing entries, and the use of special journals and subsidiary ledgers. Students will learn fundamental accounting principles, understand the classification of assets, liabilities, equities, utilize the double-entry system and a general ledger chart of accounts, post entries to those accounts, and prepare trial balances along with the appropriate financial statements. The complete accounting cycle is examined through closing entries, worksheets, and the post-closing trial balance.

Intermediate and Management Accounting *Instructor Led*

This course focuses on internal business processes and examines the different methods of depreciation, accounting for fixed asset disposal, revision of depreciation, management responsibility, and cost accounting. Topics covered include bank reconciliations, cash flow and control, long term notes, monitoring of accounts receivable, accounting for cost of goods sold, financial analysis, and techniques for inventory control.

Computerized Accounting with Sage 50 *Instructor Led*

Accounting procedures in a small business style computerized environment will be examined using the general, payables, receivables, payroll, and inventory modules of Sage 50. Students practice complete setup procedures including general ledger, accounts receivable, accounts payable, payroll, and inventory to record a wide variety of business transactions using Sage 50. Period end procedures, financial statement design, graphing and reports, and multi-currency situations are also explored.

Personal Income Tax *Instructor Led*

The course examines contemporary income tax policies, rules, and legislation concerning individual taxation. You will apply your foundational understanding of income taxation principles and practices, gaining hands-on experience in preparing tax returns. Practical application of the law to real-world issues is emphasized through exercises, problems, cases, and tax preparation software.

QuickBooks *Instructor Led*

This course will introduce the accounting cycle in QuickBooks and further the student's knowledge of accounting procedures in payroll, collections, payables, cash management, and bank reconciliations. Topics covered include inventory management and adjustment procedures with an overall emphasis on accurate documentation and procedures in QuickBooks.

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Business Math *Instructor Led*

This course reviews and introduces basic and intermediate math concepts including the relationships between the following operations: addition and subtraction, multiplication and division, and decimals, percentages, and fractions. You will complete a variety of textbook readings, LinkedIn Learning and Khan Academy videos, worksheets, word problems, as well as two in-class assignments and two tests to ensure you are able to apply these math concepts to complete a variety of common business math operations. The first week focuses on a brief review of basic operations, fractions, and decimals while learning to decipher and complete word problems. The second week then looks at percentages, ratios, equations, and graphs to provide a robust review of key operations, word problems, and common business math requirements. This includes calculating costs, interest, budgets, and measurements, with a focus on transportation, nutrition, and costing. Throughout the course, you will complete work with and without a calculator to ensure you have mastered concepts and can complete operations efficiently and accurately in a work environment.

Business English *Instructor Led*

In this course, you will develop professional communication skills in a business setting using MS Office including Word and Outlook. You will apply proper grammar to create and review appropriate business documents such as emails, memos, letters, reports, text messages, and social media posts for company websites, LinkedIn, Twitter, and Facebook. You will practice grammar, spelling, and error correction while developing clear and concise writing skills. You will rewrite and edit professional documents while demonstrating spelling accuracy, proper capitalization, and punctuation. You will recognize and correct commonly misspelled words. Furthermore, you will explore sentence elements such as modifiers, connectors, and sequencers to write brief and jargon-free business messages. You will distinguish active and passive voice to write effective sentences. You will also review and incorporate inclusive language to avoid biases and discrimination. Using a range of grammatical structures, you will adopt and follow modern business communication standards.

Career Planning and Preparation Level I *Instructor Led*

This module will introduce you to and provide practice in using the tools required for a successful job search. The concepts covered in this module will help you maintain a career-focused approach throughout your studies so that you are better prepared to conduct a job search after graduating. Specifically, you will learn how to identify your soft and hard skills and how to articulate your abilities in a clear and concise Elevator Pitch that will appeal to employers and resonate with industry contacts. You will learn about the job search resources available to you including using career websites, creating Linked In profiles, accessing the “hidden” job market, and networking. You will examine sample resumes and cover letters and begin the process of creating your own professional resumes and cover letters that align with current conventions for content, organization, and formatting. You will also learn about the role of references, thank you letters, workplace philosophies, and strategies for success including maintaining a professional image and using proper etiquette when communicating with potential employers and industry contacts.

An introduction to Occupational Health and Safety is also provided with a specific focus on employees’ rights and responsibilities, workplace health and safety policy and programs, hazard identification and control, and safety training options such as WHIMIS and First Aid.

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Career Planning and Preparation Level II *Instructor Led*

This module builds on concepts and skills introduced in the Career Planning and Preparation Level 1 prerequisite module. In this subsequent module, you will update and refine your resume and LinkedIn Profile. You will continue writing cover letters and learn the value of customizing cover letters to specific job postings. You will have the opportunity to apply this knowledge as you conduct a job search and write a cover letter tailored to an ideal job post. Through research, you will create a list of top employers and target current industry opportunities. You will learn about current methods for applying to job postings using technology. You will also gain an understanding of the job interview process, typical interview questions and possible responses, and expectations of both the interviewer and interviewee. In addition, you will engage in practical application of the interview process through role-plays. Topics such as negotiating salary, self-management, and on-the-job success for placements and post-graduate employment will be also covered.

Field Placement *Internship*

On successful completion of the classroom hours of this program, students will be placed on field placement at an outside organization. Students will have the opportunity to apply their newly developed knowledge and skills in a real-world environment.

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