



Course Outline - Diploma in Office Administration & Accounting Specialist

Academic Period: **2023 - 2024**

Applicable NOC Code: **1221 Administrative officers**

Credential Awarded - **Diploma**

Prerequisites - **Ontario Secondary School Diploma or equivalent**

Program Duration - **34 Weeks**

Hourly Income in Toronto Region - **As high as \$45.91 per hour**

Course Rationale -

The Diploma in Office Administration & Accounting Specialist program is designed to equip students with the necessary skills and knowledge to succeed in today's dynamic and challenging business environment. This program provides a comprehensive overview of various accounting software, business communication, office procedures, and other essential skills required to succeed in an administrative and accounting role. The program is ideal for individuals seeking a career in the fields of accounting, bookkeeping, or administrative assistance.

Course Description -

The Diploma in Office Administration & Accounting Specialist program is a comprehensive program that covers various accounting software, business communication, office procedures, and other essential skills required for success in an administrative and accounting role. Students will learn about accounting fundamentals, various accounting software (Sage 50, QuickBooks Pro, Sage 500 ERP), payroll fundamentals, business English, business communication, office procedures, Office 365 (Word/Excel/PowerPoint/Access), Microsoft Outlook, Internet Browsers,

and Windows Operating System. This program includes practical training sessions and hands-on experience with various accounting software.

Modules covered in the course -

1. **Introduction / Fundamentals of Accounting:** Students will learn the basic principles and concepts of accounting, including the accounting cycle, financial statements, and the principles of double-entry bookkeeping.
2. **Sage 50 (formerly known as Simply Accounting):** Students will learn how to use Sage 50 accounting software to manage financial transactions and produce financial reports, including setting up accounts, entering transactions, and generating financial statements.
3. **Quickbooks Pro:** Students will learn how to use Quickbooks Pro accounting software to manage financial transactions and produce financial reports, including setting up accounts, entering transactions, and generating financial statements.
4. **Sage 500 ERP (formerly known as AccPac):** Students will learn how to use Sage 500 ERP accounting software to manage financial transactions and produce financial reports, including setting up accounts, entering transactions, and generating financial statements.
5. **Payroll Fundamentals:** Students will learn the fundamentals of payroll, including calculating employee pay and deductions, preparing paychecks, and complying with relevant laws and regulations.
6. **Business English:** Students will learn to communicate effectively in a business environment, including drafting professional emails, letters, and reports.
7. **Business Communications:** Students will learn how to communicate effectively in a variety of business settings, including presentations, meetings, and negotiations.
8. **Office Procedures:** Students will learn best practices for managing daily tasks and responsibilities in a business environment, including managing schedules, organizing files, and maintaining records.
9. **Office 365 Suite (Word/Excel/PowerPoint/Access):** Students will learn how to use Office 365 Suite to create and manage documents, spreadsheets, presentations, and databases.
10. **Microsoft Outlook:** Students will learn how to manage emails, calendars, and tasks using Microsoft Outlook.
11. **Internet Browsers:** Students will learn to browse the internet effectively and utilize online tools for research and communication.
12. **Windows Operating System:** Students will learn to operate the Windows Operating System and troubleshoot basic issues.

Learning Outcomes -

Upon successful completion of the program, students will be able to:

1. Demonstrate knowledge of accounting fundamentals and apply accounting principles to financial transactions.
2. Utilize accounting software, including Sage 50, QuickBooks Pro, and Sage 500 ERP, to manage financial transactions and produce financial reports.
3. Perform payroll calculations and maintain payroll records in compliance with relevant laws and regulations.
4. Communicate effectively in a business environment, including drafting professional emails, letters, and reports.
5. Apply office procedures and best practices to manage daily tasks and responsibilities in a business environment.
6. Utilize Office 365 Suite (Word/Excel/PowerPoint/Access) to create and manage documents, spreadsheets, presentations, and databases.
7. Manage emails, calendars, and tasks using Microsoft Outlook.
8. Browse the internet effectively and utilize online tools for research and communication.
9. Operate the Windows Operating System and troubleshoot basic issues.

Note: The learning outcome may vary based on every individual's learning objectives and focus on the program.

By the end of the program, students will have gained practical experience with various accounting software, mastered essential office procedures, and developed the skills necessary to succeed in an administrative and accounting role.