



Transitions College

of Business & Career Studies

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ACCOUNTING AND COMPUTER APPLICATIONS DIPLOMA COURSE

Description:

Participants will be instructed in the following with an aim toward becoming a successful Bookkeeper:

- Accounts Payable
- Accounts Receivable
- Payroll
- Bank Reconciliations
- Government Remittances
- Financial statement preparation
- Word, Excel, Powerpoint, Outlook
- Sage50
- Quickbooks



Details:

- 500 hours in class
- Course runs for 25 weeks (20 hours per week, 8:30am – 12:30pm, Monday through Friday)
- Continuous intake
- Maximum of 10 students per class
- Passing Grade 70 %
- College Diploma issued upon successful completion of course
- A minimum enrollment of three students is required to hold this program
- Completion of homework is required

Accounting and Computer Applications Diploma Course Topics Include:

- Accounting Concepts and Terms
- Cash, the Bank and Financial Statements
- The Sales & Purchases Journals and Accounts Receivable & Payable Ledgers
- Payroll
- Sage50
- Quickbooks
- Word, Excel, Powerpoint, Outlook

