Course Outline - Diploma in Computerized Accounting

Academic Period: **2023 - 2024**

Applicable NOC Code: **Accounting & Payroll Clerks (1431), Payroll Clerk (1432), Bookkeepers (1231), Administrative Officers (1221)**

Credential Awarded - **Diploma**

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

Program Duration - **24 Weeks**

Avg Hourly Income in Toronto Region - **As high as $33.65 per hour** *(Source: jobbank.gc.ca)*

Course Rationale -

The Diploma in Computerized Accounting program is designed to provide students with the knowledge and skills required to effectively manage financial records and perform accounting functions using industry-standard computerized accounting software. The course aims to prepare students for a career in the accounting field, where computerized accounting systems are widely used.

Course Description -

The Diploma in Computerized Accounting program focuses on developing students' proficiency in using computerized accounting software and applying accounting principles to real-world scenarios. Students will learn the fundamentals of accounting principles and gain hands-on experience in using popular accounting software such as Sage 50, QuickBooks, and Sage 300 ERP. Additionally, students will be introduced to fundamental payroll concepts and learn to navigate and utilize Office 365 and Windows Operating System.

Modules covered in the course -

1. **Fundamentals of Accounting**: Introduces students to basic accounting principles, concepts, and practices.

2. **Sage 50 (Formerly Known As Simply Accounting)**: Provides hands-on training in using Sage 50 software for accounting tasks such as recording transactions, managing accounts payable and receivable, and generating financial reports.

3. **QuickBooks**: Covers the essential features of QuickBooks software, including setting up accounts, processing transactions, and generating reports for small business accounting.

4. **Sage 300 ERP**: Explores the functionality of Sage 300 ERP software for more advanced accounting tasks, such as multi-company consolidation, project accounting, and advanced reporting.

5. **Fundamental of Payroll**: Provides an overview of payroll concepts, including calculating wages, deductions, and remittances, and preparing payroll reports.

6. **Office 365**: Familiarizes students with the features and tools available in Office 365 for effective communication, collaboration, and data management in an office environment.

7. **Windows Operating System**: Introduces students to the fundamental concepts and functionalities of the Windows operating system, including file management, system configuration, and troubleshooting.

Learning Outcomes -

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

1. Apply accounting principles: Apply fundamental accounting principles and practices to accurately record and analyze financial transactions using computerized accounting software.

2. Utilize accounting software: Demonstrate proficiency in using popular accounting software such as Sage 50, QuickBooks, and Sage 300 ERP to perform accounting functions effectively and efficiently.

3. Prepare financial statements: Generate accurate financial statements, including balance sheets, income statements, and cash flow statements, using computerized accounting software.

4. Perform payroll processing: Understand and apply payroll concepts to calculate wages, deductions, and remittances, and generate payroll reports using computerized accounting software.

5. Reconcile accounts: Utilize computerized accounting software to reconcile bank statements, accounts receivable, and accounts payable to ensure accuracy and identify discrepancies.

6. Analyze financial data: Interpret and analyze financial data using computerized accounting software tools to assess the financial health and performance of a business.

7. Ensure compliance: Understand and adhere to relevant accounting regulations, tax laws, and reporting requirements when using computerized accounting software.

8. Enhance data management: Effectively manage financial data, files, and documents using Office 365 tools, ensuring proper organization, security, and accessibility.

9. Demonstrate problem-solving skills: Apply critical thinking and problem-solving skills to address accounting challenges, troubleshoot software issues, and make informed financial decisions.

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

These course outcomes aim to equip students with the necessary skills and knowledge to succeed in the field of computerized accounting, ensuring they are well-prepared for a career in accounting and financial management.