



# Office Administration & Accounting Specialist Program Outline

**Toronto:** 416.441.2900

**Mississauga:** 905-281-1414

**[www.citicollege.ca](http://www.citicollege.ca)**

**Contact Us For Start Dates:**  
Flexible Schedule Available

**Duration:** 34 Weeks

**NOC:** 1221/1431/1231/1441

## MODULES

- ✓ Introduction / Fundamentals of Accounting.
- ✓ Sage 50 (formerly known as Simply Accounting)
- ✓ Quick Books Pro
- ✓ Sage 300 ERP
- ✓ Payroll Fundamentals
- ✓ Business English
- ✓ Business Communication
- ✓ Office Procedures  
Microsoft Office  
(Word/Excel/PowerPoint  
Access)
- ✓ Windows Operating System