

Area of Interest: Business

Bookkeeping and Accounting Practices

Ontario College Certificate

Program Code: 1315X01FWO

1 Year

Ottawa Campus

Our Program

Launch into the field of accounting and open up career opportunities.

The Bookkeeping and Accounting Practices Ontario College Certificate program gives you the knowledge and skills to work effectively in a variety of accounting and bookkeeping roles.

This one-year program balances theory and practical training, to ensure that you are ready for your career. Faculty members include experts dedicated to ensuring that you gain a solid foundation of skills.

Explore the full accounting cycle, including:

- identifying and recording business transactions
- preparing financial statements
- developing essential bookkeeping skills by practising working with data such as purchases, payments, sales, collections and payroll
- effectively identifying and applying business processes by maintaining paper and computerized financial records

Develop communication and math skills as well as an understanding of business practices. Work with popular accounting software and spreadsheet tools to ensure that your technical skills are up-to-date.

With an Ontario College Certificate from Algonquin College, you may find employment in entry-level roles such as:

- payroll clerk
- accounts payable clerk
- accounts receivable clerk
- billing clerk
- debt collections
- accounting clerk
- bookkeeper
- accounting assistant

You may also earn credits that can be used in our Business - Accounting Diploma program, if you choose to pursue further studies.

SUCCESS FACTORS

This program is well-suited for students who:

- Are adaptable and enjoy problem-solving.
- Communicate effectively with people in a variety of capacities.
- Work well under pressure and are deadline driven.
- Perform well working both independently and collaboratively.
- Possess a keen eye for detail.
- Have a high standard of ethics.
- Have strong organizational skills.
- Are comfortable using technology and software.

Employment

Graduates may find employment in entry-level bookkeeping and payroll positions in a variety of business organizations, in roles such as payroll clerk, accounts payable clerk, accounts receivables clerk, billing clerk, debt collections, office administration roles with accounting tasks, accounting clerk, bookkeeper or accounting assistant. Graduates may also work as self-employed entrepreneurs.

Learning Outcomes

The graduate has reliably demonstrated the ability to:

- Prepare and maintain manual and computerized financial reports for organizations in accordance with Canadian accounting practices in a timely and accurate fashion.
- Identify and apply Canadian and Ontario payroll record-keeping practices, procedures, requirements and regulations to employee compensation.
- Describe and navigate business structures and interrelationships from the perspective of the finance and accounting department.
- Apply Canadian compliance standards to the preparation of basic statutory and non-statutory business filings.
- Apply fundamental mathematical methods and procedures to support bookkeeping practices and the preparation of financial information.
- Produce accurate and appropriate formats of inter- and intra-office communications according to accounting and finance department conventions.
- Practise ethical behaviour and corporate responsibility in all aspects of work completed.
- Identify and apply discipline-specific practices that contribute to the local and global community through social responsibility, economic commitment and environmental stewardship.

Program of Study

Level: 01	Courses	Hours
ACC1100	Bookkeeping	56.0
ACC1104	Payroll Fundamentals	42.0
BUS2301	Business Computer Applications	42.0
ENL1962	English Fundamentals	42.0
GED2013	Interpersonal Relations	42.0

QUA2210	Basic Business Mathematics	56.0
Level: 02	Courses	Hours
ACC1202	Statutory Compliance	42.0
ACC1207	Bookkeeping II	56.0
ACC1211	Accounting	56.0
ENL1813B	Communications I	42.0
OFF1200	Spreadsheet Applications	42.0
OFF1201	Introduction to Business Processes	42.0

Fees for the 2023/2024 Academic Year

Tuition and related ancillary fees for this program can be viewed by using the Tuition and Fees Estimator tool at <https://www.algonquincollege.com/fee-estimator>.

Further information on fees can be found by visiting the Registrar's Office website at <https://www.algonquincollege.com/ro>.

Fees are subject to change.

Additional program related expenses include:

- Books and supplies cost approximately \$900 and can be purchased at the campus store.

Admission Requirements for the 2024/2025 Academic Year

College Eligibility

- Ontario Secondary School Diploma (OSSD) or equivalent. Applicants with an OSSD showing senior English and/or mathematics courses at the Basic Level, or with Workplace or Open courses, will be tested to determine their eligibility for admission; OR
- Academic and Career Entrance (ACE) certificate; OR
- General Educational Development (GED) certificate; OR
- Mature Student status (19 years of age or older and without a high school diploma at the start of the program). Eligibility may be determined by academic achievement testing for which a fee of \$50 (subject to change).

Program Eligibility

- English, Grade 12 (ENG4C or equivalent).
- Mathematics, Grade 11 (MBF3C or equivalent).
- Applicants with international transcripts must provide proof of the subject-specific requirements noted above and may be required to provide proof of language proficiency. Domestic applicants with international transcripts must be evaluated through the International Credential Assessment Service of Canada (ICAS) or World Education Services (WES).
- IELTS-International English Language Testing Service (Academic) Overall band of 6.0 with a minimum of 5.5 in each band; OR TOEFL-Internet-based (iBT) Overall 80, with the minimum of 20 in each component: Reading 20; Listening 20; Speaking 20; Writing 20; OR Duolingo English Test (DET) Overall 110, minimum of 110 in Literacy and no score below 95.

Not sure if you meet all of the requirements? Academic Upgrading may be able to help with that: <https://www.algonquincollege.com/access/>.

Should the number of qualified applicants exceed the number of available places, applicants will be selected on the basis of their proficiency in English and mathematics.

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Application Information

BOOKKEEPING AND ACCOUNTING PRACTICES **Program Code 1315X01FWO**

Applications to full-time day programs must be submitted with official transcripts showing completion of the academic admission requirements through:

ontariocolleges.ca
60 Corporate Court
Guelph, Ontario N1G 5J3
1-888-892-2228

Students currently enrolled in an Ontario secondary school should notify their Guidance Office prior to their online application at <http://www.ontariocolleges.ca/>.

Applications for Fall Term and Winter Term admission received by February 1 will be given equal consideration. Applications received after February 1 will be processed on a first-come, first-served basis as long as places are available.

International applicants please visit this link for application process information: <https://algonquincollege.force.com/myACint/>.

For further information on the admissions process, contact:

Registrar's Office
Algonquin College
1385 Woodroffe Ave

Ottawa, ON K2G 1V8
Telephone: 613-727-0002
Toll-free: 1-800-565-4723
TTY: 613-727-7766
Fax: 613-727-7632
Contact: <https://www.algonquincollege.com/ro>

Additional Information

This program includes a course that may count toward the Canadian Payroll Association's Payroll Compliance Practitioner Designation.

Classes in this program could potentially be scheduled between 8 AM and 10 PM, Monday through Friday.

Contact Information

Program Coordinator(s)

- Rod Delcourt, <mailto:delcour@algonquincollege.com> , 613-727-4723, ext. 2497

Course Descriptions

ACC1100 Bookkeeping

The ability to accurately record the day-to-day transactions is an essential skill for bookkeepers and office administration staff. Students complete the full accounting cycle, from identifying and recording business transactions through to the preparation of financial statements, while following Generally Accepted Accounting Principles. In-class activities focus on the manual preparation of a complete set of accounting records.

Prerequisite(s): none
Corerequisite(s):none

ACC1104 Payroll Fundamentals

Whether the organization has one or 10,000 employees, accurate and timely payroll processing is paramount. Students focus on practices to ensure that records are maintained, third-party reporting and remittances are done on time and correctly, and perhaps most importantly, that an employee's pay is processed accurately. Through in-class lectures and activities, students explore the fundamentals of payroll.

Prerequisite(s): none
Corerequisite(s):none

ACC1202 Statutory Compliance

Governments and regulatory authorities require organizations to meet performance and documentation standards, and submit reports and payments for a variety of business activities impacting a variety of functional areas. Students are introduced to the different types of requirements with which businesses are expected to comply. Students identify and prepare these submissions by completing hands-on activities, participating in classroom discussions and supporting each other collaboratively in groups.

Prerequisite(s): ACC1104
Corerequisite(s):none

ACC1207 Bookkeeping II

Cash management and internal controls are fundamental functions in business. Students are introduced to cash management practices, including bank reconciliations, petty cash and other types of reconciliations. Using practical exercises, students prepare various types of reconciliations and post journal entries, as required. Further, students explore how the flow of information and documents has been, and continues to be, impacted by technology, and how this affects the

bookkeeping role.

Prerequisite(s): ACC1100

Corerequisite(s):none

ACC1211 Accounting

The ability to maintain accounting records and internal controls around bookkeeping processes are essential skills for bookkeepers. Students maintain computerized accounting records for service and merchandise businesses, including accounts payable and receivable systems. In-class activities focus on exercises that simulate electronic record-keeping and work on exercises that allow students to apply knowledge learned in lectures.

Prerequisite(s): ACC1100

Corerequisite(s):none

BUS2301 Business Computer Applications

The knowledge gained in this course provides students with a solid foundation for future learning in other studies, and in business. Students learn a variety of tasks in Windows file management. Students also learn tasks and produce assignments in Microsoft Office for PC. Web-based software running computer-based simulations and assessments are used to support and enrich the learning experience. It is strongly recommended that students use a PC. Mac students may be required to install and learn additional software to successfully complete the course.

Prerequisite(s): none

Corerequisite(s):none

ENL1813B Communications I

Communication remains an essential skill sought by employers, regardless of discipline or field of study. Using a practical, vocation-oriented approach, students develop stronger grammar and business-writing skills to become effective business communicators. Through a combination of lectures, exercises, and independent learning, students practise writing, speaking, reading, listening, locating and documenting information, and using technology to communicate professionally. Students develop and strengthen communication skills that contribute to success in both educational and workplace environments.

Prerequisite(s): none

Corerequisite(s):none

ENL1962 English Fundamentals

Students develop language skills necessary to promote success in program courses and, ultimately, business careers. Students achieve correctness and mastery in writing sentences appropriate to a business environment through the study of English language usage, grammar, mechanics, and style. Skills acquired in these areas enable students to demonstrate competence in composing, editing, and proofreading written messages.

Prerequisite(s): none

Corerequisite(s):none

GED2013 Interpersonal Relations

In the context of increased use of technology in today's workplace, the human touch remains a cornerstone of business interactions and the successful achievement of goals. Students analyze interpersonal relations and effective digital communication in the workplace. Discussions and projects investigate important contemporary topics including cultural diversity, teamwork, problem solving and ethics. Students are provided with an opportunity to develop productivity, stress management skills and other competencies for building relationships in the workplace.

Prerequisite(s): none

Corerequisite(s):none

OFF1200 Spreadsheet Applications

Accountants and bookkeepers use spreadsheets to calculate and record information and produce reports. Students create, manage, calculate, assess and communicate data using spreadsheets. Through a series of practical activities students build on their skills with office productivity tools and mathematic functions to manage data and prepare increasingly sophisticated reports.

Prerequisite(s): BUS2301 and QUA2210

Corerequisite(s):none

OFF1201 Introduction to Business Processes

Businesses are made up of many operational areas that perform distinctly different activities. Students discuss the interrelationship between the various functional areas of business, business trends, the role of government and regulators, marketing, operations, human resources and financial management. Through a combination of lectures, classroom discussion, independent research and group assignments, students become familiar with an overview of organizational structures as they relate to professionals in a changing business landscape.

Prerequisite(s): none

Corerequisite(s):none

QUA2210 Basic Business Mathematics

The essentials of arithmetic and its applications, including fractions, decimals, percentages, mathematics of buying and selling, payroll, taxes, depreciation and inventory are examined. Students are introduced to the mathematics of finance, including simple and compound interest, annuities, sinking funds, amortization and consumer credit.

Prerequisite(s): none

Corerequisite(s):none