

ACCOUNTING ASSISTANT CERTIFICATE PROGRAM

This course will equip the student with the knowledge in Accounting and Financial skills required in the finance department of a modern-day company. Student will be introduced to the essentials of accounting software like quick books and basic file management necessary business accounting.

PROGRAM	UNITS	ELEGIBILITY	DURATION	MODE OF STUDY	INTAKE
ACCOUNTING ASSISTANT	Customer Relations Communication Basic Statistic Analysis Word (Beg-Int) Excel (Beg-Adv) Keyboarding 35WPM Ten Key: 200 SPM QuickBooks: 1 & 2 Accounting 1 & 2 Exams	High School Certificate	20Week Program	Online	Ongoing