

# Accounting Diploma Program

Length of course: 12 months



If you're thinking of starting your own company or seeking a position with a larger corporation, this intensive college-level Westervelt program will give you the knowledge and confidence to succeed in accounting, or as an executive administrator, partner or proprietor. Office productivity is emphasized through the use of the latest computer software, including Simply Accounting and TaxPrep.

In addition to earning a nationally recognized diploma, graduates may be eligible to receive credits towards their Payroll Management Certificate with the Canadian Payroll Association.

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*"My year at Westervelt has been a wonderful experience. I'm fortunate to begin a new job immediately after completion of exams."*

*- Marg M.*

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## **What you'll learn:**

- Accounting I
- Accounting II
- Accounting - Advanced
- Bookkeeping
- Computerized Accounting
- Taxation Fundamentals
- Business Mathematics I
- Applied Business Mathematics I
- Applied Business Mathematics II
- Business Law I
- Business Law II
- Business Organization I
- Business Organization II
- Fundamentals of Marketing
- Negotiation in the Sales Environment
- Small Business Management (Entrepreneurship)
- Micro Economics
- Macro Economics
- Applied Business Communication I
- Applied Business Communication II
- Integrated Office Systems
- Spreadsheets for Business
- Electronic Communication
- Business Documentation I
- Business Documentation II
- Career Strategies

## **Career Opportunities in Business Administration**

**PLACES:** ACCOUNTING FIRM • MORTGAGE COMPANY • FEDERAL/PROVINCIAL/MUNICIPAL GOVERNMENT • BROKERAGE FIRM • BOARD OF EDUCATION • HOSPITAL • BANK • CREDIT UNION • FINANCIAL PROCESSING CENTRE • FINANCIAL SERVICE/INVESTMENT FIRM • INSURANCE COMPANY • REAL ESTATE COMPANY • HOTEL CHAIN • CREDIT CARD COMPANY • PUBLIC UTILITIES COMMISSION • TELEPHONE COMPANY • CABLE COMPANY • MANUFACTURING COMPANY • EDUCATIONAL INSTITUTE • PRIVATE FIRM

**POSITIONS:** ACCOUNTANT • EXECUTIVE • ADMINISTRATOR • PARTNER • PROPRIETOR