



Computerized Accounting Diploma

Brief Program Description

This program provides students with working knowledge and hands-on experience of accounting procedures and application software. Upon completion of core requirements students may choose to specialize in accounting application softwares or select the accounting and management option. Students gain skills necessary to maintain manual or computerized accounting records for businesses.

Career Occupation* (if applicable)

This program provides students with knowledge and skills required to enter employment in fields as Bookkeeper, Accounting Clerk, Administrative Assistant, and General Office Assistant.

Admission Requirements*

Prior to acceptance applicants must meet at least one of the following language proficiency requirements:

- ❖ Proof of grade 12 or equivalent.
- ❖ 19 years of age or older (all applicants)
- ❖ Evidence of Language Proficiency Requirements (evidence of one of the following):
 - Evidence that 3 years of full-time secondary education (Grades 8-12) have been successfully completed in the English language in a country where English is one of the principal languages. This may include successful completion of a BC Adult Graduation program. Applicants must produce transcripts as evidence of completion of grade 12 English with minimum of a “C” grade **OR**
 - Completion of 2 years of full-time post-secondary education at an accredited institution where English is the language of instruction. (Applicable to a country where English is one of the principal languages.) **OR**
 - Provide verified results for one of the English language proficiency tests listed below.
Test results must be dated no more than two years before the start date of the program.



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Program Outline

- International English Language Testing System (IELTS) Academic: overall score of 5.5 or higher.
- Canadian Academic English Language (CAEL) Test: overall score of 40 or higher
- Duolingo English Test: overall score of 95 or higher
- Test of English as a Foreign Language (TOEFL) IBT: overall score of 46 higher
- Canadian English Language Proficiency Index Program (CELPIP): Listening 6, Speaking 6, Reading 5, and Writing 5.
- Pearson Test of English (PTE) Academic: overall score of 43 or higher

Learning Objectives*

Upon completion of this program the successful student will have reliably demonstrated the ability to:

At the end of this program student will be able to demonstrate a knowledge of working in accounting, book-keeping, administrative departments. Students will have an understanding of administrative procedures, fundamentals of accounting, MS for accounting, softwares used for computerized accounting. This program prepares students to apply accounting principles using computerized systems to manage financial transactions and generate reports. This program also helps to demonstrate proficiency and helps to adapt to emerging technologies in accounting.

Method(s) of Evaluation*

Evaluation is done with real-time class participation, assessed through discussions, polls, or group activities. Mid-course quizzes test knowledge and skills. Assignments are submitted throughout the course for ongoing assessment. At the end, a cumulative final exam or project tests the skills learned, providing comprehensive evaluation of student progress.

Completion Requirements*

Student need to have overall 60% to meet the graduation requirements.

Program Duration

1000 hrs / 50 weeks



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Program Outline

Homework Hours

At minimum of 5 hours of homework per week

Delivery Method(s)

Indicate how the program is delivered

- ☐ **In-class instruction:** 100% hours of instruction delivered in a classroom or other setting, where instructors share the same physical space as students.
- ☒ **Distance education:** 100% hours of instruction, excluding work experience hours, if applicable, delivered remotely from a BC location.
- ☒ **Combined delivery:** (both in-class and distance): Instruction provided through a combination of in-class and distance delivery. Program may include a work experience component (in-person).
 - **[xx]%** of combined program will be provided by distance (online) delivery.

If distance or combined delivery is indicated, the online components are:

- ☒ **Synchronous**, meaning students attend classes virtually in 'real time' with instructors and classmates.
- ☐ **Asynchronous**, meaning students and instructors do not meet in 'real time'. There is no live video lecture portion of the program. Students in a program or course that is delivered asynchronously may move through assignments at their own pace, supported by online resources such as recorded lectures, reading material, assignments and discussion groups.
- ☐ Combination of both **synchronous and asynchronous**.
 - Program delivery is **[xx]%** synchronous and **[xx]%** asynchronous.

Required course materials

- Student's own device- Computer/ Laptop
- Suitable internet connection
- Online resources- *Professor Teaches*
- *Books:*
 - Accounting for Canadian College, Publisher: Palmer
 - Fundamentals of Accounting Principles, Publisher: Pearson
 - Business Communication Essentials, Bovee Publisher: Pearson
 - Administrative Procedures for Canadian Office,



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Program Outline

- Publisher: Kilgour
- Using Simply Accounting for Windows, Publisher: Mary Purbhoo
 - Supervision in Canada, Publisher: Robins
 - Introduction to Canadian Business, Publisher: Griffin
 - Foundations of Financial Management, Publisher: Block
 - Introduction to Marketing, Publisher: Kotler

Program Organization*

	Course Title/Work Experience Component* (in order of delivery)	# of Hours of Instruction*	Delivery Description for Distance and Combined Delivery Courses (Synchronous, Asynchronous, or Combination)
1.	MS Windows 10/11 (CMPT 132)	60	Distance & Combined (Synchronous)
2.	MS Word 2021 (CMPT 134)	60	Distance & Combined (Synchronous)
3.	MS Excel 2021 (CMPT 136)	60	Distance & Combined (Synchronous)
4.	MS PowerPoint (CMPT 138)	60	Distance & Combined (Synchronous)
5.	MS Access 2021 CMPT 142)	60	Distance & Combined (Synchronous)
6.	Keyboarding Skills Development (CMPT 113)	20	Distance & Combined (Synchronous)
7.	Accounting I (BUSM 133)	80	Distance & Combined (Synchronous)
8.	Accounting II (BUSM 134)	80	Distance & Combined (Synchronous)
9.	Business Communication/Writing (ENGL 109)	80	Distance & Combined (Synchronous)
10.	Administrative Procedures (BUSM 111)	80	Distance & Combined (Synchronous)
11.	Simply Accounting (CMPT 182)	80	Distance & Combined (Synchronous)
12.	Job Search Skills (JOBS 111)	20	Distance & Combined (Synchronous)
13.	Supervision (BUSM 113)	60	Distance & Combined (Synchronous)
14.	Introduction to Canadian Business (BUSM 103)	60	Distance & Combined (Synchronous)
15.	Introduction to Managerial Accounting (ADMN 234)	80	Distance & Combined (Synchronous)
16.	Introduction to Marketing (BUSM 153)	60	Distance & Combined (Synchronous)
	TOTAL	1000	