

Area of Interest: Business

Business - Accounting

Ontario College Diploma

Program Code: 0214C01FWO

2 Years

Ottawa Campus

Our Program

Get the essential skills to start a career in Accounting.

The Business - Accounting Ontario College Diploma program balances accounting theory with tools used in the industry. This two-year program equips you with the essential skills for various entry-level accounting positions.

Learn how to complete accounting tasks, from conducting bookkeeping responsibilities to preparing financial statements and personal income tax returns. Expand your knowledge of various business concepts including economics and finance.

Explore accounting concepts while sharpening your communication, math and technological skills. Courses incorporate accounting software to strengthen your computer literacy and provide you with up-to-date technical skills, which are essential in this field.

In the program's final semester, you have the opportunity to apply for a work placement to practise your skills in a real work setting. See Additional Information for eligibility requirements.

Students considering a professional accounting designation or an accounting credential are advised to make inquiries with the Chartered Professional Accountants of Ontario (CPA Ontario) before deciding to complete this program. See Additional Information for further details.

This program prepares you for entry-level positions in:

- financial accounting
- managerial accounting
- payables and receivables
- taxation

Graduates typically find employment in roles such as:

- accounts payable clerk
- accounts receivable clerk
- bookkeeper payroll clerk
- junior staff accountant

SUCCESS FACTORS

This program is well-suited for students who:

- Enjoy problem solving and critical-thinking activities.
- Are inquisitive and have an analytical nature.
- Can work well independently and in a group.

- Are detailed-oriented, organized and adaptable.
- Are comfortable using a variety of computer applications.
- Possess a high standard of ethics.

Employment

Graduates may pursue employment opportunities in various entry-level positions including accounts receivables or payables, bookkeeping or payroll responsibilities. Roles include: accounting assistant, accounts payable clerk, accounts receivable clerk, bookkeeper, and payroll clerk.

Learning Outcomes

The graduate has reliably demonstrated the ability to:

- Record financial transactions in compliance with Canadian Generally Accepted Accounting Principles for sole proprietorships, partnerships, private enterprises, publicly accountable enterprises and non-profit organizations.
- Prepare and present financial statements, reports and other documents in compliance with Canadian Generally Accepted Accounting Principles for sole proprietorships, partnerships and private enterprises.
- Contribute to recurring decision-making by applying fundamental management accounting concepts.
- Prepare individuals` income tax returns and basic tax planning in compliance with relevant legislation and regulations.
- Analyze organizational structures, the interdependence of functional areas, and the impact those relationships can have on financial performance.
- Analyze, within a Canadian context, the impact of economic variables, legislation, ethics, technological advances and the environment on an organization`s operations.
- Outline the elements of an organization`s internal control system and risk management.
- Contribute to recurring decision-making by applying fundamental financial management concepts.
- 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
ACC2201	Financial Accounting I	56.0
BUS2301	Business Computer Applications	42.0
ENL1813B	Communications I	42.0
MGT2201	Business Fundamentals	42.0
QUA2210	Basic Business Mathematics	56.0
Level: 02	Courses	Hours
ACC2202	Financial Accounting II	56.0
ACC2343	Spreadsheet Applications	56.0

ECO2200	Economic Issues	42.0
ENL1823B	Communications II	42.0
FIN2230	Finance	42.0
Level: 03	Courses	Hours
ACC2209	Financial Accounting III	70.0
ACC2233	Management Accounting I	56.0
ACC2262	Introduction to Personal Taxation	56.0
ACC2385	Accounting Software Applications	56.0
English General Education Elective: choose 1	Courses	Hours
ENL1725	Canadian Identity	42.0
ENL1726	Symbols, Text and Meaning	42.0
ENL1798	Contemporary Canadian Issues	42.0
ENL1825	Communication Dynamics	42.0
ENL1829	The Art of Oratory	42.0
Level: 04	Courses	Hours
ACC2211	Payroll and Compliance	56.0
ACC2234	Management Accounting II	56.0
ACC2265	Audit Principles and Business Issues	56.0
Elective: choose 1	Courses	Hours
ACC0012	Integrated Accounting Practice	56.0
ACC0044	Work Experience	56.0
Choose one from equivalencies:	Courses	Hours
GED0214C	General Education Elective	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 \$600 to \$800 per term. However in Levels 03 and 04 of the program, books may cost up to \$1,000.
- Books and supplies can be purchased from the campus store. For more information visit <https://www.algonquincollege.com/coursematerials>.

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) will be charged.

Program Eligibility

- English, Grade 12 (ENG4C or equivalent).
- Mathematics, Grade 12 (MAP4C 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 a 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

BUSINESS - ACCOUNTING **Program Code 0214C01FWO**

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 offers a September start or January start. Students who start in January must complete their second level of the program in the Spring term and continue into the third level in the Fall term.

Classes in this program may be scheduled between 8:00 AM and 10:00 PM, Monday through Friday.

Work placement is an option available to students in the fourth level of this program. Work placement is only available in the Winter term. Participants of the optional work placement will receive a course credit for ACC0044 (Work Experience) in lieu of taking a fifth course on campus during the fourth level of the program. Students must meet eligibility requirements in order to participate in the work placement.

To be eligible to apply for work placement, students must be registered full-time with the regular on-campus program, must have completed all level 1, 2 and 3 courses, must not have any academic encumbrances and must meet certain academic standings. Due to the high demand for work placements, some students may be required to secure their own placement subject to approval by the program coordinator.

Students considering completing a degree after their diploma may be able to apply some courses towards a degree through various university articulation agreements. For further information see <https://www.algonquincollege.com/degree-pathways/list/> .

Students considering pursuing a professional accounting designation are advised to make inquiries with the Chartered Professional Accountants of Ontario (CPA Ontario). Please note that Algonquin

College courses are not directly transferrable to CPA unless they are transferred through a recognized articulation agreement with a university. For further information see <http://www.cpaontario.ca/become-a-cpa/get-started>.

Course Descriptions

ACC0012 Integrated Accounting Practice

Students draw upon knowledge learned throughout the program to participate in weekly duties that simulate authentic business practices. Students integrate and apply their knowledge of fundamental accounting and taxation to complete various tasks using professional business writing skills and computer software.

Prerequisite(s): ACC2209 and ACC2233 and ACC2385 or ACC2341 and ACC2354 and ACC2385
Corerequisite(s):none

ACC0044 Work Experience

Accounting experience is advantageous when students search for work after graduation. Students apply the skills and knowledge acquired to date in the program to a practical work environment. Students report to a select employer and complete accounting-related tasks. Upon completion of the work placement, employers and students rate the experience.

Prerequisite(s): ACC2209 and ACC2233 and ACC2262 and ACC2385 or ACC2341 and ACC2344 and ACC2354 and ACC2385
Corerequisite(s):none

ACC2201 Financial Accounting I

This is the first course in a series of three financial accounting courses in this program. Students learn to identify, measure, record and report financial transactions. Students learn the fundamentals of the accounting cycle necessary to complete the financial statements and accounting records of a business. Through a combination of in class lectures, practical exercises and the use of computer assisted tools, students develop an understanding of essential accounting concepts necessary for future studies.

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

ACC2202 Financial Accounting II

Building on previous studies in financial accounting, students expand their knowledge of fundamental accounting concepts involved in measuring and recording financial transactions, including analyzing these transactions and reporting them in the financial records of a business. Students experience a combination of in class lectures, practical exercises and the use of computerized tools to aid in the progress and understanding of vital accounting concepts.

Prerequisite(s): ACC2201 or ACC1100 and ACC1211 or ACC2310
Corerequisite(s):none

ACC2209 Financial Accounting III

This is the third and final financial accounting course in the program. Students examine the transactions specific to corporations as well as more complex accounting topics. This course builds on the material learned in the previous two financial accounting courses. Through a combination of in class lectures, practical exercises and use of computer assisted tools, students develop an understanding of essential accounting concepts necessary for the work place.

Prerequisite(s): ACC2202 or ACC2341
Corerequisite(s):none

ACC2211 Payroll and Compliance

Payroll and statutory compliance reporting is mandatory for every business to adhere to. Students learn how to apply payroll legislation to calculate deductions, net pay, and remittances, and complete year-end payroll reporting. Students are introduced to the different types of requirements with which businesses are expected to comply, including GST/HST, QST, EHT and workers' compensation. Through a combination of theory and practical activities, students prepare these submissions and calculations by reading through relevant legislation and completing activities.

Prerequisite(s): ACC2202 or ACC2341

Corerequisite(s):none

ACC2233 Management Accounting I

Managerial accounting aids organizations in making well-informed decisions helping businesses to succeed. Students are introduced to key workplace skills by exploring the goals, methods and ethics of managerial accounting including product costing methods and the flow of costs for manufacturing companies. Additionally, students will focus on decision-making tools including, cost-volume-profit and contribution analysis. The curriculum is delivered in lecture, case study and problem-solving format.

Prerequisite(s): ACC2202 or ACC2341

Corerequisite(s):none

ACC2234 Management Accounting II

Students continue to enhance key workplace skills and business ethics by further exploring the goals and methods of managerial accounting. Specific topic areas include merchandising budgeting, performance evaluation in decentralized businesses and financial statement analysis. Students will also focus on business decisions using managerial accounting tools such as relevant costing. The curriculum is delivered in lecture, case and problem-solving format making extensive use of Excel.

Prerequisite(s): ACC2233 and ACC2343 or ACC2343 and ACC2354

Corerequisite(s):none

ACC2262 Introduction to Personal Taxation

The ability to complete personal tax returns is an essential skill to have in the accounting field. Using a variety of methods, including authentic tax cases, lectures and classroom discussions, students use professional tax software to prepare personal Canadian tax returns for individuals and unincorporated businesses. Basic principles of tax planning and tax legislation are covered. It is strongly recommended that students use a Windows-based laptop (not a Mac).

Prerequisite(s): ACC2202 or ACC2313

Corerequisite(s):none

ACC2265 Audit Principles and Business Issues

Students are introduced to current business issues relevant to Canadian organizations as well as key auditing concepts that help to guide business ethics and decisions. Topics discussed include the Canadian business environment and the current issues it faces, the need for greater ethical and responsible behaviour in light of recent business scandals, fraud and the need for internal controls, risk management and financial statement analysis. Various types of audit and techniques are examined by students. Classroom lectures are enhanced by reading current material and researching information using various tools.

Prerequisite(s): ACC2209 or ACC2341

Corerequisite(s):none

ACC2343 Spreadsheet Applications

Students enhance their knowledge of spreadsheets learned in BUS2301. Using Microsoft Excel, students explore some of the more advanced Excel features, such as financial functions, charts,

logical functions, pivot tables, lists and look-up tables. These spreadsheet concepts are explored through Excel-based lectures and hybrid activities including learning resource applications.

Prerequisite(s): ACC2201 and BUS2301 or ACC2313 and BUS2301 or ACC1100 and ACC1211 and BUS2301
Corerequisite(s):none

ACC2385 Accounting Software Applications

It is a workplace expectation that students are comfortable using accounting software on a day-to-day basis. Students gain practical experience using computerized accounting software to record transactions and prepare financial statements. Curriculum is delivered in lecture format and by hands-on completion of cases using accounting software. A Windows-based laptop (not a Mac) is strongly recommended.

Prerequisite(s): ACC2341 or ACC2202
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

ECO2200 Economic Issues

Knowledge of contemporary economic issues is essential to understanding the world in which we live. Students examine the fundamental economic issues faced by modern economies with an emphasis on the use of economic models to analyze economic developments accurately and objectively. Key economic problems faced by society, and policy alternatives that governments may use to deal with these problems are also investigated. Influence of economics on student civic, working and personal lives is explored through lectures, discussions, and monitoring of current economic events.

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

ENL1725 Canadian Identity

Canadian identity is challenging to define, but depictions of our multicultural society are found and explored in our writing. This course explores the importance of writers' perceptions of Canada, how they promote their ideas through publishing, and how those published works have affected Canadian society in recent history. Students are introduced to a wide range of writing with the aim of exploring the theme of Canadian identity while enhancing students' awareness of the ethical considerations necessary for a just society.

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

ENL1726 Symbols, Text and Meaning

Symbols and text are used to express, evoke, and manipulate an entire range of human emotions and reactions. In this interactive, discussion-based course, students will explore historical and contemporary approaches to using symbols, text, and language in conceptual and contemporary art, graphic design and advertising, poetry and lyrics, and in online technology. Through discussion, analysis, informal debate, and critical thinking, students will explore how symbols and text influence individuals, society and culture.

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

ENL1798 Contemporary Canadian Issues

A critical understanding of contemporary Canadian issues is vital to being an active member in our democratic society. Students explore a variety of topics and analyze their ethical implications and relevance to Canadian life. Discussions, debates and other collaborative activities offer opportunities to consider recent controversies from different perspectives, and use of a variety of media (e.g. newspapers, articles, and other resources online) allows for in-depth reflection on the history and current state of a range of social and political topics.

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

ENL1823B Communications II

Students continue to expand their practical writing and speaking skills for successful communication in business. Using real-life scenarios and research skills, they produce informal reports and proposals, deliver presentations to a live audience supported by technology, and create a job-search package. Students create professional documents, such as information reports, progress reports, justification/recommendation reports, summary reports, and minutes of meetings to develop up-to-date writing skills. The job search package includes employment-readiness skills, resumes, persuasive cover letters, and interview techniques. In all written work, students continue to develop and enhance their grammar skills to meet professional, workplace standards.

Prerequisite(s): ENL1813B
Corerequisite(s):none

ENL1825 Communication Dynamics

Humans are dynamic, communicative, and socially interactive. Participants consider human behaviour and its influence on interpersonal or impersonal connections with others by exploring theories and ethical considerations of conformity, obedience and persuasion. Special attention is paid to individual inner experiences, thoughts, feelings, emotions and introspections. Role play learning and case studies allow participants to reflect and build upon their own observations and experiences.

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

ENL1829 The Art of Oratory

From ghost stories around the campfire to political speeches by world leaders, ethical oratory plays a significant role in human interaction. Students examine the social significance of public speaking while developing a deeper understanding of the theory, science, elements of form, and persuasive devices underlying this art. Building on their own stories, students prepare, deliver, and critique group workshops, as well as design, deliver, and critique individual presentations.

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

FIN2230 Finance

Understanding the fundamentals of financial management is necessary for strong financial decision-making. Students develop an understanding of the goals of financial management, financial analysis and planning, financial forecasting, working capital management, capital budgeting concepts including present value and cashflow analysis. Build on your knowledge of basic accounting and economics concepts through a combination of in class lectures, practical exercises and use of computer assisted tools.

Prerequisite(s): ACC2201 and BUS2301 or ACC2310 and BUS2301 or ACC1100 and ACC1211 and BUS2301
Corerequisite(s):none

GED0214C General Education Elective

Students choose one course, from a group of general education electives, which meets one of the following five theme requirements: Arts in Society, Civic Life, Social and Cultural Understanding, Personal Understanding, and Science and Technology.

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

MGT2201 Business Fundamentals

Understanding the foundation of business is critical to anyone in the accounting field. This course gives students a broad overview of critical elements of business including an introduction to business structures, business processes, and various legal considerations. The use of practical exercises provides students with a strong foundation of business knowledge for future work.

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