



# Accounting Assistant

*Detailed Program Curriculum*

**Program Code ACA1**

## Program Description

---

The Accounting Assistant's role is pivotal to the effective daily operation of a business. The Accounting Assistant plays a significant role with their team of accounting professionals and their clients. Accounting Assistant responsibilities revolve around providing administrative and accounting support for the efficient operation of a business.

The program content will introduce the student to developing personal financial planning skills and learning how to use a keyboard efficiently and further developing their keyboarding skills. The program will expose and support the student to a complete understanding and appreciation of computer fundamentals, the use of online applications and cybersecurity, and will provide the student with Microsoft™ products such as Word, Excel, and Outlook. This program will also guide the student in creating and maintaining a daily office routine, understanding, and appreciating how office ergonomic considerations aid in work efficiency, organizing and scheduling meetings and appointments, and building and maintaining contact lists. Consideration and study of time management skills and the importance of being a detail-oriented problem solver will be discussed. The student will understand effective communication and apply the skills learned in this program to interact with fellow workers and clientele. The student will be able to explain the importance of maintaining records and consider various office filing systems. The student will learn the importance of being part of the accounting team and the importance of being the link between accounting professionals and the client. This program will identify and connect the student with the obligation of managing efficient operations in the accounting office. They will also grasp the foundation for producing business and legal documents and correspondence and develop an understanding of basic and intermediate levels of accounting and administrative duties, such as working within an accounting system, contacting accounting/accountant offices, client management, telephone, and email etiquette. This program will prepare students by educating them in business math and protecting client information. The student will gain knowledge and be trained in several software products, including Typsety and the online QuickBooks Accounting Software. The program will also support the student with resume writing and interview skills as well as applying key skills in job searching. The knowledge and training obtained throughout the program will ensure that the student is equipped with professional and ethical qualities and the skillset of an Accounting Assistant.

## Career Occupation

---

This program is intended to prepare a student for the following occupations:

- Accounting Assistant
- Accounting Clerk
- Billing Clerk
- Accounts Payables Clerk
- Accounts Receivables Clerk
- Finance Clerk
- Bookkeeping Assistant

## Admission Requirements

---

- Grade 12 Diploma or be a mature student (aged 19 at the start of the course). A copy of the student's high school diploma is required if they are under the age of 19. If an applicant is under the age of 19, a parent or guardian must sign on behalf of the applicant.
- A copy of a government-issued piece of photo identification, such as a driver's license, passport or other, which shows the student's date of birth.
- Distance learning students must have a PC (Mac or Windows-based) with minimum computer requirements and internet access (high speed is recommended) as highlighted under the Computer Requirements section.
- If English is not the student's native language, the student must provide confirmation that they have achieved the minimum test score from one of the following:
  - 1. IELTS: minimum overall score of 5.5.
  - 2. TOEFL: minimum score of 46.

- 3. CLB PT: Listening 6, Speaking 6, Reading 5, Writing 5.
- 4. CELPEP: Listening 6, Speaking 6, Reading 5, Writing 5.
- 5. CAEL: Overall score of 40.
- Applicants must complete:
  - a Typing Test confirming that they meet our minimum typing speed of 30 nwpm (net words per minute)

## Instructors and Educational Assistants

---

All instructors and educational assistants employed by CanScribe Career College are highly qualified and bring a wealth of knowledge and experience. They are dedicated to assisting every student through the program. Students will complete the program individually, self-paced, and online. Students will be provided with support from our instructors, student services, and IT departments.

## Program Learning Objectives

---

Upon successful completion of the Accounting Assistant Program, the student will be able to:

- identify and describe computer equipment and the functionality of Windows
- discuss keyboarding and apply techniques within Typesy® software
- demonstrate competency in software programs such as Microsoft Office and QuickBooks Online
- develop personal financial planning skills to build a foundation for better financial awareness
- demonstrate competency in Microsoft products: Word, Excel, Outlook
- identify correct ergonomic factors in a workstation and office environment
- perform a variety of office procedures
- operate a variety of current office equipment
- apply time management techniques to solve problems in a timely fashion
- identify legal and ethical standards
- identify a correct records management program
- develop effective communication skills
- recognize and plan all aspects for setting and holding meetings
- identify the importance of Accounting Assistant roles within an organization
- demonstrate accurate and thorough basic bookkeeping and accounting skills manually and with QuickBooks Online
- list proper administrative terminology
- apply grammatical skills to produce proper business and legal documents
- analyze and solve mathematical calculations encountered in business
- demonstrate accurate and thorough intermediate bookkeeping and accounting skills manually and with QuickBooks Online
- create a professional resume and cover letter and identify effective interview techniques
- develop strategies for job searching

## Method of Evaluation

---

1. **Course Tests** (20%)  
Students are encouraged to meet the benchmark score of 60% on all chapter tests. Chapter tests are weighted equally, combined, and averaged for a final grade.
2. **Midterm Examination** (20%)  
The midterm exam is cumulative from the beginning of the courseware and includes questions relating to all courses before the midterm. Students are encouraged to meet the benchmarks score of 90% on the midterm exam.
3. **Simulated Employment Interview** (5%)  
The simulated interview is comprised of a cover letter and resume submission for a fictional job and a virtual interview based on the same position. Students must submit an edited version of their cover letter and resume and then make an appointment with an instructor for the virtual interview. The Cover Letter and Resume submissions are worth 40% of the total grade, and the Simulated Interview is worth 60% of the total grade.
4. **Accounting Online Practical Training Simulation** (20%)

This grade is derived from the completion of the Accounting Online Practical Training Simulation. Students must complete this to graduate.

5. **Final Examination (35%)**

The final exam is cumulative from the beginning of the course. The final exam will be comprised of questions from every chapter in the course. Students are encouraged to surpass the 90% benchmark to ensure they receive a passing overall grade.

**TOTAL 100%**

## Completion Requirements

To meet the **graduation requirement** for the Accounting Assistant program, the student must have achieved a grade of C (60% or higher) to pass. The following table denotes CanScribe's Final Grade Percentages:

A+	95 – 100%	Dean's List
A	90 – 94%	High Honors
A-	85 - 89%	Honors
B+	80 – 84%	Merit
B	75 – 79%	
B-	70 – 74%	
C+	65 – 69%	
C	60 – 64%	Pass
C-	55 – 59%	Fail
D	50 – 54%	
F	Below 50%	

Upon registration, the student has access to an online grade book in their account. This tool is for the student to access grades throughout the program.

## Program Duration

Upon registration, each student is provided with a personalized timeline, including completion dates, to guide and assist with the program's time management. Students proceed at their own pace and are required to complete the program in 5.5 months (156 days). An example of the basic timeline is as follows:

Accounting Assistant Program Timeline			
Course Code	Course	Estimated # of hours to complete	Estimated # of days to complete (7-day study week)
ACCT1011	Introduction	3	1
COMP1032	Computer Fundamentals	30	10
BUAA1041	Keyboarding	30	10
BUAA3131	Personal Financial Planning	25	9
CMPW4013	Microsoft Word	20	7
CMPE4043	Microsoft Excel	30	10
CMPO4013	Microsoft Outlook	16	6
Milestone 1			

BUAA1032	Ergonomics Principles, Office Routines and Time Management	25	9
BUAA2012	Keeping Accurate Records	15	5
BUAA2102	Effective Communication and Meetings	25	9
ACCT1061	Midterm Exam	4	1
ACCT1004	Understanding the Administrative and Accounting Field	15	5
BUAA2301	Business Math	15	5
Milestone 2			
ACCT1001	Introduction to Accounting (Accounting 1)	35	12
BUAA2052	Business Writing and Legal Documents	40	14
ACCT2002	Intermediate Accounting (Accounting 2)	45	15
QUBK1011	QuickBooks Online	25	9
BUPD1001	Career Development	20	7
ACCT2021	Practical Training Simulation	60	10
Milestone 3			
ACCT2021	Final Exam	6	2
	Total	484	156

## Homework Hours

N/A. Online Delivery. Homework hours are integrated into the program curriculum with an online delivery model; however, a student can expect to review and study materials to successfully complete course tests and exams.

## Delivery Methods

This program is offered online through distance and onsite learning. Students have options for self-paced learning or instructor-led cohorts, when available. Milestones occur three times throughout the program and are triggered when the student reaches a specific point in the program. Students are encouraged to complete a short milestone survey, which an instructional team member then reviews. The instructor initiates contact to see how the student is doing, answers any questions or concerns, and ensures the student is making satisfactory progress through the program. If the student does not complete the survey, contact with the student is still made by the instructors. Students are encouraged to contact the instructors **at any time** throughout the program when they need assistance.

## Extensions

Students may be able to extend their program by purchasing extensions if they have not been dismissed or withdrawn from the program. Eligible students can purchase 1-month (\$150.00) and 3-month extension blocks (\$350.00). Extensions are always retroactive to the student's latest contract (or amended contract) end date. Extensions are not eligible for T2202 tax receipts.

## Referrals

---

Referral rewards will be paid to a referring party for a student's enrollment if the enrolment meets specific criteria. The referrer must be noted on the student contract before the program start date. Referral rewards will be paid to the referee once the student has completed 50% of their program.

## Course Surveys

---

Upon completion of each course, the student is encouraged to fill out a short course survey. It will ask for your experience with basic directions, activities, materials and resources, visual and audio elements, and instructor assistance for that course. There is room for comments, and all comments are welcomed. As many concerns can be resolved directly, we encourage you to leave your email contact information on the survey. Constructive feedback is welcomed and viewed as an excellent opportunity for us to enhance the program.

## Required Textbooks, Reference Materials, and Industry Platforms

---

The following textbooks and reference materials are required for the program and will be used for specific courses, activities, and tests throughout the program, as indicated in the course outlines. Comparable replacements may be substituted at CanScribe's discretion.

**Typesy** is a mandatory, external program that students will gain access to in the Keyboarding course. This program will help develop typing skills and increase speed and accuracy. Students will have a one-year license to the program. A Typesy license is included in the tuition fee. Typesy is compatible with both Windows and Mac computers.

**Enriched Academy** is an external platform to which students will have portal access during school and post-graduation. Students will be provided with a link and log-in information when they begin the Personal Financial Planning course.

**QuickBooks Online** is an automated online accounting program. Students will be provided with a QuickBooks Online course and will be required to use QuickBooks Online. Instructions will be given on how and when students need to access the program.

**Microsoft Office Suite** is a software package to be used in routine tasks. Students are required to have the Microsoft Office suite installed on their program before enrollment. There are multiple mandatory assignments throughout the program that will require the use of the Office suite.

## Computer Requirements

---

A computer is required for the entire program. Computer requirements are as follows:

- Access to high-speed internet
  - Minimum download speed of 15 mbps
  - Minimum upload speed of 10 mbps
- A minimum of 8 gigabytes of RAM (Random Access Memory)
- For Windows Operating Systems:
  - Windows 10 or newer
  - Google Chrome or Firefox
- For Mac:
  - Mac OS X Yosemite or newer
  - Google Chrome, Firefox, or Safari

## Academic Honesty

---

CanScribe Career College is committed to the highest standards of academic integrity and honesty. Students are urged to avoid any behaviour which could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or dismissal from the program. Please see further details under the **Appropriate Conduct/Dismissal Policy** section in the CanScribe Student Handbook.

## Program Outline

---

### Introduction

**Course Code:** ACCT1011

**Prerequisites:** None

**Learning Objective:** In the Introduction course, the student will be exposed to the overall course objectives and expected learning outcomes of the program. The student will gain access to their electronic textbook that will be used throughout the program. Additionally, this course will provide the student with important knowledge regarding becoming an Accounting Assistant, career outlooks, and why people choose this career.

**Required Course Materials:** No additional materials are required for this course

**Length:** 3 hours

**Teaching Methods:** Online, self-directed learning through LMS using written content, videos, and activities. Instructional assistance is available when required via email, phone, or live chat.

**Method of Evaluation:** No evaluative content for this course.

**Completion Requirement:** View all course material.

**Course Outline:**

1.0 Accounting Assistant Introduction

### Computer Fundamentals

**Course Code:** COMP1032

**Prerequisites:** Introduction

**Learning Objective:** The student will become familiar with basic computer skills, including an introduction to keyboarding techniques, the use of hardware, software, peripherals, and wireless technology; use of the internet as a resource; and use of various methods for data storage and networking. Students will also accurately keyboard audio to text documents. Upon completion of this course, the student will be able to identify hardware/software and internet components and have a better understanding of the equipment and how to use it.

**Required Course Materials:** No additional materials are required for this course.

**Length:** 30 hours

**Teaching Methods:** Online, self-directed learning through LMS using written content, videos, quizzes, and activities. Instructional assistance is available when required via email, phone, or live chat.

**Method of Evaluation:** Computer Fundamentals course test.

**Completion Requirement:** View all course material, attempt course test.

**Course Outline:**

1.0 Basic Computer Components and Terminology

2.0 Online Applications and Cyber Security

3.0 Windows 11 – Level 1

4.0 Windows 11 – Level 2

5.0 Windows 11 – Level 3

6.0 Windows 11 – Level 4

7.0 Computer Fundamentals Course Test

### Keyboarding

**Course Code:** BUAA1041

**Prerequisites:** Computer Fundamentals

**Learning Objectives:** In this course, the student will demonstrate ergonomic keyboarding techniques, and increase their typing speed and accuracy. Additionally, the student will learn to use hotkeys and learn about text expander programs.

**Required Course Materials:** Typsey,

**Length:** 30 hours

**Teaching Methods:** Online, self-directed learning through LMS using written content, videos, quizzes, and activities. Instructional assistance is available when required via email, phone, or live chat

**Method of Evaluation:** Keyboarding course test, completion of Typsey requirements.

**Completion Requirement:** View all course material, attempt Typsey, attempt course test.

**Course Outline:**

1.0 Keyboarding Techniques

### Personal Financial Planning

**Course Code:** BUAA3131

**Prerequisites:** Keyboarding

**Learning Objectives:** In this course, the student will develop their knowledge and personal financial planning skills. This includes assessing the value of money and creating a clear foundation for better financial awareness. Students will identify what credit and credit history are and how it is built and managed. Further, students will analyze student loans before and after graduation, budgeting, and managing their payments. Students will be able to explain the stock market and how to apply investing skills. Students will define various savings practices, such as the TFSA (Tax-Free Savings Account) and RRSP (Registered Retirement Savings Plan), and how-to set up and handle them successfully. Students will identify real estate investment and the industry of financial advisors. This course will guide the student in mastering their career and protect their personal brand.

**Required Course Materials:** Access to Enriched Academy

**Length:** 25 hours

**Teaching Method:** Online, self-directed learning through LMS using written content, videos, quizzes, and activities. Instructional assistance available when required via email, phone, or live chat.

**Method of Evaluation:** There is no evaluative method for this course.

**Completion Requirement:** Students must attempt all chapter tests.

**Course Outline:**

- |   |                                       |
|---|---------------------------------------|
| 1.0 Money Myths                               | 8.0 Investment Properties             |
| 2.0 Understanding Credit                      | 9.0 Retirement Planning               |
| 3.0 How to Manage Student Loans               | 10.0 The Industry of Financial Advice |
| 4.0 Where Are You Today?                      | 11.0 Career Mastery                   |
| 5.0 Beginner's Stock Market Investing Systems | 12.0 Leveraging Equity                |
| 6.0 Advanced Stock Market Investing Systems   | 13.0 Private Lending                  |
| 7.0 TFSA vs. RRSP                             |                                       |

## Microsoft Word

**Course Code:** CMPW4013

**Prerequisites:** Personal Financial Planning

**Learning Objective:** The purpose of this course is to demonstrate the available features in Microsoft Word, such as copy and paste, find and replace, and how to format documents. Students will identify Word features to produce a professionally edited document. Upon completing this course, the student will be able to apply simple formatting to documents, create lists, change margins, paper size, and document orientation. The student will also be able to proofread and edit documents using the Spelling and Grammar check features. Students will practice word expander technology using AutoCorrect.

**Required Course Materials:** No additional materials are required for this course.

**Length:** 20 hours

**Teaching Methods:** Online, self-directed learning through LMS using written content, videos, quizzes, and activities. Instructional assistance available when required via email, phone, or live chat.

**Method of Evaluation:** Microsoft Word course test.

**Completion Requirement:** Students must attempt the Microsoft Word course test.

**Course Outline:**

- |   |                                     |
|---|-------------------------------------|
| 1.0 Level 1 - Introduction and Basics               | 5.0 Level 5 – Tables and References |
| 2.0 Level 2 - Importing, Navigation, and Formatting | 6.0 Level 6 – Objects and Printing  |
| 3.0 Level 3 – Paragraphs and Page Layout            | 7.0 Microsoft Word Course Test      |
| 4.0 Level 4 – Managing Documents                    |                                     |

## Microsoft Excel

**Course Code:** COMPE4043

**Prerequisites:** Microsoft Word

**Learning Objective:** This course is an introduction to Microsoft Excel. The student will describe an electronic spreadsheet, the Excel program, what it can do, identify elements within the program, and explain basic terminology. Upon completing this course, the student will demonstrate skills using Microsoft Excel as an electronic spreadsheet.

**Required Course Materials:** No additional materials are required for this course.

**Length:** 30 hours

**Teaching Methods:** Online, self-directed learning through LMS using written content, videos, quizzes, and activities. Instructional assistance available when required via email, phone, or live chat.

**Method of Evaluation:** Microsoft Excel Course test.

**Completion Requirement:** Students must complete the Microsoft Excel course test.

**Course Outline:**

- |                                       |                                    |
|---------------------------------------|------------------------------------|
| 1.0 Level 1 – Introduction and Basics | 2.0 Level 2 – Cells and Worksheets |
|---------------------------------------|------------------------------------|

- 3.0 Level 3 – Views and Layout
- 4.0 Level 4 – Formatting and Proofing
- 5.0 Level 5 – Formulas and Functions
- 6.0 Level 6 – Presenting Data Visually
- 7.0 Level 7 – Sharing and Validating Data
- 8.0 Expert – Level 1 – Advanced Charting and Data Analysis

- 9.0 Expert – Level 2 – Advanced Functions, Tracking and Auditing
- 10.0 Expert – Level 3 – Advanced Formulas, Macros and External Data
- 11.0 Microsoft Excel Course Test

## Microsoft Outlook

**Course Code:** CMPO4013

**Prerequisites:** Microsoft Excel

**Learning Objective:** This course teaches the student how to use Microsoft Outlook and how to use ribbons, quick access toolbar, and navigation pane. The student will demonstrate how to address, compose, read, reply, forward, and format email messages. Upon completing this course, the student will be able to use the features in their email program.

**Required Course Materials:** No additional materials are required for this course.

**Length:** 16 hours

**Teaching Methods:** Online, self-directed learning through LMS using written content, videos, quizzes, and activities. Instructional assistance available when required via email, phone, or live chat.

**Method of Evaluation:** Microsoft Outlook course test.

**Completion Requirement:** Students must complete the Microsoft Outlook course test.

**Course Outline:**

- |  |  |
|--|--|
| 1.0 Level 1 – Introduction and Basics        | 4.0 Level 4 – Calendar and Other Folders |
| 2.0 Level 2 – Message and Formatting         | 5.0 Level 5 – Auto Features and OneNote  |
| 3.0 Level 3 – Managing Messages and Contacts | 6.0 Microsoft Outlook Course Test        |

## Ergonomics Principles, Office Routines, and Time Management

**Course Code:** BUAA1032

**Prerequisites:** Microsoft Outlook

**Learning Objectives:** In this course, the student will be able to define ergonomics, describe the benefits of an ergonomically designed workspace, recognize signs of physical discomfort due to improper setup of their workstation, and understand proper seating considerations. Students will also use an Office Ergonomic Checklist to aid in proper workspace set-up and organization. Further, the student will learn the importance of creating and developing an efficient work routine. Office conditions may vary as the company grows and technology expands, making potential office equipment change. The student will identify efficiencies in creating a proper workstation, ordering office supplies, and identify typical office equipment needed for everyday workings. Finally, this course will provide the student with an overview of the Canadian and American shipping and mailing services. The student will analyze incoming and outgoing mail procedures, postage concerns, and various courier services. A review of weights and measurements in both imperial and metric systems is also reviewed.

**Required Course Materials:** No additional materials are required for this course.

**Length:** 25 hours

**Teaching Methods:** Online, self-directed learning through LMS using written content, videos, quizzes, and activities. Instructional assistance available when required via email, phone, or live chat.

**Method of Evaluation:** Ergonomic Principles, Office Routines and Time Management course test.

**Completion Requirement:** View all course material, study required reading, complete course test.

**Course Outline:**

- |  |   |
|--|---|
| 1.0 Ergonomic Principles               | 4.0 Time Management   |
| 2.0 Daily Routine and Office Equipment | 5.0 Ergonomic Principles, Office Routines and Time Management Course Test |
| 3.0 Mailing and Shipping               |   |

## Keeping Accurate Records

**Course Code:** BUAA2012

**Prerequisites:** Ergonomics Principles, Office Routines and Time Management

**Learning Objective:** Students will develop an understanding of an efficient records management program. They will be able to differentiate between centralized and decentralized filing, identify various filing systems, describe electronic filing, and understand a records cycle. The student will learn the activities required to properly control the creation, distribution, use, maintenance, and disposition of recorded information maintained as evidence of business activities and transactions.

**Required Course Materials:** No additional materials are required for this course.



**Length:** 15 hours

**Teaching Methods:** Online, self-directed learning through LMS using written content, videos, and activities. Instructional assistance available when required via email, phone, or live chat.

**Method of Evaluation:** Keeping Accurate Records course test.

**Completion Requirement:** View all course material, complete the course test.

**Course Outline:**

- |  |   |
|--|---|
| 1.0 Keeping Accurate Records Introduction          | 10.0 The Records Cycle                    |
| 2.0 Characteristics of a Records Management System | 11.0 Document Retention and Destruction   |
| 3.0 Terms Used in Records Management               | 12.0 Types of Paper Storage Equipment     |
| 4.0 Confidentiality                                | 13.0 Types of Disposal Methods            |
| 5.0 Digital Storage Systems                        | 14.0 Ethics in Document Management        |
| 6.0 Filing   | 15.0 Confidentiality and the Company      |
| 7.0 Centralized and Decentralized Filing           | 16.0 Keeping Accurate Records Course Test |
| 8.0 Filing Systems                                 |   |
| 9.0 Naming Conventions for Digital Files           |   |

## Effective Communication and Meetings

**Course Code:** BUAA2102

**Prerequisites:** Keeping Accurate Records

**Learning Objective:** Effective Communication is getting a message across in a clear and understanding way and ensuring that message is received and understood properly. Getting and giving feedback is one of the most crucial parts of good communication. Upon completion of this course, the student will comprehend the intricacies of listening, body language, and nonverbal communication. Identifying and distinguishing the variables that affect clear and effective communication will also be discussed along with the key elements of negotiating.

**Required Course Materials:** No additional materials are required for this course.

**Length:** 25 hours

**Teaching Methods:** Online, self-directed learning through LMS using written content, videos, and activities. Instructional assistance available when required via email, phone, or live chat.

**Method of Evaluation:** Effective Communication and Meetings course test.

**Completion Requirement:** View all course material, complete the course test.

**Course Outline:**

- |                                  |  |
|----------------------------------|--|
| 1.0 Effective Communication      | 3.0 Audio Transcription                              |
| 2.0 Meetings and Time Management | 4.0 Effective Communication and Meetings Course Test |

## Midterm Examination

**Course Code:** ACCT1061

**Prerequisites:** Effective Communication and Meetings

**Learning Objective:** n/a

**Required Course Materials:** Students are encouraged to review course content and course quizzes/tests.

**Length:** 4 hours (1 Hour: Examination Preparation, 3 Hours: Examination)

**Teaching Methods:** n/a

**Method of Evaluation:** The midterm exam is cumulative from the beginning of the courseware and includes questions relating to all courses before midterm. Students are encouraged to meet the benchmarks score of 60% on the midterm exam.

**Completion Requirement:** Student's must complete the Midterm Exam.

**Course Outline:** n/a

## Understanding the Administrative and Accounting Field

**Course Code:** ACCT1004

**Prerequisites:** Midterm Examination

**Learning Objective:** The accounting profession is a multifaceted system that demands technical, well-trained multi-tasking personnel who provide a caring environment for the clients they serve. The accounting team consists of a multitude of professionals working together to provide services that meet the accounting needs of their clients. It is essential to recognize all accounting team members and the roles they play in delivering accounting services. The student will be able to explain the Personal Information and Protection Act (PIPA), Personal Information Protection and Electronic Documents Act (PIPEDA), and Code of Ethics. Students will be able to apply principles of management for personal growth. The student will learn the importance of creating and developing an efficient work

routine. Office conditions may vary as the company grows, and technology expands, making potential office equipment change as well.

**Required Course Materials:** No additional materials are required for this course.

**Length:** 15 hours

**Teaching Methods:** Online, self-directed learning through LMS using written content, videos, and activities. Instructional assistance available when required via email, phone, or live chat.

**Method of Evaluation:** Understanding the Administrative and Accounting Field course test.

**Completion Requirement:** View all course material, required reading, attempt course test, and complete course survey.

**Course Outline:**

- |  |   |
|--|---|
| 1.0 Introduction to Administration                   | 6.0 Risk Management   |
| 2.0 Important Terminology                            | 7.0 Electronic Medical Record   |
| 3.0 The Administrative and Accounting Team Structure | 8.0 Understanding the Administrative and Accounting Field Course Test |
| 4.0 Case Study                                       |   |
| 5.0 Legal and Ethical Standards                      |   |

## Business Math

**Course Code:** BUAA2301

**Prerequisites:** Understanding the Administrative and Accounting Field **Learning Objective:** Students will be able to describe the number line, place value, and rounding rules. Divide whole numbers and decimals, multiply 3 or more factors. The student will apply mixed operations to solve problems, create business fractions, change fractions to decimals to solve problems, change percent to decimal equivalents, change decimals to fractions and percents. Find rate, percentage, and base using word problems, determine amounts of increase or decrease, and find the net price using series discounts and complements.

**Required Course Materials:** No additional resources are required.

**Length:** 15 hours

**Teaching Methods:** Online, self-directed learning through LMS using written content, videos, quizzes, and activities. Instructional assistance available when required via email, phone, or live chat.

**Method of Evaluation:** Business Math course test.

**Completion Requirement:** View all course material, complete the course test.

**Course Outline:**

- 1.0 The Number Line
- 1.0 Rounding Whole Numbers
- 2.0 Rounding Currency
- 3.0 Fractions
- 4.0 Decimals
- 5.0 Percents
- 6.0 Discounts
- 7.0 Business Math Course Test

## Introduction to Accounting (Accounting 1)

**Course Code:** ACCT1001

**Prerequisites:** Business Math

**Learning Objective:** This course will cover the fundamentals of accounting. Using this information, the student will be able to apply accounting concepts, analyze transactions, apply debit and credit entries, journalize, post transactions to ledger accounts, adjust entries, process closing entries, prepare and analyze financial statements, and complete the accounting cycle.

**Required Course Materials:** No additional materials are required for this course.

**Length:** 35 hours

**Teaching Methods:** Online, self-directed learning through LMS using written content, videos, quizzes, and activities. Instructional assistance available when required via email, phone, or live chat.

**Method of Evaluation:** Introduction to Accounting course test.

**Completion Requirement:** View all course material and complete the course test.

**Course Outline:**

- |                                |                                 |
|--------------------------------|---------------------------------|
| 1.0 Introduction to Accounting | 5.0 Chart of Accounts           |
| 2.0 Accounting Fundamentals    | 6.0 Introduction to Bookkeeping |
| 3.0 Vocabulary                 | 7.0 Accounting Equation         |
| 4.0 Debits and Credits         | 8.0 Income Statement            |

9.0 Balance Sheet  
10.0 Accounts Payable  
11.0 Accounts Receivable  
12.0 Inventory and Cost of Goods Sold

13.0 Bank Reconciliation  
14.0 Financial Statements  
15.0 Accounting and Bookkeeping Course Test

### Business Writing and Legal Documents

**Course Code:** BUAA2052

**Prerequisites:** Introduction to Accounting (Accounting 1)

**Learning Objective:** Upon completing this course, the student will be able to apply English grammar rules and punctuation. The student will construct grammatically correct sentences using the rules provided. Upon completing this course, the student will produce a professional business letter and understand how to create and use memos, emails and generate meeting minutes. The student will also review the several types of basic legal documents and learn the necessary content in a legal document.

**Required Course Materials:** No additional materials are required for this course.

**Length:** 40 hours

**Teaching Methods:** Online, self-directed learning through LMS using written content, videos, quizzes, and activities. Instructional assistance available when required via email, phone, or live chat.

**Method of Evaluation:** Business Writing and Legal Documents course test.

**Completion Requirement:** View all course material and complete the course test.

**Course Outline:**

16.0 Grammar and Style  
17.0 Business Writing  
18.0 Proofreading and Editing

19.0 Legal Documents  
20.0 Business Writing and Legal Documents Course Test

### Intermediate Accounting (Accounting 2)

**Course Code:** ACCT2002

**Prerequisites:** Business Writing and Legal Documents

**Learning Objective:** This course will cover an intermediate level of accounting. The student will be able to explain the merchandising operations of a business, recognize how sales affect inventory, cash and cost of goods sold, analyze the true cost of inventory purchases, define the rules of Generally Accepted Accounting Principles and how they apply to posting transactions. Students will be able to describe inventory and how it is used to earn revenue for a business, compare how the inventory cycle changes the balances of some accounts, evaluate inventory cost, evaluating true cost and how to post the transaction. Explain the impact merchandising has on financial statements, identify the merchandising cycle of a business, and compare the difference between sales revenue and net sales. Students will decipher how to journalize and post sales and cash receipts in a manual accounting information system using special journals and subsidiary ledgers, journalize and post purchases, cash payments, and other transactions. Describe how transactions are recorded in a computerized accounting information system, explain what a special journal is in relation to an accounting information system, review each type of journal and how to post transactions within it, determine when to use the general journal over one of the special journals, relate the special journal to the subsidiary ledger to post transactions by category, and determine how to correct an error using ethical methods for transparency.

**Required Course Materials:** No additional materials are required for this course.

**Length:** 45hours

**Teaching Methods:** Online, self-directed learning through LMS using written content, videos, quizzes, and activities. Instructional assistance available when required via email, phone, or live chat.

**Method of Evaluation:** Intermediate Accounting course test.

**Completion Requirement:** View all course material, study required reading, and complete the course

**Course Outline:**

1.0 The Accounting Equation  
2.0 Generally Accepted Accounting Principles (GAAP)  
3.0 Merchandising Operations  
4.0 Inventory Cost  
5.0 The Operating Cycle of a Business  
6.0 Purchases and Accounts Payable

7.0 Sales and Receivables  
8.0 Accounting Information Systems  
9.0 Special Journals  
10.0 Bank reconciliation  
11.0 Intermediate Accounting Course Test

### QuickBooks Online

**Course Code:** QUBK1011

**Prerequisites:** Intermediate Accounting

**Learning Objectives:** Students will reference QuickBooks online software. Students will create an account, create a new company within the program, and navigate through the software. Students will also identify and interpret accounts receivable, accounts payable, and payroll.

**Required Course Materials:** Students will be required to create a free QuickBooks Online account.

**Length:** 25 hours

**Teaching Methods:** Online, self-directed learning through LMS using written content, videos, quizzes, and activities. Instructional assistance available when required via email, phone, or live chat.

**Method of Evaluation:**

**Completion Requirement:** View all course material and complete the course test.

**Course Outline:**

- |                                      |  |
|--------------------------------------|--|
| 1.0 Introduction                     | 5.0 Customer and Sales                     |
| 2.0 Creating a QuickBooks Account    | 6.0 Suppliers and Expenses                 |
| 3.0 New Company Setup                | 7.0 Company Activities                     |
| 4.0 Getting Around QuickBooks Online | 8.0 Intro to QuickBooks Online Course Test |

## Career Development

**Course Code:** BUPD1001

**Prerequisites:** QuickBooks Online

**Learning Objective:** In this course, the student will have created a professional resume and cover letter. They will also consider and develop strategies for a targeted job search. Students will study effective interview techniques which will include answering practice interview questions. Lastly, the students will understand the importance of networking in order to advance their career goals.

**Required Course Materials:** No additional materials are required for this course.

**Length:** 20 hours

**Teaching Methods:** Online, self-directed learning through LMS using written content, videos, quizzes, and activities. Instructional assistance available when required via email, phone, or live chat.

**Method of Evaluation:** Completion of the student's Simulated Employment Interview, including submission of the student's Resume and Cover Letter (5% of the student's final grade).

**Completion Requirement:** View all course material, submit Resume and Cover Letter for grading, complete Simulated Employment interview, and complete the course test.

**Course Outline:**

- |                                    |                                      |
|------------------------------------|--------------------------------------|
| 1.0 Introduction                   | 4.0 Resume and Cover Letter Exercise |
| 2.0 Resumes                        | 5.0 Job Searching                    |
| 3.0 Applications and Cover Letters | 6.0 Interviewing                     |

## Simulated Practical Training – Accounting Assistant

**Course Code:** ACCT2021

**Prerequisites:** Career Development

**Learning Objective:** This session is intended to help the student transition from the educational world into the “real” world of a working Accounting Assistant. The student will report to a supervisor for the entire simulated practical training. The student will apply the skills acquired throughout this program, to a simulated position as an Accounting Assistant. Upon successful completion of this course, the student will have performed duties that are expected of them by an employer in an Accounting Assistant position.

**Required Course Materials:** There are no additional materials required for this course.

**Length:** 60 hours

**Teaching Methods:** Online, self-directed learning through LMS using written content, videos, assignments, and activities. Instructional assistance available when required via email, phone, or live chat.

**Method of Evaluation:** Completion of simulated practical training.

**Completion Requirement:** Complete simulated practical training, review feedback from mid and final assessment, complete survey.

**Course Outline:**

- |   |   |
|---|---|
| 1.0 Simulated Practical Training Introduction | 4.0 Simulated Practical Training days 3-6 |
| 2.0 Simulated Practical Training              | 5.0 Final Assessment                      |
| 3.0 Mid Assessments                           | 6.0 Simulated Practical Training Survey   |

## Final Examination

**Course Code:** n/a

**Prerequisites:** Simulated Practical Training – Accounting Assistant

**Learning Objective:** This assessment determines what level of learning outcomes the student has achieved.

**Required Course Materials:** Students are encouraged to review all course content, and course quizzes/tests.

**Length:** 6 hours

**Teaching Method:** Online, timed exam. Instructional assistance will be available, if required, before beginning the exam.

**Method of Evaluation:** The student must reach a minimum passing grade of 60%.

**Completion Requirement:** Students must complete the Final Exam.

**Course Outline:** n/a

### Conclusion

The following information is to guide the student process after successful completion of the program.

1. CanScribe issues the graduate their final transcript.
2. The graduate will receive their graduation certificate.
3. The student receives lifetime assistance.

Congratulations and good luck in all your future endeavors!