

ACCOUNTING / BUSINESS ADMINISTRATION



Accounting graduates will be trained in the fundamental tasks of recording financial data and preparing reports for external and internal uses. A broad-based set of courses that provide a good foundation for future study and advancement.

****Strong math skills are an asset.***

ACCOUNTING

Start Dates: March, September

Duration: 10 months / 40 weeks / 1040 course hours

Prerequisites: - Grade 12 with a minimum of 70 percent overall average
- GED 12 in the 53rd percentile
- Pre-enrollment Information Session

Keyboarding Speed (30 wpm to graduate)
Communications 211
Communications 212
Communications 214a
Mathematics 311
Financial Mathematics - 1 312
Financial Mathematics - 2 313
Personal Finance 314
Financial Accounting-1 412
Financial Accounting-2 413
Management Accounting 414
Career Strategies 513a
Business Law 516
Macro/Microeconomics 517
Human Relations 519
Entrepreneurship 525
Payroll Administration Fundamentals 530
Computer Applications 611 (Windows 10)
Computer Applications 620 (Excel 2016) - Level 1

Computer Applications 621 (Excel 2016) - Level 2
Computer Applications 622 (Access 2016) - Level 1
Computer Applications 628 (Outlook 2016)
Computer Applications 642 (QuickBooks 2016) - Level 1
Computer Applications 643 (QuickBooks 2016) - Level 2
Computer Applications 672 (Word 2016) - Level 1

*This program is also offered part-time as a two year diploma program.
See program advisor for more information.



MEDICAL ADMINISTRATIVE ASSISTANT

Start Dates: January, March, September, October

Duration: 10 months / 40 weeks / 1040 course hours

Prerequisites: - Grade 12 with a minimum of 60 percent overall average
- GED 12 or ABE 12
- Pre-enrollment Information Session

Document Preparation 113 (Simulation)
Keyboarding Speed (55 wpm to graduate)
Voice Transcription 121
Communications 211
Communications 212
Communications 213
Communications 214
Communications 216
Mathematics 311
Personal Finance 314
Accounting/Bookkeeping 411
Career Strategies 513
Applied Administrative Procedures 515
Human Relations 519
Records/Information Management 522
Computer Applications 611 (Windows 10)
Computer Applications 619 (PowerPoint 2016)
Computer Applications 620 (Excel 2016) - Level 1

Computer Applications 621 (Excel 2016) - Level 2
Computer Applications 622 (Access 2016) - Level 1
Computer Applications 628 (Outlook 2016)
Computer Applications 642 (QuickBooks 2016) - Level 1
Computer Applications 650 (Business Project Integration)
Computer Applications 662 (Adobe Acrobat X Professional)
Computer Applications 672 (Word 2016) - Level 1
Computer Applications 673 (Word 2016) - Level 2

Medical Terminology & Anatomy 912
Medical Billing & Scheduling Systems 913
Medical Procedures 914
Medical Computer Applications (Adv.) 915
Medical Keyboarding Speed (50 wpm to graduate)
Medical Voice Transcription (Adv.) 917
Medical Voice Transcription (Medical Imaging) 922
Medical Standard First Aid/CPR Level C 928

BUSINESS ADMINISTRATION / ACCOUNTING



Business Administration graduates will receive a good foundation to pursue careers in marketing, insurance, personnel, purchasing, real estate, and banking. Excellent program for those wishing to start their own business, or join a family business.

****Strong math skills are an asset.***

BUSINESS ADMINISTRATION

Start Dates: March, September

Duration: 10 months / 40 weeks / 1040 course hours

Prerequisites: - Grade 12 with a minimum of 65 percent overall average
- GED 12 in the 53rd percentile
- Pre-enrollment Information Session

Document Preparation 112 (Simulation)
Keyboarding Speed (35 wpm to graduate)
Communications 211
Communications 212
Communications 214a
Mathematics 311
Financial Mathematics - 1 312
Financial Mathematics - 2 313
Personal Finance 314
Financial Accounting-1 412
Career Strategies 513a
Applied Administrative Procedures 515a
Business Law 516
Macro/Microeconomics 517
Marketing 518
Supervision 520
Records/Information Management 522
Entrepreneurship 525

Computer Applications 611 (Windows 10)
Computer Applications 619 (PowerPoint 2016)
Computer Applications 620 (Excel 2016) - Level 1
Computer Applications 621 (Excel 2016) - Level 2
Computer Applications 622 (Access 2016) - Level 1
Computer Applications 628 (Outlook 2016)
Computer Applications 642 (QuickBooks 2016) - Level 1
Computer Applications 672 (Word 2016) - Level 1

*This program is also offered part-time as a two year diploma program.
See program advisor for more information.

ADMINISTRATIVE ASSISTANT & ADMINISTRATIVE ASSISTANT, ACCELERATED



The Administrative Assistant diploma program prepares graduates for office support positions such as secretary, administrative assistant, office assistant, and sales assistant in a wide variety of large and small organizations. Students become proficient in Microsoft Office 2016, as well as business communications, basic accounting, and administrative procedures.

The Administrative Assistant program is a good first step to a professional career. Administrative Assistant students take four classes a day instead of the regular five.

ADMINISTRATIVE ASSISTANT

Start Dates: January, March, September, October

Duration: 9 months / 36 weeks / 936 course hours

Prerequisites: - Grade 12 with a minimum 60 percent overall average
- GED 12 or ABE 12
- Pre-enrollment Information Session

Document Preparation 112 (Simulation)
Keyboarding Speed (45 wpm to graduate)
Communications 211
Communications 212
Communications 213
Communications 214
Communications 216
Mathematics 311
Personal Finance 314
Accounting/Bookkeeping 411
Career Strategies 513
Applied Administrative Procedures 515
Human Relations 519
Records/Information Management 522
Computer Applications 611 (Windows 10)
Computer Applications 619 (PowerPoint 2016)
Computer Applications 620 (Excel 2016) - Level 1
Computer Applications 621 (Excel 2016) - Level 2
Computer Applications 622 (Access 2016) - Level 1
Computer Applications 628 (Outlook 2016)

Computer Applications 642 (Quickbooks 2016) - Level 1
Computer Applications 650 (Business Project Integration)
Computer Applications 672 (Word 2016) - Level 1
Computer Applications 673 (Word 2016) - Level 2

Optional Classes:

*Dependent on availability and prerequisites;
additional fees will apply.*

Voice Transcription 121
Computer Applications 644 (Publisher 2016)
Computer Applications 662 (Adobe Acrobat X Professional)



The Executive Assistant program will expand your skills and hone your abilities in an environment that incorporates a hands-on approach while learning to work effectively with others.

Executive assistants work closely with senior administrators in a wide variety of industries. Executive assistants learn Microsoft Office 2016, administrative procedures, basic accounting, and Adobe Photoshop and Acrobat. Students learn event planning by organizing the annual SBC Business Show.

****Strong English skills are an asset.***

EXECUTIVE ASSISTANT

Start Dates: September, October

Duration: 10 months / 40 weeks / 1040 course hours

Prerequisites: - Grade 12 with a minimum of 60 percent overall average
- GED 12 or ABE 12 with strong English
- Pre-enrollment Information Session

Document Preparation 113 (Simulation)
Keyboarding Speed (55 wpm to graduate)
Voice Transcription 121
Communications 211
Communications 212
Communications 213
Communications 214
Communications 216
Mathematics 311
Personal Finance 314
Accounting/Bookkeeping 411
Career Strategies 513
Applied Administrative Procedures 515
Human Relations 519
Records/Information Management 522
Computer Applications 611 (Windows 10)
Computer Applications 619 (PowerPoint 2016)

Computer Applications 620 (Excel 2016) - Level 1
Computer Applications 621 (Excel 2016) - Level 2
Computer Applications 622 (Access 2016) - Level 1
Computer Applications 628 (Outlook 2016)
Computer Applications 642 (Quickbooks 2016) - Level 1
Computer Applications 650 (Business Project Integration)
Computer Applications 662 (Adobe Acrobat X Professional)
Computer Applications 672 (Word 2016) - Level 1
Computer Applications 673 (Word 2016) - Level 2

Desktop Publishing

- Computer Applications 644 (Publisher 2013)
- Computer Applications 646 (Photoshop Basics)
- Computer Applications 662 (Adobe Acrobat X Professional)

Executive Document Preparation 715

Executive Office Roles 716

Executive Research, Proposals & Reporting 721

Executive Office Simulation 740

Executive Business Event Planning 744

LEGAL ADMINISTRATIVE ASSISTANT

Start Dates: January, March, September, October

Duration: 10 months / 40 weeks / 1040 course hours

Prerequisites: - Grade 12 with a minimum of 60 percent overall average
- GED 12 or ABE 12
- Pre-enrollment Information Session

Document Preparation 113 (Simulation)
Keyboarding Speed (55 wpm to graduate)
Voice Transcription 121
Communications 211
Communications 212
Communications 213
Communications 214
Communications 216
Mathematics 311
Personal Finance 314
Accounting/Bookkeeping 411
Career Strategies 513
Applied Administrative Procedures 515
Human Relations 519
Records/Information Management 522
Computer Applications 611 (Windows 10)
Computer Applications 619 (PowerPoint 2016)
Computer Applications 620 (Excel 2016) - Level 1

Computer Applications 621 (Excel 2016) - Level 2
Computer Applications 622 (Access 2016) - Level 1
Computer Applications 628 (Outlook 2016) - Level 1
Computer Applications 642 (QuickBooks 2016) - Level 1
Computer Applications 644 (Publisher 2016)
Computer Applications 646 – Photoshop Basics
Computer Applications 650 (Business Project Integration)
Computer Applications 662 (Adobe Acrobat X Professional)
Computer Applications 672 (Word 2016) - Level 1
Computer Applications 673 (Word 2016) - Level 2

Legal Terminology 811

Legal Procedures 812

Legal Computer Applications 813

Legal Document Preparation 814

Legal Keyboarding Speed (50 wpm to graduate)

Legal Voice Transcription (Adv.) 817

Legal PC Law 818