

Area of Interest: Business

## Business - Accounting

Ontario College Diploma

2 Years

Ottawa Campus

Academic Year: 2022/2023

Program Code: 0214C01FXB

### Our Program

Algonquin College has partnered with CDI College, a private career college located in the Greater Toronto Area to deliver this program to international students at their campus in North York, Ontario.

Students who complete their Algonquin College program of study through CDI College will graduate with an Algonquin College credential.

#### **Get the essential skills to start with 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:**

- 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 including entry-level positions in accounts receivables or payables or bookkeeping 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
ACC2201Z	Financial Accounting I	56.0
BUS2301Z	Business Computer Applications	42.0
ENL1813Z	Communications I	42.0
MGT2201Z	Business Fundamentals	42.0

QUA2210Z	Basic Business Mathematics	56.0
<b>Level: 02</b>	<b>Courses</b>	<b>Hours</b>
ACC2202Z	Financial Accounting II	70.0
ACC2343Z	Spreadsheet Applications	56.0
ECO2200Z	Economic Issues	42.0
ENL1823Z	Communications II	42.0
FIN2230Z	Finance	42.0
<b>Level: 03</b>	<b>Courses</b>	<b>Hours</b>
ACC2209Z	Financial Accounting III	56.0
ACC2233Z	Management Accounting I	56.0
ACC2262Z	Introduction to Personal Taxation	56.0
ACC2385Z	Accounting Software Applications	56.0
<b>English General Education Elective: choose 1</b>	<b>Courses</b>	<b>Hours</b>
ENL1725Z	Canadian Identity	42.0
ENL1726Z	Symbols, Text and Meaning	42.0
ENL1798Z	Contemporary Canadian Issues	42.0
ENL1825Z	Communication Dynamics	42.0
ENL1829Z	The Art of Oratory	42.0
<b>Level: 04</b>	<b>Courses</b>	<b>Hours</b>
ACC2211Z	Payroll and Compliance	56.0
ACC2234Z	Management Accounting II	56.0
ACC2265Z	Audit Principles and Business Issues	56.0
<b>Elective: choose 1</b>	<b>Courses</b>	<b>Hours</b>
ACC0012Z	Integrated Accounting Practice	56.0
ACC0044Z	Work Experience	56.0
<b>General Education Elective: choose 1</b>	<b>Courses</b>	<b>Hours</b>
DSN2001Z	History of Design	42.0
GED5004Z	Living Green	42.0
SSC0081Z	International Studies	42.0

### Fees for the 2022/2023 Academic Year

Tuition and related ancillary fees for this program can be viewed by using the Tuition and Fees

Estimator tool at <http://www.algonquincollege.com/fee-estimator>

Further information on fees can be found by visiting the Registrar's Office website at <http://www.algonquincollege.com/ro>

Fees are subject to change.

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. Supplies can be purchased through CDI College.

## **Admission Requirements for the 2023/2024 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.

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.

## **Admission Requirements for 2022/2023 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
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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.

## Application Information

### **BUSINESS - ACCOUNTING** **Program Code 0214C01FXB**

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

Work placement is an option available to students in the fourth level of this program. Participants of the optional work placement will receive a course credit for ACC0044Z (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 <http://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 through a recognized articulation agreement with a university. For further information see <http://www.cpaontario.ca/become-a-cpa/get-started> .

For more information regarding this program, please email <mailto:ACsupport@cdicollege.ca> .

## Course Descriptions

### ACC0012Z 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): ACC2209Z and ACC2233Z and ACC2385Z or ACC2341 and ACC2354 and ACC2385

Corerequisite(s):none

### ACC0044Z 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): none

Corerequisite(s):none

### ACC2201Z 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 statement transactions. Students learn the fundamentals of the accounting cycle necessary to complete the financial 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

### ACC2202Z 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): ACC2201Z or ACC1100 and ACC1211 or ACC2310

Corerequisite(s):none

### ACC2209Z 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 learnt 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): ACC2202Z

Corerequisite(s):none

**ACC2211Z 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): ACC2202Z or ACC2341  
Corerequisite(s):none

**ACC2233Z Management Accounting I**

Businesses are faced with critical decisions daily; managerial accounting aids organizations in making well-informed decisions that help the business to succeed. Students are introduced to the principles essential to an understanding of managerial accounting by focusing on the nature of costs and cost behaviours, and how they relate to and are reported in a manufacturing, merchandising and service business environment. Topics covered include job-order costing, process costing, cost-volume-profit, variable costing and activity-based costing. These managerial accounting concepts are explored through Excel-based lectures and discussions.

Prerequisite(s): ACC2202Z and ACC2343Z or ACC2341  
Corerequisite(s):none

**ACC2234Z Management Accounting II**

Students continue to expand their knowledge of managerial accounting. Topics covered include comprehensive corporate budgeting, standard costing, segment reporting, relevant costing and capital budgeting. The current business focus on quality and business ethics is related to most topic areas. These managerial accounting concepts are explored through Excel-based lectures and discussions.

Prerequisite(s): ACC2233Z and ACC2343Z or ACC2343 and ACC2354  
Corerequisite(s):none

**ACC2262Z 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): ACC2202Z or ACC2313  
Corerequisite(s):none

**ACC2265Z 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): ACC2209Z or ACC2204 or ACC2353  
Corerequisite(s):none

**ACC2343Z Spreadsheet Applications**

Students enhance their knowledge of spreadsheets learned in BUS2301Z. 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): ACC2201Z and BUS2301Z or ACC2313 and BUS2301 or ACC1100 and ACC1211 and BUS2301  
Corerequisite(s):none

**ACC2385Z 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 ACC2202Z  
Corerequisite(s):ACC2209Z

**BUS2301Z 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

**DSN2001Z History of Design**

Visual communications and graphic design have played a key role in the evolution of communication through a number of historical and social art movements. Graphic design has had a major impact on civilizations over the ages. Students explore graphic design's many influences, including the invention of writing and alphabets, the origins of printing and typography, Victorian, Art Nouveau, Modern Art, and Postmodern design, to the present-day computer revolution and its influence on the many forms of contemporary visual communication that surround us every day.

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

**ECO2200Z Economic Issues**

Knowledge of contemporary economic issues is essential to understanding the world in which we live. Students examine the fundamental economics 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

**ENL1725Z 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

### **ENL1726Z 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

### **ENL1798Z 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

### **ENL1813Z Communications I**

Communication remains an essential skill sought by employers, regardless of discipline or field of study. Using a practical, vocation-oriented approach, students focus on meeting the requirements of effective communication. 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

### **ENL1823Z 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): ENL1813Z  
Corerequisite(s):none

**ENL1825Z 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

**ENL1829Z 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

**FIN2230Z Finance**

Understanding the fundamentals of financial management is necessary for strong financial decision-making. 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. 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.

Prerequisite(s): ACC2201Z or ACC1100 and ACC1211  
Corerequisite(s):none

**GED5004Z Living Green**

The need to lead healthy, environmentally conscious lives is increasingly important. Students acquire the practical knowledge and skills required to explore current environmental challenges and identify personal plans for living in an environmentally responsible manner. Through a combination of assignments, discussion boards, and quiz work, students investigate the history and development of current environmental concerns, the environmental impact of our choices and behaviours, and strategies involved in living green.

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

**MGT2201Z 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

**QUA2210Z 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

**SSC0081Z International Studies**

Understanding life in an increasingly globalized world is paramount. Students learn about the relationships that cross national and regional borders, and are responsible for many of the products that we buy, foods that we eat and events that affect our lives. Through a combination of lectures, discussions, and activities, students explore the role that world geography, technology, political systems and security play in global problems.

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