

BUILD PRACTICAL ACCOUNTING AND BOOKKEEPING SKILLS.

Computerized Accounting Diploma

Prepare for entry-level roles in bookkeeping, accounting support and office administration.

CREDENTIAL

Diploma

DURATION

50 Weeks

DELIVERY

Online & In-Person

STUDY REGION

British Columbia

PROGRAM OVERVIEW

Gain practical, career-ready accounting skills.

This 50-week diploma provides hands-on training in manual and computerized accounting, bookkeeping, financial transactions, accounting reports, Microsoft applications and administrative workplace procedures.

Salary outlook

\$25.40

average wage / hr*

\$38.25

high wage / hr*

*Government of Canada Job Bank wage reports for similar classifications, 2024–2025. Actual earnings vary.

Career-ready curriculum

- Manual & Computerized Accounting
- Accounting & Bookkeeping Fundamentals
- Computerized Accounting Applications
- Financial Transaction Processing
- Record Maintenance
- Financial & Accounting Reports
- Microsoft Business Applications
- Administrative Workplace Skills
- Emerging Accounting Technologies
- Career Preparation

Career opportunities

- Bookkeeper
- Administrative Assistant
- Accounting Support
- Accounting Clerk
- General Office Clerk
- General Office Assistant
- Office Support

Where graduates work

Accounting departments, bookkeeping offices, small businesses, professional services, administrative offices and a variety of business environments.

Admission requirements

Applicants must meet one of the following:

- Grade 12 graduation or equivalent
- 19 years of age or older
- English-language proficiency is also required.

What you will gain

- Manual and computerized accounting
- Bookkeeping and transaction processing
- Financial record maintenance
- Standard accounting reports
- Microsoft business applications
- Administrative workplace skills

Study support

Available to residents of British Columbia. Local Surrey support and financial-assistance guidance are available.

Scholarship & loan information

Financial support options may be available for qualified applicants, including scholarships, student loans, grants, bursaries and flexible repayment assistance.

Guidance from application to approval

Financial coordinators can assist with document preparation, application procedures and evaluation of scholarship criteria.

START YOUR JOURNEY

**Ready to move
your career forward?**

ALPHA COMMUNITY OUTREACH – SURREY OFFICE

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Program information is subject to change. Contact Alpha Community Outreach for current details.