

# BUSINESS ADMINISTRATION

## ACCOUNTING SPECIALIZATION

**2-Year Diploma**

Accounting opens doors. Gain a strong start toward a CPA designation—or a competitive edge when looking for that first job in accounting. With practical, in-demand skills and a growing understanding of how businesses operate, graduates are ready to contribute from day one.

### PROGRAM LEARNING OUTCOMES

- ▶ Critical Thinking and Knowledge: students will be able to use core specialization knowledge in solving business problems.
- ▶ Ethical Perspective and Social Responsibility: students will be able to identify organizational activities to reduce unethical behaviour.
- ▶ Collaboration: students will be able to work effectively in diverse teams, supporting team performance to achieve organizational goals.
- ▶ Communication: students will be able to present effective business communications in a variety of formats.
- ▶ Business Strategy: students will be able to strategize to plan for changes in business.

### You might be a good fit for this program if you would enjoy:

- ▶ Problem solving
- ▶ Working with numbers
- ▶ Organizing and structuring business processes
- ▶ Contributing to business decisions
- ▶ Working with technology



#### Campus/Delivery Options

Victoria Avenue East campus  
Parkland campus



#### Available Intakes

September, January, May



#### Work Integrated Learning

Learn by Doing

## EXPECTATIONS

### Program and Industry

- ▶ Have excellent attention to detail.
- ▶ Have a strong financial and numerical aptitude.
- ▶ Use analytical and problem-solving skills.
- ▶ Demonstrate ethical and moral values in daily work.
- ▶ Have strong communication and technological skills.
- ▶ Be extremely organized.
- ▶ Demonstrate continuous learning.
- ▶ Be able to sit for extended periods.

## CAREER OPPORTUNITIES

- ▶ Accounting Technician
- ▶ Accounts Payable/Receivable Clerk
- ▶ Payroll Clerk
- ▶ Bookkeeper
- ▶ Junior Financial Analyst
- ▶ Budget Clerk
- ▶ Accounts/Billing Administrator
- ▶ Tax Preparer
- ▶ Finance Assistant
- ▶ Auditing Clerk

## ADMISSION REQUIREMENTS

- ▶ A complete Manitoba Grade 12 or equivalent
- ▶ English 40G/40S or equivalent
- ▶ Consumer/Essential Mathematics 40S or equivalent

# NEXT STEPS

Confidence in the career path you choose to embark on is key, and selecting the right program for you is the first step. At Assiniboine, we offer an opportunity to explore and experience a program before applying. Choose to:

### SPEND A DAY WITH US

Our Spend a Day program runs from November to March for most programs. When you spend a day at Assiniboine, we partner you with a current student in the program of your choice and you will have the opportunity to:

- ▶ Participate in classroom activities
- ▶ Experience college life
- ▶ Explore all of our helpful services for students
- ▶ Meet current college students and instructors
- ▶ Enjoy a free lunch on us!

[assiniboine.net/spendaday](http://assiniboine.net/spendaday)

### ATTEND AN ONLINE INFO SESSION

Our free, live online information sessions give you the inside scoop on the program you're interested in and life at Assiniboine. Register in advance and from the comfort of your own home, log in to learn about Assiniboine.

[assiniboine.net/infosessions](http://assiniboine.net/infosessions)



Ready to Start?  
**APPLY NOW!**