

Business Administration - Accounting (Advanced Diploma)



Meet our students

Our students have extensive experience in preparing a variety of statements and reports, alongside using computer programs and software. In their final year, these students master skills that are essential for the workplace and can choose from courses in tax, auditing, budgeting, business analysis and financial statement preparation. This program prepares our students to apply their accounting skills in the workplace from day one.

Learn more about the classes these students take by visiting [the program webpage](#).

Core competencies and skills

- Recording financial transactions in compliance with Canadian Generally Accepted Accounting Principles.
- Preparing and presenting financial statements and reports.
- Applying basic business mathematics, algebra functions and financial mathematics.
- Using quantitative methods for problem solving.
- Using Excel to set up business spreadsheet applications and graphs.
- Using tax software (Profile) to prepare personal tax returns and Simply Accounting to prepare financial reports.
- Using Access to create a database.
- Using MS Project to plan and monitor projects.

Work term availability

- Winter (January – April)
- Summer (May – August)
- Fall (September – December)

Work term capabilities

- Journalizing, posting, and preparing trial balances.
- Processing month-end data and operating a petty cash fund.
- Preparing and analyzing financial statements.
- Preparing payroll and monitoring accounts receivable and accounts payable records.
- Recording inventory transactions and preparing budgets.
- Preparing process cost, job cost, and standard cost statements.
- Analyzing financial results and transactions.
- Preparing personal tax returns, corporate tax returns, and audit working papers.
- Preparing and analyzing cash flow statements.
- Outlining an organization's internal control system.
- Monitoring performance, compliance, and financial health within an organization.
- Contributing to recurring decision making by applying fundamental management accounting concepts.

Employer resources

- [Employer webpage](#)
- [Program information](#)
- [Program course schedule](#)

Post a job

To post a job, log in to our online platform [Sheridan Works](#).

Don't have an account? Create one today using our [Employer Registration Guide](#).