

Certificate

# Accounting Assistant

Reach your employment goals in 48 or 32 weeks.

## Your Career in Accounting Starts Here

**Do you enjoy working with data and solving complex problems?**

Columbia College's Accounting Assistant Program offers interactive classes that engage learners in group discussions, research, role plays, practical application of skills, and presentations. Active participation is expected, fostering a dynamic learning environment. Throughout the program, learners build confidence, gain experience, and enhance their ability to perform entry-level accounting tasks in real situations. The curriculum also includes job search strategies, industry vocabulary, computer skills, and professional behaviors to improve success in the workforce. With experienced instructors and practical opportunities, you'll develop the skills needed to excel as an accounting assistant. The program boosts confidence, experience, and entry-level accounting skills. It covers job search tactics, industry terms, computer proficiency, and professional conduct. With experienced instructors and 5 weeks of on-the-job training, you will gain the expertise to secure employment within the accounting industry.

**Quality education employers value.**

Connect with an advisor today for detailed program information:

📞 403-235-9300 | 1-888-235-9370

📍 802 Manning Road NE, Calgary, AB T2E 7N8

✉️ [columbia@columbia.ca](mailto:columbia@columbia.ca)



**columbia.ca**



86%

Employment Rate  
2021-2022



\$15-25

Per Hour  
Starting Salary

Duration	48 or 32 weeks
Start Dates	January, May, September
Program Delivery	Hybrid or Online
Type	Certificate
Program Fees	Grant funded (for those who qualify)
Class Schedule	Mon to Thu (9:00am - 2:30pm)   Fri (9:00am - 1:00pm)   Fri Tutoring (where applicable) (1:30pm - 2:30pm)

## Program Entry Requirements

The Accounting Assistant Program offers 2 lengths:

### 32 Week Program

- Language entry requirement – CLB 7
- Academic entry requirement – English and mathematics Grade 9

### 48 Week Program

- Language entry requirement – CLB 6
- Academic entry requirement – English and mathematics Grade 8

Before entering the program, all participants must be able to:

- Meet the required language entry requirement (where applicable).
- Achieve satisfactory results on the Columbia College assessment in reading comprehension, writing, and mathematics.
- Successfully complete a Columbia College computer skills assessment (or equivalent) that will address basic computer skills (which includes basic internet and email knowledge), introductory Microsoft Word, and Excel.
- Successfully complete an entry interview with the Career and Employment Coordinator for suitability.

## Additional Requirements

- Be an Alberta resident and currently residing full-time in the province (or address in city of Lloydminster)
- Be unemployed or marginally employed
- Be committed to seeking employment
- Meet citizenship requirements (e.g. Canadian Citizen, Permanent Resident, or Convention Refugee) and be legally entitled to work and train in Canada
- Have a valid social insurance number (SIN)

\* Please note all students will be required to apply for a Police Information Check in their final semester of the program and provide a copy of the results to their practicum host employer.

## Tuition-Free College Prep Upgrading

Need to upgrade your academic skills before starting college? Our tuition-free College Prep Upgrading courses provide students with the tools they need to succeed in college-level courses.

\*Conditions apply. Speak to an advisor for more information.