

Business Administration – Accounting (Co-op)



Benefits of hiring a Niagara College Co-op student

NEW TALENT | STAFF COVERAGE | PEAK SEASON | SPECIAL PROJECTS

Three-year business program focused on theoretical knowledge and skills application in professional accounting and financial management.

Student Competencies:

- Intermediate computer skills in Microsoft Word, Excel, QuickBooks, AccPac, Simply Accounting, Sage50 and PowerPoint
- Financial statement preparation including adjusting and closing entries, worksheets, bank reconciliations and petty cash
- Maintain paper and electronic accounting records and prepare financial statements for sole proprietorships, partnerships and corporations in accordance with Generally Accepted Accounting Principles
- Assist with cost cycles, inventory costing and control, labour incentive plans, budgetary control and analysis and cost allocation
- Preparation of personal and corporate tax returns
- Demonstrate a general knowledge of various aspects of business including business law, economics, organizational behaviour, and information systems
- Written and oral business communication skills including proper writing formats and presentations

Our students have enhanced organizations in these areas:

- Accounting
- Accounts Payable
- Accounts Receivable
- Budget Analysis
- Business Process
- Cash Flow Management
- Financial and Cost Accounting
- Internal Auditing
- Payroll
- Project Analysis

Academic & Co-op Work Schedule			
Year	Fall Term	Winter Term	Spring Term
1	Study	Study	Open
2	Study	Study	Work
3	Study	Study	

Co-op work term requirement is 400 hours.

Post your employment opportunities at mycareer.niagaracollege.ca

Career Services

For information about hiring, please contact us at:

905-641-2252 ext. 4165
nccareerservices@niagaracollege.ca

Ask us about the (up to)

\$3,000

Co-op Education Tax Credit