

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 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, entrepreneurship and international trade
- › 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