

international
**Student
Guide**

“ YOUR
VISION IS
OUR **MISSION** ”

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THE **FUTURE**
BELONGS TO
THOSE WHO
BELIEVE IN THE
BEAUTY OF THEIR
DREAMS

-Eleanor Roosevelt



Welcome Note

An institution that is capacitated enough to nurture your expertise, talent, and professionalism is what you need. Right ?

We welcome you to our extension with bold confirmation that we are indeed the very best. Our obligation is to see you progress professionally for you to achieve your career goals. We welcome you to an institution that offers you the most conducive environment for your studies. We will be more than honored to have you as part of our learning team. Our duty is to instill utmost knowledge to you for the benefit of the future and that is why we feel indebted in nurturing you to greater heights.

Management
ABC Access Business College





WHY ?

Canada, Toronto

A leisure and learning hub for the international students. The United Nations consistently ranks Canada as one of the best places in the world to live in, as the country is popular for its friendly and open environment. A Canadian degree, certificate or diploma is renowned worldwide, and is also equivalent with the similar education certification from United States and the United Kingdom. QS World ranking of top 300 universities has around 25 Canadian universities among the global best institutes of education.

Living standard and quality of life in Toronto are similar compared to the world's top cities, but the cost of living and education is lower, resulting less financing pressures for international students. Health and Safety policies of Canada keep the city clean, green and lean for the community. Hospitals and clinics are easily approachable 24 hours from any part of the city.

Toronto is a Canadian financial hub with multicultural English speaking population. Students are also allowed to explore part time work opportunities in Toronto along with studies. Due to the multicultural society students get appropriate jobs without facing any racism. Permanent residency after completion of education will also helpful to get professional exposure as a full time skilled worker in Canada.





Why Should You Choose ABC Access Business College ?

- ▶ Serving the community since 2003 and has helped many students to be successful.
- ▶ Many High-demand diploma programs and courses offered by the college.
- ▶ Ministry regulated college with credible name in the education sector of Canada.
- ▶ Innovative teaching techniques to enable practical application of knowledge in the selected industry.
- ▶ Multicultural environment for international students.
- ▶ Great opportunity to meet different nationalities to learn and enjoy their culture.
- ▶ Security, parking and easy accessible public transportation, as it's located at subway stop on the famous Yonge Street.
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- ▶ Continuous monitoring and implementation of quality improvement methodologies to enhance the learning outcomes.
- ▶ Training and workshops for corporate clients we deliver help us improve our college courses.

FACULTY OF HOSPITALITY



Admissions Criteria

- Grade 12 or equivalent
- Mature student

For further information, please call
+1 (416)-510-2739 or email : info@abccollege.ca

Program Objectives

This program is designed to equip students with all the aspects of food & beverage management. Students will learn to work and manage a full-service modern hotel; including food, beverage, culinary, sales, marketing, as well as catering and servicing conferences and banquets.

Graduation Criteria

- Minimum final mark of 60%
- Overall average of 60%

Students who achieve an average of 90% or more will have an **Honours** designation on their diploma.

Employment Opportunities

- Food Services Supervisor
- Restaurant / Canteen / Cafeteria Supervisor
- Assistant Restaurant Manager
- Banquet Organizer
- Bar Manager
- Catering Service
- Supervisor
- Dining Room Manager
- Food Services Manager
- Food and Beverage Sales
- Kitchen Manager
- Staff Manager
- Food Control
- Restaurant Owner
- Hotel Food and Beverage Service Manager
- Restaurant and Food Service Managers
- Bed and Breakfast Operator

Program Outline*

Food And Beverage Management :

All the individual certifications will be awarded by the American Hotel & Lodging Association (AH & LA) upon successful completion.

- Food Safety: The HACCP Process
- Supervision in the Hospitality Industry
- Hospitality Facilities Management Design
- Managing Service in Food and Beverage
- Purchasing for Food Service Operations
- Training and Development for Hospitality
- Planning and Control for Food and Beverage
- Managing Technology in Hospitality
- Bar and Beverage Management
- Hospitality Today: An Introduction
- Basic Hotel and Restaurant Accounting

Computer Training :

Windows, Internet
Microsoft Word - Document Processing
Microsoft Excel - Working with Spreadsheets
Microsoft PowerPoint - Effective Presentations
Microsoft Outlook - Communication/Scheduling

ABC Access Business College is an authorized testing site by AH&LA for Access Business College students enrolled in Food & Beverage Management Diploma.

GRADUATE EMPLOYMENT ASSISTANCE SERVICES

Job Search and Career Development

- Steps for a Successful Job Search
- Job Search Management
- Resume Writing
- The Interview





Admissions Criteria

- Grade 12 or equivalent
- Mature student

For further information, please call +1 (416)-510-2739 or email : info@abccollege.ca

Program Objectives

This program is designed to equip students with the skills of a hospitality position. Hospitality service managers plan, organize, direct, control and evaluate the operations of an accommodation establishment or of a department within such an establishment. They are employed by hotels, motels, resorts, student residences and other accommodation establishments, or they may be self-employed.

Graduation Criteria

- Minimum final mark of 60%
- Overall average of 60%

Students who achieve an average of 90% or more will have an **Honours** designation on their diploma.

Employment Opportunities

- Cafeteria, Food Services
- Canteen, Catering
- Supervisor
- Front Desk
- Bed and Breakfast
- Operator
- Reservations
- Tourist Home Operator
- Guest-House Operator
- Seasonal Resort
- Facility Operations
- Health Services
- Retail Trade
- Conference / Banquet Organizer
- Managing Housekeeping Operations
- Restaurant and Food Service
- Accommodation Service
- Sales, Marketing, and Advertising
- Accommodation, Food and Recreational Services

Program Outline*

Hospitality Management :

All the individual certification will be awarded by the American Hotel & Lodging Educational Institute (AHLEI) upon successful completion.

- Managing Front Office Operations
- Managing Housekeeping Operations
- Hospitality Facilities Management and Design
- Managing Hospitality Human Resources
- Supervision in the Hospitality Industry
- Hospitality Today: An Introduction
- Training and Development for Hospitality
- Security and Loss Prevention Management
- Managing Service in Food and Beverage
- Hospitality and Tourism Marketing
- Basic Hotel and Restaurant Accounting

Computer Training :

- Windows, Internet
- Microsoft Word - Document Processing
- Microsoft Excel - Working with Spreadsheets
- Microsoft PowerPoint - Effective Presentations
- Microsoft Outlook - Communication/Scheduling

ABC Access Business College is an authorized testing site by AH&LA for enrolled students, and all the certifications and associated costs are all included in tuition fees.

GRADUATE EMPLOYMENT ASSISTANCE SERVICES

Job Search and Carrer Development

- **Steps for a Successful Job Search**
- Identify Present and Future Goals and the Differences Between Jobs and Careers.
- Identify and Discuss Work Related Characteristics and Personal Characteristics



FACULTY OF ACCOUNTING & BUSINESS



Admissions Criteria

- Grade 12 or equivalent
- Mature student

For further information, please call +1 (416)-510-2739 or email : info@abccollege.ca

Certification Exams

ABC Access Business College has the curriculum Licensing Agreement with (CSI) Canadian Securities Institute & (IFIC) Investment Funds Institute of Canada to teach Canadian Securities Course (CSC) and Canadian Investment Funds Course (CIFIC) Mutual Funds respectively. (CSC) certification exam & (CIFIC) Certification exams are offered in this diploma program.

Program Objectives

The goal and objective of this diploma is for students to become qualified in the Financial Service Sector such as credit unions, mutual fund companies, insurance and banks.

Financial positions require graduates to have a thorough, in depth knowledge and understanding of accounting theory, be proficient in using computerized accounting software such as Simply Accounting for small and medium sized businesses, QuickBooks for Windows and ACCPAC for Corporations. Access Business College provides a complete package to equip Financial Professionals.

Graduation Criteria

- Minimum final mark of 70%
- Overall average of 70%

Students who achieve an average of 90% or more will have an **Honours** designation on their diploma.

Employment Opportunities

- Financial Planner
- Customer Service Representatives - Financial Services
- Banking, Insurance and other Financial Clerks
- Finance and Insurance Clerks

Program Outline*

Banking Financial Services Diploma (BFS)



- Canadian Securities Course (CSC Part I and II)



- Canadian Investment Funds Course (CIFIC) (Mutual Funds course)

- ABC Access Business College is an authorized testing site by CSI, IFIC for Access students.

• Bookkeeping Accounting

• Computerized Accounting

Simply Accounting - For Windows

QuickBooks - Small Business Accounting

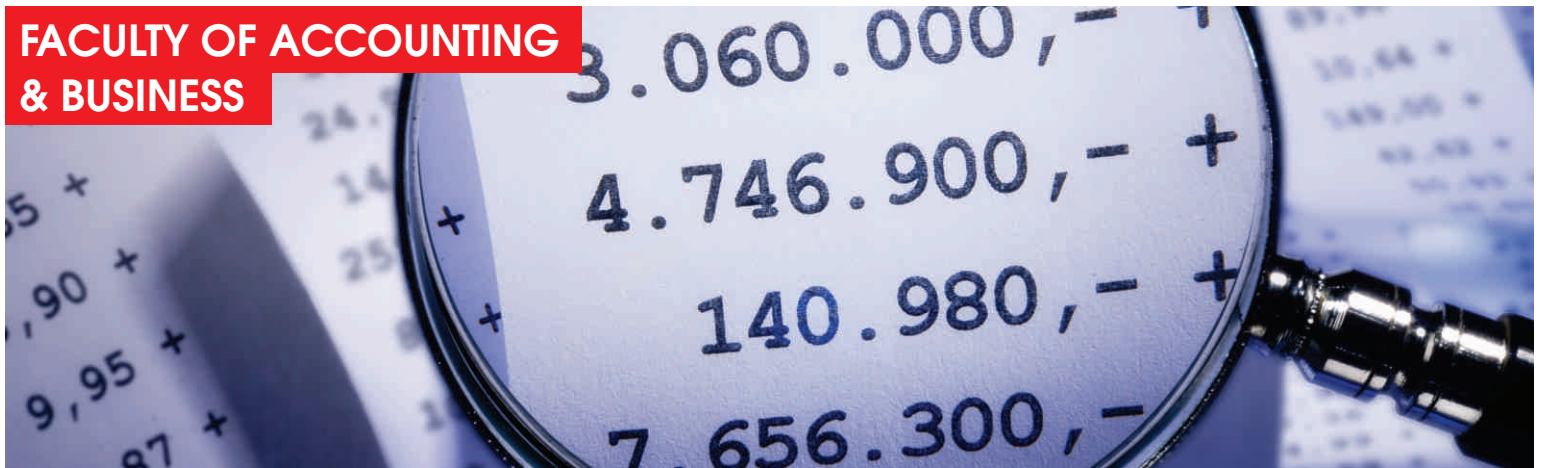
ACCPAC - For Windows

Computer Training :

- Windows, Internet
- Microsoft Word - Document Processing
- Microsoft Excel - Working with Spreadsheets
- Microsoft PowerPoint - Effective Presentations
- Microsoft Access - Implementing Database
- Microsoft Outlook - Communication/Scheduling



FACULTY OF ACCOUNTING & BUSINESS



Graduate Employment Assistance Services

Job Search And Career Development

- Identify Present and Future Goals and the Differences Between Jobs and Careers
- Identify and Discuss Work Related Characteristics and Personal Characteristics
- Identify Skills and Area of Expertise, Stressing the Importance of Technical and Soft Skills
- Identify and Discuss Transferable Skills

Job Search Management

- Discuss the Importance of obtaining Employer Profiles
- Identify Ways and Stress the Importance of Focusing on the Right Job
- Tap into the Hidden Job Market
- Discuss the Importance and Use of Networking
- Outline and Discuss Employer Expectations

Resume Writing

- Resume types - chronological and functional
- How to Market Oneself
- Writing the Resume—objective, education, experience and overall appearance
- How to Create Effective Cover Letters
- and Thank You Letters

The Interview

- How to Prepare for the Interview
- Various Types of Interviews
- Typical Interview Questions
- Questions to Ask a Prospective Employer
- Mock up Interviews and Feedback

Program Outline*

Banking Financial Services Diploma (BFS)

BOOKKEEPING AND ACCOUNTING

Accounting in Action

- Generally Accepted Accounting Principle
- Accounting Equation

The recording process

- Record and post Journal Transactions
- Trial Balance purpose and limitations

Taxes

- Types of sales taxes
- Recording and remittance of sales taxes

Adjusting the Accounts

- The time period Assumption
- Types of adjusting entries
- The accrual basis of Accounting

Completion of The Accounting Cycle

- Prepare and post closing entries
- Reversing and correcting entries
- Financial Statements

Accounting for Merchandising Operations

- Purchases and sales of merchandise
- Merchandising Financial Statements

Inventory Costing

- Two methods of estimating inventory
- Inventory costing

Internal Control and Cash

- Internal control activities
- Operation and control of petty cash
- Reconciling the bank account.

*The above is not a complete program outline, it is intended to provide merely a guideline.

* Detailed course descriptions follow.

* We reserve the right to change or upgrade the programs at any time. Courses are not listed in the order they are taught.



**FACULTY OF ACCOUNTING
& BUSINESS**



Program Outline*

Computerized Accounting

Simply Accounting For Windows

- General Journal
- Accounts Payable
- Accounting for Purchases
- Accounting for Payments
- Adjusting a Posted Invoice
- Accounts Receivable
- Tax Remittances
- Payroll Journal
- Inventory Transactions
- Discounts, Orders, and Quotes
- Credit Cards, Foreign Currency
- Reconciliation and Deposits
- Payroll and Inventory Setup



QuickBooks - Small Business Accounting

- Cash Transactions
- General Journal Transactions
- Set up a New Company
- Vendor Transactions
- Customer Transactions
- Payroll Transactions
- Inventory Transactions
- Discounts, Estimates, and Orders
- Banking, Taxes, and Credit Cards



ACCPAC For Windows

- Accounts Payable
- Accounts Receivable
- General Ledger
- Common Services
- Payroll Transactions
- Source Journal Profile
- Year End Procedures
- Setting up the System Manager
- Operating Accounts Receivables
- Operating Accounts Payable
- Reconciling the Bank Account

**Canadian Investment Funds Course (CIFIC)
(Mutual Funds Course)**

- Financial Objectives
- Types of Mutual Funds
- Mutual Fund Basics
- Mutual Fund Investments
- Economic Environment
- Taxation
- Pensions and Retirement
- Managing Mutual Funds
- Responsibilities



Canadian Securities Course I (CSC I)

- Capital Markets
- Financing, Listing, and Regulation
- Financial Statements
- Derivative Securities
- The Canadian Economy
- Fixed-Income Securities
- Equity Securities



Canadian Securities Course II (CSC II)

- Financial Planning and Taxation
- Analyzing Markets and Products
- Managing Investment Portfolios
- Managing Client Relationships
- Managed Products
- Mutual Funds



FACULTY OF ACCOUNTING & BUSINESS



Admissions Criteria

- Grade 12 or equivalent
- Mature student

For further information, please call +1 (416)-510-2739 or email : info@abccollege.ca

Program Objectives

This program is designed to equip students with the knowledge and the skills necessary for a career in general business. The latest practical management techniques will be taught. Similarly, the art of properly analyzing and evaluating financial data, as well as financial information, will be taught on the basis of which policy decisions can be successfully made. The wide range of topics will cover many aspects of running a business including: budgeting, sales, marketing, promotion, customer service, business law, raising capital, and the management of human resources.

Graduation Criteria

- Minimum final mark of 60%
- Overall average of 60%

Students who achieve an average of 90% or more will have an Honours designation on their diploma.

Employment Opportunities

- Manager Administrative Services
- Project Leader
- Business Manager
- Office Administrator
- Company Director
- Accounting Assistant
- Executive Assistant
- Management Trainee
- Office Supervisor
- Business Ownership
- Marketing Manager
- Promotions Manager
- Administrative Manager

Program Outline*

Business Administration Diploma : Marketing Sales Advertising

- Market Segmentation and Target Marketing
- Consumer Buying Behavior
- Product Strategy And Planning
- Marketing Research Process
- Advertising And Public Communications

Business Law

- Employment Law
- Working Conditions, Equity And Privacy In The Workplace
- Tort Law
- Business Structure
- Contract Law

Human Resources

- Self Management
- Workforce Diversity
- Building Employer-Employee Relationships
- Employment Standard Legislation
- Legal Environment, Employment Standard Legislation, Equity And Human Rights

Bookkeeping and Accounting Computerized Accounting

- Simply Accounting
- QuickBooks SMALL BUSINESS
- ACCPAC FOR windows

Computer Training :

- Windows, Internet
- Microsoft Word - Document Processing
- Microsoft Excel - Working with Spreadsheets
- Microsoft PowerPoint - Effective Presentations
- Microsoft Access - Implementing Database
- Microsoft Outlook - Communication/Scheduling



FACULTY OF ACCOUNTING & BUSINESS



**Graduate Employment Assistance Services
Job Search And Career Development**

- Identify Present and Future Goals and the Differences Between Jobs and Careers
- Identify and Discuss Work Related Characteristics and Personal Characteristics
- Identify Skills and Area of Expertise,
- Stressing the Importance of Technical and Soft Skills
- Identify and Discuss Transferable Skills

Job Search Management

- Discuss the Importance of obtaining Employer Profiles
- Identify Ways and Stress the Importance of Focusing on the Right Job
- Tap into the Hidden Job Market
- Discuss the Importance and Use of Networking
- Outline and Discuss Employer Expectations

Resume Writing

- Resume types - chronological and functional
- How to Market Oneself
- Writing the Resume—objective, education, experience and overall appearance
- How to Create Effective Cover Letters
- and Thank You Letters

The Interview

- How to Prepare for the Interview
- Various Types of Interviews
- Typical Interview Questions
- Questions to Ask a Prospective Employer
- Mock up Interviews and Feedback

*The above is not a complete program outline, it is intended to provide merely a guideline.

* Detailed course descriptions follow.

* We reserve the right to change or upgrade the programs at any time. Courses are not listed in the order they are taught.

Program Outline*

Marketing

- Contemporary Marketing
- The External Marketing Environment
Marketing Research
Consumer Buying Behaviour
- Organizational Buying Behaviour
- Business-To-Business Marketing
- Market Segmentation & Target Marketing
- Strategic Marketing Planning
Product Strategy
Product Planning
- Product Management
- Price Strategy and Determination
- Price Management
- Distribution Channels
Physical Distribution
Wholesaling and Retailing
Interactive Communications
Event Marketing and Sponsorships
Internet Marketing
- Advertising and Public Communication

Business Law

- Employment Law
- Law And Law Makers
- Resolving Disputes
- Business Structure, Legal Characteristics
- Property Law
- Workplace Law and Employment Standard
- Working Conditions
- Equity and Privacy In The Workplace

Human Resources

- Human Resources Strategic Role
- Workforce Diversity, Equity And Human Rights
Employment Standard Legislation
- Developing Effective Human Resources
- Building Effective Employer-Employee Relationships
- Labor Relations, Collective Bargaining and Contract Administration.



FACULTY OF ACCOUNTING & BUSINESS

Success in
management requires
Learning
as fast as
the world
is changing

Program Outline*

Bookkeeping And Accounting

- **Accounting in Action**
- Generally Accepted Accounting Principle
- Accounting Equation
- **The recording process**
- Record and post Journal Transactions
- Trial Balance purpose and limitations
- **Taxes**
- Types of sales taxes
- Recording and remittance of sales taxes
- **Adjusting the Accounts**
- The time period Assumption
- Types of adjusting entries
- The accrual basis of Accounting
- **Completion of The Accounting Cycle**
- Prepare and post closing entries
- Reversing and correcting entries
- Financial Statements
- **Accounting for Merchandising Operations**
- Purchases and sales of merchandise
- Merchandising Financial Statements
- **Inventory Costing**
- Two methods of estimating inventory
- Inventory costing
- **Internal Control and Cash**
- Internal control activities
- Operation and control of petty cash
- Reconciling the bank account.

Computerized Accounting

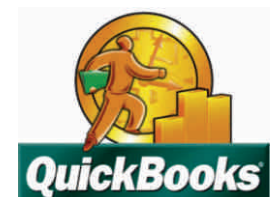
Simply Accounting For Windows

- General Journal
- Accounts Payable
- Accounting for Purchases
- Accounting for Payments
- Adjusting a Posted Invoice
- Accounts Receivable
- Tax Remittances
- Payroll Journal
- Inventory Transactions
- Discounts, Orders, and Quotes
- Credit Cards, Foreign Currency
- Reconciliation and Deposits
- Payroll and Inventory Setup



QuickBooks - Small Business Accounting

- Cash Transactions
- General Journal Transactions
- Set up a New Company
- Vendor Transactions
- Customer Transactions
- Payroll Transactions
- Inventory Transactions
- Discounts, Estimates, and Orders
- Banking, Taxes, and Credit Cards



ACCPAC For Windows

- Accounts Payable
- Accounts Receivable
- General Ledger
- Common Services
- Payroll Transactions
- Source Journal Profile
- Year End Procedures
- Setting up the System Manager
- Operating Accounts Receivables
- Operating Accounts Payable



FACULTY OF ACCOUNTING & BUSINESS



Admissions Criteria

- Grade 12 or equivalent
- Mature student

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The Computerized Accounting and Canadian Payroll program is certified and approved by the Canadian Payroll Association (CPA)

Certificate

The graduates of this program will be qualified to obtain the Payroll Compliance Practitioner (PCP) certification from the Certified Payroll Manager (CPM), offered by the Canadian Payroll Association (CPA). The certification is nationally recognized as the standard for Payroll training.

Program Objectives

This program is designed to equip the students with the principles of accounting including posting, payroll preparation, CCRA deductions, employee benefits, and spreadsheets. The program will also provide hands-on training in the key areas of financial accounting and various computerized accounting systems.

Graduation Criteria

- Minimum final mark of 60%
- Overall average of 60%

Students who achieve an average of 90% or more will have an Honours designation on their diploma.

Employment Opportunities

- Accounting Assistant
- Payroll Administrator / Supervisor
- Payroll Clerk
- Bookkeeper
- Junior Accountant
- Auditing Clerk
- Junior Financial Analyst
- Payroll Officer
- Salary Administration Officer

Program Outline*

- Payroll Compliance Legislation (PCL) (from CPA)
- Payroll Fundamentals I (from CPA)
- Payroll Fundamentals II (from CPA)
- Bookkeeping and Accounting
- Computerized Accounting
 - Simply Accounting For Windows
 - QuickBooks - Small Business Accounting
 - ACCPAC For Windows

Computer Training :

- Computerized Keyboarding
- Windows, Internet
- Microsoft Word - Document Processing
- Microsoft Excel - Working with Spreadsheets
- Microsoft PowerPoint - Effective Presentations
- Microsoft Access - Implementing Database
- Microsoft Outlook - Communication/Scheduling

ABC Access Business College is an authorized testing site for ABC Access Business College students enrolled in the CPA program.



**FACULTY OF ACCOUNTING
& BUSINESS**



**Graduate Employment Assistance Services
Job Search And Career Development**

- Identify Present and Future Goals and the Differences Between Jobs and Careers
- Identify and Discuss Work Related Characteristics and Personal Characteristics
- Identify Skills and Area of Expertise,
- Stressing the Importance of Technical and Soft Skills
- Identify and Discuss Transferable Skills

Job Search Management

- Discuss the Importance of obtaining Employer Profiles
- Identify Ways and Stress the Importance of Focusing on the Right Job
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- Discuss the Importance and Use of Networking
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Resume Writing

- Resume types - chronological and functional
- How to Market Oneself
- Writing the Resume—objective, education, experience and overall appearance
- How to Create Effective Cover Letters
- and Thank You Letters

The Interview

- How to Prepare for the Interview
- Various Types of Interviews
- Typical Interview Questions
- Questions to Ask a Prospective Employer
- Mock up Interviews and Feedback

Program Outline*

Payroll Compliance (From CPA)

- The Canadian Pension Plan
- The Employment Insurance Act
- The Income Tax Act
- Employment Standards Legislation
- Worker’s Compensation Acts
- Quebec-specific Legislation
- Identify an employer-employee relationship
- Describe Payroll’s Objectives and Stakeholders

Payroll Fundamentals I (From CPA)

- Calculate Regular Individual Pay
- Calculate Non-regular Individual Pay
- Calculate Termination Payments
- Complete a Record of Employment (ROE)
- Communicate all aspects of individual pay requirements to various stakeholders

Payroll Fundamentals II (From CPA)

- Prepare Accounting documentation for payroll
- Complete year-end documentation
- Calculate organizational remittances to federal, provincial, third party stakeholders
- Communicate all aspects of organizational remittances, accounting and year end requirements to internal, external, and government stakeholders

*The above is not a complete program outline, it is intended to provide merely a guideline.

* Detailed course descriptions follow.

* We reserve the right to change or upgrade the programs at any time. Courses are not listed in the order they are taught.



FACULTY OF ACCOUNTING & BUSINESS



Program Outline*

Bookkeeping And Accounting

- **Accounting in Action**
- Generally Accepted Accounting Principle
- Accounting Equation
- **The recording process**
- Record and post Journal Transactions
- Trial Balance purpose and limitations
- **Taxes**
- Types of sales taxes
- Recording and remittance of sales taxes
- **Adjusting the Accounts**
- The time period Assumption
- Types of adjusting entries
- The accrual basis of Accounting
- **Completion of The Accounting Cycle**
- Prepare and post closing entries
- Reversing and correcting entries
- Financial Statements
- **Accounting for Merchandising Operations**
- Purchases and sales of merchandise
- Merchandising Financial Statements
- **Inventory Costing**
- Two methods of estimating inventory
- Inventory costing
- **Internal Control and Cash**
- Internal control activities
- Operation and control of petty cash
- Reconciling the bank account.

Computerized Accounting

Simply Accounting For Windows

- General Journal
- Accounts Payable
- Accounting for Purchases
- Accounting for Payments
- Adjusting a Posted Invoice
- Accounts Receivable
- Tax Remittances
- Payroll Journal
- Inventory Transactions
- Discounts, Orders, and Quotes
- Credit Cards, Foreign Currency
- Reconciliation and Deposits
- Payroll and Inventory Setup



QuickBooks - Small Business Accounting

- Cash Transactions
- General Journal Transactions
- Set up a New Company
- Vendor Transactions
- Customer Transactions
- Payroll Transactions
- Inventory Transactions
- Discounts, Estimates, and Orders
- Banking, Taxes, and Credit Cards



ACCPAC For Windows

- Accounts Payable
- Accounts Receivable
- General Ledger
- Common Services
- Payroll Transactions
- Source Journal Profile
- Year End Procedures



FACULTY OF BUSINESS



Admissions Criteria

- Grade 12 or equivalent
- Mature student

For further information, please call +1 (416)-510-2739 or email : info@abccollege.ca

Program Objectives

This program is designed to equip students with the skills of a Property Administrator. Property administrators perform administrative duties and coordinate activities related to the management and rental of investment property and real estate on behalf of property and strata property owners. They are employed by property, real estate and strata services management companies, property development companies and by government

Graduation Criteria

- Minimum final mark of 60%
- Overall average of 60%

Students who achieve an average of 90% or more will have an Honours designation on their diploma.

Employment Opportunities

- Property Administrator
- Accommodation Officer
- Apartment Rental Agent
- Housing Project Manager
- Property Rentals Manager
- Property Section Head
- Building Management
- Leasing Officer
- Development Officer
- Commercial Property Manager
- Property Acquisitions Area Manager
- Property Leasing Coordinator

Program Outline*

Property Management

- Managing Properties
- Tenant Relations and Issues
- Tenant Communications
- Operations, Strategy, Plan

Business Law

- Employment Law
- The Residential & Commercial Tenancies Act
- Tor Law
- Business Structure
- Contract Law

Human Resources

- Workforce Diversity
- Building Employer-Employee Relationships
- Employment Standard Legislation
- Legal Environment, Employment Standard
- Legislation, Equity And Human Rights

Marketing

- Market Segmentation and Target Marketing
- Marketing Research Process
- Advertising And Public Communications

Bookkeeping and Accounting Computerized Accounting

- Simply Accounting for Windows

Computer Training :

- Keyboarding For Beginners
- Windows, Internet
- Microsoft Word - Document Processing
- Microsoft Excel - Working with Spreadsheets
- Microsoft PowerPoint - Effective Presentations
- Microsoft Outlook - Communication/Scheduling

Graduate Employment Assistance Services Job Search And Career Development

- Identify Present and Future Goals and the Differences Between Jobs and Careers
- Identify and Discuss Work Related Characteristics and Personal Characteristics



**FACULTY OF COMPUTER STUDIES
AND GRAPHIC DESIGN**



Admissions Criteria

- Grade 12 or equivalent
- Mature student

For further information, please call
+1 (416)-510-2739 or email : info@abccollege.ca

Program Objectives

This program is designed to equip students with the skills necessary to obtain employment in the field of Desktop Publishing, Graphic Design, Artwork, Poster Design, Advertising, and other artistic positions. The student will be familiarized with the most up-to-date software applications for designing and creating artwork.

Graduation Criteria

- Minimum final mark of 60%
- Overall average of 60%

Students who achieve an average of 90% or more will have an **Honours** designation on their diploma.

Employment Opportunities

- Graphic Artist
- Catalogue Designer
- Layout Artist
- Illustrator
- Website Designer
- Animation Creator
- Logo Designer
- Printing and Publishing
- Advertising Art Director
- Advertising Artist
- Advertising Designer
- Advertising Illustrator

**According to Service Canada Labour Market Survey,
Top Occupational areas:**

• Advertising	46%
• Printing and Publishing	22%
• Computer, Consulting, & Other Business Services	11%
• Accommodation, Food and Recreational Services	3%
• Wholesale Trade	3%
• Communication	3%
• Other Manufacturing	3%

Program Outline*

Graphic / Web Design

Adobe Photoshop

- World’s Leading Software application in imaging.
- A professional image editor’s guide to creative use of Photoshop for the PC.
- Explore the endless possibilities of digital Imaging up to speed on Adobe’s flagship graphics program.
- Create professional Game Art using Photoshop to processing camera raw digital photographs to producing web animation

Adobe Fireworks

- Balance image quality with minimum compression size as you create, edit, and optimize images for the web with precise control
- Get top quality design results
- Produce highly optimized files that still look great
- Create sophisticated web navigation

Adobe InDesign

- To develop and design, typography layout skills needed to become an in design, expert publishing skills and give documents professional polish.

Adobe Illustrator

- Expand your creative vision by learning how to express your ideas in print & on the Web with total training for adobe® Illustrator.



FACULTY OF COMPUTER STUDIES AND GRAPHIC DESIGN



Graduate Employment Assistance Services Job Search And Career Development

- Identify Present and Future Goals and the Differences Between Jobs and Careers
- Identify and Discuss Work Related Characteristics and Personal Characteristics
- Identify Skills and Area of Expertise,
- Stressing the Importance of Technical and Soft Skills
- Identify and Discuss Transferable Skills

Job Search Management

- Discuss the Importance of obtaining Employer Profiles
- Identify Ways and Stress the Importance of Focusing on the Right Job
- Tap into the Hidden Job Market
- Discuss the Importance and Use of Networking
- Outline and Discuss Employer Expectations

Resume Writing

- Resume types - chronological and functional
- How to Market Oneself
- Writing the Resume—objective, education, experience and overall appearance
- How to Create Effective Cover Letters
- and Thank You Letters

The Interview

- How to Prepare for the Interview
- Various Types of Interviews
- Typical Interview Questions
- Questions to Ask a Prospective Employer
- Mock up Interviews and Feedback

*The above is not a complete program outline, it is intended to provide merely a guideline.

* Detailed course descriptions follow.

* We reserve the right to change or upgrade the programs at any time. Courses are not listed in the order they are taught.

Program Outline*

HTML Web Design

Adobe Dreamweaver

- How to efficiently layout, develop, and maintain standards based websites.
- Learn how to quickly incorporate Video & other Multimedia into your website and make more efficient updates.

Animation

Adobe Flash

- Creating interactive websites, you will dramatically expand your knowledge of Flash to extensive capabilities.

Digital Photo Imaging

- Adobe Photoshop
- Adobe Fireworks

Publisher

- Adobe InDesign
- QuarkXpress to Adobe

Image Creation, Editing & Optimization

- Adobe Photoshop
- Adobe Illustrator



Faculty of Health Sciences



Admissions Criteria

- Grade 12 (OSSD @ the General level or better) or
- Mature student status
- Good oral and written English skills
- Good general health
- Hepatitis B immunization is strongly recommended
- Admissions interview to determine suitability for the program

Program Objectives

Medical Office Assistants work in doctor's offices, hospitals, medical clinics, pharmaceutical companies, government health agencies and other medical office settings. They are integral members of the health care delivery team and perform many administrative and some basic clinical procedures.

Duties may include

- Co-operate with all members of the health team
- Promote safety, work in a safe manner, practice universal precautions
- Schedule and confirm medical appointments
- Type medical records, report case histories from handwritten notes or machine dictation
- Interview patients to complete forms, documents and case histories
- Complete insurance and other claim forms
- Initiate and maintain confidential medical files
- Prepare financial statements and handle billing procedures
- Order supplies and maintain inventory
- Perform other general office work as required
- Plan and initiate procedural set ups including those required for patient preparation and maintenance for supplies and equipment
- Assist with simple diagnostic procedures as required

Graduation Criteria

- Minimum final mark of 70%
- Overall average of 70%

Students who achieve an average of 90% or more will have an **Honours** designation on their diploma.

Program Outline*

- Introduction to Medical Office Assisting
- Medical Terminology, Body Systems, Disease
- Interpersonal Skills, Communication, Problem Solving and Client Services
- Administrative skills and Procedure
- Clinical Skills and Procedures
- CPR and First Aid Certifications
- Bookkeeping and Financial Accounting
- Simply Accounting For Windows

Computer Training

- Computerized Keyboarding
- Windows, Internet
- Microsoft Word - Document Processing
- Microsoft Excel - Working with Spreadsheets
- Microsoft PowerPoint - Effective Presentations
- Microsoft Outlook - Communication/Scheduling

Graduate Employment Assistance Services

Job Search And Career Development

Employment Opportunities

- | | |
|--------------------------------|------------------------------------|
| • Medical Office Administrator | • Medical filing |
| • Medical Secretary | • Administrative Assistant |
| • Medical Receptionist | • Medical office Billing |
| • Office Administration | • Word Processing Secretary |
| • Medical Assistant | • Medical Machine Transcriptionist |

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**Faculty of
Legal Studies**



Admissions Criteria

- Grade 12 or equivalent
- Mature student

For further information, please call +1 (416)-510-2739 or email : info@abccollege.ca

Program Objectives

Law Clerks work in law firms, at courts, at a paralegal and other legal office settings. They are integral members of the legal team and perform many legal administrative and some legal office procedures

Duties may include

- Prepare legal documents
- Maintain records and files
- Assist lawyers or other legal professionals
- Search for and study legal documents to investigate facts and law of cases, to determine causes of action and to prepare cases.
- Prepare affidavits of documents and maintain document files and case correspondence.
- Research and analyze law sources to prepare drafts of briefs or arguments for review, approval, and use by attorney.
- Review and file pleadings, petitions and other documents relevant to court actions.
- They may also attend and assist lawyers with interviewing and briefing witnesses and experts.
- scheduling examinations for discoveries, teleconferences, mediations, pre-trials and trials

Graduation Criteria

- Minimum final mark of 60%
- Overall average of 60%

Students who achieve an average of 90% or more will have an **Honours** designation on their diploma.

Program Outline*

- Legal Office Procedures and Terminology
- Legal Communication
- Litigation
- Corporate Law
- Real Estate Law
- Teraview
- Conveyancer
- Legal Research
- Wills and Estates
- Family Law
- PC Law

Computer Training:

- Computerized Keyboarding
- Windows, Internet
- Microsoft Word - Document Processing
- Microsoft Excel - Working with Spreadsheets
- Microsoft PowerPoint - Effective Presentations
- Microsoft Outlook - Communication/Scheduling
- Microsoft Access

**Graduate Employment Assistance Services
Job Search And Career Development**

Employment Opportunities

- Law Clerk
- Legal Researcher
- Registered Trademark Agent
- Corporate Law Clerk
- Real Estate Law Clerk
- Litigation Law Clerk
- Wills and Estates Law Clerk
- Family Law Clerk
- Land Titles Clerk

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Faculty of Office Administration



Admissions Criteria

- Grade 12 or equivalent
- Mature student

For further information, please call
+1 (416)-510-2739 or email : info@abccollege.ca

Program Objectives

This program is designed to equip students with the skills of a customer service position. The graduate will be familiar with the day-to-day running of a modern office as well as the importance of good customer service to the success of a business. They will utilize the knowledge gained in the areas of various software applications, office automation, correspondence, and customer service.

Graduation Criteria

- Minimum final mark of 60%
- Overall average of 60%

Students who achieve an average of 90% or more will have an **Honours** designation on their diploma.

Duties may include

- Customer Service Representative
- Customer Service Agent
- Accounts Information Clerk
- Courtesy Desk Clerk
- Call Centre Agent
- Order Desk Agent
- Office Administrator
- Office Manager
- General Office Worker
- Public Relations Clerk
- Personnel Clerk
- Counter Information Clerk
- Tourist Information Clerk
- Information and Records Clerk
- Other Clerical Positions

Program Outline*

Customer Service

- Coping with challenging Customers
- Problem Solving
- Strategy for formulating a plan for Success
- Enhancing Customer Relationship

Office Procedures

- Human Relations
- Management of Work and Time
- Information Management
- Front Line Reception
- Professional Development

Computer Training:

- Windows, Internet
- Microsoft Word - Document Processing
- Microsoft Excel - Working with Spreadsheets
- Microsoft PowerPoint - Effective Presentations
- Microsoft Outlook - Communication/Scheduling

Steps for a Successful Job Search

- Identify Present and Future Goals and the Differences Between Jobs and Careers
- Identify and Discuss Work Related Characteristics and Personal Characteristics
- Create a relevant and updated resume that Addresses the job requirements
- Create a cover letter that adequately shows how you qualify for a position



**Faculty of
Office Administration**



**Graduate Employment Assistance Services
Job Search And Career Development**

- Identify Present and Future Goals and the Differences Between Jobs and Careers
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Job Search Management

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- and Thank You Letters

The Interview

- How to Prepare for the Interview
- Various Types of Interviews
- Typical Interview Questions
- Questions to Ask a Prospective Employer
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Program Outline*

Office Procedures

- Human Relations
- Management of Work and Time
- Front Line Reception
- Office Technology
- Organization Structure and Office Layout
- Incoming and Outgoing Mail
- Office Commerce and Keeping Records
- Information Management
- Reference Sources
- Travel Arrangements
- Meetings and Conferences
- Professional Development

Customer Service

- Communication in Customer Service
- What is Customer Service
- Telephone Techniques
- The challenges in Customer Service
- Problem Solving
- Strategy for formulating a plan for Success
- Empowerment
- Coping with challenging Customers
- Motivation
- Leadership in Customer Service
- Excellence in Customer Service
- Enhancing Customer Relationship
- Customer retention and Measurement of Satisfaction

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**Faculty of
Office Administration**



Admissions Criteria

- Grade 12 or equivalent
- Mature student

For further information, please call +1 (416)-510-2739 or email : info@abccollege.ca

Program Objectives

This program is designed to equip students with the skills of an administrative position. As an Administrative Assistant the graduate will be familiar with the day-to-day running of a modern office. They will utilize the knowledge gained in the areas of various software applications, office automation, correspondence, customer service, accounting & business communication.

Graduation Criteria

- Minimum final mark of 60%
- Overall average of 60%

Students who achieve an average of 90% or more will have an **Honours** designation on their diploma.

Duties may include

- Administrative Assistant
- Administrative Secretary
- Administrative Officer
- Office Clerk
- Order Transcriber
- Office Administrator
- Office Manager
- General Office Worker
- Executive Assistant
- Personnel Clerk
- Authorization Clerk
- Documentation Clerk
- Word Processing Operator
- Information and Records Clerk
- Other Clerical Positions

Program Outline*

Administrative Procedures for Canadian Office

- Human Relations
- Management of Work and Time
- Information Management
- Front Line Reception
- Professional Development

Business Communications

- Effective Communication for Business
- Strategies in Planning for Writing & Speaking
- Persuasive Writing
- Presentations and Meetings

Customer Service

- Coping with challenging Customers
- Problem Solving
- Strategy for formulating a plan for Success
- Enhancing Customer Relationship

**Bookkeeping and Accounting
Computerized Accounting**

- Simply Accounting for Windows
- QuickBooks – Small Business Accounting
- ACCPAC for Windows

Computer Training

- Keyboarding For Beginners
- Windows, Internet
- Microsoft Word - Document Processing
- Microsoft Excel - Working with Spreadsheets
- Microsoft PowerPoint - Effective Presentations
- Microsoft Outlook - Communication/Scheduling



**Faculty of
Office Administration**



**Graduate Employment Assistance Services
Job Search And Career Development**

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Program Outline*

Administrative Procedures for Canadian Office

- Human Relations
- Management of Work and Time
- Front Line Reception
- Office Technology
- Organization Structure and Office Layout
- Incoming and Outgoing Mail
- Office Commerce and Keeping Records
- Information Management
- Reference Sources
- Travel Arrangements
- Meetings and Conferences
- Professional Development

Business Communications

- Importance of Communications
- Effective Communication for Business
- Strategies in Planning for Writing & Speaking
- Persuasive Writing
- Writing Clearly
- Writing with Impact
- Routine Correspondence
- Formal Reports and Proposals
- Informal Reports
- Editing Guidelines
- Presentations and Meetings

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**Faculty of
Office Administration**



Program Outline*

Customer Service

- Communication in Customer Service
- What is Customer Service
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- The challenges in Customer Service
- Problem Solving
- Strategy for formulating a plan for Success
- Empowerment
- Coping with challenging Customers
- Motivation
- Leadership in Customer Service
- Excellence in Customer Service
- Enhancing Customer Relationship
- Customer retention and Measurement of Satisfaction

Bookkeeping And Accounting

- **Accounting in Action**
- Generally Accepted Accounting Principle
- Accounting Equation
- **The recording process**
- Record and post Journal Transactions
- Trial Balance purpose and limitations
- **Taxes**
- Types of sales taxes
- Recording and remittance of sales taxes
- **Adjusting the Accounts**
- The time period Assumption
- Types of adjusting entries
- The accrual basis of Accounting
- **Completion of The Accounting Cycle**
- Prepare and post closing entries
- Reversing and correcting entries
- Financial Statements
- **Accounting for Merchandising Operations**
- Purchases and sales of merchandise
- Merchandising Financial Statements
- **Inventory Costing**
- Two methods of estimating inventory
- Inventory costing
- **Internal Control and Cash**
- Internal control activities
- Operation and control of petty cash
- Reconciling the bank account.

Program Outline*

Computerized Accounting

Simply Accounting For Windows

- General Journal
- Accounts Payable
- Accounting for Purchases
- Accounting for Payments
- Adjusting a Posted Invoice
- Accounts Receivable
- Tax Remittances
- Payroll Journal
- Inventory Transactions
- Discounts, Orders, and Quotes
- Credit Cards, Foreign Currency
- Reconciliation and Deposits
- Payroll and Inventory Setup



QuickBooks - Small Business Accounting

- Cash Transactions
- General Journal Transactions
- Set up a New Company
- Vendor Transactions
- Customer Transactions
- Payroll Transactions
- Inventory Transactions
- Discounts, Estimates, and Orders
- Banking, Taxes, and Credit Cards



ACCPAC For Windows

- Accounts Payable
- Accounts Receivable
- General Ledger
- Common Services
- Payroll Transactions
- Source Journal Profile
- Year End Procedures
- Setting up the System Manager



Faculty of Health Sciences



Program Outline*

Admissions Criteria

- Grade 12 or equivalent
- Mature student

For further information, please call
+1 (416)-510-2739 or email : info@abccollege.ca

Program Objectives

This program is designed to equip students with the skills of an Early Childhood Assistant. An Early Childhood Assistant assists and participates in the daily operations of a childcare center.

Graduation Criteria

- Minimum final mark of 60%
- Overall average of 60%

Students who achieve an average of 90% or more will have an **Honours** designation on their diploma.

Employment Opportunities

- Assistant in daycare centers
- Assistants in early learning centers
- Work with early childhood educators to provide developmentally appropriate child care/supervision
- Early childhood supervisor
- Early childhood program staff assistant
- Early childhood educator
- Preschool helper
- Preschool supervisor
- Preschool teacher

Program Outline*

- **Introduction to Early Child Care and Education**
- **Roles and Responsibilities**
- **Child, Family and Community**
- **Introduction to Child Development**
- **Introduction to Prenatal, Infant and Toddler Development**
- **Health and Safety**
- **Written Communication**
- **Observation Skills**
- **Practicum 1
Infant and Toddler**
- **Introduction to Preschool Development**
- **Guiding Children**
- **Curriculum Planning**
- **Nutrition**
- **Practicum 2
Preschool**



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