

2021-2022

## Accounting Technician

### Program Overview

Accounting technicians are involved in the day-to-day practical work of accountancy and play a key operational role in producing reliable financial information. They may also perform a wide range of finance roles, from accounts clerk to financial controller and beyond.

### Career Potential

Graduates of the Accounting Technician certificate program are workforce ready and can be employed in positions such as accounting technician, accounting clerk, bookkeeper, office manager, accounting assistant, payroll administrator, accounts payable/receivable clerk, billing supervisor, and data entry professional.

Graduates may find employment in small businesses, government, banking, insurance, manufacturing, health services, not-for-profit organizations, retail, hospitality, and the oilfield and construction industries.

### Admission Requirements

- Language Arts – this requirement can be met with any of the following, or an equivalent course:
  - 50% in English Language Arts 30-1 or English Language Arts 30-2
  - 50% in [ESLG 1860](#) or [ESLG 1898](#)
- Mathematics – this requirement can be met with any of the following, or an equivalent course:
  - 65% in Mathematics 20-1 or Mathematics 20-2
  - 50% in Mathematics 30-1 or Mathematics 30-2

### ELP Requirements

You must provide proof of ELP prior to admission. ELP test results must have been obtained within two years of the start date of your program.

Acceptable evidence of ELP may be one of the following test scores:

- IELTS Academic: 6; no section score below 5.5
- TOEFL iBT: 71
- Cambridge English Language Assessment: 170-179
- CAEL: 60
- PTE Academic: 54
- Duolingo: 105
- minimum of 80% in [ESLS 7000](#) or [ESLS 7100](#) (or [ESLG 2101](#)), and 80% in [ESLW 7000](#) or [ESLW 7100](#) (or [ESLG 2103](#))

If you are missing requirements for this program, you may be eligible to apply for the [NorQuest Bridging to Post-Secondary](#) program.

### Quick Facts

**Credential:** Certificate

**Length:** 2 or 3 terms

#### Deliveries:

##### SEPTEMBER

Edmonton  
Edmonton

FT/PT In person  
FT/PT Hyflex

##### JANUARY

Edmonton  
Edmonton

FT/PT Hyflex  
FT/PT In person

##### MAY

Edmonton

FT/PT Hyflex

### Tuition and Fees

#### Canadian Students

Total tuition: \$5,544.00  
Total fees: \$1,452.50

#### International Students

Total tuition: \$18,018.00  
Total fees: \$1,452.50