

94%

**Employer Satisfaction\***  
with the knowledge and skills that our graduates possess.

**Ontario College Diploma**

**Program Code: PBUSA**

Full-time | Hazel McCallion Campus, Davis Campus | 2 yrs (4 semesters)

**PILON SCHOOL OF BUSINESS**

# Business Accounting

Sheridan's two-year diploma teaches you general principles and tools you can apply to work in business or finance.



**Develop fundamental skills that are assets to any accounting career.**

## Master fundamental accounting skills

Learn the general principles and applications that modern accountants rely on. Expert professors will guide you through foundational concepts in a small classroom environment, supporting their lectures with hands-on learning opportunities. You'll gain experience using spreadsheets and databases. You'll also learn to use accounting and tax software programs such as Sage 50, MS Access and Profile.

## Learn how accounting supports business

Businesses rely on accountants to monitor their performance, compliance and financial health. Your first year will involve common curriculum shared by all business students, providing you with an understanding of how companies work. Topics of study include communications, finance, human resources and marketing — all areas of business you'll impact as an accountant.

## Earn credits towards your degree or other credentials

Many students use our Business Accounting diploma program as a springboard towards their degree. Your diploma credits can be applied towards our Honours Bachelor of Business Administration – Accounting degree program, which even features some of the same professors! Credits in the diploma program can also be applied towards your Association of Chartered Certified Accountants (ACCA) qualification.

## Admission Requirements

### Program Eligibility

#### Ontario Secondary School Diploma or equivalent, including these required courses:

- One English, Grade 12 (ENG4C or ENG4U), minimum 60%

plus

- Mathematics, Grade 12 (C or U) or mathematics, Grade 11 (M or U\*) \* MBF3C does not meet this requirement.
- Minimum 65% overall average required for PBUSP, PBUSA, PBSAA
- Minimum 70% overall average required for PBSAC

or

Mature student status.

### Applicant Selection

Eligible applicants are selected on the basis of previous academic achievement (the average of their six highest senior-level credits, including required courses).

Applicants who do not meet the admission requirements for this program will be assessed and advised individually and may be considered for other, related programs.

### Transferring from an Ontario College

Business students who have successfully completed one or two years of their program can easily transfer their credits to another college in the province. A system-wide agreement is in place at Sheridan and other colleges, permitting students to transfer among all college business programs across Ontario. The agreement means that business students in programs such as Business General, Human Resources, Accounting and Marketing will receive full credit for their completed courses. Given the high enrolment of business programs, these pathways provide additional flexibility for a significant number of students. Interested students should apply at ontariocolleges.ca using the appropriate program entry level at the new college. For more information, email [infosheridan@sheridancollege.ca](mailto:infosheridan@sheridancollege.ca)

### Program Duration

Program duration for September starts (two-year program) is two academic years. Program duration for January starts (two-year program) is 16 months continuous.

### English Language Proficiency

All applicants whose first language is not English must meet Sheridan's English proficiency requirements.

Refer to the website for full admission requirements.

## Career Opportunities

Sheridan's Business Accounting diploma program prepares you to perform a wide range of general accounting tasks.

### YOU MAY FIND EMPLOYMENT IN ROLES SUCH AS:

Accounts Payable Clerk

Accounts Receivable Clerk

Billing Clerk

Payroll Clerk

Tax Data Entry Clerk

Financial Planning Clerk

Legal Bookkeeper

Fund Accountant

## Courses

### SOME OF THE COURSES YOU CAN EXPECT TO TAKE IN YOUR PROGRAM

Taxation Software Applications

Cost & Managerial Accounting

Corporate Finance

Business Law for Accountants

Accounting Software Applications

Accounting Information Systems

Note: See website for specific terms and course listings.

## More information



**Website:**  
[sheridancollege.ca](http://sheridancollege.ca)



**Facebook:**  
[facebook.com/sheridaninstitute](https://facebook.com/sheridaninstitute)



**Twitter:**  
[@sheridancollege](https://twitter.com/sheridancollege)



## Visit us!

There's no better way to get a sense of Sheridan than with a personal visit. Book a tour and see for yourself!



[tours.sheridancollege.ca](https://tours.sheridancollege.ca)