

Payroll and Accounting

Certificate

Program Objective

The Payroll and Accounting program prepares students to work in the finance and payroll departments of business establishments. The Canadian Payroll Association's (CPA) courses included in this program apply towards the CPA's academics requirements for Payroll Compliance Practitioner (PCP) certification.

Program Notes

Tuition fees include all materials and student manuals. Financial assistance may be available for those who qualify.

Successful completion of the Certificate requires passing the CPA course (65%) and associated final exam (65%) for the following courses: Payroll Compliance Legislation, Payroll Fundamentals 1, and Payroll Fundamentals 2.

Graduate requirements: Students must maintain a 75% program average to obtain a certificate.

Method of Delivery

Combination of:

- Integrated Learning™ System training facilitated by Academy of Learning College facilitators.
- Online training supported by online instructors.

Career Opportunities

Successful candidates can pursue careers in the financial sector, especially payroll, benefits, insurance, claims, and mortgage. Upward mobility in these vocations is possible with experience, motivation, dedication, and a positive attitude.

Duties and Responsibilities

- Timely and accurate processing of payrolls
- Preparing monthly journal entries
- Reconciling accounts
- Reporting payroll matters to related government bodies
- Managing the year-end process (Canadian and USA payroll)
- Processing payments and company expenses
- General office duties (e.g., faxing and photocopying)

Admission Requirements

Grade 12 or equivalent or Mature Student Status.

Courses are open to any applicant who possesses a good command of the English language and is able to follow instructions.

An admissions interview will be administered to determine if the applicant has the required interest, motivation, and entry-level skills to take this program.

Full-time students must attend the required hours per week as per the course schedule and may do so at times convenient to them.

Required Skills and Personal Attributes

- Knowledge of Canadian payroll legislation and practices (with provincial requirements)
- Ability to keep information confidential
- Ability to multi-task
- Organized and detail-oriented
- Innovative approach to problem solving
- Effective time management skills
- Knowledge of Microsoft Office applications
- Friendly, dependable, and co-operative

Competencies upon Completion

CORE COURSES

- **Operating Systems**
Basic level of proficiency in a Windows operating system
- **Word Processing**
Basic level of proficiency in Microsoft Word
- **Spreadsheets**
Intermediate level of proficiency in Microsoft Excel
- **Business Skills**
Business Math
- **Accounting**
Payroll Compliance Legislation, Payroll Fundamentals Levels 1 and 2, and Sage 50 Premium Accounting
- **Office Skills**
Basic Bookkeeping Levels 1 and 2