



Accounting & Payroll Administration Diploma

Graduates from this program are prepared with the skills needed to start a career as a Certified Payroll Practitioner.



Program Contents

- Accounting Concepts
 - Bookkeeping
 - QuickBooks Pro
 - Simply Accounting
 - Payroll Theory
 - Legislation
- Payroll Practitioner Training
- Business Communications
- Interpersonal Communications
- Customer Service
- Windows Environment
- MS Office Suite

Admission Requirements

- Grade 12 (or equivalent) or Mature student status
- Successful completion of a literacy and logic test
- Good command of the English language

Duration

- 32 week program
- 25 hours/week

Tuition Cost

\$8,590.00*

*Does not include books and other fees

Acquired Skills

- Competency in manual and computerized accounting
- Competency in payroll administration
 - Financial data management
 - Enhanced analytical abilities
 - Payroll process supervision
- Knowledge of current accounting software
- Advanced word processing and spreadsheet procedures using Word and Excel
- Proficiency managing e-mail using Outlook
- Building effective presentations using PowerPoint

Career Opportunities

- Payroll Administrator
- Payroll Clerk
- Payroll Co-ordinator
- Payroll & Benefits Specialist
- Accounting Clerk
- Accounts Payable Officer
- Accounts Receivable Officer
- Bookkeeper
- Bookkeeping Supervisor
- Credit Supervisor
- Junior Accountant

Location(s)

Burlington Campus
460 Brant Street Suite 26
Burlington, ON L7R 4B6
Phone: 905•637•3415

Call Now & Start Your Success Today!