

Success Begins Today



## 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)

**Mississauga Campus**  
190 Robert Speck Parkway  
Mississauga, ON L6Z 3K3  
Phone: 905•949•9400

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

**Call Now & Start Your Success Today!**