

## Accounting & Payroll Online

*This full-time program is 20 hours per week. Students are expected to engage in 2 courses a week for a minimum of 10 hours per course.*



## Diploma Program Length: 33 Weeks

NOC Code: 1432



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<b>Preparatory Studies</b>	<b>3 Weeks</b>
Student Success Strategies	
Digital Literacy for Professionals	
Career Planning & Preparation – Level 1	

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<b>Microsoft Office Applications</b>	<b>5 Weeks</b>
Microsoft Word	
Microsoft Excel	
Microsoft Outlook	
Microsoft PowerPoint	

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<b>Accounting and Applications</b>	<b>12 Weeks</b>
Introduction to Accounting with QuickBooks	
Intermediate Accounting with Sage 50	
Advanced Accounting	

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<b>Payroll – NPI Online</b>	<b>12 Weeks</b>
Payroll Compliance Legislation	
Payroll Fundamentals I & II	

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<b>Career Planning &amp; Preparation Level 2</b>	<b>1 Week</b>
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**Keyboarding** – continuous learning throughout program

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**Program highlights include:**

- Associate Membership in the National Payroll Institute (NPI)
  - Microsoft Office Professional Suite
  - Registered and approved diploma
  - Career services
  - Job search assistance
  - Alumni program benefits
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Additional notes and admission requirements can be found on page 2.

**Admission requirements:** Canadian High School Graduation Diploma or Mature Student Status (Mature students from Ontario must be at least 18 years of age by the program start date and successfully pass an academic achievement test. Mature students from other Canadian provinces must be at least 19 years of age and a minimum of 1 year out of high school by the program start date and successfully pass an academic achievement test). Please contact us for more detail regarding admissions requirements for international students. The College admissions test for this program is the triOS College Business, Legal & Healthcare Entrance Exam. A passing score for this program is 60%.

**Accreditation policy:** Like all post-secondary institutions in Ontario, triOS College reserves the right to accept or deny advanced standing into its programs.

**Note:** In order to continuously improve our programs, triOS College reserves the right to modify programs at any time. Program delivery order may vary depending on program start date. This diploma program may not be available at all campuses. The program may have additional reading weeks, depending upon start date.

You can find our Key Performance Indicators (graduation rate, employment rate, etc.) at [www.triOS.com/kpi](http://www.triOS.com/kpi). These are older statistics from 2013.

triOS College is registered and approved as a Private Career College under the Private Career Colleges Act, 2005.

## Course Descriptions

### Student Success Strategies

This course stresses the importance of developing non-technical skills to enhance personal, academic and career success. The course will address strategies that are important for all adult learners, such as managing finances, maintaining health and wellness, understanding learning styles, setting goals, and honing practical study skills, such as memory, reading, and test-taking techniques. In addition, this course is designed specifically for the online learner. Therefore, the course emphasizes strategies needed to succeed in an online program, such as navigating technology efficiently, interacting and engaging with peers and facilitators, and managing learning time and space.

### Digital Literacy for Professionals

This course introduces students to the fundamental concepts and principles of learning and working in a digital environment. This course will cover the following elements: using devices and handling information, creating, and editing information, communicating, and collaborating, and being safe and responsible online.

### Career Planning & Preparation - Level 1

Career Planning and Preparation Level 1 introduces tools for a successful job search. The course will help students maintain a career-focused approach throughout their academic program. Students will learn basic career preparation skills, such as how to research opportunities, network for industry contacts and use appropriate etiquette when communicating with prospective employers. Students will identify their personal skills, values, and preferences for the workplace, begin preparation of a professional resume and cover letter, and organize proof documents for their career portfolio. Asynchronous class discussion on the discussion board on various career-planning topics will round out this module. This course is a pre-requisite for Career Planning and Preparation Level 2.

### Microsoft Word

This course is a combination of virtual training, projects, and exams in Microsoft Word. Skills covered include formatting text for layout and appearance, formatting document parts, using styles, working with header/footer content, inserting and formatting tables, graphics, and pictures, and working with templates and themes.

### Microsoft Excel

This course is a combination of virtual training, projects, and exams in Microsoft Excel. Skills covered include working with workbooks and worksheets, inputting data, formatting cells, using functions and formulas, and creating and editing charts, tables, graphics, and templates.

### Microsoft PowerPoint

This course is a combination of virtual training, projects, and exams in Microsoft PowerPoint. Skills covered include the creation of attractive, professional-looking presentations, using and formatting animations, transitions, pictures, audio, video, charts, tables, and incorporating speaker notes and annotations into presentations.

## **Microsoft Outlook**

This course is a combination of virtual training, assessments, and exams related to Microsoft Outlook. Skills covered include how to organize and manage communications, contacts, schedules, and tasks. Email and meetings are a major part of the professional world, learning how to compose, send, receive, store, and delete email messages, meetings, and appointments is crucial and covered in this module.

## **Introduction to Accounting with QuickBooks**

This course introduces basic accounting concepts and procedures. This course addresses double-entry accounting, analysis of source information, classes of transactions, and the accounting cycle. Using these critical concepts, accounting skills are applied and integrated to record transactions using proper procedures and forms in both a manual and computerized accounting system, QuickBooks.

## **Intermediate Accounting with Sage 50**

This course continues the exploration of accounting procedures in payroll, petty cash, and bank reconciliations. Central to this course is the merchandising firm and its accounting cycle, appropriate valuation of inventory, and cost of goods sold calculations. This material will be applied in both a manual and computerized accounting system, Sage 50.

## **Advanced Accounting**

In this course, more accounting concepts regarding assets and liabilities including accounting for bad debt, depreciation, long-term assets, and cash flow analysis are explored. Advanced topics such as recording the effects of partnership and corporate activity, and the analysis of financial statements for decision making are integrated into accounting practices.

## **Payroll Compliance Legislation**

This course covers compliance responsibilities that affect organizations, comprehending relevant payroll related legislation, and effectively communicating this information to all stakeholders. Finding and applying the relevant information to a variety of scenarios for individual pay are integrated into the application of federal and provincial legislation to payroll including the Canada Pension Plan, Employment Insurance, Income Tax, Employment Standards Legislation, Workers' Compensation Acts, and Quebec specific legislation.

## **Payroll Fundamentals 1**

This course assesses the methods for paying employees with regular and non-regular earnings. The calculation of allowances, benefits, and commissions, and determination of the impact of non-statutory deductions on employee pay are addressed. This course develops understanding of the role of the payroll department in hiring and terminating employees, including the completion of Service Canada's Record of Employment.

## **Payroll Fundamentals 2**

This course focuses on the proper recording of payroll information and using payroll technology, Federal and Non-Statutory remittances and reconciliations, Quebec Tax processes, year-end procedures, and Provincial, Northwest Territories and Nunavut medical and tax premiums, remittances, reconciliations, and Workers Compensation round out the skills covered to complete the knowledge required for Payroll Designation by the National Payroll Institute (NPI).

### **Career Planning & Preparation - Level 2**

This course builds on the concepts and skills introduced in Career Planning and Preparation - Level 1. Topics covered include how to conduct an effective job search and identify various methods of applying for work. Important career tools are the focus with the creation of a personal list of "Top Employers" and current industry opportunities, as well as finalizing a professional resume, career portfolio, and career correspondence. Interview skills explored and practiced are the identification of different types and forms of interviews, responding to typical questions, evaluating job offers, and negotiating terms of employment. Self-management topics are reviewed with a focus on strategies for long-term professional success.