

Toronto: 416.441.2900 | Mississauga: 905.281.1414 | www.citicollege.ca

Diploma in Accounting & Payroll Administration Specialist Course Outline

Contact us for start dates: - Flexible schedule available

Duration: 36 Weeks **NOC:** 411/1431/1221/1411

Modules

Introduction / Fundamentals of Accounting.

Sage 50 (formerly known as Simply Accounting)

Quick Books Pro

Sage 500 ERP (formerly known as AccPac)

Payroll Fundamentals

Compliance Practitioner

Payroll Fundamentals 1

Payroll Fundamentals 2

Microsoft Office (Word/Excel/PowerPoint/Access)

Internet Explorer

Windows Operating System