

Course Outline - Diploma in Accounting & Payroll Administration

Academic Period: **2025 - 2026**

Applicable NOC Code: **Accounting and related clerks (1431), Payroll Clerks (1432), Supervisors, General office and administrative support workers (1211)**

Credential Awarded - **Diploma**

Prerequisites - **Ontario Secondary School Diploma or equivalent**

Program Duration - **36 Weeks**

Avg Hourly Income in Toronto Region - **As high as \$38.65 per hour**

Course Rationale -

The Diploma in Accounting and Payroll Administration program is designed to provide students with a comprehensive understanding of accounting principles, payroll processes, and related software applications. It aims to equip students with the necessary knowledge and skills to perform accounting and payroll tasks accurately and efficiently. The program prepares students for careers in accounting and payroll departments of various organizations, where they will contribute to financial management and ensure compliance with relevant regulations.

Course Description -

The Diploma in Accounting and Payroll Administration program is a 36-week training program that covers a range of topics in accounting, payroll, and related software applications. Students will learn fundamental accounting principles, gain hands-on experience with accounting software such as Sage 50, QuickBooks Pro, and Sage 300 ERP, and develop essential skills in payroll administration. The program also includes training in office productivity tools such as Office 365, internet browsers, and the Windows operating system.

Modules covered in the course -

1. **Introduction / Fundamentals of Accounting:** Learn the basics of accounting principles, including financial statement analysis, double-entry bookkeeping, and the accounting cycle.
2. **Sage 50 (formerly known as Simply Accounting):** Gain practical experience in using Sage 50 software for general ledger management, accounts payable and receivable, and financial reporting.
3. **QuickBooks Pro:** Develop skills in using QuickBooks Pro software for small business accounting, including invoicing, payroll management, and financial analysis.
4. **Sage 300 ERP (formerly known as AccPac):** Learn to use Sage 300 ERP software for enterprise-level accounting and financial management, including multi-company consolidation, budgeting, and project accounting.
5. **Payroll Fundamentals:** Understand the principles of payroll administration, including payroll legislation, payroll calculations, and managing payroll records.
6. **Compliance Practitioner:** Learn about compliance requirements and best practices in accounting and payroll administration, including remittances, deductions, and reporting obligations.
7. **Office 365:** Utilize Microsoft Office 365 tools for various business-related tasks, including word processing, data analysis, presentations, and email management.
8. **Internet Browsers:** Develop skills in using internet browsers effectively for research, accessing online resources, and staying updated with accounting and payroll-related information.
9. **Windows Operating System:** Gain proficiency in using the Windows operating system, including file management, system customization, and troubleshooting.

Learning Outcomes -

Upon successful completion of the program, students will be able to:

1. Apply fundamental accounting principles and practices to perform various accounting tasks, including recording financial transactions, preparing financial statements, and analyzing financial data.
2. Utilize accounting software such as Sage 50 (formerly known as Simply Accounting), QuickBooks Pro, and Sage 300 ERP to process financial transactions, manage accounts, and generate reports.
3. Understand payroll fundamentals, including payroll legislation, calculating employee compensation, and managing payroll records.
4. Ensure compliance with payroll regulations and practices, including remittances, deductions, and reporting requirements.

5. Demonstrate proficiency in using Office 365 tools for productivity and collaboration, including word processing, spreadsheet analysis, presentations, and email management.
6. Utilize internet browsers effectively for research, online communication, and accessing relevant accounting and payroll resources.
7. Demonstrate proficiency in using the Windows operating system for file management, system customization, and troubleshooting.

Note: The learning outcome may vary based on every individual's learning objectives and focus on the program.

These course outcomes highlight the practical skills, knowledge, and competencies that students will acquire during the Diploma in Accounting and Payroll Administration.