



HERITAGE COMMUNITY COLLEGE  
VESTRI POSTERUS SATUS HIC

## Program Outline

### Diploma- Accounting and Payroll Administrator

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Brief Program Description	Accounting and Payroll Administration program gives the students hands-on <b>Accounting Training</b> that employers demand. The program will teach you to excel in computerized accounting programs such as Sage 50, Simply Accounting and other industry standard software. Students will also learn the accounting fundamentals they need to fully understand the bookkeeping process.
NOC Code	(1431 – Accounting and related clerks)
Career Opportunities	Upon completion of the program, graduates can work as accounting administrators or below occupations list: <ul style="list-style-type: none"><li>• accounting bookkeeper</li><li>• bookkeeper</li><li>• bookkeeping clerk</li><li>• budget officer</li><li>• finance officer</li><li>• financial officer</li><li>• senior bookkeeper</li></ul>
Admission Requirements	<ul style="list-style-type: none"><li>• grade 12/GED or equivalent</li><li>• International students, for language proficiency, require IELTS at least 5.5 band or Canadian Language Benchmark Test level 6 or college's entrance language test.</li></ul>
Required Textbooks	List of textbooks are mentioned in each course outline
Equipment required for this Program	<ul style="list-style-type: none"><li>• White board,</li><li>• overhead projector,</li><li>• lecture notes,</li><li>• computers,</li><li>• chairs,</li></ul>



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- desks,
- garbage bins,
- A4 folder
- Notepads
- Pencils
- Pens
- Highlighters
- Other office products and equipment

Program Duration      *760 hrs*  
                                   *9 months*  
                                   *38 wks*

Homework Hours      2-3 hrs. This is only an approximate figure and is dependent upon how much time the student can dedicate to the studies and how well he/she grasps the learning concepts in the course material.

Delivery Methods      *Indicate how the program is delivered.*  
 *On-site delivery.*  
 *Distance delivery.*  
 *Combined delivery (on-site and distance.)*

Instructional Methods	<b><i>Method of Delivery</i></b> <b><i>(reflect all methods used)</i></b>	<b><i>Contact Hours</i></b>
	<i>Classroom (Instructor Led)</i>	620 hrs
	<i>Computer Based Training</i>	
	<i>Distance Education</i>	
	<i>Supervised Lab</i>	
	<i>Work experience</i>	140 hrs

Learning Objectives/Outcomes      The Accounting & Payroll Administrator program prepares graduates for positions working in accounting and/or payroll departments, or as chief administrators for small businesses.

Students will have an understanding of administrative procedures, fundamentals of accounting and corporate finance, bookkeeping and payroll procedures. This program prepares students to challenge the Canadian Payroll Association certification to attain your Payroll Compliance Practitioner certification Student.

Student Progress/ Assessment Methods      Students will be assessed through written tests, computer-based tasks and assignments. After each lesson there will be a question paper, which needs to be completed and submitted to the tutor for marking. This method of continual assessment ensures that your tutor can consistently monitor your progress and provide you with assistance throughout the duration of the course.

Students will be required to complete 140 hrs of work experience. To qualify for work experience, students are required to maintain a minimum C grade average or higher and a minimum attendance of 85%.

Attendance Expectations      85% of classes must be attended to achieve competency for this qualification

Graduation Requirements      Minimum C grade average is required for graduation

**Program Organization**

*List the subjects/courses in this program and the instructional hours allotted to each in order to show a scope and sequence of subject matter sufficient to achieve the learning outcomes for the program.*

<b>Name of Course/Subject</b>	<b># of Hours</b>
COMP101.Introduction to Computers	20
COMP 102. Introduction to WORD processing	40
DAP 101. Financial Accounting	80
DIB 107. Business Math	40
DAP 105. Computerized Accounting with QuickBooks	40
DAP 106 Modern Office technologies	40
DAP 110. Payroll Compliance	40
DAP 108 Income Tax Fundamentals	80
DAP 107 Human Resource Management	80
DAP 111. Career Employment & Strategies	40
DIB 112. Business Communication	80
DIB 115. Customer Service	40
Work Experience	140
<b>Total</b>	<b>760</b>

