Accounting & Payroll
Administrator

Diploma Program Length: 38 Weeks
NOC Code: 1432

Microsoft Office Applications	**8 Weeks**
Microsoft Word	
Microsoft Excel	
Microsoft Outlook	
Microsoft PowerPoint	
Business Communication	

Accounting and Applications	**8 Weeks**
Introduction to Accounting (Using Sage 50 – Formerly Simply Accounting)	
Intermediate Accounting (Using QuickBooks)	

Advanced Accounting and Applications	**8 Weeks**
Advanced Accounting	
ACCPAC	
Introduction to Finance	

Payroll – Online*	**12 Weeks**
Payroll Compliance Legislation	
Payroll Fundamentals I & II	
***Online classes require 4 hours (on campus) of computer-based training per day**	

Career Management	**1 Week**

Lab Week	**1 Week**

Keyboarding – continuous learning throughout program

Program highlights include:
Associate Membership in the Canadian Payroll Association (CPA)
Microsoft Office Professional Suite
Registered and approved diploma
Career services
Job search assistance
Alumni program benefits

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.

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. These are older statistics from 2013.

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

College Information

Certifications

Successful graduates of this program will meet the educational requirement of achieving the appropriate passing grades (a minimum of 65% overall, and earn at least 65% on each of the final exams in Payroll Compliance Legislation, Payroll Fundamentals I and Payroll Fundamentals II) to be eligible for the Payroll Compliance Practitioner (PCP) certification issued by the Canadian Payroll Association (CPA). The certification is nationally recognized as the standard of excellence for payroll training. In addition, to receive full certification, all PCP candidates must obtain or maintain CPA membership either through an individual membership (a 1-year individual Associate Membership is included in this triOS program), or through a company that has a Business membership.

Further, "the Association" requires you to have 1 year of experience (within 5 years after the start of the Payroll Compliance Legislation course) in which your job role involves "paying employees accurately and on time, in compliance with legislative requirements, contributing to the full annual payroll cycle", and to complete the online Certification Declaration. Students will be eligible to submit the PCP Work Experience Requirement Application (PCP-WERA) after completing the PCP courses including transferring the Introduction to Accounting course credit into their Canadian Payroll Association files, which is a requirement.

Link to the Canadian Payroll Association website; **http://www.payroll.ca/**

Graduation Requirements

Diploma:

triOS diplomas will be granted only to students who successfully complete all courses in the program with a passing grade of 60% (or a grade of 'complete' where applicable). As well, students must meet the minimum Standards of Satisfactory Scholastic Progress as set out in our Student Handbook. For programs that include an internship, all internship hours must be completed and a final grade of 'Pass' must be achieved for the internship.

Diploma with Distinction:

Where an overall average of 90% is maintained and a student meets all standards related to contact hours, the student is eligible for "Distinction" status upon graduation and such status will be recorded on his/her Diploma and Official Transcript.

Diploma with Honours:

Where an overall average of 80% is maintained and a student meets all standards related to contact hours, the student is eligible for "Honours" status upon graduation and such status will be recorded on his/her Diploma and Official Transcript.

Alumni Benefits

As a triOS graduate, graduation is not the end of your relationship with triOS; it is just the beginning.

When you graduate from triOS, you are entitled to Alumni Benefits upon your annual no-fee registration. We are proud to offer you a wide range of services, discounts, and networking opportunities that will serve you throughout your career. Check out our Alumni link on our website for current Alumni Benefits information: http://www.AlumniLink.ca.

Program Overview

Success in today's business world depends on having capable, well-rounded employees who can multi-task to meet a variety of challenges. The triOS Accounting & Payroll Administrator program provides students with a well-rounded exposure to the professional business environment, which will help them develop general proficiencies appropriate for a wide range of careers.

Graduates will learn the essential skills needed to thrive in a business environment. In general, graduates will be able to apply generally accepted accounting principles to the business affairs of an organization. They will also apply their skills in using manual accounting as well as computerized accounting systems. Keeping compliant with government legislation, graduates will also be able to prepare accounting documentation as it relates to the payroll cycle and communicate payroll issues to various stakeholders in an organization.

Career Opportunities

The Accounting & Payroll Administrator program will qualify grads to pursue positions such as Payroll Administrator**,** Accounts Payable Clerk Accounts Receivable Clerk**,** Accounting Assistant and Office Manager.

Note: Some career and education options may require advanced degrees, further training or experience.

The triOS Learning Process

Delivering high quality career training since 1994, triOS College has developed a unique, Instructor-led learning system that ensures success for our students.

It starts with proper assessment and selection of a program that fits each student's career goals. Our classes feature a stimulating learning environment led by experienced instructors who have industry experience. We regularly offer instructor-training programs for our faculty to ensure that they have the skills to transfer knowledge to our students. The Instructors bring real-world problems into the classroom to demonstrate the application of technology and learning.

Students receive personalized coaching throughout their program by our Instructors, Campus Director and Employment Specialists, all of whom are available to assist in understanding our curriculum as well as employment and career related issues.

Course Descriptions

Microsoft Word

This Microsoft Word course is created for students to build and validate the skills businesses need to succeed in today's information economy. It also provides students with the skills and knowledge they need to use Microsoft Word effectively in all aspects of their personal and professional lives. Word is the world's most popular word processing software. Learning how to create, edit, format and print documents, enhance work with formatting, use bullets and numbering, add simple borders, tables, headers/footers, organizing data columns, and styles, are the foundational skills needed in preform in many positions. This course is computer intensive and demands basic computer proficiency and a basic understanding of word processing software. The course combines lecture/demonstration by an instructor with readings, trainings, projects, and a final exam for students to work on in a simulation-based environment. Students are expected to ensure they meet proficiency requirements for working in this environment.

Microsoft Excel

The main objective of this course is to introduce you to the basic commands, functions and capabilities of Microsoft Office Excel. It is designed for computer users who are new to spreadsheets, or who only plan to use Excel occasionally. This course will provide you with the skills to create Workbooks using: "what if" analysis; utilize multiple sheets and learn the basic concepts of Formulas and Functions.

Microsoft Outlook

This Microsoft Outlook course is created for students to build and validate the skills businesses need to succeed in today's information economy. It also provides students with the skills and knowledge they need to use to effectively manage e-mails, contacts, calendars, and tasks. Outlook has become the corporate standard electronic personal organizer. These are the foundational skills needed to communicate using Outlook in a variety of positions within and organization. This course is computer intensive and demands basic computer proficiency and a basic understanding of e-mail software. Students are expected to make arrangements to meet proficiency needs.

Microsoft PowerPoint

This course is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations by using Microsoft PowerPoint. Students will explore the PowerPoint environment and create a presentation, will format text on slides to enhance clarity, enhance the visual appeal, add graphical objects to a presentation and modify them, and finalize a presentation to deliver it.

Business Communication

This course is designed to give students a basic understanding of communication skills in the business environments. Focus will be placed on both written and spoken communications. Students will review the basic writing process with emphasis on the mechanics of writing. They will also learn the importance of effective spoken communication, deliver an oral presentation, and participate in a mock meeting.
IT Notes

Introduction to Accounting (Using Sage 50 – Formerly Simply Accounting)

In this course students will be introduced to accounting concepts and procedures. Students will learn about debits and credits and how to analyze and record business transactions. In addition, students will look at banking procedures, cash control as well as payroll concepts and procedures, including employee taxes. They will also gain an understanding of the employer's tax responsibilities. In this course, students learn how to set up and interact with the different ledgers in Sage 50 to support small business activities. In addition, students will perform General Ledger, Accounts Payable, Accounts Receivable and Payroll transactions.

Intermediate Accounting (Using QuickBooks)

This course completes the accounting cycle and furthers the student's knowledge of accounting procedures in payroll, pay cash and bank reconciliations. Central to this course is the merchandising firm and its accounting cycle, central to this is appropriate valuation of inventory and cost of goods sold calculations. This material will be presented manually are working on paper and using computerized accounting system of QuickBooks.

Advanced Accounting

In this course, students will build on principles learned in the intermediate accounting courses. Students will be introduced to more advanced concepts regarding assets and liabilities including accounting for bad debt, depreciation and long-term assets, cash flow analysis, and temporary and long-term investments. In addition, students will learn how to record the effects of partnership and corporate activity and analyze financial statements for decision-making.

ACCPAC

In this course, students learn to set up and interact with the General Ledger, Accounts Payable and Accounts Receivable ledgers. - General Ledger Account Types - Setting up the General Ledger - Posting Transactions and Batches to the General Ledger - Setting up Accounts Payable - Entering Invoices & Printing Cheques - Setting up Accounts Receivable - Entering Invoices & Printing Receipts

Introduction to Finance

Financial management has evolved into a focus on managing financial assets more efficiently. Students will learn about the objectives of financial management as well as planning and budgeting. Sources and forms of financing will also be discussed.

Payroll Compliance Legislation

Students who complete this course will know the payroll compliance responsibilities that affect organizations, be able to comprehend payroll legislation, and be able to effectively communicate these to all stakeholders. This course will provide students with the payroll-related legislation affecting organizations, as well as the tools to find information and apply that information to different scenarios in relation to individual pay.

Payroll Fundamentals I & II

Students who complete this course will be able to apply payroll legislation and calculate individual pay. This includes all components of individual pay from remuneration, through deductions, to net pay for both regular and non-regular situations. Students will have the content and skills to effectively communicate all aspects of the individual pay calculation process to external and internal stakeholders. In addition, students will be able to accurately complete Records of Employment.

Career Management

Our Career Management program introduces students to the strategies and components of an effective job search, including self-marketing and awareness, skills inventory, job search tools and the job market. The Career Management course is delivered by our on-campus Career Services Team who are there throughout the job search to assist and mentor students towards achieving their ultimate goal of employment in their field of study. Our Team of Career Services Professionals maintain relationships in their communities with key employers and organizations that recognize the value triOS graduates have to offer. The skills learned throughout Career Management at triOS will continue to serve students in their job search as they navigate their new careers.