

Payroll and Accounting

Certificate • 20 Weeks

Program Objective

The Payroll and Accounting program prepares students to work in the finance and payroll departments of business establishments. The National Payroll Institute (NPI) courses included in this program apply towards the NPI's academics requirements for Payroll Compliance Practitioner (PCP) certification.

Program Notes

Tuition fees include all materials and student manuals. Financial assistance may be available for those who qualify.

Successful completion of the Certificate requires passing the NPI course (65%) and associated final exam (65%) for the following courses: Payroll Compliance Legislation, Payroll Fundamentals 1, and Payroll Fundamentals 2.

Graduate requirements: Students must maintain a 75% program average to obtain a certificate.

Method of Delivery

Combination of:

- Integrated Learning™ System training facilitated by Academy of Learning College facilitators
- Online training supported by online instructors

Career Opportunities

Successful candidates can pursue careers in the financial sector, especially payroll, benefits, insurance, claims, and mortgage. Upward mobility in these vocations is possible with experience, motivation, dedication, and a positive attitude.

Duties and Responsibilities

- Timely and accurate processing of payrolls
- Preparing monthly journal entries
- Reconciling accounts
- Reporting payroll matters to related government bodies
- Managing the year-end process (Canadian and USA payroll)
- Processing payments and company expenses
- General office duties (e.g., faxing and photocopying)

Admission Requirements

Grade 12 or equivalent or Mature Student Status. Courses are open to any applicant who possesses a good command of the English language and is able to follow instructions.

An admissions interview will be administered to determine if the applicant has the required interest, motivation, and entry-level skills to take this program. Students are required to attend and participate in their program according to their approved training schedule and maintain satisfactory academic progress and attendance in accordance with Academy of Learning Career College policies.

Career-Focused Training

This program is designed to help students develop practical, workplace-relevant skills that support entry into entry-level positions within the field.

Funding Options

Eligible students may qualify for various funding, sponsorship, grant, or financing options. Funding availability is subject to eligibility requirements.

Required Skills and Personal Attributes

- Knowledge of Canadian payroll legislation and practices (with provincial requirements)
- Ability to keep information confidential
- Ability to multitask
- Organized and detail-oriented
- Innovative approach to problem solving
- Effective time management skills
- Knowledge of Microsoft Office applications
- Friendly, dependable, and co-operative

Competencies upon Completion

Core Courses

- **Operating Systems**
Basic level of proficiency in a Windows operating system
- **Word Processing**
Basic level of proficiency in Microsoft Word
- **Spreadsheets**
Intermediate level of proficiency in Microsoft Excel
- **Business Skills**
Business Math

- **Accounting**

Payroll Compliance Legislation, Payroll Fundamentals Levels 1 and 2, and Sage 50 Premium Accounting


- **Office Skills**

Basic Bookkeeping Levels 1 and 2

Ready to take the next step?

Speak with an Admissions Advisor today to discuss career goals, program suitability, funding options, admission requirements, and upcoming start dates.

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