

Accounting and Payroll- Online

PROGRAM OBJECTIVES

This program gives the student training in the key areas of financial accounting and payroll, business application software, and in the implementation and operation of a computerized accounting system.

DESIGNATION

Successful graduates of this program will meet the educational requirement of achieving the appropriate passing grades to be eligible for the Payroll Compliance Professional (PCP) designation issued by the National Payroll Institute (NPI). The designation is nationally recognized as the standard of excellence for payroll training.

To receive full designation, all PCP candidates must obtain or maintain NPI membership, either through an individual membership, or through a company that has a business membership.

Further, the NPI requires one year of experience (within five years of starting the Payroll Compliance Legislation course) defined as “paying employees accurately and on time, in compliance with legislative requirements, contributing to the full annual payroll cycle.” Lastly, candidates need complete an online Designation Declaration.

CAREER OPPORTUNITIES

Careers in finance, banking, payroll, personnel, and accounting are available to those successful graduates who have the right combination of proper academic skills, personal drive, and dedication.

NOTE: In order to continuously improve our programs, Eastern 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.

PREREQUISITES

1. Student has Grade 12 or equivalent or meets criteria for Mature Student Status.
2. Mature students must be 19 years of age, pass a qualifying test, and provide a Letter of Intent OR resume that supports their skills and aptitudes to be successful in the program.
3. The approved qualifying test for this program is the Wonderlic test. The passing score for this program is 15.

TECHNICAL REQUIREMENTS

For updated technical requirements of your program, please click here:

[Business, Healthcare, Law, and Supply Chain Programs](#)

EXAM PROCTORING

While studying online, there will be several courses that will require a final exam or assessment that is proctored to ensure academic integrity is maintained. Students will have two options:

Option 1 – students complete the exam from home with remote proctoring. Students will be recorded and observed during the exam using Proctorio remote exam proctoring. Students must write the exam on the computer that meets the minimum system requirements as outlined above.

Option 2 – student may come in-to any Eastern College campus and write the exam in person. If you would like to write the exam in person, you will need to schedule this time in advance with your instructor.

GRADUATION REQUIREMENTS

A student must obtain an overall grade, in each module of at least 60% in order to graduate and receive a diploma - A student must complete all requirements of the Student Success Strategies and Career Planning & Preparation modules.

PROGRAM OVERVIEW

Course	Hours
Student Success Strategies	20
Digital Literacy for Professionals	20
Microsoft Word	20
Microsoft Excel	40
Microsoft PowerPoint	20
Microsoft Outlook	20
Introduction to Accounting with QuickBooks	80
Intermediate Accounting with Sage 50	80
Advanced Accounting	80
Payroll Compliance Legislation	80
Payroll Fundamentals 1	80
Payroll Fundamentals 2	80
Career Planning & Preparation - Level 1	20
Career Planning & Preparation - Level 2	20
TOTAL WEEKS	33

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COURSE DESCRIPTIONS

Student Success Strategies

This course stresses the importance of developing non-technical skills to enhance personal, academic, and career success. The course will address strategies that are important for all adult learners, such as managing finances, maintaining health and wellness, understanding learning styles, setting goals, and honing practical study skills (such as memory, reading, and test-taking techniques). In addition, this course is designed specifically for the online learner. Therefore, the course emphasizes strategies needed to succeed in an online program, such as navigating technology efficiently, interacting and engaging with peers and facilitators, and managing learning time and space.

Digital Literacy for Professionals

This course introduces students to the fundamental concepts and principles of learning and working in a digital environment. This course will cover the following elements: using devices and handling information, creating, and editing information, communicating, and collaborating, and being safe and responsible online. This course will also cover proper naming conventions and folder organization.

Microsoft Word

This course is a combination of virtual training, projects, and exams in Microsoft Word. Skills covered include formatting text for layout and appearance, formatting document parts, using styles, working with header/footer content, inserting and formatting tables, graphics, and pictures, and working with templates and themes.

Microsoft Excel

This course is a combination of virtual training, projects, and exams in Microsoft Excel. Skills covered include working with workbooks and worksheets, inputting data into worksheets, formatting cells, using functions and formulas, and creating and editing charts.

Microsoft PowerPoint

This course is a combination of virtual training, projects, and exams in Microsoft PowerPoint. Skills covered include the creation of attractive, professional-looking presentations, using and formatting animations, transitions, pictures, audio, video, charts, tables, and incorporating speaker notes and annotations into presentations.

Microsoft Outlook

This course is a combination of virtual training, assessments, and exams related to Microsoft Outlook. Skills covered include how to organize and manage communications, contacts, schedules, and tasks. Email and meetings are a major part of the professional world, learning how to compose, send, receive, store, and delete email messages, meetings, and appointments is crucial and covered in this module.

Introduction to Accounting with QuickBooks

This course introduces basic accounting concepts and procedures. This course addresses double-entry accounting, analysis of source information, classes of transactions, and the accounting cycle. Using these critical concepts, accounting skills are applied and integrated to record transactions using proper procedures and forms in both a manual and computerized accounting system, QuickBooks.

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Intermediate Accounting with Sage 50

This course continues the exploration of accounting procedures in payroll, petty cash, and bank reconciliations. Central to this course is the merchandising firm and its accounting cycle, appropriate valuation of inventory, and cost of goods sold calculations. This material will be applied in both a manual and computerized accounting system, Sage 50.

Advanced Accounting

In this course, more accounting concepts regarding assets and liabilities including accounting for bad debt, depreciation, long-term assets, and cash flow analysis are explored. Advanced topics such as recording the effects of partnership and corporate activity, and the analysis of financial statements for decision making are integrated into accounting practices.

Payroll Compliance Legislation

This course covers compliance responsibilities that affect organizations, comprehending relevant payroll related legislation, and effectively communicating this information to all stakeholders. Finding and applying the relevant information to a variety of scenarios for individual pay are integrated into the application of federal and provincial legislation to payroll including the Canada Pension Plan, Employment Insurance, Income Tax, Employment Standards Legislation, Workers' Compensation Acts, and Quebec specific legislation.

Payroll Fundamentals 1

This course assesses the methods for paying employees with regular and non-regular earnings. The calculation of allowances, benefits, and commissions, and determination of the impact of non-statutory deductions on employee pay are addressed. This course develops understanding of the role of the payroll department in hiring and terminating employees, including the completion of Service Canada's Record of Employment.

Payroll Fundamentals 2

This course focuses on the proper recording of payroll information and using payroll technology, Federal and Non-Statutory remittances and reconciliations, Quebec Tax processes, year-end procedures, and Provincial, Northwest Territories and Nunavut medical and tax premiums, remittances, reconciliations, and Workers Compensation round out the skills covered to complete the knowledge required for Payroll Designation by the National Payroll Institute (NPI).

Career Planning & Preparation - Level 1

Career Planning and Preparation Level 1 introduces tools for a successful job search. This course will help you maintain a career-focused approach throughout your academic program. You will learn basic career preparation skills such as how to research opportunities, network for industry contacts and how to use appropriate etiquette when communicating with prospective employers. You will identify your personal skills, values and preferences for the workplace, begin preparation of a professional résumé, and cover letter, and organize proof documents for your career portfolio. Asynchronous discussion board dialogues about various career – planning topics will round out this module. This course is a pre-requisite for Career Planning and Preparation Level 2.

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Career Planning & Preparation - Level 2

This course builds on the concepts and skills introduced in Career Planning and Preparation – Level 1. Topics covered include how to conduct an effective job search and identify various methods of applying for work. Important career tools are the focus with the creation of a personal list of “Top Employers” and current industry opportunities, as well as finalizing a professional résumé, career portfolio, and career correspondence. Interview skills explored and practiced include the identification of different types and forms of interviews, responding to typical questions, evaluating job offers, and negotiating terms of employment. Self-management topics are reviewed with a focus on strategies for long-term professional success.

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