Accounting and Payroll Administrator

PROGRAM OBJECTIVES

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

CERTIFICATION

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 National Payroll Institute (NPI). The certification is nationally recognized as the standard of excellence for payroll training.

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

Further, "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 to complete an 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 National Payroll Institute files, which is a requirement.

Link to the National Payroll Institute website; **http://www.payroll.ca/**

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.

PREREQUISITES

If a student does not have Grade 12 or equivalent, he/she must achieve a score of 14 on the Wonderlic Test.

GRADUATION REQUIREMENTS

A student must obtain an overall grade, in each module of at least 70% and must pass all National Payroll Institute modules and achieve passing marks in all exams in these courses (including Payroll Compliance, Payroll Fundamentals I and Payroll Fundamentals II) in order to graduate and receive a diploma. A student must complete all requirements of the Student Success Strategies, Career Planning and Preparation modules, the Field Placement requirements, as well as meeting the attendance requirements as outlined by the Department of Labour and Advanced Education throughout the duration of his/her program.

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Accounting and Payroll Administrator

PROGRAM OVERVIEW

Course	Hours
Student Success Strategies	20
Digital Literacy for Professionals	40
Software Lab: Word Processing	40
Software Lab: Spreadsheets	40
Software Lab: Presentations	40
Software Lab: Database Management	40
Finance	20
Internal Control	40
Bookkeeping Level I and II	80
Intermediate and Management Accounting	80
Computerized Accounting with Sage 50	80
Computerized Accounting with Sage 300	60
QuickBooks	40
Payroll Compliance Legislation*	80
Payroll Fundamentals I*	80
Payroll Fundamentals II*	80
Business Math	40
Writing for Comprehension	40
Image Development	20
Career Planning and Preparation Level I	20
Career Planning and Preparation Level II	20
Field Placement**	10 Weeks
TOTAL WEEKS (without breaks)	60
TOTAL WEEKS (with maximum*** scheduled breaks)	**66**

* Computer-based courses (see course descriptions on p. 4)

**Work terms/internships are scheduled for a minimum of 20 hours per week, but the total number of hours worked and the timing of hours scheduled are at the discretion of the employer/host to a maximum of 40 hours per week.

***Number of break weeks will depend on student start date.

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COURSE DESCRIPTIONS

Student Success Strategies *Instructor Led*

In this orientation module, emphasis is placed on thinking about achieving success from Day One. This module stresses the importance of developing non-technical skills to enhance personal, academic, and career success. This includes understanding learning styles and honing practical study skills, such as memory, reading, note-and test-taking techniques. Personal exercises will focus on teamwork, decision making and problem-solving skills, setting SMART goals and maintaining a positive attitude; techniques for managing change, stress and conflict will also be explored. Students will be evaluated through a variety of assignments, projects, presentations, quizzes and exams in addition to their participation throughout the course.

Digital Literacy for Professionals *Instructor Facilitated*

This course has four units that introduces you to the fundamental concepts and principles of learning and working in a digital environment. The first unit introduces you to using devices and handling information with topics on operating systems (Windows, MAC, and Linux), computer organization (folder management and naming conventions), cloud storage (including Microsoft OneDrive), types of web browsers including Google Chrome, Mozilla Firefox, and Apple Safari), and fundamental troubleshooting. In the second unit, you will become familiar with creating and editing information through learning about file formats (pdf, mp4, docx), productivity (including iWork and Microsoft Office Suite) and creativity (Adobe, Canva, iMovie) platforms, and basic introduction to Microsoft Word, Excel, and PowerPoint. The third unit on communicating and collaborating will introduce you to web conferencing applications (Slack, Zoom, Microsoft Teams), mail applications (including Microsoft Outlook and Gmail,), project management tools (Trello, Asana), and time management tools (including Todoist, Outlook Calendar, and iCal), and building rapport virtually. In the final unit, you will gain an understanding on netiquette, cybersecurity, and digital wellness. After completing this course, you will have enhanced digital literacy skills as a professional in the working and learning environment.

Software Lab: Word Processing *Instructor Facilitated*

This software lab module consists of online training and assessment in Microsoft Word and builds on the skills introduced in Computer Fundamentals. Students learn a comprehensive set of skills, with coverage including formatting text for layout and appearance, formatting document sections, using styles, working with header/footer content, inserting and formatting tables, graphics and pictures, working with templates and themes, using advanced editing features, and working with mailing tools.

Software Lab: Spreadsheets *Instructor Facilitated*

This software lab module consists of online training and assessment in Microsoft Excel. Students learn a comprehensive set of skills, with coverage including creating, formatting and printing worksheets, creating simple and advanced formulas, using mathematical, logical, statistical and financial functions, creating and modifying charts and using data tools. Students will be evaluated through a variety of assignments in addition to their participation throughout the course.

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Software Lab: Presentations   *Instructor Facilitated*

This software lab module consists of online training and assessment in Microsoft PowerPoint. Students learn a comprehensive set of skills centered on the creation of attractive, professional-looking presentations. Students learn how to effectively use and format animations, transitions, pictures, audio, video, charts and tables, as well incorporate speaker notes and annotations into their presentations. Students will be evaluated through a variety of assignments in addition to their participation throughout the course.

Software Lab: Database Management   *Instructor Facilitated*

This software lab module consists of online training and assessment in Microsoft Access. Students learn a comprehensive set of skills, including creating and modifying database tables, defining table relationships, sorting data, creating simple and advanced queries, and creating and formatting forms and reports. Students will be evaluated through a variety of assignments in addition to their participation throughout the course.

Finance   *Instructor Led*

This course will introduce students to financial decision making for students with no previous exposure to finance principles. Topics covered will enable students to master the language and concepts to succeed in an accounting or business environment with an emphasis on budgeting and obtaining business financing. Students will be evaluated through a variety of assignments, projects, quizzes and exams in addition to their participation throughout the course.

Internal Control   *Instructor Led*

In this course, students will consolidate and enhance their previous accounting training and apply it to real-world scenarios. The students will review and further develop understanding in GAAP and GAAS. Students will gain a better understanding of auditing, audit preparation, and the concept of audit trails. This will be accomplished through the detailed creation and filing of source documents. Students will complete source documents, input data, create financial statements, and electronically file all materials in the cloud environment using a state-of-the-art cloud-based training package. Students will be evaluated through a variety of assignments, projects, and exams in addition to their participation throughout the course.

Bookkeeping Level I and II   *Instructor Led*

This course will introduce the analysis and recording of business transactions using the rules of double-entry accounting. Adjusting journal entries are recorded and basic financial statements are prepared. Preparation and posting of journal entries for a business are examined, coupled with preparation of cost of goods sold, cash and trade discounts, closing entries, and the use of special journals and subsidiary ledgers. Students will learn fundamental accounting principles, understand the classification of assets, liabilities, equities, utilize the double-entry system and a general ledger chart of accounts, post entries to those accounts, and prepare trial balances along with the appropriate financial statements. The complete accounting cycle is examined through closing entries, worksheets, and the post-closing trial balance. Students will be evaluated through a variety of assignments, projects, and exams in addition to their participation throughout the course.

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Intermediate and Management Accounting *Instructor Led*

This course will introduce students to financial decision making for students with no previous exposure to finance principles. Topics covered will enable students to master the language and concepts to succeed in an accounting or business environment with an emphasis on budgeting and obtaining business financing. Students will be evaluated through a variety of assignments, projects, and exams in addition to their participation throughout the course.

Computerized Accounting with Sage 50 *Instructor Led*

Accounting procedures in a small business style computerized environment are examined using the general, payables, receivables, payroll, inventory, and project modules of Sage 50. Students practice complete setup procedures including general ledger, accounts receivable, accounts payable, payroll, inventory and job cost setup, and record a wide variety of business transactions using Sage 50. Period end procedures, financial statement design, graphing and reports, and multi-currency situations are also explored. Students will be evaluated through a variety of assignments, projects, and exams in addition to their participation throughout the course.

Computerized Accounting with Sage 300 *Instructor Led*

In this course, students will learn to set up banking and taxes service modules in Sage 300. Students will also learn to set up vendor and customer records and process transactions in the accounts payable and accounts receivable modules of Sage 300. Students will be evaluated through a variety of assignments, projects, quizzes and exams in addition to their participation throughout the course.

QuickBooks *Instructor Led*

This course will introduce the accounting cycle in QuickBooks and further the student's knowledge of accounting procedures in payroll, collections, payables, cash management, and bank reconciliations. Topics covered include inventory management and adjustment procedures with an overall emphasis on accurate documentation and procedures in QuickBooks. Students will be evaluated through a variety of assignments, projects, quizzes and exams in addition to their participation throughout the course.

Payroll Compliance Legislation *Online Facilitated*

Students who complete this module will understand compliance responsibilities that affect organizations, be able to comprehend 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. Specific skills include: describing payroll's objectives and stakeholders; identifying an employee relationship; applying federal and provincial legislation to payroll including: Canada Pension Plan, Employment Insurance, Income Tax, Employment Standards Legislation, Workers' Compensation Acts, and Quebec-specific legislation; and communicating payroll compliance requirements to various stakeholders. *This course requires computer-based learning through the National Payroll Institute's (NPI) online portal. An Eastern College facilitator provides guidance throughout these courses. To satisfy the NPI education requirements students must attain a minimum of 65% overall, and least 65% on the final exam in the course.* Students will be evaluated through a variety of assignments and exams in addition to their participation throughout the course.

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Payroll Fundamentals I *Online Facilitated*

Students who complete this module 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. Specific skills include: calculating regular individual net pay including allowances, expenses and benefits; calculating non-regular individual net pay including bonus and vacation payments; calculating termination payments; calculating commission payments; completing a Record of Employment; and communicating all aspects of individual pay requirements to various stakeholders. *This course requires computer-based learning through the National Payroll Institute's (NPI) online portal. An Eastern College facilitator provides guidance throughout these courses. To satisfy the NPI education requirements students must attain a minimum of 65% overall, and least 65% on the final exam in the course.* Students will be evaluated through a variety of assignments and exams in addition to their participation throughout the course.

Payroll Fundamentals II *Online Facilitated*

Students who complete this module will be able to calculate and report government and third-party remittances, year-end requirements and accounting for payroll at the compliance level for the organization. Students will be able to effectively communicate these organizational processes and requirements to internal and external stakeholders. Specific skills include: calculating organizational remittances to federal, provincial and third party stakeholders; preparing and accounting documentation for payroll; completing federal year end documentation; completing year end documentation for the province of Quebec; and communicating all aspects of organizational remittance, accounting and year end requirements to various stakeholders. *This course requires computer-based learning through the National Payroll Institute's (NPI) online portal. An Eastern College facilitator provides guidance throughout these courses. To satisfy the NPI education requirements students must attain a minimum of 65% overall, and least 65% on the final exam in the course.* Students will be evaluated through a variety of assignments and exams in addition to their participation throughout the course.

Business Math *Instructor Led*

Through lectures, demonstrations, textbook exercises, and MathXL, classroom labs, this course teaches students the skills and knowledge necessary to apply basic business math (whole numbers, fractions, decimals, and percentages) when working with percentage formulas, graphs and statistics that are present in everyday business transactions. Students will be evaluated through a variety of assignments and exams in addition to their participation throughout the course.

Writing for Comprehension *Instructor Led*

This will include writing letters, memos, emails, and social media posts. The goal of this course is to demonstrate how it is necessary to be clear, concise, and complete in our writing to ensure to get our messages across. Gone are the days of long-winded verbiage and excessively professional, legal-like tones. It is important that we focus on the details needed and the words we use to be simple but still remaining business based. There will be a section involving social media and it's usage within the business environment. Students will be evaluated through a variety of assignments, projects, quizzes and exams in

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addition to their participation throughout the course.

Image Development   *Instructor Led*

This module teaches the student how to develop and manage a professional image. Topics include: appearance-visual and verbal, interpersonal interaction, business etiquette, and networking skills. At the end of the module, students will have an appreciation and understanding of the importance of a professional image in the business environment. Students will be evaluated through a variety of assignments in addition to their participation throughout the course.

Career Planning and Preparation Level I   *Instructor Led*

This module introduces tools for planning and preparing for a successful job search, so that students can maintain a career-focused approach throughout their education program. Students will learn about the "Hidden" Job Market and ways to access it in their upcoming job search, how to research opportunities and network for industry contacts, and use appropriate etiquette when communicating with prospective employers. Students will identify their personal skills, values and preferences for the workplace, begin preparation of a professional resume and references, and organize proof documents for their career portfolio. Class discussions on various self-management topics introduced in Student Success Strategies will round out this module, which is a pre-requisite for Career Planning and Preparation - Level II.

An introduction to Occupational Health and Safety will also be discussed, specifically the definition of occupational health and safety; an individual's safety rights; responsibilities under Nova Scotia law; hazard identification and control; WHMIS, First Aid and fire safety requirements. Students will be evaluated through a variety of assignments, projects, and quizzes in addition to their participation throughout the course.

Career Planning and Preparation Level II   *Instructor Led*

This module continues to build on the concepts and skills introduced in Career Planning and Preparation - Level I. Students will learn how to conduct an effective job search and identify various methods of applying for work with today's technology. Students will create a personal list of "Top Employers" and target current industry opportunities, while finalizing their professional resume, portfolio and career correspondence. Students will learn to identify the different types and forms of interviews, practice responding to typical questions, and practice follow-up, evaluation and negotiation techniques they can use to ensure success. Self-management topics from Career Planning and Preparation - Level I will be reviewed, with a focus towards on-the-job success in both learner placements and post-graduate employment. Students will be evaluated through a variety of assignments, projects, and quizzes in addition to their participation throughout the course.

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