

Accounting and Payroll- Online Full-Time

This full-time program is 20 hours per week. Students are expected to engage in 2 courses a week for a minimum of 10 hours per course.

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. A passing score for this program is 15.

TECHNICAL REQUIREMENTS

Students require a Windows OS (PC) based computer and high-speed broadband internet connection. It is the responsibility of students to ensure they have access to a reliable internet connection and functioning PC: a lack of internet connection or PC will not be considered an acceptable reason for non-completion of course work.

PC minimum requirements:

- Windows 8 or newer (Windows 10 preferred)
- 1.6 gigahertz (GHz) or faster 2-core, 4GB RAM, 4GB free HD
- Various web browsers may be required to participate in coursework, i.e. Firefox, Chrome, Edge. Internet Explorer is not recommended.

If you have an Apple (Mac):

- Compatible operating systems include OS X
- Web browsers supported include Firefox, Chrome or Safari

Your computer must be equipped to view multimedia presentations (video and audio) with

Accounting and Payroll- Online Full-Time

This full-time program is 20 hours per week. Students are expected to engage in 2 courses a week for a minimum of 10 hours per course.

speakers/headphones and a webcam and microphone (either integrated or USB) to participate using web conferencing software like Microsoft Teams or Adobe Connect.

While mobile devices may allow some participation in an online course, functionality may be limited, and they are not guaranteed to meet all your coursework needs. We recommend students do not attempt assignments or quizzes when using a mobile device, such as a smartphone or tablet, due to compatibility issues.

As an active registered Eastern College student, you will receive licensed access to Microsoft Office 365 at no additional cost. Individual courses may have additional software requirements such as programs for playing audio or video, or a specific software application such as Excel. In some courses, it may be necessary to install specific software used in the course on your computer.

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

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.

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 70% 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 |
| Computer Fundamentals | 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 I | 20 |
| Career Planning & Preparation - Level II | 20 |
| TOTAL WEEKS | 33 |

Accounting and Payroll – Online Full-Time

This full-time program is 20 hours per week. Students are expected to engage in 2 courses a week for a minimum of 10 hours per course.

COURSE DESCRIPTIONS

Student Success Strategies

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.

Computer Fundamentals

Through a combination of virtual training and critical thinking, this course examines the role and use of technology in today's workplace. Emphasis is placed on those computers outfitted with the Microsoft Windows 10 operating system. Students will review basic computer components, Windows usage, file management, common applications, navigating and searching the web, and staying protected and safe while using a computer. Students will also start to hone their keyboarding skills through drills and timed exercises.

Microsoft Word

In this course, students learn a comprehensive set of skills in Microsoft Word, including formatting text for layout and appearance, formatting document sections, and using styles. They also learn how to create and edit header/footer content, insert and format tables, graphics and pictures, and work with templates and themes. The course consists of a combination of virtual training using simulations, as well as projects and exams using the desktop software.

Microsoft Excel

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 pivot tables, and using data tools. Students will be evaluated through a variety of assignments, projects, quizzes and exams in addition to their participation throughout the course.

Microsoft PowerPoint

This software lab module consists of online training and assessment in Microsoft PowerPoint. Students learn a comprehensive set of skills centered around 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.

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.

Accounting and Payroll – Online Full-Time

This full-time program is 20 hours per week. Students are expected to engage in 2 courses a week for a minimum of 10 hours per course.

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 understanding of e-mail software. Students are expected to meet proficiency needs.

Introduction to Accounting (with QuickBooks)

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 to support small business activities. In addition, students will perform General Ledger, Accounts Payable, Accounts Receivable and Payroll transactions.

Intermediate Accounting (with Sage 50)

This course 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, appropriate valuation of inventory and cost of goods sold calculations. This material will be presented both manually - working on paper - and using the computerized accounting system of Sage 50.

Advanced Accounting

In this course, students will build on principles learned in the intermediate accounting course. Students will learn how to manage the accounts and flow of cash in a small business and will be introduced to accounting in corporations. As well, students learn inventory costing, how to manage the Cost of Goods Sold (COGS), accounting for liabilities, receivables, adjustments, analyzing Cash flows, financial statement analysis, temporary and long-term investments and bonds. An overview of up and coming IFRS changes will be provided.

Payroll Compliance Legislation

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.

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.

Accounting and Payroll – Online Full-Time

This full-time program is 20 hours per week. Students are expected to engage in 2 courses a week for a minimum of 10 hours per course.

Payroll Fundamentals 1

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.

Payroll Fundamentals 2

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.

Career Planning & Preparation - Level I

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.

Career Planning & Preparation - Level II

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.

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.