



44 Weeks/880 Hours
Course details



ACCOUNTING & PAYROLL ADMINISTRATOR



STUDENT SUPPORT COMMUNITY



Employment opportunities and salary

- ✓ Accounts Receivable
- ✓ Accounting Clerk
- ✓ Billing Clerk
- ✓ Pay and benefit administrator
- ✓ Pay Adviser
- ✓ Payroll Supervisor
- ✓ Benefits officer
- ✓ Payroll administrator

\$24.43/hour

Avg. Base Hourly Rate (CAD)

Source: jobbank.gc.ca And payscale.com

\$47,638

Avg. Base Salary (CAD)

NOC codes:

- Accounting and Related Clerks: 1431
- Bookkeepers: 1231
- Payroll Clerk: 1432
- Administrator: 1441

BUSINESS FACULTY

- ✓ Accounting assisting
- ✓ Pay roll compliance officer
- ✓ Bookkeeper
- ✓ Payroll clerk



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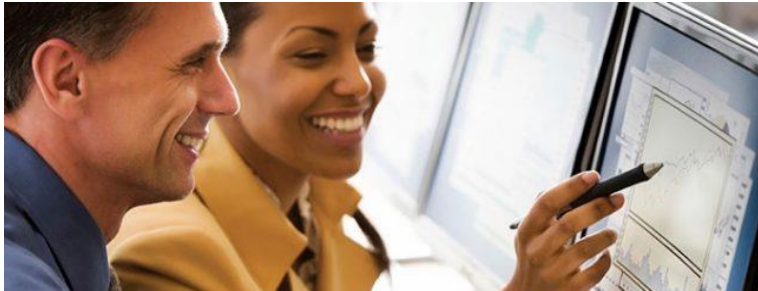


ACCOUNTING & PAYROLL ADMINISTRATOR



Program Summary

The Accounting and Payroll Administration Diploma program provides students with hands-on training in accounting and payroll as well as implementation and operation of computerized accounting systems. The students will learn Bookkeeping and Accounting, Quick Books, Simply Accounting, ACCPAC, Financial Analysis & Control, Payroll Levels 1 and 2 and MS Office. Upon completion of this program, you will have the necessary skills to keep a set of books, both manually and on a computerized system.



Learning Focus

- Essential skills
- Microsoft windows
- MS Excel Level 1-2
- MS Power Point
- MS Access
- MS Outlook & Email
- Communication Essentials
- Business Communications
- Employment Achievement Strategies
- Accounting & Bookkeeping
- Simply Accounting
- Quick Books
- ACCPAC
- Payroll Level – I
- Payroll Level – II
- Financial Analysis and Control



EduCanada



COMPUTEK COLLEGE

What do accountant payroll administrator do?

A payroll administrator is the person who is responsible for ensuring that all employees within an organization are paid in an accurate and timely fashion. A payroll administrator will generally work with other office personnel, as well as accounting and human resources personnel.

A payroll administrator will have a variety of duties as associated with their job position, which can vary depending on the type and size of their organization. Some typical duties will include processing employee paychecks, preparing and distributing employee paychecks, filing tax deduction reports, filing voluntary deduction reports, updating company payroll procedures, recording company payroll procedures, performing various accounting tasks as required, and seeking and attaining knowledge of accounting and tax reporting laws.

	Hours
Essential Skills In this module, the students will explore the Essential Skills that people require for work, learning and life, which provide the foundation for learning various other skills.	25
Microsoft Windows In this module, the students will explore the basic system operating functions of Microsoft Windows, which include managing the desktop, files and folders, running applications, system settings and tools.	50
Microsoft Word The students will learn to compose and format formal business letters, reports, tables and other business forms. They will enter and edit text in documents and tables, change page layouts, and format using tabs and font styles to produce professional looking documents. Discover how to save and retrieve documents, activate spell-checking tools, use the mouse to activate the Tabs and create and edit documents.	50
Microsoft Excel - 1 & 2 The module focuses on how to input and organize data; format and print worksheets and charts; as well as how to edit, move and copy text, formulas and files. In addition to creating formulas, graphs and pie charts, work with multiple worksheets, use advanced formatting techniques to track and analyze business operations and produce presentations and financial reports.	100
Employment Achievement Strategies This module focuses on providing students with effective job search strategies, cover letter and strategic resume writing, effective interviewing skills and interview preparation to ensure their success in the career search process.	25
Microsoft Access This program of Microsoft office suite , will teach students how two use MS Access to manage business data . Students will learn how to enter and edit data using tables and forms they have created, how to query ,sort and create reports using wizards .	50
Microsoft PowerPoint In this module the focus lies on how to create dynamic business presentations and slide shows. Students are taught how to create and modify presentations using edit text, add color, change fonts, layouts and background styles.	25
Microsoft Outlook & Email Students can expect to cover such information as email composing, formatting as well as inserting attachments. As well, more advanced email manipulation topics and customization are addressed, such as filtering mail, creating folders, templates and rule wizard applications.	25
Communication Essentials Upon completion of this course, students will understand the major concepts from communication theory, be able to recognize these concepts in their own experience and be able to build on their own personal communication style	25

ACCOUNTING & PAYROLL ADMINISTRATOR



Business Communication

This course will help the student develop the skills necessary to function in writing and communication in the modern business setting. There will be a review of grammar, sentence structure, and punctuation as they apply to business communication.

Hours

50

Microsoft Office Suite

Will teach students how to use MS Access to manage business data. Students will learn how to enter and edit data using tables and forms they have created, how to query, sort and create reports using Wizards.

50

Financial Analysis & Control

Emphasis is placed on the analysis of business trends using ratios, percentages and budgets to ensure improved decision making and efficiency.

50

QuickBooks

Students learn how to set up new data files, vendors and customers lists, process A/P and A/R transactions, and create reports and graphs in QuickBooks to support small business activities.

75

Simply Accounting

In this course students will be comfortable with computerized accounting principles as well as the installation, configuring and use of Simply Accounting.

75

Bookkeeping & Accounting

This module introduces the students to the basics of bookkeeping and the fundamentals of accounting. At the conclusion of this module, students will be able to understand the usefulness and importance of accounting procedures as business-owners, managers, or office-workers.

75

ACCPAC (G/L, A/P, A/R)

In this course students learn to set up and interact with the general ledger, accounts payable and accounts receivable ledgers using ACCPAC software.

75

Payroll - Level 1

This module will introduce the student to set-up options of Payroll and how they can be customized to fit the business requirements. Students will gain knowledge of the payroll ledger and reports, customized settings, payroll linked accounts, how to create employee records.

50

Payroll - Level 2

This module will build on the knowledge and skills gained in Payroll - Level 1. Students will learn the correct procedures for payroll processing.

50

Contact us

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