

Accounting & Payroll (Online)

The **Accounting & Payroll (Online) diploma program at triOS is 33 weeks.** Accounting and payroll professionals are responsible for the day-to-day operations of a business, collaborating with payroll, human resources, budgets, finance, and other departments.

At triOS, the Accounting and Payroll Online diploma program provides students with the required skills they need in advanced accounting, payroll fundamentals, and more, qualifying them for a range of career options in the sector. Graduates of this program will be trained on the most up-to-date software applications, free Microsoft Office Professional Suite and be eligible for several additional certifications.

Program Benefits

- ✓ Eligibility to Pursue the Payroll Compliance Practitioner (PCP) Designation
- ✓ Job Placement Assistance
- ✓ Microsoft Office Professional Suite
- ✓ National Payroll Institute Membership



Here's a look at some of the courses included in this program:

Microsoft Applications

Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Business Communication

Accounting & Applications

Introduction to Accounting (using Sage 50),
Intermediate Accounting (using QuickBooks),
Advanced Accounting

Payroll - NPI Online

Payroll Compliance Legislation,
Payroll Fundamentals I & II



Employment and Wage Outlook for Careers in this field:



Employment Rate based on 2021 contactable triOS graduates employed in a related field within 12 months.

Source: workingincanada.gc.ca

NOC Code: 1432 - **Wage data is rounded down to the nearest dollar. Average wage doesn't reflect the starting salary but represents the middle value between lowest to highest wages. Local (or regional) income may vary. Last updated in Jan 2024.



Employers Who Have Hired triOS Grads

BOMBARDIER



Some Other Employers Are:

- Payroll Solutions International
- Rogers Media
- Sunlife Financial
- Robert Half International
- Payworks Canada

"Thank you triOS college for giving me the education and tools I needed to get my dream career. I had a job 5 days out of school, and it feels amazing to be one of the lucky ones to have my dream job. Thank you triOS!"

Rachel R.,
triOS College Accounting & Payroll Graduate

Accounting & Payroll Online

NOC Code: 1432

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.

Diploma Program Length:

33 Weeks

Student Success Strategies
Digital Literacy for Professionals
Career Planning & Preparation - Level 1

3 Weeks

Introduction to Accounting with QuickBooks
Intermediate Accounting with Sage 50
Advanced Accounting

12 Weeks

Microsoft Word
Microsoft Excel
Microsoft Outlook
Microsoft PowerPoint

5 Weeks

Payroll Compliance Legislation
Payroll Fundamentals I & II

12 Weeks

Keyboarding – continuous learning throughout program

Career Planning & Preparation - Level 2

1 Week

Program Highlights Include:

- Associate Membership in the National Payroll Institute (NPI)
- Microsoft Office Professional Suite
- Registered and approved diploma
- Career services
- Job search assistance
- Alumni program benefits



Admission Requirements:

1. Student has an Ontario Secondary School Diploma or equivalent, OR
Is 18 years of age or older on or before the program begins AND can pass a qualifying test that has been approved by the Superintendent. *
2. The approved qualifying test for this program is the Wonderlic test. A passing score for this program is 15.

*Applicants from other Canadian provinces must be at least 19 years of age and a minimum of 1 year out of high school by the program start date and successfully pass an academic achievement test.

International Students: Please contact us for more detail regarding admissions requirements.

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 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 triOS 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.

Accreditation Policy:

Like all post-secondary institutions in Ontario, triOS College reserves the right to accept or deny advanced standing into its programs.

Note:

In order to continuously improve our programs, triOS College reserves the right to modify programs at any time. Program delivery order may vary depending on the program start date. This diploma program may not be available at all campuses. The program may have additional reading weeks, depending on the start date.

You can find our Key Performance Indicators (graduation rate, employment rate, etc.) at www.triOS.com/kpi.

These are statistics from 2018.



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.

Career Planning & Preparation – Level 1

Career Planning and Preparation Level 1 introduces tools for a successful job search. The course will help students maintain a career-focused approach throughout their academic program. Students will learn basic career preparation skills, such as how to research opportunities, 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 cover letter, and organize proof documents for their career portfolio. Asynchronous class discussion on the discussion board on various career-planning topics will round out this module. This course is a pre-requisite for Career Planning and Preparation Level 2.

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 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..

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.

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.

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 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 resume, career portfolio, and career correspondence. Interview skills explored and practiced are 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.