



ACCOUNTING & OFFICE ADMINISTRATION DIPLOMA/PAYROLL

The Program in Brief

This course will introduce students to the fundamental elements of business accounting, project management, and human resource management, providing the student with the knowledge and skills required to excel in a real-world administrative environment. In addition, through the course, students will develop practical skills in the use of essential business applications, like Microsoft Office, Microsoft Project, & ACCPAC, acquiring a high level proficiency that will make them a valued member of any organization.

The Type of Program Participant Who Would Benefit Most:

Anyone interested in pursuing a key administrative support role with aspirations of eventually moving into a managerial position in a small to medium sized organization would be well served by this course. New immigrants with accounting experience and professionals going through career development training.

Prerequisites

Ability to work with numbers and some previous exposure to computers and operating systems like Windows would be ideal.

Key Topics

- Accounting Fundamentals
- GAAP
- Financial Statement Analysis & Preparation
- Project Management
- Human Resources
- Computerized Accounting Applications
- Computerized Business Applications
- Payroll Compliance
- Payroll Fundamentals I & II

Other Key Program Elements

Participants can expect to be continuously challenged by way of demanding assignments and projects aimed at helping them build high level skills. Some labs/assignments/projects to be expected include:

- Troubled Business Accounting Project
- Talent Recruitment & Personnel Assessment Simulation
- Local Small Business Consulting Project

Other Programs/Certifications participants will be in a position to successfully participate in/pursue upon completing this program:

- Small Business Development Program
- MOS Certification
- CPA Payroll Compliance Practitioner Certification

Factors worth Noting

- The program is **instructor led**
- The program is available on **full and part-time bases**
- The program lasts **34 weeks**

Apply now!
Call: 905-874-3311