



Accounting and Payroll Administration PROGRAM OUTLINE

PROGRAM DETAILS

The **Accounting and Payroll Administration Diploma** at A1 Global College is structured to provide students with practical and theoretical training in accounting procedures, Payroll systems, and Office administration—making graduates career-ready in today's competitive business landscape. This industry-driven program builds a solid foundation in **Accounting, Payroll, tax filing, and business software** such as QuickBooks, Sage 50, and Sage 300 (ERP ACCPAC). It is ideal for individuals aiming for roles in finance, human resources, and payroll management across various sectors. **Students gain hands-on experience** with real-world tools and scenarios, preparing them for effective day-to-day financial operations in both small and large organizations.

ADMISSION REQUIREMENTS

- Grade 12 Diploma or equivalent GED
- Minimum 18 years and older
- English Language Proficiency

Note: For the most accurate and up-to-date admission requirements, we recommend contacting our campus directly or visiting our website. Meeting minimum requirements does not guarantee admission, as program seats may be limited.

EMPLOYMENT PROFILE

Graduates of the Accounting and Payroll Administration program play a critical role in maintaining the financial health and operational accuracy of a business. Job roles vary depending on experience and specialization, but typically include a blend of **Accounting, Data entry, Payroll processing, and Compliance** responsibilities.

Key responsibilities include maintaining financial records, managing payroll (benefits, deductions, remittances), and ensuring compliance. The role also involves handling invoices, expense reports, and reconciliations. Proficiency in QuickBooks, Sage 50, and Sage 300 ERP is essential, along with clear communication with HR and finance teams.

CAREER OPPORTUNITIES

Graduates are qualified for a range of entry-level to mid-level positions in accounting and payroll, such as:

- **Payroll Administrator**
- **Accounts Payable/Receivable Clerk**
- **Bookkeeper**
- **Financial Assistant**
- **HR and Payroll Coordinator**
- **Office Accounting Administrator**

\$41K-89K	Annual Salary
\$20/hr - \$43/hr	Hourly Rate

**According to jobbank.gc.ca (NOC 13102)*

PROGRAM DURATION

Total program hours	720 Hours
Total program length	36 Weeks

PROGRAM OUTLINE

The **Accounting and Payroll Administration Program** at A1 Global College provides in-depth training in financial processes and payroll systems essential to running a successful business.

Here are the program's core focus areas:

- Accounting Principles & Book keeping
- Payroll Compliance
- Financial Reporting
- QuickBooks, Sage 50, Sage 300 ERP
- Accounts Payable/ Receivable
- Canadian Taxation & CRA
- Communication & Ethics

Gain valuable experience through **hands-on training and real-world accounting tools**, in the Accounting and Payroll Administration Program at A1 Global College, preparing you for success in a variety of industries with confidence.



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PROGRAM SUMMARY

This table will display a summary of total Instructional hours, delivery format and percentage weight for every type of learning entered in the List of Subjects. The Ministry, Career College and any subject or education assessors may refer to this section for a general understanding of the components of the program.

Type of Learning	Total Instruction Hours	Delivery Format	% Weight
Theory	295.00	Online	40.97
Practical	425.00	Online	59.03
Total Program Hours	720.00		100

List of subjects with the time allocation for each

#	Subject	Instruction Hours	Delivery Format
1	Microsoft Office (PowerPoint, word, excel)	50.00	Online
2	Business Writing	15.00	Online
3	Accounting Fundamental	120.00	Online
4	Financial Accounting	40.00	Online
5	Computerized Accounting, Sage 50, Simply Accounting	60.00	Online
6	Computerized Accounting Quick Books	60.00	Online

7	Computerized Accounting Sage 300, ERP, ACCPAC	55.00	Online
8	Payroll Compliance Legislation	80.00	Online
9	Payroll Fundamental 1	80.00	Online
10	Payroll Fundamental 2	80.00	Online
11	Income Tax Fundamental	40.00	Online
12	Human Resources	40.00	Online
	Total Hours	720.00	

**The course content may be changed as per Industry standards*

Please Note:

- The courses listed above may not be presented in the order that they appear in this outline.
- Textbooks and supplies necessary for the program, including all required certifications, are included in the fee structure.
- A segment of the program may utilize online and/ or computer-assisted learning courses or a combination of various learning methods, including instructor moderation and online-delivery, to enhance the learning experience.
- To support continuous program development and updates, the College reserves the right to make amendments or modifications are needed. These revisions may include adjustments to content, updates to the curriculum, changes in course titles, materials, schedules, distribution of course content, sequencing of course delivery, instructor or course substitutions, and updates to technology software, or equipment. Any changes made are effective upon implementation.