



HERITAGE COMMUNITY COLLEGE
VESTRI POSTERUS SATUS HIC

Program Outline

Diploma- Accounting and Payroll Administrator

Brief Program Description	Accounting and Payroll Administration program gives the students hands-on Accounting Training that employers demand. The program will teach you to excel in computerized accounting programs such as Sage 50, Simply Accounting and other industry standard software. Students will also learn the accounting fundamentals they need to fully understand the bookkeeping process.
NOC Code	(1431 – Accounting and related clerks)
Career Opportunities	<p>Upon completion of the program, graduates can work as accounting administrators or below occupations list:</p> <ul style="list-style-type: none"> • accounting bookkeeper • bookkeeper • bookkeeping clerk • budget officer • finance officer • financial officer • senior bookkeeper
Admission Requirements	<p>Prior to acceptance applicants must meet at least one of the following language proficiency requirements:</p> <ul style="list-style-type: none"> ❖ Proof of grade 12 or equivalent. ❖ 19 years of age or older (all applicants) ❖ Evidence of Language Proficiency Requirements (evidence of one of the following): <ul style="list-style-type: none"> • Evidence that 3 years of full-time secondary education (Grades 8-12) have been successfully completed in the English language in a country where English is one of the principal languages. This may include successful completion of a BC Adult Graduation program. Applicants must produce transcripts as evidence of completion of



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grade 12 English with minimum of a “C” grade **OR**

- Completion of 2 years of full-time post-secondary education at an accredited institution where English is the language of instruction. (Applicable to a country where English is one of the principal languages.) **OR**
- Provide verified results for one of the English language proficiency tests listed below.
Test results must be dated no more than two years before the start date of the program.
 - International English Language Testing System (IELTS) Academic: overall score of 5.5 or higher.
 - Canadian Academic English Language (CAEL) Test: overall score of 40 or higher
 - Duolingo English Test: overall score of 95 or higher
 - Test of English as a Foreign Language (TOEFL) IBT: overall score of 46 higher
 - Canadian English Language Proficiency Index Program (CELPPI): Listening 6, Speaking 6, Reading 5, and Writing 5.
 - Pearson Test of English (PTE) Academic: overall score of 43 or higher
 - Canadian Language Benchmark Placement Test CLB PT: Listening 6, Speaking 6, Reading 5, and Writing 5.

Required Textbooks List of textbooks are mentioned in each course outline

Equipment required for this Program

- White board,
- overhead projector,
- lecture notes,
- computers,
- chairs, desks,
- garbage bins,
- A4 folder
- Notepads



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- Pencils
- Pens
- Highlighters
- Other office products and equipment

Program Duration *700 hrs*
 8 months
 35 wks

Homework Hours 2-3 hrs. This is only an approximate figure and is dependent upon how much time the student can dedicate to the studies and how well he/she grasps the learning concepts in the course material.

Delivery Methods *Indicate how the program is delivered.*
☒ *On-site delivery.*
☒ *Distance delivery.*
☐ *Combined delivery (on-site and distance.)*

Instructional Methods	<i>Method of Delivery (reflect all methods used)</i>	<i>Contact Hours</i>
	<i>Classroom (Instructor Led)</i>	560 hrs
	<i>Computer Based Training</i>	
	<i>Distance Education</i>	
	<i>Supervised Lab</i>	
	<i>Work experience</i>	140 hrs



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Learning Objectives/Outcomes	<p>The Accounting & Payroll Administrator program prepares graduates for positions working in accounting and/or payroll departments, or as chief administrators for small businesses.</p> <p>Students will have an understanding of administrative procedures, fundamentals of accounting and corporate finance, bookkeeping and payroll procedures. This program prepares students to challenge the Canadian Payroll Association certification to attain your Payroll Compliance Practitioner Certification Student.</p>
Student Progress/ Assessment Methods	<p>Students will be assessed through written tests, computer-based tasks and assignments. After each lesson there will be a question paper, which needs to be completed and submitted to the tutor for marking. This method of continual assessment ensures that your tutor can consistently monitor your progress and provide you with assistance throughout the duration of the course.</p> <p>Students will be required to complete 140 hrs of work experience. To qualify for work experience, students are required to maintain a minimum C grade average or higher and a minimum attendance of 85%.</p>
Attendance Expectations	<p>85% of classes must be attended to achieve competency for this qualification</p>
Graduation Requirements	<p>Minimum C grade average is required for graduation</p>

Program Organization

List the subjects/courses in this program and the instructional hours allotted to each in order to show a scope and sequence of subject matter sufficient to achieve the learning outcomes for the program.

Name of Course/Subject	# of Hours
COMP101.Introduction to Computers	20
COMP 102. Introduction to WORD processing	40
DAP 101. Financial Accounting	50
DAP 104. Computerized Accounting with Simply	50
DAP 105. Computerized Accounting with QuickBooks	50
DAP 106 Modern Office technologies	50
DAP 110. Payroll Compliance	50
DAP 108 Income Tax Fundamentals	50
DAP 107 Human Resource Management	50
DAP 111. Career Employment & Strategies	50
DIB 112. Business Communication	50



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DIB 115. Customer Service	50
Work Experience	140
Total	700

