



**ACCOUNTING & PAYROLL
ADMINISTRATION**
40 WEEKS | 890 HOURS

START A NEW FINANCIAL CAREER IN ONLY 40 WEEKS



PROGRAM OUTLINE

All our classes are taught by dedicated professionals with years of practical, real-world experience in their fields, from accounting to payroll administration to computer science. As a student, you will learn from experts and develop the skills employers are looking for. Some of the courses covered include:

- Microsoft Office Suite
- Business Communication
- Human Resources
- Accounting Fundamentals
- Financial Accounting I
- Financial Accounting II
- Payroll Procedures - Employees Perspective
- Payroll Procedures - Employers Perspective
- Canadian Payroll Regulations
- Taxation
- QuickBooks Desktop 2018 & QuickBooks Online
- Sage 50cloud
- Employment Strategies

WHAT YOU'LL LEARN

Graduates of Heritage College's Accounting and Payroll Administration program gain the real-world accounting and finance knowledge needed to handle the daily challenges of an accounting professional. Over this course, you will:

- Master industry-standard accounting software, including QuickBooks and Sage 50cloud
- Prepare yourself for Payroll Compliance Practitioner certification with our Canadian Payroll Association-accredited program
- Study human resources, payroll regulations, taxation and accounting to prepare yourself for various roles within today's dynamic businesses
- Explore various business roles, including bookkeeping, financial analysis, personal accounting, and auditing



PROGRAM DURATION

CLASSES	790 HOURS	37 WEEKS
PRACTICUM	100 HOURS	3 WEEKS
TOTAL	890 HOURS	40 WEEKS

COURSE DELIVERY

Our certified Accounting & Payroll Administration program has two delivery methods:

- **In-Class:** Either two days a week (weekend option) or five days a week (evening option) at Heritage College's Calgary campus.
- **Online:** Lectures and theory delivered online, with online assessment; with occasional labs and exams in-class at our Calgary campus.

The Accounting & Payroll Administration program combines lectures, visual aides, hands-on learning, projects, exams and group discussions into an holistic, accessible learning experience.

CAREER PATHS

Companies are always on the look-out for junior accountants, bookkeepers, financial analysts, and auditors. Students who graduate from this program can find employment in countless industries, as companies of all sizes, from small businesses to enterprises, require an accounting professional.

Our graduates can acquire additional certifications and progress from entry-level positions to management roles within the public, private or non-profit sectors.



AVERAGE ALBERTA WAGE
\$29/HR



34%
OF EMPLOYERS HIRED



JOB DEMAND
LOWER

Based on career information from alis.ca

ADMISSION REQUIREMENTS

All students must be 18-year-old or older, pass a criminal records check, possess basic computer skills, and meet one of the following:

Either:

- An Alberta high school diploma, a G.E.D., or the equivalent

Or:

- Pass a Wonderlic Test with a score of at least 16, demonstrating their English and math skills, AND
- Demonstrate English Language Proficiency through one of the following:
 - CLB level 6 minimum
 - A score of 4.5 on the International English Language Test (IELTS)
 - A score of at least 32 on the Test of English Language Fluency (TOEFL)

FINANCIAL ASSISTANCE

Paying for your education doesn't have to be difficult. Heritage College is here to help you make this crucial investment and help you find your dream job. Here are some of the ways we can help you:

1. **Student Loans:** Heritage College's certificate and diploma programs are accredited by the Government of Alberta, and eligible for Alberta Student Aid funding. Our admissions team is happy to work with you to help you apply for government funding.
2. **Interest-Free Financing:** Students can finance their education over the duration of their program with our 100% INTEREST FREE student financing. Talk to our admissions team to see if this option is right for you.
3. **Student Line of Credit:** Heritage College can help you apply to your bank or credit union for a Student Line of Credit. Contact our admissions team to find out how we can help you with this option.



THE HERITAGE

CAREER COLLEGE
ADVANTAGE



SMALL CLASS SIZES

There are never more than 12 students in a class, ensuring you get valuable **one-on-one** time with your instructors. Our **experienced team** ensures you learn more effectively, and develop the skills that will get you hired.

FLEXIBLE SCHEDULES



Whether you're working, taking care of your family, or you have other priorities, our programs are designed to fit your busy life. **Graduate in under a year**, and get the education you need when you need it.



AFFORDABLE EDUCATION

Learn without breaking the bank. Our programs are designed to **fit your budget**, with no padding to drive up the costs. To help students achieve their educational goals, we offer both **student financing** and **scholarships**.

EXPERIENCED CAREER ADVISORS



Starting a career in a new industry can be difficult. That's why our team of Career Advisors will work with you **at every step** of your job search. From **resume writing** to **interview coaching** to **job hunting**, we work with you to help you succeed in the workforce.



GUARANTEED PRACTICUM PLACEMENTS

Get hands-on, real-world job experience with a **3-week workplace practicum** at one of our partner businesses. Put your skills to work in a practical situations, learn from a practicing mentor, and develop the workplace skills that will **get you hired**.

DISCOVER A COLLEGE
THAT WORKS FOR
YOU



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