



ACCOUNTING & PAYROLL ADMINISTRATION DIPLOMA

55 WEEKS | 1155 HOURS

START A NEW ACCOUNTING CAREER IN ONLY 55 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 taxation. As a student, you will learn from experts and develop the skills employers are looking for. Some of the courses covered include:

- Introduction to Microsoft Office
- Business Communication
- Human Resources Management
- Accounting Fundamentals
- Financial Accounting I
- Financial Accounting II
- Payroll Procedures I – Employees Perspective
- Payroll Procedures II – Employers Perspective
- Canadian Payroll Regulations
- Personal & Corporate Taxation
- QuickBooks Online
- Sage 50cloud Accounting
- Employment Preparation Workshops

WHAT YOU'LL LEARN

Graduates of Heritage College's Accounting and Payroll Administration diploma 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, Sage 50cloud and ProFile Professional Tax
- Prepare yourself for your National Payroll Institute Payroll Compliance Practitioner designation
- Study 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	1035 HOURS	52 WEEKS
PRACTICUM	120 HOURS	3 WEEKS
TOTAL	1155 HOURS	55 WEEKS

COURSE DELIVERY

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

- **In-Class:** Three days a week (evening and weekend option) or five days a week (morning option) at Heritage College's Calgary campus.
- **Online:** Three weekly live lectures and theory delivered over our Moodle Learning Management System, complete with online assessments.

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

CAREER PATHS

Companies are always looking for junior accountants, bookkeepers, financial analysts, auditors, and tax preparers. Graduates will be able to manage direct deposits, issue & distribute paychecks, manage payroll deductions & levies, create new hire reports, and more.

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



Based on 2021 career information from alis.ca

ADMISSION REQUIREMENTS

Heritage College has two methods of admissions: **Standard**, for students who have just graduated from high school in Canada, and **Mature**, for students who are 18-years-old (in AB, SK and ON), 19-years-old (in BC and MB), or older and who have been out of school for at least one year.

STANDARD:

- Requires a Canadian high school diploma, a G.E.D., or the equivalent.

MATURE:

- Requires applicants to pass the Wonderlic Skills Test

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 student funds in Alberta, British Columbia, Saskatchewan, Manitoba and Ontario.
2. **Interest-Free Financing:** Students can finance their education over the duration of their program with our *100% INTEREST-FREE student financing*.
3. **Student Line of Credit:** Heritage College can help you apply to your bank or credit union for a Student Line of Credit.





THE HERITAGE COLLEGE ADVANTAGE



SMALL CLASS SIZES

We keep our class sizes small, 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 so you can 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.

LEARN TO WORK