triOS COLLEGE
BUSINESS ◆ TECHNOLOGY ◆ HEALTHCARE

Accounting and Payroll Specialist (APS)

The Accounting an Payroll Specialist diploma program at triOS is 45 weeks. It includes an 8-week internship.

Accounting and payroll administrators are an essential part of any business. These professionals are responsible for the day-to-day operations of a business, collaborating with payroll, human resources, budgets, finance, and other departments.

Accounting and payroll administrators can work in any industry. Many employment opportunities are available as the sector continues to grow. At triOS College, the Accounting and Payroll Administrator diploma program provides students with the required skills they need in advanced accounting, payroll fundamentals, and more.

Program Benefits

✔ Eligibility to Pursue the Payroll Compliance Practitioner (PCP) Certification

✔ Job Placement Assistance

✔ Microsoft Office Professional Suite

✔ National Payroll Institute Membership

Here's a look at some of the courses included in this program:

Microsoft Applications
Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Business Communication

Payroll
Payroll Compliance Legislation and Payroll Fundamentals

Accounting and Applications
Introduction to Accounting (using Sage 50), Intermediate Accounting (using QuickBooks)

Advanced Accounting and Applications
Advanced Accounting, Personal Income Tax and Introduction to Finance

Employment and Wage Outlook for Careers in this field:

94%
Employment Rate

$29
Average Wage/Hr

$39
High Wage/Hr

Employment Rate based on 2022 contactable triOS graduates employed in a related field within 12 months.
Source: workingincanada.gc.ca
NOC Code: 1432/13102- **Wage data rounded down to the nearest dollar. Average wage does not reflect the starting salary but represents the middle value between lowest to highest wages. Local (or regional) income may vary. Last updated in Jan 2024.

Career Opportunities

Payroll Specialist

Accounts Payable Clerk

Accounts Receivable Clerk

Accounting Assistant

Payroll Administrator

Benefits Officer

Employers Who Have Hired triOS Grads

PAYROLL SOLUTIONS INTERNATIONAL INC.

Payworks

BOMBARDIER

Scotiabank

ROGERS Sports & Media

Sun Life

rh Robert Half®

H&R BLOCK

"Thank you triOS college for giving me the education and tools I needed to get my dream career. I had a job 5 days out of school, and it feels amazing to be one of the lucky ones to have my dream job. Thank you triOS!"

- Rachel R.,
triOS College Accounting & Payroll Graduate

Accounting & Payroll Specialist

NOC Code: 1432/13102

Microsoft Word	**8 Weeks**
Microsoft Excel	
Microsoft Outlook	
Microsoft PowerPoint	
Business Communication	

Payroll Compliance Legislation	**12 Weeks**
Payroll Fundamentals I & II	
*Online classes require 4 hours (on campus) of computer-based training per day	

Introduction to Accounting (Using Sage 50)	**8 Weeks**
Intermediate Accounting (Using QuickBooks)	

Career Management	**1 Week**

Lab Week	**1 Week**

Advanced Accounting	**8 Weeks**
Personal Income Tax	
Introduction to Finance	

Internship	**8 Weeks**

Keyboarding – continuous learning throughout the program

Program Highlights Include:

- Associate Membership in the National Payroll Institute (NPI)
- Microsoft Office Professional Suite
- Registered and approved diploma
- Career services
- Job search assistance
- Alumni program benefits

Admission Requirements:

1. Student has an Ontario Secondary School Diploma or equivalent, OR
   Is 18 years of age or older on or before the program begins AND can pass a qualifying test that has been approved by the Superintendent.*

2. The approved qualifying test for this program is the Wonderlic test. A passing score for this program is 15.

3. The College admissions test for this program is the triOS College Business, Legal & Healthcare Entrance Exam. A passing score for this program is 60%.

   *Applicants from other Canadian provinces must be at least 19 years of age and a minimum of 1 year out of high school by the program start date and successfully pass an academic achievement test.

International Students: Please contact us for more detail regarding admissions requirements.

Accreditation Policy:

Like all post-secondary institutions in Ontario, triOS College reserves the right to accept or deny advanced standing into its programs.

Note:

In order to continuously improve our programs, triOS College reserves the right to modify programs at any time. Program delivery order may vary depending on the program start date. This diploma program may not be available at all campuses. The program may have additional reading weeks, depending upon the start date.

You can find our Key Performance Indicators (graduation rate, employment rate, etc.) at www.triOS.com/kpi.

Course Descriptions

Microsoft Word

This Microsoft Word course is created for students to build and validate the skills businesses need to succeed in today's information economy. It also provides students with the skills and knowledge they need to use Microsoft Word effectively in all aspects of their personal and professional lives. Word is the world's most popular word processing software. Learning how to create, edit, format and print documents, enhance work with formatting, use bullets and numbering, add simple borders, tables, headers/footers, organizing data columns, and styles, are the foundational skills needed in preform in many positions. This course is computer intensive and demands basic computer proficiency and a basic understanding of word processing software. The course combines lecture/demonstration by an instructor with readings, trainings, projects, and a final exam for students to work on in a simulation-based environment. Students are expected to ensure they meet proficiency requirements for working in this environment.

Microsoft Excel

This Microsoft Office Excel course is created for students to build and validate the skills needed to succeed in today's economy. It also provides students with the skills and knowledge they need to use Microsoft Office Excel effectively in all aspects of their personal and professional lives. Excel is the world's most popular spreadsheet software. Whether you are managing a household or running a small business, Excel will help you develop useful techniques to help business processes. This course is computer intensive and demands basic computer proficiency and a basic understanding of spreadsheet software. Students are expected to make arrangements to meet proficiency needs as necessary.

Microsoft Outlook

This Microsoft Outlook course is created for students to build and validate the skills businesses need to succeed in today's information economy. It also provides students with the skills and knowledge they need to use to effectively manage e-mails, contacts, calendars, and tasks. Outlook has become the corporate standard electronic personal organizer. These are the foundational skills needed to communicate using Outlook in a variety of positions within and organization. This course is computer intensive and demands basic computer proficiency and a basic understanding of email software. Students are expected to make arrangements to meet proficiency needs.

Microsoft PowerPoint

This course is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations by using Microsoft PowerPoint. Students will explore the PowerPoint environment and create a presentation, will format text on slides to enhance clarity, enhance the visual appeal, add graphical objects to a presentation and modify them, and finalize a presentation to deliver it.

Business Communication

This course is designed to give students a basic understanding of communication skills in the business environments. Focus will be placed on both written and spoken communications. Students will review the basic writing process with emphasis on the mechanics of writing. They will also learn the importance of effective spoken communication, deliver an oral presentation, and participate in a mock meeting.

Introduction to Accounting (Using Sage 50)

In this course students will be introduced to accounting concepts and procedures. Students will learn about debits and credits and how to analyze and record business transactions. In addition, students will look at banking procedures, cash control as well as payroll concepts and procedures, including employee taxes. They will also gain an understanding of the employer's tax responsibilities. In this course, students learn how to set up and interact with the different ledgers in Sage 50 to support small business activities. In addition, students will perform General Ledger, Accounts Payable, Accounts Receivable and Payroll transactions.

Intermediate Accounting (Using QuickBooks)

This course completes the accounting cycle and furthers the student's knowledge of accounting procedures in payroll, pay cash and bank reconciliations. Central to this course is the merchandising firm and its accounting cycle, central to this is appropriate valuation of inventory and cost of goods sold calculations. This material will be presented manually are working on paper and using computerized accounting system of QuickBooks.

Advanced Accounting

In this course, students will build on principles learned in the intermediate accounting courses. Students will be introduced to more advanced concepts regarding assets and liabilities including accounting for bad debt, depreciation and long-term assets, cash flow analysis, and temporary and long-term investments. In addition, students will learn how to record the effects of partnership and corporate activity and analyze financial statements for decision-making.

Personal Income Tax

The course examines contemporary income tax policies, rules, and legislation concerning individual taxation. You will apply your foundational understanding of income taxation principles and practices, gaining hands-on experience in preparing tax returns. Practical application of the law to real-world issues is emphasized through exercises, problems, cases, and tax preparation software.

Introduction to Finance

Financial management has evolved into a focus on managing financial assets more efficiently. Students will learn about the objectives of financial management as well as planning and budgeting. Sources and forms of financing will also be discussed.

Payroll Compliance Legislation

Students who complete this course will know the payroll compliance responsibilities that affect organizations, be able to comprehend payroll legislation, and be able to effectively communicate these to all stakeholders. This course will provide students with the payroll-related legislation affecting organizations, as well as the tools to find information and apply that information to different scenarios in relation to individual pay.

Payroll Fundamentals I & II

Students will learn about calculating employment income and the process for hiring and terminating employees from a payroll perspective. Students will learn amount government remittances and proper recording of payroll information.

Career Management

Our Career Management program introduces students to the strategies and components of an effective job search, including self-marketing and awareness, skills inventory, job search tools and the job market. The Career Management course is delivered by our on-campus Career Services Team who are there throughout the job search to assist and mentor students towards achieving their ultimate goal of employment in their field of study. Our Team of Career Services Professionals maintain relationships in their communities with key employers and organizations that recognize the value triOS graduates have to offer. The skills learned throughout Career Management at triOS will continue to serve students in their job search as they navigate their new careers.

Internship

On successful completion of the classroom hours of this program, students will be placed in a 200-hour internship at an outside organization. Students will have the opportunity to apply their newly developed knowledge and skills in a real-world environment.