triOS COLLEGE
BUSINESS ♣ TECHNOLOGY ♣ HEALTHCARE

Eastern College

Let us help you discover a richer, more rewarding career.

Accounting & Payroll (Online)

The Accounting & Payroll (Online) diploma program at triOS is 33 weeks.
Accounting and payroll professionals are responsible for the day-to-day operations of a business, collaborating with payroll, human resources, budgets, finance, and other departments.

At triOS, the Accounting and Payroll Online diploma program provides students with the required skills they need in advanced accounting, payroll fundamentals, and more, qualifying them for a range of career options in the sector.

Graduates of this program will be trained on the most up-to- date software applications, free Microsoft Office Professional Suite and be eligible for several additional certifications.

Program Benefits

- Eligibility to Pursue the Payroll Compliance Practitioner (PCP) Designation
- Job Placement Assistance
- Microsoft Office Professional Suite
- National Payroll Institute Membership

npi NATIONAL PAYROLL INSTITUTE

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

Microsoft Applications

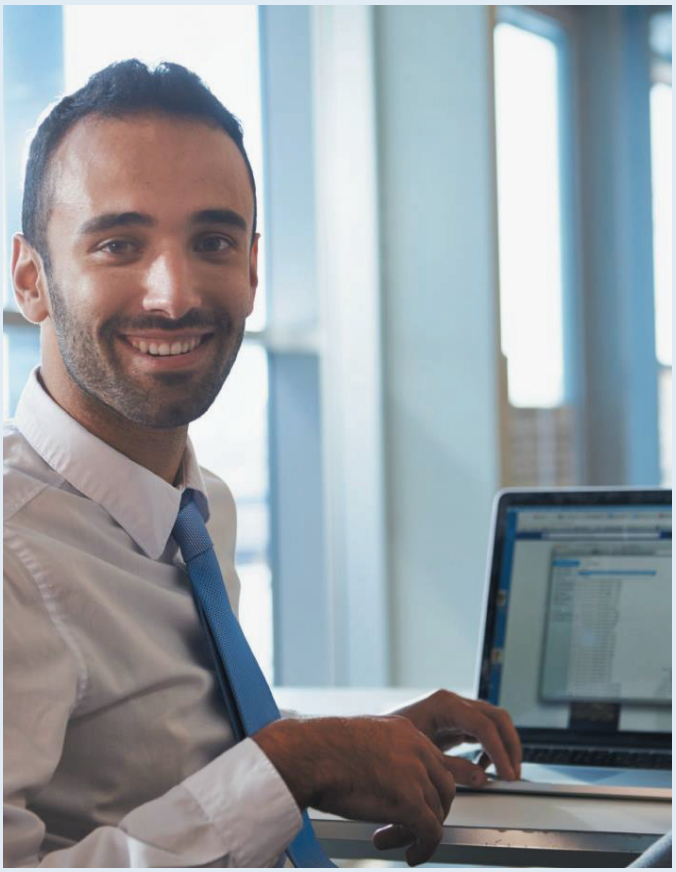
Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Business Communication

Accounting & Applications

Introduction to Accounting (using Sage 50), Intermediate Accounting (using QuickBooks), Advanced Accounting

Payroll - NPI Online

Payroll Compliance Legislation, Payroll Fundamentals I & II



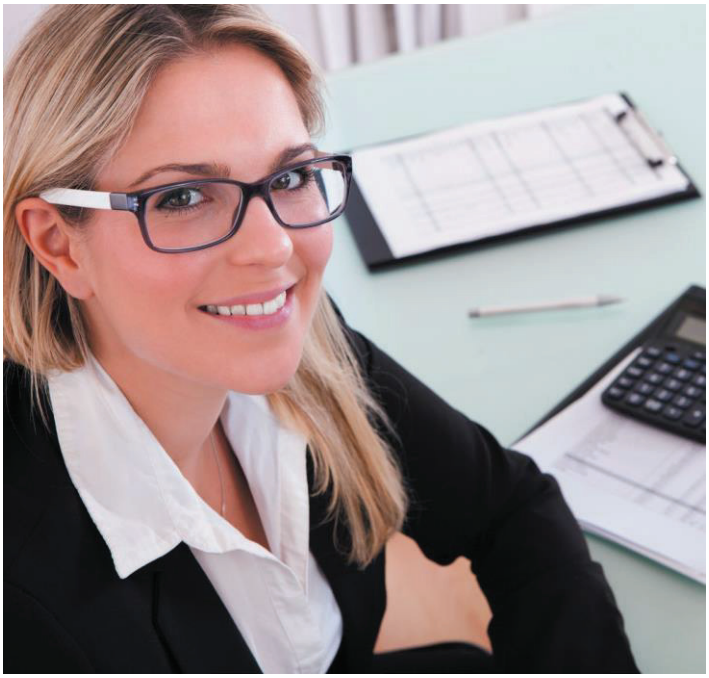
Employment and Wage Outlook for Careers in this field:

82%
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 - **Wage data is rounded down to the nearest dollar. Average wage doesn't 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.



Employers Who Have Hired triOS Grads

BOMBARDIER
Sun Life
H&R BLOCK
Scotiabank

Other Employers Include:

- Payroll Solutions International
- Rogers Media
- Sunlife Financial
- Robert Half International
- Payworks Canada

"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 Online

NOC Code: 1432

Diploma Program Length:
33 Weeks

Student Success Strategies Digital Literacy for Professionals Career Planning & Preparation - Level 1	**3 Weeks**
Microsoft Word Microsoft Excel Microsoft Outlook Microsoft PowerPoint	**5 Weeks**
Introduction to Accounting with QuickBooks Intermediate Accounting with Sage 50 Advanced Accounting	**12 Weeks**
Payroll Compliance Legislation Payroll Fundamentals I & II	**12 Weeks**
Career Planning & Preparation - Level 2	**1 Week**

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.

   *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 details regarding admissions requirements.

Technical Requirements:

For updated technical requirements of your program, please click here:

Business, Healthcare, Law, and Supply Chain Programs

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 on the start date.

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

Course Descriptions:

Student Success Strategies

This course stresses the importance of developing non-technical skills to enhance personal, academic, and career success. The course will address strategies that are important for all adult learners, such as managing finances, maintaining health and wellness, understanding learning styles, setting goals, and honing practical study skills (such as memory, reading, and test-taking techniques). In addition, this course is designed specifically for the online learner. Therefore, the course emphasizes strategies needed to succeed in an online program, such as navigating technology efficiently, interacting and engaging with peers and facilitators, and managing learning time and space.

Digital Literacy for Professionals

This course introduces students to the fundamental concepts and principles of learning and working in a digital environment. This course covers the following elements: using devices and handling information, creating and editing information, communicating and collaborating, and being safe and responsible online. This course will also cover proper naming conventions and folder organization.

Career Planning & Preparation – Level 1

Career Planning and Preparation Level 1 introduces tools for a successful job search. This course will help you maintain a career-focused approach throughout your academic program. You will learn basic career preparation skills, such as how to research opportunities, network for industry contacts, and how to use appropriate etiquette when communicating with prospective employers. You will identify your personal skills, values, and preferences for the workplace, begin preparation of a professional résumé and cover letter, and organize proof documents for your career portfolio. Asynchronous discussion board dialogues about various career-planning topics will round out this module. This course is a pre-requisite for Career Planning and Preparation Level 2.

Microsoft Word

This course is a combination of virtual training, projects, and exams in Microsoft Word. Skills covered include formatting text for layout and appearance, formatting document parts, using styles, working with header/footer content, inserting and formatting tables, graphics, and pictures, and working with templates and themes.

Microsoft Excel

This course is a combination of virtual training, projects, and exams in Microsoft Excel. Skills covered include working with workbooks and worksheets, inputting data into worksheets, formatting cells, using functions and formulas, and creating and editing charts.

Microsoft Outlook

This course is a combination of virtual training, assessments, and exams related to Microsoft Outlook. Skills covered include how to organize and manage communications, contacts, schedules, and tasks. Email and meetings are a major part of the professional world, learning how to compose, send, receive, store, and delete email messages, meetings, and appointments is crucial and covered in this module.

Microsoft PowerPoint

This course is a combination of virtual training, projects, and exams in Microsoft PowerPoint. Skills covered include the creation of attractive, professional-looking presentations, using and formatting animations, transitions, pictures, audio, video, charts, tables, and incorporating speaker notes and annotations into presentations.

Introduction to Accounting with QuickBooks

This course introduces basic accounting concepts and procedures. This course addresses double-entry accounting, analysis of source information, classes of transactions, and the accounting cycle. Using these critical concepts, accounting skills are applied and integrated to record transactions using proper procedures and forms in both a manual and computerized accounting system, QuickBooks.

Intermediate Accounting with Sage 50

This course continues the exploration of accounting procedures in payroll, petty cash, and bank reconciliations. Central to this course is the merchandising firm and its accounting cycle, appropriate valuation of inventory, and cost of goods sold calculations. This material will be applied in both a manual and computerized accounting system, Sage 50.

Advanced Accounting

In this course, more accounting concepts regarding assets and liabilities including accounting for bad debt, depreciation, long-term assets, and cash flow analysis are explored. Advanced topics such as recording the effects of partnership and corporate activity, and the analysis of financial statements for decision making are integrated into accounting practices.

Payroll Compliance Legislation

This course covers compliance responsibilities that affect organizations, comprehending relevant payroll related legislation, and effectively communicating this information to all stakeholders. Finding and applying the relevant information to a variety of scenarios for individual pay are integrated into the application of federal and provincial legislation to payroll including the Canada Pension Plan, Employment Insurance, Income Tax, Employment Standards Legislation, Workers' Compensation Acts, and Quebec specific legislation.

Payroll Fundamentals 1

This course asses the methods for paying employees with regular and non-regular earnings. The calculation of allowances, benefits, and commissions, and determination of the impact of non-statutory deductions on employee pay are addressed. This course develops understanding of the role of the payroll department in hiring and terminating employees, including the completion of Service Canada's Record of Employment.

Payroll Fundamentals 2

This course focuses on the proper recording of payroll information and using payroll technology, Federal and Non-Statutory remittances and reconciliations, Quebec Tax processes, year-end procedures, and Provincial, Northwest Territories and Nunavut medical and tax premiums, remittances, reconciliations, and Workers Compensation round out the skills covered to complete the knowledge required for Payroll Designation by the National Payroll Institute (NPI).

Career Planning & Preparation - Level 2

This course builds on the concepts and skills introduced in Career Planning and Preparation – Level 1. Topics covered include how to conduct an effective job search and identify various methods of applying for work. Important career tools are the focus with the creation of a personal list of "Top Employers" and current industry opportunities, as well as finalizing a professional résumé, career portfolio, and career correspondence. Interview skills explored and practiced include the identification of different types and forms of interviews, responding to typical questions, evaluating job offers, and negotiating terms of employment. Self-management topics are reviewed with a focus on strategies for long-term professional success.