triOS COLLEGE
BUSINESS ◆ TECHNOLOGY ◆ HEALTHCARE

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

Accounting Technician + Internship

The Accounting Technician + Internship diploma program at triOS College is 49 weeks. It includes an 8 week internship. From financial reporting and payroll to taxation and bookkeeping, you'll gain the expertise to support business operations with accuracy and efficiency. Whether you're looking to launch your career in accounting or enhance your financial skills, this program equips you with the knowledge to succeed.

With hands-on training from industry professionals, you'll develop essential problem-solving, analytical, and software skills that employers value. Graduates are prepared for rewarding careers as accounting assistants, payroll clerks, bookkeeping specialists, and more.

Program Benefits

- Half Day Classes
- Job Placement Assistance
- Microsoft Office Software
- Accelerated Program

CPB CANADA
Education Partner
TECHNICIAN LEVEL

Completing the Accounting and Payroll Specialist program connects you with Canada's national certifying body for bookkeeping professionals. Graduates can fast-track toward the nationally recognized Certified Professional Bookkeeper (CPB) designation. Students also have access to a preferred student membership rate, with benefits that include ongoing professional development and networking opportunities with bookkeeping professionals across Canada.

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

Business Communications

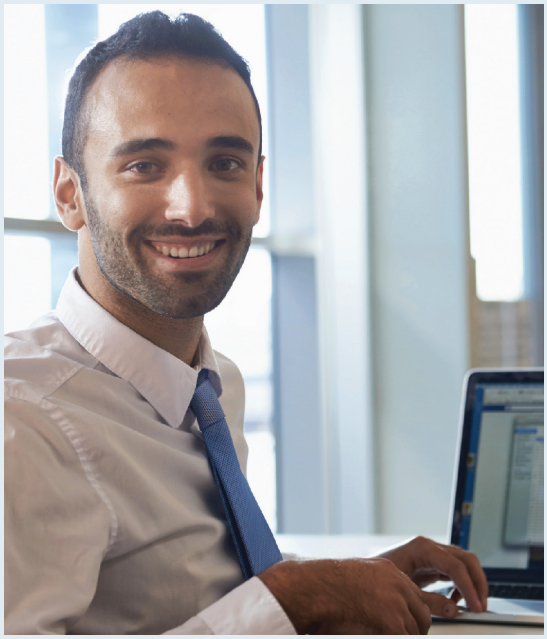
Interpersonal Communication, Client Relations, Diversity in the Workplace

Microsoft Office Applications

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

Accounting & Applications

Introduction to Accounting with QuickBooks, Intermediate Accounting with Sage 50, Managerial Accounting, Introduction to Business, Foundations of Small Business, Personal Income Tax, Financial Planning Essentials



Internship (8-weeks)

triOS COLLEGE
BUSINESS ◆ TECHNOLOGY ◆ HEALTHCARE

Wage Outlook for Careers in this field:

$26
Average Wage/Hr

$42
High Wage/Hr

Source: workingincanada.gc.ca
NOC Code: 14200, 12200 - Wage data based on NOC code 12200 and 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: December 2024.

Career Opportunities

Accounting Technician
Bookkeeper
Payroll Clerk
Accounts Receivable Specialist
Accounting Clerk

Employers Who Have Hired triOS Grads

TD
Manulife
hydro one

Other Employers Include:

- TD Bank – Operations
- Canada Revenue Agency
- Ontario Ministry of Health
- Sun Media Corporation

Accounting Technician + Internship

Diploma Program Length:
49 Weeks

NOC Code: 14200, 12200
This full-time program is 20 hours per week. The internship is 25 hours per week.

Student Success Strategies Career Planning & Preparation - Level 1 Digital Literacy for Professionals	**4 Weeks**
Interpersonal Communication Client Relations Diversity in the Workplace	**4 Weeks**
Microsoft Word Microsoft Excel Microsoft PowerPoint Microsoft Outlook Business Communication	**8 Weeks**
Introduction to Accounting with QuickBooks Intermediate Accounting with Sage 50 Advanced Accounting	**12 Weeks**
Managerial Accounting Introduction to Business Foundations of Small Business Personal Income Tax Financial Planning Essentials	**12 Weeks**
Career Planning & Preparation - Level 2	**1 Week**
Keyboarding – continuous learning throughout program	
Internship	**8 Weeks**

Program Highlights Include:

- Microsoft Office Professional Suite
- Registered and approved diploma
- Career services
- Job search assistance
- Alumni program benefits

triOS COLLEGE
BUSINESS ◆ TECHNOLOGY ◆ HEALTHCARE

Admission Requirements:

1. Student has an Ontario Secondary School Diploma or equivalent, ORIs 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.

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.

Accounting Technician + Internship

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 emphasizes strategies needed to succeed in your program, such as navigating technology efficiently, interacting and engaging with peers and facilitators/instructors, and managing learning time and space.

Digital Literacy for Professionals

This course introduces the fundamental concepts and principles of learning and working in a digital environment. This course will cover the following elements: using devices and handling information, creating and editing information, communicating and collaborating, and being safe and responsible online.

Career Planning & Preparation Level 1

This module will introduce you to and provide practice in using the tools required for a successful job search. The concepts covered in this module will help you maintain a career-focused approach throughout your studies so that you are better prepared to conduct a job search after graduating. Specifically, you will learn how to identify your soft and hard skills and how to articulate your abilities in a clear and concise Elevator Pitch that will appeal to employers and resonate with industry contacts. You will learn about the job search resources available to you including using career websites, creating LinkedIn profiles, accessing the “hidden” job market, and networking. You will examine sample resumes and cover letters and begin the process of creating your own professional resumes and cover letters that align with current conventions for content, organization, and formatting. You will also learn about the role of references, thank you letters, workplace philosophies, and strategies for success including maintaining a professional image and using proper etiquette when communicating with potential employers and industry contacts.

Interpersonal Communication

Effective interpersonal communication is vital for the success of any organization. It impacts working relationships, productivity, and a variety of other business activities. This course introduces the concepts of effective interpersonal communication in the workplace, considering internal and external professional relationships. You will also learn about telephone etiquette, which will prepare you to answer calls with confidence and professionalism, respond to customer/client inquiries effectively, and handle customer/client complaints. You will leave the course prepared to navigate the complexities of interpersonal communication with colleagues and clients.

Client Relations

In this course, you will learn the fundamentals of how a strong relationship with clients is developed and maintained. Professionalism, the importance of living up to obligations, and the various forms of prompt and attentive communication are discussed. The course will also provide you with the skills you need to articulate organization image and how to identify and adapt to specific client behavior styles and how to measure and take corrective actions to provide client satisfaction and ensure positive relations. The course also introduces practical techniques needed to deal with clients that are angry and upset and explains the significance of maintaining and encouraging the loyalty of clients.

Diversity in the Workplace

This course introduces diversity and its strengths in the workplace. Among the topics covered are the strengths of diversity, its occasional challenges, how to manage diversity in the workplace, and the value of diversity training. Diversity in group dynamics is also addressed, with an emphasis on the strengths of a heterogeneous group and types of diversity.

Accounting Technician + Internship

Course Descriptions

Microsoft Word

This Microsoft Office Word course is created for you to build and validate the skills businesses need to succeed in today's information economy. It also provides you with the skills and knowledge you need to use Microsoft Office Word effectively in all aspects of your 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 to perform in many positions. This course is computer intensive and demands basic computer proficiency and a basic understanding of word processing software. The course combines Theory/demonstration by an instructor with readings, trainings, projects, and a final exam for you to work on in a simulation-based environment. You are expected to ensure you meet proficiency requirements for working in this environment.

Microsoft Excel

This Microsoft Office Excel course is created to help you build and validate the skills needed to succeed in today's economy. It will also provide you with the skills and knowledge you need to use Microsoft Office Excel effectively in all aspects of your 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. You are expected to make arrangements to meet proficiency needs as necessary.

Microsoft PowerPoint

This course will show you how to create and modify basic presentations by using Microsoft Office PowerPoint. You will explore the PowerPoint environment and create a presentation; you will format text on slides to enhance clarity and visual appeal; and you will also add and modify graphical objects in order to finalize and deliver a presentation. This course is computer intensive and demands basic computer proficiency and a basic understanding of PowerPoint software. You are expected to ensure you meet proficiency requirements for working in this environment.

Microsoft Outlook

This Microsoft Outlook course builds and validates the skills businesses need to succeed in today's information economy. It will also provide you with the skills and knowledge you need to use to effectively manage emails, 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 an organization. This course is computer intensive and demands basic computer proficiency and a basic understanding of email software. You are expected to make arrangements to meet proficiency needs.

Business Communication

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

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.

Accounting Technician + Internship

Course Descriptions

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, you will build on principles learned in the intermediate accounting courses. You 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, you will learn how to record the effects of partnership and corporate activity and analyze financial statements for decision-making.

Managerial Accounting

In this course, you will learn how to effectively use the accounting information that is required by managers to plan, direct, and control the operations of their business organization. You will gain an understanding of managerial accounting data pertaining to cost systems, cost behaviour, cost-volume-profit relationships, decision-making, and budgeting.

Introduction to Business

This course builds understanding of the competitive business environment and the strategies businesses employ to succeed amidst changes in the dynamic business landscape. You will gain insights into ethical issues and economic challenges, the role of leadership, and the importance of enterprise in any business structure. You will also engage in HRM systems and identify factors that motivate and demotivate workers. You will learn the importance of focusing on customer needs to develop a marketing mix that effectively appeals to target customers.

Foundations of Small Business

This course introduces the contemporary management skills required to manage small businesses. Students will examine the role of management, identify effective management, and explore techniques aimed at improving management skills in an ever-changing business environment.

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.

Financial Planning Essentials

You will develop vital mathematical skills applicable to financial planning. You will gain a practical understanding of economic and political concepts relevant to financial planning, enhancing your proficiency in effective business writing techniques. The course explores administrative aspects of financial plans and the regulated process of financial planning in Canada, fostering your comprehension of their future roles as successful financial planners.

Accounting Technician + Internship

Course Descriptions

Career Planning and Preparation Level 2

This module builds on concepts and skills introduced in the Career Planning and Preparation Level 1 module. In this subsequent module, you will update and refine your resume and LinkedIn profile. You will continue writing cover letters and learn the value of customizing cover letters to specific job postings. You will have the opportunity to apply this knowledge as you conduct a job search and write a cover letter tailored to an ideal job post. Through research, you will create a list of top employers and target current industry opportunities. You will learn about current methods for applying to job postings using technology. You will also gain an understanding of the job interview process, typical interview questions and possible responses, and expectations of both the interviewer and interviewee. In addition, you will engage in practical application of the interview process through role-play. Topics such as negotiating salary, self-management, and on-the-job success for placements and post-graduate employment will be also covered.

Accounting Technician Internship

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