Accounting and Payroll Diploma

Course Length: 40 weeks

OBJECTIVE

The objective of the **Accounting & Payroll Administrator** program is to provide the student the skills necessary to operate in a business environment as well as practical training in the key areas of financial accounting and payroll, in addition to the implementation and operation of a computerized accounting system.

Occupational Requirements: Reading text, Document use, Numeracy, Writing, Oral communication, Attention to detail, Problem solving, Critical thinking, Job task planning and organizing, Computer use

IS 101   SYSTEM AND COMPUTER FUNDAMENTALS   1 week
This course provides an introduction to the Microsoft® Windows operating system, Internet Explorer browser, and Outlook information manager; word processing, and data processing applications. In addition, this course offers an introduction to applications and procedures specific to Herzing College.

IS 120   WORD PROCESSING SOFTWARE   3 WEEKS
This course presents and explores the features of **Microsoft® Word 2007.** Various documents are created, edited and printed, using features such as spell checker, edit and tool commands, tables, mail merges and formatting tools. The tasks required for the proficient level of the Office User Specialist program are covered. Upon completion of this course, motivated students will have reached the proficient level of the MS Office User Specialist program.

IS 122   SCHEDULING SOFTWARE   1 WEEK
This course presents the practical application of the concepts and features of a scheduling package (using Microsoft® Outlook 2007). Topics include using the calendar; entering one-time and recurring appointments; using the Date Navigator; moving and editing appointments; and integrating with other programs.

IS 121   SPREADSHEETS SOFTWARE   3 WEEKS
This course presents the practical application of the concepts and features of a spreadsheet package using **Microsoft® Excel 2007**. Topics include using and managing worksheets and workbooks; applying formatting and style features; working with data, formulas, and functions; managing charts and graphics; working with outlines, views, and reports; automating tasks with the macro feature; using auditing tools, collaborative tools, and hyperlinks; and integrating with other programs.

EN 101   ENGLISH AND COMMUNICATION SKILLS   2 WEEKS
This course provides instruction in written English and Proofreading. Topics include grammar, word usage, and proofreading. During this section students will also focus on their Microsoft® Word training.

IS 125   PRESENTATION SKILLS & SOFTWARE   2 WEEKS
The preparation and delivery of presentations and the development of effective communication skills that increase self-confidence will be the focus of this course. The development of group skills will be practiced and much of the time will be spent working in groups. This course also studies of the principles and features of a presentation graphics package, **Microsoft® PowerPoint 2007**.

IS 123   DATABASE SOFTWARE   2 WEEKS
This course provides the study of the principles and features of a database management system using **Microsoft® Access 2007.** Topics include creating and managing databases, data management and integrity, working with queries and forms, managing reports, using tools and macros, database and file management, analyzing and filtering data and relational databases.

MA 210   BUSINESS MATHEMATICS   2 WEEKS
This course provides instruction in the mathematical operations associated with the retail, banking, and accounting industries. Topics include decimals, fractions, and percentages; bank services; interest and payment plans; purchase orders and invoices; selling prices and mark-ups.

AC 101   ACCOUNTING FUNDAMENTALS   2 WEEKS
This introductory accounting course provides the practical application of the concepts and principles of the accounting cycle for service and merchandising businesses. Topics include an overview of accounting concepts and procedures; analyzing and recording transactions; beginning the accounting cycle by journalizing, posting, and working with the trial balance; using worksheets, financial statements, and adjusting entries.

AC 104   COMPUTERIZED ACCOUNTING   3 WEEKS
This course is designed to provide practical application of accounting principles using an accounting package. Topics include system basics and file setup; general ledger setup; invoicing and purchasing transactions; accounts payable and receivable; cash receipts and disbursements; job costing and reporting.

PD 200   CAREER DEVELOPMENT AND CLIENT SERVICES   1 WEEK
This course provides a critical examination of issues embedded in the practice of providing client service. Topics include research about best practice in customer service and communication techniques; psychologically based methods for dealing with the management of customer complaints; and the roles of a customer service employee and supervisor within ethical boundaries and common business practice. This course deals with the development of the student's career path, including job search skills.

AC 102   ACCOUNTING I   2 WEEKS
This introductory accounting course provides the practical application of the concepts and principles of the accounting cycle for service and merchandising businesses. Topics include an overview of accounting concepts and procedures; analyzing and recording transactions; beginning the accounting cycle by journalizing, posting, and working with the trial balance; using worksheets, financial statements, and adjusting entries; completing the accounting cycle with adjusting, closing, and post-closing trial balance; working with cash and its control; working with accounting systems, journals, and internal controls; and payroll concepts and procedures.

AC 103   ACCOUNTING II   2 WEEKS
This accounting course provides instruction in the concepts and principles of accounting for partnerships and corporations and the analysis of financial statements. Topics include accounting for partnerships, corporate accounting, accounting for long-term liabilities, capital assets, investments, and the analysis and interpretation of financial statements.

AC 201   INTRODUCTION TO PAYROLL & PAYROLL SOFTWARE   2 WEEKS
This course introduces students to the function, objectives, and responsibilities of the payroll department while providing the practical application of payroll principles using QuickBooks. The federal, Ontario, and Quebec employment standards relating to the payroll process are detailed. Topics include payroll processing methods; hours of work; leaves; terminations; payroll deductions; taxable benefits; pension plans; employment insurance premiums; income tax; calculating net pay; and records of employment.

AC 105   ACCPAC SOFTWARE   2 WEEKS
This course is designed to provide practical application of accounting principles using the ACCPAC for windows and ACCPAC plus accounting packages. The course covers the General Ledger, System Manager (common services), Accounts Payable and Accounts Receivable modules. Topics include setting up each application; transaction processing using source documents; invoicing and purchasing transactions; accounts payable and processing; and working with budgets, business analysis, business simulations, and the batch system.

AC 202   PAYROLL – LEVEL I   2 WEEKS
This module will introduce the student to set-up options of Payroll and how they can be customized to fit the business requirements. Students will gain knowledge of the payroll ledger and reports, customized settings, payroll linked accounts, how to create employee records. They will also be able to enter payroll transactions, adjust payroll entries, calculate net pay and produce records of employment.

AC 203   PAYROLL – LEVEL II   2 WEEKS
This module will build on the knowledge and skills gained in Payroll Level 1. It will enhance the students' ability to set-up options of Payroll and how they can be customized to fit the business requirements. Students will learn the correct procedures for payroll processing and the necessary steps to correctly establish and customize your payroll environment. In addition, students will learn how to create and integrate employee earnings, deductions, garnishments, tax tables and employee settings.

The college reserves the right to modify course content, operating systems, course order and tools during the course of the year.   **Revised January 2011**

(613) 742-8099   **www.herzing.edu/ottawa**

BU 202   BUSINESS LAW AND ETHICS   2 WEEKS

This course provides a study of the Canadian legal system and its effect on business and business organizations, as well as an overview of the ethical issues that businesses encounter. Topics include business law and ethics, contracts and sales, consumer protection issues.

WE 300   INTERNSHIP   4 WEEKS

The internship component of the program is the practical application of a student's knowledge and skills in an industry environment. The industry shall be directly related to the student's program of study. The internship requires full-time day attendance working in the industry setting.

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