



Edison College Canada
SINCE 1973
LEARN TODAY, LEAD TOMORROW

Accounting and Payroll Administration Diploma

55 Weeks Program





Program Duration:
Theory: 55 Weeks / 1100 Hours



Delivery Methods:
In-Class or Online



Campus Location:
Victoria, BC

Program Description

The Accounting and Payroll Administration Diploma offers a comprehensive education in financial management and payroll administration. This program provides students with the practical skills and theoretical knowledge needed to excel in the accounting field, covering essential topics such as financial record keeping, payroll processing, and regulatory compliance.

With this accounting and payroll diploma, students will gain hands-on experience with industry-standard software and learn to navigate complex accounting principles and payroll systems. By integrating practical applications with foundational concepts, the diploma prepares graduates for a range of roles in financial management and payroll processing, ensuring they are equipped to handle the demands of the modern business Environment.

Career Opportunities

- Bookkeeper
- Accountant
- Payroll Clerk
- Payroll Administrator
- Invoicing & Billing Clerk

Estimated Salary

Payroll
Administrator
\$62,568

AVERAGE ESTIMATED
EXPERIENCED WAGE PER YEAR

*This estimate is based on available employment data at the time. Actual salary will be based on numerous factors.
Source: workbc.ca



Admission Requirements

- **High School Graduate or equivalent OR mature student status (19 years or older before starting the program)**

Meet one of the following English Language Proficiency requirements:

- o Minimum Grade 10 English (Domestic Students)
- o Overall IELTS 5, OR CLB Level 5, OR Duolingo score of 75-80, OR VCA Test score of 55/100





Courses

Computer Fundamentals

This Computer Fundamentals course provides a comprehensive introduction to the essential concepts and skills needed to navigate and utilize computer technology effectively. Participants will explore core topics including hardware components, operating systems, software applications, and basic troubleshooting techniques. The course covers fundamental skills such as file management and internet navigation. Through practical exercises and guided instruction, learners will build a solid foundation in computer literacy, enabling them to confidently use technology in both personal and professional contexts. Ideal for beginners or those seeking to refresh their basic computer skills, this course ensures participants gain the knowledge necessary to operate computers efficiently and effectively.

Financial Accounting

This course will introduce students to accounting terminology, principles and practices. The course will focus on the analysis and recording of business transactions within the accounting cycle. The theory covered in the course will be reinforced through the preparation of basic financial documents for a service-oriented business using the double-entry bookkeeping method.

Financial Planning

The Financial Planning (FP) course is designed to help students deliver the most effective financial plan analysis to valued clients, based on individual requirements and provide them with comprehensive knowledge about financial planning. Upon successful completion, students will be able to implement best practices in budgeting, borrowing, constructing, and analyzing practical financial statements.

Managerial Accounting

This course helps students to develop the ability to see, collect, analyze, and communicate both quantitative and qualitative information used for planning, controlling, and measuring operations to assist management in making short-term decisions. Topics include the ever-evolving role of management accounting and basic concepts such as product costing and cost accumulation; process costing and hybrid product costing systems; activity-based costing and activity-based management; activity analysis, cost behaviour and cost estimation; cost-volume-profit analysis; absorption and variable costing; profit planning and activity-based budgets; standard costing and flexible budgeting, cost management tools, and decision making.

Microsoft Office

This course will help students to effectively utilize all the features of Microsoft Office products and increase productivity. Students become well-versed in Microsoft Word, Excel, PowerPoint and Outlook applications. This 4-week module helps students sharpen their computer and Office skills and prepare for the main course modules.

Payroll Compliance Legislation

This course provides an in-depth exploration of the essential laws and regulations governing payroll practices across Canada. Participants will gain a comprehensive understanding of federal and provincial payroll requirements, including income tax withholding, Employment Insurance (EI) and Canada Pension Plan (CPP) contributions, and statutory benefits. The course covers compliance with the Canada Labour Code, provincial employment standards, and recent legislative updates, equipping students with the skills to ensure accurate and lawful payroll processing. Practical case studies and real-world scenarios will be utilized to reinforce concepts and prepare participants to navigate the complexities of Canadian payroll legislation effectively.

Payroll Fundamentals 1

This course is the second requirement in the CPA's PCP Certification. This course covers essential topics such as payroll calculations, statutory deductions, employment standards, and regulatory compliance. Students will gain practical skills in processing payroll accurately, interpreting payroll legislation, and understanding the roles and responsibilities of payroll professionals in ensuring organizational compliance and employee satisfaction. Through a combination of theoretical knowledge and hands-on practice, learners will develop the proficiency needed to effectively manage payroll processes in various organizational settings.

Payroll Fundamentals 2

Payroll Fundamentals 2 builds upon the foundational knowledge gained in Payroll Fundamentals 1, delving deeper into advanced payroll practices and regulations. This course focuses on complex payroll scenarios, including payroll accounting, federal remittances and reconciliations, non-statutory remittances and reconciliations, and payroll technology. Students will develop expertise in handling payroll discrepancies, conducting audits, and applying critical thinking to resolve payroll-related issues effectively. Emphasizing both theoretical concepts and practical application, Payroll Fundamentals 2 equips learners with the skills necessary to navigate intricate payroll challenges, ensuring compliance with evolving regulations and contributing to organizational efficiency and accuracy in payroll management.

QuickBooks

Students learn to maintain the financial records of a small business using an accounting software package. Topics include an introduction, accounts payable, accounts receivable, payables and receivables setup; payroll journal and setup; inventory transactions; orders, quotes and deposits; currencies and remittances; project allocations; reconciliations and deposits; and comprehensive setup.

Sage 50

Students learn the feature-rich Sage 50 software. Topics include an introduction, accounts payable, accounts receivable, payables and receivables setup; payroll journal and setup; inventory transactions; orders, quotes and deposits; currencies and remittances; project allocations; reconciliations and deposits; and comprehensive setup.

Taxation

Students examine the conceptual structure of the Income Tax Act and the application of its rules to practical situations. Topics include an introduction to federal taxation, procedures, and administration; income or loss from office, employment, business, or property; capital cost allowances and cumulative eligible capital; capital gains and losses; other income and deductions; and calculation of taxable income and tax payable for individuals.



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