

PROGRAM & CAREER HIGHLIGHTS:

- ✓ *\$10.00 to \$40.00 an hour. The average wage was \$20.94 an hour.*
- ✓ *Professional Opportunities: Students have found work as bookkeepers, in accounting departments, corporations and different levels of government.*

Examples of positions graduates of this program can expect to qualify for:

Accounting Clerk, Accounts Payable Clerk, Bookkeeper, Payroll Clerk, Computerized Accounting Clerk, Bookkeeping Clerk, Tax Clerk

ACCOUNTING & PAYROLL ADMINISTRATOR

The Accounting & Payroll Administrator program prepares graduates for positions working in accounting and/or payroll departments, or as chief administrators for small businesses. The payroll modules utilize the most current curriculum provided by the Canadian Payroll Management Associations, leading to certification as a Payroll Compliance Practitioner (PCP).

CALGARY CAMPUS

300-417 14TH STREET NW
CALGARY AB T2N 2A1

403.920.0070
866.920.0070 (toll-free)

WWW.ROBERTSONCOLLEGE.COM
CALGARYINFO@ROBERTSONCOLLEGE.COM

PROGRAM OUTLINE // 35 WEEKS

BOOKKEEPING	This course covers the day to day manual recording of transactions for a small business organization. This includes general journal transactions, general journals, posting to the general ledgers, preparing a trial balance, payroll registers, operating a petty cash fund, and reconciling bank statements.
BUSINESS COMMUNICATION	This module teaches the fundamentals of Business Communication as a discipline. Students will study the process of communication in the business context; allowing them to make better choices in their communication.
BUSINESS ETIQUETTE AND PROFESSIONALISM	This program introduces students to concepts and practices of proper etiquette in a business and professional environment. Students will discuss etiquette and protocol for telephone and “in-person” interaction. Multi-cultural challenges and netiquette (online etiquette) will also be covered.
COMPUTERIZED ACCOUNTING USING QUICKBOOKS	This course teaches the concepts of using computerized accounting software, QuickBooks. Students will learn how to employ the accounting concepts learned in previous courses via this business focused software.
COMPUTING FUNDAMENTALS	This module provides the knowledge and skills required to identify different types of computers, the components of a personal computer (including internal components such as microprocessors) and how these components work together. The module also provides the knowledge and skills relating to computer storage as it applies to hardware components like floppy and hard disks and performance as it applies to processor speed and memory.
CORPORATE ACCOUNTING	This course introduces corporate accounting. It includes capital assets, current liabilities, partnerships, corporate financial statements, equity financing, corporate reporting, bonds and long term notes payable, cash flow analysis and reporting and analyzing financial statements.
CUSTOMER SERVICE	This module provides a foundation for customer service and also focuses building life-long customer relationships through the development of positive customer-care approaches. The Customer Service module provides the guidelines for emerging technologies such as Internet Chat. Students will develop the foundation customer care skills needed to provide excellence in service using hands-on, interactive, scenario based modules.
FINANCIAL ACCOUNTING	This course introduces financial accounting, GAAP, the accounting cycle and financial statements. It covers merchandising, accounting information systems, and accounts receivable.
KEY APPLICATIONS	This module provides the knowledge and skills required to perform functions common to all Microsoft Windows applications with an emphasis on the common functionality between the three Microsoft Office applications: Microsoft Word, Excel, and PowerPoint. Elements include the ability to start and exit either the Word, Excel, or PowerPoint application, modify the display of toolbars and other on-screen elements, use online help, and perform file management, editing, formatting and printing functions common to most Windows applications.
KEYBOARDING SKILLS	This course helps students learn and develop proper techniques for keyboarding. Utilizing a combination of theory and lots of meaningful practice, students will develop keyboarding speed and accuracy.

LIVING ONLINE	This module provides the knowledge and skills required to identify common terminology associated with computer networks and the Internet, components and benefits of networked computers, the difference between different types of networks (LAN and WAN), and how computer networks fit into other communications networks (like the telephone network).
MICROSOFT EXCEL	This course introduces the advanced features of Excel. Students will learn features that can increase productivity in using many of the built-in features to format, analyze, calculate, or protect worksheets. Students will also look at how to set up worksheet data on web pages as well as how to use data from other programs within Excel.
MICROSOFT WORD	This course demonstrates advanced features of Word to produce professional documents, manage large files, work with web documents, collaborate with others, and merge data together.
PAYROLL COMPLIANCE LEGISLATION	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 1	This course covers all components of individual pay from remuneration, through deductions, to net pay for both regular and non-regular situations
PAYROLL FUNDAMENTALS 2	This course covers remittances to federal, provincial and third party stakeholders as well as preparing accounting documentation for payroll and year end.
SIMPLY ACCOUNTING (LEVEL 1)	This is an introduction to accomplishing basic accounting tasks using Simply Accounting. Students will begin with a company file and enter transactions for general ledger, accounts receivables, accounts payable, inventory, and managing capital expenses. This course will review some accounting fundamentals as they relate to the transaction at hand only.
SIMPLY ACCOUNTING (LEVEL 2)	This course builds on the principles learned in Simply Accounting Level 1 and introduces advanced features and functionality of the product.
CAREER MANAGEMENT	Throughout the program you will practice interview techniques, create or improve your resume, learn networking skills and how to successfully search and find career-related employment.
PRACTICUM	A four week work practicum is included in this program. This practicum will give you a chance to put your newly acquired skills to work in a “real-world” environment while gaining valuable experience.

NOTES