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# COMPUTERIZED ACCOUNTING, TAXATION AND PAYROLL ADMINISTRATION DIPLOMA

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## SUBJECT

### 1. BUSINESS MATH

Business Math module is designed for individuals who want to improve their basic business math skills. It covers basic mathematical calculations commonly used in business such as computation of fractions and decimals, the order of operations for combined computations, and solving equations. It includes the use of proportions, ratios, discounts and percentages, and also provides instruction on the use of a calculator for business applications. There is no software use. Students can be exempted if they show that they have desire skills.

**Textbook / Materials:** Materials are prepared by Business & Technical Training College

**Duration:** 20 hrs. Instructor-led | No Labs + 5 hrs. review

**Pass Mark:** 65%

### 2. BUSINESS APPLICATIONS

Business applications module includes a comprehensive look at applications such as Microsoft Word, Excel Outlook and Access. Learning from basics to an intermediate level, students will gain valuable skills using features, functions and options of these applications.

**Textbook / Materials:** Materials are prepared by Business & Technical Training College

**Duration:** 100 hrs. Instructor-led | 60 hrs. Lab + 5 hrs. review



**Pass Mark:** 70%

### **3. ACCOUNTING FUNDAMENTALS & INFORMATION SYSTEMS**

This module is divided in 2 parts:

- a) Accounting Fundamentals – this part is designed for individuals that have no knowledge or experience with the accounting cycle. Students will learn accounting fundamentals and concepts that will be relevant for employment. Students can be exempted if they can demonstrate through a test that they have good knowledge in such topics: revenue, expenses, net income, the accounting equation, debits, credits, and balancing the accounting formula, the accounting structure, the accounting cycle, journals, ledgers, the trail balance and bank reconciliation. They will have to know the meaning of Trial Balance, Income Statement (P & L), Retained Earnings Statement and Balance Sheet.
  
- b) Information Systems/Computerized Accounting – This part will allow students to apply knowledge they have learnt from accounting fundamentals using a computerized environment. They will learn to use accounting software such as QuickBooks, Simply Accounting/SAGE 50 and ACCPAC/SAGE 300.

**Textbook / Materials:** Materials are prepared by Business & Technical Training College

**Duration:** 130 hrs. Instructor-led | 60 hrs. Lab + 5 hrs. review

**Pass Mark:** 65%



#### 4. TAXATION & INFORMATION SYSTEMS

In this module students will learn tax theories while working with different scenarios, addressing different tax situations. Using tax software will make preparing a tax return easier regardless if it is Personal, Small Business / Self-Employed or Corporate taxes. This course is inclusive using software and case studies.

**Textbook / Materials:** Materials are prepared by Business & Technical Training College

**Duration:** 80 hrs. Instructor-led | 5 hrs. review

**Pass Mark:** 70%

#### 5. PAYROLL ADMINISTRATION & INFORMATION SYSTEMS

In this module shew will learn rules and regulations governing Canadian payroll. They will learn about earnings, deductions, TD1 forms, addition, company and employee contributions, Workplace Safety Insurance Board (WSIB) insurance, maternity leave and much more. Students will go through some practical examples manually and automated.

**Textbook / Materials:** Materials are prepared by Business & Technical Training College

**Duration:** 150 hrs. Instructor-led | 30 hrs. Labs + 5 hours review

**Pass Mark:** 70%



## JOB PROFILE

Accounting Clerks have exceptional record keeping and excellent attention to details. They should be able to work with numbers and computers accurately.

- MAIN DUTIES
- Calculate, prepare and issue documents related to accounts such as bills, invoices, inventory reports, account statements and other financial statements using computerized and manual systems
  - Code, total, batch, enter, verify and reconcile transactions such as accounts payable and receivable, payroll, purchase orders, check, invoices, check requisitions, and bank statements in a ledger or computer system
  - Compile budget data and documents based on estimated revenues and expenses and previous budgets
  - Prepare period or cost statements or reports
  - Calculate costs of materials, overhead and other expenses based on estimates, quotations, and price lists
  - Respond to customer inquiries, maintain good customer relations and solve problems
  - Perform related clerical duties, such as word processing, maintaining filing and record systems, faxing and photocopying

You'll need skills in computerized accounting, inventory, and billing systems



**WORK ENVIRONMENT:**

1. Communication skills
2. Accounting and budgeting
3. Computer literacy

**Job Prospects:**

According to Service Canada website, job prospects in this occupation are good. Jobs will be primarily available for graduates with an accounting diploma. In addition, a graduate must understand and build strong computerized accounting skill. If a graduate choose to become a bookkeeper they must understand and gain knowledge in accounting and taxation.

**REASONS TO TAKE ACCOUNTING, TAXATION AND PAYROLL ADMINISTRATION TRAINING AT BTT:**

1. You will be taught by qualify instructors
2. Disciplined classroom schedules with flexible hours (Mon – Thu 9:30AM to 2:30PM)
3. Comprehensive and hands-on training couple with workshop style training, concepts will be discuss and demonstrated; Learn by doing.
4. Focus and career preparation training
5. FREE! Accounting, tax and payroll software for all students
6. Small classes with personalized attention