COMPUTEK COLLEGE
EST. 1991

ACCOUNTING
PAYROLL AND TAX

TAX

STUDENT SUPPORT COMMUNITY

Employment opportunities and salary

BUSINESS
FACULTY

- ✓ Tax accountant
- ✓ Accounting Clerk
- ✓ Income tax preparer
- ✓ Pay and benefit administrator
- ✓ Pay Adviser
- ✓ Payroll Supervisor
- ✓ Benefits officer
- ✓ Payroll administrator
- ✓ Accounting assisting
- ✓ Payroll compliance officer
- ✓ Bookkeeper
- ✓ Tax analyst

$24.43/ hour
Avg. Base Hourly
Rate (CAD)
Source: jobbank.gc.ca
And payscale.com

$47 ,638
Avg. Base Salary
(CAD)

NOC codes: 💼

- •Accounting and Related Clerks: 1431
- •Bookkeepers: 1231
- •Payroll Clerk: 1432
- •Administrator: 1441

ACCOUNTING
PAYROLL AND TAX

Program Summary

The Accounting , Payroll and Tax Diploma is created for providing introductory knowledge of accounting with an emphasis on computer skills and tax accounting, the Accounting diploma program includes an overview of corporate and personal taxation that will increase your value as a tax accountant. With this program, you will acquire theoretical knowledge and practical skills of accounting, income tax, Bookkeeping & Accounting, Quick Books, Sage 50 Accounting, Sage 300, Financial Analysis & Control, Payroll Levels 1 and 2, and MS Office.

Learning Focus

- Essential skills
- Microsoft windows
- MS Excel Level 1-2
- Microsoft Word 1-2
- MS Power Point
- MS Access
- MS Outlook & Email
- Communication Essentials
- Business Communications

- Employment Achievement Strategies
- Accounting & Bookkeeping
- Income Tax
- Quick Books
- Sage 50
- Sage 300
- Payroll Level – I
- Payroll Level – II
- Financial Analysis and Control

EduCanada

COMPUTEK COLLEGE
EST. 1991

What do payroll and tax accountants do?

Tax accountants determine tax strategies that defer, minimize, or eliminate tax payments, and arrange audits with taxation authorities. These accountants prepare tax documents for a clientele that can include public and private companies, nonprofit organizations, government agencies, and private individuals. As a result of this broad customer base, tax accountants must demonstrate excellent communication skills, as well as the ability to actively listen to their clients as they express their unique concerns.

Payroll accountants prepare employee salary statements and process paychecks. They maintain payroll files and create reports. Payroll accountants ensure all payroll procedures are in line with governmental laws and policies.

ACCOUNTING PAYROLL AND TAX

Module	Hours
Essential Skills In this module, the students will explore the Essential Skills that people require for work, learning and life, which provide the foundation for learning various other skills.	20
Microsoft Windows In this module, the students will explore the basic system operating functions of Microsoft Windows, which include managing the desktop, files and folders, running applications, system settings and tools.	20
Microsoft Word 1 The students will learn to compose and format formal business letters, reports, tables and other business forms. They will enter and edit text in documents and tables, change page layouts, and format using tabs and font styles to produce professional looking documents. Discover how to save and retrieve documents, activate spell-checking tools, use the mouse to activate the Tabs and create and edit documents.	20
Microsoft Word 2 Continuation of Word Processing skills for advance level learning	40
Microsoft Excel - 1 This module focuses on Spreadsheet basics. Creating and modifying worksheets and workbooks, Working with data, formatting worksheets, Printing and worksheets and workbooks for professional presentation. Using different worksheet functions and formulas	40
Microsoft Excel - 2 This course will provide you with the skills to create Workbooks using: "what if" analysis; utilize multiple sheets; Formulas and Functions; and create Graphs. Emphasis will be placed on organizing and consolidating data with efficient multi-sheet models; applying arrays and formulas to new and powerful uses; recording and running macros; Pivot tables, and advanced charting.	60
Microsoft Access This program of the Microsoft Office Suite, will teach students how to use MS Access to manage business data. Students will learn how to enter and edit data using tables and forms that they have created, how to query, sort and create reports using Wizards. How to efficiently use MS Access to increase productivity and achieve efficiency in database management.	40
Outlook & Email Students can expect to cover such information as email composing, formatting as well as inserting attachments. As well, more advanced email manipulation topics and customizations are addressed, such as filtering mail, creating folders, templates and rule wizard applications. In addition to email components, Outlooks Calendar and Tasks features can be integrated for sharing of information between users.	20

ACCOUNTING, PAYROLL AND TAX

	Hours
Microsoft PowerPoint	20

This module focuses on teaching students how to create dynamic business presentations and slide shows. Students are taught how to create and modify presentations using edit text, add color, change fonts, layouts and background styles. Further, students will be able to use PowerPoint templates, tools and formatting techniques to import and incorporate ClipArt, and charts from other programs.

Communication Essentials — 20

Upon completion of this course, students will understand the major concepts from communication theory, be able to recognize these concepts in their own experience and be able to build on their own personal communication style

Business Communication — 40

This course will help the student develop the skills necessary to function in writing and communication in the modern business setting. There will be a review of grammar, sentence structure, and punctuation as they apply to business communication. Formats for a variety of written business communications and effective verbal presentation techniques will be taught. Students will complete various exercises with the emphasis on improving basic skills in grammar, punctuation, and sentence structure, and apply them to writing of letters, memoranda, newsletters, and reports. Students will complete a variety of public speaking exercises to enhance verbal and non-verbal communication skills.

Financial Analysis & Control — 40

Emphasis is placed on the analysis of business trends using ratios, percentages, and budgets to ensure improved decision making and efficiency. In addition, the importance of the accounting cycle and internal control is highlighted with a major project.

QuickBooks — 80

Students learn how to set up new data files, vendors and customers lists, process A/P and A/R transactions, and create reports and graphs in QuickBooks to support small business activities. In addition, this module teaches students how to manage the advanced features of the different Ledgers in QuickBooks to support small business activities.

Bookkeeping & Accounting — 120

This module introduces the students to the basics of bookkeeping and the fundamentals of accounting. At the conclusion of this module, students will be able to understand the usefulness and importance of accounting procedures as business-owners, managers, or office-workers.

Sage 50 — 80

Upon completion of this course, students will be comfortable with computerized accounting principles as well as the installation, configuring and use of Simply Accounting.

Sage 300 — 80

In this course, students learn to set up and interact with the General Ledger, Accounts Payable and Accounts Receivable ledgers using ACCPAC software.

ACCOUNTING, PAYROLL AND TAX

Hours

Payroll - Level 1

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.

80

Payroll - Level 2

This module will build on the knowledge and skills gained in Payroll Level 1. It will enhance the student's 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 customize your payroll environment. In addition, how to create and integrate employee earnings, deductions, garnishments, tax tables and employee settings.

80

Income Tax

Student will learn Canadian Income Tax with Special focus on Personal Tax, Knowledge and skill competencies a student is expected to acquire/perform from this subject in order for the subject's core objectives to be achieved: Participants should have clear understanding of Canadian Tax system and capable of preparing basic personal income tax return for Canadian taxpayers under different situation.

120

Employment Achievement Strategies

This module focuses on providing students with effective job search strategies, cover letter and strategic resume writing, effective interviewing skills and interview preparation to ensure their success in the career search process.

20

Contact us

https://computek.edu/
(416) 321-9911