

Computerized Accounting & Payroll



2011

Registered as a Private Career College (PCC)



Business & Technical Training College

*Business & Technical
Training College*

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ACCOUNTING AND PAYROLL ADMINISTRATOR DIPLOMA

Are you ready to pursue a rewarding career as an Accounting Clerk, Tax Preparer, and a Payroll Administrator?

Accounting, Taxation and Payroll plays a vital role in the operation of a company. As an accounting clerk or tax preparer or payroll administrator you will be working to analyze everyday transactions, making very educated decisions regarding the finances of a company or an individual.

Program Code:	ATP-201
Program Length:	26 Weeks
Starting Now:	Call
COOP Placement:	120 -140 hours
Admission Requirement:	<ul style="list-style-type: none">• Mature Student status (19 years of age or older)• Basic knowledge of keyboarding skills is recommended.• Grade 12

OUR PROGRAM

The Accounting & Payroll Diploma –is a 26 weeks diploma program at Business & Technical Training College which will develop your skills, abilities and knowledge needed to work in an accounting office. You will learn best practices including Business Math, Accounting Fundamentals & Information systems, Business Applications, Payroll Administration, and Taxation. You will be able to prepare financial statements, work with different company information and prepare a company's payroll. You will also be prepared for the Payroll Examination given by Canadian Payroll Association.

YOUR CAREER

Graduating as an accounting clerk or a payroll administrator you can work as an accounts payable or receivable clerk, payroll administrator, tax preparer, etc. Companies that can hire you are those that have in house accounting department or payroll department, tax offices and some government agencies.

COURSES

1. Accounting Fundamentals & Information Systems
2. Payroll Administration & Information Systems
3. Taxation & Information Systems

