

# Accounting and Payroll Administration



Increase your job options with the combined Accounting and Payroll Administration program. Qualify to become an accounting technician, bookkeeper, payroll clerk or financial officer. Graduate in just 10 months, internship included.

Accounting and payroll administration go hand-in-hand. In many companies, accounting and payroll tasks are combined into a single position.

Herzing's Accounting and Payroll Administration program is quick, practical, and taught by experts. This combined program teaches bookkeeping, accounting, payroll processing, and the industry software you need to get hired.

 Program Length: **10 Months (25 hours/week)**  
Includes **5 week internship**

 Program Delivery:  
**On-Campus**

## CAREER OUTLOOK

There are job opportunities in every sector of the economy, including government, business, and non-profit organizations. It doesn't take long to start your career. There is steady demand for accounting and payroll professionals in the Ottawa area.

## PROSPECTIVE JOB TITLES

*Accounting Clerk, Bookkeeper, Accounts Payable (AP) Administrator  
AP/AR Clerk, Payroll Clerk, Accounting Technician, Financial Officer*

### Employment Statistics

90%

Percentage of Overall 2022 Available Graduates  
Employed in a Related Field

## WHO HIRES OUR GRADUATES

*Earncliffe Strategy Group, Carefor Health and Community Services,  
Canadian Food Inspection Agency, Camco Acura Automotive Group  
Aramark, Revenue Canada, Harris Computer System, Minto Group*

# Accounting and Payroll Administration

## ADMISSION REQUIREMENTS

- Minimum of a Canadian high school grade 12 or equivalent (Ontario high school diploma or equivalent) or a mature student (19 years of age or older and has been removed from full-time high school for minimum 2 years). Students applying as mature students must demonstrate appropriate levels of math, English literacy, comprehension and/or written skills to warrant success and completion of program
- Pass an entrance test administered by Herzing College
- Be interviewed in detail regarding interest in the field.
- Note: admission to some programs may include additional requirements.

## COURSE LIST

The Accounting and Payroll Administration program includes training in computerized accounting, managerial accounting, payroll administration, spreadsheets and data management.

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- System and Computer Fundamentals

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- Word Processing Software

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- Scheduling Software

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- Spreadsheets Software

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- English and Communication Skills

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- Presentation Skills and Software

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- Database Software

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- Business Mathematics

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- Accounting Fundamentals

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- Computerized Accounting

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- Career Development and Client Services

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- Accounting I

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- Accounting II

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- Introduction to Payroll and Payroll Software

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- ACCPAC Software

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- Payroll Level I

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- Payroll Level II

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- Business Law and Ethics

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- Internship

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