

# Business Administration - Accounting and Payroll



Focus on managing accounting functions for businesses of all sizes. Develop skills in payroll processing, project management, human resources, and communication. Graduate in only 12 months, internship included.

Herzing's Business Administration - Accounting and Payroll training is designed to give you the practical accounting and business administration skills sought by both private and public-sector organizations. Students get experience in a real job setting and graduate prepared to be an asset to any employer.

 Program Length: **12 Months (20 hours/week)**  
Includes 4 week internship

 Program Delivery:  
**On-Campus**

## ▸ CAREER OUTLOOK

Professionals with administrative and accounting skills have a broad range of possible employers.

### Employment Statistics

90%

Percentage of Overall 2022 Available Graduates  
Employed in a Related Field

## ▸ PROSPECTIVE JOB TITLES

*Accounting Assistant, Accounting Clerk, Administrative Officer  
Payroll Clerk, Accounting Technician, Financial Officer*

## ▸ PROSPECTIVE EMPLOYERS

*Businesses of any size, Government agencies  
Healthcare facilities, Educational institutions, Community and non-profit  
organizations*

Employment result listed is for all programs combined, and are from the most current annual report. Information in this document is subject to change. Updated March 1, 2023

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## ✓ 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

Our Business Administration—Accounting and Payroll program covers accounting concepts and procedures, payroll processing, business communication, people and project management, and office software.

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- Accounting Fundamentals

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- Accounting II

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- Human Resource Management

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- Spreadsheets

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- Computerized Accounting I

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- Computerized Accounting II

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- Office Applications

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- Business Communications

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- Organizational Behaviour

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- Project Management

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- Human Resources

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- Business Math

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- Entrepreneurship

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- Payroll Compliance Practitioner

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- Internship

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- Student Success Skills

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