



COMPUTERIZED ACCOUNTING, TAX AND PAYROLL Program Outline



Program Details

The **Computerized Accounting, Tax and Payroll** Diploma Program at **Prime International College of Health Care and Technology** equips students with the practical knowledge and industry-focused skills needed to build a successful career in accounting and financial administration.

The program emphasizes bookkeeping, computerized accounting applications, payroll administration, Canadian taxation, financial reporting, and business communication aligned with current workplace practices. Through interactive instruction, software-based training, and practical exercises, students gain the competence and confidence to manage financial records, process payroll, prepare tax returns, and support organizations with accuracy, professionalism, and efficiency.

Admission Requirements

- Ontario Secondary School Diploma (OSSD) or equivalent
- Minimum 18 years of age
- Mature student with SLE (min 15 score)
- Proficiency in English
- Basic computer literacy recommended

**Meeting minimum requirements does not guarantee admission. Seats are limited and subject to program availability.*

Employment Profile

Graduates of the **Computerized Accounting, Tax and Payroll** diploma program are equipped to support the financial operations of businesses across a wide range of industries. Combining practical accounting knowledge with hands-on software training, graduates are prepared to perform essential bookkeeping, payroll, taxation, and financial administration functions with accuracy and professionalism.

Students gain practical experience in maintaining financial records, processing accounts payable and receivable, preparing payroll, completing Canadian personal income tax returns, reconciling bank accounts, generating financial reports, and using industry-standard accounting software such as Sage 50, Sage 300, and QuickBooks.

Their ability to manage financial information accurately and support day-to-day accounting operations makes them valuable contributors to businesses of all sizes.

Career Opportunities

The **Computerized Accounting, Tax and Payroll Diploma Program** prepares graduates for a wide range of accounting, payroll, taxation, and financial administration positions across businesses, government agencies, non-profit organizations, and accounting firms, including:

- Accounting Clerk
- Accounting Assistant
- Bookkeeper
- Accounts Payable/ Receivable Clerk
- Payroll Administrator
- Payroll Clerk
- Tax preparation Assistant
- Finance Clerk
- Audit Clerk
- Office Administrator (Accounting)



Annual Salary Range	\$45,000- \$70,000
Hourly Rate	\$20-\$40 per hour

** Based on Ontario labor market information and Job Bank Canada data for Bookkeepers (NOC 12200), Accounting Technicians and Bookkeepers, Payroll Administrators, and Accounting Clerks. Actual wages may vary depending on experience, location, employer, and professional certifications.*



COMPUTERIZED ACCOUNTING, TAX AND PAYROLL Program Outline

Program Duration

Total Program Hours	Program Length
675 hours	24 weeks

Program Delivery

The **Computerized Accounting, Tax and Payroll** diploma program at **Prime International College of Health Care and Technology** is delivered in an online format with instructor-led learning and using industry-standard accounting software.

The curriculum is developed to reflect current Canadian accounting, payroll, and taxation practices while meeting the expectations of today's employers.

Program Summary

This section provides a summary of the total instructional hours, delivery format, and percentage distribution of each learning component. It offers a clear overview of the structure for reference by the Ministry, accrediting bodies, and other stakeholders.

Type of Learning	Total hours	Delivery Format	Weight (%)
Theory	320.00	Online	47.41%
Practical	355.00	Online	52.59%
Total hours	675.00		100%

List of Subjects & Time Allocation

#	Subject	Instruction Hours	Delivery Format
1	Computers, Applications, and Keyboarding	200.00	Online
2	Fundamentals of Accounting	100.00	Online
3	Computerized Accounting 1 (Sage 50, QuickBooks)	125.00	Online
4	Computerized Accounting (Sage 300)	100.00	Online
5	Introduction to Business Law	25.00	Online
6	Introduction to Canadian Income Tax	25.00	Online
7	Communication for Business Success	85.00	Online
8	Career Management	15.00	Online

Important Notes

1. The order of modules may vary based on scheduling.
2. Required textbooks, learning materials and certifications are included in the fee structure.
3. Segments of program may utilize online and computer assisted learning portion and by combining various learning methods, moderations and online-delivery to enhance the learning experience and provide best optimized results.
4. Continuous improvement initiatives ensure program quality through new technologies, and up-to-date practices in the business sector.

Prime International College of Health Care and Technology

Ph: 647 499 1009

Email: info@primeinternational.ca

Website: www.primernational.ca