



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.

Beyond technical expertise, graduates develop strong analytical, organizational, communication, and problem-solving skills, along with the attention to detail required to meet financial deadlines and

maintain compliance with Canadian accounting and payroll practices.

Their ability to manage financial information accurately and support day-to-day accounting operations makes them valuable contributors to accounting firms, corporate finance departments, government organizations, and 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-\$30 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.*

Program Delivery

The **Computerized Accounting, Tax and Payroll** diploma program at **Prime International College of Health Care and Technology** is delivered in a hybrid format, combining instructor-led learning with practical training 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. Regular program reviews ensure that course content remains relevant, up to date, and aligned with evolving industry standards, enabling graduates to enter the workforce with practical, job-ready skills.



COMPUTERIZED ACCOUNTING, TAX AND PAYROLL Program Outline

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 **Computerized Accounting, Tax and Payroll Diploma Program** structure for reference by the Ministry, accrediting bodies, and other stakeholders.

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

Program Outcome

Our comprehensive **Computerized Accounting, Tax and Payroll** curriculum combines theoretical instruction with practical, software-based training, providing students with the knowledge and workplace experience required to succeed in today's accounting and finance industry. Upon graduation, students are prepared to confidently support accounting, payroll, and taxation functions in businesses, government organizations, and accounting firms across Canada.

Computer Applications for Accounting

Develop proficiency in Microsoft Office and industry-standard accounting software, including Sage 50, Sage 300, and QuickBooks, to manage financial records efficiently.

Accounting Fundamentals

Learn the principles of bookkeeping, accounting cycles, journal entries, ledgers, financial statements, and business transactions.

Computerized Accounting Systems

Gain hands-on experience using computerized accounting software to record transactions, reconcile accounts, generate reports, and maintain accurate financial records.

Payroll Administration

Learn Canadian payroll legislation, employee earnings and deductions, statutory remittances, payroll reporting, and year-end payroll procedures.

Canadian Taxation

Develop the skills to prepare personal income tax returns while understanding Canadian tax regulations, deductions, credits, and compliance requirements.

Business Communication & Professional Skills

Build effective workplace communication, customer service, teamwork, organizational, and problem-solving skills essential for accounting professionals.

Financial Reporting & Business Practices

Understand financial reporting principles, banking procedures, internal controls, budgeting, and ethical business practices used in modern organizations.

Career Readiness

Prepare for employment through resume development, interview preparation, workplace professionalism, and strategies for career success in accounting and finance.

Practical Software Training

Apply your knowledge through realistic accounting scenarios and hands-on exercises using industry-recognized accounting and payroll software, preparing you for the responsibilities of today's financial workplace.

Program Duration

Total Program Hours	Program Length
675 hours	24 weeks

List of Subjects & Time Allocation

#	Subject	Instruction Hours	Delivery Format
1	Computers, Applications, and Keyboarding	200.00	Online/Hybrid
2	Fundamentals of Accounting	100.00	Online/Hybrid
3	Computerized Accounting 1 (Sage 50, QuickBooks)	125.00	Online/Hybrid
4	Computerized Accounting (Sage 300)	100.00	Online/Hybrid
5	Introduction to Business Law	25.00	Online/Hybrid



#	Subject	Instruction Hours	Delivery Format
6	Introduction to Canadian Income Tax	25.00	Online/Hybrid
7	Communication for Business Success	85.00	Online/Hybrid
8	Career Management	15.00	Online/Hybrid

Important Notes

1. The order of courses may vary based on scheduling.
2. Required textbooks, learning materials and certifications are included in the fees.
3. The college may update or revise course content, delivery sequence, or instructional materials to maintain compliance with Ministry standards
4. Continuous improvement initiatives ensure program quality through new technologies, and up-to-date healthcare practices.

Prime International College of Health Care and Technology

Ph: 647 499 1009

Email: info@primeinternational.ca

Website: www.primernational.ca