

# ACCOUNTING & PAYROLL (APP)

## About the Program

In this two-year diploma program, you will gain in-depth knowledge of accounting, payroll and human resource practices and related technology applications. You will benefit from hands-on learning through case studies based on actual work situations, and leading-edge accounting and payroll software. Guest speakers and simulated real-life projects will also add to your learning experience.

Part-time option is available > (<http://www.senecacollege.ca/ce/business/accounting/accounting-payroll-diploma.html>)

## Credential Awarded

Ontario College Diploma

## Duration

4 Semesters (2 Years)

## Starts

January, September

## Program and Course Delivery

This program is offered in Seneca's hybrid delivery format with some courses available in Seneca's flexible delivery format. Some coursework is online and some must be completed in person. Students will need to come on campus to complete in-person learning requirements. For courses offered in the flexible delivery format, professors use innovative learning spaces and technology to teach students in a classroom or lab and broadcast in real time to students attending remotely. In flexible courses, students have the choice of coming on campus or learning online.

## Skills

Throughout this program you will develop the following skills:

- Preparing reports
- Compliance with legislation and regulations
- The necessary skills required by the industry

## Work Experience

### Optional Work Term

This program offers the option to complete a work term, providing valuable hands-on experience in your field of study.

Students who select the work term stream will have the opportunity to participate in a work term(s) if eligibility requirements are maintained. Students will have the flexibility to transfer to the non-work term stream at any time. The work term(s) is similar in length to an academic semester and is typically a full-time position that may be paid or unpaid. The work term job search is student-driven and participation in the work term stream does not guarantee that a work position will be secured. However, students will receive guidance and support through in-class career workshops and one-on-one coaching to help prepare for the work term.

Review eligibility requirements for work-integrated learning (<https://www.senecapolytechnic.ca/employers/seneca-works/work-integrated-learning/eligibility.html>)

## Your Career

Graduates of the program can explore the following career options:

- Payroll administrator
- Payroll specialist
- Payroll accountant
- Human resource and payroll generalist
- General accounting co-ordinator
- Small business accountant
- Office manager

## Professional Certification

As a graduate of this program, provided you achieve the required grade in certain courses, you will have the educational requirements for the National Payroll Institute's Payroll Compliance Professional certificate and three credits toward the Payroll Leadership Professional certificate.

*\*There is an additional cost for payroll certification courses included in the program.*

## Accreditation

Accreditation Council for Business Schools and Programs

### Program of Study

Course Code	Course Name	Weekly Hours
<b>Semester 1</b>		
ACC120	Accounting Basics I	4
BAM101	Introduction to Business Administration	3
COM101 or COM111	Communicating Across Contexts Communicating Across Contexts (Enriched)	3
MBF100 or MBF101	Mathematics of Business and Finance <sup>1</sup> Mathematics of Business and Finance	3-4
SDG101	Introduction to Sustainable Business	3
<b>Semester 2</b>		
ACC220	Accounting Basics II	4
APP300	Payroll Compliance Legislation	3
HRA701	Introduction to Human Resources Management	3
OBR250	Organizational Behaviour	3
SMS216	Systems Studies I	3
plus: General Education Course (1)		3
<b>Semester 3</b>		
ACC400	Taxation	4
ACC427	PC Applications and Accounting Software	3
APP301	Payroll Fundamentals I	3

EAC594	Business Communication for the Digital Workplace	3
HRA831	Design and Administration of Compensation Plans	3
plus: General Education Course (1)		3
<b>Semester 4</b>		
ACC425	Managerial Accounting	4
APP302	Payroll Fundamentals II	3
APP303	Call Centre Operations - Accounting and Payroll	3
APP304	Payroll Accounting and Technology Practicum	3
CAP500	Career Planning **	1
WTP100	Work Term Preparation *	1
plus: General Education Course (1)		3
<b>Work-Integrated Learning Term</b>		
APP441	Accounting and Payroll, Work Term	30

<sup>1</sup> Students will be placed in the appropriate level of mathematics depending on their math skills assessment results. Students who are placed in MTH158 Introduction to Mathematics (Algebra) will be required to complete this course before taking MBF100 Mathematics of Business and Finance.

\* Work-Integrated Learning option only

\*\* non Work Integrated Learning option only

## Program Learning Outcomes

This Seneca program has been validated by the Credential Validation Service as an Ontario College Credential as required by the Ministry of Colleges and Universities.

As a graduate, you will be prepared to reliably demonstrate the ability to:

- Maintain paper and electronic accounting records and prepare financial statements for sole proprietorships, partnerships, and corporations in accordance with Generally Accepted Accounting Principles.
- Employ management accounting techniques in the planning, directing, and controlling of an enterprise.
- Prepare routine tax returns for individuals ensuring compliance with relevant legislation and regulations.
- Use mathematical techniques to support the financial management of a business organization including the preparation of financial information.
- Apply computer skills and knowledge of accounting information systems to support the accounting function including maintaining accounting records and preparing financial statements and reports and processing payroll.
- Recognize the impact of the operations of functional areas of an organization on its financial performance.
- Recognize, within the context of the Canadian business environment, the impact of factors such as economic variables, legislation, and ethics on business operations.

- Apply contemporary business communication practices and effective interpersonal skills to support the accounting, human resource, and payroll functions.
- Prepare, maintain, and communicate accurate information related to pensions administration.
- Plan personal professional development to enhance knowledge of current issues, trends, and practices in the payroll profession.
- Prepare, maintain, and communicate accurate information in compliance with all relevant employment legislation, law, policies and procedures for payroll, pensions, compensation and benefits.
- Use current payroll legislation to prepare individual pay including remuneration and deductions to net pay.
- Prepare payroll remittances and year end documentation for federal, provincial and third party stakeholders.
- Process payroll and accounting source documents to complete an accounting cycle using appropriate technology.
- Research and respond to payroll queries in a call centre setting, applying effective customer service techniques.

## Admission Requirements

- Ontario Secondary School Diploma (OSSD), or equivalent, or a mature applicant (<https://www.senecapolytechnic.ca/registrar/canadian-applicants/admission-requirements/mature-applicants.html>)
- English: Grade 12 C or U, or equivalent course
- Mathematics: Grade 12 C or U, or Grade 11 U or M, or equivalent course

Canadian citizens and permanent residents may satisfy the English and/or mathematics requirements for this program through successful Seneca pre-admission testing. (<https://www.senecapolytechnic.ca/registrar/canadian-applicants/admission-requirements/mature-applicants.html>)

Recommended upgrading for applicants who do not meet academic subject requirements (<https://www.senecapolytechnic.ca/registrar/canadian-applicants/admission-requirements/upgrading-options.html>).

## International Student Information

International admissions requirements vary by program and in addition to English requirements (<https://www.senecapolytechnic.ca/international/apply/how-to-apply/admission-requirements/english-requirements.html>), programs may require credits in mathematics, biology, and chemistry at a level equivalent to Ontario's curriculum, or a postsecondary degree or diploma, equivalent to an Ontario university or college. Program-specific pre-requisite courses and credentials are listed with the admission requirements on each program page. To review the academic requirements please visit: Academic Requirements - Seneca, Toronto, Canada ([senecapolytechnic.ca](https://www.senecapolytechnic.ca)) (<https://www.senecapolytechnic.ca/international/apply/how-to-apply/admission-requirements/academic-requirements.html>).

## Pathways

As a leader in academic pathways, we offer a range of options that will allow you to take your credential further in another Seneca program or a program at a partner institution.

To learn more about your eligibility, visit the Academic Pathways (<https://www.senecapolytechnic.ca/pathways.html>) web page.

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