



NACPT
NORTH AMERICAN COLLEGE
PHARMACEUTICAL & TECHNOLOGY

POST-SECONDARY DIPLOMA

ACCOUNTING AND PAYROLL ADMINISTRATION



ADMISSION REQUIREMENTS

**Ontario Secondary School
Diploma or equivalent or
mature Students or at least
18 years of age and pass our
admission test -
Wonderlic SLE**

Program Code: ACC.PAY.ADM.DIP

**Program Duration: 10 months of
Training with Optional Job Assistance
program**

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Program Outline

SEMESTER 1

APA001 – MS Office Access

- In this course, students will learn the features of MS Access to maintain and manage large amounts of information by using relational databases.
- Students will examine the basic database concepts, create and modify databases and their various objectives.
- They will learn how to store, link, and manage data using a single relational database application and its associated tools.

APA002 – Bookkeeping and Financial Accounting Fundamentals

- This course introduces students to bookkeeping and financial accounting fundamentals, the basic structure of bookkeeping and financial reporting, and accounting for liabilities and assets.
- It also covers the purpose, implementation methods, and effectiveness of strategies involved in making sound financial decisions.

APA003 – SAGE 300 ERP (Accpac – Part 1 G/L)

- This course is the first of three Accpac courses and concentrates on General Ledger (G/L).
- Students will learn how to set up a company and chart accounts and enter transactions to generate financial statements.

APA004 – SAGE 300 ERP (Accpac – Part 3 A/P)

- This course is the second of the three Accpac courses and focuses on Accounts Payable.
- Students will learn how to set up the Sub ledgers, Bank and Tax Services, the Accounts Payable module, set up vendors and enter vendor information, process payments for invoices, post adjustments, print reports, and more.

APA005 – Canadian Tax Practice

- The course introduces students to the fundamentals of Canadian tax law and practice concerning individuals and corporations.
- Students will learn how to determine income taxes for business and investment activities.
- They will also learn to analyze alternatives on an after-tax basis and make decisions and recommendations based on the analysis.

APA006 – SAGE 50 (Simply Accounting)

- This course will provide students with an overview of Simply Accounting.
- Students will develop practical knowledge in setting up General Ledger, Accounts Receivable, Accounts Payable, Payroll, Inventory, and Service modules.
- Each lecture will introduce students to a case study to apply Simply Accounting from the company's perspective.

APA007 – MS Office Word

- This course builds advanced skills for creating and formatting complex business documents such as online forms, personalized mailings, or citing reference sources.
- Students will also learn commands for creating and formatting tables, inserting and modifying pictures or shapes, merging, and sharing documents.
- Besides, this course will give students an overview of the ongoing evolution of applications.

SEMESTER 2

APA008 – MS Office Outlook

- This course focuses on the structure of MS Outlook and its various modules to coordinate communications and collaborations with others.
- Modules covered include Mail, Calendar, Contacts, Tasks, and Notes and other features commonly used for collaboration purposes such as creating and distributing lists or groups, cleaning up your system, marking junk mail, and how to check the size of your Outlook data file.

APA009 – Business Law and Ethics

- This course is an introduction to fundamental legal and ethical aspects of business operations.

- Students will understand the Canadian legal system and how different forms of businesses (sole proprietorships, partnerships, and corporations) are regulated. Other covered areas include employment law, consumer law, and competition law.
- The course also emphasizes the importance of ethics and social responsibility in business.
- Students will learn to identify and resolve ethical issues encountered in enterprises through case studies.

APA0010 – Office Administration Procedures

- This course introduces students to the best practices and digital tools required in office administration.
- Students will examine various significant front office management elements, guest services, communication, document formatting, filing, and record keeping. They will also understand the role of Administrative Office Assistants in supporting the management team by organizing, presenting, distributing, archiving, and securing the information.

APA0011 – Business Communication

- This course is designed to give students a comprehensive view of business communication practices and the importance of a well-conducted and well-managed communication process for the success of a business and the individual.

- Students will learn about the various ways of ensuring the effectiveness of communication in different settings, media, forms and formats.
- They will also learn how to build personal credibility, deliver and receive positive and negative feedback, improve listening skills, gain an appreciation of diversity in the workplace and how to rephrase for better relationships, deal with difficult people and handle negative situations.
- The course includes interactive exercises allowing participants to practice and improve their communication skills.

APA0012 – Payroll Administration 1

- The course covers the basics of payroll administration. Students will acquire in-depth knowledge of payroll rules and regulations.
- They will develop the ability to define employment status, pay for regular hours, overtime, travel, and fringe benefits, and vacation time.
- Students will also be able to deal with regulations, procedures, and requirements for garnishments, unclaimed paychecks, reporting, penalty assessments, amended returns, and other non-routine instances.
- They will be proficient at generating paycheque using computer software.

APA0013 – SAGE 300 ERP (Accpac – Part 2 A/R)

- The course covers Employment Insurance, Canadian Pension Plan, and the Income Tax Act, Students will understand how to determine employee deductions and employers' contributions to the employment insurance and pension funds.
- Students will be able to assess income taxes and compensation for contracted work.
- They will also understand how to close payroll at the end of the year.

APA0014 -Payroll Administration II

- This course converges on Accounts Receivable operations.
- Students will gain knowledge on maintaining an efficient record of client transactions and information for A/R management.
- They will also develop the ability to navigate through Accpac to set up a company, setting up a G/L, producing a chart of accounts, and entering transactions

SEMESTER 3

APA0015 – Bookkeeping and Financial Accounting Intermediate

- This course is Part II of two introductory bookkeeping and financial accounting courses that will help provide insight into bookkeeping and financial accounting in the context of

why it exists, its implementation, its effectiveness in making financial decisions, and the evolution of accounting.

- The course will cover two main topics: (1) accounting for partnerships and corporate transactions, and (2) analysis of accounting information. In understanding the basic accounting structure, students will learn about partnerships, corporations, the statement of retained earnings, long-term liabilities, investments, and international operations.

APA0016 – Quickbooks

- This course will provide students with an overview of QuickBooks for accounting for small to medium-sized businesses.
- Students will develop practical knowledge of setting up new files, creating a company, creating a chart of accounts, accounting for routine and unusual transactions.
- Each lecture will introduce students to a unique real-world case study, and students will have the opportunity to walk through the QuickBooks content from the company's perspective.

APA0017 – MS Office Excel

- Students will gain advanced skills working in Excel with a wide range of business documents while building and working with financial models, carrying out detailed data analysis, and automating tasks by recording macros.

- Students will learn to use advanced formatting features, create and manipulate charts, work with different graphics types, and use various analyzing, organizing, linking, and sharing workbooks.

APA0018 – MS Office PowerPoint

- MS PowerPoint 2010 teaches students how to create and manage presentations using various core and intermediate features.
- Some topics, although appearing to be related to basic skill sets, are discussed in more detail, exploring at a higher level different options that can be chosen or applied for that skill set.

APA0019 – Business Mathematics

- Business Mathematics introduces basic mathematical concepts and methods used in the fields of business and finance.
- Students will learn the mathematics involved in payroll, retailing, asset valuation, interest, finance, and the time value of money.
- The course also emphasizes percentages, interest, discounts, the arithmetic of payroll, taxes, trade and cash discounts, retail prices, consumer credit, and simple interest.

APA0020 – Employment Success Strategies

- In the competitive business world, students must be ready to present themselves to employers professionally.
- Employment Success Strategies is a detailed study of how to write impressive and effective resumes and cover letters.
- This course also prepares students for individual and group interview skills.

APA0021 – Student Success Strategies

- This course focuses on strategies for increasing student success in college and life.
- The course explores methods for choosing and developing effective academic, self-awareness, and self-management strategies.
- Students will learn how to become an integral part of the college community and maximize their learning capacities.
- They will know how to use college resources and build relationships with fellow students and instructors.
- The course also emphasizes understanding human interdependence diverse cultures, values, and college community perspectives.

For more questions

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