

# Payroll Clerk

## Certificate

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### Program Objective

The Payroll Clerk program provides students with the skills necessary to perform basic payroll administrative responsibilities with some understanding of payroll regulations and legislation. The Canadian Payroll Association's (CPA) courses covered in this program apply towards the CPA's Payroll Compliance Practitioner (PCP) certification.

### Program Notes

Financial assistance may be available to qualified students.

Successful completion of the Payroll Clerk Certificate requires passing the CPA course (65%) and associated final exams (65%) for the following courses: Payroll Compliance Legislation, Payroll Fundamentals 1 and Payroll Fundamentals 2.

Students must also achieve a 75% program average to obtain the Academy of Learning College's Payroll Clerk Certificate.

### Method of Delivery

Combination of:

- Integrated Learning™ System training facilitated by Academy of Learning College facilitators.
- Online training supported by online instructors.

### Career Opportunities

Successful candidates can pursue careers in the financial sector, specially payroll, benefits, insurance, claims, and mortgage. Upward mobility in these vocations is possible with experience, motivation, dedication, and a positive attitude.

### Admission Requirements

Grade 12 or equivalent graduate or Mature Student status (19 years of age or over with at least one year out of high school).

Mature Students must successfully complete an admissions test to properly assess their personal strengths and weaknesses.

Good command of the English language, and be able to work with an individualized learning system, particularly the Integrated Learning™ System, or online learning as applicable, and to follow instructions.

### Personal Attributes Required

- Knowledge of Canadian Payroll Legislation and practices, with provincial requirements
- Ability to keep information confidential
- Detail-oriented, organized and the ability to multi-task
- Innovative approach to problem solving
- Effective time management skills
- Knowledge of Microsoft Office applications
- Friendly, dependable, and co-operative

### Competencies upon Completion

#### Core Courses

- **Operating Systems**  
Basic level of proficiency in a Windows operating system
- **Word Processing**  
Basic level of proficiency in Microsoft Word
- **Spreadsheets**  
Basic level of proficiency in Microsoft Excel
- **Office Skills**  
Basic Bookkeeping Level 1 and a basic level of proficiency in Microsoft Outlook
- **Accounting**  
Sage 50 Premium Accounting, Payroll Compliance Legislation, and Payroll Fundamentals 1 and 2
- **Employability Skills**  
Job Search and Résumé Writing