



PRAIRIE WESTERN COLLEGE

Committed To Excellence In Teaching & Learning

Accounting and Payroll Administration Diploma

**56 Weeks (Monday to Friday Evening Sessions, 4 hours per class
or Saturday-Sunday, 10 hours per class)**

Module #	Module
1.	Introduction to Financial Accounting
2.	Advance Financial Accounting
3.	Management Accounting
4.	Payroll Accounting
5.	Computerized Accounting System with Simply Accounting
6.	Information Technology and Introduction to MS Office
7.	Advance MS Office (Word, Excel)
8.	Effective Business Communication
9.	Introduction to Management
10.	Human Resources Management
11.	Customer Care in Business
12.	Introduction to Taxation
13.	Resume Writing and Business Professional Skills
14.	Career and Employment Strategies