

## Business – Payroll and Bookkeeping

A Two-Year Ontario College Diploma with  
Co-operative Education Endorsement  
1001 Fanshawe College Blvd. – Room D1063  
London, ON N5Y 5R6  
Phone: 519-452-4294 Fax: 519-452-4572  
[coop@fanshawec.ca](mailto:coop@fanshawec.ca)



### **BUSINESS – PAYROLL & BOOKKEEPING CO-OP HIGHLIGHTS**

Two-Year Ontario College Diploma with Co-operative Education

- **Here for You:** Each academic term, there are qualified Business – Payroll & Bookkeeping students available to support and make valuable contributions to your business.
- **Flexible Duration:** students are available for a four-month period (starting in January, May or September) to fulfill regional, provincial or national work term opportunities.
- **Ready When You Are:** designed with employer feedback, our curriculum ensures our students are personally and professionally prepared for the workplace.

### **BUSINESS – PAYROLL & BOOKKEEPING PROGRAM SCHEDULE**

Students must successfully complete two integrated co-operative education work terms, alternating with four study terms. Work terms generally begin after the first academic year of the two-year program.

### **THE EMPLOYER'S ROLE – AT A GLANCE**

It is essential the work experience is a normal one for a co-operative education student; one where the student is treated like a regular company employee, giving them a realistic view of their future work environment. More importantly, mentoring the student and fostering an attitude for success and the skills to manage interpersonal relationships with colleagues at all levels.

### **WHY HIRE A BUSINESS – PAYROLL & BOOKKEEPING CO-OP STUDENT?**

Our co-operative education students are looking ahead to careers in companies like yours. They're not expecting to simply put in time on the job, but are eager to get involved and make a worthwhile contribution. As an employer you have the opportunity to try out a student's capabilities without obligation or commitment to permanent employment.

#### **Because it just makes sense.**

Eligible employers can claim a tax credit for each qualifying work placement for up to \$3,000.

<http://www.fanshawec.ca/sites/default/files/coop-taxcredit.pdf>

Why limit yourself to just one co-operative education student? We're happy to connect you with multiple students from a range of disciplines. <http://www.fanshawec.ca/co-op>

**With over 39 co-op programs, more than any other college in Canada, Fanshawe College is a leader in the development of co-operative education.** This expertise, combined with the current, relevant and integrated suite of programming at Fanshawe College offered through all Faculties, produces capable and successful graduates in the college sector.

## WHAT CAN AN EMPLOYER EXPECT?

Students start with business basics and then study detailed payroll and bookkeeping concepts.

The following table outlines the required courses prior to the first and second co-op work terms as well as the skill level expected after year one and year two of the Business – Payroll & Bookkeeping program.

Required Courses Prior to 1 <sup>st</sup> Work Term	Level 3 & 4 Courses
<p><b>Level 1:</b> Principles of Accounting I Reason &amp; Writing – Business I Principles of Marketing I Business Math Strategies for Success Introduction to Business Processes</p> <p><b>Level 2:</b> Principles of Accounting II Simply Accounting Payroll Compliance Legislation Information Management Professional Communication Co-operative Education Employment Prep.</p>	<p><b>Level 3:</b> QuickBooks Payroll Fundamentals I Cost Accounting I Excel for Business – Advanced Taxation Organizational Behaviour</p> <p><b>Level 4:</b> Payroll Fundamentals II Work Issues &amp; Ethics Employment Law Small Business Ownership Compensation &amp; Benefits Administration</p>
Expected Skill Level For Year One	Expected Skill Level Year Two
<p><b>Foundational knowledge in...</b></p> <p>Business processes, principles of accounting and marketing, business math and business month end.</p> <p>Payroll and bookkeeping through Simply Accounting, payroll compliance legislation, information management, professional communication and a deeper exploration of accounting principles.</p>	<p><b>Advanced knowledge in...</b></p> <p>Industry-specific computer skills adding accounting software, QuickBooks and advanced Microsoft Excel for business.</p> <p>Payroll fundamentals, cost accounting, taxation, organizational behaviour, compensation and benefit administration, complimented by an understanding of employment law, workplace issues and ethics, as well as small business ownership.</p>
Designations	
<p>Payroll Compliance Practitioner (PCP)</p> <p>Completed the academic requirements for the certified bookkeeper designation with the Canadian Institute of Bookkeeping (CIB)</p>	

## READY TO HIRE?

Contact your Co-operative Education Consultant (<http://www.fanshawec.ca/co-op>) to post your position OR post it at: <http://www.fanshawec.ca/services/student-services/career-services/post-job-online>

