

# Business Administration - Accounting and Payroll



Gain broad exposure to the financial aspects of running a business. Receive thorough training in office software and develop skills in accounting, human resources, and communications. Internship included.

This training is designed to give you the practical accounting and business administration skills sought by both private and public-sector organizations. Students get experience in a real job setting and graduate prepared to be an asset to any employer.

🕒 Program Length: **13 months or less,**  
Includes Internship

📖 Program Delivery: **Online, Hybrid at Herzing  
Toronto**

## ▾ CAREER OUTLOOK

Professionals with administrative and accounting skills have a broad range of possible employers.

### Employment Statistics

80%

Percentage of 2025 Herzing College Available  
Graduates Employed in a Related Field\*

## ▾ PROSPECTIVE JOB TITLES

*Accounting Assistant, Accounting Clerk, Administrative Officer  
Payroll Clerk, Accounting Technician, Financial Officer*

## ▾ PROSPECTIVE EMPLOYERS

*Businesses of any size, Government agencies  
Healthcare facilities, Educational institutions, Community and non-profit  
organizations*

Employment statistics based on most recent available. Not all programs and learning formats available at all campus locations.  
Information in this document is subject to change.  
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## ✓ ADMISSION REQUIREMENTS

- Minimum of a Canadian provincial high school diploma or equivalent, or a mature student
- Pass an entrance test administered by Herzing College
- Be interviewed in detail regarding interest in the field
- Note: admission to some programs may include additional requirements

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## ✓ COURSE LIST

Business Administration – Accounting and Payroll training covers accounting and payroll procedures, business communication, human resources, and office software.

Courses cover topics such as:

- Preparing and analyzing financial statements
- Creating and managing spreadsheets and charts with Microsoft Excel
- Using standard accounting software
- Writing effective letters, reports, and presentations
- Recruiting, reviewing, and retaining staff
- Starting and running a business
- Processing payroll