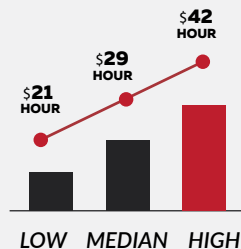


HUMAN RESOURCES AND PAYROLL COORDINATOR

45-Week Diploma Program



Wage Statistics*1:



Program Overview:

In any successful business the most valuable commodity is people. Learn labour relations, employment law, and industry software so you have the essential skills to help businesses grow in this exciting career.

Industry-Relevant Information

- Accounting has a key role in human resources and payroll functions within any business.
- Graduates from this field have a variety of career options to choose from including employment in public and private companies, government agencies, payroll administration companies and self-employment.
- Become eligible to access the CPA-Payroll Compliance Practitioner (PCP) after completing your training in accounting and payroll.

Program Features

- The program combines the overlapping and complimentary fields of payroll and human resources.
- Courses cover human resources, payroll compliance legislation, accounting and more.
- Gain relevant business skills including communication, human resources and MS Office Software.

Career Opportunities:

- Accounting Clerk
- Benefits Officer
- Pay and Benefits Clerk
- Pay Clerk
- Payroll Officer
- Wage and Salary Administrator
- Human Resources Assistant/Officer
- Personnel Officer
- Recruitment Specialist

Why Choose Reeves College?

- Receive knowledgeable training from industry-experienced instructors.
- Hands-on professional skills courses, and computerized accounting courses, including SAGE 50.
- Complete a 100-hour practicum.

Frequently Asked Questions:

Where can I work once I graduate?

The training you receive will enable you to find employment in public and private companies, government agencies, not-for-profit organizations, and self-employment.

Is this the right field for me?

This field offers an interesting balance for the people working in this field. Students of this program will take hands-on payroll courses including accounting, while also taking human resources management courses which involve theory and reading.

*1 alis.alberta.ca; 2020



REEVESCOLLEGE.CA/HUMANRESOURCES

“

Reeves College gave me the opportunity to learn new things and, with that knowledge, search for a better job. The staff and instructors impacted me in the most positive way. They were always willing to lend a helping hand and were always very friendly.”

-Jason C., Reeves College Business Program Graduate