

(NATIONALLY RECOGNISED)

Process payroll (BSBADM308A)

Source: Certificate III in Business Administration (BSB30201)

Course Description: This unit covers processing of payroll from provided data in manual payroll systems.

Underpinning Skills: Basic knowledge of MYOB and book-keeping

Qualification Issued: Statement of Attainment

Study Materials Supplied: MYOB v17 workbook

Course Delivery: This unit is taught on an independent learning basis, where students work at their own rate through a workbook and series of structured exercises. A facilitator is available during the class to give personal assistance when needed.

Full-time/Part-time Study

Length of Course:

Up to 13 sessions

1 session = 3 hours

Total Course = 39 hours

(Can be completed over 7 days or up to 12 weeks)

Available:

Monday to Friday from 9.00 to 12.00 and 1.00 till 4.00

Additional Materials:

None

10% DISCOUNT APPLIES TO HEALTH CARE & CONCESSION CARD HOLDERS