

(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:** None

**Qualification Issued:** Statement of Attainment

**Study Materials Supplied:** Manual Payroll Book

**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 10 sessions

1 session = 3 hours

Total Course = 30 hours

**(Can be completed over 10 days or up to 10 weeks)**

*Available:*

Monday to Thursday from 9.00 to 12.00

*Additional Materials:*

None

**10% DISCOUNT APPLIES TO HEALTH CARE & CONCESSION CARD HOLDERS**