

Essential Payroll Award

Designed for:

The Essential Payroll Award comprises three courses suitable for those with an aptitude for figures who wish to learn manual and computerised payroll.



Objectives:

By studying this Award you will be introduced to the principles of manual payroll to enable you to move on to learn computerised payroll using Sage software. In addition, you will gain valuable skills in Microsoft Excel which is a popular spreadsheet program.

Subjects:

Practical Payroll Level 2 uses real-life scenarios to convey a variety of payroll topics. You will gain sufficient knowledge to move quickly on to Sage Payroll which will enable you to apply the skills you have gained to computerised payroll. Microsoft Excel enables you to learn spreadsheet skills to a good working standard.

- Practical Payroll Level 2
- Sage Payroll
- Microsoft Excel

Benefits:

The Essential Payroll Award gives you all you need to get into the world of payroll; to get you an interview in a payroll department.

Guideline learning time:

Full time or part time study - 70 hours

What Next?

For more rounded office skills, you could go on to study the Pitman Training Accounting Technician Diploma. You should discuss all options with a course advisor.