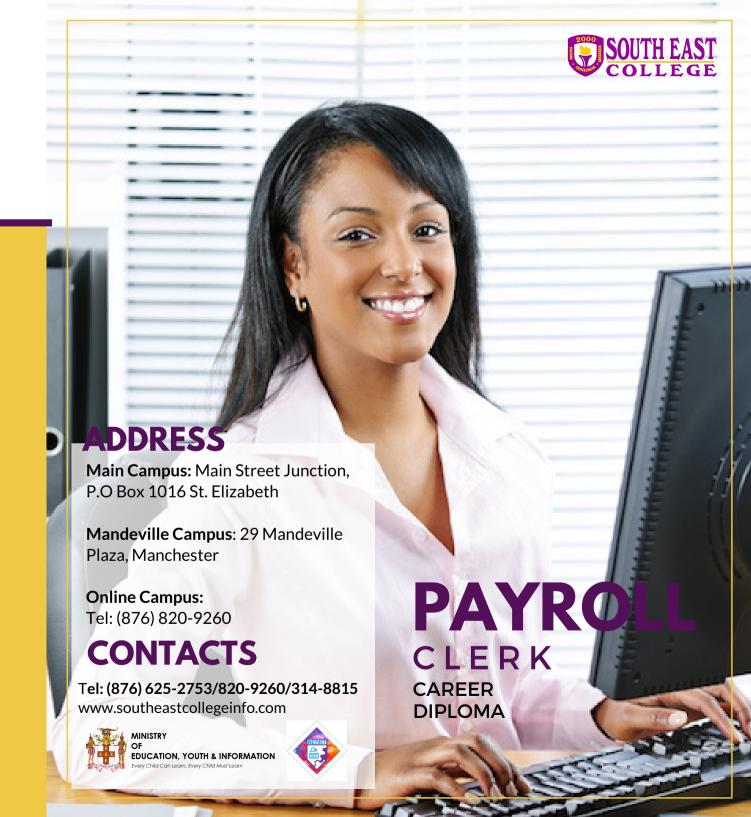


Transform
Yourself.
Transform the
World.

The College is built upon the idea that a powerful, pragmatic, broad education can transform hearts and minds, can solve problems in an ever-changing world, and can yield ideas and innovation across every discipline.







# COURSE **OVERVIEW**

## **DUTIES OF A** PAYROLL CLERK

A Payroll Clerk assists in the process of making sure a company pays employees accurately and on time.



**Duration:** Fee:

6 weeks \$10,000.00

Award:

**Career Diploma** 

Mode of study: ONLINE, CAMPUS Schedule:

**Evening classes** 

### **JOB OPPORTUNITIES**

One of the great things about working as a Payroll Clerk is that you know that you are needed in every industry.





#### **RECOGNIZED**

SEC is a registered institution of the Ministry of Education, since 2004. Employers have grown to trust & recognize our training programmes.

### **COURSE OVERVIEW:**

This 6 wks training will cover the following modules:

- Overview of Payroll Accounting
- Tax Calculations
- Understanding Income Tax Act(Regulations)
- Filing Tax Returns
- Effecient Records Management System for the Accounts Office
- The use of technology in preparation of payroll & recordsmanagement