

# PAYROLL MANAGEMENT USING MICROSOFT EXCEL

## CONTEXT

Small and Medium-sized Enterprises (SMEs) often struggle with managing their finances due to the prohibitive cost of intricate accounting software. Through the use of Microsoft Excel, our instructors will demonstrate a viable and low-cost alternative to this issue. Accurate and timely accounting is essential to the success of any SME, and this workshop will help ensure that financial management is no longer an obstacle to create a thriving business.

## OBJECTIVE

Upon completion of the workshop, participants will be able to complete a full payroll run using the tools Microsoft Excel has to offer.

## CONTENT

- Employee files configuration
- Source deductions for employees
- The social cost to the employer
- Reports to the government
- Creating a T4

## METHODOLOGY

This course uses a student-centered approach to best serve the unique needs of the participants. Throughout the course students will be hands-on with the Microsoft Excel tools being discussed, so upon completion their skills can immediately be applied to their respective workplace.

Dawson College Business Training Solutions provides customized courses to both the public and private sectors. We draw on the expertise of an important network of professional instructors, and 30 years of experience offering training for professional and personal development.

Conveniently located in downtown Montreal, Dawson College can accommodate large and small groups in our classrooms, laboratories and studio facilities. Our experts are also available to deliver the workshops and training you require on-site at your premises.

Dawson College Business Training Solutions is committed to working with our clients in order to accurately assess your training needs, adapt our teaching strategies and develop the content that will help your business or organization to accomplish its goals.

Our rates are competitively priced and our training consultants are able to advise you on the eligibility of your company to apply for funding from Emploi-Québec or other government agencies. We are committed to working with you in order to optimize your organization's investment in employee development.

- Training needs assessment
- Instructional design
- Content development
- Pedagogical support and post training follow-up
- RAC services (Recognition of Acquired Competencies)
- Services in French and English

Over the past 30 years, we have been devoted in providing high-quality training to private and public sector employees. We have developed seminars and training modules that have proven to be effective and we also have the capacity to customize our content or to develop something entirely new to meet the needs of your company.

## Business Training Solutions

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