

Online Diploma in Bookkeeping and Payroll

February 2025

Thursdays - 6:30pm to 9:30pm

Please note this is a provisional timetable and subject to change:

Month	Day	Content
February	27	Manual and Computerised Bookkeeping using Sage 50
March	06	Computerised Book keeping
	13	Computerised Book keeping
	20	Computerised Bookkeeping
	27	Computerised Bookkeeping
April	03	Computerised Book keeping and Mock Exam
	10	Bookkeeping Exam
	17	Manual & Computerised Payroll using Micro pay
	24	Computerised Payroll
May	01	Computerised Payroll
	08	Computerised Payroll
	15	Computerised Payroll
	22	Computerised Payroll
	29	Payroll Exam