

Diploma in Bookkeeping and Payroll

February 2024

Thursdays - 6:30pm to 9:30pm

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

Month	Day	Content
February	29	Manual and Computerised Bookkeeping using Sage 50
March	07	Computerised Book keeping
	14	Computerised Book keeping
	21	Computerised Bookkeeping
	28	Computerised Bookkeeping
April	04	Computerised Book keeping and Mock Exam
	11	Bookkeeping Exam
	18	Manual & Computerised Payroll using Micro pay
	25	Computerised Payroll
May	02	Computerised Payroll
	09	Computerised Payroll
	16	Computerised Payroll
	23	Computerised Payroll
	30	Payroll Exam

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