

# Diploma in Bookkeeping and Payroll

May 2024

Tuesdays - 6:30pm to 9:30pm

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

Month	Day	Content
May	28	Manual and Computerised Bookkeeping using Sage 50
June	4	Computerised Book keeping
	11	Computerised Book keeping
	18	Computerised Bookkeeping
	25	Computerised Bookkeeping
July	2	Computerised Book keeping and Mock Exam
	9	Bookkeeping Exam
	16	Manual & Computerised Payroll using Micro pay
	23	Computerised Payroll
	30	Computerised Payroll
August	6	Computerised Payroll
	13	Computerised Payroll
	20	Computerised Payroll
	27	Payroll Exam

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