

Online Diploma in Bookkeeping and Payroll

April 2025

Mondays - 6:30pm to 9:30pm

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

Month	Day	Content
April	28	Manual and Computerised Bookkeeping using Sage 50
May	05	Bank Holiday – No classes
	12	Computerised Book keeping
	19	Computerised Book keeping
	26	Computerised Bookkeeping
June	02	Bank Holiday – No classes
	09	Computerised Bookkeeping
	16	Computerised Book keeping and Mock Exam
	23	Bookkeeping Exam
July	30	Manual & Computerised Payroll using Micro pay
	07	Computerised Payroll
	14	Computerised Payroll
	21	Computerised Payroll
	28	Computerised Payroll
August	04	Bank Holiday – No classes
	11	Computerised Payroll
	18	Payroll Exam