

Online Diploma in Bookkeeping and Payroll

June 2025

Tuesdays - 6:30pm to 9:30pm

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

Month	Day	Content
June	24	Manual and Computerised Bookkeeping using Sage 50
July	01	Computerised Book keeping
	08	Computerised Book keeping
	15	Computerised Bookkeeping
	22	Computerised Bookkeeping
	29	Computerised Book keeping and Mock Exam
August	05	Bookkeeping Exam
	12	Manual & Computerised Payroll using Micro pay
	19	Computerised Payroll
	26	Computerised Payroll
September	02	Computerised Payroll
	09	Computerised Payroll
	16	Computerised Payroll
	23	Payroll Exam