

# Online Diploma in Bookkeeping and Payroll

September 2025

Tuesdays - 6:30pm to 9:30pm

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

Month	Day	Content
September	16	Manual and Computerised Bookkeeping using Sage 50
	23	Computerised Book keeping
	30	Computerised Book keeping
October	07	Computerised Bookkeeping
	14	Computerised Bookkeeping
	21	Computerised Book keeping and Mock Exam
	28	Bookkeeping Exam
November	04	Manual & Computerised Payroll using Micro pay
	11	Computerised Payroll
	18	Computerised Payroll
	25	Computerised Payroll
December	02	Computerised Payroll
	09	Computerised Payroll
	16	Payroll Exam