

# Online Diploma in Bookkeeping and Payroll

October 2025

Wednesdays - 6:30pm to 9:30pm

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

Month	Day	Content
October	22	Manual and Computerised Bookkeeping using Sage 50
	29	Computerised Book keeping
November	05	Computerised Book keeping
	12	Computerised Bookkeeping
	19	Computerised Bookkeeping
	26	Computerised Book keeping and Mock Exam
December	03	Bookkeeping Exam
	10	Manual & Computerised Payroll using Micro pay
	17	Computerised Payroll
	24	<b>Christmas Brek – No Classes</b>
	31	<b>Christmas Brek – No Classes</b>
January 2026	07	Computerised Payroll
	14	Computerised Payroll
	21	Computerised Payroll

<b>January 2026</b>	<b>28</b>	Computerised Payroll
<b>February 2026</b>	<b>04</b>	Payroll Exam