

Diploma in Computerised Bookkeeping & Payroll

January 2022

Wednesdays - 6:30pm to 9:30pm

Month	Day	Content
January	19	Manual and Computerised Bookkeeping using Sage 50
	26	Computerised Book keeping
February	02	Computerised Book keeping
	09	Computerised Bookkeeping
	16	Computerised Bookkeeping
	23	Computerised Book keeping and Mock Exam
March	02	Bookkeeping Exam
	09	Manual & Computerised Payroll using Micropay
	16	Computerised Payroll
	23	Computerised Payroll
	30	Computerised Payroll
April	06	Computerised Payroll (This date is subject to change as it is NYE weekend)
	13	Computerised Payroll
	20	Payroll Exam

****Please note this is a provisional timetable and subject to change.***

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