

Diploma in Bookkeeping and Payroll

July 2024

Wednesdays - 6:30pm to 9:30pm

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

Month	Day	Content
July	31	Manual and Computerised Bookkeeping using Sage 50
August	07	Computerised Book keeping
	14	Computerised Book keeping
	21	Computerised Bookkeeping
	28	Computerised Bookkeeping
September	04	Computerised Book keeping and Mock Exam
	11	Bookkeeping Exam
	18	Manual & Computerised Payroll using Micro pay
	25	Computerised Payroll
October	02	Computerised Payroll
	09	Computerised Payroll
	16	Computerised Payroll
	23	Computerised Payroll
	30	Payroll Exam

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