

On Campus Diploma in Bookkeeping and Payroll

February 2025

Tuesdays - 6:30pm to 9:30pm

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

Month	Day	Content
February	25	Manual and Computerised Bookkeeping using Sage 50
March	4	Computerised Book keeping
	11	Computerised Book keeping
	18	Computerised Bookkeeping
	25	Computerised Bookkeeping
April	1	Computerised Book keeping and Mock Exam
	8	Bookkeeping Exam
	15	Manual & Computerised Payroll using Micro pay
	22	Computerised Payroll
	29	Computerised Payroll
May	6	Computerised Payroll
	13	Computerised Payroll
	20	Computerised Payroll
	27	Payroll Exam

Online Diploma in Bookkeeping and Payroll

February 2025

Thursdays - 6:30pm to 9:30pm

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

Month	Day	Content
February	27	Manual and Computerised Bookkeeping using Sage 50
March	06	Computerised Book keeping
	13	Computerised Book keeping
	20	Computerised Bookkeeping
	27	Computerised Bookkeeping
April	03	Computerised Book keeping and Mock Exam
	10	Bookkeeping Exam
	17	Manual & Computerised Payroll using Micro pay
	24	Computerised Payroll
May	01	Computerised Payroll
	08	Computerised Payroll
	15	Computerised Payroll
	22	Computerised Payroll
	29	Payroll Exam