

# *tops* **Training of Professional Students**



## Work shop time table

### April 10 - Workshops

<u>Date</u>			<u>Course Description</u>	<u>Fees £</u>
<b>Essential financial accounting workshop- EFA</b>				400
24-Apr-10	Day 1	9 am - 5pm	Sage Line 50 - Sales Ledger	
01-May-10	Day 2	9 am - 5pm	Sage Line 50 - Purchase Ledger	
08-May-10	Day 3	9 am - 5pm	Sage Line 50 - Bank Reconciliation	
15-May-10	Day 4	9 am - 5pm	Sage Line 50 - Four Quarters VAT Returns	
22-May-10	Day 5	9 am - 5pm	IRIS Accounts - Final Accounts and year end journals	

### TOP up workshops

29-May-10	Day 6	9 am - 5pm	Sage Payroll workshop- SP	150
05-Jun-10	Day 7	9 am - 5pm	Microsoft Excel - Book keeping	150