



### Non Accounting Classes:

Day	Date	Subject	Tutor
Thu	26/11/2009	Induction	LC
Tue	08/12/2009	Health & Safety, Personal Effectiveness, Working with Computers AM / ABC PM	LC AM / KP PM
Tue	15/12/2009	Health & Safety, Personal Effectiveness, Working with Computers AM / ABC PM	LC AM / KP PM
Wed	23/12/2009	Health & Safety, Personal Effectiveness, Working with Computers AM / ABC PM	LC AM / KP PM
Wed	06/01/2010	Health & Safety, Personal Effectiveness, Working with Computers AM / ABC PM	LC AM / KP PM

### Fast Track - June exam programme:

Mon	11/01/2010	Induction day
Mon	25/01/2010	Management Information
Mon	08/02/2010	Basic Book Keeping
<b>Sat</b>	<b>27/02/2010</b>	<b>Management Information Simulation</b>
Mon	01/03/2010	Receipts
<b>Sat</b>	<b>27/03/2010</b>	<b>Receipts simulation</b>
Mon	29/03/2010	Payments
<b>Sat</b>	<b>24/04/2010</b>	<b>Payments simulation</b>
Mon	19/04/2010	Ledger Balances
Mon	10/05/2010	Computerised Basic Bookkeeping
Mon	17/05/2010	Computerised Basic Bookkeeping ( <i>if required</i> )
<b>Sat</b>	<b>22/05/2010</b>	<b>Ledger Balances Simulation</b>
Mon	07/06/2010	Ledger balances revision
Mon	08/06/2010	Ledger balances revision
Mon	09/06/2010	Ledger balances revision
<b>Tues</b>	<b>15/06/2010</b>	<b>PLB Exam (pm) - Preparing Ledger Balances</b>