



EXETER FOUNDATION EVENING CLASS

Day	Date	Subject	Venue	Tutor
Mon	07 September 2009	Induction		
Mon	14 September 2009	Health & Safety/Personal Effectiveness		
Mon	21 September 2009	Health & Safety/Personal Effectiveness		
Mon	28 September 2009	Working with Computers		
Mon	05 October 2009	Management Information		
Mon	12 October 2009	Management Information		
Mon	19 October 2009	Management Information		
Mon	26 October 2009	Half term		
Mon	02 November 2009	Management Information Simulation		
Mon	09 November 2009	Management Information Simulation		
Mon	16 November 2009	Basic Book Keeping		
Mon	23 November 2009	Basic Book Keeping		
Mon	07 December 2009	Basic Book Keeping		
Mon	04 January 2010	Receipts		
Mon	11 January 2010	Receipts		
Mon	18 January 2010	Receipts		
Mon	25 January 2010	Receipts		
Mon	01 February 2010	Receipts Simulation		
Mon	08 February 2010	Receipts Simulation		
Mon	15 February 2010	Half term		
Mon	22 February 2010	Payments	A+ Exeter	GC
Mon	01 March 2010	Payments	A+ Exeter	GC
Mon	08 March 2010	Payments	A+ Exeter	GC
Mon	15 March 2010	Payments	A+ Exeter	GC
Mon	22 March 2010	Payments simulation	A+ Exeter	GC
Mon	29 March 2010	Payments simulation	A+ Exeter	GC
Mon	05 April 2010	Easter		
Mon	12 April 2010	Ledger Balances	A+ Exeter	GC
Mon	19 April 2010	Ledger Balances	A+ Exeter	GC
Mon	26 April 2010	Ledger Balances	A+ Exeter	GC
Tues	04 May 2010	Ledger Balances	A+ Exeter	GC
Mon	10 May 2010	Ledger Balances simulation	A+ Exeter	GC
Mon	17 May 2010	Ledger Balances simulation	A+ Exeter	GC
Mon	24 May 2010	Ledger Balances revision	A+ Exeter	GC
Tues	01 June 2010	Ledger Balances revision	A+ Exeter	GC
Mon	07 June 2010	Ledger Balances revision	A+ Exeter	GC
Tues	15 June 2010	PLB Exam (pm) - Preparing Ledger Balances		
Mon	21 June 2010	Computerised Basic Bookkeeping	A+ Exeter	GC
Mon	28 June 2010	Computerised Basic Bookkeeping	A+ Exeter	GC
Mon	05 July 2010	Computerised Basic Bookkeeping	A+ Exeter	GC
Mon	12 July 2010	Computerised Basic Bookkeeping	A+ Exeter	GC

Notes:

1. Simulations can be sat on Saturdays if other options are not available

All courses will be held at the Exeter office, Bradninch Court, Castle Street, Exeter. EX4 3PJ. Tel: 01392 217730

Courses will commence at 6.00pm and finish at approximately 8.00pm