



Taunton Foundation Evening Class

Day	Date	Subject	Venue	Tutor
Wed	9 September 2009	Induction		
Wed	16 September 2009	Health & Safety/Personal Effectiveness		
Wed	23 September 2009	Health & Safety/Personal Effectiveness		
Wed	30 September 2009	Working with Computers		
Wed	7 October 2009	Management Information		
Wed	14 October 2009	Management Information		
Wed	21 October 2009	Management Information		
Wed	28 October 2009	Half term		
Wed	4 November 2009	Management Information simulation		
Wed	11 November 2009	Management Information simulation		
Wed	18 November 2009	Basic Book Keeping		
Wed	25 November 2009	Basic Book Keeping		
Wed	9 December 2009	Basic Book Keeping		
Wed	6 January 2010	Receipts		
Wed	13 January 2010	Receipts		
Wed	20 January 2010	Receipts		
Wed	27 January 2010	Receipts		
Wed	3 February 2010	Receipts simulation		
Wed	10 February 2010	Receipts simulation		
Wed	17 February 2010	Half term		
Wed	24 February 2010	Payments	A+ Taunton	SHO
Wed	3 March 2010	Payments	A+ Taunton	SHO
Wed	10 March 2010	Payments	A+ Taunton	SHO
Wed	17 March 2010	Payments	A+ Taunton	SHO
Wed	24 March 2010	Payments simulation	A+ Taunton	SHO
Wed	31 March 2010	Payments simulation	A+ Taunton	SHO
Wed	7 April 2010	Easter		
Wed	14 April 2010	Ledger Balances	A+ Taunton	SHO
Wed	21 April 2010	Ledger Balances	A+ Taunton	SHO
Wed	28 April 2010	Ledger Balances	A+ Taunton	SHO
Wed	5 May 2010	Ledger Balances simulation	A+ Taunton	SHO
Wed	12 May 2010	Ledger Balances simulation	A+ Taunton	SHO
Wed	19 May 2010	Ledger Balances revision	A+ Taunton	SHO
Wed	26 May 2010	Ledger Balances revision	A+ Taunton	SHO
Wed	2 June 2010	Ledger Balances revision	A+ Taunton	SHO
Wed	9 June 2010	Ledger Balances revision	A+ Taunton	SHO
Tue	15 June 2010	PLB Exam (pm) - Preparing Ledger Balances		
Wed	23 June 2010	Computerised Basic Bookkeeping	A+ Taunton	SHO
Wed	30 June 2010	Computerised Basic Bookkeeping	A+ Taunton	SHO
Wed	7 July 2010	Computerised Basic Bookkeeping	A+ Taunton	SHO
Wed	14 July 2010	Computerised Basic Bookkeeping	A+ Taunton	SHO

All courses will be held at the Taunton office, Kingston House, Blackbrook Park Avenue, Blackbrook Business Park,
Taunton TA1 2PX. Tel: 01823 443779

The A+ office address is: Bradninch Court, Castle Street, Exeter EX4 3PJ. Tel: 01392 217730

All courses will commence at 6.00pm and finish at approximately 8.00pm.