

Would you like to be a Bookkeeper and learn Sage Accounts?

Our Sage Accounting for Business course starts on 7th October 2010

This new IAB and Sage endorsed qualification will provide learners with manual bookkeeping knowledge as well as Sage accounting skills which will enable them to carry out a range of day-to-day accounting routines.

- Gain a bookkeeping qualification to enhance your career
- Understand the role of a bookkeeper
- Learn how to accurately record financial transactions
- Understand the principles of VAT
- Produce useful and timely management information from Sage Accounts software
- Learn from an experienced, award winning bookkeeper

You will receive:

- ✓ Free Sage 50 Accounts Professional software valid for 12 months
- ✓ Training manual
- ✓ IAB Level 2 Qualification
- ✓ Sage Certificate
- ✓ Student membership of the International Association of Bookkeepers (IAB)

Study will be in a small group one day per week (9.30-4.30) for 8 weeks commencing Thursday 7th October 2010 with additional study between sessions of 4-6 hours each week.

Qualification will be by successful completion of knowledge tests and assignments.

No previous experience of bookkeeping is required however it is expected that learners will have basic skills in numeracy, literacy and information technology.

At just £975 including VAT for a recognised bookkeeping qualification, a certificate of competence from Sage and Sage software why not start your new career now!

This course is ideal for business owners* too - learn how to keep your accounts correctly on Sage and reduce your accountancy bill!

*Funding may be available for businesses.

Contact us for further information and a booking form

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