

interalia

Course Title	Duration	ex VAT	inc VAT
Sage Individual Customised Tuition	1 hour	£50.00	£60.00
Sage (Standard Group Training Courses)	3 hours	£120.00	£144.00
Sage Instant: Introductory Course Managing Customers, Suppliers, Products and Invoicing Management and Control	Sage 50: Introductory Course Managing Sales and Credit Control Purchasing and Product Management Management and Control		
Payroll (Standard Group Training Courses)			
Sage Payroll	2 x 2½ hours	£240.00	£288.00
Sage Instant Payroll	3 hours	£120.00	£144.00
Bookkeeping (Standard Group Training Courses)			
Bookkeeping for Sage Users	2 hours	£75.00	£90.00
Keeping Business Books and Records	2 x 2½ hours	£175.00	£210.00
Institute of Certified Bookkeepers Qualifications			
Level I Certificate in Basic Bookkeeping:			
without tutorials	-	£246.81	£290.00
with tutorials	-	£331.91	£390.00
Level II Certificate in Manual Bookkeeping:			
without tutorials	-	£263.83	£310.00
with tutorials	-	£348.94	£410.00
Level II Certificate in Computerised Bookkeeping:			
without tutorials	-	£493.62	£580.00
with tutorials	-	£578.72	£680.00
Level III Diploma in Manual Bookkeeping:			
without tutorials	-	£297.87	£350.00
with tutorials	-	£382.98	£450.00

BOOK NOW ON: 0800 130 0350



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Course Title	Duration	ex VAT	inc VAT
Individual Customised Computer Tuition	1 hour	£50.00	£60.00
Standard Microsoft Training (Small Groups)	3 hours	£60.00	£72.00
Internet & Email	Spreadsheets		
Introduction to the Internet – Internet Explorer	Microsoft Excel – Level One		
E-mail – Outlook Express	Microsoft Excel – Level Two		
	Microsoft Excel – Level Three		
Word Processing	Databases		
Microsoft Word – Level One	Microsoft Access – Level One		
Microsoft Word – Level Two	Microsoft Access – Level Two		
Microsoft Word – Level Three	Microsoft Access – Level Three		
Mail Merge – Envelopes & Labels			
Desktop Publishing	Presentations		
Microsoft Word for Desktop Publishing	Microsoft PowerPoint – Level One		
	Microsoft PowerPoint – Level Two		
Web Development			
Microsoft FrontPage	2 x 3 hours	£190.00	£228.00
eBusiness Strategy & Website Brief	2 x 3 hours	£400.00	£564.00
ECDL Qualifications			
ECDL – Supported Self Study	-	£270.00	£324.00
ECDL – Online Study	-	£210.00	£252.00
ECDL Advanced (per module)	-	£110.00	£132.00

Please ask about possible funding available.

Courses can be customised to suit your needs

