



improve your accounting systems



learn in stages

Improve your company's accounting procedures at a stroke by training your staff in the SAGE Line 50 software

system. We are offering a series of four, full day training sessions available singly or as a block, designed to cover the main elements of this highly effective software package in a step by step process.

This is just one of a series of specially constructed courses offered by Tamworth Business Training Services to assist local businesses improve their operations by maximising the potential of the workforce. For details on this or other options, call Yvonne Musson on 01827 304311.



SAGE Line 50 courses

- Day 1. **Getting started:** Setting up a company and the operation of day to day routines. (January 14 or April 15, 2005)
- Day 2. **Get to grips with accounts:** Payments, receipts, bank accounts, VAT returns, journal entries and month end reports. (February 4 or May 6, 2005)
- Day 3. **Stock control:** Sales and purchase order processing, creating delivery notes and invoices. (February 25 or June 10, 2005)
- Day 4. **Becoming an expert:** Setting up accounting software to manage information and year end procedures. (March 18 or July 8, 2005)

Course costs: £95 per day or £350 for all four sessions.

All sessions take place on Fridays between 9.30am and 4.30pm at the Lichfield Campus of Tamworth & Lichfield College.

Tamworth & Lichfield College, Tamworth Campus

Croft Street, Tamworth,
Staffordshire B79 8AE.
Tel: 01827 310202 Fax: 01827 59437
Email: enquiries@tamworth.ac.uk
Website: www.tlc.ac.uk

Tamworth & Lichfield College, Lichfield Campus

The Friary, Lichfield,
Staffordshire WS13 6QG.
Tel: 01543 301100 Fax: 01543 301103
Email: enquiries@lichfield.ac.uk
Website: www.sulc.ac.uk

there's so
much more
going on
at Tamworth &
Lichfield College