

TECHNICAL ESSENTIAL BUSINESS SKILLS COURSES 2010 - GUERNSEY



To register on any of these sessions, please complete and return the attached registration form, or contact reception on (01481) 266176, or e-mail guerneyinfo@bpp.com

Session	Timings	Date	Cost
How to Complete Your Personal Tax Return	9am – 4pm	01 February 2010	£195
Introduction to UK tax – Option 1	9am -4pm	18 February 2010	£195
Introduction to Bookkeeping – Option 1	9am -4pm	24-26 February 2010	£410
Trust Accounting – Option 1	9am – 4pm	25 February 2010	£195
Maths Day – Option 1	9am -1pm	1 March 2010	£140
Introduction to Management Accounting – Option 1	9am -4pm	2 March 2010	£195
Introduction to Bookkeeping – Option 2	9am – 4pm	19 – 21 April 2010	£405
How to Complete your Guernsey Company or Partnership Tax Return	9am – 4pm	28 April 2010	£195
Trust Accounting – Option 2	9am – 4pm	26 May 2010	£195
Introduction to UK tax – Option 2	9am – 4pm	28 May 2010	£195
Cash Flow Statements – Option 1	9am – 1pm	16 June 2010	£140
Introduction to Bookkeeping – Option 3	9am – 4pm	21 – 23 June 2010	£405
Interpretation of Accounts – Option 1	9am – 4pm	28 June 2010	£195
Introduction to Bookkeeping – Option 4	9am – 4pm	18 – 20 August	£405

Maths Day – Option 2	9am – 1pm	23 rd August 2010	£140
Introduction to Management Accounting – Option 2	9am – 4pm	24 th August 2010	£195
Interpretation of Accounts – Option 2	9am – 4pm	19 October 2010	£195
Introduction to Bookkeeping – Option 5	9am – 4pm	24 – 26 November 2010	£405
Cash Flow Statements – Option 2	9am – 1pm	03 Dec 2010	£140





Technical Essential Business Skills courses registration form

First name		Surname	
Home Address		Home tel no:	
Employer:		Work tel no: Work fax no:	
Work Training Contact:		Work Training Contact E mail:	
Work Address:		Email address:	

Please enrol delegates on the following cpd session(s):

Name of Course	Date of Session	Fee

I enclose a cheque made payable to BPP Professional Education for:

£

Training Contact - Signed:

Date:

Please return this form together with payment to The Administration Dept at the address below:

BPP Professional Education, La Villiaze, Forest, Guernsey. GY8 0HG

Tel 01481 266176

Fax 01481265955

Important Note:

Session dates may be subject to change. Cancellation within 7 days of the course will incur the full course cost (Please refer to our full terms and conditions).

Places on courses will not be reserved until payment has been received by BPP Professional Education.