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Department of Continuing Education

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Semester Start Dates:

- September 21
- October 19
- November 9
- December 14

Online Course Format:

- Led by an expert instructor
- Interactive discussion areas
- New sessions begin monthly
- 6 weeks, 12 lessons

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Introduction to Peachtree Accounting 2009 \$99

Accounting tasks are not most small-business owners' idea of a good time. Fortunately, Peachtree can save you time, effort, and money by making these tasks easier than doing them by hand and cheaper than paying a professional to do them for you. Once you understand Peachtree, you'll be able to do your regular accounting tasks yourself with far less struggle and only pay your accountant for advice on making your business more profitable.

So join us for this hands-on training in how to perform all your basic accounting tasks using Peachtree Accounting software. First, you'll set up vendors, customers, and inventory items. Then you'll see how easy it is to record typical tasks such as goods purchased, bills paid, items sold, and payments collected. You'll also learn how to handle end-of-month procedures.

Requirements:

- **Peachtree Complete Accounting 2008 or Peachtree Complete Accounting 2009 (The Payroll tax services is not required).**
- **Internet access**
- **e-mail**
- **Microsoft Internet Explorer or Mozilla Firefox Web browser**
- **Adobe Flash (free download at adobe.com)**
- **Adobe Acrobat (free download at adobe.com)**

To register visit:

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