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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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Charlotte Campus  
Continuing Education

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**Introduction to QuickBooks 2010 \$99**

QuickBooks is designed for the small to mid-sized business owner who enjoys Quicken's ease of use but prefers a more traditional approach to accounting. Learn how this well-designed accounting program can make it a snap to set up a chart of accounts, reconcile your checking account, create and print invoices, receipts, and statements, track your payables, inventory, and receivables, create estimates, and generate reports.

**Requirements:**

- QuickBooks Pro 2010 or QuickBooks Premier Edition 2010
- Microsoft Windows Vista or XP
- Internet access
- e-mail
- Microsoft Internet Explorer or Mozilla Firefox Web browser
- Adobe Flash (free download at [adobe.com](http://adobe.com))
- Adobe Acrobat (free download at [adobe.com](http://adobe.com))

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