



## Center for Professional Development

### QuickBooks 2008

#### Part II

QuickBooks can improve your productivity whether you are a small business owner working from your home office or part of a larger organization. This series of hands on classes provide an introduction to the following features:

- Analyzing Financial Data
- Creating & Customizing Reports
- Managing Inventory
- Managing Sales Tax
- Managing Payroll
- Estimating & Progress Invoicing
- Tracking Time & Mileage
- Customizing Forms
- Writing QuickBooks Letters

**Dates:** Saturdays

- February 13, 20, 27 (3 Sessions)
- April 24, May 1, 8
- Fall dates TBA

**Time:** 10:00am to 1:00pm on Saturdays as listed above

**Cost:** \$250. Textbook (Intuit Quickbooks Pro 2008 Student Guide) Not Included  
Textbook can be purchased by calling Intuit at 866-570-3843 – Same book used in Quickbooks 2008 Part I.

**Location:** Edison State College, Lee Campus, room to be announced

**Instructor:** TBA

**Advance registration and payment to Cont. Ed. is required**  
**Seats are limited for group session, so register today!**  
For registration form and information, call 239-489-9235,  
email [celee@edison.edu](mailto:celee@edison.edu)  
**OR download from [www.edison.edu/lee/ce](http://www.edison.edu/lee/ce)**