



Center for Professional Development QuickBooks 2008

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:

- Setting up your company
- Entering historical data
- Entering current data -Sales/Services -Purchases/Inventory
- Invoicing and Sales tax
- Managing Receivables
- Managing payables
- Managing cashflow
- Preparing financial statements

Dates: Saturdays (4 sessions)
• Fall 2010 – Dates TBA

Time: 10am to 1pm 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

Location: Edison State College, Hendry Glades 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
OR download from www.edison.edu/lee/ce