



EDISON STATE
COLLEGE

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

- January 9, 16, 23, 30
- March 20, 27, April 3, 10
- May 22, June 5, 12, 19

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, Fort Myers 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