



Center for Continuing Education

QuickBooks 2011 Advanced Features

Increase the functionality of your Quick Books software to help you make better business decisions to help save time and money. This advanced features class will help you set up the job costing and estimating features within your Quick Books software.

- How to set up Job Costing
- Tracking materials
- Assigning Labor costs
- Running Job Costing Reports

Dates: Saturday – March 31, 2012

Time: 10:00am to 1:00pm

Cost: \$99.00

Textbook: Intuit QuickBooks Pro 2011 Student Guide, ISBN# 978-1-57338-1123
Textbook can be purchased by calling Intuit at 866-570-3843
Or online at education@intuit.com
** Same book used in QuickBooks 2011 Part I**

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

Instructor: Mallika Coykendall

***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***

Requests for refund one week prior to the first class meeting will be granted. If you have a Higher One card through Edison the refund will be transferred to your Higher One Account. Due to the short-term nature of most Continuing Education programs, refunds will not be granted on or after the first class meeting.