



## Center for Continuing Education

### QuickBooks 2011 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 (3 sessions)  
• March 3 – March 24, 2012 (no class on March 10<sup>th</sup>, campus closed)

**Time:** 10:00am to 1:00pm

**Cost:** \$250.

**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](mailto:education@intuit.com)  
\*\* Same book used in QuickBooks 2011 Part I\*\*

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

**Instructor:** Charles Thompson

***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)***

**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.**