



Center for Continuing Education

QuickBooks 2011

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 cash flow
- Preparing financial statements

Dates: Saturdays (4 sessions)

- January 21 - February 11, 2012
- April 14 - May 5, 2012
- May 26 - June 16, 2012

Time: 10:00am to 1:00pm

Cost: \$250.

Textbook: Intuit QuickBooks Pro 2011 Student Guide-ISBN# 978-1-57338-112-3
Textbook can be purchased by calling Intuit at 866-570-3843 or
On line at education@intuit.com

Location: Edison State College, Fort Myers 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 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.