

QuickBooks Training

This is a 14 part series of workshops for the basic understanding of Intuit QuickBooks Pro 2011.



Sessions will be held at:
Marion Technical College
Technical Education Center (TEC #191)
1467 Mt. Vernon Avenue
Marion, OH 43302-5694
740-725-4014

Sessions start at 9:30 and end at 11:00 am

September 20, 2011 Lesson 1: Getting Started	January 10, 2012 Lesson 8: Entering and Paying Bills
October 4, 2011 Lesson 2: Setting Up QuickBooks	January 17, 2012 Lesson 9: Analyzing Financial Data
October 18, 2011 Lesson 3: Working with Lists	January 31, 2012 Lesson 10: Setting Up Inventory
November 1, 2011 Lesson 4: Working with Bank Accounts	February 14, 2012 Lesson 11: Tracking and Paying Sales Tax
November 15, 2011 Lesson 5: Using Other Accounts	February 28, 2012 Lesson 12: Doing Payroll
November 29, 2011 Lesson 6: Entering Sales Information	March 13, 2012 Lesson 13: Estimating & Progress Invoicing
December 6, 2011 Lesson 7: Receiving Payments and Making Deposits	March 20, 2012 Lesson 14: Customizing Forms and Writing Letters

The cost to attend these workshops is \$30.00 per session or all 14 for \$375.00*
 (Must register and pay for all 14 sessions by September 13, 2011 for the savings).

Space is limited though, so please RSVP to Terri Martin by calling 740-725-4014 or
 Email: martint@mtc.edu

Presented/funded by the Workforce Development at the Marion Technical College, the Small Business Development Center at Braintree and the Small Business Administration



Small Business
Development Centers



Ashland Area Council for
Economic Development

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