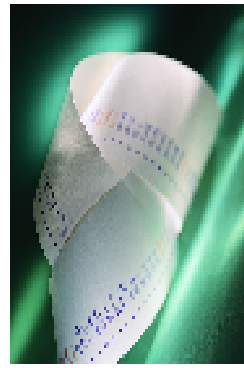


QuickBooks Class

QuickBooks Pro is one of the most widely used small business accounting software in the market. Don't fight it. Use it.



SATURDAY – November 7, 2009 Beginner
THURSDAY – November 12, 2009 Advanced

Are you interested in learning more about what QuickBooks can do for your Business? These classes will introduce you to basic set-up of your Company on QuickBooks and how to customize your accounts from an Intuit Certified QuickBooks Advanced Advisor, Christa Peterson. Bring your laptop and follow along step by step. Sorry, no Macs.

In the Beginner class you will receive hands-on training on:

- Understanding the Importance of Setup
- Learning how QuickBooks Works
- How to Create a Company File, Set Preferences, & Properly Set Up Lists
- How to Enter Information on Forms
- How to Reconcile Accounts

The Advanced class will focus on:

- How to Use Fixed Asset Items to Track Assets (equipment, vehicles, etc.)
- How to Use Loan Manager to Track Loans
- How to Customize QuickBooks Forms & Reports
- How to Use Reports to Analyze Financial Data

Call today to Reserve your Seat: 530-823-4703

Beginner Class – 11/7/09, \$60.00, 9:00am – 4:00pm

Advanced Class – 11/12/09, \$35.00, 5:30 pm – 8:30 pm

Take both classes for \$85 and get \$10.00 off.

Payable in advance by mail. Classes are kept small - No Walk-Ins.

It is important that attendees have QuickBooks Pro or Premier for 2007, 2008 or 2009 on their computers.

Classes held at:
Sierra Economic Development Corporation
Training Room
560 Wall Street, Suite F., Auburn, CA 95603

Don't miss out on these valuable classes!



Sierra Economic Development Corporation