

WEDNESDAY
JUNE 24, 2009
8:30AM—11:30AM

Intuit® QuickBooks

CLASS OUTLINE:

- * Version Differences
- * Home Page
- * Account Set-up
- * Entering Transactions
- * Creating Invoices
- * Receive & Record Deposits
- * Enter & Pay Bills
- * Account Reconciliations
- * Overview of Reports
- * Tips & Tricks

*Class Location: Otterbein College,
Roush Hall Computer Lab,
corner of Park and Grove Streets.*



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Class is presented by
Kathryn Ingram,
Certified Quickbooks
Pro Advisor

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CLASS SIZE
IS LIMITED

Register on-line by
Friday, June 19, 2009

\$25 Member

\$35 Non-Member