

Non-Credit Courses Offered at Midpoint Campus Center

QUICKBOOKS PRO 2008 BASICS

Learn the fundamentals of using QuickBooks to track the finances of a small business, including how to set up a new company, manage bank account transactions, maintain customer and vendor information, generate reports, write and print checks. You will also create invoices and credit memos, add custom fields, set up budgets, and learn about data backup/protection.

Prerequisite: Some knowledge of business concepts.

Wednesdays, September 8 and 15

9 a.m. to 4 p.m.

CEUs 1.2

Instructor: Marcia Calhoun, CPA, Rea & Associates

\$249

Location: Midpoint Campus Center

QUICKBOOKS PRO 2008 INTERMEDIATE

Learn to use QuickBooks Pro to its fullest. In this informative workshop, more advanced QuickBooks covered include: Budgeting, Inventory, Estimates, Sales Orders, Time Tracking, Sales Tax, and Year-end Adjustments.

Prerequisite: Some knowledge of QuickBooks Pro basics.

Wednesdays, September 29 and October 6

9 a.m. to 4 p.m.

CEUs 1.2

Instructor: Marcia Calhoun, CPA, Rea & Associates

\$249

Location: Midpoint Campus Center

For more information please contact Midpoint Campus Center at 330-225-0042