



intuit quickbooks®

QuickBooks Setup

This course is desktop-instructor led. Begin with a solid understanding of what you need to get up and running. This class will review creating a new company and choosing the parameters to setup your system for ultimate performance and to prevent errors. This class will start by creating a new company, chart of accounts, customers, vendors, inventory items and entering beginning balances. You will have the building blocks to successfully utilize your investment. Remember to bring your QuickBooks questions. **Please note: Bring a lunch.**

Registration Code: SFAP-1532-T0601

Date: Tuesday, April 28, 2020

Time: 9 am - 4 pm

Fee: \$249.00

QuickBooks Daily Processing

This course is desktop-instructor led. Gain an in-depth understanding of the best practices for successfully entering your daily activity. The learning objective will be how to use QuickBooks to support your routine business processes and manage your vital information. This class will focus on general ledger, vendor & customer transactions and a basic introduction to the interaction with inventory. FREE Accounting System Guide included with this class. Get on the right track and remember to bring your questions. **Please note: Bring a lunch.**

Registration Code: SFAP-1533-T0601

Date: Wednesday, April 29, 2020

Time: 9 am - 4 pm

Fee: \$249.00

QuickBooks Advanced

This course is desktop-instructor led. Master your QuickBooks software with our QuickBooks Advanced training class. Learn from a master how to master the advanced features of your software to gain pinpoint control over your business information. Bank reconciliation, security, special procedures, shortcuts, reporting and forms design. Get on the fast track to becoming a power user and take the pulse of your business. FREE Accounting System Guide included with class! Remember to bring your QuickBooks questions to class. **Please note: Bring a lunch.**

Registration Code: SFAP-1534-T0601

Date: Tuesday, May 5, 2020

Time: 9 am - 4 pm

Fee: \$249.00

Register online at oaklandcc.edu/ce or for more information call **248.232.4167** or **248.232.4150**



Oakland Community College
Auburn Hills Campus
2900 Featherstone Road
M-TEC Building, Room 235



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