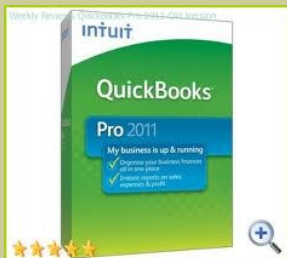


LATEST INFORMATION!

Updated December 14, 2011



QuickBooks Classes

Join me at the Education Center where you will learn to use **Quick Books Pro 2011**.



Requirements:

MANDATORY: Bring a 4GB+ flash drive to the first class as we do not save student work.

Part II -Quick Books Students must register /or have obtained a certificate for Part I from the San Leandro Adult School before being allowed to register for Part II.

Part I -Quick Books Students:

***It is highly recommended that you register for :
060403- Intro to Computers /Keyboarding 1/9-1/26
Mon-Thurs 8:15 –10:45 am to ensure you have basic file management knowledge before taking Part I.**

****If you believe you are ready to start with QuickBooks Pro II, you must get teacher approval before registering.**

Prospective students, please note: You should already have knowledge of basic Accounting and basic File management. Without this knowledge these courses, will be very difficult to complete. Don't forget to bring your flash drive to the first class as we do not save student work.

Instructor Lori J. Parris

QuickBooks Pro Part I

Section #	Class Dates	Class Title/Days/Times	Fee
067803	Jan.27 –Apr. 6 * No Class 2/24	QuickBooks Part I Fridays 8:15am-10:45am	\$50

QuickBooks Pro Part II

Section #	Class Dates	Class Title	Fee
067804	Apr. 20-Jun. 1 * No Class 5/25	QuickBooks Part II Fridays 8:15am-10:45am	\$30
067805	Jan. 11-Apr.4 * No Class 2/24	QuickBooks Part II Wednesdays 6:00pm-8:30pm	\$55

What will be covered?

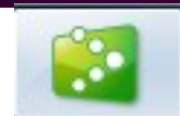
Part I classes will cover Chapters 1-6

- * Intro to QuickBooks Pro
- * Creating a Company
- * Working with Vendors
- * Working with Customers
- * Banking with QuickBooks
- * Correcting and Customizing in QuickBooks
- *

Part II classes will cover Chapters 7-12

- * Accounting Cycles/Using Classes
- * Physical Inventory
- * Payroll
- * Estimates/Time tracking
- * Balance Sheet Accounts & Budgets
- * Reporting, Closing Books & Adjusting Entries

Note: We will be using the **QuickBooks Pro 2011 Comprehensive** book (from Labyrinth Learning)



Classes are held at :
1448 Williams Street
San Leandro, CA 94577
In Room EC 106

Phone: 510-667-6287

Questions for the teacher?
E-mail: teachllpslad@gmail.com