

2329 N. Career Avenue Suite 106
Sioux Falls, SD 57107
Phone: 605/367-5757
Fax: 605/367-5755



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Provides free, confidential consulting in the following areas:

- Business Start-up/Acquisition, Expansion, Stabilization, Liquidation/Sale, Reorganization
- Financial Analysis, Business Planning, Securing Capital, Cash Flow Management, Inventory Management, Marketing/Market Research
- Business Seminars Available

Classes are held on the campus of

Southeast Technical Institute

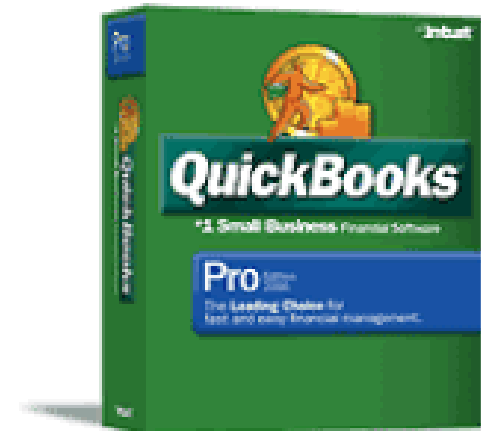
University Center

Room 185

2205 N. Career Avenue

Sioux Falls, SD 57107

QuickBooks Training 2009



Classes being offered:

- Basic
- Advanced

Seating is Limited!!!

Brought to you by the Small Business
Development Center

QuickBooks Basic

During this introductory course, you will work with a sample company and learn firsthand the many features QuickBooks Pro has to offer. While working with the provided sample company, you will add customers and vendors, write checks, balance checking accounts, pull and customize financial reports, and much, much more. In addition, you will set up a mock company from scratch and witness firsthand how a company is created in QuickBooks and how decisions made during setup affect how the program works for your organization.



Learn what QuickBooks has to offer!

QuickBooks Advanced

During this advanced course you will work with a sample company and learn firsthand the more advanced features contained in QuickBooks Pro. While working with the provided sample company, you will learn how to set up and work with 'splits', the necessary accounts for any assets owned by the organization, tracking and making use of payroll reports, how the inventory feature works, the idea behind the accountants review copy, tax reporting, and much, much more. This course is meant for those individuals who have taken the QuickBooks Pro Basic course or have worked with QuickBooks Pro. There will be an opportunity to answer any specific questions and/or solve problems as time allows during the course.



Learn how to get more from your QuickBooks program!



2009 QUICKBOOKS REGISTRATION FORM:

Sign up for:

INTRODUCTION

TIME PRICE

- Wednesday, Sept. 16th, 2009 7-9:30 pm \$20
- Wednesday, Oct. 21st, 2009 7-9:30pm \$20
- Tuesday, Nov. 10, 2009 7-9:30pm \$20

Sign up for:

ADVANCED

- Wednesday, Nov. 18th, 2009 7-9:30pm \$20

Total: _____

For any questions, or to register, please contact the SBDC at 605-367-5757.

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