



QuickBooks 2010

QuickBooks 2010 is designed for small to mid-sized businesses. In this class students will learn how to set-up account charts, reconcile checking accounts, and create and print invoices, statements, and receipts. Also, students will learn how to track payables, receivables, and inventory, and to create a variety of reports. Students will earn 2.4 CEU's upon completion of the class. Class size is limited to 14 students so early registration is advised.

Dates: January 30 to February 22, 2012
Days: Monday and Wednesday evenings
Time: 6:00 PM till 9:00 PM

Location: Washington County Center for Human Services
209 E. Main Street, Plymouth, NC

Instructor: Lisa Evans

Registration fee: \$70*

**Citizens 65 and over are eligible for one free class per academic semester. If eligible, registration fee will be \$5.*

To register: By phone: 940-6375; we accept Visa, MasterCard, or Discover Card
In person: Building 8, Room 802
By mail: Beaufort County Community College
Attention: Eva Peartree
P O Box 1069
Washington, NC 27889
(Please make check payable to BCCC)

For more information, please call Clay Carter at 940-6357

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