CORPORATE AND COMMUNITY TRAINING

LAKETE®H

Lake Technical College



Instructor, Debbie Cyr of Eustis High School

SHORT TERM TRAINING

WHAT IS QUICKBOOKS?:

An accounting software program used to manage sales and expenses and keep track of daily business transactions. It can be used to invoice customers, pay bills, generate reports for planning and tax filing, and more.

LEARN FROM AN EXPERT:

Certified in QuickBooks Pro/Premier 2017 with10 years of experience as an instructor and 5 of those years teaching Entrepreneurship.

GAIN HANDS-ON EXPERIENCE:

Students will work with the instructor to attain the skills and knowledge needed to track their finances accurately and easily.

INTRO TO QUICKBOOKS

February 12 - March 14, 2019 (5 Weeks) Tuesdays & Thursdays, 6:00 - 8:00 pm

Cost: \$140

In this hands-on, instructor-led course, students will use QuickBooks to set up a company, record transactions, create and customize forms, and more. Small and medium-sized businesses wanting to improve their accounting and financial tracking are encouraged to attend.

Prerequisites: Basic computer skills. Recommended: Bring your own laptop.

Classes with be held at the main campus: 2001 Kurt Street, Eustis, FL.

PLEASE REGISTER EARLY. PAYMENT IS DUE BY TUESDAY, FEBRUARY 5, 2019.

