

Small Business Development Center March Workshops

QUICKBOOKS (Four Sessions)

March 3, 2010 (Wednesday) 1:00 PM - 5:00 PM

Learn to use this popular business accounting program for your small business.

**Paris J C, Greenville Center - Greenville Center
6500 Monty Stratton Dr.
Greenville, TX 75402**

QUICKBOOKS (Four Sessions)

March 10, 2010 (Wednesday) 1:00 PM - 5:00 PM

Learn to use this popular business accounting program for your small business.

**Paris J C, Greenville Center - Greenville Center
6500 Monty Stratton Dr.
Greenville, TX 75402**

Description: Four Sessions per class, held on Wednesday afternoons: *February 17, February 24, March 3, & March 10. Learn to use this popular business accounting program for your small business. You will learn to set up and maintain a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports. QuickBooks software can be used to process payroll quickly and easily. This course details all the steps needed for proper setup and includes troubleshooting tips and solutions for common problems and mistakes. Prerequisites: Computer experience and basic accounting. Instructor: Rudy Slusher, counselor, Paris SBDC.

To register for classes in Greenville, contact the Paris Junior College Greenville Center at 903-454-9333. First class marked with * will be held at the Greenville Chamber of Commerce, 2713 Stonewall Street. Please register early.

Paris SBDC Web Site (Phone:903-782-0224)

Fee: \$135

For more info: Contact the Paris Junior College Greenville Center at 903-454-9333

Email: pbell@parisjc.edu

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