

Better Business Management with Quick Books Classes through VWCC Workforce Solutions

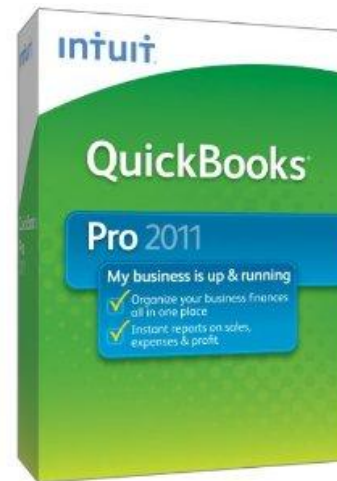


Learn to use QuickBooks to manage your accounting records, freeing up time for you to grow your business. Are you a small business owner who would like to learn computerized accounting? Have you been using QuickBooks and would like to learn how to use it better?

These two New In-Depth Workshops – Intermediate and Advanced QuickBooks – will help you succeed.

Late Spring & Early Summer Classes

- Intermediate: ACC-195 - Learn to import data; create and analyze reports; process payroll and manage employee data; prepare budgets and track inventory and services. Class meets on: Friday 4/27 from 5:30 – 10:00pm; Saturday 4/28 from 8:00am to 12:30pm; and Friday 5/4 from 5:30 to 10:00pm.
- Advanced: ACC 295– Learn about recording sales and tracking sales tax; creating sales adjustments and statements; work with accounts payable/receivable; setting preferences and security; tracking employee time, customizing forms and letters, and generating information for preparing tax returns. Class meets on Wednesday evenings 5/9; 5/16; 5/23; and 5/30 from 6-9:15pm in Room M317.



Your instructor, Kitty Pride, has more than 15 years of experience in accounting and is a CPA. She has been teaching others how to use Quick Books for most of that time and was a Certified Quick Books ProAdvisor when she was at Brown Edwards and Company. ACC-110 or prior experience using Quick Books is a prerequisite for these classes.

Textbook: Intuit QuickBooks Learning Guide 2011 by A.L. Craig, ISBN: 978-1-57338-112-3 (textbook does include software).

To register, go to: <http://virginiawestern.edu/admissions/index.php> and click on Apply Now.

For additional information, contact Workforce Solutions at (540) 857-6076 or workforce@virginiawestern.edu