



# QUICKBOOKS WORKSHOPS



## HANDS-ON TRAINING



**NCCC Corporate Training Center**  
**50 Main Street, Lockport, NY 14094 716.434.3815**  
Presented by David Kelchlin-Certified Quickbooks Instructor

### Intro To Quickbooks

**No time to read manuals? This half-day workshop is for you!**

You will be provided with step-by-step instructions for using the most common Quickbooks features. End the frustration and begin to understand. Learn how to create your company, track and manage sales and expenditures; analyze financial data, reports, and graphs. No prior knowledge of accounting is needed.

**Tuesday, May 18, 2010 - \$79\*\***

**8:30am-Registration/Refreshments; 9:00am-12:00pm Program**

### Mastering Quickbooks

**Advanced Quickbooks tips, tricks and shortcuts**

Register today for our advanced Quickbooks business bookkeeping program. Program will cover pass-through expenses, payroll, inventory, sales tax, estimates, adjustments and year-end procedures. Learn to save time and ensure accuracy. Gets answers to nagging questions from a Quickbooks expert.

**Thursday, May 20, 2010 - \$79\*\***

**8:30am-Registration/Refreshments; 9:00am-12:00pm Program**

**\*\*\* Attend both Intro and Mastering Quickbooks for a discounted price of \$140**

**Sponsored by: NCCC Small Business Development Center**

Visit our website at: [www.niagarasbdc.org](http://www.niagarasbdc.org)

**TO REGISTER:**

**Call 716.434.3815 - E-mail [sbdc@niagaracc.suny.edu](mailto:sbdc@niagaracc.suny.edu) – Fax form below to 716.433.5155**

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Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance by calling 716.434.3815.

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**Name(s):** \_\_\_\_\_ **Business Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_