Inland Empire Women's Business Center

"GET CONTROL WITH QUICKBOOKS"

(3 PART SERIES)

INSTRUCTED BY: **La'Vonne Shields**
Management Consultants of America

Attendees of this three-part workshop will establish an accounting system using QuickBooks software with step-by-step assistance from a representative of Management Consultants of America. QuickBooks software provides you with the tools necessary to easily organize your accounting tasks, enabling you to efficiently manage your business finances. Participants of the series will work directly with QuickBooks software on a laptop provided by IEWBC.

The following is a partial list of topics:

- Getting started with QuickBooks
- Working with bank accounts
- Entering payments and making deposits
- Analyzing financial statements
- Tracking and paying sales tax
- Entering and paying bills

Dates: **Wednesday, August 18, 25, and September 1, 2010**
Time: **6pm to 9pm**
Cost: **$125.00** per person or **$200.00** for 2 participants
(pre-payment is required)
Location: IECE Business Resource Center
202 East Airport Drive, Suite 100
San Bernardino, CA 92408

SPACE IS LIMITED!
Register today at (909) 890-1242 or www.iewbc.org

Please note: this course requires a basic understanding of computers such as basic mouse and keyboard operations, point and click and double-click operations. Students should also be proficient with the copy, paste, save as, and re-naming of files from one location to another on the same computer.

Program of: IECE Inland Empire Center for Entrepreneurship · U.S. Small Business Administration SBA Your Small Business Resource · California State University San Bernardino

The IEWBC is a cooperative program between IECE and the US Small Business Administration. This U.S. Small Business Administration Cooperative Agreement is partially funded by the SBA. SBA's funding is not an endorsement of any products, opinions, or services. All SBA funded programs are extended to the public on a nondiscriminatory basis. Reasonable accommodations for persons with disabilities will be made, if requested at least two weeks in advance. Contact Rachel Wolfinbarger, 909-890-1242, 202 E. Airport Dr. Suite 100 San Bernardino, CA