A Beginners QuickBooks Class
For Small Business Owners

Thursdays – July 10, 17, 24 & 31, 2014
9:00 am to 12:30 pm
Eastern Florida State College, Palm Bay Campus, Bldg 2, Room 160
- with -
Lois A. Fredricks, Enrolled Agent and Local Accountant
Certified QuickBooks Pro Advisor and Instructor

● Use QuickBooks Pro 2013 to achieve better results
● Print Checks, pay bills & track sales & expenses
● Gain tools for payroll & tracking employee time
● Prepare invoices and track client payments
● Pay bills and track company payables
● Prepare payroll
● Track payroll liabilities
● Track inventory & set reorder points
● Build inventory assemblies
● Incorporate Microsoft Excel
● Track and pay sales tax
● Write Checks / Balance Checkbook
● Print all required government reports
● Covers payroll and tax laws

** 4 sessions and 14 hours total **
*Basic computer skills required*

Cost is $190 and includes workbook.
Course Number: 72014

Register online at www.easternflorida.edu/go/sbdc or Contact FSBDC at 321.433.5570

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Contact Sandy Pfremmer at pfrimmers@easternflorida.edu (321) 433-5570
or Tracy Hummel at hummelt@easternflorida.edu (321) 433-5514

State Designated as Florida's Principal Provider of Business Assistance (§ 288.001, Fla. Stat.)

The FSBDC at Eastern Florida State College is a member of the Florida SBDC Network, a statewide service network funded in part through cooperative agreements with the U.S. Small Business Administration, Defense Logistics Agency, State of Florida and other private and public partners; hosted by the University of West Florida; and nationally accredited by the Association of SBDC's. SBA's funding is not an endorsement of any products, opinions or services. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance.