

Mondays & Wednesdays
April 1 – May 22
 6:00pm – 9:00pm



South-West Texas Border
**Small Business
 Development Center Network**
 El Paso Community College SBDC

QuickBooks for Small Business is an 8-week training program designed to organize and manage business financials. Tracking revenue, managing expenses, payroll, inventory and invoicing can be streamlined utilizing QuickBooks. Classroom instruction allows open discussion and participation. Students **MUST** be computer literate, have experience with Windows XP, and basic knowledge of bookkeeping and accounting. Entrance requirement is 17 years of age. A Certificate of Completion is awarded to students who complete the ENTIRE training series.

SPRING II - 2019 Schedule	
Sessions	Date (Monday & Wednesday)
Overview and Introduction	April 1
The Sales Process	April 3
Additional Customer Transactions	April 8
Managing Expenses	April 10
Bank Reconciliation	April 15
Reports	April 17
Customizing QuickBooks	April 22
Inventory	April 24
Time and Billing	April 29
Payroll Setup	May 1
Payroll Processing	May 6
Company File Setup	May 8
Estimates and Budgeting	May 13
Adjustments and Year-End Procedures	May 15
Company Business Scenario	May 20
FINAL EXAM	May 22

- **Registration Fee:** \$350 – includes the QuickBooks manual by the Sleeter Group. Seating is limited to 24 students. Payment by American Express, Visa, MasterCard, and Discover is accepted. Check or money order payment payable to El Paso Community College. Register on-line at elpasosbdc.net. Schedule is subject to change.
- **Refunds:** A 100% refund will be processed if notification of drop is received 24 hours before the first class meeting.
- **Location:** Classes are held at 9050 Viscount Blvd., ASC - Bldg. B., #B520, El Paso, Texas 79925.



VISIT US ONLINE: **ELPASOSBDC.NET**
 915.831.7743
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