

**Accounting Made Easy****BSNS-8004**

An overview of accounting rules and regulations that a bookkeeper of a small business needs to know. Learn how to set up computerized accounting software programs, how to input data, and how to interpret and process output. Text required-see page 51. (6 sessions)

65051 ..... W ..... 6/24-7/29 ..... 6-9 PM ..... \$179 ..... CTR H208 ..... M. Kramer

**Be Your Own Boss****ENTR-8000**

Explore what it takes to start your own business. Find out what to do first, how much money you will need and where to go for help. (2 sessions)

65052 ..... MW ..... 6/22-6/24 ..... 6-9 PM ..... \$79 ..... MTEC 125 ..... D. Morandini

**Logic Jam: Unlocking the Value of Information****BSNS-8000**

Make the information you find work for you. Avoid mistakes and shine at interviews by acquiring the skills to validate your information by exploring different settings. Text required-see page 51. (6 sessions)

65054 ..... TTH ..... 6/9-6/25 ..... 6-9 PM ..... \$109 ..... MTEC 124 ..... E. Morawski

**Quickbooks Pro Version 2008****CSFT-8031A**

Learn how to set-up and navigate the system including buying and selling inventory or services, creating customer quotes, processing accounts receivable, creating vendor purchase orders, processing accounts payable, tracking employee time, reconciling bank accounts and posting journal entries. Text required -see page 51. (6 sessions)

65053 ..... MW ..... 6/1-6/17 ..... 6-9 PM ..... \$399 ..... CTR H210 ..... E. Schmidt



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