

National University

Division of Extended Learning

Unlike other courses, learn by doing!

QuickBooks Fundamentals

Learn America's Best-Selling Small Business Accounting Software Step-by-Step

No time to read QuickBooks manuals? This seminar is for you! No prior knowledge of accounting needed. You'll learn QuickBooks essentials right away.

Not simply an overview of the software, this instructor-led workshop provides computer-based, hands-on experiential learning in the classroom.

Learning Outcomes

- QuickBooks Overview
- Revenue & Invoice Creation
- Expense & Accounting Cash Flow
- Bank Statement Reconciliation
- Produce Financial Reports & Graphs
- Design File Structure
- Customize QuickBooks for your business – and take your work home with you!



Register today! Call 858.642.8600 or fax to 858.642.8714

QuickBooks Fundamentals can be scheduled at National University locations in San Diego and Los Angeles. Please call 858.642.8600 to schedule a class today.

Fee: \$159

**Includes one 20-minute telephone support call with a QuickBooks Advanced ProAdvisor (\$50 Value)*

Name:	_____		
Address:	_____		
City:	State:	ZIP:	
Day Phone:	SSN:	DOB:	
Student ID#:	E-mail address:		
Ethnic origin (check one): <input type="checkbox"/> HISPANIC, <input type="checkbox"/> AMERICAN INDIAN OR ALASKA NATIVE, <input type="checkbox"/> ASIAN, <input type="checkbox"/> BLACK OR AFRICAN AMERICAN, <input type="checkbox"/> WHITE, <input type="checkbox"/> NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER, <input type="checkbox"/> TWO OR MORE RACES, <input type="checkbox"/> ELECT NOT TO RESPOND			
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Or charge to (check one): <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMEX <input type="checkbox"/> DISCOVER			
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