

# QuickBooks® Getting Started

Mary Richmond



This workshop will be presented by Mary Richmond, a 14-year QuickBooks® user and an 11-year Pro Advisor. She has assisted hundreds of businesses in the set-up and training of QuickBooks® and other accounting software.

**Classes Fill Up  
Quickly...  
Sign Up Today!**

The workshop materials will be projected onto a screen and presented in a lecture format. There will be no hands-on computer use by the students but you may bring your own laptop if you wish.

## QuickBooks® Getting Started:

This workshop series will help you learn the skills needed to set-up your QuickBooks® company, perform fundamental bookkeeping tasks, understand file management and use the more advanced features of QuickBooks®. It is recommended that all three sessions be taken to ensure a more thorough understanding of this powerful accounting program.

### SESSION 1 - QuickBooks®...Getting Started

- Date: February 2nd @ 6pm to 9pm

### SESSION 2 - QuickBooks®...Getting Started

- Date: May 10th @ 6pm to 9pm

## Registration is Required

**COST:** \$35.00

**LOCATION:** Small Business  
Development Center  
2990 Innsbruck Drive  
Redding, CA 96003  
*(Across from the Builders Exchange)*

**REGISTRATION:**

Classes Fill Up Quickly So Register Early at:

**www.sbdsc.org** or call **530-242-7630**

**www.becsc.org**



**www.sbdsc.org**



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