



ANTELOPE VALLEY COLLEGE

Community Services

3041 West Avenue K, SSV 126, Lancaster, CA 93536  
Phone: (661) 722-6300, Ext. 6584 Fax: (661) 722-6583

# Sharpen Your Accounting Skills

Earn a Certificate of Completion in Bookkeeping!

## Accounting for Non-Accountants

Are you baffled by bookkeeping? Are you tired of juggling journals or trying to balance accounts for your own small business or home use? Would you like to gain the skills to apply for an accounting related job? Attend this hands-on workshop taught by *Annette White*. Topics include:

- The “accounting cycle” and complete flow of transactions
- Accounts, journals and ledgers plus how businesses should handle petty cash
- Different bookkeeping systems for different types of businesses
- Information concerning various accounting-related jobs
- Introduction to computerized accounting programs

Register with Corporate & Community Services for this course.

*This class is a prerequisite for Computerized Bookkeeping “Introduction to QuickBooks”*

Fee: \$90 (Material Fee: \$10 at class)

Saturday 5/8/10 9:00 a.m. – 5:00 p.m. BE 243

## Computerized Bookkeeping “Introduction to QuickBooks”

This class provides an introduction to QuickBooks Pro and its related bookkeeping functions. *Annette White* will teach this hands-on computer lab workshop. Topics covered will include:

- The bookkeeping schedule
- Set-up and create customer, vendor and inventory items lists
- Create invoices and purchase orders
- Manage A/P and A/R accounts
- Prepare end-of-period reports
- Income statement and balance sheet

Register with Corporate & Community Services for this course.

*Prerequisite: Completion of “Accounting for Non-Accountants” and previous experience using PC/Windows for Bookkeeping with Quick Books*

Fee: \$90 (Material Fee: \$10 at class)

Saturday 6/5/10 9:00 a.m. – 5:00 p.m. BE 319

Upon request three days before the event, reasonable accommodation will be provided to facilitate the participation of covered individuals with disabilities. Call (661) 722-6360 (voice) or (661) 722-6362 (TDD).