



ANTELOPE VALLEY COLLEGE

Community Services

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

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: \$20 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).