

<b>COURSE</b>	<b>DATES</b>	<b>TIME</b>	<b>FEES</b>	<b>COURSE CONTENT</b>
<b>BASIC ACCOUNTING</b>	A NEW CLASS STARTS EVERY MONTH	SATURDAYS FROM 09:00AM TO 12:00 PM or FROM 1:00 TO 4:00 PM	\$ 115 FOR up to 24 HOURS	Basics in manual accounting Basics of double-entry bookkeeping Journalizing and posting to the ledgers Completing a trial balance and preparing financial statements
<b>SIMPLY ACCOUNTING</b>	A NEW CLASS STARTS EVERY MONTH	SATURDAYS FROM 09:00 AM TO 12:00 PM OR FROM 12:00 PM TO 3:00 PM.	\$ 125 FOR 24 HOURS	Features and functions of the general ledger: Accounts payable, Accounts receivable, Payroll, Inventory modules. Using Simply Accounting software
<b>QUICKBOOKS</b>	A NEW CLASS STARTS EVERY MONTH	SATURDAYS FROM 3:00 PM TO 05:30 PM	\$ 125 FOR UP TO 24 HOURS	Accounts payable, Accounts receivable, Payroll, Inventory modules. Using QUICKBOOKS software