

TEN KEY



Training Program Agreement

Seminar: QuickBooks Boot Camp - July 1, 2009

Duration: 3 hour class, once/week for 10 weeks

Subject Matter: Introduction to QuickBooks for bookkeepers, office managers and small business owners.

What this course is: This class is a comprehensive introduction to the various areas of QuickBooks Accounting Software. Upon completion of this course, you will be able to setup a new QuickBooks data file, enter checks and deposits, invoice customers and receive payments, enter and pay your bills and reconcile your bank and credit card accounts among other features. We will be exploring how to use QuickBooks in different business environments and will have ample opportunity to discuss applying each lesson's material in your actual work environment.

What this course in not: This is not an advanced course, or a certification course. Advanced courses will soon be available which will delve into specific subject matter in much greater detail. Certification Preparation courses will also be available in the near future which will thoroughly prepare you to take Intuit's QuickBooks ProAdvisor Certification test.

Prerequisites: There are no prerequisites for this course, however some basic accounting understanding will certainly enhance your experience.

Laptops: It is highly recommended that you bring your own laptop, however we have a few available on a first come-first serve basis. Bringing your own laptop will enable you to load the exercise files on your laptop, practice the concepts being discussed during class, and take your work home with you. If you bring your laptop, please show up 15 minutes early to have time to load the exercise files. Make sure that QuickBooks Pro or Premier 2008 or later is installed on your laptop prior to the first class day.

Cost: The cost of this 10-week course is \$750.00 paid in advance, or if paying by credit card you may pay ½ in advance and ½ before the 5th class. All course materials and exercise files are included. Since we are reserving a seat for you, and potentially turning away another customer, this fee is non-refundable and is due regardless of your attendance.

Missed Classes: Many of the classes build upon knowledge gained from a previous class, so it is strongly suggested that you attend all ten sessions. If you miss a class, however, you may sit in on that specific class in a future series at no cost. Refunds for missed classes will not be issued.

