

## Computerized Accounting - QuickBooks Premier 2009



**Skills for Change**  
Diversity at Work™

*TechSkills* offers only instructor-led classes. Our classes are limited in size so you have more hands-on interaction with the instructor. We provide experienced instructors, quality training materials and competitive pricing.

Take the lead in getting a job, learn QuickBooks the most widely used accounting software in Canadian businesses. You will learn the different uses for each module and journal, be able to set up a company from a template of accounts and print and understand the various reporting features of QuickBooks. You will be provided with a Training CD and receive a Certificate of Completion.

- Learn to create a new QuickBooks company
- Month and year-end processing and bank account reconciliations
- Accounts Payable and Accounts Receivable transactions
- Payroll Processing
- Sales tax tracking and payments
- Setting up and maintaining inventory

**Pre-requisites:** Passing a Bookkeeping test and knowledge of Windows

**Certificate offered:** Participants receive a certificate of completion

### Registration

Register in person, or online at [www.skillsforchange.org/techskills/register](http://www.skillsforchange.org/techskills/register)

**More information:** Please call 416.658.3101 ext. 216

Start Date	Day of the Week							Location	
	S	M	T	W	T	F	S	Toronto	Brampton
Sept. 14			✓		✓			✓	
<b>Time</b> 6:30 pm- 9:30 pm	<b>Weeks</b> 4		<b>Hours</b> 24		<b>Fee</b> \$299				

  

Start Date	Day of the Week							Location	
	S	M	T	W	T	F	S	Toronto	Brampton
Sept. 20		✓	✓	✓	✓	✓			✓
<b>Time</b> 10:00 am- 3:00 pm	<b>Weeks</b> 1		<b>Hours</b> 25		<b>Fee</b> \$299				

**TechSkills**  
AFFORDABLE TRAINING

Toronto  
791 St. Clair Avenue West

Brampton  
21 Nelson Street West

[www.skillsforchange.org/techskills](http://www.skillsforchange.org/techskills)