

National University

Division of Extended Learning

**Unlike other
courses, learn
by doing!**

QuickBooks Fundamentals

Learn America's Best-Selling Small Business Accounting Software Step-by-Step

No time to read QuickBooks manuals? This seminar is for you! No prior knowledge of accounting needed. You'll learn QuickBooks essentials right away.

Not simply an overview of the software, this instructor-led workshop provides computer-based, hands-on experiential learning in the classroom.

Learning Outcomes

- QuickBooks Overview
- Revenue & Invoice Creation
- Expense & Accounting Cash Flow
- Bank Statement Reconciliation
- Produce Financial Reports & Graphs
- Design File Structure
- Customize QuickBooks for your business – and take your work home with you!



Register today! Call 858.642.8600 or fax to 858.642.8714

QuickBooks Fundamentals can be scheduled at National University locations in San Diego and Los Angeles. Please call 858.642.8600 to schedule a class today.

Fee: \$159

**Includes one 20-minute telephone support call with a QuickBooks Advanced ProAdvisor (\$50 Value)*

Name:	_____				
Address:	_____				
City:	_____	State:	_____	ZIP:	_____
Day Phone:	_____	SSN:	_____	DOB:	_____
Student ID#:	_____	E-mail address:	_____		
Ethnic origin (check one): <input type="checkbox"/> HISPANIC, <input type="checkbox"/> AMERICAN INDIAN OR ALASKA NATIVE, <input type="checkbox"/> ASIAN, <input type="checkbox"/> BLACK OR AFRICAN AMERICAN, <input type="checkbox"/> WHITE, <input type="checkbox"/> NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER, <input type="checkbox"/> TWO OR MORE RACES, <input type="checkbox"/> ELECT NOT TO RESPOND					
Check enclosed for: \$_____ (Make check payable to: National University)					
Or charge to (check one): <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMEX <input type="checkbox"/> DISCOVER					
Account #:	_____	Exp. date:	_____		
Signature:	_____				
Print Name:	_____				
Promotional Code:	_____				



Call: **1.800.NAT.UNIV**, ext. 8600 or visit **www.nu.edu/el**

(6 2 8 . 8 6 4 8)

©2009 National University

6874_EL QB 3/09