

Series of QuickBooks classes to be offered

Lake Tahoe South Shore Chamber of Commerce is partnering with Connect Community Education at Lake Tahoe Community College to offer a certified QuickBooks workshop series.

This three-part series will be taught by nationally certified QuickBooks instructor Christa Peterson.

Beginning QuickBooks – Part One: Set Up – May 8, 2-5pm

In this workshop, participants will learn how to create and customize a chart of accounts, enter and pay bills, use a check register, apply payments, make deposits and reconcile bank statements.

Beginning QuickBooks – Part Two: Data Entry – May 15, 2-5pm

In this workshop, participants will learn how to fill out sales forms, create memorized transactions, record customer payments and record deposits, enter and pay bills, write checks, use registers, transfer money between accounts, and reconcile bank accounts.

QuickBooks – Part Three: Putting it to Use – May 22, 2-5pm

This workshop advances beyond the standard reports provided by QuickBooks to teach participants how to modify such reports so they are more meaningful for businesses. Learn to export critical reports to Microsoft Excel for further modification and application. Participants will learn how to group memorized reports, making end of the month reporting much easier.

The courses will be at Lake Tahoe Community College in room D121, and are \$49 each or all three workshops for \$120. For more information, or to register for all three workshops, call

(530) 541.4660, ext. 717, or email connect@ltcc.edu. Register for individual workshops online.