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PRESENTER:

Ada Till

Instructor of Accounting

Prairie View A&M University

Learn to:

- Track sales, sales taxes, and customer payments
- Quickly create estimates and invoice customers
- Set up a payroll system
- Print checks, pay bills and track expenses
- Manage accounts payables and receivables
- Stay organized and on top of your business

Prerequisites:

Before taking this workshop, you should be familiar with personal computers and the use of a keyboard and a mouse. This workshop assumes that you have knowledge of basic bookkeeping principles and terminology.

WHEN:

Thursday
June 24, 2010
9:00 am - 5:00 pm

WHERE:

Prairie View A&M University
Hobart Taylor, Sr. Bldg.
Room 2B221

LIMITED SEATING IS AVAILABLE

PRE-PAYMENT IS REQUIRED

REGISTRATION FEE - \$40 (INCLUDES LUNCH)

MUST REGISTER BY JUNE 21TH

PLEASE CALL 936-261-9242 TO REGISTER



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