



# intuit quickbooks®

**ALPENA**  
COMMUNITY COLLEGE



Keep it Going with Quickbooks  
16 Hour Instructor-Led HANDS-ON TRAINING  
May 21-22, 2019  
9:00 am-5:00 pm each day

(989) 358-7293

**CALL TO REGISTER SEATING LIMITED**  
**\$800 PER STUDENT**

What you will learn:

- \*Memorizing Transactions
- \*Customizing Forms
- \*Creating Reports
- \*Creating Graphs
- \*Tracking and Paying Sales Tax
- \*Preparing Payroll
- \*Using Online Banking
- \*Estimating, Job Costing

Alpena Community College, 665 Johnson Street, Alpena  
EPTC Building, Room 150

Handwritten notes and equations:

- $e = 2.79$
- $ctgx \rightarrow Q$
- $\frac{1}{2\pi x}$
- $z$
- $e =$
- $y =$
- $\int_2^{10} 5t$
- $\sin$
- $y = 2x^2 + 3x$
- $(x+a)^2 = x^2 + 2ax + a^2$
- $\frac{2(y)^2}{(2)} x - b \pm (a$
- $\sqrt{2a}$
- $2t$
- $1-$
- $(x+h)$
- $\sin a = b$
- $9$