



Learn

# BOOKKEEPING

## Beginning Bookkeeping

(048937)

**August 13 - September 24, 2019**

*Instructor: Katherine Almy*

Want a career in bookkeeping, but need entry-level skills? Learn the fundamentals of bookkeeping, including hands-on applications and system building. Gain these bookkeeping skills using QuickBooks: Bank Reconciliations & Deposits, Intro to basic payroll, Accounts Receivable, Accounts Payable, General Journal Entries, Standard Office Organizational Techniques & Practices, Basic Financial Reports, and Basic Spreadsheet Building.

## Intermediate Bookkeeping

(048938)

**October 1 - November 14, 2019**

*Instructor: Gretchen Anderson*

Move up in your bookkeeping career with this course focusing on areas of full-charge bookkeeping. Using QuickBooks, you will learn the accounting cycle steps, payroll, asset documentation and simple depreciation schedule, and monthly/quarterly and year-end tax deposits and filings.

**Both classes run Tuesdays & Thursdays, 8:30am – 12:30pm at 525 D St., Eureka**  
Only \$595/class. *Register early to secure your spot by calling (707) 476-4500*