

**The Buffalo State College
Small Business Development Center Presents:**

Intro to QuickBooks For Windows & On-Line

A Hands-On Workshop!

No time to read manuals? This half-day workshop is for you!

You will be provided with step-by-step instructions for using the most common QuickBooks features. End the frustration and begin to understand. Learn how to set up your bookkeeping system, track and manage sales and expenditures; analyze financial data, create reports and graphs. No prior knowledge of accounting is needed. Workshop is presented by ...

Kelly A. Dawson, CPA—Certified QuickBooks Instructor.

Tuesday, November 13, 2018 — Cost \$79

Buffalo State College, Classroom Building Rm C-104

8:30am—Sign In, 9:00am –12:00pm Program

(Seating is Limited)

Any questions : Email Dee Davis at jonesdd@buffalostate.edu or call Ms. Davis at the Small Business Development Center at 716-878-4030

To Register: Make check payable to: Research Foundation

Mail registration to: Buffalo State College

Small Business Development Center - GC206

1300 Elmwood Avenue, Buffalo, NY 14222

Name _____

Address _____

City _____ **State** _____ **Zip** _____

Email _____ **Phone** _____



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