

Quicken

Quickbooks® Plus 08/09

For further information call 1800 246 057

Trained QuickBooks® Bookkeepers are in demand!

Rosemarie Chad CPA of Accord Accounting in Chatswood Sydney states that " There is a lot of work out there for Quickbooks Bookkeepers due to the lack of supply of trained people" It is not taught by TAFE, and no other training company offers a comprehensive short course like the one we provide here at ITC Australia

ITC Australia's Professional Course is delivered via both e-learning/ distance education and class based training at our Chatswood Sydney training rooms. We begin at a basic level, in which knowledge of Quickbooks or Accounting are not essential.

Class based and Distance students receive:

- The Reckon QuickBooks® 2008/09 Quickbooks Training Manual. It is designed especially for the recently released 2008/09 version of QuickBooks
- Student Edition of the QuickBooks software, good for up to three months



We're the people Accountants & Bookkeepers
Send their staff to for training in Quickbooks!

Graduates receive a Certificate issued by ITC Australia.
Recognised in the job market. We use the latest Quickbooks software



Getting the most from our courses

We give each student the Reckon Quickbooks Approved Training Guide—the detailed step by step guide around learning QuickBooks.

You'll be shown how to create a Company and enter income & expenses, creating reports, doing the BAS and all the usual book-keeping operations involved in running a Company or business

Topics Covered Include...

- Use basic Quickbooks navigation techniques
- Find help in Quickbooks
- Complete the first stage of the Quickbooks setup process
- Create income and expense accounts
- Create stock and service items
- Enter opening balances
- Create and edit customer and supplier details
- Enter cash sales
- Create invoices
- Receive and apply customer payments
- Pay suppliers accounts/ bills
- Record the purchase of goods and services
- Make payments
- Reconcile Quickbooks with various bank statements
- Use centres
- Create and modify reports
- GST & Other Tax: extract tax information from Quickbooks

For more details, contact our office on 1800 246 057



ITC Australia

Suite 2, Level 2, 66-70 Archer St.,
Chatswood NSW 2067

Price:

\$495 for the Quickbooks Course including The Training Manual, software and certificate on successful completion of the course.

**SMARTER
STUDY:
Theory &
Practice**



Pre-Requisites:

Basic book-keeping and accounting knowledge is not necessary although you do need a working knowledge of main computer keyboard functions, mouse, working with Windows, moving around files. Computer Skills courses available from ITC Australia if needed.

Individual Tutoring is also available. 3 hours minimum @ \$95 per hour at the College. Additional \$50 at your home / office (check for areas)

ITC Australia - Quickbooks



Course Location

Suite 2, Level 2, 66-70 Archer St Chatswood. 5 minute walk from train station, parking available for \$11 per day (Albert St Chatswood near Pacific Hwy)

Class Times

9:30am to 4:30pm. Classes run over two days.

Can't make classes? Distance Courses are available

Our Distance Courses are popular among busy students. Learn at your own pace. All you need is access to a computer and email! The price is \$495 for the Distance Training Package including step by step manual

In Class Schedule 2008

September

Tuesday and Thursday 16th and 18th

October

Tuesday and Thursday 14th and 16th

November

Tuesday and Thursday 11th and 13th

December

Tuesday and Thursday 16th and 18th

ITC Australia

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St., Chatswood NSW 2067