



## Navarro College Continuing Education QuickBooks Pro

Learn to use the most popular business accounting program on the market today. You will learn to set up and maintain a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports. QuickBooks software can be used to process payroll quickly and easily. This course details all the steps needed for proper setup and includes troubleshooting tips and solutions for common problems and mistakes. **The cost of this 12 hour workshop is \$78.00** and is presented by Navarro College Continuing Education.

To register for this class, please contact Navarro College Continuing Education:

### Continuing Education

1900 John Arden Rd  
Waxahachie, TX 75165

Phone: (972) 923-6441 (Waxahachie)  
Phone: (903) 874-5167 (Corsicana)

### SBDC Corsicana

3200 W. 7<sup>th</sup> Avenue  
Corsicana, TX 75110

Phone: (903) 875-7667

### SBDC Waxahachie

1900 John Arden Dr.  
Waxahachie, TX 75165

Phone: (972) 923-6425

Email: [SBDC@NavarroCollege.edu](mailto:SBDC@NavarroCollege.edu)

<u>Date</u>	<u>Time</u>	<u>Location</u>
September 6-22	6:00-9:00 P.M.	Waxahachie Campus
September 10-17	9:00-3:00 P.M.	Corsicana Campus
November 12-19	9:00-3:00 P.M.	Waxahachie Campus

### Training Locations

**Navarro College**, 1900 John Arden Rd, Waxahachie TX 75165

**Navarro College**, 3200 W. 7<sup>th</sup> Avenue, Corsicana TX 75110



Visit us online at [www.NCSBDC.org](http://www.NCSBDC.org) or email [SBDC@NavarroCollege.edu](mailto:SBDC@NavarroCollege.edu)

Funded in part through a cooperative agreement with the U.S. Small Business Administration. Reasonable accommodations will be made to those individuals with disabilities, as well as to clients with limited English proficiency, who request such accommodations in advance.