

Small Business Management



Accounting for Non-Accountants \$179

This course is designed with the small business owner in mind. Gain an understanding of basic accounting principles. Topic areas include setting up accounts, reconciling accounts, recording transactions and vendor reports, tracking time, and processing payroll and employee leave, among others. Prerequisite: basic math skills. Textbook required. Students also need to bring a four-function calculator to class.

Course #	Date(s)	Day(s)	Time(s)	Location
ACCT 1213-FF21	10/10/09 - 10/24/09	Sa	8:30AM-12:30PM	FAC

QuickBooks Pro \$269

QuickBooks Pro software provides users an easy and efficient way to collect and summarize accounting information. Topics include setting up a company's chart of accounts, preparing customer and vendor lists, preparing invoices, recording customer payments, reconciling bank statements, and generating company activity reports. Prerequisite: basic keyboarding and computer skills required. Textbook and two USB saving devices required.

Course #	Date(s)	Day(s)	Time(s)	Location
ITEC 1177-FF91	10/12/09 - 10/16/09	MWF	9:00AM- 4:00PM	FAC



Please register at least seven days prior to the start of class

Daniel Technology Center in Culpeper
18121 Technology Drive
Culpeper, VA 22701

Fredericksburg Area Campus in Spotsylvania
10000 Germanna Point Drive
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Register on-line at www.germanna.edu/workforce

