



## Pro 2009

Software designed to help small- and medium-sized businesses keep their books easily and accurately.

### Level 1

Level 2 will be offered at a later date

**4 night course - Thursdays**  
**March 4th, 11th, 18th, 25th, 2010**  
**6:00 p.m. - 9:00 p.m.**  
**Shawnee Community College**  
**Room K1134A**

### Topics

Introduction to software  
Basic file management principles  
Fundamental customer skills

Vendor skills  
Banking transactions  
Create a company file

**Great Hands-on Experience with QuickBooks!**

### Space is limited

Pre-registration is required • Registration fee includes materials and 140 day software package

**Level 1 - \$75**  
**register by February 25th, 2010**

For additional information or to register:  
**Contact Gabriele Farner at 618-634-3254**  
**gabrielef@shawnecc.edu**

Funded in part through a cooperative agreement with the U.S. Small Business Administration, the Department of Commerce and Economic Opportunity and Shawnee Community College. Reasonable accommodations for persons with disabilities will be made if requested at least two (2) weeks in advance. Contact Candy Eastwood at (618) 634.3231.