

BRTC Corporate Education Presents: Small Business Series

Introductory QuickBooks

Taught By Rhonda Stone

Learn about:

- Setting Up Your Company
- Payables and Receivables
- Bank Reconciliation
- Inventory Tracking
- Tracking Sales Taxes
- Payroll and Withholding Taxes
- Financial Statements and Reports



When: April 1 – April 15
Monday Evenings
5:30 – 8:30 p.m.

Cost: \$99

Where: Richard Gaines Technology Center, Room BT 101
College Drive, Pocahontas, AR

Register at the Continuing Education Building between the hours of
8:00 a.m. – Noon and 1:00 – 3:30 p.m.

For additional information or alternate registration: call (870) 248-4180,
e-mail pattib@blackrivertech.edu, or visit our website at
www.blackrivertech.edu/community/cce and click on Pocahontas Campus.

Deadline for registration is Thursday,
March 28, or until class is full.

