

TEXAS A&M AGRI LIFE EXTENSION



SOUTH PLAINS DISTRICT QUICKBOOKS® PRO SHORTCOURSE

September 9-10, 2013

Educational programs of the Texas A&M AgriLife Extension Service are open to all people without regard to race, color, sex, disability, religion, age or national origin.

Issued in furtherance of AgriLife Extension Work Agriculture and Home Economics, Acts of Congress of May 8, 1914, as amended, and June 30, 1914, in cooperation with the United States Department of Agriculture, Texas A&M AgriLife Research – The Texas A&M University System.

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**TEXAS A&M AGRILIFE EXTENSION
SERVICE**

Texas A&M AgriLife Extension Service •
Doug Steele, Director

COMPUTER SHORTCOURSE

QuickBooks Pro computer short-courses are taught in a two-day format, beginning at 9:00 A.M. and ending at 4:00 P.M. each day.

The course registration fee is \$125 and covers computer lease payments, teaching materials and lunch. Couples are encouraged to attend and will be charged only one registration fee if they share a computer. Class size for each course is limited to 15, in order to provide hands-on experience for all participants.



BEGINNING QUICKBOOKS PRO

QuickBooks Pro is a double entry business accounting program widely utilized by agricultural lenders and producers. In this two-day course, participants will use a case study to learn QuickBooks Pro in a hands-on setting. They will develop cost and profit centers, enter transactions, and create meaningful reports. Program tips will be discussed throughout the course. No prior computer experience is necessary.

GENERAL INFORMATION

For more information on this program, please call Jay Yates at (806) 746-4056, or your County Extension Agent. To register for the QuickBooks Pro course, please send the attached registration form to the address below. **Payment is due upon arrival.**

Jay Yates
Texas A&M AgriLife Research &
Extension Center
1102 E. FM 1294
Lubbock, Texas 79403

QUICKBOOKS PRO REGISTRATION FORM

Date: September 9-10, 2013
Location: Lubbock
Time: 9:00 A.M. - 4:00 P.M.

NAME: _____
(please indicate if a couple for meal count)

ADDRESS: _____

PHONE: _____

Registration Fee: \$125 (per
computer)

Total: \$ _____

Payment is due upon arrival.
