

WINTER/SPRING 2018  
Accounting and Finance

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## Accounting and Finance

35+ Classes Offered Including:

### ACCOUNTING FUNDAMENTALS

- Accounting Fundamentals
- Accounting Fundamentals II

### ACCOUNTING SOFTWARE

- **Introduction to Microsoft Excel 2016**  
(Classes also available for 2007, 2010, 2013)
- **Intermediate Microsoft Excel 2016**  
(Classes also available for 2007, 2010, 2013)
- **Advanced Microsoft Excel 2016**  
(Classes also available for 2007, 2010, 2013)
- **Microsoft Excel - Pivot Tables**
- **Introduction to QuickBooks 2017**  
(Classes also available for 2013-2016 and Online)
- **Intermediate to QuickBooks 2017**  
(Classes also available for 2013-2016)
- **Performing Payroll in QuickBooks 2015**  
(Classes also available for 2013 and 2014)
- **QuickBooks 2015 for Contractors**  
(Classes also available for 2013 and 2014)
- **Introduction to Crystal Reports**

### PERSONAL FINANCE AND INVESTMENTS

- Stocks, Bonds, and Investing: Oh, My!
- Real Estate Investing
- Personal Finance
- Introduction to Stock Options
- Keys to Successful Money Management
- Where Does All My Money Go?

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