

# Adult Education - Hartford Area Career & Technology Center

One Gifford Road, White River Junction, Vermont 05001

Email: [adulthood@hartfordschools.net](mailto:adulthood@hartfordschools.net)

Telephone 802-359-4739

FAX 802-295-8631

## Introduction to QuickBooks Course

**Meets:** Tuesdays from 7:00pm to 9:00pm.

**Begins:** May 7, 2019      **Ends:** June 25, 2019

**Total Class Hours** = 16 hours

**Total Cost** = \$260 (Tuition: \$245 includes textbook & Registration Fee: \$15)

**Instructor:** Rick Hutchins

**Class Description:** QuickBooks is a financial accounting computing package for checkbook and other business account management. Instruction will include setting up a company file with a Chart of accounts and classes; creating customer and vendor lists; entering and editing transactions; assets and liabilities; budgeting and reconciling accounts; creating invoices and purchase orders; entering and paying bills; generating reports and charts; QuickBooks concepts and commands; organizational procedures and shortcuts.

### Financial Assistance:

Financial assistance for tuition may be available for qualifying individuals. Sources may include: VT Student Assistance Corp. (Non-Degree Grant), VT or NH Dept. Voc. Rehab., VT Dept. Labor, or employers. For information call Hartford Area Career & Technology Center - Adult Education telephone (802) 359-4739.

### Tuition Policy:

All classes are filled on a first paid, first accepted basis. Financial assistance arranged and approved prior to the start of class will be regarded as "first paid". Payment must include tuition and the non-refundable \$15 registration fee. Payment will be refunded in full only if course is canceled.

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## Adult Education Registration Form Hartford Area Career & Technology Center

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Telephone:** (home) \_\_\_\_\_

(work) \_\_\_\_\_

(cell) \_\_\_\_\_

**Email:** \_\_\_\_\_

**Course Name:** Introduction to QuickBooks – Starts Tuesday, May 7, 2019

**Tuition:** \$ 245.00

**Registration:** \$ 15.00

**Financial Aid:** \_\_\_\_\_

**Payment Enclosed:** \$ \_\_\_\_\_

Mail this form with payment or register in person at: Hartford Area Career & Technology Center, Adult Education, One Gifford Road, White River Jct., Vermont 05001      Questions? Call (802) 359-4739

HACTC does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups.