

Continuing Education Courses at DATC

QuickBooks Online 6 Hours

This instructor led course will teach students the essentials of small business accounting utilizing Intuit QuickBooks online. During the course, students will learn to set-up their Chart of Accounts, enter customers, create sales forms, and pay bills. They will also be introduced to basic reporting and company customization features in QuickBooks online. Students will receive a 5-month subscription to QuickBooks Online. Students are required to purchase the Master Intuit® QuickBooks® Online textbook (ISBN: 9780989399241) prior to class.

Location: Morgan High School Computer Lab

Cost: \$150 (\$90 Custom Fit price)*

- Tue & Thu, Apr 25 & 27, 6 pm to 9 pm
- Tue & Thu, May 2 & 4, 6 pm to 9 pm

Public Speaking 3 Hours

Do you know that all speaking is public speaking; whether it's to one person or to one thousand people? Learning how to effectively engage an audience can increase your confidence and propel your business forward. But it's really more than just that, it changes you as a person by removing your anxiety and fear of public speaking. For more than 15 years, Matt Garner has been teaching people how to improve their public speaking, training and teaching abilities.

Cost: \$75 (\$45 Custom Fit price)

Location: Morgan BRC

- Thu, Apr 20, 9 am to 12 pm



***Upon completion of the QuickBooks Online class, Morgan County will provide companies with an additional \$40 reimbursement.**



Custom Fit funding is available to qualified companies for up to a 40% discount. Please Contact Jean Fowler at 801-593-2318 to see if your company qualifies.