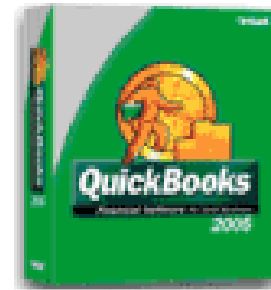




Arctic Information Technology QuickBooks Training



Learn from the Experts: "QuickBooks 2010"

Do you need **QuickBooks** training? **Arctic Information Technology** (formerly Mikunda Cottrell IT) has over 25 years of Accounting and Financial Software Solutions consulting experience. Our instructor, Joyce Herr, the only Sleeter Certified instructor in Alaska, will teach you to effectively manage your business or non-profit organization using **QuickBooks 2010**. Complete, two-day introduction and advanced training courses are now available for only \$399.

To register, print and complete the registration form below and mail it with payment to Arctic Information Technology, 375 W 36th Avenue, Suite 300, Anchorage, Alaska 99503. For more information, contact us at 907-261-9505 or jcordery@arcticit.com. Seating is limited, so reserve your space today!

Students are welcome to bring a copy of their company file for review by Joyce.

Event: QuickBooks 2010 Introduction Class

Topics Covered: Understanding QuickBooks Premier, Managing Revenue, Managing Expenses, Bank Reconciliation, Reports & Graphs, Company File Setup

Event: QuickBooks 2010 Advanced Class

Prerequisite: Working knowledge and/or attendance at the **Introduction Class**.

Topics Covered: Payroll – Setting up and using QuickBooks Payroll, Adjustments and Year-End Procedures, Inventory, Sales Tax, Estimates, Time-Tracking, Pass-Through Expenses, Troubleshooting, Correcting Data, Budgeting, Customer Topics



Arctic Information Technology offers a distinct balance of technical expertise and excellence in customer service to assist organizations in designing, developing comprehensive computing systems of unparalleled value. As the only **Microsoft Gold Certified Partner** in Alaska, Arctic IT specializes in complete enterprise solutions with a focus in Business Solutions and Network Infrastructure



Additional Information

Location of Training:

Arctic Information Technology
376 W36th Avenue, Suite 300
Anchorage, AK 99503

Course Information:

Course hours are from 9:00 a.m. until approximately 4:30 p.m. Lunch is not provided. There are many restaurants located in the nearby mid-town Anchorage area. Dress is casual and enthusiasm mandatory. **You must have basic understanding of computers to take these courses.** For more information please email a request to jcordery@arcticit.com.

Payment Terms:

Payment is due with the registration form and **MUST** be received no later than 14 days prior to the starting date of class. Unfortunately, we are no longer allowing registrations without payment, and we cannot bill your organization for class fees. You are considered registered for the class or classes once registration form and payment are received. Students cannot attend class if payment has not been made in full. Maximum class size is 11 students.

Cancellation/Rescheduling:

Cancellations and rescheduling are permitted **without penalty** 14 or more business days prior to the start of your scheduled training course. Students who cancel their enrollment less than 14 business days prior to the start date will be charged **100%** of the course fee.

Class Cancellations:

Classes are subject to cancellation if a class size minimum of 8 PAID registrants is not met 14 business days prior to the class date. If you are registered in a course that is cancelled, you will be notified with an offer to reschedule into a future class or receive a refund. Attendees are advised not to purchase non-refundable or non-changeable airline tickets, as Arctic Information Technology will not be held responsible for payment of airline rescheduling charges due to class cancellations.

QuickBooks Training Registration—Anchorage



Company Name
Student Name
Phone #/Fax #
E-mail Address
Class Name/Date
Total Cost

Please be sure and include your email address with your registration.

Card Holder Name:
Credit Card Number:
Credit Card Expiration Date:
CVV Code:
Billing Address:

Class Name	Dates	# of Days	Price
QuickBooks – Introduction	7/13/10-7/14/10	2	\$399
QuickBooks – Advanced	7/15/10/7/16/10	2	\$399
QuickBooks – Introduction	9/21/10-9/22/10	2	\$399
QuickBooks – Advanced	9/23/10-9/24/10	2	\$399
QuickBooks – Introduction	11/30/10-12/1/10	2	\$399
QuickBooks – Advanced	12/2/10-12/3/10	2	\$399

If you have any questions, please call Jamey at 907-261-9505 or e-mail jcordery@arcticit.com

Registration and payment may be mailed to:

Arctic Information Technology, 375 W 36th Avenue, Suite 300, Anchorage, Alaska 99503

Or you can Fax Registration and Credit Card Information to 907-261-9591

NOTE: SEATS ARE NOT GUARANTEED UNTIL PAYMENT IS RECEIVED!