APTOS

Two Quickbooks series slated in April

The Small Business Development Center presents “Quickbooks Basic” 9 a.m. to 1 p.m. in a two-part hands-on computer lab class on April 5 and April 12 at Cabrillo College, 6500 Soquel Drive, Room 513.

The sessions cover basic accounting concepts, business structure, and sound record keeping procedures for a consulting or service business. Attendees will learn how to prepare invoices, track receivables, predict timely collection and accept credit/debit card payments. Cost is $109.

The Small Business Development Center presents “Quickbooks Pro for the Small Business Owner” at the same location 9 a.m. to 1 p.m. as a four-part hands-on computer lab series on April 5, 12, 19 and 26.

The additional classes cover writing and printing checks, tracking income and expenses and generating financial statements. Cost is $214.

Advance registration is required for both series. For information, visit centralcoastsbdc.org or call 831-479-6136.