

Accounting Software Knowledge Inc. offers hands-on, super-productive, *Simply Accounting & QuickBooks* workshops geared specifically to small businesses.

ASK Inc. is a Canadian company that doesn't just offer training for "best-case scenarios". We address your every-day bookkeeping issues, and provide top-notch, 2012 manuals for your reference.

What you get:

- Hands-on, super-productive one-day workshops
- Certified, experienced instructor with 25+ years of experience in accounting, running businesses, and training and mentoring small business entrepreneurs
- Additional one-on-one time with the instructor during breaks and after class to get the answers to your difficult bookkeeping and software questions
- You will receive a certificate of achievement

Advantages of Training with ASK Inc.

- Your instructor is a SAGE Certified Trainer, Simply Accounting Gold Certified Consultant as well as a QuickBooks Certified ProAdvisor.
- A laptop computer is provided to use during the class
- A maximum of 9 students per class – to ensure your individual learning needs are met and to allow maximum interaction with the instructor
- Dozens of practical and easy shortcuts and tips

January/February 2012 Hands-On Training Workshops

MON
30

Simply Accounting Level 1

Save time and money, navigate your way with confidence, master the basics, and learn a wealth of tips and shortcuts in this 1-day course!

TUES
31

Simply Accounting Level 2

This information-packed one-day course will give you the advanced mastery and expertise to use the many amazing features of *Simply Accounting* to make sound, profitable business decisions.

MON-WED
30-1

Small Business Bookkeeping with Simply Accounting

Get a handle on basic bookkeeping concepts in the mornings – and apply them in *Simply Accounting* in the afternoons. This superior training in a condensed three-day format provides a fast-paced, customized, hands-on learning experience.

We'll help you learn – and retain – basic bookkeeping skills.

WED
1

QuickBooks Level 1

This one-day course will teach you *QuickBooks*' procedures and features, including many shortcuts and tips.

THUR
2

Payroll with QuickBooks

QuickBooks Payroll has a whole new look for 2012! Come and discover these great new features! ASK Inc.'s manuals have it all!

FRI
3

Payroll with Simply Accounting

Simply Accounting Payroll has a whole new look for 2012! Come and discover these great new features! ASK Inc.'s manuals have it all!

These unique courses provide actual documents that you can take back to your office and adapt to your own company. These include electronic copies of an Employee Profile Sheet (Hire Sheet), Policy and Procedure Manual, Advance Request forms, Employee Release Form, and a Stat Eligibility Calculation Form (Excel).

Manual Included!



ASK courses include a clear, easy-to-follow, 200+ page 2012 manual, developed exclusively by ASK Inc., that uses captured-screen images so you can follow along step by step and use for reference later.

REGISTER TODAY... Classes Fill Quickly!

Further details & Online Registration available at: www.askinc.ca
or CALL 1-888-ASK(275)-5733 for more information

Workshop Location

Community Futures
4010 - 50 Avenue, Lloydminster, AB

