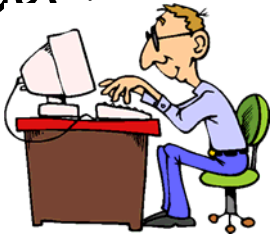


# **FOUR EXCITING SEMINARS TO IMPROVE YOUR COMPUTER & JOB SKILLS!**

Presented by the San Gabriel Valley Chapter of the Institute of Management Accountants

**IMA MEMBER & UNEMPLOYED? – PAY THE IMA STUDENT RATE!**

**SEPTEMBER 12, 2009** *BEGINNING/INTERMEDIATE ACCESS 2007®*



Microsoft Access has become the standard database program and is a program that you must know to be successful. Access is a powerful relational database program that enables you to design, create and manage your data. You will learn how to design, edit and print tables, queries and reports. Prior database experience is helpful but not required for this seminar.

**OCTOBER 3, 2009**

## ***INTERMEDIATE/ADVANCED EXCEL 2007® - PART I***

The power of Excel is awesome! Learn intermediate and advanced functions and techniques to harness the power! Create worksheets that present your information in a clear and concise manner. Important Excel commands, formulas and functions, such as pivot tables and filters, will be presented that you will be able to use at work and home. You should be familiar with spreadsheets and Excel prior to attending this seminar.

**NOVEMBER 14, 2009** *INTERMEDIATE/ADVANCED EXCEL 2007® PART II*

This seminar is a continuation of Part I. You will learn more functions and techniques to enable you to prepare awesome workbooks! Attendance at Part I is not a prerequisite to attend this seminar, but you should be familiar with Excel prior to attending this seminar.

## ***BEGINNING/INTERMEDIATE QUICKBOOKS®***

**DECEMBER 5, 2009**

QuickBooks is the most popular small business accounting program. This powerful program enables you to record all of your transactions and print standard and custom reports to provide you with vital information to run your business. Topics include recording cash disbursements and cash receipts, bank reconciliations, creating and customizing reports, and much, much more! No prior experience with Quickbooks is required but familiarity would be helpful.



***Registration Information on Back***

# REGISTRATION INFORMATION

**Fees:** \$70.00 per seminar for IMA members, \$35.00 for IMA Student Members.  
\$85.00 per seminar for non-members of the IMA.  
**\$35.00 per seminar if you are currently unemployed and an IMA member!**

Multiple seminar discount for IMA members:

\$180.00 for three seminars attended by the same individual, \$85.00 for IMA Student Members  
\$225.00 for all four seminars attended by the same individual, \$110.00 for IMA Student Members.  
Student price if you are currently unemployed!

Multiple seminar discount for non-members of the IMA:

\$220.00 for three seminars attended by the same individual.  
\$275.00 for all four seminars attended by the same individual.

Each student will work at their own computer, and tutors will be available to assist you with the various topics. Class materials are included in the above fees. Each seminar qualifies for 3 hours of Continuing Education (CPE).

**Where:** DeVry University in Pomona. Maps will be provided with the confirmation of your registration.

**Time:** All seminars are held on a Saturday and begin promptly at 9:00AM and will end at 12:00PM.

***FOR MORE INFORMATION PLEASE CONTACT  
Eliot Ullman at 626/355-9361 or eliot\_u@yahoo.com***

## REGISTRATION FORM

I/We will be attending the seminars marked. My check is enclosed and is made payable to IMA-SGV in the amount of \$\_\_\_\_\_ (see above for the fee schedule).

I am a member of the \_\_\_\_\_ Chapter of the IMA.

I am currently unemployed. and a member of the \_\_\_\_\_ Chapter of the IMA.

Please mark the seminars that you will attend (all dates are Saturdays):

\_\_\_\_\_ *September 12, 2009: Beginning/Intermediate Access 2007<sup>®</sup>*

\_\_\_\_\_ *October 3, 2009: Intermediate/Advanced Excel 2007<sup>®</sup>*

\_\_\_\_\_ *November 14, 2009: Intermediate/Advanced Excel 2007<sup>®</sup>*

\_\_\_\_\_ *December 5, 2009: Beginning/Intermediate QuickBooks<sup>®</sup>*

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

Company: \_\_\_\_\_

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

City/Zip: \_\_\_\_\_

Day Phone Number: \_\_\_\_\_ Fax Phone Number: \_\_\_\_\_

Night Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Please send this completed registration form with your check to: **Eliot Ullman, 570 Las Rocas Dr., Sierra Madre, CA 91024.**