

## 2018 Drake Software Classroom Training: Drake 101 en Español

**Course Description:** This fourteen-hour course introduces tax preparers to Drake Tax setup and practice management tools. Upon completion of this course, participants will be able to:

- Describe installation options and data conversions
- Complete required setup items
- Use the Update Manager and the backup utility
- Generate reports using various features in Drake Tax
- Customize Drake Tax using program options and macros
- Generate invoices using Drake's pricing setup
- Create and Open Returns
- Understand and employ the general navigation and features of data entry
- Perform data entry for a 1040 return
- Identify and use special screens in data entry
- Calculate, view, and print a return
- e-File a return
- Set-up and use the Drake Documents to manage and store client files

**Course Fee:** \$298.00. Register by midnight 30 days prior to the date of the course and receive a 5% discount.

**How to Register:** Log in to <https://Support.DrakeSoftware.com> and select **Training Tools > Classroom Training** from the menu on the left side of the web page. Refer to the **FAQs** on the web page for details.

### CPE Facts:

Affiliation*	CPE Awarded	Delivery Method / Course Format	Field of Study	Course ID #	Sponsor ID #
NASBA	14	Group-Live	Computer Software and Applications	N/A	103137
CTEC	0	N/A	N/A	N/A	3038
IRS	14	In Person	Federal Tax Law	FQTGU-T-00250-18-I	FQTGU
TX State Board of Accountancy	14	Group-Live	Computer Software and Applications	100228	002921

\*Individuals with other professional credentials should check with their state licensing board or accrediting organization to determine if this program meets their continuing education requirements.

**Course Level:** Basic

**Prerequisites/Advance Preparation:** There are no required prerequisites other than a general knowledge of Drake Software.

**Course Policies:** Refund requests must be sent in writing to the Drake Software Education Department via mail, fax, or e-mail. Refunds will not be granted by phone. Drake will make a full refund for any request received 10 business days before scheduled start of the training. Any cancellation received 5-9 business days prior to start will receive 50% refund. No refunds on cancellations less than 5 days before the scheduled start of the training. For more information regarding the refund policy, administrative policies, and complaint resolution, please contact our office at (828) 524-8020 or [Education@DrakeSoftware.com](mailto:Education@DrakeSoftware.com) or visit [www.DrakeETC.com](http://www.DrakeETC.com).



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