Details

Prerequisites:
Before enrolling in QuickBooks Pro 2014: Level I, you must be familiar with basic accounting principles and have experience working on a PC. A brief accounting course is listed below for those without an accounting background. It is a recommended course.

Required:
Bring a memory stick to each class.

PAYMENT OPTIONS:
Total Program Cost: $498 (Save $99)
Savings are available to students who enroll, with payment, for all three courses.
NOTE: Does not include Basic Principles of Accounting.

Individual Pricing:
Three required courses if paid separately: $597 ($159 per course).

Instructor: N. Thakkar

Basic Principles of Accounting
CEU 1.8
Topics covered include: basic principles of a transaction, recording and posting into a general ledger, preparing basic financial statements and more. At the completion of this course, you will understand the fundamental principles of accounting and be ready to move on to QuickBooks Pro 2014: Level I.
NOTE: This course is not part of the certificate discount.
Textbook required, available at the College Bookstore.
Tuition $100 + general fee $71. Total $171.
JCSC 854-27 Saturdays, 9 a.m.-4 p.m., September 12, 19, 26

QuickBooks Pro 2014: Level I
CEU 1.2
If you do not want to waste time trying to master the features of QuickBooks Pro 2014 on your own, register for this class and learn them quickly and efficiently from a pro.
Topics include how to set up a QuickBooks company, transactions and data, working with customers, printer settings and options, data management and security.
Textbook required, available at College Bookstore.
Prerequisites: Basic Accounting Principles and PC knowledge.
Tuition $100 + general fee $40 + laboratory fee $59. Total $199.
JCSC 442-07 Saturdays, 9 a.m.-1 p.m., October 3, 10, 24

QuickBooks Pro 2014: Level II
CEU 1.2
Continue your study of QuickBooks 2014 and learn to work with physical inventory. Additionally, learn to use QuickBooks for payroll and how to work with estimates, time tracking, balance sheet accounting and how to correct and customize QuickBooks.
Textbook required, available at College Bookstore.
Prerequisites: Successful Completion of QuickBooks Level I or equivalent.
Tuition $100 + general fee $40 + laboratory fee $59. Total $199.
JCSC 443-07 Saturdays, 9 a.m.-1 p.m., October 31, November 7, 14

QuickBooks Pro 2014: Level III
CEU 1.2
Several new features in QuickBooks 2014 will help you to set-up, run a payroll, and manage payroll deductions, errors and corrections. Additional topics include estimates and tracking; working with balance sheet accounts and budgets; and reporting, closing the books and adjusting entries.
Textbook required, available at College Bookstore.
Prerequisites: Successful Completion of QuickBooks; Level II or equivalent knowledge.
Tuition $100 + general fee $40 + laboratory fee $59. Total $199.
JCSC 444-07 Saturdays, 9 a.m.-1 p.m., November 21, December 5, 12