



QuickBooks Certificate

Continuing Education & Customized Training

Five Easy Registration Options

- **Online:** century.augusoft.net
- **Phone:** 651.779.3341
- **Fax:** 651.779.5802
- **Mail to:** Century College, CECT Dept.
3300 Century Avenue North
White Bear Lake, MN 55110
- **In Person:** East Campus
Mon–Thu 8 am–7 pm
Fri 8 am–4 pm

Questions?

Contact **Joan Peterson**,
at joan.peterson@century.edu
or **651.773.1743**.

These programs can also be brought to your business/organization! Call Joan for more details.



Do you want to:

- View your business/organization at a glance?
- Work more efficiently?
- Make your customers/clients happier?

Our certificate program will help you develop a thorough understanding of some of the basic and advanced QuickBooks features. You will learn tips, shortcuts and practices that will help you save time, reduce errors and easily produce reports. All classes are held in a computer lab so you'll get firsthand experience with QuickBooks software. You will have your own computer and workstation.

TAKE ALL 3 CLASSES & SAVE!*

Enroll in all three QuickBook classes at the same time and Save **10 percent off** the total cost!

**Note: You must enroll in all classes within a season, e.g. spring or summer sessions.*

QuickBooks Basics

This is your opportunity to learn about QuickBooks Vendor, Customer and Employee

Centers in addition to the forms, lists and registers. Learn easy navigation tips to move from reports to document entries or how to find the help screen you need if you get stuck. Setup a company and the preferences for navigating the forms and reports. You will add vendors, customers and employees to a company file. Learn how to edit the chart of accounts and information regarding customers and vendors. Manage bank accounts within QuickBooks by writing checks; process debits cards and transfer funds between company accounts. Learn how to use some of the other accounts in QuickBooks such as processing credit card transactions to the reconciliation and payment, the types of asset and liability accounts and equity accounts you may need to set up or track. **REQUIRED TEXTBOOK:** QuickBooks 2010 on Demand, approximately \$35. Online book code 1CPT 0125.

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Fri, Mar 9
8:30am-12:30pm

Fri, May 4
8:30am-12:30pm

Fri, June 8
8:30am-12:30pm

QuickBooks Intermediate

Get better acquainted with QuickBooks in this intermediate course. You will learn to use different formats for sales forms, memorizing transactions for use again, creating letters and statements to aid in collections. The difference in receiving a payment and creating a deposit will be demonstrated. You will learn how to process discounts, partial payments, overpayments and down payments. You will also gain an understanding of the tracking process of enter bills/pay bills vs. writing checks. Learn how to track vendor discounts and credits to apply against the invoices. We will discuss the different reports generated in QuickBooks and how to analyze the data or search for a transaction. You will also learn how to save PDF reports or export information into Excel for additional "what if" scenarios. We will use the purchase order to procure inventory items, tracking them as received

and billed. You will understand how to adjust inventory after a stock count. **REQUIRED TEXTBOOK:** QuickBooks 2010 on Demand, approximately \$35. Online book code 1CPT 0139. Prerequisite: QuickBooks Basics

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Fri, Mar 23
8:30am-12:30pm

Fri, May 18
8:30am-12:30pm

Fri, June 22
8:30am-12:30pm

QuickBooks Advanced

QuickBooks can provide the tracking of sales tax categories that you need for Minnesota, a multi-taxing state that needs to be reported by tax category when filing the sales tax return. Learn how to set up, report and pay Minnesota sales tax in QuickBooks. Learn about the payroll systems available for QuickBooks including payroll item setup, employee payroll information and reports. See how QuickBooks can track your payroll liabilities and advise you of due dates. Make an estimate in QuickBooks to invoice in full or use progress billing to complete the billing cycle. Track your time or bill for employee's time on an invoice. Learn how to track employees or nonemployees and pay for time worked. Customize forms used in QuickBooks. From loading a logo for an invoice, to creating custom forms, QuickBooks can handle it all. You can prepare custom collection letters or customize a stock letter to vendors, customers or employees. **REQUIRED TEXTBOOK:** QuickBooks 2010 on Demand, approximately \$35. Online book code 1CPT 0147. Prerequisite: QuickBooks Basic and Intermediate.

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Fri, April 6
8:30am-12:30pm

Fri, June 1
8:30am-12:30pm

Fri, July 13
8:30am-12:30pm



Directions:

From North:

694 E to 94 E continue on 94 for 4 miles to County15 (Manning Ave) exit. Turn right (south) 200 feet to Hudson Road (frontage road). Turn left onto Hudson Road and continue two miles to the Century Transportation Center.

From South:

494 E to 94 E continue on 94 for 4 miles to County15 (Manning Ave) exit. Turn right (south) 200 feet to Hudson Road (frontage road). Turn left onto Hudson Road and continue two miles to the Century Transportation Center.

**All classes take place at Century College Transportation Training Center,
14386 Hudson Road South, Afton, MN 55001 in Computer Lab #116.**

QuickBooks Certificate Registration Form

Please fill out all information completely. Date of birth **or** social security number is required. This data is for student tracking purposes only, and will not be released or used for any other purpose.

Name _____ Date of Birth ____/____/____ Home Phone (____) _____

Home Address _____ City _____ State _____ Zip _____

Social Security # _____ - _____ - _____ ___ Male ___ Female

Business Name _____ Business Phone (____) _____

Business Address _____ City _____ State _____ Zip _____

E-mail address _____

Course Name	Course Date	Course Fee
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Total Course Fees: \$ _____

PAYMENT INFORMATION

- Check(s) Enclosed (Please write a separate check for the exact amount of each course, payable to Century College.)
- Business purchase order attached
- Please charge to my: ___ VISA ___ MasterCard ___ Discover Account # _____ - _____ - _____ - _____

Cardholder's Name _____ Exp. Date ____/____/____

Century College, Continuing Education and Customized Training, 3300 Century Avenue N., White Bear Lake, MN 55110 T 651.779.3341 • F 651.779.5802

Century College is a member of the Minnesota State Colleges and Universities system. We are an affirmative action, equal opportunity employer and educator. This document can be available in alternative formats to individuals with disabilities by calling 651.779.3354 or 1.800.228.1978 x 3354 or Minnesota Relay Service at 1.800.627.3775 (voice/TTY).