



Continuing Education & Customized Training

Quickbooks Basics Class

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, Rm E2330
Mon–Thu 8:00am–7:00pm
Fri 8:00am–4:00pm

Questions?

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



Do you want to:

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

This class is for you!

This 4-hour class is for the beginner and offers a chance to learn the basics of Quickbooks Pro. Quickbooks summarizes financial data into reports that professional accountants can review and certify for accuracy and completeness. Small business owners and bookkeepers will learn how to:

- navigate the software
- capture their daily transactions and
- utilize the data to help their business succeed!

Participants will learn how to:

- Set up a chart of accounts
- Pay bills
- Reconcile bank statements and enter invoices and bill
- Generate reports, such as:
 - o Profit and loss statements
 - o Balance sheets
 - o Accounts receivable and account payable

Participants should be proficient in computer skills for success in this class.

This class is taught in a regular classroom to cover as much material as possible. The instructor's computer image is shown on a large screen.

All classes take place at Century College, 3300 Century Avenue, White Bear Lake, East Campus, Room 2311 (except Nov. 17); Class fee: \$129 including class materials

- Wednesday, July 21, 2010
8:30am-12:30pm
- Wednesday, September 22, 2010
8:30am-12:30pm
- Wednesday, November 17, 2010
5:00-9:00pm (East Campus, Rm 2561)
- Wednesday, January 26, 2011
8:30am-12:30pm
- Wednesday, March 23, 2011
5:00-9:00pm
- Wednesday, May 18, 2011
5:00-9:00pm

Questions?

For class information, call Joan Peterson at 651.773.1743 or email joan.peterson@century.edu.

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

Quickbooks Basics Class 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 # _____ - _____ - _____ (Confidential—to be used in registration system as your Student ID.) ___ Male ___ Female

Business Name _____ Business Phone (____) _____

Business Address _____ City _____ State _____ Zip _____

E-mail address _____

Course Name	Course Date	Course Fee
1. _____	_____	\$ _____
2. _____	_____	\$ _____
3. _____	_____	\$ _____
4. _____	_____	\$ _____
		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

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This document can be made available in alternative formats to individuals with disabilities by calling 651.779.3354, 1.800.228.1978 or through the Minnesota Relay Service at 1.800.627.3529.