



DISCOVER • GROW • LEARN MORE

BUSINESS & COMMUNITY DEVELOPMENT

Business & Career Skills

Accounting Software Certificate

Discover the features in Quickbooks Pro. Learn to create a QuickBooks Company, set up inventory, create invoices and process payments. This hand-on 40-hour course will give you the tools you need to work with automated bookkeeping process.

Upon successful completion of this course, students will be able to:

- Open QuickBooks pages
- Create a Quickbooks company
- Set up inventory
- Create invoices
- Process payments
- Receive payments for invoices
- Work with bank accounts
- Enter and pay bills
- Customize Forms
- Use other Quickbooks accounts
- Create and work with reports
- Create graphs
- Track and pay sale tax
- Do payroll with QuickBooks
- Use the EasyStep interview
- Display project reports for time tracking
- Display other project reports

Prerequisite: Windows or equivalent experience

Sec 1: Mon-Fri, Oct 26-Nov 6, 8:30 am-12:30 pm
Northern Monmouth HEC at Hazlet

Sec 2: Mon-Fri, Dec 7-Dec 18, 8:30 am-12:30 pm
Lincroft Main Campus

Fee and Code: \$500 includes text and materials (\$360 tuition & 140 lab fee), XCOMT 004 W

To register: 732-224-2315

Refund policy: A \$15 processing fee will be deducted from all refunds. Our refund policy regarding cancellations is the following: 10 or more days before the beginning of class, 100% refund of full course fee; 9-5 days before the start of class, 50% refund of full course fee; less than 5 days before class start date no refund. There are no refunds for trips, ticketed events and specified training programs. Only under extreme, extenuating circumstances would an appeal be considered beyond that point. Registrants requesting an appeal must do so in writing, stating their reason, providing supporting documentation (i.e., medical note from doctor, accident report, etc.) and include course name and start date.