



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 BOTH CLASSES & SAVE \$25!*

Enroll in both 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. fall, winter, or spring sessions.*

QuickBooks Basics

This four-hour class 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. Participants should be proficient in computer skills for success in this class.

You will learn how to:

- Navigate the software
- Set up a chart of accounts
- Pay bills
- Reconcile bank statements and enter invoices
- Generate reports, such as:
 - Profit and loss statements
 - Balance sheets
 - Accounts receivable and accounts payable
- Capture your daily transactions and utilize the data to help your business succeed

Century Transportation Center, Room 117 \$129

Fri, Oct 7, 2011 8:30 am-12:30 pm
 Fri, Jan 13, 2012 8:30 am-12:30 pm
 Fri, Mar 9, 2012 8:30 am-12:30 pm
 Fri, May 4, 2012 8:30 am-12:30 pm
 Fri, Jun 8, 2012 8:30 am-12:30 pm

QuickBooks Intermediate

This four-hour class offers a chance to get better acquainted with QuickBooks Pro. It is geared toward small business owners and bookkeepers. You will learn to produce, find, and summarize your financial data more efficiently into reports that professional accountants can review and certify for accuracy and completeness.

You will learn how to:

- Restore your company data from backup that you already created
- Search for entries automatically
- Edit your chart of accounts and what to avoid
- Revise entries that have already cleared your bank
- Organize or delete memorized reports
- Design your invoices with personalized details
- Split expenses charged on a credit card
- Create credit memos and refunds
- Keep track of billable vehicle mileage

Century Transportation Center, Room 117 \$129

Fri, Oct 28, 2011 8:30 am-12:30 pm
 Fri, Jan 27, 2012 8:30 am-12:30 pm
 Fri, Mar 23, 2012 8:30 am-12:30 pm
 Fri, May 18, 2012 8:30 am-12:30 pm
 Fri, Jun 22, 2012 8:30 am-12:30 pm



All classes take place at Century College Transportation Training Center, 14386 Hudson Road South, Afton, MN 55001 in Computer Lab #117.

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

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