

# Accounting & QuickBooks Certificate Program Spring 2015 (Wayne)

This certificate program offers an overview of the key concepts, tools, and techniques required to succeed in today's challenging business environment from a hands-on perspective. Offered in partnership with the **New Jersey Small Business Development Center (NJSBDC)** this program will cover the basics of accounting fundamentals and then apply those fundamentals to QuickBooks to enable business owners to take better control of their business finances.

To earn a certificate in this program, the following three courses are required.

- 1) Accounting Fundamentals
- 2) QuickBooks for Small Businesses
- 3) QuickBooks A/R & A/P

Or take any one of the topics listed below to improve your knowledge by enhancing your skills in one area.

## **Accounting Fundamentals** (1 session)

This course is designed to establish students with fundamental knowledge of accounting procedures and is a compliment to QuickBooks for Small Businesses.

**Cost:** \$55.00

**Course #:** NBS 200 S1

**Dates:** Thu, April 2

**Time:** 5:30 – 8:30 pm

**Place:** Wayne, Public Safety Academy, TBA

## **QuickBooks for Small Businesses** (4 sessions)

This introductory course explains how QuickBooks can simplify the accounting process for a small business. (Participants should have knowledge of basic keyboarding.)

**Cost:** \$95.00

**Course #:** NBS 201 S1

**Dates:** Tue/Thu, April 7, 9, 14, 16

**Time:** 5:30 – 7:00 pm

**Place:** Wayne, Public Safety Academy, TBA

## **QuickBooks A/R & A/P** (4 sessions)

This intermediate course is designed to put the student in a simulated real business environment managing both the Customers/Sales and Vendors/Expenses capabilities in QuickBooks. Accounts Receivable transactions include creating customer and job lists, setting up item (product) lists, creating quotes, and tracking employee time.

**Cost:** \$95.00

**Course #:** NBS 202 S1

**Dates:** Tue/Thu, April 21, 23, 28, 30

**Time:** 5:30 – 7:00 pm

**Place:** Wayne, Public Safety Academy, TBA

***For additional information, please call PCCC, Continuing Education (973) 684-6126  
or William Paterson Small Business Development Center (973) 754-8695***

## Passaic County Community College Office of Continuing Education

**Information:** Call (973) 684-6153 or (973) 684-5782, Monday through Friday, 8:30 am – 4:30 pm.

**Registration:** Advanced registration and payment are required for all Continuing Education classes. Once your registration and payment are received, you are automatically enrolled and a confirmation will be sent. Plan to attend your class as scheduled! You will be notified if a class is cancelled, changed or full by telephone. A **current telephone number** is required on the registration form.

**Registration by fax:** Fill out the form and fax to (973) 523-6085. Submit payment with form by mail or in person.

**Registration by mail:** Fill out the form and mail to: **Passaic County Community College, Office of Continuing Education, One College Boulevard, Paterson, NJ 07505-1179.** Please be sure to enclose payment in the form of check or money order.

**Registration by phone:** Call the PCCC Continuing Education Office (973) 684-6153 during business hours and a CE representative will hold your registration for three days until we receive your check or money order.

**Registration in person:** The Continuing Education Office is located at the PCCC Hamilton Club Building, 32 Church Street (Corner of Church St. and Ellison St.) Paterson, NJ.

**Payment:** You may pay through the mail by check or money order payable to: **"Passaic County Community College."** Write the student name, course # and last four digits of the student's SS# or student ID on the check. Credit cards (Visa, MasterCard, or Discover), and cash payments must be made in person at the Bursar's Office, PCCC, One College Blvd., Paterson.

**Withdrawals and refunds:** To withdraw from a short course or seminar, you must notify the Continuing Education Office in writing or in person. Refunds will be made as follows:

- With written notification received prior to the first class session -100%
- With written notification received after the first class meeting for courses or seminars that meet more than once – 50%
- No refunds after the second class meeting.
- For classes that meet for 120 hours or more, see CE brochure or contact CE office.

**Cancellation Policy:** The College reserves the right to cancel courses or to change dates, if necessary. Attempts will be made to notify students in the event of a change. Refunds take 4-6 weeks.

### PCCC CE Registration Form

Last Name:	First Name:	MI:
<b>Preferred Tel. #:</b>	Secondary Tel. #:	
Street:	City:	
County:	State:	Zip:
Emergency Contact:	E-mail:	
Student ID or Social Security #:	Date of Birth:	
Employer:	Employer's Address:	
Check all that apply:		
<input type="checkbox"/> New	<input type="checkbox"/> Returning	<input type="checkbox"/> Fall
<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	

Course #	Course Title	Place	Start Date	Cost

<b>Check statements which apply:</b>		
<input type="checkbox"/> Female	<input type="checkbox"/> Male	
<input type="checkbox"/> US citizen or permanent resident	<input type="checkbox"/> Non-resident alien	<input type="checkbox"/> Other
In compliance with Title VI of the Civil Rights Act of 1964 and Title XI of the Education Amendments of 1972.		
<b>Ethnicity: Please check one</b>	<input type="checkbox"/> Hispanic/Latino	<input type="checkbox"/> Non-Hispanic/Latino
<b>Race: Check one or more</b>	<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Asian
<input type="checkbox"/> Black/African American	<input type="checkbox"/> Native Hawaiian/Other Pacific Islander	<input type="checkbox"/> White

I certify that the above information is correct and agree to the terms of the course. Note refund policy.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>For Official Use Only:</b>					
_____ Initial Person Accepting Registration		_____ Initial of Person Accepting Payment			
<input type="checkbox"/> Cash	<input type="checkbox"/> Check	<input type="checkbox"/> Charge	<input type="checkbox"/> M.O.	<input type="checkbox"/> Staff	<input type="checkbox"/> Third Party

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