



Accounting & QuickBooks Certificate Program Spring 2014 (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 (3 hours)
- 2) QuickBooks for Small Businesses (6 hours)
- 3) QuickBooks A/R & A/P (6 hours)

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: Wed, Jun 4

Time: 6:00 – 9:00 pm

Place: Wayne, Public Safety Academy, 125

QuickBooks for Small Businesses (2 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: Wed, Jun 11 – 18

Time: 6:00 – 9:00 pm

Place: Wayne, Public Safety Academy, 125

QuickBooks A/R & A/P (2 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: Wed, Jun 25 – Jul 2

Time: 6:00 – 9:00 pm

Place: Wayne, Public Safety Academy, 125

***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:
Preferred Tel. #:	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

Check statements which apply:		
<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.		
Ethnicity: Please check one	<input type="checkbox"/> Hispanic/Latino	<input type="checkbox"/> Non-Hispanic/Latino
Race: Check one or more	<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 _____

For Official Use Only:					
_____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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