



HOFSTRA
UNIVERSITY®

QuickBooks Certificate Program

Learn Record Keeping and more

Workshops will be held on **JANUARY 17, 19, 24 and 26, 2012 from 6 to 9 p.m.** Learn skills to:

- **Create a new QuickBooks company**
- **Modify the preset chart of accounts to suit individual needs**
- **Add/edit information to company lists**
- **Write QuickBooks checks and assign amounts to specific accounts**
- **Work with asset and liability accounts in QuickBooks**
- **Enter bills into QuickBooks accounts payable**
- **Pay bills**
- **Set up inventory**
- **Invoice customers**
- **Track and pay sales tax**
- **Receive payments from customers and make bank deposits**
- **Open and use registers for any QuickBooks balance sheet accounts**
- **Reconcile a QuickBooks checking and credit card account**
- **Track credit card transactions**
- **Create and customize reports**

Basic computer skills are required. Please complete and mail the registration form along with your payment of **\$250.00**. Location TBD.

If you have any questions, please contact Laura Fetter, Programs Administrator at (516) 463-5850 or Laura.J.Fetter@hofstra.edu

----- **Cut along the line** -----

Name _____

Business name _____ Title _____

Business type (ex.: retail, service, manufacturing, etc.) _____

Are you the business owner? Yes No

How did you hear about the program? _____

Phone _____ E-mail _____

Address _____

STREET ADDRESS

CITY

STATE

ZIP

Please enclose a check made payable to Hofstra University for \$250 or pay by credit card:

__ Visa __ MasterCard Card # _____ - _____ - _____ - _____

Cardholder's Name _____ 3 Digit Verification # _____
(located on back of card in signature area)

Signature _____ Expiration date _____

TO REGISTER, PLEASE FAX THIS FORM TO (516) 463-3907 OR MAIL TO:

Scott Skodnek Business Development Center, University College Hall
250 Hofstra University, Hempstead, NY 11549