Beginner QuickBooks Certificate Program

Learn Record Keeping and more ....

Workshops are scheduled for January/February 2017 – 2 evenings per week for 2 weeks from 6 to 9 pm. Dates TBA.

Learn how 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
• Invoice customers
• 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

$275 Registration Fee. Basic computer skills are required. Workshop location TBA.

Please contact April Jones, Programs Administrator, at 516-463-5850 or april.jones@hofstra.edu if you have any questions.

REGISTRATION FORM
Seating is limited. To register, please complete registration and credit card form. Fax to 516-463-3907 or scan/email to april.jones@hofstra.edu.

Name _____________________________________________________________

Company __________________________________________________________

Are you the business owner? □ Yes □ No

How did you hear about the program? __________________________________

Address ___________________________________________________________________

Phone________________________ Email ___________________________________________
CREDIT CARD PAYMENT FORM

Credit Card No. (Visa or MasterCard Only) ________________________________

Expiration Date ________________

Signature _____________________________ Cardholder Name ________________________

Amount Paid: $____________