QUICKBOOKS BASIC SKILLS - $350

Prerequisite: Basic accounting skills  
Note: Textbook required, flash drive recommended.  
Become productive with QuickBooks as you learn to create a company and develop its chart of accounts. Learn banking procedures, how to track customers, vendors, bills, invoices, inventory, employees, and payroll, finish by learning to run reports and create graphs.

QUICKBOOKS ADVANCED - $350

Prerequisite: QuickBooks Basic Skills or equivalent  
Note: Textbook required; flash drive recommended. In this advanced course, you will expand your reporting knowledge as you learn how to analyze financial data using QuickReport, preset reports and graphs. You will learn to track and pay sales tax, set up and run payroll, create and write payroll checks, practice paying payroll taxes. You will create estimates and learn how to invoice from estimates. You will also learn how to set up the software to track time and mileage.

To qualify for this class, please call Leslie McCain at 281-476-1830 or email leslie.mccain@sjcd.edu to begin your application process.

For More Information contact Leslie McCain 281.476.1830 or leslie.mccain@sjcd.edu