

# COMPUTERS & TECHNOLOGY

## QuickBooks Certificate

Gain comprehensive skills in computerized accounting procedures with QuickBooks. Enroll in individual or all the courses. Please note and comply with any listed prerequisites. Qualify for the QuickBooks Certificate by completing three required courses: QuickBooks Level I, Level II and Level III.

### Prerequisites:

Before enrolling in QuickBooks Level I, you must be familiar with basic accounting principles and have experience working on a PC. A brief, recommended **Basic Principles of Accounting** course is listed below for those without an accounting background.

### Payment Options

**Discount:** Total Certificate Program cost \$498 (Save \$99)

### Please Note:

Does not include **Basic Principles of Accounting**. Savings are available to students who enroll, with payment, for the three required certificate courses.

### Individual Pricing:

Three required courses if paid separately: \$597 (\$199 per course)

### Instructor:

N. Thakkar



## MCC'S COLLEGE BOOKSTORE CARRIES REQUIRED BOOKS!

**For current operating hours:** Call 732.906.2540

**For general information:** Call 732.906.2539

**To purchase books online:** Go to [middlesexcc.bncollege.com](http://middlesexcc.bncollege.com)

See page 95 for detailed instructions.



## Basic Principles of Accounting Recommended

CEU 1.8

Understand the fundamental principles of accounting. Topics include: basic principles of a transaction, recording and posting into a general ledger, preparing basic financial statements and more. Successfully complete this course and be ready to move on to QuickBooks Level I.

**Required:** Textbook required, available at the College Bookstore.

**PLEASE NOTE:** This course is not part of the certificate discount.

**Tuition:** \$100 + general fee \$71. Total \$171

**JCSC 854-31** Saturdays, 9 a.m.-4 p.m.,  
September 9, 16, 23

## QuickBooks: Level I

CEU 1.2

Gain an understanding of the features of QuickBooks. Topics include how to set up a QuickBooks company, transactions and data, working with customers, printer settings and options, data management and security.

**Required:** Bring USB flash drive to class. Textbook required, available at College Bookstore.

**Prerequisites:** Knowledge of basic principles of accounting and PC experience

**Tuition:** \$100 + general fee \$40 + laboratory fee \$59. Total \$199

**JCSC 460-01** Saturdays, 9 a.m.-1 p.m.,  
October 7, 14, 21

**JCSC 460-02** Tuesdays, 6-10 p.m.,  
October 17, 24, 31



### QuickBooks: Level II

CEU 1.2

Continue your study of QuickBooks and learn to work with physical inventory. Become familiar with using QuickBooks for payroll and working with estimates, time tracking, balance sheet accounting, as well as how to correct and customize QuickBooks.

**Required:** Bring USB flash drive to class. **Textbook required, available at the College Bookstore.**

**Prerequisites:** Successful completion of QuickBooks Level I or equivalent.

**Tuition:** \$100 + general fee \$40 + laboratory fee \$59. Total \$199

**JCSC 461-01** Saturdays, 9 a.m.-1 p.m.,  
October 28, November 4, 11

**JCSC 461-02** Tuesdays, 6-10 p.m.,  
November 7, 14, 21

### QuickBooks: Level III

CEU 1.2

Understand how to set-up, run a payroll, and manage payroll deductions, errors and corrections. Topics include: estimates and tracking; working with balance sheet accounts and budgets; and reporting, closing the books and adjusting entries.

**Required:** Bring USB flash drive to class. **Textbook required, available at College Bookstore.**

**Prerequisites:** Successful completion of QuickBooks; Level II or equivalent knowledge.

**Tuition:** \$100 + general fee \$40 + laboratory fee \$59. Total \$199

**JCSC 462-01** Saturdays, 9 a.m.-1 p.m.,  
November 18, December 2, 16

**JCSC 462-02** Tuesdays, 6-10 p.m.,  
November 28, December 12, 19



**For Certified  
NJ Teachers**

### Content Specialty Program - Continuing Education Certificate

Gain content specialty training in order to teach upper elementary and middle school content -- English, science, history, and math. This program is ideal for teachers who want to become qualified to teach Middle School and broaden their employment prospects. Courses may be taken during the Spring, Summer and Fall semesters.

**Continuing Education Certificate Program** Spring 2018 enrollment starts 10/02/17 and ends 1/16/18. For Summer Sessions, enrollment begins 3/05/18. Summer I enrollment ends 5/01/18 and Summer II enrollment ends 7/02/17. Enrollment for Fall 2018 begins 3/26/18 and ends 8/01/18.

For more information, send an email to [cgreen@middlesexcc.edu](mailto:cgreen@middlesexcc.edu) or call 732.906.4677. Provide your name, address, phone number, and email address.