

# QuickBooks, Level 1

Offered in Leesburg, 9501 U.S. Highway 441, Leesburg, FL 34788

This QuickBooks course provides essential coverage of the QuickBooks software. Topics covered include an introduction to QuickBooks, basic accounting principles, backing up files, creating companies, working with vendors, working with customers, banking with QuickBooks, and more.

**PREREQUISITES:** You can successfully complete this training guide without any prior software knowledge or computer experience. A basic understanding of the computer operating system you are using is recommended.

## **DELIVERY METHOD:**

Instructor led, group-paced, classroom-delivery learning model with structured hands on activities.

## **OBJECTIVES:**

- Introducing the QuickBooks system
- Presenting the QuickBooks software and some basic accounting
- Creating a company
- Working with opening balances, historical transactions and users
- Working with vendors
- Using the vendor center, lists, entering bills, paying vendors, and reports
- Working with customers
- Using the customer center, lists, creating invoices, receiving money, and reports
- Banking with QuickBooks
- Working with bank accounts, deposits, transfers, credit and debit transactions, and reconciling

CRN:	25020
Date:	January 26 - February 23, 2018
Days:	Fridays - 5 sessions
Time:	2:00 - 5:00 p.m.
Location:	Leesburg - Bldg. M, Room 110
Instructor:	Lori Manges
Course Fee:	\$210

**REGISTRATION DEADLINE: January 19, 2018**



Lake Sumter  
State College

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## **CONTINUING EDUCATION**

9501 US Hwy 441 • Leesburg, FL 34788 • (352) 365-3556

[WWW.LSSC.EDU/CE](http://WWW.LSSC.EDU/CE)



# Lake Sumter State College

Continuing Education

**Non-Credit Registration Form**  
Leesburg Campus (352) 365-3556  
South Lake Campus (352) 243-5722  
Sumter Campus (352) 568-0001

**Make Check Payable to: LSSC**

**Mail to:** Lake-Sumter State College  
9501 U.S. Highway 441  
Leesburg, FL 34788-8751  
Attn: Continuing Education

**For Credit Card or Debit Card Payment**

**Fax to:** (352) 435-5044 (See below)

**Please Print Clearly**

STUDENT ASSIGNED (X ID) NUMBER \_\_\_\_\_

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE/INITIAL \_\_\_\_\_

LOCAL MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

PROFESSIONAL LICENSE NUMBER (IF APPLICABLE) \_\_\_\_\_

\*SOCIAL SECURITY NUMBER \_\_\_\_\_

M  F  \*BIRTH DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*\* See Notification of SSN Collection & Usage Statement (Attached)*

**CHECK ONE ETHNICITY:**  Hispanic  Latino

**CHOOSE ONE OR MORE RACE:**

American Indian or Alaskan Native

Asian

Native Hawaiian or Pacific Islander

Black

White

**Please Complete Term/Year, CRN, Course Title, Start Date, and Fees**

TERM/YEAR	CRN	COURSE TITLES	START DATE	FEES
201825	25020	QuickBooks, Level 1	1/26/2018	\$ 210

Registered By:

TOTAL FEES

LSSC IS AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION

**If paying by credit card, you may fax payment information to (352) 435-5044 or mail (See Above)**

NAME \_\_\_\_\_

BILLING MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

VISA  MASTERCARD  DISCOVER  AMERICAN EXPRESS

ACCOUNT NUMBER \_\_\_\_\_ EXP. DATE \_\_\_\_\_

STUDENT ASSIGNED (X ID) NUMBER \_\_\_\_\_

STUDENT PHONE \_\_\_\_\_

FAX NUMBER \_\_\_\_\_

AMOUNT

SUBMITTED IN PERSON  SUBMITTED BY EMAIL

SUBMITTED BY FAX  SUBMITTED BY PHONE

**Office Use Only:** Receipt No. \_\_\_\_\_ Receipt Date: \_\_\_\_\_

Paid by: \_\_\_\_\_ Cashier Initials: \_\_\_\_\_

# **Continuing Education Lake-Sumter State College Notification of Social Security Number Collection and Usage**

In compliance with Florida Statute 119.071(5), The Business Resources Center (BRC) at Lake-Sumter State College (LSCC) issues this notification regarding the purpose of the collection and usage of your Social Security Number (SSN).

The Business Resources Center at Lake-Sumter State College collects and uses your SSN in order to perform the College's duties and responsibilities. To protect your identity, the BRC will secure your SSN from unauthorized access and shall not release your SSN to unauthorized parties. Each student of the Business Resources Center will be issued a unique student identification number (X ID). Your unique X ID is used for all educational purposes of the BRC including registration and access to your college records.

Federal Legislation relating to the Hope Tax Credit (Title 26, Internal Revenue Code) requires that all postsecondary institutions report student SSN's to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for community colleges to collect the SSN of every student. A student may refuse to disclose his/her SSN to the College, but refusing to comply with the federal requirement may result in fines established by the Internal Revenue Service.

In addition to the federal reporting requirements, the public school system in Florida uses SSN's as a student identifier (Section 229.559, Florida Statutes-new school code section 1008.386). In a seamless K-20 system, it is beneficial for post-secondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. All Continuing Workforce Education (PSAV) Registration Forms, Continuing Education Registration Forms, and Customized Training Registration Forms will request the student's SSN. All SSN's are protected by federal regulations and are never released to unauthorized parties.

When the BRC participates in any Workforce Programs, funded through the Agency for Workforce Innovation (AWI), the BRC will use your SSN as an identifier for program enrollment and completion. Also, the SSN is used for entering placement information into either the OSMIS or the Employ Florida Marketplace statewide data collection and reporting system. Because these are performance based programs, AWI requires that all participants and their program related activities be recorded in the Florida state system. (Section 1008.39 Florida Statutes).