

## QuickBooks, Level 2

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

This QuickBooks Level 2 course provides essential coverage of the QuickBooks software. Topics covered include physical inventory, payroll, estimates, time tracking, balance sheet accounts, budgets, correcting, customizing, and more.

**PREREQUISITES:** You must have successfully completed Level 1 or have instructor approval.

### **DELIVERY METHOD:**

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

### **OBJECTIVES:**

- **Physical Inventory** - Tracking inventory & items, sales tax, POs, receiving & selling, discounts, adjust Qty, and reports
- **Payroll** - Working with Employees, PR deductions, creating paychecks, tracking liabilities, processing PR forms, reports and after-the fact payroll
- **Estimates and Time Tracking** - Creating an estimate, converting to invoice, customer deposits, time tracking, mileage, finance charges and reports
- **Balance Sheet Accounts and Budgets** - Working with Chart of Accounts for other accounts, transferring funds, tracking petty cash, maintaining fixed assets, creating budgets and reports
- **Correcting and Customizing** - Solving problems, dealing with insufficient fund checks, writing off bad debts, giving refunds, customizing program, forms and reports

CRN: 25022  
Date: March 2 - April 6, 2018  
*(Spring Break - No Class - March 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: February 23, 2018**



Lake Sumter  
State College

**CONTINUING EDUCATION**

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

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	25022	QuickBooks, Level 2	3/02/2018	\$ 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).