

# Business Classes for the Working Professional

## Programs Designed with You in Mind

*Learn online around your schedule & access in-person support*

### Fundamentals of Accounting

**Starts on: 9/24 @ 5:30 PM**

This hybrid class is presented online with optional weekly lab sessions for in-person support.

In this introduction to the basic concepts and standards of accounting, students should expect to spend a minimum of 10 hours/week (120 total). 3 mandatory in person sessions required; book & online access is included.

\$549 Peggy Green



### QuickBooks

**Starts on: 9/23 @ 5:30 PM**

This hybrid class is presented online with optional weekly lab sessions for in-person support from the instructor.

Learn basic the practical skills necessary to succeed in a bookkeeping role including; accounting principles and the accounting cycle. Provides comprehensive instruction within the QuickBooks program and helps prepare for the QuickBooks Certified User Exam. Students should expect to spend a minimum of 10 hours/week (120 total). 3 mandatory in person sessions required; book & online access is included.

\$499 Peggy Green



### Introduction to Payroll

**Starts on: 9/24 @ 7:30 PM**

This hybrid class is presented online with optional weekly lab sessions for in-person support from the instructor.

In this introduction to payroll, students will learn the accounting cycle related to employee pay and taxes, including year end reporting. A comprehensive project will be completed in QuickBooks to wrap up this course. Students should expect to spend a minimum of 10 hours/week (120 total). 3 mandatory in person sessions required; book & online access is included.

\$525 Peggy Green



**Register Today! Go to [www.cei.edu/wtce](http://www.cei.edu/wtce); "Register" OR call 208.535.5345**