



QUICKBOOKS ONLINE: BASIC & INTERMEDIATE

Build practical bookkeeping and QuickBooks Online skills
in this 10-week course.

September 28–December 21
Mondays from 6–9 p.m.

HYBRID: Alternating on-campus and live Zoom sessions,
beginning on campus

WHAT YOU'LL LEARN

- QuickBooks Online and bookkeeping basics
- Customers, sales, vendors and expenses
- Banking, credit cards and payroll
- Bank reconciliations and financial reports
- Troubleshooting and real-world scenarios

EARN A CERTIFICATE

Receive a Certificate of Completion and prepare to sit for
the Intuit QuickBooks Online Certified User Exam.

PATHWAY TO 3 COLLEGE CREDITS

Participants who complete the course may be eligible
to receive 3 college credits for AC 116 – QuickBooks,
depending on their selected degree or certificate program.



Check out additional continuing
education courses at
columbiagreene.edu/cewd

STUDENT COST

\$399

~~\$699~~

Save \$300 through Foundation
scholarship support



READY TO GET STARTED?

Register through the Office of
Continuing Education and Workforce
Development

BY PHONE: 518-697-6370

BY EMAIL: workforce@sunycgcc.edu

IN PERSON: C-GCC Main Building,
Suite 112, Monday-Friday, 8 a.m.-4 p.m.

*Foundation scholarship support reduces
the student cost from \$699 to \$399.*