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Department of Continuing Education

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Semester Start Dates:

- September 21
- October 19
- November 9
- December 14

Online Course Format:

- Led by an expert instructor
- Interactive discussion areas
- New sessions begin monthly
- 6 weeks, 12 lessons

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Performing Payroll in QuickBooks 2010 \$99

Preparing payroll in any small business can be a daunting task. Whether you have one employee or 20, the federal and state requirements are often the same. By using the payroll feature in QuickBooks 2010, you can create paychecks, pay tax liabilities, and generate dazzling payroll reports with little effort.

In this course, you'll learn the steps you need to follow to properly set up your payroll system in QuickBooks—steps such as accessing information on the Internal Revenue Service Web site, creating an entry for a new employee, tracking time and job cost data, and generating required forms and reports. Even if you're already using the QuickBooks' payroll feature, you'll gain a lot when we delve into troubleshooting and solving common problems and mistakes!

Requirements:

- QuickBooks Pro 2010 or QuickBooks Premier Edition 2010
- Microsoft Windows Vista or XP
- Internet access
- e-mail
- Microsoft Internet Explorer or Mozilla Firefox Web browser
- Adobe Flash (free download at adobe.com)
- Adobe Acrobat (free download at adobe.com)

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