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To view a specific course listed below, enter the course title in the search box.

#### **Intro to QuickBooks 2015**

Learn to manage the financial aspects of your small business quickly and efficiently with this powerful accounting software program. QuickBooks is designed especially for the small- to mid-sized-business owner who needs a fully functional accounting system that's also easy to use. [ed2go.com/mptc](http://ed2go.com/mptc)

#### **Intermediate QuickBooks 2015**

Learning how to use QuickBooks to its full potential goes beyond learning the program's basic features. Even experienced QuickBooks users struggle when applying certain business situations to QuickBooks. In this course, we'll go beyond the basics as you master QuickBooks' more advanced features and applications.

You'll learn to manage multiple company files, export and import list data from one file to another, and make journal entries. If your business handles inventory, you'll learn how to enter price levels and track discounts and credits. You'll even learn how to track mileage on vehicles you use in your business. [ed2go.com/mptc](http://ed2go.com/mptc)

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## **Perform Payroll in QuickBooks 2015**

Preparing payroll in any small business can be a daunting task. Whether you have one employee or 20 employees, the federal and state requirements are often the same! However, by using the payroll feature in QuickBooks 2015, you can master efficient techniques for creating checks, paying taxes, and generating forms and reports quickly and easily.

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## **Business Finance for Non-Finance Personnel**

Are you interested in making better business decisions to increase your company's profits, move you up the corporate ladder, and help you reach a better, personal financial position? Then you need to take this course. Using practical explanations and real-life examples, this course will show you how money flows through a typical business. You will learn the basics of how a business operates, including how to develop successful business strategies and how to use financial statements to make better business decisions. [ed2go.com/mptc](http://ed2go.com/mptc)

## **Introduction to Microsoft Excel 2013**

Do you work with numbers? Then you need to master Microsoft Excel 2013—and this is the place to do it. Even "non-techie" beginners will find it easy to learn Excel in this fun, step-by-step online course. These lessons will teach you dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You'll also learn the secrets behind writing powerful mathematical formulas and discover how to use the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more. [ed2go.com/mptc](http://ed2go.com/mptc)

## **Mastery of Business Fundamentals**

Are you interested in acquiring practical business experience in strategic planning, management, and finance without enrolling in an MBA program? This course is for you! You'll understand the significance of strategic planning and discover how external and internal environmental factors affect an organization.

You'll learn about various organizational structures and determine how to use leadership, motivation, and control for maximum impact. You'll understand how successful organizations use performance measurements to stay on track.

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## **QuickBooks for Contractors 2014**

Contractors have many unique bookkeeping needs, so we've designed this course from the ground up specifically for the construction industry.

In this six-week course, you'll learn how to use the Premier Contractor Edition of QuickBooks 2014 to run your business more efficiently. Lessons are clearly illustrated and include easy-to-follow, step-by-step instructions to give you hands-on practice with the features that you're sure to use every day. You'll discover how to create custom, professional-looking contract estimates and track time and materials, and you'll learn the different methods you can use to bill your clients, including how to use the QuickBooks progress invoicing and job-costing features. [ed2go.com/mptc](http://ed2go.com/mptc)

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1. Locate the desired title through the search feature or by browsing the online catalog. Once you've found the course, click Enroll Now.
2. Select a session start date on the Select Date page. You will then move on to the Sign In page.
3. Use either Returning Students or New Student to access or create your account. If you are a new student, you will be asked to create an account by creating a username and password and providing your contact information. Select Continue or Continue to Payment options to move on to the Purchase page.
4. Choose which payment option you'd like to use from the choices your school has provided. Complete the payment information, if necessary. After confirming payment, you'll automatically move on to the final Receipt page.