



Professional Bookkeeping with QuickBooks 2013

Our Program

140 Hrs • \$1,895

Prepare for a career in the high-demand field of bookkeeping and accounting, as you master QuickBooks 2013, the leading financial software tool for small businesses. Even with no bookkeeping experience, you can prepare do professional bookkeeping for a small business with this course. This online program teaches you to plan a budget, manage payroll systems, and manage accounting. It also makes you aware of the legal standards that apply to accounting methods, giving you the proper credentials you need to practice bookkeeping with confidence.

Upon completion of this program, you'll be able to:

- Perform basic bookkeeping equations
- Setup QuickBooks
- Enter data accurately
- Manage bookkeeping
- Use double-entry accounting
- Understand the impacts of debits and credits for all account types

LABOR STATS

Bureau of Labor Statistics reports a
11% National Growth
from 2012-2022

Military Spouses Receive \$4,000 in Tuition Assistance!

MyCAA is the Military Spouse Career Advancement Accounts program, offered by the Department of Defense. It allows military spouses to train for in-demand careers at little or no cost. Spouses of an active duty Army, Navy, Air Force or Marine service member in pay grades E1-E5, W1-W2, or O1-O2 are eligible. If your spouse is in the National Guard or is an AGR Member, they must be on federal Title 10 active duty orders.



Apply to MyCAA at:
<https://aiportal.acc.af.mil/mycaa/>

Note: You must finish your program within 18 months of starting

Please contact us for more information!