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THIS TRAINING IS DESIGNED TO PREPARE JOB APPLICANTS TO SECURE ENTRY LEVEL POSITIONS IN THE ACCOUNTING CLERK/BOOKKEEPING FIELD WHERE THE POSITION REQUIRES KNOWLEDGE OF QUICKBOOKS. THE COURSE IS TAUGHT IN THE COMPUTER LAB BY A CERTIFIED QUICKBOOKS INSTRUCTOR, STUDENTS WILL WORK DIRECTLY WITH THE SOFTWARE IN ALL MODULES. COURSE INCLUDES TWO SESSIONS ON ACCOUNTING CONCEPTS TO INSURE ALL GRADUATES HAVE FAMILIARITY WITH THE ACCOUNTING PRINCIPLES AND TERMS UNDERLYING QUICKBOOKS TRANSACTIONS.

THE FOLLOWING TOPICS WILL BE COVERED:

- Accounting Fundamentals
- Accounting Concepts
- Accounting Principles
- Terminology
- QuickBooks Transactions



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