



Office Professional Pathway

Quickbooks Certified User



In this course, you will learn how to perform essential tasks within QuickBooks, such as managing lists, items, sales, purchases, and payroll. You will also learn how to customize QuickBooks to fit your individual business needs and create reports detailing the business's financial stability. The materials in this course are presented in a way that makes it very easy to improve your employability prospects with

any company needing someone who can work with QuickBooks efficiently. This course also serves as preparation for the QuickBooks Certified User Exam. Basic knowledge of accounting principles strongly recommended.

\$349 Fee includes:

- ❖ * **Instructor-Led Nine-Week Lab (9 Weeks)**
- ❖ * **Learning Key - (Valid for 1 Year)**
- ❖ * **Practice Exams - (Valid for 1 Year)**
- ❖ * **Module Tests - (Valid for 1 Year)**

Upon receiving QuickBooks Certification, you'll be ready to begin your career as an Executive Assistant. The average salary for an Executive Assistant is \$58,168/year. (Glassdoor)

Students Interested in IC3, MOS and/or QuickBooks Certifications must attend one of the following Mandatory Orientations.

Tuesday	6009400	8/20/19	6:30pm-7:30pm	Room 17
Thursday	6009401	8/22/19	9:00am-10:00am	Room 17
Tuesday	6009403	10/29/19	9:00am-10:00am	Room 17
Monday	6009402	10/28/29	6:30pm-7:30pm	Room 16

www.PlacerOnline.org
Call 530-885-8585 for more information.