

QuickBooks for the Beginner to Intermediate User

Provider: Vocational Training and Resource Center

Length: 3 Days

Cost: \$400

Cost Unit: Cost of the entire program

Website

<http://www.vtrc.org/vtrcCIS/CClassDescriptions/QuickBooks2012.htm>

Places: Juneau

This QuickBooks class (9 Hours) is designed to introduce students to the QuickBooks Accounting fundamentals and real-world application of the QuickBooks business software. Students will be able to set-up a company file, create and edit chart of accounts, set-up customers and vendors. This course content will also include invoicing, receiving deposits, entering and paying bills, as well as bank statement reconciliation and introduction to reports.

Related Occupations

Billing and Posting Clerks
Bookkeeping, Accounting, and Auditing Clerks
Brokerage Clerks
Payroll and Timekeeping Clerks
Statistical Assistants
Tax Preparers

Department of Labor and Workforce Development, Research and Analysis Section
P.O. Box 115501
Juneau, Alaska 99811-5501
Phone: 907.465.4500, Fax: 907.523.9654
July 20, 2019