



## QuickBooks Training & Certification Program



*January 24, 2022 - March 17, 2022*  
In-person classes will be Tuesday & Thursday from 12:30 - 3:00 p.m. Assignments will be completed outside of class time.

### COURSE OVERVIEW

QuickBooks is an accounting software used to manage income and expenses of small to midsize businesses. This eleven-week course provides the technical and bookkeeping skills needed to obtain the Intuit QuickBooks Certified User certification.



### REQUIREMENTS

- Completion of scholarship packet and interview
- NRS Level 4+ in Reading and Math (determined by TABE testing)
- 12 hours of attendance in Adult Education (completed during enrollment process)



### INDIANA JOB RANKING

Bookkeeping, Accounting,  
and Auditing Clerks



#### Projected Employment

0.91% decrease  
(2016-2026)

#### Indiana Average Salary

\$36,840