

# QuickBooks

Proficiency in QuickBooks is one of the most sought after skills in the job market today. Over 94% of offices use QuickBooks software to run their businesses, and employers want applicants who are already trained and proficient using it.

Imagine getting the attention of employers by listing a Certified QuickBooks User certification on your resume. This highly sought credential alone would move you to the top of the Interview pile!

Whether you are new to QuickBooks or just need to sharpen your skills, our QuickBooks onsite classes and online courses will take you to the next level!

## Coming Soon!

Watch for updates on the Career Campus website, [gwcareercampus.com](http://gwcareercampus.com). Courses currently under development include Professional Phone Skills.

Additional online courses will be uploaded throughout the year in a number of career fields, so stay tuned!



# Bookkeeping Career Path

Color Key: ■ Online Course ■ Onsite Class ■ Optional Certification (fees paid by student)

## PATH PREREQUISITES

### Computer Foundation \*

- Windows Navigation (FREE) \*
- Keyboarding Skills (20 WPM)
- Computer Fundamentals (FREE) \*
- Internet Fundamentals (FREE) \*
- Microsoft Word 2013: Module 1 \*
- Microsoft Excel 2013: Module 1 \*
- Northstar Computer Basics Certification
- Northstar Internet Basics Certification

## ONSITE CERTIFICATION PATH

### QuickBooks \*

- Accounting Fundamentals
- QuickBooks: Module 1 (Lessons 1-5)
- QuickBooks: Class 1
- QuickBooks: Module 2 (Lessons 1-5)
- QuickBooks: Class 2
- QuickBooks: Module 3 (Lessons 1-4)
- QuickBooks: Class 3
- QuickBooks: Module 3 (Lessons 5-6)
- QuickBooks: Class 4
- QuickBooks: Class 5
- QuickBooks Certified User Certification

## ONLINE CERTIFICATION PATH

### QuickBooks

#### ■ QuickBooks: Module 1

- Overview
- Getting Started
- Customers
- Vendors
- Employees

#### ■ QuickBooks: Module 2

- Entering Company Data
- Chart of Accounts
- Sales Receipts
- Invoices
- Customer Payments
- Bank Deposits

#### ■ QuickBooks: Module 3

- QuickBooks Reports
- Common Reports
- Bank Reconciliation
- Inventory
- Payroll
- Year End Reporting

#### ■ QuickBooks Certified User Certification

\* Also available as a class!

\* Classes are recommended but not required