

Hector B. Basora
SUNY ATTAIN Lab
 at
CUNY IN THE HEIGHTS
DIVISION OF CONTINUING EDUCATION & WORKFORCE DEVELOPMENT
 212-567-7132



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QuickBooks CERTIFICATION

Hector B. Basora SUNY Attain Lab



Cost-Free
 Industry-Standard
 Technology
 Certifications

QuickBooks Certified User
 Balance the Books from Day One



EDUCATION KNOWLEDGE VOCATIONAL SOFTWARE SCHOOL FEEDBACK IMPROVEMENT PERFORMANCE RESULT JOBS TEACHING PROFESSIONAL
 GOAL SKILLS PERSONAL COMPETENCIES TRAINING

Stand out from the competition. Get Certified!!

The QuickBooks Certified User certification validates the abilities and knowledge necessary for an accounting career.

All courses and certifications are
AT NO COST
 to participant and are offered through self-paced instruction.

2015 Course Includes

<ul style="list-style-type: none"> ✓ QuickBooks Utilities and General Product Knowledge ✓ List Management 	<ul style="list-style-type: none"> ✓ Items ✓ Sales ✓ Purchases ✓ Payroll ✓ Reports 	<ul style="list-style-type: none"> ✓ Basic Accounting ✓ Customization/Saving Time and Shortcuts
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Certificate will be provided by intuit®

LAB HOURS		REGISTRATION
MONDAY	CLOSED	Every Wednesday
TUES, WED & THURS	9am-5pm	Session 1 1pm-2pm
FRIDAY	10am-8pm	Session 2
SATURDAY	9am-2pm	5pm-6pm

Lab hours are subject to change.

