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**SUNY ATTAIN Lab**  
 @  
**CUNY IN THE HEIGHTS**  
DIVISION OF CONTINUING EDUCATION & WORKFORCE DEVELOPMENT  
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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  
 PRACTICAL SCHOOL SOFTWARE  
 CAPABILITY FEEDBACK IMPROVEMENT PERFORMANCE  
 GOAL SKILLS PERSONAL TRAINING PROFESSIONAL  
 COMPETENCIES RESULT JOBS  
 TEACHING TEACHING TEACHING  
 DEVELOPMENT QUALIFICATION  
 CAPACITY CAPACITY

## Stand out from the competition. Get Certified!!

The QuickBooks Certified User 2015 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.

Course Includes		
<ul style="list-style-type: none"> <li>✓ QuickBooks Utilities and General Product Knowledge</li> <li>✓ List Management</li> </ul>	<ul style="list-style-type: none"> <li>✓ Items</li> <li>✓ Sales</li> <li>✓ Purchases</li> <li>✓ Payroll</li> <li>✓ Reports</li> </ul>	<ul style="list-style-type: none"> <li>✓ Basic Accounting</li> <li>✓ Customization/Saving Time and Shortcuts</li> </ul>

*Certificate will be provided by intuit®*

LAB HOURS	REGISTRATION
MONDAY	<b>CLOSED</b> Every Wednesday
TUES, WED & THURS	Session 1 1pm-2pm
FRIDAY	Session 2 5pm-6pm
SATURDAY	<b>CLOSED</b>

*Lab hours are subject to change.*

