



## QuickBooks Online – Certified User

**Online Only: Tues & Wed 5:30 – 8:30 pm**  
**12 weeks**

**Training Cost: \$1300**

- Cost includes book, online access to QuickBooks, practice test and certification test

### **Prerequisites:**

- High School Diploma or High School Equivalency Diploma preferred
- Computer
- Reliable Internet
- Basic knowledge of computers and software

### **QuickBooks Course Description**

Supercharge your career and achieve instant credibility with a QuickBooks Certification. Be confident in your knowledge, the concrete skills you'll gain will help you tackle the most difficult QuickBooks challenges!

#### What is QuickBooks?

QuickBooks is a small business accounting software program businesses use to manage income and expenses and keep track of the financial health of their business. It is used to invoice customers, pay bills, generate reports, and prepare for taxes. While QuickBooks is marketed to the business owner as an out-of-the-box accounting solution, the complexity of the software makes training advantageous.

**This class will prepare you for the [QuickBooks Certified User](#) Certification Test using the QuickBooks Online program to learn all about small business accounting.**

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**Central Nine Career Center Adult Education**  
**1999 US 31 S, Greenwood IN 46143**  
**317-888-4401 x222 / [centralnineadulthood.org](http://centralnineadulthood.org)**

## IMPORTANT TO KNOW

- Students are required to have a basic working knowledge of computers and computer software programs.
- You must have a reliable computer and internet.
- Students must attend each class in an online classroom, then weekly study and assignments are done on your own time.
- Students are required to sign an attendance agreement. This class requires perfect attendance. While we understand emergencies can happen, missed classes are difficult to make-up, so must be rare. (sample upon request or see at your orientation)
- The required book and study materials, as well as the certification test and practice test are included in the tuition.

## More About QuickBooks

- Average salary for a bookkeeper or accounting clerk in Indiana is \$38,135
- Bookkeeping, accounting, and auditing clerks work in an office environment. They may experience eye and muscle strain, backaches, headaches, and repetitive motion injuries from using computers on a daily basis. Clerks may have to sit for extended periods while reviewing detailed data.
- Many bookkeeping, accounting, and auditing clerks work regular business hours and a standard 40-hour week, although some may work occasional evenings and weekends. About 1 out of 4 clerks worked part time in 2008.
- Bookkeeping, accounting, and auditing clerks may work longer hours to meet deadlines at the end of the fiscal year, during tax time, or when monthly or yearly accounting audits are performed. Additionally, those who work in hotels, restaurants, and stores may put in overtime during peak holiday and vacation seasons.

### Typical tasks might include:

- Prepare and process payroll information.
- Reconcile or note and report discrepancies found in records.
- Access computerized financial information to answer general questions as well as those related to specific accounts.
- Compare computer printouts to manually maintained journals to determine if they match.
- Reconcile records of bank transactions.
- Transfer details from separate journals to general ledgers or data processing sheets.
- Complete and submit tax forms and returns, workers' compensation forms, pension contribution forms, and other government documents.

## Why Earn a QuickBooks Certification?

Salary range for bookkeepers and accounting clerks is \$22,290 to \$53,270, with an average 4% increase in jobs within the next 10 years.

## Career Pathway

QuickBooks is software designed to run the gamut of accounting needs for businesses. Users of QuickBooks can be office managers, bookkeepers, accounting clerks, auditing clerks, or the business owners themselves. Those who specialize in the use of this software, however, are most likely to be accounting or audit clerks.