

# Quickbooks Fundamentals Learning Guide

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## Table of Contents

Web• Accounting fundamentals • Quickbooks software • Business communications Employment Opportunities Upon successfully completing the Of?ce Administration Diploma, graduates can expect to pursue a career in the many administrative positions available in either a large corporation or a small business.

## Human Resources & Office Administration

Web• Accounting Fundamentals (125 hours) • QuickBooks (70 hours) • Human Resources Management (100 hours) • Business Law (100 hours) • Lab Hours (11 hours) Program Duration 26 weeks at 5 hours per day Employment Opportunities Graduates of this comprehensive program may explore any number of career options, including owning ...

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WebThe Fundamentals View the Notification Center: Click the Date and Time on the right end of the taskbar. Notifications are grouped by the app that triggered them. • Click a notification to open it in the associated app. • Click a notification's Clear button to clear the notification. • Click an app's Clear button to clear all

## Accounting, Business Management & Business Administration

WebCreate your ?nancial security by learning these valuable skills that are needed in every community! Financial Aid, including monthly payment plans are available. Get Job Ready in 34 Weeks. 1-888-711-3271 info@ptcollege.com PTCOLLEGE.COM Not all programs are available at every campus. Visit our website or contact us for availability.