



SAN MATEO ADULT &  
CAREER EDUCATION

# INTRO TO ACCOUNTING & QUICKBOOKS

## UNLOCK THE LANGUAGE OF BUSINESS WITH INTRO TO ACCOUNTING & QUICKBOOKS

**INTRO TO ACCOUNTING:** Learn basic accounting principles and the different facets of accounting. This class is intended to help anyone interested in a career in accounting, bookkeeping, finance or owning a business.

**QUICKBOOKS:** Master the computer-based accounting software, QuickBooks. Approved by Intuit, QuickBooks Online. This class meets all the objectives of the QuickBooks Certified User exam.



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