

# Have you always been interested in Bookkeeping and Accounting?

## Connecting for Children & Families is offering a Bookkeeping and Accounting Training Program :

- Introduction to Bookkeeping and Accounting (including introduction to Payroll Procedures, and Electronic Spreadsheet Application)
- Business Math/Calculators
- Computerized Accounting: QuickBooks
- Business Writing/Communication
- Computer Skills — Microsoft Office (Word, Excel, PowerPoint)
- Office Skills and Keyboarding
- **12 week program Monday-Thursday 9:30am - 2:30pm**
- Learn about different careers in financial services, job readiness skills, and financial literacy
- Earn an unpaid internship in an office
- Participate in an internship experience with our employer partners
- Receive job readiness & placement assistance and career counseling

### Who is Eligible?

- Must be at least 18 years old (valid identification)
- High School Diploma or GED
- Pass a criminal background check (BCI)
- Must meet TABE Scores of 8<sup>th</sup> grade math and 8<sup>th</sup> grade reading level or higher

**Committed and motivated individuals  
encouraged to apply!**



**Next Class potential start  
date in May 2014!**

**Call to get on the waiting  
list!**



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