TRAINING AGENDA Morning Sessions

Time (SGT)	Session
CORE QUICKBOOKS ONLINE CERTIFICATION FOR ACCOUNTANTS & BOOKKEEPERS	
Who: Seeking QBO Certification for the first time, Not required for those who are currently Core Certified.	
Time (SGT)	**Session**
7:30-8:00am	Networking Lounge and Exhibit Hall Open 30 min
8:00-8:10am	Kick Off: Conference tour, review the agenda and event best practices 10 min
8:10-8:20am	Networking Lounge and Exhibit Hall Open 10 min
8:20-9:50am	QBO Certification Exam Prep Module 1: Setting up clients 90 min
9:50-10:05am	Networking Lounge and Exhibit Hall Open 15 min
10:05-11:20am	QBO Certification Exam Prep Module 2: Supporting your small business clients 75 min
11:20-11:30am	Networking Lounge and Exhibit Hall Open 10 min
11:30am-12:40pm	QBO Certification Exam Prep Modules 3 & 4: Banking, Tools and Reports 70 min

TRAINING AGENDA Afternoon Sessions

CORE QUICKBOOKS ONLINE CERTIFICATION FOR ACCOUNTANTS & BOOKKEEPERS	
Who: Seeking QBO Certification for the first time, Not required for those who are currently Core Certified.	
Time (SGT)	**Session**
12:40-1:10pm	BREAK, Networking Lounge and Exhibit Hall Open 30 min
1:10-2:10pm	QBO Certification Exam Prep Modules 5 & 6: Practice management and preparing clients' books 60 min
2:10-2:20pm	Networking Lounge and Exhibit Hall Open 10 min
2:20-3:00pm	QBO Certification Exam Prep Module 7: QuickBooks solutions for clients 40 min
3:00-3:10pm	Networking Lounge and Exhibit Hall Open 10 min
3:10-3:15pm	Closing: Earning Certification & What's Next 5 min
3:15-3:45pm	Networking Lounge and Exhibit Hall Open 30 min

*View and download full agenda in the resource center