

## **Application: Quickbooks Course**

In partnership with the Air Force Aid Society and the Airman & Family Readiness Center

**Class Dates & Times:** Online, 48 hour course

**1. Course Goals:** Prepare students for roles in bookkeeping

**2. Course Description:**

Skills You Will Learn:

- a. Reconcile accounts, enter and pay bills, track inventory and generate reports
- b. How to automate common bookkeeping tasks
- c. Create and print invoices, statements and other financial reports
- d. Track payables, inventory and receivables

**3. Course Requirements:**

- a. Spouse or dependent of an active duty Air Force member assigned to Holloman Air Force Base, White Sands Missile Range or geographically separated units of Holloman AFB

**4. Student Declaration:**

I understand that:

- a. The course is paid for by the Air Force Aid Society
- b. Classes will take place online
- c. I will need to take the classes on a computer with internet available
- d. I will make a good faith effort to finish within 6 months
- e. The course is a springboard for a career in bookkeeping
- f. I understand that child care is not provided

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Student signature

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Student Name (printed)

**APPLICANT CONTACT INFORMATION**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

E-MAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_

SPONSOR'S NAME and RANK: \_\_\_\_\_

SPONSOR'S SSN (last 4 only): \_\_\_\_\_

UNIT: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**Please let us know what you expect to get out of this program. (25 words or less)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What types of jobs have you had in the past? (If any)**

\_\_\_\_\_  
\_\_\_\_\_

**PRIVACY ACT STATEMENT**

*Authority: 10 U.S.C. 8013 and Executive Order 9397*

*Principal Purpose: Client demographics are required for accurate service delivery, analysis, and future program planning.*

*Routine Uses: This information may be disclosed to federal, state, local, or foreign law enforcement authorities for investigating or prosecuting a violation or potential violation of law; to federal, state, or local agencies to obtain information concerning hiring or retention of an employee, issuance of other benefit; to congressional office in response to their inquiry made at the request of the individual; to the Office of Management and Budget in connection with review of private relief legislation as set forth in OMB Circular A-19; to NARA for records management inspections and to the Department of Justice for pending or potential litigation.*

*Disclosure is Voluntary: Failure to provide the necessary data will not result in the individual being denied services.*