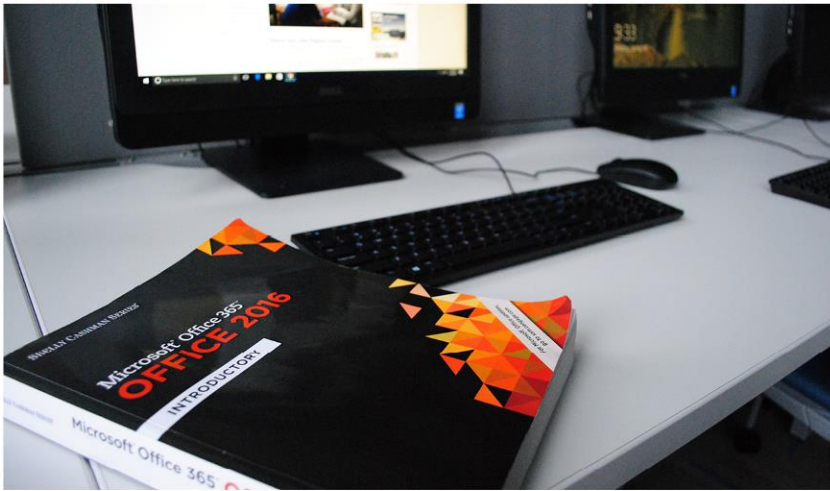




Online Bookkeeping Administration Expert

Qualifications: Students must have High School Diplomas or GED



Curriculum

This course will provide an introduction to the concepts and uses of accounting in a business environment. The primary areas of study in this course include analysis of business transactions, recording procedures and the use of ledgers and journals, accounting for sales and purchases, managing cash, payroll, accruals and deferrals, and preparation and analysis of basic financial statements. After completing this course, students will have solid understanding of business and financial accounting and its role in bookkeeping administration.

In this course, you will learn how to use QuickBooks Online plus by completing two monthly accounting cycles. In the first lessons, accounting for selling service items will be covered. In later lessons, both service items and inventory items that are sold will be covered. Preparing payroll and creating a new company will also be included. Prior to taking this course, you should be familiar with the accounting cycle and how it is related to a business.

The majority of this course will be conducted through drill exercises and related practice activities and quizzes based on the knowledge you have gained through completing each chapter

This Microsoft Office Suite bundle includes: Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, and Microsoft Access.

Tuition

- \$6,500.00
- 480 Hours
- 26 weeks

Schedule

- Online only

Text

- All materials provided

Internet Requirements:

- Cable and DSL internet connections are recommended.

Courses Include:

- Fundamentals of Accounting
- Intuit QuickBooks Online Plus
- Microsoft Office Access 2016
 - Word
 - Access
 - Excel
 - PowerPoint
 - Outlook

Certifications: (included)

This course will prepare to take the Intuit QuickBooks Certified User Online and Microsoft Office Suite (MOS) Specialist certification exams.

For more information, please contact the Lackawanna College Tunkhannock Center at (570) 866-1900.