



# Online Bookkeeping Administration Expert

Qualifications: Students must have High School Diplomas or GED



## Curriculum

This accelerated program is designed to give the student a strong knowledge of Bookkeeping procedures that will include tasks related to recording financial transactions, maintaining records, creating statements and tracking customer or client accounts. In addition, students will learn to create companies, work with sales and receivables, payables and purchases, budgets & end-of-period procedures using the QuickBooks Professional software.

There are many industries in high demand of bookkeepers that include:

- Professional services – Financial Institutions
- Retail
- Insurance
- Wholesale
- Healthcare

Included with this program: QuickBooks Pro Certification and Microsoft Excel Certification.

## Tuition

- \$6,500
- 480 Hours of training provided in an online, self-paced course.
- Course is accessible for 12 months

## Internet Requirements

- Cable and DSL internet connections are recommended.

## Courses Include:

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

## Certifications included

This course will help you 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 Lake Region Center at (570) 226-4625.