Office Administration- 1339-08

At the completion of training, the student will be able to:

* Use computer accounting software (Intuit Quickbooks Pro) to enter information from financial records including bank statements, invoices, and purchase order
* Produce financial statements such as Balance Sheets, income statements, and cash flow by account
* Use Microsoft applications, word processing, spreadsheets, and presentation to support organization operations

Certifications offered:

* Microsoft Office Specialist
* Certified Bookkeeper

### DESCRIPTION OF COURSES – 1339-08

**Microsoft Word 2016:** Course covers Core Skills required to meet training objectives with working with text, paragraphs, documents, managing files, using tables, pictures, and charts. This course is computer-based learning using Microsoft Office and keyboard software. The total contact hours for course are **24** hours classroom and **14** hours lab.

**Microsoft Excel 2016:** Course covers Core Skills required to meet training objectives for students to learn how to work with cells, files, formatting worksheets, page setup & printing, worksheets & workbooks, formula & functions, and using charts & objects. This course is computer-based learning using Microsoft Office and keyboarding software. The total contact hours for course are **24** hours classroom and **14** hours lab.

**Keyboarding I:** Program teaches the fundamentals of keyboarding with assessments, fun games, and challenges. The total contact hours for course are **24** hours classroom and **14** hours lab.

**Microsoft PowerPoint 2016:** Program covers skill sets required to meet training objectives with working with creating a presentation, modifying a presentation, text, visual elements, customizing a presentation, creating output, delivering a presentation, and managing files. The total contact hours for course are **24** hours classroom and **14** hours lab.

**Microsoft Word 2016 II:** Course covers advanced features required to meet training objectives with working with text, paragraphs, documents, managing files, using tables, pictures, and charts. This course is computer-based learning using Microsoft Office and keyboard software. The total contact hours for course are **15** hours classroom and **15** hours lab.

**Microsoft Excel 2016 II:** Course covers advanced features required to meet training objectives for students to learn how to work with cells, files, formatting worksheets, page setup & printing, worksheets & workbooks, formula & functions, and using charts & objects. This course is computer-based learning using Microsoft Office and keyboarding software. The total contact hours for course are **15** hours classroom and **15** hours lab.

**Keyboarding II:** Program teaches the fundamentals of keyboarding with assessments, fun games, and challenges. The total contact hours for course are **15** hours classroom and **15** hours lab.

**Microsoft PowerPoint 2016 II:** Program covers advanced features required to meet training objectives with working with creating a presentation, modifying a presentation, text, visual elements, customizing a presentation, creating output, delivering a presentation, and managing files. The total contact hours for course are **15** hours classroom and **15** hours lab.

**Accounting I:** This course is an analytical study of basic accounting theory and practices, conventional double-entry accrual accounting procedures, elementary procedures applied to service and merchandising activities of a proprietorship, partnership and corporate form of business dealing with form, content of statements, records, analyses and reports. The total contact hours for course are **60** hours classroom and **32** hours lab.

**Accounting II:** This course provides in depth study of accounting theory and practices through the trial balance, payroll, financial statements, analyses, and reporting. Course also encompasses the difference between books (financial statement) vs. tax (tax return) depreciation. The Generally Accepted Accounting Principles GAAP and federal income tax depreciation rules are thoroughly discussed. Finally, students will be provided in-depth study of inventory accounting (recording and valuing merchandise inventory). Students will learn terms associated with inventory such as F.O.B. (free on board) shipping and F.O.B. destination. Students will be taught the periodic and perpetual methods of inventory purchasing using both the weighted and moving average methods. The total contact hours for course are **60** classroom and **32** hours lab.

**Computer Accounting (QuickBooks ®):**  QuickBooks is the best-selling accounting software product on the market today with over 30 million users. Developed specifically for the small business, it is a program that allows users with knowledge of accounting to write checks, prepare payrolls, and manage a company’s finances. The total contact hours for course are **34** hours classroom and **44** hours lab.

**Business Ethics:** This course is designed to teach students the obligation with becoming an office administrative specialist including providing high quality professional service, remaining current and up to date with matters relating to the profession, confidentiality of all matters relating to the employer, loyalty, and not to engage in activity that is in conflict with the employer’s interests. The total contact hours for course are **20** classroom and **20** hours lab.

**Certification Training Preparation:** Course provides students with certification training in Microsoft Office Specialist certifications of Word, Excel, and PowerPoint and the Certified Bookkeeper offered by the American Institute of Professional Bookkeepers. Students complete a rigorous intense review of the Certiport Practice Test for each Microsoft Specialist certification. Practice tests have prepared with mock examinations similar to the actual certification test to prepare students for certification. Students taking the AIPB Bookkeeper test are prepared in two parts. Part I: Consist of Mastering Adjusting Entries and Correction of Accounting Errors. Students will review all course materials from text books and instructor lectures in preparation of certification. Part II: Consist of Payroll and Depreciation. Students will review all course materials from textbooks and instructor lectures in preparation of certification. The total contact hours are **36** hours classroom and **36** hours lab.

**Job Placement Assistance (JPA):** Students will receive job placement assistance (classroom) training designed to help students identify potential employers for employment or externship. JPA covers a 5 module curriculum including goal setting, resume writing, interview skills, employment application, and professional ethics. The total contact hours for course are **24** hours classroom and **24** hours lab.

**Lab:** Lab encompasses every course offered under each program with additional case studies to be completed as a requirement in program completion and evaluation. Students will gain access through Internet passwords and access codes. Course completion will be monitored through an enrollment management system by faculty to provide online assistance, completion verification, and any additional services on as needed basis.

**Externship:** Students are required to complete **240** hours of on-the‑job experience prior to graduation (externship) with an organization comprised of a minimum of 5 employees. The purpose of the externship is for students to gain insight into the business office operations of an organization. Students must have documented proof of externship received with performance evaluation signed. **Please note: Externships are earned during classroom/lab training.** Students much exhibits the characteristics of ***Professionalism –*** *Attitude/Self Esteem, Communication, Conflict Management, Customer Service, Diversity Awareness, Leadership, Managing Change, Productivity, Professional Ethics, Team-Building, and Telephone Skills for the Business Service Setting* to meet candidacy for institutional referral. Student individual externships are accepted provided that proof of completion (Externship Evaluation) is performed