QuickBooks User Cert & Professional Development Package

QuickBooks User Cert & Accounting Fundamentals Courses

GET GOING WITH QUICKBOOKS	KEEP GOING WITH QUICKBOOKS	ACCOUNTING FUNDAMENTAL
• Getting Started • Setting Up a Company • Working with List • Setting Up Inventory • Selling Your Product • Invoicing for Services • Processing Payment • Working with Bank Accounts • Entering and Paying Bills	• Memorizing Transactions • Customizing Forms • Using Other QuickBooks Accounts • Creating Reports • Creating Graphs • Tracking and Paying Sales Taxes • Preparing Payroll • Using Online • Banking • Managing Company Files • Estimating, Time Tracking, and Job Costing	• Basic Accounting Principles and Framework • The Accounting Equation and Financial Statements • The Accounting Cycle and Accrual Accounting • Accounting Transactions and Books of Account • Trial Balance and Adjusting Entries • The Income Statement • The Balance Sheet • The Cash Flow Statement • Accounting for Companies' Stock Transactions and Dividends

Microsoft Office Specialist Cert Prep Courses
(Select 3 Levels)

Word Basic Level	Word Intermediate Level	Word Advanced Level
• Performing Basic Tasks • Editing and Formatting • Structuring a Document • Adding Lists and Objects • Using Tables	• Advanced Formatting • Navigating and Reviewing Documents: • Customizing Document Layout • Inserting and Formatting Graphics	• Advanced Table Customization • Reference Tools and Mail • Adjusting Document Views and Customizing the Appearance • Sharing and Collaboration
Excel Basic Level • Creating Workbooks, • Worksheets, and Data • Saving and Printing Data • Formatting Cells and Worksheets • Formatting Data • Create & save customized cell style. • Steps to use Auto Fill and Flash Fill	**Excel Intermediate Level** • Performing Calculations Using Functions • Presenting Data in Tables and Charts • Presenting Data using Conditional Formatting and Spark lines • Creating and Customizing Visual Elements	**Excel Advanced Level** • Customizing Options and Views • Manipulating Data • Data Search, Data Validation, • Modify work environment • Ways to sort and filter data. • Apply and modify default settings. • Create and apply a macro
Outlook Basic Level • Working with E-mail • Managing E-mail • Working with Contacts • Create and manage e-mails. • Reply and add attachments to e-mails. • Design email signatures • Configure message preview settings • Create contacts and contact groups • Incorporate info from a social network.	**Outlook Int. Level** • Scheduling Apps, Events, and Tasks • Working with Meetings • Formatting & Configuring Emails • Create & manage appointments, events & tasks • Navigate and manage the Calendar. • Create and reply to meeting requests. • Work with meeting features. • Formatting & editing e-mail features • Track and organize e-mails.	**Outlook Int. Level** • Ways to customize Outlook • Usage of a wide variety of organizational features • Create & manage Outlook rules • Use cleanup & storage tools • Apply various sharing features • How to configure calendar options • Management and Customization • Mail Automation, Cleanup, & Storage • Collaboration & Customization with the Calendar
PowerPoint Basic Level • Apply various formatting features to a presentation • Steps to insert &format various objects • Create & modify a photo album • Implement animations in a presentation • Insert & manage audio & video basics • Work with transitions • Collaborate and revise a presentation • Enhancing Presentations • Animations & Media • Finalizing a Presentation		**PowerPoint Adv. Level** • Apply various & customized transitions & animations. • Steps to insert and modify charts • Create a consistent presentation look • Ways to share presentations • Ways to protect a presentation • Present online & use presenter tools • Advanced Slide Show Tools • Sharing, Printing, Protecting & Delivery Presentation in PowerPoint

Professional Development Courses (Select 3 Courses)

Keyboarding	Office Procedures	Business Communication
• Touch Typing Keyboard Drills • Home Row • Speed Building • Numbers • Enhancing Listening Skills • Number Pad	• Meeting Your Job Demands • Managing Office Supplies • Ensuring Confidentiality • Developing Your Soft Skills • Enhancing Your Professional Image • Overcoming Challenges • Handling the Office Environment • Maximizing Your Performance • Basic Telephone Skills • Beneficial Skill & Technology • Physical Space & Resources	• Parts of Speech • Working with Words • The Mechanics of Writing • Punctuation • Sentence Construction • Common Grammar Usage Errors
Business Writing • Intro to Basic • Punctuation Mechanics and Spelling • Writing Effectively • Writing Process • Improving Your Writing • Improving Business Writing	**Business Etiquette** • Using Basic Office Etiquette • Building Office Relationships • Conducting Yourself Professionally • Making Introductions and Conversation • Practicing Etiquette in Meetings • Using Etiquette in Communication • Attending Business Functions • Dining for Business • Traveling for Business	**Organizational Skills** • Understand how to manage information • The INFO Process • Process helps you manage information • Managing Incoming Information • Use speed-reading to improve your reading skills • Managing Outgoing Information • Understand how to send information effectively. • Understand the importance of time management • Develop a time management plan. • Organizing Your Time • Assemble an effective task list. • Coordinating Time with Others

WHAT IS INCLUDED

Textbook(s) and authors: The following textbooks will be used in the course. Textbooks may be accessed via the e-Reference Library at no charge to students for online access. You have the option to purchase the books within the e-Reference Library however it is not a requirement:

Exercises: You will go through a series of exercises that will assess your comprehension and application of the principles covered in the course. Once you answer the assignment questions, you may compare your answers to the answer key.

Lesson Quizzes/Tests: Upon completion of each lesson and exercises, there is a lesson Quiz. These quizzes will assess your comprehension of the concepts covered within the lesson presentations. The grade achieved on these quizzes will be saved in the grade book for the course.

Final Exam: Upon completion of all the activities in the course, there is a final exam. The exam will focus on all the material covered throughout the course, including reading assignments. The results achieved on the final exam will be saved in the grade book.

TECHNICAL SUPPORT Instructional/Technical Support may be reached by:

- **CHAT**: clicking the icon in the online classroom entitled, 'Connect with Support.' A help desk specialist is available Monday-Saturday via instantaneous chat mode. (Monday-Thursday 8am-11pm; Friday 8am-6pm; Saturday 11am-6pm)
- **EMAIL**: During those hours when online support is not available, instructional support will contact you within 24 business hours.