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 business accounting. Primary areas of study 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.
- Preparation and analysis of basic financial statements.

After completing this course, students will have a solid understanding of business/financial accounting and their role in bookkeeping administration.

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

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

This Microsoft Office Suite 2016 bundle includes: Microsoft Word 2016, Microsoft Excel 2016, Microsoft Outlook 2016, Microsoft PowerPoint 2016, and Microsoft Access 2016.

Tuition

- $6,000.00
- 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 can 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 (570) 226-4625.