LAMAR INSTITUTE OF TECHNOLOGY
A MEMBER OF THE TEXAS STATE UNIVERSITY SYSTEM

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Education & Training Plan
Administrative Assistant & Bookkeeping Associate Online Certification Program

Student Full Name:

Student Start Date:

Student End Date:

MyCAA Information
Tuition: $3400 (1 exam included for NACPB) MyCAA Course Code: LIT-AABA3
Course Contact Hours: Hours
Program Duration: 6 Months
(Please note these courses are approved as one course block)

This training program combines:
- Administrative Assistant
- Professional Bookkeeping
- QuickBooks Pro®

Program Description

As an office Administrative Assistant and Bookkeeping professional, you only have to do one thing: everything! And there never seems to be enough time to do it all, much less learn how. But if you really want to ramp up your job performance – and add value to your employer – you need to take this program. First you will learn all the functions of and Administrative Assistant. After completing this segment, you should be able to: Type quickly and effectively, Identify the steps to complete general office procedures, Comprehend the basics of working within Microsoft® Office, Identify the steps for creating business documents using professional language and Identify the basic requirements for bookkeeping and accounting in the office.

Then you will move on to the Professional Bookkeeping course. It will show you the essentials of record keeping for a small business and will show why it's necessary to track information. The course will give you a greater understanding of the purpose and process of record keeping. Professional Bookkeeping teaches you how to sort through the masses of information and paperwork, how to record what is important for a business, and how to use that information to grow a business for success. This course helps prepare you to take the NACPB Bookkeeping Certification exam. Professional Bookkeeping also assists you in setting up and running a thriving home-based bookkeeping business. Also included is comprehensive training in QuickBooks. After completing this course, you should be able to: Identify the basics for getting started with QuickBooks, Define the steps for completing daily entry tasks, Identify the steps to print checks, process taxes, and process payroll, Identify the steps for creating and printing reports, file management, and backing up information and Comprehend the role of the business owner related to QuickBooks.

After completing this course, you should be able to:

- Type quickly and effectively
- Identify the steps to complete general office procedures
- Comprehend the basics of working within Microsoft® Office
- Identify the steps for creating business documents using professional language
- Identify the basic requirements for bookkeeping and accounting in the office
- Define the basics of beginning, intermediate, and advanced bookkeeping
- Identify the steps involved in starting a bookkeeping business
- Define methods for recruiting and maintaining clients
- Distinguish between bookkeeping and accounting
- Identify methods for tax planning and minimizing taxes
- Identify the basics for getting started with QuickBooks
- Define the steps for completing daily entry tasks
- Identify the steps to print checks, process taxes, and process payroll
- Identify the steps for creating and printing reports, file management, and backing up informationComprehend the role of the business owner related to QuickBooks

Outline

Typing Practice & Improvement

- Pre-Test Your Typing Ability
- Finger Positioning Exercises
- Typing Practice Games
- Typing Progress Tracking
- Improve Your Typing Skills
- Increase Your Typing Speed

General Office Procedures

- The New Administrative Assistant
- The Daily Routine
- Telephone Usage & Etiquette Tips
- Mail Services and Shipping
- Travel Arrangements
- Transportation Reservations
- Dealing with Meetings
- Meeting Agendas and Minutes
- Time Management
- Creating Action Plans
- Keeping Accurate Records
- Filing Systems and File Cabinets

Office Equipment and Computers

- Understanding Office Equipment
- Using Microsoft Windows
- Using Apple Macintosh
- Navigating with Mac OS X
- Email Accounts & Programs
- Organizing Your Email
- Using the Internet
- Computer Networking
- Web Conferencing
- Data Security
- Troubleshooting Computer Problems
- Office Ergonomics

Using Microsoft Office

- Common Microsoft Office 2010 Features
- Using Microsoft Word
- Using Microsoft PowerPoint
- Using Microsoft Excel
- Using Microsoft Publisher
- Using Microsoft One Note
- Using Microsoft Outlook
- Using Microsoft Web Applications

Business Documents

- Creating a Great Business Letter
- Appearance and Paragraphing
- Interoffice Memorandums and E-Mails
- Reports and Report Templates
- Press Releases
- Editing and Proofreading
- Forms of Address
- Legal Documents and Terms
- Grammalogues
- Notary Public Forms
- Agreements and Contracts
- Legal and Real Estate Terms

Language Usage

- Grammar
- Using Adjectives and Adverbs
- Language Usage and Style
- Subject-Verb Agreement
- Avoiding Redundancies
- Phrases and Words to Omit
- Common English Usage Problems
- Spelling and Spell Check
- American English vs. British English
- Punctuation: Using a Period or Comma
- Writing Numerals
- Roman Numerals

Financial Activities

- Bookkeeping and Accounting
- Business Taxes
- The Company's Bank
- Business and Financial Information for Small Businesses
- U.S. Weights and Measures
- International Weights and Measures (Metric)
- Business Math
- Career Advancement
- Growing as the Company Grows
- Presentation Skills
- Communication Skills
  Office Management and Supervision

Bookkeeping Basics

- Getting Started
- The Origins of Bookkeeping
- Generally Accepted Accounting Principles (GAAP)
- Accrual Accounting
- Debits and Credits
- Accountants versus Bookkeepers
- Accounting Jargon
- Setting Up the Record Keeping System
- The Balance Sheet
- Assets and Liabilities
- The Income Statement
- The Cash Flow Statement

Intermediate Bookkeeping

- Recording the Sales Cycle
- Recording the Purchases Cycle
- Inventory Tracking Systems
- Capital Assets
- Understanding Depreciation
- Leases and Loans
- Transactions between the Company & Its Owners
- Remittances to the Government
- Maintaining a Petty Cash System
- Reconciling the Bank
- Backward Posting
- Organizing Messy Books

Advanced Bookkeeping

- The Role of the External Accountant
- Creating Financial Statements
- Corporate Income Tax Returns
- Budgeting for a Business
- Setting up a 12-Month Budget
- Monitoring Cash Flow
- Understanding Bartering
- Foreign Currency Transactions
- Reconciling the Foreign Currency Bank Account
- Tax Planning
- Minimizing Taxes versus Avoiding Taxes
- Owner / Manager Remuneration

Starting a Bookkeeping Business

- Starting a Bookkeeping Business
- Being Self-Employed
- Balancing Work and Family
- Financial Considerations
- Start Up Considerations
- Writing a Business Plan
- Management and Organization
- Doing your Accounting
- Establish a Business Identity
- Business Checking Account
- Business Credit Cards
- Setting Up Your Home Office

Marketing & Clients

- Bookkeeping or Accounting
- Bookkeeping Certification
- Getting Experience
- Marketing Your Business
- Your Ideal Client
- Targeting a Niche
- Cultivating Referrals
- Online Marketing and Social Media
- Understanding Websites
- Writing Blogs or Articles
- Financial Considerations
- Client Management, Legal, and Ethical Issues

QuickBooks: Getting Started

- Why QuickBooks?
- How to Succeed with QuickBooks
- Doing the Easy Step Interview
- Populating QuickBooks Lists
- Adding Employees to Your Employee List
- Customers Are Your Business
- Adding Vendors to Your Vendor List
- Making & Organizing Lists
- Printing & Exporting Lists & List Items
- Dealing with the Chart of Accounts List

Daily Entry Tasks

- Creating Invoices and Credit Memos
- Preparing an Invoice
- Fixing Invoice Mistakes
- Preparing a Credit Memo
- Printing Invoices and Credit Memos
- Sending Invoices and Credit memos via Email
- Recording a Sales Receipt
- Printing a Sales Receipt
- Correcting Sales Receipt Mistakes
- Making Bank Deposits
- Paying the Bills
- Setting Up Inventory Items
- Keeping Your Checkbook
- Tracking Business Credit Cards

Additional QuickBooks Features

- Printing Checks
- Printing Checking Register
- Payroll with QuickBooks
- Doing Taxes the Right Way
- Paying Your Employees
- Paying Payroll Liabilities
- Preparing Quarterly Payroll Returns
- Building a Budget
- Using the Business Planner Tools
- Online with QuickBooks

Additional Accounting Features

- Balancing a Bank Account
- Creating and Printing a Report
- Processing Multiple Reports
- Job Estimating, Billing, and Tracking
- File Management
- Backing Up the Information
- Working with Portable Files
- Accountants and Audits
- Fixed Assets and Vehicle Lists
- Setting Up a Fixed Asset List
- Tracking Vehicle Mileage

Business Owners & QuickBooks

- Signing Checks
- Reviewing Canceled Checks
- Choosing a Bookkeeper
- Review Your Financial Statements
- Choose an Accounting System
- Selling an Asset
- Understanding Owner's Equity
- Multiple State Accounting
- Getting & Repaying a Loan
- Having a Successful Business

System Requirements:

QuickBooks software – Included with course.

Internet Access

- Broadband or high-speed internet access is required. Broadband includes DSL, cable, and wireless connections.
- Dial-Up internet connections will result in a diminished online experience. Moodle pages may load slowly and viewing large audio and video files may not be possible.

Hardware

- Windows hardware configurations and processors are acceptable
- Mac computers **MUST** have Microsoft Window Operating Systems over Bootcamp (Bootcamp is a free download from Apple's website)
- 1 GB RAM minimum recommended
- Operating Systems
  - Windows XP, Vista or 7 and Mac OS X 10 or higher with Windows
- Web Browsers
  - Google Chrome is highly recommended
  - Internet Explorer is not recommended as it may not display certain menus and links
- Cookies **MUST** be enabled
- Pop-ups **MUST** be allowed (Pop-up Blocker disabled)
- Kindle Reader App is needed for many of our courses (No special equipment needed. This can be downloaded onto your computer.)
- Adobe PDF Reader
- Media Plug-ins (These may be required depending on your course media.)
- Adobe Flash Player (Required for many of our career courses and ALL of our IT courses.)
- Adobe Acrobat Reader, Apple Quicktime, Windows Media Player, &/or Real Player
- PowerPoint Viewer (Use this if you don't have PowerPoint)

Subject to change, as courses and materials are updated.