



## Administrative Office Assistant Career Prep Master

MSB102 / 620 Hours / 12 Months / Self-Paced / Materials Included

### Course Overview:

In this course, we will discuss and become proficient in the skills necessary to succeed as an administrative office assistant, including office etiquette, reception skills, technology, correspondence, calendar management, bookkeeping, travel planning, and other duties performed by an assistant.

This course will provide an introduction to the concepts and uses of accounting in a business environment. The primary areas of study in this course 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, and preparation and analysis of basic financial statements. After completing this course, students will have solid understanding of business and financial accounting and its role in bookkeeping administration. This course will cover QuickBooks which is one of the most powerful tools you will use in managing your business. In addition to being a robust bookkeeping program, QuickBooks is a management tool. When set up and used properly, QuickBooks allows you to track and manage income, expenses, bank accounts, receivables, inventory, job costs, fixed assets, payables, loans, payroll, billable time, and equity in your company. It also provides you with detailed reports that are essential to making good business decisions. Throughout this course, you will learn in detail about the features in QuickBooks. This course will also cover the features and usage of Microsoft Word, PowerPoint, Excel, Outlook, and Access 2013.

**Students will need a copy of QuickBooks Pro 2015 in order to follow along with this course.**

### About ProTrain:

ProTrain is committed to offering world class interactive online courses that provide training and learning support for the student in a number of ways during their experience. The ProTrain course structure has been developed to provide activities to guide students throughout the entire process of learning. Learning activities include hands-on assignments that allow students to use what they are learning to allow better transferable skills within their work environments; and collaborative assignments, like wikis and discussion groups that allow them to share what they have learned with others in the same course.

While a student learns, they are not alone. Each student will receive guidance and support from his or her assigned Training Assessment Manager (TAM) and Student Services Specialist (SSS) representative. In addition, we will offer live monthly webinars and feedback sessions for various subject categories. Throughout the entire course, students are monitored by the SSS representative using progress reporting from the ProTrain Registration System (PRS).

ProTrain will provide Students who successfully complete their online certification programs and pass their industry level certification exams the access to the new ProTrain Education-2-Employment Career Tracker system. The Career Tracker will allow our students who pass exams to load their own resumes at no additional cost, and letting industry employers find their talent through the same database.

### Curriculum Developer Biography:

Willow Nolland is an expert in education and eLearning, with more than ten years of experience in curriculum development and instructional design. She has worked in higher education for over twelve years, and has developed numerous courses and has been involved in curriculum development across disciplines. She has experience with academic program development and coordination, curriculum development, student learning outcomes, educational partnerships, and student development. In addition, she has developed and administered professional development programs for various groups, including teachers, counselors, healthcare workers and members of private industry. She is a certified Quality Matters Reviewer and has taken graduate courses in online course development. She designs and teaches online courses at the college level and is proficient in a variety of course management systems. She has helped educators redesign their courses to transition them from a face-to-face format to an online format, and has provided course editing assistance to others. As a freelance instructional designer and curriculum developer, her projects have included course editing and redesign of online continuing education courses for nurses, CEU curriculum development for healthcare workers and teachers, and course review and editing for various colleges and universities.

## Course Outline:

### Administrative Office Assistant Career Prep Curriculum:

Lesson 1: General Procedures

Lesson 2: Office Equipment and Computers

Lesson 3: Using Microsoft Office

Lesson 4: Business Documents

Lesson 5: Language Usage

Lesson 6: Financial Activities

Lesson 7: Career Advancement

### Fundamentals of Accounting Curriculum:

Lesson 1: Introduction to Accounting

Lesson 2: Analyzing Business Transactions

Lesson 3: Recording Transactions

Lesson 4: Accounting for Sales and Purchases

Lesson 5: Payroll

Lesson 6: Accruals, Deferrals and the Worksheet

Lesson 7: Financial Statements and Closing Procedures

### Intuit QuickBooks 2015 Curriculum:

Lesson 1: Introducing Quickbooks

Lesson 2: Managing Expenses

Lesson 3: Sales and Income

Lesson 4: More Customer Transactions and Reports

Lesson 5: Bank Reconciliation and Bank Transactions

Lesson 6: Reports

Lesson 7: Customizing Quickbooks

Lesson 8: Tracking Inventory

Lesson 9: Billable Time and Costs

Lesson 10: Payroll Setup and Processing

Lesson 11: Setting Up a Company File, Adjustments, and Year-end Procedures

### Microsoft Office Suite Curriculum:

Word 2013 Introduction

- Intro Word
- Screen Layout
- Page Setup And Text Entry
- Autocorrect Text Formatting
- More Font Formatting
- Fonts Part 3
- Font Attributes Using Right Click
- Paragraph Attributes
- Customizing Bullets And Numbers
- Reveal Codes Putting It All Together And Saving
- Viewing Rulers
- Formatting Images
- Inserting Images
- Tabs
- Window Views And Putting It All Together Part1
- Window Views And Putting It All Together Part 2

### Word 2013 Intermediate

- 2.1 Intro To Word 2013 Intermediate
- 2.2 Review Introduction To Styles
- 2.3 Headers And Footers
- 2.4 Section Breaks Section Footers
- 2.5 More Objects Word Intermediate
- 2.6 Tables In Word Intermediate
- 2.7 Inserting Text Boxes Word Intermediate
- 2.8 Additional Page Attributes Word Intermediate
- 2.9 Intro To Customizing Attributes
- 2.10 Continuing Autocorrect Options
- 2.11 View Options In Navigation Pane
- 2.12 Mail Merge Part 1
- 2.13 Mail Merge Part 2
- 2.14 Mail Merge Part 3
- 2.15 Table Of Contents Part 1
- 2.16 Columns Part 1
- 2.17 Working With Outlines

### Word 2013 Advanced

- 3.1 Word Advance Introduction
- 3.2 End Notes Foot Notes
- 3.3 Captions Part 2
- 3.4 Citations
- 3.5 Table Of Authorities
- 3.6 Reference Page Index Table

- 3.7 Track Changes
- 3.8 Compare
- 3.9 Advance Mail Merge Part 1
- 3.10 Advance Mail Merge Part 2
- 3.11 Advance Smart Art
- 3.12 Templates
- 3.13 Custom Configuration

## Excel Introduction

- Intro To Excel Overview Of Screen
- Ribbon Elements
- Entering Data And Editing Font Attributes
- Number Formats
- Formatting Cells
- Printing
- Formulas Part 1
- Formulas Part 2
- Rearranging Data
- More Formulas
- More Formulas Part 2 Review And Sort
- More Formulas Part3 Concatenate
- Chart Part 1
- Chart Part 2
- Chart Part 3
- Summary

## Excel Intermediate

- 2.1 Introduction
- 2.2 Review
- 2.3 Formulas Across Worksheets Part 1
- 2.4 Formulas Across Worksheets Part 2
- 2.5 Conditional Formatting
- 2.6 Data Validation
- 2.7 Named Ranges
- 2.8 CSV Files
- 2.9 Text To Column
- 2.10 Grouping Data
- 2.11 More Charts Beyond Building Blocks
- 2.12 Working With Windows Part 1
- 2.13 Working With Windows Part 2
- 2.14 Headers Footers And Protecting Data

## Excel Advanced

- 3.1 Pivot Tables Part 1

- 3.2 Pivot Tables Part 2
- 3.3 Sparklines
- 3.4 Trancing Formulas
- 3.5 What If Scenario
- 3.6 External Data Sources
- 3.7 Customizing Menus And Options
- 3.8 Customizing Menus And Options Part 2
- 3.9 Macros

## PowerPoint 2013 Introduction

- What Is PowerPoint
- Screen Elements
- Starting A New Presentation
- Layouts
- Objects Part 1
- Objects Part 2
- Objects Part 3
- Slide Design
- Slide Transitions
- Animations Part 1
- Animations Part 2
- View And Slideshow

## PowerPoint Intermediate

- 2.1 Understanding Slide Masters
- 2.2 Slide Masters
- 2.3 Animations Part 2
- 2.4 Animations Part 2 Continued
- 2.5 Hotspots And Actions
- 2.6 Views
- 2.7 Printing Options

## PowerPoint Advanced

- 3.1 Introduction To Advance And Inserting Charts
- 3.2 Setting Up Slide Shows Part 1
- 3.3 Setting Up Slide Shows Part 2
- 3.4 Advance Animations Part 3
- 3.5 Templates Vs Shows
- 3.6 Reviewing Information And Compare
- 3.7 Copy And Paste Across Presentations
- 3.8 Customizing PowerPoint
- 3.9 Adding Media Video
- 3.10 Adding Media Audio Part 1
- 3.11 Adding Media Audio Part 2

## Outlook Introduction

- Introduction To Outlook
- Understanding Email Setting Outlook
- Configuring Interface Part 1
- Configuring Interface Part 2
- Email Window Part 1
- Email Window Part 2
- Managing The Inbox
- Using The Calendar Part 1
- Using The Calendar Part 2
- Contacts Part 1
- Contacts Part 2
- Task List

## Outlook Intermediate

- 2.1 Adding An Account From Scratch
- 2.2 Multiple Email Accounts In One Window
- 2.3 Searching For Mail
- 2.4 Managing The Folders Views In Inbox
- 2.5 Using Priority And Receipts
- 2.6 Calendars
- 2.7 Contacts Part 1
- 2.8 Contacts Part 2

## Outlook Advanced

- 3.1 Mail Part 1 Auto Replies
- 3.2 Mail Part 2 Signatures
- 3.3 Views And Options Part 1
- 3.4 Views And Options Part 2
- 3.5 Calendar Part 1
- 3.6 Calendar Part 2
- 3.7 Calendar Options
- 3.8 Contacts
- 3.9 Contacts Options
- 3.10 Advanced Options Part 1
- 3.11 Advanced Options Part 2

## Access Introduction

- 1.1 Access 2013 Introduction
- 1.2 What Are Databases
- 1.3 The Interface Window
- 1.4 Setting Up The Database Part 1
- 1.5 Setting Up The Database Part 2

- 1.6 Creating Forms
- 1.7 Understanding Table Relationships
- 1.8 Introduction To Queries
- 1.9 Introduction To Reports

### Access Intermediate

- 2.1 Introduction Table Tools Intermediate
- 2.2 Table Tools Part 2
- 2.3 Table Tools Part 3
- 2.4 Forms And Design Intermediate Part 1
- 2.5 Forms And Design Intermediate Part 2
- 2.6 Forms Data Entry Part 1
- 2.7 Forms Data Entry Part 2
- 2.8 Queries
- 2.9 Reports From Queries Part 1
- 2.10 Reports From Queries Part 2
- 2.11 Reports From Queries Part 3
- 2.12 Specialized Form

### Access Advanced

- 3.1 Advance Introduction And Subforms
- 3.2 Subforms
- 3.3 Additional Types Of Queries
- 3.4 Form And Macros Part 1
- 3.5 Form And Macros Part 2
- 3.6 Advance Forms
- 3.7 Reports Advance Part 1
- 3.8 Reports Advance Part 2
- 3.9 Updating Reports
- 3.10 Customization And Conclusion

All necessary materials are included.

### Certifications:

This course can help you prepare to take the **QuickBooks Certified User** and **Microsoft Office Specialist** certification exams. The cost of the course includes the cost of **ONE** of the above certification exams. The student can choose which exam they would like to include into their order.

### System Requirements:

#### Internet Connectivity Requirements:

- Cable and DSL internet connections are recommended.

#### Hardware Requirements:

- Minimum Pentium 400 Mhz CPU or G3 Macintosh. 1 GHz or greater CPU recommended.
- 256MB RAM minimum. 1 GB RAM recommended.
- 800x600 video resolution minimum. 1025x768 recommended.
- Speakers/Headphones to listen to Dialogue streaming audio sessions.
- A microphone to speak in Dialogue streaming audio sessions.

#### Operating System Requirements:

- Windows Vista, 7, 8, 8.1, 9, 10
- Mac OSX 10 or higher.
- OpenSUSE Linux 9.2 or higher.

#### Web Browser Requirements:

- Google Chrome is recommended.
- Firefox 13.x or greater.
- Internet Explorer 6.x or greater.
- Safari 3.2.2 or greater.

#### Software Requirements:

- Adobe Flash Player 6 or greater.
- Oracle Java 7 or greater.
- Adobe Reader 7 or greater.

#### Web Browser Settings:

- Accept Cookies
- Disable Pop-up Blocker.

**\*\*Outlines are subject to change, as courses and materials are updated.\*\***