

Office & Accounting Occupations Specialist

Executive Summary:

Upon completion of these courses, students will demonstrate professional office skills and behaviors appropriate to an office workplace; be able to identify and meet employer and customer needs; work effectively with others in an office environment; demonstrate effective professional communication and organizational skills; perform office responsibilities and operate essential office equipment.

Upon successful completion of the Office and Accounting Occupations Program, participants will receive a Microsoft Office, Quick Books and Professional Customer Service Etiquette Certificates and will take the related industry certifications.

Deliverables			
Microsoft Word	Provide learners with necessary skills to create, edit, save and share documents quickly and easily, using this computer software application, allowing students to create professional-quality documents useful in the workforce. 45 hrs.		
Microsoft Excel	Participants will learn how to organize, format, and calculate data with formulas using a spreadsheet system broken up by rows and columns. This computer application is widely used in the business world to manage records, manipulate, process, and view the data. 45 hrs.		
Intro to Accounting	Participants will learn how to plan, record, analyze and interpret financial information; Learners will understand the accounting system which is the process in providing organized financial records using the generally accepted accounting principles and procedures. 45 hrs.		
QuickBooks Desktop and Online	Participants will learn how to use this software to manage data as it relates to bookkeeping responsibilities, such as Accounts Receivable, Accounts Payable, Payroll and Inventory management. 45 hrs.		
Instructional Components	<table style="width: 100%; border: none;"> <tr> <td style="border: none; vertical-align: top;"> <ul style="list-style-type: none"> • Course Expectations & Requirements • Business Etiquette/Communication Skills • Occupational & Personal Safety • Business Office Customer Service • Career Opportunities • Computer Operations / Data Entry • Employer Expectations • Business Office Customer Service </td> <td style="border: none; vertical-align: top;"> <ul style="list-style-type: none"> • Organizational Skills • Human Relations Skills • Microsoft Windows (hands-on general overview) • Microsoft Word (hands-on general overview) • Microsoft Excel (hands-on general overview) • Microsoft PowerPoint • Microsoft Outlook (hands-on general overview) • Quick Books (hands-on general overview) </td> </tr> </table>	<ul style="list-style-type: none"> • Course Expectations & Requirements • Business Etiquette/Communication Skills • Occupational & Personal Safety • Business Office Customer Service • Career Opportunities • Computer Operations / Data Entry • Employer Expectations • Business Office Customer Service 	<ul style="list-style-type: none"> • Organizational Skills • Human Relations Skills • Microsoft Windows (hands-on general overview) • Microsoft Word (hands-on general overview) • Microsoft Excel (hands-on general overview) • Microsoft PowerPoint • Microsoft Outlook (hands-on general overview) • Quick Books (hands-on general overview)
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Target Audience	Adults, 18 to 26 years old, no prior experience required <i>(15 maximum participants per Cohort)</i>		
Industry-related Training Certifications	Microsoft Certifications Earned (Optional at an additional cost) Microsoft Office valid in all 50 states /no expiration Microsoft Word valid in all 50 states /no expiration Microsoft Excel valid in all 50 states /no expiration Microsoft Power Point valid in all 50 states /no expiration QuickBooks valid in all 50 states /no expiration		
Issuing body for the credential or license:	Microsoft Office Specialist (MOS) Certification – Certiport QuickBooks Certified User (QBCU) Certification – Certiport National Retail Federation		
Instructor	Information & Business Technology Consultant		

EDU Consulting LLC fees include instructor costs, materials and a maximum of two virtual conference planning meetings with clients. Length of course, content and scheduling can be adjusted to better accommodate the needs of our clients. The client provides the training location.