



Business and Accounting Course Syllabus:

Entertaining talk-show style format presented by industry leading experts.

- 40+ hours of virtual training, practice exams, labs, and study.
- Receive a Certificate of completion.
- Presented by highly qualified, industry leading experts.
- 12 Months Access (*Unless indicated otherwise*)
- Self-paced





Description

This course is designed to be an introductory course in the business and accounting stream of learning offered on this site. Topics covered include beginning a business, financial basics, payroll, SEO, QuickBooks Point of Sale, QuickBooks Premier and Sage 50. You will also cover Microsoft Excel and Microsoft Word.

Objectives

- Learn about the different entity structures.
- Register your business.
- Explore the accounting basics and terminology.
- Review the essentials on insurance.
- View your business at a glance with inventory, sales, and customer data at your fingertips.
- Provide safety and security with contactless payments.
- Process transaction quickly with Quick Pick Menu.
- Organize your business finances all in one place.
- Stay on top of invoices.
- Manage expenses.
- Inventory management.
- Configuration of charts of accounts.
- Invoicing and banking reconciliation.
- Understand how to manipulate data within a spreadsheet.
- Develop and improve your Microsoft Word skills.

Prerequisites

- Recognize the main components of a PC as well as storage media such as USB drives and DVD.
- Start the computer and navigate the operating system desktop.
- Use Windows Explorer to create directories and subdirectories and manage files.
- Use a web browser to view websites.

Target Audience

- Anyone who has basic computer skills.
- Anyone who desires to obtain a job as an entry-level bookkeeper or accountant.



Syllabus

Prepare for the Accounting and Business exams with the excellent practice performance-based learning tool. The many simulations mirror the performance-based questions you will see on the real exam. Practice performance-based learning enables you to practice on test questions and assess your skill and knowledge of the material.

- Includes multiple performance-based simulations.
- Requires Windows, macOS, Chrome OS, or Linux (iOS and Android not supported)
- Single-user license

QuickBooks POS Course Outline

Description

QuickBooks Point of Sale helps retailers go far beyond the cash register with an easy-to use, affordable, scalable, customizable, integrated software and hardware system. It handles routine tasks so retailers can pay more attention to running their business. The solution can track inventory, sales, and customer information, giving retailers more time to think about what to stock, how to price merchandise, when to reorder, and how to serve their customers better.

Introduction to Point of Sale	Creating and Setting Up Point of Sale	Determine Your Point-of-Sale Additions
Navigating and Customizing the Homepage	Company Preferences	Setting Up QuickBooks Connection
Setting Up Sales Tax	Workstation Preferences	Additional Features
Employee Security	Customers	Reward Programs
Vendors	Setting up Inventory	Adding Styles Assemblies and Groups
Working with Inventory	Sales	Working with Price Level and Discounts
Collecting Sales Tax	Adding Shipping Info	Tracking Sales and Commission
Taking Payments and Giving Change	Recording Tips	Handling Tricky Sales and Returns
Working with Sales and Work Orders	Purchasing Merchandise	Receiving Purchase Orders
Managing Inventory	Reporting Point of Sales	QuickBooks Financial
Multi-Store	Protecting Your Data	Adding 3rd Party Apps
Summary of Point of Sale		



QuickBooks Premier Course Outline

Description

This course is training for accounting software that combines a variety of accounting processes into one user-friendly system. The software's primary function is to alleviate the use of multiple tables, spreadsheets, and tracking sheets necessary to document and maintain accounting tasks at a company. Accounting figures are also easily reconciled for tax purposes with QuickBooks. The software was developed by Intuit and can be customized based on the needs of the business utilizing the software.

Introduction to QuickBooks	Setting up QuickBooks	Tools
Preferences	Email Preferences	Users and Security
Estimates	Sales and Orders	Account Receivable
Batch Invoicing	Customer Deposits	Bounced Checks
Vehicle Mileage	Class Tracking Transactions	Receiving Payments
Making Deposits	Credit Cards	Bank Accounts
Payroll Preferences	Employee Setup	Processing Payroll
Payroll Tax Forms	Job Costing with Payroll	Payroll Setup Advance
Workers Compensation	Special Transactions	Memorized Transactions
Other Account Types	QuickBooks Reporting	Advance Reporting
Budgets and Forecast	Writing Letters in Microsoft Word	Converting, Importing and Exporting
QuickBooks backup Data Integrity	Multi-Currencies	Advance Features
Update or Upgrade	Summary of QuickBooks	

Sage 50 Course Outline

Description

This Sage 50 course is the perfect course for those trying to expand their knowledge in accounting or those looking for an entrance point to attain a position in the field. Sage 50 certification is a staple in the accounting industry and one of the most desirable accounting certifications. Sage 50 has earned their reputation in the accounting field with superior inventory management features and a robust software program to manage almost any company's accounting infrastructure. Sage 50 does more than just assist users in managing day to day accounting tasks. It is a feature rich program that allows accounting professionals to run a company's books in a timely and efficient manner. This Sage 50 Course will give you skills ranging from configuration of chart of accounts & invoicing all the way through advanced skills such as bank reconciliation, setting up a stock system and managing P&L's. Our course gives you all the training you need to work all areas of your accounts. You will have complete skills in sales and purchase order processing, alongside stock control, project management and foreign trading tools.

Module 1	Course Overview	New Features
Quick Tab Menu Overview	Business Status	Customer and Sales



Vendors and Purchases	Inventory and Services	Employees and Payroll
Banking	System	Quick Tab Menu Review
Sage 50 Menu Overview	Review	Module 2
Sage 50 Available Products	Accounts Payable Features	Vendors and Purchases
Accounts Payable Review	Accounts Receivable Overview	Customer and Sales Menu
Customers	Jobs	Sales Taxes
Quotes and Proposals	Sales Orders	Invoices
Finance Charges	Receive Money	Bank Accounts
Printing Statements	Credits and returns	Accounts Receivable Reports
Review	Module 3	Inventory and Services Overview
Inventory Items	Company Services	Assemblies and Prices
Purchase Orders	Receiving Inventory, Shipping and Tracking	Inventory Count and Adjustments
Inventory Reports	Review	Module 4
Employees and Payroll Overview	Employees and Users	1099s
Payroll Setup	Time and Expense Tickets	Direct Deposit and Printing Payroll Checks
Forms and Void Checks	Review	Module 5
Banking Features Overview	Write Checks	Account Register
Analysis Tools	Chart of Accounts	Receive Money and Bank Deposits
Enter Bills, Pay Bills and Electronic Bill Pay	Reconcile Accounts	General Journal Entries
Void Checks and Reports	Review	Module 6
Automatic Backup	Back Up data	Back Up data
Automatic Backup	Restore Data	Data Maintenance
System Checks	Company Maintenance	Data Integrity
Review	Module 7	Attaching Documents
Attaching and Managing Documents	Review	Module 8
Analysis Managers	Cash Flow Manager	Collection Manager
Payment Manager	Financial Manager	Review
Module 9	Maintaining Jobs	Creating Jobs
Managing Jobs	Review	



Microsoft Excel 2019 Course Outline

Description

Microsoft Excel is the most popular spreadsheet application for both personal and professional use, so staying on top of the latest version is very important for anyone considering career advancement. Regardless of your level of understanding, you will benefit from this Microsoft Excel 2019 training course because it covers basic, intermediate, and advanced topics.

Our Microsoft Excel 2019 training course will help arm you with the knowledge to use it more effectively whether you are using it at home or in the workplace. Understand how to manipulate data within a spreadsheet, validate and present information using the built-in structure and functions of Microsoft Excel.

<u>Module 1: Beginner</u>	Intro	The Ribbon
Saving Files	Entering and Formatting Data	Printing from Excel & Using Page Layout View
Formulas Explained	Working with Formulas and Absolute	References
Specifying and Using Named Range	Correct a Formula Error	What is a Function
Insert Function & Formula Builder	How to Use a Function - AUTOSUM, COUNT, AVERAGE	Create and Customize Charts
<u>Module 2: Intermediate</u>	Recap	Navigating and editing in two or more worksheets
View Options - Split Screen, View Multiple Windows	Moving or Copying Worksheets to Another Workbook	Create a Link Between Two Worksheets and Workbooks
Creating Summary Worksheets	Freezing Cells	Add a Hyperlink to Another Document
Filters	Grouping and Ungrouping Data	Creating and Customizing All Different Kinds of Charts
Adding Graphics and Using Page Layout to Create Visually Appealing Pages	Using Sparkline Formatting	Converting Tabular Data to an Excel Table
Using Structured References	Applying Data Validation to Cells	Comments - Add, Review, Edit
Locating Errors	<u>Module 3: Advanced</u>	Recap
Conditional (IF) Functions	Nested Condition Formulas	Date and Time Functions
Logical Functions	Informational Functions	VLOOKUP & HLOOKUP
Custom Drop-Down Lists	Create Outline of Data	Convert Text to Columns
Protecting the Integrity of the Data	What is it, how we use it and how to create a new rule	Clear Conditional Formatting & Themes
What is a Pivot Table and Why Do We Want One	Create and Modify Data in a Pivot Table	Formatting and Deleting a Pivot Table



Create and Modify Pivot Charts	Customize Pivot Charts	Pivot Charts and Data Analysis
What Is It and What Do We Use It for	Scenarios	Goal Seek
Running Preinstalled Macros	Recording and assigning a New Macro	Save a Workbook to be Macro Enabled
Create a d Simple Macro with Visual Basics for Applications (VBA)	Outro	

Microsoft Word 2019 Course Outline

Description

Microsoft Word 2019 is the most popular word processing program that can be used for both personal and professional purposes. While already feature-rich and critical for productivity, Microsoft continues to improve and enhance their software with each new release like the latest Microsoft Word 2019.

In this course, you will develop and improve your Microsoft Word skills, so that you are able to maximize the industry-standard word processing system. This online training course will cover Basic Word 2019, Intermediate Word 2019, and Advanced Word 2019.

<u>Module 1: Beginner - Introduction</u>	Instructor Intro	Course Intro
Explaining the Ribbon	Creating a Document	Saving Files
Page Views	Formatting Text	Ruler, Margins and Tab Stops
Moving and Duplicating Text	Line Spacing and Paragraph Formatting	Basic Editing
Insert a Basic Table and Graphics	Working with Styles	<u>Module 2: Intermediate</u>
Intermediate Intro	Collaboration & Co-Authorship	Tracking and Viewing Changes
Commenting	Templates and Layouts	Layout Functions on the Ribbon
Customize, Format and Convert Tables and Use as a Page Layout	Insert and Edit a Cover Page	Insert and Customize Headers and Footers
Insert and Customize Endnotes and Footnotes	Creating Sections in a long Document	Using Sections to Format a Document
Deleting a Section	Reviewing, Inserting and Updating TOC	Creating a Data Source and Linking a Mailing List
Print Settings for Mail Merge	<u>Module 3: Advanced</u>	Adding the Developer Tab
Functionality Among Microsoft Office Products	Using Formulas in Word	Citing Sources in Word
Reviewing and Merging Versions of the Same Document	Creating a Master Document	Creating Sub Documents and Editing Master and Sub Docs
Controlling Editable Content	Form Creation Using the Developer Tab	Macros



Practice, Labs, Flash Cards, Quizzes etc.

Practice for the Accounting and Business certification exams include flashcards, quizzes, games and learning modules. Prepare for Accounting and Business performance-based certification exam questions.

- *Click!* interactive graphical exercises.
- *Type!* interactive exercises.
- *Challenge!* interactive identification exercises.

Prepare for the Accounting and Business exam with excellent practice tests. The 450+ questions mirror the questions you will see on the real exam; enabling you to practice on test questions and assess your skill and knowledge of the material.

- Includes over 450 questions.
- Requires Windows, macOS, Chrome OS, or Linux (iOS and Android not supported)
- Single-user license

Testing Features

Quiz and Testing Modes

- Practice Mode: quizzes for each module.
- Exam Mode: just like the real thing, no help, just you and the questions.

Quiz and Test History

- See the date you took each test.
- View final score for each test.
- Review each question, see your answer and the correct answer.



Sample Certificate upon completions of each course



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