



Clemson University - Center for Corporate Learning  
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### Education & Training Plan

## **Administrative Assistant with Bookkeeping and Quickbooks Certificate Program with Externship**

Student Full Name: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**Program includes National Certification & an Externship Opportunity  
Mentor Supported**

### **Administrative Assistant with Bookkeeping and QuickBooks Certificate Program with Externship**

Course Code: CLEM-B-ADMIN  
Program Duration: 6 Months  
Course Contact Hours: 375  
Student Tuition: \$3,999

#### **The Administrative Assistant with Bookkeeping Profession**

As the pace of business increases every day, more and more business professionals and executive require and rely on the administrative, accounting and record-keeping expertise of assistants. Demand for professionals with administrative and bookkeeping skills is estimated to grow 14% through 2020. Combined with QuickBooks software training, individuals who have all fo these skills will be in high demand for years to come. This program will cover:

- **Administrative Assistant Office Procedures**
- **Office Computer Procedures including Microsoft Office 2013**
- **Quickbooks**
- **Managerial Accounting Bookkeepers**
- **Financial Accounting for Bookkeepers**

#### **The Administrative Assistant with Bookkeeping and QuickBooks Program**

This program takes students through the ins and outs of day-to-day office functions as well as the essential knowledge of bookkeeping and overall record keeping relative to successful small business operations. Additionally, this course takes students through all accounting principles and bookkeeping necessities so that they can not only keep accurate books, but understand why and how these records are kept, as well as how these processes and procedures might be improved. A full study of QuickBooks will ensure that students can operate successfully within the most-widely used accounting software application.

## Education and National Certifications

- Students should have or be pursuing a high school diploma or GED.
- There are no state approval and/or state requirements associated with this program.
- There are several National Certification exams that are available to students who successfully complete this program:
  - **National Association of Certified Professional Bookkeepers (NACPB) Bookkeeper Certification Exam**
  - **National Career Certification Board (NCCB) Certified Administrative Assistant (CAA) Exam**
  - **Intuit QuickBooks Certified User® Exam**
  - **Microsoft Office Specialist (MOS) Certification Exam.**

## Program Objectives

At the conclusion of this program, students will be able to:

- Complete Basic Office & Administrative Assistant Procedures
- Master Business Computer Concepts
- Understand Accounting Principles & Concepts
- Understand Business Accounting
- Navigate and Use Quickbooks
- Use Microsoft Office

## National Certification

Upon successful completion of this Clemson University program, students would be eligible to sit for the National Association of Certified Professional Bookkeepers (NACPB) Bookkeeper Certification Exam, the National Career Certification Board (NCCB) Certified Administrative Assistant (CAA) Exam, the Intuit QuickBooks Certified User® Exam and the Microsoft Office Specialist (MOS) exam. Although there are no state approval, state registration or other state requirements for this program, students who complete this program at Clemson University will be prepared and are eligible to sit for these national certification exams. Students who complete this program are encouraged to complete the externship option with their program. Students who complete this program can and do sit for these national certification exam and are qualified, eligible and prepared to do so. Clemson University works with each student to complete the exam application and register the student to take their national certification exam.

## Externship / Hands on Training / Practicum

Although not a requirement, once students complete the program, they have the ability to participate in an externship and/or hands on practicum so as to practice the skills necessary to perform the job requirements of a professional in this field. Students will be assisted with completing a resume and/or other requirements necessary to work in this field. All students who complete this program are eligible to participate in an externship and will be placed with a participating organization near their location. Clemson University works with national organizations and has the ability to place students in externship opportunities nationwide.

**Clemson University contact:** If students have any questions regarding this program including national certification and externships, **they should call Juanita Durham of Clemson University at 864.656.3984 or via email at [jdrhm@clemsn.edu](mailto:jdrhm@clemsn.edu).**

Note: No refunds can be issued after the start date published in your Financial Award document.



## **About Clemson University!**

Clemson Online, a unit reporting directly to the Provost, works closely with leadership teams across the University to develop, market, and deliver top-quality courses and programs in blended and online formats. The office provides vision, leadership, coordination, and expertise in support of faculty design, delivery, and evaluation of technology-enhanced, blended, and fully online courses and instructional materials. Dynamic, transformative, and unique eLearning opportunities characterize Clemson's approach to online teaching and learning.

**Our Mission:** Clemson Online provides strategic leadership for online education, emphasizing innovative teaching and superior learning outcomes to maximize student success in 21st-century academic and professional contexts.

**Our Vision:** Clemson Online will define the public web-grant university through measurable achievements in online education, research, and service.

The office is committed to pursuing strategic opportunities, providing supportive resources, promoting superior educational quality, and ensuring faculty involvement and responsibility in shaping Clemson's online future.



## **Clemson University and Pearson Education**

The Clemson University's Office of Professional and Continuing Education eLearning programs were developed in partnership with Pearson Education to produce the highest quality, best-in-class content and delivery necessary to enhance the overall student learning experience, boost understanding and ensure retention. Pearson Education is the premier content and learning company in North America offering solutions to the higher education and career training divisions of colleges and universities across the country aimed at driving quality education programs to ensure student success. Please visit us at [www.pearson.com](http://www.pearson.com).

## **About Pearson Education**

Welcome to Pearson. We have a simple mission: to help people make more of their lives through learning. We are the world's leading learning company, with 40,000 employees in more than 80 countries helping people of all ages to make measurable progress in their lives. We provide a range of education products and services to institutions, governments and direct to individual learners, that help people everywhere aim higher and fulfil their true potential. Our commitment to them requires a holistic approach to education. It begins by using research to understand what sort of learning works best, it continues by bringing together people and organizations to develop ideas, and it comes back round by measuring the outcomes of our products.

## **Administrative Assistant with Bookkeeping and QuickBooks Program Detailed Objectives:**

### **Basic Office Functions Modules:**

#### **MOUSE, KEYBOARD, HARDWARE**

- Use a mouse for onscreen navigation
- Use the primary function keys on a keyboard
- Use keyboard shortcuts
- Identify hardware components of a computer (monitor, CPU, drives)

#### **SOFTWARE AND APPLICATIONS**

- Define software and identify types
- Navigate system software
- Open an application
- Save a file; Locate a file

#### **INTERNET, EMAIL AND SOCIAL NETWORKING**

- Use of a search engine
- Adjust Internet privacy settings
- Compose and email
- Attach a file to an email
- Use email options, such as folders, signatures, and calendars
- Describe the benefits of social networking

### **Accounting Modules:**

#### **ACCOUNTING AND THE BUSINESS ENVIRONMENT**

- Define primary accounting concepts and principles
- Use accounting terminology in a business context
- Explain components of the accounting equation
- Use the accounting equation to record business transactions
- Describe the differences between IFRS and GAAP on financial statement reporting

#### **RECORDING BUSINESS TRANSACTIONS**

- Define terms related to business accounting
- Explain how accounts, ledgers, and journals are used in accounting
- Use debits and credits correctly in accounting equations
- Explain how data flows through the accounting system
- Analyze the flow of accounting data
- Prepare a trial balance
- Identify and correct trial balance errors
- Describe the differences of recording business transactions between IFRS and GAAP

#### **THE ADJUSTING PROCESS**

- Define the revenue principle and the matching principle
- Explain the difference between accrual and cash-basis accounting
- Apply the revenue and matching principles to the accounting equation
- Articulate the importance of adjusting entries as a key to accrual accounting
- Make adjusting entries
- Prepare an adjusted trial balance
- Prepare the financial statements from the adjusted trial balance
- Identify how adjusting entries under IFRS differs from under GAAP

**COMPLETING THE ACCOUNTING CYCLE**

- Define terms related to business accounting
- Explain the accounting cycle
- Identify the elements of an accounting worksheet
- Identify assets and liabilities as current or long term
- Explain how ratios are used to analyze a company's financial statements
- Prepare an accounting worksheet
- Use the accounting worksheet to complete the accounting cycle
- Describe the steps involved in the closing process
- Close revenue, expense, and withdrawal accounts
- Use the current ratio and the debt ratio to evaluate a company
- Describe how the closing process differs between IFRS and GAAP

**MERCHANDISING OPTIONS**

- Define terms related to business accounting
- Identify the elements of the operating cycle of a merchandising business
- Describe the differences and similarities between a service and a retail operation
- Explain how an account can be adjusted and closed
- Account for the purchase and sale of inventory
- Adjust and close the accounts of a business
- Prepare financial statements
- Calculate a business's profit based on its net sales, cost of goods sold, and gross profit
- Identify ratios used to evaluate a business's operations
- Use gross profit percentage and inventory turnover to evaluate a business
- Identify the differences between merchandising operations under IFRS and GAAP

**MERCHANDISE INVENTORY**

- Define terms related to business accounting
- Explain how to compute and record inventory
- Apply the lower-of-cost-or-market rule to inventory
- Explain inventory costing in a periodic system
- Identify accounting principles as related to inventories
- Describe the effects that inventory errors can have on a business
- Measure the effects of inventory errors
- Explain how the value of inventory is estimated
- Record perpetual inventory transactions
- Estimate ending inventory by the gross profit method
- Compute perpetual and periodic inventory amounts under FIFO, LIFO, and average cost
- Describe how inventory valuation differs under IFRS and GAAP

**ACCOUNTING INFORMATION SYSTEMS**

- Define terms related to business accounting
- Describe the elements of an effective accounting information system
- Compare and contrast computerized and manual accounting systems
- Explain how spreadsheets are used in accounting
- Identify how various journals are used in accounting
- Use various accounting journals
- Indicate the differences between IFRS and GAAP on accounting information systems

**INTERNAL CONTROL AND CASH**

- Define internal control
- Explain the objectives of an effective internal control system
- Recognize how a bank statement is used as a control device

- Apply internal controls to cash receipts and cash payments
- Prepare a bank reconciliation
- Identify how internal controls differ under GAAP and IFRS

### **RECEIVABLES**

- Define terms used for notes receivable
- Assess how internal control over collections can be achieved
- Design internal controls for receivables
- Identify accounting information used for decision making
- Describe the allowance method and the direct write-off method used in accounting
- Use the allowance method to account for uncollectibles by the percent-of-sales and aging-of-accounts methods
- Use the direct write-off method to account for uncollectibles
- Account for notes receivable
- Report receivables on the balance sheet
- Use the acid-test ratio and days' sales in receivables to evaluate a company
- Note the differences between IFRS and GAAP on accounting for receivables

### **PLANT ASSETS AND INTANGIBLES**

- Define terms related to business accounting
- Explain the general rule for measuring cost
- Describe how measuring plant asset depreciation is achieved
- Explain how depreciation affects income taxes
- Select the best depreciation method for tax purposes
- Identify natural resources and intangible assets
- Account for natural resources and intangible assets
- Identify differences between IFRS and GAAP in accounting for plant assets and intangibles

### **CURRENT LIABILITIES AND PAYROLL**

- Define terms related to business accounting
- Define terms related to payroll accounting
- Recognize current liabilities of a known amount
- Compute current liabilities
- Compute payroll amounts
- Use a payroll system
- Record basic payroll transactions
- Describe how IFRS and GAAP account for current liabilities and payroll

### **PARTNERSHIP**

- Define terms related to business accounting
- Identify the types of partnerships and the characteristics that distinguish partnerships from other forms of business
- Prepare partnership financial statements
- Discuss considerations for establishing a partnership
- Describe how profits and losses are divided in a partnership
- Explain how a partnership is liquidated
- Identify how accounting for partnerships compares between IFRS and GAAP

### **FINANCIAL OPERATIONS OF CORPORATIONS**

- Define terms related to business accounting
- Explain how corporations pay dividends to stockholders
- Explain how a corporation accounts for income tax
- Describe how return on assets measures a company's success

- Describe how stockholders' equity is recorded on the balance sheet
- Prepare the stockholders' equity section of a corporation balance sheet
- Show how to record the issuance of stock
- Illustrate how to account for income tax
- Analyze a financial statement using standard profitability ratios
- Identify differences for financial operations of corporations between IFRS and GAAP

### **EARNINGS AND STOCKS**

- Define terms related to business accounting
- Explain the effects of stock dividends and stock splits on total stockholders' equity
- Show how to account for stock dividends
- Report restrictions on retained earnings
- Describe how stockholders' equity is reported
- Prepare the stockholders' equity section of the balance sheet
- Identify types of information found on a corporate income statement
- Analyze earnings on a corporate income statement
- Describe how IFRS and GAAP differ in accounting for earnings and stocks

### **LONG-TERM LIABILITIES**

- Define terms related to business accounting
- Describe how bonds are issued and reported
- Recognize issues that companies face when bonds payable are issued
- Explain how to account for retirement and conversion of bonds payable
- Outline the advantages and disadvantages of borrowing
- Explain the effective-interest method of amortization
- Measure interest expense using the effective-interest method
- List how accounting for long-term liabilities differs between IFRS and GAAP

### **INVESTMENTS AND CASH FLOW**

- Define terms related to business accounting
- Distinguish among operating, investing, and financing cash flows
- Identify the purposes of the statement of cash flows
- Prepare a statement of cash flows using the indirect and the direct method
- Describe differences of accounting for investments and cash flows under IFRS and GAAP

### **FINANCIAL STATEMENT ANALYSIS**

- Define terms related to business accounting
- Recognize the steps used in computing a percentage change in comparative statements
- Explain a vertical analysis of a financial statement
- Analyze comparative financial statements using a horizontal analysis
- Analyze financial statements using a vertical analysis
- Use and prepare common-size financial statements
- Discuss how ratios are used to make business decisions
- Use ratios to perform financial statement analysis
- Indicate how IFRS compares to GAAP in financial statement analysis

### **MANAGEMENT ACCOUNTING**

- Define terms related to business accounting
- Describe the difference between financial accounting and management accounting
- Identify the six elements of the value chain
- Explain how the value chain can be used to control costs
- Describe how costs are reported on a financial statement
- Prepare a financial statement, in which costs are calculated

- Use a cost-benefit analysis to weigh the benefits of a system against the cost to develop and run a system
- Explain how cost-benefit analysis is used to make business decisions

### **JOB COSTING**

- Define terms related to job order costing
- Identify the two product cost systems that average costs across products
- Explain the two steps managers use to determine the costs incurred in each job
- Describe how to allocate manufacturing overhead to a job's costing system
- Use a manufacturer's job order costing system to trace materials, labor, and overhead
- Describe non-inventoriable costs in job order costing
- Account for completion and sale of finished goods
- Adjust manufacturing overhead using accounting computations

### **PROCESS COSTING**

- Define terms related to business accounting
- Explain the difference between flow of costs in process costing and job order costing
- Identify the four-step process costing procedure
- Illustrate how to use the process costing procedure
- Describe weighted-average method of accounting for process costs

### **COST-VOLUME-PROFIT ANALYSIS**

- Define terms related to business accounting
- Identify two types of cost behavior
- Explain the components of a CVP analysis
- Use CVP methods to plan profits
- Use CVP methods to perform sensitivity analysis
- Define variable costing and absorption costing
- Analyze how variable costing and absorption costing are used by managers

### **BUDGETING**

- Define terms related to business accounting
- Explain the elements of a sensitivity analysis
- Discuss how managers use budgets
- Prepare various types of budgets
- Use sensitivity analysis on budgeting

### **FLEXIBLE BUDGETS AND STANDARD COSTS**

- Define terms related to business accounting
- Explain how companies use standard costs to develop flexible budgets
- Explain how managers use flexible budgets
- Prepare a flexible budget for the income statement
- Use the flexible budget to show why actual results differ from the static budget
- Compute standard cost variances for direct materials and direct labor
- Analyze manufacturing overhead in a standard cost system

### **COST SYSTEMS AND BUSINESS DECISIONS**

- Define terms related to business accounting
- Discuss how cost systems can become more accurate
- Use an activity-based costing system
- Describe the difference between traditional cost systems and just-in-time systems
- Explain the four types of quality-related costs
- Use activity-based management to make decisions that increase profits and meet customer needs



- Examine how financial information is utilized for business decisions to maximize profits
- Identify five types of short-term special business decisions
- Assess how payback and accounting rate of return models are used to make longer-term capital budgeting decisions

### **QuickBooks Modules:**

#### **GETTING STARTED WITH QUICKBOOKS**

- Identify the navigation points on the Home page
- Identify the components of the menu bars
- Set up a new company using Create a New Company
- Describe how to convert other accounting company data files to QuickBooks
- Construct center accounts
- Select preferences for accounts
- Apply the Matching Principle
- Distinguish between Accrual and Cash basis reporting
- Apply basic accounting skills
- Analyze accounting transactions in a General Journal
- Display the journal reports
- Display the financial reports

#### **WORKING WITH BUSINESS TRANSACTIONS**

- Describe how to print financial reports
- Describe how to print journal reports
- Describe how to print the center report
- Enter accounts receivable transactions in QuickBooks
- Enter accounts payable transactions in QuickBooks
- Enter inventory transactions in QuickBooks
- Enter General Journal transactions in QuickBook

#### **PAYROLL**

- Explain how to record employer transactions
- Explain how to record payroll transactions for employees
- Describe how to print checks
- Describe how to print payroll reports

#### **ADDITIONAL FEATURES**

- Describe how to print financial reports
- Describe how to print journal reports
- Explain how to modify custom reports
- Explain the reconciliation of cash accounts
- Prepare the reconciliation of cash accounts
- Analyze data protection options
- Process scheduled backup procedures
- Store backup files on external media
- Restore data files from backup files

**Note: This program can be completed in 6 months. However, students will have online access to this program for a 24-month period.**

## **MICROSOFT OFFICE Module**

- Use an integrated software package, specifically the applications included in the Microsoft Office suite
- Demonstrate marketable skills for enhanced employment opportunities
- Describe proper computer techniques for designing and producing various types of documents
- Demonstrate the common commands & techniques used in Windows desktop
- List the meaning of basic PC acronyms like MHz, MB, KB, HD and RAM
- Use WordPad and MSWord to create various types of documents
- Create headings and titles with Word Art
- Create and format spreadsheets, including the use of mathematical formulas
- Demonstrate a working knowledge of computer database functions, including putting, processing, querying and outputting data
- Define computer terminology in definition matching quizzes
- Use the Windows Paint program to alter graphics
- Use a presentation application to create a presentation with both text and graphics
- Copy data from one MS Office application to another application in the suite
- Use e-mail and the Internet to send Word and Excel file attachments
- Demonstrate how to use the Windows Taskbar and Windows Tooltips
- Explain how copyright laws pertain to data and graphics posted on the Internet
- Take the college computer competency test after course completion
- Follow oral and written directions and complete assignments when working under time limitations

**Note:** Although the Microsoft Office Module is not required to successfully complete this program, students interested in pursuing free Microsoft MOS certification may want to consider completing this Microsoft Office Module at no additional cost.

### **System Requirements:**

#### **Windows Users:**

- Windows 8, 7, XP or Vista
- 56K modem or higher
- Soundcard & Speakers
- Firefox, Chrome or Microsoft Internet Explorer

#### **Mac OS User:**

- Mac OS X or higher (in classic mode)
- 56K modem or higher
- Soundcard & Speakers
- Apple Safari

#### **iPad Users:**

- Due to Flash limitations, eLearning programs are NOT compatible with iPads

#### **Screen Resolution:**

- We recommend setting your screen resolution to 1024 x 768 pixels.

#### **Browser Requirements:**

- System will support the two latest releases of each browser. When using older versions of a browser, users risk running into problems with the course software.
- Windows Users: Mozilla Firefox, Google Chrome, Microsoft Internet Explorer
- Mac OS Users: Safari, Google Chrome, Mozilla Firefox

#### **Suggested Plug-ins:**

- Flash Player
- Real Player
- Adobe Reader
- Java