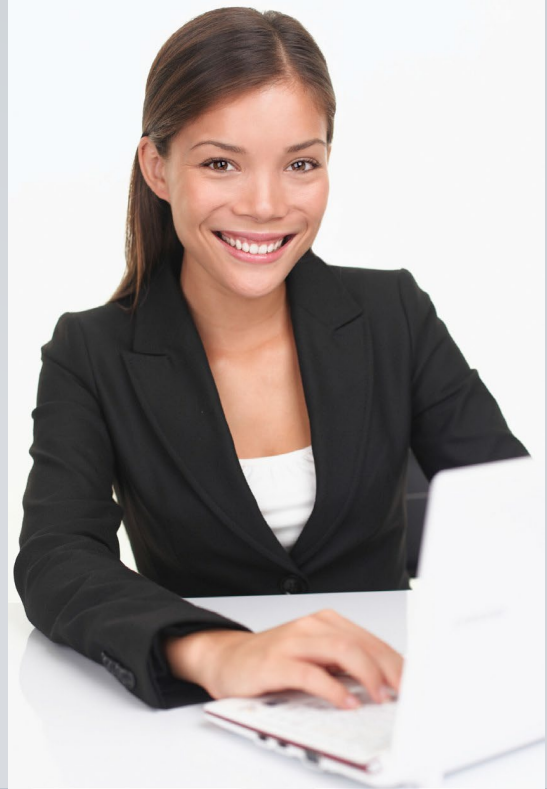




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Associate of Applied Science Degree

Microsoft Office Specialist (MOS)
Word, Excel, Outlook, Access, Powerpoint

Thought Patterns for Successful Careers

Quickbooks

EMPLOYMENT OPPORTUNITIES

Accounting Professional

Accounts Payable and Receivable

Office Manager

Project Management

Loan and Finance Management

Entrepreneur

Own your own business

Bookkeeping

Human Resources Support

Tax Professional

Operations Management

Hospitals, Retail, Service, Entertainment Industries

BUSINESS ADMINISTRATION AND ACCOUNTING TECHNOLOGY

Specialized Courses

- Professional Business Externship
- Microsoft Office: Word, Excel, PowerPoint, Access, Outlook, Internet Explorer
- QuickBooks/QuickBooks Pro and Business Accounting
- Business Law and Contemporary Communication

Core Computer Skills

- Operating Microsoft Windows
- Create, Edit and Manipulate Spreadsheets, Charts and Lists
- Use Functions, Formulas, Charts, Data Forms, Autofilters, What-If-Analysis and Macros
- Work With Multiple Worksheets and Workbooks
- Consolidate Data and Manage Templates
- Payroll Software
- QuickBooks Accounting and Payroll
- Tax Preparation Software
- Intra and Internet Email
- Automated scheduling, Time and Task Management
- Internet Access and Communication

Added Values

- HP Probook 4530 Laptop
- Microsoft Office Suite
Word, Excel, Outlook, Access, Power Point

Accounting Competencies

- Cost Accounting
- Managerial Accounting
- Government / Non-Profit Accounting
- Tax Accounting
- Payroll Accounting
- Business Accounting and QBII

Advanced Computer Skills

- Defining Databases, Creating Tables to Add, Modify, Sort, Search and Print Records
- Create Databases, Import and Export Data
- Designing and Creating Quality Presentations
- Work With Spreadsheet Pivot Tables, Document Integration and Hyperlinks. Perform Queries, Use Visual Basic and Data Mapping
- Work with Newsgroups and Conduct Searches
- Desktop Publishing Layout and Design
- Create and Record Macros and Online Forms
- Quickbooks
- Payroll Processes

Services and Resources

- Nationwide Job Placement Assistance
- Job Ready Practicum/Externship
- Professional Portfolio, Resumes, and Job Search Organizer
- Participation in Trade Associations and Professional Organizations
- Campus-wide Wi-Fi
- Thought Patterns for a Successful Career Course

Business Competencies

- Entrepreneurial Fundamentals
- Professional Communications
- Supervision and Leadership
- Account Payable/Receivables, Financial Statements and Reports
- Insight into Business Finances
- Management
- Customer Service and Employee Relations
- Tax Preparation
- Payroll and Accounting
- Business Law and Ethics
- Economic Impacts
- Earth Science Impacts
- Managerial and Cost Accounting