

## **BUSINESS OFFICE ADMINISTRATION, BOOKKEEPING**

### **INTRODUCTION TO COMPUTERS AND THE INTERNET – CLOUD APPLICATIONS (GOOGLE APPS & MICROSOFT APPS)**

This course introduces the fundamental concepts of computers and the digital world, serving as a foundation for improving digital literacy in today's technology-driven environment. Students will learn about hardware and software basics, internet navigation, and essential digital applications. The course also includes hands-on experience with cloud-based tools, focusing on Google Apps and Microsoft Apps, to help participants develop practical skills for communication, collaboration, and productivity in the cloud.

#### **SECTION 1: Basic concepts of computers**

- 1.1 Basic interaction with computer parts and IT terminology
- 1.2 Typing skills and mouse usage

#### **SECTION 2: Hardware vs software**

- 2.1 Navigating between hardware and software for a comprehensive understanding
- 2.2 The most important software applications today
- 2.3 Identifying the hardware and software of your own devices
- 2.4 Common hardware and software issues on devices

#### **SECTION 3: Operating System basics**

- 3.1 Common tasks in Windows 10/Mac OS
- 3.2 File management
- 3.3 Navigation in the Windows/Mac OS interface
- 3.4 Customizing the computer desktop
- 3.5 System icons and their functionality

#### **SECTION 4: Introduction to the internet**

- 4.1 Browsers and search engines
- 4.2 Uses of the Internet

#### 4.3 Benefits of the Internet

#### 4.4 Definition of terms related to the Internet

#### 4.5 Description of how the Internet is changing the world

#### 4.6 Understanding how computers connect to the Internet

#### 4.7 Locating information on the Internet

#### 4.8 Downloading images from the Internet

### **SECTION 5: Email accounts**

#### 5.1 Elements of composing an email

#### 5.2 Sending emails

#### 5.3 Attaching files to emails

#### 5.4 Replying to and forwarding emails

#### 5.5 Editing or deleting drafts and emails

### **SECTION 6: Cloud computing**

#### 6.1 Introduction to the cloud

#### 6.2 Google Drive interface

#### 6.3 Uploading and downloading files

#### 6.4 Creating and organizing files

#### 6.5 Real-time collaboration

#### 6.6 Integrated tools in Google Drive

#### 6.7 Storage management

#### 6.8 Google Drive security

#### 6.9 Practical use cases for Google Drive

### **SECTION 7: Google Apps**

#### 7.1 Introduction to Google Apps

#### 7.2 Using Google Docs for collaborative document creation

#### 7.3 Presentations with Google Slides

7.4 Data organization and analysis with Google Sheets

7.5 Synchronization with Google Calendar

7.6 Using Google Keep for notes and reminders

7.7 Integration between Google Apps

7.8 Practical use cases in workplace and educational environments

## **SECTION 8: Computer maintenance**

8.1 Using cleaning tools

8.2 Antivirus software and its function

8.3 Installing and uninstalling applications

## **SECTION 9: Interaction with ChatGPT**

9.1 How ChatGPT learns from text

9.2 What ChatGPT can and cannot do

9.3 Fun with ChatGPT: Asking questions

9.4 Making ChatGPT respond to your queries

9.5 Practicing conversations with ChatGPT

9.6 ChatGPT for image creation from text

9.7 ChatGPT as your writing assistant

9.8 ChatGPT for research and business support

9.9 Exploring practical applications in the workplace

## **MICROSOFT WORD**

This Word course teaches how to create, edit, and format documents, insert images, tables, and headers, configure pages, review text, and prepare files for printing. By the end of the course, participants will be able to create professional documents with a clear and organized presentation.

### **SECTION 1: Introduction to Microsoft Word**

- 1.1 Understanding the Microsoft Word interface
- 1.2 Navigating the document
- 1.3 Creating and saving documents

### **SECTION 2: Basic document editing**

- 2.1 Text editing
- 2.2 Selecting and manipulating text
- 2.3 Copying and pasting text in Word

### **SECTION 3: Text and paragraph formatting**

- 3.1 Applying character formatting
- 3.2 Controlling paragraph layout
- 3.3 Aligning text using tabs
- 3.4 Displaying text in bulleted or numbered lists

### **SECTION 4: Managing and formatting lists**

- 4.1 Creating bulleted and numbered lists
- 4.2 Sorting and formatting lists

### **SECTION 5: Adding and editing tables**

- 5.1 Inserting a table
- 5.2 Modifying and adjusting tables
- 5.3 Formatting a table
- 5.4 Converting text to a table

### **SECTION 6: Inserting and editing graphic objects**

6.1 Inserting symbols and special characters

6.2 Adding images to a document

6.3 Basic image editing

6.4 Inserting shapes and figures

6.5 Adding SmartArt and icons

6.6 Inserting a cover page, blank page, and page breaks

6.7 Adding headers and footers

6.8 Adding page numbers

## **SECTION 7: Controlling page appearance**

7.1 Setting margins and page orientation

7.2 Applying page borders and color

7.3 Adding a watermark

7.4 Document sizing

7.5 Adding columns

## **SECTION 8: Working more efficiently**

8.1 Keyboard shortcuts

8.2 Applying repetitive formatting

8.3 Using styles to streamline formatting tasks

8.4 Document preview and printing

8.5 Managing print settings

## **SECTION 9: Exporting and converting documents**

9.1 Exporting to PDF

9.2 Saving as other file types (HTML, TXT, etc.)

9.3 Printing and configuring PDF files

## **MICROSOFT EXCEL**

This Excel course is designed to provide a basic understanding of essential Microsoft Excel functions. Throughout the classes, topics such as creating spreadsheets, using basic formulas, organizing and manipulating data, and creating charts will be explored. The goal is to equip participants with practical skills to use Excel for everyday tasks and in the workplace.

### **SECTION 1: Introduction to Excel**

- 1.1 About the course and objectives
- 1.2 Introduction to Excel: overview of the interface and basic terminology

### **SECTION 2: Creating and managing spreadsheets and workbooks**

- 2.1 Create a blank workbook
- 2.2 Add, copy, and move worksheets
- 2.3 Save, open, and close workbooks
- 2.4 Import and add data to a worksheet
- 2.5 Create a workbook using templates

### **SECTION 3: Navigating and searching in spreadsheets and workbooks**

- 3.1 Navigate between worksheets and workbooks
- 3.2 Search for data and navigate efficiently

### **SECTION 4: Basic formatting for sheets and cells**

- 4.1 Adjust rows, columns, and cells (height, width, insert, and delete)
- 4.2 Apply colors and rename sheets
- 4.3 Insert and modify headers and footers
- 4.4 Adjust cell formatting (number, text, and alignment)

### **SECTION 5: Viewing options and customizing the spreadsheet**

- 5.1 Hide and show sheets, columns, and rows
- 5.2 Change window views and zoom level
- 5.3 Customize the sheet theme and apply table styles

5.4 Show and hide formulas

## **SECTION 6: Managing basic data**

6.1 Introduction to entering and editing data (cut, copy, paste)

6.2 Use AutoFill and Paste Special to manage data

6.3 Replace data and remove duplicates

## **SECTION 7: Creating and using tables in Excel**

7.1 Create tables from existing data

7.2 Add and remove rows and columns in a table

7.3 Convert a table to a range of cells

7.4 Table styles and options

## **SECTION 8: Filtering and sorting data in tables**

8.1 Basic filtering of records

8.2 Sorting data by one or multiple columns

8.3 Sorting data with custom lists

## **SECTION 9: Introduction to formulas and functions**

9.1 Concept of formulas and basic functions

9.2 Functions: SUM, AVERAGE, MIN, MAX

9.3 Formulas using +, -, \*, /, % symbols (addition, subtraction, multiplication, division, percentage)

9.4 Using absolute and mixed references

## **SECTION 10: Conditional and text functions**

10.1 IF function and conditional functions (SUMIF, COUNTIF)

10.2 Text functions (LEFT, RIGHT, CONCAT, MID, UPPER, LOWER)

10.3 Using functions to modify text formatting

## **SECTION 11: Advanced cell and range formatting**

11.1 Apply conditional formatting to highlight data

11.2 Protect cells and sheets

11.3 Merge and align cells for visual organization

## **SECTION 12: Data summary and organization**

12.1 Create and customize subtotals

12.2 Create sparklines for quick data visualization

12.3 Outline data for organized analysis

## **SECTION 13: Creating and customizing charts**

13.1 Introduction to charts and types of charts in Excel

13.2 Create charts from selected data

13.3 Add additional series and modify data sources

## **SECTION 14: Advanced chart formatting**

14.1 Change size, color, and chart design

14.2 Add chart elements such as labels and legends

14.3 Use gridlines and secondary axes

## **SECTION 15: Document setup and print preparation**

15.1 Set print area and scaling

15.2 Adjust row and column titles to repeat

15.3 Preview and make final adjustments for printing

## **SECTION 16: Exporting and protecting files**

16.1 Export workbooks to PDF and other formats

16.2 Protect the workbook and set passwords

16.3 Modify document properties for distribution

## **BOOKKEEPING ESSENTIALS**

This foundational Bookkeeping course provides participants with the skills and knowledge needed to effectively manage financial records in a business context. Covering key principles and practical applications, the course equips individuals with



the expertise to maintain accurate financial records, prepare basic financial statements, and support sound financial decision-making.

## **SECTION 1: Accounting fundamentals**

1.1 Basic accounting concepts and fundamental rules

1.2 Importance of accounting

1.3 The accounting process (integrating cash and accrual-based accounting concepts)

## **SECTION 2: Debit and credit rules**

2.1 Accounting entries for debit and credit

2.2 Rules for debits and credits

2.3 Impact of debits and credits on different accounts (practical examples)

## **SECTION 3: Journal entries**

3.1 Types of journal entries (opening, transfer, closing, adjustment, compound, and reversing entries)

3.2 Rules for journal entries and key terms

## **SECTION 4: General ledger and main accounts**

4.1 Definition of the General Ledger

4.2 Main accounts in the ledger (assets, liabilities, equity, income, and expenses)

## **SECTION 5: Bank reconciliation**

5.1 Understanding bank reconciliation

5.2 Key steps in bank reconciliation (comparing deposits, adjusting bank statements, and cash accounts)

5.3 Comparing and adjusting balances

## **SECTION 6: Payroll and tax withholdings**

6.1 Definition and calculation of payroll

6.2 Payment of withholdings to third parties and examples of tax withholdings

6.3 How to calculate tax withholdings

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**SECTION 7: Financial terminology and budgeting**

- 7.1 Business overview and chart of accounts
- 7.2 Budgets and business credit score
- 7.3 Basic concepts of capital, contractors, and banking

**SECTION 8: Practical applications and course closure**

- 8.1 Recording transactions in accounting software
- 8.2 Practical exercise in bank reconciliation
- 8.3 Budgeting simulation
- 8.4 Course summary and closure

**INTUIT QUICKBOOKS**

This course is designed to provide participants with practical tools and knowledge to use Intuit QuickBooks, a widely used accounting software for small and medium-sized businesses. Participants will learn the basics of setting up, navigating, and leveraging QuickBooks to efficiently manage financial transactions, generate reports, and ensure accurate bookkeeping.

**SECTION 1: Understanding QuickBooks**

- 1.1 What is QuickBooks & what does it do
- 1.2 Getting started with QuickBooks
- 1.3 Online user interface explained

**SECTION 2: Setting up QuickBooks**

- 2.1 Create a company file (company information)
- 2.2 Customize QuickBooks® for your business
- 2.3 Define your fiscal year start date
- 2.4 Select your accounting method: cash or accrual.
- 2.5 Choose your accounting currency.
- 2.6 Choose your company logo.
- 2.7 Set your default "Net Payment" invoice terms.

2.8 Set up the sales tax.

### **SECTION 3: Navigating tools of QuickBooks**

3.1 Notifications

3.2 Search assistant

3.3 Settings, (company, tools, list and profile)

3.4 Intuit account

3.5 Sign out

### **SECTION 4: Business overview**

4.1 Cash Flow

4.2 Planner

### **SECTION 5: Transactions**

5.1 Bank transactions

5.2 App transactions

5.3 Receipts

5.4 Reconcile

5.5 Rules

5.6 Chart of accounts

5.7 Recurring transactions

### **SECTION 6: Sales**

6.1 Invoices

6.2 Estimates

6.3 Sales orders

6.4 Payment links

6.5 All sales

6.6 Customers

6.7 Products & services

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## **SECTION 7: Expenses**

7.1 Bills

7.2 Vendors

7.3 Contractors

7.4 1099 filings

## **SECTION 8: Payroll**

8.1 Employees

8.2 Contractors

## **SECTION 9: Taxes**

9.1 Income tax

9.2 1099 filings