



## BUSINESS CAREER TRAINING PROGRAMS

### Office Administrator



### Office Accounting Specialist / Associate of Applied Science



## PROGRAM INFORMATION

#### Classroom:

- Flexible morning, afternoon, evening & weekend classes
- Hands-on learning environment for future employability
- Prompt individual instruction

#### Course Elements:

- **Read it** - Textbook / **Watch it**- Audio/Visual Activities
- **Do it**- Focused Lab Activities, Onsite Hands-on labs
- Small Group lectures in hands-on environment
- Curriculum-Based Lectures from Certified Instructors
- Lectures and on-site activities with Industry professionals
- One-on-one tutoring on *your schedule based on your needs*

**On-site Attendance Requirements per week:**

#### School Hours:

- Mon.-Thurs. from 8:00am – 9:00pm
- Fri. from 8:00am – 8:00pm
- Sat. from 8:30am – 4:30pm

#### Additional Career Elements:

- Career Success Series
- Advanced Career Development Series
- Career Service Activities & Open Labs
- Soft Skills for networking yourself
- Résumé Development
- Advanced Career Search

**20 hours per week**



**ACCREDITING COUNCIL FOR CONTINUING EDUCATION & TRAINING**

**Asher College is accredited by The Accrediting Council for Education and Training (ACCET).**

ACCET was founded in 1974 for the purpose of improving continuing education and training and has been officially recognized by the U.S. Department of Education since 1978 as a “reliable authority” as to the quality of education and training provided by the institutions they accredit. In 1998, ACCET became the only recognized accrediting agency to be certified as an ISO 9001-Quality Management System, under the international standards established by the International Organization for Standardization, and continues to hold that unique status.

Accreditation serves the interests of companies, agencies, and the public through the establishment of standards, policies, and procedures in conjunction with objective third-party professional evaluations designed to identify and inspire sound education and training practices. When such a process is matched by an institution’s commitment to high standards and accountability, a partnership for quality becomes reality. For more information, visit [www.accet.org](http://www.accet.org).



## **OFFICE ADMINISTRATION, OFFICE ACCOUNTING SPECIALIST & ASSOCIATE OF APPLIED SCIENCE IN OFFICE ACCOUNTING PROGRAM DETAILS**

The objectives of our Office Administrator & Office Accounting Specialist Programs are to allow our students to obtain the skills necessary to thrive in today's ever-changing office environment. At Asher College, our programs give each student the training needed to either upgrade their current skill-set or get a fast start on their administrative careers. Upon successful completion of these courses the graduate will be able to: perform daily office operations; effectively communicate; work in a team setting; work independently; plan and execute projects; and utilize Microsoft's Office Suite at an intermediate to advanced level.

**Below is a brief description of the program elements.**

The **Office Administrator Program** gives you the basics of bookkeeping as well as entry-level knowledge of QuickBooks.

The **Office Accounting Specialist Program** teaches you all this, but also gives you an Introduction to Accounting and enough knowledge of QuickBooks to earn a certification.

The **Associate of Applied Science in Office Accounting Degree Program** teaches you the Office Accounting Specialist skills, and adds 6 general education courses. Those courses include: American Government, Business Communication, Business Math, Critical Thinking, Introduction to Business, & Introduction to Management.



### **MICROSOFT OFFICE SPECIALIST CERTIFICATIONS**

Asher College provides training in Microsoft Word, Excel, Outlook, and PowerPoint 2010, with an option for certification. Being a Certified Microsoft Office Application Specialist gives candidates an advantage with market-relevant skills that employers require, recognize, and respect.

### **ADMINISTRATIVE OFFICE PROCEDURES**

Office Professionals need to be armed with the necessary skills to efficiently manage daily business operations. Upon completion of this course, students will be able to create professional business documents, plan meetings, make travel arrangements, and understand what it takes to make an office function proficiently.





### **ADVANCED ORGANIZATIONAL MANAGEMENT**

What is the difference between a linear organizational structure and an organic one? What exactly is FMLA? These questions and more are answered during this course, which delves into the importance of labor laws and their impact on the workplace. Students will also learn to recognize the purpose of various elements in organization structures.

### **BOOKKEEPING APPLICATIONS**

Learn how accounting fundamentals, financial statements, and cash management play an essential role in today's office. Students will gain knowledge in basic accounts payable and receivable operations which are key practices many employers require. This course guides you through the learning process utilizing QuickBooks software.

### **\*\*INTRODUCTION TO ACCOUNTING:**

In this course students learn the fundamentals of the Bookkeeping cycle, which includes: Assets & Liabilities, Capital, Debits & Credits, Journalizing and posting transactions, charts of accounts, income statements, balance sheets, banking and more.

### **\*\*QUICKBOOKS:**

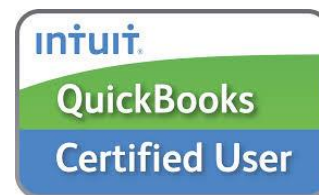
In addition to the Introduction to Accounting, students put what they learn into action by using it in one of America's most common bookkeeping software programs. Our students then have the opportunity to validate their QuickBooks knowledge by becoming an **Intuit QuickBooks Certified User (QBCU)**.

### **The elements of this program include:**

- Accounting Applications
- Accounts and Accounting Systems
- Banking Transactions & Services
- Accounts Payable & Receivable
- Ledgers and Reports
- Financial Statements and Balances
- Chart of Accounts
- Banking
- Customers and Sales
- Vendors purchases and Inventory
- Employees and payroll
- Reports and graphs

### **Exam information:**

- QuickBooks Setup
- QuickBooks Utilities and General Product Knowledge
- List Management
- Items
- Sales
- Purchases
- Payroll
- Reports
- Basic Accounting
- Customization/Saving Time and Shortcuts



**All of the courses listed are in our programs.**

**\*\* Indicates that that these courses are only in the Office Accounting Specialist Program.**





## **ASSOCIATE OF APPLIED SCIENCE DEGREE**

The Associate of Applied Science Degree program allows graduates to obtain gainful employment or to advance in their chosen career.

Individuals who complete one of Asher College's approved Certificate Programs in IT, Health Services or Business can transfer those credits into our Associate's Degree Program.

This course of study prepares our graduates for a career that not only requires a specialized technical skill set but also essential business management skills.

Our degree program consists of six additional online courses. Each course begins the first Monday of every month and ends on the first Sunday of the following month. The curriculum is delivered in online presentations, text, video lectures, and audio files. Students will also interact through collaborative discussion forums and assignments will be due each week.

## **GENERAL EDUCATION COURSE DESCRIPTIONS**

### **American Government**

This course introduces students to the fundamentals of American government and politics, focusing on the historical evolution of government and governmental policies, major institutions and processes.

Students who complete this course will be able to analyze how the historical development of the United States affects contemporary political environments.

### **Business Communications**

This course provides the foundations of all types of business communication including letters, memos, electronic communications, written reports, oral presentations, and interpersonal communication. The course also includes the topics of résumé, application letters, interviewing tips, and employment follow-up documents.

Students who complete this course will be able to evaluate elements of effective business communications, use the English language appropriately in business communications and write an effective business message.

### **Business Math**

This course applies math fundamentals to business applications. Topics include a basic math review, business statistics, profit calculations, payroll, banking, interest calculations, insurance, taxes, and other business topics.

Students who complete this course will be able to solve equations, analyze business problems using percentages and statistical concepts and apply mathematical concepts to business problems.

### **Critical Thinking**

This introductory-level course presents a variety of topics essential to a student's development in critical thinking. Students are introduced to concepts essential to the comprehension, analysis, and creation of arguments: induction, deduction, informal fallacies, Aristotelian and symbolic logic, modes of persuasion, perspective and bias, language and meaning, culminating in the development of reason.

Students who complete this course will be able to analyze the processes of logical reasoning to interpret arguments, evaluate the quality of reasoning behind arguments, interpretations, and/or beliefs and create well-reasoned arguments.

### **Introduction to Business**

This course provides students with an overview of business in an increasingly global society serving as an introduction to business terminology, concepts, environments, systems, strategies, and current issues. Topics include an overview of the business environment, business ethics, entrepreneurship, global business, management, marketing, production, information systems, and financial elements of business.

Students who complete this course will have a solid business foundation for more detailed and higher-level study in subsequent courses.

### **Principles of Management**

This course introduces students to management philosophies in today's changing world. It includes globalization, ethics, diversity, customer service, and innovation from a managerial perspective.

Students who complete this course will be able to analyze the impact of an organization's culture, environment, and design on management, and apply theories of leadership and motivation to effectively manage others.

# CAREER SERVICES

## CAREER SUCCESS:

What are employers looking for? This course gives our students Best Practices to create and improve the habits that will lead to successfully planning and executing both personal and professional goals. Results have shown that students who implement these tools and techniques are more engaged, with heightened self-confidence and self-motivation. They also learn to become more sensitive to the behavior of other people, more flexible, creative, open minded, and more accountable in all aspects of their lives and careers.

## ADVANCED CAREER DEVELOPMENT:

At the beginning of our programs, each student will meet with the Director of Career Services to start planning for their success. As students near the completion of their program, they will be signed up for the Advanced Career Development Series of classes that meet on a weekly basis for eight consecutive weeks.

This interactive series covers specific career topics such as defining your career goals, enhancing your job search skills, building and using your network, improved resume submission techniques, portfolio development, the hiring process, and more. It also operates as a support and accountability group that gives the participants an opportunity to share ideas and resources.



### **A JOB READY GRADUATE**

- I can prove I have the skills and knowledge to perform the job based on my certifications and program completion.**
- I can prove I have desirable work habits based on my program completion goal and attendance at Asher College.**
- I have the confidence and initiative to win a good job offer because I can present my ability to an employer.**



## Dress Code

Asher College students dress in a manner that reflects ***employability standards***. Students are to dress in a business casual professional manner. At minimum male students should wear slacks or dress denim and appropriate shirts with a collar. Female students should wear slacks, dresses, skirts, or dress denim and appropriate shirts/blouses. Dress denim is defined at Asher College as no holes, no sagging, no tears and fitting appropriately. Students may not wear shorts, cutoffs, tank tops, screen tee-shirts, sweats or pajamas, flip flops, or slippers.

Students dress should reflect high standards of personal self-image so that each student may share in promoting a positive learning environment, leading to strong employment opportunities. The number of employers we have visiting our campus each week is increasing and we want Asher College students to continue to be the preferred choice for our employers. Please contact your admissions advisor should you need assistance with adhering to the dress code.

Asher College is a **Perfume Free Environment**. It is very important that each of us do our part in making sure we **do not** wear **Perfume, Cologne, and Fragrant Lotions or Fragrant Powders** to school. No matter how subtle your choice of scent is, this will have an effect on others with allergies.

We are very optimistic and excited for the growth in the opportunities for our school and our students as we move towards our career together.



[www.asher.edu](http://www.asher.edu)

## Weekly Hours Chart

TIME	MON 8-9	TUE 8-9	WED 8-9	THUR 8-9	FRI 8-8	SAT 8:30 - 4:30
8AM -9AM						
9AM-10AM						
10AM-11AM						
11AM-12PM						
12PM-1PM						
1PM-2PM						
2PM-3PM						
3PM-4PM						
4PM-5PM						
5PM-6PM						
6PM-7PM						
7PM-8PM						
8PM-9PM						

**WORKSHEET:** A.) Fill out the boxes that you cannot come to school with an X. B.) Based on the remaining boxes, what are realistic times for you to spend in a minimum of 3 hours blocks? Write an S in those boxes. Looking at the boxes with an S in them, Can you commit to 15 or 20 hours per week?





# PC CLINIC

Drop off Thursdays from 2pm -5pm  
CALL TODAY FOR APPOINTMENT



## COMPUTER ISSUES?

Have one of our supervised,  
experienced PC Repair Student  
Technicians take a look at it for  
FREE!!

**Installations  
Maintenance  
Troubleshooting  
Recommendations**

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1215 Howe Avenue Sacramento, CA 95825

Preparing our Students for Employment Since 1998.  
Financial Aid Available for Those Who Qualify







**Do you know someone who is ready to change their lives?**

**Tell them about your experience at Asher College!**

Our staff is dedicated to getting our students market driven training that can change their lives. Let us help you help your friends and family with a rewarding career.

Our flexible schedule can accommodate students from 8am to 9pm, Monday through Thursday ~ 8am to 8pm on Friday and even 8:30am to 4:30pm on Saturday.

**Call us at 916-649-9600 or introduce them to us today!**

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Your Name: \_\_\_\_\_ Your Program: \_\_\_\_\_

Their name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Relationship: (Friend, family etc.) \_\_\_\_\_

They would be a good fit here because:

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