



QUINSIGAMOND
Community College

Accounts Payable Accounts Receivable – Certificate: Program Proposal, Narrative, & Grid

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2012-2013
QUINSIGAMOND COMMUNITY COLLEGE

NEW DEGREE PROGRAM OR NEW CERTIFICATE PROPOSAL

Program: Business Administration
Division: Business and Technology
Degree type: Accounts Payable/Accounts Receivable Certificate
CIP code for the degree program or certificate (check with IRaP Office): 52.0302
Attachments: <input checked="" type="checkbox"/> Proposed program grid
Submit separate proposals for any new courses or revised courses in the program.
Provide a rationale for the proposed new program including a narrative for each of the following: <ul style="list-style-type: none">• How the need for this new program or certificate was determined <p>The need for this certificate was determined by the US Department of Labor using the Massachusetts Community College and Workforce Development Transformation Agenda (MCCWDTA) to accomplish the following priorities, in higher education:</p><ol style="list-style-type: none">1.) accelerate progress for low skilled and other workers;2.) improve retention and achievement, to reduce time to completion; and3.) build programs that meet industry needs developing career pathways.• How the program was designed <p>The program was designed to accelerate progress and reduce time to completion; this certificate can be completed in one semester. It was also designed to create career pathways for Accounts Payable/Accounts Receivable Certificate to a Bookkeeping Certificate while earning College credits.</p>• Wage analysis where appropriate <p>See attached 2013 salaries per Robert Half Accountemps</p>• How the new program or certificate was reviewed, approved, or developed in conjunction with an advisory board or other external agency <p>This certificate was developed in conjunction with the US Department of Labor, Massachusetts Community College and Workforce Development Transformation Agenda (MCCWDTA), Quinsigamond Community College's Business Department, the Dean of Business and Technology, and meeting with community business advisors.</p>• Demonstrated regional employer interest in hiring graduates: <p>Contacted Accountemps in Westboro, MA they have confirmed the employability of students receiving this certificate. Also, Office and Administrative Support positions</p>

such as Bill & Account Collectors, and Billing and Posting Clerks are included in Crittenton Women's Union Hot Jobs for 2013. @ <http://www.liveworkthrive.org>

List the program goals.

The Accounts Payable/Accounts Receivable Certificate focuses on the accounting skills, manual and computerized, needed in business for Accounts Payable and Accounts Receivable clerks. Upon successful completion of this certificate students will be prepared for entry-level Accounts Payable and Accounts Receivable positions in all varieties of businesses, and may continue their education to become certified bookkeepers and /or pursue an Associate Degree in Business Administration.

Does any aspect of the proposed program affect another department? Please confer with the coordinators of affected departments.

Affected department(s):

- Orientation/Psychology. Students will be required to take ORT 110 or PSY 115 Self Assessment and Career planning. Spoke with Department coordinator.
- Computer Information Systems, students will be required to take CIS 111 Introduction to Microcomputer Applications. Spoke with Department coordinator.

For an associate degree program, does the proposed program meet the general education credit requirement for MassTransfer? NA

If no, please provide a rationale.

Does the program or certificate qualify for financial aid? Check with the Director of Financial Aid and fill out the Gainful Employment Form as needed. This proposal was submitted by the Director of Financial Aid to the US Government to become financial aid eligible and is pending approval.

Will any of the following be required:

Additional staff ____ Additional space **additional computer lab time for ACC 110** ____
Additional equipment ____

Provide a rationale for any needs indicated and include approximate cost of equipment.

Start-up collection of library resources in support of this program: \$2,500
Videos, Books for library, magazines

List the Program Student Learning Outcomes in the table below. Indicate the course or courses that will fulfill each outcome and indicate the degree or level of connection between the course and outcome as indicated here.

I – Introductory/Background – There is an indirect relationship between the course and the outcome. The outcome itself is not the focus of the course but at least one element of the course serves as a building block to the achievement of the final outcome. For example, course elements may provide the knowledge, skills or attitudes necessary for the ultimate achievement of the outcome.

M – Intermediate/Transitional - There is more of a direct relationship between the course and the outcome than Introductory. A mixture of course elements supports the final achievement of the outcome, but the final integration of knowledge, skills and attitudes necessary for its achievement is not accomplished in this course. For example, knowledge, skills and/or attitudes (at least 2 of the 3) required for achievement of the outcome may be the focus of the course or course element, but the integration of all three is not.

E – Emphasized – There is a direct relationship between the course and the outcome. At least one element of the course focuses specifically on the complex integration of knowledge, skills and attitudes necessary to perform the outcome.

PROGRAM STUDENT LEARNING OUTCOMES FOR Accounts Payable/ Accounts Receivable Certificate Program		Supporting course(s)	I, M, E
1	Analyze, calculate and record financial information accurately and in a timely manner	BKK 101 ACC 110	E E
2	Demonstrate proficiency both in manual and automated accounts payable, and accounts receivable accounting systems	ACC 110 BKK 101	E E
3	Use Microsoft Office Suite and QuickBooks software effectively	CIS 111 ACC 110	E E
4	Demonstrate knowledge of a broad overview of business ownership, administrative processes, and basic management, and marketing concepts	MGT 101 BKK 101	E M
5	Develop skills necessary to make career related decisions to enhance workplace readiness	PSY 115 ORT 110	E E

ACCOUNTS PAYABLE/ACCOUNTS RECEIVABLE CERTIFICATE

Program Goals

The Accounts Payable/Accounts Receivable Certificate focuses on the accounting skills, manual and computerized, needed in business for Accounts Payable and Accounts Receivable clerks. Upon successful completion of this certificate students will be prepared for entry level Accounts Payable and Accounts Receivable positions in all varieties of businesses and may continue their education to become certified bookkeepers and/or pursue an Associate Degree in Business Administration.

Student Learning Outcomes

Upon completion of the program graduates will be able to:

- Analyze, calculate, and report financial information accurately and in a timely manner.
- Demonstrate proficiency in both manual and automated accounts payable and accounts receivable accounting systems.
- Use the Microsoft Office Suite and QuickBooks Software effectively
- Demonstrate knowledge of a broad overview of business ownership, administrative processes, and basic management and marketing concepts
- Develop skills necessary to make career related decisions to enhance workplace readiness

Admissions Process

Admissions inquiries should be directed to admissions@gcc.mass.edu. Prospective students may apply to the program of their choice by following the enrollment steps at the following link: http://www.qcc.edu/pages/Enrollment_Steps.html

Admissions Requirements (Program Code XXX)
High School Diploma or GED

Students should note that some required courses carry minimum prerequisites. Refer to the program grid.

CORI, SORI, Finger Printing & Drug Testing
A Criminal Offenders Record Information (CORI) and Sexual Offenders Record Information (SORI) are not required. Finger printing and drug testing are not required.

Additional Cost

\$99.00 (estimated cost) to take QuickBooks Users Certification Exam

Location

This program may be completed at the QCC Worcester and Southbridge campuses
This program may be completed face-to-face

Technical Performance Standards

See page _____ for technical standards for this program.

Credit for Prior Learning

Students enrolled in this program may be able to earn academic credit for prior learning. Please contact the office of Career Placement Services at careerservices@gcc.mass.edu, 508-854-4439, Room 272 A.

Career Outlook

Please consult The Massachusetts Career Information System at <http://masscis.in.tocareers.com/> or The Occupational Outlook Handbook at <http://www.bls.gov/oco/> for specific occupational information. The CIP code for this program is 52.0302.

Transfer Articulations & Opportunities

Prospective students may learn more about transfer articulation agreements at the following link: <http://www.qcc.mass.edu/transfer/ArticPathways.html>. More information regarding transfer opportunities is available at: <http://www.qcc.mass.edu/transfer>.

Program Contact: BusinessAdmin@gcc.mass.edu

Additional Program Information: For the most up to date information, go to the program website at www.QCC.edu.

ACCOUNTS PAYABLE/ACCOUNTS RECEIVABLE CERTIFICATE (Program Code: APAR)

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Semester 1						
Strategies for College and Career or Self Assessment and Career Planning	ORT 110	F/S/SU			3	Coreq: ENG 090 and ENG 095 or approp place scores
	PSY 115					Passing ENG 091 with a grade of C or higher and passing the ENG 096 departmental writing final examination essay or approp place score
Bookkeeping I	BKK 101	F/S/SU			3	Passing ENG 091 with a grade of C or higher and passing the ENG 096 departmental writing final examination essay or appropriate placement score
Introduction to Microcomputer Applications	CIS 111	F/S/SU			3	MAT 090 with appropriate placement score. This developmental math course cannot be used to satisfy degree or certificate requirements
Accounting Software for Small Business	ACC 110	F/S/SU			4	Passing ENG 091 with a grade of C or higher and passing ENG 096 departmental writing final examination essay or approp place score
Introduction to Business	MGT 101	F/S/SU			3	MAT 090 with a "C" or better on the MAT 090 departmental final exam or placement by the computerized placement test.
					16	Passing ENG 091 with a grade of C or higher and passing the ENG 096 departmental writing final examination essay or approp place score

Program Notes:

- Students complete this certificate with 16 college credits; 13 credits are transferable to the AS in Business Administration/Career Program (code:BB)
- Students in ACC 110 will prepare for the QuickBooks certification exam.

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Student Learning Outcomes

Upon completion of the program graduates will be able to:

- Analyze, calculate, and report financial information accurately and in a timely manner.
- Demonstrate proficiency in both manual and automated accounts payable and accounts receivable accounting systems.
- Use the Microsoft Office Suite and QuickBooks Software effectively.
- Demonstrate knowledge of a broad overview of business ownership.
- Develop skills necessary to make career related decisions to enhance workplace readiness.

Admissions Process

Admissions inquiries should be directed to admissions@qcc.mass.edu. Prospective students may apply to the program of their choice by following the enrollment steps at the following link: http://www.qcc.edu/pages/Enrollment_Steps.html.

Admissions Requirements

High School Diploma or GED/High School Equivalency

Students should note that some required courses carry minimum prerequisites. Refer to the program grid.

CORI, SORI, Finger Printing & Drug Testing

A Criminal Offenders Record Information (CORI) and Sexual Offenders Record Information (SORI) are not required. Finger printing and drug testing are not required.

Additional Cost

See page 30 for program fees for this program. (Note: Not all programs have program fees).

Estimated cost of \$99.00 to take the QuickBooks Users Certification Exam.

Location

This program may be completed at the QCC Worcester and Southbridge campuses. This program may be completed face-to-face.

Technical Performance Standards

See page 17 for technical standards for this program. (Note: Not all programs have technical performance standards).

Credit for Prior Learning

Students enrolled in this program may be able to earn academic credit for prior learning. Please contact the office of Career Placement Services at careerservices@qcc.mass.edu, 508.854.4439, Room 272 A.

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Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
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Bookkeeping I	BKK 101	F/S/SU			3	
Introduction to Microcomputer Applications	CIS 111	F/S/SU			3	A grade of "C" or higher in ENG 091 and passing the ENG 096 departmental writing final examination essay or approp place score, MAT 090
Accounting Software for Small Business	ACC 110	F/S/SU			4	
Introduction to Business	MGT 101	F/S/SU			3	
Total Credits Required					16	A grade of "C" or higher in ENG 091 and passing the ENG 096 departmental writing final examination essay or approp place score

Program Notes:

- Students complete this certificate with 16 college credits; 13 credits are transferable to the AS in Business Administration/Career Program (Program Code: BB).
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