



# QUINSIGAMOND

## Community College

# Full-Charge Bookkeeper – Certificate: Program Proposal, Narrative, & Grid

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2012-2013  
QUINSIGAMOND COMMUNITY COLLEGE

NEW DEGREE PROGRAM OR NEW CERTIFICATE PROPOSAL

Program: <b>Business Administration</b>
Division: <b>Business and Technology</b>
Degree type: <b>Full Charge Bookkeeper Certificate</b>
CIP code for the degree program or certificate (check with IRaP Office): <b>52.0302</b>
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"><li>• How the need for this new program or certificate was determined The need was determined through the grant application from the U.S. Department of Labor Employment and Training Administration Notice of Availability of Funds and Solicitation for Grant Applications for Trade Adjustment Assistance Community College and Career Training Grants Program.</li><li>• How the program was designed The program was designed first through personal experience of the two full time accounting instructors' previous experience as being full charge bookkeepers in the business world, second through researching on line and in person within the Accounting business world, and third through collegial meeting with Wachusett Community College. This is the second certificate a student would need to complete the first being the Accounts Payable/Accounts Receivable Certificate.</li><li>• Wage analysis where appropriate; consult with IRaP office Attached is also the well respected industry leader in Accounting employment, Robert Half 2012 Salary Guide in Accounting and Finance.</li><li>• How the new program or certificate was reviewed, approved, or developed in conjunction with an advisory board or other external agency The certificate has been reviewed, approved and developed through interaction with the QCC business department, Dean Kathy Rentsch, USDOL/MACCWDTA meetings, business advisory board.</li><li>• Demonstrated regional employer interest in hiring graduates Robert Half Associate, sales associate Robin Cohen, waiting to interview our graduates.</li></ul>

List the program goals.

The Full Charge Bookkeeper Certificate focuses on the accounting skills, knowledge, certification and practical experience needed in business. Upon graduation, students will be prepared for entry-level full charge bookkeeper positions in a variety of business settings and may move seamlessly into the Associate in Science in Business Administration.

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

Affected department(s):

Two required courses not within our Business and Technology Division:

- PSY 115 Self-Assessment & Career or
- ORT 110 Strategies for College and Career

The Coordinator and a full time professor have been contacted regarding our needs for their courses.

Two required courses are within our Business and Technology Division:

- CIS 111 Intro to Microcomputer Applications and CIS 112 Advanced Microcomputer Applications are with our division and the coordinator of that department has been very cooperative with our needs also.

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

n/a

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 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

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 Full Charge Bookkeeper Certificate		Supporting course(s)	I, M, E
1	Prepare adjusting and correcting entries to include the bank reconciliation and trial balance as needed	BKK 102 ACC 299 CIS 112 BSL 101	E M E I
2	Calculate depreciation	BKK 102 CIS 112	E M
3	Compute and manage payroll	BKK 102 BSL 101	M I
4	Determine inventory valuation under the perpetual and periodic systems, including moving and weighted average, LIFO, FIFO and LCM costing.	BKK 102 CIS 112 BSL 101	E M I
5	Acquire soft skills necessary for today's employer workforce	BUS 250	E

## FULL CHARGE BOOKKEEPER CERTIFICATE

### Program Goals

The Full Charge Bookkeeper Certificate focuses on the accounting skills, knowledge, certification and practical experience needed in business. Upon graduation, students will be prepared for entry-level full charge bookkeeper positions in a variety of business settings and may move seamlessly into the Associate in Science in Business Administration.

### Student Learning Outcomes

Upon completion of the program graduates will be able to:

- Adjust entries
- Correct errors, including the bank reconciliation
- Calculate depreciation, book and tax, including passenger autos
- Manage payroll
- Manage inventory under the perpetual and periodic systems, including moving and weighted average, LIFO, FIFO and LCM costing.

### Admissions Process

Admissions inquiries should be directed to [admissions@gcc.mass.edu](mailto: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.gcc.edu/pages/Enrollment\\_Steps.html](http://www.gcc.edu/pages/Enrollment_Steps.html)

### Admissions Requirements

Completion of the Accounts Receivable/Accounts Payable Certificate

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

\$210.00 (estimated cost) to take the American Institute of Professional Bookkeepers (AIPB) Certified Bookkeeper examination.

### 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 10 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](mailto:careerservices@gcc.mass.edu), 508-854-4439, Room 272 A.

### Career Outlook

Please consult The Massachusetts Career Information System at <http://masscis.intocareers.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.gcc.mass.edu/transfer/ArticPathways.html>. More information regarding transfer opportunities is available at: <http://www.gcc.mass.edu/transfer>.

Program Contact: [BusinessAdmin@gcc.mass.edu](mailto:BusinessAdmin@gcc.mass.edu)

Additional Program Information: For the most up to date information, go to the program website at [www.QCC.edu](http://www.QCC.edu).

**FULL CHARGE BOOKKEEPER CERTIFICATE (Program Code: FCBK)**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Bookkeeping II	BKK 102	F/S/SU			3	BKK 101
Business Administration Capstone	BUS 250	F/S/SU			3	42 credits completed in the degree program or approval of program coordinator
Advanced Microcomputer Applications	CIS 112	F/S/SU			3	CIS 111
Accounting Cooperative Work Experience & Seminar	ACC 299	F/S/SU			3	
Business Law I	BSL 101	F/S/SU			3	
					15	

**Program Notes:**

- Students complete this certificate with 15 college credits; 12 credits are transferrable to the AS in Business Administration/Career Program (code:BB)
- BKK 102 is designed for students to prepare for the American Institute of Professional Bookkeepers certification test within the Full Charge Bookkeeper certificate. It may not be considered equivalent to college level Accounting for the purpose of transfer of credit to some baccalaureate institutions.

## FULL CHARGE BOOKKEEPER CERTIFICATE

### Program Goals

The Full Charge Bookkeeper Certificate focuses on the accounting skills, knowledge, certification and practical experience needed in business. Upon graduation, students will be prepared for entry-level full charge bookkeeper positions in a variety of business settings and may move seamlessly into the Associate in Science in Business Administration.

### Student Learning Outcomes

Upon completion of the program graduates will be able to:

- Adjust entries.
- Correct errors, including the bank reconciliation.
- Calculate depreciation, book and tax, including passenger autos.
- Manage payroll.
- Manage inventory under the perpetual and periodic systems, including moving and weighted average, LIFO, FIFO and LCM costing.

### Admissions Process

Admissions inquiries should be directed to [admissions@qcc.mass.edu](mailto: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](http://www.qcc.edu/pages/Enrollment_Steps.html).

### Admissions Requirements

- High School Diploma or GED/High School Equivalency
- Completion of the Accounts Payable/Accounts Receivable Certificate

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 \$210.00 to take the American Institute of Professional Bookkeepers (AIPB) Certified Bookkeeper examination.

### 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](mailto:careerservices@qcc.mass.edu), 508.854.4439, Room 272 A.

### Career Outlook

Please consult The Massachusetts Career Information System at <http://masscis.intocareers.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@qcc.mass.edu](mailto:BusinessAdmin@qcc.mass.edu)

**Additional Program Information:** For the most up to date information, go to the program website at [www.QCC.edu](http://www.QCC.edu).

### FULL CHARGE BOOKKEEPER CERTIFICATE (Program Code: FCBK)

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
<b>Semester 1</b>						
Strategies for College and Career: Career & Academic Planning	ORT 109	F			1	
Bookkeeping II	BKK 102	F/S/SU			3	BKK 101
Personal Financial Planning	FIN 111	F/S/SU			3	MAT 090 or approp place score
Advanced Microcomputer Applications	CIS 112	F/S/SU			3	CIS 111
Career Strategies and Co-op Experience	BUS 299	F/S/SU			3	ALH 151 or BKK 102 or BSS 104
Business Law I	BSL 101	F/S/SU			3	
<b>Total Credits Required</b>					<b>16</b>	

#### Program Notes:

- Students complete this certificate with 16 college credits; 12 credits are transferable to the AS in Business Administration/Career Program (Program Code: BB).
- BKK 102 is designed for students to prepare for the American Institute of Professional Bookkeepers certification exam within the Full Charge Bookkeeper certificate. It may not be considered equivalent to college-level Accounting for the purpose of transfer of credit to some baccalaureate institutions.