

Full Charge Bookkeeper Certificate Course Descriptions

ORT 109 Strategies for College and Career: Career & Academic

Credits: 1

This course will assist the student in developing an individualized, web-based career and academic plan. Students will gain knowledge of career assessment results, career information, labor market trends, decision-making skills, and QCC programs of study. Students will formulate realistic short and long-term career and academic goals.

BKK 102 Bookkeeping II

Credits: 3

Prerequisites: BKK 101

This course focuses on the proven bookkeeping knowledge and skills needed to carry out all key accounting functions through the adjusted trial balance. Students study how to generate adjusting entries, master correction of accounting errors, calculate and record basic payroll functions, compute depreciation, compute inventory values, and comprehend basic internal controls. Areas of study include adjusting entries, payroll, depreciation, inventory and internal controls. This detail-oriented course provides knowledge and experience in the recordkeeping functions of a business entity as well as ample opportunity to learn and use good communications skills. Students are strongly encouraged to take and pass the American Institute of Professional Bookkeepers exam.

FIN 111 Personal Financial Planning

Credits: 3

Prerequisites: MAT 090 or appropriate Placement score

This course examines the tools, terminology, and applications necessary to successfully manage financial matters in our daily lives. Topics include the personal financial planning process, career strategies, money management, personal taxation, financial institution services, and consumer credit. Evaluation techniques related to housing, transportation, insurance, investments, real estate, and retirement planning are also covered.

CIS 112 Advanced Microcomputer Applications

Credits: 3

Prerequisites: CIS 111

This course is a continuation of CIS 111. Students learn advanced database and spreadsheet processing through the use of realistic business situations. They also learn how to use presentation software to create professional-looking documents.

BUS 299 Career Strategies and Co-op Experience

Credits: 3

Prerequisites: ALH 151 or BKK 102 or BSS 104

This course provides students with career and employment strategies. Students learn the job hunting process, identification of their skill set, resume and cover letter preparation, job interviewing skills, networking, negotiation, interpersonal skills development, business etiquette, ethics, and presenting themselves for success. Co-op Placement: Students develop a learning agreement with the instructor, stipulating learning goals and outcomes based on the position description. Students are required to successfully satisfy the terms of the learning agreement and complete a 150-hour unpaid or 225-hour paid cooperative work experience related to their particular major. The faculty member and career placement services can provide Co-op placement assistance, but students are ultimately responsible for securing a timely Co-op placement.

BSL 101 Business Law I

Credits: 3

This course examines law and society; the operation of law as it reflects the mores of human relations; and the ethics of business, criminal, and tort law with special emphasis on the law of contracts. Topics include the general principles of the law assigned, the nature of the United States legal system, the trial process, and the sources of law available. Students analyze court decisions and learn to apply the law both in fact situations and in reasoning in gray areas.
