

ACCOUNTING & BOOKKEEPING CERTIFICATES

Fall 2009

OPEN HOUSE

Wednesday, September 9th • 6:30-9pm

Pre-Registration Required: OHX-W

Early Registration

Discount by September 9th

Call to Register:

718.631.6343

The Office of Continuing Education
QUEENSBOROUGH COMMUNITY COLLEGE
THE CITY UNIVERSITY OF NEW YORK
222-05 56th Ave., Bayside, NY 11364-1497



BOOKKEEPING CERTIFICATE

Ken Williams, BBA, MS, CUNY College Accountant - QCC

Designed for those with no previous experience in Bookkeeping. Obtain the necessary knowledge to professionally work as a full-charge bookkeeper. This is an ideal program for current bookkeepers and individuals who aspire to grow in this career.

Required textbook: *Bookkeeping Made Simple* by David A. Flannery, The Philip Lief Group, Inc. is available for purchase at the QCC Bookstore.

REQUIRED CERTIFICATE COURSES:

BUX-192 Bookkeeping I

BUX-193 Bookkeeping II

Level I

Learn what bookkeeping entails: includes vocabulary, business transactions, bookkeeping equations, assets and liabilities, the income statement - revenues and expenditures, net income, the journal, the ledger, errors, special journals, the worksheet, trial balance sheet, financial statements, closing the books, and bookkeeping scenarios.

BUX-192 14 sessions / \$285

MW Mon & Wed, 6:15-8:15pm,
Sept. 21-Nov. 23 (skip 9/28; 10/12, 14; 11/16, 18)

Level II

Covers merchandising accounts, depreciation, checking accounts, bank reconciliation, petty cash fund, interest, calculating interest, payroll records; partnerships, corporations, and; bookkeeping and the computer, Excel spreadsheets, computerized bookkeeping tasks. *Prerequisite: Bookkeeping I (BUX-192)*

BUX-193 10 sessions / \$295

TR Tues & Thurs, 6:15-8:15pm,
Sept. 22-Nov. 5 (skip 9/29, 10/1)
with 2 Computer Labs on Oct. 20 & 22

ACCOUNTING & COMPUTER ASSISTANT BUSINESS CERTIFICATE

This curriculum focuses on basic accounting theory with hands-on practice of a computer software package (Quickbooks Pro) in wide use in business offices and professional accounting. Designed for owners of small businesses and students contemplating the study of Accounting on the college level. Required textbook is available at the QCC Bookstore.

REQUIRED CERTIFICATE COURSES:

- BUX-195 Accounting I
- BUX-196 Accounting II
- CPX-020 Introduction to Windows
(for those without computer experience)
- CPX-300 Quickbooks Pro for Windows
(only offered Fall & Spring)

Accounting I

Ronald Williams, MAEd

Study the accounting cycle, including statements, trial balance and journalizing. Learn how to start an accounting system, analyze and journalize transactions, post to a general ledger, and read financial statements. Computer sessions with Excel and Quickbooks.

BUX-195 8 sessions / \$295

TR Tues & Thurs, 6:30-9pm, Oct. 6-29
with Computer Labs: Oct. 27 & 29

Accounting II

Ronald Williams, MAEd

Develop additional competency in accounting techniques, including hands-on computer use of Introduction to Quickbooks, journalizing, posting, worksheets, financial statements, and payroll. *Prerequisite: BUX-195 or equivalent.*

BUX-196 8 sessions / \$295

TR Tues & Thurs, 6:30-9pm,
Nov. 10-Dec. 10 (skip 11/24, 26)
with 3 Computer Labs: Dec. 3-10

Quickbooks Pro for Windows

Elizabeth Harrington, CPA

Designed especially for small and home-based service and retail businesses. Manage and record day-to-day transactions. Set up your own accounting system to automate invoicing and payroll. *Recommended: knowledge of Microsoft Windows (see page 34) – CPX-020) and completion of BUX-195 or a background in bookkeeping or accounting.* **30 CPA-CPE credits.**
NYS Department of Education Sponsor License #001711.

CPX-300 9 sessions / \$440

T Tues, 6:15-9:30pm, Oct. 6-Dec. 1

RELATED PROGRAMS

Bank Teller Training

Bruce Kopec, MBA, Bank Branch Manager

Prepare for employment as a teller in banks, credit unions, and check-cashing businesses—a field particularly suitable for people with good numerical, clerical, and communication skills; cash handling experience helpful. The systems taught are applicable to most banking institutions.

BUX-178 5 sessions / \$295

T Tues, 6:15-9:15pm, Oct. 6-Nov. 3

Notary Public Seminar: NYS Notary Exam

Juan Carlos Fajardo, JD

Learn the laws, concepts, and procedures for the NYS test. Highlight situations the officer may encounter, i.e., avoiding conflict of interest, professional ethics, proper fees, handling special situations, and minimizing legal liability.

BUX-101 1 session / \$65

W Wed, 6:15-9:15pm, Nov. 4

Microsoft Excel

Anthony Jordan, BFA, Microsoft certified, training consultant/specialist

Create, edit, save, print worksheets; construct formulas, columns, rows; format text and cells; learn copying; introduction to charts.

CPX-230 3 sessions / \$165

W Wed, 6:15-9:15 pm, Nov. 4-18 .

MANY WAYS TO REGISTER:

EMAIL-IN QCCContinuingEd@qcc.cuny.edu

Use Registration form with your signed MasterCard, VISA, Discover or Amex authorization.

FAX-IN 718.281.5538

Use Registration form with your signed MasterCard, VISA, Discover or Amex authorization.

MAIL-IN to the address indicated on Registration form

Send registration form to address indicated — with your check or money order (including \$15 registration fee for free courses) payable to Queensborough Community College, or your credit card number.

PHONE-IN 718.631.6343

It takes just 3 or 4 minutes using MasterCard, VISA, Discover or Amex. Please be patient if placed on hold due to volume of calls. Have all information ready for EACH student.

ONLINE REGISTRATION cep.qcc.cuny.edu

Link to our programs to register and pay through credit card directly. Simple step-by-step process to register at any time, any place, 365 – 24/7.

For discounts, cash & check, money order, and voucher programs, please contact office directly at 718.631.6343 to register.

WALK-IN Library Building, Room 118P

DAYS: Monday through Friday, 9am-4:45pm (Skip Dates 9/7, 28; 10/12; 11/26, 27; 12/24, 25, 31, and; 1/1, 18, 2010)

EVENINGS: Mondays & Wednesdays, 5-7pm September 14, 16, 21, 23.

SATURDAYS: September 26 & October 3.

WEB-DOWNLOAD www.qcc.cuny.edu/ContEd

Visit our website and download the registration form in the Bulletin. Then just fax or mail-in per above!

PAYMENTS

No partial payments accepted. Cash payments must be in person for exact amount.

PERSONAL CHECKS

Only accepted ten days prior to class start date.

PURCHASE ORDER & VOUCHERS

For Employee Training. Organizations enrolling staff for training and development purposes will be invoiced if a purchase order number is quoted. Not available online.

SPECIAL DISCOUNTED PRICING

10% at initial time of registration for:

- Early Registration: September 9th for all classes including **Kids College**
- First Time (New) students with QCC Continuing Education
- QCC Alumni with current ID Card (with \$15 registration fee waived)

Kids College: 2nd sibling @ 5%, 3rd sibling @ 10%

Seniors 65 and above: 10% for courses less than \$150; 25% for courses over \$150

Note: Only one discount applicable per registrant. All discounts will be taken on tuition only. Discount programs exclude 50+ Club members. Certain programs are exempt from discounts. Excludes on-line courses. Not applicable for web-based registration: must call the Continuing Education office @ 718.631.6343 for discounts.

QCC CONTINUING EDUCATION REGISTRATION FORM

Last Name: _____

First Name: _____

Male

Female

Address: _____

Birth Date: _____

City: _____

State: _____

Zip: _____

Evening Phone: ()

Day Phone: ()

E-mail: _____

COURSE	Session Letter(s)	Title	Tuition
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
		Registration Fee	\$ 15.00*

* Payable one time per semester.

Make checks payable to: Queensborough Community College
and Mail to: Office of Continuing Education, Room I-118P
 Queensborough Community College, Bayside, NY 11364-1497

PAYMENT METHOD: Cash is processed by the Bursar's Office. To expedite registration, please use other payment methods.

Check Bank Check or Money Order Check # _____

Charge: VISA MasterCard AMEX Discover Card # _____ Exp. Date: _____

Please include extra numbers found on back of card