

**Office of Community Colleges and Workforce Development**

255 Capitol Street NE  
Salem, OR 97310-0203

**For Planning Purposes Only**

8/18/15 Version

**Non-Credit Training Certificate  
Certificate Worksheet**

Certificate Title: \_\_\_\_\_ Term: \_\_\_\_\_ Year: \_\_\_\_\_

**Approval Criteria Checklist (prior to submission of application):**

- Classification of Instructional Programs (CIP) Code is identified
- Certificate is a minimum of eighteen (18) hours and maximum of two hundred-ten (210) hours
- Contact hours for ALL courses do not exceed two hundred-ten (210) maximum hours
- Course(s) are non-credit
- Course(s) include an Assessment (of measurable outcomes)
- Course outcomes are included
- Certificate is/will be transcribed
- Chief Academic Officer has validated the Certificate/course standards
- Certificate approval - Certificate is submitted to CCWD within ninety (90) days from the start of the course (still needs resolution)
- Certificate approval - Certificate is coded in Webforms (state on-line approval system) as Award Category #

Number	Course Title & Description	CIP Code	Outcomes included? (Y/N)	Number of Clock Hours	TOTAL Clock Hours
<b>TOTAL Number of Clock Hours</b>					

## Non-Credit Technical Certificate (NCTC) Application

NCTC Title: NCTC QuickBooks

Reason for Certificate:

Community Request

Industry Request

Labor Market Info

Current NCT Program

NCTC Breakdown:

Course Number	Course Title	Contact Hours
XSBM-C003	QuickBooks Pro Certificate Class	33 hours
<b>TOTAL Number of Hours</b>		33 hours

Certificate Description:

QuickBooks Pro Certificate class: Learn how to set up and use QuickBooks. Students enter company, customer and vendor information, produce invoices, accept payments, make deposits and pay bills using QuickBooks. Topics include but are not limited to company set up, modifying the Chart of Accounts, entering sales, and paying bills, backup and restore company files, customize the QuickBooks Icon Bar, export and export lists into QuickBooks, and customize invoices and reports, customizing forms and reports, basic job costing, memorizing transactions and reconciling bank and credit card statements.

Student Learning Outcomes:

Students will know the basics of using QuickBooks to set up and maintain business records as well as be able to identify what training or business experience they will need to be able to use QuickBooks in the business.

Syllabus Requirements: [Course Syllabus Required Elements](#)

Clackamas Community College  
Workshop Outline

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**Course Number:** XSBM-C003  
**Title:** QuickBooks Pro Certificate Class  
**Hours:** 33 hours Lecture/lab  
**Date(s) Offered:** 2016-17  
**Workshop Approval:** 220-CTE Supplementary  
**Targeted Industry:** *(to be filled out when the 220/CTE Supplementary approval is chosen)\**  
**Instructor:** Catherine Weesner  
**Department:** Small Business Development Center

**Description:**

QuickBooks Pro Certificate class: Learn how to set up and use QuickBooks. Students enter company, customer and vendor information, produce invoices, accept payments, make deposits and pay bills using QuickBooks. Topics include but are not limited to company set up, modifying the Chart of Accounts, entering sales, and paying bills, backup and restore company files, customize the QuickBooks Icon Bar, export and import lists into QuickBooks, and customize invoices and reports, customizing forms and reports, basic job costing, memorizing transactions and reconciling bank and credit card statements.

**Student Learning Outcomes:**

*Upon successful completion of this workshop, students should be able to:*

1. Create a company file
2. Create and maintain a chart of accounts
3. Enter, edit and process accounts payable
4. Enter, edit and process accounts receivable
5. Track fixed assets
6. Maintain ledgers and journals
7. Students will know the basics of using QuickBooks to set up and maintain business records.
8. Students will be able to identify what training or business experience they will need to be able to use QB in business
9. Use the basic and intermediate QuickBooks functions
10. Job cost for profit analysis
11. Create and read QuickBooks financial statements including P&L
12. Reconcile bank statements
13. Students will know the basics of using QuickBooks to set up and maintain business records
14. Students will be able to identify what training or business experience they will need to be able to use QB in a business.

**Major Topic Outline:**

1. Getting started with QuickBooks
2. Setting up a QuickBooks company file
3. Working with QuickBooks lists
4. Entering sales information in QuickBooks
5. Receiving payments and making deposits in QuickBooks
6. Entering and paying bills in QuickBooks
7. Creating and customizing forms and reports
8. Basic job costing
9. Memorizing transactions
10. Reconciliation of bank and credit card statements

**Assessment Method:**

Students will take a mid-term test after the first 5 weeks and then a final is given at the end of the ten week class. In order for the student to be given a certificate the student needs to pass with 70% (the culmination of both sections).

**Definitions for Approvals:**

<u>220-CTE Supplementary:</u>	Courses whose intent is to upgrade existing skills and/or designed for persons already employed and seek to improve their job skills or knowledge or for career advancement. These courses must be at least 1 contact hour in length to qualify for reimbursement.*
<u>360-Other/Unknown:</u>	Courses that do not fall into the other defined Adult Continuing Education categories. These courses will most likely be non-reimbursable but in the event they are approved as reimbursable, then the course must be at least 6 contact hours in length to qualify for reimbursement.
<u>361-Health &amp; Fitness:</u>	These courses are noncredit and focus on noncompetitive physical fitness and/or health courses that focus on the knowledge and skills that promote healthy lifestyles over a lifetime. These courses must be at least 6 contact hours in length to qualify for reimbursement.
<u>362-Safety:</u>	These courses are noncredit and promote safe practices over a lifetime. These courses must be at least 6 contact hours in length to qualify for reimbursement.
<u>363-Workforce:</u>	These courses are open-enrollment based and noncredit that on the knowledge, skills and personal abilities people need to succeed in the workplace, increase life skills and engage in civic participation. These courses must be at least 6 contact hours in length to qualify for reimbursement.
<u>510-Unknown</u>	Courses that do not meet the intent of the other course definitions or are under 6 contact hours.
<u>511-Hobby &amp; Recreation:</u>	These courses are taken for enjoyment which result in physical activities that individuals could reasonably be expected to participate in during most of their adult lives, those which result in the collection of objects or the production of works. These courses are non-reimbursable.