



**NAME:** \_\_\_\_\_

**STREET:** \_\_\_\_\_

**CITY, STATE, ZIP:** \_\_\_\_\_

**PHONE (home):** \_\_\_\_\_ **(other):** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**NHCC STUDENT ID (if received):** \_\_\_\_\_

*All students must follow the NHCC Admission process and be accepted to participate in CareerSmart programs.*

Program: please check one

**Accounting Essentials Certificate**

**Computer Literacy Series** (please indicate the session you intend to enroll for)

February

April

**Program Admission Statement**

The goal of the CareerSmart Program is to provide adult learners with an opportunity to learn **career-building skills** in an **accelerated format** in a supportive environment. Please write a brief statement on a separate page answering the following program specific question. Attach with your application.

**Accounting Essentials Certificate**

The Accounting Essentials Certificate is an accelerated cohort style program. How do you plan to be a successful student in the accelerated learning-style format?

**Computer Literacy Series**

What do you hope to learn from the computer literacy workshops?

**Optional :** please complete the questions below. This will not affect your acceptance into the program.

**Are you currently employed?**     YES         NO

If you answered no,

**Are you receiving dislocated worker training assistance?**     YES         NO

**Please provide your employment counselor's contact information:**

**NAME:** \_\_\_\_\_ **AGENCY:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**Please mail, email or fax to:** Adult Education & Training c/o Jody Lewis  
North Hennepin Community College, 7411 85<sup>th</sup> Avenue North, CBT 126, Brooklyn Park, MN 55445

Fax: 763-424-0889 Email: [adultlearning@nhcc.edu](mailto:adultlearning@nhcc.edu)

*All individuals with complete applications will receive notification on their CareerSmart Program status.*

*To receive this information in an alternative format, call 763-493-0555 (V) or 763-493-0558 (TTY)*

*v.2(spring2010)*

### **Accounting Essentials Certificate (11 credits)**

This certificate is intended to provide basic skills, essential for employment in the growing accounting field.

*The CareerSmart Accounting Essentials Certificate is offered in an accelerated-cohort model. Classes are held Tuesday and Thursday evenings. Students register for all 11-credits in one semester. Due to the **accelerated** format, a **significant amount of work outside of class is required**. All classes are web-enhanced so access to the internet is required.*

### **SCHEDULE:**

<b>COURSE TITLE</b>	<b>DATE</b>	<b>TIMES</b>	<b>INSTRUCTOR</b>	<b>NOTES</b>
ACCT 2100-93 – The Accounting Cycle (1 credit) ID 001026	Thursday 1/14-5/13/2010	6:30-9:30pm	Sandra Copa	Meets at the same time as ACCT 2111-93
ACCT 2111-93 – Financial Accounting (4 credits) ID 001027	Thursday 1/14-5/13/2010	6:30-9:30pm	Sandra Copa	Meets at the same time as ACCT 2100-93
CIS 1220-92 – Decision Making Excel (3 credits) ID 001004	Tuesday 1/12-3/9/2010	6:30-9:30pm	Kaye Olson	Meets the first half of semester only
ACCT 2230-93 – Computerized Accounting (3 credits) ID 001028	Tuesday 3/23-5/11/2010	6:30-9:30pm	Sandra Copa	Meets the last half of semester only

*Additional classes can be added to customize the certificate to meet student's needs.*

### **COURSE DESCRIPTIONS:**

**ACCT 2100 - The Accounting Cycle** - The purpose of this course is to provide the beginning accounting student a basic understanding of the "Debit & Credit" concept along with a basic understanding of assets, liabilities, owners equity, deferrals, accruals and basic financial statement preparation.

**ACCT 2111 – Financial Accounting** - This course is a study of the accounting principles and concepts used to understand and develop financial statements. Topics include accruals and deferrals, revenues, expenses, assets, equities, and cash flows. The course will analyze current industry financial statements from the point of view of investors and creditors for profitability, liquidity and risk.

**CIS 1220 – Decision Making Excel** - This course uses Excel as a problem solving tool in analyzing and designing solutions for common business and organizational problems. This course is for anyone who has to analyze, share, chart and manage information to make more informed decisions. Problems are taken from management, accounting and finance, manufacturing and production, sales and marketing and human resources. Spreadsheet concepts covered include creating, editing and formatting worksheets, creating charts, filtering lists, creating pivot tables, using macros, importing data, creating data tables, using functions and integrating worksheet data with other programs. After this course, the student would be prepared to take the Microsoft Office Excel 2007 Certified Application Specialist Exam. Knowledge of the keyboard is recommended for this course.

**ACCT 2230 – Computerized Accounting Systems** - This course provides a hands-on approach to learning how current (on the market) computerized accounting systems are used and installed. The following modules are covered: general ledger, financial statements, accounts receivable, accounts payable, purchasing, inventory and payroll. Knowledge of accounting debits and credits and CIS 1101 or computer experience is recommended.

### **Estimated Cost for Accounting Essentials Certificate (tuition, fees and books):**

Tuition & Fees: **\$1,775**  
Books: **TBD**

### **Computer Literacy Series (4 credits)**

This series is geared toward individuals who need to increase their computer skills. Individuals may intent to move into an office-based career and need to know the basics of computer operations and use. Students will use Microsoft Office 2007 software.

In this series, students will complete four, 1-credit classes in one month. Students who successfully complete all four classes will receive a certificate of completion. **Attendance and participation in all classes** is crucial to be successful in this program. All classes are web-supplemented so access to the internet is required.

### **SCHEDULE:**

<b>COURSE NUMBER</b>	<b>TITLE</b>	<b>DATES*</b>	<b>TIMES</b>
CIS 1500 (1 credit)	Developing Computer Keyboarding Skills	2 days a week	1:00-2:40pm
CIS 1510 (1 credit)	Introduction to Computers and Basic Word Processing	2 days a week	3:00-4:40pm
CIS 1300 (1 credit)	Introduction to the Internet	2 days a week	1:00-2:40pm
CIS 1520 (1 credit)	Spreadsheets	2 days a week	3:00-4:40pm

\*The Series will run during the following two session dates:

- February 1 – March 4, 2010 - OR - April 5 – May 4, 2010

### **COURSE DESCRIPTIONS:**

**CIS 1500 – Developing Computer Keyboarding Skills** - This course will focus on developing mastery of the electronic keyboard and the microcomputer. Specifically, as a result of this course, you will use proper keyboarding techniques to attain the speed and accuracy necessary to use the computer as an effective communication tool.

**CIS 1510 – Introduction to Computers and Basic Word Processing** - This course introduces students to the personal computer and to Microsoft Office Word 2007. Students will develop an understanding of how a computer works and the basic hardware and software needed for computer processing. Microsoft Word 2007 will be used to develop basic word processing skills. Students will create, format, print and save documents and learn how to find files already saved. Hands on exercises will give the opportunity to apply concepts. Knowledge of the keyboard is recommended for this course.

**CIS 1300 – Introduction to the Internet** - This course develops a basic understanding of the Internet and the World Wide Web using a popular browser such as Internet Explorer. Students will search the web; download, save and print web pages; learn and use search tools to find information quickly; create a favorite or bookmark and organize your favorite web sites; learn about communication on the Internet using email, accessing newsgroups and chat rooms; learn how to email attachments and download files from your email; and discuss personal security on the Internet. Hands-on exercises will give students the opportunity to apply these concepts. This course will give students an introduction to the capabilities of the Internet. Knowledge of the keyboard is recommended for this course.

**CIS 1520 – Spreadsheets** - This course introduces students to the problem solving capabilities of Microsoft Office Excel 2007 spreadsheet software. Students will plan and format spreadsheets and analyze data. Topics covered include worksheet formatting; charting data; and using formulas and functions to perform calculations and analyze data. Hand on exercise will give the opportunity to apply these concepts. Knowledge of the keyboard is recommended for this course.

### **Estimated Cost for Computer Literacy Course Series (tuition, fees and books):**

Tuition & Fees: **\$650.00**

Books: **\$300.00**