Department:

Business

Course Description:

This course is designed to give students a broad overview of business operations and the basic skills needed to keep financial records. Simulations provide students the opportunity to combine individual tasks in hands-on activities.

Course Competencies:

Upon completion of the course, the student should be able to:

1. Define and use basic bookkeeping and accounting terminology
2. Explain bookkeeping and accounting duties and requirements for entry level positions
3. Use basic business math procedures in solving basic bookkeeping and accounting problems
4. Develop work habits and attitudes that will lead to success on the job

Course Content:

A. Record Keeping for Stock Record Clerks
B. Record Keeping for Purchase Order Clerks
C. Record Keeping for Accounts Payable Clerks
D. Record Keeping for Small Businesses
E. Financial Statements for Small Businesses
F. Record Keeping for Payroll Clerks
G. Computing Net Pay

Learning Assessments:

Course competencies will be assessed by the use of graded assignments, comprehensive assignments, projects, quizzes and exams

Instructional Materials:


Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.
Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

On-Campus Students: At enrollment, any on campus student may complete a form that will allow them to self-identify any disability.

Off-Campus Regional Students: Self-identify your disability and accommodation needs with the Regional Coordinator and/or instructor, preferably prior to the first class meeting.

Online Students: Self-identify your disability and accommodation needs by contacting the Disabilities Coordinator. Students must provide their own programs to allow accessibility on their home computer.

Any student may also identify their disability by completing an online form located on the HCC homepage under Students Services/Resources/Disabilities. Questions should be directed to the Disabilities Coordinator.