

## Accounting

**Training Provider:** *Bryant & Stratton*

**Address:**                   Henrietta Campus                   Greece Campus  
                                  1225 Jefferson Rd.                   150 Bellwood Dr.  
                                  Rochester, NY 14623                Rochester, NY 14606

**Phone:**                   (585) 272-7200                   (585) 720-0660

**Web:**                     [www.bryantstratton.edu](http://www.bryantstratton.edu)

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### Program Description:

This program provides the technical and critical skills needed to perform accounting functions and processes, including the acquisition, analysis and effective communication of financial information utilized in management decision making. This course of study prepares participants for employment in such fields as general ledger accounting, managerial accounting and tax preparation. Entry-level positions may be found in the manufacturing, retail and service industries as well as the government sector.

### Program length/hours:

Full time Days—16 months  
Full time Evenings—20 months

### Services Provided:

Job placement assistance and career management training.

### Application/Admission Process:

Personal interview and entrance evaluation

**Tuition/Cost/Fees:**     \$364.00 per credit hour, \$25.00 application fee, \$100.00 technology fee.

## Accounting

**Training Provider:** *Genesee Community College*

**Address:** One College Rd.  
Batavia, NY 14020-9704

**Phone:** (585) 343-0055

**Web:** [www.genesee.edu](http://www.genesee.edu)

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### Program Description:

This certificate program is designed to provide students with introductory and intermediate level principles of financial, managerial and cost accounting. The program helps develop an understanding of the legal environment in which business firms operate and enhances computer application skills. Courses taken may be applied toward a degree should you later decide to complete the associate degree requirements.

### Program length/hours:

30 credit hours (10 courses); requires 4 semesters to complete because of sequential prerequisites of accounting classes.

### Services Provided:

Advisement and skills assessment, personal development/counseling, and a full array of career services are available to all students.

### Application/Admission Process:

- Complete an application packet
- Submit a high school transcript or GED score report
- SAT or ACT test scores are required or Compass Placement Testing

**Tuition/Cost/Fees:** \$110 per credit hour plus college fees, books, and supplies or \$1,450 per semester for full-time students (enrolled for 12 or more credit hours) plus college fees, books, and supplies

## Accounting Assistant

**Training Provider:** *Wayne-Finger Lakes BOCES, Adult & Continuing Education  
Career Centers*

**Address:** Canandaigua Career Resource Center  
5253 and 5263 Parkside Dr.  
Canandaigua, NY 14424

**Phone:** (585) 394-9300

**Web:** [www.wflcontinuinged.org](http://www.wflcontinuinged.org)

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### Program Description:

Study the basic accounting cycle. Emphasis will be place on recording entries in a journal, posing a general ledger, preparing trial balances, financial statements, payroll records, taxes, cash payments and receipts. Learn to use one of the most popular accounting software programs on the market – QuickBooks. Topics will include: menu commands, preparing a balance and income statement, creating and customizing reports and setting up customer and vendor lists. All students participate in an internship at a local business.

### Program length/hours:

240 hours, Monday through Friday, 8:30 am – 3:00 pm.

### Application/Admission Process:

An interview with a case manager and basic skills testing are required. Acceptable math and reading levels vary depending on the program.

**Tuition/Cost/Fees:** \$1,800

## Business

<b>Training Provider:</b>	<i>Bryant &amp; Stratton</i>	
<b>Address:</b>	Henrietta Campus 1225 Jefferson Rd. Rochester, NY 14623	Greece Campus 150 Bellwood Dr. Rochester, NY 14606
<b>Phone:</b>	(585) 272-7200	(585) 720-0660
<b>Web:</b>	<a href="http://www.bryantstratton.edu">www.bryantstratton.edu</a>	

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### Program Description:

Students develop the business skills, critical thinking skills, human relations skills, and information technology skills that are required of employees in the 21<sup>st</sup> century. Courses in this degree program provide students with a broad background in communications, marketing, accounting, business law, management principles, and information technology. This course of study will prepare participants for employment in several different areas, including management trainee, service or sales representative, supervisor or department manager in a variety of business fields. Individuals desiring general business for self-employment in small business enterprises will find that this well-rounded program meets their needs.

### Program length/hours:

Full time Days—16 months  
Full time Evenings—20 months

### Services Provided:

Job placement assistance and career management training.

### Application/Admission Process:

Personal interview and entrance evaluation

**Tuition/Cost/Fees:** \$364.00 per credit hour, \$25.00 application fee, \$100.00 technology fee.

## Customer Service and Sales

**Training Provider:** *Greece Central School District, Community Education*

**Address:** P.O. Box 300  
N. Greece, NY 14515

**Phone:** (585) 966-2866 (Mary Sue France)

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### **Program Description:**

This training will prepare you for a career ladder in customer service occupations. Course is offered in two Career Clusters: Retail and Customer Service Skills – building customer relationships, explaining features and benefits, giving great customer service, completing sales/transactions, learning customer needs, warranties and guarantees, professional phone skills, demonstrating products, monitoring inventory, safety on the job, loss prevention, return policies, closing the sale; Job Readiness – supervisory skills development, employment applications, communication on the job, develop effective working relationships, placement assistance, problem solving skills, interview techniques, job search strategies, resume preparation, letter writing tips, time management.

### **Program length/hours:**

Monday through Friday, 9:30 am-1:30 pm. or evenings Tuesday and Thursday, 5:00 pm – 8:30 pm. 82 hours.

### **Services Provided:**

Certificate and evaluation records are given upon successful program completion. Job seeking skills and job search assistance are available. Four week Mentor Program as a Substitute Cleaner.

### **Application/Admission Process:**

Ongoing admissions process. An interview and basic skills testing is required. A minimum reading level of 8<sup>th</sup> grade and minimum math level of 9<sup>th</sup> grade required. Must have GED or high school diploma.

**Tuition/Cost/Fees:** \$900

## Graphic Design

**Training Provider:** *Bryant & Stratton*

**Address:**                   Henrietta Campus                   Greece Campus  
                                  1225 Jefferson Rd.                   150 Bellwood Dr.  
                                  Rochester, NY 14623                Rochester, NY 14606

**Phone:**                   (585) 272-7200                   (585) 720-0660

**Web:**                     [www.bryantstratton.edu](http://www.bryantstratton.edu)

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### Program Description:

This program focuses on the creative thinking and conceptual problem solving abilities to communicate messages to the public in order to inform, persuade, and sell, students explore the synthesis of type, image, color, and layout to design and produce effective communication pieces. Students apply industry standard design software to produce websites, identify systems, annual reports, package designs, posters, and a variety of print collateral materials. This course of study will prepare participants for employment in advertising, graphic designs firms, newspapers, and publishing firms. They will also possess the skills necessary to manage freelance careers.

### Program length/hours:

Full time Days—16 months  
Full time Evenings—20 months

### Services Provided:

Job placement assistance and career management training.

### Application/Admission Process:

Personal interview and entrance evaluation

**Tuition/Cost/Fees:**    \$364.00 per credit hour, \$25.00 application fee, \$100.00 technology fee.

## Hospitality Management

**Training Provider:** *Genesee Community College*

**Address:** One College Rd.  
Batavia, NY 14020-9704

**Phone:** (585) 343-0055

**Web:** [www.genesee.edu](http://www.genesee.edu)

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### Program Description:

Management opportunities in hotels, motels, motor lodges, and restaurants continue to grow for those with post-secondary education. This certificate program is designed to provide students with an understanding of the principal functions of management, marketing and sales within the context of the hospitality industry. Courses taken may be applied toward a degree should you later decide to complete the associate degree requirements.

### Program length/hours:

30 credit hours (10 courses)

### Services Provided:

Advisement and skills assessment, personal development/counseling, and a full array of career services are available to all students.

### Application/Admission Process:

- Complete an application packet
- Submit a high school transcript or GED score report
- SAT or ACT test scores are required or Compass Placement Testing

**Tuition/Cost/Fees:** \$110 per credit hour plus college fees, books, and supplies or \$1,450 per semester for full-time students (enrolled for 12 or more credit hours) plus college fee, books, and supplies

## **Retailing**

**Training Program:** *Finger Lakes Community College*

**Address:** 4355 Lakeshore Dr.  
Canandaigua, NY 14424-8395

**Phone:** (585) 394-3500

**Web:** [www.flcc.edu](http://www.flcc.edu)

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### **Program Description:**

This certificate program is designed to prepare students for entry-level positions in retailing and to further develop their capabilities and potential for careers in retailing. Students receive practical on-the-job experience as employees of area retail businesses while attending classes. Students interested in establishing a small retail business will benefit from the focused, hands-on nature of this program. Courses taken may be applied toward a degree should you later decide to complete the associate degree requirements.

### **Program length/hours:**

30 credit hours (10 courses)

### **Services Provided:**

Advisement and skills assessment, personal development/counseling, and a full array of career services are available to all students.

### **Application/Admission Process:**

- Complete an application packet
- Submit a high school transcript or GED score report
- SAT or ACT test scores helpful but not required
- A basic skills test, offered by the college, in reading comprehension and writing, and an algebraic skills test if coursework is math-or science-related.

**Tuition/Cost/Fees:** \$96 per credit hour plus college fees, books, and supplies or \$1,250 per semester for full-time students (enrolled for 12 or more credit hours) plus college fees, books, and supplies

## Sales and Customer Service

**Training Provider:** *Genesee Community College*

**Address:** One College Rd.  
Batavia, NY 14020-9704

**Phone:** (585) 343-0055

**Web:** [www.genesee.edu](http://www.genesee.edu)

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### Program Description:

This program is designed for students interested in developing business communication skills necessary for entry-level, professional employment, individuals improve their skills in communication and computer application and also, their understanding of business, advertising, marketing and management principles. Courses may be applied toward the degree program in Business Administration.

### Program length/hours:

30 credit hours (10courses)

### Services Provided:

Advisement and skills assessment, personal development/counseling, and a full array of career services are available to all students.

### Application/Admission Process:

- Complete an application packet
- Submit a high school transcript or GED score report
- SAT or ACT test scores are required or Compass Placement Testing

**Tuition/Cost/Fees:** \$110 per credit hour plus college fees, books, and supplies or \$1,450 per semester for full-time students (enrolled for 12 or more credit hours) plus college fees, books, and supplies

## Small Business Management

**Training Provider:** *Monroe Community College*

**Address:** Brighton Campus                      Damon City Campus  
1000 E. Henrietta Rd.                      228 East Main St.  
Rochester, NY 14623                      Rochester, NY 14604  
(585) 292-2000                      (585) 262-1600

Applied Technologies Center  
2485 W. Henrietta Rd.  
Rochester, NY 14523  
(585) 292-3700

**Phone:** (585) 292-2200 (Admissions Office)

**Web:** [www.monroecc.edu](http://www.monroecc.edu)

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### Program Description:

This certificate program provides the student with basic knowledge in accounting, marketing, management, and economics for running a small business. Courses taken may be applied toward a degree should you later decide to complete the associate degree requirements.

### Program length/hours:

32 credit hours (10 courses)

### Services Provided:

Career planning and exploration, academic advisement, placement testing, services for students with disabilities, and workshops for improving study skills, personal growth and career exploration.

### Application/Admission Process:

- Complete an application packet (on-line or request one from a school counselor or the college admissions office).
- Submit an application fee of \$20
- Submit a high school transcript or GED score report
- SAT or ACT test scores helpful but not required
- A placement exam to test proficiency in math, English and reading may be required
- Required high school courses for this program:
  - 1 year of high school math

**Tuition/Cost/Fees:** \$105/per credit plus college fees, books and supplies