

Bookkeeper

Description Of Work

Bookkeepers are the financial record keepers for an organization. They handle all financial transactions such as recording transactions, posting debits and credits, and produce financial statements. Bookkeepers prepare bank deposits and may handle payroll, make purchases, prepare invoices, and keep track of overdue accounts.

Courses to Complete

Course #	Title
FIN075	Accounting Basics
FIN084	Advanced Accounting

Total Number of Hours

30 hours

Total Approximate Cost

\$250

Pre-Requisites

none

Requirements

none

Information Unique to the Training

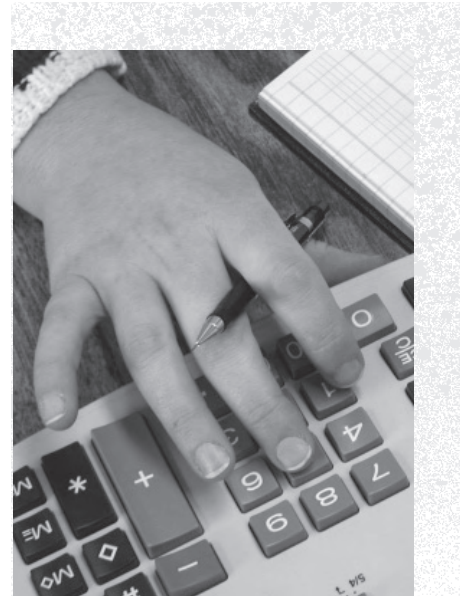
none

Related Courses

DAP865	Using Quickbooks Pro to Handle Small Business Accounting
DAP265	Continuing with QuickBooks

Bookkeepers with 2 years of work experience may choose to earn a national credential with the American Institute of Professional Bookkeepers by taking the following course:

FIN102	Certified Bookkeeper Training
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Certified Financial Planner



Description of Work

A Certified Financial Planner (CFP) assists individuals in planning for their retirement. The CFP is knowledgeable in the areas of financial planning, insurance, investment planning, income tax, retirement planning, employee benefits, and estate planning. This course prepares individuals to pass the CFP Certification Examination. Upon the fulfillment of the course and ethics requirements, and successful completion of the exam, the individual will be granted CFP status by the Certified Financial Planner Board of Standards, Inc.

Courses to Complete

Course #	Title
XXG005	Certified Financial Planner

Total Number of Hours

600 hours

Total Approximate Cost

\$3,295

Pre-Requisites

Good reading and writing skills.

Requirements

Must be at least 18 years of age.

Information Unique to the Training

This training is delivered online.

Related Courses

None

Home-Based & Small Business Owner

Description of Work

New business entrepreneurs setup and manage small businesses whether out of their homes or at a business location. The types of businesses vary based on the owner's area of expertise and products. The hours and times vary but are intense during the start up period of the first 3 – 5 years.

Courses to Complete

Training to operate a home-based or small business varies depending on the type of business and experience of the prospective owner.

Total Number of Hours

The number of hours needed for training varies.

Total Approximate Cost

The cost of training based on the particular courses needed.

Pre-Requisites

none

Requirements

none

Information Unique to the Training

The Miller Small Business Resource Center at Carroll Community College provides training and other resources for individuals planning to start or grow their own business. In addition, courses geared to starting specific homed-based businesses are offered regularly through Continuing Education.

Related Courses

BEST Series: Business Education and Skills Training (Miller Center)

- SBA513 Now That I'm the Boss, What Do I Do?
- SBA514 Practical Financial Management for the Successful Business Owner
- SBA517 Marketing Strategies for the Successful Small Business owner
- SBA515 Legal Issues Facing Small Business Owners

Home-Based Business Start Up

- SBA398 Keys to Starting a Home-Based Business
- SBA449 How to Start Your Own Consulting Business
- SBA293 Starting a Mail Order Business
- SBA489 Starting a Pet Sitting Business



Mortgage Loan Officer



Description of Work

Mortgage Loan Officers are mortgage loan originators or mortgage brokers. They interview & qualify the loan applicant, know and comply with regulations, complete appropriate paperwork and documentation, calculate qualifying income, write an effective business plan, and design sales presentations.

Courses to Complete

Course #	Title
FIN086	Mortgage Loan Officer Training

Total Number Of Hours

Current: 40 clock hours

Total Approximate Cost

\$ 400

Pre-Requisites

Good reading and writing skills.

Requirements

Must be at least 18 years of age for this training.

Information Unique to the Training

none

Related Courses

none

Payroll Specialist

Description of Work

Payroll Specialists ensure that employees are paid on time and that their paychecks are accurate. They deal with all facets of payroll from basics to complex issues such as fringe benefits, taxation, and garnishments. Some payroll functions may be automated, requiring specialists to have good computer skills. Payroll Specialists usually work a standard 35-40 hour week in office settings

Courses to Complete

Course #	Title
XXG002	Payroll Practice and Management

Total Number of Hours

80 hours

Total Approximate Cost

\$1,395

Pre-Requisites

None

Requirements

None

Information Unique to the Training

This training is delivered online.

Related Courses

None



Real Estate Sales Agent



Description of Work

Real estate agents work for real estate brokers to assist customers in the buying or selling of residential property. Agents work with customers to complete contracts, advertise properties, negotiate pricing and process all required paperwork through closing.

Courses to Complete

Course #	Title
REA266	Maryland Real Estate Principles & Practices

Total Number of Hours

60 clock hours plus successful completion of the state exam

Total Approximate Cost

\$450

Pre-Requisites

Good reading and writing skills. Knowledge of computer use.

Requirements

Must be at least 18 years of age for this training.

Information Unique to the Training

none

Related Courses

none

Real Estate Appraiser

Description of Work

Real Estate Appraisers appraise residential real estate property for its current fair market value. In order to appraise the property, the appraiser must go to the real estate site and take pictures and measurements of the land and residence. A search of local real estate records is done to establish a price comparison of like properties, then a complete computerized report on the findings is written up for the customer and lender.

Courses to Complete

Course #	Title
REA275	Principles of Appraising
REA276	Practices of Appraising
REA173	Appraising Standards & Ethics
REA008	Applied Appraising

Total Number of Hours

Current: 150 clock hours, application and issuing of a provisional license for the State of MD, then 2000 hours of work experience under in licensed appraiser for the next 2 years. At the conclusion of this training, the trainee must sit for the state exam to get their license.

Total Approximate Cost

\$1,400

Pre-Requisites

Good reading and writing skills. Knowledge of computer use.

Requirements

Must be at least 18 years of age for this training.

Information Unique to the Training

none

Related Courses

none

