

### **QMS Process Auditing (CSCG 37)**

(30 hours)

The purpose of this course is to train internal quality auditors to evaluate the compliant status of a Quality Management System (QMS) to determine whether quality activities comply with planned arrangements and whether these activities have been implemented effectively. The students will learn how to apply the process approach to auditing in order to examine processes and procedures. The ISO 9000:2000 series of standards and ISO 19011 International Standard forms a major part of the course material. **No textbook required.**

### **Quantitative Methods 1 (CSAL 21)**

(45 hours)

The statistical portion of the course enables students to use various types of graphs to present information. Students are also introduced to basic measures of central tendencies and dispersions for both sample and population. Students are able to use these basic statistical measures to make reasonable business decisions. Students are also able to use time-series and simple linear regression knowledge to perform short term forecasting using a statistical package as a tool. They are also able to use the consumer price index to find the purchasing power of a dollar and "real" wages. Students are able to use knowledge of basic mathematical functions to describe business relationships and build models. They are able to apply knowledge of linear and quadratic functions and constrained optimization to practical business situations. Students are able to apply linear programming techniques to business applications. **Software required:** Excel & Word. **Textbook required.**

### **Quantitative Methods 2 (CSCN 19)**

(45 hours)

This course will focus on statistical inference involving two or more populations, simple and multiple regression, and correlation and linear programming. The student will also perform data analysis using computer outputs. **Prerequisite:** Quantitative Methods I. **Textbook required.**

### **Quantity Food Preparation (CSLO 127)**

(30 hours)

Focus on the cooking principles and methods for preparing food in large quantities. Various food types will be examined including meat and poultry, bakery products, cold prepared items, eggs, milk products and soups and sauces. Major cooking equipment will also be discussed. **No textbook required.**

### **QuickBooks Advanced (CSDU 116)**

(42 hours)

This course will build on the learning from the Introduction course and will include the following topics: setting up a new company, purchasing, inventory management, units of measure, estimates and progress billing, job costing, customizing invoices and other forms, multi currency, budgeting and advanced reporting (customizing and memorizing). **Prerequisite:** QuickBooks Introduction. **Software required:** QuickBooks 2010 Canadian version. Students should also have payroll software loaded on their computer. If they do not have it, they can download the free copy of the student version of QuickBooks 2010 which comes with the textbook. **Textbook required.**

### **QuickBooks Introduction (CSDU 58)**

(42 hours)

QuickBooks is designed for the small to mid-sized business owner. Learn how this well-designed program can make it a snap to set up a chart of accounts, reconcile your checking account, create and print invoices, receipts, and statements, track your payables, inventory, and receivables, create estimates, and generate reports. Topics also include: setting up a Payroll, edit employee data, process payroll and government data. **Software required:** Student version of software comes with the textbook. **Textbook required.**