



BECOME A VITAL PLAYER
OF ANY OFFICE TEAM

Business Technology

[BUSINESS]

WASHBURN TECH
UNIVERSITY

A career as an entry level accountant can be challenging and rewarding. Accountants perform foundational financial tasks such as bookkeeping, recording journal entries, bank reconciliations, processing accounts, payable/recievable, and assisting with monthly or annual closing processes.

LEARNING AT WASHBURN TECH

The Business Technology program prepares students to obtain employment as an entry level accounting/payroll clerk. Instruction includes introduction to accounting, payroll accounting, QuickBooks Desktop, and basic business and office management skills. Professional standards and ethics in business are stressed as well as extensive training in Microsoft Office applications. Written and oral communication skills, including grammar, are emphasized as well as workplace skills.

This online program will offer students preparation to test for the industry-recognized certifications listed at right. By completing 12 hours per semester, you can complete the program in two semesters. Upon completion, you will earn a 24-credit-hour technical certificate.

JOB AND SALARY OUTLOOK

According to the Kansas Department of Labor, this is a high-deman field, with more than 900 annual openings. Average salaries range from \$18.95 to \$30.46 an hour, or \$39,424 to \$63,355 annually.

ENTRY REQUIREMENTS

For dual-credit high school students submission of an application, official partial transcript, and consent to enroll form are required. Adult students must complete an application and submit an official copy of all transcripts. Please see an admissions counselor for details.

CERTIFICATIONS

- + Microsoft Excel Associate
- + Microsoft Word Associate
- + Microsoft Access Associate

Build your best self.

TALK TO AN ADMISSIONS COUNSELOR TODAY!

785.670.2200

CAREERS IN BUSINESS »

- + receptionist
- + administrative assistant
- + records clerk
- + office manager
- + bookkeeper
- + legal office professional



COURSE DESCRIPTIONS

INTRO TO BUSINESS ACCOUNTING & ACCOUNTING SOFTWARE

Develops a foundation for accounting skills and assists students in attaining an understanding of accounting

ENGLISH & BUSINESS COMMUNICATIONS

Provides the identification and use of the parts of speech (punctuation, capitalization, and numbers) in writing effective sentences and paragraphs. Basic spelling rules will be covered and implemented. Students will learn the basic letter parts, business tables, email procedures and etiquette, and resume and interviewing techniques

WORD PROCESSING

Students will use Microsoft Office Word software to create and edit basic to advanced documents, including tables and charts

SPREADSHEET MANAGEMENT

Familiarizes the student with various basic and advanced spreadsheet functions. These include creating and maintaining spreadsheets, displaying information, adding and changing formulas, applying formatting, creating charts and tables, inserting graphics, and customizing the appearance and functions of spreadsheets

HUMAN RELATIONS & ETHICS

Designed for students to learn skills to compete in an increasingly competitive work environment. Skills stressed will include the production of documents and resources needed to obtain employment. Issues addressed will include appropriate communication, conflict resolution, teamwork, accountability and business ethics

PAYROLL ACCOUNTING

Covers all aspects of payroll accounting and provides an innovative, hands-on approach with unique blend of theory and practical exercises, enabling students to get a thorough understanding of the most widely used payroll accounting functions

ADVANCED ACCOUNTING SOFTWARE

A comprehensive survey of QuickBooks Desktop that culminates with sitting for the QuickBooks Desktop certification exam



APPLICATION CHECKLIST



SUBMIT
APPLICATION



MEET
WITH ADMISSIONS



SUBMIT
TRANSCRIPT(S)



ENROLL
IN CLASSES

2026-2027 PROGRAM COSTS (Estimated)

	COST
Tuition	\$3,960
All other fees	\$648
TOTAL	\$4,608

MORE INFO »

For more programs, enrollment and course schedule information, please contact Admissions. Financial Aid is available to those who qualify.

CALL **785.670.2200**

TO TALK W/ ADMISSIONS COUNSELOR