



TURN YOUR LOVE OF NUMBERS INTO A CAREER YOU COUNT ON

Business Bookkeeping & Accounting



[BUSINESS]

Your career options are endless, as every industry needs payroll, bookkeeping or accounting clerks. As an accounting clerk, you would compute, classify and record numerical data to keep financial records complete. You might also check the accuracy of figures, calculations and postings pertaining to business transactions recorded by other workers.

LEARNING AT WASHBURN TECH

Instruction includes introduction to accounting, payroll accounting, QuickBooks Pro and basic business and office management skills. Our instructors offer extensive training in computer software, professional standards and ethics in business, written and oral communication skills, as well as professional workplace skills. Attending full-time, you can complete the program in two semesters, while part-time students can complete the program in four semesters. Upon successful completion, you will earn a 48-credit-hour technical certificate and be eligible to complete an associate degree or more advanced degrees at Washburn University.

JOB AND SALARY OUTLOOK

Nationally, this career is expecting a bright outlook, according to the U.S. Department of Labor. The large size of this occupation ensures plentiful job opportunities, as

many bookkeeping and accounting clerks are expected to retire or transfer to other occupations. According to the Kansas Department of Labor, the average entry level salary was \$10.97 an hour or \$22,810 annually in 2018. The average wage was \$16.95 an hour or \$35,250 annually.

ENTRY REQUIREMENTS

Students are required to take the Accuplacer and score a minimum of 5 in reading and 4 in math. Other assessments or college coursework can be accepted in place of Accuplacer. See a recruiter for details. You are required to complete an application and submit a copy of all transcripts. It is recommended that you can type at least 25 words per minute.

CERTIFICATIONS

- + OSHA-10
- + QuickBooks Pro
- + Microsoft Office Specialist Word/Excel/ Access

Build your best self.

TALK TO A RECRUITER TODAY!
785.670.2200

TOLL-FREE
877.588.7140

CAREERS IN BUSINESS »

- + audit clerk
- + accounts payable
- + bookkeeper
- + accounting clerk
- + payroll clerk
- + budget assistant
- + bookkeeper
- + financial clerk

Business Bookkeeping & Accounting

COURSE DESCRIPTIONS

INTRO TO ACCOUNTING & ACCT. SOFTWARE

Develops a foundation for accounting skills and concepts and an introduction to QuickBooks Pro accounting software

BUSINESS COMMUNICATIONS

Includes the identification and correct use of the parts of speech, punctuation, capitalization and numbers

WORD PROCESSING

Use Microsoft Office Word software to create and edit basic to advanced documents

DOCUMENT PROCESSING

Continues the development of typing skills/formatting

SPREADSHEET MANAGEMENT

Familiarizes the student with various basic and advanced spreadsheet functions using Microsoft Office Excel software

HUMAN RELATIONS

Students learn skills to compete in an increasingly competitive work environment, including OSHA-10

BUSINESS LAW

Provides a basic knowledge of the law and regulations to anyone contemplating a successful business career

PROFESSIONAL SKILLS ETHICS

Students learn to produce effective business communications in written form

DATABASE MANAGEMENT

Covers basic database management skills including creating, maintaining and editing records, files and tables and creating queries, forms and reports using Microsoft Office Access

INTRO TO BUSINESS & OFFICE MANAGEMENT

Student gains introductory knowledge and skills used in business offices, with a focus on business plans

PAYROLL ACCOUNTING

Concepts relating to payroll accounting that may lead to the Fundamental Payroll certification; the student will use Microsoft Excel to solve accounting issues in areas of inventory valuation and analysis, asset depreciation, loan and bond amortization and financial reporting

ADVANCED ACCOUNTING SOFTWARE

Students gain highly developed knowledge of QuickBooks Pro (QuickBooks Pro User certification)



APPLICATION CHECKLIST



MEET WITH
RECRUITER



TAKE
ACCUPLACER*



SUBMIT
TRANSCRIPT(S)



PAY
ENROLLMENT FEE
(ADULT ONLY)

2021-2022 PROGRAM COSTS (Estimated)

	HIGH SCHOOL	ADULT
Enrollment fee	\$0	\$50
Tuition	*\$3,633.60	\$7,267.20
All other fees	\$564	\$1,123
TOTAL	\$4,197.60	\$8,440.20

*Tiered courses are paid by Excel in CTE. Non-tiered courses are paid by the student.

ADDITIONAL CHARGES** (Estimated)

	HIGH SCHOOL	ADULT
Tools/Books	\$1,517	\$1,517

COST NOTE

**A list of required tools/books is on a separate sheet of paper and on our website, WashburnTech.edu. Students also will need to purchase supplies such as (but not limited to) pens/pencils, notebooks/paper, three-ring binder, etc. Students may purchase them at the vendor of their choice.

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

TOLL-FREE 877.588.7140