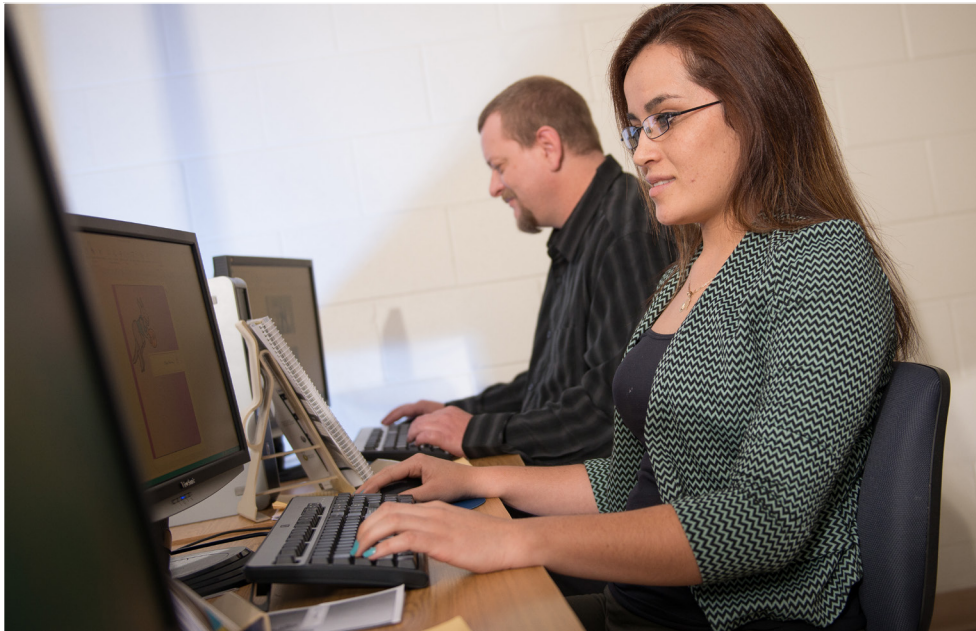


# BUSINESS BOOKKEEPING & ACCOUNTING



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 \$11.52 an hour or \$23,952 annually in 2015. The average wage was \$16.12 an hour or \$33,536 annually.

Your career options are endless, as every industry needs “number crunchers.” 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. If you enjoy working with numbers and details, this career path might be for you.

## Learning at Washburn Tech

Instruction includes advanced accounting, advanced QuickBooks and basic business and office management skills. Our instructors offer extensive training in computer software, and emphasize professional standards and ethics in business. They also stress written and oral communication skills, as well as professional workplace skills. It is required that you type at least 25 words per minute. 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

## Entry Requirements

Students are required to take the ACT WorkKeys exam and score a minimum of 5 in reading and 4 in math. Other assessments or college coursework can be accepted in place of WorkKeys. Please see a recruiter for details. You also must type at least 25 words per minute, complete an application and submit an official copy of all transcripts.

## Certifications

- OSHA-10
- QuickBooks Pro
- Microsoft Office Specialist in Word, Excel and Access

### CONTACT US:

785.670.2200  
877.588.7140

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

**Washburn University Institute of Technology**

5724 SW Huntoon St., Topeka, Kan. 66604 | 785.670.2200 | [washburntech.edu](http://washburntech.edu)



# BUSINESS BOOKKEEPING & ACCOUNTING

## Course Descriptions

**Business Accounting I:** develops a foundation for accounting skills and concepts

**Business Communications:** includes the identification and correct use of the parts of speech, punctuation, capitalization and numbers

**Business Accounting II:** focuses on concepts relating to financial accounting and reporting including accounting for payroll, accounting for a merchandising business and the use of special ledgers

**Word Processing:** use Microsoft Office Word software to create and edit basic to advanced documents

**Document Processing:** continues the development of basic typing skills and formatting

**Spreadsheet Management:** familiarizes the student with various basic and advanced spreadsheet functions

**Human Relations:** designed for students to learn skills to compete in an increasingly competitive work environment

**Business Law:** provides a basic knowledge of the law and regulations to anyone contemplating a successful career in business

**Business Research & Writing:** designed to ensure students will have the knowledge 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

**Intro to Business & Office Management:** offers the advanced student knowledge and skills used in business offices, accounting departments and professional firms

**Advanced Business Accounting:** concepts relating to financial accounting and reporting including accounting for service and merchandising businesses, the use of special ledgers, accounting safeguards, internal control and the fundamentals of managerial accounting

**Advanced Accounting Software:** students gain highly developed knowledge of QuickBooks Pro

## CHECKLIST

Meet with recruiter

Take ACT WorkKeys\*

Apply for program

Pay tuition

\*some exceptions apply

## TOTAL 2017-2018 PROGRAM COSTS (ESTIMATED) - HIGH SCHOOL

Enrollment fee	\$20
Tuition	FREE
All other fees	\$964
<b>TOTAL</b>	<b>\$984</b>

## ADDITIONAL ESTIMATED CHARGES

Tools/Books Estimate*	\$849
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## TOTAL 2017-2018 PROGRAM COSTS (ESTIMATED) - ADULT

Enrollment fee	\$50
Tuition	\$6,048
All other fees	\$964
<b>TOTAL</b>	<b>\$7,062</b>

## ADDITIONAL ESTIMATED CHARGES

Tools/Books Estimate*	\$849
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\* 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.

