



Business Bookkeeping & Accounting

Organization Washburn Institute of Technology

Program Number 22.0301

Instructional Level Certificate

Target Population

Grades 11 & 12
Post-secondary

Description

This program prepares students to obtain employment as an entry level accounting clerk. Instruction includes advanced accounting, advanced QuickBooks, basic business and office management skills. Professional standards and ethics in business are stressed as well as extensive training in computer software. Written and oral communication skills, including grammar, are emphasized as well as workplace skills.

Entry Requirements

WorkKeys®	Applied Math	Level 4
WorkKeys®	Reading for Information	Level 5

Type 25 net words per minute (NWPM).

Assessment Plan

Assessment is an integral part of the educational process at Washburn Tech and accurate feedback is an important tool in continuously improving the institution's technical programs. Students can expect to participate in assessment activities prior to entry into programs, within specific courses and following program completion for specific fields of study.

Student Learning Outcomes

- A. Communicate effectively.
- B. Integrate technology.
- C. Learn effectively - use academics effectively.
- D. Demonstrate cooperative/teamwork skills.
- E. Apply safety.
- F. Think critically and creatively.
- G. Demonstrate responsible work ethics.

Program Outcomes

- A. Communicate effectively in both oral and written forms.
- B. Demonstrate advanced word processing functions and apply concepts to business documents.

- C. Evaluate business transactions by applying U.S. Generally Accepted Accounting Principles to record those transactions in the financial records and generate a complete set of financial reports.
- D. Evaluate a company's financial reports utilizing appropriate financial statement analysis techniques.
- E. Demonstrate advanced spreadsheet management functions.
- F. Demonstrate appropriate keyboarding techniques while increasing accuracy and speed.
- G. Demonstrate human relation management skills and ethics.
- H. Demonstrate intermediate database management functions.
- I. Apply knowledge of business law.
- J. Apply knowledge of business structures and office management skills.

Course #	Course Title	Credit Hours	Required
BAT118	Business Accounting I	2	Yes
BAT122	Business Communications	4	Yes
BAT128	Business Accounting II	2	Yes
BAT130	Word Processing	4	Yes
BAT140	Document Processing	4	Yes
BAT172	Spreadsheet Management	4	Yes
BAT180	Human Relations	4	Yes
BAT200	Business Law	4	Yes
BAT205	Business Research & Writing	4	Yes
BAT215	Database Management	4	Yes
BAT220	Intro to Business & Office Management	4	Yes
BAT255	Advanced Business Accounting	4	Yes
BAT265	Advanced Accounting Software	4	Yes
BAT275	Business, Bookkeeping & Accounting OJT (optional)	3	No

Program Descriptions

BAT118 Business Accounting I (2 credits)

This course develops a foundation for accounting skills and assists students attain an understanding of accounting concepts and the importance of accounting for funds in a business. Students build on their foundation of knowledge one topic at a time with repetition of key concepts to ensure an understanding of the basic financial accounting cycle, including checkbook reconciliation, through lecture and comprehensive exercises using work papers, as well as spreadsheets.

BAT122 Business Communications (4 credits)

The course includes the identification and use of the parts of speech, punctuation, capitalization, and numbers correctly in writing effective sentences and paragraphs. Basic spelling rules will be covered and implemented.

BAT128 Business Accounting II (2 credits)

Building on Business Accounting I, this course will lead the student to thoroughly study concepts relating to financial accounting and reporting, including accounting for payroll, accounting for a merchandising business, the use of special ledgers, and accounting for merchandise inventory.

Prerequisites: BAT116 Introduction to Business Accounting or BAT118 Business Accounting I

BAT130 Word Processing (4 credits)

Students will use Microsoft Office Word software to create and edit basic to advanced documents, including tables and charts. This is an instructor guided lab course.

BAT140 Document Processing (4 credits)

The course continues the development of basic typing skills and emphasizes the formatting of various kinds of business correspondence, reports, tables, electronic forms, and desktop publishing projects from arranged, unarranged, and rough-draft sources.

BAT172 Spreadsheet Management (4 credits)

The course is designed to familiarize 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.

BAT180 Human Relations (4 credits)

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

BAT200 Business Law (4 credits)

The course provides a basic knowledge of the law and regulations to anyone contemplating a successful career in business. Students will attain knowledge of the nature, concepts and function of the law and the changes technology has brought within the legal system and business law.

BAT205 Business Research & Writing (4 credits)

A successful and productive member of any office team will write business correspondence, electronic mail and business documents using the correct grammar, style and content. This course is designed to ensure students will have the knowledge to produce effective business communications in written form.

BAT215 Database Management (4 credits)

The course covers basic database management skills including creating, maintaining, and editing records, files, and tables and creating queries, forms, and reports. In addition, skills such as modifying database objects, creating advanced types of tables, calculating fields, and importing and exporting data from other software are covered.

BAT220 Intro to Business & Office Management (4 credits)

The course will offer the advanced student knowledge and skills used in business offices, accounting departments and professional firms. The student will learn the necessary skills to manage employees and materials as an office manager. Additionally, the student will become well versed in basic business principals, economic systems, management and organization and management information systems. Additionally, the student will understand business ethics and

the importance of good business ethics. Students will gain a general understanding of human resources, marketing, product life cycle, finance and investment.

BAT255 Advanced Business Accounting (4 credits)

Building on Basic Business Accounting, the course will lead the student to thoroughly study 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. To aid in technical training, students will use several computerized programs to produce accounting documents, including enhanced excel templates and Klooster & Allen General Ledger software that emulates commercial accounting programs.

BAT265 Advanced Accounting Software (4 credits)

The course provides the student with highly developed knowledge of QuickBooks Pro. This program is used to provide accounting entry and data collection for many companies. In addition to understanding the program, students will set up companies, make accounting entries, run reports, use reports to analyze a company's financial status and correct errors in balances and accounts. Once the student has attained this level of knowledge in QuickBooks, it will transfer to other computerized accounting programs.

BAT270 LOP-MOS-OT OJT (3 credits) (OPTIONAL)

OJT (On-the-Job Training) is an elective course for a student to work at a job site to apply skills and knowledge acquired in the program. A student is eligible for OJT only upon completion of all the program competencies, 90% attendance throughout the program, all expenses paid to the school, completion of the institution exit assessment, and agreement completed with an employer. If a student does not comply with the attendance and job performance expectations of the employer, the student will be required to return to the program. This is a pass/fail course.

ADA Notification Statement and Disability Services:

The Testing/ADA Coordinator office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Tech for persons with disabilities. Qualified students with disabilities MUST register and provide documentation with the office to be eligible for services. New requests for accommodations should be submitted two months or more prior to the date services should begin by contacting the Testing/ADA Coordinator's office as soon as a need may arise. Depending on the accommodation request, four to eight weeks lead time may be needed for timely and effective provision of services. Testing/ADA Coordinator coordinates and assists in arranging services it deems appropriate for eligible students on a case-by-case basis.

If you are a student with a disability that may substantially limit your ability to participate in this class and believe you will need accommodations, it is your responsibility to contact:

Testing/ADA Coordinator

Phone: 785-228-6356

E-Mail: ssscoordinator@washburn.edu

