

Accounting Technician



Bookkeeper

Course	Title	Credits
ACC 101	Fundamentals of Accounting	3
ACC 102	Fundamentals of Accounting Hands-on Lab	2
ACC 245	Computerized Accounting: QuickBooks	3
BTE 156	Business Mathematics with Calculators	4
CIS 155	PC Spreadsheet Concepts: Excel	3
CIS 140	Microsoft Outlook	1
CIS 185	Outlook Lab	1
Total Program Credits		17

Estimated Program Cost	\$1,404.00
Estimated Materials Cost	\$600.00
Estimated Completion Time	5 months

Bookkeeper/Clerk

Qualified Federal Financial Aid Program

ACC 101	Fundamentals of Accounting	3
ACC 102	Fundamentals of Accounting (Hands on Lab)	2
ACC 245	Computerized Accounting: QuickBooks	3
BTE 100	Computer Keyboarding	1
BTE 108	Ten-Key by Touch	1
BTE 156	Business Mathematics with Calculators	4
BUS 287	Cooperative Education	1
CIS 118	Intro to PC Applications	3
CIS 135	Complete PC Word Processing: Word	3
CIS 140	Microsoft Outlook	1
CIS 155	PC Spreadsheet Concepts: Excel	3
CIS 185	Outlook Lab	1
CIS 185	Word Lab	1
COM 101	Employment Strategies	1
MAT 107	Career Math	3
Total Program Credits		31

Estimated Program Cost	\$2,547.00
Estimated Materials Cost	\$927.00
Estimated Completion Time	8 months

Accounting Technician

Qualified Federal Financial Aid Program

Bookkeeper/Clerk Program	(31)	
ACC 115	Payroll Accounting	3
ACC 121	Accounting Principles I	4
BTE 111	Keyboarding Speedbuilding I	2
BUS 287	Cooperative Education	2
ENG 113	Business English	3
Total Program Credits		44

Estimated Program Cost	\$3,685.00
Estimated Materials Cost	\$1,400.00
Estimated Completion Time	10 months

- Qualify for entry-level positions in any industry
- Enjoy the opportunity to choose from a wide variety of job titles
- Work in a multi-task environment using a variety of skills
- Earn beginning salaries of \$18,000 - \$24,000 per year
- Students may take individual courses or complete the entire program



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Register Today!

By Telephone
 In Person

720-423-4702
 2nd Floor Registration Desk
 1250 Welton Street, Denver

Online

www.emilygriffith.edu

Accounting Technician

Job Information

PROGRAM DESCRIPTION

Bookkeeper

The Bookkeeper program is for students already in the office workforce who want to enter the field of accounting. Students will be prepared for entry-level accounting jobs such as bookkeeper, accounts payable or accounts receivable clerk, billing clerk, or general office clerk.

(Prerequisites: BTE 100 Computer Keyboarding, BTE 108 Ten-Key by Touch, CIS 135 Complete PC Word Processing: Word, MAT 107 Career Math, and CIS 130 Introduction to the Internet. Will need to test out of the prerequisite courses. See advisor for details.)

Accounting Technician

This program gives students the skills and knowledge to perform a variety of functions in an accounting system.

Job titles include accounting technician, accounts payable clerk, accounts receivable clerk, payroll clerk, billing clerk, and inventory clerk.

RELATED JOB TITLES

Accounting Clerk

Accounts Payable Clerk

Accounts Receivable Clerk

Accounting Technician

Billing Clerk

Bookkeeper

Credit Collection

Data Entry

General Office Clerk

Inventory Clerk

Night Auditor

Payroll Clerk

Proof Operator

Records Clerk or Collections Clerk

Supply Clerk

Warranty Clerk

TRANSFERABLE JOB SKILLS

Basic Accounting

Ten-Key by touch

Computer literate-Windows, Word, Excel

Detail oriented and organizational skills

Aptitude for accuracy

Customer service experience

(friendly, great attitude, energetic)

Data entry (at least 10,000 keystrokes per hour)

Keyboarding (at least 25 words per minute)

Professional telephone skills

Filing and records management

Computer scheduling

Team player

Ability to solve problems

Proficient in oral and written communication

Possess integrity and maintain confidentiality

Neat appearance

Estimated Salaries

(Based on Colorado Dept. of Labor Occupational Outlook Handbook)

<u>Job Titles</u>	<u>Hourly Pay</u>	<u>Annual Salary</u>
Bookkeeper		
Entry Level	\$11.83	\$24,600
Experienced	\$19.71	\$41,000

POTENTIAL EMPLOYERS

Accountemps

Accounting Solutions

Accounting Perspectives

Accounting Trends

Accounting Alternatives

State/local government agencies

Federal government agencies

Non-profit organizations

Social Service Agencies

Oil and Gas Companies

Hospitality

Banks & Credit Unions

Communication Industries

High Tech Industries

Law Firms

Research Firms

Consulting Firms

Colleges and Universities

Retail

Insurance agencies

JOBS ONLINE

Go to the Emily Griffith Opportunity School web site at

<http://careers.egos-school.com>

Select "Job Links" for a listing of jobs available

REGISTRATION

See an advisor at the 2nd Floor Registration area or call

720-423-4712 for an appointment

FINANCIAL AID

Available through the Financial Aid Office.

Call 720-423-4744 for information regarding the types of aid available for this course/program.