

Accounting Technician

Bookkeeper

*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 Internet.
*Will need to test out of the prerequisite courses. See advisor for details.

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 **\$1,557.00**

Additional material and book fees may apply. Please see advisor for exact costs.

Estimated Completion Time **5 months**

Bookkeeper/Clerk

Course	Title	Credits
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	2
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
COM 101	Employment Strategies	1
MAT 107	Career Math	3
Total Program Credits		31

Estimated Program Cost **\$2,861.00**

Additional material and book fees may apply. Please see advisor for exact costs.

Estimated Completion Time **8 months**

Accounting Technician

Course	Title	Credits
Qualified Federal Financial Aid Program		
Full Bookkeeper/Clerk Program (31)		
ACC 121	Accounting Principles I	4
BTE 111	Keyboarding Speedbuilding I	2
ENG 113	Business English	3

Option 1
ACC 115 Payroll Accounting 3

Option 2
ACC 132 Tax Help Colorado 2
ACC 133 Individual Income Tax Site Lab 1
ACC 194 Service Learning 1

Total Program Credits (Option 1) 43 (Option 2) 44

Estimated Program Cost (Option 1) \$3,953.00 (Option 2) \$4,044.00

Additional material and book fees may apply. Please see advisor for exact costs.

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



• Opportunities For All Who Wish To Learn •

Register Today!

By Telephone 720-423-4702
In Person 2nd Floor Registration Desk
1250 Welton St., Denver
Online 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

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

Accounting agencies
Accounting firms
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

REGISTRATION

Contact Chris Millius at Chris_Millius@dpsk12.org or call Lydia Melvin at 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.