<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>DUTIES</th>
<th>SKILLS / EDUCATION</th>
</tr>
</thead>
</table>
| Bookkeeping Clerk        | Recording and posting of all transactions, account analysis, adjustments and worksheet preparation, monthly/quarterly statements, and bank reconciliation. | SKILLS: Knowledge of fundamental accounting functions, spreadsheet software proficiency, and detail oriented  
EDUCATION: Career certificate or two year degree |
| Accounts Payable/Receivable Clerk | Coding, batching, matching invoices, maintenance of P.O. files, inventory control, sales reports, client disbursements, cash receipts and management, and processing of bills and vouchers. | SKILLS: Spreadsheet software proficiency, fundamental accounting skills and knowledge of A/P and A/R procedures  
EDUCATION: Career certificate or two year degree |
| Payroll Clerk            | Process timecards and payroll checks, generation of payroll and benefits reports, maintenance of P/R records, preparation of 1099 and W-2 yearend forms. | SKILLS: Accounting and spreadsheet software proficiency, excellent communication skills (written and verbal), some knowledge of accounting procedures  
EDUCATION: Career certificate or two year degree |
| Administrative Assistant | Liaison between management and clients, clerical duties, answering phone calls, creation of memos, letters, and monthly reports. | SKILLS: Productivity software proficiency, excellent communication skills (written and verbal), familiarity with all office equipment  
EDUCATION: Career certificate |

**Education that WORKS!**

BIR is a private, postsecondary school for technical, business, and language learning. BIR has been educating students since 1993 and enjoys the reputation of a small, friendly institution serving the needs of a diverse student body.

Low tuition and no-interest payment plans.

Federal and state financial aid and institutional scholarships are available for qualified students.

BIR welcomes international students and boasts a diverse student body from more than 25 countries.

Call BIR and speak with a counselor about your future 773-866-0111

**Four Chicago Locations**

**Main:** 3601 W. Devon Ave., 60659

**Loop:** 828 S. Wabash Ave., 60605

**Belmont:** 6240 W. Belmont Ave., 60634

**O’Hare:** 5440 N. Cumberland Ave., 60656

*Not all programs available at all locations

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**Accounting and Office Administration Employment**

- **QuickBooks®**
- **Office Software®**
- **Accounting Fundamentals**
**Accounting and Office Administration**

Do you enjoy the productive energy of an active office environment? Are you someone who has an eye for detail and possesses organizational skills? If these qualities describe your personality then you might have what it takes to become an Accounting and Office Administration Specialist.

**BIR’s Program**

BIR’s Accounting and Office Administration program focuses on two primary aspects: accounting and technology. Students learn the operations of business transactions, including manual and electronic accounting systems, business language, and accounting procedures. The program emphasizes the efficient use of computer applications and includes training in QuickBooks® and Microsoft Office®. The combined knowledge of accounting and technology allows BIR graduates to increase their marketability in today’s competitive workplace.

**Careers in Accounting and Office Administration**

BIR’s Accounting and Office Administration program prepares students for career opportunities in a variety of business settings. Some common job titles held in the Accounting and Office Administration field include:

- Accounts Receivable Clerk
- Accounts Payable Clerk
- Bookkeeping Clerk
- Administrative Assistant
- Accounting Clerk
- Payroll Clerk
- General Office Clerk

**How Will This Program Prepare Me For A Career?**

**Accounting and Technology**

- Describe your personality then you might have what it takes to become an Accounting and Office Administration Specialist.

**Program Information**

**Financial Information**

- Low tuition and no-interest payment plans.
- Federal and state financial aid and institutional scholarships are available for qualified students.

**Career Assistance**

- Resume preparation, job search, and interviewing
- Math Placement

- Accepted students are required to take a math placement test to assess their preparation for postsecondary education.

**Average Class Size**

- 14 students

**Support**

- Tutoring in math, English, and computer skills

**Universal**

- BIR is authorized under Federal law to enroll non-immigrant students.

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**Accounting and Office Administration 28 Credits**

**Full-Time**: 12 months, **Part-Time**: 14 months

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credits</th>
<th>Delivery Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABM 100</td>
<td>Mathematics and Computer Applications I</td>
<td>(4 CREDITS)</td>
<td>Full-Time</td>
</tr>
<tr>
<td>CIT 090</td>
<td>Computer Productivity Tools and Keyboarding</td>
<td>(1 CREDIT)</td>
<td>Part-Time</td>
</tr>
<tr>
<td>ABC 100</td>
<td>Office Communications &amp; Administration</td>
<td>(4 CREDITS)</td>
<td>Full-Time</td>
</tr>
<tr>
<td>COS 150</td>
<td>Accounting Software Application</td>
<td>(4 CREDITS)</td>
<td>Full-Time</td>
</tr>
<tr>
<td>COS 200</td>
<td>Financial Accounting II</td>
<td>(4 CREDITS)</td>
<td>Full-Time</td>
</tr>
<tr>
<td>COS 310</td>
<td>Career Development and Employment</td>
<td>(4 CREDITS)</td>
<td>Full-Time</td>
</tr>
</tbody>
</table>

**Computation Review**

- *A part-time student who will not take a break during their program of study will be able to complete the program while attending in approximately 14 months.*

**Accounting and Mathematics and Computation Review**

- **The goal of this course is to provide students with a review of mathematical concepts. Students will review operations with fractions and decimals, and concentrate on percentages, ratios, proportions, and conversion between the US conventional and metric systems of measurement. Estimation, rounding, and problem solving strategies, including industry-related word problems, will be covered in this course.**

**Upon successful completion of this course, students should be able to apply the content of the Mathematics and Computation Review course in their respective fields of study and future workplaces.**

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**Career Development**

- Resume preparation, job search, and interviewing
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**Average Class Size**

- 14 students

**Support**

- Tutoring in math, English, and computer skills

**Universal**

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**Program Schedule**

<table>
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<tr>
<th>Class times</th>
<th>Day/Time</th>
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<tbody>
<tr>
<td>Morning</td>
<td>8:40 am – Noon</td>
</tr>
<tr>
<td>Afternoon</td>
<td>1:40 pm – 5:00 pm</td>
</tr>
<tr>
<td>Evening</td>
<td>6:00 pm – 9:20 pm</td>
</tr>
</tbody>
</table>

* Schedule may have additional practicum hours
† The above is a sample schedule.