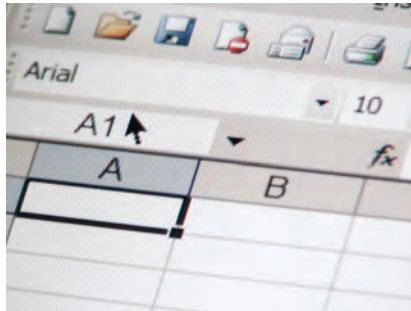


Accounting and Office Administration Employment

JOB TITLE	DUTIES	SKILLS / EDUCATION
Bookkeeping Clerk	Recording and posting of all transactions, account analysis, adjustments and worksheet preparation, monthly/quarterly statements, and bank reconciliation.	SKILLS: Knowledge of accounting functions, accounting and 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: Accounting and spreadsheet software proficiency, 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 year end 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
Junior Accountant	Processing of disbursements and deposits, filing of accounting documentation, collection of outstanding debts, bill preparation and distribution, maintenance of client and vendor ledgers.	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** or email: contact@birtraining.edu

Three Chicago Locations

Main 3601 W. Devon Ave, Suite 210 Chicago, IL 60659

828 S. Wabash Ave, Suite 295 Chicago, IL 60605

6240 W. Belmont Ave, Chicago, IL 60634

**Not all programs available at all campuses*



WWW.BIRTRAINING.EDU

BIR is **NCA ACCREDITED** and **ISBE APPROVED**

Effective Date: September 10, 2011

Date Published: 04.26.11



Accounting and Office Administration

- ✓ **QuickBooks®**
- ✓ **Office Software**
- ✓ **Basic Accounting**



Some of these photos depict actual BIR students and graduates.

WWW.BIRTRAINING.EDU

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 office computer systems. 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 systems and includes training in QuickBooks® and Microsoft Office®. The combined knowledge of accounting and office computer systems allows BIR graduates to increase their marketability in today's competitive workplace.

Careers in Office Administration

BIR's Accounting and Office Administration program prepares students for career opportunities in a variety of business settings. Graduates can obtain jobs as wide ranging as payroll clerk at the Lincoln Park Zoo to administrative assistant at a fortune 500 company. Some common job titles held in the Accounting and Office Administration field include:

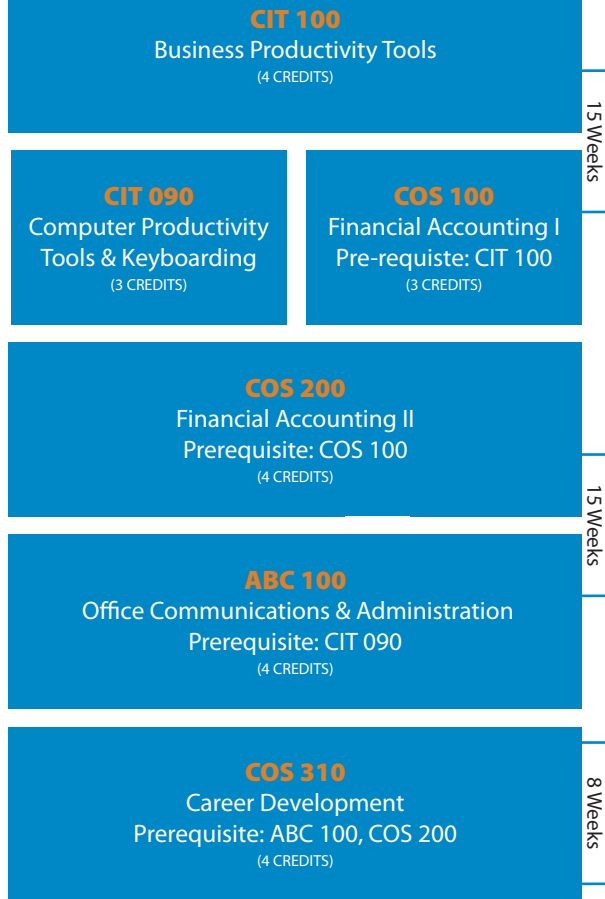


- Accounts Receivable Clerk
- Accounts Payable Clerk
- Bookkeeping Clerk
- Administrative Assistant
- Accounting Clerk
- Payroll Clerk
- General Office

How Will This Program Prepare Me For A Career?

This program will prepare you to provide valuable support to management in a fast-paced, computerized organizational setting. You will leave us with skills in the latest, most widely used office productivity and accounting software on the market, as well as a good understanding of office administration and proficiency in business communication.

Accounting and Office Administration 22 Credits Full-time: 10 months, Part-time: 12 months



Sample Schedule of a Full-time Student. Individual paths and completion times may vary.



Financial Accounting I (COS 100)

This module introduces the student to the operations, terminology, procedures, and methodologies, which are used by common business entities from the accounting prospective. It covers concepts of Assets, Liabilities, Capital, Income, and Expense. This course will allow a student to have a hands-on experience with accounting systems, financial analysis techniques, and control of money in all forms – from cash buying, to receivable collections, to purchasing and receiving. This course along with COS 200 builds a strong foundation of accounting knowledge.

Financial Accounting II (COS 200)

This module builds on the knowledge and practical skills obtained in Financial Accounting I and provides the overall picture in a number of accounting areas. It deals with the core of accounting practice such as Inventory Control, Fixed Asset Reporting, The Nature of Current Liabilities, and Cash Flow Analysis and Reporting. An automated accounting system allows students to apply their skills by using current software (QuickBooks®) and to quickly produce Financial Reports which analyze Profitability and Solvency. In this module students also learn how to set-up a company, capitalize it, earn income, incur expenses, pay taxes and stock dividends, and invest.

Computer Productivity Tools & Keyboarding (CIT 090)

This module teaches the use of the basics of the operating system, Internet search engines, Outlook®, and Acrobat®. Students create documents and deliver presentations in PowerPoint® and in MS Word®. They work on their keyboarding and alpha/numerical data entry skills. The lab focuses on hand placement, accuracy, speed, documents formatting, and projects. By the end of the module, students should be able to apply the learned skills to the workplace or further study.

Business Productivity Tools (CIT 100)

In this module students will learn Office Productivity tools – Excel and Access. They will work in Excel creating and modifying spreadsheets, entering and editing formulas, and creating and formatting charts. Students will learn database basics using Microsoft Access to design and organize tables, perform searches, filters and sorts, as well as develop and generate customized reports. Case studies will allow the students to combine the skills acquired and get them ready to work in a modern office environment.

Office Communications & Administration (ABC 100)

In this module students will acquire communication skills needed for business setting. They will learn to handle business phone calls and inquiries and write memos, reports, and proposals. Students will use current releases of the office software applications, work on advanced office machines such as scanner, fax, and copier. They will be introduced to e-tools – e-mail, on-line calendar and web business scheduling.

Career Development (COS 310)

Topics include industry-specific job market, industry overview, and employment correspondence, such as job applications, resumes, cover and follow-up letters, recommendations, and references. In addition to classroom activities this module includes field assignments, job fair participation, and other hiring placement events.

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 Assessment

After acceptance into the program, students are required to take a math assessment. Students, who do not pass the assessment, must register for ABM 100 Math Computation Review.

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.

Program Schedule[†]

	Class times [*]
Full-time 3-5 sessions per week (4 or more credits)	Morning - 8:40 am – Noon
	Afternoon - 1:20 pm – 4:40 pm
Part-time 2-3 sessions per week (3 or less credits)	Evening - 6:00 pm – 9:20 pm
	Morning - 8:40 am – Noon
Weekends 1-2 sessions per week	Afternoon - Noon – 4:40 pm

* Schedule may have additional practicum hours

† The above is a sample schedule.



*Call BIR today 773-866-0111
Visit our website www.birtraining.edu
Walk into one of our three campuses*