

# ACCOUNTING

Qualified Federal Financial Aid Program

## Program Description

- Our Accounting program is focused on preparing you for entry-level accounting and business positions
- You'll start learning essential skills including the fundamentals of accounting, payroll, customer services and more
- You'll earn your Quickbooks certification
- By completing the program, you'll be qualified for a wide range of job opportunities



**COST**  
**\$4,446** Approximate cost  
Additional material and book fees may apply



**LENGTH**  
**9** MONTHS  
Part-time program length



**SALARY**  
**\$43,753/yr**  
Mean salary \*  
\$21.04/hr

## POTENTIAL CAREER PATHS

- BOOKKEEPER
- ACCOUNTING TECHNICIAN
- ACCOUNTS RECEIVABLE
- ACCOUNTS PAYABLE
- GENERAL LEDGER ACCOUNTING
- BILLING AND DATA ENTRY
- PAYROLL CLERK

\*Based on 2019 data from the Colorado Department of Labor and Employment Office of Labor Market Information. Salary not guaranteed; should be used as a guideline only.

**APPLY TODAY!**

EMILYGRIFFITH.EDU/ADMISSIONS

OR

**720.423.4700**



**EMILY  
GRIFFITH**  
TECHNICAL COLLEGE

1860 Lincoln St. | Denver, CO 80203  
720-423-4700  
admissions@emilygriffith.edu

# ACCOUNTING

FOR CURRENT PROGRAM START DATES, PLEASE VISIT [EMILYGRIFFITH.EDU/PROGRAMS/ACCOUNTING](http://EMILYGRIFFITH.EDU/PROGRAMS/ACCOUNTING)

## QUALIFIED FEDERAL FINANCIAL AID PROGRAM

Course	Title	Credits
BUS217	Business Communication & Report Writing	3
CIS155	PC Spreadsheet Concepts: Excel	3
ACC101	Fundamentals of Accounting	3
ACC102	Fundamentals of Accounting Hands-on Lab	2
ACC245	Computerized Accounting with a Professional Package	3
ACC115	Payroll Accounting	3
MAR160	Customer Service	3
ACC121	Accounting Principles I	4
BUS115	Introduction to Business	3
BUS287	Cooperative Education	3

**TOTAL PROGRAM CREDITS** 30  
**Estimated Program Cost** \$4,446

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

## START YOUR APPLICATION TODAY!

**Step 1:** Complete the free online admissions application at [EmilyGriffith.edu/apply](http://EmilyGriffith.edu/apply).

**Step 2:** Apply for financial aid and scholarships. Learn more at [EmilyGriffith.edu/Financial-Aid](http://EmilyGriffith.edu/Financial-Aid).

**Step 3:** Make sure you meet your program requirements. Find out how: [EmilyGriffith.edu/Assessment](http://EmilyGriffith.edu/Assessment).

**Step 4:** Get registered for class!

### Non-Discrimination Policy

Emily Griffith Technical College does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Política de no discriminación: el Instituto Técnico Emily Griffith no discrimina por motivos de raza, grupo étnico, creencias religiosas, sexo, edad, condición de veterano de guerra, discapacidad u orientación sexual.

### Americans with Disabilities Act and Compliance

The Americans with Disabilities Act prohibits discrimination based on disability in admission to, access to and the operation of programs, services or activities at Emily Griffith Technical College. The college is committed to providing an environment where students have the opportunity to attain their educational goals. Emily Griffith provides both physical and programmatic access for all students. Reasonable accommodations will be made in instructional delivery and evaluation methods to ensure full educational opportunities for students. Appropriate documentation of a student's disability is required.

Questions, complaints and requests for additional information may be directed to Disability/Learning Services at 720-423-4702 or [DSS@emilygriffith.edu](mailto:DSS@emilygriffith.edu).

To learn more about how to request an accommodation and our special services, please refer to our website, [www.emilygriffith.edu](http://www.emilygriffith.edu). Students may be eligible for Federal Student Aid.

INFORMATION SUBJECT TO CHANGE



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