



ACCOUNTING & BUSINESS SCHOOL OF THE ROCKIES

ACCOUNTING TECHNICIAN CERTIFICATE PROGRAM - ONLINE

Accounting & Business School of the Rockies now has a new, foundational accounting and bookkeeping certification program, Accounting Technician Certificate, available online. This program starts with the basics of accounting and bookkeeping and builds to the preparation of a complete Balance Sheet and Income Statement. It also provides needed skills in Microsoft Word and three levels of training in Microsoft Excel.

Our new online program provides students a focused solution with a specific course start and completion date, a user friendly learning platform, technical support, instructor support and post-training career services support.

How it Works

ABSR's online Accounting Technician Certificate Program consists of the following courses, all of which are delivered online:

- Accounting Fundamentals I
- Accounting Fundamentals II
- Introduction to Word
- Introduction to Excel
- Intermediate Excel
- Advanced Excel
- Introduction to QuickBooks
- Intermediate QuickBooks

Each course is taken over a 6 week period of time with a defined start and completion date. Students can take multiple courses during each 6 week segment but they must adhere to course prerequisites. We recommend that students take two courses over each of 4 six-week segments, as follows:

- 1st 6 week segment - Introduction to Word, Accounting Fundamentals I
- 2nd 6 week segment - Introduction to Excel, Accounting Fundamentals II
- 3rd 6 week segment - Intermediate Excel, Introduction to QuickBooks
- 4th 6 week segment - Advanced Excel, Intermediate QuickBooks

A new section of each course starts monthly, on the 3rd Wednesday of each month. All courses run for six weeks and are composed of 12 lessons, representing 24 hours of instruction. Each lesson includes a quiz and there is a final exam. Courses are led by an expert instructor. All course materials are available online and may be printed by the student, although no physical

books are used. There are interactive discussion areas for student and instructor. Students can access the website and materials 24/7. Students will be able to log on through our website or directly through the ed2go website. Our log in page that connects to the ed2go website is: <http://www.ed2go.com/absr-pro/>

ABSR Student Support

Subject Matter Experts - In addition to access to ed2go's instructors, ABSR will assign an experienced ABSR instructor who is a subject matter expert to monitor student progress and guide them to successful completion. The ABSR instructor will check student progress at least once per week to determine that students are progressing. The ABSR instructor will be available via email to respond to questions and will also hold dedicated office hours when they will be available online.

Career Services – Online students will get the same career services and placement support as our classroom students, including:

- an initial career counseling meeting (held in our DTC location or via phone if the student is remote)
- resume review and critique
- distribution of job leads and openings
- job search and interview coaching, as needed

Career Information

Graduates of ABSR's ACCOUNTING TECHNICIAN CERTIFICATE PROGRAM are prepared for the following occupations:

- Accountant (entry level)
- Bookkeeper (entry level)
- Accounts Receivable Clerk or Specialist
- Accounts Payable Clerk or Specialist
- Billing Clerk or Specialist
- Payroll Clerk
- Accounting Technician

This Program also enables an entrepreneur or general manager to effectively use QuickBooks, the accounting software used by 85% of small businesses, in their business.

Total Cost: \$1592.00

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