

# **GREAT PLAINS**

## **Technology Center**

### *Office/Accounting Clerk*

Education Plan For: \_\_\_\_\_

SSN#: \_\_\_\_\_ Phone#: \_\_\_\_\_

#### OES Wage Estimate 2018

Average Salary: \$20.25      Wage Range: \$12.14 hr - \$29.64 hr

For more information  
contact the Career  
Counselor at:  
(580) 250-5535

| Course Name                | Hours      | Tuition         | Books           | Notes |
|----------------------------|------------|-----------------|-----------------|-------|
| Microsoft Word 2019 Basics | 9          | \$49.00         | \$0.00          |       |
| Microsoft Excel 2019       | 24         | \$105.00        | \$51.00         |       |
| Quickbooks                 | 30         | \$129.00        | \$120.00        |       |
| Accounting Level I         | 48         | \$205.00        | \$162.00        |       |
| <b>Totals</b>              | <b>111</b> | <b>\$488.00</b> | <b>\$333.00</b> |       |

This program is approved for VA education benefits.

\* These courses have prerequisite requirements.

+ Students may "test-out" of these courses by contacting Adult Career Development at (580) 250-5500.  
A testing fee of \$10.00 will be charged prior to testing.

Book & Tuition prices are for planning purposes only and are subject to change without notice.

Revised: 8/20/2020