

## Students Learn About

- *Review of Accounting Knowledge*
- *Adjusting Entries*
- *Correction of Accounting Errors*
- *Payroll*
- *Depreciation*
- *Inventory*
- *Internal Controls*

### For More Information:

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## Certified Bookkeeper Course

This course provides 90-hours of in-class instruction, six textbooks, and certification exams. Students may earn six credit hours while preparing for the American Institute of Professional Bookkeepers exam.

Students must have one year of college accounting or two years of bookkeeping experience to qualify for this class. Additionally, students must pass four national and two classroom exams to obtain certification from the American Institute of Professional Bookkeepers

### Cost: \$1,606

Classes are scheduled for Fridays from 5:30 – 9:00 PM and Saturdays from 9:00 AM – 1:00 PM. The cost of the class includes books and exam fees. The training is eligible for HEAPS grant funding.

***This class is approved for 6 hours of college credit.  
(A posting fee of \$25 per credit course applies)***

**Financial aid available for those who qualify.**