



BOOKKEEPING CERTIFICATE

JUST 9 MONTHS!

Serve in a fulfilling, professional office role as a Bookkeeper in just 9 months! Caring, personable faculty with real-world expertise will give you the tools to join this booming and rewarding career field. Through immersive hands-on instruction you'll learn how to help companies manage their finances and make informed decisions. You'll learn how to:

- record business transactions
- bill customers
- pay vendors
- track cash through reconciliations
- assist with payroll
- strong computer skills for maintenance of spreadsheets/accounting Microsoft software programs such as Excel and Quickbooks
- present data clearly
- communicate effectively with customers and co-workers
- provide analysis assistance to make decisions that positively affect the company's profits

Career Designed Coursework

COURSE CODE	COURSE TITLE	CREDITS
First Semester		
CIS 105	Introduction to Computers	3
ACCT 210	Principles of Accounting I	4
BUS 217	Customer Service	3
		10
Second Semester		
ACCT 217	Computerized Accounting	3
ACCT 237	Payroll	3
COMM 102	Communication in the Workplace	3
		9
TOTAL CREDITS: 19		

Need Flexibility?

Choose to complete your certificate through our online program or traditional classroom style with Fridays off.

Affordable Investment in You

The Bookkeeping certificate costs less than \$5,000 and just 9 months to complete! Southeast Tech can provide a laptop loaded and ready for your coursework for an extra fee.

Ready to enroll and change your life?

Visit www.southeasttech.edu or call Southeast Tech at 605.367.6040 today.

