



ARE YOU INTERESTED IN ACCOUNTING?

Earn a Bookkeeping Fundamentals certificate!

Bookkeepers are responsible for processing and recording financial transactions. They typically work for small or medium-sized businesses in a variety of industries, including construction, real estate, and retail. While many financially minded individuals enjoy long careers as bookkeepers, others gain experience in bookkeeping before pursuing other roles in finance.

| BOOKKEEPING FUNDAMENTALS | | | | |
|---------------------------------|---------------|--------------------|---------------------|--------------|
| Section # | Course | Description | Dates | Units |
| 20378 | BT 24 | Beginning Excel | 8/9/21 – 10/8/21 | 1.0 |
| 24602 | BT 131 | Applied Accounting | 10/11/21 – 12/10/21 | 3.5 |
| Total Units | | | | 4.5 |

These courses will have a flexible schedule and are reserved for current adult school learners transitioning to college. Dedicated counselors are available to assist with success.

FOLLOW THIS LINK BY 7/30/21 TO SECURE YOUR SPOT!

www.fresnocitycollege.edu/bookkeeping

Qualified Adult Education candidates' fees are covered through the funds and efforts of the Fresno K-16 Collaborative and the State Center Adult Education Consortium.