

# Certified Bookkeeper Course Being Offered at SWOSU Sayre

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Southwestern Oklahoma State University in Sayre will offer a certified bookkeeper course during the 2015 spring semester.

Enrollment is underway for the class that will be held on Thursday evenings from 6-8:30 p.m. on the Sayre campus. The spring semester starts January 12 so the first class is set for January 15.

Space is limited, according to Sayre Dean Sherron Manning. After completing the class, two years' experience as a bookkeeper and signing the Certified Bookkeeper Code of Ethics, students will have the opportunity to earn American Institute of Professional Bookkeepers national certification.

The class focuses on job tasks and related technical knowledge that small business needs:

- AJEs
- Payroll
- Error Correction (and bank recs)
- Depreciation
- Inventory and Internal Control (preventing fraud)

Manning said CPA firms hire CBs for client problem solving, setting up books for new clients and doing write-up work now done by junior CPAs. Business employees, individuals interested in accounting work or others who want to know more about bookkeeping are encouraged to enroll in the class.