

There is one role that must be filled by every business that functions (legally) in the United States – Bookkeeper. Each business must keep track of their financial activities throughout the course of their business. It is the bookkeeper's job to make sure that everything is properly recorded. In this class we spend much of the year learning manual bookkeeping. This ensures that students understand the concepts of bookkeeping. Then we transition to electronic bookkeeping, using industry standard software (QuickBooks), which readies students to jump into an entry level bookkeeping job after (or even during) high school. There is also the option for students to complete formal certification in QuickBooks at the end of the year.

About the Instructor

Mr. Paschen has been developing web sites for clients through his business Paschen Communications for approximately 20 years. He has also served as the Marketing Team Lead for the Joomla Content Management system (the 2nd largest content management system in the world) and is a presenter at national/international Joomla events. Prior to his work developing web sites, he wrote desktop programs for a number of small businesses. He had formal training in several computer languages and has programmed in too many computer languages to remember.

This is a great way to see if working in the financial industries is a good match. But even if it is not, students will have a good understanding of business financial management that will be valuable in any career.

Prerequisite: None

NOTE: This is NOT a personal bookkeeping or financial management course. This deals specifically with business bookkeeping and finances.

*Students must also have an industry-standard adding machine for this course. Suggested model information will be provided to all registrants in August. Average cost of a new machine is under \$80.

They can be found online used for significantly less.

