

PROFESSIONAL BOOKKEEPING, Certificate - 1206

Business Studies Department

CIP Code: 52.0302

The Professional Bookkeeping certificate prepares students for positions as professional bookkeepers and facilitates their passing of the certification exams, which indicates their expertise in bookkeeping and in using technology tools, such as Quickbooks Online. Taking these exams are outside of the curriculum and may require additional preparation and the payment of fees to test facilitators. This certificate focuses on essential general business, accounting and technology skills needed in today's bookkeeping environment and places students on the fast-track to a rewarding career. This certificate may be completed at the Harrisburg and Lancaster campuses through various modalities (e.g., on-campus/in-person instruction, hybrid, synchronous remote instruction and/or asynchronous instruction).

Career Opportunities

Graduates of this program may find employment as full-charge bookkeepers in any one of a variety of industries and businesses including accounting firms and even not-for-profit organizations. (***SOC Code 43-3031 Bookkeeping, Accounting and Auditing Clerks***)

Competency Profile

This curriculum is designed to prepare students to:

- Perform all functions of accounting for sole proprietorships, partnerships and corporations
- Implement an effective system of internal control
- Show proficiency in operating microcomputer-based accounting systems and developing solutions to accounting problems using computerized spreadsheets
- Use data analytics and software tools to provide business insights
- Analyze financial statements, recognize potential problems and suggest appropriate solutions
- Communicate financial information to management

PROGRAM REQUIREMENTS (TOTAL CREDITS = 31)

General Education	Major Requirements	Other Required Courses		
	ACCT 150 Principles of Financial Accounting I	2	BUSI 101 Introduction to Business	3
	ACCT 151 Principles of Financial Accounting II	2	CIS 105 Intro to Software for Business	3
	ACCT 160 Principles of Managerial Accounting I	2	ENTR 101 Introduction to Entrepreneurship	3
	ACCT 161 Principles of Managerial Accounting II	2	Program Elective*	<u>3</u>
	ACCT 203 Income Tax Accounting	4		12
	ACCT 208 Professional Bookkeeping	4		
	ACCT 215 Accounting Software Applications	<u>3</u>		
		19		

*Students select from MGMT or MKTG 100-299.

RECOMMENDED SEQUENCE FOR FULL-TIME STUDENTS

Part-time students can complete this program by taking one or more courses each semester.

Fall Semester I	Spring Semester I		
ACCT 150	2	ACCT 161	2
ACCT 151	2	ACCT 203	4
ACCT 160	2	ACCT 208	4
BUSI 101	3	ACCT 215	3
CIS 105	3	Program Elective*	3
ENTR 101	3		