



# Certificate 1206 Professional Bookkeeping

31 credits

Effective Fall 2018

*This is an overview of the program. Any suggested course sequencing is meant to serve as a guideline for your semester planning. Students are expected to see your assigned advisor to develop and review their individual educational plans. The scheduling of courses, program sequencing and curriculum are subject to change.*

<b>Developmental Courses (as determined through College Placement Testing)* and Prerequisites:</b>							
<b>* Zero level courses must be completed with a C grade or higher.</b>							
<input type="checkbox"/>	ESL classes	<input type="checkbox"/>	Engl 050	<input type="checkbox"/>	Math 006		
<input type="checkbox"/>	Engl 002	<input type="checkbox"/>	Engl 051	<input type="checkbox"/>	Math 090		
<input type="checkbox"/>	Engl 003	<input type="checkbox"/>	Engl 057	<input type="checkbox"/>	Math 008		

\*See counselor/advisor to discuss this course or options to self-remediate and successfully place into higher- or college-level course.

<b>Required Program Courses</b>			
<b>ACCT 101</b>	4cr	Principles of Financial Accounting	Prerequisites: Eligibility for enrollment into ENGL 003, 007, or 057 and eligibility for enrollment into MATH 022 (or MATH 020) or completion of MATH 008 (or MATH 010) with a C or higher
<b>ACCT 200</b>	4cr	Principles of Managerial Accounting	Prerequisites: ACCT 101 with a "C" or higher
<b>ACCT 203</b>	4cr	Income Tax Accounting	Prerequisites: Co-requisite: ACCT 200 with a grade of C or higher or permission of the Department Chair
<b>ACCT 208</b>	4cr	Professional Bookkeeping	Prerequisites: Prerequisite: Accounting 101 with a "C" or higher and Accounting 200 is a co-requisite
<b>ACCT 215</b>	3cr	Accounting Software Applications	Prerequisites:, Prereq: CIS 105 with a grade of "C" or higher. Coreq: Acct 200
<b>BUSI 101</b>	3cr	Introduction to Business (FYS)	Course meets 1 credit FYS requirement and replaces FS 102
<b>CIS 105</b>	3cr	Introduction of Software for Business	Prerequisites: Prerequisite: Completion of ENGL 003 and ENGL 051 with a grade of C or higher or their equivalents
<b>ENTR 101</b>	3cr	Introduction to Entrepreneurship	Prerequisites: None
<b>Program Elective</b>	3cr	Select a course from MGMT or MKGT 100-299	Prerequisites: Select Program Elective: 3 credits from MGMT or MKTG –most require eligibility for ENGL 003

<b>Advising Notes</b>
Note: At least 15 credits required at HACC. The curriculum included preparation for a national exam sponsored by the American Institute of Professional Bookkeepers. Passing this exam along with 2 years of experience in the field allows students to use the designation of Certified Bookkeeper. (CB)

### 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 101	4	ACCT 200	4
BUSI 101	3	ACCT 203	4
CIS 105	3	ACCT 208	4
ENTR 101	3	ACCT 215	3
Program Elective	3		

<b>Counselor/Advisor Contact Information by Campus:</b>				
<b><u>Gettysburg</u></b>	<b><u>Harrisburg</u></b>	<b><u>Lancaster</u></b>	<b><u>Lebanon</u></b>	<b><u>York</u></b>
Student Services	Counseling and Advising	Counseling and Advising	Receptionist Desk	Counseling and Advising
Lobby	Cooper 219	221 Main	Lobby	Leader Suite 104
717-337-3855	717-780-2498	717-358-2988	717-270-4222	717-801-3213