



Professional Bookkeeping Certificate #1206 (31 credits) Effective Fall 2020

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. Program specific questions can be directed to the faculty contacts. The scheduling of courses, program sequencing and curriculum are subject to change.

Developmental Courses (as determined through College Placement Testing)* and Prerequisites:		
* Zero level courses must be completed with a C grade or higher.		
<input type="checkbox"/> ESL classes	<input type="checkbox"/> ENGL 050	
<input type="checkbox"/> ENGL 002	<input type="checkbox"/> ENGL 051	
<input type="checkbox"/> ENGL 003	<input type="checkbox"/> ENGL 057	
Program Specific Requirements		
ACCT 150	2 credits	Prerequisite: None
ACCT 151	2 credits	Prerequisite: ACCT 150 (register first 7 weeks) and Acct 151 (second 7 weeks)
ACCT 160	2 credits	Coreq with ACCT 150 OR Prereq: ACCT 101 with a C or higher
ACCT 161	2 credits	Prerequisite: ACCT 160 with a C or higher (or take ACCT 160 in first 7 weeks and ACCT 161 second 7 weeks) AND ACCT 151 as a Co-req (or prereq).
ACCT 203	4 credits	Prerequisite: ACCT 151 OR ACCT 200 with a C or higher
ACCT 208	4 credits	Prerequisite: ACCT 151 OR ACCT 101 with a C or higher
ACCT 215	3 credits	ACCT 160 or ACCT 200 with a C or higher AND CIS 105 with a C or higher
BUSI 101	3 credits	No prereq on this course and although this course meets the FYS requirement, the FYS requirement is not needed in this certificate and there's no need to take FS 100 to graduate in this certificate even if a student tests into two developmental courses. Students must however take BUSI 101 to graduate from this program
CIS 105	3 credits	Prerequisite: Completion of ENGL 003 and ENGL 051 with a grade of C or higher or their equivalents
ENTR 101	3 credits	Prerequisite: None
Program Elective	3 credits	Select Program Elective: 3 credits from MGMT or MKTG –most require eligibility for ENGL 003

Counselor/Advisor Contact Information by Campus: Virtual: 800-ABC-HACC, option 7; virtual@hacc.edu				
Gettysburg	Harrisburg	Lancaster	Lebanon	York
Student Services	Advising and Transfer Center	Counseling and Advising	Receptionist Desk	Counseling and Advising
Lobby	PSECU, 3 rd Floor	221 Main	Lobby	Leader 104
717-337-3855	717-780-2498	(717) 358-2988	717-270-4222	717-801-3213

Advising Notes
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)