

PROFESSIONAL BOOKKEEPING, Certificate - 1206

Business Studies Department

CIP Code: 52.0302

The Professional Bookkeeping certificate prepares students for positions as professional bookkeepers and facilitate their passing of the certification exam indicating their expertise in this area. The curriculum includes preparation for a national exam sponsored by the American Institute of Professional Bookkeepers. Passing this exam, along with two years of experience in the field, allows students to use the designation of Certified Bookkeeper (CB). This certificate focuses on essential general business and accounting skills needed in today's bookkeeping environment and puts students on the fast track to a rewarding career. The complete program is available at the Harrisburg Campus, as well as through Virtual Learning. Students may also complete this program at the Gettysburg and Lancaster campuses by taking some courses through Virtual Learning.

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
- Access the Internet and operate websites and databases in order to retrieve and analyze business information
- Analyze financial statements, recognize potential problems and suggest appropriate solutions
- Complete bank reconciliations and track all needed payroll information for businesses

PROGRAM REQUIREMENTS (TOTAL CREDITS = 31)

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