

PROGRAM MAP

CERTIFICATE IN BOOKKEEPING

A student's placement on this program map is contingent upon meeting prerequisite or other academic requirements.

SEMESTER 1

- ACC 150 | Accounting Principles I
- ACC 260 | Federal Taxation of Individuals
- BUS 110 | Introduction to Business
- CIT 100 | Microcomputer Applications

SEMESTER TOTAL CREDITS: 12

SEMESTER 2

- ACC 175 | Accounting Principles II
- ACC 220 | Automated Accounting
- ACC 230 | Managerial Accounting
- CIT 103 | Microsoft Excel

SEMESTER TOTAL CREDITS: 12

TOTAL CREDITS COMPLETED: 24

CREDITS

- 3
- 3
- 3
- 3

CREDITS

- 3
- 3
- 3
- 3

IMPORTANT NOTES:

Students should seek an appointment with an academic advisor to determine the courses that properly meet each individual's academic goals and to discuss any and all transfer options.

All courses required for the Bookkeeping program are also required for the Accounting degree; therefore, Bookkeeping graduates will be able to use all successfully completed course credits towards an Accounting degree. Successful completion of the Accounting degree will then prepare the student for certification through the American Institute of Certified Bookkeepers (AIPB) Certified Bookkeeper designation.

Registration Contact Information:

Contact the Registrar's Office for additional information at registrar@pennhighlands.edu or 814.262.6439.

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