



BOOKKEEPING

BOOKKEEPING CERTIFICATE
24 CREDITS

The Bookkeeping certificate will provide you with eight essential courses to get you started on the path to a career in bookkeeping. This certificate provides the skills needed to become a bookkeeper, without committing to an entire associate degree program.

Upon graduating, students may pursue the Accounting A.A.S. degree. Bookkeeping graduates will be able to use all completed course credits towards an Accounting degree. Successful completion of the Accounting degree prepares students for certification through the American Institute of Certified Bookkeepers (AIPB) Certified Bookkeeper designation.

CAREER OPPORTUNITIES

- Public/Private Accounting
- Bookkeeping
- Financial Statement Preparation
- Federal Tax Return Preparation and Advice
- General Accounting/Accounting Assistant
- Inventory Specialist/Analyst
- Accounts Payable and Receivable Specialist

KEY COURSES

- Accounting Principles I and II
- Introduction to Business
- Automated Accounting
- Managerial Accounting
- Federal Taxation of Individuals



WE ARE ACCREDITED.

Penn Highlands is accredited by the Middle States Commission on Higher Education. This means you will receive the same quality of education as major four-year institutions in our area.



WE ARE FAMILY.

Our supportive staff and faculty are here for you. We are available to listen, offer advice, and provide support to help you succeed. With an 18:1 student-to-faculty ratio, the hands-on support you will receive feels like family.



**DISCOVER MORE
ABOUT THIS PROGRAM.**

