



Bookkeeping Certificate

Understanding Debits and Credits

Learn how to properly analyze and record the financial transactions of a business. Acquire a solid understanding of the accounting equation and how to balance it.

Dates: March 1–March 26, 2021

Delivery: Online, self-paced via Canvas

Tuition: \$550.00

General Ledger and Month-end Procedures

Learn how to post journal entries to the correct general ledger accounts and how to perform monthly bank reconciliations.

Dates: March 29–April 23, 2021

Delivery: Online, self-paced via Canvas

Tuition: \$550.00

Closing Procedures and Financial Statements

Learn how to close your books and prepare them for the next accounting period.

Dates: April 26–May 21, 2021

Delivery: Online, self-paced via Canvas

Tuition: \$550.00

This training is being offered in collaboration with Penn State Abington Campus.

**For registration form, please contact
Office of Outreach and Continuing Education
Sandy Quarrick
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724-430-4211**

Overview

Earn a Certificate in Bookkeeping and gain the skills needed to manage and measure a business's financial health. This program focuses on cash basis accounting, and the content taught is designed for small businesses. Use bookkeeping expertise to provide invaluable support to business owners or be able to knowledgeably outsource business finances to bookkeeping professionals.

Program Scope and Sequence

This program is delivered online and consists of three courses that each run for sixteen hours over four weeks, for a total of forty-eight hours of instruction.

**Upon completion of all three classes, students will earn a Penn State Certificate in Bookkeeping.*

Who Should Attend

This program is appropriate for anyone who wants to get into the in-demand field of bookkeeping:

- People looking for a job change or promotion in the business field
- Business owners who want to hire and manage a bookkeeper
- Entrepreneurs who need to understand basic business accounting

Program Objectives

- Students will gain an understanding of the accounting equation and each of the five categories involved in every business.
- Students will learn the difference between cash basis accounting and accrual basis accounting.
- Students will learn how to complete each phase of the accounting cycle, from analyzing a financial transaction to preparing financial statements and closing the books.



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