



Bookkeeping Certificate

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.

Cost: \$550.00 per course

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

Who Should Attend

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

Program Objectives

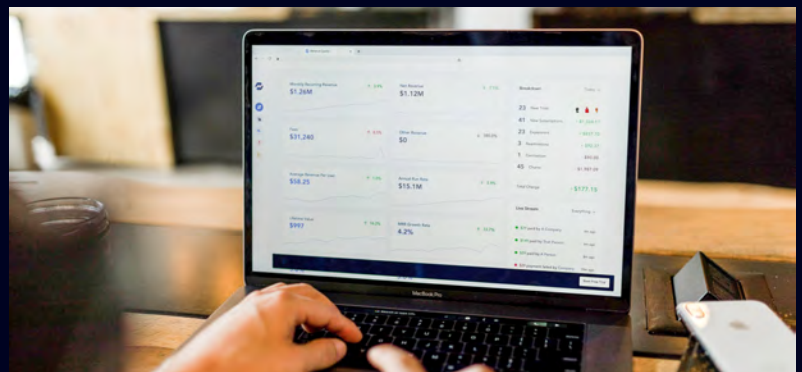
- Students will gain an understanding of the accounting equation and each of the five categories involved in every business.
- Students will learn the difference between cash basis accounting and accrual basis accounting.
- Students will learn how to complete each phase of the accounting cycle, from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

2021 Course Dates

ACCTG 5250 Understanding Debits and Credits
Dates: March 1- March 26, 2021

ACCTG 5251: General Ledger and Month-End Procedures
Dates: March 29 - April 23, 2021

ACCTG 5252: Closing Procedures and Financial Statements
Dates: April 26 - May 21, 2021



To register or for more information:

Call 724-334-6011 or email bxn10@psu.edu
newkensington.psu.edu/continuing-education

Office of Continuing Education

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