



# Accounting: QuickBooks Professional (215)

## Certificate Program

### ABOUT OUR PROGRAM

This certificate program prepares students for entry-level positions or for career advancement in accounting and related positions in for-profit or nonprofit organizations.

### NATURE OF WORK AND EMPLOYMENT

Job positions that are available include accountant, bookkeeper, office manager, payroll manager, and accounting clerk.

### SPECIAL CONSIDERATIONS

This program develops specialized skills in the use of QuickBooks to perform small business bookkeeping services. For a wider range of skills, such as word processing, software package usage, and management, students should consider one of the degree programs offered in Accounting or in related business areas.

### PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Scott Anderson, Dean of Business & Technology
- Carol Wilhelms, Accounting Faculty
- Thedford Jackson, Transfer Coordinator/Student Advisor

### Required Accounting/

### Information Technology Courses

**20 Sem. Hours**

^	ACCT	105	Elements of Accounting	3
^	ACCT	115	Computer Applications in Accounting	2
	ACCT	116	Introduction to Payroll Accounting	2
*^	ACCT	213	Financial Accounting	4
*	ACCT	220	QuickBooks	2
*	BUSN	125	Mathematics of Business	3
*	INFT	131	Beginning Microsoft Word	1
*	INFT	180	Introduction to Information Systems	3

**Total Hours =**

**20**

\* Course has a prerequisite. See course descriptions.

^ Knowledge of Microsoft Excel is recommended for this course.

In compliance with U.S. Department of Education disclosure guidelines, gainful employment statistics for certificate programs can be found at [www.highland.edu/hcc\\_academics](http://www.highland.edu/hcc_academics).

