



# Accounting (203)

## Associate of Applied Science

### ABOUT OUR PROGRAM

This degree program prepares the student for entry-level positions in private business and industry by offering a wide variety of courses in accounting, business, data processing, mathematics, communications, writing, and economics.

### NATURE OF WORK AND EMPLOYMENT

Accountants maintain records, prepare and analyze financial reports, and participate directly in the management of business and other organizations. Other duties may include auditing accounts and records, certifying financial statements, and payroll. Job positions include accounting technician, accounting assistant, accounting trainee, clerk, and bookkeeper.

### SPECIAL CONSIDERATIONS

Students who are interested in a Bachelor's degree in Accounting or pursuing a CPA should follow the guidelines for the Associate of Science in Business Administration transfer program. The program may be tailored toward further degree work.

Students should check with the Accounting faculty or a student advisor to see if this program might meet their needs for future degree work.

### 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 Business Courses 55 Sem. Hrs

|         |     |   |   |
|---------|-----|---|---|
| ^ ACCT  | 105 | Elements of Accounting                                | 3 |
| ^ ACCT  | 115 | Computer Applications in Accounting                   | 2 |
| ACCT    | 116 | Introduction to Payroll Accounting                    | 2 |
| ACCT    | 220 | QuickBooks  | 2 |
| ACCT    | 211 | Individual Income Tax Accounting                      | 3 |
| *^ ACCT | 213 | Financial Accounting                                  | 4 |
| *^ ACCT | 214 | Managerial Accounting                                 | 4 |
| *^ ACCT | 215 | Intermediate Accounting I                             | 4 |
| *^ ACCT | 216 | Intermediate Accounting II                            | 4 |
| ACCT    | 218 | Business Income Tax                                   | 3 |
| * BUSN  | 121 | Introduction to Business                              |   |
|         |     | - or -  | 3 |
| * BUSN  | 124 | Introduction to Small Business                        |   |
| * BUSN  | 125 | Mathematics of Business                               | 3 |
|         |     | (or BUSN 221 or three credits from MATH 157 or above) |   |
| * BUSN  | 223 | Business Law I  | 3 |
| * BUSN  | 224 | Business Law II                                       | 3 |
| * BUSN  | 249 | Principles of Management                              | 3 |
| * ECON  | 111 | Principles of Economics I                             | 3 |
| * INFT  | 131 | Beginning Microsoft Word                              | 1 |
| * INFT  | 140 | Beginning Excel                                       | 1 |
| * INFT  | 142 | Advanced Excel  | 1 |
| * INFT  | 180 | Introduction to Information Systems                   | 3 |

### Related Required Courses 9 Sem. Hours

|        |     |                            |   |
|--------|-----|----------------------------|---|
| BUSN   | 141 | Business Communications    | 3 |
|        |     | (or COMM 101 or ENGL 121)  |   |
| * PSY  | 161 | Introduction to Psychology |   |
|        |     | -or-                       | 3 |
| * SOCI | 171 | Introduction to Sociology  |   |
| SPCH   | 191 | Fundamentals of Speech     |   |
|        |     | -or-                       | 3 |

General Education Elective

### Total Hours = 64

\* Course has a prerequisite. See course descriptions.

^ Knowledge of Microsoft Excel is recommended for this course.

### General Education Electives:

ART, BIOL, BUSN, CHEM, EDUC, ENGL, FREN, GEOG, GEOL, GERM, HIST, HUMA, JOUR, LIBS, MATH, MCOM, MUS, NSCI, PHIL, PHYD, PHYS, POL, PSY, RUSS, SOCI, SPAN, SPCH, THEA

