



# Accounting (213)

## Certificate Program

### ABOUT OUR PROGRAM

This certificate program prepares students for entry-level positions in private business and industry.

### NATURE OF WORK AND EMPLOYMENT

Job positions that are available include accounting clerk, bookkeeper, accounting assistant, trainee, or technician.

### SPECIAL CONSIDERATIONS

This program develops advanced skills in the accounting area. 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 Business Courses

**21 Sem. Hours**

^	ACCT	105	Elements of Accounting	3
^	ACCT	115	Computer Applications in Accounting	2
	ACCT	116	Introduction to Payroll Accounting	2
	ACCT	211	Individual Income Tax Accounting	3
*^	ACCT	213	Financial Accounting	4
*^	ACCT	214	Managerial Accounting	4
*	INFT	140	Beginning Excel	1
*	INFT	142	Advanced Excel	1
*	INFT	145	Beginning Access	1

### Related Required Courses

**6 Sem. Hours**

*	BUSN	125	Mathematics of Business (or BUSN 221 or three credits from MATH 157 or above)	3
*	BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3

**Total Hours =**

**27**

\* 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).

