

# 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.

### Program Outcomes

Students who complete this program of study will:

- **Accounting Knowledge:** Have a basic understanding of accounting principles and procedures as they are applied to accounting. Will be able to apply accounting principles and procedures to management skills.
- **Communication:** Effectively convey ideas, information, and intentions in a variety of accounting situations using oral, written, and electronic documentation skills.
- **Critical Thinking/Problem Solving:** Solve problems through the analysis and evaluation of data and the application of accounting theories and concepts.
- **Teamwork:** Use leadership, fellowship, and human relations skills to collaborate as a team to achieve common management goals.
- **Ethics:** Recommend strategies that promote ethical behavior and social responsibility.
- **Technology:** Demonstrate knowledge of the digital technology tools used to support accounting operations.

### 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, payroll clerk, auditing clerk, accounts payable administrator, accounts receivable administrator, tax preparer, 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 Arts 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, Vice President of Business, Technology, and Community Programs
- Jennifer Alderman, Accounting Faculty
- Amanda Venhuizen, Student Advisor

### Required Business Courses 52 Credit 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
	ACCT	218	Business Income Tax	3
	ACCT	220	QuickBooks Accounting	2
*	BUSN	121	Introduction to Business	
			-or-	3
*	BUSN	124	Introduction to Small Business	
			Mathematics of Business (or BUSN 221 or three credits from MATH 157 or above)	3
*	BUSN	125		
*	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
	ECON	112	Principles of Economics II	3
*	INFT	131	Beginning Microsoft Word	1
*	INFT	140	Beginning Excel	1
*	INFT	141	Intermediate Excel	1
*	INFT	142	Advanced Excel	1
*	INFT	145	Beginning Access	1
*	INFT	180	Introduction to Information Systems	3

### Related Required Courses 12 Credit Hours

	BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3
	PHIL	282	Ethics	3
*	PSY	161	Introduction to Psychology	
			-or-	3
*	SOCI	171	Introduction to Sociology	
	SPCH	191	Fundamentals of Speech Communication	
			-or-	3
			General Education Elective	

**Total Credit Hours = 64**

\* Course has a prerequisite. See course description.

^ 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, SOCI, SPAN, SPCH, THEA

Of the available General Education courses required for this program, at least three credits need to be completed with a Diversity designation (see advisor).

