

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, Vice President of Business, Technology, and Community Programs
- Jennifer Alderman, Accounting Faculty
- Amanda Venhuizen, Student Advisor

Required Business Courses 21 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
*	INFT	140	Beginning Excel	1
*	INFT	141	Intermediate Excel	1
*	INFT	145	Beginning Access	1

Related Required Courses 6 Credit 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 Credit Hours = 27

* Course has a prerequisite. See course description.

^ Knowledge of Microsoft Excel is recommended for this course.