

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

Required Accounting/ Information Technology Courses 20 Credit 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 Accounting	2
*	BUSN	125	Mathematics of Business	3
*	INFT	131	Beginning Microsoft Word	1
*	INFT	180	Introduction to Information Systems	3

Total Credit Hours = 20

* Course has a prerequisite. See course description.

^ Knowledge of Microsoft Excel is recommended for this course.