

Accounting: Professional Tax Preparer (216)

CERTIFICATE PROGRAM

About Our Program

This certificate program prepares students for careers as independent tax preparers or for employment as tax specialists or bookkeepers in business and government agencies.

Nature of Work and Employment

Job positions include tax preparer, bookkeeper, office manager, payroll manager, and accounting clerk.

Special Considerations

This program develops basic specialized skills in accounting and the preparation of individual and business tax returns. For a broader range of skills that relate to the management of an organization and to more advanced accounting issues, students should consider one of the degree programs offered in Accounting or 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

First Semester

12 Credit Hours

^	ACCT	115	Computer Applications in Accounting	2
	ACCT	211	Individual Income Tax Accounting	3
*	INFT	140	Beginning Excel	1
*	BUSN	125	Mathematics of Business (or three credits from MATH 157 or above)	3
*	BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3

Second Semester

12 Credit Hours

^	ACCT	105	Elements of Accounting	3
	ACCT	116	Introduction to Payroll Accounting	2
	ACCT	218	Business Income Tax	3
*	INFT	131	Beginning Microsoft Word	1
*	INFT	180	Introduction to Information Systems	3

Total Credit Hours =

24

* Course has a prerequisite. See course description.

^ Knowledge of Microsoft Excel is recommended for this course.