



# 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.

### 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, accounting trainee, clerk, 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 Science 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:

- Mr. Scott Anderson, Dean of Business & Technology
- Mr. Craig Pence, Accounting Faculty
- Mr. Thedford Jackson, Transfer Coordinator/Student Advisor

### Required Business Courses

55 Sem. Hrs

ACCT	105	Elements of Accounting	3
*^ACCT	115	Computer Applications/Accounting	2
ACCT	116	Introduction to Payroll Accounting	2
ACCT	120	Introduction to QuickBooks	2
* ACCT	220	Advanced QuickBooks	2
ACCT	211	Federal Income Tax Accounting	3
* ACCT	213	Financial Accounting	4
* ACCT	214	Managerial Accounting	4
* BUSN	121	Introduction to Business	3
		- or -	
* BUSN	124	Introduction to Small Business	3
* BUSN	125	Mathematics of Business (or BUSN 221 or MATH 162 or above)	3
* 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	142	Advanced Excel	1
* INFT	145	Beginning Access	1
* INFT	180	Introduction to Information Systems	3
		INFT or BUSN Elective	5

### Related Required Courses

9 Sem. Hours

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

**Total Hours = 64**

\* Course has a prerequisite. See course descriptions.

^ 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, MUS, NSCI, PHIL, PHYD, PHYS, POL, PSY, RUSS, SOCI, SPAN, SPCH, THEA