



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:

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

Required Business Courses

21 Sem. Hours

ACCT	105	Elements of Accounting	3
*^ACCT	115	Computer Applications/Accounting	2
ACCT	116	Introduction to Payroll Accounting	2
ACCT	211	Federal Income Tax Accounting	3
* ACCT	213	Financial Accounting	4
* ACCT	214	Managerial Accounting	4
* INFT	140	Beginning Excel	1
* INFT	142	Advanced Excel	1
* INFT	145	Beginning Access	1

Related Required Courses

6 Sem. Hours

* BUSN	125	Mathematics of Business (or BUSN 221 or MATH 162 or above)	3
* BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3

Total Hours =

27

* Course has a prerequisite. See course descriptions.

^ Knowledge of Microsoft Excel is recommended for this course.

