



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:

Mr. Scott Anderson, Dean Business & Technology
Mr. Craig Pence, Accounting Faculty

Required Accounting/Information Technology Courses

20 Sem. Hours

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
* BUSN	125	Mathematics of Business	3
* INFT	131	Beginning Microsoft Word	1
* INFT	140	Beginning Excel	1
* INFT	142	Advanced Excel	1
* INFT	180	Intro to Information Systems	3

Total Hours = 20

* Course has a prerequisite. See course descriptions.

† Some technical courses have a limited life span in which they can be applied to a certificate or degree program. Please check with your student advisor about applying older courses to this plan.

^ Knowledge of Microsoft Excel is recommended for this course.