



ACCOUNTS CLERK (214)

Certificate Program

ABOUT OUR PROGRAM

This certificate program prepares students for entry-level as an accounting clerk or office specialist in a small business.

NATURE OF WORK AND EMPLOYMENT

Job positions that are available include accounting clerk, bookkeeper, accounting assistant, trainee, or technician.

SPECIAL CONSIDERATIONS

This program develops basic skills in the accounting and business area. For more advanced skills, such as corporate accounting, 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 of Business & Technology
- Mr. Craig Pence, Accounting Faculty
- Mr. Dana Zimmerman, Coordinator of Career Services/
Student Advisor

Required Business Courses

18 Sem. Hours

ACCT	102	Fundamentals of Bookkeeping	3
	-or-		
ACCT	105	Elements of Accounting	
*^ACCT	115	Computer Applications/Accounting	2
ACCT	116	Introduction to Payroll Accounting	2
* BUSN	124	Introduction to Small Business	
	-or-		3
* BUSN	121	Introduction to Business	
* 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
* INFT	131	Beginning Microsoft Word	1
* INFT	140	Beginning Excel	1

Total Hours = 18

* Course has a prerequisite. See course descriptions.

^ Knowledge of Microsoft Excel is recommended for this course.