

ACCOUNTING: PROFESSIONAL TAX PREPARER, CERTIFICATE (216)

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.

Requirements

First Semester		Hours
ACCT 115	Computer Applications in Acct ¹	2
ACCT 211	Individual Income Tax Acct	3
INFT 140	Beginning Excel ²	1
BUSN 125	Math of Business ²	3
Select one of the following:		3
BUSN 141	Business Communications ²	
COMM 101	Technical Communications ²	
ENGL 121	Rhetoric and Composition I ²	
Hours		12
Second Semester		
ACCT 105	Elements of Accounting ¹	3
ACCT 116	Intro to Payroll Accounting	2

ACCT 218	Business Income Tax	3
INFT 131	Beginning Microsoft Word ²	1
INFT 180	Intro to Information Systems ²	3
Hours		12
Total Hours		24

¹ Knowledge of Microsoft Excel is recommended for this course.

² Course has a prerequisite. See course description.

Program Outcomes

Students who complete this program of study will:

- Accounting Knowledge: Have a basic understanding of accounting principles and procedures as they are applied to accounting. Will be able to apply accounting principles and procedures to management skills.
- Communication: Effectively convey ideas, information, and intentions in a variety of accounting situations using oral, written, and electronic documentation skills.
- Critical Thinking/Problem Solving: Solve problems through the analysis and evaluation of data and the application of accounting theories and concepts.
- Teamwork: Use leadership, fellowship, and human relations skills to collaborate as a team to achieve common management goals
- Ethics: Recommend strategies that promote ethical behavior and social responsibility.
- Technology: Demonstrate knowledge of the digital technology tools used to support accounting operations.

Program Contacts

Call Highland at 815-235-6121 for the following program contacts:

- Dr. Matt Magee, Dean of Agriculture, Business & Technology
- Jennifer Sager, Accounting Faculty
- Wes Bertram, Student Advisor