

# ACCOUNTING: QUICKBOOKS PROFESSIONAL, CERTIFICATE (215)

## 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.

## Requirements

Code	Title	Hours
<b>Required Accounting/Information Technology Courses</b>		
ACCT 105	Elements of Accounting <sup>1</sup>	3
ACCT 115	Computer Applications in Acct <sup>1</sup>	2
ACCT 116	Intro to Payroll Accounting	2
ACCT 213	Financial Accounting <sup>1,2</sup>	4
ACCT 220	Quickbooks Accounting	2
BUSN 125	Math Of Business <sup>2</sup>	3
INFT 131	Beginning Microsoft Word <sup>2</sup>	1

INFT 180	Intro to Information Systems <sup>2</sup>	3
<b>Total Hours</b>		<b>20</b>

<sup>1</sup> Knowledge of Microsoft Excel is recommended for this course.

<sup>2</sup> 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