

# ACCOUNTS CLERK, CERTIFICATE (214)

## About Our Program

This certificate program prepares students for entry-level positions as accounting clerks or office specialists 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.

## Requirements

Code	Title	Hours
<b>Required Business 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
INFT 131	Beginning Microsoft Word <sup>2</sup>	1
INFT 140	Beginning Excel <sup>2</sup>	1
Select one of the following:		3
BUSN 124	Introduction to Small Business <sup>2</sup>	
or BUSN 121 Intro to Business		
Select one of the following:		3
BUSN 125	Math of Business <sup>2</sup>	
BUSN 221	Business Statistics <sup>2</sup>	
Select one of the following:		3

BUSN 141	Business Communications <sup>2</sup>
COMM 101	Technical Communications <sup>2</sup>
ENGL 121	Rhetoric and Composition I <sup>2</sup>
<b>Total Hours</b>	<b>18</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