ACCOUNTING ASSISTANT (CERTIFICATE)

Business & Information Technology

Program website (https://www.harpercollege.edu/academics/business/
accounting/accounting-assistant-certificate.php)

Program Overview

This 28 credit-hour certificate program is designed for persons interested in pursuing careers as junior accountants in business, government and industry. There is an acute shortage of persons with the training needed to be successful in accounting.

Program Requirements

Code	Title	Hours
Required		
ACC 101	Introduction to Financial Accounting	4
ACC 102	Introduction to Managerial Accounting	3
ACC 112	Quickbooks	2
ACC 155	Payroll Accounting	2
CAS 115	Spreadsheet Software	1
CAS 215	Advanced Spreadsheet Software	1
ENG 101	Composition I	3
or ENG 130	Business Writing	
MGT 111	Introduction to Business Organization	3
Electives		
Select any three courses from the following:		9
ACC 201	Intermediate Accounting I	
ACC 202	Intermediate Accounting II	
ACC 203	Cost Accounting	
ACC 250	Individual Tax Accounting	
ACC 251	Business Tax Accounting	
ACC 253	Advanced Accounting I	
ACC 254	Auditing	
ACC 265	Fraud Examination	
Total Hours		**28**

Gainful Employment

Harper College provides Gainful Employment information to comply with the U.S. Department of Education.