ACCOUNTING BOOKKEEPER/ CLERK (CERTIFICATE)

Business & Information Technology

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

Program Overview

This 7 credit-hour certificate program will provide the student with the courses needed for an entry-level position in this particular area.

Program Requirements

Code	Title	Hours
Required		
ACC 100	Introductory Accounting	3-4
or ACC 101	Introduction to Financial Accounting	
ACC 112	Quickbooks	2
CAS 115	Spreadsheet Software	1
CAS 215	Advanced Spreadsheet Software	1
Total Hours		**7-8**

Program Learning Outcomes

- Apply knowledge of basic accounting and bookkeeping procedures
- Demonstrate a working knowledge of computers and current accounting software including MS Excel and Quickbooks

Gainful Employment

Non-financial aid eligible program.