

ADVANCED ACCOUNTING BOOKKEEPER/CLERK (CERTIFICATE)

Business & Information Technology

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

Program Overview

This 19 credit-hour certificate program will provide the student with the courses needed for an entry-level position in such areas as accounts payable, accounts receivable and inventory 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 or ENG 130	Composition I Business Writing	3
MGT 111	Introduction to Business Organization	3
Total Hours		19

Gainful Employment

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