Accounting Bookkeeper/Clerk Certificate

Prepare for a position as an entry level Accounting Bookkeeper/Clerk

- One semester program
- Includes FREE Adult Education support class
- Technology available
- Ask about tuition assistance

FALL 2023 CLASSES MONDAYS AND WEDNESDAYS
In-person support class to ensure student success!

ACC101 Introduction to Financial Accounting
(16 weeks)

ACC112 Quickbooks
(8 weeks)

CAS115 - Spreadsheet Software
(8 weeks)

CAS 215 - Advanced Spreadsheet Software
(8 weeks)

LOCATION: Harper College 1200 W Algonquin Rd. Palatine, IL 60067

Adult Education classes are free to eligible students. For FY22 approximately $238,700 (33%) of the Illinois Adult Education and Literacy cost at William Rainey Harper College is federally funded under Title II, Workforce Innovation and Opportunity Act of 2014.

FOR INFORMATION, CONTACT:

Dr. Nancy Moore
847.925.6233
mn00922@harpercollege.edu

REGISTRATION REQUIREMENTS:

Take a placement test
Complete a Harper College Application
Be an eligible GED or ESL student, GED graduate, or high school graduate

Individuals with disabilities who would like to request an accommodation or who have questions about physical access may email ads@harpercollege.edu or call 847.925.6266 at least two weeks in advance of the event date.

Harper College is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.