

NAME: _____

I.D.# _____

2011-12
ACCOUNTING
Certificate

This certificate program prepares students for entry level employment as an accounting assistant, junior accountant, junior auditor, head of full-charge bookkeeper, or junior analyst. **This program is not designed for students who plan to become professional accountants and CPAs.** Students interested in these careers should follow the Associate in Arts Degree program for Pre-Business Majors.

PROGRAM REQUIREMENTS (34 credits)

- ____ BUS 101 3 cr Introduction to Modern Business (*Placement in ENG 099 or above*)
____ BUS 103 3 cr Business Mathematics (*Prereq. MATH 085 with C or better or qualifying score on Math Placement Test*)
____ BUS 107 3 cr Bookkeeping and Procedural Accounting
____ BUS 127 3 cr Business Communications (*Prereq. ENG 101 or consent of instructor*)
____ BUS 131 4 cr Financial Accounting (*Prereq. Placement into ENG 099 or above*)
____ BUS 132 3 cr Managerial Accounting (*Prereq. BUS 131*)
____ BUS 138 1.5 cr Accounting Software I (*Prereq. BUS 107 or 131*)
____ BUS 139 1.5 cr Accounting Software II (*Prereq. BUS 107 or 131*)
____ BUS 201 3 cr Business Law (*Prereq. Placement in ENG 099 or above*)
____ ECON 201 3 cr Macroeconomics Principles (*Prereq. Placement in ENG 099 or above*)
____ ITAPP 125 3 cr Spreadsheet Applications - Level 1 (*Prereq. Keyboarding recommended*)
____ ITAPP 126 3 cr Spreadsheet Applications - Level 2 (*Prereq. ITAPP 125 required; with grade C or better recommended*)
____ Attained a minimum grade point average of 2.0 in the courses identified in this certificate program.

Current cumulative GPA: _____

____ Completed a minimum of one-half of the credit hours required as a student at PSC.

____ Filed a **Graduation Petition Form** with the Office of Enrollment Services.

Deadline for filing: October 1 for Winter, March 1 for Spring, July 1 for Summer. (*December, May & August candidates may choose to participate in the annual May Commencement Ceremony. Deadline to apply for ceremony is March 1st*)

Credits Required: 34 **Credits Completed:** _____ **Credits In Progress:** _____ **Credits Needed:** _____

Student Advised By: _____ **Date:** _____

SIGNATURE: Counselor or Advisor or Faculty Advisor

This is an UNOFFICIAL evaluation. Official Evaluations must be requested in the Office of Enrollment Services

IMPORTANT PSC GRADUATION POLICIES

1. If the degree or certificate requirements are changed during your continuous attendance, you may elect to satisfy either the new requirements or the ones in force when you enrolled.
2. If you withdraw from Prairie State College for either a fall or spring semester, you must satisfy requirements in force at the time you re-enroll.
3. **Requests for COURSE SUBSTITUTIONS** in the program must be directed to the Program Coordinator. A Course Substitution Form must be signed by the Program Coordinator and submitted to the Office of Enrollment Services at least one semester prior to graduation.
4. Petitions for alteration of other graduation requirements must be submitted on a Student Appeal Form at least one semester prior to graduation.

DIVISION OF CAREER & TECHNICAL EDUCATION

Program Coord: Donna Sum Room 2213 (708) 709-3687 dsum@prairiestate.edu
Dept. Chair: Joe Berlinski Room 2211 (708) 709-3565 jberlinski@prairiestate.edu
Division Dean: Debra Prendergast Room 2122 (708) 709-3689 dprendergast@prairiestate.edu

CAREER PLANNING/PLACEMENT INFORMATION:

Occupational Outlook Handbook, U.S. Department of Labor: <http://www.bls.gov/oco/home.htm>

Employment opportunities: www.collegecentral.com/prairiestate