

NAME: \_\_\_\_\_

I.D.# \_\_\_\_\_

**2010-11**  
**BOOKKEEPING**  
**Certificate**

This career certificate program is designed for individuals interested in pursuing careers as bookkeepers, accounts receivable or payable clerk, or payroll clerks. **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 (12 credits)**

- \_\_\_\_\_ BUS 101          3 cr      Introduction to Modern Business (*Prereq. Placement in ENG 099 or above*)
- \_\_\_\_\_ BUS 103          3 cr      Business Mathematics (*Prereq. MATH 085, C or better or qualifying score on Math Placement Test*)
- \_\_\_\_\_ BUS 107          3 cr      Bookkeeping and Procedural Accounting
- \_\_\_\_\_ 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*)

\_\_\_\_\_ 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 (excluding proficiency credit)

\_\_\_\_\_ Enrolled at PSC during the regular semester **immediately preceding** the awarding of the certificate.

\_\_\_\_\_ 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 1<sup>st</sup>*)

<b>Credits</b>	<b>Credits</b>	<b>Credits</b>	<b>Credits</b>
<b>Required: 12</b>	<b>Completed:</b> _____	<b>In Progress:</b> _____	<b>Needed:</b> _____

**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:**

<b>Program Coord:</b>	Marci Schusler	Room 2210	(708) 709-7806	<a href="mailto:mschusler@prairiestate.edu">mschusler@prairiestate.edu</a>
<b>Dept. Chair:</b>	Joe Berlinski	Room 2211	(708) 709-3565	<a href="mailto:jberlinski@prairiestate.edu">jberlinski@prairiestate.edu</a>
<b>Division Dean:</b>		Room 2122	(708) 709-3689	

**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](http://www.collegecentral.com/prairiestate)