

PRAIRIE STATE COLLEGE

# ACCOUNTING AND BUSINESS MANAGEMENT





# ACCOUNTING AND BUSINESS MANAGEMENT

## AT PRAIRIE STATE COLLEGE

Prairie State College (PSC) offers students the opportunity to “Step Up” to an Associate of Applied Science (A.A.S.) in Accounting and Business Management, while earning certificates in accounting and bookkeeping along the way. Courses in both the accounting and bookkeeping certificate programs overlap with the A.A.S degree requirements, allowing students to apply credits earned in each certificate program to a subsequent certificate as well as the A.A.S. degree.

# DEGREES AND CERTIFICATES

## ASSOCIATE IN APPLIED SCIENCE (A.A.S.)

Accounting And Business Management

## CERTIFICATE OF ACHIEVEMENT

Accounting  
Bookkeeping

# Certificate Programs

## Bookkeeping

### Certificate

The bookkeeping certificate is designed for individuals interested in pursuing careers as bookkeepers, accounts receivable or payable clerks, or payroll clerks. The program also is the first step to earning an Associate in Applied Science (A.A.S.) degree in Accounting and Business Management.

<b>I. Program Requirements</b>	<b>16 credits</b>
BUS 101 Introduction to Business	3
BUS 103 Business Mathematics	3
BUS 104 Professionalism in the Workplace	1
BUS 107 Bookkeeping and Procedural Accounting	3
ITAPP 101 Introduction to Computers	3
ITAPP 125 Spreadsheet Applications – Level 1	3

**Program Total: 16 credits**

## Accounting

### Certificate

The accounting certificate program teaches basic accounting skills, including the fundamentals of product costing, budgeting, and quality management. Students also will be taught how to write and layout business memos, letters, and reports, as well as proper listening, semantics, and psychology of business communication. The program also is the second step to earning an A.A.S. degree in Accounting and Business Management.

<b>I. Program Requirements</b>	<b>32 credits</b>
BUS 101 Introduction to Business	3
BUS 103 Business Mathematics	3
BUS 104 Professionalism in the Workplace	1
BUS 107 Bookkeeping and Procedural Accounting	3
BUS 127 Business Communications	3
BUS 131 Financial Accounting	4
BUS 132 Managerial Accounting	3
BUS 204 Business Ethics	3
ITAPP 101 Introduction to Computers	3
ITAPP 125 Spreadsheet Applications – Level 1	3
ITAPP 128 Database Applications – Level 1	3

**Program Total: 32 credits**

# Degree Program

## Accounting and Business Management

A.A.S. Degree

### I. General Education Core 18-19 credits

#### Area A: Communication 6

ENG 101	Composition I - with a grade of C or better	3
COMM 101	Principles of Communication	3

#### Area B: Humanities 3

Select one course from Area B 3

#### Area C: Mathematics

MATH 112	General Education Mathematics	3
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#### Area D: Physical and Life Sciences 3-4

Select one course from Area D 3-4

#### Area E: Social and Behavioral Science 3

ECON 201	Macroeconomic Principles	3
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### II. Area of Concentration/Program Requirements 44 credits

BUS 101	Introduction to Business	3
BUS 103	Business Mathematics	3
BUS 104	Professionalism in the Workplace	1
BUS 105	Human Relations	3
BUS 107	Bookkeeping and Procedural Accounting	3
BUS 127	Business Communications	3
BUS 131	Financial Accounting	4
BUS 132	Managerial Accounting	3
BUS 201	Business Law	3
BUS 204	Business Ethics	3
BUS 241	Principles of Management	3
BUS 242	Human Resources Management	3
ITAPP 101	Introduction to Computers	3
ITAPP 125	Spreadsheet Applications – Level 1	3
ITAPP 128	Database Applications – Level 1	3

**Program Total: 62-63 credits**



## ABOUT THE CURRICULUM

Students interested in pursuing a career in business can earn a certificate in bookkeeping or accounting, or earn both certificates while working towards an A.A.S. in Accounting and Business Management.



## ADMISSIONS

PSC offers “open admission” that encourages diversity and admits all high school graduates or the equivalent.

### Here’s how to start your college career at PSC:

- Provide a high school diploma or GED.
- Take the COMPASS Placement Test or submit a copy of ACT scores.
- Meet with an advisor from Counseling and Advising to select courses. For questions, contact an academic advisor at (708) 709-3506.

## Financial Aid Information

PSC’s tuition is affordable, and financial aid is available through a variety of sources.

### How to Apply

#### 1. Complete the Free Application for Federal Student Aid (FAFSA)

The school code for PSC is 001640. Apply online at [fafsa.gov](https://fafsa.gov).

#### 2. Notification from Department of Education

If you listed PSC’s school code in your FAFSA, the college’s Financial Aid Office will receive your report in approximately 14 days.

#### 3. Notification from PSC

Once PSC receives your FAFSA from the Department of Education, you will receive a letter indicating any additional documents you need to submit.

#### 4. Complete the PSC financial aid application.

#### 5. Determination Letter

Once all documents are completed, an award letter will be issued or you will be notified that you are not eligible for federal financial aid.

### PSC Financial Aid Opportunities:

- PSC Board of Trustees Scholarships cover tuition and fees for two years.
- Students are eligible for these awards if they filed a FAFSA form even if they do not receive other aid.

For more information about how to obtain financial aid, visit [prairiestate.edu/finaid](https://prairiestate.edu/finaid), call (708) 709-3735 or email [financial-aid@prairiestate.edu](mailto:financial-aid@prairiestate.edu).

### Find out more today by contacting

**Joe Berlinski**

Professor of Business

(708) 709-3565

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### Gainful Employment Disclosure

The U.S. Department of Education requires colleges with financial aid eligible programs that “prepares students for gainful employment in a recognized occupation” to disclose certain information about these programs. For more information about our graduation rates, the median debt of students who have completed the program, and other important information related to the program, please visit our website at [prairiestate.edu/ge](https://prairiestate.edu/ge). We hope that this information is helpful in making informed choices about your education.

 **Prairie State College**

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