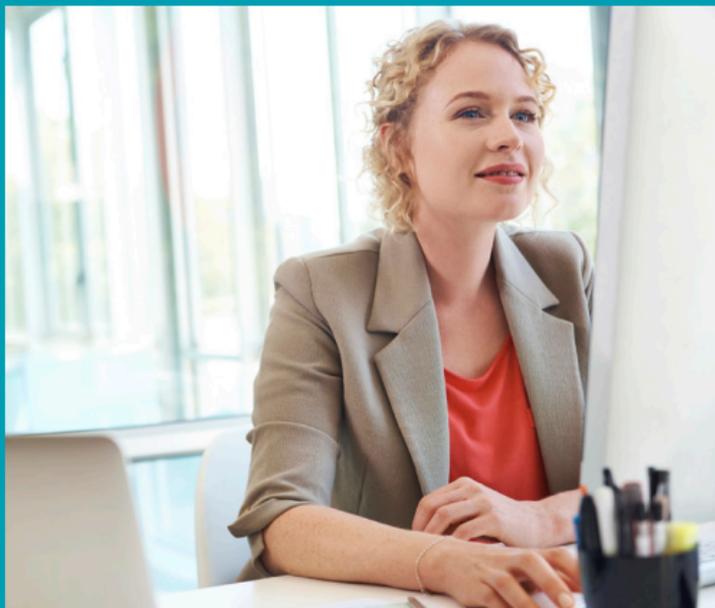


# BOOKKEEPING CERTIFICATE



Every business needs trained professionals who can record, track, and analyze a company's finances. **Bookkeepers** work behind the scenes to pay the bills, tally the invoices, and analyze the financial status of the companies they work for.

The **Bookkeeping Certificate at Prairie State College (PSC)** is designed for individuals interested in pursuing careers as bookkeepers, accounts receivable or payable clerks, or payroll clerks. This program also is the first step to earning an Associate in Applied Science (AAS) degree for Accounting and Business Management.

Students are taught the process of recording and classifying financial transactions and maintaining the records of the financial activities of a business. Students will work to develop procedures within a framework of accounting concepts and acquire the vocabulary necessary to communicate with others in the field.

## 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](http://prairiestate.edu/ge). We hope that this information is helpful in making informed choices about your education.

## Program Requirements (16 credits)

- 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 3 Intro to Computers (3)
- ITAPP 125 Spreadsheet Applications Level I (3)

After successfully completing this program, take the next steps to earning an Associate in Applied Science Degree by enrolling in the Accounting Certification Program.

For more information, visit [prairiestate.edu](http://prairiestate.edu) or call (708) 709-3500.

## 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](http://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, a letter is mailed to the student indicating needed documents.

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

#### 5. Determination Letter

Once all documents are completed, an award or ineligible letter is issued.

### PSC Financial Aid Opportunities:

- PSC Board of Trustees Scholarships cover tuition and fees for two years.
- The PSC Foundation awards more than \$75,000 in scholarships annually.

For more information about how to obtain financial aid, visit [prairiestate.edu/finaid](http://prairiestate.edu/finaid), call (708) 709-3562, or email [financial-aid@prairiestate.edu](mailto:financial-aid@prairiestate.edu).

 **Prairie State College**

202 S. Halsted St. | Chicago Heights, IL 60411  
(708) 709-3500 | Start near. Go far.