

ACCOUNTING CERTIFICATE



This Accounting Certificate program at Prairie State College (PSC) prepares students for entry level employment as an accounting assistant, junior accountant, junior auditor, head of bookkeeping, or junior analyst. Learn the necessary skills needed in today's competitive workplace. Earning an accounting certificate is the second step toward earning an Associate in Applied Science (AAS) degree for accounting and business management or as a means to improve your skills.

About the Program

The 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.

After successfully completing the Accounting Certificate, you will be 32 credits away from earning an Associate in Applied Science (AAS) degree for accounting and business management.

According to the U.S. News and World Report, bookkeeping, accounting, and audit clerk is #40 on the list of 100 best jobs.

For more information, visit prairiestate.edu or call (708) 709-3500

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. We hope that this information is helpful in making informed choices about your education.

Program Requirements (32 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)
- 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 I (3)
- ITAPP 128 Database Applications - Level I (3)

This program is not designed for students who plan to become professional accountants and CPAs.

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.

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, call (708) 709-3562, or email financial-aid@prairiestate.edu.



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(708) 709-3500 | Start near. Go far.