

# ACCOUNTING

<http://www.sandburg.edu/Academics/Degree-Certificates/Accounting/index.html>

## Certificate

This program is designed for the student who desires to work as an assistant to an accountant or accounting professional. Persons who take positions as accounting assistants need competence in the theory and practice of areas such as accounts receivable, accounts payable, payroll, merchandise accounting and fixed asset accounting. Standard record-keeping practices are also required. Satisfactory completion of this certificate program will provide an appropriate background for a job-entry level position as a bookkeeper or an assistant in an accounting department.

## Associate in Applied Science

This program is designed for the student who desires to prepare for employment in the accounting function of many different types of organizations. Manufacturing, distribution, marketing and sales, governmental, and non-profit organizations all require competent accounting personnel to keep accurate records and provide analysis of the effect of management decisions on day-to-day business activities. Satisfactory completion of this curriculum will provide competence for positions in accounting.

### Admission to the Program: Open

#### First-Time Enrollees

1. Complete an application for admission and, if desired, apply for financial aid.
2. Send an official high school transcript or GED score report to the Admissions and Records Office.
3. Complete the placement exam.
4. Meet with an advisor/counselor to select classes and complete the registration process

### Department of Social & Business Sciences

2400 Tom L. Wilson Blvd.  
Galesburg, IL 61401  
Phone: 309.341.5299

### For Additional Information Contact:

The Welcome Center  
Phone: 309.345.3500  
[welcomecenter@sandburg.edu](mailto:welcomecenter@sandburg.edu)

### For Graduation Requirements:

See the graduation policies and procedures ([http://catalog.sandburg.edu/academicinformation/#graduation\\_policies\\_and\\_procedures](http://catalog.sandburg.edu/academicinformation/#graduation_policies_and_procedures)) page for details.

## Certificate

| Course                | Title  | Semester Hours |
|-----------------------|--|----------------|
| <b>First Year</b>     |  |                |
| <b>Summer Session</b> |  |                |
| AOP.101               | Keyboarding & Formatting 1                         | 3              |
|                       | or BOC.107 or Tech Skills for Business Environment |                |

### Fall Semester

|         |                                    |   |
|---------|------------------------------------|---|
| ACC.101 | Principles of Financial Accounting | 3 |
| BUS.100 | Introduction to Business           | 3 |
| BOC.100 | Business Mathematics               | 3 |
|         | or MAT.131 or Finite Mathematics   |   |
| ENG.101 | Freshman Composition 1             | 3 |
| ICT.110 | Computer Software Applications     | 3 |

### Spring Semester

|                      |   |    |
|----------------------|---|----|
| ACC.102              | Principles of Managerial Accounting                 | 3  |
| BOC.101              | Business Records Management                         | 2  |
| ACC.203              | Accounting Software                                 | 3  |
|                      | or ACC.208 or Spreadsheet Applications for Business |    |
| Directed Elective    |   | 6  |
| Total Semester Hours |   | 32 |

## Directed Electives

Select two of the following:

|         |                    |   |
|---------|--------------------|---|
| ACC.205 | Cost Accounting    | 3 |
| ACC.206 | Federal Income Tax | 3 |
| ACC.207 | Payroll Accounting | 3 |

## Associate in Applied Science

| Course                 | Title   | Semester Hours |
|------------------------|---|----------------|
| <b>First Year</b>      |   |                |
| <b>Fall Semester</b>   |   |                |
| ACC.101                | Principles of Financial Accounting                    | 3              |
| AOP.101                | Keyboarding & Formatting 1                            | 3              |
|                        | or BOC.107 or Tech Skills for Business Environment    |                |
| BOC.100                | Business Mathematics                                  | 3              |
|                        | or MAT.131 or Finite Mathematics                      |                |
| BUS.100                | Introduction to Business                              | 3              |
| ENG.101                | Freshman Composition 1                                | 3              |
| <b>Spring Semester</b> |   |                |
| ACC.102                | Principles of Managerial Accounting                   | 3              |
| ACC.203                | Accounting Software                                   | 3              |
| SPE.120                | Introduction to Public Speaking                       | 3              |
| ICT.110                | Computer Software Applications                        | 3              |
| BOC.104                | Mathematics of Finance                                | 3              |
|                        | or MAT.132 or Calculus for Business Or Social Science |                |
| <b>Second Year</b>     |   |                |
| <b>Fall Semester</b>   |   |                |
| ACC.201                | Intermediate Accounting 1                             | 4              |
| ACC.208                | Spreadsheet Applications for Business                 | 3              |
| BLA.201                | Legal Environment of Business                         | 3              |
|                        | or BLA.202 or Business Law                            |                |
| PSY.204                | Social Psychology                                     | 3              |
| BOC.102                | Business Communications                               | 3              |
| <b>Spring Semester</b> |   |                |
| ACC.202                | Intermediate Accounting 2                             | 4              |
| ACC.205                | Cost Accounting                                       | 3              |
| ACC.206                | Federal Income Tax                                    | 3              |
| ACC.207                | Payroll Accounting                                    | 3              |

|                      |                                  |    |
|----------------------|----------------------------------|----|
| ECO.101              | Introduction to Economics        | 3  |
| or ECO.201           | or Principles of Macro Economics |    |
| or ECO.202           | or Principles of Micro Economics |    |
| <hr/>                |                                  |    |
| Total Semester Hours |                                  | 62 |

**Lara Roemer**

Associate Dean of Social and Business Sciences  
Instructor, History/Political Science  
Advisor, Phi Theta Kappa

**Keith Williams**

Instructor, Economics/Business Administration  
Coordinator, Business Programs

**Amber Fox**

Instructor, Accounting