

# 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	
<b>Fall Semester</b>		
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
<b>Spring Semester</b>		
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
<b>Directed Electives</b>		
Select two of the following:		
ACC.205	Cost Accounting	3
ACC.206	Federal Income Tax	3
ACC.207	Payroll Accounting	3
<b>Associate in Applied Science</b>		
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

### 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

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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	
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Total Semester Hours		62

**Johnson, Jill L**

assistant professor psychology  
associate dean of social & business sciences

**Williams, Keith E**

instructor, economics/business administration  
coordinator, business programs

**Fox, Amber**

instructor, accounting