

Business

The Program

Whether you want to earn a certificate in one of our career programs, earn a degree to transfer to a four-year college or university, or take a few classes to brush up on business skills or learn new skills, the Business Department at Prairie State College (PSC) offers something for everyone.

Degrees and Certificates

A.A. Business – Degree
A.A.S. Management – Degree
Accounting Technician – Certificate
Bookkeeping – Certificate
e-Business – Certificate

About the Curriculum

A.A.S. Management – Degree

The Management program is designed for working adults who wish to develop or enhance their skills for advancement to positions of greater responsibility. Drawing from business, finance, and marketing, the program gives prospective managers and supervisors the tools they need to direct others in business environments and institutional organizations.

A.A. degree in Business

This is a transfer program that includes courses in general business, accounting, economics, and law. It allows you to get a start on your major while completing prerequisite courses.

e-Business Certificate

This program provides the experiences necessary to create and maintain a successful e-business site. Topics include business, marketing, legal issues, programming, online monetary security issues, and graphic design considerations.

Accounting Technician Certificate

This program prepares students for entry-level employment as an accounting assistant, junior accountant, junior auditor, head or full-charge bookkeeper, or junior analyst. This program is not designed for students who plan to become professional accountants and CPAs.

Bookkeeping Certificate

This program is designed for students interested in pursuing careers as bookkeepers, accounts receivable or payable clerks, or payroll clerks. This program is not designed for students who plan to become professional accountants and CPAs.

To view the full curriculum for these programs, visit prairiestat.edu/worksheets/index.html.



For More Information

Contact Donna Sum, professor and coordinator of business, at (708) 709-3687 or e-mail dsum@prairiestate.edu.

Reasons to Attend

Prairie State College

- Fully accredited
- Credits that transfer
- Small classes
- Great career programs
- Dedicated professors
- Convenient scheduling
- Free tutoring and open computer labs

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

PSC's tuition is affordable, and financial aid is available through a variety of sources. More than 50 percent of our students receive financial aid.

The first and most important step in applying for financial aid is filing a Free Application for Federal Student Aid (FAFSA). A FAFSA is required whether you receive federal or state financial aid, loans, grants, or scholarships.

Forms of financial assistance include:

- MAP Grant
- Pell Grant
- PLUS Loans
- Scholarships
- Subsidized Stafford Student Loans
- Supplemental Education Opportunity Grant
- Veterans Benefits
- Work Study

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 to students who are not fully funded through any other source. Find out more at prairiestate.edu, go to choose a link, and click on scholarships.

For more information about how to obtain financial aid, call (708) 709-3562 or e-mail Alice Garcia at agarcia@prairiestate.edu.

Gainful Employment Disclosure

Visit prairiestate.edu/ge for important information about our gainful employment programs.

Business



202 South Halsted Street | Chicago Heights, IL 60411
(708) 709-3500 | prairiestate.edu
Start near. Go far.

prairiestate.edu