

NAME: _____

I.D.# _____

2008-09
AUTOMOTIVE SERVICE MANAGEMENT SPECIALIST
Certificate

Service management specialists are the link between the customers seeking repair or maintenance for their vehicles and the technicians who perform the work. Students are trained to write repair orders, inspect vehicles to determine work that needs to be done, determine costs of the work, and prepare itemized estimates. In addition, students learn basic computer skills and basic business management skills. After gaining experience in entry level positions, successful students can go on to the management/supervisory levels in auto shops.

PROGRAM REQUIREMENTS (17 credits)

_____	AUTO 101	3 cr	Basic Automobile Service and Systems (<i>Prereq. Placement in RDG 098 or above</i>)
_____	AUTO 224	2 cr	Automotive Services Management
_____	BUS 103	3 cr	Business Mathematics (<i>Prereq. MATH 085, C or better or qualifying score on Math Placement Test</i>)
_____	BUS 127	3 cr	Business Communications (<i>Prereq. ENG 101</i>)
_____	ITAPP 101	3 cr	Introduction to Computers (<i>Prereq. Keyboarding recommended</i>)
_____	_____	3 cr	Business Elective - Select one course (3 credits) from the list below:
			BUS 105 (3) Human Relations
			BUS 107 (3) Bookkeeping & Procedural Accounting
			BUS 109 (3) Principles of Supervision
			BUS 170 (3) Small Business Management
			BUS 241 (3) Principles of Management (<i>Prereq. BUS 101</i>)
			BUS 242 (3) Human Resources Management

_____ Attained a minimum grade point average of 2.0 in the courses in this certificate program.

Current cumulative GPA: _____

_____ Completed a minimum of one-half of the credit hours required as a student at PSC.

_____ Enrolled at PSC during the regular semester **immediately preceding** the awarding of the certificate.

_____ Filed a **Graduation Petition Form** with the Office of Admissions and Records.

Deadline for filing: October 1 for Winter, March 1 for Spring, July 1 for Summer. (*December, May & August candidates may choose to participate in the annual May Commencement Ceremony. Deadline to apply for ceremony is March 1st*)

Credits	Credits	Credits	Credits
Required: 17	Completed: _____	In Progress: _____	Needed: _____

Student Advised By: _____ **Date:** _____

SIGNATURE: Counselor or Advisor or Faculty Advisor

This is an UNOFFICIAL evaluation. Official Evaluations must be requested in the Office of Admissions

IMPORTANT PSC GRADUATION POLICIES

1. If the degree or certificate requirements are changed during your continuous attendance, you may elect to satisfy either the new requirements or the ones in force when you enrolled.
2. If you withdraw from Prairie State College for either a fall or spring semester, you must satisfy requirements in force at the time you re-enroll.
3. **Requests for COURSE SUBSTITUTIONS** in the program must be directed to the Program Coordinator. A Course Substitution Form must be signed by the Program Coordinator and submitted to the Office of Admissions and Records at least one semester prior to graduation.
4. Petitions for alteration of other graduation requirements must be submitted on a Student Appeal Form at least one semester prior to graduation.

DIVISION OF CAREER & TECHNICAL EDUCATION:

Program Coord:	Tony Gumushian	Room 2187	(708) 709-3614	tgumushian@prairiestate.edu
	Auto Lab	Room T-120	(708) 709-3781	
Dept. Chair:	Tom Michalak	Room T-145	(708) 709-7807	tmichalak@prairiestate.edu
Division Dean:	Mary Klinefelter	Room 2122	(708) 709-3689	mclinefelter@prairiestate.edu

CAREER PLANNING/PLACEMENT INFORMATION:

Occupational Outlook Handbook, U.S. Department of Labor: <http://www.bls.gov/oco/home.htm>

Community College Connection to Jobs in Northern Illinois: www.ccjobnet.com