

NAME: _____

I.D.# _____

2011-12
BUSINESS ESSENTIALS
Certificate

This certificate provides students with a basic knowledge of business practices for entry level employment.

PROGRAM REQUIREMENTS (12 credits)

| | | | |
|-------|---------|------|---|
| _____ | BUS 101 | 3 cr | Introduction to Modern Business (Prereq. Placement in ENG 099 or above) |
| _____ | BUS 107 | 3 cr | Bookkeeping/Accounting (Prereq. Placement in ENG 099 or above) |
| _____ | BUS 127 | 3 cr | Business Communications (Prereq. ENG 101) |
| _____ | BUS 241 | 3 cr | Principles of Management (Prereq. BUS 101) |

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

Current cumulative GPA: _____

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

_____ Filed a **Graduation Petition Form** with the Office of Enrollment Services.

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: 12 | 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 Enrollment Services

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 Enrollment Services 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: | Marci Schusler | Room 2202 | (708) 709-7806 | mschusler@prairiestate.edu |
| Dept. Chair: | Joe Berlinski | Room 2211 | (708) 709-3565 | jberlinski@prairiestate.edu |
| Division Dean: | Debra Prendergast | Room 2122 | (708) 709-3689 | dprendergast@prairiestate.edu |

CAREER PLANNING/PLACEMENT INFORMATION:

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

Employment opportunities: www.collegecentral.com/prairiestate