

NAME: _____

I.D.# _____

2009-10
MANAGEMENT
Associate in Applied Science Degree

This program is designed for working adults who wish to develop or enhance skills for positions of greater responsibility. The program draws from business, finance, and economics to give prospective supervisors and managers guidelines for directing the work of others in a business environment and institutional organizations. Students may specialize in the functional areas of financial, marketing, human resource or supply chain management.

GENERAL EDUCATION CORE (18-19 credits)

Area A: Communication (6 credits)

- _____ ENG 101 3 cr Composition I - grade of C or better (*Prereq. English Placement Test or ENG 099 with C or better*)
_____ COMM 101 3 cr Principles of Communications (*Prereq. Placement in ENG 099 or above*)

Area B: Humanities and Fine Arts (3 credits)

- _____ _____ 3 cr Select one course from: ART 121, 122, 126, 129, 131; ENG 211, 212, 215, 221, 231, 232, 240, 243, 252, 256, 261, 262, 271; HUMAN 101, 102, 201, 202; MUSIC 130, 132; PHILO 201, 202, 203, 204, 205; SPAN 202; THTR 101.

Area C: Mathematics (3 credits)

- _____ MATH 112 3 cr General Education Mathematics (*Prereq. MATH 095 & 096 both with C or better, MATH 095 and one year of h.s. geometry both with C or better, or qualifying score on Math Placement Test*)

Area D: Physical and Life Sciences (3-4 credits)

- _____ _____ 3-4 cr Select one course from: ASTRO 101, 104; BIOL 100, 103, 105, 106, 112; CHEM 105, 110; GEOG 105; GEOLO 101; METEO 150; PHYSC 111, 112; PHYSI 101, 120, 210.

Area E: Social and Behavioral Science (3 credits)

- _____ ECON 201 3 cr Macroeconomic Principles (*Prereq. Placement in ENG 099 or above*)

PROGRAM REQUIREMENTS (31-35 credits)

- _____ BUS 101 3 cr Introduction to Modern Business
_____ BUS 105 3 cr Human Relations
_____ BUS 127 3 cr Business Communications (*Prereq. ENG 101*)
_____ BUS 131 4 cr Financial Accounting (*Prereq. COMPASS placement into ENG 101 or ENG 099 with C or better*)
_____ BUS 201 3 cr Business Law (*Prereq. Placement in ENG 099 or above*)
_____ BUS 241 3 cr Principles of Management (*Prereq. BUS 101*)
_____ BUS 251 3 cr Principles of Marketing (*Prereq. BUS 101*)
_____ BUS 298 1 cr Seminar (*Prereq. Consent of Program Coordinator*)
_____ BUS 299 1-3 cr Internship (*Prereq. Consent of Program Coordinator*)
_____ ECON 202 3 cr Microeconomics Principles (*Prereq. ECON 201*)
_____ ITAPP 101 3 cr Introduction to Computers (*Prereq. ITAPP 100 or equivalent and Keyboarding recommended*)
_____ _____ 1-3 cr Elective. Select any college level course(s).

SPECIALIZATION OPTION (9-10 credits) Select **ONE Specialization Option** listed below

OPTION A: Financial Management Option (9 credits)

- _____ BUS 132 3 cr Managerial Accounting (*Prereq. BUS 131*)
_____ BUS 138 1.5 cr Accounting Software I (*Prereq. BUS 107 or 131*)
_____ BUS 139 1.5 cr Accounting Software II (*Prereq. BUS 107 or 131*)
_____ BUS 165 3 cr Personal Asset Management

OPTION B: Marketing Management Option (9 credits)

- _____ BUS 120 3 cr Sales
_____ BUS 170 3 cr Small Business Management
_____ BUS 261 3 cr Advertising

OPTION C: Human Resources Management Option (9 credits)

- _____ BUS 109 3 cr Principles of Supervision
_____ BUS 209 3 cr Supervisors as Trainers
_____ BUS 242 3 cr Human Resource Management

OPTION D: Supply Chain Management Option (Select 9 credits from)

- _____ TWL 100 3 cr Transportation and Physical Distribution [was BUS 149]
- _____ TWL 110 3 cr Supply Chain Management [was BUS 111]
- _____ TWL 120 3 cr Introduction to Import/Export
- _____ TWL 130 3 cr Principles of Operations Management
- _____ TWL 140 2 cr Transportation and Cargo Security

PROGRAM TOTAL (60-64 credits)

- _____ Enrolled at PSC for **two semesters immediately preceding** graduation.
- _____ Successfully completed at least 15 semester hours of credit at PSC (excluding proficiency credits).
- _____ Attained a minimum gpa of 2.0 in all PSC courses. **Current cumulative GPA:** _____
- _____ Filed appropriate evidence of high school graduation or GED certificate with the Office of Admissions.
- _____ Satisfied U.S. & State of Illinois Constitution requirements by submitting a high school transcript proving test was successfully completed in high school, or by taking POLSC 140 or 152, or a proficiency exam.
- _____ 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).*

	Required	Completed	In Progress	Needed
General Education Core:	18-19 credits	_____	_____	_____
Program Core Requirements:	31-35 credits	_____	_____	_____
Specialization Option:	9-10 credits	_____	_____	_____
TOTAL CREDITS:	60-64 credits	_____	_____	_____

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 Coordinator:	Marci Schusler	Room 2210	(708) 709-7806	mschusler@prairiestate.edu
Dept. Chair:	Joe Berlinski	Room 2211	(708) 709-3565	jberlinski@prairiestate.edu
Division Dean:		Room 2141	(708) 709-3689	

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