

NAME: _____

I.D.# _____

2011-12
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.

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; THRE 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 (43-44 credits)

- _____ BUS 101 3 cr Introduction to Modern Business (*Prereq. Placement in ENG 099 or above*)
- _____ 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 132 3 cr Managerial Accounting (*Prereq. BUS 131*)
- _____ BUS 165 3 cr Personal Asset Management
- _____ BUS 201 3 cr Business Law (*Prereq. Placement in ENG 099 or above*)
- _____ BUS 241 3 cr Principles of Management (*Prereq. BUS 101*)
- _____ BUS 242 3 cr Human Resource Management
- _____ BUS 251 3 cr Principles of Marketing (*Prereq. BUS 101*)
- _____ BUS 261 3 cr Advertising (*Prereq. Placement in ENG 099 or above*)
- _____ ECON 202 3 cr Microeconomics Principles (*Prereq. ECON 201*)
- _____ ITAPP 101 3 cr Introduction to Computers (*Prereq. ITAPP 100 or equivalent and Keyboarding recommended*)
- _____ ELECTIVES: 3-4 cr Select 3-4 credits from:
 - _____ BUS 103 (3) Business Math (*Prereq: MATH 085 with a C or better or qualifying score on Math Placement Test*)
 - _____ BUS 120 (3) Sales
 - _____ BUS 170 (3) Small Business Management

OR TAKE BOTH:

- _____ BUS 298 1 cr Seminar (*Prereq. Consent of Program Coordinator*)
- _____ BUS 299 3 cr Internship (*Prereq. Consent of Program Coordinator*)

PROGRAM TOTAL (61-63 credits)

- _____ 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 Enrollment Services.
- _____ 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 and 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: 43-44 credits _____
TOTAL CREDITS: 61-63 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 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 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:	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