

NAME: _____

I.D.# _____

2009-10
MANAGEMENT & SUPERVISION
Certificate

This program is intended for adult employees in public service, business and industry who wish to develop or enhance skills in management and supervision for positions of greater responsibility. Courses in management and supervision have been developed in cooperation with area business and industry. Classes are open to adult employees in public service, business and industry.

PROGRAM REQUIREMENTS (30-31 credits)

- _____ BUS 101 3 cr Introduction to Modern Business
- _____ BUS 105 3 cr Human Relations
- _____ BUS 109 3 cr Principles of Supervision
- _____ BUS 209 3 cr Supervisors as Trainers
- _____ BUS 241 3 cr Principles of Management (*Prereq. BUS 101*)
- _____ BUS 242 3 cr Human Resources Management
- _____ BUS 298 1 cr Seminar (*Prereq. Consent of Program Coordinator*)
- _____ BUS 299 2-3 cr Internship (*Prereq. Consent of Program Coordinator*)
- _____ ITAPP 101 3 cr Introduction to Computers (*Prereq. ITAPP 100 or equivalent and Keyboarding recommended*)
- _____ _____ 3 cr Elective recommended by Program Coordinator.
- _____ _____ 3 cr Elective recommended by Program Coordinator.

_____ 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.

_____ 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: 30-31	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:	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 2122	(708) 709-3689	

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