NAME:__________________________________________________ I.D.#______________________________

2015-16

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 (Prereq. Placement in RDG 098 or above)
_____ AUTO 224 2 cr Automotive Services Management
_____ BUS 103 3 cr Business Mathematics (Prereq. MATH 085, C or better or qualifying score on Math Placement Test)
_____ BUS 127 3 cr Business Communications (Prereq. ENG 101)
_____ ITAPP 101 3 cr Introduction to Computers (Prereq. Placement in ENG 099 or above; ITOFS 100 recommended)
_____ __________ 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) Entrepreneurship and Small Business Management
  BUS 241 (3) Principles of Management (Prereq. BUS 101)
  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.

_____ 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: 17 Completed:______ In Progress:______ Needed:_______

Student Advised By:_________________________ 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: Tony Gumushian Room 2187 (708) 709-3614 tgumushian@prairiestate.edu

Auto Lab Room T-120 (708) 709-3781

Dept. Chair: Tony Gumushian Room 2187 (708) 709-3614 tgumushian@prairiestate.edu

Division Dean: Patty Zuccarello Room 2241 (708) 709-2947 pzuccarello@prairiestate.edu

CAREER PLANNING/PLACEMENT INFORMATION:
Employment opportunities: www.collegecentral.com/prairiestate