

BUSINESS ESSENTIALS CERTIFICATE



Enhance your understanding of business concepts and advance your career options with a Business Essentials Certificate from Prairie State College (PSC). This certificate program provides students with the foundation and basic knowledge of business practices for entry-level employment. To earn a certificate, the following courses are required.

Program Requirements (16 credits)

- BUS 101 Introduction to Modern Business (3)
- BUS 103 Business Mathematics (3)
- BUS 104 Professionalism in the Workplace (1)
- BUS 107 Bookkeeping and Procedural Accounting (3)
- BUS 127 Business Communications (3)
- ITAAP 101 Introduction to Computers (3)

Upon successful completion of these courses, students receive a Certificate in Business Essentials from PSC.

Gainful Employment Disclosure

The U.S. Department of Education requires colleges with financial aid eligible programs that “prepares students for gainful employment in a recognized occupation” to disclose certain information about these programs. For more information about our graduation rates, the median debt of students who have completed the program, and other important information related to the program, please visit our website at prairiestate.edu/ge. We hope that this information is helpful in making informed choices about your education.

Financial Aid Information

PSC's tuition is affordable, and financial aid is available through a variety of sources.

How to Apply

1. Complete the Free Application for Federal Student Aid (FAFSA)

The school code for PSC is 001640. Apply online at fafsa.gov.

2. Notification from Department of Education

If you listed PSC's school code in your FAFSA, the college's Financial Aid Office will receive your report in approximately 14 days.

3. Notification from PSC

Once PSC receives your FAFSA from the Department of Education, a letter is mailed to the student indicating needed documents.

4. Complete the PSC financial aid application.

5. Determination Letter

Once all documents are completed, an award or ineligible letter is issued.

PSC Financial Aid Opportunities:

- PSC Board of Trustees Scholarships cover tuition and fees for two years.
- The PSC Foundation awards more than \$75,000 in scholarships annually.

For more information about how to obtain financial aid, visit prairiestate.edu/financialaid, call (708) 709-3562, or email financial-aid@prairiestate.edu.

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For more information, contact:

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 **Prairie State College**

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(708) 709-3500 | Start near. Go far.