

NAME: _____ I.D.# _____

2009-10
OFFICE ASSISTANT
Certificate

This program prepares students to perform clerical duties in an office support position. Emphasis is on using word processing, spreadsheet, and presentation software, formatting business documents, using transcription equipment, maintaining business records, answering the telephone and developing customer relation skills and personal qualities essential to an office environment.

PARTNERSHIP PROGRAMS: Prairie State has partnerships with Microsoft Academic Alliance, Comp TIA, and CIW and is a Prometric Testing Center. For further information visit the website at: **tech.prairie.edu**.

PROGRAM REQUIREMENTS (16 credits)

_____	ITAPP 121	3 cr	Word Processing Applications - Level 1 (Prereq. ITOFS 100)
_____	ITAPP 125	2 cr	Spreadsheet Applications - Level 1 (Prereq. Keyboarding recommended)
_____	ITAPP 133	2 cr	Presentation Applications
_____	ITOFS 111	2 cr	Business Document Formatting (Prereq: ITOFS 100)
_____	ITOFS 119	3 cr	Office Procedures (Prereq. ITOFS 111 recommended)
_____	ITOFS 122	3 cr	Transcription Skills (Prereq. ITOFS 111 & ITAPP 121)
_____	ITOFS 199	1 cr	Office Assistant Practicum (Prereq. Completed all courses listed above or consent of Program Coordinator)

_____ **Current cumulative GPA:** _____

_____ Completed a minimum of one-half of the credit hours required at PSC (excluding proficiency credit).

_____ 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: 16	Completed: _____	In Progress: _____	Needed: _____

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

TIME LIMITS ON PREVIOUS COURSES IN THE INFORMATION TECHNOLOGY DEPARTMENT:

1. Due to the rapid change of technology in these fields, there is a five year time limit on applying courses with ITAPP, ITNET, ITPRG, ITOFS, ITWEB, and prefixes to this program.
2. Any courses with these prefixes that are over 5 years old must have approval of the department chairperson before they can be counted toward this degree. For further information, consult with the Transcript Evaluator in the Office of Admissions and Records.

PROFICIENCY TESTING/ALTERNATIVE CREDIT METHODS

Students interested in testing out of courses in this program should consult the Information Technology Department Chairperson, the Program Coordinator, or the Counseling and Advising Center for further information about the alternative credit process.

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:	Sally Haywood	Room 2112	(708) 709-3653	skhaywood@prairiestate.edu
Dept. Chair:	Jackie Dennis	Room 2184	(708) 709-3649	jdennis@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