

NAME: _____

I.D.# _____

2011-12
OFFICE PRODUCTIVITY SPECIALIST
Certificate

This program provides students with the information and skills needed to be marketable and productive in a microcomputer environment. Career opportunities include database programmer, BASIC programmer, spreadsheet specialist, technical support coordinator, office manager, and office productivity coordinator.

PARTNERSHIP PROGRAMS: Prairie State has partnerships with Microsoft Academic Alliance, Comp TIA, and CIW. For further information visit the website at: http://prairiestate.edu/prairie_tech

PROGRAM REQUIREMENTS (33 credits)

- _____ BUS 105 3 cr Human Relations
- _____ BUS 107 3 cr Bookkeeping and Procedural Accounting (*BUS 131 - Fin. Acct. will be accepted in place of BUS 107*)
- _____ IT 205 2 cr Ethics in Information Technology (*Prereq. ITWEB 101 with a C or better and Placement in ENG 099 or above*)
- _____ IT 140 3 cr Introduction to Operating Systems (*Prereq. Placement in ENG 099 or above; ITOFS 100 recommended*)
- _____ ITAPP 101 3 cr Introduction to Computers (*Prereq. Placement in ENG 099 or above; ITOFS 100 recommended*)
- _____ ITAPP 109 1 cr Introduction to the Internet (*Prereq. Placement in ENG 099 or above*)
- _____ ITAPP 121 3 cr Word Processing Applications - Level 1 (*Prereq. Placement in ENG 099 or above; ITOFS 100 recommended*)
- _____ ITAPP 122 3 cr Word Processing Applications - Level 2 (*Prereq. ITAPP 121 with a C or better and Placement in ENG 099 or above*)
- _____ ITAPP 125 3 cr Spreadsheet Applications - Level 1 (*Prereq. Placement in ENG 099 or above; ITOFS 100 recommended*)
- _____ ITAPP 126 3 cr Spreadsheet Applications - Level 2 (*Prereq. ITAPP 125 with a C or better and Placement in ENG 099 or above*)
- _____ ITAPP 128 3 cr Database Applications - Level 1 (*Prereq. Placement in ENG 099 or above; ITOFS 100 recommended*)
- _____ ITAPP 129 3 cr Database Applications - Level 2 (*Prereq. ITAPP 128 with a C or better and Placement in ENG 099 or above*)

_____ 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 at PSC (excluding proficiency credit).

_____ 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 Required: 33	Credits Completed: _____	Credits In Progress: _____	Credits 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 Enrollment Services.

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 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 Enrollment Services.

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 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:	Sally Haywood	Room 2212	(708)709-3653	skhaywood@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>

Prairie Tech Website: http://prairiestate.edu/prairie_tech

Employment opportunities: www.collegecentral.com/prariestate