

NAME: _____ I.D.# _____

2011-12
OFFICE SPECIALIST
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. For further information visit the website at: http://prairiestate.edu/prairie_tech

PROGRAM REQUIREMENTS (20 credits)

- _____ ITAPP 121 3 cr Word Processing Applications - Level I (Prereq. Placement in ENG 099 or above; ITOFS 100 recommended)
- _____ ITAPP 122 3 cr Word Processing Application - Level II (Prereq: ITAPP 121 with a C or better and Placement in ENG 099 or above)
- _____ ITAPP 125 3 cr Spreadsheet Applications - Level I (Prereq. Placement in ENG 099 or above; ITOFS 100 recommended)
- _____ ITAPP 133 2 cr Presentation Applications (Prereq. Placement in ENG 099 or above)
- _____ ITOFS 111 2 cr Business Document Formatting (Prereq: ITOFS 100 with a C or better or touch keyboarding skill of at least 25 wpm and Placement in ENG 099 or above)
- _____ ITOFS 112 3 cr Advanced Document Production (Prereq: ITOFS 111; ITAPP 121 and Placement in ENG 099 or above)
- _____ ITOFS 119 3 cr Office Procedures and Management (Prereq. Placement in ENG 099 or above)
- _____ ITOFS 199 1 cr Office Assistant Practicum (Prereq. 15 credit hours in IT, Instructor consent and Placement in ENG 099 or above)

_____ **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: 20 **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, 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 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>

Employment opportunities: www.collegecentral.com/prairiestate