

NAME: _____

I.D.# _____

2009-10

INFORMATION TECHNOLOGY: ADMINISTRATIVE ASSISTANT OPTION

Associate in Applied Science Degree

This program prepares students for the rapidly changing world of computers, computer applications, and the office environment. After completing introductory courses, students may choose one of the following options: administrative assistant, networking, programming, software applications, or webmaster. Career opportunities vary according to the concentration areas selected.

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

GENERAL EDUCATION CORE (18-19 credits)

Area A: Communication (6 credits)

- | | | | |
|-------|----------|------|---|
| _____ | ENG 101 | 3 cr | Composition I - grade of C or better. <i>(Prereq. English Placement Test or ENG 099 with C or better)</i> |
| _____ | COMM 101 | 3 cr | Principles of Communication <i>(Prereq. Placement in ENG 099 or above)</i> |

Area B: Humanities and Fine Arts (3 credits)

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|-------|-------|------|---|
| _____ | _____ | 3 cr | Select one course from: ART 121, 122, 126, 129, 131; ENG 211, 212, 215, 221, 231, 232, 240, 243, 252, 256, 261, 262, 271; HUMAN 101, 102, 201, 202; MUSIC 130, 132; PHILO 201, 202, 203, 204, 205; SPAN 202; THTR 101 |
|-------|-------|------|---|

Area C: Mathematics (3 credits)

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|-------|---------|------|--|
| _____ | BUS 103 | 3 cr | Business Mathematics <i>(Prereq. MATH 085 with C or better or qualifying score on Math Placement Test)</i> |
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Area D: Physical and Life Sciences (3-4 credits)

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|-------|-------|--------|---|
| _____ | _____ | 3-4 cr | Select one course from: ASTRO 101, 104; BIOL 100, 103, 105, 106, 112; CHEM 105, 110; GEOG 105; GEOLO 101; METEO 150; PHYSC 111, 112; PHYSI 101, 120, 210. |
|-------|-------|--------|---|

Area E: Social and Behavioral Science (3 credits)

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|-------|-------|------|---|
| _____ | _____ | 3 cr | Select one course from: ANTHR 215, 222; ECON 201, 202; GEOG 101; HIST 111, 112, 115, 116, 140, 151, 152, 201, 202; POLSC 101, 140, 152, 230, 240; PSYCH 101, 102, 215; SOCIO 101, 111, 210, 215, 220. |
|-------|-------|------|---|

PROGRAM CORE REQUIREMENTS (11 credits)

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|-------|-----------|------|--|
| _____ | BUS 101 | 3 cr | Introduction to Modern Business <i>(Prereq. Placement in ENG 099 or above)</i> |
| _____ | BUS 107 | 3 cr | Bookkeeping and Procedural Accounting <i>(Prereq. Placement in ENG 099 or above)</i> |
| _____ | ITAPP 101 | 3 cr | Introduction to Computers <i>(Prereq. ITAPP 100 or equivalent and Keyboarding recommended)</i> |
| _____ | ITOFS 299 | 2 cr | Internship <i>(Prereq. 12 credits of IT courses and instructor consent)</i> |

AREA OF CONCENTRATION REQUIREMENTS (35 credits)

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|-------|-----------|------|--|
| _____ | ITAPP 109 | 1 cr | Introduction to the Internet |
| _____ | ITAPP 121 | 3 cr | Word Processing Applications - Level 1 <i>(Prereq. ITOFS 100)</i> |
| _____ | ITAPP 122 | 3 cr | Word Processing Applications - Level 2 <i>(Prereq. ITAPP 121 required; with grade of C or better recommended)</i> |
| _____ | ITAPP 125 | 2 cr | Spreadsheet Applications - Level 1 <i>(Prereq. Keyboarding recommended)</i> |
| _____ | ITAPP 128 | 2 cr | Database Applications - Level 1 <i>(Prereq. Keyboarding recommended)</i> |
| _____ | ITAPP 132 | 3 cr | Desktop Publishing <i>(Prereq. ITOFS 100)</i> |
| _____ | ITAPP 133 | 2 cr | Presentation Applications |
| _____ | ITOFS 111 | 2 cr | Business Document Formatting <i>(Prereq. ITOFS 100 required; with grade of C or better recommended; or Touch Keyboarding Skills of at least 25 wpm)</i> |
| _____ | ITOFS 112 | 2 cr | Intermediate Keyboarding Applications <i>(Prereq. ITOFS 111 & ITAPP 123)</i> |
| _____ | ITOFS 117 | 1 cr | Keyboarding Skill Development <i>(Prereq. ITOFS 100)</i> |
| _____ | ITOFS 119 | 3 cr | Office Procedures <i>(Prereq. ITOFS 111)</i> |
| _____ | ITOFS 122 | 3 cr | Transcription Skills <i>(Prereq. ITOFS 111 & ITAPP 121 required; with grade of C or better recommended)</i> |
| _____ | ITOFS 219 | 3 cr | Office Management <i>(Prereq. ITOFS 112 & 119)</i> |
| _____ | ITOFS 221 | 2 cr | Advanced Keyboarding Applications <i>(Prereq. ITAPP 121, 122)</i> |
| _____ | ELECTIVES | 3 cr | Select 3 credits from the elective following:
_____ITAPP 126 (2) Spreadsheet Applications- Level 2 <i>(Prereq. ITAPP 125 required; with grade of C or better recommended)</i> |

- ___ ITAPP 232 (3) Advanced Desktop Publishing (*Prereq. ITAPP 132 required; with grade of C or better recommended*)
- ___ ITOFS 100 (1) Keyboarding
- ___ ITPRG 103 (4) Introduction to Programming Logic
- ___ ITPRG 140 (3) Intro to Operating Systems (*Prereq. Keyboarding recommend*)
- ___ ITPRG 142 (3) Intro to Visual Basic Programming (*Prereq. Keyboarding & ITPRG 103 with grade of C or better recommended*)
- ___ ITPRG 205(2) Ethics in Information Technology

PROGRAM TOTAL (64-65 credits)

- ___ Enrolled at PSC for **two semesters immediately preceding** graduation.
 - ___ Successfully completed at least 15 semester hours of credit at PSC (excluding proficiency credits).
 - ___ Attained a minimum gpa of 2.0 in all PSC courses. **Current cumulative GPA:** _____
 - ___ Filed appropriate evidence of high school graduation or GED certificate with the Office of Admissions.
 - ___ Satisfied U.S. & State of Illinois Constitution requirements by submitting a high school transcript proving test was successfully completed in high school, or by taking POLSC 140 or 152, or a proficiency exam.
 - ___ 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*).

	Required	Completed	In Progress	Needed
General Education Core:	18-19credits	_____	_____	_____
Program Core Requirements:	11 credits	_____	_____	_____
Area of Concentration:	35 credits	_____	_____	_____
TOTAL CREDITS:	64-65 credits	_____	_____	_____

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, and 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 Admissions and Records.

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 2212	(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>

Employment opportunities: www.collegecentral.com/prairiestate

Prairie Tech Website: tech.prairiestate.edu