

NAME: \_\_\_\_\_

I.D.# \_\_\_\_\_

**2011-12**

**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: [http://prairiestate.edu/prairie\\_tech](http://prairiestate.edu/prairie_tech)

**GENERAL EDUCATION CORE (18-19 credits)**

**Area A: Communication (6 credits)**

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

**Area B: Humanities and Fine Arts (3 credits)**

- |       |       |      |  |
|-------|-------|------|--|
| _____ | _____ | 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; THTRE 101 |
|-------|-------|------|--|

**Area C: Mathematics (3 credits)**

- |       |         |      |   |
|-------|---------|------|---|
| _____ | BUS 103 | 3 cr | Business Mathematics (Prereq. MATH 085 with C or better or qualifying score on Math Placement Test) |
|-------|---------|------|---|

**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)**

- |       |       |      |   |
|-------|-------|------|---|
| _____ | _____ | 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)**

- |       |           |      |  |
|-------|-----------|------|--|
| _____ | BUS 101   | 3 cr | Introduction to Modern Business (Prereq. Placement in ENG 099 or above)                  |
| _____ | BUS 107   | 3 cr | Bookkeeping and Procedural Accounting (Prereq. Placement in ENG 099 or above)            |
| _____ | ITAPP 101 | 3 cr | Introduction to Computers (Prereq. Placement in ENG 099 or above; ITOFS 100 recommended) |
| _____ | ITOFS 299 | 2 cr | Internship (Prereq. Instructor consent and Placement in ENG 099 or above)                |

**AREA OF CONCENTRATION REQUIREMENTS (35-36 credits)**

- |       |           |      |   |
|-------|-----------|------|---|
| _____ | 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 132 | 3 cr | Desktop Publishing (Prereq. ITOFS 100 and Placement in ENG 099 or above)  |
| _____ | 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 117 | 1 cr | Keyboarding Skill Development (Prereq. ITOFS 100 and Placement in ENG 099 or above)   |
| _____ | ITOFS 119 | 3 cr | Office Procedures and Management (Prereq. Placement in ENG 099 or above)  |

