

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

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

**2009-10**  
**SOFTWARE 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: **tech.prairiestate.edu**.

**PROGRAM REQUIREMENTS (31 credits)**

- \_\_\_\_\_ BUS 107            3 cr    Bookkeeping and Procedural Accounting (*BUS 131 - Fin. Acct. will be accepted in place of BUS 107*)
- \_\_\_\_\_ BUS 127            3 cr    Business Communications (*Prereq. ENG 101*)
- \_\_\_\_\_ ITAPP 101           3 cr    Introduction to Computers (*Prereq ITAPP 100 or equivalent and Keyboarding recommended*)
- \_\_\_\_\_ ITAPP 109           1 cr    Introduction to the Internet
- \_\_\_\_\_ ITAPP 121           3 cr    Word Processing Applications - Level 1 (*Prereq. ITOFS 100*)
- \_\_\_\_\_ ITAPP 125           2 cr    Spreadsheet Applications - Level 1 (*Prereq. Keyboarding recommended*)
- \_\_\_\_\_ ITAPP 126           2 cr    Spreadsheet Applications - Level 2 (*Prereq. ITAPP 125*)
- \_\_\_\_\_ ITAPP 128           2 cr    Database Applications - Level 1 (*Prereq. Keyboarding recommended*)
- \_\_\_\_\_ ITAPP 129           2 cr    Database Applications - Level 2 (*Prereq. ITAPP 128*)
- \_\_\_\_\_ ITAPP 130           2 cr    Software Integration and Applications (*Prereq. ITAPP 121, 125 & 128*)
- \_\_\_\_\_ ITAPP 240           2 cr    Application Development in Database (*Prereq. ITAPP 129*)
- \_\_\_\_\_ ITPRG 140           3 cr    Introduction to Operating Systems (*Prereq. Keyboarding recommended*)
- \_\_\_\_\_ ITPRG 142           3 cr    Intro to Visual Basic Programming (*Prereq. Keyboarding & ITPRG 103*)

\_\_\_\_\_ 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 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 1<sup>st</sup>*).

<b>Credits</b>	<b>Credits</b>	<b>Credits</b>	<b>Credits</b>
<b>Required: 31</b>	<b>Completed:</b> _____	<b>In Progress:</b> _____	<b>Needed:</b> _____
<b>Advised By:</b> _____			<b>Date:</b> _____

*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 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.

**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**

<b>Program Coord:</b>	Sally Haywood	Room 2212	(708)709-3653	<a href="mailto:shaywood@prairiestate.edu">shaywood@prairiestate.edu</a>
<b>Dept. Chair:</b>	Jackie Dennis	Room 2184	(708) 709-3649	<a href="mailto:jdennis@prairiestate.edu">jdennis@prairiestate.edu</a>
<b>Division Dean:</b>		Room 2122	(708) 709-3689	

**CAREER PLANNING/PLACEMENT INFORMATION:**

*Occupational Outlook Handbook*, U.S. Department of Labor: <http://www.bls.gov/oco/home.htm>

Prairie Tech Website: [tech.prairiestate.edu](http://tech.prairiestate.edu)

Employment opportunities: [www.collegecentral.com/prairiestate](http://www.collegecentral.com/prairiestate)