

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

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

**2009-10**  
**SOFTWARE TECHNICIAN**  
**Certificate**

This program prepares students to be a software technician for a small or large company. As an employee, this technician could install, upgrade, and maintain software programs and files, as well as diagnose and troubleshoot software-related problems. Career opportunities include: computer troubleshooter, software maintenance technician, and DOS/Windows Specialists.

**PARTNERSHIP PROGRAMS:** Prairie State has partnerships with Microsoft Academic Alliance, Comp TIA, and CIW and is a Prometric Testing Center. For further information visit the website at: **tech.prairie.edu**.

**PROGRAM REQUIREMENTS (12 credits)**

- \_\_\_\_\_ ITAPP 101      3 cr      Introduction to Computers (*Prereq. ITAPP 100 or equivalent and Keyboarding recommended*)
- \_\_\_\_\_ ITAPP 109      1 cr      Introduction to the Internet
- \_\_\_\_\_ ITPRG 140      3 cr      Introduction to Operating Systems (*Prereq. Keyboarding recommended*)
- \_\_\_\_\_ \_\_\_\_\_      3 cr      Electives - Select 3 credits from the courses listed below:  
ITNET 250 (3)    Introduction to LAN Administration (*Prereq. ITPRG 140*)  
ITPRG 142 (3)    Introduction to Visual Basic Programming (*Prereq. Keyboarding & ITPRG 103 recommended*)  
ITPRG 144 (3)    Intro to C++ Programming (*Prereq. ITPRG 103, 140*)  
ITPRG 147 (3)    Intro to JAVA Programming (*Prereq. ITPRG 103, 140*)

\_\_\_\_\_ ELECTIVE      2 cr      Select any additional IT course.  
\_\_\_\_\_ 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>.*)

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<b>Credits Required: 12</b>	<b>Credits Completed:</b> _____	<b>Credits In Progress:</b> _____	<b>Credits Needed:</b> _____
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**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, 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.

**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.

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**DIVISION OF CAREER & TECHNICAL EDUCATION**

<b>Program Coord:</b>	Room	(708)709-3598
<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>

Community College Connection to Jobs in Northern Illinois: [www.ccjobnet.com](http://www.ccjobnet.com)  
Prairie Tech Website: [tech.prairiestate.edu](http://tech.prairiestate.edu)