

NAME: _____

I.D.# _____

2009-10
SOFTWARE USER
Certificate

This program exposes students to a variety of application programs including spreadsheets, database, and word processing software. Students will gain experience in operating systems (DOS and Windows), diagnostic tools, and integration techniques. Some possible career opportunities include: administrative assistant, secretary, office manager, and office productivity coordinator.

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 (16 credits)

_____	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 2 (Prereq. Keyboarding recommended)
_____	ITAPP	128	2 cr	Database Applications - Level 1 (Prereq. Keyboarding recommended)
_____	ITAPP	130	2 cr	Software Integration and Application (Prereq. ITAPP 121, 123, & 128)
_____	ITPRG	140	3 cr	Introduction to Operating Systems (Prereq. Keyboarding recommended)

_____ 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 1st).

Credits	Credits	Credits	Credits
Required: 16	Completed: _____	In Progress: _____	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 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.

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>

Prairie Tech Website: tech.prairie.edu

Employment opportunities: www.collegecentral.com/prairiestate

