Office Application Specialist Electives
Select 9-10 hours from the list below:

ACC 122 Managerial Accounting ........ 4
CIT 113 Introduction to SQL ............ 3
CIT 130 Operating Systems for A+ Certification ........ 3
CIT 132 Linux Operating System ........ 3
CIT 134 Introduction to Programming Concepts ........ 3
CIT 171 Web Page Scripting ............ 3
CIT 174 Adobe Dreamweaver ............ 3
CIT 295 Internship ..................... 3
ELT 151 PC Hardware Fundamentals .... 3

OFFICE APPLICATION SPECIALIST (Certificate) Plan 22CG
The Office Application Specialist certificate prepares students to apply information technology concepts to solve problems and increase efficiency in the workplace. The certificate develops proficiency in software applications involving data manipulation and management.

Students earning this certificate will be proficient in productivity software applications including word processing, spreadsheets, databases and presentation software, as well as gain work-related knowledge of web page development.

AOS 113 Comprehensive Word Processing 3
AOS 215 Presentation Software ........ 3
CIT 111 Comprehensive Spreadsheets .... 3
CIT 112 Comprehensive Database ....... 3
CIT 114 Introduction to Networking for Programmers ........ 3
CIT 120 Introduction to Computers ....... 3
CIT 131 Windows Operating System .... 3
CIT 170 Creating Web Pages ............ 3
CIT 210 Programming for Office Applications ........ 3
CIT 271 Markup Language Programming 3

Total Hours for Certificate ........ 21

Typical Jobs*
• Administrative Assistant
• Office Manager
• Office Assistant
• Customer Service Representative
• Office Coordinator
• Help Desk Specialist
• Computer Specialist
• Applications Specialist

Salary Range *
$37,500 - $57,900

Job Outlook *
Numerous job openings will result from the need to replace workers who transfer to other occupations or leave this very large occupation for other reasons each year. Opportunities should be best for applicants with extensive knowledge of software applications.

* Career information is based on data from the Bureau of Labor Statistics for the Chicagoland area.
DESKTOP SUPPORT TECHNICIAN
(Certificate) Plan 22CI

This certificate prepares students for desktop support and customer support jobs. It prepares the student for the A+ Certification (PC-Technician) test and the Microsoft Desktop Support Technician Certification test. These two certifications are useful in obtaining an entry level job in the Information Technology field.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 130</td>
<td>Operating Systems for A+ Certification</td>
<td>3</td>
</tr>
<tr>
<td>CIT 157</td>
<td>Enterprise Desktop Support</td>
<td>3</td>
</tr>
<tr>
<td>ELT 151</td>
<td>PC Hardware Fundamentals</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Hours for Certificate: 9

How to Register
Visit www.clcillinois.edu/register for steps on how to register.

PC Technician Students Learn:
- How to disassemble, reassemble and configure computers.
- Basic components of a PC, including motherboards, memory, disk drives, cases and power supplies.
- Peripheral components of a PC, including modems, sound cards, network interface cards (NIC) and printers.
- How to troubleshoot hardware components, including diagnostic hardware and software.
- How to conduct preventive maintenance activities.
- How to troubleshoot Operating Systems.
- System optimization, memory management, identity management, installation and software/configuration.

Advising Notes
Courses may be taken in any order. All prerequisites must be met.

1. The CIT A.A.S. degrees are not transferable degrees. However, students who want to transfer someday should take CMM 121, ENG 121, BUS 121, BUS 221, ACC 121, ACC 122, PSY 121, CIT 120 and either MTH 222, MTH 127 or MTH 224. These courses are most likely to transfer even though the degree will not.

2. Courses that meet the Social and Behavioral Science and Humanities electives can be found in the Programs of Instruction and Graduation Requirements section of the CLC Catalog under Career Programs Degree Requirements.

Per 2014-2015 catalog