Office Application Specialist / PC Technician

www.clcillinois.edu/programs/cit

Program Overview
Business and Social Sciences Division
Room A244, (847) 543-2047

To complete an A.A.S., students must meet General Requirements detailed in the CLC catalog at www.clcillinois.edu/catalog (select Career Certificates).

OFFICE APPLICATION SPECIALIST
(Associate in Applied Science) Plan 22CB
This degree prepares students to use MS Office components to implement business processes and documents. Through the use of general education, business, and computer courses, this program provides an understanding of the system and networking environment needed for application development today.

First Semester (Fall) .................................. 15-17
CIT 111 Comprehensive Spreadsheets ............. 3
CIT 120 Introduction to Computers ............ 3
AOS 113 Comprehensive Word Processing ........ 3
CIT 131 Windows Operating System ....... 3
AOS 122 Business Mathematics or
MTH 122 College Algebra or
MTH Elective (higher MTH 122)*** ............ 3-5

Second Semester (Spring) .......................... 15
CIT 112 Comprehensive Database ............ 3
CIT 114 Introduction to Networking for Programmers* or
Office Application Elective ............. 3
CIT 170 Creating Web Pages ................... 3
CIT 210 Programming for Office Applications ............................ 3
ENG 121 English Composition I ............ 3

Third Semester (Fall) ................................. 15-16
ACC 112 Accounting Procedures I or
ACC 121 Financial Accounting .......... 3-4
AOS 215 Presentation Software ............. 3
BUS 121 Introduction to Business ........ 3
CIT 114 Introduction to Networking for Programmers* or
Office Application Elective ............. 3
CIT 271 Markup Language Programming ............ 3

Fourth Semester (Spring) ......................... 15-16
CIT 114 Introduction to Networking for Programmers* or
Office Application Elective ............. 3
CMM 111 Communication Skills or
CMM 121 Fundamentals of Speech or
CMM 128 Interviewing Practices ........... 3
Humanities or Fine Arts Elective* ......... 3
Office Application Elective ............. 3-4
Social Sciences Elective* ................. 3

Total Hours for AAS Degree .................... 60-64

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
ELT151 PC Hardware Fundamentals .... 3

* To complete an A.A.S., students must meet General Requirements detailed in the current CLC catalog. Visit www.clcillinois.edu/catalog (select Career Programs).

** Certain classes are only offered specific semesters. Check the course scheduling guide.

*** There are prerequisites for Math courses. If you do not meet the prerequisites, begin taking these courses this semester.

1 CIT 114: Introduction to Networking for Programmers is only offered every 3rd semester so you should enroll in it whenever it becomes available.
2 CIT 210: Programming for Office Applications is not offered regularly so you should enroll in it whenever it becomes available.
3 HUM 127 Critical Thinking, PHI 122 Logic, or PHI 125: Introduction to Ethics recommended.

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

Salary and Job Outlook
For the latest information, visit www.mynextmove.org or the Bureau of Labor Statistics online at www.bls.gov. Gainful employment data is available at www.clcillinois.edu/gainfulemployment.
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.

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.

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

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.

PC Technician

Total Hours for Certificate .......................... 9

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Getting Started
Visit www.clicollege.edu/admission for steps on how to register.