PURDUE UNIVERSITY NORTH CENTRAL

Certificate in Office Productivity

(This certificate can be completed entirely on-line, if desired.)

CIT Department
Effective Fall 2006

Student Name: _____ **Student Number:** _____

Department: _____ **Major:** _____ **E-mail Address:** _____

This certificate provides students with an opportunity to learn concepts and skills in office productivity. Initially, basic skills are developed in word processing, spreadsheets, databases, and electronic slide presentations. Valuable terminology and concepts dealing with computers and their uses are also introduced. From that base students go on to learn advanced concepts in word processing and spreadsheet applications.

Additionally, to be productive in an office environment it is important to have an understanding of the dynamics that occur within that environment. Students pursuing this certificate will gain an important understanding of individual and group behavior with an emphasis on interpersonal and leadership relationships.

To allow for maximum flexibility in scheduling the entire certificate can be completed on-line via distance learning. The only time a student is required to be on campus is to take exams. Distance learning courses are identified in the schedule with a D suffix after the course number, such as C&IT 107D. Only access to a computer, the required software, and the Internet is needed. The software required for the C&IT courses is Microsoft Office Professional and can currently be purchased from the campus bookstore at a greatly reduced price. *Please be aware that courses should only be taken via distance learning by students who are strongly self-motivated and who can set and follow a study schedule.*

Total credits required for the certificate is 12. A minimum grade of "C" is required in all four courses. All required courses must be taken at a Purdue University campus.

Required Courses [1]

Credit	Course	Course Title	Grade	Approved Substitute
3	C&IT 107	Computer Literacy		
3	C&IT 127 [2]	Microcomputer Spreadsheet Applications		
3	C&IT 128 [2]	Advanced Word Processing		
3	OLS 252	Human Behavior in Organizations		

[1] *It is assumed that students already have basic high school algebra skills. Those students who don't will need to take MA 111 - Algebra before taking any of the C&IT courses listed below. If a student is uncertain, it is suggested that you take the Math portion of the SAM placement test before taking any C&IT course.*

[2] *A minimum grade of "C" must be earned in C&IT 107 before taking C&IT 127 and C&IT 128.*

Possible Plans of Study: (based on the student's available time and understanding of the material)

A. *Semester 1*	*Semester 2*	*Semester 3*	*Semester 4*
C&IT 107	C&IT 128	C&IT 127	OLS 252

B. *Semester 1*	*Semester 2*		*Semester 3*
C&IT 107	C&IT 128		OLS 252
	C&IT 127	← *or* →	C&IT 127

C. *Semester 1*	*Semester 2*
C&IT 107	C&IT 128
OLS 252	C&IT 127