

NAME: _____

I.D.# _____

2009-10
DESKTOP PUBLISHING
Certificate

This program prepares students to produce professional looking publications using desktop publishing software.

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 (15 credits)

- _____ ITAPP 101 3 cr Introduction to Computers (*Prereq. ITAPP 100 or equivalent and Keyboarding recommended*)
- _____ ITAPP 121 3 cr Word Processing Applications 1 (*Prereq. ITOFS 100*)
- _____ ITAPP 132 3 cr Desktop Publishing (*Prereq. ITOFS 100*)
- _____ ITAPP 133 2 cr Business Presentations
- _____ ITAPP 232 3 cr Advanced Desktop Publishing (*Prereq. ITAPP 132 required; with grade of C or better recommended*)
- _____ ITOFS 100 1 cr Keyboarding

_____ 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 Required: 15	Credits Completed: _____	Credits In Progress: _____	Credits Needed: _____
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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.

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 2122	(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>

Community College Connection to Jobs in Northern Illinois: www.ccjobnet.com

Prairie Tech Website: tech.prairiestate.edu