

NAME: \_\_\_\_\_

I.D.# \_\_\_\_\_

**2011-12**  
**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. For further information visit the website at: [http://prairiestate.edu/prairie\\_tech](http://prairiestate.edu/prairie_tech)

**PROGRAM REQUIREMENTS (20 credits)**

_____	ITAPP 101	3 cr	Introduction to Computers ( <i>Prereq. Placement in ENG 099 or above; ITOFS 100 recommended</i> )
_____	ITAPP 121	3 cr	Word Processing Applications I ( <i>Prereq. Placement in ENG 099 or above; ITOFS 100 recommended</i> )
_____	ITAPP 122	3 cr	Word Processing Applications - Level II ( <i>Prereq. ITAPP 121 with a C or better and Placement in ENG 099 or above</i> )
_____	ITAPP 132	3 cr	Desktop Publishing ( <i>Prereq. ITOFS 100 and Placement in ENG 099 or above</i> )
_____	ITAPP 133	2 cr	Presentation Applications ( <i>Prereq. Placement in ENG 099 or above</i> )
_____	ITAPP 232	3 cr	Advanced Desktop Publishing ( <i>Prereq. ITAPP 132 with a C or better and Placement in ENG 099 or above</i> )
_____	ELECTIVES	3 cr	Electives-Select 3 credits from the courses listed below:
	_____		ART 115 (3) Introduction to Computer Art ( <i>Prereq. Placement in ENG 099 or above</i> )
	_____		ITWEB 103 (3) Introduction to Website Development ( <i>Prereq. Placement in ENG 099 or above</i> )

\_\_\_\_\_ 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 Enrollment Services.

**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 1<sup>st</sup>.*)

<b>Credits</b>	<b>Credits</b>	<b>Credits</b>	<b>Credits</b>
<b>Required: 20</b>	<b>Completed:</b> _____	<b>In Progress:</b> _____	<b>Needed:</b> _____

**Advised By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*SIGNATURE: Counselor or Advisor or Faculty Advisor*

**This is an UNOFFICIAL evaluation. Official Evaluations must be requested in the Office of Enrollment Services.**

**TIME LIMITS ON PREVIOUS COURSES IN THE INFORMATION TECHNOLOGY DEPARTMENT:**

- 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.
- 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 Enrollment Services.

**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**

- 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.
- 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.
- 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 Enrollment Services at least one semester prior to graduation.
- 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 AND TECHNICAL EDUCATION**

<b>Program Coord:</b>	Sally Haywood	Room 2212	(708)709-3653	<a href="mailto:skhaywood@prairiestate.edu">skhaywood@prairiestate.edu</a>
<b>Dept. Chair:</b>	Joe Berlinski	Room 2211	(708) 709-3565	<a href="mailto:jberlinski@prairiestate.edu">jberlinski@prairiestate.edu</a>
<b>Division Dean:</b>	Debra Prendergast	Room 2122	(708) 709-3689	<a href="mailto:dprendergast@prairiestate.edu">dprendergast@prairiestate.edu</a>

**CAREER PLANNING/PLACEMENT INFORMATION:**

*Occupational Outlook Handbook*, U.S. Department of Labor: <http://www.bls.gov/oco/home.htm>

Prairie Tech Website: [http://prairiestate.edu/prairie\\_tech](http://prairiestate.edu/prairie_tech)

Employment Opportunities: [www.collegecentral.com/prairiestate](http://www.collegecentral.com/prairiestate)