Prairie State College
Certificate Advising Guide
Desktop Publishing

NAME: _____________________________________________ I.D.#______________________________

2015-16
DESKTOP PUBLISHING
Certificate

This program prepares students to produce professional looking publications using desktop publishing software. Desktop publishing involves how to design and layout documentation in a variety of media; namely Web and print publication.

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

PROGRAM REQUIREMENTS (22 credits)

- IT 101 1 cr IT Orientation (Prereq. None)
- ITAPP 101 3 cr Introduction to Computers (Prereq. Placement in ENG 099 or above; ITOFS 100 recommended)
- ITAPP 121 3 cr Word Processing Applications I (Prereq. Placement in ENG 099 or above; ITOFS 100 recommended)
- ITAPP 122 3 cr Word Processing Applications - Level II (Prereq. ITAPP 121 with C or better and Placement in ENG 099 or above)
- ITAPP 132 3 cr Desktop Publishing (Prereq. ITOFS 100 and Placement in ENG 099 or above)
- ITAPP 232 3 cr Advanced Desktop Publishing (Prereq. ITAPP 132 with C or better and Placement in ENG 099 or above)
- ITWEB 101 3 cr Web Page Fundamentals (Prereq. Placement in ENG 099 or above)
- ITWEB 105 3 cr Multimedia Writing (Prereq. Placement into ENG 101)

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 1st).

Credits Required: 22 Completed:______ In Progress:______ Needed:_______

Advised By: __________________________ Date:____________________

SIGNATURE: Counselor or Advisor or Faculty Advisor

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

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 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
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 Enrollment Services 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 AND TECHNICAL EDUCATION

Program Coord: Jackie Dennis Room 2184 (708)709-3649 jdennis@prairiestate.edu
Dept. Chair: Joe Berlinski Room 2211 (708) 709-3565 jberlinski@prairiestate.edu
Division Dean: Debra Prendergast Room 2122 (708) 709-3689 dprendergast@prairiestate.edu

CAREER PLANNING/PLACEMENT INFORMATION:
Prairie Tech Website: http://prairiestate.edu/prairie_tech
Employment Opportunities: www.collegecentral.com/prairiestate