DEPARTMENT OF DEFENSE
Defense Information School
6500 Mapes Road
Fort George G. Meade, MD 20755-5620

Digital Multimedia Course Prerequisite Verification

Potential DINFOS Digital Multimedia Course (DMC) Student:

We have received your request to register for the DMC. This course is open to military and civilian personnel with a fundamental knowledge of, and currently involved in daily operations in visual information (VI) and public affairs (PA) career fields. A fundamental knowledge is defined as two years of experience within the last five years, including operational skills in the following types of software: Raster-based graphic design, Vector-based graphic design, and Digital page layout. Experience using these fundamental skills is necessary to prepare you for this fast-paced, intermediate level course. Prerequisites for the DMC will not be not waived and must be verified as well as approved in order for you to be enrolled in the course. International students are strongly encouraged to comply with the course prerequisites as listed above. However, for international students, the prerequisite verification requirement may be waived.

Below is a checklist that must be completed with your supervisor's signature. Please email or fax the completed and signed form to the DINFOS Registrar at dma.meade.dinfos.list.registrar@mail.mil or 301-677-4290 within three working days of receipt of this letter.

Student Name: _____ **Unit:** _____

Instructions: Complete the skills inventory below. Check all that apply and list examples of products you have created.

Raster-based Graphic Design: Design and create original graphics products that are pixel-based, resolution-dependent, such as photo-illustrations, magazine covers, posters or other layouts comprised of multiple photographs or other bitmaps. Using Photoshop or other raster-based software for image-editing or captioning purposes does <u>not</u> constitute raster-based graphic design.

Software Type	Products Created
Adobe Photoshop	
Other:	

Vector-based Graphic Design: Design/create original resolution-independent illustrations using points and paths, such as logos and stylized art, as well as technical diagrams and non-raster-based designs.

Software Type	Products Created
Adobe Illustrator	
Other:	

Digital Page Layout: Design/create original digital layouts comprised of combinations of vector art, raster graphics/images, and typography into such products as magazines, newspapers, brochures, change- of-command or other programs.

Software Type	Products Created
Adobe InDesign	
Other:	

Student Acknowledgement and Signature

I certify that, within the last five years, I have had at least two years of daily operational experience in the VI or PA career fields using the above forms of graphic design software as indicated.

_____

(Print Last Name, First Name, Rank)   (Signature)   (Date)

Supervisor Acknowledgement and Signature

I attest that, within the last five years, the above named potential DMC student has had at least two years of daily operational experience in the VI or PA career fields using the above forms of computer software, as indicated.

_____

(Print Last Name, First Name, Rank, Title)   (Signature)   (Date)

Supervisor Point of Contact information:

Email: _____

Phone number: _____

For Official Use Only.

Based upon a review of the above information, the student is _____ qualified _____unqualified for the Digital Multimedia Course.

Comments:

Prerequisite Verification Evaluated by:

_____

(Print Last Name, First Name, Title)   (Signature)   (Date)