



Desktop Publishing (222)

Certificate Program

ABOUT OUR PROGRAM

The Desktop Publishing certificate is designed for individuals who need computer skills to keep up with changes in the printing industry and for individuals who are interested in desktop publishing for personal use. Many courses in this program are based in Highland's individualized Office Technology Lab. The lab is staffed at all times with an instructor to assist students with course work. Students are able to proceed through many courses at their own pace and at times that are convenient to both the traditional student and to the person wishing to train for a new field or upgrade skills.

NATURE OF WORK AND EMPLOYMENT

Program graduates may work in the printing industry or an office setting where they typeset and prepare miscellaneous publications for printing.

SPECIAL CONSIDERATIONS

Certain required courses may be waived or credit may be allowed through proficiency testing. The type of position obtained with this certificate could develop into an administrative assistant position with the addition of further course work toward an Associate degree. A workplace experience is encouraged and may be made available.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Scott Anderson, Dean of Business & Technology
- Denise Johnson, Information Systems Faculty
- Vicki Schulz, Student Advisor

Required Courses

32 Sem. Hours

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|--------|----------|--|---|
| ART | 115 | Two-Dimensional Design | 3 |
| * BUSN | 121 | Introduction to Business | |
| | -or- | | 3 |
| * BUSN | 124 | Introduction to Small Business | 3 |
| * BUSN | 141 | Business Communications (or COMM 101 or ENGL 121) | 3 |
| BUSN | 225 | Personal Finance (or ECON 111 or 112) | 3 |
| * INFT | 115 | Introduction to the World Wide Web | 1 |
| * INFT | 122 | Introduction to Windows | 1 |
| * INFT | 131 | Beginning Microsoft Word | 1 |
| * INFT | 132 | Intermediate Microsoft Word | 1 |
| * INFT | 133 | Advanced Microsoft Word | 1 |
| * INFT | 135 | PowerPoint | 1 |
| * INFT | 137 | Desktop Publishing | 3 |
| * INFT | 140 | Beginning Excel | 1 |
| INFT | 160 | Digital Pictures and Sound | 1 |
| OCED | 250 | Workplace Preparation | 1 |
| OFFT | 151 | Keyboarding/Formatting I | 4 |
| * OFFT | 161 | Proofreading | 1 |
| * OFFT | 162 | Pre-Transcription Skills | 1 |
| | Elective | | 2 |

Total Hours =

32

* Course has a prerequisite. See course descriptions.

In compliance with U.S. Department of Education disclosure guidelines, gainful employment statistics for certificate programs can be found at www.highland.edu/hcc_academics.

