

# 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.

### Program Outcomes

Students who complete this program of study will be able to:

- Apply computing knowledge appropriate to emphasis/discipline.
- Solve problems in an information technology environment.
- Demonstrate professional behavior and ethical conduct.
- Demonstrate appropriate social and communication skills.
- Utilize desktop publishing skills to help in the decision-making process.

### 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, Vice President of Business, Technology, and Community Programs
- Carol Engelkens, Information Systems Faculty
- Vicki Schulz, Student Advisor/Transfer Coordinator

## Required Courses

**32 Credit Hours**

ART	115	Two-Dimensional Design	3
* BUSN	121	Introduction to Business	3
	-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 Credit Hours =**

**32**

\* Course has a prerequisite. See course description.