

Northern Virginia Community College 2008-2009 Catalog

BUSINESS MANAGEMENT:

Desktop Publishing

Career Studies Certificate

AL, WO, ELI*

Purpose: This program is designed to provide the skills and knowledge necessary for students to use desktop publishing techniques and procedures to produce professional looking publications. Employed and inexperienced students as well as graduates of Administrative Support Technology or other programs may update their skills by enrolling in the program.

Recommended Prerequisite: AST 141 Word Processing I or equivalent skills.

* Graduation requirements are certified by a faculty advisor at a campus offering this major.

One Year		Credits
1st Semester		
AST	253 Advanced Desktop Publishing I	3
ENG	116 Writing for Business or ENG Elective	3
SDV	Elective	<u>1</u>
	Total	7
2nd Semester		
AST	107 Editing/Proofreading Skills	3
AST	254 Advanced Desktop Publishing II	3
ITE	115 Intro. to Computer Applications & Concepts or AST 236 Special Software Applications or BUS 226 Computer Business Applications	<u>3</u>
	Total	9

Total credits for the Desktop Publishing Career Studies Certificate = 16.