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.

One Year		**Credits**
1st Semester		
AST	253 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 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